

Laramie County Community College
Division of Health Sciences and Wellness

Policies and Procedures

For the

Diagnostic Medical Sonography Program

A Student Handbook

2016-2018



LARAMIE COUNTY COMMUNITY COLLEGE

Student Handbook of Policies and Procedures

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Laramie County Community College Diagnostic Medical Sonography Program

Welcome

The faculty of the LCCC Diagnostic Medical Sonography program welcomes you! We expect that your progress through the program will provide the knowledge and skills necessary to perform competently in your chosen profession.

This handbook has been compiled to orientate you to this program's operation, policies and procedures and to identify your responsibilities to the program. Please feel free to discuss any questions you may have with the College faculty or clinical supervisors. The effort you put into the program requirements is directly related to your competence as a sonographer. The faculty members are here to assist you in achieving your goal to become a sonographer. We wish you every success as you progress toward the privileged role of an ARDMS registered sonographer.

Please read this handbook carefully. After reading it, you must sign and return the signature forms to the Program Director on May 31, 2016. Failure to do so will prevent you from participating in several of program's activities. All students accepted into the LCCC DMS Program are expected to know the information in this handbook when beginning the sonography program.

The DMS Director, in cooperation with all program faculty and administrative personnel, reserves the right to revise policy guidelines as needed if a change is felt necessary for the improvement of the program. Students will be notified of any changes which affect them.

Introduction

All students in the LCCC Diagnostic Medical Sonography Program will assume the responsibility for observing the college rules and regulations as stated in the current college catalog and the student handbook for the program. Each clinical affiliate has standards and regulations that must be observed while the student is assigned to a particular affiliate.

Failure to comply with such grave rules and regulations will result in immediate suspension and possible dismissal from the program. Removal from the DMS Program may result if, after counseling, the student fails to correct errors. Severe rule infractions may lead to immediate dismissal from the program.

When accepted as a student in the DMS Program, the student has also accepted a 24-month commitment to complete the program and become an ARDMS registry eligible sonographer.

All affiliate personnel having a direct role in the education and training of the students are required to observe the policy guidelines contained in this handbook. Each hospital and clinic radiology department will provide a clinical supervisor who will have primary responsibility for student supervision during the clinical internship.

The Diagnostic Medical Sonography Program has been developed following the guidelines set forth by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). The college is proud of the high standards of the program. The responsibility for maintaining these standards lies with the students, clinical supervisors, chief sonographers, clinical coordinator and ultimately the program director and the administration of LCCC.

DMS Program Faculty and Staff

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Laramie County Community College

College Mission Statement

The mission of Laramie County Community College is to transform our students' lives through the power of inspired learning.

We are all bound by a basic understanding that our students, regardless of how they arrive at LCCC, yearn for a better life by engaging in the process of acquiring knowledge. Thus, we are compelled to aid this transformation by offering diverse educational experiences designed to be inspirational for all those involved in the learning process. While we recognize our work is diverse, the entirety of the work we do is grounded in the four foundational elements of the comprehensive community college mission:

1. To prepare people to succeed academically in college-level learning (academic preparation)
2. To engage our students in learning activities that will prepare and advance them through the pursuit of a baccalaureate degree (transfer preparation)
3. To develop individuals to enter or advance in productive, life-fulfilling occupations and professions (workforce development)

To enrich the communities we serve through activities that stimulate and sustain a healthy society and economy (community development)

College Vision Statement

The Big Goal Our over-arching goal is that our accomplishments as a community college will distinguish LCCC from others in the nation, in turn benefiting our communities and bringing pride to the great State of Wyoming.

Vision Statement

In the future we are individuals united for a single purpose – to transform our students' lives. Our nationally recognized, entrepreneurial, and innovative programs and services help students become the most sought after individuals. We develop world-class instructors. We are relentless in the use of evidence to make decisions that responsibly and efficiently allocate resources, drive instruction, and create an environment of adaptability and productivity. Every individual has the freedom to innovate and take informed risks based on promising practices and creative ideas. We fail fast, and learn from that failure as much as from our success. Clear academic pathways, high-touch services, and engaged employees are the bedrock of our students' success. We drive collaboration throughout the community to ensure the success of all students who come to LCCC. We are changing the world of higher education facing seemingly impossible challenges head on.

College Values

Core Values – We believe these values are inherent in the cultural fabric of the College and could not be extracted in any way.

4. **Passion** – Our institution is wholly dedicated to engaging in our work, sharing our beliefs, and debating the merits of any course of action as we strive to transform our students’ lives through inspired learning.
5. **Authenticity** – True to our Western heritage, we are genuine to a fault, without pretense, and steadfast in our dedication to delivering on a promise, product, or need.
6. **Desire to Make a Difference** – We engage in and pursue our goals for the opportunity to create better lives, better communities, and a better world for those who are here today and the generations that follow.

Aspirational Values – We readily admit to a mismatch between our desire for these values and their existence at the College. However, our strong commitment to these ideals will shape the actions we take to ensure their universal presence at LCCC into the future.

1. **Commitment to Quality** – Quality is found at the intersection of hard work and high standards that are consistently met. We are committed to promoting a culture of evidence that compels us to continuously strive for greater competence and productivity while always seeking to transform students’ lives through inspired learning.
2. **Entrepreneurship** – In an uncertain era, endless opportunities await those institutions willing to take risks. Grabbing these opportunities requires informed risk-taking and innovation fostered in a safe, yet demanding, environment.

Tolerance – As an institution, we must engage in wide-ranging, open-minded discourse with civility and objectivity grounded in what is best for our students as well as ourselves.

Program Description

The Associate of Applied Science Degree in Diagnostic Medical Sonography Program is two years in length (24 months) and includes 97 credits including 29 prerequisite credits. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

Diagnostic Medical Sonography (DMS) is a diagnostic procedure that uses high-frequency sound waves to create detailed images of the human body. Sonographers use state-of-the-art technology to scan patients and obtain images of the abdomen, small parts, uterus, blood vessels, and fetus to aid in the diagnosis of a disease. Sonography is a profession that requires a high degree of independence, judgment, knowledge, maturity, and stamina.

A diagnostic medical sonographer is a skilled person qualified academically and clinically to perform ultrasound exams while working closely with a qualified physician. A sonographer must have an in-depth knowledge of physics, disease processes, human anatomy, and sonographic technique to create an ultrasound image. Physicians depend on the sonographer's knowledge to evaluate normal and abnormal body parts. To work successfully, the sonographer must be a sensitive and caring individual that is dedicated to helping others.

The role of ultrasound in medicine is continually growing. New applications and imaging equipment are in a constant state of development. Sonography's growth and development are dependent on highly qualified and well-trained medical sonographers. With a current shortage of skilled health care workers, there is a demand for sonographers across the country. Starting salaries vary considerably from one location to the next. Experience, position title, formal education, specializations, and time on the job tend to increase the sonographer's income.

The DMS program at Laramie County Community College is an intensive six-semester program designed for individuals new to patient care. The last three semesters of the program are primarily clinical experience, and students may be placed in various hospitals and clinics in Wyoming and surrounding areas. **Relocation outside the Cheyenne area is likely for this component of your training.** This 24-month full-time commitment prepares the successful graduate for entry-level work as an American Registry for Diagnostic Medical Sonographers (ARDMS) board eligible sonographer.

Prerequisite courses must be completed or in progress before application for program admission. Prospective students interested in the program may contact the Program Director for details about the program admission process and timeline. Additional information is also available on the program's website: www.lccc.wy.edu/programs/sonography. All students admitted to the DMS program are encouraged to carry their personal health insurance.

Program Mission Statement

The LCCC DMS Program is dedicated to providing quality education for its students to promote excellence in the art and science of sonography. Guided by the Mission of the College, the Program strives to provide academic and clinical experiences that produce competent and compassionate sonographers with a commitment to the performance of quality imaging and the pursuit of lifelong learning.

Program Goals and Objectives

The sonography profession requires the ability to provide diagnostic sonographic imaging utilizing critical thinking skills to make judgments in the process. Sonographers are professionals who must possess high-level skills in diagnostic sonographic techniques under the guidance of a licensed physician. A sonographer is responsible for providing excellent patient care and gathering adequate data necessary for diagnoses to be determined.

The LCCC DMS Program's goal is to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates of the LCCC DMS Program will be able to perform, at a minimum, the following objectives:

- **Goal 1:** Graduates of this program will be technically proficient, being able to consistently produce images of high diagnostic quality.
Outcomes:
 - A. Students will obtain, review and integrate pertinent patient data to facilitate optimum diagnostic results.
 - B. Students will select appropriate technical factors when scanning patients.
 - C. Students will perform sonographic procedures appropriately and accurately recording all anatomic and physiologic information for interpretation by a physician.
 - D. Students will document and present complete and accurate sonographic findings to the interpreting physician in order to facilitate patient diagnosis.
 - E. Students will maintain optimal function of the sonographic equipment.
 - F. Students will assist physician during invasive ultrasound guided procedures.
- **Goal 2:** Graduates of this program demonstrate problem solving and critical thinking skills.
Outcomes:
 - A. Students will manipulate technical variables to obtain optimal diagnostic images.
 - B. Students will evaluate images for diagnostic quality, identifying appropriate solutions for poor image quality.
- **Goal 3:** Graduates of this program will demonstrate communication skills
Outcomes:
 - A. Students will demonstrate effective oral communication skills with patients and all members of the healthcare team.
 - B. Students will demonstrate effective written communication skills
- **Goal 4:** Students will provide consistent high quality patient care
Outcomes:
 - A. Students will provide customer relations skills in patient care and education to promote overall well-being
 - B. Students will adapt exam positioning and protocols due to patient condition
 - C. Students will employ a safe work environment
- **Goal 5:** Students will consistently manifest a professional attitude and honor the SDMS Code of Ethics.
Outcomes:
 - A. Students will act in a professional manner within recognized ethical and legal standard

- B. Students will demonstrate a respect for diversity and the ability to work with others and special patient populations
- **Goal 6:** Graduates will have a high potential for advancement and leadership
 - Outcomes:**
 - A. Students will demonstrate workplace behavior conducive to professional advancement
 - B. Students will differentiate between the ARDMS and ARRT exam(s), and additional certification opportunities
 - C. Students will demonstrate a commitment to lifelong learning.
- **Goal 7:** Graduates of the program will be successfully employed in an entry-level position.
 - Outcomes:**
 - A. Students will pass the ARDMS SPI on the first attempt.
 - B. Students will pass the ARDMS AB and/or OB on the first attempt
 - C. Of those pursuing employment, students will be gainfully employed within 6 months post-graduation.
 - D. Students will complete the program.
 - E. Students will express satisfaction with their education
 - F. Employers will express satisfaction with LCCC graduate performance

Program Outcomes

Upon completion of this program a student will be able to:

- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Perform appropriate sonographic procedures and record anatomic, pathologic, and physiologic data for interpretation by a physician.
- Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
- Exercise discretion and judgment in the performance of sonographic and other noninvasive diagnostic services.
- Demonstrate appropriate communication skills with patients and colleagues.
- Act in a professional and ethical manner.
- Provide patient education related to medical ultrasound and other non-invasive diagnostic vascular techniques and promote principles of good health.
- Recognize the sonographic appearance of normal and abnormal tissue structures.
- Protect the patient's right to privacy.
- Maintain confidentiality.
- Perform within the scope of practice.
- Understand the fundamental elements for implementing a quality assurance and improvement program and the policies, protocols, and procedures for the general function of the ultrasound laboratory.
- Recognize the importance of continuing medical education.

About the Profession

LCCC DMS' program curriculum has been developed to ensure students are well-qualified for their chosen profession and to meet the accreditation guidelines as set forth by the JRC-DMS (Joint Review Committee on Education in Diagnostic Medical Sonography).

The following occupation and job description and employment characteristics have been reprinted from the Health Professions Career and Education Directory, published by the AMA annually 2013-2014.

Occupational Description:

The diagnostic medical sonographer provides patient services using medical ultrasound (high-frequency sound waves that produce images of internal structures). A sonographer helps gather sonographic data to diagnose a variety of conditions and diseases, as well as monitor fetal development and reports findings to a physician responsible for the use and interpretation of ultrasound procedures.

Job Description:

According to the Society of Diagnostic Medical Sonography (2014): A Diagnostic Medical Sonographer is a Diagnostic Ultrasound Professional that is qualified by professional credentialing and academic and clinical experience to provide diagnostic patient care services using ultrasound and related diagnostic procedures. The scope of practice of the Diagnostic Medical Sonographer includes those procedures, acts and processes permitted by law, for which the individual has received education and clinical experience, has demonstrated competency, and has completed the appropriate ARDMS certification(s) which is the standard of practice in ultrasound.

The sonographer provides patient services in a variety of medical settings in which the physician is responsible for the use and interpretation of ultrasound procedures. In assisting physicians in gathering sonographic data, a diagnostic medical sonographer can obtain, review, and integrate pertinent patient history and support clinical data to facilitate optimum diagnostic results; perform appropriate procedures and record anatomical, pathological, and 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.

Employment Characteristics:

Diagnostic medical sonographers may be employed in hospitals, clinics, private offices, and industry. Most full-time sonographers work about 40 hours a week; they may have evening, weekend hours and times when they are on call and must be ready to report to work on short notice. The demand for sonographers, including suitably qualified educators, researchers, and administrators, continues to exceed the supply, with faster than average job growth anticipated. The provision and demand ratio affects salaries, depending on experience and responsibilities.

Salary:

According to the Society of Diagnostic Medical Sonographers, the 2016 median base salary for diagnostic medical sonographers was \$70,720. The salary for sonographers varies greatly by city, region and practice setting.

As of May 2015, the U.S. Bureau Labor Statistics listed the following wage information for Diagnostic Medical Sonographers.

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$23.42	\$27.45	\$33.16	\$39.20	\$46082
Annual Wage (2)	\$48,720	\$57,100	\$68,970	\$81,540	\$97,390

Source: <http://www.bls.gov/oes/current/oes292032.htm>

Professional Registration - Certification:

Although a few states require licensure in diagnostic medical sonography, organizations such as the American Registry for Diagnostic Medical Sonography (ARDMS) certify the competency of sonographers through registration. Because registration provides an independent, objective measure of an individual's professional standing, many employers prefer to hire registered sonographers. Registration with ARDMS requires passing a sonographic principles and instrumentation examination along with an exam in a specialty such as obstetrics and gynecology sonography or abdominal sonography. To keep their registration current, sonographers must complete continuing education to stay current of technological advance related to the occupation.

