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SONOGRAPHY STUDENT HANDBOOK

Introduction

Welcome to the Lurleen B. Wallace Community College Diagnostic Medical Sonography (DMS) Program. Sonography is a challenging and rewarding profession. The faculty at Lurleen B. Wallace Community College are delighted that you have chosen sonography as your educational goal. We intend to challenge you academically and personally in order to prepare you to become a clinically competent and productive member of the healthcare team.

The purpose of this handbook is to provide sonography students with information regarding the policies of the Diagnostic Medical Sonography Program. The Diagnostic Medical Sonography Program operates within the policies of Lurleen B. Wallace Community College (LBWCC). Sonography students are primarily obligated to follow all policies and procedures as detailed in the Diagnostic Medical Sonography Student Handbook in addition to policies and guidelines as published in the LBWCC catalog. Policies that differ in the Diagnostic Medical Sonography Handbook take precedence over College policies. College policies are published in the LBWCC Catalog and are accessible to all students.

Sonography students are responsible for being informed and for following the policies in this handbook. This handbook is applicable to each DMS course in the sonography curriculum. The DMS faculty will be available to discuss any concerns regarding the handbook. No policies are infallible and if any are found to be inoperable the faculty shall welcome constructive suggestions for change.

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

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

The sonography faculty bids you a sincere and warm welcome as you enter the program.

Disclaimer

This handbook is intended to be a fair summary of matters of interest to students and should be used in conjunction with the College catalog. Readers should be aware that (1) this handbook is not intended to be a complete statement of all procedures, policies, rules, or regulations; (2) the College reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in the handbook; and (3) other departmental and clinical procedures, policies, rules, and regulations, whether or not contained in the handbook, that may be applicable to students in this department.

Nondiscrimination Policies

It is the policy of Lurleen B. Wallace Community College that no individual shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.
Lurleen B. Wallace Community College complies with Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964. Inquiries concerning compliance with these statutes may be directed to the Dean of Student Affairs.

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.

ACCREDITATION

Lurleen B. Wallace Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees and certificates at the community college level.

1866 Southern Lane
Decatur, GA 30033-4097
(404) 679-4501

The Diagnostic Medical Sonography program at LBW Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

Commission on Accreditation of Allied Health Education Programs
25400 US Hwy 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

DIANOSTIC MEDICAL SONOGRAPHY PROGRAM FACULTY

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

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

Clinical Coordinator:
Sierra Brown BS, RDMS, RVT
Lurleen B. Wallace Community College  
Mission/Philosophy

Teaching. Learning. Growing. Enriching. Lurleen B. Wallace Community College offers opportunities for learning and growth by providing academic and technical instruction, workforce development, adult and continuing education, and cultural enrichment. Lurleen B. Wallace Community College is a public, two-year institution in the Alabama College System under the governance of the Alabama State Board of Education.

The College offers career-oriented certificates and associate degrees, as well as university transfer courses and associate degrees. In addition, the College provides specialized training for business and industry, non-credit and continuing education, adult education and community services to the residents of its service area. With fundamental principles affirming the value of education, the freedom of teaching and learning, and the worth, dignity and personal development of each individual, the College provides an environment that emphasizes student success and achievement.

Lurleen B. Wallace Community College  
Diagnostic Medical Sonography Program 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.

Lurleen B. Wallace Community College  
Diagnostic Medical Sonography Program 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.
### Associate Degree DMS Curriculum

#### Pre-Sonography Course Requirements

**Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI 101 Orientation to College</td>
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<td>1</td>
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</tr>
<tr>
<td>MTH 100 Intermediate College Algebra</td>
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<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BIO 201 Human Anatomy and Physiology I</td>
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<td>4</td>
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<tr>
<td>ENG 101 English Composition I</td>
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**Total** | 10 | 1 | 0 | 11 | 12 |

**Semester 2**

<table>
<thead>
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<td>PHY 112 Principles of Physics</td>
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<td>2</td>
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<td>PSY 200 General Psychology</td>
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<tr>
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**Total** | 8 | 0 | 0 | 8 | 8 |

#### DMS Program Course Requirements

**First Semester (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
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<th>Credit</th>
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<td>0</td>
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<tr>
<td>DMS 204 Sectional Anatomy</td>
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<td>DMS 205 Abdominal Sonography</td>
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<td>6</td>
</tr>
<tr>
<td>DMS 216 Sonographic Physics &amp; Instrumentation I</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
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**Total** | 10 | 2 | 0 | 12 | 15 |

**Second Semester (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
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<td>DMS 206 Gynecological Sonography</td>
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<td>DMS 207 Abdominal Pathology</td>
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<td>DMS 220 Obstetrical Sonography I</td>
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<td>0</td>
<td>3</td>
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</tr>
<tr>
<td>DMS 229 Sonography Preceptorship I</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>6</td>
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**Total** | 9 | 1 | 2 | 12 | 18 |

**Third Semester (Summer)**

<table>
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<td>DMS 221 Obstetrical Sonography II</td>
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<td>DMS 230 Sonography Preceptorship II</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>9</td>
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<tr>
<td>DMS 240 Sonography Principles and Instr. Seminar</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
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**Total** | 5 | 0 | 3 | 8 | 14 |

**Fourth Semester (Fall)**

<table>
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<td>DMS 225 Superficial Sonography</td>
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<td>DMS 231 Sonography Preceptorship III</td>
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<td>4</td>
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<tr>
<td>DMS 233 Sonography Lab I</td>
<td>0</td>
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<td>0</td>
<td>1</td>
<td>3</td>
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<tr>
<td>DMS 250 Introduction to Advanced Sonography</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
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</tr>
<tr>
<td>DMS 260 Intro to Vascular Sonography</td>
<td>3</td>
<td>0</td>
<td>0</td>
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**Total** | 7 | 1 | 4 | 12 | 30 |
### Fifth Semester (Spring)

<table>
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<td>DMS 234 Sonography Lab II</td>
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<td>1</td>
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<td>DMS 241 Abdominal and OB/Gyn Sonography Seminar</td>
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<td>DMS 270 Intro to Cardiac Sonography</td>
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<td><strong>Total</strong></td>
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<td><strong>Program</strong></td>
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**Total Credit Hours** 75  
**Total Contact Hours** 1965
STUDENT POLICIES AND PROCEDURES

Please refer to the LBWCC Student Catalog for information on the college’s general academic policies.

ADMISSION POLICIES

Admission Requirements and Application Deadline
(The deadline for program applications is June 1.)

1. Unconditional admission to the College
2. All pre-sonography courses must be complete prior to application deadline of June 1. The only exception is the physics course. It can be completed in the summer prior to admission to the program. Those who have completed the course by the application deadline will receive 1 point added to their ranking score.

3. Submit Diagnostic Medical Sonography program application packet by June 1st
   ✓ 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, with the exception of physics, must be completed by the end of the spring 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 score of 19 on the ACT exam.*
5. Complete all pre-sonography courses with a minimum of a “C” (Cumulative GPA of 2.5)**
6. Meet the essential functions or technical standards required for sonography.

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, Radiological 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. If exempt these applicants will receive a maximum of 19 points for this application category.

