

**Diagnostic Medical
Sonography
Technology Program
Handbook
April 2018**

Preface

The primary objective of this Student Handbook is to provide Diagnostic Medical Sonography students with a comprehensive reference manual for Florida National University Associate of Science Degree in Diagnostic Medical Sonography Program. As such, it is not intended to replace the Policies and Procedures Manual, the Student Code of Conduct, the University Catalog or other official institutional documents.

This Handbook deals specifically with the policies and procedures for the Diagnostic Medical Sonography Program and serves to assist its students towards the successful completion of their course of study. **It is the responsibility of each student to review this handbook regularly and to be knowledgeable of its contents.**

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Faculty

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Ms. Silvia Enriquez	Clinical Instructor Hialeah Campus
Ms. Iremis Aragonese	Clinical Instructor South Campus
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Affiliations

Hialeah Hospital

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Coral Gables Hospital

Pinnacle Imaging Group

Pancitas

Community Health South

Gastro Health

Dr. Viviana Perez M.D.

Doral Imaging

Dr. Josefa L. Binker M.D.

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SCOPE OF PRACTICE FOR DIAGNOSTIC MEDICAL SONOGRAPHERS

As Described by the SDMS: “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.”

PROGRAM DESCRIPTION

Ultrasound is a non-invasive modality that uses sound waves to obtain images from inside the body; it can help diagnose many medical conditions. The diagnostic medical sonographer is a highly skilled member of the imaging department in a health-care facility. The sonographer must possess a detailed knowledge of human anatomy, physiology, and pathology and be proficient in ultrasound physics to obtain diagnostic-quality images.

The Diagnostic Medical Sonography Program is a general concentration (Abdominal and Obstetrics/Gynecology) program that includes several introductory courses to other concentrations as are vascular Sonography and echocardiography. The curriculum is standardized in compliance with National Curriculum outline and accreditation agencies to provide the competency-based, outcome-oriented, didactic, laboratory, and clinical experience. Students are scheduled to attend 25 clinical hours per week, within five days out of the week (during clinical externship) and as for the didactic and laboratory session these are schedule as offered each term Students will be provided course syllabi that contain course-specific objectives.

The Associate of Science in Diagnostic Medical Sonography program involves a general concentration (abdominal and obstetrics and gynecology), and is divided into different individual courses, within these you will find introductory courses to two other concentrations as are vascular Sonography and echocardiography. The curriculum is standardized in compliance with National Curriculum outline and accreditation agencies to provide the competency-based, outcome-oriented, didactic, laboratory, and clinical experience. The program is designed to provide a well-rounded and balanced education, and its foundational courses will expose students to a broad range of subjects, such as communication, humanities, social sciences, the arts, philosophy, and natural sciences. The program includes a challenging curriculum, encompassing general abdominal sonography, obstetrics, gynecology, pediatric applications, and the introduction to echocardiography and vascular sonography. This curriculum allows candidates enrolled in the program not only to have diversified marketable skills, but also to seek further education within the health-care field.

Upon completion of the program the student(s) will receive an Associate of Science in Diagnostic Medical Sonography degree and will be able to seek entry-level employment as a diagnostic medical sonographer.

MISSION STATEMENT

Mission of the DMS program at Florida National University is to provide students with high quality of instruction by qualified professionals in the field of Diagnostic Medical Sonography

in preparing the graduate with the entry level skills required as an entry level sonographer. The mission of the program is supported by educational staff, affiliates, medical advisor and community representatives as part of the advisory board who are active in the review of the program and its content. The program is comprised of didactic, laboratory and clinical externship to ensure educational outcomes are met

PROGRAM OBJECTIVES

The main objective of the degree is to provide an excellent educational background so its graduates are able to successfully and proficiently:

1. Demonstrate competency in group dynamic, through the abilities necessary to work on team projects assigned
2. Demonstrate and have proficiency to input and examine patient data and information into computer systems using facility software
3. Use suitable modes of inquiry and judgment to propose solutions to complex problems by listening and thinking critically
4. Have the ability to modify scanning protocols and adapt them to emergency patients
5. Have the ability to evaluate images for diagnostic quality
6. Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician at an entry-level position
7. Perform necessary entry level protocols required within the field
8. Provide the proper anatomy, physiology and pathology referenced, required for an entry level position
9. Obtain pertinent patient history and supporting clinical data for presentation to the diagnosing physician
10. Knowledge of how to record proper patient history and supporting clinical data as required for an entry level position
11. Have the ability to report require clinical data to diagnosis physician
12. Develop an understanding of exercising discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services
13. Understand and demonstrate HIPPA compliance as it relates to patient privacy
14. Promote professional and ethical conduct and support the learning of appropriate communication.

GENERAL INFORMATION

The diagnostic medical sonography program is a general concentration approved program and is divided into different individual courses. The curriculum is standardized in compliance with accreditation agencies to provide the competency based, outcome oriented, didactic, laboratory and clinical experience. Students are scheduled to attend a minimum 25 hours per week, 5 days a week. Upon commencement programmatic courses the student will be provided a course syllabus that contains course specific objectives.

Upon completion of the program the student(s) will receive an Associates in Science Degree of Diagnostic Medical Sonography and will be able to take their SP

I and ARRT in ultrasound and seek entry level employment as a diagnostic medical sonographer.

PERSONNEL RESPONSIBILITIES

The sponsor must appoint sufficient faculty and staff with the necessary qualifications to perform the functions identified in documented job descriptions and to achieve the program's stated goals and outcomes.

1. Program Director

a. Responsibilities

The program director must be responsible for the structure as well as the daily operation of the program, including organization, administration, periodic review and evaluation, continued development, and general effectiveness of program curricula. The program director must ensure that the effectiveness of all clinical affiliates/clinical education centers is maintained. The responsibilities of the program director must not be adversely affected by educationally unrelated functions.

Note: All candidates will present an interview process with the program director prior to entering the ASDMS program.

b. Qualifications

The program director must;

- 1) Be an appointed faculty member or institutional equivalent
- 2) Possess a minimum of a Bachelor's Degree Diagnostic Medical Sonography 5
- 3) Have course work in instructional methodologies, evaluation and assessment
- 4) Possess the appropriate credential(s) specific to one or more of the concentration(s) offered.
- 5) have proficiency in curriculum development;
- 6) Possess a minimum of two years of full-time experience as a registered sonographer in the professional sonography field. Full-time is defined as 35 hours per week.

As of January 1, 2012, program directors at CAAHEP-accredited Diagnostic Medical Sonography programs will be grandfathered for the Bachelor's degree requirement in their current positions at their current institutions. Upon leaving the grandfathered position the individual will be required to meet all of the qualification standards in order to qualify as a Program Director at another institution.

2. Concentration Coordinator(s)

a. Responsibilities

Concentration coordinator(s) report(s) to the Program Director, and must be designated and responsible for the coordination of concentration(s) for which the Program Director does not possess the appropriate credential.

b. Qualifications

Concentration coordinator(s) must:

- 1) Be an appointed faculty member or institutional equivalent;
- 2) possess an academic degree at least equivalent to the degree that is offered in the concentration(s) that s/he is designated to coordinate;
- 3) Possess the appropriate credential(s) specific to the concentration(s) that s/he is designated to coordinate;
- 4) have proficiency in curriculum development;
- 5) Possess a minimum of two years of full time experience as a registered sonographer in the professional sonography field. Full-time is defined as 35 hours per week.