Career Outlook:

According to the US Department of labor (<http://www.bls.gov/news.release/pdf/ecopro.pdf>), total employment of diagnostic medical sonographers is expected to increase 26 percent from 2014 and 2024.

Additional information about the profession can be found by contacting the following professional organizations:

Society of Diagnostic Medical Sonography (SDMS)
 2745 Dallas Parkway, Suite 350
 Plano, TX 75093-4706
 214-473-8057
www.sdms.org

American Registry for Diagnostic Medical Sonography (ARDMS)
 51 Monroe Street, Plaza East One
 Rockville, MD 20852
 301-738-8401
www.ardms.org

American Registry of Radiologic technologists (ARRT)
 1255 Northland Drive
 St Paul, MN 55120-1155
 651-687-0048
www.arrt.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP) in
collaboration with: Joint Review Committee on Education in Diagnostic Medical
Sonography (JRC-DMS)
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
651-731-1582
www.caheep.org

Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)
6201 University Boulevard, Suite 500
Ellicott City, MD 21043
443-973-3251
www.jrcdms.org

DMS Technical Standards

Graduates of this program, as entry-level sonographers, will provide quality patient care and perform quality sonographic examinations. The job function may require the ability to tolerate physically and mentally taxing workloads. Capacity to adapt to changing environments, display flexibility, and function effectively under stress and in uncertain conditions are also important job requirements. To satisfy the demands of the position and those of the program, an essential individual function must be performed in a satisfactory manner.

The student must have the ability to:

- Analyze and comprehend medical and technical material and instructions
- Communicate effectively with patients and various members of the healthcare team, including the ability to perceive nonverbal communication.
- Set up and manipulate sonographic equipment in a safe, reliable and efficient manner.
- Practice and apply appropriate safety measures
- Perceive the relationships of internal organs in order to obtain sonographic exams of diagnostic value.
- Sufficient ability to monitor the patient and machine controls from a distance of 20 inches in a darkened room
- Sufficient ability to detect and monitor vital signs and receive communication from patients and members of the health care team
- Sufficient communication skills to relay instruction and/or needs promptly and efficiently to patient and health care workers
- Recognize and respond to adverse changes inpatient condition, including those requiring emergency medical intervention.
- Prepare and maintain sonographic reports and records
- Perform gross and fine motor skills, and movements to:
 - manipulate equipment by pushing buttons, operating keyboards, and turning dials
 - simultaneously manipulate controls with one hand and manipulate the transducer with the other hand - maintaining steady pressure on the patient
 - stretch around/over patients and carts to achieve optimal scanning while maintaining contact with the machine controls
 - transfer, move or lift patients from wheelchairs or stretchers to the exam table or patient bed
 - lift a minimum of 50 pounds
 - stand or walk a minimum of 50% of clinical time
 - push heavy equipment across carpeted floors and up ramps
- Satisfactory intellectual and emotional functions to:
 - review images for acceptability for diagnostic purposes and evaluate for completeness of examinations
 - utilize independent judgment and discretion in the safe technical performance of sonography procedures
 - adapt to changing environments such as flexible schedules and emergency conditions
- Respect the confidentiality of patient and demonstrate integrity, a motivation to serve, and a concern for others.

The work of a sonographer involves risks and discomforts that require special safety precautions, additional security education, and health risk monitoring. It also may involve working with sharps, chemicals, infectious disease, and debilitating illnesses. Sonographers may be required to use protective clothing or gear such as masks, goggles and gloves.

If the student is unable to perform any of the designated tasks, upon request, LCCC will make reasonable accommodations if the accommodations do not constitute an undue hardship on LCCC or clinical affiliates and that those accommodations do not interfere with the performance of any essential functions of a sonographer's duties.

Student Rights and Responsibilities: Institutional Guidelines

Introduction:

Laramie County Community College has established expectations designed to maximize the learning environment on campus. All members of the college community are expected to approach their academic endeavors, relationships and personal responsibilities with a strong commitment to the pursuit of free expression and inquiry, integrity, civility, appreciation for diversity, and respect for self and others. Each student enrolling in the College assumes an obligation as a responsible member of the college community to demonstrate conduct compatible with the college's mission as an educational institution. As a member of our campus community, it is your right and your responsibility to be informed. The following documents are just a few of the reports, policies and procedures about your student rights and duties:

- Statement of Student Rights and Responsibilities, LCCC
- Annual Campus Security Report
- Graduation/Persistence Report
- Alcohol and Drug Education and Prevention information
- Sexual Harassment and Sexual Assault Policy and Procedures
- Family Educational Rights and Privacy Act, (FERPA) Procedure
- Student Grievance Procedures

These materials regarding student rights and responsibilities are in the LCCC Student Handbook. They are also available online at lcc.edu or from Student Live or the Dean of Student's Office.

Student Rights and Responsibilities: LCCC DMS Program

The DMS Program has established standards to ensure that all of its students graduate with a high level of competency and the ability to elevate the public image of the profession.

Each student accepted into the Program assumes an obligation to conduct him or herself in a manner compatible with this goal. Conduct which is found not to be consistent with program goals and policies may be subject to disciplinary action.

- A. **Clinical and Academic Rights:** A student will have a right to:
1. Be informed of the policies and procedures of the Program and its clinical affiliates.
 2. Be made aware of specific DMS course requirements.
 3. Be evaluated objectively by his/her academic and clinical performance and as outlined on the syllabus for a given course.
 4. Experience competent instruction, in both the academic and clinical settings.
 5. Expect protection against an instructor's or clinical supervisor's improper disclosure of a student's views, beliefs, or other information which may be confidential in nature.
 6. Expect protection, through established procedures, against a prejudiced or capricious evaluation.
- B. **Student Academic and Clinical Responsibilities:** A student will have the responsibility to:
1. Further, inquire about program policies if he/she does not understand them or is in doubt about them.
 2. Adhere to the standard of academic and clinical performance as outlined in the DMS Student Handbook.
 3. Diligently accede to the program policies and procedures as described in the DMS Student Handbook.
 4. Agree to the policies and procedures of each clinical internship site he/she may be assigned to.
 5. Pursue the proper grievance procedure as outlined in both the DMS Student Handbook and LCCC's Student Handbook if he/she believes his/her academic or clinical rights have been violated.
 6. Complete all program course work and clinical assignments in the particular semester allotted, subject to time and facility constraints, and as outlined in the DMS Program Handbook and individual course syllabi.
 7. Come prepared (through the study of assigned material) to class and lab sessions.
 8. Participate in learning experience activities (class discussion, lab, etc.).
 9. Apply theoretical knowledge and information gained in laboratory assignments to clinical application.
 10. Submit assignments on time, legible, neat and professional.
 11. Maintain the laboratory setting (respect equipment, fill get bottles, launder linens, etc.).
 12. Abide by the SDMS Code of Ethics.
 13. Maintain proper clinical and personal, academic records.
 14. Submit appropriate evaluation material to clinical instructors and faculty as required.

15. Demonstrate professional and employability skills (good attendance, punctuality, civility, neat grooming and ethical behavior).

C. Code of Ethics

Students must comply with the “Code of Ethics” contained in the SDMS Standards of Ethics (www.sdms.org). The Code and Ethics are standards of minimally acceptable professional conduct for all Diagnostic Medical Sonographers and sonography students. The Code of Ethics is intended to promote the protection, safety and comfort of patients. Sonographers and applicants engaging in any of the conduct or activities noted in the Code of Ethics, or who permit the occurrence of said conduct or activities on them, have violated the Code of Ethics and are subject to sanctions as described.

One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol- and drug-related violations must be reported. Conviction, as used in this provision, includes a criminal proceeding where a finding or verdict of guilt is made or returned by the adjudication of guilt is either withheld or not entered or a criminal proceeding where the individual enters a plea of guilty or no contest. All potential violations must be investigated by the American Registry of Diagnostic Medical Sonographers to determine eligibility.

ARDMS rules indicate that ARDMS may take action against an applicant or registrant in the case of conviction, plea of guilty, or plea of nolo contendere to a crime (felony and misdemeanor) which is related to public health or the provision of diagnostic medical sonography or vascular technology services.

ARDMS can conduct a “pre-application review” for individuals who wish to determine the impact of a previous criminal matter on their eligibility to sit for ARDMS examination. If a student has a previous criminal case, it is suggested that they contact the ARDMS to conduct this review to see what effect it will have on their potential sonography career. Information regarding this matter can be found on the ARDMS website www.ardms.org.

Insurance Coverage and Accidents

- A. **LIABILITY:** The College maintains liability insurance for all students and staff while working in the clinical education centers.
- B. **HEALTH:** Students are highly encouraged to carry their health insurance. The college does not have health insurance available for students at this time. If you wish to find a health carrier, the Secretary to the Vice President of Student Services will be able to furnish a name and phone number.
- C. **WORKER'S COMPENSATION:** Students enrolled in the DMS Program are not employees of the clinical education site and are, therefore, NOT covered by the Worker's Compensation Act.
- D. **ACCIDENTS:** Students must fill out a written Incident Report immediately following any accident or injury (see Appendix: Incident Report). Also, a hospital incident report form must be completed. Forms vary in the different clinical education sites, and the administrative technologist and the Program Director must be notified, no matter how minor it may seem. Sending a copy of the incident report to the Program Director will satisfy this requirement.
- E. **EMERGENCY TREATMENT:** Hospital policy will prevail. All costs for any treatment received will be borne by the student.
- F. **ISOLATION AND COMMUNICABLE DISEASES:** Students are not to enter isolation rooms alone. They may assist a staff technologist in an isolation room. During the first and second semesters of training, the student will receive instruction in isolation techniques and precautions, and it shall be the responsibility of each student to review these periodically throughout the training period. As a matter of hospital policy, many hospitals have established, as mandatory, the wearing of non-sterile vinyl gloves whenever there is any contact with body fluids.

In addition to these precautions, all students must have completed the Hepatitis B vaccine series by the Spring I semester. This requirement is for the student's protection and is a result of OSHA regulations. The student will be made aware of individual hospital policies during orientation and must conform to them.

Communicable Disease Policy

If a student has been accidentally exposed to a communicable disease, he/she shall report it immediately to the clinical supervisor and the clinical coordinator. Appropriate measures will be taken. Each student is required to adhere to the Communicable Disease Policy in the Clinical Education Center to which they are assigned and to the LCCC policy found in the student handbook.

Estimated Expenses – Financial Aid

Tuition and fees are found in the LCCC college catalog available online at www.lccc.wy.edu

Additional Specific DMS Program Expenses:

Books (approximately)	\$700.00
Uniforms and Shoes	150.00
Background and Drug screening.....	160.00
Student Club Fees	60.00
DMS Program Fees (per semester).....	1,800.00
Health physical examination/immunizations (prior to enrollment)	Variable
Internship (transportation, meals, lodging, other)	Varies greatly

A financial aid officer will be willing to discuss assistance in the form of scholarships, grants, employment and loans. The officer is located in the LCCC Counseling Department.

Admission Policies

New Students

A student desiring to enter the DMS Program must satisfy the following minimum criteria:

1. Completion of, or in the progress of completing, all required prerequisites as outlined in the college catalog and program application corresponding to the year in which the student hopes to enter. All must be completed or in progress with a grade of "C" or better by the application deadline.
2. Human Anatomy and Physiology must be completed within the past 5 years unless currently working as a 2-year degree healthcare professional, involved in direct patient care.
3. 3.0 GPA for prerequisite courses.
4. Completion of 8 or 16 hours of observation in a sonography department prior to the application deadline. An observation form is attached to the Application and must be completed and mailed to the program Director by the respective hospital's clinical supervisor or other appropriate sonographer.
5. Submission of a completed LCCC DMS Program application. Applications must be received by March 1.

Send all application information and transcripts to the attention of:

Diagnostic Medical Sonography Program Director
Laramie County Community College
1400 E. College Drive
Cheyenne, WY 82007

6. The top 20-22 applicants will be invited to LCCC campus for an interview.
7. The top 10 applicants from the interviews will receive a letter of acceptance or decline into the DMS program.

Applicants will be evaluated based on completeness of the application, thorough and well thought out essays, prerequisite GPA of required course work, the satisfaction of minimum criteria, observation evaluation, which is worth 30% of total score. The on-campus interview, which is worth 70% of total score. The date of receipt of application will be used if applicants receive an identical score.

Successful applicants and alternates will be notified on or about April 15. As the Program is limited in its total student capacity (10), it is impossible to select all who apply.

After conditional acceptance to the DMS program, proof of the following additional requirements must be submitted to the DMS program by the dates stipulated in the acceptance letter.

1. Acceptable report of the background check and any required drug screenings;
2. A completed physical examination form including verification of current vaccinations and titers (Hepatitis B, Rubella, Rubeola, PPD, Diphtheria-Tetanus Varicella); and ability to perform DMS technical standards.
3. Current certification in "CPR for the Healthcare Worker."

Also, due to Joint Commission: Accreditation, Health Care, Certification (JCAHO) guidelines, accepted students may become subject to annual and random urinalysis drug screenings before and during their clinical education rotations.

Accepted students may also be subject to an additional criminal background check before beginning their clinical education.

NOTE: Applicants who have been convicted of a felony, gross misdemeanor, or misdemeanor (or a plea of guilty or nolo contendere ["No Contest"] has been entered) need to investigate how this will affect their ability to take national boards. The American Registry of Diagnostic Medical Sonographers (ARDMS) can deny registry if the ARDMS feels that such denial is in the public's interest. ARDMS can conduct a "pre-application review" for individuals who wish to determine the impact of a previous criminal matter on their eligibility to sit for ARDMS examination. More information is available at www.ardms.org.

Students are advised that the inability to gain clinical education experiences can result in the inability to meet program objectives and outcomes. These conditions may prevent acceptance into and continuance in the program.