**If the student has a Radiographic Physics (3 or 4 credit) that has been taken, this may possibly substitute for PHY 112 with staff approval.
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 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.

   - Twenty application points will be deducted if applicant was previously enrolled in a DMS program and failed to meet course requirements including, but not limited to the following: course failure, course withdrawal, misconduct, or dismissal from a clinical site.

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 DMS 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.

6. Sonography Students will be required to purchase access to an online clinical evaluation tool as designated by the college.

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.

PROGRESSION POLICIES
Progression
In order to progress in the sonography program, the student must:

1. Achieve a grade of C or better in all required general education and sonography courses.
2. Be acceptable by clinical agencies for clinical experiences.
3. Maintain ability to meet essential functions for sonography with or without reasonable accommodations.
4. Maintain program health requirements.

Incompletes
A grade of (I) Incomplete may be assigned when the quality of work has been passing but the student has been prevented by illness or other justifiable cause from completing the required work or taking the final examinations. A student who must miss a final examination has the responsibility of notifying the instructor prior to the examination or as soon thereafter as possible and of furnishing acceptable evidence concerning the cause of the absence upon return. If the cause is personal illness, the student should present the instructor a statement signed by the appropriate health care professional.

Students must submit to the instructor a “Request for Incomplete Grade” form with documentation of the absences. If approved by the instructor and division chair, the student may receive an “I” for the term. All required work for the course must be submitted to the instructor no later than two weeks prior to the last class day of the following term. If work is submitted by the due date provided by the instructor, the “I”
grade will be cleared by the last class day. Otherwise, the grade of Incomplete (I) automatically becomes an “F”.

**Readmission**
Any student that does not complete the program for reasons of incompletes, academic or voluntary withdrawal may apply for reinstatement the following year. Any student dismissed from the program for disciplinary reasons or involuntary withdrawal is not eligible for reinstatement. A student may be reinstated to the sonography program only one time. Reinstatement is not guaranteed due to limitations in clinical and/or classroom spaces. All sonography program admission standards must be met. Students wishing to be reinstated must turn in a completed application packet within 60 days prior to the start of the semester of reinstatement to be considered.

**Definitions**
Reinstatement: Students who have a withdrawal or failure in a sonography course and are eligible to return to that course will be considered for reinstatement to the program.

Readmission: Students not eligible for reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student the student must take, or retake, all sonography program courses.

**Process for Reinstatement**
1. Students should first schedule an appointment with DMS faculty/advisor to discuss eligibility for reinstatement.
2. Students must submit a letter of intent for reinstatement.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Students must turn in a completed DMS application packet within 60 days prior to the start of the semester of reinstatement to be considered.
5. Update immunizations, CPR, drug testing, and background screening according to program policy.

**Transfer Policy**
The transfer policy applies to students desiring to transfer between JRC-DMS accredited Alabama Community College System institutions. A transfer request from another JRC-DMS accredited institution is determined on an individual basis. Criteria for transfer is as follows:

1. Must meet minimum admission standards for the DMS program.
2. Must possess a grade of C or better in all DMS program required courses taken at another institution and possess a minimum of a 2.5 cumulative GPA at time of transfer.
3. Must provide a letter of eligibility for progression from the Dean/Director of previous DMS program.
4. Must comply with all program policy requirements at accepting institution.
5. Must complete at least 25% of the DMS program required courses for degree at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. The last DMS course in which a student was enrolled cannot be more than 12 months old.
8. Acceptance of transfer students into the DMS program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

9. Must turn in a completed DMS application packet within 60 days prior to the start of the semester of admission to be considered.

Program Completion
Students completing all DMS courses and required academic courses will be awarded an Associate in Applied Science Degree in Diagnostic Medical Sonography. Students are responsible for meeting all the progression, and graduation requirements.

Termination
A student may be terminated from the DMS program for the following, but not limited to:
   a. Losing privileges to attend any clinical site
   b. Unsafe sonography practice
   c. Being under the influence of drugs or alcohol
   d. Obstruction or disruption of the DMS Program
   e. Breach of confidentiality
   f. Inability to perform technical standards and performance requirements
   g. Any act of academic dishonesty
   h. Failing to adhere to guidelines or expectations of the program or clinical agencies

Withdrawal
A student may withdraw from a course or all courses without a grade penalty up to fourteen (14) days prior to the first day of final exams for the fall and spring terms. For the summer and mini-terms, students may withdraw from classes up to seven (7) days prior to the first day of final exams for each session. The final date for official withdrawal is printed in the college calendar and published in each class schedule.

Students may be administratively withdrawn from all courses. Withdrawal may impact a student’s ability to qualify for financial aid, and may result in the need to repay financial aid already received.

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 40 cumulative hours for the duration of the Diagnostic Medical Sonography Program (5 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](http://www.lbwcc.edu) (click on “About LBWCC” and “Publications”).

CLASSROOM POLICIES

Attendance

Only approved students may attend sonography courses. Class attendance is regarded as an obligation as well as a privilege. Absences disrupt a student’s orderly progress in a course and significantly diminish the quality of group interaction in class. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course. Participation in an approved institution-sponsored activity is not regarded as an absence. All students are still responsible for preparing all assignments for the next class, for completing work missed and for obtaining the material or audiovisuals for that class.
Tracking of student activity and performance will be conducted weekly.

**Classroom Attire**
DMS students are encouraged to dress in a manner befitting that of a healthcare professional. Students are expected to be fully clothed, including shoes, and appropriate undergarments. The following items are **not** permitted:

- Short Shorts or dresses (appropriate knee length are acceptable)
- Exercise attire (leggings, tank tops, halters, etc.)
- Tops with midriff exposure
- Hats worn indoors
- Thin shirts or see through tops
- Facial piercings

**Classroom Interaction**
Instructors are responsible for providing an atmosphere conducive to learning. The instructor may temporarily or permanently suspend a student whose behavior jeopardizes orderly learning for the class. While discussions and questions are encouraged at appropriate times, interactions are to be respectful. Unsanctioned talking, eating, sleeping, cell phone use and reading unrelated material during class is considered rude and disruptive and is grounds for dismissal from the class at the instructor’s discretion. Students dismissed from a class must meet with the class instructor or division chair before allowed to return.

**Access to Instructors**
Students will be able to meet their instructor during designated office hours. Office hours are posted outside each faculty member’s office and in the course syllabus. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. Students must schedule appointments with faculty at a time that is mutually convenient for both the student and faculty. Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule.

**Canvas (Web-enhancement)**
All sonography students should have daily access to a computer as all sonography courses are web-enhanced. Several assignments as well as instructional tools may be posted on Canvas. Students are expected to check Canvas daily in order to stay current with classroom assignments. All “Canvas” tools are for class instructional use. All comments and postings not instructional in nature will be reviewed and may be administratively deleted. Students who fail to comply with this policy may be denied access to class with no refund and may be subject to the College’s academic code of conduct. It is advised that students do not disclose their log-in to any other individual as this may result in disciplinary action.

