

Laramie County Community College
School of Health Sciences and Wellness

Policies and Procedures

For the

Diagnostic Medical Sonography Program

A Student Handbook

2017-2018



LARAMIE COUNTY COMMUNITY COLLEGE

LARAMIE COUNTY COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES & WELLNESS
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

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Laramie County Community College is committed to providing a safe and nondiscriminatory educational and employment environment. The college does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, political affiliation, sexual orientation or other status protected by law. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The college does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment.

The college has a designated person to monitor compliance and to answer any questions regarding the college's nondiscrimination policies. Please contact: Title IX and ADA Coordinator, Suite 205, Clay Pathfinder Building, 1400 E College Drive, Cheyenne, WY 82007, 307.778.1217, TitleIX_ADA@lccc.wy.edu.

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Diagnostic Medical Sonography Program Student Handbook

Welcome!

The faculty of the LCCC Diagnostic Medical Sonography (DMS) 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 of sonography.

The student handbook has been compiled to orientate you to the Sonography program's operation, policies and procedures and to identify your responsibilities to the program. This handbook is used in conjunction with the LCCC Catalog, LCCC Student Handbook, and the School of Health Sciences and Wellness Handbook. The effort you put into the program requirements is directly related to your competence as a sonographer. The faculty 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. These policies and procedures apply to all students in the DMS Program. Please refer to the LCCC Catalog and Student Handbook and the Health Sciences and Wellness School Policies (HSW School Policies) for additional information regarding college policies, procedures and services. After reading it, you must sign and return the signature forms to the Program Director on May 30, 2017. Failure to do so will prevent you from participating in several of the program's activities. 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.

Frequently Called Numbers

Campus Operator	307-778-5222
Admissions/Enrollment Services	307-778-1212
Financial Aid	307-778-1265
Bookstore	307-778-1114
Library	307-778-1205
Health Sciences & Wellness School.....	307-778-1140
Fax	307-778-1395
Student Success Center	307-778-4315
Disability Support Services	307-778-1359
Campus Security	307-630-0645

Introduction

All students in the LCCC Diagnostic Medical Sonography Program are responsible for observing and abiding by the college rules and regulations as stated in the current college catalog, LCCC student handbook, Health Sciences and Wellness handbook, and the Diagnostic Medical Sonography student handbook. Each clinical affiliate has standards and regulations that must be observed and abided by while the student is assigned to a particular affiliate.

The DMS Program is committed to a high standard of educational and clinical excellence while providing and promoting learner responsibility, effective communication, critical thinking, time management, and collaboration. We train our students to be entry-level sonographers with the skills and knowledge to produce high-quality images and adhere to the Code of Ethics as directed by the Society of Diagnostic Medical Sonography, ethical and legal guidelines of the profession to serve our communities.

The DMS Program holds all students to the following expectations:

- Demonstrating professional behavior at all times
- Complying with all policies and procedures within the college, school, and program
- Being available and on time for class as scheduled
- Preparing in advance for class and lab activities and assignments
- Providing your own transportation to assigned clinical sites
- Providing for your own housing during the full two years of the program

Failure to comply with 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 Commission on Accreditation of Allied Health Educational Programs (CAAHEP) with recommendations from 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, ultimately the program director, and the administration of LCCC.

If you have a concern about a CAAHEP accredited program and would like to file a complaint, you can visit the following website: <http://www.caahep.org/Content.aspx?ID=32>

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.

DMS Program Description

The Associate of Applied Science Degree in Diagnostic Medical Sonography Program is two years in length (24 months) and includes 96 credits including 26 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, heart, 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.

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

The DMS program is accredited in general studies which include Abdomen and OB/GYN. Graduates of this program will receive an Associate of Applied Science in Diagnostic Medical Sonography. The program is an intensive, six-semester program not including prerequisite courses, 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/or clinics in Wyoming, Colorado, or Nebraska.

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 own 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 Commission on Accreditation of Allied Health Education Programs (CAAHEP) with recommendations from 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.

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 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.

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.rrt.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.caahep.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 Program
Information***

Program Curriculum

Overview: 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.

Diagnostic Medical Sonography (DMS) Associate of Applied Science 96 credit hours including prerequisites.

Diagnostic Medical Sonography 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, heart, 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.

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

The DMS program is accredited in general studies, which include Abdomen, and OB/GYN. Graduates of this program will receive an Associate of Applied Science in Diagnostic Medical Sonography. The program is an intensive, six-semester program not including prerequisite courses, 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/or clinics in Wyoming, Colorado, or Nebraska.

The program has limited enrollment and admits one class each summer. Prerequisite courses listed below must be completed or in progress prior to application for program admission. Perspective students interested in the program may contact the program director, clinical coordinator, or admissions office for details about the program admission process and timeline. Additional information is also available on the program website at lccc.wy.edu/programs/sonography.

Some program courses may be presented online, in person, or hybrid format (via Desire 2 Learn – D2L). Students are expected to have computer skills and access that enables them to participate in online courses. Access to the computer lab is part of the LCCC student fees.

DMS Program Course Sequencing

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 College Algebra OR HIGHER 3

ENGL 1010 English Composition I 3

PHYS 1050 Concepts of Physics 4

CO/M 1015 Foundations of Communication or CO/M 2010 Public Speaking 3

HLTK 1200 Medical Terminology 2

TOTAL PREREQUISITE CREDIT HOURS: 26-28 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

COLS 1000 Introduction to College Success: First-Year Seminar 3

TOTAL CREDIT HOURS: 9 credit hours

Fall I

Choose from approved U.S./Wyoming Constitution courses 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: 12 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

TOTAL CREDIT HOURS: 12 credit hours

Summer II

IMAG 2254 Beginning Clinical Experience 6 credit hours

TOTAL CREDIT HOURS: 6 credit hours

Fall II

IMAG 2255 DMS Clinical Education I 11

IMAG 2265 Registry Review I 1

TOTAL CREDIT HOURS: 12 credit hours

Spring II

IMAG 2260 DMS Clinical Education II 13

IMAG 2270 Registry Review II 1

TOTAL CREDIT HOURS: 14 credit hours

TOTAL DEGREE CREDIT HOURS 96 credit hours

Course Descriptions/Curriculum Overview

For more information, visit the current LCCC catalog (www.lccc.wy.edu)

DMS ADMISSIONS POLICY AND PROCEEDURES

DMS Program Admissions Policy

Admission to the Diagnostic Medical Sonography Program is open to all academically qualified college students. The program has a capacity of ten (10) students and is highly competitive admissions process. Yearly 40-45 applicants apply, 20 interview and 10 are accepted. Applications are available beginning September for the following year start date and can be found at www.lccc.wy.edu/programs/sonography/apply.aspx.

**Definition: Academically qualified students are those who have completed or are in-progress of completing the necessary prerequisite courses with a 3.0 grade point average (GPS), have been accepted to LCCC, and have a 3.0 or better in the overall prerequisite grade point average (GPA).*

- ❖ 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.

DMS Admissions Procedure

1. **Completion of Prerequisite Courses:** Completion of, or in the process of completion, all required prerequisites as outlined in the program application and the college catalog corresponding to the year in which the student plans to enter. All must be completed or in progress with a grade of “C” or better by the application deadline.

Program Prerequisites:

ZOO 2015 Human Anatomy* *or* ZOO 2010 Anatomy and Physiology I* (4-5 credits)

ZOO 2025 Human Physiology* *or* ZOO 2020 Anatomy and Physiology II* (4-5 credits)

MATH 1400 College Algebra (3-4 credits)

ENGL 1010 English I: Composition (3 credits)

PHYS 1050 Concepts of Physics (4 credits)

CO/M 1015 Foundations of Communication *or* CO/M 2010 Public Speaking (3 credits)

HLTK 1200 Medical Terminology (2 credits)

*Anatomy and physiology courses must have been taken within the last five years to be considered. The five-year timeline is based off of program entry date. If you are currently working in one of the following medical professions you are exempt from the five-year requirement for anatomy and physiology courses. You must be a graduate of a two-year health occupation degree that is directly patient-care related. Examples include Registered Nursing (RN), Radiologic Technologist (ARRT(R)), Physical Therapist Assistant, Respiratory Therapist, or Surgical Technologist. You must provide proof of employment.

Note: The DMS Program Admission is contingent upon successful completion of in-progress prerequisites. If the student does not successfully complete the in-progress courses, admissions to the program will be void.

2. Apply to Laramie County Community College prior to applying to the Sonography program. Students must provide an official copy of all past college transcripts to the LCCC Admissions office. A photocopy of all past college transcripts must also be sent to the LCCC DMS program director.
3. Complete and submit a pre-admission Sonography Observation Form. Eight to sixteen hours of observation in a clinical facility are required. Students take both observation forms with them (included in application PDF). Out-of-county and out-of-state applicants may make appointments and complete observations closer to home. LCCC recommends that applicants review the application questions prior to completing their clinical observations. In addition, students are requested to dress appropriately (i.e., interview attire).

NOTE: Applicants planning to complete their observation at Ivinson Memorial Hospital in Laramie, WY, must contact the LCCC Sonography program prior to setting up an appointment.

4. Complete the Sonography Program Admission Form and mail it with all necessary documentation. Applications will only be accepted after Feb. 1 and must be received by Feb. 28, 20**. Any forms received after March 1 will be ineligible for consideration.
5. Obtain three completed Reference Forms (included in the application packet). At least one must be from a former or current supervisor and/or instructor. No relatives may be used as references. The individual completing the forms will return them to the LCCC DMS program director. (Students need to provide an addressed envelope for their references.)
6. The top 20 applicants will be invited to an on campus interview. Admission interviews will be conducted during the last two weeks of March. 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 or tele-interview (determined on each individual basis), which is worth 70% of total score. If there are identical scores the DMS Program Director will make the final decision based on student's grade point average, prerequisites completed, reference letters scoring, and reflective essay scores.
7. Successful applicants will be notified of their conditional acceptance by mail by approximately mid-April. Note: As scholarship applications are due April 1, eligible applicants for aid should apply by April 1 rather than waiting until notification of acceptance. 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:
 - A completed physical examination form including verification of current vaccinations and titers (Hepatitis B, Rubella, Rubeola, PPD, Diphtheria-Tetanus, Varicella).
 - A copy of current certification in "CPR for the Health Care Worker" when classes begin in the fall.
 - Acceptable drug screening and criminal background checks.

At their discretion, clinical sites may require a drug screening and/or criminal background check prior to allowing students into the clinical setting. (If required, any associated fees will be the responsibility of the student.) In addition, clinical sites may require random drug testing and/or drug testing for reasonable cause. Generally, the urine drug test screens for alcoholic beverages, illegal drugs or drugs that impair judgment while in the clinical agency. Testing positive on the screening, or evidence of tampering with a specimen, will disqualify a student from participating in the clinical assignment. In addition to drug screening, for the safety of patients and health care workers, child abuse clearance and criminal background checks are required by some agencies prior to a clinical assignment. Certain criminal activity, as evidenced by a criminal background check, may also disqualify a student from clinical participation. Students are advised that the inability to gain clinical education experiences can result in the inability to meet program objectives and outcomes. These circumstances may prevent final acceptance into and/or progression through the program, and may ultimately result in dismissal from the program.

- ❖ The top 8-10 applicants from the interviews will receive a letter of acceptance by mid-April and have the choice of acceptance or declining, which is due to the Program Director along with \$200.00 fee by set date in acceptance letter.
- If an alternate candidate is notified of their choice to accept or decline, they will be given a due date to send acceptance letter and \$200.00 fee to the Program Director.

DMS Program Alternate Admission Status Policy

A class of highly qualified students will be selected yearly for admission to the Diagnostic Medical Sonography Program at LCCC. Up to ten (10) students will be accepted each year based on the criteria set forth by the DMS Director, the DMS Advisory Committee, and Admission Committee. The criterion set forth in the Application Information and Process are available online at <http://www.lccc.wy.edu/programs/sonography/apply.aspx> . Qualified students will be notified in writing and/or via email. Up to two alternates will be determined after the initial applicants are selected. Alternates will be admitted to the classes if/when a position opens and will be notified accordingly in writing, via email and/or phone.

Note: There is no waitlist for the LCCC Diagnostic Medical Sonography Program.

Student Retention

Due to the number of program faculty, lab facilities, and clinical education sites, it is necessary to limit the number of students accepted annually into the program to a maximum of ten (10). If you are having any difficulty academically we encourage you to talk to the DMS Program faculty to seek guidance and assistance. Services for tutoring as well as academic and personal counseling are available on campus. It is the desire of the DMS Program faculty for you to succeed and we are here to help.