Transfer Students

A student wishing to transfer to LCCC's DMS Program must submit the following and meet the following criteria:

1. Submit a letter of request
2. Submit a completed LCCC DMS Program application
3. Submit transcripts of all prior course work taken. Only those science, math, and sonography courses are taken within five years of the entry date may be accepted.
4. Submit three references from the institution that the student is transferring from, including one from a former DMS Program Director/Coordinator.
5. Complete a competency test of sonography skills with a minimum of 76% given by the Program Director and Clinical Coordinator.
6. Complete a didactic test with a minimum score of 76%. Due to the sequential nature of the DMS curriculum, it is essential that the subjects covered in the semester the student wishes to re-enter be mastered. A score of less than 76% would indicate the student may need to enter at a lower level than he/she is applying for.
7. All transfer requests must be received in writing and sent to the Program Director according to the following schedule:

TO ENTER	APPLY BY
Fall Semester	March 1
Spring Semester	November 1
Summer Semester	March 1

Each student will be evaluated on a case by case basis. **Transfer acceptance will be subject to capacity program requirements**, a review of completed appropriate coursework, competency test scores, cumulative GPA, references from the prior institution, and the academic test scores. Students from unaccredited (CAAHEP) are not eligible for transfer into the LCCC DMS Program.

Transferring students will be subject to the policies and the curriculum of the class to which they are being admitted. The transferring student must also comply with the minimum entry requirements of the course he/she is desirous of entering.

Students Desiring Readmission

A student who wishes to reenter the program must follow the procedures and satisfy the following criteria outlined below:

1. Submit a letter of request.
2. Submit an updated DMS Program application.
3. Submit up-to-date transcripts. Only those science, math, and sonography courses taken within five years of the reentry date may be accepted; thus, a student must reenter within five years to achieve the same student status he/she had attained at his/her time of departure.
4. Successfully complete a competency test given by the Program Director and the Clinical Coordinator with a minimum score of 76%.
5. Successfully complete a didactic test with a minimum score of 76%. Due to the sequential nature of the DMS curriculum, it is essential that the subjects covered prior to the semester the student wishes to reenter be mastered. A score of less than 76% would indicate the student may need to enter at a lower level than he/she is applying for.
6. All requests for readmission must be in writing and received by the Program Director according to the following schedule:

TO ENTER	APPLY BY
Fall Semester	March 1
Spring Semester	November 1
Summer Semester	March 1

7. NOTE: A student will be readmitted only once. Each student will be evaluated on a case-by-case basis. **Readmission will be subject to: Program capacity requirements, didactic and competency test scores, elimination of problems which led to student's previous departure from the program, the satisfaction of any requirements outlined in a dismissal document (if applicable), and the completion of prior coursework.**

Returning students must comply with the minimum entry requirements of the class they wish to enter and are also subject to the policies and curriculum of the class to which they are being readmitted.

Student will only be allowed to be readmitted into the program only once.

Testing Requirements for Transfer and Reentering Students

All applicants wishing to transfer or reenter at any level above the first semester of the DMS Program will be required to complete satisfactorily didactic and competency testing. This is to ensure that the student reenters or transfers at the appropriate level of knowledge and skills he/she has thus far mastered.

A. Didactic Testing

The level of testing to be completed will be determined by the semester the student is desirous of entering. Items tested will be drawn from the coursework covered in LCCC's DMS curriculum **up to** that level.

B. Competency Testing

A clinical competency test will be administered by both the Program Director and the Clinical Coordinator to all transferring and reentering students. Similar to the didactic examination, items tested will be drawn from LCCC's DMS curriculum up to that point.

Program Curriculum Information

The curriculum is based on the philosophy, purpose and objectives of the Diagnostic Medical Sonography Program and supported by the Advisory Committee to the program. It is designed to help the student develop his/her potential as a person and professional sonography worker.

The student is provided with course descriptions, content outlines and specific behavioral objectives to be met for successful completion of each course/unit of study. Each instructor familiarizes the student with individual course/unit policies and procedures. Students are expected to seek clarification if directions or procedures are not understood.

The program is sequenced so that the technical course units expand upon previously taught concepts. Therefore, it is essential that concepts and principles taught in each unit are understood and retained as they form the base for the next set of concepts and principles that will be introduced in following units/courses.

The student must take responsibility for his or her learning. The faculty will present several units, and the remainder of the education will be independent. The faculty will be available for assistance, but the student will be responsible for searching out the references and for their own learning. Specific course descriptions may found in the college catalog.

Degree Awarded:

Associate Degree in Applied Science (A.A.S.)

Academic Standards:

Sonography students must maintain a 2.0 "C" average cumulative grade point average.

All IMAG courses must be taken in the appropriate sequence during the designated semester.

Students receiving a grade of less than "C" in any course in the DMS curriculum which does not carry the IMAG prefix will be required to repeat the course (or an acceptable alternative). If a student receives a grade lower than a "C" in the repeated course, he/she will be subject to dismissal from the Program.

Students receiving a grade of less than a "C" (76%) in any course with the IMAG prefix will be removed from the Program.

Grading System:

Grades for regular college classes will be determined by the appropriate instructors. Grades for DMS courses and Labs will be determined by the program instructional staff. Clinical education grades will be determined by clinical supervisors and the clinical coordinator.

Students having trouble with grades should discuss them with the instructor as soon as possible in the semester.

Course Sequence

LCCC Diagnostic Medical Sonography Program

Program Prerequisites:

EITHER**

ZOO 2010 Anatomy and Physiology I * and 4-5 credit hours

ZOO 2020 Anatomy and Physiology II* 4-5

or

ZOO 2015 Human Anatomy * and 4

ZOO 2025 Human Physiology * 4

MATH 1400 Pre-Calculus (College Algebra) 4

ENGL 1010 English Composition I 3

PSYC 1000 General Psychology 3

PHYS 1050 Concepts of Physics 4

CO/M 1030 Interpersonal Communication or CO/M 1010 Public Speaking 3

HLTK 1200 Medical Terminology 2

TOTAL PREREQUISITE CREDIT HOURS: 27-29 credit hours

A 3.0 prerequisite courses GPA is required.

*Must be completed within the past 5 years unless currently working as a healthcare professional.

** Students must complete one 8-10-credit sequence. Taking one course from each sequence will NOT fulfill this requirement.

SUMMER I

IMAG 2205 Introduction to Diagnostic Medical Sonography 3 credit hours

IMAG 2212 Cross-sectional Anatomy 3

Physical Education Activity 1

TOTAL CREDIT HOURS: 7 credit hours

Fall I

RDTK Radiographic Patient Skills 1 credit hours

HLTK 2300 Health Care Ethics 3

IMAG 2210 Ultrasound Physics I 2

IMAG 2220 Ob/GYN Sonography I 2

IMAG 2221 OB/GYN Sonography I Lab 1

IMAG 2215 Abdominal Sonography I 2

IMAG 2216 Abdominal Sonography I Lab 2

TOTAL CREDIT HOURS: 13 credit hours

Spring I

IMAG 2250 Ob/GYN Sonography II 2 credit hours

IMAG 2251 OB/GYN Sonography II Lab 1

IMAG 2240 Ultrasound Physics II 3

IMAG 2245 Abdominal Sonography II/Small Parts 2

IMAG 2246 Abdominal Sonography II/ Small Parts Lab 1

IMAG 2252 Introduction to Vascular Sonography 2

IMAG 2253 Introduction to Vascular Sonography Lab 1

CMAP 1610 Windows or CMAP 1685 or Computer Literacy Course 1

TOTAL CREDIT HOURS: 13 credit hours

Summer II

IMAG 2254 Beginning Clinical Experience	6 credit hours
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TOTAL CREDIT HOURS:	6 credit hours
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Fall II

IMAG 2255 DMS Clinical Education I	11
POLS 1000 or HIST 1211 or HIST 1221 or HIST 1251 or ECON 1200 (If History is taken from outside of Wyoming POLS 1100 is needed)	3
IMAG 2265 Registry Review I	1
TOTAL CREDIT HOURS:	15 credit hours

Spring II

IMAG 2260 DMS Clinical Education II	13
IMAG 2270 Registry Review II	1
TOTAL CREDIT HOURS:	14 credit hours

PROGRAM CREDIT HOURS:	70 credit hours
TOTAL DEGREE CREDIT HOURS	97-99 credit hours

Clinical Internship

Students frequently ask questions about clinical internship. While that experience is more than a year out, there are some important guidelines to be aware of in planning for your internship experience.

Relocation outside the Cheyenne area is often necessary to provide adequate internship experience for all of our students. Students should plan on the reality that they may need to relocate for 12 months for the internship.

A minimum number of clinical hours are required for internship. No student will be allowed to complete internship early, even if the hours are accumulated early. No more than 40 hours per week are allowed. All students will start and end by the academic calendar unless alternate start/end dates are deemed necessary by the student's clinical site.

All students will participate in the clinical experience following the academic calendar as found in the clinical student handbook or on the College website, www.lccc.wy.edu. No student will be allowed to take breaks out of sequence to accommodate their personal agenda. Students will not be allowed to create their schedules on a daily or weekly basis to meet their needs. The site will determine clinical hours. Hours may include evenings and weekends.

To meet the requirements of the JRC-DMS, all students will engage in the internship experience during regular operating hours and may not work earning wages during these hours.

LCCC has established internship sites. The Clinical Coordinator or Program Director will secure internship site availability for the class from the established sites as they are approved by the JRC-DMS. New sites will be considered only if existing approved sites are unable to participate in the internship experience. All potential sites must meet certain criteria as established by the JRC-DMS to offer a proper learning environment.

Internship sites appointment will be made at the discretion of the DMS Program faculty. Many factors will influence this decision including geographical location, student personality, student interest, clinical site characteristics and needs of the program. Local clinical site placement is not guaranteed. Internship selection will occur a few months before the beginning of the clinical internship experience. Students must accept their clinical site assignment.

Students are responsible for providing their transportation and living expenses throughout the program.

Additional details and forms regarding clinical internship will be contained in the clinical student handbook that is made available the semester before internship.

DMS Lab Guidelines

The Diagnostic Medical Sonography Program at Laramie County Community College adopts the following medical imaging policy to cover all students, faculty, and departmental staff regarding their participation in imaging procedures as part of the educational programs offered by the Diagnostic Medical Sonography Program.

Students in the Diagnostic Medical Sonography Program may volunteer for in-class demonstrations and may also participate as volunteers in the program if volunteer patients are unavailable. Sonography student's participation in imaging procedures is strictly voluntary. They do have the right to decline for any reason if they so desire to do so.

All students must be supervised by a DMS faculty member at all times when participating in the lab.

The following policy is the American Institute of Ultrasound in Medicine official statement on clinical safety for Diagnostic Medical Sonography. If further safety information is desired, please refer to the additional official AIUM statements regarding Diagnostic Ultrasound found at www.aium.org.

American Institute of Ultrasound in Medicine

Official Statement

Clinical Safety

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, the American Institute of Ultrasound in Medicine herein addresses the clinical safety of such use:

There are no confirmed biological effects on patients or instrument operators caused by exposure from present diagnostic ultrasound instruments. Although the possibilities 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.

Approved March 26, 1997

Students are required to sign a liability wavier before they begin their lab training. The college is not responsible for pathological conditions found during the scanning process. Scan volunteers are also required to sign a liability wavier before being scanned by a sonography student. At no time are students allowed to make a diagnosis on patients. This action is outside the Sonographer Scope of Practice.

Health Policy

Students in the health programs at LCCC provide direct care and personal services to persons who are coping with stress and illness and who are physically vulnerable. There are also occupational hazards that the student may be exposed to during the process of a classroom and clinical experiences. The program's student health requirements have been developed based on industry standards to minimize the health and safety risks for both students and the patients under their care. Also, clinical contracts with cooperating agencies require that students meet the same health requirement as agency employees. Health care organizations can be fined if students placed in their institution do not satisfy employee health needs.

Each student is required to have completed physical examination forms and immunization records. It is the student's responsibility to maintain these records and submit them as documentation to the program director and clinical coordinator. All records, including TB & CPR, must be up to date before internship.

In addition to the required documentation, the DMS Health Policy has set forth the following standards pertaining to student illness or injury:

1. Any accidents or illness during assigned hours must be reported to faculty or the clinical instructor. If an injury occurs, an incident report must be filled out and kept on file at the school and affiliate site. If the accident or illness is deemed significant, the student will be required to obtain a medical release in the form of a letter signed by a physician stating the student is fully capable of returning to clinical and or classes.
2. Students are **not** expected to report to class/clinical assignments when experiencing contagious illness but must notify the clinical site and program director.
3. Sonography faculty will evaluate extended illness absences.
4. LCCC does not carry accident and hospitalization insurance for any student. Each student is responsible for his or her health insurance, and for any costs incurred as a result of treatment for accidents, incidents or injuries.

Pregnancy Policy

Upon learning of pregnancy, it is the student's option to notify the program faculty. The student may continue with the program under the following conditions to protect mother and child.

1. Student must submit a physician's written authorization to the faculty.
2. After delivery of the child the student will be readmitted to the program with the physician's written authorization.
3. Student is required to make up all course work and clinical hours missed until all necessary course competencies are completed.
4. To ensure skills are maintained the student will demonstrate competencies already achieved in the program at any faculty member's request.
5. Student acknowledges that course sequencing may restrict immediate entrance upon delivery of the child, and already achieved competencies may need to be repeated to ensure maintenance of competency.

Ergonomics

It is a well-known fact that a large percentage of the sonography workforce suffers from repetitive motion injuries, some of them career ending. It is in the best interest of the student to become familiar with exercises and safe work habits to prevent injury. The faculty of the program will stress and reinforce good work habits. Poor posture, poor body mechanics or improper hold on the transducer will be corrected. The material will be provided in the program to familiarize the student with proper ergonomics. Information regarding this issue can be found at www.soundergonomics.com and www.sonoworld.com.

Students that have suffered a chronic injury of the shoulder, neck, back, wrist, or eyes are advised to consult their healthcare provider about whether their particular injury could hamper a demanding sonography career.

Student Evaluation

Students are required to maintain at least a “C” in each course of study within the program to progress to the next sequenced course of study. That unit/course is incomplete until the unit/course objectives have been achieved satisfactorily.