**Records Due Date**
Immunizations, CPR, payment for drug testing, and medical insurance must be submitted to the sonography department prior to the beginning of the semester in which they are due. Students are notified at the end of each semester what items are due to be turned in to the sonography department. Students will not be allowed to attend classes or clinicals until requested information has been received by the sonography department. It is the responsibility of the student to verify that information scanned, faxed, and/or mailed was actually received by the department.
Copies of Records
Students are responsible for making copies of their History & Physical, immunization records, and flu vaccinations prior to submission to the sonography department. The department is not obligated to provide copies after documentation has been submitted.

Student Record Maintenance
Students should keep the sonography program and Office of Admissions updated on any changes in name, address, or phone number.

Written Assignments
The sonography faculty believes that written papers are an expression of the individual. It is expected that all written work will reflect clear, correct, and responsible use of language and grammar. All written assignments must be prepared according to the guidelines in the course syllabus. Plagiarism is the copying from the work of another, word for word or in substance, and offering the copy as one’s own work for credit. This includes purchased or borrowed papers. Written work must be the student’s own work unless proper credit is given to the original author.

Academic Honesty
Academic honesty is absolute in order for the student to advance in the program. Because of the nature of the sonography profession, dishonesty or unprofessional conduct could affect the health or safety of patients. To promote professional conduct and personal integrity, it is imperative that each student do his/her own work. Students who obtain passing grades through dishonest means may compromise patient safety. Students who witness dishonest behavior of a peer, or other healthcare employee, should report it to the course instructor. Penalties for academic dishonesty may range from a reprimand to suspension from the college. Please see the College Student Handbook for general policies on academic honesty.

Academic dishonesty includes but is not limited to:

- Copying from another student’s work, test, or paper (including clinical paperwork), or allowing another to receive credit for your work.
- Looking at another student’s exam or allowing another student to look at your exam.
- Collaboration with another student or any person(s) during an exam.
- Use of anything not sanctioned by the individual administering the exam (i.e. calculator, cell phone, drink bottle).
- Obtaining, buying, selling, soliciting, transmitting, or stealing a course exam or any components of a course exam.
- Bribery to obtain exam information.
- Sharing or receiving information about an exam from another class group.
- Breach of test security.
- Unauthorized tape-recording or note-taking of a test review.
- Plagiarism.
- Failure to report any of the above behaviors or other dishonest behaviors when witnessed.

If an exam monitor suspects an incident of academic dishonesty, the student will be referred to the division chair or dean of student services.
Audio and Video Taping Guidelines
Taping of content in classroom or lab sessions is not permitted by the student. No recording of any type (audio, visual, written, etc.) is allowed during exam reviews.

Cell Phone Policy
Electronic devices such as cell phones, kindles, nooks, iPads, smart watches, and their attending noise are distracting to both faculty and students in classrooms, labs, and testing centers. The classroom, lab, clinical, and testing areas are inappropriate sites for telephone conversations and text messaging. In consideration of others and to minimize distractions, all electronic devices must be turned off or silenced, and out of site, unless prior approval is obtained by the instructor, dean of instruction, or designee. Telephone conversations should be conducted in building lobbies or outdoors. The abuse of electronic devices by students is a violation of the student code of conduct. Cell phones or other electronic devices are not permitted during lab or preceptorship hours except during designated meal time.

Email Policy
Students are responsible for checking email daily. Off-campus communications between instructors and DMS students, including correspondences regarding any online courses should be conducted through email. Instructors should be emailed through college email accounts only. Personal calls and text messaging are only used in emergency situations.

Minors on Campus
The College is committed to maintaining an environment that contributes to its educational mission as well as the safety, health, and well-being of all students and other persons on the campus. Therefore, to minimize distractions in the classroom and ensure safety, children are only permitted on campus to attend specific programs (e.g., Day Care Program) or athletic events accompanied by adults. LBWCC students must not bring children to classes or leave them unsupervised on campus while attending classes.

Accommodations for Americans with Disabilities
It is the student's responsibility to provide appropriate disability documentation to the College's Americans with Disabilities Act (ADA) Coordinator, located on each campus, to receive reasonable accommodations for classes. It is the student’s responsibility to inform respective instructors of the need for reasonable accommodations or for assistance with classes.

School Closing
It may become necessary to close the College because of severe weather, adverse road conditions, or other emergencies. Closing of the College also includes cancellation of off-campus clinicals. Students who have signed up for the Saints Alert Notification System are notified of inclement weather, school closings, and other emergencies by e-mail and cell phone text. Students may, also, obtain information for closings by listening to local television and radio stations or by checking the College website, if operational.

Social Networking Policy
Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential patient information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a patient will result in appropriate disciplinary actions. Removal of an individual’s name, face, or image, is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites, does not guarantee that information will not appear in public and is not deemed sufficient.

Students are not to make negative or disparaging or unprofessional remarks about fellow students, instructors, patients, patient visitors, clinical sites or other health care professionals through social media.
Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

**Testing and Grading Policies**

**Grading**
No rounding of test scores is done (i.e. 78.6 is 78.6) except for the final course grade. 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 in all courses with a DMS prefix in order to advance to the next semester courses. Failure to do so will result in program dismissal. Students are encouraged to study a minimum of two hours per course credit hour (i.e. 6 hours per week for a 3 credit hour course).

**Exam Reviews**
Exam reviews will be held at the discretion of the instructor. Every attempt is made to review within one week of the date for which an exam was given. During exam reviews students are not allowed to take notes or to record in any form; pencils, pens, recorders, cell phones, etc., are not allowed. Exam reviews may be terminated if the class becomes disruptive. Students must then, schedule an appointment with the instructor to review the exam individually. Any student who wishes to review an exam individually must make an appointment with the instructor within one week from the time of exam review. Exams may be reviewed within 7 days of the exam date.

**Library/Learning Resource Material**
Independent reading and learning is encouraged by the faculty of the sonography 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. Multiple resources are available for the students to use in the library and through the library website. The DMS 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 Libraries five days a week, 7:30-5 M-Th, 7:30-12:00 F. A copy machine is available in the library for the student's convenience.

A student who borrows material from the Sonography Department or 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.

**Final Exam Schedule**
The final exam schedule for sonography courses may differ from the schedule for general courses. Please check the course syllabus regarding the final exam schedule.
Make-up Exams
Make-up exams are determined by the individual instructor of a course. Make-up exam information for the course is included in the syllabus. If the instructor allows make-up exams, times must be scheduled with the individual instructor. If a student does not show up for a make-up exam that was scheduled with the instructor, the student will receive a zero for that exam.

Exam Procedures
It is essential that exam times are quiet. Once a student leaves the examination area, the student will not be allowed to return until all students have completed the exam. Pencils, tests, answer sheet forms, and calculators if specified, are the only items allowed on the desk for exams. Calculators are not allowed for exams unless specified. If allowed, calculators must have instructor approval and may not be shared.

No handbags, backpacks, book carriers, books, drinks, food, cell phones and/or other electronic devices are allowed on top of, under, or around any desk during an exam. No hats may be worn during an exam. If any of these items are brought into the room, they must be placed at the front of the room before the exam starts. If brought into the room, cellphones/electronic devices must be set to silent or turned off. If a cellphone or electronic device makes noise during the exam, the student will be asked to submit his/her exam and will be excused from the room at that time. The student’s exam will be graded at the time of submission and will count for the official grade on the exam.

