

The background of the cover is a photograph of a medical ultrasound laboratory. It shows three examination tables with blue cushions, each equipped with a portable ultrasound machine on wheels. The room has light-colored walls, pink curtains, and a polished floor. A wooden reception desk is visible on the left side.

Diagnostic Medical Sonography

Student Handbook

2018-2019

Compiled by Medical Imaging/Sonography Faculty

Revised August 2018

Sonography Student Handbook

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*** Please see San Jacinto College District handbook for detailed information on counseling services, disabilities, financial aid, and registration. <http://www.sanjac.edu>**

Section I: Overview of Handbook

The Program Director of the Diagnostic Medical Sonography (DMS) Program reserves the right to alter, without prior notice all policies, faculty assignments, time schedules, course assignments, courses, grading, curricula, and all other matters contained in the DMS Program Student Handbook. Each student must sign and acknowledge a form after reviewing this handbook.

San Jacinto College

1.1 Vision

San Jacinto College will be the leader in educational excellence and in the achievement of equity among diverse populations. We will empower students to achieve their goals, redefine their expectations, and encourage their exploration of new opportunities. Our passions are people, learning, innovation, and continuous development.

Mission

Our mission is to ensure student success, create seamless transitions, and enrich the quality of life in the communities we serve.

Diagnostic Medical Sonography

1.2 Program Purpose:

The purpose of the diagnostic medical sonography program is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. In accordance with fulfilling its purpose, the program will provide experience to support the following: develop proficiency by not settling for a minimum standard; develop independence by showing initiative to complete tasks without being directed to do so; assume responsibility by accepting constructive comments from personnel, physicians and instructors; solve problems by doing anything, which is reasonable and within one's sphere of influence, to resolve dilemmas; organize work by arranging tasks so that they are performed accurately and expeditiously; and integrate previous learning by utilizing concepts learned in the past to improve current clinical performance.

1.3 Diagnostic Medical Sonography Program Goals

1. Graduates will be clinically competent sonographers.
2. Graduates will be eligible to apply for, take, and pass the American Registry of Diagnostic Medical Sonography.
3. Graduates will be able to find employment.

4. Graduates will be satisfied with their education.
5. Employers will be satisfied with graduates' education.

1.4 DMS Student Goals and Student Learning Outcomes

The student goals for the Diagnostic Medical Sonography Program are as follows:	The student learning outcomes for the Diagnostic Medical Sonography Program are as follows:
Cognitive: Students will demonstrate skills in critical thinking.	<ol style="list-style-type: none"> 1. Students will demonstrate appropriate medical and patient care knowledge to function in the health care setting. 2. Students will accurately assess and interpret data from patient medical records. 3. Students will adjust technical factors to achieve ALARA principles during sonographic examinations.
Psychomotor: Students will demonstrate the skills of a competent entry-level sonographer.	<ol style="list-style-type: none"> 1. Students will effectively perform assigned clinical competencies. 2. Students will possess the skills necessary to perform patient assessment and care. 3. Students will properly adjust technical factors to meet the needs of individual sonographic examination.
Affective: The students will communicate effectively.	<ol style="list-style-type: none"> 1. Students will demonstrate effective oral and written communication within a healthcare setting. 2. Students will demonstrate ethical and professional behavior and maintain the values of a professional sonographer. 3. Students will demonstrate dependability and responsibility.

1.5 Code of Ethics

Adopted by the Society for Diagnostic Medical Sonographers Professional Code of Conduct for Diagnostic Medical Sonographers:

Preamble

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

Objectives

1. To create and encourage an environment where professional and ethical issues are discussed and addressed.
2. To help the individual diagnostic medical sonographers identify ethical issues.
3. To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

PRINCIPLES

Principle I: In order to promote patient well-being, the diagnostic medical sonographer shall:

- A. Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
- B. Respect the patient's autonomy and the right to refuse the procedure.
- C. Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
- D. Promote the privacy, dignity and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
- E. Maintain confidentiality of acquired patient information, and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
- F. Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

Principle II: To promote the highest level of competent practice, diagnostic medical sonographers shall:

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA); <http://www.noca.org/ncca/ncca.htm> or the International Organization for Standardization (ISO); <http://www.iso.org/iso/en/ISOOnline.frontpage>.
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and recredentialing.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

Principle III: To promote professional integrity and public trust, the diagnostic medical sonographer shall:

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent his/her experience, education and credentialing.

E. Promote equitable access to care.

F. Collaborate with professional colleagues to create an environment that promotes communication and respect.

G. Communicate and collaborate with others to promote ethical practice.

H. Engage in ethical billing practices.

I. Engage only in legal arrangements in the medical industry.

J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

Section II: Program Description

A medical sonographer is a person qualified to provide patient imaging using ultrasound under the supervision of a medical doctor. The diagnostic medical Sonography program prepares students to work in entry-level positions in hospitals and other health care facilities. Upon completion of the curriculum, the student is awarded an Associate of Applied Science degree. The student is eligible to apply for exams offered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

- Full time day lectures (day and possible evening clinicals)
- ARDMS SPI pass rate of 93-100% in 2012- 2017
- Clinical site rotations through 19 facilities (including Pearland, Texas Medical Center, and Galveston)
- Typical school calendar is followed (16 week spring and fall, 13 week summer)
- Tuition, fees, books- approximately \$2,400/year in district
- First semester-approximately \$500 for immunizations, uniforms, CPR certification, online clinical system

2.1 Admission Criteria (recommended but not required to apply)

- a.) Graduate of a 2-year Allied Healthcare Program (Radiography, Respiratory, Paramedic, Nursing, Occupational Therapy, or Surgical Technology)
- b.) Bachelor's Degree (any major)
- c.) LVN Graduate
- d.) CNA +2 years work experience
- e.) 3+ years direct patient care work experience

And,

- A. Attend a mandatory information session prior to submitting application.
- B. Current application filled out to San Jacinto College before attending pre-enrollment meeting. If it has been longer than 1 year since you attended San Jacinto College, you must re-new your application online.
- C. Submit application with transcript, resume, and two letters of recommendation.

*The top 18 students will be selected. All students will be notified of their status by email.

Course Prerequisites

- A. ENG 1301 Composition I
- B. Math 1314 College Algebra
- C. BIOL 2301 Human Anatomy & Physiology I (Lecture) AND
BIOL 2101 Human Anatomy & Physiology I (Lab)

OR

BIOL 2404 Introduction to Anatomy & Physiology

- D. RADR 2209 Radiographic Imaging Equipment (ONLY for Radiography graduates)

OR

PHYS 1301 College Physics I (Lecture) AND

PHYS 1101 College Physics I (Lab)

- E. PSYC 2301 General Psychology
- F. SPCH 1315 Public Speaking OR
SPCH 1318 Interpersonal Communications
- G. Humanities or Fine Arts (see list below)

May choose from one of the following courses:

•ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2341, 2351	•ARTS 1301, 1303, 1304
•GEOG 1302	•DRAM 1310, 2366
•HIST 2321, 2322	•DANC 2303
•PHIL 1301, 2306	•MUSI 1306, 1307, 1310
•HUMA 1301, 1302	

***Algebra, College Physics, English, and Anatomy & Physiology** courses must be completed **prior** to application submission.

*Students must successfully complete ITSC 1309 or BCIS 1305 to be deemed computer literate. This course can be taken after acceptance into the program.

*All students without previous direct patient care experience will be required to take a Patient Care Course, such as RADR 1203.

*** Students must pass ALL pre-requisite courses with a grade of “C” or better.**

2.3 Registration

All students at San Jacinto College must register for courses *prior to* the first day of each semester. Late registration is no longer allowed. All fees are to be paid prior to attending classes. Dates of registration can be found in the college catalog and/or website.

Students who are not registered by the first day of class will be counted absent until they are registered. Students who do not register will not be allowed to attend didactic courses or clinical education. Students must bring proof of registration to class the first class day of each semester.

2.4 Re-entry Guidelines

Students are only allowed to apply for re-entry into the sonography program one time.

Readmission into the program is not guaranteed. If a student withdraws from the program and is out for a year or more, that student must request and be granted an appeal for re-admission. Depending on the circumstances, the student may be required to start the program from semester one as a newly enrolled student.

Students applying for readmission into the diagnostic medical sonography program must take and pass a comprehensive exam in each previously passed course. Additionally, the student must prove competency in any course consisting of a scanning lab by passing assigned lab exams. There will also be verification of all clinical competencies previously passed to ensure that the student has maintained appropriate scanning techniques.

Students withdrawn from the program for severe disciplinary violations may not be eligible for re-entry. These violations include, but are not limited to: falsification of records, breaches in confidentiality, under the influence of controlled/uncontrolled substances, assault, sexual harassment, stealing, fighting, profanity, and dismissal from any clinical site for any reason.

2.5 Transferring from another DMS program

Applicants may receive credit for previously passed sonography courses. The sonography coursework must have been completed with a grade of “B” or better at a regionally accredited institution of higher education. The previous sonography program must be accredited by CAAHEP. All sonography coursework will be evaluated by the program director. The coursework must be comparable to the SJCD sonography coursework. Additionally, the student must prove competency in any course consisting of a scanning lab by passing assigned lab exams. All clinical courses must be completed at San Jacinto College. Any transfer student **MUST** submit a recommendation letter from the previous Sonography Program Director

before admission can be considered. However, all transfer students must still follow the same admission criteria as new students in order to be considered. Additional stipulations may be added by the program director.

Any student without previous health care experience may be required to take additional courses as deemed necessary by the program director. These courses include, but are not limited to, patient care, medical terminology, anatomy and physiology II and pathophysiology.

2.6 Curriculum

Course Prerequisites

A.	ENG 1301 Composition I	3
B.	Math 1314 College Algebra	3
C.	BIOL 2301 Human Anatomy & Physiology I (Lecture) AND BIOL 2101 Human Anatomy & Physiology I (Lab)	4
	OR	
	BIOL 2404 Introduction to Anatomy & Physiology	
D.	RADR 2209 Radiographic Imaging Equipment (ONLY for Radiography graduates)	4/ 2
	OR	
	PHYS 1301 College Physics I (Lecture) AND PHYS 1101 College Physics I (Lab)	
E.	PSYC 2301 General Psychology	3
F.	SPCH 1315 Public Speaking OR SPCH 1318 Interpersonal Communications	3
G.	Humanities or Fine Arts	3
Pre-requisite Total		23 or 21

***Algebra, Physics, English, and Anatomy and Physiology** courses must be completed **prior** to application submission into the Diagnostic Medical Sonography program.