Instructors maintain progress reports. Written examinations, laboratory competencies, anecdotal records, self-evaluation, and clinical application (internship) competency determine successful completion of the unit of study. It is the option of the instructor to identify the emphasis in the grading used for the particular course/unit.

Eight-week assessments are done with conferences held at the student request. Instructors will prepare written assessments of progress and provide them to all students regardless of student requests for a meeting. It is the responsibility of the student to stay aware of his/her progress on an ongoing basis and seek guidance from the instructor if he/she is not making satisfactory progress. The minimum passing grade for all diagnostic medical sonography courses is 76%.

Grading Procedure

The grading system is identified in the Student Handbook. Factors such as class participation, quality of work, attitude and attendance are considered in determining final grades. The following standard scale is used in assigning letter grades:

100-93%	= A
92-85%	= B
84-76%	= C
76 and below	= F

Any grade below a “C” is not acceptable for Sonography Students. In this case, a student will not be allowed to continue in the program.

Integrity

Honesty is imperative—most especially for the health care professionals. It encompasses action as well as interpersonal relationships. If a student is caught “cheating”, the individual will receive a “zero” for that assignment with no option for make-up. Furthermore, if a student violates the SDMS Code of Ethics at any time of their education, that student will be subject to program dismissal.

ARDMS Certification

Graduates of the LCCC DMS program are eligible to apply to take the certifying examinations offered by the American Registry for Diagnostic Medical Sonographers (ARDMS) and the ARRT. Visit the ARDMS website (www.ardms.org) for information regarding current exam prerequisites. The ARDMS allows students from accredited programs to sit for the Abdomen and OB/GYN registries 60 days before graduation. The students will receive their ACTIVE status of RDMS once graduation has occurred.

To become board certified with the ARDMS graduates must pass both the Sonographic Principles and Instrumentation (SPI) examination and a specialty examination. Graduates of this general concentration program will be eligible to write the SPI examination and both the Abdominal and the Obstetrics and Gynecology specialty boards. Graduates will learn basic vascular exams and may have clinical experience but will only be eligible for the specialty vascular examination if a registered vascular sonographer fills out a CV form, found on the ARDMS website. Vascular clinical internships are not currently offered at LCCC, but most of our clinical site routinely perform vascular exams. Graduates completing the examinations with passing grades will earn the privilege of using the credentials RDMS (Registered Diagnostic Medical Sonographer) or RVT (Registered Vascular Technologist) with permission from the ARDMS.

The sonography profession holds the credentials provided by the ARDMS in very high regard when applying for employment. While it is not yet legally required to pass the examinations to be employed at all health care facilities, most facilities require ARDMS certification within six months to a year to maintain Sonography employment.

Students in the DMS program at LCCC will pay the examination fees for Sonographic Principles and Instrumentation (SPI) and a specialty board (AB and OB/GYN) with registration for the last semester of the program. Currently, fees are \$200.00 for the SPI and \$250 for the specialty examination. Upon completion of the SPI, Abdomen, and OB/GYN registries students who submit a copy of registration will be reimbursed through the program. The following is a list of required materials that will be collected by the DMS faculty members and sent to the ARDMS for registration:

Students will:

- complete the examination application online
- provide an official transcript
- have two forms of ID that match exactly

All accepted candidates will receive a confirmation letter from the ARDMS in approximately two to four weeks notifying them of their eligibility and will be given a 90 day period to schedule an appointment to take the examination at a testing center.

Student Withdrawal

A student wishing to withdraw from the program is expected to have a conference with the DMS Program Director and follow the appropriate withdrawal process. A student wanting to withdraw from the DMS program is required to do so in writing and indicate why they are doing so. Students should note that withdrawal from the program is not the same as withdrawal from the college, and must also follow college policy.

Failure Policy

All students must achieve a score of 76% or better (see the section Student Evaluation above for details) and pass all competencies in the course within three attempts, to pass each course. Failure to do so will result in a failing grade for the course. A DMS course failure may lead to dismissal from the program.

Extension Policy

Course extensions will only be provided in the form of an incomplete or an “IP” (in progress) if the student has suffered an undue significant hardship and is unable to participate in same learning experiences either in the core courses or the clinical internship experience. A difficulty will be determined by program faculty and possibly LCCC administration.

Dress Code Policy

The personal appearance and demeanor of LCCC sonography program students reflect both the school and program standards as well as personal pride. All DMS students are required to present an image which is clean, safe, neat, professional and well-groomed both in class and clinical. The following policy is for use when scanning patients or in the DMS Lab for class or while at clinical sites. The dress code policy will be adhered to unless otherwise directed by your internship site or program director.

1. All uniforms will be cleaned and pressed.
Unacceptable uniforms include:
 - Street clothes or professional clothes (unless approved by the site)
 - Shirts that expose the abdomen, visible undergarments, have spaghetti straps or are sleeveless
 - Sweatshirts or colored sweaters
 - Gauze, lace, spandex or leather
 - Stretch, stirrup, cropped pants or jeans
 - Skirts must be no shorter than 2 inches above the knee
 - Sundresses, shorts and skorts
 - Political or religious prints or any emblem on clothing
 - Faded, discolored, ripped or torn clothing
 - Tight fitting clothing

2. Jewelry, etc. should be kept to a minimum.
 - Watches are acceptable
 - Wedding or engagement rings/bands are acceptable
 - Small, post earrings are acceptable
 - Facial rings are not acceptable (lip, nose, eyebrow etc.,)
 - If the clinical instructor feels that the student is wearing excessive or inappropriate jewelry, the student will be asked to remove the article(s)
 - Tattoos must not be offensive and may need to be covered or not easily visible
 - Gum and candy use should be discrete and not in patient areas
3. Shoes may be of either the professional or athletic type. Shoes must be white with minimal color markings. No open-toe shoes or high heels will be allowed. Clogs may or may not be allowed. Hosiery must be white or neutral. With pants, socks must cover the ankle.
4. Hair will be neat at all times. Hair that is shoulder length or longer will be tied back. Mustaches and beards must be trimmed and neat. Hair must be in naturally occurring colors.
5. Fingernails will be trimmed short and clean. No bright nail polish. No artificial nails.
6. Perfumes, scented lotions and after-shaves shall be worn conservatively. This includes perfumed lotions. Some clinical site may prohibit the use of perfumes, scent lotions or after-shaves.
7. Overall appearance will promote excellent hygiene habits.

Failure to abide by the dress code may result in dismissal from the site until the dress code can be met. The student may return in appropriate attire. Time missed must be made up.

Dress code at the LCCC campus during the summer semester is the dress for comfort using sensibility. Bare midriffs and low rise jeans are not acceptable attire when participating in labs with volunteers. Please use discretion. Gum chewing is unacceptable at the clinical sites, but will be tolerated at LCCC.

Dress code at the LCCC campus during the fall and spring semester is uniform attire. Bare midriffs and low rise scrub pants are not acceptable attire when participating in labs with volunteers. Please use discretion.

Confidentiality

All health care professionals, including students, are held to strict standards of confidentiality. The legal and moral-ethical aspects of this are discussed in introductory courses. Students are required to sign a statement acknowledging these rules and the consequences of breaking the standards. Violation of confidentiality will be grounds for immediate suspension or possible dismissal from the program.

Student Employment

General

Due to the demands of the full-time DMS program, student employment is highly discouraged. This personal decision should be based on individual performance in the classroom, clinical education sites, and personal health. The LCCC DMS program is designed as a full-time 24-month program and commitment. It is the desire of the DMS faculty that students are successful in this program, and that essential learning is not compromised. Students will not be excused from class or clinical assignments for personal work schedules. An alternative may be found by contacting the Financial Aids Office at the College.

Student Employment at Clinical Internship Sites

Occasionally the clinical education centers offer a part-time student employment. Part-time work at the Clinical Education Center of students is approved by LCCC under the following guidelines:

1. The clinical education center is under no obligation to offer part-time positions to students.
2. Students may accept professional employment after the Fall II semester.
3. If hired, the student assumes the status of employee and all liability for his/her actions and welfare while working as an employee is assumed by the employer.
4. Employment must in no way interfere with assigned clinical education time, and clinical schedules may not be re-arranged to facilitate part-time employment.
6. Class attendance is considered essential to the student's success in the program and on the ARDMS examinations. Should an employment opportunity arise, the employer, the student, the Program Director, and the instructor(s) affected will meet to discuss any changes or accommodations in schedules needed to meet satisfactorily the employer's program's and student's needs. Each situation will be evaluated on an individual and case-by-case basis to allow greater flexibility for all parties concerned.
7. Students may not be paid for scheduled clinical experience time. This is a requirement of the JRC-DMS Accreditation.

Grounds for Probation and Dismissal

Students in the DMS Program are required to strive to do their best and to display the professional attitude necessary to promote a positive image of sonography to patients, fellow students, technologists, physicians, the College, and the general public. If a student fails to abide by the policies and procedures of this Handbook, they have been unable to promote a positive image of their would-be profession, and thus, may become subject to probation, suspension, or possible dismissal.

Removal from a Clinical Education Center/Denial of Student Placement

A student may be removed from a clinical education center or denied placement for future rotations at a clinical education center at the request of the Clinical Supervisor and the Administrative Technologist of the affiliate. The request must be in writing, directed to the DMS Program Director, and must contain the following items:

1. Objective reason(s) for the request,
2. Documentation of efforts to correct the situation,
3. The results of these efforts, and
4. Any other information supporting the request.

The following reason(s) may be considered as grounds for removal from a clinical affiliate or the denial of student placement for future Clinical rotations:

1. The student has received three incident reports while at that clinical education center
2. The student has demonstrated flagrant abuse of hospital policies and procedures,
3. Unacceptable results from a required criminal background check or urinalysis screening test
4. Alcohol and or drug abuse and or impairment while at the clinical site
5. Irreconcilable personality differences
6. Chronic poor performance which may be characterized by an enormous mistake, failure to progress, poor listening and communication skills, and consistent failure to follow directions and departmental routines or excessive absences
7. Breach of patient confidentiality
8. Any other circumstances which demonstrate poor student performance overall.

Probation Guidelines

A student will be placed on probation if an infraction of any of the various handbook policies occurs. An "Unsatisfactory Performance Contract" will be completed by the student, the Clinical Coordinator, the Program Director, and the Clinical Supervisor (if applicable).

Probation will extend to the length of time the contract is drawn up for, and the satisfaction of the conditions of the contract agreed upon by the parties above.

The following infractions will cause the student to be placed on probation:

1. The student receives less than a "C" in a course in the DMS curriculum not containing an IMAG prefix
 - a. Probation will extend one semester during which time the student must repeat the course (or its equivalent) and earn a "C" or better.
2. The student receives a monthly student evaluation less than a 76% average in either Part I (the "All Semesters" section), Part II (the "Competency Skills" section as outlined by semester), or both sections of the appropriate for/evaluation.
 - a. Probation will extend one month (or until the next monthly assessment is completed).
3. A student is removed from one clinical affiliate at the request of the Clinical Supervisor and the Chief Technologist. (Request must be in writing)
 - a. Probation will extend until completion of the DMS Program in this instance.
4. A student is performing poorly in one or several areas of his/her training.
 - a. Probation will be used and extended at the discretion of the Clinical Coordinator and Program Director.
5. Chronic poor performance in either the clinical or didactic aspects of a student's education, which may include excessive absenteeism, poor communication skills, lack of respect, inability to get along with others, or other circumstances which inhibit successful completion of the program.
9. Any violation of LCCC's Student Code of Conduct Policy 3.15 and any situation outlined in the College Handbook stating grounds for probation.
10. Any violation described in the Health Sciences and Wellness School policies for Allied Health Students requiring disciplinary action.

Dismissal Guidelines

A student may be removed from the DMS Program based on various infractions of policies outlined in the DMS Program Student Handbook and the LCCC Student Handbook. Students will be provided a due process under the guidelines provided in the program handbook and Policy 3.16 Student Discipline Adjudication Procedure 3.16P of Policy 2.16 Academic Appeals Procedure.

The following infractions are grounds for removal from the DMS Program:

1. Academic Dishonesty:
This includes cheating, plagiarism, or any other attempts to use someone else's work as one's own. Any student guilty of this may also be subject to expulsion from the college.
2. The student receives a grade of less than a "C" in any course in the DMS Program **with** an IMAG or RDTK prefix.
3. The student receives a second (consecutive) monthly evaluation of less than 76% average in either Part I (the "All Semesters" section), Part II (the "Competency Skills" section), or both of the appropriate form during internship.
4. A student is removed from, or denied placement for future rotations at a second clinical affiliate at the written request of the Clinical Supervisor and the Chief Technologist due to unsatisfactory performance.
5. The failure to respect patient confidentiality, including the inappropriate use of social media, cell phones, PED's, or other electronic or hard copy media.
6. Documented patient endangerment.
7. Positive results on a drug screen or misrepresentation regarding drug use.
8. Any criminal activity which bars the student from clinical participation and/or renders him/her ineligible for certification by the ARDMS.
9. The failure to satisfactorily complete the conditions outlined in an "Unsatisfactory Performance Contract." (completed for Probation Status)
10. The failure to earn a grade of "C" or better in a DMS curriculum course (not an IMAG prefix) on the **second** attempt.
11. The student misses 40 or more hours of clinical in one semester.
12. More than two successive incomplete grades given in the DMS curriculum.
13. Any violation of the policies outlined in the Health Sciences and Wellness School Policies for Allied Health Students stating grounds for dismissal.
14. Any infraction resulting in expulsion from the college.
15. Any breach of the SMDS code of ethics.

Progression

To progress in the sonography program, the student must:

1. Maintain a minimum grade of "C" in each required sonography and support courses. A support course is any course that does not contain the IMAG prefix. A cumulative GPA of 2.0 or above while in the program.
2. Take sonography courses in sequence.

Grievance Procedures

If a student feels he/she has been unfairly treated or evaluated, he/she has the right to have the matter investigated further through informal and formal grievance procedures. Grievance procedures should not be requested frivolously and should be followed in the correct sequence outlined below.

Informal Grievances

Informal grievance procedures should usually be the first method employed to rectify any problems a student may have specific to the Program.

