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JACKSON COLLEGE

DIAGNOSTIC MEDICAL SONOGRAPHY HANDBOOK

Description of the Profession

Diagnostic medical sonography (DMS) is a multi-specialty occupation comprised of abdominal-extended sonography, adult cardiac sonography, breast sonography, musculoskeletal sonography, obstetrics and gynecology sonography, pediatric cardiac sonography, vascular sonography, and other emerging clinical areas or concentrations.

These concentrations all use comprehensive knowledge of ultrasound technology in their daily work. The trained technologist is an individual who provides patient care services applying ultrasound technology in the performance of diagnostic and/or therapeutic exams and procedures. As an occupational prerequisite the diagnostic medical sonographer must be educationally prepared and clinically competent. Demonstration and maintenance of competency through certification by a nationally recognized credentialing organization is the standard of practice in sonography. Maintenance of certification in all areas of practice is endorsed.

The diagnostic medical sonographer functions as a delegated agent of the physician and does not practice independently. Diagnostic medical sonographers are committed to enhanced patient care and continuous quality improvement that increases knowledge and technical competence. Diagnostic medical sonographers use independent, professional and ethical judgment, and critical thinking to safely perform diagnostic procedures.

The diagnostic medical sonographer generally performs the following:

- Obtains, reviews, and integrates pertinent patient history and supporting clinical data to facilitate optimum diagnostic results;
- Performs appropriate procedures and records anatomic, pathologic, and/or physiologic data for interpretation by a physician;
- Records, analyzes, and processes diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician;
- Exercises discretion and judgment in the performance of sonographic and/or related diagnostic services;
- Demonstrates appropriate communication skills with patients and colleagues;
- Acts in a professional and ethical manner;
- Facilitates communication and education to elicit patient cooperation and understanding of expectations and responds to questions regarding the sonographic examination.

As a multi-specialty occupation, these Standards apply to the following learning concentrations:

Abdominal Extended Sonography
Adult Cardiac Sonography
Breast Sonography
Musculoskeletal Sonography
Obstetrics and Gynecology Sonography
Pediatric Cardiac Sonography
Vascular Sonography

What is a Cardiac Sonographer?

A cardiac sonographer (echocardiographer) is the allied health professional who, after an extensive and comprehensive educational process, is qualified to perform an echocardiogram (ultrasound of the heart). The primary role of the cardiac sonographer is to obtain diagnostic recordings and measurements from the ultrasound image of the heart, including hemodynamic information. This individual assumes great responsibility for the performance of this exam. The techniques for obtaining the required images and recordings require great skill. A thorough understanding of cardiac anatomy, physiology, hemodynamics and pathophysiology is required.

About the Jackson College Cardiac Sonography Program

The cardiac sonography program is an online program accredited by the Commission for Accreditation of Allied Health Education Programs (CAAHEP) <https://www.caahep.org/> in the United States upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (www.jrcdms.org).

Commission on Accreditation of Allied Health Education Programs
 9355 – 113th St. N, #7709
 Seminole, FL 33775
 Phone: 727.210.2350
 Fax: 727.210.2354

It is a program leading to an Associate in Applied Science degree. The curriculum consists of integrated online didactic coursework and clinical training with a minimum of 1,136 supervised clinical hours with an approved clinical education affiliate. This program is designed to prepare the student for employment as a cardiac sonographer with positions located in hospitals, medical clinics, and other diagnostic imaging facilities. Upon successful completion, students are eligible to apply to the ARDMS (American Registry for Diagnostic Medical Sonographers) <https://www.ardms.org/> for board examinations that will award them the RDCS (Registered Diagnostic Cardiac Sonographer) credential and/or the CCI (Cardiovascular Credentialing International) for the board examination that will award them the RCS (Registered Cardiac Sonographer).

Jackson College	Jackson College Cardiac Sonography Program
<p>Mission Together we inspire and transform lives</p> <p>Vision Jackson College is a world-class institution of higher education, where learners succeed, and community needs are met</p>	<p>Mission</p> <p>The mission of the Jackson College DMS Cardiac Sonography Program is to educate students in the art and science of diagnostic medical sonography and to prepare competent entry-level adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.</p> <p>The program’s mission is in concert with the Jackson College mission to inspire and educate world-class healthcare providers for the people of Michigan and our global community.</p>

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CARDIAC SONOGRAPHY ASSOCIATE IN APPLIED SCIENCE PROGRAM ADMISSION PROCESS

Jackson College and the Allied Health Department are pleased that you are interested in the Associate in Applied Science Cardiac Sonography Program. The selection process was established to enhance student success in the Sonography curriculum and passing scores on the National Exam, American Registry of Diagnostic Medical Sonographers (ARDMS).

APPLICATION PROCEDURE - ALL Applicants must:

- 1) Be a high school graduate or successfully complete the G.E.D. test.
- 2) Submit a Jackson College application.
- 3) Forward to the Jackson College Admissions Office **ALL** transcripts from colleges previously attended. ***It is your responsibility to confirm that your transcripts are on file.*** (Allow 8–10 weeks for transcripts to be processed. All transcripts **MUST** be received by the application deadline. Failure to have all transcripts submitted timely to Jackson College may result in an incomplete Cardiac Sonography application).
- 4) Submit a completed Diagnostic Medical Sonography Advising Fact Sheet Form.
- 5) Submit a completed Jackson College Cardiac Sonography Program Application Form. ***This application must be submitted directly to your Student Success Navigator. The application fee must be paid to JC's Cashier's Office.***
- 6) Meet Technical Standards for Admission of the Allied Health Department and Technical Standards and Functions required for the Cardiac Sonography Program.

APPLICATION REQUIREMENTS for the CARDIAC SONOGRAPHY PROGRAM

The Cardiac Sonography Program is an integrated didactic and clinical training program designed to prepare the student for employment in the field of Cardiac Sonography. After successful completion of the nationally recognized ARDMS registry exam, the graduate will be eligible to write the initials RDMS behind his/her name.

Admission Requirements and Process for the Cardiac Sonography Program

1) Students must have completed the prerequisite course work with a final grade of 2.0 or 3.0 or better in each course.

The following General Education and Pre-Requisite courses are required:

- | | | |
|----|------------------------------|---|
| 1. | ENG 131 | Writing Experience (3 credits) |
| 2. | MAT 130 | Quantitative Reasoning (3 - 4 credits) |
| 3. | PSY 140 | Intro to Psychology (3 - 4 credits) |
| 4. | GEO 6 | (3 credits) please review course choices in catalog |
| 5. | PHY 145 or
PHY 131 | Introduction to Basic Physics
Conceptual Physics (3 credits) |
| 6. | COM 250 | Intercultural Communication (3 credits) |

- 7. DMS 100 Introduction to Diagnostic Medical Imaging (3 credits)
- 8. DMS 104 Introduction to Sonographic Instrumentation (3 credits)

***The following classes require a final grade of 2.5 higher for admission consideration.**

- 9. *BIO 132 or Human Biology (4 credits) (2.5)
- *BIO 253 and BIO 254 Human Anatomy and Physiology (4 - 5 credits) (2.5)

***The following classes require a final grade of 3.0 or higher for admission consideration.**

- 10. *HOC 130 Introduction to Health Occupations (3 credits) (3.0)
- 11. *MOA 120 Medical Terminology (2 - 3 credits) (3.0)

2) All applicants' academic records are evaluated by using a numerical point system. Entry into the Cardiac Sonography program is competitive. **If a prerequisite course that is a "point counter" (see page 5 of application) is not completed when the application is submitted, midterm grades will be accepted at the interview. It is the sole responsibility of the applicant to have their midterm grade verified by their instructor to receive points for the class.** Students who submit AND are approved for Credit for Prior Learning will be awarded points equivalent to a 4.0 in the approved class category. *Consideration for the sonography program will still apply.*

3) All qualified applicants will have a consultation (interview) with the JC Admissions Committee.

A. The Admissions Committee will be comprised of a minimum of three (3) of the following individuals:

- Program Coordinator
- Clinical Instructor
- Clinical Coordinator
- Medical Advisor
- Allied Health Director
- A Representative of JC Student Affairs Office
- Any non-student member of the Sonography Advisory Committee

B. All applicants will be asked to respond to similar set of questions during the consultation (interview) process.

C. All applicants will be scored by each member of the Admissions Committee and an average score is entered into overall point tally for admission considerations.

4) A clinical site must be arranged and approved for each applicant before final acceptance into the program. The clinical site is a third party entity into which students are placed for practical experience. JC cannot guarantee that a clinical site will always be available. Arrangement for such a site depends upon the college's ability to enter into a formal agreement with a proposed site. Students should not rely upon the availability of a clinical site in particular geographical location.

While JC uses its best efforts to negotiate clinical sites, even after they become available they can become unavailable for reasons beyond the control of JC and in that event JC has no liability.

5) All **accepted** applicants will be required to submit a completed statement of health/physical condition. The completed physical statement needs to include: medical history, physical exam results, and immunizations. This statement must be uploaded to CastleBranch prior to any Cardiac Sonography student beginning their clinical education.