Semester 1

RADR 1203 Patient Care	2
<u>DMSO 1110 Introduction to Sonography</u>	<u>1</u>
Semester Total	3

Semester 2

DMSO 1166 Practicum I- Diagnostic Medical Sonography	1
DMSO 1302 Basic Ultrasound Physics	3
DMSO 1441 Abdominopelvic Sonography	4
<u>DMSO 1251 Sonographic Sectional Anatomy</u>	<u>2</u>
Semester Total	10

Semester 3

DMSO 1266 Practicum II – Diagnostic Medical Sonography	2
DMSO 2405 Sonography of Obstetrics/Gynecology	4
DMSO 2253 Sonography of Superficial Structures	2
DMSO 1355 Sonographic Pathophysiology	3
<u>DMSO 1342 Intermediate Ultrasound Physics</u>	<u>3</u>
Semester Total	14

Semester 4

DMSO 1267 Practicum III – Diagnostic Medical Sonography	2
DMSO 2245 Advanced Sonographic Practices	2
DMSO 2342 Sonography of High Risk Obstetrics	3
<u>DMSO 2343 Advanced Ultrasound Principles & Instrumentation</u>	<u>3</u>
Semester Total	10

Semester 5

DMSO 1367 Practicum IV – Diagnostic Medical Sonography	3
<u>DMSO 2230 Advanced US Professionalism & Registry Review</u>	<u>2</u>
Semester Total	5
Degree Total	63

2.7 Course Descriptions**DMSO 1110 Introduction to Sonography (1:1-0)**

This is an introduction to the profession of sonography and the role of the sonographer. It emphasizes medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to the registry, accreditation, professional organizations and history of the profession.

RADR 1203 Course Description: (2:2-1)

This course is an introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology. Prerequisite: Acceptance into the Diagnostic Medical Sonography Program.

DMSO 1441 Abdominopelvic Sonography (4:3-3)

Normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols.

DMSO 1302 Basic Ultrasound Physics (3:3-1)

This course covers basic acoustical physics and acoustical waves in human tissue. This covers ultrasound transmission in soft tissue, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams.

DMSO 1251 Sonographic Sectional Anatomy (2:2-1)

This course covers sectional anatomy of the male and female body. Includes anatomical relationships of organs, vascular structures, and body planes and quadrants.

DMSO 2405 Sonography of Obstetrics/Gynecology (4:3-3)

Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

DMSO 1355 Sonographic Pathophysiology(3:3-1)

Pathology and pathophysiology of the abdominal structures visualized with ultrasound. Includes abdomen, pelvis, and superficial structures.

DMSO 1342 Intermediate Ultrasound Physics (3:3-1)

Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. May introduce methods of Doppler flow analysis.

DMSO 2253 Sonography of Superficial Structures (2:2-1)

This course is a detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

DMSO 2342 Sonography of High Risk Obstetrics (3:3-1)

Maternal disease and fetal abnormalities. Includes scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

DMSO 2243 Advanced Ultrasound Principles and Instrumentation (2:2-1)

This course covers theory and application of ultrasound principles. Includes advances in ultrasound technology.

DMSO 2245 Advanced Sonography Practices (2:2-1)

This course covers exploration of advanced sonographic procedures and emerging ultrasound applications.

DMSO 2230 Advanced Ultrasound Professionalism and Registry Review (2:1-4)

This course covers sonographic professional principles and scope of practice including legal and ethical issues and department management procedures. Includes review and preparation.

DMSO 1166 Practicum I (112hrs) 1266 Practicum II (256hrs), DMSO 1267 Practicum III (288hrs), DMSO 1367 Practicum IV (384hrs)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

2.8 Student Email

The College provides electronic mail services to all fully registered students.

An email address will automatically be generated for you once you have registered and paid for a class at the College. **This email service is for your use only.**

The College email service represents an official means of communication between you and the College. Faculty will rely on your College email account for official communications related to your courses: assignment reminders, class announcements and other day-to-day notices may be sent to your College email address. College administrative offices may communicate with you regarding your account status, financial aid, academic standing, campus closures or emergencies and/or other official communications. **It is important that you check your College email account on a regular basis to make sure you read any official messages the College may send you.**

2.9 BlackBoard

Blackboard is San Jacinto College's course management system used for distance learning, hybrid and technology supported courses. Blackboard is accessed over the internet and does not require you to install any software on your computer. However, you may need to install a compatible browser. Course syllabi, lesson plans, and announcements will be posted at the beginning of each semester. Students should check for updates weekly.

2.10 Grading Scale

GRADE RANGE:	90 – 100	A
	80 – 89	B
	70 – 79	C
	60 – 69	D
	Below 60	F

***A grade of “C” or greater is required in all DMSO courses to progress to the following semester.** Students who fail one or more courses will not be allowed to continue in the program until after the failed course(s) is passed. A grade of “C” or greater is required in all prerequisite courses in order to graduate.

2.11 Booklist

Marveen Craig. Essentials of Sonography & Patient Care

ISBN-13:978-1-4160-0170-6, 10:1-4160-0170-0

DMSO 1110-Introduction to Sonography

Hagan-Ansert, Sandra. Textbook of Diagnostic Ultrasonography Volume 1

ISBN 13:978-0-323-02803-5, 10:0-323-02803-9

DMSO 1441- Abdominopelvic Sonography, DMSO 2353- Sonography of Superficial Structures, DMSO 1355 -Sonographic Pathophysiology

Hagan-Ansert, Sandra. Textbook of Diagnostic Ultrasonography Volume 2

ISBN 13:978-0-323-02803-5, 10:0-323-02803-9

DMSO 2405- Sonography of Obstetrics/Gynecology, DMSO 2245- Advanced Sonographic Practices, DMSO 2342- Sonography of High Risk Obstetrics

Edelman, Sidney. Understanding Ultrasound Physics ISBN 0-9626444-4-7

DMSO 1302- Basic Ultrasound Physics, DMSO 1342- Intermediate Ultrasound Physics, DMSO 2243- Advanced Ultrasound Principles & Instrumentation

Mosby's Comprehensive Review for General Sonography Examinations

ISBN 978-0323100465,

DMSO 2357-Advanced Ultrasound Professionalism & Registry Review

Arlene Adler & Richard Carlton. Introduction to Radiologic & Imaging Sciences & Patient Care.

ISBN-13: 978-0323315791

RADR 1203- Patient Care

***Please obtain the latest editions of each textbook.**

2.12 Library

The San Jacinto College libraries provide services to help you succeed. They assist with research, using textbooks, test review, and videos, finding books, renewing books, utilizing a study room, and borrowing a laptop or Wi-Fi. Addition information can be found at <http://www.sanjac.edu/library>.

Section III: Departments/Organizations/Affiliations

3.1 Faculty

Sonography Director

Samisha Davis, MBA, RDMS
(281) 476-1501 x1748

Clinical Coordinator

Sabrina Starns, BAAS, RDMS
(281) 476-1501 x1330

Administrative Assistant

Michelle Noel
(281) 476-1501 x1476

Medical Imaging Chair

Dianne Phillips M.A.Ed, R.T.

Health Sciences Dean

Rhonda Bell, M.S., RN

3.2 Advisory Committee Members

John Kerr
Director Bayshore/East Houston

Ramiro Torres
Imaging manager- Bay Area

Dr. Vivek Yagnik- Medical Director
St. Luke's Hospital

Cynthia Lopez
Sonography Student Representative

Bina Thaker
U/S Manager- The Methodist Hospital

Marsha Jamarillo
Education Solutions Consultant-Elsevier

JoAnn Smith
Lead U/S Technologist- Methodist St John

Debra Sims
Lead U/S Tech- Pearland Med Ce

Harvey Lee
Lead U/S Tech- Kingwood Med Center

Jackie Mosely
Memorial Hermann Southeast Hospital

Julie Dueitt
Lead U/S Tech- UTMB Galveston

Kizzy McGaskey
Lead U/S Tech- San Jacinto Methodist

3.3 Clinical Affiliates

The Methodist Hospital

6565 Fannin Street
Houston TX 77030

UTMB- Galveston

301 University Boulevard
Galveston, TX 77555

St. Luke's Patients Medical Center

4600 East Sam Houston Parkway South
Pasadena, TX 77505

Methodist St. John's Hospital

18300 Saint John Drive
Nassau Bay, TX 77058

Pearland Medical Center

11100 Shadow Creek Parkway
Pearland, TX 77584

Kelsey- Seybold- Clear Lake

1010 S Ponds Dr
Webster, Tx 77598

Bayshore Medical Center

4000 Spencer Highway
Pasadena, TX 77504

Memorial Hermann Imaging Center-Pearland

10905 Memorial Hermann Drive, Suite # 104
Pearland, TX 77584

UTMB-Victory Lakes

2240 Gulf Fwy Suite 1.204
League City, TX 77573

San Jacinto Methodist Hospital

4401 Garth Road
Baytown, TX 77521

East Houston Regional Med Center

13111 East Freeway
Houston, TX 77015

Gulf Coast MRI & Diagnostic

3692 East Sam Houston Parkway S
Pasadena, TX 77505

Baywood Imaging

6002 Fairmont Parkway
Pasadena, TX 77505

Southeast Memorial Hermann Hospital

11800 Astoria Boulevard
Houston, TX 77089

Kingwood Medical Center

22999 US Highway 59 North
Kingwood, TX 77339

Mainland Medical Center

6801 Emmett F Lowry Expy
Texas City, TX 77591

Clear Lake Regional Medical Center

500 W. Medical Center Blvd
Webster, TX 77598

Memorial Hermann Pearland

16100 South Freeway
Pearland, Tx 77584

San Jacinto Methodist Hospital

4401 Garth Rd
Baytown, TX 77521

3.4 ARDMS

American Registry for Diagnostic Medical Sonographers

The American Registry for Diagnostic Medical Sonography (ARDMS) is an independent, not-for-profit organization founded in 1975 that administers examinations and awards the following credentials:

- **RDMS®** – Registered Diagnostic Medical Sonographer®
- **RDCS®** – Registered Diagnostic Cardiac Sonographer®
- **RVT®** – Registered Vascular Technologist®
- **RPVI®** – Registered Physician in Vascular Interpretation®
- **RMSK™** - Registered in Musculoskeletal™ sonography

Students graduating from the program are eligible to become RDMS. Students in the program are eligible to take the Sonographic Principles & Instrumentation examination after successful completion of all 3 physics courses (DMSO 1302, 1342, 2243). Students who have successfully graduated from the sonography program are eligible for the Abdomen and Obstetrics specialty examinations.

3.5 SDMS

Society for Diagnostic Medical Sonographers

The Society of Diagnostic Medical Sonography was founded in 1970 to promote, advance, and educate its members and the medical community in the science of Diagnostic Medical Sonography. The Society achieves its purpose by:

- seeking the cooperation of similar organizations;
- initiating and overseeing educational programs;
- stimulating and encouraging research; encouraging presentation and publication of scientific papers;
- collecting and disseminating information pertinent to the membership;
- publishing a scientific journal and a newsletter;
- and reviewing and establishing policies regarding the professional status, legislative activity, and welfare of its members.

A typical member of the Society of Diagnostic Medical Sonography is anyone participating in or supporting the practice of diagnostic medical sonography.

Student Membership

Students are the future of sonography. Join under this category and receive special student discounts plus all the benefits of membership except the right to vote and hold office.

Membership gives you the information and tools to help meet your career goals and allows you to become proactive in SDMS. SDMS encourages and empowers students to become active individuals in the sonography profession. There are many ways a student can participate in SDMS:

- Attend the SDMS Annual Conference with special student discounted pricing
 - Learn and participate in the Student Conclave
- Enter SDMS Awards and Competitions
 - Student Poster Exhibit Competition
 - W. Frederick Sample Student Excellence Award
- Contribute to the *Journal of Diagnostic Medical Sonography (JDMS)*
- Network with other students and members through the SDMS Discussion Forums
- Participate in SDMS committees
- *Reach out* – call, email or fax comments or suggestions to the SDMS at membershipdept@sdms.org

Membership and participation through SDMS gives you recognition for your dedication to your profession. To qualify for this membership category you must be enrolled in a diagnostic medical sonography program. A letter from your program director verifying your student status and anticipated graduation date is required before your membership application can be processed. The template for this letter is available at <http://www.sdms.org/membership/studentverification.doc>.

