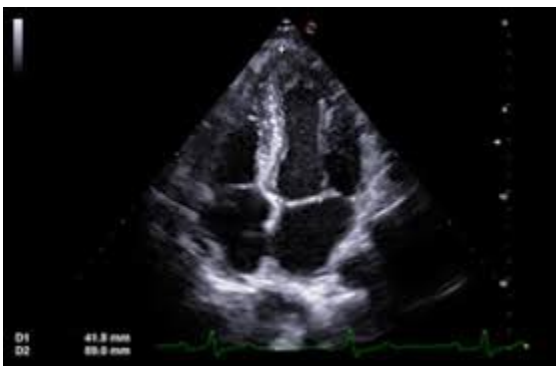
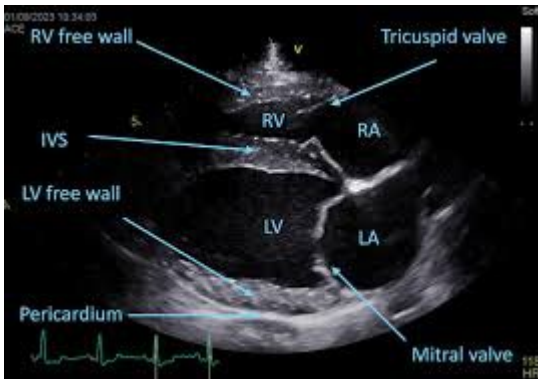
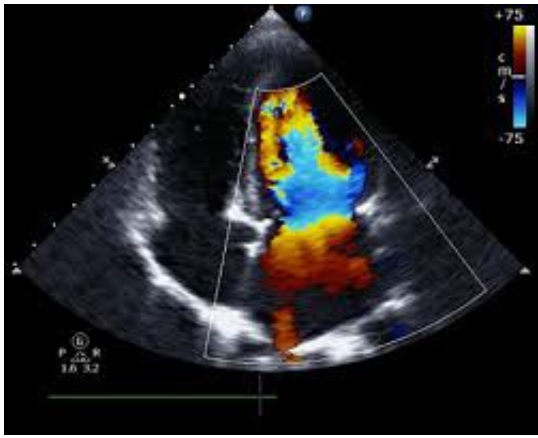


SCHOOL OF HEALTH SCIENCES & WELLNESS

DIAGNOSTIC MEDICAL SONOGRAPHY - ECHOCARDIOGRAPHY PROGRAM

Student Handbook
&
Policies & Procedures

2024-2025



Student Handbook of Policies and Procedures
LARAMIE COUNTY COMMUNITY COLLEGE
HEALTH SCIENCES & WELLNESS SCHOOL
DIAGNOSTIC MEDICAL SONOGRAPHY ECHOCARDIOGRAPHY PROGRAM

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, Cheyenne, WY 82007, 307.778.1217, TitleIX_ADA.Coordinator@lccc.wy.edu. Contact information for the regional Office for Civil Rights is: Office for Civil Rights, Denver Office, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, 303.844.5695, OCR.Denver@ed.gov.

In compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Laramie County Community College does not discriminate against students with disabilities. Efforts are made to arrange effective, reasonable accommodations for any qualified individual.

The Office of Student Accommodations (ASO) at LCCC provides comprehensive, confidential services for LCCC students with documented disabilities. Services and adaptive equipment to reduce mobility, sensory, and perceptual concerns are available through the DSS, and all services are provided free of charge to LCCC students.

LCCC
DIAGNOSTIC MEDICAL SONOGRAPHY
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Diagnostic Medical Sonography Echocardiography Program Student Handbook

Welcome!

The faculty welcomes you to the LCCC Echocardiography (DMS) program! We expect that as you progress through the program you will gain the knowledge and skills necessary to perform competently in your chosen profession.

The student handbook has been compiled to orientate you to this program's operation, policies and procedures, and to identify your responsibilities to the program as a supplemental handbook to the LCCC Catalog and the LCCC Student Handbook. The effort you put into the program requirements is directly related to your competence as a sonographer. The faculty members are here to assist you in achieving your goal to become a cardiac sonographer. We wish you every success as you progress toward the privileged role of a registered diagnostic cardiac sonographer (RDCS), or a registered cardiac sonography (RCS).

Please read this handbook carefully. These policies and procedures apply to all students in the DMS Program. 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 as indicated in your acceptance paperwork. Failure to do so will prevent you from participating in several of program's activities. All students accepted into the LCCC DMS Program are expected to know the information in this handbook when beginning the sonography program. This serves as a contract between student and program/college.

The Program Director, in cooperation with all DMS 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

Enrollment Services	307-778-1212
Student Hub (Financial Aid)	307-778-1265
Bookstore	307-778-1114
Library	307-778-1205
Health Sciences & Wellness School	307-778-1140
Health Sciences & Wellness School Fax	307-778-1395
Career Services	307-778-1351
Office of Student Accommodations	307-778-1359
Campus Security	307-630-0645

Introduction

All students in the LCCC Echocardiography Program will assume the responsibility for observing the college rules and regulations as stated in the current college catalog and the student handbook for the program. Each clinical affiliate has standards and regulations that must be observed while the student is assigned to an 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 adult cardiac entry-level sonographers with the skills and knowledge to produce high-quality images and adhere to the Code of Ethics as seen 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, but not limited to:

- Demonstrating professional behavior at all times
- Complying with all policies and procedures within the college, school, clinical facility 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 may result in immediate suspension, failing grade, 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 a failing grade and immediate dismissal from the program.

When accepted as a student in the DMS Echocardiography Program, the student has also accepted a 12-month commitment to complete the program and become registry eligible for adult echocardiography.

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 imaging department will provide a clinical supervisor who will have primary responsibility for student supervision during the clinical preceptorship.

The Echocardiography Program has been developed following the guidelines set forth by ARDMS and CCI Adult Echo curriculum. 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, coordinators, and ultimately the program director and the administration of LCCC.

College Mission Statement

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

The campus community of Laramie County Community College (LCCC) is 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 higher education. We are compelled to aid this transformation by offering diverse educational experiences designed to be inspirational for 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)
4. 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.

We aspire toward outstanding achievement in teaching and learning, degree completion, transfer success, workforce success, equity for all student populations, leadership and institutional culture. Our big goal is to be recognized for these levels of excellence as a finalist for Aspen Prize for Community College Excellence on or before 2030.

Vision Statement

In the future we are no longer the best kept secret in the Rocky Mountain West. Our frontier mentality will not allow us to be encumbered by habits of old constructs. Rather, we are engineered to be nimble, driven towards innovation, striving to make the impossible, possible. Students and partners seek us because of what we do and what we offer. Our enrollment will reach record levels as a result of deeper engagement, an identifiably different student experience, and the value proposition of our programs and services. We will achieve equitable outcomes for all students, leading to good jobs and/or transfer with advance standing at our university partners. In turn, our region's economy will be diversified in large part because of LCCC's leadership. We intentionally catalyze change.

College Values

Core Values

At LCCC, we believe our core values are inherent in the cultural fabric of the College and could not be extracted in any way. They define who we are and how we behave as a community.

- **Authenticity:** With purpose and without pretense, we are steadfast in our dedication to deliver on a promise, product, or service meeting the needs of individuals we serve.
- **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.
- **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.
- **Openness:** We are committed to transparency through shared governance, where our best work fosters a culture of trust and respect as a college of choice.

Aspirational Values

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

- **Commitment to Quality:** We are committed to promoting a culture of evidence that compels us to continuously strive for greater competence, productivity, and excellence in serving our students and community.
- **Inclusion:** Leveraging the diversity of our talents, we engage in the practice of wide-ranging, open-minded discourse with civility and respect. Our work is objectively grounded in what is best for our community and the provision of equitable opportunity for all.
- **Innovative Agility:** We embrace the notion of adaptability, where our curiosity leads to forward-looking and unique actions. We are unencumbered by convention, endeavoring to discover improved ways of serving our students and community. We strive to make the impossible possible.

DMS Program Mission Statement

The LCCC DMS Program provides 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.

DMS Program Expectations

- 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 – including social media presence.
- 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 for both patients and facility
- 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 career long continuing medical education.

DMS Echocardiography Program Description

The echocardiography AAS program is a medical imaging program offered as a specialization of Diagnostic Medical Sonography (DMS) program. The echocardiography program is an intensive, three-semester program, not including prerequisite courses, and is designed for students who wish to specialize in medical imaging of the adult heart.

The echocardiographer (cardiac sonographer) must have an in-depth knowledge of physics, pathophysiology, human anatomy and physiology, and sonographic technique to create diagnostic ultrasound and echocardiographic images. Physicians depend on the echocardiographer's experience to evaluate normal and abnormal anatomy of the cardiac system. Students of this program are eligible to sit for the national certifying exams of the American Registry of Diagnostic Medical Sonographers following graduation. Upon passing the Sonography Principles and Instrumentation and the Adult Echocardiography (AE) exams, a student is certified as a registered diagnostic cardiac sonographer (RDCS). Students are also eligible to be certified as a Registered Cardiac Sonography (RCS) by the Cardiovascular Credentialing International (CCI).

As part of the Diagnostic Medical Sonography program, the echocardiography program is pursuing accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) with recommendation from the Joint Review Committee on Education in Cardiovascular Technology (JRCCVT) for this medical imaging specialty, tentatively slated for 2024. The echocardiography program is designed and following the guidelines set forth by the JRCCVT to prepare for the pursuit of initial accreditation. The JRCCVT has established specific criteria for clinical settings for students, thus limiting the number of accepted students pending clinical site availability. Most students are employed immediately following graduation. The program begins a new class each summer.

The program offers a variety of clinical experiences throughout the region. Students interested in the program may contact the DMS Program Director or the Echocardiography faculty for details about the program admission process and timeline. The Echocardiography program is a closed program and student selection will occur each Spring semester and will be based on current medical imaging certification, prerequisites or other support courses completed or in-progress, and other criteria as indicated in the program application material.

Echocardiography Program Competencies

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

The LCCC Echocardiography Programs goal is to prepare competent adult echo entry-level cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates of the LCCC Echocardiography 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 high diagnostic quality images of the cardiac system.

Outcomes:

- A. Students will obtain, review and integrate pertinent patient data to facilitate optimum diagnostic results.
- B. Students will optimize and record anatomic and physiologic information in accordance with industry standards.
- C. Students will demonstrate problem-solving and critical thinking skills
- D. Students will demonstrate the application and proficiency in the use of quantitation principles applied to echocardiographic images and flow data.
- E. Students will interpret echocardiographic data and quantify the derived parameters.

Goal 2: Graduates of this program will demonstrate communication skills

Outcomes:

- A. Students will demonstrate effective communication skills with patients and all members of the healthcare team.
- B. Students will demonstrate effective written communication skills

Goal 3: Students of this program will provide consistent high-quality patient care.