If assistance is required during the exam, the student should raise his/her hand to signal need of assistance from the instructor. Exams are timed. Students arriving late for an exam must take the exam in the remaining time available. If any student has already completed the exam and has exited the classroom, the tardy student will not be allowed to take the exam and must consult the instructor about the possibility of a make-up exam. Students arriving late for a quiz will not be allowed to take the quiz pending the instructor’s discretion. Students are not to approach instructors for exam results for at least 48 hours after exam completion. Instructors will post exam scores as soon as they are able.

LAB POLICIES

Campus Laboratory Guidelines
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. Students will be evaluated by the lab facilitator to which the student is assigned.

In order to provide as safe an environment as possible for those using the lab, and to ensure longevity of equipment and supplies in the lab, the following will be observed:

- Students are to arrive on time for the scheduled lab.
- Students are to sign in on the sign in sheet provided.
- No food or drink is allowed in the DMS Lab at any time.
- Students must demonstrate professional behavior during lab sessions. Examples of non-professional behavior include, but are 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, smelling of smoke, or other odor, 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.
• Students are expected to participate in any and all activities assigned for a given lab session.

• Whenever the student utilizes the DMS Lab, he/she is responsible for:
  o 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.
  o Careful, safe, ergonomic use of furniture and equipment in the scan lab/room; dims lights as necessary.
  o 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.
  o 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).

• Children are not allowed in the scan lab unless preapproved to accompany a non-student volunteer.

Lab 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, echo, 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 Protocol for Scanning Peers/Volunteers
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.

When a student/volunteer is to be scanned, the student will:
• Introduce themselves and ask the volunteer to sign a waiver form.
• Take volunteer to scan room and explain the scan session procedure.
  o 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.
• Give all instructions and information about the scan session within the scan room to insure HIPPA compliancy.
• Treat student/volunteers with as respect and courtesy.
• Ensure that he/she follows Standard Precautions, good ergonomics, and appropriate equipment usage from the beginning of the scan to releasing the volunteer.
• Not provide the volunteer with images other than OB images approved by the instructor as “Keepsake” images; any images recorded are part of the Sonography student record.
• Never 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).
• Thank the volunteer for his/her time and willingness to participate in the lab session.

**Sonography Lab: Obstetric Volunteers**

• The instructor and student will ensure that the volunteer understands the sequence of the events during the scan session, and the limitations of ultrasound for seeing fetal anatomy.
• Student will make sure a LBW waver form along with a LBW OB Consent form has been completed and signed by the volunteer and OB physician as indicated.
• During the pregnancy scan, no discussion of fetal normalcy or diagnosis is allowed.
• If a significant atypical finding is discovered by the student and/or instructor, the scan may be terminated, and 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).
• The student will record all cases scanned (volunteers and peers) in her/his log book for the entire program.
• 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 makeup of scan lab hours:

1. Notify the Clinical/Lab Instructor 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.

**Lab Attire**
Full clinical attire must be worn in all scheduled lab times. See Clinical Attire policy for a full description of requirements. A student will not be allowed to attend a scheduled lab without being in approved clinical attire.
PRECEPTORSHIP POLICIES

Preceptorships
Students are required to complete a preceptorship during four semesters 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.

A facility required drug screen and background check is required to attend any clinical site.

Preceptorship Attire
Each student will be checked off for uniform compliance prior to the first day of preceptorships each semester. Uniforms should be neat, clean, well-pressed and fitted appropriately as students must portray a positive image to the public. Students will not be permitted to deliver patient care at the clinical agency without specified attire. Policies for uniforms are as follows:

- School approved uniform with appropriate program uniform patch on left shoulder (2” below shoulder seam or acromion process). Well fitting, clean, pressed and tailored, with adequate looseness for movement in the clinical areas. Fabrics must be of good quality. No silky materials
that might promote static electricity should be worn. The outfit consists of a red scrub suit. The scrub top must be a pullover, V-neck top with two patch pockets located at the waist. A solid white, crew neck top without decoration may be worn under the scrub top. If a long sleeve top is worn under the scrub top, sleeves must be tight enough to stay in place when adjusted. The shirt must be clean, white and in good repair.

- Pants should not be frayed on the bottom or dragging the ground. No knit cuffs and no more than 2, non-extending cargo pockets at thigh level on pants. Skirt length to the knees or below. If a skirt is preferable, the skirt must be red in color.

- White lab jackets are permitted for warmth. Lab jackets should have long sleeves without elastic or knit cuffs. They should have button closures. The program uniform patch should be stitched on the left shoulder (2” below shoulder seam or acromion process).

- Minimal mid-calf or knee length white socks are to be worn with pants, and non-patterned white pantyhose are to be worn with dresses. Full-coverage undergarments must be worn under uniform and should not be visible from underneath the uniform.

- Shoes should be solid leather or synthetic material, smooth finish, with no branding with the exception of small company emblems. Solid white tennis shoes are allowed, however, not recommended. All shoes must have a completely enclosed toe and heel. Shoes must be kept clean, white, and in good repair.

- The student’s clinical name badge is to be worn at all times while attending Preceptorships and on campus labs. The badge must be clamped to the upper left side of the uniform top.

- A black ballpoint pen, pocket notebook, DMS program binder and a low profile watch with second hand capabilities are required at all preceptorships.

- Hair is to be neat, clean, secured away from the face, and should not touch the collar. Hair pulled back must be secured in an orderly style. Unruly or extreme hair fashions are prohibited. Beards and mustaches must be neatly trimmed. All hair color must be kept a natural shade. No hair accessories are allowed except for elastic bands or hair pins that are the same color as one’s hair. Bright colored bows or barrettes are not allowed.

- Fingernails must be short, filed, and clean. Nails may be no longer than the tips of the fingers and shall have rounded edges. Nail polish and artificial nails are prohibited.

- Makeup should be conservative.

- Only jewelry specified below is permitted:

  - One wedding band set. The wedding ring can only be worn on the ring finger of either the left or right hand.
    - Low profile wrist watch with second hand capability. Watch bands must be leather or synthetic material with a smooth finish. No cloth watch bands.
    - Small stud earrings, “traditional”, no larger than 6mm. No other visible piercings, no tongue piercing. A skin tone plug must be worn in the hole left by a gage earring.
    - Necklaces are not allowed but, if necessary for medical reasons, must be long enough to secure under clothing.

- No visible tattoos are allowed.

- No cologne or perfume is allowed due to possible patient allergies. Lotions and deodorants
must be fragrance free.

- Students are expected to bathe, wear deodorant, brush teeth, and change undergarments daily. Body odor and cigarette/cigar odors are not permitted. No gum chewing is allowed in the clinical setting.

- Uniforms are to be worn only when functioning in the role of the student. If the student has other plans at the completion of a preceptorship or lab, the student must change into street clothes.

