

2025-26

JACKSON COLLEGE DMS HANDBOOK



Handbook
General Sonography
Program

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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 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, opthmologic, 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.

About the Jackson College Sonography Program

The sonography program is 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

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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 1,350 supervised clinical hours with an approved clinical education affiliate. This program is designed to prepare the student for employment as a 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 RDMS (Registered Diagnostic Medical Sonographer) credential and/or the RT(S) (Registered Technologist Sonographer, ARRT)

Jackson College	Jackson College Sonography Program
Mission Together we inspire and transform lives	Mission
Vision Jackson College is a world-class institution of higher education, where learners succeed, and community needs are met	The mission of the Jackson College General Sonography Program is to educate students in the science of diagnostic medical sonography and to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. 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.

Competency Standards and Indicators

Jackson College Competencies and Competency Indicators are defined by:

- **Competency Standards:** [The Commission on Accreditation of Allied Health Education Programs](#)
- **Competency Indicators:** [Abdomen and Superficial Structures](#), [OB-GYN](#)

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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) 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 Sonography application).
- 4) Submit a completed General Sonography Advising Fact Sheet Form.
- 5) Submit a completed Jackson College Sonography Program Application Form and pay admission fee. ***Please submit the application directly to your Student Success Navigator. The application fee can be paid through the JC's Cashier's Office.***
- 6) All sonography applicants are required to meet the Technical Standards for Admission of the Allied Health Department and Technical Standards and Functions required for the 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, 2.5 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 | Quant Reasoning (4 credits) |
| 3. | PSY 140 | Intro to Psychology (3 - 4 credits) |
| 4. | GEO 6 ** | (3 credits) ** GEO 6 - Choose one of the following: ART 111, ART 112, ENG 210, ENG 242, ENG 246, ENG 247, ENG 249, ENG 252, ENG 254, ENG 255, ENG 256, ENG 257, HUM 131, MUS 131, MUS 132, PHL 231, THR 116 |
| 5. | PHY 145 or
PHY 131 | Introduction to Basic Physics (3 credits)
Conceptual Physics (3 credits) |
| 6. | GEO 2 * | Please review course choices in catalog (3 credits) |
| 7. | DMS 100 | Introduction to Diagnostic Medical Imaging (3 credits) |
| 8. | DMS 104 | Introduction to Sonographic Instrumentation (3 credits) |

***The following Requires a final grade of 2.5 or higher for admission consideration.**

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

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

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

** GEO 2 – Choose one of the following: ANT 131, COM 250, ENG 249, ENG 254, HIS 125, HIS 211, HUM 131, PHL 243, PLS 262, PSY 152, SOC 152, SOC 246

** GEO 6 - Choose one of the following: ART 111, ART 112, ENG 210, ENG 242, ENG 246, ENG 247, ENG 249, ENG 252, ENG 254, ENG 255, ENG 256, ENG 257, HUM 131, MUS 131, MUS 132, PHL 231, THR 116

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 6) is not completed** when the application is submitted, no points will be awarded for that course. 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 **considered** applicants will have an interview with the JC Admissions Committee and if requested, the clinical site facility may also request an interview at the clinical site for final approval.

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 may 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 education site must be arranged and approved for each applicant before final acceptance/admission into the program. Jackson College Program Director and Clinical Coordinator in collaboration with current, approved clinical sites, determine which clinical sites are available annually and how many open placements will be for the Jackson College sonography programs. Clinical site placement is based on annual clinical site availability and geographic location.

If you live within a 2-hour driving radius of another CAAHEP accredited program, you should apply to the local program. Visit www.caahep.org to find programs nearby.

Potential students can contact the Allied Health Department Coordinator to learn whether an affiliated clinical site is in their geographical area (city, town) at sonographyinquires@jccmi.edu. The email will be managed by the Allied Health Department Coordinator. The sonography program directors will also have access to the email inbox.

A student cannot identify and initiate a clinical affiliation partnership. Requests to initiate a clinical affiliation partnership is limited to clinical site personnel, program director or program clinical coordinator.

The clinical education site is a third-party entity into which students are placed for practical experience. Clinical staff employees are not paid JC faculty for the clinical education portion of the

program. Clinical education sites can become unavailable for reasons beyond the control of Jackson College.