Outcomes:

- A. Students will provide customer relations skills in patient care and assessment
- B. Students will employ a safe work environment

Goal 4: Students will conduct themselves ethically and professionally

Outcomes:

- A. Students will act in a professional manner within recognized ethical and legal standards
- B. Students will demonstrate a respect for diversity and the ability to work with others and special patient populations

Goal 5: Graduates of the program will be successfully employed in an echocardiography adult echo entry-level position.

Outcomes:

- A. Students will pass the ARDMS SPI on the first attempt.
- B. Students will pass two of the ARDMS Adult Echo (AE) and/or the CCI Registered Cardiac Sonography (RCS) the first attempt.
- C. Of those pursuing employment, students will be gainfully employed within 6 months post-graduation.

About the Sonography Professions

Sonographers work directly with patients, using high-frequency sound waves (ultrasound) to create images of the body's organs, tissue, and vascular system. Sonograms are often the first imaging test performed when disease is suspected due to its noninvasive nature and low cost. Sonographers may work closely with

physicians or surgeons before, during, and after medical procedures. Because of the field's complexity, sonographers often specialize in obtaining and analyzing ultrasound images of one or more areas of the human body. Adult Echo, Abdominal, Breast, Musculoskeletal, OB/GYN, Vascular, and Pediatric.

Occupational Description:

Diagnostic medical sonography is a profession comprised of abdominal sonography, breast sonography, cardiac sonography, obstetrics/gynecology sonography, pediatric sonography, vascular technology/sonography, and other emerging clinical areas. These diverse areas use ultrasound as a primary technology in their daily work.

Job Description:

A sonographer functions as a healthcare provider who, working under the delegated authority of the supervising physician, serves as a medical imaging professional providing clinically relevant information to assist the physician with the diagnosis and treatment of patients. The sonographer roles and responsibilities include providing diagnostic medical sonography services and its various clinical specialties. The sonographer activities are performed consistent with their education and training, and in accordance with facility policies, procedures, and applicable professional standards.

A sonographer has demonstrated competence in the specialty area(s) to be performed, including sonographer certification by the American Registry for Diagnostic Medical Sonography (ARDMS) or American Registry of Radiologic Technologists (ARRT), and/or Cardiovascular Credentialing International (CCI). (SDMS, 2023)

Sonography Technical Standards

Graduates of this program will provide quality patient care and perform quality sonographic images in adult echo entry-level positions. The job function may require the ability to tolerate physically and mentally taxing workloads and hand-eye coordination. 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.
- 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 in patient 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 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 patients and demonstrate integrity, a motivation to serve, and a concern for others
- Be able to discern a variety of audible pitches from the ultrasound machines and other patient equipment
- Be able to discern color, specifically red and blue hues

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.

Any student with a documented disability is welcome to contact the Disability Support Services office (DSS) as early in the semester as possible so that we may arrange reasonable accommodations. Instructors will provide reasonable DSS-approved accommodations for students with disabilities.

Employment Characteristics:

Diagnostic medical sonographers may be employed in hospitals, clinics, private offices, and industry. Most full-time sonographers work approximately 40 hours a week; they may have evening, overnight, weekend hours, and times when they are on call and must be ready to report to work at 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 affect salaries, depending on experience and responsibilities.

Salary:

The salary for sonographers varies greatly by city, region and practice setting. According to the U.S. Bureau Labor Statics, the 2021 median pay \$75,380/year and \$36.24/hour.

In May 2021, the median annual wages for diagnostic medical sonographers in the top industries in which they worked were as follows:

	10%	25%	50% Median	75%	90%
Hourly Wage	\$28.67	\$30.08	\$37.8	\$45.85	\$48.87
Annual Wage	\$59,640	\$62,560	\$77,740	\$95,360	\$101,650

<https://www.bls.gov/oes/current/oes292032.htm#st>

Professional Registration - Certification:

Although a few states require licensure in diagnostic medical sonography, organizations such as the American Registry for Diagnostic Medical Sonography (ARDMS) nationally 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 in abdomen, ob/gyn, and vascular. 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 and passing the vascular technology exams. To keep their registration current, sonographers must complete continuing education to stay current with technological advances related to the occupation, which currently is 30 credits hours every three years.

Career Outlook:

According to the US Department of labor, employment of diagnostic medical sonographers is expected to increase 10 percent from 2021-2031. [Medical Sonographers and Cardiovascular Technologists and Technicians: Occupational Outlook Handbook: U.S. Bureau of Labor Statistics \(bls.gov\)](#)

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)
1401 Rockville Pike Suite 600
Rockville, MD 20852
301-738-8401-1402

www.ardms.org

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

Cardiovascular Credentialing International (CCI)
3739 National Drive, Suite 202
Raleigh, NC 27612
919-861-4539
www.cci.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th St. N # 7709
Seminole, FL 33775
727-210-2350
www.caahep.org

Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT)
355 Hartford Ave West
Uxbridge, MA 01569
431-200-3772
www.jrccvt.org

DMS
Echocardiography
Information

Echocardiography 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 their potential as a person and professional sonographer. Echocardiography Associate of Applied Science program is 61 credit hours including prerequisites.

The Echocardiography program offers students the knowledge and skills for performing high-quality diagnostic exams to aid the physicians in making a diagnosis. Most sonographers work in hospitals covering various shifts (overnights, weekends, and holidays), medical clinics, and private practices. Sonographers may also find employment in the industrial sales of equipment, traveling sonography agencies, and educational institutions.

Graduates of this program will receive an Associate of Applied Science in Echocardiography. The program is an intensive, three-semester program, not including prerequisite courses and is designed for students new to patient care. The sonographer must have an in-depth knowledge of physics, pathophysiology, human anatomy and physiology, and sonographic technique to create a diagnostic ultrasound image. Physicians depend on the sonographer's experience to evaluate normal and abnormal body parts. The echocardiography program is specific to adult echo. Students of this program are eligible to sit for the national certifying exams of the American Registry of Diagnostic Medical Sonographers. Upon passing the Sonography Principles and Instrumentation and adult echo (AE) specialty you can be certified as a registered diagnostic cardiac sonographer (RDCS). Upon graduation passing the cardiac sonography exam through the Cardiovascular Credentialing International you will be certified as a registered cardiac sonographer (RCS).

The echocardiography program will be pursuing accreditation. The program uses the criteria from the JRCCVT and the CCI to establish the curriculum for the program. The program begins one new class each summer semester.

The last two semesters of the program include clinical experience, and students may be placed in various hospitals or clinics in Wyoming, Colorado, Nebraska, or Montana. Students interested in the program may contact the Program Director, Concentration Coordinator, or the Admission Office for details about the program admission process and timeline. Student selection occurs in February/March based on the application, prerequisites completed or in-progress, and other criteria as indicated on the program website.

Laramie County Community College does not discriminate based on race, color, national origin, sex, age, religion, political affiliation, or disability in admission or access to, or treatment or employment in, its education program or activities.

The following prerequisites must be in progress or complete with a grade of 'C' or better by the application deadline (February 15) for the sonography program. Students new to healthcare must have a prerequisite GPA of 3.0. If a student is a registered radiological technologist or registered sonographer must have a 2.5 GPS. Students are encouraged to contact the sonography faculty for program-specific questions.

Echocardiography AAS and CERT Program Course Sequencing

Program Prerequisites:

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 2010 Public Speaking	3
HLTK 1200 Medical Terminology	2

TOTAL PREREQUISITE CREDIT HOURS 23 credit hours

A **3.0 prerequisite** courses GPA is required.

If a registered technologist, a **2.5 overall 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 1505 Introduction to Diagnostic Medical Sonography	3 credit hours
IMAG 1500 Cross-sectional Anatomy	3
STRT 1000 Strategies for Success: First-Year Seminar (not needed for application)	3
TOTAL CREDIT HOURS:	9 credit hours

Fall I

Choose from approved U.S./Wyoming Constitution courses	3
IMAG 1510 Ultrasound Physics I	2
IMAG 1560 Cardiac Sonography I	2
IMAG 1561 Cardiac Sonography I Lab	2
IMAG 2615 Cardiac Clinical Experience I	5

TOTAL CREDIT HOURS: 14 credit hours

Spring I

IMAG 1565 Cardiac Sonography II	2 credit hours
IMAG 1515 Ultrasound Physics II	3
IMAG 2600 Cardiac Registry Review	1
IMAG 2630 Cardiac Clinical Experience II	9
TOTAL CREDIT HOURS:	15 credit hours
TOTAL ECHO PROGRAM CREDIT HOURS	38
TOTAL ECHO DEGREE CREDIT HOURS	61 credit hours

Course Descriptions/Curriculum Overview

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

DMS ADMISSIONS POLICY AND PROCEDURES

DMS Program Admissions Policy

Admission to the Diagnostic Medical Sonography Echocardiography Program is open to all academically qualified college students. The general program has a capacity of 10-12 and is a highly competitive admissions process.

Applications are available in January for the summer cohort and can be found at

[Apply to the Program - LCCC | Laramie County Community College, Wyoming](#)

**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 (GPA), 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.
- Due to the COVID –19 pandemic during the Spring of 2020, Pass/Fail grades will be evaluated on case-by-case basis.

DMS Programs Admission Procedure

1. Apply to Laramie County Community College prior to applying to the Sonography. Students must provide an official copy of all past college transcripts to the LCCC Admissions office. A photocopy of all past college transcripts must be sent to the LCCC DMS program director. If a student has been dismissed or on probation with previous programs or with a previous college, it is at the discretion of the Program Director if the application will be accepted. Contact the Program Director if you have any questions.
2. **Prerequisite Courses:** Completion of, or in the process of completion of courses required for the programs. All required prerequisites as outlined in the program application and the college course catalog corresponding to the year in which the student plans to enter. All must be completed or in progress. If a late start course is pending, please contact the Program Director to clarify the reasoning, all in-progress or planned courses must be passed with a grade of 'C' or better by the start of the program. Conditional acceptance will be determined by the Program Director. **Must have a 3.0 prerequisite GPA.**

Program Prerequisites:

ZOO 2015 Human Anatomy* (4 credits) ZOO 2025

Human Physiology* (4 credits)

MATH 1400 College Algebra or higher (3 credits)

ENGL 1010 English I: Composition (3 credits)

PHYS 1050 Concepts of Physics (4 credits)

COMM 2010 Public speaking –

OR

COMM 1050 Foundations of Interpersonal

Communication (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 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 Programs' Admission is contingent upon successful completion of in-progress prerequisites. If the student does not successfully complete the in-progress courses, admission to the program will be void.

*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 (GPA), have been accepted to LCCC, and have a 3.0 or better in the overall prerequisite grade point average (GPA).

Required Observation Hours. To assist the applicant in preparation for applying to the sonography program, a student must observe in a department of Echocardiography for a total of 8 hours.