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

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

WonderWink WonderWork Uniforms Only

Women’s Styles

101 Women’s V-Neck Top

102 Women’s Mock Wrap Top

501 Women’s Pull-on Cargo Pant
Women's fit, straight leg opening
full elastic waist

502 Women’s Flare Leg pant
Women's fit, flare leg opening.
Back elastic waist with full adjustable drawstring, front rise sits slightly below natural waist with back rise being a bit higher for more coverage
500 Unisex
Drawstring Cargo Pant
Relaxed unisex fit

701 Women's Pull on
Cargo Skirt
Full elastic waist

Men's Styles

103 Men's V-Neck Top
Men's fit

503 Men's Cargo Pant
Men's Fit, Straight leg Men's fully constructed waist with functional fly with button closure. Full inner drawstring, back elastic
500 Unisex Drawstring

Cargo Pant
Drawstring Cargo Pant
Relaxed unisex fit
Natural rise with a full drawstring waist

Options for Lab coat

White
Short Length

For Men:

Style: 15007
Meta Fundamentals 34" Men Lab coat

For Women:

Cherokee Style: 1462 Center back length: 32"
A Traditional Classic fit, stylish lab coat features a notched lapel, two patch pockets, a chest pocket, a button back belt detail for shape, and side vents.

Style: 15000
Meta Fundamentals 33" Ladies Lab coat
Suggestions for Uniform Purchase:

Slater’s Emporium (Formerly MJ’s Stitchery)
23220 5th Avenue
Florala, Alabama 36442
(334) 858-3344

Slater’s Emporium
412 N. Main Street
Opp, AL 36467
(334) 582-1812

Scrubs 101
3074 Ross Clark Circle #6
Dothan, AL 36303
(334) 793-5258

Sandra Jeans Uniform
2493 Mtg. Hwy
Dothan, Alabama 36303
334-792-4553

Serendipity Uniforms
5085 Virginia Loop Rd
Montgomery, AL
(334) 288-4555

Slater’s Emporium has contacted LBW and reviewed the approved school uniform requirements with the DMS faculty. DMS approved uniforms are generally in stock and specified as “DMS approved” in-store. Special needs will be addressed to accommodate the individual students, such as tall sizes. Students are not mandated to purchase from Slater’s. It is an option for purchase.

Preceptorship Orientation
Students must complete an orientation to the clinical site before attending preceptorships at that site. Students who fail to complete the orientation are not allowed to attend preceptorships. Missing an orientation constitutes a preceptorship absence.

Preceptorship Attendance
Attendance is required for all preceptorships. 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 prearranged 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 site day.
Preceptorship Guidelines

Students are expected to use time productively. Student Sonographers should only sit or study when all patient exams are completed and all rooms have been clean and stocked.

- Students are to arrive to the assigned clinical facility on time.
- Students are not to administer drugs of any kind.
- Students are to perform exams and write preliminary reports only under the direct supervision of an ARDMS register staff sonographer.
- Standard precautions are to be followed at all times.
- Students are required to wear a glove on the scanning hand while scanning.
- Communication with patients should be patient-centered. No personal affairs/problems are to be discussed within hearing of patients.
- No smoking is allowed in or on the clinical facility premises, including the parking lot. Students caught smoking or smelling of smoke while at preceptorships will be subject to a ten point deduction of the clinical evaluation for the first offense. Further infractions will be subject to dismissal from the clinical site and an unsatisfactory preceptorship course grade. This includes electronic cigarettes.
- Family members or other personal acquaintances are not allowed at clinical sites.
- Cell phones or other electronic sites should not be used at clinical sites.
- Students are not to report to preceptorships if physically or emotionally impaired.
- Students who are pregnant must provide documentation at the beginning of each semester from their attending physician stating they may participate in preceptorships.
- No gum chewing. No eating of food designated for the staff, patients, or visitors is allowed.
- Students are not allowed to accept gifts or money, nor may students receive pay for services rendered while in preceptorships. Thievery from patients, family, the agency, professional colleagues, or fellow students will not be tolerated.
- Students are not to leave the assigned clinical agency without the permission of the clinical instructor. Thirty minutes are assigned to lunch break. Students may not skip lunch and count that time as part of their clinical hours.
- Students are to bring the DMS binder to each assigned preceptorship day.
- Travel to and from clinical agencies and all food expenses are the responsibility of the student. Students must park in areas designated by clinical agency. The college, DMS instructors, and clinical agencies are not responsible for any claims or expenses incurred while at a clinical site.
- Each student is responsible for obtaining the policies of the clinical agency and adhering to those policies, including standard and universal precautions.
- Students may not apply lipstick, lip balm, any cosmetic, or adjust contact lens except in the employee/student break room or a restroom to avoid an OSHA violation.
- Students are not allowed to transport patients in their own vehicle due to liability.
- Students who have been terminated and are deemed ineligible for rehire from any clinical facility used by the DMS program, are also not allowed to attend preceptorships at that facility. A
student denied clinical access by any clinical affiliate used by the program will be dismissed from the DMS program.

- Failure to participate in clinical learning experiences for preceptorship courses results in failure of the course(s).

- Students will follow Health Insurance Portability and Accountability Act (HIPAA) confidentiality. The following guidelines are to be followed:
  - Confidential or sensitive patient information, or information of any sort which could serve as identifying information, should not be saved on personal computers or other electronic devices.
  - E-mails or texts in correspondence with faculty should not include patient identifying information.
  - Compliance with clinical agency regulations regarding use of computers, cameras, electronic devices and cell phones while present in the clinical agency shall be maintained.
  - Patient privacy and confidentiality shall be maintained at all times. Students shall not discuss client information with anyone except for clinical personnel and those in the DMS program involved with the students’ education.
  - Client names should not be included on clinical paperwork, presentations, or notes.
  - Breaches of confidentiality or privacy should be reported to the sonography instructor promptly.

**Individual Responsibility**

It is the responsibility of each student to be familiar with the rules and regulations of the college, program, and clinical agency. DMS students have a responsibility as health care professionals. Students are expected to demonstrate responsibility at all times. DMS students not following guidelines may receive an unsatisfactory preceptorship course grade.

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.
   - 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.
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.

HIPAA Policy
In order to preserve patient confidentiality, violations in HIPAA will result in repercussions as outlined at the following levels:

Level 1 constitutes an act of negligence.

Examples of a level one violation include but are not limited to:
- Leaving patient information unattended.
- Turning in assignments with a patient’s name attached.
- Sharing passwords with other classmates.
- Not signing off of a computer in the clinical setting.
- Not password protecting any personal device that is used to record client information.

Level 1 violations result in a reprimand such as a clinical deficiency and counseling by the instructor.

Level 2 constitutes an intentional violation of HIPAA.

Examples of level two violations include but are not limited to:
- Unauthorized access to patient records.
- The discussing of patient’s information with others not involved in the patient’s care.

A level 2 violation results in academic withdrawal of the student from all DMS courses for that semester. The student would have to request reinstatement. Reinstatement to the program is not guaranteed. If reinstated, a repeat violation would result in the student’s automatic dismissal from the program.

Level 3 constitutes a malicious offense used to cause harm to a person, or used for personal gain. A level 3 violation results in academic withdrawal of a student from all DMS courses without an option of returning to the program or any program in allied health.