6) All **accepted** Cardiac Sonography students must submit proof of Hepatitis B vaccination or a signed waiver. Some clinical sites may require qualified applications to submit to a background check and a drug screen. The check must have been completed no longer than six months prior to the start of the cardiac sonography program. The cost for the criminal background check is not covered by Jackson College. The completed report (with no active exclusions reported) must be received by the JC Security office prior to any cardiac sonography student beginning the cardiac sonography program.

7) Jackson College does not pay for health physicals and/or any required vaccinations.

Admissions process is nondiscriminatory in regards to race, color, religion, national creed, national origin or ancestry, age, gender, sexual preference, marital status, or handicap.

8) All of the Cardiac Sonography program courses are offered online through Jackson College distance education. Even though the Cardiac Sonography program is an online program, all applicants who live within a

200 mile radius of the College may be required to come to the main campus at Jackson College for an interview to be accepted into the Cardiac Sonography program.

9) All students admitted to the program will be required to attend a lab orientation (DMS 196) prior to beginning their clinical education of the sonography program. DMS 196 is a 10 week hands on lab course that prepares the student for clinical experience on central campus. Any student unable to attend the scanning lab course on JC's central campus due to geographical travel restrictions may be eligible to complete the course through online delivery method in their geographical location. The following circumstances will be considered to determine eligibility of online delivery method:

1. Clinical site location
2. Program Director approval
3. Clinical site (affiliate) approval.

The following conditions must be met once eligibility status has been approved:

A clinical site willing to sponsor the student must meet the minimum requirements of a clinical affiliate listed below:

- i. A current affiliation agreement
- ii. Completed, submitted and approved CC and CV forms.
- iii. Appropriate credentialed sonographers willing to facilitate the course requirements.
- iv. The sponsoring clinical site must be willing to work with student to complete the lab course competencies for the (DMS196) course.
- v. A cleared background check, drug screen and health physical form including immunization forms must be updated in the Allied Health Office one month prior to the start of the course.

ACCEPTANCE PROCESS

- 1) The order of acceptance of qualified applicants will be based on points achieved. All prerequisites must be completed prior to starting the Cardiac Sonography program. It is recommended that courses that are "point counters" be completed prior to the interview.
- 2) If more than one qualified applicant achieves the same score in the Point System for the last remaining spot, the applicant with the highest overall Jackson College grade point average will be selected.
- 3) If you are not offered a space in the program you have applied for and wish to be reconsidered for the next program year, you must re-submit another Program Application Form and the \$50.00 application fee for that program year. *Your application and application fee will **NOT** automatically be rolled over.*
- 4) Upon acceptance to the Cardiac Sonography Program, an applicant must complete the Health Certification Form and obtain American Heart Association (AHA) Healthcare Professional level CPR certification. This training includes infant, child, adult, 1 man – 2-man CPR and choking. **This MUST be maintained and current while in the program.**

- 5) Notification of applicants' status into the Cardiac Sonography program will be made in November for the upcoming Spring semester (January). If a student chooses not to accept their seat in the program for that year, he/she will need to reapply for the next year and compete with the other candidates for that year.
- 6) Upon acceptance to the Cardiac Sonography Program, you will need to have access to a computer with following minimum requirements:

Operating System*	Windows 7, 8, 8.1, 10; Mac OS X 10.11; macOS 10.12, 10.13, 10.14, 10.15
Processor	Intel Core 2 Duo or AMD Athlon X2 at 1.5 GHz or faster
Disk Storage	Up to 30 GB available disk space depending on modules purchased
Memory	2 GB RAM
Video Card	NVIDIA GeForce 9000 or greater, ATI/AMD Radeon 5000 or newer, most Intel HD Graphics or newer**
Minimum screen resolution	1024×768
Input Ports	One USB port, directly accessible or via USB-C adapter
Browser Requirement	Up to date Google Chrome or Mozilla Firefox
Internet Connection	Broadband internet connection is required
Webcam	Required

You must be able to upload and download documents and attach documents to an email. You must be familiar with operation of the above software.

APPLICATION and TRANSCRIPT RECEIPT DEADLINE:

August 15th (or the following Monday if the 15th falls on a weekend)
(Cardiac Sonography) for a Spring Semester program start (January)

Health Requirements

Health Certificate Form: A Statement of Physical/Emotional Fitness must be completed (by the physician of your choice) for the sole purpose of determining and documenting your physical status prior to beginning the clinical component of your Allied Health Program (see Exhibit A). The Health Certificate Form includes: a negative Tuberculin Skin Test or negative chest x-ray; proof of immunizations for Rubella (German Measles); Rubeola (Hard Measles); Tetanus/Petussis; the Hepatitis B Vaccine Series; Varicella Zoster (Chicken Pox) or a physician diagnosed history of varicella zoster; and a recent physical examination. It is preferable that the Hepatitis B series is completed prior to entering the Allied Health program; however, minimally it *must* be started or a waiver signed before the student is allowed to attend the clinical site. This Health Certificate Form must be completed and uploaded to CastleBranch **prior** to starting any clinical education courses.

The clinical education site policy may require additional immunization not listed on the Health Certification Form (Exhibit A) in order to participate in the clinical education. Failure to follow policies of the clinical site placement may result in removal from the program. The Allied Health/Nursing Department Coordinator will provide the student a list of the additional immunizations if different from the list provided on the form.

The Jackson College Cardiac Sonography program will not place students or rotate students to other facilities based on clinical site vaccine policies.

CPR Certification: It is also required to obtain “BLS for Healthcare Provider” CPR Certification via The American Heart Association. This training includes infant, child, adult, 1 man – 2 man CPR, choking and AED devices. CPR *must* be maintained and proven every 2 years.

Student Health Issues: It is the student’s responsibility to inform the Program Director of any illness, injury, surgery or medical condition that might compromise the safety of either the student or the patient(s) (i.e. lifting limitations, contagious disease, pregnancy, etc.). If a student has an infectious condition that may endanger clients in the clinical sites, they need to inform the Program Director of the situation and provide a written letter from their health care provider stating that it is safe for them to return to the clinical site. While in the program, any student with a medical condition or injury which causes a student to miss clinical for over two (2) days, will be required to obtain a written doctor’s release to continue in class and clinical and/or to return to class and clinical. The release will verify that s/he is able to meet class/lab/clinical practice requirements without restrictions on activity (such as limitations on weight lifting). The goal is to prevent aggravating an existing condition, or jeopardizing the students, classmates or patient’s safety or well being. **If a student must interrupt the clinical component for period greater than two (2) weeks, the student will only be re-admitted into clinical with the Program Director and Clinical Instructor’s permission.** If at any point there are concerns regarding a health problem or disability, Jackson College reserves the right to require a medical release or physical examination. Students are responsible for contacting the Program Director regarding concerns or risks related to their own health care needs. Students must meet the Technical Standards and Functions (see Exhibit B) set for participants in the Jackson College Allied Health Programs with or without reasonable accommodation.

Health Insurance: It is mandatory that you maintain health insurance to defray the cost of hospital and medical care of any illness or injury that may be sustained while participating in a clinical experience. Many clinical sites require that students carry health insurance while in clinical.

CLINICAL SITE ASSIGNMENT

A clinical site must be arranged and approved for each applicant before final acceptance/admissions into the program. New clinical sites requests are due at the time the program application is submitted (August 15th). Do not initiate independent contact with any current Jackson College clinical sites. The clinical site is a third-party entity into which students are placed for practical experience. The Clinical staff employees are not paid JC faculty for the clinical education portion of the program. Jackson College cannot guarantee that a clinical site will always be available. Arrangement for such a site depends upon the college’s ability to enter into a formal agreement with a proposed site. Students should not rely upon the availability of a clinical site in a particular geographical location.

While Jackson College uses its best efforts to negotiate clinical sites, even after they become available they can become unavailable for reasons beyond the control of Jackson College and in that event Jackson College has no liability.

CLINICAL POLICIES AND GUIDELINES

All DMS courses must be completed with a 2.0 or higher to be considered passing for the DMS curriculum completion.

All DMS clinical courses are subject to special scheduling dates which may or may not follow the college semester dates and/or the college calendar.

Clinical Experience: It is expected that student’s high learning curve days of clinical will be on those days when the clinical site has a lower case load. Low learning curve days are when the clinical site is

very busy with a heavy case load. On busy days, the student is expected to be of as much help to the staff as is possible. However, the students are placed in a clinical site as a learning modality and we wish to utilize this clinical experience to the fullest extent possible. **Students must understand and adhere to the policies the clinical site requires prior to working in that particular clinical site.**

Clinical Hour Requirements:

The MINIMUM Clinical Practicum hours for Cardiac Sonography Program are 1,136.

Clinical Assignment:

The Jackson College Clinical Coordinator will establish the specific student clinical assignments and rotation for each clinical site. Students may be expected to commute to an additional clinical site (other than the initial clinical site assigned to them) to obtain the complete education of the sonography program. The Jackson College Program Director and Clinical Instructors must approve all student rotations.

