



## 2025-2026 DMS Vascular Sonography Handbook



### **Jackson College**

2111 Emmons Rd

Jackson MI, 49201

<http://www.jccmi.edu/program/vascular-sonography>

**Prepared by: Nikki Lenart, BS, RDCS, RVT**  
**Program Director: Vascular Sonography**

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## MESSAGE FROM THE PROGRAM DIRECTOR

Dear Student,

Welcome to the Vascular Sonography Program! We are excited to have you join our community of future healthcare professionals. As you embark on this journey, you are entering a field where your skills, dedication, and professionalism will make a meaningful impact on patient care.

Our program is built on a foundation of academic excellence, personal growth, and a commitment to helping each student reach their full potential. We recognize that each student brings valuable experiences and perspectives that contribute to a dynamic learning environment. We are committed to fostering a space where all students are welcomed and treated with fairness and respect, ensuring that everyone has the opportunity to succeed.

Learning in this field requires not only acquiring technical skills but also developing the ability to think critically, solve complex problems, and connect with patients from all walks of life. We are here to guide, mentor, and inspire you as you grow into a skilled and compassionate vascular sonographer.

We uphold a learning environment that encourages professionalism, personal responsibility, and respect for all individuals. Every student has the ability to achieve excellence through perseverance and commitment, and we are here to help you reach your full potential.

As you begin your studies, I encourage you to approach challenges with determination, take advantage of learning opportunities, and strive for excellence in all that you do. Your hard work and dedication will shape your future, and we are proud to be part of your journey.

Welcome to the program—here's to a bright and successful future!

Warm regards,



Nikki Lenart, BS, RDCS, RVT  
Program Director, Vascular Sonography Program



## Vascular Sonography Program Accreditation

The Vascular Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography ([www.jrcdms.org](http://www.jrcdms.org)).

Commission on Accreditation of Allied Health Education Programs  
9355 – 113th St. N, #7709  
Seminole, FL 33775  
Phone: 727.210.2350  
Fax: 727.210.2354  
[www.caahep.org](http://www.caahep.org)

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## Diagnostic Medical Sonography: 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 the 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 Vascular Sonographer?**

A vascular sonographer is a highly skilled allied health professional who performs arterial and venous diagnostic procedures using high frequency sound waves. A vascular sonographer operates a variety of complex diagnostic and monitoring equipment and many ancillary devices.

The vascular sonographer performs carotid duplex scanning, lower and upper extremity Doppler examinations, venous duplex scans, abdominal vascular exams, evaluates test results, monitors physiological states of the patient, conducts patient education, and maintains accurate records and protocols during and after procedures. A thorough understanding of hemodynamics and pathophysiology is required.

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 Vascular Sonography Program**

The VSON program is a hybrid program (online course work plus ground-based clinical component) accredited by the Commission for Accreditation of Allied Health Education Programs (CAAHEP) in the United States. It is a program leading to an Associate in Applied Science degree. The program is outcome-based, and the curriculum consists of integrated educational and clinical coursework with a minimum of 1,000 supervised clinical hours with an approved clinical education affiliate. The mastery and performance proficiency level are assessed in the final clinical semester. Learners will be eligible for early completion during the last clinical semester.

The program is designed to prepare the student for employment in vascular sonography. Vascular positions are located within hospitals, medical clinics, and other diagnostic imaging health institutions. Upon successful completion, students are eligible to apply for certification exams through the American Registry for Diagnostic Medical Sonography (ARDMS) and/or the Cardiovascular Credentialing International (CCI) that will award them the credentials RVT (Registered Vascular Technologist) or RVS (Registered Vascular Sonographer).

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## Jackson College and Vascular Sonography Program Missions and Goals

| Jackson College  | Jackson College Vascular Sonography Program  |
|--|--|
| <p><b>Mission:</b> Together we inspire and transform lives.</p> <p><b>Vision:</b> Jackson College is a world-class institution of higher education, where learners succeed, and community needs are met.</p> | <p><b>Mission:</b> We inspire students to be leaders through intentional program design—Jackson College’s Mission-inspired the program’s design and our mission. We believe students who see themselves as contributors to life-long learning and learning communities will continue to be inspired to transform their own lives and the lives of others</p> |

### Program Goal

The Jackson College vascular ultrasound program goal is to prepare competent entry-level vascular sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Quality and accurate care for every patient is achieved through integrity, reasoning, collaboration, and lifelong learning.

#### Program Learning Goal: Cognitive - Sonographic Reasoning Competency

- The graduate will be able to think critically and act responsibly.

#### Student Learning Outcome

- Use an investigative approach to determine the clinical hypothesis and select the correct exam protocols for image acquisition
- Gather, analyze sonographic data, and identify connections to the pathological and clinical findings
- Formulate an accurate diagnostic preliminary report based on ultrasound and clinical findings

#### Program Learning Goal: Affective - Professionalism Competency

- The graduate will be able to work productively with others and recognize individual contributions to group success

#### Student Learning Outcome

- Participate in quality management team work to provide quality patient care, self-care, and integrity
- An active member of professional organizations and their community
- A caring advocate and effective communicator among a broad range of patient populations, those in normal and altered states, and other healthcare team members

#### Program Learning Goal: Psychomotor - Scanning Competency

- The graduate will be able to show sonographic technological literacy.

#### Student Learning Outcome

- Exhibit accurate and reliable clinical competency in the performance of vascular exams
- Perform vascular sonography procedures appropriately and accurately recording all anatomic and physiologic information for interpretation by a physician

- Apply ultrasound principles and instrumentation relative to imaging and image quality to produce diagnostic vascular sonography examination
  - Locate and identify normal and abnormal anatomical structures and pathology associated with the cardiovascular system
- 