3. Application Forms (see website for the forms)
 - Resume
 - Unofficial Transcripts
 - Reference Form
 - In-Progress Course Form
4. On the online application.
 - You must provide three reference emails. At least one must be from a former or current supervisor and/or instructor. **No relatives** may be used as references. A Reference link will be provided on the Sonography website
5. Selection: Acceptance is based on points.
 - Successful applicants who are being offered a spot in the program will be notified of their conditional acceptance by mail or email within one week of the application deadline.
 - After conditional acceptance to one of the DMS programs, proof of the following additional requirements must be submitted to the DMS Program Director by the summer semester start date identified in the acceptance letter:
 - Acceptable drug screening and criminal background checks through Castle Branch.

The following will be required by July 18th:

- A completed physical examination (the form is provided by the program) form including verification of current vaccinations and titers (Hepatitis B, Rubella, Rubeola, PPD, Diphtheria-Tetanus, Varicella, COVID-19, Influenza).

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 a failing grade and/or dismissal from the program.

- Echocardiography: the top 10-12 applicants from the cumulative application process will receive a letter extending an invitation for a spot in the program
- Applicants will have the choice of accepting or declining within the letter and must submit a decision to the Program Director as indicated in your acceptance packet.
- A passed background check and drug screening must be completed by **April 30th**, to stay in good standing with the program. This is done through Castle Branch and costs \$217.
- If an alternate candidate is extended a position in either program, the letter will offer the choice to accept or decline. Required due date(s) will be provided in the letter and must reply to the Program Director and complete the background check and drug screen through Castle Branch.

DMS Echocardiography Program Alternate Admission Status Policy

A class of highly qualified students will be selected yearly for admission to the Echocardiography Program at LCCC. Up to 10-12 students will be accepted each year based on the criteria set forth by the DMS Director, the DMS Advisory Committee, Clinical Site availability, and Admission Committee. The criterion set forth in the Application Information and Process are available online at Apply to the Program - LCCC | Laramie County Community College, Wyoming. Alternates and unaccepted students will be notified via email within one week following the Ehco application deadline. 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. Alternates will be accepted until mid-May.

Note: There is no waitlist for the LCCC Echocardiography 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 10-12 for echo. If you are having any difficulty academically, we encourage you to talk to the DMS Program Director 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 Echo faculty for you to succeed and we are here to help.

Readmission to the DMS Programs

All requests for program re-entry must be submitted in writing to the DMS Program Director (PD) six (6) weeks prior to 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, or from any HSW program or LCCC may not be eligible for readmission.

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

1. Student withdrew from the program(s) in good standings.
2. Academic status of the student requesting readmission.
 - Complete a competency test of echocardiography skills with a minimum of 76% given by the Program Director and Echo Faculty.
 - Complete a didactic test with a minimum score of 76% for each area of the program status student is readmitting into (semester related). Due to the sequential nature of the Echo 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 they are applying for or may not receive readmission.
3. Review of student files by the PD and Selection Committee.
4. Proper and timely completion of all LCCC and program requirements.
5. Space available in the didactic portion
6. Clinical Site availability in the clinical portion
7. Student did not receive a failing grade in previous IMAG course work.

Readmission for re-entering student(s) will be filled in the following sequence:

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

If a student qualifies for readmission they 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, readmission testing both didactic and scanning skills based.

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

Readmission is prohibited for student(s) that have received a failing grade and/or have violated any of the DMS programs, HSW, or LCCC College policies and procedures, or ethical requirements including the SDMS Code of Ethics.

Note: Readmission will be at the discretion of the DMS Program Director in consultation with the Selection Committee and may include 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, the student does not qualify for readmission into the program.

Transfer into Echo Program

A student may transfer from an active CAAHEP accredited echocardiography program into the same program as previously attended 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 DMS Program Director:

1. The LCCC college and DMS Programs application and registration procedures are completed.
 - DMS application is available in the spring semester
2. All prerequisite courses must be taken in their entirety even if students have successfully completed units of the course in another Echo program.
3. Complete a competency test of echocardiography skills with a minimum of 76% given by the Program Director and Echo Faculty.
4. Complete a didactic test with a minimum score of 76%. Due to the sequential nature of the Echo 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 they are applying for.

All transfer requests must be received in writing and sent to the Program Director 6 weeks prior to the application deadline and must complete the application process.

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 academic test scores

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 they are entering.

Transfer within the DMS Programs

Student that have been accepted into the DMS program(s) and would like to switch programs from Sonography to Echo or Echo to Sonography must meet the following conditions for considerations.

1. Have observed both Sonography and Echocardiography
2. Send a letter to the Program Director indicating the reason for the transfer of programs
3. Be in good standings of the DMS program transferring out of.

Transfer will be considered by the Program Director and Concentration Instructor. These conditions will be evaluated case-by-case.

1. There is a vacant seat in the program the student is applying for transfer.
2. There are sufficient clinical facilities to support the transfer of programs.
3. The request is submitted and approved before **June 30th**.
- 4.

Audit

Audits of the Echo Program courses are allowed with written permission given by the Program Director. You must be a registered sonographer and have graduated from an ultrasound program.

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 and refer to the current LCCC Catalog. The phone number for the financial aid office is (307) 778-1215.

Echocardiography Program Costs

The following is the estimated cost of the entire program (3 semesters). Student costs may vary significantly. All figures are estimated. Please see the LCCC course catalog for in state and out-of-state tuition/feeschedule. Students are encouraged to speak with financial aid early in the process. (**Financial aid: 307-778-1215**)

Additional Specific DMS Program Expenses:

Books (approximately)	\$400.00
Uniforms and Shoes (approx.)	200.00
Student Club Fees (optional).....	30.00
DMS Echo Course Fees (approx.)	300.00
Health physical examination/immunizations (prior to enrollment)	Variable
Preceptorship (transportation, meals, lodging, other)	Variable
Cap & Gown fee	20.00
Background Check	217.00

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

*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 CastleBranch by the beginning of the first fall semester. It must be the **American Heart Association BLS 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 a Health Sciences & Wellness Division Program (HSW) 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 Castle Branch to complete background checks and coordinate drug screening through SAMSHA certified laboratories. You will need to enter the system, complete the data entry process, and pay your bill no later than **April 30th**. Drug screening and background check must be completed by the end of April. The system accepts credit cards and money orders, and the cost is \$217 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
- 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 School of Health Science and Wellness Dean 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.

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.

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

1. Random drug 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, failing grade and 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 a failing grade and 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.

In accordance with LCCC policy there is no smoking, including vaping in any building or within 30 feet of doors. Alcohol is not permitted in any capacity within the buildings of LCCC or the campus.

Grading Procedure for DMS Programs

Students must pass all classes of the Echocardiography Programs 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 not acceptable for Sonography Students. In this case, a student will not be allowed to continue in the program.

DMS program courses are sequential; 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 a failing grade and/or dismissal from the program, withdrawal from courses.

Graduation Criteria for Echocardiography AAS Degree and Certificate

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

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. 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 course until the practical skill is passed and course grade is 76% or higher.
3. Clinical Education: Monthly Evaluation must have a passing score of 76% or higher for the Employability Skills (page 66-68) and for the Clinical Skills (68-70) in order to maintain good standings. Failure to do so will result in a failing course grade, probationary discipline items, and/or dismissal from the program.
4. Clinical Skills: Students are required to pass all clinical education courses with a 76% and pass all required competencies within three (3) attempts. 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. The interval between exam attempts may vary and depend on patients scheduled for the department. Students are not able to complete the program until the comprehensive exam is passed.
5. Compliance with all LCCC graduation requirements.

Registered Cardiac Sonography Certification

To become board certified with the Cardiac Credentialing International, graduates of the echocardiography concentration program will be eligible to take the adult echocardiography exam after

graduation. All current DMS students can sit for the Sonography Principles and Instrumentation in the first spring semester of the closed programs. Echocardiography graduates will be eligible to sit for the Cardiovascular Credentialing International (CCI) Cardiac Sonography exam to earn the registered cardiac sonographer credentials (RCS). Graduates completing the examinations with a passing score will earn the privilege of using the credentials RCS with permission from the CCI.

Following successful completion RCS graduates can sit for the Adult Echo certification through the American Registry of Diagnostic Medical Sonography to earn the credentials of Registered Diagnostic Cardiac Sonography (RDMS) upon successful completion and permission from the ARDMS.

The sonography profession holds the credentials provided by the ARDMS RDMS (AE) and RCS 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 RDMS and/or RCS certification within six months to a year to maintain cardiac sonography employment.

CCI Testing Requirements

After completing an online application, students will receive 2 emails:

1. A CCI payment confirmation indicating the Payment Method. If a student pays by personal credit card, the payment confirmation will reflect that. If a student selects the pay later option because the school intends to pay the exam fee on their behalf, the payment confirmation will include the following info - Payment Method: Check or money order made payable to CCI for the total amount in USD due 60 days from date of this confirmation. Include name and CCI ID number on check/money order and mail with a copy of this confirmation email. Mail Payment To: CCI – 3739 National Drive, Suite 202 - Raleigh, NC 27607 USA - Purchase Order Number ##.

Abdominal, the Obstetrics and Gynecology, and the Vascular Technology specialty boards 60 days prior to graduation. All current DMS students can sit for the Sonography Principles and Instrumentation in the first spring semester of the closed programs. Graduates that are Registered Radiologic Technologies through the American Registry of Radiologic Technology (ARRT) can sit for the Sonography exam (S). Graduates completing the examinations with passing score will earn the privilege of using the credentials RDMS (Registered Diagnostic Medical Sonographer), RVT (Registered Vascular Technologist), with permission from the ARDMS.

The sonography profession holds the credentials provided by the ARDMS (RDMS, RVT), and/or American Registry of Radiologic Technology (ARRT) RT (R)(S) 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 RDMS, RVT, or RT(R)(S) certification within six months to a year to maintain Sonography employment.

The following is a list of required materials for the ARDMS for registration:

Students will:

- complete the examination application online
- have two forms of ID that match exactly

All accepted candidates will receive a confirmation email from the ARDMS in approximately 24-48 hours notifying them of their eligibility and will be given a 60-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 Office of Student Accommodations (OSA) plans for and provides services for students with disabilities. The Office of Student Accommodations is located in the Pathfinder Building Rooms 207, Ph. (307) 778-1359; TTY (307) 778-1266. Students should not hesitate to contact OSA 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 holdings 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 subscriptions to the following sonography journal. Journal of Diagnostic Medical Sonography.

The library also has many informational DVD’s on abdominal, vascular, 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 this program (pg. 13-14). In order to receive accommodations, a student must:

1. Initiate a request for services through the campus Office of Student Accommodations (OSA), located in the Pathfinder Building 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 OSA, who is located in the Pathfinder Building. Please refer to the LCCC Catalog for more information regarding services available for students with disabilities.

Pregnancy Policy

The DMS program will follow Clinical site policies as well as obstetrician’s recommendations for

pregnancy. Students may receive an Incomplete if they are not able to finish the semester due to delivery or complications due to pregnancy or delivery. Refer to the Incomplete section of the DMS Handbook.