Dues \$40

Application

You can apply for SDMS student membership by sending the Membership Application and required verification letter via mail or fax (sorry, online option NOT available for students).

Section IV: Program Academic Guidelines & Procedures

4.1 Technical Standards and Essential Functions

The sonography program has established technical standards and essential functions to ensure that students have the necessary abilities to participate in all aspects of the program. Students must meet the standards listed below. If a student fails to meet the outlined standards, he/she may be withdrawn from the program.

- **Observation Skills:** The functional use of visual, auditory, and somatic sensations to examine phenomena prior to analysis, diagnosis, or interpretation. The student must have the ability to participate in and comprehend all didactic, laboratory, and clinical demonstrations.
- **Communication Skills:** The imparting or interchange of thoughts, opinions, or information by speech, writing, or signs. The student must effectively communicate using verbal and non-verbal formats with faculty, students, patients and patients' family, and all other members of the clinical healthcare team.
- **Motor Skills:** The ability to produce complex muscle and nerve movements. Students must possess the ability to lift 50+ pounds, push and pull stretchers, have full use of hands, wrist, and shoulders, and manually manipulate the transducer and control panel.
- **Critical Thinking Skills:** The mental capacity for acquiring and understanding information and appropriately applying to the decision making process; especially of a high or complex order. Students must be able to comprehend detailed information in the required textbooks and medical records. Students must have the ability to retain and apply learned information to real time situations.
- **Behavioral/Social Attributes:** The emotional health and mental stability required to make intellectual and mature decisions and exercise good judgment in the classroom, laboratory, and clinical setting. The student must be able to have a strong work ethic, tolerate large workloads in a fast paced area, function under stressful situations, adapt to changing environments, and maintain a professional behavior at all times.

4.2 ADA considerations

Qualifying individuals under the Americans with Disabilities Act guidelines who require reasonable accommodations should report to the ADA counselor.

4.3 Classroom Expectations

Didactic instruction is a critical part of the Sonography learning experience. Attendance to all courses is very important. Any missed hours/days will require students to submit make-up hours/work as assigned by the instructor for that course.

Students are required to read the textbook chapters prior to entering the classroom setting. A scheduled lesson plan is posted on BlackBoard at the beginning of each semester. Students may use laptops for note taking in didactic courses; however, misuse of computers will cause this privilege to be revoked. Videotaping, recording, and/or taking pictures during class lectures is strictly prohibited.

Students are required to wear Caribbean colored uniforms with the SJCD logo on the left sleeve and any colored tennis shoes during all classroom and laboratory sessions. During winter months, all white lab coats may be worn over scrubs. No other jackets, coats, or sweaters may be worn over scrubs.

4.4 Skills Laboratory Expectations

Laboratory instruction is a critical part of the Sonography learning experience. Attendance to all courses is very important. Any missed hours/days will require students to submit make-up hours/work as assigned by the instructor for that course.

Definition of a Scanning Lab

A. Scan laboratories are defined as:

1. Scheduled and required experiences
2. Scan laboratories are student scanning exercises in a controlled laboratory setting
3. Scan laboratories must be under personal supervision by appropriately credentialed faculty
4. Scan laboratories may be conducted on volunteer models, such as other students
5. Volunteers must understand the purpose is educational, not diagnostic and a sign a consent to participate
6. Scan laboratories cannot take the place of clinical education in a hospital or office setting on real patients, but can be used to enhance scanning experience in certain limited settings

In order for students to have initial exposure to scanning techniques, planes of section, and the normal appearance of some of the structures in the body, students will scan each other during supervised lab sessions as scheduled by the program faculty. This is important in preparing students for their clinical internships, as well as correlating what they learn in class with the ultrasound equipment and types of exams. Students may choose not to participate as a model. In

this case, it is the responsibility of the program to provide a volunteer model or alternate simulated experience for the scan lab. However, students must make an appointment with the program director to discuss this matter prior to the scheduled laboratory session. At no time will students be required to participate in breast, testicular or transvaginal exams as a volunteer. Students are encouraged to practice on their own in addition to scheduled lab, but must arrange this additional time with the program faculty.

The laboratory exams are **NOT** diagnostic exams and do not take the place of appropriate medical diagnostic services or treatment. It is strictly prohibited to scan any volunteer to evaluate pain or any other type of medical condition that has not already been diagnosed and reported as such in the patient's medical record. Under no condition shall a student scan or accept a volunteer who has a new pain, lump or concern about their physical wellbeing; or scan a subject based on known risk factors for a disease or condition. If any abnormality is discovered during routine practice the DMS faculty, students, and San Jacinto College are not responsible for medical advice, diagnosis, or treatment. Scanning practice on pregnant volunteers is permissible and set-up by the DMS faculty under specified conditions that includes written consent by a licensed practitioner and a prior medical sonogram.

Students are required to wear Caribbean colored uniforms with the SJCD logo on the left sleeve and any colored tennis shoes during all classroom and laboratory sessions. During winter months, all white lab coats may be worn over scrubs. No other jackets, coats, or sweaters may be worn over scrubs.

Maintaining Laboratory Equipment and Supplies

All students are responsible for the safe and sanitary operation of the equipment. Including the following expectations:

1. Transducers are cleaned after every use with an approved disinfectant
2. Transducer cords shall be kept from touching the floor at all times
3. Filters are cleaned on a monthly basis and a record of such will be kept by the program faculty
4. The scanning bed will be wiped down or covered with clean linen after every use
5. Equipment will be turned off when not in use
6. Malfunctions will be reported to the program faculty immediately and a record of such will be kept by the program faculty
7. Students are responsible to maintain and refill gel bottles after every session
8. Students shall notify instructors when supplies become diminished (detergent, gloves, gel, etc.)

4.5 Conduct & Professional Standards

Students entering the healthcare profession must strive to maintain the highest level of personal and professional standards. Students should remain professional in the classroom and laboratory at all times. Professionalism includes:

- Being respectful to other students, instructors, and all other campus personnel.
- Communicating privately with the instructor or coordinator regarding personal and individual performance.
- Discussions and opinions held forth in the classroom setting remain within the classroom and are not to be disseminated to those outside the classroom.
- Under no circumstances should a clinical site or anything related to a clinical site or clinical course be discussed on any type of social media (facebook, twitter, text, etc.). Doing so will be considered a breach of confidentiality and could be grounds for dismissal from the Medical Sonography Program. Inclusion of discussion of any aspect of the Sonography Program (Example: students, faculty, classes, etc.) that reflects negatively or is a detriment to the program will result in dismissal from the program.
- Learning styles of others are to be respected.
- Handling classroom/laboratory equipment with the utmost care.
- Cell phones usage is not allowed during lecture/lab time.
- Students are prohibited from socializing with Sonography faculty, clinical supervisors, and other staff members after scheduled clinic hours during the length of the program.
- Students are prohibited from any form of unethical or immoral behavior while in the Sonography classroom/clinical uniform. (i.e. drinking during scheduled lunch break).
- Students should refrain from any other actions deemed inappropriate for a classroom/laboratory setting.

The Medical Sonography Student is held accountable for safe behaviors and by establishing a code of conduct. The following code of conduct has been established to make the student aware of guidelines regarding the department's expectations which are in keeping with general rules pertaining to disciplinary process and procedure which may be found in this handbook.

Infraction of the code of conduct whether it occurs in the class room, on campus or at any of the extended campuses including the clinical sites will result in disciplinary action. Students should follow the chain of command: Instructor, Program Director, Department Chair, Dean, and Provost.

Reasons for disciplinary action may include but are not limited to:

- I. Use of alcohol or drugs before or during class or at a clinical education center.

Examples:

- A. Alcohol on a student's person or detected on her/his breath.
- B. Slurred speech, glassy red eyes.
- C. Difficulty in maintaining her/his balance.

- D. Belligerent, combative, irrational behavior.
- E. Illogical or inappropriate decision-making that could endanger patients or others.
- F. Possessing articles usually associated with drug use.

II. Any student deemed impaired by reason of mental or physical health, alcohol, or other mind-altering drugs which could expose patients, the public, students, and faculty unnecessarily to risk of harm.

Examples:

- A. Demonstration of aberrant or irrational behavior.
- B. Decision-making based on irrational assumptions.
- C. Demonstration of hallucination, delusion, combative behavior.
- D. Physically attacking or threatening to attack patients, family, other students, or faculty.

III. Unprofessional or dishonorable conduct of any kind, which may include deceit, fraud, or injury to patients, family, other students, or faculty.

Examples:

- A. The brandishing of any kind of knife, firearm or other instrument that could be used as a weapon or that could frighten others.
- B. Failure to follow instructional directives.
- C. Falsifying of records of any type.
- D. Presenting false information to any health care professional or instructor.
- E. Stealing
- F. Copying records
- G. Sleeping in clinic

IV. Failure to care adequately for patients or to conform to minimum standards of acceptable practice under the supervision of the faculty, or designee of the facility.

Examples:

- A. Performing an act which is beyond the scope of her/his approved level of practice.
- B. Failure to follow direct/indirect supervision guidelines.
- C. Sharing of information with the patient, family, or others which should be held confidential. (HIPPA)
- D. Performing or having a sonogram performed without a physician's order and consent of management.

V. Aiding another student in deceiving or attempting to deceive the faculty in obtaining an exam, competency grade, or grade on any required assignment.

Examples:

- A. Cheating on an exam or allowing another student to copy answers.
- B. Plagiarizing of data for any reason.
- C. Submitting late papers and then informing the instructor that the paper was previously submitted.
- D. Using codes, gestures, or answers obtained from another student.
- E. Using crib notes or writing answers on walls, desktops, person, etc.

VI. Damaging or destroying school property or equipment or removing property or equipment from campus or a clinical site.

Examples:

- A. Removing any phantoms from laboratory without permission.
- B. Destroying computers and/or printers.
- C. Taking sonography equipment and/or supplies without permission.

VII. Using profane language or gestures.

Examples:

- A. Using four-letter unacceptable words, or obscenities, or words and phrases that is derogatory or demeaning to a particular gender. Using language or engaging in conduct that could be construed as sexual harassment under the San Jacinto College policy on sexual harassment.
- B. Demonstrating obscene gestures.
- C. Making derogatory statements regarding a specific cultural or ethnic group.

VIII. Being disruptive, habitually late, or absent from class or clinical rotations.

Examples:

- A. Arguing with an instructor over an assignment, examination, or other academic issue. The college recognizes the values of class discussion and debate. However, the College will not tolerate students who are knowingly confrontational or who knowingly attempt to embarrass or intimidate others.
- B. Monopolizing class time to share personal family problems, or medical experience.
- C. Making gestures, slamming down books, or talking loudly when someone else has the attention of the group.
- D. Habitually arriving to class late and disrupting instruction that is in progress.
- E. Failing to attend clinical or arriving late and unprepared for the clinical experience.
- F. Failing to call the instructor when an absence from clinical occurs.
- G. Using beepers or cellular phones during clinical/class time.