A Basic Clinical Site Schedule will be utilized as a guide by the Clinical Coordinator. The clinical education schedule will be determined by the assigned Clinical Instructor of the clinical site. The DMS students may be required to follow the workday schedule of their clinical site. Lunches and work breaks will be at the discretion of the supervising sonographer. Time is not given for a 30 minute lunch, this means that a student must be at their clinical site for 8.5 hours per day in order to reach their 8 hour minimum requirement per day. The clinical schedule is determined by the clinical site not the student. Students should contact their instructor if they have a problem with their schedule; however, the clinical site's needs shall dictate the schedule.

Clinical Coordinator: A Jackson College faculty who provides DMS clinical education direction for students while at their assigned clinical site.

Clinical Instructor: An employee of the assigned clinical site who will support/supervise the clinical education that the Jackson College student is receiving during their clinical education.

DMS students are required to follow all rules and regulations of each clinical site they are assigned. Students violating such rules or regulations will be subject to the warning process and/or dismissal from the DMS program.

It is the student's responsibility to establish a working relationship with their clinical site. Failure to do so will result in the student being dismissed from the clinical setting and therefore the program.

Students violating such rules and regulations will be subject to a warning process and/or dismissal from the DMS program.

Attendance: Dependability and punctuality are important factors in the DMS clinical component. Any absences or tardiness, no matter how legitimate, disrupts the learning process of the student and disrupts the operational function of the Ultrasound Department. Students must complete a request for clinical absence for an approved scheduled absence. (See Exhibit C or D).

Students are required to notify the appropriate supervisor at their clinical site of their absences for each occurrence. The notification of absence intent should be at least 1/2 hr. (30 minutes) prior to the student's scheduled starting time. All missed clinical time must be made up within the semester that the absence accord. One absence that is not reported to the appropriate supervisor will result in a **warning action**.

Students are required to be at their DMS clinical site until the completion of an eight (8) hour shift unless permission is obtained from the supervising clinical instructor and the supervising sonographer. Students will only receive clinical hours for time actually spent within the clinical setting. Students are required to submit clinical attendance reporting forms.

The student is to notify the attending sonographer whenever the student leaves the DMS lab/department. Failure to do so may be interpreted as abandonment of the clinical assignment.

Tardiness: Excessive tardiness may result in a **warning action**.

Dress Code: The student's dress and appearance is a reflection of themselves as well as Jackson College and the clinical site. The student's appearance will reflect good personal hygiene and professional dress during all of their clinical practicum and be compatible with the dress code of their current clinical site. The student should check with the clinical instructor regarding specific requirements of the clinical site.

The Jackson College DMS student uniform may consist of the following:

- Must comply with the Clinical Site's dress code
- Clinical scrubs when indicated by clinical site

The student's mode of dress **must** adhere to the proper safety regulations and requirements of the clinical site. Excessive amounts of jewelry and sandals are **NOT** to be worn while at the clinical site.

NO JEANS OR SWEATPANTS ARE TO BE WORN AT A CLINICAL SITE DURING SCHEDULED CLINICAL PRACTICUM.

Name Badge: All DMS students will be required to wear a name badge identifying themselves as a DMS student. The name badge may be provided by the clinical site.

Employment: Students are encouraged **NOT** to work during the DMS program. Due to limited clinical site affiliations and scheduled workdays within the Ultrasound labs, students will be required to follow a rigid schedule during their clinical site portion of the program. Therefore, if a student chooses to continue to work while in the program, the clinical site schedule will not be altered or adjusted in any way to conform to the students' personal work schedule.

Student Work Policy: The clinical component of the program shall be educational in nature. Students may not substitute or replace paid staff members of the clinical affiliate. Paid employment of a student in a clinical department will not be used in lieu of the time assigned to the structured clinical experience. DMS students are **NOT** allowed to accept financial compensation for any of their clinical site component. Employment, volunteer services or any other activities cannot interfere with clinical rotations or used in lieu of clinical rotations. Students will not be allowed to use employment, volunteer services or any other activities (except for CME conferences or seminars) as clinical experience.

Holidays: The DMS student's schedule will not always follow the routine holiday schedule at Jackson College due to the extensive clinical requirement. Students will have the same holidays off as the clinical site (if it is a regular scheduled clinical day). Students are responsible for making arrangements prior to the time off to make the hours up.

The following are considered holidays for DMS students:

New Years Day	Labor Day
Memorial Day	Thanksgiving Day
July 4th	Christmas Day

The DMS students may receive one week of vacation at Christmas and one week of vacation during spring break as outlined in the Jackson College academic calendar. **Each program has its own calendar; please consult appropriate clinical calendar and program director.**

Lodging: Students driving an extended distance to commute are responsible for their own lodging arrangements.

Student Conduct: DMS students are expected and required to conduct themselves in a professional manner at ALL times during the DMS program. Please see the Jackson College Student Code of Conduct <https://www.jccmi.edu/wp-content/uploads/2701.pdf>

Confidentially: The DMS students must acknowledge the importance of the protection of confidential information concerning patients and their families. Any and all information (official and unofficial) regarding a patient or his/her family is considered to be confidential and privilege information. **Any DMS student violating a patient's right to confidentiality will be dismissed permanently from the DMS program upon proof of such violation.**

Vehicle Parking: All DMS students are to park their cars in a designated area of a particular clinical site's choice.

Injury: Any student who incurs an injury during their program studies at a clinical site must notify the Clinical Instructor and Program Director as soon as possible. The student will be instructed to follow the clinical site's process when such an injury occurs within their facility.

Exposure, Incidents & Disease: DMS students need to be aware that they will be working with patients who may have infectious diseases. Students must follow infection control procedures (standard precautions and transmission precautions) at all times. Contact with blood or other potentially infectious materials in the eye(s), mouth, mucous membranes, non-intact skin, or parenteral exposure is called an "exposure incident." Following Centers for Disease Control recommendations will greatly decrease this risk. Should an exposure event occur, students must make their clinical instructor aware of the incident immediately. JC lead faculty/ Assistant Dean for Health Professions/Program Director will work in collaboration with health professionals to make recommendations based on current CDC guidelines. Students are responsible for accessing recommended care and for costs associated with the care received.

Accidents (Including Needle Sticks): While rare, accidents do occur in the clinical setting and on campus. If an incident occurs in the clinical setting, follow agency policy, including filling out and filing variance reports and seeking care if needed. Regardless of location (clinical or campus) a Jackson College accident report, available on the Jackson College website, must be completed online (<https://cm.maxient.com/reportingform.php?JacksonCollegeMI>) and filed with the Jackson College Security Office (517-796-8620) within one week of occurrence.

If emergent care is needed the student can chose to go to the emergency department, however, all treatment is at the student's own expense. Otherwise, it is highly recommended and encouraged for the student to see his or her primary health care provider, the Center for Family Health or the Jackson College Health Clinic for consultation and/or follow-up. The student is financially responsible for this consultation or follow-up. Depending on the nature and/or severity of the accident, a physician's release to return to the classroom or clinical site may be required.

Personal Illness or Injury: Any student who is unable to perform the routine duties of a sonographer because of personal illness or injury must notify the Clinical Instructor and Program Director as soon as possible. The student must notify the Clinical Instructor and Program Director as soon as possible in writing of the anticipated length of the illness or disability.

Jackson College Health Clinic: Jackson College has partnered with Henry Ford Allegiance Health to offer healthcare to Jackson College students and employees. The Jackson College Health Clinic (JCHC) is located on Central Campus in the Justin Whiting Hall, Room 111. The caring and professional staff at the JCHC provides quality healthcare, including annual exams (physicals, program physicals and sports physicals), acute and chronic illness care and preventative health care (It's Your Life). Please visit <https://www.jccmi.edu/health-clinic/> or call 517.990.1374 for a list of services and costs.

Jackson College Oasis Center: Jackson College is here to support our students and employees in their personal mental health needs by providing a variety of free and confidential counseling services. The JC Oasis Center is located in the Justin Whiting Hall, Room 110. Please visit <https://www.jccmi.edu/the-oasis-center/> and/or call 517.990.1300 for a list of services and available hours. Both in-person and after-hours support is available.

After-Hours Support: If the Oasis Center is closed, please contact Family Service and Children's Aid at 517.787.7920. Our after-hours answering service will connect you to the on-call clinician to assist you. Another option is the [National Suicide Prevention Lifeline](#), which is always available. It provides 24/7, free and confidential support for people in distress, in addition to prevention and crisis resources for your loved ones. We can all prevent suicide. 1.800.273.8255

Jackson College Dental Clinic

Community members may utilize Jackson College Dental Hygiene Clinic, which offers dental hygiene services while helping students gain experience. Students work under the supervision of license dental hygiene instructor and dentist as they offer preventative services. For more information visit the Jackson College Dental Clinic webpage <https://www.jccmi.edu/dental-hygiene/dental-hygiene-dental-clinic/>

Federal Law Concerning Chemical Hazards

Federal law requires that all individuals must be notified about hazardous chemicals present in the workplace.