Personal Property and Valuables

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 PD and campus safety and security.

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 307-630-0645.

Student Employment

Due to the demands of the full-time DMS programs, 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 programs are designed as a full-time 12-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. Alternative financial support may be found by contacting the Financial Aids Office at the College 307-778-1265.

Responsibilities

Each student accepted into the DMS Programs assume an obligation to conduct themselves in a manner compatible with this goal. Conduct which is found not to be consistent with program goals and policies may be subject to disciplinary action.

- A. Clinical and Academic Rights: A student will have a right to:
 1. Be informed of the policies and procedures of the Program and its clinical affiliates.
 2. Be made aware of specific DMS course requirements.
 3. Be evaluated objectively by their 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 they do 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 preceptorship site they may be assigned to.
5. Pursue the proper grievance procedure as outlined in both the DMS Student Handbook and LCCC's Student Handbook if they believe their 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, personal hygiene – body order and halitosis)

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 of 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 and or Cardiovascular Credentialing International to determine eligibility.

ARDMS rules indicate that ARDMS may act against an applicant or registrant in the case of conviction, plea of guilty, or plea of nolo contendere (no contest) to a crime (felony and

misdemeanor) which is related to public health or the provision of diagnostic medical sonography or cardiovascular 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. Any violation of these parameters is grounds for discipline (i.e. performance improvement plan) up to and including a failing grade and/or dismissal from the program. Guidelines for these standards are as follows:

1. **PROFESSIONALISM:** The conduct, aims, or qualities that characterize or mark a profession or a professional person. This includes email etiquette, verbal communication with all persons and behaviors. Each student will be graded on professionalism in each class.
2. **ATTENDANCE:** Attends class regularly at scheduled times with NO unexcused absences. Showing up after the faculty have begun class is considered late. If
3. **PUNCTUALITY:** Arrives timely to class with NO unexcused tardiness. NO banking hours. Practice the 7-minute rule. If a student arrives at the class start time or after on an exam day, they will not be allowed to sit for their exam and will receive a zero. If a student arrives more than 10 minutes after class time they will be recorded as absent.
4. **SOCIAL MEDIA:** Students utilizing social media should make absolutely no reference to patients, clinical sites or clinical instructors, even if names are not given or if the student attempts to remove identifying information from the comment. Posting/publication/distribution of pictures, audio or video of patients, clinical affiliate facilities/instructors/staff, college facilities/faculty/staff or classmates is prohibited unless the student receives written permission from the subject(s), clinical affiliate, and the Program/college. Students should use discretion when selecting the appropriate time and place for utilizing social media so as not to interfere with classroom instruction/learning or clinical experience performance. For example, posting “status updates” during class or during the clinical day from a smart phone is prohibited. Violations of the social media policy are considered professional behavior violations and will result in programmatic counseling or other disciplinary action, up to and including program dismissal.
5. **APPROPRIATE DRESS AND PROFESSIONAL HYGIENE:** Complies with Dress Code Policy in DMS Student Handbook, no offensive body odor or halitosis.
6. **CITIZENSHIP:** Student displays honesty and integrity, accepts and abides by organizational and program policies and procedures, accepts responsibility for errors.
7. **TIME MANAGEMENT:** Uses time (including down time) wisely, completes all technical procedures begun, performs duties in an organized, efficient manner. Prioritizes hands-on

scanning whenever possible to maximize exposure to scanning.

8. **TEAMWORK:** Displays a respectful manner to fellow students/faculty/Clinical Instructors/department staff/leadership. Pleasant to work with. Performs as a member of a team with team goals as an objective, willing and available to help others as needed.
9. **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.
10. **CONFIDENTIALITY:** Holds in strict confidence all information concerning patients, visitors, physicians, and co-workers.
11. **SAFETY:** Complies with the appropriate policies, quality patient care is displayed as a priority at all times. Abides by department protocols for the safety of patients, staff, students, and others.
12. **RECEPTIVENESS:** Receptive to suggestions and/or corrections, avoids “shopping for answers”, accepts constructive criticism in a positive manner. Understanding that being critical of images is our job.
13. **CONTINUOUS IMPROVEMENT:** Develops new and appropriate skills building on past learning, makes note of and learns from mistakes, strives to perform assignments to the best of his/her ability.
14. **COMMUNICATION:** Able to follow directions, expresses ideas clearly and readily, observes appropriate channels of communication to DMS faculty, Clinical Instructors, or staff members.
15. **SKILLS MAINTENANCE:** Demonstrates continued competence in areas of past learning, retains and practices skills previously taught.

Dress Code Policy for LCCC Classes

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 preceptorship site or program director.

Dress code at the LCCC campus during the summer semester is regular attire that does not show any cleavage, bare midriffs, or buttock. 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.

1. All clothes and uniforms will be cleaned and wrinkle free.
Unacceptable uniforms include:
 - Shirts that expose the abdomen, visible undergarments, have spaghetti straps or are sleeveless
 - Gauze, lace, spandex or leather
 - Cropped pants or jeans
 - Skirts must be no shorter than 2 inches above the knee
 - Sundresses, shorts (no daisy dukes)
 - 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.
 - Earrings are acceptable, no large hoops.
 - Facial rings are not acceptable (lip, eyebrow etc.), small nose studs are okay.
 - If the faculty member 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 discreet.
 3. Shoes may be of either the professional or the athletic type. No open-toe shoes or high heels will be allowed during lab days. Clogs may or may not be allowed.
 4. Hair will be clean and 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 polishes. No artificial nails.
 6. Perfumes, scented lotions, oils, and after-shaves shall be worn conservatively. This includes perfumed lotions. Some clinical sites may prohibit the use of perfumes, scent lotions or after-shaves. No tobacco or other cigarette odors.
 7. Overall appearance will promote excellent hygiene habits.
 8. Body odor or halitosis will not be tolerated, and faculty members may speak with students to be more cautious of the odors. No tobacco or other cigarette odors.

Failure to abide by the dress code may result in a failing grade and/or dismissal from the program until the dress code can be met. The student may return in appropriate attire. Time missed must be made up.

Attendance Policy

Each student is expected to be punctual and attend all scheduled learning experiences to include class, lab, and clinical preceptorship. 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 office phone/email prior to the scheduled class or start time at least 1-hour notice. It is also the student's responsibility to adjust their travel time to suit anticipated weather conditions, to ensure that the student arrives at school, lab, or clinical experience on time.

Consistent attendance is imperative for success in the DMS Programs because of the critical information

presented in the DMS core classes and labs that help you to critically think and perform at a high standard. Regular and timely attendance is expected as a demonstration of professional behavior. In lectures, 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 may result in progressive disciplinary action, failing grade and potential dismissal of a student from the program. See page 36 for more details.

An excused absence will be designated for personal or family medical emergencies. Vacations are not considered an excused absence unless approved with written documentation by the program director. 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 make-up exam if the student does not follow the correct notification procedure. If the faculty member agrees to a make-up 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 confirm the college has approved withdrawal process as outlined in current LCCC course catalog. If the student does not initiate the process with their academic advisor, the student will be considered 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 prior to class 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.
5. Food and drinks are allowed in the classroom unless otherwise instructed by the instructor and only in lab with directions from the 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 member's 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.

9. In some circumstances, remote learning with the use of Teams may be an option for the faculty member and students.

Laboratory Expectations

All students are expected to:

1. Come prepared per instructor's directions. The instructor will assess preparedness.
2. Utilize open and mandatory lab time to practice achieving 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.

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 used with direct supervision unless faculty members say otherwise (DMS Lab Guideline).
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/clean all equipment utilized daily.
 - a. Changing linen
 - b. Wiping down beds and machines daily
 - c. Wiping and spraying transducer after each use.
8. Open lab times will be under the supervision of a faculty member or registered sonographer (DMS Lab Guidelines) 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 Programs 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.

All students should notify a DMS faculty member when participating in the lab.

The following policy is the American Institute of Ultrasound in Medicine official statement on clinical use and 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.

Informed Consent/ Volunteer Consent

Students in the Echocardiography Programs may volunteer for in-class demonstrations and may participate as volunteers in the program and understand that they will not be penalized for their decision as a sonography student of LCCC DMS Programs. Sonography student's participation in imaging procedures is strictly voluntary. They do have the right to decline for any reason.

A DMS faculty member will be available at all times.

All volunteers are expected to sign a Volunteer Consent Form prior to each semester. Outside volunteers are welcomed with the approval of the Echo faculty indicating the focus of the scan.

Consents will be kept in student files or in the Program Director office (HS 230) for one year and then destroyed.

OSHA Regulations

A listing of all hazardous substances found at LCCC can be found in the Material Safety Data Sheet (MSDS) myLCCC Resources. MSDS's for all hazardous substances used in the DMS lab are kept in a binder in the lab (HS 242) and on myLCCC.

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 HIPAA (Health Insurance Portability and Accountability Act) policies and procedures for proper use and handling of confidential patient/client information. Additional information on HIPAA may be accessed at the Wyoming Department of Health <http://wdh.state.wy.us/>.

If students break any HIPAA regulations, they may be subject to a failing grade, probation (PIP) and/or dismissal from the program this can include use of a phone in a clinical patient or work area**

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. Pillowcases can be reused if covered by the sheet.
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.

*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, it should be reported immediately to a DMS Program faculty member. Students may not remove equipment from LCCC under any circumstances.

1. All classroom and lab equipment are property of Laramie County Community College (LCCC) and is not educational use only. 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 in the lab to practice skills can only be performed with direct faculty supervision. Handheld units and portable simulators can be used outside of faculty supervision
4. All lab equipment and supplies must be returned to their proper place of storage after use. The handheld sonography units and portable simulator equipment may leave the lab with

faculty approval. You must fill out the equipment check out list in lab and have 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.
6. DMS Programs 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(s) must report that fact to the program director and follow appropriate medical guidelines to minimize the risk of transmission.
7. 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.
8. DMS Program faculty will accompany and supervise students participating in all off-campus program experiences except for part-time and full-time clinical experiences.
9. Equipment user manuals are kept in the DMS Lab HS 242.
10. MSDS book is kept in the DMS Program Laboratory, room HS 242.

Clinical Experiences

Students are expected to attend all clinical experiences. Clinical experience placement is arranged in advance by the DMS Clinical Coordinator in conjunction with the Program Director. **See Clinical Preceptorship.**

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 a 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.
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, must not be on a Performance Improvement Plan 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 was 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. You can be as active as you wish.

Insurance

It is advised that students carry their own health insurance during the program including all full-time 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.

Insurance Coverage and Accidents

- A. **HEALTH:** Students are highly encouraged to carry their own health insurance. The college does not have health insurance available for students at this time.
- B. **WORKER'S COMPENSATION:** Students enrolled in the DMS Program are not employees of the college or 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 or school 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 and College policy will prevail. All costs for any treatment received will be borne by the student.