Readmission to the Program

All requests for program re-entry must be submitted in writing to the DMS Program Director by the published program admission deadline. Readmission is NOT guaranteed and may be limited to one time only. Approval for readmission will be reviewed on a case by case basis. Students who are dismissed from the program due to academic reasons or from LCCC are not eligible for readmission.

Readmission to the program is based on several factors, including but not limited to:

1. Review of student files by the PD and Admissions Committee.
2. Recommendation by the PD.
3. Academic status of the student requesting readmission.
4. Proper and timely completion of all LCCC and program requirements.

5. Space available.

Readmission for re-entering students will be filled in the following sequence:

1. Former LCCC student who withdrew in good standing.
2. Successful challenge by students from another accredited DMS Program who withdrew in good standing.

Note: Readmission will be at the discretion of the DMS Program Director in consultation with the student, Advisory Committee and the Dean of Health Sciences & Wellness School. Good standing is defined as a student who has met all previous program requirements and is not in violation of any program or college policies, procedures, or ethical requirements. If a student is not in good standing, discretion lies with the DMS Program Director and Dean. It is the student responsibility to prove that the previous violations have been resolved and that both the PD and Dean believe that the student will not willfully violate the colleges or programs procedures again.

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.

Transfer into the DMS Program

A student may transfer from an accredited diagnostic medical sonography program provided that the student meets the following criteria in addition to and at the discretion of the Dean of the School of Health Sciences and Wellness and the DMS Program Director:

1. The LCCC and DMS Program application and registration procedures are completed.
2. All prerequisite courses must be taken in their entirety even if students have successfully completed units of the course in another DMS program.
3. Complete a competency test of sonography skills with a minimum of 76% given by the Program Director and Clinical Coordinator.
4. 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.
5. 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.

Audit

No audits of the DMS Program courses are allowed unless written permission is given by the Program Director

Financial Aid

To assist students in meeting college costs, LCCC offers a comprehensive program of student financial aid. For more information on eligibility and application procedures, inquire at the Financial Aid Office located in the Pathfinder Building (PF 204) and refer to the current LCCC Catalog. The phone number for the financial aid office is (307) 778-1215 or visit the following link <http://www.lccc.wy.edu/services/financialaid/index.aspx>

Program Costs

The following is the estimated cost of the entire program (6 semesters). Student incidental cost may vary significantly. All figures are estimated. Please see the LCCC catalog for in state and out-of-state tuition/fee schedule. Students are strongly encouraged to speak with financial aid early and ongoing in the process. (**Financial aid: 307-778-1215**)

Additional Specific DMS Program Expenses:

Books (approximately)	\$700.00
Uniforms and Shoes (approximately).....	200.00
Student Club Fees	100.00
DMS Program Fees (per semester).....	1,800.00
Health physical examination/immunizations (prior to enrollment)	Variable
Internship (transportation, meals, lodging, other)	Varies greatly
Graduation Fee	20.00
Cap & Gown fee	20.00
Background Check	159.00

A financial aid officer will be willing to discuss assistance in the form of scholarships, grants, employment and loans.

*Students who meet the requirements for Western Undergraduate Exchange (WUE) may be eligible for a tuition discount.

Certification in Cardio-Pulmonary Resuscitation (CPR)

The student is responsible for submitting a photocopy, front and back, of a signed current CPR card to the Diagnostic Medical Sonography (DMS) Program Director by the date specified in the admissions letter. It must be the American Heart Association CPR certification (not American Red Cross) and it must be earned at the Health Provider level. It is the student's responsibility to maintain and provide proof of current certification throughout the program.

Immunization, background checks, and Health Screening

Students enrolled in the Diagnostic Medical Sonography program at LCCC participate in clinical training as an essential element of their studies. To protect the health of students, patients, employees, and others, and to comply with standards established by the affiliated healthcare providers, the College requires all students enrolled to provide dates of current immunization against certain vaccine preventable diseases, and the date and results of current tuberculosis (TB) screening before the student is eligible to participate in clinical training, unless an exception applies.

LCCC has collaborated with American DataBank to complete the background checks and coordinate the drug screening through SAMSHA certified laboratories. Our website will be open to submissions in the spring of each year. You will need to enter the system, complete the data entry process, and pay your bill no later than the date specified by your CC. Your Chain of Custody form will be mailed, and you must submit your urine sample no later than date specified by your CC. The system accepts credit cards and money orders, and the cost is \$159 for 2017 (subject to change) – which includes your background check, initial drug screen and your participation in our random drug screening program.

The following searches are required for students beginning clinical experience programs through Laramie County Community College, based on your residential history and all names used for the last seven years:

1. County Criminal History Record Check
2. Social Security Number Trace
3. Nationwide Criminal Search
4. Nationwide Sex Offender Registry Search
5. Office of Inspector General
6. Excluded Parties Listing System
7. 10 Panel Drug Screen

The following disqualifying offenses will prevent admission:

- A conviction for any felony involving violence, sexual offenses, child abuse, or elder abuse (no time limit)

- Any felony conviction in the last seven years
- Any misdemeanor in the last seven years involving violence, sexual offenses, child abuse or elder abuse 29
- Registered sex offenders (no time limit)
- OIG/GSA and Medicaid Sanctions (no time limit)
- 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.

The following potentially disqualifying event may prevent admission

- 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 Dean on a case-by-case basis, and may still prevent admission. The decision of the Dean is final.

If any applicant feels the criminal background check or drug screen is inaccurate, they may appeal the decision to the Dean, School of Health Sciences and Wellness and request a review of the report and/or decision.

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.

Random Drug Screening (Please refer to HSW Handbook for Drug Screen Procedures) <http://www.lccc.wy.edu/academics/divisions/HSW/>:

1. 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.

2. 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

Grading Procedure

Students must pass all classes of the Diagnostic Medical Sonography Program curriculum with the prefix of IMAG with a “C” (76%) or better in order to meet the program graduation requirements. 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
75 and below	= F

Any grade below a “C” is failing and a student will not be allowed to continue in the program.

DMS courses are sequential, so students must be continually enrolled in program courses in the appropriate sequence (see curriculum sequence). Students who fail to satisfactorily complete requirements in a given course cannot progress to the next semester or the next clinical experience, which may result in dismissal from the program, withdrawal from courses and re-entering the program the following year (see Readmission to the program)

Graduation Criteria

Upon completion of the following criteria, Laramie County Community College (LCCC) will grant an Associate of Applied Science (AAS) Degree with a major of Diagnostic Medical Sonography.

1. Credit Courses: Students are required to complete all program general education and technical (program) coursework with a minimum grade of “C” for each course. For program courses this is a 76%.
2. Clinical Education: Students are required to pass all clinical education courses with a 76% and pass all required competencies within three (3) attempts.

3. **Practical Skills:** Students are required to pass all competencies during DMS curriculum course work. If a student does not obtain a passing score, they are allowed up to two more attempts to pass the skill, although a different patient and ultrasound machine will be given. The interval between exam attempts may vary, but will allow students adequate time to prepare (time allotted for make-up will not exceed 1 week). Students are not able to complete the program until the comprehensive exam is passed.
4. Compliance with all LCCC graduation requirements.

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 (Must be RT(R)). Visit the ARDMS website (www.ardms.org) or (www.arrt.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 prior to graduation. The students will receive their ACTIVE status of RDMS once graduation has occurred. Students will sit for the Sonography Principles and Instrumentation registry at the conclusion of Spring I Semester.

To become ARDMS board certified 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 the clinical sites 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.

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.

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.*

System for Student Success

The LCCC Student Success Center (SSC) promotes student learning through a comprehensive program of academic support services known as the Student Success Center. The system is designed to provide campus-wide cross-cultural services to facilitate student learning. The Disability Support Services (DSS) plans for and provides services for students with disabilities. The DSS is located in the Pathfinder Building (PF) Rooms 207, Ph. (307) 778-1359; TTY (307) 778- 1266. The SSC is located in the Ludden Library (LIB) Room 429, Ph. (307) 778-4315. Students should not hesitate to contact SSC if they feel they are having difficulty in any course. They can be reached online at <http://lccc.wy.edu/services> .

Library

The LCCC Ludden Library has a variety of references appropriate for the DMS Program. Online access to Sonography and other medical journals is available through their multiple databases. The library home page is <http://lccc.wy.edu/library> . The library also has a subscription to the Journal of Diagnostic Medical Sonography as well as many informational DVD’s on abdominal and obstetrical/gynecology available for review.

Disability/Accommodation

Students with documented disabilities may request reasonable accommodations. The student must be able to adequately meet all technical standards and critical elements of the DMS profession and the LCCC DMS program. In order to receive accommodations, a student must:

1. Initiate a request for services through the campus Disabilities Support Services (DSS), located in the Education and Enrichment Center (EEC) or online at: <http://lccc.wy.edu/services/disability> .
2. Provide documentation verifying the disability.
3. Follow the plan as determined after consultation with the campus Disabilities Support Services coordinator, who is located in the EEC. Please refer to the LCCC Catalog for more information regarding services available for students with disabilities.

Pregnancy Policy

All LCCC, DMS program and Clinical site policies as well as obstetrician's recommendations will be followed

Personal Property and Valuable

Laramie County Community College (LCCC) and the DMS Program do not accept responsibility for loss of personal items. Theft does occur on campus and students should secure their valuables accordingly. All lost items should be reported to the Program Director and campus safety and security 307-630-0645.

Medical Emergency in the Classroom

Students are expected to respond quickly to an emergency. Universal methods of treatment common to most emergencies are listed:

1. If someone else is in the room, ask him/her to report the emergency to a faculty member or college staff. If appropriate, call for medical assistance (9-911) or have someone else call.
2. Access vital signs and begin CPR if appropriate.
3. An automated external defibrillator (AED) is located in the HSW building on the first floor next to the bathrooms.
4. Security can be reached 24/7 at 630-0645.

Student Employment

Due to the demands of the 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 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 Aid Office at the College.

Responsibilities

Each student accepted into the Program assumes an obligation to conduct him or herself in a manner compatible with this our Program Outcomes and Goals. 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. **DMS 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.

Expectations

Professional Behaviors

Professional behavior by students is expected at all times. Students are expected to follow professional standards when in the classroom, laboratory and clinical settings. Guidelines for these standards are as follows:

Professionalism - the conduct, aims, or qualities that characterize or mark a profession or a professional person. Each student will be graded on professionalism in each class.

ATTENDANCE: Attends class regularly at scheduled times with no unexcused absences.

PUNCTUALITY: Arrives timely to class with no unexcused tardiness.

APPROPRIATE DRESS AND PROFESSIONAL HYGIENE: Complies with policies outline in DMS Student Handbook

CITIZENSHIP: Student displays honesty and integrity, accepts and abides by organizational and program policies and procedures, accepts responsibility for errors.

TIME MANAGEMENT: Uses time (including down time) wisely, completes all technical procedures begun, performs duties in an organized, efficient manner

TEAMWORK: Displays a respectful manner to fellow students/faculty. Pleasant to work with. Performs as a member of a team with team goal as an objective, willing and available to help others as needed.

CUSTOMER RELATIONS: Respects the patient at all times, establishes rapport with patients. Maintains a helpful and courteous manner with other departments, visitors, physicians, and co-workers. Interactions leave a favorable impression of the student/faculty/college.

CONFIDENTIALITY: Holds in strict confidence all information concerning patients, visitors, physicians, and co-workers.

SAFETY: Complies with the appropriate policies, quality patient care is displayed as a priority at all times.

RECEPTIVENESS: Receptive to suggestions and/or corrections, avoids “shopping for answers”, accepts constructive criticism in a positive manner.

CONTINUOUS IMPROVEMENT: Develops new and appropriate skills building on past learning, makes note of and learns from mistakes, strives to perform assignments to best of his/her ability

COMMUNICATION: Able to follow directions, expresses ideas clearly and readily, observes appropriate channels of communication

SKILLS MAINTENANCE: Demonstrates continued competence in areas of past learning, retains and practices skills previously taught.

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 the 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.

Attendance Policy

Each student is expected to be punctual and attend all scheduled learning experiences to include class, lab, and clinical internship. Students are responsible for all information presented and all lecture and laboratory experiences. If absence is anticipated, it is the student's responsibility to notify instructor or clinical instructor in person or by phone/email prior to the scheduled class or start time. It is also the student's responsibility to adjust their travel time to suit anticipated weather conditions, to ensure that he student arrives at school, lab, or clinical experience on time.