3. Clinical Coordinator(s)

Programs with eight or more clinical affiliates / clinical education centers must have an additional faculty member designated as the clinical coordinator. For programs with fewer than eight clinical affiliates/clinical education centers that do not have an additional faculty member designated as the clinical coordinator, the Program Director must have the qualifications and fulfill the responsibilities of the Clinical Coordinator.

a. Responsibilities

The clinical coordinator(s) must be responsible for coordinating clinical education with didactic education as assigned by the program director. The clinical coordinator must evaluate and ensure the effectiveness of the clinical affiliate/clinical education centers. The clinical coordinator's responsibilities must include coordination, instruction, and evaluation. The responsibilities of the clinical coordinator must not be adversely affected by educationally unrelated functions.

b. Qualifications

The clinical coordinator(s) must possess, at a minimum, the following:

- 1) Proficiency in teaching methodology, supervision, instruction, evaluation, and guidance;
- 2) Appropriate credential(s) specific to the concentrations offered;
- 3) The equivalent of two years full-time professional experience as a general sonographer, cardiac sonographer, pediatric cardiac sonographer and/or vascular technologist. Full-time is defined as 35 hours per week; and
- 4) An academic degree no lower than an associate's degree and at least equal to that for which the graduates are being prepared.

The clinical coordinator should document experience as a clinical or didactic instructor in a general sonography, cardiac sonography, pediatric sonography and/or vascular technology program. The instructor experience may have been attained concurrently with the professional experience requirement.

ADMISSIONS REQUIREMENTS

It is necessary for all applicants to meet the following requirements for admission into the college

1. Proof of a standard high school diploma, GED or equivalent.
2. Graduation from an accredited college or university with an associate degree or higher will suffice as proof of High School graduation.
3. Applicants requesting transfer credits must meet Florida National University credit policies.
4. All foreign transcripts must be evaluated by an approved US foreign transcript evaluation agency, prior to submission to Florida National University.
5. For medical programs, applicants must provide an SGH (statement of general health) form.
6. Parental consent for applicants under the age of 18 will be required.
7. Attend scheduled orientation prior to class start
8. Local, state, or federal government issued photo identification
9. Applicants must complete a background check and medical authorization disclosure form (required for school admission and clinical externship)

PROGRAM REQUIREMENTS

This program is not designed for transfer to a senior institution.

Institution's Pre-Requisites

A prospective student must meet all admission requirements mandated by Florida National University (FNU). In addition, the requirements for admission to the DMST Program are as follows:

- Complete FNU's Admission Application (please refer to the FNU University Catalog page 21) and return to Admissions Representative. Students need to take the College Success Diagnostic Test during the Registrar's interview.
 - If the student does not pass the College Success test, then they must complete all the prescribed remedial courses MAC 1105 and ENC 1101 before taking the TEAS.
- All applicants must present High School diploma/official academic transcripts.
- Attend and interview with the DMST Program Director, or Allied Health Division Head, or the Allied Health Academic Advisor to verify English Language skills and discuss program in details.
- Submit an essay in English stating reasons for choosing program.
- Students transferring MAC 1105 and ENC1101 will be given two semesters to pass the TEAS exam, failure to meet this requirement will be subject to termination. Students have multiple opportunities to take the TEAS.
- Students that take the TEAS, will then go through an interview with the DMST Program Director and/or the Director of Clinical Education.
- Students must complete all General Education Courses with at least 2.0 GPA and C minimum grade, if not, student will be terminated from the program.
- Academic progress should be closely monitor by the student every semester while completing the General Education courses and program courses once admitted. The student must request assistance in regards to class self-scheduling.
- Student Acknowledgement Regarding Results of Background Check must be signed prior to admission. Results of background check will determine if a student is allowed to continue in the program or terminated.
- All students must attend a programmatic orientation with the DMST Program Director and the Clinical Coordinator.

Programmatic Requirements

Students must meet all the following requirements to maintain a good standing in my program of study. If student fail any of the following requirements will end on termination from the program:

Primary criterion includes completion of college general education courses required by the major with a “C” or better.

Once the student completes all general education courses, the students must:

- Complete a Level 2 Federal & AHCA Background Check.
- Submit signed technical standards form.

If student fails to earn a “C” in a SON core course, the student will be dropped from the program with the option of returning to retake that course when offered again. However, the student will have to audit the core courses offered to the next cohort prior to reinsertion in that cohort, at no extra cost.

Students will be allowed to repeat only one core course. After repeating one core course, a D or less in any of the subsequent courses will result in complete withdrawal from the program, with no option to return at a later time.

Due to the rigorous nature and the time demands of the program, it is strongly recommended that applicants plan ahead financially for their 18 months in the program.

The student is responsible for all transportation necessary for travel to and from the hospitals/clinics/facilities for clinical experiences. As well as, of all other expenses, that will be generated to be in compliance with the program requirements.

Participation at all scheduled classes, laboratories and clinical practicums is mandatory; each one of those meetings is an essential component to the student’s successful progress in the program.

Each student must:

1. Adhere to Florida National University’s policies.
2. Adhere to the student role as outlined by each affiliate contract.
3. Adhere to the CAAHEP Code of Ethics.
4. Dress appropriately in accordance with the Diagnostic Medical Sonography Uniform Code.
5. Maintain patient confidentiality at all times in accordance with the Health Insurance Portability and Accountability Act of 1996 (**HIPAA** PL 104-191)
6. Demonstrate compliance for patient privacy and individual rights as outlined in the Patient’s Bill of Rights.
7. Deliver optimum care in a non-discriminatory manner.
8. Document all services provided using proper English (verbal and written).
9. Report immediately any errors of omission/commission to the proper authorities.
10. Be punctual in reporting to the institution and assigned clinical affiliate as well as in submitting assignments.
11. Adhere to **OSHA** regulation while in attendance at the clinical affiliate.

12. Demonstrate physical, cognitive, and psychomotor competence.
13. Demonstrate a caring, empathic and non-selfish attitude.
14. Show respect for clinical affiliate staff and avoid the use of words or body language that could be misconstrued as derogatory.
15. Be physically able to perform studies that require portable equipment to be transported to rooms or floors other than the ones occupied by Ultrasound Department.
16. Have the required textbook for each course.
17. Complete 800 hours in Clinical Externships
18. Submit complete health and vaccination records during the first term of the programmatic component
19. Pass a level II background check and a drug screening during the first term of the programmatic component

GRADING SYSTEM FOR THE ASSOCIATE OF SCIENCES DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

The cumulative grade point average (GPA) is calculated by multiplying the number of credits by points per hour, then dividing the total points by the total credit hours. .

Grade	Percentage	Evaluation	Points Per Credit
A	90-100%	Excellent	4.0
B	80-89%	Above average	3.0
C	70-79%	Acceptable	2.0
F	69% or below	Fail	1.0

Re-entry policy into the Diagnostic Medical Sonography (DMS) Associate of Science program.

Policy:

- If a student earns a grade less than a “C” in a DMS core course, the student will not be allowed to continue with her/his current cohort and be temporarily withdrawn from the program.
- The student will have the option of re-entering the program the next time a cohort reaches the DMS course that the student needs to re-take (usually within the period of one academic year).
- However, the student will first have to meet with the DCE and the PD for them to re-assess acceptance criteria.
- If the student earns a grade less than a C in the same course or in any other DMS core course after the re-entry, the student will be terminated from the program, with no option to return or re-apply.
- Student opting for re-entry into the program must retake all core courses taken by the cohort where student is re-inserting in the Audit modality, but with the same attendance

and academic requirements as all students in the re-inserting cohort. Audit courses are mandatory for re-entry students but free of charge.

- Students that want to re-enter the program after a period of a year has lapsed since the student was temporarily withdrawn will have to go through the entire program's admission procedure and will have to audit, at no extra charge all of the DMS core courses taken (in sequence as per program policy) up to the re-insertion course.
- Student disqualified for legal, ethical, and or safety issues, will not be considered for re-entry.