This law applies to all occupations, with the basic purpose of raising the level of consciousness on chemical

safety. There are safe levels and proper procedures or precautions to be followed when handling any chemical.

Chemical suppliers are required to prepare **Material Safety Data Sheets (MSDS)** for all chemicals in sonography.

The MSDS should be accessible for your review. The clinical instructor will provide students with information specific to their department.

Communicable Disease Policy: To protect health care personnel from transmission by considering all patients as potentially infected with HIV and/or other blood-borne pathogens, and to adhere rigorously to infection control precautions for minimizing the risk of exposure to blood, bodily fluids, and moist body substances of all patients.

1. All health-care workers should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other bodily fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, and for handling items or surfaces soiled with blood or body fluids. Gloves should also be worn during venipuncture or other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or their body fluids.
2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
3. All health-care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. Refer to the policy and procedure manual of each clinical site for the specific methods for disposing of the objects mentioned above.

4. Although saliva has not been implicated in HIV transmission, to minimize the need for mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
5. Health-care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
6. Pregnant health-care workers are not known to be at greater risk of contracting HIV infection than health-care workers who are not pregnant; however, if a health-care worker develops HIV infections during pregnancy, the infant is at risk of infection resulting from pre-natal transmission. Because of this risk, pregnant health-care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.
7. Body substances such as feces, airway secretions, and wound drainage, and urine always may contain potentially infectious organisms. The universal precaution system not only protects health-care workers from transmission of blood-borne pathogens, but also from other infectious agents found in moist body substances. Patients are protected from organisms present on the hands of personnel, and the staff's hands are protected from acquiring new organisms.

Immunization Requirements: Jackson College follows the policies of the clinical site and will require students to comply with all policies to submit health records and immunization requirements.

According to the Center for Disease Control (CDC) they recommend, all healthcare personnel (HCP) show evidence of immunity to measles, mumps, rubella and varicella. In addition, due to the potential exposure to blood or bodily fluids and risks related to direct patient contact, the CDC recommends that HCP protect themselves with vaccinations against Hepatitis B and Tetanus/Diphtheria/Pertussis, Influenza, SARS COVID-19, and be screened for Tuberculosis. Jackson College students must provide documentation of compliance with clinical partners and the CDC Healthcare Personnel Recommendations. Documentation of immunity must be a copy of an official immunization record or copies of lab reports indicating positive titers (self-reporting or parent's record of disease or vaccinations is not acceptable).

The clinical education site policy may require additional immunization not listed on this form in order to participate in the clinical education. The Allied Health/Nursing Department Coordinator will provide the student a list of the additional immunizations if different from the list provided on this form.

Students who are not fully vaccinated against COVID-19—regardless of the reasons for their declination of being vaccinated, and even if such declination is predicated upon a legally-cognizable disability or a sincerely held religious belief—the student may not be able to: (1) participate in an externship/practicum/Capstone Field Internship experience; (2) complete the requirements and graduate from the program; (3) sit for any licensing or certification examinations in the profession; and (4) be employed in the profession.

Academic Performance: A DMS student must achieve a grade of 2.0 or higher for each program course while they are in the program and must maintain this grade achievement in order to receive the Associate of Applied Arts and Science Degree. Course faculty are required to submit a Retention Alert any time for any student whom they are concerned may not be successful in the course(s). This process assists the Student Success Navigators in supporting students who are struggling academically and connecting them with the right resources that can help them. A student will be dismissed from the program if a required course in the program is unsatisfactorily completed.

Grades will be changed only for incomplete grades or faculty/clerkal error. The last grade earned will be used in computing a student's cumulative grade point average. All grades will remain on the student's academic records and any grade not used to compute a student's GPA will be designated. The complete credit hours will be counted only once for each degree/certificate purposes.

The DMS student must complete all course/program requirements for graduation within a maximum of two (2) years from their official beginning of their DMS Program.

Accommodations for Students with Disabilities: If a student has a documented learning disability, visual or hearing impairment, psychiatric issue, or other physical or psychological challenge that interferes with learning, the Center for Student Success (CSS) can arrange accommodations for each student's classes in compliance with the American Disabilities Act. Based on the student's particular needs, accommodations may include but are not limited to:

- Extended testing time
- Quiet testing location
- Assistive technology
- Note takers
- Alternative text formats
- Sign language interpreter

It is the student's responsibility to self-disclose a disability. Once documentation has been provided, CSS can arrange accommodations with instructors each semester. <https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/>

American Registry for Diagnostic Medical Sonography:

[American Registry for Diagnostic Medical Sonography \(ARDMS\)](#) provides reasonable testing accommodations in compliance with the Americans with Disabilities Act (ADA). Under the ADA, a disability is a physical or mental impairment that substantially limits one or more major life activities. Having a diagnosed impairment does not necessarily mean that an individual is disabled as defined by the ADA, and not all disabilities require test accommodations.

Test accommodations are adjustments or modifications of standard testing conditions designed to allow candidates with disabilities to take the examination without compromising its validity, providing an unfair advantage to disabled candidates or imposing undue burdens on ARDMS.

If you are an Applicant seeking accommodation, you must submit, along with your completed application:

1. An original letter, dated within the past five years and typed on official letterhead, from a qualified physician or health provider who specializes in the disability. This letter must document the disability and its severity, describe the applicant's limitation due to the disability, and state exactly what accommodations are recommended. The letter must contain an original signature and the physician's or health professional's credentials;
2. An original, current, detailed, comprehensive medical evaluation/ report of the diagnosed disability from the physician or health professional, dated within the past five years; and
3. A completed [ARDMS Special Accommodations Questionnaire](#) which must be submitted each time you apply for examination.

Review of applications containing a request to receive ADA accommodations may require an additional 30 days to be completed.

Documentation submitted by an applicant in support of a request is reviewed by ARDMS and may be forwarded to an independent medical expert for impartial professional review. ARDMS may request additional documentation to support the request. All information will be kept confidential and will be used only to determine what, if any, test accommodations will be made. Approved accommodations will be included in the Examination Confirmation Letter, sent to you via email and also available through [MY ARDMS](#) account, under "My Examinations/Application Status" found under the "Application Center" tab. The email will include the test vendor's telephone number and you should call the test vendor to schedule an examination appointment with the approved accommodations.

Note: All supporting documentation must be received before processing. Incomplete or illegible applications or questionnaires may be refunded, minus the non-refundable examination processing fee per examination.

Laboratory Skill Assessments:

Extended time for live demonstration skills examinations: The purpose of skills test items incorporates the designated response time for patient safety and provider efficiency in the clinical setting. Students who are granted accommodations through the Center for Student Success (CSS) can complete any skills non-final practicum examination with up to 1.5 minutes per image acquisition (standard time is one minute per image acquisition). **For clinical purposes, no extensions to established time is allowed.** Jackson College follows the times set forth by the clinical site department policies. (See Center for Student Success | Accommodations for Students with Disabilities)

DMS Lab/Classroom: Students are required to make their request to the DMS Instructor and/or Program Director when they wish to use the DMS lab outside of the scheduled lab/classroom hours. A Jackson College faculty member must supervise lab use at ALL times.

Student Scanning Policy: Diagnostic Medical Sonography students are required to utilize live model patients during “Introduction to Clinical” laboratory scanning. These subjects cannot be subjected to scanning in the Jackson College DMS laboratory unless they have read and signed the **Jackson College Scan Subject Release Form prior to being scanned. All students, model patients, and volunteers must comply with this requirement. The form must be on file with the program director before a model patient can be used for any scanning.** No student is required to be scanned. If they choose to be scanned they do so at their own risk. **Student’s grades and evaluations will not be affected by participation or non-participation.** Jackson College, the Allied Health Director, the Program Director, or any Jackson College instructor or representative of the institution cannot be held liable for any condition and/or injury resulting from students scanning each other. Any scanning done by students will be done under the supervision of a designated DMS instructor. All DMS students and volunteers **MUST** sign a Jackson College Scan Subject Release Form (Exhibit D).

Human Subject for Educational Purposes Policy: Participation in this program is completely voluntary and the purpose of participating in live ultrasound scanning is to learn as much as possible about ultrasound. All scanning examinations in the classroom are strictly for educational purposes only and are not diagnostic in nature.

Attendance of Conferences: Jackson College and the DMS Program encourage continuing sonographic education. Students may wish to attend local, regional, or out of state ultrasound conferences. Clinical credit will be given for each hour of conference courses attended. The Program Director **MUST** approve each conference, prior to the student attending, if the student is seeking clinical credit hours from the college. The Program Director must receive proof of attendance before hours are applied to total clinical hours. Maximum hours for credit allowed are 16 hours.

Cheating: Cheating is defined as: copying another’s answers; giving answers on tests to another; bringing answers to a test situation; plagiarism including copying other students papers, etc.; forging competency evaluation forms; forging or misrepresenting clinical hours; any other act which does not truly reflect the student’s progress. Any student found cheating in any DMS course will fail that course and a written warning will be issued following the due process procedure.

