

2017-18

JACKSON COLLEGE DMS HANDBOOK



Student
Handbook
General Sonography
Program

JACKSON COLLEGE

DIAGNOSTIC MEDICAL SONOGRAPHY HANDBOOK

What is a Diagnostic Medical Sonographer?

A diagnostic medical sonographer is a highly skilled Allied Health professional who performs diagnostic medical sonographic procedures utilizing high frequency sound waves. A sonographer is required to operate a variety of complex sonographic equipment as well as numerous ancillary devices in order to perform a sonographic procedure.

Sonographers have extensive, direct patient contact that may include performing and assisting in some invasive procedures. They must be able to interact compassionately and effectively with people who range from healthy to critically ill.

The profession of Diagnostic Medical Sonography includes specializing in sonography of the human abdomen, obstetrical and gynecological, adult and pediatric cardiac, vascular technology, neurosonography, ophthalmologic, and breast sonography. Sonographers are qualified by a comprehensive educational process to provide services to the patient using diagnostic ultrasound under the supervision of a physician. Such sonographic services may be provided in an institution such as a hospital or in a clinical setting, each whereby the physician is responsible for the interpretation of the sonographic images.

Sonographers work as a team with the physician in collecting sonographic data for the purpose of diagnosing. According to the Commission on Accreditation of Allied Health Education Programs (CAAHEP) the Diagnostic Medical Sonographer is able to:

- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Perform appropriate procedures and record anatomical, pathological and/or physiological data for interpretation by a physician.
- Record and process sonographic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
- Exercise discretion and judgment in the performance of sonographic services.
- Provide patient education related to medical ultrasound.
- Promote principles of good health.

Sonography Index:

Academic Performance.....	10
Acceptance Process.....	5
Appeals Process.....	13
Application for National Registry Exams.....	15
Application Procedure.....	3
Application Requirements for DMS Programs.....	3
Attendance of MSS, SDMS and/or Vascular Conferences.....	11
Attendance.....	8
Cell Phones.....	11
Changes in Clinical Schedule Due to a Warning Notice.....	13
Cheating.....	11
Clinical Experience.....	7
Clinical Hour Requirements	7
Clinical Policies and Guidelines.....	7
Clinical Site Assignment.....	7
Communicable Disease Policy.....	9
Confidentially.....	9
CPR Certification.....	6
DMS Lab.....	10
Dress Code.....	8
Drug Free Campus Policy.....	11
Employment.....	9
Graduation & Commencement.....	15
Health Certificate Form (Exhibit A & B page 17 – 20).....	6
Health Insurance.....	6
Health Requirements.....	6
Holidays.....	9
Lodging.....	9
Name Badge.....	9
Personal Illness or Injury.....	8
Personal Problem Solving.....	13
Re-Consideration to a Sonography Program.....	14
Request to Schedule Clinical Absence (Exhibit C).....	21
Request to Schedule Clinical Absence Cardiac (Exhibit D).....	22
Resolution of the Warning Notice.....	13
Scan Subject Release Form (Exhibit E).....	23
Service Work Policy	9
Student Acknowledgement of Receipt of DMS Handbook Form..	25
Student Conduct/Warning Notice Procedure.....	12
Student Conduct.....	9
Student Health Issues.....	6
Student Scanning Policy.....	10
Student's Reply to the Warning Notice (Exhibit F page 24).....	14
Tardiness.....	8
Technical Standards & Functions.....	20
Technical Standards for Admission Allied Health Department.....	19
Vehicle Parking.....	9

GENERAL 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 General 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) Submit a Jackson College application.
- 2) Submit a completed Diagnostic Medical Sonography Advising Fact Sheet Form.
http://www.jccmi.edu/HealthCareers/alliedhealth/sonography/dms_advisingfactsheet.htm
- 3) Submit a completed Jackson College General Sonography Program Application Form and indicate the desired program year. ***This application must be submitted directly to the Allied Health Office (JW 231). The application fee must be paid to JC's Cashier's Office.***
- 4) Be a high school graduate or successfully complete the G.E.D. test.
- 5) 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 General Sonography application).
- 6) Meet Technical Standards for Admission of the Allied Health Department and Technical Standards and Functions required for the General Sonography Program.