Procedure:

- 1- Students who do not earn a C grade in an DMS core course will be notified in a joint session by the professor in charge of the class and either the DCE or the PD.
 - a. The notification will be done in writing.
 - b. The student will be invited to read the form and sign it.
 - c. If the student refuses to sign the form, it will be noted on the form and co-signed by the faculty in attendance.
 - d. A note will be written in the student's electronic record as well, and an email will be sent to the student with information about the options: re-enter the program when a new cohort starts, or drop from the program.
 - e. The student will have 8 weeks to make a decision about either re-entering at a later date or dropping from the program, and will write a letter to the DCE and PD notifying them of their final decision.
- 2- Should the student decide to re-enter the program with the next cohort, it is the responsibility of the student to keep up to date as to the start date of the cohort she/he is entering into.
 - a. On the term previous to the start of the next cohort, the student wanting to re-enter the program must meet with the DCE and PD to discuss re-admission criteria.
 - b. The student will receive notification of the DCE and PD decision via email within a week of the meeting.
 - c. If re-accepted to the program, the student must come to Registration to discuss procedures to be followed for re-admission to the institution.
 - d. A note will be then entered into the student's electronic record attesting to the procedure.
- 3- Re-admitted students will need to complete a new drug, level 2 background, and AHCA screening prior to re-admission.

THE STUDENT RESPONSABILITIES

1. Make an effort to place the Diagnostic Medical Sonography Program first among all my commitments

2. Take advantage of Open Laboratory times and any tutoring and critiques offered by the Sonography instructors
3. Maintain a flexible calendar in order to meet any changes in lecture, lab or clinical course schedules/assignments required by the Program
4. Make an effort to manage his/her personal life, time and plans so as not to interfere with the ASDMS Program requirements and to ensure compliance with all the of the program objectives
5. Accept responsibility for meeting all school financial obligations
6. Meet the technical requirements established by the profession and the program
7. Seek assistance for study and test-taking skills from professors and the Program Director whenever needed
8. Make an effort to communicate effectively with the patient and all members of the health care team, especially the Clinical Instructor, Physicians , and other staff sonographers
9. Exhibit professional demeanor and qualities at all times during clinical hours
10. Demonstrate eagerness to participate in the performance of the sonographic exams
11. Respect the patient's privacy at all times; including refraining from entering the exam room once an exam is in progress without prior consent from the Clinical Instructor
12. Maintain my clinical documents daily and bring my documents to both didactic and clinical courses
13. Accept responsibility for meeting completion dates for all course assignments including Proficiencies including requesting the Clinical Instructor(s) to complete evaluations as scheduled
14. Make an effort to initiate activities that promote an in-depth study of sonography practices and principles including: assertive participation in challenging exams, review of interesting cases, discussions with physician interpreter, research of unusual or complicated cases
15. Understand that sonography requires the development of specialized skills such as hand-eye coordination and mental visualization of anatomy in the process of learning to perform studies. Therefore, given appropriate instruction in scanning techniques, the ability to perform sonograms rests solely in the students' abilities and talent
16. Make an effort to maintain realistic expectations of myself while progressing through the ASDMS program, relying on continuous feedback and evaluation from program faculty and clinical instructor(s)
17. Understand that the staff and faculty of Florida National University and the ASDMS program cannot make significant and/or frequent accommodations in the event of a personal crisis
18. Be aware that assistance is available to me via Student Services, but the student may need to seek additional sources of help outside of Florida National University if the matter at hand is associated with physical or psychological disability
19. Notify the ASDMS Program Director immediately if unable to meet my obligations as an ASDMS Program student at Florida National University.
20. Understand that inability to comply with course objectives, Florida National University and/or Program Policies, and Procedures may lead to the student's inability to complete the requirements of the program and possible withdrawal from the ASDMS Program.

ACADEMIC REGULATIONS INFORMATION

A. STUDY TIME RECOMMENDATIONS

1. * *Courses are structured to require a minimum of three (3) hours of preparation for each class hour and laboratory hour. For example, a six (6) hour credit course will require a minimum of eighteen (18) hours of study/preparation time per week.*
2. *In order to meet the demands of the course work, it is recommended that students do not exceed twenty (20) hours employment each week.

DRESS CODE FOR CLINICAL AND LAB

Description: Florida National University is an educational organization whose primary purpose is to teach in a comfortable environment yet one in which the highest in professionalism is reflected. It is vital that all students dress and groom themselves in a manner, which reflects professionalism at all times when on the Florida National University campus and when representing FNU at clinical locations. Florida National University students will follow to the dress code of their particular department and the dress code defined below while on campus and while representing FNU at the clinical location.

All students will follow to their class guidelines.

All students whose department requires a specific uniform to be worn during work time are expected to comply with those departmental requirements.

Students who are required to change into uniforms supplied at the work station will be allowed sufficient time to change clothes. Time allocations for uniform change shall be made at the discretion of the department director, but shall not exceed fifteen (15) minutes per shift.

NAMETAGS

1. A photo nametag (student ID) is a required part of each student's uniform and/or apparel for every clinical.
2. Nametags should be worn in the lapel area with picture facing outward with nothing obscuring the picture.
3. Nametags (student IDs) are issued at the time of enrollment.
4. If the nametag has been lost a new one must be obtained through the student service or admission office.
5. Nametags (student IDs) must have commencement and ending dates for the clinical rotation.

PROFESSIONAL IMAGE AND APPAREL

All students are required to present a professional image and wear professional apparel that is neat and in good condition.

Uniforms will be worn for all labs, clinical rotations and official functions.

The FNU Diagnostic Medical Sonography Program uniform consists of:

- a. Beige scrubs (top and bottom) - These can be purchased in the FNU Bookstore
- b. A solid white undershirt.
- c. Shoes must be predominantly black or white with matching shoelaces, and worn exclusively with the uniform. Leather athletic shoes with minimal color accents may be permissible. White or black socks must be worn with the shoes.

d. The shoes must be clean and polished. Canvas shoes, sandals, open-heeled clogs, or boots are not acceptable. Patient care areas need protective toe covering. **NO bright neon or rainbows**

e. The official FNU patch is to be displayed above the left pocket of the scrub top.

f. The Florida National University photo name tag should be easily visible on the left side of the uniform top. The student must be easily recognized and identified as an FNU Student Sonographer.

The following clothing is **NOT** to be worn:

a. Denim slacks or jeans

b. Military fatigues, overalls, nylon or knit sweat suits

c. Shorts of any type or cut-off pants

d. Tight or revealing clothing of any type (tube and halter tops, sundresses, slip dresses, mini-skirts, leggings, t-shirts, crop tops)

e. Shirts that have informal lettering on them

f. Low cut shirts revealing female anatomy or male chest hair

g. Excessive makeup

h. Unnatural hair color (**NO** bright reds, blues, greens, pinks, oranges, extreme black, rainbows, unnatural grays, extreme whites, yellows, purple)

i. Gang symbols

j. No: hats

k. please communicate with department head regarding religious clothing

GROOMING

1. Students shall be well-groomed, neat and clean at all times. General cleanliness is essential.
2. **Hair** shall be neat, clean and arranged in a manner that maintains medical asepsis.
3. **Facial hair** must be neat and well groomed – if you wear a beard or mustache, it must be neatly trimmed and **not longer than 2 inches – it cannot interfere with personal protective equipment**
4. **Make-up** should be conservative and/or without excess – **no** body glitter, sparkle makeup, abnormal lip colors such as black, very dark red, blue, green, yellow, silver, purple, gold, etc. No white or black face paint or powders (that cover the entire face), no face jewels or tattoos.
5. **Nail** length ($\frac{1}{4}$ inch or less in length beyond the fingertip) and nail polish should be a neutral or clear shade to reflect the
6. Should avoid all products that will result in unpleasant or strong **odor**. The use of deodorant or antiperspirant is encouraged. The use of cologne, aftershave and Florida National University Department of Diagnostic Medical Sonography perfume is permitted, but should **not be excessive or offensive**. If an odor is sufficiently strong to cause concern, nausea, headaches, or allergic reactions from other students and/or patients, the student will be asked to wash it off and change their clothing. If clothing is not on premises, the student will be sent home to wash and change with the understanding that they are to immediately return to class/clinical.
7. **Tattoos** must be covered. **No visible tattoos.**

8. **Jewelry** should be kept to a minimum and appropriate in size. No other facial jewelry is allowed. Examples of **non-acceptable** jewelry include: Gaudy or dangling jewelry, Ear stretcher/tunnels, gages, nose, lip, tongue and eyebrow studs or rings, face chains, long dangling necklaces, dangling bracelets, large hoop earrings, hair jewelry, body jewelry.
9. No use of tobacco or vapor products is allowed and policies at each clinical site related to tobacco use/smoking/vapes must be followed.