Consistent attendance is imperative for success in the DMS Program because of the critical information presented in the DMS core classes and labs that education you on need to critically think and perform at a high standard. Regular and timely attendance is expected as a demonstration of professional behaviors. In lecture, laboratory, and clinical courses, attendance is one of the factors

that will be evaluated. Attendance policies and procedures are established and published in all course syllabi. Failure to comply with established policies and procedures will result in progressive disciplinary action, including potential dismissal of a student from the program.

An excused absence will be designated for personal or family medical emergencies. Vacations are not considered an excused absence. It is the student's responsibility to notify the instructor in advance for it to be deemed "excused". If you miss a class it is your responsibility to discuss and arrange any make-up work with your instructor. The faculty member(s) reserves the right to refuse to give made-up exam if the student does not follow the correct notification procedure. If the faculty member agrees to a makeup, exam or quiz they have the authority to issue an alternative test or quiz to limit cheating.

If it becomes necessary to add/drop a course or withdraw from a course, it is the student's responsibility to complete the college has approved withdrawal process as outlined in current LCCC catalog. If the student does not initiate the process with their academic advisor, the student will be considered an enrolled and will receive a grade accordingly.

Classroom and Lab Policies

To facilitate an optimal learning environment and respect for other learners and the instructors, the following behaviors are expected in the classroom and laboratory. Students are expected to:

1. Follow all published policies and procedures and instructor's verbal directions including those listed in course syllabi.
2. Arrive in a timely manner and have their learning materials organized and ready by the scheduled class start time.
3. Remain in classroom/laboratory during the entire class session. Regular breaks will be scheduled and announced. If a student must leave the classroom/lab prior to scheduled break, please exit as unobtrusively as possible. Students are responsible for any material covered while they are absent from the classroom/lab.
4. Direct all discussions and questions to/through the instructor in a professional manner unless instructed otherwise.
5. Food and drinks are allowed in the classroom unless otherwise instructed by the instructor and only in lab with directions from instructor.
6. No students are allowed in the lab unless they are supervised by a registered sonographer unless otherwise indicated by DMS faculty members. (See DMS Lab Guidelines)
7. On occasion classes may need to be rescheduled. Efforts will be made to reschedule at a time that the majority of students can attend
8. In the event a faculty member must cancel a class session it is the faculty's member responsibility to notify the Program Director (PD) and the HSW School Administrative Assistant. The PD or Administrative Assistant will post class cancellation notification for students outside the scheduled classroom. The PD or other faculty member will notify the class via email if there is sufficient time. If the class session is to be made up, it is the responsibility of the faculty member to effectively communicate the information. If LCCC is

closed due to weather the faculty member will notify students via email what is to be completed prior to next scheduled class session.

Laboratory Expectations

All students are expected to:

1. Come prepared per instructor's directions. Instructor will assess preparedness.
2. Utilize given lab time to practice to achieve skill competency.
3. Stay focused on assigned tasks to maximize the learning opportunities available in the lab course.
4. Learn to work as a team to prepare for clinical practice
5. Demonstrate acceptable professional behaviors in lab at all times including appropriate lab clothing.
6. Work together to keep a clean and tidy lab.
7. Collaborate on time management and rotations during open lab times approximately 90 hours for fall and spring semester.

Rules of Conduct in the DMS Lab

1. Demonstrate acceptable professional behaviors in the lab at all times. NO horseplay.
2. Stay focused on assigned task to maximize the learning opportunities available in the lab course.
3. The use of ultrasound machines can only be performed with direct supervision unless faculty members says otherwise
4. All lab equipment and supplies must be returned to their proper place of storage after use.
5. If problems arise during the use of equipment the program faculty must be contacted immediately!
6. If students are acting in the role of a patient-simulator, you are responsible for communicating to the student clinician any relevant information to improve the safety of you and the skill of the student.
7. For infection control please sanitize/lean all equipment utilized daily.
 - a. Changing linen
 - b. Wiping down beds and machines weekly
 - c. Wiping and spraying transducer after each use.
8. Open lab times will be under the supervision of a faculty member or registered sonographer
9. It is your responsibility to alert faculty when supplies are getting low for reorder to include but not limited to:
 - a. Gloves
 - b. Gel
 - c. Laundry soap
 - d. Disinfectant spray

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.

Informed Consent/ Volunteer Consent

Students in the Diagnostic Medical Sonography Program may volunteer for in-class demonstrations and may 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. A DMS faculty member must supervise all students at all times when participating in lab.

Volunteers are expected to sign a Volunteer Consent Form prior to each semester. Outside volunteers are welcomed but student's need to notify the DMS faculty of the volunteer and what is going to be scanned prior to the scanning. First trimester obstetrical scanning is prohibited. Any other obstetrical scanning must have a normal 20-week assessment and a written approval from volunteer's doctor.

Consents will be kept in student files or in the Program Director office (HS 222).

OSHA Regulations

A listing of all hazardous substances found at LCCC can be found in the Material Safety Data Sheet (MSDS) Manual will be located in the DMS Lab room HS 112. MSDS's for all hazardous substances used in the DMS lab are kept in a binder in the lab (HS 112).

Confidentiality/Data Privacy

Laramie County Community College (LCCC) has designated that certain data is considered public or private data. Please see the LCCC Catalog for details on this policy.

In keeping with LCCC's FERPA Policy, the DMS Program will maintain privacy/confidentiality in the following manner:

1. Grades will be posted using the online learning management system (LMS), which requires students to sign in using an individual password.
2. All exams, quizzes, and assignments will be returned in a manner that does not expose the grade to the public and is accessed online.
3. Feedback is provided after skill checks and competencies with only the student and instructor(s) present. When necessary or helpful, professor/instructors will obtain permission if they would like to provide feedback in front of other students.
4. Clinical faculty must follow the data privacy policies of LCCC and the DMS Program.
5. Requests for student information from any government agency will be referred to the Registrar's Office.
6. Students will sign a confidentiality agreement, which applies to maintaining the privacy and confidentiality of patients during all clinical experiences.
7. During the first semester of the DMS program, students are instructed in basic HIPPA (Health Insurance Portability and Accountability Act) policies and procedures for proper use and handling of confidential patient/client information. Additional information on HIPPA may be accessed at the Wyoming Department of Health <http://wdh.state.wy.us/>.

If a student violates HIPPA regulations he/she may be subject to dismissal from the program*

Laundry Usage

To keep laundry costs at a minimum, students should conserve laundry by doing the following in lab courses:

1. Place towels, pillowcases, and sheets that have been exposed to hair and skin in the dirty laundry bin.
2. Towels, pillowcases, and sheets that were used for positioning may be folded and returned to the laundry cart to be used again
3. Place any towels, pillowcases, or sheets that are soiled with dirt, sweat, or other body fluids, mineral oil, alcohol, or ultrasound gel in the dirty laundry bin.
4. Cleaning clothes need to be placed in dirty linen immediately after use.

*Note: Students are responsible for maintaining a laundry rotation and keeping the lab linen clean and accessible at all times.

Equipment

Students are often given assignments that require the use of equipment or computers without direct faculty supervision. This use may occur in the DMS lab, the library, or in another location at LCCC. Care of this equipment is essential and students are requested to leave the equipment in good repair.

If problems arise during the use of equipment, notify a DMS Program faculty member immediately. Students may not remove equipment from LCCC under any circumstances.

1. All classroom and lab equipment is property of Laramie County Community College (LCCC) and is not for personal use. Students are expected to exercise safety and good judgment when using all college equipment.
2. Unsafe performance in any course, practical examination, or on any skill check may result in a failing grade in a course even if adequate points for passing the course, practical exam, or skill check were earned.
3. The use of program electrical equipment or the practice of skills involving electrical equipment can only be performed with direct faculty supervision.
4. All lab equipment and supplies must be returned to their proper place of storage after use. No equipment may leave the lab without faculty approval.
5. Students will follow college policies in the event of a building evacuation. These policies can be found in the LCCC Crisis Management Plan. A copy of this plan will be kept in HS 112, the DMS Program Laboratory.
7. DMS Program students are expected to notify academic faculty (and clinical faculty when participating in clinical education experiences) of any medical condition(s) and/or medication(s) taken that could potentially impair or alter the student's safe and effective performance or function of all program educational experiences. Students contracting an infectious disease during the time they are enrolled in the DMS Program must report that fact to program faculty and follow appropriate medical guidelines to minimize the risk of transmission.

8. Cost and liability of travel to and from off-campus clinical experiences, including, but not limited to field trips, off-campus lab sessions, clinical education experiences, and service learning projects, are the responsibility of the student.
9. DMS Program faculty will accompany and supervise students participating in all off-campus program experiences except for part-time and full-time clinical experiences.
10. Equipment user manuals are kept in the DMS Program Director office, room HS 222.
11. MSDS book is kept in the DMS Program Laboratory, room HS 112.

Clinical Experiences

Students are expected to attend all clinical experiences. Clinical experience placement are arranged in advance by the DMS Clinical Coordinator in conjunction with the Program Director. See Clinical Internship. <http://www.lccc.wy.edu/Documents/Programs/Sonography/DMS%20Handbook%2015-16%201.pdf>

Student Information Changes

It is the student's responsibility to notify the Program Director and College of any changes regarding email address, mailing address, phone number, and legal name in writing as soon as possible. The program is not responsible for inability to contact student where changes have not been reported.

Networking/Conferences/ Student and Professional Activities

At times within the DMS Program, students and faculty may travel off campus for sonography conference(s). The following procedures apply for field trips:

1. Travel Request Forms must be filled out by faculty prior to traveling.
2. All LCCC student travel policies are applicable during the trip.
3. Students participating in field trips are required to sign the "Waiver of Liability Assumption of Risk, and Indemnity Agreement – On/Off Campus Activities" form prior to the activity. **This Waiver is located in the Appendix.**
4. Faculty and students have the right to a clean and safe environment for off-campus field trip experiences.
 - a. The program is responsible for establishing off-campus educational experiences that support the curriculum and student learning.
 - b. The off-campus facility is responsible for providing an education experience that supports student learning.
 - c. If faculty and/or students do not feel the setting supports the appropriate learning environment, they may terminate the experience until the facility is able to remediate the situation or another setting is established.
 - d. Students may be responsible for some or all of the cost of the conference.

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.

Insurance

It is advised that students carry their own health insurance during the program including all fulltime clinical education experiences. Some clinical sites may require students to carry health insurance while performing a clinical experience at their facility. It is the students’ responsibility to obtain the required insurance. Check with LCCC Student Services for insurance availability:
<http://www.lccc.wy.edu/academics/services/studentSuccessCenter>.

Insurance Coverage and Accidents

- A. **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.
- B. **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.
- C. **ACCIDENTS:** Students must fill out a written Incident Report immediately following any accident or injury (see Appendix: Incident Report). In addition, 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.
- D. **EMERGENCY TREATMENT:** Hospital policy will prevail. All costs for any treatment received will be borne by the student.

- E. 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.

Standard Precautions

Information on "Standard Precautions" will be provided in the 1st semester of the program in DMS IMAG 2205. Content includes but is not limited to:

- a. HIV
- b. Hepatitis B
- c. Universal Precautions/Infection Control
- d. Chain of Infection
- e. Proper Hand Washing Technique

All students must demonstrate satisfactory understanding of this information by passing a test and a skill check on standard precautions during IMAG 2205.

LCCC 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 lccc.wy.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. It is important that you be well informed about your academic program. In order to accomplish this task you should maintain the following items in your own files:

- LCCC's current Catalog <http://www.lccc.wy.edu/academics/schedule/index.aspx> and Student Handbook <http://www.lccc.wy.edu/life/handbook/index.aspx>
- LCCC's Schedule for each semester you are enrolled <http://www.lccc.wy.edu/academics/calendar/index.aspx>
- LCCC's Diagnostic Medical Sonography Student Handbook <http://www.lccc.wy.edu/programs/sonography/>
- LCCC's Health Sciences and Wellness School Policies (HSW School Policies) <http://www.lccc.wy.edu/academics/divisions/HSW/>

All students at LCCC are subject to the policies of the college as found in the LCCC Catalog, LCCC Student Handbook, Health Sciences and Wellness School Policies and the DMS Student Handbook. These college and DMS Program documents have been developed as additional information resources for you.