## **Competency Performance Standards**

- Demonstrate knowledge and application of ergonomic technique
  - Demonstrate knowledge and application of types and methods of infection control
  - Demonstrate knowledge and application of patient care
  - Demonstrate knowledge of the roles and responsibilities of healthcare professions to effectively communicate and collaborate in the healthcare environment
  - Demonstrate knowledge of medical ethics and law
  - Demonstrate knowledge of medical and sonographic terminology
  - Obtain, evaluate, document, and communicate relevant information related to sonographic examinations
  - Identify and evaluate anatomic structures
  - Demonstrate knowledge of disease processes with application to sonographic and Doppler patterns
  - Demonstrate knowledge and application of image production and optimization
  - Demonstrate knowledge and application of biological effects
  - Demonstrate knowledge of a quality control and improvement program
  - Demonstrate awareness of resources for professional development
  - Demonstrate achievement of clinical competency through the performance of the requirements to provide quality patient care and optimal examination outcome
  - Demonstrate knowledge of anatomy and anatomic variants of the cardiovascular system
  - Demonstrate knowledge of normal and abnormal peripheral vascular physiology and hemodynamics
  - Demonstrate knowledge of mechanisms of vascular diseases, vascular pathophysiology, and hemodynamic effects
  - Demonstrate knowledge of sonographic appearances, sonographic techniques, measurements, and Doppler characteristics in both normal and abnormal vascular structures
  - Demonstrate knowledge of physiological vascular testing principles and techniques
  - Demonstrate knowledge and application in the use of quantitative principles and techniques
  - Demonstrate knowledge in ultrasound-guided procedures
  - Demonstrate knowledge of the role of ultrasound for evaluation of vascular surgical procedures or interventions, including a role in planning, intra-procedural guidance/technical evaluation, and/or post-procedure assessment
  - Evaluate scanning protocol and modification(s) based on patient-specific factors
  - Demonstrate knowledge and application of quality assurance and statistical tests used in a vascular laboratory
  - Demonstrate achievement of clinical competency through the performance of sonographic examinations of the vascular system according to practice parameters established by national professional organizations and the protocol of the clinical affiliate
-



## Program Administration and Faculty

| Program Administration and Faculty |   | Contact  |
|------------------------------------|---|--|
| Dr. Daniel J Phelan                | President and CEO                                     | <a href="mailto:PhelanDanieU@jccmi.edu">PhelanDanieU@jccmi.edu</a>                   |
| Heather Ruttkofsky, MA, RVT        | Dean of Health Sciences, Career, and Technical Trades | <a href="mailto:Ruttkofheatherm@jccmi.edu">Ruttkofheatherm@jccmi.edu</a>             |
| Dr. Jordan Knepper                 | Program Medical Advisor                               | <a href="mailto:jkneppe1@hfhs.org">jkneppe1@hfhs.org</a>                             |
| Nikki Lenart, BS, RDCS, RVT        | Program Director                                      | 517-316-5558<br><a href="mailto:Lenartnicoler@jccmi.edu">Lenartnicoler@jccmi.edu</a> |
| Jessica Hagerty, RVS               | Clinical Coordinator, Instructor                      | <a href="mailto:HagertyJessicaL@jccmi.edu">HagertyJessicaL@jccmi.edu</a>             |
| Jennifer Nowak, BS, RVT            | Instructor  | <a href="mailto:Nowakjenniferl@jccmi.edu">Nowakjenniferl@jccmi.edu</a>               |
| Bradley Geiersbach, RVT            | Instructor  | <a href="mailto:Geiersbbradleyj@jccmi.edu">Geiersbbradleyj@jccmi.edu</a>             |
| Shani LeBaron, BS, RVT             | Instructor  | <a href="mailto:LeBaronShaniD@jccmi.edu">LeBaronShaniD@jccmi.edu</a>                 |

## Program Sequence

| COURSE   | COURSE NAME   | CREDITS   | BILLING CREDIT HOURS |
|--|---|-----------|----------------------|
| <b>SUMMER SEMESTER</b>   |   |           |                      |
| DMS 159  | Vascular Anatomy, Physiology, and Doppler Imaging   | 4         | 4                    |
| DMS 103  | Introduction to Sonographic Reasoning and Research  | 2         | 2                    |
| <b>SEMESTER TOTALS</b>   |   | <b>6</b>  | <b>6</b>             |
| <b>FALL SEMESTER</b>   |   |           |                      |
| DMS 160  | Introduction to Vascular Technology and Professional Lab Practice - <i>105 hours lab practice</i> | 3         | 7                    |
| DMS 203  | Venous Duplex Imaging   | 3         | 3                    |
| DMS 205  | Arterial Duplex and Physiologic Imaging   | 3         | 3                    |
| DMS 171  | Clinical I - 24 hours each week - <i>minimum of 288</i>   | 4         | 8                    |
| <b>SEMESTER TOTALS</b>   |   | <b>13</b> | <b>21</b>            |
| <b>SPRING SEMESTER</b>   |   |           |                      |
| DMS 206  | Sonographic Physics   | 4         | 4                    |
| DMS 207  | Cerebrovascular Procedures (intracranial and extracranial)  | 3         | 3                    |
| DMS 271  | Clinical II - 24 hours each week - <i>minimum of 432 hours</i>                                    | 4         | 8                    |
| <b>SEMESTER TOTAL</b>  |   | <b>11</b> | <b>15</b>            |
| <b>SUMMER SEMESTER</b>   |   |           |                      |
| DMS 208  | Advanced Imaging (abdominal, post-operative procedures  | 3         | 3                    |
| DMS 209  | Capstone  | 4         | 4                    |
| DMS 272  | Clinical III - 24 hours each week - <i>minimum of 328</i>   | 4         | 4                    |
| <b>SEMESTER TOTAL</b>  |   | <b>11</b> | <b>14</b>            |
| <b>TOTAL CLINICAL HOURS: 1000 hours</b> ( <i>ability for flexible completion</i> ) |   |           |                      |

## Course Descriptions

Jackson College's Vascular Ultrasound Program is designed as an outcome-based program. Students who demonstrate entry-level skills and program goals are eligible for early completion during the final clinical semester. Each student has a minimum of 1,000 hours to achieve clinical goals.

**DMS 159 Vascular Anatomy, Physiology and Doppler Imaging:** This course merges a comprehensive study of vascular anatomy, physiology, Doppler interpretation, and Doppler imaging techniques. Through a multidisciplinary approach, students will explore the intricate anatomy of venous and arterial systems, microcirculation, and variants within the human body. The focus extends to identifying normal and abnormal vascular functions, interpreting Doppler waveforms, and color Doppler, and recognizing various pathological conditions, thereby equipping students with the skills necessary for success in the field of diagnostic medical sonography. Applications of Doppler principles and Sonographic will be practiced through Virtual scanning labs

**DMS 103 Introduction to Sonographic Reasoning and Research:** In this course students are introduced to the sonographic reasoning method framework, founded by Steven M. Penny, MA, RT(R), RDMS and Anna Zachariason, BS. Using the analytical framework students will be provided with a fundamental approach to critical thinking and problem solving associated with vascular ultrasound examinations. This course explores basic research steps and the importance of contributing to sonography education and becoming lifelong learners. Students will become members of the Society of Vascular Ultrasound and begin exploring the process for writing abstracts and journal articles.