ARTIFICIAL NAILS, NATURAL NAILS AND NAIL POLISH

Artificial nails are substances or devices applied to natural nails to augment or cosmetically enhance nails. They include but are not limited to bonding, fiberglass, wrappings, tapes, acrylics, gels, tips, glue on, sculptured, silks, ornate designs, and inlays.

Due to increased incident of healthcare-acquired infections, **students doing clinical in the following areas are not allowed to wear artificial nails:**

- All surgical
- All direct patient care (sonography students included)
- All cleaning processes
- All product preparation for patients

Nails should be kept clean. Patient care providers and others listed above must keep their nails short. It is recommended that natural nails be left unpolished. Clear polish is preferable over colored. If polish is worn, it cannot be chipped, cracked or peeling.

HOLIDAY DRESS:

Usual clinical uniform attire will be worn at all times, including the holiday season.

Any exceptions to this must be approved by the person responsible for your class/clinical (i.e., costumes, inappropriate accessories, etc.). The person(s) that would need to approve this holiday change in attire is the Clinical Coordinator (or Program Director) and/or Clinical Preceptor.

VIOLATION

If students are found to be in violation of the Dress Code policy, they will be asked to leave and not return until and unless that student is in compliance with the dress code.

Florida National University Department of Diagnostic Medical Sonography.

Students may be disciplined according to the course syllabus, the Student Handbook, and/or the Student Rights and Responsibilities Handbook on complying with policy on clinical attire.

DESCRIPTION OF PROFESSION

The profession of diagnostic medical sonography includes general sonography, cardiac sonography, vascular technology, and various subspecialties. The profession requires judgment and the ability to provide appropriate health care services. General sonographers, adult cardiac sonographers, pediatric cardiac sonographers, and vascular technologists are highly skilled professionals qualified by education to provide patient services using diagnostic techniques under the supervision of a licensed doctor of medicine or osteopathy. The general sonographer,

adult cardiac sonographer, pediatric cardiac sonographer, and vascular technologist may provide this service in a variety of medical settings where the physician is responsible for the use and interpretation of appropriate procedures. General sonographers, adult cardiac sonographers, pediatric cardiac sonographers, and vascular technologists assist physicians in gathering data necessary to reach diagnostic decisions.

The general sonographer, adult cardiac sonographer, pediatric cardiac sonographer, and vascular technologist are able to perform the following:

- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results;
- Perform appropriate procedures and record anatomic, pathologic, and/or 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/or other diagnostic services;
- Demonstrate appropriate communication skills with patients and colleagues;
- Act in a professional and ethical manner;
- Provide patient education related to medical ultrasound and/or other diagnostic vascular techniques, and promote principles of good health.

The four learning concentrations are:

1. General (Defined as abdomen, obstetric, gynecologic, superficial parts, and other appropriate areas)
2. Adult Echocardiography (including adult congenital)
3. Pediatric Echocardiography (including adult congenital and fetal)
4. Vascular

TECHNICAL STANDARDS AND ESSENCIAL FUNCTIONS The goal of Associate of Science in Diagnostic Medical Sonography program is to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The following technical standards and essential functions outline reasonable expectations of a student in the Associate of Science in Diagnostic Medical Sonography Program for the performance of common sonographic imaging functions. The Diagnostic Medical Sonography student must be able to apply the knowledge and skills necessary to function in a variety of classroom, lab and/or clinical situations while providing the essential competencies of sonographic imaging. These requirements apply for the purpose of admission and continuation in the program.

Essential Functions	Definition	Example of Sonography Technical Standard
Observation	Ability to participate in all demonstrations, laboratory exercises, and clinical experiences in the professional program	Adequately view sonograms, including color distinctions

	<p>component and to appraise and know the condition of all patients assigned to him/her for examination, diagnosis, and treatment. Such observation and information usually requires functional use of visual, auditory, and somatic sensations.</p>	<p>Recognize and interpret facial expressions and body language</p> <p>Distinguish audible sounds from both the patient and the ultrasound equipment (Doppler)</p> <p>Recognize and respond to soft voices or voices under protective attire</p>
Communication	<p>Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team.</p>	<p>Able to obtain information and assess non-verbal information</p> <p>Transmit information to patients, staff, fellow students, and other members of the health care team.</p> <p>Receive, write, and understand verbal and written communication in both the academic and clinical settings</p>
Motor	<p>Sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment.</p>	<p>Lift more than 50 pounds routinely</p> <p>Push and pull, bend and stoop routinely</p> <p>Move , adjust, and position patients and equipment</p> <p>Have full use of both hands, wrists and shoulders</p> <p>Dexterity to manipulate transducer and control panel simultaneously</p> <p>Work standing on their feet 80% of the time.</p>

<p>Intellectual</p>	<p>Ability to collect, interpret and integrate information and make decisions.</p>	<p>Read and comprehend relevant information in textbooks, medical records, and professional literature</p> <p>Retain information</p> <p>Measure, calculate, reason, analyze, and synthesize</p> <p>Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence and within required time frame.</p> <p>Apply knowledge and learning to new situations and problem solving scenarios</p>
<p>Behavioral and Social Attributes</p>	<p>Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with clients and other members of the health care team.</p> <p>Possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients.</p>	<p>Manage heavy academic schedules and deadlines</p> <p>Perform in fast-paced clinical situations</p> <p>Display flexibility</p> <p>Demonstrate integrity, concern for others, appropriate interpersonal skills, interest and motivation</p> <p>Interact compassionately and effectively with the sick or injured</p> <p>Comply with the Sonographer Code of Ethics, Clinical Practice Standards, and Scope of Practice (Society of Diagnostic Medical Sonography: www.sdms.org)</p>

	<p>Possess compassion, integrity, concern for others, and motivation.</p> <p>Possess the ability to demonstrate professional behaviors and a strong work ethic</p>	
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SCOPE OF PRACTICE

The Diagnostic Medical Sonography program faculty has specified the following nonacademic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the Imaging Department programs and professional practice.

1. Able to work in a clinical setting a minimum of four hours to a maximum of eight hours a day performing physical tasks requiring physical energy without endanger patient, self, or coworker's safety.
2. Able to perform frequent stretching, lifting, and the use of manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creating of immobilization devices.
3. Able to assist in the transporting, moving, lifting and transferring of patients weighing up to 300 pounds from a wheelchair or stretcher to and from beds, treatment tables, chairs, etc.
4. Able to lift devices (weighing up to 50 pounds).
5. Able to communicate clearly, monitor and instruct patients before, during and after procedures, and distribute information relevant to the work duties.
6. Possesses sufficient visual and auditory acuity. This is necessary to report visual observations of patients and equipment operations as well as to read patient's medical records and medical information. Auditory acuity must be adequate enough to hear the patient during all phases of care as well as to recognize and interpret equipment signals.
7. Possesses sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating and performing these skills in a timely manner.
8. Able to make appropriate decisions in an emergency or where a situation is not clearly defined by specific guidelines.
9. Able to emotional stability and psychological health in a day-to-day interaction with patients/clients, staff, family and others in a decision making process, and on the daily execution of didactic and clinical assignments.
10. The ability to meet these requirements is documented by physical exam. Student is considered compliant when a Medical Report has been completed and signed by a physician, nurse practitioner, or physician's assistant.