In the event a clinical education site becomes unavailable for any admitted student during the duration of the program, the following action will be taken:

1. A new, approved clinical education site will be provided to the student at an available location. **Commuting and/or relocation may be required.**
2. If a clinical education site is not available during the admission year, the student will be considered out of sequence and provided a clinical education site during the next admission cycle. **Commuting and/or relocation may be required.**

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 ViewPoint Screening prior to any Sonography student beginning their clinical education. Other requirements specified by the clinical sites will also have to be met.

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.

6) All **accepted** 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 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 sonography student beginning the sonography program.

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. All acceptance decisions will be based solely on neutral, objective criteria that are directly related to the applicant's qualifications and merit.

9) All students admitted to the Jackson College DMS programs must complete the preclinical lab course (DMS197), which is delivered in the first semester of the program prior to the start of the clinical rotation. This is a face-to-face lab course delivered at Jackson College's Central Campus, in Jackson, Michigan. Students must complete the preclinical lab course (DMS197) on campus unless the student's assigned clinical site requests hosting the student for that experience. **It should be noted that this is rare, and most clinical affiliates do not request this responsibility.** The following circumstances will be considered to determine the eligibility of the hybrid delivery method of the preclinical lab course (DMS197) requirement:

1. Clinical Site Request
2. Review and confirm the clinical site's ability to facilitate educational needs and experience.
3. Program Director approval

The following conditions must be met once eligibility status has been approved:
A clinical site must meet the minimum requirements of a clinical affiliate listed below:

1. A current affiliation agreement
2. Completed, submitted, and approved CC and CV forms by the clinical instructor
3. Appropriately credentialed sonographers willing to facilitate the course requirements.
4. The sponsoring clinical site must be willing to work with students to complete the preclinical lab course (DMS197) competencies for the course.
5. A cleared background check, drug screen and physical health form including immunization forms must be updated in the Allied Health Office one month prior to the start of the course.
6. Signed Clinical Instructor Acknowledgement (Contact the Program Director for this document)

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. Jackson College does not cover costs associated with criminal background checks, drug screens, health physicals, required vaccinations, or clinical managing systems if applicable.**
- 5) It is mandatory that the applicant maintain health insurance while participating in a clinical experience.
- 6) Notification of applicants' status into the General Sonography program will be made in April for the upcoming summer semester (May). If an **accepted** student declines his/her admission and desires to be considered at a later date he/she must reapply.
- 7) No student will be accepted into the program without an approved clinical education site with a fully executed education affiliation agreement, which must be completed by the first day of the first semester of the program.
- 8) Upon acceptance to the General Sonography Program, you will need to have access to a computer with the following minimum requirements:

Operating System*	Windows 10; Mac OS X 11 or newer (must be 2017 or newer)
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	Up to date Google Chrome or Mozilla Firefox

Requirement

Internet Connection Broadband internet connection is required

Webcam Required

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

Program Goals

The philosophy of the Sonography Program is unified by common goals, which include thoughtful intentional course design, role modeling, and classroom and clinical experiences that provide the student with the knowledge, skills, and attitudes of an entry-level sonographer. The educational process conveys caring for the whole person and promotes a balance of knowledge, technical skills, spiritual awareness, emotional intelligence, and physical health in performing professional services. The sonography overarching program goal is to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the following concentration(s) it offers:

Abdominal sonography - Extended

Obstetrics and gynecology sonography

Program Goal: The graduate will exhibit a professional attitude and behavior appropriate to the healthcare setting (affective).

- **Student Learning Outcome:**
 - Demonstrate behaviors, attitudes and respect that show sensitivity, and acceptance of individual differences.
 - Demonstrate effective communication skills with patients and all members of the healthcare team.
 - Demonstrate compassionate patient care and education during sonographic procedures to promote overall well-being.
 - Demonstrate a commitment to lifelong learning.

Program Goal: The graduate will exhibit critical thinking skills during the performance of sonographic procedures providing diagnostic quality (cognitive).

- **Student Learning Outcome:**
 - Collect and combine, assess, and analyze sonographic images for the purpose of physician diagnosis.
 - Evaluate normal and abnormal anatomy and recognize pathologic conditions.
 - Collect, review and integrate pertinent patient data to facilitate optimum diagnostic results.
 - Compose complete and accurate sonographic findings for the interpreting physician to facilitate patient diagnosis.

Program Goal: The graduate will have the ability to operate ultrasound equipment and determine proper techniques to produce quality sonographic images (psychomotor).