**DMS 160 Introduction Vascular Technology and Professional lab Practice:** In this course students are introduced to and practice the Intercoastal Accreditation Commission (IAC) exam testing protocols of the venous duplex obstruction testing, carotid duplex testing (including manual blood pressure measurements) and ABI exam. The routines of the daily lab are simulated using various In-patient scenarios and outpatient scenarios. Students practice oral communication in a concise, clear and effective manner with students, faculty, and staff. Students actively explore ultrasound equipment and scanning techniques. The appropriate use of color, pulse-wave Doppler, and gray-scale settings is applied to obtain optimal images and Doppler waveform patterns. Students are assessed for proper ergonomics while manipulating the transducer and scanning in the transverse to sagittal scan plans. HIPPA, OSHA Universal Precautions, and basic patient transfer techniques are covered and assessed. The affective, cognitive, and psychomotor skills are also assessed in this course.

**DMS 203 Venous Duplex Testing:** In this course theories, techniques and venous testing procedures of the lower and upper extremity exams are covered. Other topics will include differential diagnosis; other imaging modalities; identifying deep vein thrombosis; advanced exploration of venous anatomy and collateral pathways; pathology & pathophysiology; Color Doppler & PW Doppler waveforms techniques & principles; preliminary writing. Assessment of these skills will occur in this didactic course and applied in the clinical course work.

**DMS 205 Arterial Duplex and Physiologic Imaging:** In this course theories, techniques and arterial testing procedures of the lower and upper extremity duplex and physiological exams are covered. Other topics will include bypass graft imaging; differential diagnosis; other imaging modalities; advanced exploration of arterial anatomy & collateral pathways; pathology & pathophysiology; techniques & principles of color, PW, CW Doppler waveforms; preliminary writing. Assessment of these skills will occur in this didactic course and applied in the clinical course work.

**DMS 207 Cerebrovascular Procedures (extracranial and intracranial):** In this course theories, techniques, and testing procedures (imaging and non-imaging) of the extracranial and intracranial exams are covered. Topics will include differential diagnosis; other imaging modalities; tests of accuracy; advanced exploration of arterial anatomy; collateral

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pathways; pathology & pathophysiology; techniques & principles of color & PW Doppler waveforms; preliminary writing. Assessment of these skills will occur in this didactic course and applied in the clinical course work.

**DMS 208 Advanced Imaging (abdominal, post-operative procedures):** In this course theories, techniques and testing procedures of the abdomen and post-operative exams are covered. Topics will include: post-operative procedures (abdominal, carotid, lower and upper extremities); abdominal arterial and venous visceral and aortic-iliac arterial disease using duplex ultrasound. Advanced exploration of abdominal arterial and venous anatomy, pathology & pathophysiology; Color Doppler, PW Doppler waveforms techniques and principles; preliminary writing. Assessment of these skills will occur in this didactic course and applied in the clinical course work.

**DMS 209 Capstone:** In this course is a 7-week learning plan designed to immerse students in lessons of how to learn, apply real-world skills, answer contextual style questions, and build a deeper understanding of the arterial and venous vascular system, disease processes, pathology, and pathophysiology. The full interactive comprehensive-progressive learning plan is designed for various learning styles and is designed to prepare students for the rigors and endurance needed to complete the registry exam. The content on this site follows the American Registry of Diagnostic Medical Sonography (ARDMS) application and testing outlines. A preselected exam date is embedded in the learning plan schedule. Multiple quizzes and a timed computerized, 200 question mock exam are at the end of the program containing contextual questions and explanation of incorrect answers.

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## Vascular Sonography Associate in Applied Science Admission Process

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

### **Application Procedure - All students must:**

- Be a high school graduate or successfully complete the G.E.D test
- Submit a [Jackson College application](#)
- Forward to the Jackson College Admissions Office **ALL** transcripts from colleges previously attended. Only OFFICIAL transcripts are accepted. **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 Vascular Sonography application.)
- Submit a completed [DMS Advising Fact Sheet](#)
- Submit a completed Jackson College [Vascular Sonography Application Form](#). This application must be submitted to your Student Success Navigator.
- Meet Technical Standards for Admission of the Allied Health Department and Technical Standards and Functions required for the Diagnostic Medical Sonography Programs.

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

## Admission Requirements and Process for the Vascular Sonography Program:

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

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

- **ENG 131** Writing Experience I **OR ENG 132** Writing Experience II (3 credits) [*can be taken within the program*]
- **MAT 130** Quantitative Reasoning (4 credits)
- **PSY 130** General Psychology (3 credits) [*can be taken within the program*]
- **\*GEO 6** (3 credits) please review course choices in catalog [*can be taken within the program*]
- **PHY 145** Introduction to Basic Physics (3 credits) **OR PHY 131** Conceptual Physics (3 credits)
- **\*\*GEO 2** (3 credits) please review course choices in catalog
- **DMS 100** Introduction to Diagnostic Medical Imaging (3 credits)
- **DMS 104** Introduction to Sonographic Instrumentation (3 credits) [*can be taken within the program*]
- **HOC 130** Introduction to Health Occupations (3 credits)

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

- **\*BIO 132** Human Biology (4 credits) **OR**
- **\*BIO 253** and **BIO 254** Human Anatomy and Physiology (4 - 5 credits)
- **\*MOA 120** Medical Terminology (2 - 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

**\*\* GEO 2** – Choose one of the following: COM 231, COM 240, COM 250, HIS 211, HUM 131, PHL 243, PLS 262, PSY 152, SOC 152, SOC 246

### Minimum Credits/Course Grades:

- Minimum credits: **75**
- Minimum cumulative GPA: **2.0**
- Minimum grade in all courses: **2.0**
- Minimum grade in BIO 132 or BIO 253/254, and MOA 120: **2.5**
- Minimum Jackson College credits: **15**

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

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

- The Admissions Committee will be comprised of a minimum of three (3) of the following individuals:
  - Program Director
  - Clinical Instructor
  - Clinical Coordinator
  - Medical Advisor
  - A Representative of Jackson College Student Affairs Office
  - Any non-student member of the Sonography Advisory Committee
- All applicants considered will be asked to respond to a similar set of questions during the consultation (interview) process.
- All applicants will be scored by each member of the Admissions Committee, and an average score is entered into the overall point tally for admission considerations. All considered applicants who live within a 200-mile radius of Jackson College Central Campus may be required to come to the Jackson College Central Campus for this consultation process.