Standard Precautions

Information on “Standard Precautions” will be provided in the first semester of the program in IMAG1505 Introduction to Diagnostic Medical Sonography. 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 and hand washing during IMAG 1505.

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 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) Student Grievance Procedures

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

Student Rights and Responsibilities: LCCC DMS Programs’

The DMS Programs 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:

15.

- LCCC’s current Catalog and Student Handbook
- LCCC’s Schedule for each semester you are enrolled
- LCCC’s Diagnostic Medical Sonography Student Handbook
- LCCC’s Health Sciences and Wellness School Policies (HSW School Policies)
- HSW COVID-19 Policy and Procedure

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 have 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 learnings areas that may need improvement, and in assuming responsibility for strengthening any 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 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 and subject to disciplinary actions and/or dismissal from the program. All IMAG courses must maintain a 76% exam average including comprehensive finals in order to remain in good programmatic standings. Failure to do so will result in a failing grade and dismissal from the program. Program courses with the prefix IMAG may not be allowed to be repeated if dismissed due to academic dismissal (see Readmission section). Remediation with a Unsatisfactory Performance Improvement Plan (UPIP) will begin when the student exhibits difficulty in their class work, practical skills, professionalism or conduct.

To progress from one course to another and to enter the clinical experience, students must maintain a 76% average in all courses and must pass all 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 Programs require attitudes, work ethic, communication, skills, and manual dexterity to be evaluated along with academic readiness.

Failure to meet the minimum 76% required score or failure to pass a competency within three (3) attempts will result in a failing grade for that course and dismissal from the program.

Incomplete Grades

The incomplete grade ‘I’ is a temporary grade issued at the request of the student, with consent of the instructor, when reasons beyond the student’s control have prevented the one-time completion of a course. The ‘I’ grade is reserved for situations of extraordinary circumstance and will be considered only when all other options for the course have been exhausted. A student requesting an ‘I’ grade must meet the following criteria:

1. Communicate their request to the instructor after the last date to withdraw, as identified on the Academic Calendar
2. Earn an overall grade of C or higher on all submitted coursework at the time of the request.

An incomplete grade is awarded at the discretion of the instructor and is confirmed via the Incomplete Contract. The Incomplete Contract will include:

1. The requirements of course completion and calculation of the final grade if no work is submitted
2. The last date on which course work will be accepted
3. The signatures of the instructor and student.

All requirements of the incomplete contract must be completed by the expiration date agreed to by both the instructor and the student. The latest allowable expiration date for the “I” is the final day of the subsequent semester. If the work for the “I” grade is not completed within the time allowed, the “I” will revert to the grade earned in the course after the missing work has been calculated. An extension of time may be granted by the instructor under extraordinary circumstances.

Skills Check/Competencies

A skill check/competency is an assessment of a student’s ability to demonstrate competence in a sonography 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 within three attempts to progress to the next semester, failure to do so will result in a performance improvement plan, failing grade, and/or dismissal from the program.
2. **Scanning skills checks** will be competency based, and will require a passing grade for the course, execution of the components for each scanning skill/use of machine/patient care. Each competency must be passed within three (3) attempts. 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 while on probation with a Performance Improvement Plan (appendix), 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 and students will not be able to progress to the following semester).** Probation will continue until the end of the semester or program. If the conditions of the PIP are not met student will receive a failing grade and/or 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. Additional competencies will not exceed 1 week before performing an additional attempt.

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 course is considered incomplete until the course objectives have been achieved satisfactorily or students may receive a failing grade, probation and/or be dismissed from the program.

Instructors maintain progress reports. First-year, written examinations, scanning skills competencies, anecdotal records, self-evaluation determine successful completion of the unit of study. Second-year, clinical evaluations, timecards, and clinical application (preceptorship) 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's 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 their progress on an ongoing basis and seek guidance from the instructor they are not making satisfactory progress. The minimum passing grade for all Echocardiography program courses is 76%.

If the faculty member feels a student needs 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 within Navigate.
3. Faculty member will schedule a meeting with the student to discuss alternative assignments or "Performance Improvement Plan."
4. If student fails to follow the agreed upon parameters of the contract, the student may receive a failing grade and/or be dismissed from the program due to failing grade of less than 76% in an IMAG course and failure to abide by the performance improvement plan.

Probation Guidelines (Unsatisfactory Performance Improvement Plan)

A student will be placed on probation (Performance Improvement Plan PIP) if an infraction of any of the various handbook policies occurs. A Performance Improvement Plan will be completed by the student, the DMS Faculty, the Program Director, and the Clinical Instructor (if applicable).

Probation will extend to the length of the program or as otherwise directed in the UPIP. If conditions are satisfactorily met the UPIP will be completed. A student enrolled in the DMS Program(s) who does not meet the following criteria will be placed on probation and subject to a failing grade and/or dismissal:

The student may be placed on probation for the following infractions but not limited to:

1. The student has less than a 'C' in a course not containing an IMAG prefix. The student must pass this course to remain in good standings of the program. Failure to do so will result in dismissal from the program.
2. A student has less than a 76% average on exams in any IMAG course.
3. The student has less than a 'C' in a course containing an IMAG prefix. The student must pass this course to remain in good standings with the program. Failure to do so will result in a failing grade for the course and dismissal from the program.
4. The student receives a clinical monthly evaluation of less than 76% (Part I, Part II, or total score) in a clinical preceptorship course. Probation will extend one month (or until the next evaluation is completed.) If it is not achieved, a failing grade may be given for the course and/or dismissal may occur. Probation will continue for the remainder of the program. If the student is able to achieve a passing score on the

- evaluation immediately following the failing score. For a failing score at the end of the semester, students may receive a failing grade for the course and/or dismissal from the program.
5. A student is removed from one clinical affiliate at the request of the Clinical Instructor, the Chief Technologist, Imaging Manager, or the Program Director. **(Request must be in writing)**. Probation will extend until completion of the DMS Program in this instance. The Program Director reserves the right to remove the student if they feel the student actions warrant removal for the safety of patients, student is creating a hostile or negative environment in the department or other reason deemed prudent for removal.
 6. A student is performing poorly in one or several areas of their training. Probation will be used and extended until the end of the program. Failure to show improvement or meet the conditions of the PIP may result in a failing grade for the course and/or dismissal from the program.
 7. 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, inability to show continuous improvement, or other circumstances which inhibit successful completion of the program.
 8. Professional appearance: Proper hygiene and professional appearance are expectations of all Health Science and Wellness students. Specific requirements will be found in the Program Handbook or provided to students by the program faculty.
 9. Any situation outlined in the College Handbook stating grounds for probation.
 10. The student fails to complete a competency in any IMAG Lab or clinical with a passing grade after first attempt.
 11. Individuals not meeting the criteria established by the College as written in LCCC Academic Probation Policy (found in the LCCC Student Handbook).
 12. The instructor may place a student on probation if the student attendance has not met the program attendance policy outlined previously.
 13. 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, failing grade, or dismissal may result for any of the following reasons:
 - a. Possession or use of alcohol or any mood-altering chemical including smoking were 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 36 and 39 of this manual.
 - c. Grossly unethical or unprofessional behavior.
 - d. Gross carelessness in regard to the safety of patients or colleagues.
 - e. Violation of any DMS, LCCC, HSW or Clinical Affiliate Policy and Procedures
 - f. Violation of any part of the SDMS Code of Ethics (www.sdms.org)
 - g. Release of confidential information regarding patients and/or clinical education site personnel or activities.
 - h. Personal Electronic Device used in the lab inappropriately, or in the clinical facility include patient areas and or work areas.
 14. HIPAA/FERPA (Health Insurance Portability and Accountability Act/Family Educational Rights and Privacy Act) violations.
 15. Because the DMS Technical Standards 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).

16. Any situation that violates the HSW, LCCC, or DMS Handbook may be subject to probation or dismissal.

Program Dismissal

Dismissal Guidelines

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

The following infractions are grounds for a failing grade or removal from the Program (See also Academic Progress/Integrity/Grievance)

Immediate Suspension: Any Health Sciences program student engaging in any of the following behaviors or other misconduct is subject to immediate suspension from Health Sciences classes included DMS Program courses and disciplinary action as described in the DMS and HSW Handbooks and the Student Discipline Adjudication Procedure 3.16P.

1. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site or practicing unsafe behaviors that could lead to harm. This can include inadequate skills for scanning and not understanding normal/abnormal anatomy when scanning. (i.e. life-threatening pathology, and other pathology)
2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
3. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.
4. Violation of DMS or HSW Handbook and/or Clinical Affiliate Policy and Procedures.
5. ac, plagiarism, or cheating in any form is subject to disciplinary action, including banking hours or falsifying time records. These actions include, but are not limited to, a failing grade (zero) for the test or assignment, a failing grade for the course, probation or disqualification from the DMS program, and dismissal from the college.

Student Grade/Dismissal Appeals Processes:

Students have a right to appeal an academic process or sanction imposed on them and must follow the guidelines in the Program Handbook and the Academic Appeals Procedure 2.16P.

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 is 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.
6. Texting or emailing fellow students an overview of the exam.
7. Extra scanning without the permission of DMS faculty or clinical instructors.

Honesty is imperative—most especially for 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.

Clinical Dismissals

Clinical Discipline/Remediation Policy

Each clinical 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 Clinical Coordinator/Concentration Coordinator and Program Director. Plans for probation will be taken, if needed, by the DMS Program Director in consultation with the Clinical Coordinator/Concentration Coordinator, the site staff, and student. The Program Director reserves the right to remove the student from the site if warranted due to the situation being reported. This may cause the student to miss clinical hours, competencies, and may result in a failing grade and/or dismissal from the program. See page 50-51 of the handbook for more information.

Clinical Student Dismissal Policy

Clinical Grounds for Probation and Dismissal

Students in the DMS Programs 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 public. However, if a student fails to abide by the policies and procedures of the DMS and HSW Handbook, they have been unable to promote a positive image of their would be profession, and thus, may become subject to probation, failing grade and or possible dismissal.

Clinical 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 Instructor or Supervisor, Administrative Technologist or Imaging Manager of the affiliate, and/or the LCCC Program director.

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.
5. Direct violation of facility policy and procedure
6. Egregious actions at the clinical facility

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 and or dismissal from the program:

1. The student has received three (3) incident reports while at that clinical education center
 - Punctuality
 - Professionalism
 - Safety concerns
 - Etc.
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 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 including use of PED's in patient care or work areas
8. Any other circumstances which demonstrate overall poor student performance
9. Breach of the SDMS Code of Ethics, HSW Policy and Procedures, DMS Program Handbook.

Clinical Relocation of the Student

Relocation due to a situation out of student control such as an unexpected leave of absence, short staffing, or inability for clinical site to accommodate the student preceptorship that is not deemed as any fault of the student. This includes a negative or hostile learning environment or inappropriate relations between Clinical Instructor or Sonographers and the student. In this case, LCCC will make every effort to find a reasonable continuation of the student's preceptorship at another location. Due to the extent of onboarding of new students this process could take several months. 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 LCCC College 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 reference college policy.