APPLICATION REQUIREMENTS for the GENERAL SONOGRAPHY PROGRAM

The General Sonography Program is an integrated didactic and clinical training program designed to prepare the student for employment in the field of General 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 General Sonography Program

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

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

- 1) * BIO 132 or Human Biology (4 credits)
* BIO 155 or Human Anatomy and Physiology (4 - 5 credits)
* BIO 253 and BIO 254 Human Anatomy and Physiology (4 - 5 credits)
- 2) ENG 131 Writing Experience (3 credits)
- 3) MAT 131 Intermediate Algebra (3 – 4 credits)
- 4) PSY 140 Intro to Psychology (3 - 4 credits)
- 5) ADO 6 (3 credits) please review course choices in catalog
- 6) ADO 8 (1 credit or higher) please review course choices in catalog
- 7) * HOC 130 Introduction to Health Occupations (3 credits)
- 8) PHY 145 or Introduction to Basic Physics (3 credits)
PHY 131 Conceptual Physics (3 credits)
- 9) * MOA 120 Medical Terminology (2 - 3 credits)
- 10) COM 231 or Communication Fundamentals (3 credits)
COM 240 Interpersonal Communication (3 credits)

- | | | |
|-----|---------|---|
| 11) | DMS 100 | Introduction to Diagnostic Medical Imaging (3 credits) |
| 12) | DMS 104 | Introduction to Sonographic Instrumentation (3 credits) |

*Requires a final grade of 3.0 or higher for admission consideration.

2) All applicants' academic records are evaluated by using a numerical point system. Entry into the General Sonography program is competitive and is based on total points from the grades earned in prerequisite coursework and an interview process. **If a prerequisite course that is a "point counter" (see page 5) is not completed when the application is submitted, no points will be awarded for that course. Consideration for the sonography program will still apply.**

3) All **considered** applicants will have an 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 considered applicants will be asked to respond to similar set of questions during the consultation process. All considered applicants who live within a 200 mile radius of the College will be required to come to the Jackson campus for this consultation 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.

D. Following the interview, all **accepted** applicants will receive the location of their assigned clinical site and upon their acceptance of this clinical location and passing the background check and drug screen they will receive **acceptance** to the program.

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. No one at JC has authority to modify the conditions and information outlined in this application other than in writing signed by the Director of Allied Health.

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 received by the Allied Health office prior to any General Sonography student beginning their clinical education.

6) All **accepted** General 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.

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

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

9) All of the General Sonography program courses are offered online through Jackson College Distance Learning. Even though the General Sonography program is an online program, all accepted applicants who live within a 200 mile radius of the College will be required to come to the Jackson campus for the following:

Interview for the program
Sonography Lab courses

Orientation into the Sonography program
Course exams\

10) All clinical sites require an **accepted** General Sonography student to attend a lab orientation (DMS 197) prior to attending their clinical education of the Sonography program.

11) Only those individuals with the highest total combined scores of the academic evaluation and the consultation session will be accepted

ACCEPTANCE PROCESS

- 1) The order of acceptance of qualified applicants will be based on points achieved. All prerequisites must be completed before an applicant can be considered for the General Sonography program.
- 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 admitted.
- 3) If you are not admitted and wish to be reconsidered for the next program year you must complete a new Program Application Form and the \$50.00 application fee. *Your application and application fee will **NOT** automatically be rolled over.*
- 4) Upon acceptance to the General Sonography Program, an applicant must complete the Health Certification Form and obtain 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 General Sonography program will be made in April for the upcoming spring semester (May). If an **accepted** student declines his/her admission and desires to be considered at a later date he/she must reapply.
- 6) Upon acceptance to the General Sonography Program, you will need to have access to a computer with the following minimum requirements:

Hardware

CD-ROM

Software

Use either **Internet Explorer 8** or the latest version of **Firefox** for JetNet. We recommend that you do **not** use Safari, Internet Explorer 9, Chrome, or Opera with JetNet

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.