- **Student Learning Outcome:**
 - Application of ultrasound principles and instrumentation relative to imaging and image quality to produce diagnostic sonographic examinations.
 - Demonstrate sonographic procedures appropriately and accurately recording all anatomic and physiologic information for interpretation by a physician.
 - Demonstrate achievement of clinical competency through the performance of sonographic examinations by meeting or exceeding measurable clinical scanning competencies.

Health Requirements

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 Health Science Coordinator will provide the student a list of the additional immunizations if different from the list provided on the form.

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.

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). See Appendix A-B

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.

The Jackson College 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 a period greater than two (2) weeks, the student will only be re-admitted into clinical with the Program Director and Clinical Instructor's permission.** The program must be completed within 150% of enrollment.

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 healthcare 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.

The protections under Title IX regulations have been expanded to include students experiencing pregnancy or pregnancy related conditions effective on August 1, 2024. Under the new regulations **any employee** who is informed by a student of the student's pregnancy or related condition (including postpartum conditions) must promptly notify the Title IX Coordinator. The Title IX Coordinator or designee will contact the student and explain that the college will provide reasonable modifications and/or supportive measures, if needed, to support the student's continued access to the college's program/activity.

Health Insurance: It is mandatory that you maintain health insurance to defray the cost of hospital and medical care for 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 if injury or illness occurs. Some clinical sites may require students to demonstrate proof of health insurance.

Clinical Education Placement

Jackson College Program Director and Clinical Coordinator in collaboration with current, approved clinical sites, determine which clinical sites are available annually and how many open placements will be for the Jackson College sonography programs. Clinical site placement is based on annual clinical site availability and geographic location. 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 clinical education site must be arranged and approved for each applicant before final acceptance/admission into the program.

If you live within a 2-hour driving radius of another CAAHEP accredited admission program, you should apply to the local program. Visit www.caahep.org to find programs nearby.

Potential students can contact the Program Director to learn whether an affiliated clinical site is in their geographical area.

A student cannot identify and initiate a clinical affiliation partnership. Requests to initiate a clinical affiliation partnership are limited to clinical site personnel, the program director, or program clinical coordinator.

The clinical education site is a third-party entity into which students are placed for practical experience. Clinical staff employees are not paid JC faculty for the clinical education portion of the

program. Clinical education sites can become unavailable for reasons beyond the control of Jackson College.

In the event a clinical education site becomes unavailable for any admitted student during the duration of the program, the following action will be taken:

1. A new, approved clinical education site will be provided to the student at an available location. **Commuting and/or relocation may be required.**
2. If a clinical education site is not available during the admission year, the student will be considered out of sequence and provided with a clinical education site during the next admission cycle. **Commuting and/or relocation may be required.**

Clinical Experience: It is expected that students' high learning curve days of clinical will be on those days when the clinical site has a lower caseload. Low learning curve days are when the clinical site is very busy with a heavy caseload. On busy days, the student is expected to be of as much help to the staff as 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 before 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. Students are expected to make up all missed clinical days. Minimum hours (1,350) are only used in the event of an unforeseeable catastrophe. An unforeseeable catastrophe does not include illness unless hospitalized.

Clinical Assignment:

The Jackson College Clinical Coordinator will establish the specific student clinical assignments and rotations 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 student should be aware this may include day, night, and weekend shifts.** 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 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.

GENERAL POLICIES AND PROCEDURES FOR ALL ALLIED HEALTH STUDENTS

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). **Students are expected to attend all scheduled clinical days. Any clinical days missed must be made up by the end of the semester. NO MORE THAN 16 HOURS CAN BE BANKED TOWARDS THE NEXT SEMESTER. 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 occurs. 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.

If the student should leave or refuse to attend their assigned clinical site this will 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.

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 you or 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 work place. 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, just as there are when working with x-ray.

Chemical suppliers are required to prepare Material Safety Data Sheets (MSDS) for all chemicals in radiology. The MSDS should be accessible for your review. The clinical instructor will provide students with information specific to their department.

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 must adhere to the dress code of their current clinical site. The student should check with the clinical instructor regarding specific requirements of the clinical site.