- Following the interview, all contingently accepted applicants will receive the location of their assigned clinical site (***if requested, the clinical site facility may also request an interview at the clinical site for FINAL approval***) and upon their acceptance of this clinical location, 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/admissions into the program. Jackson College Program Director and Clinical Coordinator, in collaboration with **current** and **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](http://www.caahep.org) to find programs nearby.

Potential students can contact the Allied Health Department Coordinator and/or Program Director to learn whether an affiliated clinical site is in their geographical area. The Allied Health Department Coordinator can be emailed at [sonographyinquires@jccmi.edu](mailto:sonographyinquires@jccmi.edu). The Vascular Sonography Program Director, Nikki Lenart, BS, RDCS, RVT, can be contacted by email at [lenartnicoler@jccmi.edu](mailto:lenartnicoler@jccmi.edu)

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 Vascular Sonography student beginning their clinical education.

**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** Vascular Sonography students must submit proof of Hepatitis B vaccination or a signed waiver. Some clinical sites may require qualified applicants 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 Vascular 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 Vascular Sonography student beginning the Vascular Sonography program.

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

**8)** All Vascular Sonography applicants are required to participate in the Jackson College consultation/interview process.

**9)** Admissions process is nondiscriminatory regarding 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.

**10) Understanding Mandatory Lab Requirement:** All students admitted to the Vascular Sonography program must complete **DMS 160: Introduction to Vascular Technology and Professional Lab Practices** prior to the start of clinical. This ground base, face-to-face, lab course is delivered at Jackson College's Central Campus, in Jackson, Michigan. Students must complete the **seven**-week lab course 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 lab requirement:

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

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

- A clinical site willing to sponsor the student must meet the minimum requirements of a clinical affiliate listed below:
  - A current affiliation agreement
  - Completed, submitted, and approved CC and CV forms by the clinical instructor
  - Appropriately credentialed sonographers willing to facilitate the course requirements
  - The sponsoring clinical site must be willing to work with students to complete the lab course competencies for the DMS 160 course
  - 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
  - Signed Clinical Instructor Acknowledgement (Contact the Program Director for this document)

*Due to the State Authorization Reciprocity Agreement (SARA), we currently cannot offer online courses and/or clinical externships in the following states: California. If you can only attend a clinical externship (a requirement of all DMS programs) in the state listed above, you cannot complete a degree in any of our DMS program offerings. If you want to relocate to a SARA member state, please get in touch with the Allied Health office at 517.768.7007.*

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## Acceptance Process

**1)** The order of acceptance of qualified applicants will be based on points achieved. All listed prerequisites must be completed before an applicant can be considered for the Vascular Sonography program. ***\*\*courses listed that may be completed within the program are **NOT** required (but encouraged) to be completed prior to submission of the application\*\****

**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)** Some clinical affiliates request the (contingently) accepted student interview with the clinical site. Their agreement to host to student, upon completion of the interview, is the final decision for that student's acceptance into the Vascular Sonography Program.



4) Upon acceptance to the Vascular Sonography Program, an applicant must complete the Health Certification Form and obtain Professional Level CPR certification. This training includes infant, child, adult, 1 man – 2-man CPR and choking. This **MUST** be maintained and current while in the program.

5) Notification of applicants' status into the Vascular 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 and compete with the other candidates the next year.

6) 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.

7) Upon acceptance to the Vascular Sonography Program, you will need to have access to a computer with the following minimum requirements:

|                            |  |
|----------------------------|--|
| <b>OPERATING SYSTEM</b>    | <ul style="list-style-type: none"><li>• 64-bit Windows 10 or newer</li><li>• macOS 10.14 or new (<i>must be a 2015 model or newer</i>)</li></ul>   |
| <b>DISK STORAGE</b>        | <ul style="list-style-type: none"><li>• At least 2GB free, up to a minimum of 5GB required depending on cases installed</li></ul>  |
| <b>MEMORY</b>              | <ul style="list-style-type: none"><li>• Minimum of 4GB RAM (<i>Recommended 8GB RAM</i>)</li></ul>  |
| <b>INPUT PORTS</b>         | <ul style="list-style-type: none"><li>• One USB port, directly accessible or via USB-C adapter</li></ul>   |
| <b>INTERNET CONNECTION</b> | <ul style="list-style-type: none"><li>• Broadband internet connection is required</li><li>• Speed requirements: minimum 1 Mbps (<i>Recommended 10 Mbps or higher</i>)</li></ul>                              |
| <b>INTERNET BROWSER</b>    | The three latest versions of the following browsers are supported: <ul style="list-style-type: none"><li>• Google Chrome</li><li>• Mozilla Firefox</li><li>• Apple Safari</li><li>• Microsoft Edge</li></ul> |

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

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## **APPLICATION (including job shadow, prior education and work documentation) and TRANSCRIPT RECEIPT DEADLINE**

January 31st (or the following Monday if the 31st falls on a weekend) Vascular Sonography for a Summer Semester program start (May)

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## **Health Requirement and Policies**

**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/Pertussis; the Hepatitis B Vaccine Series; Varicella Zoster (Chicken Pox) or a physician diagnosed history of varicella zoster; and a recent physical examination. It is preferable that the Hepatitis B series is completed prior to entering the Allied Health program; however, minimally it must be started or a waiver signed before the student is allowed to attend the clinical site. This Health Certificate Form must be completed and uploaded to ViewPoint Screening **prior** to starting any clinical education courses.