IX. Assaulting others, demonstrating poor coping mechanisms or becoming confrontational during the instructional process.

Examples:

- A. Grabbing, hitting, or assaulting a student, patient, faculty, or other persons affiliated with the college or clinical site.
- B. Using menacing, aggressive verbal or physical behavior.
- C. Shouting or using obscene or abusive words.
- D. Being argumentative and menacing.
- E. Threatening others with physical or personal injury.

X. Demonstrating behaviors that could be categorized as harassment.

Examples:

- A. Following a faculty member to her/his car, around campus or to the faculty member's home, to discuss assignment, examination, or other academic matters. Except in an emergency or under conditions previously approved by the faculty member, the proper method to discuss such matter is for the student to visit the instructor during office hours or to make an appointment.
- B. Making repeated phone calls to the faculty member's office or home to challenge a grade or assignment.
- C. Making obscene calls to the faculty member's office or home.
- D. Harassing another student or faculty member is in violation of the college's policy on sexual harassment.

XI. It is grounds for dismissal from the medical sonography program if a student's conduct is such that a clinical agency refuses to allow the student to return to the clinical site.

XII. In view of the significance of the confidentiality issue and the issue of the protection of patient's rights, any student found breaching the patient's right of confidentiality will be dismissed from the medical sonography program. No copying of patient medical records verbatim whether by hand or electronic methods will be considered acceptable and may be cause for dismissal.

4.6 Discipline

Any student who violates any of the above conduct and professional standards will be subject to disciplinary action up to and including probation and/or suspension from the Sonography program. A list of clinical offenses that would cause probation and/or suspension can be found in section V. of this handbook.

4.7 Academic Guidelines

The Medical Sonography Program requires students to make a C or better in every DMSO course. San Jacinto College requires each student to maintain a 2.0 grade point average in order

to graduate. Three grades of D, F, or W in any combination from a DMSO course will cause permanent suspension from the Medical Sonography Program. A student may appeal their suspension with the Medical Imaging Appeals Committee.

If a course is failed, the student must reapply for the program when that course is offered again. Readmission into the program is not guaranteed. If a student is out for a year or more, that student must request and be granted an appeal for re-admission to the program. Depending on the circumstances, the student may be required to start the program from semester one as a newly enrolled student.

Students may only repeat a course once. If any course is failed a second time, the student will be permanently suspended from the sonography program. Students may not take more than twice the program length, 32 months, to complete the entire program.

4.8 Student Remediation Plan

Remediation and retention strategies will be focused on (1) early identification of at-risk students; and (2) prompt intervention. The program recognizes the critical need to provide students the help they need to succeed in a timely manner.

The following remediation and retention strategies are as follows:

- a. Any student who has an average grade of 70% or below at mid-semester will have a face-to-face meeting with the Program Director and/or Clinical Coordinator to discuss strategies in order to improve their grades in each class. Students may be referred to additional College resources: counseling services, Veterans Center, and/or Financial Aid.
- b. Any student who makes a grade below 70% on a clinical competency will be allowed to re-take the competency until a grade of 70% or above is achieved. However, the highest grade that will be recorded is 70%.

4.9 Program Withdrawal

Students wishing to drop courses must drop themselves over the web. Faculty will not drop students. Students should consult with a Counselor/Advisor before dropping courses. Students starting college for the first time in fall 2007 or after may only receive six grades of W (grade received from a course dropped after the census date) from all Texas public colleges and universities attended. Grades of W in developmental courses or courses taken while in high school will not count in the six grades of W. After six grades of W are received, students must receive grades of A, B, C, D, or F in all courses. There are other exemptions from the six-drop limit and students should consult with a Counselor/Advisor before they drop courses to determine these exemptions.

4.10 Repeat Rule

If a course is subject to the repeat rule, a student may take the course two times and pay the regular tuition. The third time, the student will be charged an additional \$50.00 of tuition per credit hour for the third or subsequent time taken.

4.11 Honesty Code

As a student at San Jacinto College, you are expected to exhibit honesty, integrity and high standards in your academic work. Members of the college community benefit from an open, honest educational environment. We are all responsible to encourage and promote academic integrity, a code of moral and artistic honesty. Students should refer to the San Jacinto College *Student Handbook* for policies and procedures on Cheating and Plagiarism.

4.12 Student Pregnancy

The sonography program policy on student pregnancy has been adopted for the protection of the fetus of students who are pregnant upon enrollment, or who may become pregnant while enrolled in the Sonography Program.

- The disclosure of student pregnancy is on a voluntary basis.
- Students who choose to withdraw from the program may return in a subsequent semester (not to exceed one year) by notifying the program coordinator at the time of return.
- The student may continue the program without modification.
- Students are encouraged to consult with a physician regarding pregnancy and pre-natal care.
- Any conditions that may severely limit the students' ability to perform duties may result in an immediate withdrawal from the program for the duration of the restriction and/or pregnancy.
- Lab practice will be limited on pregnant students.

4.13 Attendance

Attendance to ALL scheduled course hours is expected. Missed hours may affect the student's ability to complete the required competency level in that course. Absences are considered unexcused unless they fall in the category of military service, or the student is subpoenaed as a witness. All other instances of absence must be evaluated by program director or clinical coordinator to be excused. Students who exceed 8.33% hours absent will be dropped from that course.

Students are responsible for notifying the instructor prior to ALL absences and are responsible for obtaining missed information during an absence. Any student who is absent will be required to makeup that time. Makeup time will be scheduled by the course instructor. Make up assignments will be due to the instructor immediately upon returning to the missed course.

4.14 Student Injury or Illness

If you are injured or become ill while on duty, you must inform your instructor. You must sign out the clinic before going to the Emergency Room as a patient. It is your responsibility to take care of yourself. Any charges incurred are the responsibility of the student. Students are

encouraged to carry personal health care insurance. Students must submit a medical release before returning to class/clinical.

4.15 Reporting Illness or Communicable Disease

It is the responsibility of each student to report immediately to his/her clinical supervisor if s/he for any reason should be exposed or suspected of having a communicable disease or any other condition which might affect the health of the student, patient, or staff. Reporting of such an illness shall be handled by the clinical instructor with response from the Medical Director of the Medical Sonography program. Students returning to clinic following such an illness must present a release to the clinical instructor from their physician specifically permitting them to return to the clinical setting. Policies as established by each clinical education center will be followed as published.

4.16 Student Records

Students' didactic records will be maintained by the program faculty for up to 5 years post-graduation. Clinical records can be retrieved on the Trajecsys Reporting System for up to 6 months post-graduation. Faculty will have access to clinical records for up to 7 years.

4.17 Emergency Closure

In the event the College needs to be closed for any situation, such as inclement weather, students and employees should check the College website at www.sanjac.edu or call **(866) 504-5853** for the most immediate and current information. The College will also engage the emergency notification plan which sends a voicemail, text message, and/or email to each student/employee who opts in. In order to receive voice and text messages, you must provide your telephone and/or cell phone number to the College by logging into your account on SOS and clicking on the **red SJC ALERTME tab**. The College will also contact local media but the most reliable, accurate and current information will also be found on the College website or at the toll-free number listed above. Official communications with students is through their SJC email account.

4.18 Graduation

Graduation is NOT automatic. Students must apply for graduation.

You can complete your Degree Evaluation online in SOS by following the steps below. Once you have met **ALL** requirements, print a landscape copy and take it to the Educational Planning, Counseling, and Completion office. A specialist will review your record and if eligible you will complete a graduation application.

STEPS TO PRINT A DEGREE EVALUATION ONLINE:

Step 1: Go to the San Jacinto College website at www.sjcd.edu. In the top right hand corner, there is a login for SOS. Enter your User ID & PIN. Click **Login**.

- Step 2: Click on ***My Registration / Financial Aid / Student Records***.
- Step 3: Click on ***My Student Records***.
- Step 4: Click on ***Degree Evaluation***.
- Step 5: Select the current term and click ***Submit***.
- Step 6: Click ***What-If Analysis***.
- Step 6a: Select the term you entered San Jacinto College. If that term is not available, select the oldest term available. Click on ***Continue***.
- Step 6b: Select the program you want to use for your degree evaluation. Use the scroll bar to navigate through all available programs. Click on ***Continue***.
- Step 6c: Select the campus from which you plan to graduate. Verify that the major is available in the drop down box. Click on ***Submit***.
- Step 6d: Select the current term. Click on ***Generate Request***.
- Step 7: Requirements that are still needed will be marked “Not Met.” Requirements that have been fulfilled will be marked “Met.”
- Step 8: When you print, change the ***page setup*** to ***Landscape***. Take a copy to the Enrollment Services to the campus you plan to graduate.

4.19 Grade Appeal Procedure

The academic grade appeal provides a fair means for appealing a final grade in a course if the student believes the final grade to have been determined unfairly. Procedures for appealing a final grade can be found in the most current edition of the San Jacinto College Student Handbook. The process is also found on the College website at:

<http://www.sanjac.edu/student-grade-appeal-process>

4.20 Non-Academic Grievance Procedure

To file a grievance against another university student, service or department, follow the steps listed in the Student Handbook: Filing a Grievance, to determine your next role in reporting a complaint/grievance to San Jacinto College. Read completely, the process for Filing a Grievance, posted in the Student Handbook, before continuing with the process.

<http://www.sanjac.edu/sites/default/files/10/2011-12-Student-Handbook.pdf>

Section V: Clinical Guidelines

5.1 Professional conduct

Students are expected to conduct themselves in a professional manner. This places ethical and moral responsibility on students during clinical hours and while in uniform. All rules and guidelines listed below should be coordinated with the San Jacinto College Catalog and Student Code of Conduct. In case of conflicting rules between sources, the stricter rule will apply. The instructional staff reserves the right to amend the sonography program rules as situations warrant. The following rules are not all encompassing. Additional rules will be made available in print form prior to enforcement except in extreme cases.

SJC instructors and clinical supervisors are “in charge” at all times.

Students should:

- Introduce themselves to patients
- Check patient’s identification by at least two methods
- Avoid congregating where patients can see and/or hear
- Be discrete with regard to patient contact
- Stay in assigned areas
- Adhere to HIPAA and other privacy rules
- Never accept, nor offer any kind of gratuity to or from a patient or their family
- Show respect for all hospital personnel and any other authority figure
- Do not use the phone except in cases of emergency
- Do not chew gum while in the ultrasound department
- Use of tobacco or vaporizers is prohibited during clinical time
- Do not sleep or engage in sexual activities during clinical hours
- Do not fight or use foul language while on hospital property
- Do not falsify any clinical forms or other program or hospital documentation

5.2 Discipline

All students must demonstrate 100% compliance with college, program, and clinical affiliate guidelines, policies, and procedures. Non-compliance of any rules during the program will result in disciplinary action up to and including dismissal from the program. Dismissal from a clinical affiliate is automatic termination in the program.

5.3 Rotations

The rotation schedule is set by the Program/Clinical Coordinator with every effort made to provide a variety of rotations. Due to clinical circumstances, a student’s rotation may be changed at any time and a student will not have the ability to choose the clinical affiliate.

Students must have reliable transportation to all clinical affiliations. It is important for students to become familiar with travel and parking arrangements before the new clinical rotation begins.