The following general guidelines should be used by students and Program personnel when dealing with procedural problems (Please refer to the Health Science and Wellness School Policy and Procedure Handbook, p. 10, #13 for additional information):

1. If possible, address the problem at its source first. For example, if a misunderstanding arises between a student and a technologist, or a student and another student, steps should be taken by one of the involved parties to rectify the situation independently without any further intervention.
2. If no success is met employing Step #1 above, the student should take the problem within 10 working days from the alleged incident or disagreement to his/her Clinical Supervisor, outlining the situation as objectively as possible. The Clinical Supervisor will document and rectify the situation at his/her discretion within 5 working days.
3. If a student is still not satisfied with the results, he/she may request input from the Clinical Coordinator within ten working days of the unresolved complaint. The Clinical Coordinator will attempt to gather information from all involved parties. He/she may also choose to document the situation at his/her discretion, depending on the seriousness or sensitiveness of the occurrence, and will issue a decision within 5 working days.
4. If all of the above channels have been exhausted, the student can request a hearing with the Program Director within ten working days of the unresolved complaint. At this level, all such discussions will be documented and kept in the student's personal file at the college. In general, the Program Director's decision is final and will be issued within 5 working days of the unresolved complaint. If the student still is not satisfied, formal grievance procedures must be employed. (See Formal Grievances below.)
5. If a student is unhappy with an academic grade he/she has received, he/she should discuss this with the appropriate instructor first, entering into the informal grievance process at the appropriate step. For all non-IMAG courses, the procedures in LCCC's Student Handbook are followed.

Formal Grievances

Formal grievance procedures are to be used when informal procedures have been exhausted or are inappropriate. They are essentially the same procedures published in LCCC's Student Handbook each year. The students filing a formal grievance refer to Policy 3.16 Student Discipline Adjudication Procedure 3.16P of Policy 2.16 Academic Appeals Procedure. The general guidelines are provided below; for further details, refer to the procedures outlined in the current year's LCCC Student Handbook found on-line under, Home, Life, p. 19-28.

To begin formal grievance proceedings in the DMS Program, the student must submit a request for a formal hearing (in writing) to the Program Director. This letter must be filed within 10 working days of the unresolved complaint and contain the following items:

1. The specific injury to the student
2. The date(s), which the injury (ies) occurred
3. Name(s) of person(s) involved
4. Measures taken by the student to rectify the particular incident being grieved, and
5. Any other information which may be pertinent to the situation.

The Program Director will review the formal request to determine its merit and to ensure that all other avenues have been exhausted by the student. An answer and decision will be issued to the student in writing within 5 working days of the receipt of all pertinent information. If the Program Director requires additional information beyond the initial written complaint, the student will have five (5) business days to submit the requested information. Copies of all correspondence will be maintained in the student's program personal file at Laramie County Community College.

If the student wishes to pursue the matter further, he/she is required to follow LCCC's formal grievance proceedings, as outlined in the college's student handbook. In general, these also require a written request to each in the "chain of command" as summarized below. In each case, the written appeal must be received within five (5) working days of the unresolved complaint.

1. DMS Program Director
2. Division Dean, Health Sciences and Wellness Division
3. Vice-President of Instruction

Should a student unsuccessfully exhaust the college's formal grievance process, the incident then becomes a civil matter with recourse to the appropriate court.

Disciplinary Action

All levels in the disciplinary action process are documented and kept in the student's personal file.

1. Removal from Clinical Internship Site / Denial of Student Placement

Form: Written Letter

Required Signatures: Clinical Supervisor or Clinical Administrator

Guidelines: As written in Policy and Procedure Manual

Use: Clinical Performance Problems

2. Probation

Form: Unsatisfactory Performance Contact

Required Signatures: Program Director, Clinical Supervisor (if applicable)

Guidelines: As written in Policy and Procedure Manual

Use: Clinical Performance Problems

3. Dismissal

Form: Written report by Program Director with supporting documents

Required Signatures: Program Director

Guidelines: As written in Policy and Procedure Manual

Use: Clinical and Didactic Problems

Other Issues

Problems which may not conform to the grievance procedure previously outlined should be handled using the following protocol:

Complaints Common to Several Students

If a complaint is common to several students: They should approach their DMS Program student representatives. The student representative should bring the problem to the appropriate DMS personnel first. If the problem remains unresolved, they should follow the appropriate informal/formal grievance processes in order as described in this manual. The shared concern may also be voiced at one of the regularly scheduled Advisory Board Meetings if appropriate.

Complaints Common to Several Departments

If a complaint is common to several sonography departments, it may be discussed with the Program Director first and then addressed at an Advisory Board Meeting or Program Faculty Meetings.

Legal Nature

Problems or complaints of a very serious or legal nature including sexual harassment should be brought to the immediate attention of the Program Director and file a formal report with the LCCC Care Team (www.lccc.wy.edu). An incident report, and appropriate documentation will also be completed. In some cases, these problems will be referred on to the competent authority as outlined in LCCC's Student Handbook.

Complaints Pertaining to the JRC-DMS Standards

The program works diligently to comply with all accreditation standards. Complaints or allegations of non-compliance with any of the JRC-DMS Standards should be brought to the attention of the Program Director. If the claim is also of a legal nature, the steps under that category will also be completed.

Upon notification of the complaint, the Program Director will immediately investigate, including conducting interviews with all affected parties and completing the appropriate documentation. Once the Program Director's investigation has been finalized, s/he will take all of the action(s) necessary to rectify the situation as quickly as possible, and as the situation warrants.

If the complaint were filed with the JRC-DMS directly, the same steps would be followed by the Program Director and the necessary reports and documentation of the investigation conducted by the Program Director will be forwarded to the JRC-DMS as required.

The documentation of all JRC-DMS-related complaints and the actions taken shall be maintained by the Program Director in a designated file and the student's/clinical education center's files the complaint pertains to, as applicable.

Personal Nature

Students with problems not related to the Program are encouraged to contact a college counselor found in the student counseling center or utilize the LCCC Care Team.

Program Records

A cumulative record is kept in the faculty offices on each student who enters the program. This file includes grades, evaluations, student contracts, reports and other pertinent data. Each clinical evaluation that has been signed by the clinical supervisor and discussed with the student will also be included.

Each student can review the information found in his/her file by contacting the DMS Program Director. The file will not leave the program office. Only appropriate LCCC personnel and the individual student have access to the file.

All records at the clinical education center and the College are the property of the school.

Student and Professional Activities

Students are strongly encouraged to participate in the national, state and local professional organizations in Sonography, which offer student memberships at a reduced rate. The college often sponsors student attendance at professional meetings. Each student must fill in the accompanying forms to be sponsored: Student Travel Responsibilities and Driver Information Form. In addition, students must have a grade of "C" or better in all current coursework in order to participate in any college- or club-sponsored activities.

When authorized by the program director or the clinical coordinator, clinical hours may be awarded for students attending any professional educational meeting such as conventions, seminars and workshops. Students are strongly urged to become active in professional societies and issues.

The DMS Club is established to offer an avenue for students to connect socially, academically and professionally. Sonography events and trips may be organized through the sonography club. This is a student led organization. It can be as active as you wish.

**ACCEPTANCE OF LCCC DMS POLICY GUIDELINES
2016-2018**

I have thoroughly read the policy guidelines for the Diagnostic Medical Sonography Program at Laramie County Community College. I understand my responsibilities concerning the program. I will comply with the guidance contained in this policy handbook and the SDMS Code of Ethics to the best of my ability.

Print full name

Student's Signature

Date

Please sign and return this sheet to the Laramie County Community College DMS Program Director the first day of class.

**LCCC DMS CONFIDENTIAL INFORMATION
2016-2018**

The relationship between a Physician/Therapist/Health Professional and the patient is a very personal one and is confidential, both from an ethical and legal standpoint. As a student, you may be exposed to patient medical information in the due course of your clinical experience. It is a firm policy of the Health Care Agency and LCCC that these matters of confidence never be inappropriately discussed either inside or outside the agency or school. No one has the authority or reason to review any information contained in any patient's history except in the line of duty; students are to read only that part of the record that is necessary. Physicians/Therapist/Health Professionals or their designate may release medical, surgical and counseling information, but only with the express written consent of the patient. Violation of this section will be grounds for immediate dismissal from the program.

I have read and agreed to abide by the terms of the LCCC policy regarding confidentiality.

Print full name

Student's Signature

Date

Please sign and return this sheet to the Laramie County Community College DMS Program Director the first day of class.

LARAMIE COUNTY COMMUNITY COLLEGE
LCCC Program
Student Activities
Student Travel Responsibilities

Travel by students enrolled at Laramie County Community College (LCCC) to college-sponsored events is a privilege. Therefore, students' conduct and activities while traveling on such trips inevitably reflect upon the college, as well as upon themselves. Simply put, student and sponsors should behave as ambassadors from the college and the community. Student travel on college-sponsored trips should be conducted in accordance with the college's policies on nondiscrimination, sexual harassment, and Student Rights and Responsibilities Policy 5700.

Because student travel requires use of college-owned vehicles, special procedures are outlined. If student drivers are used on college-sponsored trips, the student must have an approved "Driver information sheet," on file with the college. Student Drivers must also follow the college's "Driving procedure #8002". In addition to those rules, students should be aware that no alcoholic beverages shall be carried or consumed in the college or personal vehicles while traveling to or from college-sponsored events, meeting, conferences, etc. Finally, college vehicles and college credit cards shall be under the direct supervision of the advisor at all times during such trips.

In addition to the above, the following individual guidelines regulating conduct for student travel have been established:

1. While on trips you are representing LCCC. Your actions and conduct should leave a favorable impression with anyone you come in contact with.
2. Consumption of alcoholic beverages is not allowed at any time during the trip.
3. College vehicles must be driven safely at all times by obeying all traffic regulations.
4. All travel and side trips will be done as a group or with a buddy. The advisor must be informed of your whereabouts at all times.
5. Attendance at all conference sessions and activities is mandatory unless otherwise approved by the advisor.

I have read and I understand the Student Travel Responsibilities statement and agree to follow the guidelines as stated.

Date:

Student's Signature

From: Associated Student Government Policies

Laramie County Community College
Diagnostic Medical Sonography Program
Health Insurance Coverage

Diagnostic Medical Sonography program students must be responsible for any financial coverage if injured in the clinical setting as there is no worker's compensation for students.

This requirement is found of page 26 of the "DMS Student Handbook."

"All students admitted to the DMS program are encouraged to carry personal health insurance."

_____ I am covered by health insurance with the following company/agency:

Name of Company _____

I.D. Number _____

Policy Holder's Name _____

_____ I am not covered by health insurance, but I will be responsible for any necessary personal health expenses.

Print full name

Student's Signature

Date



LARAMIE COUNTY COMMUNITY COLLEGE
DRIVER INFORMATION FORM

Please note: **Form must be resubmitted annually** as authorization expires **one year** from the date of approval.
(Please print clearly)

Department/Program/Club/Area driving for: _____

LCCC Employee _____ Student Employee _____ Student _____ Other _____

Last Name _____ (Exactly as it appears on driver's license) First Name _____

Phone Number _____ Date of Birth _____

Driver's License # _____ State Issued _____

Classification _____ Expiration Date _____

Driver's Insurance Company _____

If you use your personal vehicle, your personal insurance policy will be primary.

Have you successfully completed 15 passenger van drivers training? Yes _____ No _____
If training was not obtained through LCCC, please attach proof of training.

If you have a CDL with a passenger endorsement and you would like to be contacted to drive on occasion for the college, please indicate here:
Yes _____ No _____

In order to become an LCCC driver, consumer and motor vehicle reports may be obtained as part of LCCC's evaluation. The reports may be procured by LCCC or its insurance company representatives and/or rental vehicle companies, and may include personal information obtained from state motor vehicle departments, driving records, an assessment of insurability for the insurance program, or other consumer reports.

By signing this, I hereby provide my authorization for LCCC, their insurance company representatives, as well as rental vehicle companies to procure such information and reports, as well as additional reports about me from time-to-time as deemed appropriate, to evaluate my insurability or for other permissible purposes. I understand that I have an obligation and responsibility to the College and any negative change in the status of my driving record may result in the revocation of the privilege of operating a College owned vehicle.

Individual's Signature Date

Please return Form to Sheri Johnson, 778-1153, fax 778-4300, AM 104.

FOR OFFICE USE ONLY

Received: _____ To Gallagher _____ Reply Received: _____

Authorization By Insurance YES _____ NO _____ WATCH _____

Completed in System Signed _____ Date _____

Renewal Requested _____

**Laramie County Community College
DMS Program
Incident Report**

Date: _____ Time: _____ Location: _____

Description of Incident:

Patient's Name, Hospital, Age, Doctor (if applicable):

Action Taken and/or persons notified:

This report was discussed with me:

Signature of Student: _____ Date: _____

Signature of Clinical Supervisor: _____ Date: _____

Signature of Chief Sonographer: _____ Date: _____

**Laramie County Community College
DMS Program**

UNSATISFACTORY PERFORMANCE CONTRACT

Due to my increasing difficulty in meeting the objectives and goals of the program, I am aware that I must meet the conditions identified below in order to remain in the DMS Program.

On _____, I met with the Program Director and the Clinical Coordinator or a counselor to evaluate my meeting the conditions to remain/reenter the program.

Conditions:

Student

Program Director

Date

Clinical Coordinator or Counselor

I have satisfactorily met the conditions of this contract. I am aware that I can be considered for reentry into the program by writing the Program Director prior to the semester in which I wish to reenter.

Student

Program Director

Date

Clinical Coordinator or Counselor

**LCCC Diagnostic Medical Sonography Program
Post Test Review
Request for Test Question Review**

Course: _____ Session: _____

Faculty Member: _____ Review _____

Student(s): _____

Process:

- Submit in writing no later than 4 days following the test review
- Substantiate request with appropriate rationale with references from professional resources. Copies of rationale are required.
- Submit request of faculty member with requesting student(s) names.
- Responses may be return from the faculty to the student name on the form.
- Faculty will NOT make answer/grade adjustments during the review session

Test Question #: _____

Rationale: _____

Test Questions #: _____

Rationale: _____

Test Question #: _____

Rationale: _____

SDMS Position Statement (Permission for use granted by SDMS)

Code of Ethics for the Profession of Diagnostic Medical Sonography

Approved by SDMS Board of Directors, September 29, 2004

PREAMBLE

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

OBJECTIVES

To create and encourage an environment where professional and ethical issues are discussed and addressed. To help the individual practitioner identify ethical issues. To provide guidelines for individual practitioners regarding ethical behavior.