ATTENDANCE:

The policy on attendance for university classes will be the responsibility of the professor, and the professor will fully inform students of such policy at the beginning of the semester.

The faculty and staff at Florida National University want you to succeed. Since studies indicate a positive relationship between good attendance and better grades, you are strongly encouraged to attend all classes and arrive on time.

- Individual instructors establish their own class attendance policies. Each instructor's policy is included in the course syllabus and distributed at the beginning of each semester.
- It is your responsibility of understand and follow these policies and, if possible, to notify instructors in advance when it is necessary to miss a class.
- Any anticipated prolonged absences should be reported to instructors as soon as possible
- If you stop attending class (es) for any reason, you must consult with your instructor(s) and registrar about possible withdrawal from the class (es).

Students are responsible for the timely submissions of work, regardless of absences. Please note: attendance policies for programmatic practicum components may differ. Students should be aware of their respective program requirements when attending any practicum components.

Please refer to university catalog page 63, 64, Leave of Absence and Standard Period of Non-Enrollment.

Please see the institutions grievance procedure and policy within the Florida National University Catalog or student handbook regarding how to begin the appeal process.

Should a student miss any classes one (1) week after being placed on academic warning, the academic registrar will notify the student of their withdrawal from the institution. Upon notification of withdrawal a student will have seven (7) days to appeal this decision. Please see the institutions grievance procedure and policy within the Florida National University Catalog or handbook regarding how to begin the appeal process.

Veteran's Attendance Policy

Early departures, class cuts, tardiness, etc., for any portion of a class period will counted as 1 absence.

Students exceeding 20% total absences in a calendar month will be terminated form their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

TARDINESS: If a student is more than 15 minutes late, he or she must obtain the instructor's permission to attend the class. Four late arrivals will result in the equivalent "consequence" as one unexcused absence. This applies to all students enrolled in the Diagnostic Medical Sonography Program, including those who receive Veterans Assistance.

ACADEMIC DISHONESTY: Please refer to University Catalog and University Student Handbook.

EXTERNSHIP EXPERIENCE REQUIREMENT

Students must make arrangements to be available for clinical externship between the hours of 7:00 a.m. and 7:00 p.m., Monday – Friday. A schedule will be provided prior to the start of each externship course to assist students with scheduling other commitments.

Clinical externships will follow once students have completed all programmatic courses with a letter grade of "B".

NO CALL/NO SHOW POLICY

A "no call/no show" is defined as a failure to call in before the student's class starts or the clinical shift starts. Disciplinary action for "no call/no shows" will be as follows:

1st offense = verbal warning followed up with written documentation

2nd offense = written warning

3rd offense = immediate suspension and time will be made up

No Call/No Show warnings and suspensions stay on the student's record for the length of the program and are monitored progressively throughout the program.

CLINICAL EDUCATION POLICIES AND PROCEDURES

Students enrolled in the Florida National University Associate of Science in Diagnostic Medical Sonography Program (ASDMS) will be responsible for observing the Institution's and ASDMS program Academic/Policies and Procedures. *In addition, students will be required to adhere to their clinical education center's (affiliation site) Policies and Procedures, notably the policy addressing workplace hazards.*

The policy and procedures stated in the University catalog and programmatic student handbook represent a contractual agreement between Florida National University and the Sonography student for the duration of their enrolment. Failure to comply with the policies and procedures may affect student evaluations and may result in probation/dismissal.

The Clinical Coordinator will provide students with all necessary documents prior to and during externship. Students must provide all the required documents on a timely manner.

CLINICAL COURSE OBJECTIVES

Throughout the curriculum of the ASDMS Program, the student will attend the clinical education centers. Course syllabi will be given to each student and clinical instructor for each course. During the time students are rotated through different diagnostic areas, they will be transferring knowledge from theory to application of skills in performing diagnostic sonography procedures. During preliminary rotation through a given activity, students will be primarily

engaged in observation, orientation, equipment manipulation, and patient care. As time progresses and experience is gained, so will the level of the students' competencies.

CLINICAL COURSES

Each clinical course is related to a didactic portion of the ASDMS Program. The clinical goals and objectives are clearly outlined in this handbook and explained to the student. For each clinical course, the student will receive a course syllabus, with expected competencies and learning objectives. The rotation schedule is designed to develop skills in each area of the sonographer's scope of practice and to follow sequentially with the didactic portion of the sonography course. Students will follow the rotation schedule as posted and do the required competencies that apply to that area. Each rotation period identified on the rotation schedule requires a Clinical Site Rotation Evaluation of the student. These evaluations will comprise part of the student's clinical grade.

During the clinical externship courses, students will rotate through different areas of the assigned clinical education facility. Students will demonstrate knowledge in equipment manipulation, patient care techniques, ultrasound anatomy, image and diagnostic quality. Image critique will be part of the clinical portion of the sonography program.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

HIPAA is a patient protection act that affects the students in the clinical education centers in respect to patient privacy. The student will have access to patient demographics and healthcare information. As health care professionals, it is required by this act that to protect all information regarding patients, said information is to remain strictly confidential.

It is very important that no patients' information leave the facility at the end of each day. Recording a facility ID number, as means for retrieving a procedure for evaluation and film critique is acceptable however. You may complete your daily Clinical Case Log using only the time and date of the procedure and the patient ID number; no identifying features, (i.e. age, male/female, DOB, or any combination of such). No flash cards are to leave the health care facility.

SUPERVISION IN THE CLINICAL EDUCATION FACILITY

Each clinical education facility assigned has a Registered Sonographer who has accepted the assignment and duties of Clinical Instructor.

The Clinical Instructor and ultrasound Department Supervisor may permit a student who continuously demonstrates excellent patient care skills and has completed the procedure competency to work under indirect supervision once the student has demonstrated competency in a given exam.

The ASDMS Program at Florida National University mandates that the following areas must remain **under direct supervision AT ALL TIMES for the length of the ASDMS Program.**

- Operating Room (OR)
- All Repeat studies
- Special Procedures

DIRECT SUPERVISION: Requires a Registered/General Licensed Radiographer to remain in the radiography room with all students.

1. Review the requisition.

2. Review the patient condition.
3. Review the images with the student.
4. Assist the student with all images that require repeating.
5. Remain with the student during all special procedures, OR, and repeat examinations.

INDIRECT SUPERVISION: Requires a Registered sonographer to be in the immediate area and be readily available if the student should need assistance with an examination/patient.

Note: If the student has reached competency level in a procedure but a study must be repeated, the staff technologist responsible for that area must directly supervise the repeat examination.

(PATIENT PROTECTION)

Students are responsible for the following:

1. Students *must* have all sonography procedures reviewed and initialed by Clinical Instructor assigned to student.
2. Students *must* not release a patient from the Imaging Department without direction of the Sonographer.
3. Students must work under *direct supervision* of an Ultrasound Technologist until competency has been completed successfully.
4. Successful competency completion permits students to work under indirect supervision. As the student progresses through the program the number of sonography procedures they may do under indirect supervision increases.

Note: Non-compliance with any of the above will result in disciplinary action up to and including dismissal from the program.