Sonography students should dress professionally and appropriately for clinical settings. Here are guidelines for a professional appearance. Students must adhere to all dress code requirements for each clinical site they attend. The clinical site dress code will supersede the following criteria:

- Clothing: Sonography students should wear clean, neat, and well-fitting scrubs, free of wrinkles, stains, and odors.
- Shoes: Comfortable shoes are important because sonographers may need to stand, bend, and lift for long periods. Crocs are a good choice because they are supportive, antimicrobial, and odor-resistant. Open-toe shoes are not permitted.
- Fingernails: Fingernails should be kept short and clean to avoid scratching patients. Artificial fingernails are not allowed.
- Strong odors: Strong odors like perfume or cigarettes are not permitted. Students may need to avoid strong-smelling products.
- Cleanliness: Students should maintain a clean appearance, including daily bathing and oral care.
- Professionalism: Students should dress professionally and neatly.
- Identification: Students should wear a name tag or identification badge that is clearly visible and identifies them as a student.
- Clothing: Students may need to wear scrubs or other professional attire. The clinical will determine the dress code and possible scrub color.
- Shoes: Students should wear closed-toe shoes, such as low-heeled shoes.
- Hair: Students need to keep their hair neat and above the collar or secured behind the head to avoid violation of the principles of the medical asepsis technique.
- Facial hair: Students may need to keep facial hair neat and trimmed.
- Jewelry: Students may need to keep jewelry to a minimum and avoid facial jewelry.
- Tattoos: Students should cover tattoos and other body art so they are not visible.
- Students may be sent home if dress attire/grooming is inappropriate.

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. 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.

While it is not customary, clinical sites may compensate students for their externship, provided they have established policies in place for such compensation. All program-related activities must remain educational, and students must not be used as substitutes for regular staff. The clinical affiliate must implement internal controls to ensure that students do not replace staff and receive appropriate supervision for their educational training. **Students are prohibited from soliciting compensation for 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.

The following are considered holidays for DMS students:

New Years Day	Labor Day
Memorial Day	Thanksgiving Day
July 4th	Winter Semester Break

Absence for Religious Observance: Students are permitted to request up to two days each semester for an excused absence from class for observance of a religious holiday (or to take part in organized activities conducted under the auspices of a religious or spiritual belief system) that is part of your sincerely held religious beliefs and practices.

You must notify the Program Director in writing within fourteen (14) days of the first day of instruction of the course if you plan to be absent for a religious holiday, using the Request for Clinical Absence form available. You also must also create a plan to make up the required work or clinical you missed.

Each Program has it's program calendar. Please consult your Program Director for a current calendar.

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 in 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/clerical 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 150% from the official beginning of their DMS Program.

DMS LAB REQUIREMENTS

All students admitted to the Jackson College Sonography program must complete the preclinical lab course Introduction to Clinical (DMS197), which is delivered in the first semester of the program prior to the start of the clinical rotation. This is a face-to-face lab course delivered at Jackson College's Central Campus, in Jackson, Michigan. Students must complete the preclinical lab course (DMS197) on campus unless the student's assigned clinical site requests hosting the student for that experience. It should be noted that this is rare, and most clinical affiliates do not request this responsibility. The following circumstances will be considered to determine the eligibility of the hybrid delivery method of the preclinical lab course (DMS197) requirement:

1. Clinical Site Request
2. Review and confirm the clinical site's ability to facilitate educational needs and experience.
3. Program Director approval

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

A clinical site must meet the minimum requirements of a clinical affiliate listed below:

1. A current affiliation agreement
2. Completed, submitted, and approved CC and CV forms by the clinical instructor.
3. Appropriately credentialed sonographers willing to facilitate the course requirements.
4. The sponsoring clinical site must be willing to work with students to complete the preclinical lab course (DMS197) competencies for the course.
5. A cleared background check, drug screen and physical health form including immunization forms must be updated in the Allied Health Office one month prior to the start of the course.
6. Signed Clinical Instructor Acknowledgement (Contact the Program Director for this document)

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. Students may also change their mind at any time and elect to not be scanned. **Student’s grades and evaluations will not be affected by participation or non-participation.** 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 and volunteers MUST sign a Jackson College Scan Subject 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 is 16.

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 devices 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.

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.

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)

ARDMS AMERICANS WITH DISABILITIES ACT (ADA)

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.

<https://www.ardms.org/americans-with-disabilities-act-ada/>

STUDENT CONDUCT/WARNING NOTICE PROCEDURE

DMS Students are expected and required to always conduct themselves in a professional manner.