5.4 Clinical Orientation

Students must attend orientation on the first day of clinic. If orientation is missed, the student may be dismissed until it is offered again. Time missed will count towards an absence until orientation is completed.

Students will be notified in advance of the date they are required to attend orientation.

Clinical Site	Radiography Clinical Instructor/Clinical Supervisors	Comments
Bayshore Medical Center 4000 Spencer Hwy Pasadena, Tx 77504 (713) 359-1829	Rad Instructor Dianne Magliolo Ultrasound Clinical Supervisors: Zainab Manknojiya(AB)(OB) Nastaran Shaghghi (AB)(BR) Neetu Rahi (AB)(OB)	Students will complete Exhibits A-B prior to the start of clinic. Students will meet the radiography clinical instructor in the front lobby of the hospital at 7:30am on the assigned orientation day. Refundable \$20 for badge. The clinical instructor will release the student to the ultrasound department.
Methodist St. John's Hospital 18300 Saint John Dr. Nassau Bay, Tx 77058 (281) 523-3455	Rad. Instructor Ashley Massicott Ultrasound Clinical Supervisors: Kamye Powell (AB)(BR) Janna Phillips (BR) Chloe Burrage (AB)(BR)	Students will meet the radiography clinical instructor in the front lobby of the hospital at 7:30am on the assigned orientation day. The clinical instructor will release the student to the ultrasound department.
Mainland Medical Center 6801 Emmett F. Lowry Expy Texas City, TX 77591 (409) 938-5000	Ultrasound Clinical Supervisors: Maria Rogers (AB)(BR) Stacie Harrison (AB)(OB)	Students will complete Exhibits A-B prior to the start of clinic. Students will pick up their badge from the education department prior to the first day of clinic.
Memorial Hermann S.E. 11800 Astoria Boulevard Houston, Tx 77089 (281) 929-6100	Rad. Instructor Sandy Yokum Ultrasound Clinical Supervisors: Diana Cortez (AB) Jackie Mosley (OB) Latoshua Praylor (OB)(BR) Fred Golabian (AB)	Students will meet the radiography clinical instructor in the front lobby of the hospital at 7:30am on the assigned orientation day. The clinical instructor will release the student to the ultrasound department. Student will need refundable \$10 for a parking card.

Memorial Hermann Pearland 16100 South Frwy Pearland, Tx 77584 713-413-5000	Ultrasound Clinical Supervisors: Stella Ochoa (AB) Holly Buck (AB)(OB) Roberto Esparza Jr. (AB)(OB)(RVT)	No in-house Orientation. HIPAA form.
The Methodist Hospital- Main 6565 Fannin St. Houston, Tx 77030 (713) 790-3333	Rad. Instructor Karla Arroyo Maria Resendez	Student will upload documents directly to the clinical site with direction from the clinical coordinator. Students are required to attend an in-house orientation. Students will report directly to the outpatient ultrasound department.
The Methodist Hospital- OPC 6445 Main Street Houston, Tx 77030 (713)790-3311	Ultrasound Clinical Supervisors: Barbara Ballard (AB) Jackie Hodges (AB)(OB) Toy Stewart (AB) Bina Thaker (AB)(BR)(OB) Marilyn Yules (AB)(OB) Vanessa Rivera (AB)	
UTMB- Victory Lakes Center 2240 Gulf Fwy. Suite 1.204 League City, Tx 77573 (832) 505-1000	Ultrasound Clinical Supervisors: Fayez Matta (AB)(OB) Suzanne Louviere (AB)	No in-house Orientation. Badge request form filled out 2 weeks prior to clinical start date. Student needs to pick up badge at UTMB Galveston prior to the start of clinic.
St. Luke's Patients Medical Center 4600 East Sam Houston Pkwy South Pasadena, Texas 77505	Rad Instructor: Stephanie Shaw (PRN) Ultrasound Clinical Supervisors: Eleena Williams (OB) Maegan Polk (AB)	Students will attend orientation at 7:30 in the main hospital lobby with the radiography clinical instructor.
Pearland MRI & Diagnostic 8633 Broadway St. Pearland, Tx 77584 281-412-3916	Ultrasound Clinical Supervisors: James Roberts (AB)(OB)(RVT)	Orientation held with student on first clinic day by imaging manager.
UTMB – Galveston 301 University Boulevard Galveston, Tx 77555 (409)772-1011 Julie- manager Email: Jadueitt@UTMB.Edu	Ultrasound Clinical Supervisors: Julie Dueitt (AB) Luiz Verduzco (AB) Mahmoud Chreidi(OB)(AB)	No orientation. Badge request form filled out 2 weeks prior to clinical start date. Student needs to pick up badge at UTMB Galveston prior to the start of clinic.

San Jacinto Methodist Hospital 4401 Garth Road Baytown, Tx 77521 281-420-8600 Kizzy McGaskey-Manager	Rad Instructor: Shauna Burton Ultrasound Clinical Supervisors: Kizzy Mc Gaskey Kimberly Malawey Carla Murray Tamara White	Orientation will be set up with the nurse educator prior to start of clinic. Student will obtain badge at orientation.
Kelsey Seybold Clinic 1010 S. Ponds Dr. Webster, Tx 77598 713-442-4300	Rad Instructor: Dana Schuman Ultrasound Clinical Supervisors: Robin Burnett(OB)(RVT) Rosie Mata (AB)(OB)(BR)	Students must meet with the imaging manager prior to start of clinic to pick up badge.
Pearland Medical Center 111000 Shadow Creek Parkway Pearland, Tx 77584 713-770-7000 Debra Sims-Manager	Ultrasound Clinical Supervisors: Debra Sims (AB)(OB)(BR) Megan Sanchez (AB)(OB)	Students must attend hospital orientation before start of clinic.
Clear Lake Regional Medical Center 500 Medical Center Blvd. Webster, Tx 77598 281-338-3241	Ultrasound Clinical Supervisor: Kymberlee Hamberlin (OB)(BR) Ashley Dobbles (AB)(OB)(RVT)	No orientation.
Kingwood Medical Center 22999 US Highway 59 North Kingwood, Tx 77339 281-348-8000 Harvey Lee-Manager	Ultrasound Clinical Supervisors: Heather Krotofil (AB)(OB)(BR) Ashley Perla (AB) Sarah Marion (AB)(OB)(RVT)	Students must make an appointment with student placement coordinator prior to start of clinic to obtain badge.

5.5 Clinical Attendance

Attendance to ALL assigned clinical hours is mandatory. Missed hours will affect the student's ability to complete the required competency level in that course. Absences are considered unexcused unless they fall in the category of military service, or the student is subpoenaed as a witness. All other instances of absence must be evaluated by program director

or clinical coordinator to be excused. All absences, regardless of the reason, must be made up prior to the end of that clinical course.

All clinical time must be spent with a clinical instructor. Students are not allowed to stay at clinic in the absence of a clinical instructor and/or patients.

Falsification of time records or any other clinical document is considered cheating and will result in dismissal from the program/college as it violates the expected standard of conduct.

Any time a student is absent or tardy, s/he MUST telephone the program/clinical coordinator AND clinic site directly. The student must leave a message stating their name, the date, the time, the assigned clinical site and the technologist they informed of their absence at the clinical site. This must be done at least 30 minutes prior to the students scheduled arrival time. An absence acknowledgement form must be submitted by the student immediately upon returning to clinic. A student may declare their intention to miss a clinical day by filling out an absence acknowledgement form describing the dates and times to be missed in advance of the day off. The form must be submitted by the student to be valid as declaration of the missed day.

Any time a student leaves a clinical assignment early they must directly inform a technologist at the clinical site and the program /clinical coordinator. The student must record the time that s/he arrives/leaves the clinical site on the Trajecsyst system.

When enrolled in a clinical course, failure to call the program/clinic coordinator and clinic ONCE will cause 5 points to be deducted from the student's semester clinical grade. A warning notice will be issued. If there is a second occurrence prior to the completion of the program, the student must make and keep an appointment with the program director to be placed on probation. Probation will cause 10 points to be deducted from the student's clinical grade for that semester. Any further occurrences will result in the student's suspension from the Medical Sonography Program.

5.6 Trajecsyst Reporting System

It is mandatory for the students to use the Trajecsyst Reporting System. The Trajecsyst system is an online clinical management and tracking system for students of the sonography program. The program/clinical coordinator will utilize the system to oversee the student's time records, monitor the student's clinical progress, evaluate the student's clinical performance, and communicate with clinical supervisors.

Registration

Students may register up to 45 days in advance of the start of the assigned clinical rotation. Log on to www.trajecsyst.com. Select registration. Enter personal information. Use an email address that you check frequently. Write down your username and password.

Payments

Access to the system for 16 months is \$150.00. Register prior to making a payment.

Registration and payments must be made at least 2 weeks prior to the start of clinical rotations. Failure to register and pay by the start of clinic will result in the student being counted as absent from clinic until registration and payments are completed. If the student is not registered and paid in full by one week after the start of clinic they will be dropped from that clinical course.

Select student payment. Payments may be made by either credit/debit card, PayPal, money order or check. Payments are for continuous access for a specific period of time as arranged by each program. **Full refunds are available for 30 days** following filing of the first time record or evaluation in the system after any arranged test periods have expired; no refunds will be made thereafter.

Clocking In/Out

Log on to www.trajecsys.com. Select “clock in/out”. Choose your site and clock in/out. This should be done when you arrive and leave each day. **No one can clock in/out for you.**

If a computer is unavailable or the student forgets to clock in/out at the scheduled time, the student must clock in/out when a computer becomes available. **DO NOT** use the time exception for this situation. The student must send a detailed email through the Trajecsys system to the program/clinical coordinator to correct the time reported in the system. Times will only be corrected if the clock in/out time is greater than 15 minutes.

Students will clock in/out using their cellular phones or tablets at sites that do not have internet access or allow students to use computers. The Trajecsys Reporting System has a GPS tracking system which will record the student’s longitude/latitude location in the time record. The student will only be permitted to clock in/out while physically inside the clinical facility. This GPS tracking system will only be used during clinical days and times. The student’s location on non-clinical days will not be viewed or recorded by SJCD.

Time Exceptions

To record absences, click on the time exception tab and choose the assigned site. Choose the missed date. Enter in a clock in time. Under reason, state sick, out of town, etc. Be brief. Clock out. Under reason, state absent. Time exceptions may only be used for absences and make up days. Students are only allowed to make up hours after the normal scheduled clinical time if a clinical supervisor is physically at the facility and there are scheduled patients.

For makeup days, use the time exception to clock in/out and record the reason as **Make Up Day for 12/12/16**. The date should reflect the date of the missed clinical day.

Daily Log sheets

Students must record the type, number, participation level, pathology seen, supervising sonographer, and time spent on each sonography exam. Students are required to document all exams they have participated in during clinical assignments. Exams will be logged as **OBSERVED** if students do not participate in the actual exam. Exams will be logged as **ASSISTED** if students aided the technologist in any way. Exams will be logged as **PERFORMED** if students scanned a portion or the entire exam.

Reports

Allow the student to view time totals, procedures, pathologies, and other evaluations.

Competency Evaluations

Allow the students to view what they will be graded on for each competency exam. The student must receive a grade of 70 or above on all competencies for them to be counted. Any graded competency below a 70 will need to be repeated on or before the due date.