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

**The Jackson College Vascular 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 she/he is able to meet class/lab/clinical practice requirements without restrictions on activity (such as limitations on weightlifting). The goal is to prevent aggravating an existing condition, or jeopardizing the students, classmates or patient’s safety or wellbeing. **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 health care needs. Students must meet the Technical Standards and Functions (see Exhibit B) set for participants in the Jackson College Allied Health Programs with or without reasonable accommodation.

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, that is certified by the health insurance market place, throughout the length of the Vascular Sonography Program to defray the cost of hospital and medical care of any illness or injury that may be sustained while participating in a clinical experience. Substantial monetary liability can be incurred if you do not have medical insurance and injury, or illness occurs. Some clinical sites may require students to demonstrate proof of health insurance.

**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 protects health-care workers from blood-borne pathogens and other infectious agents found in moist body substances. Patients are protected from organisms present on the hands of personnel, and the staff's hands are protected from acquiring new organisms.

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

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

The clinical education site policy may require additional immunization not listed on this form 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 Vascular Sonography program will not place students or rotate students to other facilities based on clinical site vaccine policies.**

**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 choose 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.

**Federal Law Concerning Chemical Hazards:** Federal law requires that all individuals must be notified about hazardous chemicals present in the workplace. This law applies to all occupations, with the basic purpose of raising the level of consciousness on chemical safety. There are safe levels and proper procedures or precautions to be followed when handling any chemical.

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

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## Services and Supports at Jackson College

**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 health care, 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 service sand 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/>

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## Clinical Education Site Assignment

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 Vascular Sonography 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/admissions into the program.

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](http://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. Nikki Lenart, BS, RDCS, RVT Vascular Sonography Program Director, by email at [lenartnicoler@jccmi.edu](mailto:lenartnicoler@jccmi.edu)

A student cannot identify and initiate a clinical affiliation partnership. Requests to initiate a clinical affiliation partnership are 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:

- A new, approved clinical education site will be provided to the student at an available location. Commuting and/or relocation may be required.

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.

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## Clinical Experience: Policies and Guidelines

- All DMS courses must be completed with a **2.0** or higher to be considered passing for the DMS curriculum completion.
- All DMS clinical courses are subject to special scheduling dates which may or may not follow the college semester dates and/or the college calendar.
- **All DMS students must have and maintain reliable transportation to and from assigned clinical facility location(s) throughout the Vascular Sonography Program**

**Clinical Experience:** It is expected that student's high learning curve days of clinical will be on those days when the clinical site has a lower-case load. Low learning curve days are when the clinical site is very busy with a heavy case load.

Revised: 4/2/25



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 prior to working in that particular clinical site.**

**Clinical Assignment, Schedule and Management:** The Jackson College Clinical Coordinator will establish the specific student clinical assignments and rotation for each clinical site. **Students may be expected to commute to an additional clinical site (other than the initial clinical site assigned to them) to obtain the complete education of the sonography program.** The Jackson College Program Director and Clinical Instructors must approve all student rotations. A Basic Clinical Site Schedule will be utilized as a guide by the Clinical Coordinator. The clinical education schedule will be determined by the assigned Clinical Instructor, Program Director, and Program Clinical Coordinator. **The DMS students may be required to follow the workday schedule of their clinical site. This may include following a clinical schedule with day, night, and/or weekend shifts.** Lunches and work breaks will be at the discretion of the supervising sonographer. Time is not given for a 30-minute lunch, so 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 Experience Coordinator and Instructor:**

- **Clinical Coordinator:** A Jackson College faculty member 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 VSON program.**

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

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

**Clinical Hour Requirements:** The maximum Clinical Practicum hours for AAS: Vascular Technology Program is 1,000 *(additional hours may be allowed upon Program Director and/or Clinical Coordinator approval, early program completion based on competency completion may be allowed upon Program Director and/or Clinical Coordinator approval).*

**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 (without prior program director and/or clinical coordinator and clinical instructor approval).

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 hour (30 minutes) prior to the student's scheduled starting time. A clinical absence form, including plans to make up clinical hours, must be submitted to the clinical coordinator and/or program director with the signature of the student and clinical instructor. All missed clinical time must be made up within the semester that the absence occurred. 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 through clinical tracking software.

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

**Tardiness:** Excessive tardiness may result in a **warning action**. JC has identified 2 or more tardies during one clinical semester to be considered excessive.

**Dress Code:** The students' dress and appearance reflect themselves, Jackson College, and the clinical site. The student's appearance will reflect good personal hygiene and professional dress during their clinical practicum and be compatible with their current clinical site's dress code. The student should check with the clinical instructor regarding specific requirements of the clinical site. Students are responsible for any costs incurred in meeting requirements of clinical attire at their clinical site (i.e. specific color scrub top, pant, or jackets).

Sonography students should dress professionally and appropriately for clinical settings. Below are guidelines for 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. The clinical facility will determine the dress code and possible scrub color.
- **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.
- **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.

The student's mode of dress **must** adhere to the proper safety regulations and requirements of the clinical site. Students may be sent home if dress attire/grooming is inappropriate.

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

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

**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 be 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.**

**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.

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

The following are considered holidays for VSON students:

- New Years Day
- July 4th
- Thanksgiving Day
- Christmas Day

**\*\*Due to students' clinical schedule of 3 days a week, it is expected that students will make accommodations for clinical hours missed if clinical days fall on Memorial Day and/or Labor Day.\*\***

**Absence for Religious Observance:** Students are permitted to request up to **two** (2) days each semester for an excused absence from class for the 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 DMS program has its own calendar. Please consult the appropriate clinical calendar and program director.**

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

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

**Confidentially:** The DMS students must acknowledge the importance of the protection of confidential information concerning patients and their families. Any and all information (official and unofficial) regarding a patient or his/her family is considered to be confidential and privileged 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. Students are responsible for any costs required by their clinical site facility for parking.

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## Cell Phone Policy

**Cell Phones:** While the VSON Program recognizes that communication with family and friends is important, cell phones are very distracting and are to be kept with student belongings in a secure place. Cell phones (and any other electronic devices such as watches) are to be turned off or set to silent, and usage is **strictly prohibited** in any patient care area.

Revised: 4/2/25

Students can check cell phones for messages/place calls during designated breaks and lunchtime. Students should provide family and childcare providers with the preferred number for the clinical site's vascular laboratory for cases of emergency. If there are extenuating circumstances, this can be modified on a case-by-case basis. For modification of this policy, the student shall first contact the course instructor or clinical instructor (and the Program Director if necessary), explain the situation, and a decision will be made.