Clinical Academic Progress

A minimum 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 and is subject to disciplinary actions and/or dismissal from the program. Program courses with the prefix IMAG may not be allowed to be repeated if the student is dismissed (see Readmission section).

Remediation with a Performance Improvement Plan (PIP) will begin when the student exhibits difficulty in their class work, practical skills, professionalism or conduct. The following are example of difficulty in their class work but not limited to:

- Less than satisfactory performance in the Employability section the monthly evaluations (below a 76%)
- Less than satisfactory performance in the Clinical skills section of the monthly evaluations (below a 76%)

To progress from one course to another and to enter the clinical experience, students must maintain a 76% average in all courses and must pass all 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 positive attitudes, work ethic, communication, skills, and manual dexterity to be evaluated along with academic readiness.

Failure to meet the minimum 76% required score or failure to pass a competency within three (3) attempts will result in a failing grade for that course and dismissal from the program.

It is the expectation in clinical to have continuous improvement with the monthly evaluations at clinical. The goal of 95% in both employability and clinical skills is expected by graduation. Program courses with the prefix IMAG are not allowed to be repeated if dismissed due to academic dismissal (see Readmission section). Remediation and probation are warranted upon proper notification from the student, clinical instructor, clinical coordinator or others that the student is struggling.

Clinical Employability Skills:

For a full definition of the listed items below refer to pages 66-68.

1. Attendance
2. Punctuality
3. Appropriate dress and personal hygiene
4. Citizenship
5. Time management
6. Teamwork
7. Customer Relations
8. Confidentiality
9. Safety
10. Receptiveness
11. Continuous Improvement
12. Communication
13. Skills Maintenance

Clinical Skills

1. Summer II Semester
2. Fall II Semester
3. Spring II Semester

Clinical Extension Policy

Course extensions will only be provided in the form of an incomplete, “IP” (in progress) if the student has suffered an undue significant hardship and is unable to participate in same learning experiences either in the core courses or the clinical preceptorship experience. Program faculty will determine if criteria for an extension have been met.

Student Conferences/Advising and Progressive Discipline

Because of the varied demands of the practice of the DMS Program, the program requires considerable communication between the instructors and the 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 professor/instructor at or near the time of registration for the next term if warranted. 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/professor/advisor as needed. The student’s general progress is discussed.

Interventional student 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 if it is determined that such a plan is necessary for the desired outcome.

The 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 the Director’s office which is locked when vacant or electronically.

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 with written permission to the program director and approval from the Dean of Health Sciences and Wellness or as indicated by other LCCC administration.

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

Patients, clinical sites, employers and the 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. Others 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, from the Dean through 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, the procedure followed is essentially similar, but depends on the nature of the complaint and with whom it is filed. 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 of Health Sciences and Wellness. 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 is expected that the student will resolve identified issues at the lowest disciplinary level whenever possible. Failure to resolve previously identified concerns may result in action at the next disciplinary level; probation. Probation is a trial period in which the student must improve or receive a failing grade or be dismissed from the program. The PD may place a student on probation in the DMS Program for a number of reasons. Examples include, but are not limited to, the following:

1. Failure to adhere to established policies and procedures for the DMS, HSW, LCCC, or Clinical Facility.
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>, 778.1359, Clay Pathfinder, 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 and will be placed on a performance improvement plan.
5. If the student's conduct and behavior does not improve, the student may receive a failing grade and/or be dismissed from the program.

Failure to resolve issues at the probationary level may result in a failing grade and/or dismissal of the student from the DMS Program.

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 LCCC College 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 reference college policy.

Clinical Preceptorship

Welcome to Clinical Education

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

Clinical Site Placement

The Clinical Coordinator/Concentration Faculty or Program Director will secure multiple clinical preceptorship sites based on availability. New sites will be considered if existing approved sites are unable to participate in the preceptorship experience or as a request from a student. All potential sites must meet certain criteria as established by the program to offer a proper learning environment.

Relocation outside the Cheyenne area is required and necessary to provide adequate clinical preceptorship experience for all students. Students should plan on the reality that they will need to relocate for up to 12 months (General) for the clinical preceptorship. **The student is responsible for all expenses** (transportation, housing, meals, etc.) during the clinical experience. Clinical rotations are also a possibility for some students in order to meet all accreditation requirements.

The clinical coordinator/concentration faculty determines all clinical assignments in consultation with the program director. Clinical placements are designed to expose the student to a variety of diagnostic imaging. The goal is for the students to attain the skills needed for adult echo entry-level practice as a sonographer. Many factors will influence this decision including geographical location, student personality, clinical site characteristics and needs of the program.

Special consideration/accommodation may be given if the student submits their request in writing by the deadline provided by the program clinical coordinator in advance to clinical preceptorship assignment.

*Students must accept their clinical site assignment. If a student refuses an assignment, he or she may be delayed clinical placement and may not meet the programmatic guidelines for continuing in the program. If a student chooses to defer clinical placement, he or she may be dismissed from the Echo program.

Clinical Resources

1. Maximum student enrollment should 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/workstation 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 inpatients and outpatients. These settings may include the following: Ambulatory care facilities, Emergency/trauma, Intensive/critical/coronary care, Surgery, Angiography/cardiac catheterization

Clinical Requirements

Clinical affiliates must provide each student access to adequate numbers and a variety of types of diagnostic medical examinations to develop clinical competency in both normal and abnormal findings for the learning concentrations being offered.

A. Adult Echo

Clinical Educational Affiliation Agreements

An Educational Affiliation Agreement must be signed by 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 insurance. This agreement automatically rolls over from year to year within the agreement's timeline or as otherwise indicated in the contract. Either LCCC or clinical sites can terminate this agreement with written notice. All Educational Affiliation Agreements originate in the office of the Contracting and Procurement Director at LCCC.

Student Readiness for Clinical Experiences

The Echo program faculty assesses each student's readiness prior to each clinical experience. The student shall be placed at their clinical assignment 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 Standard
4. Prior or current probationary status.
5. Professionalism demonstrated with fellow students, faculty and campus community

Safety regarding patient care is a priority of this program. To ensure that the student is able to perform in a safe manner that minimizes risk to the patient, self, and others, the DMS faculty considers all the areas listed above. In addition, all practical exams are monitored regarding 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 due to inability to fulfill clinical consideration and requirement.

Insurance Coverage and Accidents

- A. **HEALTH:** Students are highly encouraged to carry their own health insurance. The college does not have health insurance available for students at this time.
- B. **WORKER'S COMPENSATION:** Students enrolled in the DMS Program are not employees of the college or 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 or school 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 and College policy will prevail. All costs for any treatment received will be borne by the student.

- E. ISOLATION AND COMMUNICABLE DISEASES: Students are not allowed 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.

COVID-19

Refer to the HSW COVID-19 Policy and Procedure. [Healthcare & Wellness Pathway - LCCC | Laramie County Community College, Wyoming](#)

Ergonomics

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

Clinical 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, sweatshirts, 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 facility requires this.	No open toe shoes, sport sandals, high heels or clogs unless allowed by site. Dirty shoes.

	Patterns must be reserved in nature.	
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. Cigarette smoke.
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
Personal Hygiene	No foul body odor or bad breath	Foul body odor, and halitosis

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.

Immunizations

Students enrolled in a Health Sciences & Wellness Division Program (HSW) 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 Castle Branch to complete the background checks and coordinate the drug screening through SAMSHA certified laboratories. You will need to enter the system, complete the data entry process, and pay your bill no later than April 30. Drug screening and background check must be completed by the end of April. The system accepts credit cards and money orders, and the cost is \$217 (updated March 2023) 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
- 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 School of Health Science and Wellness Dean 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.

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.

Random 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 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 a failing grade and/or 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.

In accordance with LCCC policy there is no smoking, including vaping in any building or within 30 feet of doors. Alcohol is not permitted in any capacity within the buildings of LCCC or the campus.

Clinical 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 <https://lccc.wy.edu/life/handbook/>. 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 Pathway 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 Secretary office, the Health Science.

Clinical Personal Electronic Device Use Policy

Students using their cell phones for clocking in and out ONLY. *However*, if a student is not using their phone for Trajecsyst, cell phones, including watches and all other personal electronic devices (anything that can record or take images of including Facetime), should be turned off and put away while in the sonography work area to adhere to HIPAA standards, and assure phones are not a distraction to the student or department workflow. In 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 probation/failing grade/DMS Program Dismissal. This is also a violation of the HSW Policy and Procedure handbook.

Clinical Communication Policy

Because many of the DMS Clinical Sites are located at a distance from LCCC, it can be difficult to maintain continuous communication regarding the preceptorship. 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:

- Regular Teams visits will be offered/scheduled throughout the 12-month clinical experience based on clinical site/student/DMS faculty request.
- The DMS Clinical Coordinator will conduct midterm check-in emails with both the students

- and the clinical instructors independently to allow for open feedback and communication.
- The clinical instructor or another staff member should contact LCCC immediately with any concerns or questions.
- If a personal visit is warranted by the Program Faculty, Student, or Clinical Instructor, the program faculty will conduct a personal site visit at any time in the semester.

Echocardiography Clinical Performance Objectives

To be successful and competent cardiac 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 adult echo entry-level cardiac sonographer are addressed and subsequently evaluated while a student is in the program.