Individuals may need various needs, capabilities and experiences. One of the key factors to success in the DMS program lies in the recognition by each individual of any learning areas that may need improvement, and in assuming responsibility for strengthening and deficiency. LCCC has numerous resources to assist you including help with study habits, test-taking skills, increasing reading skills, and time management. Please seek help early and take advantage of the available assistance at LCCC. We are committed to helping you reach your educational goals.

Academic Progress/Integrity/Grievance

Academic Progress:

A minimum of grade of “C” is required in all courses with a minimum overall college grade average (GPA) of 2.0 on a 4.0 scale. Any course with the prefix of non-IMAG with a grade **less than** “C” must be repeated. Program courses with the prefix IMAG are not allowed to be repeated if dismissed due to academic dismissal (see Readmission section). Remediation will begin the moment that a student exhibits difficulty in their class work.

To progress from one course another and to enter the clinical experience, students must maintain an 76% average in all courses and must pass all laboratory and clinical competencies within three (3) attempts as outlined by course syllabi or clinical competency requirements.

Students must recognize and understand that clinical standards of the DMS Program require the attitudes, work ethic, communication, skills, and manual dexterity are evaluated along with academic readiness.

Skills Check/Competencies

A skill check/competency is an assessment of a student’s ability to demonstrate competence in a DMS scanning skill and patient assessment skill. Each student must pass the Skills Check/Competency prior to being able to progress in the program. Skill check/Competency assessments are done in the following manner:

1. Patient assessment skill check: Students will be given formative and verbal assessments throughout the course. The assessment is a checklist that is given to the students, their peers, and the faculty. Assessments must be passed with a 76% or higher to progress the next semester.
2. Scanning skills checks will be competency based, and will require a passing grade for the execution of the components for each scanning skill/use of machine/patient care. Each competency must be passed with a 76% or better (which is a passing “C”). All tasks are given appropriate point values. If the exam is not passed the first time, the student will have a chance to complete the remediation a total of two additional times. (**Note: If competencies are not passed within three (3) attempts the student, will receive a failing grade and may be dismissed from the program**)
3. Students will receive a tentative timeline along with proper protocols and the scoring form at the beginning of each semester.

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. First-year, written examinations, laboratory competencies, anecdotal records, self-evaluation determine successful completion of the unit of study. Second-year, clinical evaluations, time-cards, and clinical application (internship) competency determine successful completion of each clinical semester. It is the option of the instructor/clinical 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 upon request and will meet with a student. 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%.

If the faculty member feels, a student is in need of remediation and has not been approached by the student, the following will occur but not limited to:

1. Faculty member will notify Program Director or Dean of Health Science and Wellness
2. Faculty member will file a "Report a Concern" report with the Dean of Students
3. Faculty member will schedule a meeting with the student to discuss alternative assignments or "Unsatisfactory Performance Contract."
4. If student fails to follow the agreed upon parameters of the contract, the student may be dismissed from the program due to failing grade of less than 76% in IMAG course and failure to abide by contract.

Integrity

The DMS Program abides by the LCCC Academic Rights and Responsibilities as outlined in the LCCC Catalog. Academic dishonesty, plagiarism or cheating includes, but not limited to:

1. Copying from another student's test paper or collaboration during a test
2. Using material during a test or competency not authorized by the instructor
3. Stealing, buying, or otherwise obtaining all or part of administered test or information of said test
4. Selling, giving, or otherwise supplying to another student for use in fulfilling an academic requirement, any theme, report, or term paper; or submitting as one's own, in fulfillment of an academic requirement, and work prepared totally or in part by another.
5. Submitting nearly identical work that one has previously received credit for on another course, without the prior approval of the instructor.

Dishonesty, Plagiarism, or cheating in any form is subject to disciplinary action. These actions include, but not limited to, a failing grade for the test or assignment, a failing grade for the course, probation or disqualification from the DMS program and dismissal from the college.

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.

In the event that a misunderstanding arise please follow the police/procedure listed below”

Grievance Procedure

It is the policy of the LCCC DMS Program to work with student in finding a fair and just solution to problems that may arise, including grievances, questions, misunderstandings, or discrimination. The procedure for this policy is the following:

1. Students are required to take their problems to the instructor of the course in which the problem occurred and attempt to resolve the issue informally within 10 working days. If the student and instructor are not able to come to an agreement, the student should speak with the Program Director. If the Program Director is unable to resolve the issue, the student should discuss the problem with the Dean of HSW. If no resolution is completed, then the student should refer to the LCCC adjudication procedure The policy procedures can be found in the LCCC Student Handbook <http://www.lccc.wy.edu/life/handbook/index.aspx>.
2. A student may also appeal a final grade or any grade receive on cumulative work used in calculating the final grade in a timely manner. Grade appeals must first be directed to the instructor who assigned the grade. If the student and instructor are unable to come to an agreement, the student should speak with the Program Director. If the Program Director is unable to or unavailable to resolve the issued the student should discuss the problem with the Dean of HSW. If the informal process does not resolve the matter, the student may file an academic appeal as described in the LCCC Student Handbook <http://www.lccc.wy.edu/life/handbook/index.aspx>.
3. Student complaints regarding the program should be first addressed to the DMS Program Director. Unresolved complaints about the DMS Program Director should be directed to the Dean of Health Science and Wellness School. All complaints will be documented, including the projected outcome, and kept on file at the program facility. Complaints regarding Accreditation of this program should be address to the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763 Phone 651-731-1582 www.caahep.org.

Student Conferences/Advising and Progressive Discipline

Because of the varied demands of the practice of the DMS Program, the program requires considerable communication between faculty and students. Feedback is provided in the form of grades, practical exams, evaluations, clinical instruction, and student conferences.

The program has two types of student conferences: routine and interventional. **Routine conferences/advising** are generally scheduled with the /instructor at or near the time of registration for the next term. Students may request a conference at any time. Conferences/advising may be held online or in person. Conference/advising forms will be provided for all conferences/advising sessions (as needed) and will be signed by the student/instructor/advisor as needed. The student’s

general progress is discussed. **Interventional conferences/advising** are held as needed for students experiencing academic or behavioral difficulties. Interventional conferences/advising are intended to assist the student in achieving academic, behavioral, and professional standards. The specific issue of concern will be addressed and an action plan may be formulated. Consequences for failure to complete the required action plan will be defined and explained to the student in written form. The DMS Program Director ensures privacy and confidentiality of all program student records by storing them in secure location. Students are allowed into the program director's office only when the director, or another faculty member, is/are present. Students are able to access their records during DMS Program Director's office hours or by appointment.

Student's rights to due process are detailed at the college level in the LCCC Student Handbook, <http://lccc.wy.edu/life/handbook> which is available in both hardcopy and online.

Patients, clinical sites, employers and the general public have the opportunity to voice a complaint about a student or the program in general. Some may choose to use a document such as a patient survey or a college initiated survey. Other may choose to voice their complaint in person. All community members, students, and friends can send feedback via the internet at: <http://lccc.wy.edu/about/feedback.aspx>. All administrators including the Deans, Vice President's and the President maintain an open door policy to listen to the views of students, staff and community members. If an official complaint is submitted to the college, and depends on the nature of the complaint and with whom it is filed determines how it will be handled. The original complaint would be filed by the administrator who received and responded to the complaint – that could be the President, Vice president of Academic Affairs, or Dean. In all cases, it would be routed to the Dean and/or the PD for their written response, and copies of such files would be maintained in the Program Director's office unless it was a personnel issue, which would then be maintained in the Dean's office or in the Human Resources office.

Progressive discipline will be utilized to assist the student in correcting issues that may negatively impact program progression, graduation, and/or clinical experiences. It will be expected that the student will resolve identified issues at the lowest disciplinary level. Failure to resolve previously identified concerns may result in action at the next disciplinary level which is a warning. Repeated warnings or sufficient seriousness of an initial concern may result in probation. Probation is a trial period in which the student must improve or be withdrawn from the program. The Program Director may place a student on probation in the DMS Program for any of a number of reasons. Examples include, but are not limited to, the following:

1. Failure to adhere to established policies and procedures.
2. Unsatisfactory performance in the classroom, the clinical setting, unsafe/ineffective or unprofessional practice.
3. Inability to maintain physical, emotional or mental health necessary to function in the program. Students with emotional problems are referred to the counseling center (<http://www.lccc.wy.edu/services/counseling> , 778.4397, Pathfinder Building (PF), Room 207.
4. Upon determination of a student's inappropriate conduct, the faculty member who was involved will meet with the student to discuss the matter and inform the student of the specific conduct that is deemed inappropriate. A verbal warning concerning the inappropriate

behavior will be given to the student and a written record of the behavior will be placed in the student's program file.

5. If the student's conduct and behavior does not improve, the instructor involved will meet or speak a second time with the student, at which time a written warning is given with documentation of specific actions needed to improve performance. A copy of the documentation will be placed in the student file with a copy sent to the Dean of the School of Health Sciences & Wellness. There will be a deadline given for definite measurable improvement to be demonstrated by the student.

6. If satisfactory improvement is not demonstrated before the deadline, the DMS Program Director may place the student on DMS Program probation or dismiss the student from the program.

Failure to resolve issues at the probationary level may result in withdrawal of the student from the DMS Program.

A student enrolled in the DMS Program who does not meet the following criteria will be placed on probation and subject to dismissal:

1. Individuals not meeting the criteria established by the College as written in LCCC Academic Probation Policy (found in the LCCC Student Handbook)
2. The instructor may place a student on probation if the student attendance has not met the program attendance policy outlined previously (page 34).
3. The student disciplinary procedure will be initiated due to substandard, unethical, or inappropriate conduct at the discretion of the DMS Program Director in consultation with the DMS Program faculty. Program probation or dismissal may result for any of the following reasons:
 - a. Possession or use of alcohol or any mood altering chemical including smoking where prohibited on the premises of LCCC or clinical education sites. This includes attending class or clinical education while intoxicated or smoking e-cigarettes in any LCCC building. Refer to HSW School Policies for details.
 - b. Unexcused and/or excessive absenteeism and/or falsification of sick time. Please refer to the attendance policy on page 34 of this manual.
 - c. Grossly unethical or unprofessional behavior.
 - d. Gross carelessness in regard to safety of patients or colleagues
 - e. Dishonesty, cheating, plagiarism, or theft.
 - f. Release of confidential information regarding patients, and/or clinical education site personnel or activities.
 - g. HIPAA/FERPA (Health Insurance Portability and Accountability Act/Family Educational Rights and Privacy Act) violations.
4. Because the DMS Technical Standards (page 12) reflect behaviors necessary for success as a sonographer in the clinical environment, failure to demonstrate progress in the DMS Technical Standards, or failure to meet the specific behavior levels by the defined target dates may result in program probation or dismissal. (Please see the clinical education section). Students considering withdrawal from the program should discuss the matter with the DMS Program Director and/or their academic advisor prior to the withdrawal process. Students need to follow LCCC policies and

procedures regarding program and course withdrawal, which can be found in the LCCC Catalog

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Clinical Internship

Clinical Education

Welcome to clinical internship! The purpose of this section is to assist you in providing a high quality clinical education experience for clinical instructor and student. Clinical education is vital for students' to master high quality exams on a regular basis and for the curriculum established by the accrediting bodies. The handbook will provide guidelines and information for all who are involved in the clinical education experience including the Clinical Coordinator of LCCC, Clinical Instructor at our affiliated clinical sites, Faculty, Program Director, Dean of Health Science can Wellness, and students

Placement of Students at Clinical Site

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 criteria as established by the JRC-DMS to offer a proper learning environment.

Relocation outside the Cheyenne area is often necessary to provide adequate internship experience for all of our students. Students should plan to relocate for 12 months for the internship. It is the student's responsibility to incur all expenses (transportation, housing, meals, etc.).

The DMS program Clinical Coordinator makes all clinical assignments in consultation with the Program Director. Students will be given the choice to provide their top three (3) clinical centers with knowledge that there is no guarantee they will receive their choices. The student should base their decisions on what they wish to obtain in their education for the next year and where they would fit best with the variety of exams and the business of the clinical center. Clinical placements are designed to expose the student to a variety of diagnostic imaging (sonography). The goal is for the students to attain the skills needed for entry-level practice as a Sonographer.

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. Special consideration/accommodation may be given if the student submits their request in writing at least ninety (90) days in advance of clinical internship assignment, which occur the week before Spring Break during spring semester of the first year of the program. Local clinical site placement is not guaranteed. Internship selection will occur in March prior to the beginning of the clinical internship experience. Students must accept their clinical site assignment.