Evaluations

Allow the student to submit clinical journals and view the clinical evaluation that will be completed by the clinical supervisor. The student journals must be completed by the due date assigned by the instructor. Student who does not complete the student journal by the assigned due date will receive a 5 point deduction in the final grade.

5.7 Performance Objectives

Student clinical evaluation is a critical component of meeting competency. The clinical supervisors will evaluate students on a periodic basis. The clinical evaluation will be based on attendance, attitude, cooperation, dependability, initiative, organization, patient rapport, professionalism, quality of work, and safety. A copy of the evaluation can be found on the Trajecsyst system.

Student competency/skills assessment tests are required to prove each exam has been mastered. The clinical supervisors will evaluate the student on skills, technical factors, and image quality. A list of the mandatory exams for each clinical course will be provided in the syllabi. A copy of the competency/skills assessment can be found on the Trajecsyst system.

5.8 Simulations

Simulation testing will be used as a last resort, in the absence of real patients. The program director and/or clinical coordinator will determine when and if simulation testing is needed. The simulation will be carried out during finals week and the standards set forth by the clinical or program coordinator. Simulations will take place in the Sonography lab.

If it is determined that the student had sufficient opportunity to complete competency exams during the clinical semester, a grade of 0 will be given for all completed simulations.

5.9 Uniforms

The purpose of requiring uniforms is to present a professional appearance. Departure from this uniform code may result in probation or suspension for the program. Clinic uniforms must be navy blue pants and navy blue scrub top. Shoes must be all white, black, or grey with white socks that extend above the pant hem. Pant hems must be conventional with no gathered or “warm-up” type hems. No turtlenecks may be worn under smock, and undergarments must not extend beyond sleeves of uniform. Uniforms should be clean, pressed, and neat. Under shirts must be white and the sleeves may not extend past the uniform shirt. Uniforms are required for all assigned hospital time. White lab coat may be required according to the policies of the particular hospital. Each student must wear the official SJCD name tag and patch on the outer garment. Name tags shall be purchased at Career Uniforms.

5.10 Dress code

In addition to the following standards, students will be held to the standards set forth by the clinical affiliate to which they are assigned.

- Make-up should be used in moderation
- Hair should be clean, dry, neat, and may not contact patients or equipment
- Beards and mustaches must be neat and trimmed. Mustaches will not extend more than ½” beyond the corners of the mouth or more than ¼” below the upper lip.
- Hair will be maintained in a natural color.
- No facial, or tongue piercings. Other piercings will be removed at the clinical supervisor or clinical coordinators discretion.
- No large loops or hanging jewelry
- Jewelry should be simple and kept to a minimum (Rings limited to one per hand)
- No false nails, and length not to exceed 1/4” inch (artificial or natural)
- No fragrances, tobacco smell, or other offensive odors
- Tattoos should be discretely covered

If in the judgment of the clinical supervisor or program/clinical coordinator a student’s appearance or personal presence is improper or offensive for professional work, the instructor may dismiss the student to correct the matter. Prior to dismissing the student, the instructor will advise the student on how to correct the matter. It is expected that the student will correct the matter and return to clinic promptly. The student will be considered absent for the time required to correct the issue. If the matter continues to be a problem the student will have points deducted from their final clinical grade, and may be placed on probation or suspension.

5.11 Supervision

Students will not take the place of a qualified staff sonographer. All exams should be carried out under the supervision of a qualified sonographer. Students must be directly supervised until they have been tested in the didactic, laboratory, and clinical settings. Students should be under direct supervision until competency is proven at the clinical site. After competency, staff sonographers may indirectly supervise students; however images should still be checked by a qualified sonographer. Any student who performs an exam without proper supervision will be suspended.

Direct supervision is defined as student supervision by a qualified sonographer who, reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is physically present during the procedure, and reviews and approves the procedure and/or image(s).

Indirect supervision is defined as student supervision provided by a qualified sonographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified sonographer adjacent to the room or location where a sonographic procedure is being performed. **A qualified sonographer must always re-scan the patient after the student.**

5.12 Student Injury or Illness

If you are injured or become ill while on duty, you must inform your instructor immediately. You must sign out the clinic before going to the Emergency Room as a patient. It is your responsibility to take care of yourself. Any charges incurred are the responsibility of the student. Students are encouraged to carry personal health care insurance. Students must submit a medical release before returning to class/clinical.

5.13 Reporting Illness or Communicable Disease

It is the responsibility of each student to report immediately to his/her clinical supervisor if s/he for any reason should be exposed or suspected of having a communicable disease or any other condition which might affect the health of the student, patient, or staff. Reporting of such an illness shall be handled by the clinical instructor with response from the Medical Director of the Medical Sonography program. Students returning to clinic following such an illness must present a release to the clinical instructor from their physician specifically permitting them to return to the clinical setting. Guidelines as established by each clinical education center will be followed as published.

5.14 Probation/Suspension/Dismissal

Some conduct may be serious enough that the student may be placed on probation or suspension from the program. A partial non-inclusive list of such behaviors is included here. These are serious offenses of the moral and ethical responsibilities of a sonographer. Being placed on probation for any reason will cause a 10 point deduction from the student's final grade.

Suspension will cause a student to receive an F for that semester's clinical grade. Suspension means that the student is out of the program for at least 1 semester. The student may be able to re-enroll when the course is available again.

Probation will result from:

- Repeated violations for the same offense
- Performing exam on the wrong patient.
- Performing wrong exam on the patient without verifying information.
- Sending images to PACS under wrong patient information.

Suspension will result from:

- Sleeping in clinic
- Any negligent activity that could lead to patient injury
- Performing or having a sonogram performed without a physician's order and consent of management
- ANY probation or suspension level offense occurring while being on probation
- Student being removed from clinical site at site's request for any reason

Dismissal will result from:

- Falsification of records such as sign in or sign out book or time records.
- Breaches of the confidentiality of any information about a patient
- Student being under the influence of controlled or non-controlled substance
- Student assault of patients, clinical staff, fellow student, or instructors
- Sexual harassment
- Stealing or any other dishonest practice
- Fighting or use of profanity or obscene gestures
- Dismissal from any clinical site for any reason

Suspended students and students not consecutively enrolled in DMSO courses for 2 semesters must appeal to the Medical Imaging Appeals Committee before returning to the program, and will be asked to complete a new drug screen and background check. Guidelines for appeals are available from the Sonography Clinical coordinator. Unsuccessful Medical Imaging appeal can be further appealed to the Health Sciences Appeal Committee. Guidelines for this process are available from the Dean of Health Sciences.

5.15 Standard Operating Procedures for Clinical Courses

- Signing in/out at a different time than the actual time is falsification of records and can be considered cheating
- The primary responsibility for patient care lies with health care professionals. **Do not be afraid to ask for assistance.**

- Students are not allowed to perform injections of any kind, or remove IVs.
- Students are to complete any exam before going off duty.
- **Do not refuse an opportunity to do an exam.**
- Accept constructive criticism.
- Any accidents or unusual incidents should be reported to the clinical supervisor and program/clinical coordinator immediately.
- Students are prohibited from visiting any clinical site outside of assigned clinical education hours.
- Clinical supervisors will dismiss students that cannot perform the duties of a sonographer due to illness or injury.
- A one to one ratio of students to registered sonographers must be maintained at all times.

5.16 Health Insurance Portability and Accountability Act (HIPAA)

The HIPAA privacy rule protects patient healthcare information. All segments of the health care industry are charged with promoting enhanced patient privacy in the health care setting. Students will follow strict guidelines outlined during mandatory clinical orientation and coursework. Any violation of HIPAA regulations will result in the immediate dismissal of the student from the program.

5.17 Donated Cases

Technologists are allowed to donate interesting ultrasound cases. Students may bring cases to class as long as all identifying information is removed from images and all HIPAA guidelines are adhered to.

5.18 Liability Insurance

Liability insurance is automatically purchased by students during registration. The fees for the insurance are paid when you register for clinical courses. Liability insurance is mandatory for all clinical students.

5.19 Immunizations and Physicals

The health physical required by the Medical Imaging program must be completed prior to student enrollment in any clinical course. All immunizations must be kept current for a student to be enrolled. If health records are not current the student is to be dismissed from their clinical assignment and time missed will be count as an absence. Submission of all documentation required for clinical participation is maintained by CastleBranch for a fee of \$108 (subject to change) for the entire length of the program.

You will be required to acquire/maintain the following immunizations and testing throughout the program.

1. Measles, Mumps, Rubella
2. Varicells
3. TB Skin Test
4. Tdap
5. Hepatitis B
6. Flu Vaccine
7. Hepatitis C
8. Meningitis
9. Physical Exam
10. Background Check

5.20 CPR Certification

All Medical Sonography students enrolled in clinical courses must be CPR certified. The student must be minimally certified by the American Heart Association – Healthcare Provider Level.

- It is the responsibility of the student to acquire and maintain such certification as long as they are enrolled in clinical courses. A current copy of each student's CPR card shall be maintained at all times in each student's clinical folder. Any student who does not have a current CPR card will be dismissed from class until proper certification has been obtained. Failure to obtain certification can result in suspension from clinic.

5.21 Criminal Background Check/Drug Screen

In compliance with the clinical practice agreement between San Jacinto College and its affiliates, a criminal background check and drug screen is required for all students attending clinical rotations. The enforcement of this policy is in conjunction with the hospital's compliance with The Joint Commission's standards. Additionally, this policy helps to identify who may have difficulty meeting eligibility for licensure/certification requirements. Students who have a criminal case pending prior to or during the course of the program are required to report convictions to the program director immediately. **Background checks must be done annually.**

5.22 Compliance

Students are to contact the designated agency selected to perform the criminal background check and drug screen. The student shall pay the cost of the criminal background check and drug screen directly to the designated investigative agency. Failure to pass or comply with this mandate may result in the student not being accepted into a health science program or being withdrawn from the program if the offense is committed after program acceptance. A student may be asked to submit to a new background check or drug screen upon the request of the clinical affiliate or the

Dean of Health Sciences. The background check and drug screen must be redone for any student who is not consecutively enrolled in the sonography program for 30 days or more.

5.23 Unsatisfactory Results

A significant criminal background screen may include but is not limited to – convictions of a felony, sexual offense, Medicare/Medicaid fraud, terrorism sanction, or warrants. Other significant results may include:

- Matters listed in the Texas Occupations Code, Section 301.452, Subsection (b)
- Program accredited agency restrictions
- Clinical affiliated restrictions

***Students may contact the ARDMS for criminal background screenings prior to accepting admission into the program.**

ARDMS conducts a "pre-application review", for a \$125 non-refundable fee, for individuals who wish to determine the impact of a previous criminal matter on their eligibility to apply for ARDMS certification. The pre-application review process is recommended for individuals who have not yet applied for examination and are contemplating employment in the field of sonography and/or enrollment in a sonography program. Individuals who have already completed a program and are ready to apply to the ARDMS for examination should simply respond to the questions on the ARDMS examination application relating to criminal matters and provide the requested documentation regarding such matter(s). http://www.ardms.org/files/downloads/Preapplication_Criminal.pdf

5.24 Record Keeping and Student Rights

All criminal background information will be kept in confidential electronic files by the investigating agency and archived for at least seven years. The department chairman and coordinator will have access to these files.