Drug Free Campus Policy: For the well-being and safety of all concerned, unlawful manufacturing, possessing, distribution, or the ingesting of controlled substances or illegal drugs such as, but not limited to, marijuana, narcotics, stimulants, depressants, and hallucinogens, are strictly prohibited on the college’s/clinical premises, equipment, job site, or during college activities.

No person shall report for work, no student shall report for class, and no person shall come on college/clinical premises while legally under the influence of alcohol or other illegal drugs. No person shall become impaired/intoxicated by the use of alcohol, controlled substances and/or illegal drugs on college/clinical premises.

Individuals who choose to violate the above becomes subject to institutional and legal sanctions. The college will cooperate with outside law enforcement agencies as they carry out their responsibilities both on and off campus.

Students found to be in violation of the college Drug Free Campus Policy will be subject to discipline and sanctions set forth in appropriate institutional manuals up to and including expulsion. Where applicable, individuals will also be subjected to local, state, and federal legal sanctions.

Cell Phones: While the Allied Health faculty recognizes that communication with family and friends is important, the use of cell phones and beepers in class is very distracting to other students and to your instructor. Please keep all electronic device on either vibrate or voice mail mode during class. If you are experiencing a family emergency and must keep a cell phone on, please obtain instructor permission prior to class. We appreciate your cooperation in providing an environment conducive to learning for all students.

STUDENT CONDUCT/WARNING NOTICE PROCEDURE

DMS Students are expected and required to conduct themselves in a professional manner at all times. A student will receive a verbal warning notice as the first step of the probation process for unsatisfactory performance. A written warning notice is the second step of the probation process. These notices will be issued soon after the problem is identified. Progressive violations will warrant immediate removal from the program. Failure to improve behavior following a written warning will result in removal from the program.

The criteria for receiving a warning notice include (note – those marked may not be an all-inclusive list):

1. Unsatisfactory achievement of clinical objectives.
2. *Unsafe clinical practice. It is understood that unsafe practice may include either a combination of several repetitive examples of the following:
 - a. Errors in recording a pertinent clinical data
 - b. Failure of safely adopting basic patient care skills to actual patient care situations resulting in actual or potential patient harm. This is relative to the degree of completion of the sonography program.
 - c. Failure to demonstrate sound judgment relative to the student's degree of sonography curriculum completion
 - d. Unsafe or inappropriate diagnostic service to the patient
 - e. Failure to follow universal precautions or blood-borne pathogens processes
3. *Failure to establish effective working relationships with clinical site team members in providing patient services
4. *Failure to establish effective relationships with patients
5. *Violation of either the SDMS (www.sdms.org) or ASRT (www.asrt.org) codes of ethics.
6. *Students are prohibited from being under the influence of alcohol or an illegal drug while at a clinical site, in class, or participating in other aspects of the program. If there is reason to believe that a student is under the influence of drugs and/or alcohol, they will be required to undergo drug and/or alcohol testing. If the student refuses to submit to a test or the student's test returns a positive result, the student will be immediately removed from the program.
7. *Failure to assume the responsibilities of a student in the DMS program:
 - a. Excessive tardiness

- b. Inappropriate personal appearance or inappropriate clinical behavior
 - c. Unethical behavior, i.e., lying, cheating, stealing, etc.
 - d. Repeated failure to submit required written work in the clinical area or repeated lateness in submitting work
8. Failure to meet the “Clinical Guidelines & Competency Levels” of the Jackson College DMS Program.
 9. *Failure to submit clinical documents such as, evaluation forms, time sheets, log sheets.
 10. *Failure to comply with Jackson College Student Code of Conduct or Student Rights and Responsibilities Handbook.
 11. *Failure to comply with HIPAA laws.
 12. *Failure to comply with program policies.

*Serious violations will warrant immediate removal from the program without a verbal or written warning issued (note – those marked may not be an all-inclusive list).

Student’s reply to the warning notice

1. The student is required to reply to the warning notice **within one week**, using the student corrective action reply (Exhibit E). The student’s reply must show evidence of problem solving regarding the identified unsatisfactory behaviors. The reply must include the following:
 - a. Student’s perception of the problem
 - b. Awareness of the seriousness of the Warning Notice
 - c. Methods that will be utilized to correct problem

Resolution of the warning notice

At the end of the established probationary period, the student and the instructor will again have a conference to discuss the effectiveness of the corrective action taken. If the student has progressed to another clinical area during this time, the student will be evaluated by both the instructor who issued the Warning Notice and the current instructor.

1. If the student shows satisfactory improvement, the Warning Notice will be resolved. A written evaluation of the student’s progress will be submitted, signed and dated by both the instructor(s) and the student. This will remain on file until the student graduates. Copies go to the Program Director, the Clinical Instructor and the student.
2. If the behavior that originally elicited the warning notice reoccurs, the student will automatically fail the clinical portion of that course, thus fail the course and is dismissed from the DMS-program.
3. If the student does not show satisfactory improvement after receiving a warning notice, the recommendations of the issuing instructor will be followed.

Changes in clinical schedule due to a warning notice

When issued a warning notice, students:

1. Will not progress to any clinical area where the identified problems cannot be evaluated until the warning notice has been resolved, unless otherwise specified by the Program Director.
2. Will have their schedule arranged changed if possible, by the Program Director in consultation with the Clinical Instructor to prevent loss of academic time.
3. Will be held back in their program by the Program Director if schedule rearrangement is not feasible.

Program Dismissal

In the event of a student's loss of a clinical site the program director will investigate the validity of the dismissal. The student will be notified by the program director of the student's status within the program.

The student is allowed to continue in their didactic course work for the remainder of the current semester only.

After dismissal the following steps are recommended:

1. Discuss with your program director whether there are any classes you can/should complete at this time.
2. Consult with the office of the Student Ombudsman.
3. Meet with your Student Success Navigator in Student Services.
4. Refer to your program handbook for information regarding the re-admission process.

The student is not eligible to reapply to the program and must follow the readmission process if they want to reenter the program.

Re-Admission Exclusions:

Any dismissal considered a serious violation as listed in section- Student Conduct Warning Notice Procedure.

*Serious violations will warrant immediate removal from the program without a verbal or written warning issued (note – those marked may not be an all-inclusive list).

Appeal Process

Students should refer to the college's academic complaint process located on the Dean's webpage at www.jccmi.edu/administration/deans/StudentComplaintProcess.html.

Personal Problem Solving

If any DMS student is having difficulties maintaining the program course work, personal conflicts, or complaints regarding the program of the following individuals may be contacted to assist the student:

Dean of Health Science, Career & Technical Trades	Heather Ruttkofsky	(517) 796-8531
Allied Health Faculty Chairperson	Kristin Stockbridge	(517) 796-8463
Cardiac Sonography Program Director	Lindsay Mercer	(517) 796-8529

The name of Program Medical Director and a list of the current DMS Advisory Committee are available upon request from the Program Director.

Financial problems should be discussed with the Jackson College Financial Aid Department.

Re-Admission to a Sonography Program

Criteria for appeal: Loss of clinical site; failure of any program course.

Once the student has been dismissed from the program, the only option to be readmitted to the program is through the re-admission process. The student is not eligible to reapply to the program. The re-admission process consists of: the student seeking to return to a sonography program will send a letter requesting re-admission to the Program Director and the Chair of Allied Health. The request for re-admission letter will include:

1. The student's perception of the problem leading to dismissal and explanation of contributing circumstances;
2. Demonstration of an understanding and awareness of the problem;
3. What the student has done to rectify the problem;
4. The student's detailed plan for success in the sonography course to be repeated and future sonography courses if re-admitted.

The request will be forwarded to the Program Director. The Committee will be comprised of two Allied Health faculty other than the faculty directly involved in the dismissal, the Student Ombudsman, and the Chair of Allied Health. The Allied Health Department Re-Admission Committee will meet as needed.

The student and faculty member involved in the dismissal will be informed by the Program Director of the time, date and place of the meeting. At the meeting, the student will present a detailed academic success plan. The faculty member involved in the dismissal will present an overview of the behaviors that led to the dismissal and his/her support for or against re-admission. In absence of the involved faculty, the lead faculty of the course will present. The student has the choice of being present or not during the involved faculty's presentation. The student and involved faculty will then be excused from the meeting.

The Allied Health Department Re-Admission Committee, after reviewing the student's history, the documents described above, and faculty recommendation will determine if the student will be re-admitted to the sonography program using the readmission criteria found in Exhibit F. The Allied Health Department Re-Admission Committee will look for compelling evidence that the reasons for the dismissal can be corrected with certain changes, and that these particular changes improve the chances for a successful outcome. If the student is permitted to return to the program, the Allied Health Re-Admission Committee along with the Program Director will determine if additional courses must be repeated, and will detail what other requirements (i.e. skills validation) are associated with the opportunity to repeat the failed course and continue in the program.