PRINCIPLES

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

- A. Provide information to the patient about the purpose, risks, and benefits of the ultrasound procedure and respond to the patient's questions and concerns.
- B. Respect the patient's autonomy and the right to refuse the procedure.
- C. Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
- D. Promote the privacy, dignity and comfort of the patient (relatives and significant others) by thoroughly explaining procedure protocols and implementing proper draping techniques.
- E. Protect confidentiality of acquired patient information.
- F. Strive to ensure patient safety.

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

- A. Obtain appropriate ultrasound education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific ultrasound credentials. Ultrasound credentials must be awarded by a national sonography credentialing body recognized by the Society of Diagnostic Medical Sonography (SDMS) Board of Directors.
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- E. Maintain continued competence through continuing education and/or recertification.
- F. Perform only medically indicated studies, ordered by a physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results.

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

- A. Be truthful and promote appropriate and timely communications with patients, colleagues, and the public.
- B. Respect the rights of patients, colleagues, the public and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.

D. Accurately represent his/her level of competence, education and certification.

E. Promote equitable care.

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

G. Recognize that well-intentioned healthcare providers can find themselves in ethical dilemmas; communicate and collaborate with others in resolving ethical practice. Report deviations from the SDMS Code of Ethics for the Profession of Diagnostic Medical Sonography to supervisors, so that they may be addressed according to local policy and procedures.

H. Engage in ethical billing practices.

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

Model Job Description

Diagnostic Medical Sonographer

The following is a recommended MODEL job description for the position of Diagnostic Medical Sonographer. This model job description is basic and may be used as is or modified as necessary to meet other specific requirements of employment.

For additional related information, see the *Scope of Practice for the Diagnostic Ultrasound Professional* (<http://www.sdms.org/positions/scope.asp>) and the *Diagnostic Ultrasound Clinical Practice Standards* (<http://www.sdms.org/positions/clinicalpractice.asp>).



Society of Diagnostic Medical Sonography
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214-473-8057
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<http://www.sdms.org>

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JOB TITLE

- **Diagnostic Medical Sonographer**

JOB DESCRIPTION

- A **Diagnostic Medical Sonographer** is a Diagnostic Ultrasound Professional that is qualified by professional credentialing and academic and clinical experience to provide diagnostic patient care services using ultrasound and related diagnostic procedures. The scope of practice of the Diagnostic Medical Sonographer includes those procedures, acts and processes permitted by law, for which the individual has received education and clinical experience, has demonstrated competency, and has completed

the appropriate ARDMS certification(s) which is the standard of practice in ultrasound.

ORGANIZATIONAL REPORTING RELATIONSHIP

- **Administrative Supervisor:** Chief Sonographer *
- **Medical Supervisor:** Attending or Supervising Physician *

* As defined by institution.

JOB SUMMARY

- The Diagnostic Medical Sonographer is responsible for the independent operation of sonographic equipment, and for performing and communicating results of diagnostic examinations using sonography.
- The Diagnostic Medical Sonographer is responsible for daily operations of the sonographic laboratory, patient schedule, equipment maintenance, the report of equipment failures, and quality assessment (QA). The sonographer maintains a high standard of medical ethics at all times and is self-motivated to increase level of understanding and knowledge of the field, disease, and new procedures as they evolve.

ESSENTIAL FUNCTIONS

- Performs clinical assessment and diagnostic sonography examinations.
- Uses cognitive sonographic skills to identify, record, and adapt procedures as appropriate to anatomical, pathological, diagnostic information and images.
- Uses independent judgment during the sonographic exam to accurately differentiate between normal and pathologic findings.
- Analyses sonograms, synthesizes sonographic information and medical history, and communicates findings to the appropriate physician.
- Coordinates work schedule with Departmental Director and/or scheduling desk to assure workload coverage.
- Assumes responsibility for the safety, mental and physical comfort of patients while they are in the sonographer's care.
- Assists with the daily operations of the sonographic laboratory.
- Maintains a daily log of patients seen / completes exam billing forms.
- Maintains ultrasound equipment and work area, and maintains adequate supplies.
- Participates in the maintenance of laboratory accreditation.
- Establishes and maintains ethical working relationships and good rapport with all interrelating hospitals, referral or commercial agencies.
- Performs other work-related duties as assigned.

EXAMPLES OF DUTIES & RESPONSIBILITIES

- Performs all requested sonographic examinations as ordered by the attending physician.
- Prepares preliminary reports and contacts referring physicians when required, according to established procedures.
- Coordinates with other staff to assure appropriate patient care is provided.
- Addresses problems of patient care as they arise and makes decisions to appropriately resolve the problems.
- Organizes daily work schedule and performs related clerical duties as required.
- Assumes responsibility for the safety and well-being of all patients in the sonographic area/department.
- Reports equipment failures to the appropriate supervisor or staff member.
- Provides in-service education team on requirements of sonographic procedures as requested by other members of the health care team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education

- Graduate of a formal Diagnostic Medical Sonography Program or Cardiovascular Technology Program that is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) is required.
- Bachelor of Science degree in Diagnostic Medical Sonography is desirable.

Required Licenses/Certifications

- Active certification by American Registry of Diagnostic Medical Sonographers (ARDMS) in the specialty (ies) as appropriate.
- Current compliance with Continuing Medical Education (CME) requirements for specialty (ies) as appropriate.

Experience

- As defined by institution.

Demonstration of Skills and Abilities

- Ability to effectively operate sonographic equipment.
- Ability to evaluate sonograms in order to acquire appropriate diagnostic information.
- Ability to integrate diagnostic sonograms, laboratory results, patient history and medical records, and adapt sonographic examination as necessary.
- Ability to use independent judgment to acquire the optimum diagnostic sonographic information in each examination performed.

- Ability to evaluate, synthesize, and communicate diagnostic information to the attending physician.
- Ability to communicate effectively with the patient and the health care team, recognizing the special nature of sonographic examinations and patient's needs.
- Ability to establish and maintain effective working relationships with the public and health care team.
- Ability to follow established departmental procedures.
- Ability to work efficiently and cope with emergency situations.

PHYSICAL REQUIREMENTS

The employee must be physically capable of carrying out all assigned duties:

- Emotional and physical health sufficient to meet the demands of the position.
- Strength sufficient to: lift some patients, move heavy equipment on wheels (up to approximately 500 lbs.), and to move patients in wheelchairs and stretchers.
- Ability to maintain prolonged arm positions necessary for scanning.

RISK OF EXPOSURE TO BLOOD BORNE PATHOGENS

- Category I – Tasks involve exposure to blood, body fluids, or tissues.

SALARY/BENEFITS

As defined by institution.

(**Note:** Salary should be competitive for geographic location, practice setting, and practice specialty. Refer to the latest edition of the *SDMS Annual Income Report* for specific information.)

Date Reviewed: _____

DEPARTMENT AND HUMAN RESOURCES APPROVAL:

Department Approval

Human Resources Approval

Scope of Practice for the Diagnostic Ultrasound Professional

Preamble:

The purpose of this document is to define the Scope of Practice for Diagnostic Ultrasound Professionals and to specify their roles as members of the health care team, acting in the best interest of the patient. This scope of practice is a "living" document that will evolve as the technology expands.

Definition of the Profession:

The Diagnostic Ultrasound Profession is a multi-specialty field comprised of Diagnostic Medical Sonography (with subspecialties in abdominal, neurologic, obstetrical/gynecologic and ophthalmic ultrasound), Diagnostic Cardiac Sonography (with subspecialties in adult and pediatric echocardiography), Vascular Technology, and other emerging fields. These diverse specialties are distinguished by their use of diagnostic medical ultrasound as a primary technology in their daily work. Certification¹ is considered the standard of practice in ultrasound. Individuals who are not yet certified should reference the Scope as a professional model and strive to become certified.

Scope of Practice of the Profession:

The Diagnostic Ultrasound Professional is an individual qualified by professional credentialing² and academic and clinical experience to provide diagnostic patient care services using ultrasound and related diagnostic procedures. The scope of practice of the Diagnostic Ultrasound Professional includes those procedures, acts and processes permitted by law, for which the individual has received education and clinical experience, and in which he/she has demonstrated competency.

Diagnostic Ultrasound Professionals:

- Perform patient assessments
- Acquire and analyze data obtained using ultrasound and related diagnostic technologies
- Provide a summary of findings to the physician to aid in patient diagnosis and management
- Use independent judgment and systematic problem solving methods to produce high quality diagnostic information and optimize patient care.

¹ An example of credentials: RDMS (registered diagnostic medical sonographer), RDCS (registered diagnostic cardiac sonographer), RVT (registered vascular technologist); awarded by the American Registry of Diagnostic Medical Sonographers,® a certifying body with NCCA Category "A" membership.

² Credentials should be awarded by an agency certified by the National Commission for Certifying Agencies (NCCA).

- Society of Diagnostic Medical Sonography
- American Institute of Ultrasound Medicine
- American Society of Echocardiography*
- Canadian Society of Diagnostic Medical Sonographers
- Society for Vascular Ultrasound

* Qualified endorsement



**LARAMIE COUNTY
COMMUNITY COLLEGE**

**HEALTH SCIENCES AND WELLNESS
SCHOOL POLICIES FOR
HEALTH SCIENCES STUDENTS**

Version 9, 04/01/15

Laramie County Community College
Health Sciences and Wellness School Policies for Health Sciences Students

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Health Sciences and Wellness School Policies for Health Sciences Students

In addition to policies and procedures in the Laramie County Community College catalog, student handbooks and Health Sciences program specific handbooks, for the protection of students and patients, any Health Sciences program which includes assignment to patient care facilities such as hospitals, ambulatory care clinics, skilled nursing facilities and other health care settings requires students to comply with the following policies.

1. General Health Requirements

Students must be able to fully and successfully participate in all program activities whether in the classroom, laboratory or clinical setting. This includes, but is not limited to, the capacity for sensory and motor functions that allow independent classroom/laboratory/clinical performance and routine and emergency client care. It is essential that students in many Health Sciences programs are able to perform a number of physical activities in the clinical portion of their program. For example, students may be required to physically assist and/or lift patients or equipment, stand for several hours at a time and perform bending activities. The clinical experience places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patient lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. If a student believes that he or she cannot meet one or more of the standards without accommodations, the Health Sciences program must determine, on an individual basis, whether a reasonable accommodation can be made.

Students should refer to their respective program policies for required essential skills and functional abilities.

- a) Any student having a temporary medical condition that inhibits or restricts activities must supply a written explanation from his/her physician. Should a student become unable to participate partially or fully in the program's activities he/she may be withdrawn.
- b) Should a student require any type of special accommodation, the student must contact the college Disability Resource Center well in advance of the first class meeting. No accommodations will be provided by the instructor without approval from the DRC.
- c) Pregnant students may want to take special precautions due to the physical requirements and possible exposure to harmful diseases or substances. Students should refer to their respective program policies for any guidelines.

2. Health Physical Form

A health physical form must be completed by a licensed/certified healthcare practitioner (M.D., D.O., N.P., P.A.) and submitted according to the time specified by your Health Sciences program.

- a) The Program Director may require a new health form should any alteration in the student's health occur.

3. Immunizations / Screening

Students must be in compliance with immunization policies of the Health Sciences program in which they are enrolled. The Program Director will provide students with health requirements

applicable to that program and the deadline by which students must submit proof of meeting such requirements. Students not meeting the program deadline may be dismissed from the program. Students will be responsible for the costs of completion for all immunization requirements.

The following is a description of immunizations that may be required and the type of documentation that a student would have to provide to verify the requirements have been met. If there is a communicable disease outbreak, additional vaccinations may be required as specified by the local public health agency. Proof of all immunizations and tuberculin skin tests should be submitted as per requirements on the immunization form; a signature from the physician or nurse is not sufficient.

- a) **MMR (measles, mumps and rubella):** students must provide proof of one of the following: written proof of two MMR immunizations given after the age of 15 months, at least 30 days apart, OR proof of a

positive titer for each of these diseases. If a titer does not indicate immunity, a booster and second titer will be required.

- b) **Varicella (chicken pox):** A record of two doses of varicella vaccine OR proof of a positive IgG titer.
- c) **Tetanus/Diphtheria (Td) or tetanus, diphtheria and cellular pertussis (Tdap):** proof of vaccination within the past 10 years.
- d) **Hepatitis B:** students must either submit proof of completion of the Hepatitis B vaccination series OR a Hepatitis B Vaccine titer indicating immunity OR a signed statement of Hepatitis B vaccine refusal.
 - i. Students who received the series before the age of 18 will submit a two dose series. All others will complete a three dose series.
 - ii. Students receiving the series for the first time in order to meet this requirement must also get an initial titer 1-2 months after completion of the series and submit the results to their LCCC Program Director.
 - iii. If the titer results indicate that the student is a non-converter, students are required to visit with a qualified health care provider about options. Students must submit documentation of the results of that visit, and any subsequent action taken in accordance with current CDC recommendations, as documented by the health care provider.

e) **PPD Tuberculin Skin Testing**

A two step test within the last 12 months is required by the Health Sciences programs. Two-step testing is used to reduce the likelihood that a boosted reaction will be misinterpreted as a recent infection.

- i. If the reaction to the first test is classified as negative a second test is to be done 1-3 weeks later.
- ii. Students with a history of positive reactions to TB skin tests must provide a report of a negative chest x-ray within the last 12 months. If the chest x-ray is positive, a physician's written statement indicating incapacity to transmit TB will be required.

f) **Vision Screening**

Record and results of vision screening for color blindness must be submitted. Some programs and/or clinical sites may have restrictions for color-blind individuals – please refer to program specific handbooks for this information.