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 or Failure to progress.
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 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. (Inability to accept or respond well to criticism)

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
 - c. Inappropriate clinical behavior
 - d. Unethical behavior, i.e., lying, cheating, stealing, etc.
 - e. Repeated failure to submit required written work in the clinical area or repeated lateness in submitting work.
 - f. Failure to receive, value, and modify behaviors appropriately through constructive criticism.
8. Failure to meet the "Clinical Guidelines & Competency Levels" of the JC 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 Resolution Advocate.
3. Meet with your Student Success Navigator in Student Services.
4. Refer to your program handbook for information regarding the re-admission process

Appeal Process

Students should refer to the college's academic complaint process located on the Student Resolution Advocate's webpage at <https://www.jccmi.edu/student-resolution-advocate/academic-complaint-process/>

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 Resolution Advocate, 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 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 decision of the Allied Health Re-admission Committee is final. Once a student is dismissed from the program and denied readmission, that student will not be allowed to apply for admission into any DMS program.

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

General Sonography	January 31 st
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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. The student is responsible for all costs related to credentialing exams.

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', with a stylized, flowing script.

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

Exhibit A

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 Viewpoint Screening.**

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 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)
(Required)

Date

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 Viewpoint Screening
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 Viewpoint Screening

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

**Upload Copies to Viewpoint Screening 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): This is two test
Upload The Following to Viewpoint Screening**

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 **Viewpoint Screening** 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 & Essential Functions Acknowledgment Form

Students who require accommodations to meet the technical standards are encouraged to disclose their needs as early as possible. To ensure appropriate support planning, students should communicate their accommodation requests before accepting program placement. Reasonable accommodations are available to support student success, and early disclosure helps facilitate access to necessary resources.

Reasonable accommodations are provided for students with documented disabilities in accordance with the Americans with Disabilities Act. Students must be able to meet the technical standards for the profession with or without reasonable accommodations. If, after an interactive process, no reasonable accommodation can be identified that enables the student to meet these standards without fundamentally altering the program, admission or continuation in the program may not be possible.

Students accepted into the Diagnostic Medical Sonography program at Jackson College must acknowledge and demonstrate the ability to meet the Technical Standards and Essential Functions outlined in this document.

Technical Standards and Essential Functions Required to Successfully Complete an Associate in Applied Science Degree in Sonography

The Diagnostic Medical Sonography (DMS) Program defines technical standards and essential functions to ensure students possess the necessary abilities to fully engage in and succeed in all aspects of the program.

These standards apply to both admission and continued participation in the program and are essential for safe and effective ultrasound practice while adhering to the ALARA (As Low As Reasonably Achievable) principle.

Instructions:

By signing this form, students confirm that they:

- Have read and understand the Technical Standards and Essential Functions.
- Can perform these tasks with or without reasonable accommodations.
- Understand that Jackson College will make every effort to provide reasonable accommodations in accordance with the American Disabilities Act (ADA); however, accommodations in clinical settings depend on the policies and capabilities of affiliated healthcare facilities and cannot be guaranteed.
- Acknowledge that inability to meet the technical standards, even with reasonable accommodations, may impact their ability to continue in the program.
- Understand that it is their responsibility to request accommodations through the Center for Student Success in a timely manner.
- Recognize that failure to request accommodations may affect their ability to successfully complete the program.

Health & Safety Considerations

- The DMS Program is committed to ensuring the safety of students, classmates, and patients.
- If there are concerns regarding a health issue or disability, Jackson College reserves the right to require a medical release.

- Students are responsible for the cost of any required examinations.
- Students must notify instructors of any health risks that may impact their performance.

TECHNICAL STANDARDS & ESSENTIAL FUNCTIONS

Sensory Abilities

- Ability to actively engage in all demonstrations, lab exercises, and clinical experiences.
- Recognize, interpret, and respond to facial expressions, body language, and monitor patient's physical and mental status during the scan.
- Hear soft or muffled voices under personal protective equipment (PPE) and monitor Doppler signals for diagnosing abnormal blood flow.
- Work in a semi-darkened room for up to 8-12 hours.
- Scan using real-time sonography to differentiate normal anatomy from abnormal pathology.
- Vision sufficient to distinguish shades of gray, color, and observe real-time diagnostic images.
- Detect changes in patient condition and respond accordingly.
- Monitor vital signs and physical responses while conducting examinations.