The Chair of Allied Health will notify the student in writing of the final determination and any re-admission conditions. **Any re-admission is based on clinical site availability. Clinical site availability cannot be guaranteed.**

The student will not be allowed to continue in the program until this process is complete and a determination on re-admission is made.

The decision of the Allied Health Re-Admission Committee is final. Once a student is dismissed from a DMS program and denied re-admission, that student will not be allowed to apply for admission into any DMS program for three years who are not dismissed for serious violations as defined in the DMS handbook (Student Conduct Warning Procedure, page 16).

A student who applies for re-admission will need to have their written request received by the Allied Health Office by the following deadlines:

Cardiac Sonography August 15th for Re-Admission for the next January start of a program

Application for National Registry Exams

Upon successful completion of the DMS program, students can apply with the American Registry for Diagnostic Medical Sonographers (ARDMS) to take the registry exam. As the application process can change from time to time, it is recommended that students refer to the ARDMS website for instructions on the instructions on the application process. www.ardms.org

ARDMS Testing Accommodations for Students with Disabilities:

See page 14

Graduation & Commencement

An application for graduation needs to be filed for each degree. Students should refer to the college's Graduation & Commencement process located on Jackson College's webpage at <https://www.jccmi.edu/registration-records/graduation/>

Jackson College Health Certification Form - Nursing & Allied Health Departments

Jackson College’s Nursing and Allied Health departments require that each student furnish the following documentation:

1. A Statement of Physical/Emotional Fitness
2. Current Health Provider CPR certification from The American Heart Association
3. Verification of Immunization Status
4. Healthcare Insurance

The completed Health Certificate Form and copies of the required records must be provided before the student may begin clinical course studies. Students will not be allowed to participate in their assigned health program if current documentation is not submitted and maintained. **Upload this form with the required documentation to CastleBranch.**

A. Identification

Student’s Name:	Student ID Number:
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B. Statement of Physical/Emotional Fitness (MUST BE COMPLETED BY A PHYSICIAN, PHYSICIAN ASSISTANT, OR NURSE PRACTITIONER). Please review the attached technical standards and functions for _____ (insert program of study).

I have reviewed the attached technical standards and functions for this student’s program of study and in my judgment this student is physically and emotionally capable of participating in the Jackson College Health Occupation program indicated above.	
Signature of physician, physician assistant, or nurse practitioner	
Type or print name of physician, physician assistant, or nurse practitioner	
Address	
Telephone Number (including area code)	Date (Required)

Any student with a condition that could impact decision making or the physical ability to provide safe client/ patient care must discuss his/her condition with the program director for his/her program of study.

Immunization Requirements

According to the Center for Disease Control (CDC) they recommend all healthcare personnel (HCP) show evidence of immunity to measles, mumps, rubella and varicella. In addition, due to the potential exposure to blood or bodily fluids and risks related to direct patient contact, the CDC recommends that HCP protect themselves with vaccinations against Hepatitis B and Tetanus/Diphtheria/Pertussis, Influenza, SARS COVID-19, and be screened for Tuberculosis. Jackson College students must provide documentation of compliance with clinical partners and the CDC Healthcare Personnel Recommendations. Documentation of immunity must be a copy of an official immunization record or copies of lab reports indicating positive titers (self-reporting or parent’s record of disease or vaccinations is not acceptable).

The clinical education site policy may require additional immunizations not listed on this form in order to participate in the clinical education. The Allied Health/Nursing Department Coordinator will provide the student a list of the additional immunizations if different from the list provided on this form.

Students who are not fully vaccinated against COVID-19—regardless of the reasons for their declination of being vaccinated, and even if such declination is predicated upon a legally-cognizable disability or a sincerely held religious belief—the student may not be able to: (1) participate in an externship/practicum/Capstone Field Internship experience; (2) complete the requirements and graduate from the program; (3) sit for any licensing or certification examinations in the profession; and (4) be employed in the profession.

**All Required Documentation Must Be Submitted to CastleBranch
CPR, TB, and Flu Vaccine Must Remain Current Throughout the Duration of the Program**

C. CPR Certification and Healthcare Insurance:

1. CPR Certification (BLS for Health Care Provider via **The American Heart Association**)
 - Submit a copy of both the front and back of card to CastleBranch

D. Required Immunizations: (*JC does not mandate any Vaccination. These are the requirements of our clinical partners.)

Upload Copies to CastleBranch an Official Immunization Record or Lab Reports For The Following Immunizations.

1. Rubella (German Measles)
 - Documentation of 2 doses of MMR 4 weeks apart **OR** a positive Rubella titer
2. Rubeola (Hard Measles)
 - Documentation of 2 doses of MMR 4 weeks apart **OR** a positive Rubeola titer
3. Parotitis (Mumps)
 - Documentation of 2 doses of MMR 4 weeks apart **OR** a positive Mumps titer
4. Varicella (Chicken Pox)
 - Documentation of 2 doses of Varicella given 28 days apart **OR** a positive Varicella titer
5. Diphtheria/Tetanus/Pertussis (TD or Tdap)
 - Documentation of a booster within the past 10 years. If booster is needed recommend a Tdap
6. Hepatitis B
 - Documentation of 3 dose Hepatitis B series at 0-1-6-month interval **OR** a positive Hep B surface antibody titer
7. Influenza Vaccine (Seasonal Flu Shot)
 - Documentation of current influenza **which must include Lot #**. Must submit EVERY FALL.
8. mRNA Covid-19 Vaccine
 - Documentation of Covid-19 vaccine(s) **which must include Manufacturer AND Lot #**.

E. Two-Step Tuberculin Skin Test (TST):

Upload The Following to CastleBranch

1. Documentation of first negative TST
2. Documentation of second negative TST, administered within 7-21 days from the first negative TST
3. If first TST is positive you need documentation from your health care provider of evaluation and treatment **OR** chest x-ray that has been in the past 12 months.
4. Two consecutive annual single step tests. Second test must be administered within the past 12 months
5. Negative QuantiFERON Gold blood test, administered within the past 12 months
6. Negative T-Spot blood test administered within the past 12 months

NOTE: It is the student's responsibility to keep their health record updated and evidence submitted to CastleBranch prior to the expiration date. Failure to do may result in the inability to participate in the program.

By signing below, I give my permission for Jackson College to release any and all information contained in this record to any clinical facility that I am assigned to. I also understand that I am responsible for the accuracy of the information I have provided and that I am required to notify Jackson College if there is a change in my health that could potentially impact my ability to participate in my program of study. I further acknowledge that failure to provide accurate and complete health records and/or failure to notify Jackson College of a change in my health that could potentially impact my ability to participate in my program of study could result in me being dismissed from my program of study.

Student Signature _____

Date _____

Exhibit B

TECHNICAL STANDARDS FOR ADMISSION NURSING AND ALLIED HEALTH DEPARTMENT JACKSON COLLEGE

The Nursing and Allied Health Department faculty has specified the following non-academic criteria which applicants generally are expected to meet in order to participate in the Department of Nursing and Allied Health Sciences programs and professional practice. These technical standards are necessary and essential and have been developed to provide for the health and safety of the patients receiving care from the Nursing and Allied Health Department program students.

OBSERVATION – The applicant must be able to participate in all demonstrations, laboratory exercises and clinical practicum in the clinical component and to assess and comprehend the condition of all patients assigned for examination, diagnosis and treatment.

- Vision sufficient to see fine detail, and sufficient to be able to read and accurately complete reports in charts, vision sufficient to differentiate shades of gray and color, to observe patient's skin color, measuring exact amounts of parenteral medications and diagnostic real-time images.

COMMUNICATION – The applicant must be able to communicate with patients to effectively elicit patient compliance, understand and assess non-verbal communications; and be able to effectively transmit information to patients, physicians, paraprofessionals, faculty and staff in a timely way.

- Speech sufficient to be understood by others; ability to understand the communication with patient and health care team. Hearing sufficient to understand the spoken word, hear variations in physical assessment findings, auscultate lung sounds, hearts sounds, bowel sounds. Hearing sufficient to differentiate Doppler signals.

PSYCHOMOTOR – The applicant must have motor functions sufficient to elicit information from patients by appropriate diagnostic or therapeutic maneuvers; be able to perform basic tasks; possess all necessary skills to carry out diagnostic or therapeutic procedures; be able to interpret movements reasonably required to provide general care and emergent treatment/actions as necessary for patient safety and comfort.

- Physical coordination including fine motor functions sufficient to perform procedures accurately, operation of instrument panels, position patient efficiently and safely
- Sufficient muscle strength and lower back and knee stability to lift patients in a safe manner, physically assisting patients, moving beds and equipment. Able to stoop when necessary.

INTELLECTUAL / CONCEPTUAL INTEGRATIVE AND QUANTITATIVE ABILITIES – The applicant must be able to measure, calculate reason, analyze, evaluate, and synthesize information and observations. Problem solving, the critical skill demanded of Allied Health Practitioners, requires all of these cognitive abilities. In addition, the applicant must be able to comprehend three-dimensional structures and understand the spatial relationships of these structures.