CLINICAL SCHEDULES

At the time of clinical scheduling, the student will be asked to complete a form with *their name, address, and zip code*. Students are assigned to the clinical education facility by the clinical coordinator based schedules availability by site. Each clinical education facility has an approved number of students. It is the student's responsibility to update their information as needed.

Clinical externship rotations are scheduled in accordance with JRCDS requirements. Student clinical rotation schedules are made and given to the student prior to orientation. The Clinical Coordinator develops the initial rotation schedule and may rearrange rotations to reflect students per area, work load, competency availability, and staff supervisors. Students will rotate through all areas of sonography by the end of their clinical education.

Students who wish to change the rotation schedule must request the change at least two weeks prior to the desired rotation change in writing and fill the proper forms. Students cannot switch their clinical rotations without documented consent from the Clinical Coordinator. Students are required to complete their externship according to the schedule assigned by the Clinical Coordinator. Start and end times must be strictly followed. The University is only responsible for assignment of externship sites located anywhere in Dade and Broward Counties. Students are responsible for transportation to and from their assigned sites. Students are not allowed to ride with site personnel to their assigned site.

Note: All student must complete 28 clinical hours per week no more or less. All must have equitable clinical hours.

CLINICAL ATTENDANCE

Absences or early dismissals are not permitted unless previous arrangements are made with the Clinical Coordinator and the Site Coordinator. Habitual tardiness will result in dismissal from the externship site. Students are required to do a minimum of 25 hours of clinical practice a week. In the case, where a student is short hours one week, they are to make up the hours the following week.

Tardiness:

Students must adhere to clinical facility requirements regarding punctuality and attendance as well as Florida National University's policies.

Failure to Sign In and/or Out

Students must have a time in and a time out for every day of attendance on the timesheet.

Failure to do so will result in the following:

- a. Failure to sign-in will be interpreted as non-attendance.
- b. Failure to sign-out will be interpreted as leaving early without explaining to clinical supervisor.
- c. Signing in and out at the same time will be interpreted as falsifying records.

ORIENTATION FOR CLINICAL EXTERNSHIP CLASS:

All students must attend the orientation class for clinical externship at the beginning of their first semester of clinical externship. All policies, procedures and requirements will be reviewed with students and they will be asked to sign a Statement of Agreement and Understanding at the end of class.

ASDMS EXTERNSHIP PACKET:

Students will receive the forms necessary to complete their clinical externship rotation(s) at the orientation class. These forms along with assignments must be delivered in person or via e-mail to the Clinical Coordinator no later than close of business day every Monday. Incomplete forms or assignments will be returned to the student and will be considered a late submission affecting student grade.

EVALUATION

1. Preceptor & Site Evaluation:

Students must submit a Preceptor & Site Evaluation form at the end of each clinical rotation. This form will be provided to the student either in person or via e-mail prior to the end of the semester. The student will return the completed form to the clinical coordinator.

2. Clinical Instructor Evaluation:

The clinical evaluation process includes, but is not limited to, the following instruments:

1. Clinical Instructor Evaluation of the ASDMS Student: (Course End)
 2. Clinical Coordinator Evaluation of the ASDMS student : (Course End)
- Student Evaluation of the Clinical Site and Clinical Instructor: (Course End)

The student is responsible for the following:

1. Submitting Clinical Site Instructor Evaluations in a timely manner as required by the Clinical Coordinator.
2. Completing the front top portion in its entirety.
3. Reviewing the evaluation and, if needed, writing any comments in the space provided.
4. Submitting original evaluation forms, *not a copy*. This document must be brought in to the office. **IT CANNOT BE FAXED!**

3. Mid-Term Self Evaluation:

Student is to complete the self-evaluation in narrative form. Students will comment on their assessment of their mid-semester clinical performance in the areas identified below.

- ✓ Technical skills
- ✓ Attitude and professional behavior
- ✓ Attendance
- ✓ Professional appearance
- ✓ Identify strengths observed
- ✓ Identify weaknesses observed
- ✓ improvements you would like to achieve during the remainder of the term

4. Manual Skills Evaluation:

Students must complete a primary competency evaluation prior to entering their clinical externship rotation. If the clinical competency evaluation is not completed within the allotted time, students will not be able to enter the clinical externship rotation.

PREGNANCY POLICY

PREGNANCY DECLARATION - STUDENT CHOICE

Students who are pregnant are not allowed or encouraged to perform ultrasound scans on themselves or to allow other students or sonographers to perform ultrasound examinations which have not been ordered by a physician.

Students who are pregnant are expected to maintain their academic standing for each class including clinical rotations. Time missed is to be made up according to existing policies. Students who find a hardship with their clinical rotation due to pregnancy may petition a change in clinical rotation. Changes may be made if it does not get in the way with the clinical education of another student, place the requesting student at significant advantage, and does not significantly affect the schedules of staff.

ADDITIONAL CLINICAL RULES

1. **Telephone Calls:** Cellular phones must be on “vibrate” at all times. Phone calls will be returned during break time. Students may not make personal calls during clinic hours unless there is an emergency.
2. **Smoking/Alcohol/Eating/Drinking/Chewing Gum:** Food and drink are prohibited in the ultrasound rooms and must be consumed at designated break areas. Smoking is prohibited

in any area within the clinical setting. No alcoholic beverages are permitted at any time in any setting.

3. **Personal Property:** The clinical affiliate is not liable for the loss, theft, damage, destruction, or other casualty of the student's personal property.
4. **Parking:** Students are responsible for their own parking.
5. **Reading of Materials:** Reading of materials in the clinical area, other than those directed by site or school officials, are completely prohibited.
6. **Professional Conduct/Behavior:** Students are expected to maintain a professional attitude at all times during clinic hours. Adherence to the policies of the clinical affiliate is required in regard to the student's behavior and personal conduct. The student is expected to treat the equipment in the clinical affiliate with proper care and concern. Any student who defaces or damages property belonging to the clinical affiliate with purposeful intent, or extreme carelessness because of unruliness, horseplay or misuse of property, will be subject to disciplinary action and may be held financially liable for damages.
7. **Unauthorized scanning:** Unauthorized scanning are prohibited. A student unauthorized scanning should be immediately reported to the Clinical Coordinator or Program Director.
8. **Unassigned/Restricted Areas:** Students are responsible to adhere to and comply with all regulations of unassigned or restricted areas at the clinical affiliate. No student is allowed to operate ultrasound equipment without permission or the presence of a radiographer.
9. **OSHA:** All students will adhere to the OSHA regulations
10. **Replacement of Paid Personnel (Student Usage):** Students are not used in place of paid personnel. All assignments must be of educational value to the student. Any issues or concerns not covered in this manual may be discussed with the Program Director or Clinical Coordinator.

USE OF ELECTRONIC DEVICES AND SOCIAL NETWORKING

POLICY

With the advent of electronic devices, a large amount of healthcare, medical, and productivity software has been developed. Studies have shown that students who use electronic devices in the clinical setting are more successful and are not as anxious about the experiences. The use of electronic devices in the clinical setting provides the student with up-to-date information, which is readily available.

Therefore, the student may use an electronic device as a resource during clinical experiences as per facility policy. Compliance must be protected with the Health Insurance Portability and Accountability act (HIPPA).

Social networking has allowed people across the world to have unprecedented access to immediate updates on another person's location, situation, and commentary. However, this open access can also put the individual at a personal risk. People can be followed; employers can search potential candidates, and people may unintentionally violate privacy rules. With this in mind, discussing any clinical situation on any social networking site is strictly prohibited. Violation of this policy

would be considered a privacy violation and subject to dismissal or other disciplinary action /dismissal.