4. CPR Certification

Students must present a valid American Heart Association (AHA) CPR card indicating **health care provider** certification which includes infant, child, adult and 1 and 2 man rescuer techniques, and AED. The certification must remain current throughout the clinical experience.

5. Background Checks

All Health Sciences students must also undergo a background check performed by American DataBank at the student's expense. Your acceptance into an Health Sciences program at LCCC will not be final until LCCC has received background check information from the reporting agencies and the background check is clear of disqualifying offenses. (See below.) To facilitate completion of the background check, the student will provide a seven year history of all names used during that time, all residences and work history. The background check includes the following elements:

- i. Social Security Number Trace (serves as an address /identity verification tool)

- ii. Criminal History (felony/misdemeanor convictions/pending cases at county, state and Federal level)
 - iii. OIG/GSA (searches the Office of Inspector General and General Service Administration for Fraud against any federally funded health care program, i.e. Medicare/Medicaid, etc.
 - iv. Nationwide Sex Offender Registry
 - v. Excluded parties list service
- a) LCCC requires only one background check prior to final acceptance and subsequent enrollment into an academic program. The student must pay the one-time fee directly to the company performing the background investigation. Please be aware that while most health care facilities with whom LCCC has affiliation agreements will accept this verification of a background check, some may require additional compliance. A student not completing the background check in the timeline required may be withdrawn from the program.
- b) Students must accurately provide all names used in the last seven years, all residences, and all sites worked in the last seven years when completing the background check application. Failure to complete the background check application accurately will be considered falsification of records and will result in either or both of the following – students will be required to complete an additional background check at their cost and/or students will be dismissed from the program.
- c) The following disqualifying offenses **will** prevent admission:
- i. A conviction for any felony involving violence, sexual offenses, child abuse, or elder abuse (no time limit)
 - ii. Any felony conviction in the last seven years
 - iii. Any misdemeanor in the last seven years involving violence, sexual offenses, child abuse or elder abuse
 - iv. Registered sex offenders (no time limit)
 - v. OIG/GSA and Medicaid Sanctions (no time limit)
 - vi. Any student who is currently on probation, parole, or under any type of deferred sentencing guidelines. Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.
- d) The following potentially disqualifying event **may** prevent admission
- i. Except as applies above, any misdemeanor in the last seven years will be evaluated based on the nature of the offense, length of time since the offense occurred, etc. The student may be asked to provide more information which will be evaluated by the Health Sciences and Wellness Dean on a case by case basis, and *may still* prevent admission. The decision of the Dean is final.
- e) If any applicant believes the criminal background check is inaccurate, the applicant may appeal the decision in writing to the Dean of Health Sciences and Wellness and request a review of the report and/or decision within 10 working days of receipt of dismissal notification. An appeal review committee made up of the Dean and at least two Program Directors, other than the program to which the student seeks enrollment will review the case and make a determination within 10 working days. It is the applicant's responsibility to produce substantial evidence that proves the background check is inaccurate.
- f) If there is a conviction that does not disqualify the applicant/student from a program and

subsequent affiliation, the student should be aware that this may not be the case for the professional certifying/licensing agency. It is the student's responsibility to confirm whether or not the conviction will prevent them from taking a certification/qualifying examination or obtaining a license to practice upon completion of an academic program.

- g) A student seeking readmission to the same or other healthcare program will be required to complete a new background check and drug screen unless that student has been continuously enrolled in a healthcare program at LCCC.

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- f) If there is a conviction that does not disqualify the applicant/student from a program and subsequent affiliation, the student should be aware that this may not be the case for the professional certifying/licensing agency. It is the student's responsibility to confirm whether or not the conviction will prevent him/her from taking a certification/qualifying examination or obtaining a license to practice upon completion of an academic program.
- g) A student seeking readmission to the same or other healthcare program will be required to complete a new background check and drug screen unless that student has been continuously enrolled in a healthcare program at LCCC.

7. Preadmission and Preclinical Drug Screening

All Health Sciences students are required to submit a pre-clinical urine drug screen.

- a) The drug screen is completed at the student's expense and must be paid for at the time of application via the American DataBank website. Vendor is responsible for chain of custody process and collection site identification, lab analysis and review of positive results by a Medical Review Officer.
- b) Students will receive a paper copy of the chain of evidence and will hand carry that form to one of the listed collection sites. A SAMSHA (Substance Abuse and Mental Health Services Administration) certified laboratory will conduct the urine screening and will post all negative results to the Health Sciences Program Director or designee.
- c) If a student provides a diluted sample, the student will be notified, and an additional test must be purchased via the American DataBank website at an additional cost to the student. Two consecutive negative-dilute results will act as a positive result which will result in withdrawal from all Health Sciences courses. In the event of a withdrawal from classes, students may invoke their rights under the Student Discipline Adjudication Procedure 3.16P.
- d) If a student tests positive for substances, the lab will contact the Medical Review Officer (MRO). The MRO will contact the student to elicit any prescriptive drug usage and will subsequently inform the Health Sciences Program Director or

designee as to the final results.

- e) If a student challenges a result, only the original sample can be retested. The student must request an order for a retest of the sample through the MRO. All positive samples are retained for one year in a frozen state. The student is responsible for the cost of this test.
- f) If the MRO determines there are safety sensitive issues/concerns related to a student's drug profile further evaluation by a professional will be required and a student may be on temporary exclusion from the program until the evaluation is completed. Students testing positive for drugs that are illegal substances in Wyoming, non-prescribed legal substances, or students deemed unsafe for the clinical setting by the MRO will not be permitted to attend Health Sciences didactic and/or clinical courses. In the event that a student is withdrawn from classes the student may invoke his/her rights under the Student Discipline Adjudication Procedure 3.16P.
 - i. Students who are licensed or certified in a health profession and test positive for these drugs will be reported to their respective Boards
- g) A student will NOT be allowed to use previous drug screens requested by any person or agency outside LCCC to meet these requirements.
- h) A student failing to test during the date and time documented on the Drug Testing Letter do not meet the requirement for drug testing and may be withdrawn from all Health Sciences courses. In the event of a withdrawal being made from classes the students may invoke his/her rights under the Student Discipline Adjudication Procedure 3.16P.

8. Random Drug Screening

Random testing will take place for all LCCC Health Sciences and Wellness students throughout each student's respective program. The random testing will be unannounced. The selection of individuals will be made through the random pool administered by the college's drug screening vendor. Notification shall take place at any time prior to test administration. Testing shall be in the form of urinalysis screening with confirmation by a licensed and SAMSHA certified laboratory and will be scheduled within 4 hours of notification. The cost of the random testing is covered in the fee paid by students at the time of background check and initial drug screen.

Failure to comply with any aspect of the Random Drug Screening requirements is cause for discipline up to and including dismissal from the program. In the event of withdrawal from classes the student may invoke his/her rights under the Program Handbook and the Student Discipline Adjudication Procedure 3.16P.

If a student provides a dilute sample, the student will be notified, and the student will need to complete another drug screen at their own expense. Two consecutive negative-dilute results will act as a positive result which will result in withdrawal from all Health Sciences courses. In the event of a withdrawal from classes, students may invoke their rights under the Student Discipline Adjudication Procedure 3.16P.

9. "For Cause" Drug Screening

The information below refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal or prescription drugs which impair judgment, or demonstrate behavior consistent with impairment while in attendance on campus for class or other related activities, or at any health care facility, school, institution or other work location as a representative of the

LCCC Health Sciences Program. If the clinical instructor/clinical site supervisor perceives the student is unable to perform competently, exhibits symptoms of abuse, emits the odor of alcohol or other illegal substances, or exhibits behaviors such as, but not limited to, slurred speech, unsteady gait, or confusion, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired the following steps are taken:

- a) The instructor will remove the student from the patient care or assigned work area and notify the clinical agency supervising personnel. The student will be required to complete a Drug and Alcohol test within four hours of the incident, or as soon as reasonably possible.
- b) Upon student's oral consent, the instructor will assist the student in finding safe transportation to the drug testing site, and following that, home – at the student's expense. If the student insists on leaving the college or health care facility unattended, he/she will be advised that it is against the Health Sciences programs policy and is an unsafe action.
- c) The student is to have a picture ID in his/her possession.
- d) Drug screening is required, regardless of admission of the student to use.
- e) Written documentation will be submitted to the Program Director within two working days of the incident. A meeting with the student, faculty member and director will be set to:
 - i. Review incident and documentation
 - ii. Provide the student with another opportunity to offer further explanation and additional relevant information
 - iii. Discuss procedures to be followed if the policy is carried forward.
 - iv. Discuss academic consequences related to alleged policy violation.
 - v. The meeting is to be documented in writing to include description of the incident, who was present, time, date, place, actions and reactions.
- f) If the results of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student shall meet with the Program Director within two working days of the test results to discuss the circumstances surrounding the impaired clinical behavior. The student may return to the classroom and clinical setting, and the faculty will provide opportunity for the make-up of missed work and assignments, subject to considerations listed below.
 - i. If the indicator was the odor of alcohol or other illegal substances, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.
 - ii. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.
 - iii. Based on the information provided and further medical evaluations if warranted, the Program Director, in consultation with the School Dean, will make a decision regarding return to the clinical setting.
- g) If the results of the test are dilute, another for-cause drug screen must be completed within 4 hours of notification at the student's expense. Two consecutive negative-dilute test results will act as a positive result which will result in withdrawal from all Health Sciences courses. In the event of a withdrawal from classes, students may invoke their rights under the Student Discipline Adjudication Procedure 3.16P.
- h) If the results of the test(s) are positive for alcohol or other illegal substances or for non-prescribed legal substances, the Program Director will withdraw the student from all

didactic and clinical courses for a period of one year. In the event of a withdrawal being made from classes, students may invoke their rights under the Program Handbook and the Student Discipline Adjudication Procedure 3.16P. The student will pay for all costs associated with the For-Cause Drug-Screening test. The student may request at his/her own expense, a second sample be tested to rule out false positives. This must be completed the same day. It is the student's responsibility to contact a company and pay for the drug screen.

- i) If a student with positive results holds a certificate or license in a health profession, screening result test will be reported to the applicable Board.
- j) If a Student refuses "For-Cause" Testing:
 - i. The instructor will remove the student from the clinical setting pending a full investigation.
 - ii. The instructor will contact a transportation service to request that the student be transported home, at student expense. If the student insists on leaving the college or health care facility unattended, he/she will be advised that it is against the Health Sciences programs policy and is an unsafe action.
- k) Failure to comply with any aspect of a For Cause Drug Screening requirement will result in dismissal from the program. In the event there is a withdrawal from classes the student may invoke their rights under the Program Handbook and the Student Discipline Adjudication Procedure 3.16P.

10. Self-Disclosure

If a student self-discloses that he or she has an alcohol/substance-abuse problem (past or present), the student is subject to a "For Cause" drug screen at their own expense for the duration of their enrollment in an Allied Health program at LCCC.

The Health Sciences and Wellness "For Cause" procedures will be followed for instances of self-disclosure

Failure to comply with any aspect of the For Cause Drug Screening requirements will result in dismissal from the program. In the event there is a withdrawal from classes the student may invoke their rights under the Program Handbook and the Student Discipline Adjudication Procedure 3.16P.

11. *Readmission Guidelines Related to Substance Abuse*

A student seeking readmission to Health Sciences programs after withdrawal for reasons related to substance abuse will:

- a) Submit a letter requesting readmission to the Health Sciences program.
 - i. Include documentation from a licensed therapist specializing in addiction behaviors indicating status of abuse, addiction, or recovery and/or documented rehabilitation related to the alcohol/drug illness.
 - ii. Include documentation of compliance of a treatment program as identified by the therapist including a statement that the student will be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.
- b) Repeat drug screen for alcohol/drugs immediately prior to readmission. If a student, after being re-admitted to the Health Sciences program, has positive results on an alcohol/drug screen, the student will receive permanent dismissal from the Health

Sciences program.

- c) Complete any other program specific admission actions based on specific program requirements.
- d) Complete any other requirements made by LCCC.
- e) Completion of the requirements above does not guarantee readmission to a program.

- f) Complete any other requirements made by LCCC.
- g) Completion of the requirements above does not guarantee readmission to a program.

12. Insurance

Students must be aware of insurance requirements and their responsibilities in relation to insurance.

- a) Given the potential exposure to communicable disease it is highly recommended that students in Health Sciences programs carry health care insurance at all times while enrolled in the program. Some clinical agencies may require those students who come to that facility for clinical learning experiences have health care insurance.
- b) If a student is injured or becomes ill during the clinical experience, an LCCC and/or program incident form and verification of other insurance coverage must be completed. Incident forms may be obtained from the applicable Program Director's office. Completed forms are submitted to the Health Sciences Program Director for signature and then forwarded according to campus procedure.
- c) Students are responsible for their own transportation and vehicle insurance to and from the clinical agency. No insurance coverage is provided for any vehicle not supervised and provided by the college.
- d) LCCC Health Sciences students are covered under LCCC's medical professional liability and general liability insurance while performing in the clinical setting as part of their Health Sciences course work.

13. Standard Health and Safety Practices

Students are required to follow this list of standard health and safety practices, and any program/facility specific requirements and to complete an Assumption of Risk and Liability form (obtain from Program Director).

- a) All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
- b) Contaminated sharps shall be handled per OSHA guidelines, and specific program policy.
- c) Contaminated sharps must be placed in an appropriate container as soon as possible.
- d) Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- e) When exposure is possible, personal protective equipment (PPE) shall be used. Personal protective equipment includes:
 - i. Gloves shall be worn when it can be reasonably anticipated that the individual may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin, when performing vascular access procedures, and when touching contaminated items or surfaces.
 - ii. Masks, eye protection, and face shields shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
 - iii. Gowns, aprons, and other protective body clothing shall be worn in occupational exposure situations and will depend upon the task and the degree of exposure anticipated.

- iv. Surgical caps or hoods and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.
- v. Hand hygiene shall be performed immediately after removal of gloves or other personal protective equipment.
- f) When exposure to other hazardous materials such as disinfectant solutions is a possibility, appropriate PPE and safe handling protocols shall be used.