**Students that do not follow the cell phone policy are in jeopardy of clinical dismissal and dismissal from the program through the student warning process.**

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## **DMS Program Social Media Policy**

Students enrolled in the Jackson College Diagnostic Medical Sonography Program, whether participating in classroom, lab, or clinical activities, are required to uphold the same confidentiality standards as the college employees and staff at their assigned clinical sites. These confidentiality standards are in place to safeguard information related to patients, procedures, institutional policies, and the identities of clinical sites. This obligation to maintain confidentiality also extends to all social media platforms, including Facebook, Instagram, X (formerly Twitter), TikTok, and others.

Students are required to follow all policies and procedures of the DMS Program and clinical sites, including those related to social media postings. Students are also subject to the same penalties as employees of the college and clinical site, including immediate dismissal from the DMS Program and clinical site resulting from a breach of the social media policy. Any violations of these policies may result in the same penalties applied to college and clinical site employees.

Students are strictly forbidden from posting any information related to a clinical site, DMS faculty, patients, employees, or procedures. This includes sharing the clinical site's location, whether through posts or GPS data. Posting negative or derogatory remarks about patients, clinical sites, instructors, faculty, staff, or fellow students on social media is also strictly prohibited. Furthermore, any comments that reflect poorly on the clinical site or express dissatisfaction with the DMS program, clinical experience, or instruction methods are not allowed.

Additionally, posting unfavorable comments during class or clinical hours, even during breaks or lunch, about personal matters may be considered a violation of this policy. Students must avoid any identifiable posts during class or clinical hours or risk facing the penalties associated with breaching the social media policy.

To avoid violations, students must familiarize themselves with the policies and procedures of their assigned clinical site, particularly its social media policy. **Any breach of these policies will result in immediate dismissal from both the clinical site and the DMS program.** Additionally, failure to follow the clinical site's social media policy may lead to further disciplinary actions imposed by the site itself. It is important to note that violating the program's social media policy may also constitute a violation of federal law under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). For more information, visit: [HIPAA Summary](#).

**Social Media Standards:** Patients, their families, and any clinical experiences involving them must never be discussed on any social media platform. A patient's identifying information is only to be shared with faculty and healthcare providers who are directly involved in the patient's care. Discussions of a patient's case may occur with faculty and peers only as part of course-related assignments for educational purposes, and under no circumstances should patients or their families be spoken of in a negative manner. During these discussions, the patient must never be identified by name or through any personally identifying information, including any relationship to the student.

Students are **strictly prohibited** from using any form of social media to discuss patients, their families, or any health or medical information related to them. Additionally, no photos or videos of patients, their families, or any health records may be taken on personal electronic devices (such as smartphones, tablets, or cameras), **even if the patient grants permission.**

Students are prohibited from posting messages that:

- Incite imminent lawless action
- Express a serious intent to inflict bodily harm upon any person
- Constitute unlawful harassment
- Violate any laws against discrimination
- Are defamatory, or
- Are otherwise illegal

Additionally, students must not upload tests, quizzes, faculty-generated presentations, or any faculty information to any website or social media platform. Students are also forbidden from claiming or implying that they are speaking on behalf of the College.

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## Academic Policies

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

Grades will be changed only for incomplete grades or faculty/clerical errors. 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 purpose. The DMS student must complete all course/program requirements for graduation within 150% of enrollment from the DMS Program start date.

**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 students' particular needs, accommodations may include but are not limited to:

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

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

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

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

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

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

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

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

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

**Cardiovascular Credentialing International:** It is the practice of CCI to make all examinations accessible to all qualified candidates. CCI will provide, upon approved requests, reasonable accommodations including auxiliary aids and services necessary to afford an individual with a documented disability the opportunity to take the credentialing examinations administered by CCI.

**DOCUMENTATION REQUIREMENTS FOR GRANTING SPECIAL ACCOMMODATIONS**

Special accommodations will be granted with the submission of the following documents.

1. An original letter signed by the applicant and an evaluator, qualified psychologist, physician or other health care professional who specializes in the stated disability.
  - o This letter should include the following:
    - a) The specific diagnosed disability.
    - b) The specific functional limitations.
    - c) Impact of the functional limitations on the individual's ability to participate in the testing activity.
    - d) What accommodations or assistive devices, if any, would cancel or ease the impact of the disability on the candidate's ability to participate in the credentialing process.

Additional documentation required:

2. Verification of the evaluator, psychologist, physician, or health care professional credentials and specialty in the diagnosis of the stated disability.

3. Examples, when possible, of where special accommodations have been requested and granted. If no prior accommodations have been provided, the evaluator, psychologist, physician, or health care professional should include a detailed explanation as to why no accommodations were given in the past and why accommodations are needed now.

THOSE REQUESTING SPECIAL ACCOMODATIONS MUST SUBMIT THE ABOVE DOCUMENTATION AT THE TIME OF APPLICATION.

CCI reserves the right to request additional documentation.

## REVIEW OF REQUESTS FOR SPECIAL ACCOMODATION

- The Executive Director shall review all requests for special accommodations to verify that all required supporting documentation has been submitted.
- The Executive Director shall forward requests that require expert opinion for their validity to an American Disabilities Act (ADA) consultant.
- Requests deemed valid by the ADA consultant shall be forwarded to the Executive Committee for final review and action.
- The individual requesting special accommodation will be notified, in writing, of the decision within thirty (30) days of receipt of the ADA validated request.

For more information, please go to: <https://cci-online.org/why-cci/bylaws-policies/>

**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.

## 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)

**Course Withdrawal:** Students are responsible for understanding the consequences of withdrawing if they are receiving financial aid.

- Students who withdrawals from the program because of health problems will be required to obtain a written release (from a physician or licensed health care provider) that they may return to the program, without restrictions, before being re-admitted. Readmission is dependent on space availability. (see Student Health Issues)
- If the student is a financial aid recipient, the student is advised to consult their student Navigator and the Financial Aid Office regarding any pay back responsibilities.
- If a student does not officially withdrawal from a course and is no longer attending, the student will receive a 0.0 grade.