The performance objectives have been divided into two evaluative sections: an employability skills section, and a competency skill objective section. The employability skills objectives must be met and maintained at a 76% or above level during a student’s entire clinical education to remain in good standings 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 better in this section to remain in good standings for 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 clinical site regularly at prearranged times with NO unexcused absences or tardiness. Absences or tardiness are not affecting clinical performance.	All IMAG Courses
2. Appropriate Dress and Professional Hygiene: Complies with policies outlined in the DMS Student Handbook or the Clinical Site’s policy, whichever is more stringent.	All IMAG Courses
1. SOCIAL MEDIA: Students utilizing social media should make absolutely no reference to patients, clinical sites or clinical instructors, even if names are not given or if the student attempts to remove identifying information from the comment. Posting/publication/distribution of pictures, audio or video of patients, clinical affiliate facilities/instructors/staff, college facilities/faculty/staff or classmates is prohibited unless the student receives written permission from the subject(s), clinical affiliate, and the Program/college. Students should use discretion when selecting the appropriate time and place for utilizing social	All IMAG Courses

<p>media so as not to interfere with classroom instruction/learning or clinical experience performance. For example, posting “status updates” during class or during the clinical day from a smart phone is prohibited. Violations of the social media policy are considered professional behavior violations and will result in programmatic counseling or other disciplinary action, up to and including program dismissal.</p>	
<p>4. Citizenship: Student displays honesty and integrity, accepts and abides by organizational and program policies and procedures, accepts responsibility for errors.</p>	<p>ALL IMAG Courses</p>
<p>5. Time Management: Uses time (including down time) wisely, completes all technical procedures begun, performs duties in an organized, efficient manner.</p>	<p>All IMAG Courses</p>
<p>6. Teamwork: Displays a respectful manner to fellow technologist/supervisors. Pleasant to work with. Performs as a member of the team with team goal as an objective, willing and available to help others as needed.</p>	<p>All IMAG Courses, COMM 2010</p>
<p>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.</p>	<p>IMAG 1505, COMM 2010</p>
<p>8. Confidentiality: Holds in strict confidence all information concerning patients, visitors, physicians, and co-workers</p>	<p>IMAG 1505, 1561, 2615, 2620</p>

<p>9. Receptiveness: Receptive to suggestions and/or corrections, avoids “shopping for answers”, accepts constructive criticism in a positive manner.</p>	<p>CO/M 2010, IMAG 1561, 2615, 2620</p>
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10. Continuous Improvement: Develops new and appropriate skills building on past learning, makes note of and learns from mistakes, strives to perform assignments to the best of their ability.	ALL IMAG Courses
11. Communication: Able to follow directions, expresses ideas clearly and readily, observes appropriate channels of communication.	CO/M 2010, IMAG 1505, 1561, 2615, 2620
12. Skills Maintenance: Demonstrates continued competence in areas of past learning, retains and practices skills previously taught.	ALL IMAG Courses
13. Safety: Complies with the appropriate policies, quality patient care is displayed as a priority at all times.	IMAG 1505, 1561, 2615, 2620

Part 2:

Competency Skills Section

By the end of Fall I Semester, the student will have demonstrated:

Objective	Related Academic Course
1. Participation in Orientation of Department, Institution and Mandatory In-services	IMAG 1505, 2615
2. Keeps time records up to date	IMAG 1505, 2615
3. Can correctly use the department phone system, using appropriate telephone etiquette	IMAG 1505, 1561, 2615
4. Independently powers up, selects appropriate transducer and preset, and shuts down ultrasound machines	IMAG 1505, 1561, 2615
5. Independently retrieves patient orders	IMAG 1505, 2615
6. Correctly identifies the patient	IMAG 1505, 2615
7. Safely transports patients in various conditions (chest tubes, oxygen, suction) with assistance	IMAG 1505, 2615
8. Gives patient clear instructions pertaining to the exam	IMAG 1505, 2615, CO/M 2010
9. Correctly inputs patient information to include taking a detailed history including applicable lab values	IMAG 1505, 1561, 2615

10. Performs basic image quality settings (gain, depth, window, centering, focus, annotation, measurements, etc.)	IMAG 1505, 1561, 2615
11. Maintains a clean and safe environment; straightens and cleans exam and dressing rooms, changes linens as appropriate	IMAG 1505,1561, 2615

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

Objective	Related Academic Course
1. Works independently and performs all exams; requires little assistance	IMAG 1505, 1561, 2615, 2620
2. Performs alternative projections due to patient's physical condition, asking for assistance when needed	IMAG 1505, 1561, 2615, 2620
3. Independently performs portable/emergency exams	IMAG 2615, 2620
4. Recognizes when alternative means of acquiring image are required due to patient's physical condition, asking for assistance as needed	IMAG 1505, 1561, 2615, 2620
5. Analyzes own images, recognizing errors and offering solutions with increasing accuracy	IMAG 1505, 1561, 2615, 2620
6. Identifies image artifacts and their causes	IMAG 1515
8. Sets-up and maintains a sterile field while assisting with invasive procedures	IMAG 1505, 2615, 2620
9. Displays sonography and general medical knowledge necessary to function in a healthcare setting	All IMAG Courses
10. Successfully completed all required clinical competencies	IMAG 2615, 2620
11. Demonstrates proficiency as an entry-level sonographer	IMAG 2615, 2620
12. Assists in maintaining optimal function of sonography equipment	IMAG 2615, 2620

Echo Clinical Site Orientation

The student should complete the LCCC DMS Echo 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.

Echo Clinical Required Hours for Clinical Experience

1. DMS Clinical Experience I: 250 hours
2. DMS Clinical Experience II: 560 hours

Echo Clinical Student Schedules

Per CAAHEP accreditation standards students are to be scheduled for **no more than 40 hours** in any week. Students are to complete 34-40 hours of scanning each week. The student and the site should mutually agree on a daily/weekly schedule. If any changes must be made to approve the schedule, students must receive permission from the supervising sonographer at the site in writing by filling out the form on Trajecsys. Weekends, overnight and evening shifts are allowed on a case-by-case basis and must be discussed with the Clinical Instructor, Clinical Coordinator, and Program Director prior to the shift.

Echo Lunch:

Students are required to clock in and clock out on the Trajecsys system for all lunches (daily). Lunch times must be at least 30 minutes and cannot exceed 60 minutes. The student must meet a total of 8.5 hours per day of clinical and/or meet a total of 250 hours for fall semester, and 560 hours for the spring semester of the Echo 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 at the site.

Echo Schedules:

Schedules should not be adjusted for a sole personal benefit for the student. Students are supposed 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. However, **studying on clinical time is ONLY allowed when patient care is not available**. Students are to prioritize patient care while on clinical time. Studying is to occur primarily outside of clinical hours. Leaving early from the clinical preceptorship is strongly discouraged and must be communicated with clinical staff. All missed hours will need to be made up at a later date with written approval from Clinical Instructor.

Echo 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 Trajecsys** in order to ensure the time is calculated correctly. This occurs when you either fail to clock in or clock out.

Because this is a unique face-to-face clinical experience preparing you for future employment, clocking in and clocking out consistently is imperative for future employability skills. Failure to clock in and out with

Trajecsys according to DMS policy will result in a 25% reduction in monthly participation for each missing time after the initial 3 missing times.

Echo Clinical 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)

Inclement Weather Policy; If a student is unable to reach their clinical site due to severe/inclement weather or road closures, the student may take up to a total of eight (8.5) clinical hours as a “Snow Day”, per semester (fall and spring only). This process will follow the standard absence notification, and make-up procedures without penalty. Students will receive up to eight (8.5) 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 and not 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.

** This eight (8.5) hours is ONLY available for weather related limitation to attend clinicals. It is NOT AN ADDITIONAL PTO day.

Echo Clinical 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 start time. This may require the student to show up 10-15 minutes early but cannot clock in until 7 minutes prior to starting time. Students will enable Trajecsys GPS geolocation while utilizing a smart device for the clock in/out procedures and will be tracked for the accuracy of location during the duration of preceptorship. The Clinical Coordinator is to approve the student time sheet electronically. Accurate time records are required of the student and if the student is habitually late or leaving early on a regular basis, LCCC faculty should be notified immediately.

The school has established the following rules regarding tardiness & absenteeism. Violation of any of these areas may result in a probationary period/failing grade/or dismissal from the program.

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, preferably 7 minutes before scheduled start time to be ready at start time.
2. If the student is tardy or absent, the student must notify both the appropriate personnel at the clinical site and an LCCC instructor prior to the agreed upon start time for shift.
3. Calls should be made before the preceptorship start time except in emergencies. The clinical site along with LCCC will collaboratively determine whether a situation was deemed 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 preceptorship.
6. Students that miss more than 40 hours of cumulative preceptorship time in one semester may be dismissed from the program.
7. All lost time must be made up by the student during scheduled semester breaks and the

campus is open. All changes to student's schedule and leave of absence must be approved first by the clinical site supervisor and then the DMS Program Director via the Trajecsys PTO form. Students must fill out and submit a Leave Request Form/Schedule Change Form and are approved before any variations in the student's schedule. Once PTO is approved the student may enter the PTO day into Trajecsys as a time exception.

Clinical Site Visit Policy

Each student will receive up to one (1) onsite clinical visit to each of their facilities (some students will have more than one facility) during the three (2) clinical semesters. Each student will be offered one (1) onsite clinical site visit to be completed in the Fall semester and up to one (1) Teams video clinical visits or onsite. Each semester the concentration faculty will submit a site visit schedule in advance to each facility for input on mutually agreeable date/time. Flexibility is allowed due to unforeseen circumstances. Faculty will visit upon request at any point of the clinical year.

Guidelines for clinical site visits are as follows:

- The student is required to know the date(s) of the site visit and to be present during that day or contact the faculty member scheduled to notify of reason to reschedule (the clinical instructor is not there that day, or no patients are scheduled).
- If the time of the visit does not work with the clinical site, please contact LCCC to discuss an alternate date immediately.
- An email will be sent to the primary clinical instructor before the visit outlining the expectations for the visit.
- A follow-up call/communication 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 two - three (2-3) different types of exams. For a Teams visit you will discuss 2-3 different exams that the student has completed. Discussion of goal setting and review of evaluation.
 - The site visit summary should be completed via the Trajecsys system under evaluations. Students will be able to access their evaluations under the evaluation's summary section in Trajecsys.
 - A private meeting with the clinical instructor(s) to discuss student's performance.
 - A private meeting with the student to discuss any feedback, comments or concerns.
 - The LCCC faculty member will also meet with the department supervisor if time allows for onsite visits.
 - Any concerns will include a short-term follow-up. The visiting instructor will communicate student progress with the other LCCC faculty members via email.

*Students may receive more face-to-face visits from program faculty as it becomes necessary for educational remediation. **Faculty will conduct site visits as often as needed and warranted.**

Echo Clinical Scanning 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. It is imperative for student success to learn one protocol and then explore additional options without the groundwork of a solid protocol it could inhibit their scan time.

Echo Clinical Competency Requirements

Requirement: Students must demonstrate competence in procedures identified below. 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, failing a third attempt will result in a failing grade for the clinical experience. A failing grade for the clinical experience will not allow a student to progress in the program and/or complete the program.

All mandatory performance competencies must be completed by students by the end of the Echo Clinical Experience II. The Program Director can authorize an Incomplete grade on an individual basis (i.e. pregnancy, COVID-19) with written documentation and request initiated from the student.

1. Complete Transthoracic echocardiogram - Normal
2. Systolic dysfunction
3. Diastolic dysfunction
4. Aortic valve or aortic root pathology
5. Mitral valve pathology
6. Right heart pathology
7. Cardiomyopathy
8. Pericardial pathology
9. Prosthetic valve
10. Coronary artery disease
11. Contrast-enhanced echocardiography (observed only)

The guidelines for approved sonographers to perform clinical performance competencies are as follows:

- Any staff sonographer may conduct the competency as long as they meet the JRCCVT and CAAHEP requirements indicated above. 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.
 - Approved credentials for Adult Cardiac
 - RDCS (AE)
 - RCS

- 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.
 - 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 in Trajecsyst. Repeat attempts are to be available, time permitting and at the discretion of the primary clinical instructor.
- **It is the student's 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 (3) attempts. Failing a third attempt will result in a failing grade for the clinical experience. A failing grade for the clinical experience will not allow a student to progress in the program and/or complete the program. However, after two unsuccessful attempts at a particular procedure, a probation and Performance Improvement Plan will be developed via consultation with the Clinical Instructor and the Clinical Coordinator before further attempts are made.
- It is the responsibility of each student to be graded on the required number of exams/competencies during the semester.
- If the student fails to complete the required number of competencies by the end of the program (Spring Semester of clinical year) they will NOT meet the requirements of accreditation and therefore not be eligible for graduation. If prior written documentation of limitations to meeting this requirement are provided to the program director an incomplete grade may be given based on sole discretion of the program director. **Written notice must be given to the Program Director prior to the start of the spring semester in order to facilitate a rotation so the student can obtain all required competencies.** A student who fails to meet these requirements may not be eligible to graduate.