ISP (Internet Service Provider)

High Speed Internet

Diagnostic Medical Sonography Program at Jackson College

The DMS programs are integrated on-line course study and clinical training program designed to prepare the student for employment in diagnostic medical sonography.

Program Goals:

To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

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 returned to the Allied Health Office **prior** to starting any clinical education courses. You will want to retain a copy of this document for your own records.

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 important 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. Substantial monetary liability can be incurred if you do not have medical insurance and injury or illness occurs.

CLINICAL SITE ASSIGNMENT

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. The clinical staff employees are not paid Jackson College 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 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 Community 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 the General Sonography Program are 1,350. Students are expected to attend all scheduled clinical days. Minimum hours are only used in the event of an unforeseeable catastrophe.

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 Coordinator 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 expected to attend all scheduled clinical days. Minimum hours are only used in the event of an unforeseeable catastrophe.**

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**.

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.

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 Coordinator as soon as possible in writing of the anticipated length of the illness or disability.

Dress Code: The student's dress and appearance is a reflection of themselves as well as Jackson Community 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 SWEAT PANTS 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. 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.

DMS students are **NOT** allowed to accept financial compensation for any of their clinical site component.

Service Work: Students may not take either the responsibility or the place of qualified staff. However, after demonstrating competency, students may be permitted to undertake certain defined activities under appropriate supervision and direction. Students may be employed in a clinical setting outside regular educational hours, provided the work does not interfere with regular academic responsibilities.

Holidays: The DMS student's schedule will not always follow the routine holiday schedule at Jackson Community College due to the extensive clinical requirement.

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 JCC academic calendar. Each program has its own calendar; please consult appropriate 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 of the DMS program.

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.

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.

Academic Performance: A DMS student must achieve a 2.0 in each course within the curriculum while they are in the program, and must maintain this overall GPA to receive the Associate of Applied Arts and Science Degree or the Certificate Degree. 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.

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 Community College faculty member must supervise lab use at ALL times.

Student Scanning Policy: During the “Introduction to Clinical” course DMS students will be scanning each other. No student is required to be scanned. **Students grades and evaluations will not be affected by participation or non-participation** If they choose to be scanned they do so at their own risk. Jackson College, 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 MUST sign a scan release form (Exhibit D).

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 thirty-two (32).

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 devise 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.
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 JCC DMS Program.
9. *Failure to submit clinical documents such as, evaluation forms, time sheets, log sheets.
10. *Failure to comply with Jackson College's 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. May have their schedule changed by the instructor in consultation with the Program Director to prevent loss of clinical time.
2. 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 advisor in Student Services.
4. Refer to your program handbook for information regarding the re-consideration process.

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 Occupational Health	Jeremy Frew	(517) 796-8502
Allied Health Chairperson	Kristin Spencer	(517) 796-8463
General Program Director	Steve Geiersbach	(517) 796-8494

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 Community College Financial Aid Department.

Re-Consideration to a Sonography Program

The student seeking to return to a sonography program will send a letter requesting re-consideration to the Program Director and the Chair of Allied Health. Students are allowed **ONE** re-consideration to a program. The request for re-consideration 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 Allied Health Department Chair. The Allied Health Department Re-Consideration 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-consideration. 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-Consideration 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. The Allied Health Department Re-Consideration 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-Consideration 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-consideration conditions. Any re-consideration is based on clinical site availability. Clinical site availability cannot be guaranteed.

The decision of the Allied Health Re-Consideration Committee is final.

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

Cardiac Sonography	August 31 st	for re-consideration for the next January start of a program
General Sonography	January 31 st	for re-consideration for the next May start of a program
Vascular Sonography	May 31 st	for reconsideration for the next August 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

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 JCC's webpage at <http://www.jccmi.edu/StudentServices/Registration/graduation.htm>

Dear Student:

The Health Certificate Form (Exhibit A) must be completed by the physician of your choice for the sole purpose of determining and documenting your physical status prior to the clinical component of your Allied Health Program.