Clinical Resources

1. Maximum student enrollment should be commensurate with the volume and variety of sonographic procedures, equipment, and personnel available for educational purposes. The number of students assigned to the clinical affiliate/clinical education center should be determined by a student/clinical staff ratio not greater than one-to-one, and a student/work station ratio of not greater than one-to-one.

2. Programs should provide students with a variety of care settings in which sonographic and/or other diagnostic vascular procedures are performed on in-patients and outpatients. These settings may include the following: Ambulatory care facilities, Emergency/trauma, Intensive/critical/coronary care, Surgery, Angiography/cardiac catheterization

a. Each general learning concentration affiliate or clinical education center should perform approximately 1500 completed patient examinations, including production of permanent records and reports, per year, per student equivalent. The overall volume of procedures in which students participate in throughout the program should include a minimum of 30% ob/gyn procedures and a minimum of 30% abdominal procedures.

Educational Affiliation Agreements

An Educational Affiliation Agreement must be signed by the both the clinical site and LCCC prior to a student being assigned to the facility. This agreement includes a statement regarding general and professional liability and insurance. This agreement automatically rolls over from year to year within the agreement's timeline. Either LCCC or clinical sites can terminate this agreement with a written notice. All Educational Affiliation Agreements originate in the office of the Contracting and Procurement Director at LCCC:

Jamie Spezzano
Phone: (307) 778-1280
Fax: (307) 778-4300
jspezzano@lccc.wy.edu

Student Readiness for Clinical Experiences

The DMS program faculty assesses each student's readiness prior to each clinical experience. The student is placed or not placed in the clinic based on this assessment. Considerations will include, but are not limited to the following areas:

1. Skill competency demonstrated on practical exams and skills checks
2. Ability to perform adequately in all didactic work
3. Status of DMS Technical Standards
4. Prior or current probationary status.
5. Clinical evaluations and performance from previously completed clinical experiences.

Safety in regards to patient care is a priority of this program. In order to insure that the student is able to perform in a safe manner that minimizes risk to patient, self, and others, the DMS faculty considers all of the areas listed above. In addition, all practical exams are monitored in regards to

safety criteria, including retakes. The students are notified in writing if they are placed on program probation or if they are denied a clinical placement.

Clinical Performance Objectives

To be successful and competent sonographers, students must master various cognitive, affective, and psychomotor skills. To satisfy this primary objective, the DMS program has designed the following management plan to ensure that the numerous expectations for an entry-level sonographer are addressed and subsequently evaluated while a student is in the program.

The performance objectives are divided into two evaluative sections; an employability skills section, and a competency skill objective part. The employability skills objectives must be met and maintained at a 76% or higher level during a student’s entire clinical education to continue in the program.

Skills in the competency skills section have been placed in a sequential manner that will allow the student to build upon previous skills learned. Students must also maintain a 76% or higher in this section to remain in the program. The evaluation forms themselves and their instructions for use can be found in the document section of this handbook.

Master Plan of Performance Objectives

Part 1: Employability Skills Section (Evaluated all semesters)

Objective	Related Academic Course
1. ATTENDANCE: Attends site regularly at prearranged times with NO unexcused absences. Absences are not affecting clinical performance. If NO, also please note on last page of this form.	IMAG 2205
2. PUNCTUALITY: Arrives timely at the clinical site with NO unexcused tardiness. If NO, also please note on the last page of this form.	IMAG 2205
3. APPROPRIATE DRESS AND PROFESSIONAL HYGIENE: Complies with policies outline in the DMS Student Handbook or the Clinical Site’s policy, whichever is more stringent.	IMAG 2205
4. CITIZENSHIP: Student displays honesty and integrity, accepts and abides by organizational and program policies and procedures, accepts responsibility for errors.	IMAG 2205
5. TIME MANAGEMENT: Uses time (including down time) wisely, completes all technical procedures begun, performs duties in an organized, efficient manner.	IMAG 2205
6. TEAMWORK: Displays a respectful manner to fellow technologists/supervisors. Pleasant to work with. Performs as a member of a team with team goal as an objective, willing and available to help others as needed.	IMAG 2205, CO/M 2030 OR CO/M 2015
7. CUSTOMER RELATIONS: Respects the patient at all times, establishes rapport with patients. Maintains a helpful and courteous manner with other departments, visitors, physicians, and co-workers. Interactions leave a favorable impression of the student/department/clinical site.	IMAG 2205, CO/M 2030 OR CO/M 2015

8. CONFIDENTIALITY: Holds in strict confidence all information concerning patients, visitors, physicians, and co-workers.	IMAG 2205
9. SAFETY: Complies with the appropriate policies, quality patient care is displayed as a priority at <u>all</u> times.	IMAG 2205
10. RECEPTIVENESS: Receptive to suggestions and/or corrections, avoids “shopping for answers”, accepts constructive criticism in a positive manner.	IMAG 2205, CO/M 2030 OR CO/M 2015
11. CONTINUOUS IMPROVEMENT: Develops new and appropriate skills building on past learning, makes note of and learns from mistakes, strives to perform assignments to best of his/her ability.	ALL IMAG COURSEWORK
12. COMMUNICATION: Able to follow directions, expresses ideas clearly and readily, observes appropriate channels of communication.	IMAG 2205, CO/M 2030 OR CO/M 2015
13. SKILLS MAINTENANCE: Demonstrates continued competence in areas of past learning, retains and practices skills previously taught.	ALL IMAG COURSEWORK

Part 2: Competency Skills Section

By the end of Summer II Semester, the student will have demonstrated:

Objective	Related Academic Course
1. Participation in Orientation of Department, Institution and Mandatory In-services	IMAG 2205
2. Keeps time records up-to-date	IMAG 2205, IMAG 2254, IMAG 2255, IMAG 2260
3. Can correctly use the department phone system, using appropriate telephone etiquette	IMAG 2205
4. Independently powers up and shuts down ultrasound machines	IMAG 2205, IMAG 2221, IMAG 2216, IMAG 2251, IMAG 2253, IMAG 2246
5. Performs basic processing of patient information and records (filing/transmitting images)	IMAG 2205, IMAG 2254, IMAG 2255, IMAG 2260
6. Independently retrieves patient orders	IMAG 2254, IMAG 2255, IMAG 2260
7. Obtains patient history and retrieves needed lab values as necessary	IMAG 2205, IMAG 2254, IMAG 2255, IMAG 2260
8. Student retrieves prior exam reports to use in correlation to	IMAG 2254, IMAG 2255, IMAG 2260
9. Correctly identifies the patient	IMAG 2254, IMAG 2255, IMAG 2260, IMAG 2221, IMAG 2216, IMAG 2251, IMAG 2253, IMAG 2246
10. Safely transports patients in various conditions (chest tubes, oxygen, suction) with assistance	IMAG 2205, IMAG 2254, IMAG 2255, IMAG 2260, IMAG 2221,

	IMAG 2216, IMAG 2251, IMAG 2253, IMAG 2246
11. Gives patient clear instructions	IMAG 2205, CO/M 2030 OR CO/M 2015,
12. Correctly inputs patient information to include taking a detailed history	IMAG 2254, IMAG 2255, IMAG 2260, IMAG 2221, IMAG 2216, IMAG 2251, IMAG 2253, IMAG 2246
13. Correctly selects machine presets	IMAG 2205, IMAG 2216, IMAG 2221, IMAG 2246, IMAG 2251, IMAG 2253
14. Correctly selects transducer appropriate for exam and patient size	IMAG 2205, IMAG 2216, IMAG 2221, IMAG 2246, IMAG 2251, IMAG 2253
15. Properly centers images for display	IMAG 2205, IMAG 2216, IMAG 2221, IMAG 2246, IMAG 2251, IMAG 2253
16. Correctly annotates images	IMAG 2205, IMAG 2216, IMAG 2221, IMAG 2246, IMAG 2251, IMAG 2253
17. Correctly uses correct settings to include windows, gain settings, depth selection and measurements throughout scan	IMAG 2205, IMAG 2216, IMAG 2221, IMAG 2246, IMAG 2251, IMAG 2253
18. Correctly charges patient information and/or routes through appropriate channels	IMAG 2205
19. Maintains a clean and safe environment; straightens and cleans exam and dressing rooms, changes linens as appropriate	IMAG 2205, IMAG 2216, IMAG 2221, IMAG 2246, IMAG 2251, IMAG 2253

By the end of Fall II semester, the student will demonstrate:

Objective	Related Academic Course
1. Safely transfers patient to and from wheelchair, bed, or cart to exam table and back	IMAG 2205, IMAG 2216, IMAG 2221, IMAG 2246, IMAG 2251, IMAG 2253
2. Performs exams in a logical and efficient manner according to department protocol	IMAG 2205, IMAG 2216, IMAG 2221, IMAG 2246, IMAG 2251, IMAG 2253
3. Correctly uses optimization features to enhance images	IMAG 2205, IMAG 2216, IMAG 2221, IMAG 2246, IMAG 2251, IMAG 2253

4. Recognizes when alternative means of acquiring image are required due to patient's physical condition, asking for assistance as needed	IMAG 2205, IMAG 2216, IMAG 2221, IMAG 2246, IMAG 2251, IMAG 2253
5. Correctly takes required images of pathology per department protocol	IMAG 2205, IMAG 2216, IMAG 2221, IMAG 2246, IMAG 2251, IMAG 2253
6. Recognizes pathology on images and documents appropriately	IMAG 2205, IMAG 2216, IMAG 2221, IMAG 2246, IMAG 2251, IMAG 2253
7. Fills out exam worksheets accurately and thoroughly per department protocol	IMAG 2205, IMAG 2216, IMAG 2221, IMAG 2246, IMAG 2251, IMAG 2253
8. Correctly prepares endovaginal probe for patient use; properly disinfects probe per department policy at completion of procedure	IMAG 2221, IMAG 2251
9. Maintains a sterile field	IMAG 2205
10. Can properly transport ultrasound machine for portable exams	IMAG 2205, IMAG 2216, IMAG 2246
11. Identifies all equipment on the crash cart and their purpose	IMAG 2205
12. Performs (2 or higher) and critiques required competency objectives	IMAG 2215, IMAG 2220, IMAG 2245, IMAG 2250, IMAG 2252
13. Performs 5 clinical competencies successfully	IMAG 2215, IMAG 2220, IMAG 2245, IMAG 2250, IMAG 2252

By the end of Spring II semester, the student will demonstrate:

Objective	Related Academic Course
1. Volunteers to perform all exams	IMAG 2215, IMAG 2220, IMAG 2245, IMAG 2250, IMAG 2252
2. Attempts alternative projections due to patient's physical condition, asking for assistance when needed	IMAG 2215, IMAG 2220, IMAG 2245, IMAG 2250, IMAG 2252
3. Independently performs portable/emergency exams	IMAG 2215, IMAG 2220, IMAG 2245, IMAG 2250, IMAG 2252
4. Analyzes own images, recognizing errors and offering solutions with increasing accuracy	IMAG 2215, IMAG 2220, IMAG 2245, IMAG 2250, IMAG 2252
5. Identifies image artifacts and their causes	IMAG 2240
6. Sets up sterile field correctly	RDTK 1520
7. Displays knowledge of and properly assists with invasive procedures	RDTK 1520
8. Works independently; requires little assistance	IMAG 2215, IMAG 2245

9. Displays sonography and general medical knowledge necessary to function in a healthcare setting	RDTK 1520, IMAG 2215, IMAG 2220, IMAG 2245, IMAG 2250, IMAG 2252
10. Successfully completed all required clinical competencies	IMAG 2215, IMAG 2220, IMAG 2245, IMAG 2250, IMAG 2252
11. Demonstrates proficiency as an entry-level sonographer	IMAG 2215, IMAG 2220, IMAG 2245, IMAG 2250, IMAG 2252
12. Assists in maintaining optimal function of sonography equipment	IMAG 2215, IMAG 2220, IMAG 2245, IMAG 2250, IMAG 2252

Ergonomics

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 will be assessed with each competency on their ergonomics.

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.

Internship Dress Code Policy

LCCC DMS students are required to present a professional image, which is clean, safe, neat, and well groomed. The following standards, developed by local agency guidelines, apply whenever students are at clinical sites requiring uniforms. Students attending clinical experiences inappropriately dressed will be sent home to change, and the incident will be reflected in their evaluation. The following table illustrates the dress code guidelines established by LCCC.