Procedure:

RESPONSIBLE PERSON	ACTION
1. Diagnostic Medical Sonography Faculty	1. To orient the clinical students to the electronic device/social networking policy at the beginning of clinical in order for students to be aware of HIPPA compliance
2. Student	1. At a minimum, enable password protection on electronic device: <ol style="list-style-type: none"> a. Minimum of 4-6 character length password b. Device should lock out after third unsuccessful password attempt. c. Passwords should change every 90 days (or sooner if the student believes their password has been compromised) d. Infrared ports or wireless access should be disabled (or enabled only while the device is unlocked) 2. De-identify client information. Remove/do not record the following data <ol style="list-style-type: none"> a. Client age b. Names c. Room numbers d. Geographical subdivisions e. All elements of dates f. Telephone numbers g. Fax numbers h. E-mail addresses i. Social Security Number j. Medical record number k. Health plan beneficiary number l. Account number m. Certificate/license number

POLICY – 20: COMMUNICABLE DISEASE POLICY

In order to protect the safety and health of Florida National University students, the following Communicable Disease policy has been designed and adopted by the University. This plan will be utilized by students, staff and faculty to assist in the management (and prevention) of communicable diseases by the Centers for Disease Control. A Communicable Disease is a disease that can be transmitted from one person to another person (direct contact); from an

inanimate object (indirect); from conjunctival, nasal, oral mucosa, etc. (droplet or airborne) or through contact with food, water, animals, etc. (common vehicle).

Some examples of Communicable Diseases and protocol for management according to the CDC.

Disease	Information	Transmission	Incubation Period	Action/Restrictions
Rubella (active)	Most contagious when rash appears	Transmitted by nasopharyngeal droplets	12-23 days	Immunization (MMR) is most effective treatment. No contact until 5 days after rash appears.
Scabies and pediculosis	Lice - transmitted by infestation of mites	Direct contact by person or inanimate objects	Cleaning procedures and medication will help with the elimination of mites. No contact until treated and no signs of infection	No contact until lesions have healed. Need to be on prescription (antimicrobial) medication.
Streptococcus	Can be a natural carrier. Various diseases	Direct contact	Varies 2-10 days	No contact for at least 24 hours after appropriate prescription medications have started
Tuberculosis	Please see BBP/OSHA training	Please see BBP/OSHA training	Please see BBP/OSHA training	Students will need TB skin tests before a clinical rotation at a hospital or clinic. No contact until proven noninfectious
Vaccinia (smallpox)	WHO declared world free of smallpox in 1980		Theoretical risk with contact with dressings or recombinant vaccination	Vaccination recommended for select individuals
Varicella	Chickenpox or shingles Vaccination available	Direct contact (airborne has also occurred)	10-21 days	No contact until lesions are dry and crusted. Can develop immunity after being infected by Varicella

Viral respiratory infections (flu, RSV, rhinovirus, etc.)	Some vaccinations available for certain strains	Direct contact, droplet or airborne	1-5, day 3mostcontagious	No contact until
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Disease	Information	Transmission	Incubation Period	Action/Restrictions
Blood borne Pathogens (Hep B, C and HIV)	Please see BBP/OSHA training	Please see BBP/OSHA training	Varies	Vaccination available for Hep B. Please see BBP /OSHA training for more information
Conjunctivitis	Bacterial or viral	Transmitted by direct contact with individuals or equipment	5-12 days	Referral for MD evaluation and medication. No contact until discharge from eye(s) ceases
Diphtheria	Rare in US	Transmitted by droplets or direct contact	2-5 days	No contact. Need to have anti-microbial therapy & 2 negative cultures more than 24 hours apart
Acute Gastrointestinal infections	Variety of causes – bacteria, virus and protozoa	Transmitted by direct contact, contaminated food, water, etc. airborne	Varies	Need to practice good hygiene to prevent infections. Restricted contact until asymptomatic
Hepatitis A	Viral infection	Oral/Fecal	15-50 days	Vaccination available, practice good hygiene and restricted contact until 7 days after onset of jaundice.

If uncertainty occurs, proper referral to a medical professional for diagnosis and treatment is a must.

Florida National University Guidelines Regarding Communicable Diseases

1. Student must have BBP/OSHA training on file.
2. Students must utilize Universal Precautions and good hygiene according to BBP/OSHA training at all times.
3. If there has been a potential exposure to a BBP or communicable disease, the student must communicate that information with the program director and fill out the appropriate incidence report form (BBP).
4. If a student becomes ill, students are encouraged to self-isolate and to seek medical

treatment. Under certain situations of a communicable disease, proof of MD work/school release may be required.

5. The student must communicate medical absences to the Program Director and the appropriate Florida National University faculty as soon as possible.

APPENDIX

Associates of Science in Diagnostic Medical Sonography Program
Clinical Instructor's Evaluation of The Student

Student's name:	Rotation Date:
Clinical Site	Clinical Instructor(s):

The student will not be expected to perform a complete sonographic examination until they have received appropriate instruction for that examination. N/A is Not Applicable or Not Observed and is not used in grade calculations.

Evaluate each area of performance (Poor = 0, Below average = 1, Fair = 2, Good = 3, Excellent = 4) For scores of 1 or 0 instructor should identify the item by number and give a brief explanation to help the student improve on that item. Student and Clinical Instructor are to sign form at the space provided.

	Affective Domain	0	1	2	3	4	N/A
1	Student is effective in communicating with the staff						
2	Student can relate sonograms to other modalities						
3	Student has an understanding of sonographic anatomy						
4	Student's actions in patient care were appropriate						
5	Student had a professional appearance						
6	Student was prompt						
7	Student was attentive when patient exams were in progress						
8	Student was cooperative with the clinical staff						
9	Student completed tasks in a timely fashion						
10	Student was professional in his/her clinical conduct						
	Psychomotor Domain	0	1	2	3	4	N/A
11	Student can turn on equipment and perform laboratory start up						
12	Student identified patients properly						
13	Student kept medical records according to the clinic's protocol						
14	Student can prepare the exam room						
15	Student understands imaging procedures for the clinic						

16	Student performs appropriately in the clinical setting						
17	Student can select appropriate transducers for a given examination						
18	Student uses appropriate medical vocabulary						
19	Student understands artifacts as they relate to sonographic imaging						
20	Student can turn off equipment and perform laboratory shut down						
	Cognitive domain	0	1	2	3	4	N/A
21	Student can locate assigned anatomy with a transducer						
22	Student can line up the plane of view on longitudinal structures						
23	Student can line up the plane of view transverse to structures						
24	Student uses transducer appropriately to display anatomy						
25	Student cleans transducer after use						
	Total points for Affective						
	Total points for Psychomotor						
	Total points from Cognitive						
	Total all points						
	Percentage Grade = (accumulated points/possible points) x100						

Clinical Instructor's Evaluation of the Student

To help the student improve on deficient skills the clinical instructor should identify any items having a score of 0, 1 or 2 and make a brief comment about the nature of the deficiency.

Instructor Comments:

Student Comments:

**Student Externship Clinical Site Progress Report
ASDMS Program**

This evaluation is a requirement that must be completed periodically by the clinical coordinator in order for our institution to meet CAAHEP Standards. This evaluation must be obtained in an honest and objective manner.