This medical statement must be completed and returned to the Allied Health Department prior to June 1st.

I strongly suggest that you retain a copy for your own records.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stephen M. Geiersbach". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Stephen M. Geiersbach MS, RT(R), RDMS
Associate Professor, Allied Health Department
Program Director, Diagnostic Medical Sonography

Exhibit A

**Jackson College
Health Certification Form
Allied Health & Nursing Departments**

Jackson Community College's Departments of Allied Health & Nursing require that each student furnish the following documentation:

1. A Statement of Physical/Emotional Fitness
2. Current Health Provider CPR certification
3. Verification of Immunization Status

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 in clinical if current documentation is not submitted.

Return this form with the required documentation to the admissions office of your designated health program.

A. Identification

Student's Name:	Student ID Number:
------------------------	---------------------------

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 Community 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 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), all healthcare personnel (HCP) must 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 and be screened for Tuberculosis. JCC students must provide documentation of compliance with 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). See the back of this for a listing of immunization requirements.

**All Required Documentation Must Accompany This Form
CPR & TB Must Remain Current Throughout The Duration of the Program**

C. CPR Certification and Immunization Checklist:

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

Allied Health Dept. will only accept BLS for Health Care Provider

D. Required Immunizations:

Submit Copies Of An Official Immunization Record Or Lab Reports For The Following Immunizations. Keep Originals For You Own File

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

E. Two Step Tuberculin Skin Test (TST):

Submit The Following

1. Documentation of first negative TST
2. Documentation of second negative TST
3. If first TST is positive you need documentation from your health care provider of evaluation and treatment **OR**
4. If you have a previously positive TST you must submit a copy of a chest x-ray, no older than 2 years, and documentation from your health care provider that there is no active pulmonary disease.
5. The date of the second test becomes the anniversary date for your annual TST.

F. Seasonal Flu Shot

Submit Dates and Lot Numbers For The Following:

1. Documentation of 2012-2013 Flu Vaccine no later than June 1, 2013
2. Documentation of 2013-2014 Flu Vaccine no later than November 1, 2013
3. Documentation of 2014-2015 Flu Vaccine no later than November 1, 2014

NOTE: It is the student's responsibility to keep their health record updated and evidence submitted to the Allied Health Office 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 JCC 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 ALLIED HEALTH DEPARTMENT JACKSON COMMUNITY COLLEGE

The 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 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 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.

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.

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.

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.

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 work loads, 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.

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)
January 31 (Vascular) for the next Spring Semester (May)
August 31 (Cardiac) for the next Winter Semester (January)

Exhibit C

**JACKSON COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
REQUEST TO SCHEDULE CLINICAL ABSENCE**

Student name: _____ Date: _____

Requested date of absence(s): _____

Semester: DMS 122 _____ DMS 223 _____ DMS 224 _____

Clinical Education Center: _____

Note: Students are expected to attend all scheduled clinical days. Minimum hours are only used in the event of an unforeseeable catastrophe. All missed clinical days must be rescheduled and completed with Clinical instructor approval.

Student's signature: _____

Clinical Coordinator's signature: _____

Program Director's signature: _____

Directions: Complete this form at least one week prior to requested date of absence. Give copies to the clinical coordinator, clinical instructor, and the program director. Retain one copy for your own records.

This form may be revised as necessary by the Program Coordinator.

Exhibit D

Scan Subject Release Form

I _____ give my permission to be a scan subject for the Jackson College Sonography Programs. I understand that this is for educational purposes only and that no diagnostic information will be gathered, interpreted or reported to any party.

I understand that if, while being scanned any questionable scan appearances are noted by the instructors or student, that I will seek my own medical service and advice as suggested by any DMS instructor.

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.

Signature _____ Date _____

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

Student Acknowledgement of Receipt of the DMS Handbook Form

I hereby acknowledge that I have received, read and understand the Jackson Community 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.