	APPROPRIATE	INAPPROPRIATE/NOT ALLOWED
Uniforms	Follow the dress code of the clinical site OR wear dark pants with a solid color shirt and a lab coat	Faded, torn or ripped. Spandex, gauze, sheer, lacy, T-shirts with emblems, or leather material. Sleeveless, spaghetti straps, backless, low-cut or tight fitting.
Name Tag	LCCC name tag or name tag issued by agency. Clearly visible, above the waist.	No name tag or other agency name tag

Lab Coats	Must be white, neat, clean and free of wrinkles. Long or short is acceptable.	Crop tops, sweat shirts, colored sweaters
Pants / Jumpsuits	Must be dark colored, neat, clean free of wrinkles and mid-ankle or longer.	Leggings, stirrup pants. Form fitting pants. Tucked into socks. Pants too long or too short
Skirts and Dresses	Must be dark colored, neat, clean, free of wrinkles, professional style and length – below the knee.	Sundresses, shorts, short skirts
Shoes	Must be of dark color and clean with a soft sole and heel covering. White shoes and clean if the agency requires this. Patterns must be reserved in nature.	No open toe shoes, sport sandals, high heels or clogs unless allowed by site. Dirty Shoes
Hosiery	Must be neutral. With pants, socks must cover above the ankle.	Colored hose, contrasting colors or designs, lacy hose.
Undergarments	Must be discreet. Required	Bright or noticeable colors, patterns or lines such as thongs.
Fingernails	Must be short and neat.	Artificial nails, bright nail polish or designs.
Hair	Must be clean, combed away from the eyes/face and tied back if shoulder length or longer. Mustaches/beards must be neat and trimmed often.	Dirty, in the face, brightly colored (i.e. orange. Purple, not normal hair color), untrimmed facial hair.
Cosmetics/ Scents	Conservative colognes and perfumes in small amounts if allowed by clinical site.	Heavy perfumes, heavily scented hair sprays, heavily scented hand lotions.
Jewelry	Conservative and discrete. One ring per hand. Watches same.	Rings that interfere with gloving, large chains, dangling jewelry
Body Piercing	Pierced earrings are limited to one pair	Visible body piercings including facial and tongue jewelry, multiple ear piercings. Dangling earrings.
Tattoos	All tattoos must be covered or not easily visible	Uncovered tattoos on arms, hands, legs, face or other visible areas. Offensive tattoos
Hair Coloring	Natural coloring	Unnatural colors (purple, green, pink etc.)
Gum/Candy	Discrete use in non-patient areas	Bubble gum, chewy candies

All garments that are penetrated by blood must be removed immediately or as soon as feasible. Students must adhere to infection control policies at respective clinical sites as they pertain to contamination of clothing by blood or body fluids.

Background Checks/Drug Screens.

All students are required to have drug screens and background checks completed prior to providing services that involve direct contact with patients and residents. An individual, who is disqualified from having direct patient contact because of the background check and/or drug screen, will not be permitted to participate in clinical education placement. Inability to participate in a clinical education placement required by the academic program could result in ineligibility to qualify for a degree in this program. Various clinical sites may require additional background checks and drugs screens according to their policies and procedures.

Radom Drug Screening (Please refer to HSW Handbook for Drug Screen Procedures:

1. Random testing will take place for all LCCC Health Sciences and Wellness students throughout each student's respective program. The random testing is 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.

2. 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

Knowledge of Program and College Policies and Procedures

The DMS program abides by Laramie County Community College (LCCC) policies. The most current college policies can be found at <http://www.lccc.wy.edu/Index.aspx?page=491> . Students are expected to have a working knowledge of the content of the LCCC DMS Program Handbook, which is provided annually during the Spring semester. After reviewing the handbook, students will sign and date the “Student Handbook Agreement”, which is an agreement where the student states they understand the content of the handbook and agree to abide by the policies and procedures set forth during their tenure as a DMS student. Students will also be able to access the DMS Program Handbook on the DMS Program home page on the LCCC Website: www.lccc.wy.edu .

The DMS Program Handbook is reviewed and revised annually by program faculty. To ensure all program policies are consistent with those of the College, the Dean of the Health Sciences & Wellness Division and periodically the VP of Student Services and/or the VP of Instruction reviews the handbook annually. Program faculty will consider input for manual revisions from students, college administration, the DMS program advisory committee, and clinical faculty. When changes are made after the initial publication of each year’s Clinical Education Handbook, DMS Program students and LCCC administration will be notified of the updates. The Handbook will be available from the Health Sciences Administrative Assistant office located in the Health Sciences (HS) building, Room 330.

Clinical Site Orientation

The student should complete the LCCC DMS Clinical Orientation form as soon as possible upon beginning clinical (see evaluations section on Trajecsys). When completed, the form should be submitted for Clinical Coordinator records, and a copy should be retained by the student for their records.

Required Hours for DMS Clinical Experience

1. DMS Beginning Clinical Experience: 270 hours
2. DMS Clinical Experience I: 495 hours
3. DMS Clinical Experience II: 600 hours

Student Schedules

Per Commission on Accreditation of Allied Health Educational Programs (CAAHEP) standards students are to be scheduled for no more than 40 hours in any week. Students are to complete 32-40 hours of scanning each week. The student and the site should mutually agree on a daily/weekly schedule. If any changes are made to the approved schedule, students must receive permission from the supervising sonographer at the site in writing by filling out the form on Trajecsyst. Weekends, nights and evening shifts are allowed on a case by case basis and must be discussed with the Clinical Instructor, the Clinical Coordinator and the Program Director.

Lunch:

Students will clock in and clock out on the Trajecsyst system for all lunches. Lunch times must be at least 30 minutes and cannot exceed 60 minutes. The student must meet a total of 8-8.5 hours per day of clinical and/or meet a total of 272 hours for summer semester, 495 hours for fall semester, and 600 hours for the spring semester of the DMS Program. The practice of a student staying through the lunch hour to “bank” time or to leave early on a routine basis should not be allowed.

Schedules:

Schedules should not be adjusted for a sole personal benefit for the student. Students are to be with patients whenever possible whether scanning or observing no matter what the exam is. Whenever patients are not available, students are expected to spend their time studying for their DMS Courses. Leaving early from the internship is discouraged. Missed hours will need to be made up at a later date.

Exceptions to time records:

Situations that arise during clinical that require a student to leave early or work through a lunch must be communicated to both the clinical instructor and the clinical coordinator. Time adjustments for making up missed time can only be made in 30, 45, and 60 minute increments. Time exceptions must be filed for all exceptions on Trajecsyst in order to ensure the time is calculated correctly.

School Holidays and Inclement Weather

All DMS students will follow the academic calendar of LCCC to include all LCCC observed holidays. (www.lccc.wy.edu/academic)

If a student is unable to reach his/her clinical site due to severe weather or road closures, the student may miss clinical for that day, following the standard absence notification, and make-up procedures without penalty. Students will receive up to eight (8) hours, one-time allocation of prorated hours if they are unable to reach their clinical site due to severe

weather or road closures. If the LCCC campus is closed due to severe weather, and the student is not experiencing the same weather at their off-campus site; the student may attend clinical as regularly scheduled. Make-up days for any missed hours due to weather may also be accrued during the last week of the semester. Students are expected to use their best judgement when deciding if it is safe to travel.

Tardiness/Absenteeism

Tardiness is not tolerated on the job, and it should not be accepted by the student. Students are to be at their clinical assignment ready to begin scanning at the agreed upon start time. This may require the student to show up 10-15 minutes early. Students will enable Trajecsyst GPS geolocation while utilizing a smart device for the clock in/put procedures, and will be tracked for the accuracy of location during the duration of preceptorship. A sonographer is to approve the student time sheet electronically. Accurate time records are required of the student. If the student is habitually late or leaving early LCCC faculty should be notified immediately.

The school has established the following rules regarding tardiness & absenteeism.

1. Students must be in the Department, in uniform, and ready to begin by the listed start time according to the clock within the department.
2. If the student is tardy or absent, the student must call both the appropriate personnel at the clinical site and the LCCC clinical coordinator.
3. Calls should be made before to the internship start time except of emergencies. The clinical site along with LCCC will collaboratively determine whether or not a situation was deemed an emergency.
4. Student failure to make proper notifications will be considered unexcused, and will reflect on the student's grade for that clinical experience (refer to syllabus).
5. Excessive absences and tardiness will adversely affect the student's grade. Additionally, students are required to document a minimum number of hours throughout their internship.
6. **Students that miss more than 40 hours of cumulative internship time in one semester will be dismissed from the program.**
7. All lost time must be made up by the student during scheduled semester breaks. All changes to student's schedule and leaves of absence must be approved first by the clinical site supervisor and then the DMS Program Director via the Trajecsyst PTO form. Students must fill out and submit a Leave Request Form/Schedule Change Form and get approved before any variations in the student's schedule. Once PTO is approved the student may enter the PTO day into Trajecsyst as a time exception.

Cell Phone Use Policy

Student use of their cell phone to clock in or for documentation procedures is allowed to adhere to HIPAA standards cell phones should be turned off and put away while in the

sonography work area, thus assuring phones are not a distraction to the student or department workflow. In the case of an emergency, students can receive calls through the department's phone system.

No patient information or clinical information will be posted on social media websites or sent via electronic means. No photos will be taken in a clinical setting. Any HIPAA violation is grounds for DMS Program Dismissal.

Communication Policy

Because many of our sites are located at a distance from LCCC, it can be difficult to maintain continuous communication regarding the internship. This policy has been established to make sure that appropriate communication occurs among the LCCC faculty, clinical site staff, and the student. The guidelines are as follows:

- LCCC will conduct five (5) personal visits to the clinical site student during the 12-month clinical internship. Refer to the site visit policy for more details.
 - An email will be sent from LCCC before each visit to discuss the student's progress and prepare for the visit.
 - The same instructor that conducts the visit will make follow up phone call as deemed necessary.
- The LCCC Clinical Coordinator will contact the clinical sites at mid-term to perform an evaluation of student performance.
- The clinical instructor or another staff member should contact LCCC immediately with any concerns or questions.

Site Visit Policy

Each student will receive one (1) clinical site visit in the summer and two (2) in both the fall and spring semesters for a total of five (5) site visits from the DMS faculty. The clinical coordinator will submit a site visit schedule in advance to each facility. Guidelines are as follows:

- The student is required to know the dates of the site visit and to be present during that day.
- If the time of the visit does not work with the clinical site, please contact LCCC to discuss an alternate date.
- An email will be sent to the primary clinical instructor before the visit.
- The follow-up call will be made as necessary.
- Each site visit must include the following actions:
 - The length of visit will vary depending on the needs of students and clinical site.
 - The LCCC instructor should make every effort to observe the student perform three (3) different types of exams.

- The site visit summary should be completed via the Trajecsyst system under evaluations. Students will be able to access their evaluations under the evaluations summary section in Trajecsyst. The original which will go into the student's LCCC folder.
- A meeting with the clinical instructor(s) to discuss student's performance.
- The LCCC faculty member will also meet with the department supervisor if time allows.
- A meeting with the student to discuss goal setting and review of evaluation.
- A group meeting to include department staff, LCCC faculty member and the student should be held if the schedule allows.
- Any concerns will include a short-term follow-up. The visiting instructor will communicate student progress with the other LCCC faculty members.

Protocol Policy

Students are to follow the protocols of the clinical site for each examination. LCCC has stressed flexibility and adaptability as strengths that are required by sonographers and feel that students should quickly adapt to a different protocol from what we have at school. **We ask, however that each clinical site has the student follow only one protocol.** If sonographers at your facility have the flexibility to complete their protocol, please have the sonographers decide on which protocol the student will follow.

COMPETENCY POLICY

According to the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the following competencies are the minimum requirement to meet the standards of the Joint Review Commission of Diagnostic Medical Sonography (JRC DMS) and Commission on Accreditation of Allied Health Education Programs (CAAHEP), for more detailed information you can visit the following website, <http://www.jrcdms.org/pdf/DMSStandards.pdf>

Utilize oral and written communication.

- 1) Maintain clinical records;
- 2) Interact with the interpreting physician or other designated physicians with oral or written summary of findings as permitted by employer policy and procedure
- 3) Recognize significant clinical information and historical facts from the patient and the medical records, which may influence the diagnostic examination;
- 4) Comprehend and employ appropriate medical terminology, abbreviations, symbols, terms, and phrases; and
- 5) Educate other health care providers and the public in the appropriate applications of ultrasound and other diagnostic vascular evaluation, including the following:
 - Medical terminology
 - Sonographic/other vascular terminology
 - Pertinent clinical signs, symptoms, and laboratory tests

Provide basic patient care and comfort.