## Understanding DMS Lab (DMS 160) Requirement:

All students admitted to the Vascular Sonography program must **complete DMS 160 Introduction to Vascular Technology and Professional Lab Practices** before clinical starts. The ground base lab course is at Jackson College's Central Campus, in Jackson, Michigan. Students must complete the seven-week preclinical lab course (DMS 160) 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 lab 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 willing to sponsor the student 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 lab course competencies for the DMS 160 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. If a student agrees to be scanned by students in the preclinical lab, they are agreeing to be a scan model for all students in the preclinical course. If a student declines to be scanned by students in the preclinical lab, they are declining to be a scan model for all students in the preclinical course. 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 nonparticipation.** 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).

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

## 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 become 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.

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## Student Conduct/Warning Notice Procedure and Policies

VSON 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.
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 in providing patient services
4. \*Failure to establish effective relationships with patients
5. \*Violation of either the SDMS ([www.sdms.org](http://www.sdms.org)) or ASRT ([www.asrt.org](http://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 Jackson College DMS Program.
- 9. \*Failure to submit clinical documents such as, evaluation forms, time sheets, log sheets.
- 10. \*Failure to comply with Jackson College Student Code of Conduct or Student Rights and Responsibilities Handbook.
- 11. \*Failure to comply with HIPAA laws.
- 12. \*Failure to comply with program policies

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

### **Student’s reply to the warning notice**

**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. Students’ perception of the problem
- b. Awareness of the seriousness of the Warning Notice
- c. Methods that will be utilized to correct problem

### **Resolution of the warning notice**

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

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

### **Changes in Clinical Schedule Due to a Warning Notice**

When issued a warning notice, students:

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

## **Program Dismissal & Re-Admission to a Sonography Program Process**

**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.

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

**Re-Admission Exclusions:** Any dismissal considered a serious violation as listed in section- Student Conduct Warning Notice Procedure.

### **Appeals 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 the absence of the involved faculty, the lead faculty of the course will present. The student has the choice of being present or not during the involved faculty's presentation. The student and involved faculty will then be excused from the meeting.

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

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

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

**The decision of the Allied Health Re-Admission Committee is final. Once a student is dismissed from a DMS program and denied re-admission, that student will not be allowed to apply for admission into any DMS program for three years who are not dismissed for serious violations as defined in the DMS handbook (Student Conduct Warning Procedure, page 21).**

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

**Vascular Sonography: December 15 for Re-Admission for the next May start of a program**

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## Personal Problem Solving

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

|  |                         |  |
|--|-------------------------|--|
| <b>Dean of Health Science, Career &amp; Technical Trades</b> | Heather Ruttkofsky      | 517.796.8531   |
| <b>Allied Health Faculty Chair Person</b>                    | Dr. Kristin Stockbridge | 517.796.8463   |
| <b>Vascular Sonography Program Director</b>                  | Nikki Lenart            | 517.990.1380   |
| <b>Vascular Sonography Program Clinical Coordinator</b>      | Jessica Hagerty         | <a href="mailto:hagertyjessical@jccmi.edu">hagertyjessical@jccmi.edu</a> |

The name of Program Medical Director and a list of the current DMS Advisory Committee are available upon request from the Program Director. Financial problems should be discussed with the Jackson College Financial Aid Department.

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## Graduation and Commencement

An application for graduation needs to be filed for each degree. Students should refer to the college's Graduation & Commencement process located on Jackson College's webpage at:

<http://www.jccmi.edu/StudentServices/Registration/graduation.html>

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## **Application for National Registry Examinations**

Upon successful completion of the DMS program, students can apply with the American Registry for Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing International (CCI) to take the registry exam(s). As the application process can change, students should refer to the ARDMS or CCI websites for instructions on the application process <http://www.ardms.org> or <https://cci-online.org/>. **Graduates should complete the ARDMS or CCI vascular exam within one year of program completion.**

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**Exhibits and Forms to be found on pages: 33-50**



## 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

|                        |                           |
|------------------------|---------------------------|
| <b>Student's Name:</b> | <b>Student ID Number:</b> |
|------------------------|---------------------------|

- 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).**

|  |                        |
|--|------------------------|
| <b>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.</b> |                        |
| <b>Signature of physician, physician assistant, or nurse practitioner</b>  |                        |
| <b>Type or print name of physician, physician assistant, or nurse practitioner</b>   |                        |
| <b>Address</b>   |                        |
| <b>Telephone Number (including area code)</b>  | <b>Date (Required)</b> |

**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.

**Exhibit A 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):**

**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 AND ESSENTIAL FUNCTIONS ACKNOWLEDGEMENT 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

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### 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: \_\_\_\_\_

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### 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: \_\_\_\_\_

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### 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: \_\_\_\_\_

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### Intellectual & Decision-Making Abilities

- Ability to gather, interpret, and integrate information for informed decision-making.

Revised: 4/2/25

- 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: \_\_\_\_\_

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### 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: \_\_\_\_\_

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### 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: \_\_\_\_\_

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### Final Acknowledgment

I, \_\_\_\_\_, 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.

Revised: 4/2/25

- 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: \_\_\_\_\_

### **Bibliography:**

#### **Society of Diagnostic Medical Sonography**

Society of Diagnostic Medical Sonography. (April 2015). *Scope of Practice and Clinical Standards for the Diagnostic Medical Sonographer*. Retrieved from <http://sdms.org/about/who-we-are/scope-of-practice>

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Society of Diagnostic Medical Sonography. *SDMS WorkZone*. Retrieved from <http://www.sdms.org/resources/careers/musculoskeletal-injury>

#### **American Society of Echocardiography**

American Society of Echocardiography. *Guidelines for Cardiac Sonographer Education*. Retrieved from <http://www.asecho.org/wordpress/wp-content/uploads/2013/05/sonographereducation.pdf>

#### **Society for Vascular Ultrasound**

Society for Vascular Ultrasound. *SVU Guidelines for Undergraduate Educational Programs in Vascular Ultrasound*. Retrieved from [https://higherlogicdownload.s3.amazonaws.com/SVUNET/c9a8d83b-2044-4a4eb3eccd4b2f542939/UploadedImages/Documents/SVU\\_Guidelines\\_for\\_Undergraduate\\_Educational\\_Programs.pdf](https://higherlogicdownload.s3.amazonaws.com/SVUNET/c9a8d83b-2044-4a4eb3eccd4b2f542939/UploadedImages/Documents/SVU_Guidelines_for_Undergraduate_Educational_Programs.pdf)