Preceptorship Evaluations
The Trajecsys Report System is an online clinical management and tracking system used by the DMS program to track clinical performance of DMS students. The Trajecsys Report System reflects program goals and is intended to serve as a guide for clinical performance during each rotation, identify patterns of
behavior or changes in behavior, serve as a guide for the progression of the student and evaluate the student’s level of performance during and at the completion of the rotation. The Trajecsys Report System is cumulative and builds on the expectations from all previous preceptorship courses. As a result, students are accountable for clinical competencies from ALL previous courses.

It is the responsibility of the student to maintain accurate and timely records through the Trajecsys system.

**Student Grievance Policy**
Because we each are unique individuals with differing perspectives, conflict is a natural and inevitable part of life. In order to resolve conflict at the lowest levels the following procedure should be followed:

- Students with a concern regarding a DMS course should first discuss the issue with the course instructor.
- If the student remains unsatisfied, the student should discuss the issue with the Allied Health Division Chair.
- If the student cannot reach an agreement with the Allied Health Division Chair, the student’s next step is to present documentation to the Dean of Instruction.

**Incident Reports**
The clinical preceptor is to be notified of any untoward or near miss incidents made by the student. An incident report will be filed by the clinical agency as would be filed for an employee under the same circumstance. In addition, the student is responsible for notifying the DMS Clinical Coordinator of the incident and providing a copy of the incident report as filed by the clinical agency.

**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. Sonography students should not be involved in procedures that include radiation exposure, at any time. Students are cautioned against scheduling elective surgery, etc. during a term. 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.

**Accidents and Injury**
If a student should receive a needle stick, exposure to blood through mucous membranes, a laceration, or any other injury while performing duties as a student sonographer at the clinical site, the student shall contact the clinical instructor and the appropriate supervisor from the clinical site. The clinical agency is
responsible for emergency care according to clinical agency policy. The student is responsible for the cost of emergency care. An incident report should be filed with the facility and the DMS program.

**Student Health and Safety**

Students accepted into the program must adhere to the following student health and safety requirements prior to and throughout preceptorship participation:

- Current LBWCC DMS Physical Form completed by a licensed physician, physician’s assistant (PA), or certified registered nurse practitioner (CRNP). Student needs to carry out the “Technical Standards”.
- TB skin (TST) 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. TB skin test done annually.
  - Chest X-Ray with history of positive TST with no documentation of previously negative chest x-ray performed after the initially positive TST.
- Immunizations (2) for measles, mumps, and rubella (MMR) or titers demonstrating immunity.
- Hepatitis B series with positive titer. Students with documented hypersensitivity to the vaccine must sign a waiver.
- Flu vaccination annually or flu declination form. Please note that some facilities may require students to wear a mask at all times within the facility if the student chooses to decline the flu vaccination.
- Tdap immunization within the last 10 years.
- Varicella immunizations (2) or a titer demonstrating immunity.
- Yearly background and drug screening using school approved agencies.
- Current CPR for the healthcare provider by the American Heart Association is required. Student must remain current throughout the program. The student will not be allowed to continue in the program if CPR is not valid.
- All students must participate in HIPAA training during the orientation to clinicals prior to performing the first clinical assignment.
- Any health condition (including pregnancy) that might incapacitate and interfere with the student’s ability to perform essential functions should be reported to the Clinical Coordinator as soon as the student is knowledgeable. A medical release signed by a physician, CRNP or PA may be required for return to clinic practice. An updated medical release must be received each semester.
- Student signature agreeing that neither the college nor any member of the DMS department is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while in the DMS lab or clinical setting.
- Liability insurance is provided by the school. The school does NOT provide medical insurance coverage. All students are required to maintain medical insurance and provide proof of insurance prior to the beginning of each semester. LBWCC can assist the student in purchasing an accident policy.
HIV or Hepatitis B Reporting Policy
Public law #102-141, Section 633 and “the Alabama Infected Health Care Worker Management Act” require HIV or Hepatitis B infected healthcare workers to notify the State Health Officer within 30 days of the time the diagnosis is confirmed. Physicians caring for HIV or Hepatitis B infected healthcare workers are mandated to notify state health officials within 7 days of the diagnosis. All students are required to comply with this law.

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.

TECHNICAL STANDARDS AND PERFORMANCE REQUIREMENTS
The Alabama College System endorses the Americans’ with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective health care. The applicant/student must be able to meet the technical standards with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one’s ability to demonstrate the technical standards performance requirements delineated for sonographers with or without reasonable accommodations. The sonography program and /or its affiliated clinical agencies may identify additional technical standards. The DMS program reserves the right to amend the technical standards and performance requirements as deemed necessary.

In order to be admitted and to progress in the DMS program one must possess a functional level of ability to perform the duties required of a sonographer. Admission or progression may be denied if a student is unable to demonstrate the technical standards and performance requirements with or without reasonable accommodations.

The technical standards delineated are those deemed necessary for safe and effective sonography care. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective sonography program and may vary from reasonable accommodations made by healthcare employers.

The technical standards delineated below are necessary for DMS admission, progression and graduation and for the provision of safe and effective sonography care.
Technical Standards
The technical standards include but are not limited to the ability to:

- 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’s 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.

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

- Transport, move, lift and transfer patients from a wheelchair or cart to a sonography table or to a patient bed.
- 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.

The Sonographer must be capable of:

- Handling stressful situations related to technical and procedural standards and patient care situations.
- 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.
- Communicating verbally in an effective manner in order to direct patients during sonographic examinations.
- Visually recognizing anatomy on CRT screen.
- Reading and interpreting patient charts and requisitions for sonographic examinations.
The Sonographer must have the mental and intellectual capacity to:

- 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.
- Review and evaluate the recorded images on a CRT and archiving system for the purpose of identifying patient pathology.

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the technical standards and performance requirements with or without reasonable accommodations. If an individual’s health changes during the program of learning, so that the technical standards and performance requirements cannot be met with or without reasonable accommodations, the student will be withdrawn from the DMS program. The DMS faculty reserves the right at any time to require an additional medical examination at the student’s expense in order to assist with the evaluation of the student’s ability to perform the technical standards and performance requirements. Requests for reasonable accommodations should be directed to the campus ADA coordinator. Only the ADA coordinator can determine reasonable accommodations.

**BACKGROUND CHECK POLICY**

Healthcare educational programs within the Alabama College System are contractually obligated to comply with the requirements set forth by clinical affiliates. Students enrolled in healthcare educational programs must conform to the rules, policies, and procedures of the clinical affiliates in order to participate in clinical learning experiences, which include background checks. Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course(s). A student denied clinical access by any clinical affiliate will be dismissed from the program.

**Licensure Implications**

Students enrolled in healthcare educational programs should be aware that positive findings on background checks can have licensure implications.

**Guidelines**

Background checks will be conducted according to the following guidelines:

- Students shall receive notification of the background check requirement prior to admission and upon admission.
- Students must sign the appropriate consent(s) prior to the background check. A copy of the signed consent(s) will be maintained in the healthcare program’s office. The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not receive a background check and will be prohibited from participating in clinical learning experiences. Failure to be able to participate in clinical learning experiences will result in an “F” for the course(s) if the student does not officially withdraw from the course(s). A student denied clinical access by any clinical affiliate will be dismissed from the program.
- The background checks will be conducted by a designated vendor determined by the College. Background checks performed by any other vendor or agency that is not approved by the healthcare program designee will not be accepted. Results of the background check will be sent to the healthcare program designee(s) and/or the applicable clinical affiliate(s).
• If the student has a positive background check and is not allowed by the clinical affiliate(s) to participate in clinical learning experiences, the student will receive an “F” for the course if the student does not officially withdraw from the course(s).