- 1) Maintain infection control and utilize standard precautions;
- 2) Anticipate and be able to respond to the needs of the patient; Demonstrate age related competency (i.e., neonates, pediatric patients, adolescents, adults, and Obstetric patients)
Respond appropriately to parental needs
Recognize when sedation may be appropriate
Demonstrate appropriate care in nursery and intensive care environments (ancillary equipment, thermal, central venous lines, ET tubes, respiratory needs)
- 3) Identify life-threatening situations and implement emergency care as permitted by employer procedure
- 4) Proper patient positioning

Demonstrate knowledge and understanding of human gross anatomy and sectional anatomy.

- 1) Evaluate anatomic structures in the region of interest; and
- 2) Recognize the sonographic appearance of normal tissue structures

Demonstrate knowledge and understanding of physiology, pathology, and pathophysiology.

- 1) Obtain and evaluate pertinent patient history and physical findings;
- 2) Extend standard diagnostic testing protocol as required by patient history or initial findings;
- 3) Review data from current and previous examinations to produce a written/oral summary of technical findings, including relevant interval changes, for the interpreting physician's reference and
- 4) Recognize examination findings that require immediate clinical response and notify the interpreting physician of such findings

Demonstrate knowledge and understanding of acoustic physics, Doppler ultrasound principles, and ultrasound instrumentation.

- 1) Select the appropriate technique(s) for examination(s) being performed;
- 2) Adjust instrument controls to optimize image quality;
- 3) Perform linear, area, circumference, and other related measurements from sonographic images or data;
- 4) Recognize and compensate for acoustical artifacts
- 5) Utilize appropriate devices to obtain pertinent documentation
- 6) Minimize patient exposure to acoustic energy
- 7) Apply basic concepts of acoustic physics

Employ professional judgment and discretion.

- 1) Protect the patient's right to privacy based on current federal standards and regulations;
- 2) Maintain confidentiality; and
- 3) Adhere to the professional codes of conduct/ethics through the following:
 - Medical ethics
 - Pertinent legal principles
 - Professional interaction skills
 - Professional scopes 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, and employ, ergonomically correct scanning techniques:

The General Learning Concentration must include the following:

- a. Demonstrate the ability to perform sonographic examinations of the abdomen, superficial structures, non-cardiac chest, and the gravid and nongravid pelvis according to protocol guidelines established by national professional organizations and the protocol of the employing institution utilizing real-time equipment with both transabdominal and endocavitary transducers, and Doppler display modes.
- b. Recognize and identify the sonographic appearance of normal anatomic structures, including anatomic variants and normal Doppler patterns
- c. Recognize, identify, and appropriately document the abnormal sonographic and Doppler patterns of disease processes, pathology, and pathophysiology of the structures listed in III.C.4.b. Modify the scanning protocol based on the sonographic findings and the differential diagnosis

Sonographic and Doppler patterns in clinical diseases that may occur.

- d. Recognize and identify the sonographic appearance of normal anatomic structures of the female pelvis, including anatomic variants and normal Doppler patterns.
- e. Recognize and identify the sonographic appearance of normal maternal, embryonic, and fetal anatomic structures during the first, second, and third trimesters.
- f. Recognize, identify, and appropriately document the sonographic appearance of gynecologic disease processes, pathology, and pathophysiology

Recognize, identify, and appropriately document the sonographic appearance of obstetric abnormalities, disease, pathology, and pathophysiology:

History and physical examination

Related imaging, laboratory, and functional testing procedures Differential diagnosis

Role of ultrasound in patient management

Use of three-dimensional obstetric sonography

Abnormal sonographic characteristics in pregnancy

Demonstrate knowledge and understanding of the role of the sonographer in performing interventional/invasive procedures.

Competency Requirements

Requirement: Students must demonstrate competence in all **11** procedures identified as mandatory.

Students must also demonstrate competence in at least five (**5**) elective procedures.

The institutional protocol will determine the required images used for each procedure.

Demonstration of competence includes requisition evaluation, patient assessment, room preparation, patient management, equipment operation, technique selection, image processing, and image evaluation. All competencies must be passed within three (**3**) attempts, if this does not occur, remediation will take place and the student will have one final attempt. If the final attempt is not passed, the student may be dismissed from the program because of the failing grade that will be assigned to the failed competency.

All mandatory performance competencies must be completed by students by the end of the DMS Clinical Experience II.

Section A: Mandatory

1. Abdomen Complete
2. Renal Complete
3. Abdomen Vasculature (i.e. hepatic, renal, and/or Detailed Aortic exam)
4. Pelvic – Transabdominal
5. Pelvic – Transvaginal
6. 1st trimester OB
7. 2nd trimester full OB scan (Screening)
8. 3rd trimester full OB scan (This exam must at least include EFW as part of the protocol)
9. Thyroid
10. Scrotum and testis
11. Non-cardiac chest (i.e. Thorocentesis, fluid check, and/or chest lump not including breast)

Section B: Elective (Students must demonstrate competence for 5 of the 13 procedures below)

1. Breast
2. Musculoskeletal
3. Adrenals
4. Superficial masses
5. Appendix
6. Abdominal wall
7. Prostate
8. Fetal biophysical profile
9. Carotid duplex
10. Unilateral lower extremity venous
11. Unilateral upper extremity venous
12. Pediatric: GU, GI tract, MSK/hip (Pediatric is NOT neonatal)
13. Infant Brain
14. Student/site choice: Any other final competency exam/procedure not previously signed off.

The guidelines for performance competencies are as follows:

- Any staff sonographer may conduct the competency, but must be RDMS and RVT certified for the exam being proctored. If there is no sonographer registered for that type of exam (i.e. no RVT employed in the department to conduct a carotid comp), then the best-qualified sonographer/technologist should perform the competency and have it co-signed by the interpreting physician.
- The student must have demonstrated an appropriate degree of consistency and independence for this exam. This level is to be determined by the sonographers at the clinical site.
- A competency attempt must be discussed and agreed upon with the conducting sonographer *before* the actual attempt.
- All attempts must be performed under direct supervision with the conducting sonographer in the room.
- The student may request a specific sonographer to do the comp with under the following conditions:
 - The sonographer requested meets the requirements for performing the competency or is highly qualified with this exam if there is no registered sonographer in this specialty employed at the site.
 - The designated clinical instructor may determine the appropriateness of performing a competency with certain people of varying skills, experience, and sonographic specialties.
- A failed attempt should be documented accordingly on the competency form. Repeat attempts are to be available, time permitting and at the discretion of the primary clinical instructor.
- It is the student responsibility to keep an open line of communication with the site regarding competencies. An agreed upon timeline that works well for all should be established.
- Students should pass competencies within three attempts. However, after three unsuccessful attempts at a particular procedure, a formal remediation plan will be developed via consultation with the Clinical Instructor and the Clinical Coordinator before further attempts are made. If a competency is failed on the third attempt in the clinical experience students may be dismissed from the program.
- It is the responsibility of each student to be graded on the required number of exams during the semester.
- If the student fails to complete the required number of competencies by the end of the semester, an incomplete grade will be given. This disqualifies a student from continuing in the program. A student who fails to meet these requirements will not be eligible to graduate.

Clinical Forms

It is the student's responsibility to complete (or have completed by staff), maintain, and submit via Trajecsys System, all forms to LCCC by the established deadline. Forms may be submitted in the following ways:

1. Trajecsys Evaluations
2. Emailed to Clinical Coordinator for notification of completion

** Please retain a copy for your own records*

Time Logs: Students are to complete a time log of their daily hours spent in clinical. The time log is to be achieved with the facility computer system or utilization of a smart device with the GPS enabled. Falsification of this record is grounds for dismissal from the program, and again, the school needs to know if this is occurring. Also, the time log is to be approved by the designated supervisor at each site within each week of internship. The hours on the record must accurately reflect the time spent by the student at the clinical site to within 15-minute increments. Students are not allowed to document more than 40 hours per week. Hours spent in clinical should be productive hours, with the student scanning as the priority. A student may also review case studies or study if time allows or when no patients are available, and department upkeep has been completed.

Patient Logs: Students are to complete an examination log of all scans that they were involved with in any manner. This log becomes part of the student's record and is kept confidential in a locked location. The Trajecsys System will maintain a record of some exams and specialty being performed. These statistics can be found under the REPORTS tab and STUDENT LOGSHEET. It is the responsibility of the student to maintain knowledge of exams being performed, and adjustments should be made with coordination with supervisor to ensure same practice in all aspects of the below specialties.

1. Abdominal (30%)
2. OB/Gyn (30%)
3. Superficial Structures
4. Vascular
5. Misc / Interventional / Other

Approximately 180 GYN, 180 OB and 360 AB should be completed by the end of the clinical internship.

Monthly goal form: (available under evaluations in the Trajecsys System): Beginning in the month of September, the student must complete section A of the monthly goal sheet for the upcoming month with a clinical instructor (this form is only initially accessible by the clinical instructor and must be filled out collaboratively). After one month's time, the student must complete section B with the instructor. These forms are to be maintained by the student as a record, and will be reviewed during or before LCCC site visits. Six-goal sheets will be completed by the end of Spring II semester.

Leave Time: Leave time must be specified and approved by your clinical coordinator and the DMS Program Director to ensure responsibility for regular hours. These can be submitted via the evaluations tab in Trajecsys.

Time Exceptions: In order to ensure all time cards are up to date, students must submit a time exception for each leave request including but not limited to:

1. PTO requests
 - a. Snow Days (When students are not able to attend clinical due to road closures)
 - b. Registry Review Days (students are to submit 8 hours for every review day on campus)
 - c. Leave time for board examination
 - d. Leave time for job interviews

All requests must be approved by supervisors and faculty. Please notify all parties of intended time exception prior to submission.

Evaluations: (available under evaluations in the Trajecsys system)

1. Monthly evaluation forms are completed by the Clinical Instructor in consultation with other RDMS registered sonographers who have observed the student's performance. These forms are completed on a monthly basis.
2. Clinical Visit Student Evaluation forms will be finalized by LCCC DMS Faculty during each clinical site visit. These forms will be used to assess the student's observed performance during the site visit.
3. Exam specific performance competencies are to be completed to demonstrate "competency" in particular exams. Refer to the competency policy below for more detailed information.

Developmental Evaluations

A developmental evaluation should be completed after each month of the clinical experience. The evaluation should be conducted by the Clinical Instructor. Please allow ample time for Clinical Instructor to evaluate properly and calculate student progress. This form should be fully completed and submitted by the end of each month to receive full credit for evaluations.

It is the responsibility of the student to remind Clinical Instructors of monthly evaluations. Please make sure Clinical Instructors are aware of upcoming paperwork dates.

Evaluations should be submitted for the following months in order:

Summer Semester (2 forms)

1. June
2. July

Fall Semester (3 forms)

1. August/September
2. October
3. November/ December

Spring Semester (3 forms)

1. January/ February

2. March
3. April/May

Forms required for each clinical experience include:

1. Orientation: due within **one** week of beginning internship
2. Time cards: must be continually maintained on a daily basis and will be reviewed once at midterm and once at the end of each semester
3. Log Sheets: must be continually maintained on a daily basis and will be reviewed once at midterm and once at the end of each semester
4. Record of Internship: due at end of each semester
5. Leave Request: **prior** to date of leave if applicable or upon return date following illness
6. Monthly Goal Forms: due at end of each month
7. Monthly Development Evaluations: due at the end of each month
8. Clinical Site Evaluation: due at end of each semester
9. Performance competencies: due at end of each month
10. Clinical Visit Student Evaluation: LCCC DMS Faculty complete during clinical visit
11. A minimum of **five** competencies completed by end of Fall semester
12. **All** required competencies completed by end of spring semester.

It is the student's responsibility to ensure all forms are completed by the assigned deadlines.

Clinical Instructor Policy

It is strongly encouraged that all staff at each site work with the student. However, a **Primary Clinical Instructor** must be established between LCCC and the site. The role of the primary clinical instructor goes beyond the basic staff responsibilities to include the additional duties:

- Ensure that all pre-internship preparations are completed
- Establish the student schedule
- Establish each exam protocol the student will use if different staff use different protocols
- Be the primary contact person with LCCC
- Complete the Monthly goal sheet with the student, or delegate an appropriate substitute
- Act in the role of a mediator & decision maker if indicated
- Ensure the accuracy of student time cards
- Ensure that students are getting the best possible internship experience
- Immediately notify LCCC as problems or concerns arise
- Submit a copy of your ARDMS card to LCCC annually
- Submit department volume stats to LCCC annually
- Send an updated CV to LCCC as changes are made
- Complete the JRC-DMS survey at the end of each internship experience
- Work with students and effectively communicate throughout the year on student's improvements, areas to improve and overall student preparedness for the workforce.