Society for Vascular Ultrasound. *Statement on Quality Vascular Education*. Retrieved from <http://www.svunet.org/svunet/advocacymain/svupositionpapers/qualityvasculareducation>

#### **Joint Review Committee on Education in Diagnostic Medical Sonography**

Joint Review Committee on Education in Diagnostic Medical Sonography. *Sonography National Education Curriculum*. Retrieved from <http://www.jrcdms.org/nec.htm>

#### **Commission on Accreditation of Allied Health Education Programs**

Commission on Accreditation of Allied Health Education Programs. (2011). *Standards and Guidelines for the Accreditation of Educational Programs in Diagnostic Medical Sonography*. Retrieved from <http://www.jrcdms.org/pdf/DMSStandards.pdf> and <http://www.caahep.org/Content.aspx?ID=30>

Revised: 4/2/25



**Exhibit C**

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

**Student name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date of Absence (sick):** \_\_\_\_\_

**Date of Scheduled Absence (Vacation):** \_\_\_\_\_ *Four weeks prior notice required*

**Semester:** DMS 171 \_\_\_\_\_ DMS 271 \_\_\_\_\_ DMS 272 \_\_\_\_\_

**Clinical Education Center:** \_\_\_\_\_

**Reason for Absence:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

**Is this the first clinical absence the program?**                      Y                      N

**This is my:**                      1<sup>st</sup>    2<sup>nd</sup>    3<sup>rd</sup>    4<sup>th</sup>    5<sup>th</sup>    6<sup>th</sup>    7<sup>th</sup>    absence this calendar year.

**If not the first or second absence in this program, state plans for make-up day:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Student's signature:** \_\_\_\_\_

**Student name (print):** \_\_\_\_\_

**Clinical Instructor signature:** \_\_\_\_\_

**Clinical Instructor name (print):** \_\_\_\_\_

## Exhibit D

### Jackson College Scan Subject Release Form

I, \_\_\_\_\_ (printed name) acknowledge that I am a \_\_\_\_\_ JC employee, \_\_\_\_\_ a JC Student, or \_\_\_\_\_ neither a student nor 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.

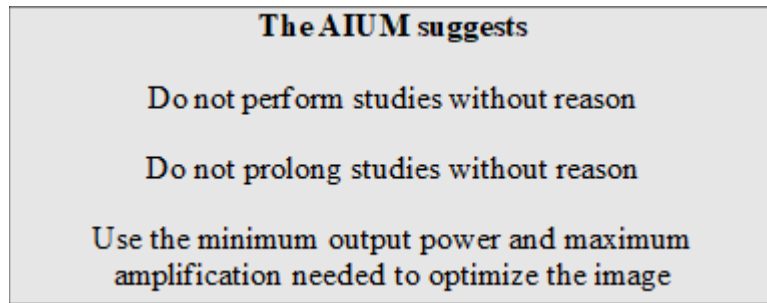
**AIUM STATEMENT ON SAFETY IN TRAINING AND RESEARCH (Approved March 1998)**

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.**



**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/cm<sup>2</sup> - unfocused  
1W/cm<sup>2</sup> - 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/cm<sup>2</sup>, or to focused ultrasound with intensities below 1W/cm<sup>2</sup> 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 **FIVE** days of issuance of Corrective Action Notice.

Revised: 4/2/25

Exhibit F

| Re-Admission Criteria  | 0   | 1   | 2   | SCORE |
|--|---|---|---|-------|
| Submitted written Success Plan<br>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"> <li>Problem-solving actions to overcome the problem(s)</li> <li>Plan must be specific, goal oriented</li> </ul>   | 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"> <li>Student's perception of the problem leading to dismissal/withdrawal.</li> <li>Analysis of factors that lead to failure/dismissal/withdrawal which demonstrate an awareness of the problem.</li> </ul> | 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). |       |



|   |  |
|---|--|
| <b>SCORING RUBRIC:</b>  |  |
| 0-5 = Student candidate does not meet minimum criteria for re-admission |  |
| 6-7 = Student candidate meets minimum criteria for re-admission         |  |
| 8 = Student exceeds minimum criteria for re-admission                   |  |

Exhibit G



## Butterfly IQ Usage Agreement

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

The user agreement is between \_\_\_\_\_ and \_\_\_\_\_ (the “Effective Date”), by and between Jackson College and \_\_\_\_\_ **(STUDENT)**

**User read, understood, and agreed to the following:**

### A. Scope of Use

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

### B. Prohibited use

1. Users may not access, send or display inappropriate materials through the use of Butterfly IQ equipment;
2. Users may not use the Butterfly IQ equipment for non-educational purposes;
3. Users may not use profane, obscene, vulgar or abusive language
4. Users may not use Butterfly IQ equipment to harass, insult or attack others;
5. Users may not use the Butterfly IQ equipment for commercial or for illegal purposes;
6. Users may not use another student's Butterfly IQ cloud account;
7. Users may not use another student's Butterfly IQ cloud account;
8. Users may not damage Butterfly IQ equipment. Users are to be held liable for any damage to Jackson College property.

### C. Liability

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

### D. Maintenance

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

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Butterfly iQ Asset Tag#: \_\_\_\_\_

Jackson Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Exhibit 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 160:

- 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 VSON Handbook).

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

### **Emergencies or Safety Concerns:**

- In case of an emergency while in your classroom, call 911.
- If you are concerned about a safety issue with an unstable or hostile student, call JC Security.
  - ☐ Extension x8620 from on campus
  - ☐ 517-796-8620 from a non-campus phone
- 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:
  - ☐ Nikki Lenart, BS, RVT, RDCS - Vascular Sonography Program Director  
517-990-1380  
[Lenartnicoler@jccmi.edu](mailto:Lenartnicoler@jccmi.edu)
  - ☐ Alexandria Lamb, R.T.(R) Allied Health Coordinator  
517-234-5734  
[LambAlexands@jccmi.edu](mailto:LambAlexands@jccmi.edu)

## Student Acknowledgement of Receipt of the DMS Handbook Form

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

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

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

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

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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