Echo Clinical Forms

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

1. Trajecsyst Evaluations
2. Monthly Goals
3. Competencies

Echo Clinical 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 probation, failing grade, and/or dismissal from the program**, and again, the school needs to know if this is occurring. The time log is to be approved by the clinical coordinator each week of preceptorship. 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.

Echo Clinical 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. The Trajecsyst System will maintain a record of the 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. Adult Cardiac and specialties

Echo Clinical Monthly Goal Form:

(Available under evaluations in the Trajecsys System): Beginning of clinical training Mid-October, 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, 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.

Echo Clinical Time Exceptions for Leave Time:

Leave time must be specified and approved by your clinical instructor. The Echocardiography Concentration Coordinator must be notified of the Leave for documentation only. The student is responsible for making sure their timecard reflects the required number of hours at the end of each semester. These can be submitted in Trajecsys. Use this with caution as you are there to learn and not take days off.

To ensure all timecards are up to date, students must submit a time exception for each leave request including but not limited to:

- PTO requests
- Snow Days (When students are not able to attend clinical due to road closures, 1 day for fall and 1 for spring) - not to be used as an additional PTO day
- Leave time for board examination (students are gifted 8 or 10 hours based on student schedule for one board examination during spring semester) - this is one time use and **ONLY** if board is **schedule for a weekday** when regular clinical hours would be lost
- Leave time for job interview (students are gifted up to 8 hours for one interview) - this is a one time/day gift. For example: If a student works at a clinical site for 4 hours in the morning and takes the afternoon for a job interview (4 hours), this gift has been used. A student is not able to take 4 hours on a different day.

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

Echo Monthly Evaluations:

A Monthly Evaluation should be completed after each month of the clinical experience as outlined in Trajecsys. The evaluation should be conducted by the Clinical Instructor with the student present or at minimum review with student. Please allow ample time for Clinical Instructor to evaluate properly and calculate student progress. This form should be fully completed with details and supporting examples 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 and all due dates. Please make sure Clinical Instructors are aware of upcoming paperwork dates and be considerate of the Clinical Instructors shift schedule and availability (I.e. if CI is out on PTO).

Evaluations should be submitted for the following months in order:

Echo Fall Semester (2 forms)

1. October/November
2. November/December

Echo Spring Semester (3 forms)

3. January/February
4. March
5. April/May

Echo Clinical Evaluations:

(Available under evaluations in the Trajecsys system)

1. Monthly evaluation forms are completed by the Clinical Instructor in consultation with other RDCS, RCS, or RVT sonographers who have observed the student's performance. These forms are completed monthly.
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.

Clinical Forms required for each clinical experience include:

1. Orientation: due within **one** week (5 business days) of beginning preceptorship
2. Timecards: 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 Preceptorship(timecard): 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 after 4 weeks or as identified by your program
7. Monthly Evaluations: due after 4 weeks or as identified by your program
8. Clinical Site Evaluation: due at end of each semester
9. Performance competencies: due at the end of each month or as identified by your program
10. Clinical Visit Student Evaluation: LCCC DMS Faculty complete during clinical visit
11. **All** competencies will be completed by the end of spring semester.
12. **ALL** hours must be completed by the end of each 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/and support the education of 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 following additional duties but not limited to:

- Ensure that all pre-preceptorship preparations are completed, (student ID badge, parking,

uniforms,etc.)

- Establish the student schedule, (Days, hours, etc.)
- Establish each exam protocol the student will use if different staff use different protocols
- Be the primary contact person with LCCC faculty and staff
- Complete the Monthly Goal Sheet and review directly with the student, or delegate an appropriate substitute
- Act in the role of a mediator & decision maker if indicated
- Ensure that students are getting the best possible preceptorship experience in a positive learning environment
- Immediately notify LCCC faculty as problems or concerns arise, don't wait
- Submit a copy of your ARDMS card to the Program Director annually
- Submit department volume stats to Program Director annually
- Send an updated CV to LCCC as changes are made to the staff
- Complete the JRCCVT survey at the end of each preceptorship experience (November/December)
- Work with students and effectively communicate throughout the year on student's improvements, areas to improve and overall student preparedness for the workforce.
- Support the DMS timelines as established by the program faculty to support the student unsuccessfully completing the DMS program
- Support the DMS program's goals and expectations
- Strive to help the student reach a general and vascular entry-level status upon graduation.

oIf 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, per CAAHEP requirements. 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

Clinical 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 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 abdomen, OB/GYN, adult echo, and vascular 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 Preceptorship Sites

Occasionally the clinical education centers offer part-time student employment prior to completion of the program. Part-time work at the Clinical Education Center of student 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 (Week 8) semester.
3. If hired, the student assumes the status of employee and all liability for their 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.
5. Clinical 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.
6. Students may **not** be paid for scheduled clinical experience time. This is a requirement of Accreditation.

APPENDIX

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: _____

Academic Performance Improvement Plan

For use in IMAG courses

Student Name,

As faculty of the LCCC Sonography Program, we want to help you be successful. Part of that process is ensuring we communicate when minimum expectations have not been met. As written in the Sonography Program Student Handbook, in order to progress in the sonography program, students “must achieve at least at least a 76% average weighted grade for all unit and final exams” (sonography program student handbook). The sonography faculty are committed to all student’s success and are available to help when students are struggling. However, we cannot do it for you. It is your responsibility to request assistance, schedule meetings with your instructors during office hours, participate in exam review sessions, etcetera. In addition to working with your nursing faculty, additional resources are also available for your success.

Grading Policy: The sonography program adheres to LCCC’s expectations for grades. Grades earned in the sonography program are clearly communicated through the course syllabi and the sonography program student’s handbook and are not arbitrary.

3 Unit Exams	35% of final grade
Comprehensive Final Exam	25% of final grade
Assignments (Homework & Class Activities):	25% of final grade
Participation, Attendance, Ethical Practice	15% of final grade
**Students must achieve an average of 76% on all exams before these grades are added to the final grade in the class.	

Performance Improvement Plan Policy: A PIP is a written warning identifying either a pattern of unsatisfactory conduct or a single violation of the sonography program student handbook, HSW, LCCC, or clinical facility policies. Students are required to meet with faculty and/or program director to discuss identified unsatisfactory conduct and collaboratively develop a PIP to correct identified area(s) of concern.

Performance Improvement Plan (PIP)

Specific Area(s) of Concern:

 X Academic Standing

Brief Description of area of concern:

Student Name:	Percentage for Exam Scores		Exam Reviews completed (<i>Dates & Instructor Initials</i>)	Missing Assignments	Absence/Tardies
 	Exam 1:	%			
Course: IMAG	Exam 2:	%			
XXXX	Exam 3:	%			
Term: _____	Exam 4:	%			
	Final Exam:	%			
	Exam Average grade:	%			
	Overall Course Grade:	%			
Exam Reviews:					
Clinical Grade:					

End of PIP review: Goals Met? Yes No

****If No: Please attach plan for continued improvement*

(Date & Instructor Initials): _____

Final – end of semester sign-off (Program Director) signature: _____

Desired outcome:

- Achieve at least a 76% average for all exams in sonography course
- Using the grade calculator (<https://www.rapidtables.com/calc/grade/grade-calculator.html>) set a goal for each remaining quiz and final exam to achieve at least at 76% average for all unit exams and final (refer to the course syllabus for weighted grade percent's)

Expectations: In order to satisfy the Academic PIP, student is expected to:

- Schedule AND complete content reviews/exam reviews with instructor(s) weekly.
- Schedule AND complete a meeting with instructor(s) following exam three to determine need for additional interventions.
- Complete the weekly Plan for Improvement Form (columns 3 & 4 each week) (attached) with at least two identified problem areas, and plan to address each.

Re-evaluation time frame and expectations:

Student will comply with **all** sonography program, HSW, and LCCC policies. Student will complete performance improvement plan as outlined above, obtaining signatures from sonography instructors upon completion of each task. Please note, failure to meet goals for improvement by designated reevaluation period will result in additional disciplinary action up to and including dismissal from the sonography program.

This PIP plan will remain in effect for the remainder of the semester.

Please note: PIP conditions must be met in order for students to be eligible to successfully complete the semester AND the sonography program or to petition to retake a semester. The student must meet all the expectations outlined in the PIP.

Student printed name and signature

Date: _____

-OR-

(email confirmation of receipt *attached*)

Date: _____

Faculty/Program Director printed name and signature

Date: _____

**A Copy of the Performance Improvement Plan is being sent to the student through email in place of required physical signatures. Required response to this emailed document will count as acknowledgement that the Performance Improvement Plan has been received and is in effect.*

Weekly Plan for Improvement

Plan for improvement: Students are expected to complete columns 3 and 4 **each week**. During content/exam reviews, instructor will review student progress on SMART Goals in compliance with Performance Improvement Plan.

Identified Problem Areas	SMART Goals for Addressing Problem areas	Weekly plan to meet goals	Comments on weekly goals:	Instructor Initials & Date of Review
<p>End of PIP review: Goals Met? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>***If No: Please attach plan for continued improvement</i></p> <p>End of PIP review: Goals Met? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>***If No: Please attach plan for continued improvement</i></p> <p>PIP to be continued? Yes <input type="checkbox"/> No <input type="checkbox"/> Duration: _____</p>				

Student Printed Name: _____

Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____

Program Director Signature: _____

Date: _____

INCIDENT REPORT
Laramie County Community College
Diagnostic Medical Sonography

Date: _____ Time: _____ Clinical Site: _____

Student Name(s): _____ Instructor: _____

Complete the following information:

1. Description of Incident:
2. Patient ID, Age, Physician (if applicable):
3. Action taken and/or persons notified:

Upon completion, please return to LCCC Nursing Department. If additional action is needed, directions will be provided.

Date: _____

Student printed name and signature

-or-

(email confirmation of receipt *attached*)

Date: _____

Date: _____

Faculty/Program Director printed name and signature

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 technology expands.

Definition of the Profession:

The Diagnostic Ultrasound Profession is a multi-specialty field comprised of Diagnostic Medical Sonography (with subspecialties in abdominal, pediatric, obstetrical/gynecologic and ophthalmic ultrasound), 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