If the student believes their background information is incorrect, the student will have an opportunity to demonstrate the inaccuracy of the information to the investigating agency. The search of court records and documents is the responsibility of the student. The student will not be able to participate in a clinical experience could prevent a student from meeting course objectives and result in failure of the course.

5.25 Holidays/Vacations

Students are entitled to all academic holidays as specified in the College Academic Calendar unless the student has make-up exams/assignments/clinical hours or other obligations (i.e. hospital orientation) to meet the requirements of the program.

5.26 Personal Phone Calls

No personal phone calls should be sent or received, except for emergencies. Land line telephones at the clinic site may not be used for personal calls. Cell phone use is not allowed in the

classroom, lab, or clinic, unless approved by the instructor for educational purposes. HIPAA regulations must be followed at all times in the clinic setting.

5.27 Class Activities

Students are encouraged to participate in the Sonography Club and class activities. Participation in program graduation ceremonies and class pictures is encouraged.

***The guidelines in this document are subject to change. Notice will be given with regard to those changes.**

Appendix A

DIANOSTIC MEDICAL SONOGRAPHY PROGRAM

STATEMENT OF UNDERSTANDING OF POLICIES AND PROCEDURES

I, _____, have read the San Jacinto College Bulletin and Student Handbook and I am aware of the College Policies, Rules and Procedures as presented in these two documents.

I have read the Diagnostic Medical Sonography Program Student Handbook concerning Progression Requirements, Classroom and Clinical Policies, Student Expectations, Grading and Attendance Policies, Core Performance Standards, Pregnancy Policy, Laboratory and Clinical Policies, and all other Department Policies, Guidelines, and Procedures and agree to abide by all requirements outlined in this handbook.

I have an understanding of the Curriculum Requirements of the Medical Sonography Program and I am aware of the Graduation Requirements of the Medical Sonography Program.

Print Name

Student's Signature

Date

APPENDIX B

CONSENT TO LABORATORY and CLINICAL PARTICIPATION

Please read the following statements carefully and sign the form as indicated below.

I agree to participate in simulated laboratory activities required by the Diagnostic Medical Sonography Program at San Jacinto College for the duration of my enrollment in the program. I understand that the activities include the performance of sonographic skills, techniques and experiments and are supervised by a certified and registered practitioner of Medical Sonography, as part of the learning experience for students enrolled in the program. I understand that all efforts will be made to provide modesty and safe conditions for me. If I feel uncomfortable with any position or manner of touch, I will tactfully provide feedback to my classmate and the lab instructor. If the issue is not resolved by this means, I will report the behavior to the program director immediately. I will report any physical condition or change that may present a potential health or safety risk.

Instruction may periodically require physical contact between faculty and preceptors for the purpose of physically guiding appropriate techniques. This contact may be necessary for proper instruction during laboratory and clinical experiences under the supervision of clinical personnel.

I understand that I must continue to comply with the Core Performance Standards as stated in the Medical Sonography Handbook. I will inform my instructor of any allergies, such as latex or asthma before lab sessions begin.

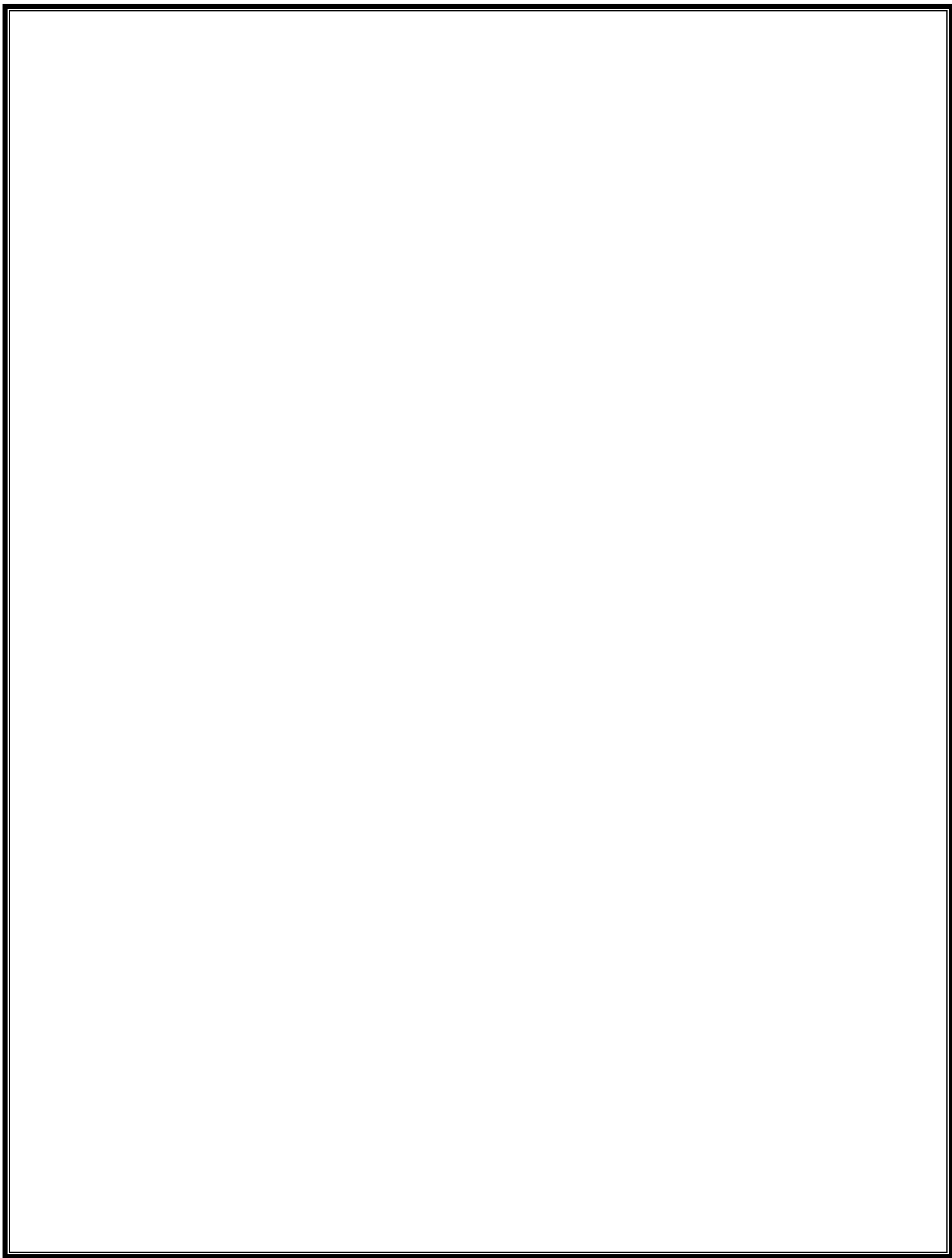
I agree to follow the Laboratory Policies found in Medical Sonography Handbook. I will practice considerate and respectful non-verbal and verbal communication during all lab activities. I will promptly report any malfunctioning equipment or unsafe practice to my instructor immediately.

My signature below certifies that I have read and understand these laboratory/clinical guidelines, accept that it may be an appropriate and necessary part of instruction, and am accepting of this practice.

Print Name

Student Signature

Date



SAN JACINTO COMMUNITY COLLEGE DISTRICT
Authorization for Use, Disclosure or Release of Health Information and
Consent for Release of Educational Records

I understand that clinical facilities affiliated with SJCD may require disclosure of a student's educational records and/or health information records prior to permitting me to participate in an educational program or clinical rotation at the facility.

I hereby request and authorize the use, disclosure, and/or release by the San Jacinto Community College District (SJCD) and its employees, agents and representatives, of my educational records and protected health information, including information regarding any background check report, my medical history, record of illness, record of immunizations, blood-borne pathogen infection status, and test results as they may be requested by an institution or facility (and/or its employees, agents, or representatives) at which I may be placed for the purposes of obtaining clinically-based educational experiences as part of a clinical rotation.

I also understand that my educational records and medical information are protected by federal regulations under either the Health Information Portability and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act of 1974 (FERPA) and may not be disclosed without either my authorization under HIPAA or my consent under FERPA. I understand that my signing of this authorization is voluntary. If I decide not to sign this Authorization and Consent, I understand I may not be permitted to participate in a clinical rotation.

SECTION A. Records to be released (check all that apply):

- ☐ **Academic Information** (grades/GPA, registration, student ID number, academic progress, enrollment status)
- ☐ **Background Check Reports**
- ☐ **Health Information** (immunization records, blood-borne pathogen infection status)
- ☐ **All records listed above**
- ☐ **Other** (please specify): _____

SECTION B. Person(s) or Entity(ies) to whom access to education records and health information may be provided (attach additional pages as necessary):

1. _____

Name and address of person or entity to whom access to records may be provided

2. _____

Name and address of person or entity to whom access to records may be provided

3. _____

Name and address of person or entity to whom access to records may be provided

SECTION C. Purpose of release (check one):

- ☐ **Placement in a clinical rotation program for educational purposes.**
- ☐ **Employment**
- ☐ **Other:** _____

I understand that (1) I have the right not to consent to the release of my education and/or health records, (2) I have the right to inspect any written records released pursuant to this consent, and (3) I have the right to revoke this consent at any time by delivering a written revocation to _____. This authorization expires one calendar year from the date it is signed.

Attachment of

Authorization for Use, Disclosure or Release of Health Information and Consent for Release of Education Records

The Methodist Hospital

6565 Fannin Street
Houston, TX 77030

St. Luke's Patients Medical Center

4600 East Sam Houston Parkway South
Pasadena, TX 77505

UTMB-Galveston

301 University Boulevard
Galveston, TX 77555

Memorial MRI & Diagnostic

8800 Katy Fwy
1241 Campbell Road
1346 Campbell Road
1718 Fry Road
Houston, TX 77055

Methodist St. John's Hospital

18300 Saint John Drive
Nassau Bay, TX 77058

Pearland Medical Center

111000 Shadow Creek Pkwy
Pearland, TX 77584

UTMB-Victory Lakes

2240 Gulf Freeway Suite 1.204
League City, TX 77573

Baywood Imaging

6002 Fairmont Parkway
Pasadena, TX 77505

Unicare MRI & Diagnostics

7007 N. Freeway #110
Houston, Texas 77076

San Jacinto Methodist Hospital

4401 Garth Road
Baytown, TX 77521

Kingwood Medical Center

22999 US Highway 59 North
Kingwood, TX 77339

Memorial Hermann Imaging Center- Pearland

10905 Memorial Hermann Drive, Suite # 104
Pearland, TX 77584

Southeast Memorial Hermann Hospital

11800 Astoria Boulevard
Houston, TX 77089

East Houston Regional Medical Center

13111 East Freeway
Houston, TX 77015

Bay Area Regional Medical Center

200 Blossom Street
Webster, TX 77598

Gulf Coast MRI & Diagnostic

3692 East Sam Houston Parkway South
Pasadena, TX 77505

Bayshore Medical Center

4000 Spencer Highway
Pasadena, TX 77504

Print name _____

Signature _____ Date _____

Appendix D
San Jacinto College

Medical Sonography Program
CRIMINAL BACKGROUND CHECK/ DRUG SCREENING

I, _____ the undersigned student of the Diagnostic Medical Sonography Program at San Jacinto College, do here by acknowledge:

- That I understand I am responsible for submitting a criminal background check at a designated facility as part of the admission process to the Diagnostic Medical Sonography Program.
- That if I have ever been convicted of a crime such as a misdemeanor, felony or similar offense in a military court-martial, that it **could result in my NOT being eligible to take the national certification examination to become a registered technologist in sonography and may NOT be eligible to work as a ultrasound technologist.**
- Depending on the results of the background check, a student **may NOT be able to participate in clinical/practicum courses** which will mean that the student cannot complete the program.
- I am required to report charges or convictions that have been withheld, deferred, stayed, set aside, suspended, or entered into a pre-trial diversion, or involved any pleas of guilt or no contest.
- I also realize that if convicted, as stated above, while enrolled as a student in the program, the result will be the same, and it is my responsibility to file a pre-application with the ARDMS in order to obtain a ruling of the impact of my eligibility.
- If convicted as stated above while enrolled as a student in the program, it is my responsibility to report this conviction to the Department Chair/Program Director of Medical Sonography and if I do not do so it may result in suspension from the program.
- That I understand if I have any offenses on my criminal background check and decide to enter into the program, that San Jacinto College will NOT be held responsible for the inability of my assignment to a clinical education center and completion of clinical/practicum courses.
- That at any given time, if I do not have the availability of a clinical/practicum assignment by not having a clear background, I will NOT hold San Jacinto College and the Medical Sonography Program responsible. Each clinical education center has its own contractual requirements for the radiography students and may not allow anyone convicted of a criminal offense or a background that does not come back as **clear** to enter as a student at their site.
- That I understand students enrolled in the medical sonography program will be required to undergo and pass a drug screening or a drug screening analysis at a designated facility in order to be eligible for placement in a clinical facility.
- Students who are assigned to clinical/practicum education experiences at the clinical facilities may be required to undergo and pass **random** drug screening or **random** drug & alcohol screening analysis in order to remain at a clinical facility.
- Students who either fail to pass, or refuse to submit to, or fail to report within the required time frame for a drug screening or a drug & alcohol screening analysis will be deemed ineligible for clinical/practicum placement, which may affect their status in the program and their ability to complete the program.

Printed Name of Student

Signature of Student

Date

- Pre-application may be submitted at any time either before or after entry into an accredited program
- Further information regarding reporting requirements for certification may be accessed on the ARDMS website at <http://www.ardms.org>

Appendix E

CONVICTION OF A CRIME NOTICE

I, _____ the undersigned student of the Medical Sonography Program at San Jacinto College, do here by acknowledge:

- That if I have ever been convicted of a crime such as a misdemeanor, felony or similar offense in a military court-martial, that it **could result in my not being eligible to take the national certifying examination to become a registered technologist in sonography,**
- I am required to report charges or convictions that have been withheld, deferred, stayed, set aside, suspended, or entered into a pre-trial diversion, or involved a pleas of guilt or no contest,
- I am not required to report juvenile convictions processed in juvenile court or traffic citations unless drugs or alcohol was involved,
- I also realize that if convicted as stated above while enrolled as a student in the program, the result will be the same, and
- It is my responsibility to file a pre application with the ARDMS in order to obtain a ruling of the impact of my eligibility.

Printed Name of Student

Signature of Student

Date

- Pre-application may be submitted at any time either before or after entry into an accredited program
- Further information regarding reporting requirements may be accessed on the ARDMS website at <http://www.ardms.org>

APPENDIX F
MEDICAL IMAGING PROGRAM
MEDICAL HISTORY CHECKLIST

STUDENT'S NAME:				
Date of Birth				
Physical Completed				
IMMUNIZATION RECORD (dates required)				
MMR				
DPT (Tdap / DTwP / Td)				
Polio	No longer required			
Varicella Titer results or 2 documented vaccines (hx of disease not accepted)				
Titer				
Hep B Series	Hep 1			
	Hep 2			
	Hep 3			
PPD (TST) or negative CXR report	Expires:	Expires:	Expires:	Expires:
Flu Vaccine	Issued:	Issued:	Issued:	Issued:
CPR Card	Issued:		Issued:	
	Expires:		Expires:	

APPENDIX G

MEDICAL IMAGING APPEALS GUIDELINES FOR READMITTANCE

All students must meet the following minimum standards of academic achievement and successful course completion while enrolled at the Medical Imaging Program, San Jacinto College Central. Students will be evaluated at the end of each semester to establish their eligibility to enroll for the next semester. Students not meeting these standards will be academically dismissed.

- San Jacinto College requires each student to maintain a 2.0 grade point average in order to graduate.
- All DMSO courses appearing on the student's transcript, including D, F, or W will be included in the number of courses attempted.
- Grades of A, B, or C will be counted as courses successfully completed.
- Three grades of D, F, or W in any combination from a DMSO course will cause suspension from the Medical Imaging Program.
- A student may appeal their suspension with the Medical Imaging Appeals Committee.

Appealing an Academic Dismissal / Suspension

If a student believes his or her performance has been negatively impacted by some type of unusual circumstance, student has the right to appeal his or her dismissal as follows:

1. Student must present a written appeal to the Department Chair or the Program Director of the Medical Imaging Program.
2. Student should be prepared to provide reasons for seeking a reversal of the academic dismissal. Student is responsible for gathering and presenting all relevant documentation of facts in support of their suspension appeal. The appeal documentation will set forth:
 - a. the nature of the appeal;
 - b. a summary of events that resulted in the Appeal;
 - c. the reason why the decision should be changed.
3. Student will be provided with an appropriate date and time to meet with the Appeals Committee.
4. Following an interview with the Appeals Committee, a decision is made to approve or deny the re-admittance of the student. The student will be notified by mail from the Department Chair or the Program Director of Medical Imaging of the results of the appeals within 5 business days.
5. If the student is readmitted, he or she may register for the RADR courses, taking into account any restrictions/parameters that have been imposed.
6. Students are not eligible to appeal the results of this procedure any further within the Medical Radiography Program.
7. If the hearing is favorable for the student clinical placement is contingent upon availability of a clinical space at one of the clinical education centers. In some cases the student may have to wait until a clinical space becomes available.
8. If the student wishes to challenge the results of this committee he/she may appeal further by following the guidelines outlined in the San Jacinto College Student Handbook.

Appendix H
San Jacinto College
Department of Medical Imaging

PHOTO RELEASE FORM

I, _____, give the Medical Imaging Department of San Jacinto College permission to use my photograph in any publications, presentations and/or web applications for educational, recruiting purposes, or other program events. I understand that I may give the Medical Imaging Department a written request to withdraw my permission at any time. I also understand that my photo will not be released to any other individual, agency or institution without my written consent.

Printed Name: _____

Signature: _____ Date: _____

Witness: _____ Date: _____

Appendix I Absence Acknowledgement

Student Name _____

Date absent _____

Reason for time off:

Students Signature _____ Date _____

For Faculty Use Only

Comments

Scheduled Make up day _____

Instructor's Signature _____

Appendix J

Student _____ Clinic Rotation _____

Clinical Evaluation Criteria

1. **ATTENDANCE:** The student is **present at the clinical site when scheduled**.

Always = 5 Mostly = 4 Sometimes = 3 Rarely = 2 Never = 0

Remarks: _____

2. **ATTITUDE:** The student is **receptive to corrections or recommendations** and **demonstrates interest** in assignments.

Always = 5 Mostly = 4 Sometimes = 3 Rarely = 2 Never = 0

Remarks: _____

3. **COOPERATION:** The student is **cooperative with** and **courteous to co-workers**, and **shows acceptance of supervision**.

Always = 5 Mostly = 4 Sometimes = 3 Rarely = 2 Never = 0

Remarks: _____

4. **DEPENDABILITY:** The student **remains in the assigned area** and **completes all** assigned patient preparation and examinations.

Always = 5 Mostly = 4 Sometimes = 3 Rarely = 2 Never = 0

Remarks: _____

5. **INITIATIVE:** The student **clearly demonstrates willingness** and even eagerness **to perform duties and procedures independently (when appropriate)**.

Always = 5 Mostly = 4 Sometimes = 3 Rarely = 2 Never = 0

Remarks: _____

6. **ORGANIZATION:** The student **evaluates the needs** of the technical situation **before procedures** start and **demonstrates accuracy and acceptable speed** in performing clinical duties.

Always = 5 Mostly = 4 Sometimes = 3 Rarely = 2 Never = 0

Remarks: _____

7. **PATIENT RAPPORT:** The student **demonstrates courtesy and empathy toward patients**, and **effectively communicates** with patients.

Always = 5 Mostly = 4 Sometimes = 3 Rarely = 2 Never = 0

Remarks: _____

8. **PROFESSIONALISM:** The student **exhibits logical thought** and **good judgment** in making decisions; demonstrates **respect for confidential patient information**, and **exemplifies all characteristics of Medical Imaging professionalism**.

Always = 5 Mostly = 4 Sometimes = 3 Rarely = 2 Never = 0

Remarks: _____

9. **QUALITY OF WORK:** The student **performs acceptable examinations, obtaining proper data or image quality**.

Always = 5 Mostly = 4 Sometimes = 3 Rarely = 2 Never = 0

Remarks: _____

10. **SAFETY:** The student **consistently follows all established safety procedures, especially as it concerns the patient's medically relevant history**.

Always = 5 Mostly = 4 Sometimes = 3 Rarely = 2 Never = 0

Remarks: _____

COMMENTS:

Student Signature: _____ Date: _____

Technologist Signature: _____ Date: _____

Appendix K

San Jacinto College

Diagnostic Medical Sonography

Competency/Skills Assessment Test

Name _____ Date _____

***Must be filled out by registered technologist. Please check the appropriate level of competency.**

Skills Assessment

	Above Average	SATISFACTORY	NEEDS IMPROVEMENT
1. Follows Universal Precautions/Infection control.			
2. Follows JCAHO-National Patient Safety Guidelines.			
3. Appropriate usage of transfer devices.			
4. Evaluates patient history, lab values, and previous examinations.			
5. Communicates with patient, staff, management, and physicians.			
6. Appropriate equipment knowledge. (ultrasound machine, PACS, RIS)			

Scanning Assessment

A. Type of Exam Attempted: _____	Average _____	Technically Difficult _____	Pathology Present _____
	ABOVE AVERAGE	SATISFACTORY	NEEDS IMPROVEMENT
B. Technical Factors:			
1. Entered Patient Data			
2. Correct Scanning Preset			
3. Correct Probe Selection			
4. Patient Positioning			
5. Utilized breathing techniques			
6. Labeled images accordingly			

	ABOVE AVERAGE	SATISFACTORY	NEEDS IMPROVEMENT
C. Image Quality:			
1. Gain Control			
2. TGC usage			
3. Focus			
4. Appropriate depth			
5. Followed exam protocol order			
6. Recognized normal anatomy			
7. Knowledge of Doppler principles			
8. Performed related measurements			
9. Recognized pathology, if any			
10. Able to present case to radiologist			

Additional Comments

Please rate the student by placing a mark at the appropriate skills level.

Skills Rating

Beginner Student

Average

Entry Level Sonographer



Technologist Signature _____