*If the primary clinical instructor is not registered in all required student concentrations, but other sonographers are, a secondary clinical instructor will be established with LCCC. Roles of the secondary clinical instructor are as follows:

- Be the primary decision maker for student protocols, evaluations, and competencies for the exams in which the main instructor is not registered.
- Act in the role of the primary clinical instructor during their absence
- Participate in regular communication with LCCC

Discipline/Remediation Policy

Each site has the authority to handle immediately any problems that may arise with the student at the site. Disciplinary action for infractions by the student should be immediate and first dealt with by the supervisor at the site. Following action at the site, notification of the incident should be made to the DMS Program Director. Plans for remediation will be taken, if needed, by the DMS Program Director in consultation with the DMS Clinical Coordinator, the site staff and student.

Student Dismissal Policy

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. However, 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 and 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 application.

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

1. The student has received three (3) 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 and urinalysis screening test
4. Alcohol and drug abuse or effects while at the clinical site
5. Irreconcilable personality differences
6. Chronic poor performance, which may be characterized by an excessive mistakes, failure to progress, poor listening and communication skills, and/or 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

9. Breach of the SDMS Code of Ethics

Clinical Dismissal due to unforeseen circumstance

This type of dismissal is when a situation comes up on the site such as an unexpected leave of absence, short staffing, or any inability in which the site can no longer accommodate the student internship that is not deemed as any fault of the student. In this case, LCCC will make every effort to find a reasonable continuation of the student's internship at another location. When necessary, students may receive an incomplete grade until course requirements are met.

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 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 "IP" (in progress). An IP is awarded on case by case, if the student has suffered an undue significant hardship and is unable to participate in same learning experiences. This hardship can occur in either the core courses or the clinical internship experience.

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/or 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 evaluation of less than 76% (Part I, Part II, or total score) in a clinical internship course
 - a. Probation will extend one month (or until the next evaluation 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.
6. Any situation outlined in the College Handbook stating grounds for probation.
7. The student fails to complete a competency with a passing grade after three attempts.

Dismissal Guidelines

A student may be removed from the Program based on various infractions of policies outlined in the DMS Program Student Handbook. The authority to dismiss a student from the program rests solely with the Program Director.

The following infractions are grounds for removal from the 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 prefix.
3. The student receives a second (consecutive) evaluation of less than 76% during the clinical 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.
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 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 inability 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 infraction may result in expulsion from the college.
14. Any breach of the SDMS 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.

Site Sharing Policy

To provide a well-rounded experience for all students, sites may be asked to share two students and to determine an appropriate rotation schedule. It is up to each site to determine whether or not they are willing to be a shared site with another facility. Common reasons for sharing sites are as follows:

- An individual specialty is in short supply at some sites. We find this to be especially true with OB and Vascular.
- Students may not be able to perform inpatient or emergency care at particular sites.
- Students may not be exposed to physician interaction, interventional procedures, or other things that are essential to prepare a student for entry-level employment.
- Each site should work to communicate the student progress with the other facility.

Patient Rights

The patients have the risk free right to refuse student participation in treatment or observation.

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 mid-Spring II semester.
3. If hired, the student assumes the status of employee and all liability for his/her actions and welfare while the employer assumes working as an employee.
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.

1. 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.

APPENDIX

APPENDIX

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**LCCC DMS PROGRAM
STATEMENT OF AGREEMENT**

The following statement confirms that the student understands and agrees to the requirements and policies of Laramie Count Community College (LCCC) and the Diagnostic Medical Sonography (DMS) Program as written in this handbook (revision 2017).

I have read, understand, and agree with the LCCC Diagnostic Medical Sonography Student Handbook. I agree to comply with the printed policies expressed therein as well as those in the LCCC Catalog, and LCCC Student Handbook. Furthermore, I have been informed that changes may occur as determined by developments in clinical and/or academic settings. As far as possible, changes will be effective prior to the beginning of the academic term. When notified verbally and in writing of these changes, I will comply with them.

I understand that a minimum grade of "C" (76%) will be required to pass each course. I am aware that failure to adhere to all LCCC policies, the DMS Program policies as outlined in the Student Handbook, and the information identified in each course syllabi may result in my dismissal from the DMS Program.

This statement of agreement will become part of my file in the DMS Program Department Office.

My signature indicates acceptance of this agreement.

Student Signature: _____

Printed Name: _____

Date: _____

Laramie County Community College
Diagnostic Medical Sonography Program

STUDENT CONFIDENTIALITY AGREEMENT

I understand that confidential care and treatment is the right of all patients in all clinical agencies utilized for my clinical experience as a Diagnostic Medical Sonography (DMS) Student at Laramie County Community College (LCCC). The diagnosis, treatment, and all other information concerning patients are confidential and may not be released to anyone, including family members, without the consent of the patient. I understand that even the presence of a patient in a clinical facility is considered confidential.

I understand that other information I may obtain as part of my student experiences is also confidential. I understand that the concept of confidentiality includes but is not limited to information concerning: 1) a patient; 2) a patient's family or significant others; 3) an employee or job applicant; 4) a physician or other practitioner; 5) peer review or quality of care; 6) the sensitive business plans or finances of the college or clinical facility; 7) computer passwords; 8) other students and instructors; or 9) any other persons who may make use of clinical facilities and services.

I agree that, except as clearly directed by my instructor, I will not at any time during or after my student experiences, disclose or discuss confidential information or any part of my experience, which is of a confidential nature to anyone who does not need that information to perform their duties. I also agree not to seek or obtain information regarding confidential matters not necessary to fulfill my responsibilities as a student.

I recognize that my disclosure of confidential information may cause irreparable injury to an individual, the college, and/or the clinical facility, and may result in a civil lawsuit. I understand that any violation of this agreement or my disclosure of any confidential information in an unauthorized manner can result in my immediate dismissal from the DMS Program. If in any situation I am uncertain or unclear of my responsibilities in protecting confidential information, I will seek the guidance of my instructor or appropriate supervising personnel.

By my signature below I certify that I have read this Student Confidentiality Agreement, have had the chance to ask any questions I might have, that I understand this Agreement, and agree to be bound by its terms.

Student Signature

Date

Printed name Signed original to be kept in student file.

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.

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

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.

To become an LCCC driver, motor vehicle reports will be obtained as part of LCCC's evaluation. The reports will be procured by LCCC or its insurance company representatives and will 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 and their insurance company representatives 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 in AM 114, 778-1153, sjohnson@lccc.wy.edu, fax 778-4300

FOR OFFICE USE ONLY

Received: _____ To Insurance/WYDOT _____ Reply Received: _____

Authorization YES NO WATCH

Completed in System _____ Date _____

Renewal Requested _____

**Diagnostic Medical Sonography Program
DMS Technical Standards Verification**

DMS Technical Standards student signature page to be completed at program entry.

___ Yes ___ No I have read and I understand the DMS Technical Standards relative to the Diagnostic Medical Sonography Profession/Program.

___ Yes ___ No I am able to meet the Physical Requirements of the DMS Profession/Program as specified and do not require any reasonable accommodation to meet these requirements at this time.

If No marked above,

___ (√) I require the following reasonable accommodation(s) to meet the Physical Requirement standard as specified:

Printed Name of Student

Signature of Student

Date

Nondiscrimination in Employment and Education Opportunity

Laramie County Community College (LCCC) is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

**Laramie County Community College (LCCC)
Diagnostic Medical Sonography (DMS) Program
Videotape/Photograph Consent/Agreement**

I, _____ give Laramie County Community College (LCCC), DMS Program consent to videotape/photograph/audiotape me during classroom, lab or off campus education experiences for educational purposes only. I also agree to keep all photographs and electronic records that I take or use as a student, as confidential and will not release any electronic information or images unless I receive written notification from the DMS program director.

Student Name – Printed / date

Student Signature / date

**WAIVER OF LIABILITY, ASSUMPTION OF RISK,
AND INDEMNITY AGREEMENT – ON/OFF CAMPUS ACTIVITIES
LARAMIE COUNTY COMMUNITY COLLEGE**

I, the undersigned participant, represent and warrant that I am an adult of 18 years of age or older, and have the legal capacity to enter into this Waiver of Liability, Assumption of Risk and Indemnity Agreement (“Agreement”).

Waiver: In consideration of being permitted to participate in the _____ program/activity, to the extent permitted by law, I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, covenant not to sue, and agree to indemnify and hold harmless** Laramie County Community College, its officers, employees and agents (collectively the “Indemnified Parties”) from any and all liability, loss, claims, demands and possible causes of action (including all costs and attorney’s fees incurred by the Indemnified Parties in enforcing this release and indemnification agreement), that may otherwise accrue from any loss, damage or injury (including death) to my person or property, in anyway resulting from, or arising in connection with, or related to my participation in the _____ program/activity, whether or not such injury or death is caused by negligence or from any other cause.

Assumption of Risk: Participation in the _____ program/activity carries with it certain risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks may include, but are not limited to: 1) minor injuries such as scratches, bruises, and sprains; 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions; and 3) catastrophic injuries including paralysis and death. **I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent. I hereby assert that my participation is voluntary and I knowingly assume all such risks.**

Governing Law and Severability: The construction, interpretation and enforcement of this agreement shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties, and venue shall be the First Judicial District, Laramie County, Wyoming. The undersigned further expressly agrees that this Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Wyoming and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk and indemnity agreement, fully understand its terms, and understand that I am giving up my rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of liability to the greatest extent allowed by law.

Printed Name

Signature

Date

**Laramie County Community College (LCCC)
Student Statement of Understanding and Liability Release
Diagnostic Medical Sonography Program**

I, _____ (Print Name), am a student at Laramie County Community College (LCCC) – Cheyenne campus who is enrolled in a Health Sciences & Wellness Division program.

I acknowledge that I have been informed of the following and that I understand the following:

1. That the health and human services program I have enrolled in may involve exposure to human body fluids and cell and tissue cultures that may carry infections such as HIV (Human Immunodeficiency Virus) and Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV).
2. That exposure to infectious blood and other body fluids and cultures by contact through eye, mouth, blood, non-intact skin, or other method may put me at risk of contracting a blood borne infection.
3. That to protect myself from exposure to blood and other body fluid and cultures, I will wear protective apparel according to OSHA (Occupational Safety and Health Administration) standards and comply with applicable policies of the College and any hospital or clinical affiliate that I am attending.
4. That if I should become exposed by eye, mouth, blood, non-intact skin, or other method to blood or other human fluids or cultures, I will immediately report such incident to the program instructor or clinical internship supervisor.
5. That if such exposure should occur, I hereby authorize the College or the clinical affiliate to administer such immediate first aid as is deemed appropriate until medical help can be obtained.
6. That I hereby release and hold harmless Laramie County Community College (LCCC), its employees, officers, agents, and representatives, including all hospital and clinical internships, from any liability for any and all injury, illness, disability, or death, including all costs for medical care, resulting from my exposure to infectious blood or other human fluids or cultures or the administration of emergency first aid after such exposure, during the course of my participation in the health sciences and wellness school program, whether caused by the negligence of the College or otherwise, except that which is the result of gross negligence or wanton misconduct by the College.

Student Name _____
(Please Print) Major

Student Signature _____ Date _____

**Laramie County Community College
Diagnostic Medical Sonography Program**

Handbook Agreement for Clinical Instructor

I have received and read the Student Handbook Agreement for the Diagnostic Medical Sonography Program at Laramie County Community College with special attention focused on the Clinical Education/Internship Section and the Guidelines and Self-Assessments for Clinical Education (Rev.2017). I understand the content of each of the above documents and agree to abide by the policies and procedures.

CI Name (Please Print)

Signature

Date

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.

- 1.
- 2.

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: _____

LARAMIE COUNTY COMMUNITY COLLEGE (LCCC)
Diagnostic Medical Sonography (DMS)
Program Student Information Sheet

We want to take this opportunity to thank you for being a clinical site for our sonography program. Below you will find student specific information.

Student's Name: _____

Phone: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Emergency Contact Name: _____

Phone: _____

Student Strengths:

1.

2.

3.

Student Weaknesses:

1.

2.

3.

Student Goals:

1.

2.

3.

Other information student would like you to know:

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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Plano, TX 75093-8730
214-473-8057
214-473-8563 FAX
<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).

Endorsed by:

- 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