- Sufficient psychological stability and knowledge of techniques/resources to be able to respond appropriately and efficiently in emergent situations in order to minimize dangerous consequences either patient related, or environment related.

BEHAVIOR AND SOCIAL ATTRIBUTES – The applicant must possess the emotional health required for full utilization of intellectual abilities; execute appropriate medical judgment; the prompt completion of assigned or non-assigned responsibilities for care of and service to the patient; and the development of supportive and effective relationships with patients. Applicants must be able to tolerate physical and mental workloads, function effectively under stress, adapt to changing environments and conditions, display flexibility and function in the face of uncertainties inherent in the clinical setting and with patients. Compassion, integrity, concern for others, interest and motivation are personal qualities with each applicant should possess.

- Sufficient endurance to walk for extended periods of time, up to twelve hours per day.
- Ability to learn technical, medical, and pathophysiological information.
- Free of Chemical Impairment during participation in program including classroom, laboratory and clinical settings.

You need to be able to perform each of these tasks with or without accommodation. If an accommodation is necessary because of a disability, it is your responsibility to provide documentation and to request accommodation. The college will endeavor to satisfy requests for reasonable accommodations however it is not guaranteed.

Exhibit B

**TECHNICAL STANDARDS AND FUNCTIONS THAT ARE
REQUIRED TO SUCCESSFULLY COMPLETE A
DEGREE / CERTIFICATE PROGRAM IN DIAGNOSTIC MEDICAL SONOGRAPHY**

STANDARDS

FUNCTIONS

Vision sufficient to differentiate shades of gray and color and to observe diagnostic real-time images. Vision sufficient to delineate ill-defined structures, borders, anatomical structures and pathological entities in three-dimensional projections.	Scanning with real-time sonography system for the purpose of delineating normal anatomical structures from abnormal pathological entities.
Vision sufficient to be able to read and accurately complete reports and charts.	Reading and completing of charts, reports and interpretation of requisitions.
Speech sufficient to be understood by others; ability to understand the communication of others.	Communicating with patients, and other health care professionals.
Hearing sufficient to differentiate Doppler signals.	Conduct Doppler studies of anatomical arterial and venous structures for the purpose of diagnosing abnormal blood flows and pathological states.
Vision and physical coordination sufficient to perform scanning tasks accurately, efficiently and safely.	Manipulating of transducer while observing real-time image and conducting diagnostic study.
Sufficient fine motor functions and coordination to perform tasks involving manipulation of scan probes, instrument panels, patient position and safety.	Obtaining diagnostic real-time images for diagnostic interpretation.
Sufficient muscle strength, lower back and knee stability to handle patients in a safe manner.	Lifting and transferring of patients, physically assisting patients, moving and manipulation of ultrasonography systems.
Sufficient psychological stability and knowledge of techniques/resources to be able to respond appropriately and efficiently in emergent situations in order to minimize dangerous consequences either patient related or environment related.	Recognizing and responding appropriately in emergency situations.
Ability to sit or stand for extended periods of time, up to 7-8 hours per day.	Scanning requires sitting or standing for extended periods of time.
Ability to learn technical, medical, and pathophysiological information.	Completion of clinical and didactic components of program requires ability to learn.

You need to be able to perform each of these tasks with or without accommodation. If an accommodation is necessary because of a disability it is your responsibility to provide documentation and to request accommodation. The college will endeavor to satisfy requests for reasonable accommodations however it is not guaranteed.

APPLICATION DEADLINE REMINDERS:

January 31 (General) for the next Spring Semester (May)
March 31 (Vascular) for the next Fall Semester (September)
August 15 (Cardiac) for the next Winter Semester (January)

Exhibit C

**JACKSON COLLEGE
CARDIAC SONOGRAPHY
CLINICAL TIME OFF FORM**

Student name _____ Date _____

Date of Absence (sick) _____

Date of Scheduled Absence (Vacation) _____ Four weeks prior notice required.

Semester: DMS 142 _____ DMS 148 _____ DMS 244 _____

Clinical Education Center _____

Reason for Absence:

Is this the first absence in this semester? _____ Y _____ N

Is this the first clinical absence this year? _____ Y _____ N

This is my 1st 2nd 3rd 4th 5th 6th 7th absence this calendar year.

If not the first absence in this semester, state plans for make-up day _____

Student's signature _____

Student name (print) _____

Clinical Instructor signature _____

Clinical Instructor name (print) _____

Exhibit D

Jackson College Scan Subject Release Form

I, _____ (printed name) acknowledge that I am a _____ JC employee, _____ a JC Student, or _____ neither a student or employee of Jackson College, a community college district organized under the laws of the state of Michigan (“College”). I, _____ (printed name) elect to participate in the optional volunteer learning experience of live ultrasound. By signing this release form, I acknowledge that I have read the attached American Institute of Ultrasound in Medicine (AIUM) statements informing me of the possible risks of ultrasound scanning. It is my understanding that my experience in the classroom will be limited by my instructor who serves as an information source and observer, not as a guarantor of safety. It is also my understanding that I will be advised to consult with my personal physician at my own expense if the instructor observes an abnormality during the course of the volunteer scanning experience.

I understand that it is my responsibility to consult a physician regarding any possible negative effects which may result from my participation in the ultrasound scanning activity and the effects that it may have on my health and well-being. I further release Jackson College of any responsibilities for any and all physical/mental conditions that may be believed to have resulted from any scanning session whereby I was utilized as a scan subject.

I realize that my participation in this program is completely voluntary and the purpose of participating in live ultrasound scanning is to learn as much as possible about ultrasound. I understand that any scanning examination in the classroom is for educational purposes only and is not diagnostic in nature.

By signing this document, I certify that I have read and understand its contents and I consent to an ultrasound examination performed by students, faculty, and/or staff affiliated with the Jackson College Diagnostic Medical Sonography programs. I understand a physician will not be reviewing any of the images documented today and a medical diagnosis will not be provided.

I further agree to monitor the time I was scanned and to complete accurate scan time reporting sheets as directed by the DMS instructor/s.

Printed Name _____

Signature _____ Date _____

Exhibit D cont.

AIUM Statements on Diagnostic Medical Ultrasound Safety

AIUM STATEMENT ON IN VITRO BIOLOGICAL EFFECTS (Approved by the AIUM, March 1998)

It is difficult to evaluate reports of ultrasonically induced in vitro biological effects with respect to their clinical significance. The predominant physical and biological interactions and mechanisms involved in an in vitro effect may not pertain to the in vitro situation. Nevertheless, an in vitro effect must be regarded as a real biological effect.

Results from in vitro experiments suggest new endpoints and serve as a basis for design of in vivo experiments. In vitro studies provide the capability to control experimental variables and thus offer a means to explore and evaluate specific mechanisms. Although they may have limited applicability to in vivo biological effects, such studies can disclose fundamentals intercellular or intracellular interactions.

While it is valid for authors to place their results in context and to suggest further relevant investigations, reports of in vitro studies which claim direct clinical significance should be viewed with caution.

AIUM STATEMENT ON CLINICAL SAFETY (Approved March 1998, Reaffirmed 1992)

Diagnostic ultrasound has been in use since the late 1950's. Given its known benefits and recognized efficacy for medical diagnosis, including use during human pregnancy, American Institute of Ultrasound in Medicine herein addresses the clinical safety of such use:

No confirmed biological effects on patients or instruments operators caused by exposure at intensities typical of present diagnostic ultrasound instruments have ever been reported. Although the possibility exists that such biological effects may be identified in the future, current data indicate that the benefits to patients of the prudent use of diagnostic ultrasound outweigh the risks, if any that may be present.

AIUM STATEMENT ON SAFETY IN TRAINING AND RESEARCH (Approved March 1998)

Diagnostic ultrasound has been in use since the late 1950's. No adverse biological effects on patients resulting from this usage have ever been reported. Although no hazard has been identified that would preclude the prudent and conservative use of diagnostic ultrasound in education and research, experience from normal diagnostic practice may or may not be relevant to extended exposure times and altered exposure conditions. It is therefore considered appropriate to make the following recommendations:

In those special situations in which examinations are to be carried out for purposes other than direct medical benefit to the individual being examined, the subject should be informed of the anticipated exposure conditions, and of how these compare with conditions, and of how these compare with conditions for normal diagnostic practice.

When there is no direct medical benefit to a person undergoing an ultrasound exam (e.g. training or research), it is necessary to **educate** the person regarding the risks of the procedure and obtain his or her **informed consent**.

Exhibit D cont.