14. Exposure Guidelines

If exposed to blood from a needle stick, blood, or body fluid comes in contact with mucous membranes or an open wound during a laboratory or clinical experience, the student should:

Needlestick injury, cuts, scratches, or human bites involving blood or body fluids:

- i) If near a sink, immediately rinse the injured area in flowing, cold tap water.
- ii) Wash the injured area for 10 minutes with soap and water or a disinfectant towelette if soap is not available. Rinse with water.
- iii) Cuts, scratches, or bites contaminated with potentially infectious materials should be pulled apart gently with a gloved hand to open the tissue. Treat as above.
- iv) Blot the area gently, cover the wound, and seek medical assistance immediately through your clinical facility or program procedure.
- a) Eye, mouth, and mucous membrane exposures:
 - i) Splashes of potentially infectious materials to the face, eyes, nose and/or mouth or to non-intact skin warrants immediate, gentle flushing of the eye, nose, mouth, or skin lesion with large amounts of room temperature tap water for 10 minutes if available. The goal is to promote rapid dilution of the material without irritating the mucous membranes or underlying tissues. The nose or abraded skin, BUT NOT THE EYE, can be rinsed with dilute soap water as a gentle wash solution when feasible. The area should be rinsed with water.
 - ii) Seek medical assistance immediately.
- b) Report the incident immediately to the site supervisor or clinical instructor.
- c) The site or clinical instructor and student must notify the department supervisor at the clinical agency.
- d) The student must complete an incident report for the clinical agency.
- e) The Health Sciences Program Director may assist the student in completing the college student accident report as required by the specific program requirements, and may also include any forms required by the college's insurance company.
- f) The exposed student should be tested for HIV antibodies within 10 days and students are responsible for the costs of this testing. The Clinical Instructor and/or Program Director are to document the exposure accident and provide copies for the student file.
- g) The LCC HSW School will follow CDC recommendations.

15. Professionalism

Students enrolled in a program of study in the School of Health Sciences and Wellness are responsible for conducting themselves in a professional manner at all times. Some specifics of professional behavior include:

- a) **HITECH ACT of 2009 and HIPAA:** All verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not

to be copied or discussed with anyone or removed from a health care facility unless written permission has been given by the clinical agency to remove such information. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action under the guidelines outlined in the Program Handbook and the Student Discipline Adjudication Procedure 3.16P, which may result in possible failure of the course/program and may lead to immediate suspension and subsequent dismissal. Refer to the Student Confidentiality Agreement (obtain from Program Director).

- b) **Professional staff client relationship and student behavior:** Health Science students strive to inspire the confidence of clients. Students must treat all clients, health care providers, peers, faculty, and staff professionally. Clients can expect those providing Health Sciences services to act in their best interests and respect their dignity.
- i. The student should abstain from excessive personal disclosure, obtaining personal gain at the client's expense and refrain from inappropriate involvement in the client's personal relationships.
 - ii. In a student role, professional boundaries exist among the student, the instructor, the clinical staff, and the client. Students should abstain from judgmental behavior, intimidation, profanity, defiance, and derogatory comments to all individuals with which the student may have contact through the course of their educational experience. Students unclear of proper behavior or of an appropriate response to an individual should consult the instructor for guidance.
 - iii. Personal electronic devices: pagers, cellular telephones and other personal electronic devices (PED) must be turned off and out of sight during lectures and labs, unless instructor approval has been provided. Any personal electronic device in sight may be confiscated by the instructor and kept until the end of the day's activities. Any use of a personal electronic device during quizzes, tests, exams and other academic activities will be construed as cheating and treated accordingly. Any response to a PED must only be completed during break only. Violation of this policy is grounds for discipline up to and including dismissal from the program.
 - iv. PEDs must not be carried into patient care areas and/or clinical experiences. At no time may students use a PED to take photographs of any patient or any part of a medical record or other protected health information. Violation of this policy will be grounds for immediate dismissal.
 - v. Students are expected to maintain high standards of academic integrity including completing assignments independently, unless indicated, reporting accurate results when conducting research, and avoiding cheating and plagiarism. A student's first offense will be handled by the instructor, however repeated documented violations will result in disciplinary action under the guidelines outlined in the Program Handbook and the Student Discipline Adjudication Procedure 3.16P, which may result in possible failure/dismissal from the course and/or program.
 - vi. Students are expected to act in accordance with all program guidelines while in the classroom, laboratory, and clinical settings. Repeated violations of expected behaviors may result in failure of the course, laboratory, or clinical, and up to dismissal from the program.

- vii. Student professional conduct violations will result in disciplinary action under the guidelines outlined in the Program Handbook and the Student Discipline Adjudication Procedure 3.16P, which may result in possible failure/dismissal from the course and/or program.
- c) **Immediate Dismissal:** Any Health Sciences program student engaging in any of the following behaviors or other misconduct is subject to ***immediate suspension*** from Health Sciences classes and disciplinary action as described in the Program Handbook and the Student Discipline Adjudication Procedure 3.16P.
- i. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or practicing unsafe behaviors that could lead to harm.
 - ii. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
 - iii. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.
- d) **Professional appearance:** Proper hygiene and professional appearance are expectations of all Health Science students. Specific requirements will be found in the Program Handbook.
- e) **Student Appeals Processes:** Students have a right to appeal an academic process or sanction imposed on them and must follow the guidelines in the Program Handbook and the Academic Appeals Procedure 2.16P. Students have the right to appeal a student discipline process or sanction imposed on them and must follow the guidelines in the Program Handbook and the Student Discipline Adjudication Procedure 3.16P.

16. Duty to Report

All students enrolled in Health Sciences programs have the following duty to report:

- a) Students holding or receiving certification or licensure in a health profession must remain in good standing with the Board that issues their certification or licensure. Students receiving any disciplinary actions against their certificate and/or license must notify their Program Director within five (5) school days.
- b) Any student who is placed on the Office of Inspector General (OIG) List of Excluded Individuals/Entities (LEIE) list must notify their Program Director within five (5) school days.
- c) Any student who is charged or convicted of an offense that fall into any category in the disqualifying offenses list in section 6c above, the student must notify the Program Director within five (5) school days or prior to participation in clinical, whichever is sooner.
- d) Failure to report will result in the Program Director's right to dismiss or restrict the student's participation in clinical experiences and /or initiate discipline up to and including dismissal from the program.

17. Forms

The following is a list of forms:

- a) Assumption of Risk
- b) Consent for Release of Information
- c) Consent for drug testing
- d) Compliance with Policies

LARAMIE COUNTY COMMUNITY
COLLEGE HEALTH SCIENCES
PROGRAMS
VOLUNTARY ASSUMPTION OF RISK AND RELEASE OF LIABILITY

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND IT BEFORE SIGNING. Laramie County Community College (LCCC) is a non-profit educational institution. References to LCCC include its officers, officials, employees, volunteers, students, agents, and assigns. I (print your name) _____, freely choose to participate in the LCCC Health Sciences Program _____ (specify program). In consideration of my voluntary participation in this Program, I agree as follows:

RISKS INVOLVED IN PROGRAM: I understand that the clinical training environment for the Program in which I am enrolled through LCCC contains exposures to risks inherent in activities of the Program such as but not limited to: Physical lifting of patients or assisting with movement of patients; Standing for several hours at a time; Bending activities; Contact with communicable and infectious disease; Undertaking of responsibilities and duties impacting patient lives which could cause mental or emotional stress; Property damage: (Specify any potential risks of the individual clinical site)

HEALTH AND SAFETY: I have been advised to consult with a health care provider (M.D., D.O., N.P., P.A.) regarding my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations. I recognize that LCCC is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in this Program, I authorize in advance the representative of LCCC to secure emergency treatment if necessary.. LCCC may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release LCCC from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend LCC and their officials, officers, employees, agents, and volunteers from and against any and all claims, of whatsoever kind or nature, which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

INDEPENDENT ACTIVITY: I understand that LCCC is not responsible for any loss or damage I may suffer when I am doing Program activities and that LCCC cannot and does not guarantee my personal safety. In addition, I specifically acknowledge that in performing Program activities, I am doing so independently in the status of a student of the Program I choose, and not as an employee or agent of LCCC. I further waive any and all claims which may arise from such Program activities, acknowledge that workers' compensation benefits are not provided to me in my capacity as a student, and hold LCCC harmless from any of my negligent acts. I further state that I am not in any way an employee of LCCC in any capacity. I further agree that I am solely responsible for my own equipment, supplies, personal property, and effects during the course of Program activities. In addition, I agree that if I drive or provide my own motor vehicle for transportation to, during, or from the Program site I am responsible for my own acts and for safety and security of my own vehicle. I accept full responsibility for the liability of myself and my passengers, and I understand that if I am a passenger in such a private vehicle, College is not in any way responsible for the safety of such transportation and that LCCC's insurance does not cover any damage or injury suffered in the course of traveling in such a vehicle.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Voluntary Assumption of Risk and Release of Liability shall be governed by the laws of the State of Wyoming that shall be the forum for any lawsuits filed under or incident to this Form or to the Program. If any portion of this Form is held invalid, the rest of the document shall continue in full force and effect.

Signature of Program Participant

Date

Signature of Parent or Legal Guardian (If student is a minor)

Date

**LARAMIE COUNTY COMMUNITY COLLEGE
CONSENT FOR RELEASE OF INFORMATION**

I (print name) _____ give permission for the Health Sciences faculty and/or Health Sciences Director/Chair of the Program in which I am enrolled to share personal information about me including name, student identification number, date of birth and verification that the Program has evidence that I have met all the health and safety requirements of the Health Sciences Program. This information will be provided to clinical agencies where I am assigned so that I may complete mandated pre-clinical education requirements, obtain entry into the agency's computer system and/or medication administration system, and complete duties necessary in the actual clinical rotations.

This authorization will remain in effect until my Health Sciences Program clinical experiences are completed or until revoked. I understand that signing this consent is voluntary, and that revoking the consent prior to a clinical experience may have impact on my ability to be assigned to a clinical agency. A revocation of this consent must be in writing and be delivered to the Director of the Program in which I am enrolled. I also understand that information disclosed under this authorization might be redisclosed by the clinical agency and that such disclosure may no longer be protected by federal or state law.

Further, I, _____ hereby authorize Laramie County Community College, ("Institution") including all employees, agents, and other persons professionally affiliated with Institution having information related to the results of my background check and credential check(s) as these terms are generically used by background check agencies, hospitals, clinics and similar medical treatment facilities, to disclose the same to such facilities and the appropriate institutional administrators and faculty providing clinical instruction at such facilities, waiving all legal rights to confidentiality and privacy.

I expressly authorize disclosure of this information, and expressly release Institution, its agents, employees, and representatives from any and all liability in connection with any statement made, documents produced, or information disclosed concerning the same.

I understand that a hospital, clinic, or similar medical treatment facility may exclude me from clinical placement on the basis of a background check. I further understand that if I am excluded from clinical placement, I will not be able to meet course requirements and/or the requirements for graduation. I release Institution and its agents and employees from any and all liability in connection with any exclusion that results from information contained in a background check.

Any hospital, clinic or similar medical treatment facility to which I am assigned may be required by the Joint Commission on Accreditation of Healthcare Organizations' policy to conduct an annual compliance audit of five percent (5%) or a minimum of thirty (30) background investigation files. I agree that, upon request from a hospital, clinic or similar medical treatment facility to which I am assigned, I will provide the results of my background check to be used for audit purposes only.

Signature of Program Participant

Date

Signature of Parent or Legal Guardian (If student is a minor)

Date

COMPLIANCE WITH POLICIES

These Policies prescribe standards of conduct for students enrolled in LCCC Health Sciences Programs. The standards are in addition to those prescribed for students under LCCC policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline. Every student is expected to know and comply with all current policies, rules, and regulations as printed in the college catalog, class schedule, college student handbook, and specific LCCC Health Sciences Program student handbook.

I have received a copy of the Non-academic Health Sciences Programs Policies. I understand this handbook contains information about the guidelines and procedures of the LCCC Health Sciences Program in which I am enrolled. I also understand that I can find information about the general college policies in the College Catalog and the College Student Handbook. I can find information specific to each Health Sciences Program from the Program Director and each course in the course syllabus. By signing this agreement, I certify that I have read and understand the Non-Academic Health Sciences Programs Policies and will comply with them.

Signature of Program Participant

Date

Signature of Parent or Legal Guardian (If student is a minor)

Date

Signature Name

Date

ACKNOWLEDGMENT OF LCCC'S
SUBSTANCE ABUSE POLICY,
CONSENT TO TESTING, AND
RELEASE OF INFORMATION AND
LIABILITY

I, _____, acknowledge that I have seen and reviewed LCCC's Substance Abuse Policy. I understand that pursuant to the policy I may be required to submit a body fluid sample (such as of my urine, blood, saliva, and/or breath) to a collection and laboratory facility, which LCCC selects, for chemical analysis to determine whether illegal drugs and/or alcohol are present in my system. I further understand that if I fail to pass my test, and/or refuse to abide by all sample collection and chain of custody procedures, I will be subject to disciplinary action as set forth in LCCC's Non Academic Health Sciences Program Policies for Students. I hereby knowingly and voluntarily consent to LCCC's, the laboratory's, and/or collection facility's (or their respective agents') request for my body fluid sample for chemical analysis. I further authorize the laboratory or collection facility (or their agents) to release to LCCC any information regarding the results of any such chemical analysis of my body fluid sample. In exchange for participation in the LCCC Health Sciences Program, I also release the LCCC, including any and all of its Board of Trustees, the President, Administrators, Deans, and employees, from any and all claims, suits, charges, causes of action, liability, and damages relating to or arising from (a) the submissions of my body fluid sample for chemical analysis; (b) my refusal to submit a sample; (c) the release of any information to LCCC pertaining to the collection, testing, or test results of my sample; and/or (d) the termination of my participation in LCCC's Allied Health Program based on a positive drug or alcohol test result and/or my refusal to submit to testing. I also understand that this acknowledgment, consent, and release will remain valid, binding, and useable throughout my participation in LCCC's Health Sciences Program whenever LCCC requires that I submit to a drug and/or alcohol test, whether random selection, following a work-related accident or injury, or for some other reason.

CONSENT AND RELEASE:

Signature of Program Participant

Date

Witnessed by

Date