Student: _____ _____	Term: _____
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Date: _____ Location of Evaluation: _____

Evaluation:	
Recommendations:	
Follow up if needed:	

Clinical Coordinator Name

Clinical Coordinator Signature

**Diagnostic Medical Sonography Technology Program
Mandatory Patient Care Procedure, Scanning Techniques, Equipment Care and Exit
Skills/Competencies**

Completion Sign-Off Forms

Students must demonstrate competency in the clinical activities listed below:

- Five mandatory patient care procedures and be CPR certified
- Five mandatory scanning techniques
- Two mandatory equipment care activities
- 16 mandatory imaging procedures
- 11 elective imaging procedures selected from a list of 24

Mandatory Patient Care Procedures

Procedure	Mandatory	Date Completed	Clinical Coordinators/ Instructor Signature
CPR Certification			
Vital Signs (Blood pressure, pulse, respiration)			
Monitoring level of consciousness and respiration			
Standard Precautions			
Sterile technique			
Verification of informed consent			

Mandatory Scanning Techniques

Techniques	Mandatory	Date Completed	Clinical Coordinators/ Instructor Signature
Gray Scale (2D)			
Color Doppler			
Power Doppler			
Spectral Doppler			
M-Mode			

Mandatory Equipment Care

Exam	Mandatory	Date Completed	Clinical Coordinators/ Instructor Signature
Prepare transducer for intracavitary use			
Clean and disinfect transducer			

Abdomen/Retroperitoneum

Exam	Mandatory	Elective	Date Completed	Attempt Number	Clinical Coordinators/ Instructor Signature
Liver	X				
GB/biliary tract/CBD	X				
Pancreas	X				
Spleen	X				
Gastrointestinal Tract (e.g. appendix)		X			
Kidneys	X				
Adrenals		X			
Bladder	X				
Lymph nodes		X			
Prostate		X			

Aorta	X				
IVC	X				
Main Portal Vein	X				
Vasculature (e.g., hepatic, renal, aortic branches)		X			
Abdominal wall (e.g., hernia)		X			

Superficial Structures

Exam	Mandatory	Elective	Date Completed	Attempt Number	Clinical Coordinators/ Instructor Signature
Scrotum and testes	X				
Breast and axilla		X			
Superficial masses		X			
Thyroid	X				
Salivary glands/parotid glands		X			
Musculoskeletal		X			
Non-cardiac chest (e.g., pleural space, lung)		X			

Gynecology

Exam	Mandatory	Elective	Date Completed	Attempt Number	Clinical Coordinators/ Instructor Signature
Uterus	X				

Adnexa (including ovaries)	X				
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Obstetrics

Exam	Mandatory	Elective	Date Completed	Attempt Number	Clinical Coordinators/ Instructor Signature
First Trimester	X				
Second Trimester	X				
Third Trimester	X				
Fetal biophysical profile		X			

Interventional Procedures

Exam	Mandatory	Elective	Date Completed	Attempt Number	Clinical Coordinators/ Instructor Signature
Biopsy		X			
Aspiration		X			
Drainage procedures		X			

Vascular Procedures

Exam	Mandatory	Elective	Date Completed	Attempt Number	Clinical Coordinators/ Instructor Signature
Post catheterization complication		X			
Venous extremity Doppler (upper)		X			
Venous extremity Doppler (lower)		X			
Carotid Doppler		X			

Pediatric

Exam	Mandatory	Elective	Date Completed	Attempt Number	Clinical Coordinators/ Instructor Signature
Head		X			
Spine		X			
Hips		X			
Pyloric stenosis		X			
Bowel (intussusception, appendix)		X			

Clinical Coordinator Signature _____ Date: _____

Student Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

Associate of Science in Diagnostic Medical Sonography
Externship Hour Log

Student Name: _____ Externship Site: _____

Address: _____

Date: From: _____ To: _____ Course # _____

Week Day	Time-In	Time-Out	Total Hours	Comments	Supervisor's Initials
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

I certify that the above information is correct. This student has completed _____ hours under my supervision.

Clinical Instructor's Name: _____ Title: _____

Signature: _____ Date: _____

NOTE: DUE EVERY MONDAY

ASDMS Student Clinical Data Sheet

Student: _____

Clinical Site: _____

	Date	Procedure	Level of Participation	Sonographer & Total Time Per Exam	Pathology
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Levels of Participation:

- 1- Observed Exam
- 2- Scanned with major assistance
- 3- Scanned with moderate assistance
- 4- Scanned with minor assistance
- 5- Scanned with no assistance

	Performed	Assisted	Observed		Performed	Assisted	Observed
Abdominal/ Retroperitoneum	Total:			Vascular Procedures	Total:		
Liver				Post-catheterization complication			
GB/Biliary Tract/CBD				Venous extremity Doppler (upper)			
Pancreas				Venous extremity Doppler (lower)			
Spleen				Carotid Doppler			
Kidneys				Pediatric			
Adrenals				Head			
Bladder				Spine			
Prostate				Hips			
Lymph nodes				Pyloric stenosis			
Gastro intestinal Tract (e.g. Appendix)				Bowel (Intussusception)			
Aorta				Other Invasive Procedures			
IVC				(Specify)			
Main Portal Vein				(Specify)			
Vasculature (e.g. hepatic, renal, aortic branches)							
Abdominal Wall (e.g. hernia)							
Superficial Structures				Other Non-Invasive Procedures			
Scrotum and testes				(Specify)			
Breast and axilla				(Specify)			
Superficial masses				Echocardiography	Total:		

Musculoskeletal				Complete 2D Imaging			
Thyroid				Doppler Measurements			
Salivary glands/ parotid glands				Complete M-mode Recordings			
Musculoskeletal				Complete Color Doppler Imag.			
Non-cardiac chest (e.g., pleural space lung)				Complete Spectral Analysis			
Transabdominal	Total:			Transvaginal	Total:		
Gynecology Procedures				Gynecology Procedures			
Uterus				Uterus			
Adnexa (including ovaries)				Ovaries			
Obstetrics				Follicular Monitoring			
First trimester				Intraoperative Procedures			
Second trimester				Culdocentesis			
Third trimester				Obstetrics Procedures			
Fetal Biophysical				1st Trimester OB			
Interventional Procedures				Amniocentesis			
Biopsy				Chorionic Villi Sampling			
Aspiration				Others (Specify)			
Drainage and procedures							
Chorionic Villi Sampling							

Student Name: _____ **Week:** _____

Clinical Site: _____ **Received by:** _____

Student Site Evaluation Form

The goal of this form is to evaluate the site assigned to the student in order to enhance the quality of the externship component of the program.

Please check off the correct box according to the scale below:

4= Excellent 3= Average 2= Below Average 1=Poor

Subjects of Evaluation	4	3	2	1
a. Were you allowed to operate all pertinent equipment for your practice				
b. Ability to communicate with the supervisor or preceptor about job functions				
c. Was there enough opportunity to interact with patients				
d. Ability to get along with the site staff				
e. Supervisor and site attitude towards the student				
f. Rate the help and guidance received from the supervisor or preceptor				
g. Ability to apply theoretic knowledge during externship				
h. Overall evaluation of externship experience				

Comments:

Externship Site:

Date: _____

Student Preceptor Evaluation Form

The goal of this form is to evaluate the preceptor(s) assigned to the student in order to enhance the quality of the externship component of the program.

Please check off the correct box according to the scale below:

4= Excellent 3=Average 2=Below Average 1=Poor

Subjects of Evaluation	4	3	2	1
a. Demonstrates teaching ability				
b. Provides Guidance				
c. Serves a good role model				
d. Patience				
e. Maintains impartial in his/her teachings				
f. Demonstrates consideration of the students' feelings				
g. Shows enthusiasm while teaching				
h. Maintains professional conduct				

Comments:

Preceptor(s) Name:

Date: _____

Associate of Science in Diagnostic Medical Sonography
Pre-Clinical Requirement Acknowledgement

I _____, have been informed that in order for me to enter the clinical rotation, must successfully pass the Sonographic Physics and Instrumentation examination (SPI).

Student's Name: _____

Student's Signature: _____

Date: _____

Associate of Science in Diagnostic Medical Sonography
Receipt of New Student Packet Acknowledgement Form

I, _____ have received and understand the New
(Student's Name)

Student Packet with associated forms.

Student's Signature: _____ Date: _____

Program Director's Signature: _____ Date: _____