Student Initials: _____

Communication Skills

- Communicate effectively in English through verbal, non-verbal, and written means with faculty, peers, patients, families, and the healthcare team.
- Gather relevant patient information, respond to questions, and interpret physician orders.
- Provide clear instructions to patients and relay sonographic findings accurately.
- Speech must be clear and understandable by faculty, clinical staff, and patients.

Student Initials: _____

Motor Skills & Coordination

- Stamina and strength to push, pull, bend, and stoop routinely.
- Sufficient strength to lift and carry up to 40 lbs., including positioning patients and moving heavy ultrasound equipment.
- Ability to exert muscle force repeatedly or continuously over time, including walking, standing, or remaining upright for 8-12 hours.
- Demonstrate manual dexterity and fine motor movements to manipulate the ultrasound transducer and control panel.
- Maintain prolonged arm positions needed for scanning while ensuring patient safety and comfort.

Student Initials: _____

Intellectual & Decision-Making Abilities

- Ability to gather, interpret, and integrate information for informed decision-making.
- Collect and assess patient data to determine its significance for the requested sonographic scan.
- Apply professional judgment to modify protocols as needed based on patient condition.
- Successfully complete all academic and clinical components of the program, which requires learning technical, medical, and pathophysiological information.
- Analyze, synthesize, and apply sonographic data in real-time.

Student Initials: _____

Behavioral & Social Attributes

- Maintain emotional stability and sound judgment in high-pressure environments.
- Foster professional and empathetic relationships with patients and healthcare team members.
- Adapt to evolving clinical settings and handle stress effectively.
- Demonstrate integrity, compassion, and professional behaviors at all times.
- Receive and apply constructive feedback to improve sonographic skills.
- Adhere to ethical standards outlined in the Sonographer Scope of Practice and Clinical Practice Standards by the Society of Diagnostic Medical Sonography (SDMS).
<https://www.sdms.org/about/who-we-are/code-of-ethics>

Student Initials: _____

Accommodation Policy

- You must be able to perform each of these tasks with or without reasonable accommodations.
- If you require an accommodation due to a disability, it is your responsibility to provide appropriate documentation and formally request the accommodation through the Center for Student S.
- Jackson College is committed to ensuring equal access to its programs and services for qualified students with disabilities and will make every effort to provide reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.
- Students needing accommodations should contact the Center for Student Success as early as possible to begin the interactive process of documenting eligibility and appropriate accommodations.
- DMS students with disabilities are expected to meet all essential functions of the program with or without reasonable accommodations.
- While the DMS program strives to assist students requiring accommodations, the Program Director, faculty, and affiliated clinical facilities may review accommodation request to ensure they do not fundamentally alter course objectives, essential competencies or clinical requirements.

Student Initials: _____

Final Acknowledgment

I, _____ [Print Student Name], have read and understand the Technical Standards and Essential Functions required to successfully complete the Sonography Program at Jackson College.

By signing below, I acknowledge that:

- I can meet these essential functions with or without reasonable accommodations.
- I understand my responsibility to request accommodations, if needed, through the Center for Student Success.
- Reasonable accommodations are available for students with documented disabilities in accordance with the Americans with Disabilities Act. I acknowledge that I must meet the technical standards for the profession with or without reasonable accommodations. If, after engaging in the interactive process, no reasonable accommodation can be identified that enables me to meet these standards without fundamentally altering the program, I understand that admission or continuation in the program may not be possible.
- I agree to comply with all technical, behavioral, and ethical standards outlined in this document.

Student Signature: _____

Date: _____

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Exhibit C

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

Student name:_____ **Date:**_____

Requested date of absence(s):_____

Semester: DMS 125_____ **DMS 216**_____ **DMS 217**_____

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

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. I understand that no student is required to be scanned and if chose to be scanned, I do so at my own risk. I also understand that I can change my mind at any time and elect to not be scanned. Student's grades and evaluations will not be affected by participation or non-participation as a live scan model. 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.

Please Note: Participation as a scanning model is voluntary. Participation or non-participation will not have an effect on your grade. Grades are based on the criteria published in the syllabi.

☐ I agree to be a model for scanning: there will be no effect on my grades

☐ I opt out of being a model for scanning; there will be no effect on my grades

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



Sonosim Usage Agreement

This agreement between the Jackson College General Sonography Program and

(student name. Printed).

By this agreement, the Jackson College General Sonography Program allows the student to use the sonosim equipment for the purposes of completing required assignments and for educational purposes while enrolled in the program only. This usage will be limited to a period of 11 months between June 1st and May 1st. This agreement is not transferrable to a third party.