• The student with a positive background check will be informed of the results by the healthcare program designee and/or by the background check vendor.

• Positive background checks will be reported to the individual(s) at the respective clinical affiliate(s) that is specifically designated by the clinical affiliate(s), which often is the Director of Human Resources. The individual(s) will be responsible for determining whether or not the student will be allowed to participate in clinical learning experiences with the respective clinical affiliate(s) according to the rules, policies, and procedures of the clinical affiliate(s). Students will sign consent(s) prior to disclosure of a positive background check to clinical affiliate(s).

• The student will be provided a copy of background check results, if positive. Students should contact the vendor for the background checks to see a copy of the report and to dispute information reported.

• Background checks which could render a student ineligible to participate in clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit participation in clinical learning experiences with clinical affiliate(s), but each positive background check will be reviewed individually by the clinical affiliate(s).

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.

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 a designated vendor determined by the College at the cost of the 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 at a designated testing center at a randomly scheduled time to be determined by the DMS Program Director or designee.

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 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.

8. Results will be sent to the DMS Program Director and/or Clinical Coordinator 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.

**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:

10. 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.

11. Abnormal conduct or erratic behavior on the clinical unit, absenteeism, tardiness or deterioration in performance;

12. Evidence of tampering with a drug test;

13. 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;

14. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in the nursing program;

15. Odor of alcohol;


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.

**STUDENT DRUG SCREEN PROCEDURE**

1. Students must pay the 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. Marijuana
   b. Cocaine
   c. Amphetamines
   d. Opiates
   e. Oxycodones
   f. Propoxyphene
   g. PCP
   h. Barbiturates
   i. Benzodiazepines
   j. Methaqualone
   k. Methadone
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 be required to submit to annual drug screening.*
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.

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.

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.

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.

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.

SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHERS
All sonography students may belong to the Society of Diagnostic Medical Sonography (SDMS). Participation in its continuing medical expands students’ awareness of the many facets of sonography and enhances their service opportunities. An active association benefits students, their nursing program, and the community.

CLASS REPRESENTATIVES
DMS class representatives are chosen by DMS faculty and DMS students to represent each class of students. These representatives act as a liaison between students and faculty. They are encouraged to bring any topic of concern to any DMS faculty at any time during the semester. However, problems involving individual students should be addressed by the affected student to the appropriate faculty. Student representatives are voted upon by their peers within the first two weeks of each semester and will serve for the remainder of the semester. In the event the class representative is unable to finish out the semester as representative, a new representative will be elected. Responsibilities of the DMS class representative are as follows:

- Attend a scheduled Advisory Committee meeting in the Fall Semester and possibly Spring Semester.
- Take a leadership role in designing and facilitating class T-shirts or other class projects.
  - All class projects, trips, T-shirts, or other student designed paraphernalia related to the DMS program must be approved by the DMS Program Director.
- The class representatives will be responsible for appointing and chairing a committee for organizing refreshments, decorations, music, and clean up for the DMS pinning ceremony.
- The class representatives will participate in the DMS ceremony in roles designated by the faculty.
Pinning Ceremony
All sonography students will be required to attend sonography pinning ceremonies.

The sonography department dress code will be strictly enforced for underclassmen and seniors. Students not adhering to dress code will not be allowed to participate. Seniors must purchase a pin and wear an approved uniform to participate on stage.

CERTIFICATION

The American Registry of Diagnostic Medical Sonographers (ARDMS)
All DMS students who are deemed ARDMS eligible are expected to take the Sonography Principles & Instrumentation Exam upon completion of the DMS 216: Sonographic Principles & Instrumentation Course. Students may then choose to take the Abdomen (AB) or Obstetrics and Gynecology (OB/Gyn) certification exam as early as sixty days prior to their DMS graduation date. Students, who pass national registry exams prior to graduation, may graduate as ARDMS registered sonographers.

ARDMS Eligibility
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 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 contendere 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.

*ARDMS eligibility requirements are subject to change.
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.
Disaster Plan

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: 2018

Program Description: Credit Hours 75

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>
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<tr>
<td>Tuition (In-State)</td>
<td>Books</td>
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<td>9,675.00</td>
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<td>Tuition (Out-of-State)</td>
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<td>Nonrefundable DMS Fees</td>
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<td>555.00</td>
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<tr>
<td>Facility Renewal Fee</td>
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<td>675.00</td>
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<td>Technology Fee</td>
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<tr>
<td>Reserve Fee</td>
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<td>75.00</td>
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<tr>
<td>Building Fee</td>
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<td>750.00</td>
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<td>Total Program Cost</td>
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<td>In-State</td>
<td>15,335.10</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>25,010.10</td>
</tr>
</tbody>
</table>

45
LBWCC Diagnostic Medical Sonography Program: Handbook Verification
Affirmation and Release Form

I, _________________________________, (print name) affirm that I:

Reviewed the DMS Student Handbook and Student Catalog/Student Handbook of LBWCC and agree to abide by its policies and procedures. I fully understand my rules/regulations and my responsibilities as a student. **I understand that I must have computer access.**

______Initials

Agree that neither the college nor any member of the sonography department is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while in the sonography lab or clinical setting.

______Initials

Agree to maintain medical insurance for the duration of the program understanding that the college, sonography instructors, and clinical agencies are not responsible for any claims or expenses incurred while at a clinical site or at the campus lab.

______Initials

Agree not to practice invasive procedures outside of the skills lab or clinical setting.

______Initials

Agree to perform clinical facility orientations as specified prior to performance of clinical experiences.

______Initials

Must rotate to various clinical sites as a DMS student. Will not receive monetary or other compensation for participation in the preceptorship course from either the institution or healthcare facility. Do not expect to be offered a job at the health care facility as a result of participation in a preceptorship course.

______Initials

Understand that pregnancy is a condition and not an illness. All students must complete all courses required. Failure to disclose the fact that I am pregnancy to my instructors may result in failure of a clinical course. Some clinical sites require a disclaimer to be signed I practice in the surgical or radiology arena during pregnancy.

______Initials

Will provide updated CPR, Health Statement, and immunization records prior to the beginning of the semester for which they fall due.

______Initials

Understand that I will be required to undergo background screening/drug testing and untoward findings may result in termination from the program. Drug testing is required a minimum of every 12 months and randomly as requested.

______Initials

Meet the essential functions with or without accommodations in order to fulfill the program requirements and perform in the clinical settings.

______Initials

Student Signature:_________________________________________ Date:________________
LBWCC Diagnostic Medical Sonography Program: Consent Form

Lurleen B. Wallace Community College DMS Program: Consent to Maintain Healthcare Records

I understand that the LBWCC DMS Program will maintain copies of my health record required for clinical participation. This information is severely restricted to the legitimate operational use of the LBWCC DMS Program. To protect my privacy, this information will be maintained under double locks and not disclosed to anyone without my written permission unless required by law.