The AIUM suggests

Do not perform studies without reason

Do not prolong studies without reason

Use the minimum output power and maximum amplification needed to optimize the image

IN VIVO BIOEFFECT INVESTIGATIONS

In vivo means “observed in living tissue”

The following are recent conclusions of in vivo bioeffects investigations:

- When compared with unfocused beams, focused beams require higher intensities to produce bioeffects. This occurs because smaller beam area means less thermal build up and less interactions with cavitation nuclei.
Note: An unfocused ultrasound beam causes a higher temperature elevation than a focused ultrasound beam at the same intensity.
- When compared with a broad unfocused beam, highly focused ultrasound is much less likely to cause bio effects.
Maximum intensities (SPTA):
100mW/cm² - unfocused
1W/cm² - focused

CONCLUSIONS REGARDING IN VIVO MAMMALIAN BIOEFFECTS

Approved by the AIUM, October 1992

In the low megahertz frequency range there have been (as of this date) no independently confirmed significant thermal biological effects in mammalian tissues exposed in vivo to unfocused ultrasound with intensities below 100 mW/cm², or to focused ultrasound with intensities below 1W/cm² SPTA.

IN VITRO BIOEFFECTS INVESTIGATIONS

In vitro means “observed in test-tubes” in an experimentally controlled environment.

Advantage of in vitro studies: Careful measurements can be made under rigorous experimental conditions.

Exhibit E

Student Corrective Action Reply

Student _____ Date _____

My perception of the problem:

My awareness of the seriousness of the problem:

Steps I will implement to correct the problem:

Students Signature _____

Educational Coordinator Signature _____

This form is due within three days of issuance of Corrective Action Notice.
Distribution: Student/Student's File

Exhibit F

Re-Admission Criteria	0	1	2	SCORE
<p>Submitted written Success Plan Outlines criteria for re-admission</p>	<p>No awareness of the problem; incomplete submission of criteria; lacks awareness of the problem.</p>	<p>Partial awareness of the problem; poorly presented plan to rectify the problem</p>	<p>Plan fully demonstrates awareness of the problem, contributing factors and a plan to correct or rectify problem.</p>	
<ul style="list-style-type: none"> • Problem-solving actions to overcome the problem(s) • Plan must be specific, goal oriented 	<p>Does not communicate awareness of the problem- and problem-solving actions</p>	<p>Partial communication of the problem; poorly presented plan to rectify the problem</p>	<p>Plan fully communicated awareness of the problem, contributing factors and a plan to correct or rectify problem.</p>	
<p>Individualized Plan of Action</p> <ul style="list-style-type: none"> • Student's perception of the problem leading to dismissal/withdrawal. • Analysis of factors that lead to failure/dismissal/withdrawal which demonstrate an awareness of the problem. 	<p>Does not communicate perception or analysis of the problem- and problem-solving actions</p>	<p>Partial communicate perception or analysis of the problem- and problem-solving actions</p>	<p>Plan fully communicates perception or analysis of the problem- and problem-solving actions</p>	
<p>Exhibited professionalism in behavior and communication during formal re-admission process.</p>	<p>Inappropriate communication, failure to upload required documents, no call, no show for appointments.</p>	<p>Unclear communication, partially uploaded documents, late for scheduled appointments. (Dress non-business casual formal face-to-face meeting).</p>	<p>Communicated clearly and concisely, uploaded all documents in a timely manner, Arrived on time. (Dressed business casual formal face-to-face meeting).</p>	

SCORING RUBRIC:	
------------------------	--

0-5 = Student candidate does not meet minimum criteria for re-admission	
--	--

6-7 = Student candidate meets minimum criteria for re-admission	
--	--

8 = Student exceeds minimum criteria for re-admission	
--	--

Exhibit G



Butterfly IQ Usage Agreement

(Handheld, Whole Body **Ultrasound** Device)

The user agreement is between _____ and _____ (the "Effective Date"), by and between Jackson College and _____ (**STUDENT**)

User read, understood, and agreed to the following

A. Scope of Use

1. The Butterfly IQ equipment must be used exclusively for educational purposes;
2. Users must use appropriate speech and expression when using the Butterfly IQ equipment;
3. Users will be expected to adhere to the same standard of conduct expected in the classroom;
4. At all times, Butterfly IQ equipment may be used only during scheduled sessions supervised by appropriately credentialed faculty;
5. Users must avoid copyright violations;
6. Users should understand that there is no expectation of privacy in any and all uses of Jackson College technology resources;
7. Users must respect the privacy rights of others (HIPAA); and
8. Users must avoid substantial and material disruption of the educational process for the school community.

B. Prohibited use

1. Users may not access, send or display inappropriate materials through the use of Butterfly IQ equipment;
2. Users may not use the Butterfly IQ equipment for non-educational purposes;
3. Users may not use profane, obscene, vulgar or abusive language

4. Users may not use Butterfly IQ equipment to harass, insult or attack others;
5. Users may not use the Butterfly IQ equipment for commercial or for illegal purposes;
6. Users may not use another student's Butterfly IQ cloud account;
7. Users may not damage Butterfly IQ equipment. Users are to be held liable for any damage to Jackson College property.

C. Liability

1. User will hold Jackson College harmless in the event of liability: misuse, theft, loss, damage, gross negligence or willful misconduct.
2. User will not be awarded completion degree in the event of: misuse, theft, loss, damage, gross negligence or willful misconduct, failure to return ButterFly IQ in working condition as received.
3. User will assume current market replacement cost of ButterFly IQ handheld, whole body **Ultrasound** Device

D. Maintenance

1. Users will follow the [ButterFly IQ maintenance](#) manual (referenced pages 47-52)
2. Users will follow the [Butterfly IQ instructions](#) for charging ButterFly IQ handheld, whole body **Ultrasound** Device (referenced pages 21-23)

Student Name _____ Date _____

Student Signature _____

ButterFly IQ Asset Tag# _____

Jackson Employee Signature _____ Date _____



Exhibit G



Infection Control for DMS Lab HLC 218

Why is infection control important in this lab?

Infection control and prevention is critical to delivering safe and high-quality care to patients undergoing sonographic procedures. Ultrasound is generally considered a relatively safe procedure when compared with radiation-based imaging techniques, however poor ultrasound probe reprocessing protocols and environmental disinfection methods may result in a risk of patient cross-infection.

Required

All students will watch the instructional videos located in DMS 196:

- Lab Duties
- Universal Precautions

In our DMS lab, the Spalding Classification is **Non-Critical Contacts**, meaning our scan volunteers have healthy intact skin. This involves surface ultrasound procedures that involve intact skin such as transabdominal, cardiac, and some vascular ultrasounds. Low level disinfectants (LLD) are appropriate for environmental surfaces in the sonography clinic (e.g. probe cable, keyboard, and patient bed). Low level disinfectants rapidly kill most vegetative bacteria and medium sized lipid containing viruses. However, they are not effective against bacterial endospores, mycobacteria, fungi, or all small non-lipid viruses. **Non-critical ultrasound probes should undergo cleaning and LLD.**

- **Always follow the recommendations of the cleaner or disinfectant manufacturer.**
- **Always use gloves when cleaning or disinfecting any equipment.**
- **Using non-recommended disinfectants, using incorrect solution strengths, or immersing a transducer deeper or longer than recommended can damage or discolor the transducer and voids the transducer warranty.**
- **Always remove gel completely before using cleaners and disinfectants.**



Safety Protocol for DMS Lab HLC 218

Student Scanning Policy:

Diagnostic Medical Sonography students are required to utilize live model patients during “Introduction to Clinical” laboratory scanning. These subjects cannot be subjected to scanning in the Jackson College DMS laboratory unless they have read and signed the **Jackson College Scan Subject Release Form prior to being scanned. All students, model patients, and volunteers must comply with this requirement. The form must be on file with the program director before a model patient can be used for any scanning.** No student is required to be scanned. If they choose to be scanned, they do so at their own risk. **Student’s grades and evaluations will not be affected by participation or non-participation.** Jackson College, the Allied Health Director, the Program Director, or any Jackson College instructor or representative of the institution cannot be held liable for any condition and/or injury resulting from students scanning each other. Any scanning done by students will be done under the supervision of a designated DMS instructor. All DMS students and volunteers **MUST** sign a Jackson College Scan Subject Release Form (Found in CSON Handbook).

- **DMS Lab/Classroom:** Students are required to make their request to the DMS Instructor and/or Program Director when they wish to use the DMS lab outside of the scheduled lab/classroom hours. **A Jackson College faculty member must supervise lab use at ALL times.**

Emergencies or Safety Concerns:

- **In case of an emergency while in your classroom, call 911.**
- **If you are concerned about a safety issue with an unstable or hostile student, call JC Security.**
 - **Extension x8620 from on campus**
 - **517-796-8620 from a non-campus phone**

Student Acknowledgement of Receipt of the DMS Handbook Form

I hereby acknowledge that I have received, read and understand the Jackson College DMS Student Handbook. I further agree to follow all policies and procedures within the handbook.

I understand while attending the clinical site of the DMS program I am expected to follow all reasonable rules and regulations of policies and procedures of the assigned clinical site.

I understand that failure to abide by these rules and regulations may result in dismissal from the DMS Sonography program.

I further understand that my signature below would allow personnel from the accrediting body, JRC, to review my student file during a formal audit of the DMS program.

DATE: _____

NAME: _____

SIGNATURE: _____

This acknowledgement form needs to be completed and submitted to the Allied Health Office (JW 231) within **ten days after receipt** of the DMS Student Handbook.