On or before the end of this agreement on May 1st, the student must ship the sonosim product and all of its contents by May 5th to:

Stephen M. Geiersbach MS, RT(R), RDMS

Allied Health Department

Program Director, Diagnostic Medical Sonography

2111 Emmons Rd.

Jackson, MI 49201

Failure to ship the sonosim product with all of its original contents in its original working order back to Jackson College by May 10th will result in an incomplete grade in DMS216, which will prevent the student from completing clinical hours and possibly dismissal from the program. If Jackson College fails to receive the sonosim product by May 10th in working order, this will require the college to purchase a replacement unit at the cost of \$500.00, which will be collected from the student to continue in the program.

This agreement is effective as of the date below and is executed by the undersigned.

Student Signature

Date





Infection Control
and
Lab Safety Protocol
DMS LAB HLC 218

Exhibit H



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.**

General Practice Lab Usage Guidelines

- All students are to wash/sanitize their hands when entering the DMS lab. Hand hygiene is required before all scanning practice and pre-clinical competencies.
- Food is not allowed in the lab classroom HLC 218.
- Please be considerate of sharing lab space, beds, equipment, and supplies.
- Students are expected to utilize the designated supplies to practice, and they are to leave scanning bays areas neat and clean. Including the following:
 - All beds, ultrasound machines, and equipment should be sanitized upon completion of session.

- All soiled linen should be placed in the appropriate receptacle.
- All beds should be left in the lowest position with wheels locked.
- Refill gel bottles and restock supplies.
- Cleaning and Disinfecting Ultrasound Systems
 - Do not spill or spray liquid into any system seams, ports, or transducer receptacles.
 - On monitor screens and touch screens, use microfiber cloth; do not use paper towels.
 - On monitor screens, do not use glass cleaners, Dispatch spray, or products containing bleach. Repeated use of such cleaners or products may damage the monitor screen surface. Immediately wipe away approved disinfectants or cleaners to prevent residue buildup. Use cleaners specifically designed for cleaning LCDs or OLEDs.
 - On touch screens, do not use Dispatch spray or products containing bleach or alcohol. Repeated use of such cleaners or products may damage the touch screen surface. Immediately wipe away approved disinfectants or cleaners to prevent residue buildup.
 - System surfaces and transducers are resistant to ultrasound gel, alcohol, and disinfectants, but if you use those substances, you must wipe them off to prevent permanent damage.

Preparing & utilizing the workspace

- All students will wash/sanitize hands.
- All students will sanitize ultrasound machine, transducer, and equipment with approved disinfectant.
- Students will verify bed wheels are in the locked position.
- Students will drape the bed with either clean or disposable linens.
- Scanning students will wear gloves.
- When direct instruction is needed, instructor will wear gloves. Once instruction is completed, instructor will discard gloves and sanitize hands.

Closing out the workspace

- Students will dispose of dirty linen or disposable linen in appropriate receptacle in lab.
- Students will sanitize ultrasound machine, transducer, and equipment with approved disinfectant.
- Bed will be lowered in position. Wheels will be in locked position.
- Students will dispose of gloves in the receptacle located in scanning bay.
- Students are to wash/sanitize hands prior to leaving lab.

COVID-19 PROTOCOL

- COVID-19 positive students and employees must remain off-campus for 5 days.
- If there is a positive case in a classroom, the student is confined for 5 days post wellness. Class continues as normal.
- Masks are available upon request.
- Masks are encouraged in larger spaces (fieldhouse, community rooms, dining area, etc).



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 GSON 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.**

- **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**
- **If you get voicemail**
 - **Press 2 IF AN EMERGENCY – this directs you to the guard on duty’s mobile phone.**
 - **Otherwise LEAVE A MESSAGE – your message goes directly to JC security personnel. They will respond directly.**
- **Emergency procedures are posted in every classroom.**

➤ Each of JC's external campuses has security on duty after 6 pm.

➤ Any non-emergency issues or concerns can be directed to:

- Stephen M. Geiersbach MS, RT(R), RDMS
Associate Professor, Allied Health Department
Program Director, Diagnostic Medical Sonography
geiersbstephenm@jccmi.edu
(Ph) 517 917-4815

- Alexandria Lamb
Health Sciences Coordinator
517.234.5734
lambalexands@jccmi.edu

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.