The Lurleen B. Wallace Community College DMS Program may use this information to notify me of expiring immunizations or other related health requirements. I agree that information may be revealed to attending health providers in the event of a medical emergency. All healthcare records maintained by the LBWCC DMS Program will be destroyed five years following the completion or termination from the program.

Student Signature:__________________________________________________

Transfer of Records
I give permission for the sonography department to write a letter of “good standing” to other institutions as needed in the case of a transfer request. Student will make the request from Allied Health Division Chair and/or instructors prior to placement of such letter.

Student Signature:__________________________________________________

Criminal Charges
I will inform the DMS Program Director and/or Clinical Coordinator of any criminal charges incurred after admission to the sonography program. The DMS Program Director and/or Clinical Coordinator will check with the clinical agencies to determine student’s eligibility to continue in the program.

Student Signature:__________________________________________________

Background Check and Drug Screen
I give permission for the LBWCC DMS Department to forward the results of my background check and/or drug screen as requested of the clinical agencies used by LBWCC.

Printed Student Name:________________________________________________

Student Signature:__________________________________________________

Date: ____________________________
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 Diagnostic Medical Sonography 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  

This form will be maintained by Lurleen B. Wallace Community College’s Diagnostic Medical Sonography Program and will be disclosed to appropriate clinical agencies upon their request.
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></th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness Requiring Prescribed Medication</td>
<td></td>
</tr>
<tr>
<td>Anticipated Length of Treatment</td>
<td></td>
</tr>
<tr>
<td>Dosage</td>
<td></td>
</tr>
</tbody>
</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

__________________________  _________________________
Student 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.
Diagnostic Medical Sonography Preceptorship Policies

The following policies are applicable to the Diagnostic Medical Sonography Program at Lurleen B. Wallace Community College. Any breach of these policies may lead to failure of the course in which the student is registered; dismissal from the program; dismissal and/or expulsion from the Diagnostic Medical Sonography Program or College based on the severity of the breach.

1. All sonography students are held to the professional, legal, and ethical parameters of the Health Information Privacy and Accountability Act (HIPAA). Breaches of confidentiality of patient information of any kind will not be tolerated (conversation with unauthorized others about a patient, photocopy of chart or protected documentation, taking pictures with a camera of any kind, sharing information with another clinical facility).

2. Falsification of any documentation by a sonography student (i.e. application, submission of transcripts, drug testing results, physical exam findings, background check, CPR certification, other) will not be tolerated.

3. Falsification of any patient documentation by a sonography student (ex: charts, exam documents, others) will not be tolerated.

4. Thievery from the patient or family, the agency, professional colleagues, fellow students by a sonography student will not be tolerated.

5. Students who are deemed clinically incompetent will be removed from the clinical area. Repercussions are dependent on review of the allegations, demonstration by the student of the skills at the expected level of performance, and evaluation of the student’s progress in the program. Repercussions are at the discretion of the reviewer(s).

6. All sonography students are expected to behave professionally and ethically. Disruptive behavior or language toward patients/family, professional staff or other students (profanity, sexually explicit language or innuendoes, threats to physical or mental safety) will not be condoned.

7. Students must be aware that the clinical agency has the contractual right to prohibit a sonography student from being placed at the agency. If the program is unable to place the student for completion of course or program requirements, the student will be required to withdraw (or will be administratively withdrawn) from the program.

8. Students are required to reveal any personal issues which would prohibit their placement at a particular agency. These issues may include but are not limited to previous dismissal from employment at the specific agency, legal issues involving the student or his/her significant others which are outstanding against an agency or practitioner of the agency, or monetary issues involving the agency (garnishments, law suits, etc.).
9. Students are prohibited from attending clinical unless or until medical clearance required by the program has been submitted. This includes but may not be limited to physical exam, drug testing, and validation of immunity by acceptable documentation of immunization or titer levels, and hepatitis B immunization or waiver. Clinical agencies have the right to deny access to the facility based on refusal of immunization by the student.

10. All sonography students must submit to initial and continuing drug testing at specified intervals, for cause, or at random. Should the student refuse to abide by agency/ LBWCC policy, he/she will be administratively withdrawn from the course and may be denied readmission to the same or any other sonography program.

11. All sonography students must have submitted the initial background and yearly background check. Should a legal incident occur in which the student is involved, the student has 48 hours to disclose the incident to the DMS Program Director.

12. All sonography students must be CPR certified at the Health Provider level and must maintain such certification while enrolled in the program. Failure to do so may prohibit the student from completing the clinical assignment and therefore failure in the course.

13. All sonography students must attend assigned clinical agency orientation appropriate to the clinical assignment. Failure to do so may prohibit the student from completing the clinical assignment and therefore failure in the course.

14. All students are required to have a photo identification badge to utilize clinical agencies. Photo IDs will be scheduled by the faculty during the first program course. The student may be responsible for the cost of the photo ID and any replacement. Students may be dismissed for the day from the clinical experience if the student does not have the ID badge in full sight while in the clinical agency.

15. Wearing the LBWCC program uniform or badge is prohibited except for assigned clinical experiences in assigned clinical agencies. Breaches such as wearing the uniform for employment or any nefarious, illegal or unethical purpose will not be condoned.

16. Students are assigned to clinical agencies by the program director, clinical coordinator, or designee. Students are not permitted to make individual contact with agencies for clinical arrangements unless expressly directed to do so by the program director, et.al.

17. In the event of, but not limited to, such circumstances as pregnancy and delivery, hospitalization, prolonged illness or injury or surgery the student will be required to submit verification from the approved health care provider that he/she is fit for duty prior to a return to the clinical area. Pregnant students must submit this verification at the beginning of each academic semester during the pregnancy and following delivery. Failure to do so may result in withdrawal from the clinical area.
18. The DMS Program Director reserves the right to request that any student submit to reexamination by an approved health care provider if deemed appropriate.

19. Health care facilities agree to provide emergency health care with the cost of all such care being the responsibility of the student.

20. No alcoholic beverages or drugs which may cause cognitive impairment will be consumed during clinical rotations or up to 12 hours prior to rotations. Any evidence of alcohol or drug use while on rotations or evidence of impairment due to drugs/alcohol prior to starting the clinical assignment will result in sending the student for a drug test for cause and if positive, immediate suspension from the rotation site. The impaired student will only be allowed to leave with a designated driver.

21. The student will not communicate unprofessionally (argue, solicit professional advice for an illness or disability, other) with any physician, nurse, fellow student, staff member, instructor, or preceptor during rotations.

22. The ultimate responsibility for patient care lies with the staff of the rotation site. If a conflict arises between the student and anyone at the rotation site the student will immediately retire from the conflict and notify the Clinical Coordinator as soon as possible or no later than at the completion of the shift.

23. Students will practice standard precautions during all patient care and handling of patient care equipment regardless of the situation.

I hereby acknowledge that I have read and am in agreement with the above information:

Student Signature ________________________________ Date __________________

Printed Student Name ________________________________