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# Sonography Program

# Student Handbook

ASHEVILLE-BUNCOMBE TECHNICAL  
COMMUNITY COLLEGE

# 2021

# Table of Contents

<b>INTRODUCTION</b> .....	<b>5</b>
<u>A-B TECH SON PROGRAM</u> .....	5
PROGRAM HISTORY.....	6
<b>PROGRAM MISSION AND ACCREDITATION</b> .....	<b>7</b>
MISSION AND ACCREDITATION .....	7
<i>Program Mission</i> .....	7
<i>College Accreditation</i> .....	7
<i>Program Accreditation</i> .....	7
JOINT REVIEW COMMITTEE ON EDUCATION IN DIAGNOSTIC MEDICAL SONOGRAPHY.....	7
<i>Program Effectiveness Data, Goals, and Student Learning Outcomes</i> .....	8
Program Effectiveness Data.....	8
Program Goals and Student Learning Outcomes (SLO).....	8
<b>A-B TECH POLICIES</b> .....	<b>9</b>
<u>A-B TECH CODE OF STUDENT CONDUCT</u> .....	9
<u>A-B TECH CODE OF CLASSROOM CONDUCT</u> .....	9
<u>DESTRUCTION OF PROPERTY</u> .....	9
<u>DRUG-FREE WORKPLACE POLICY</u> .....	9
<u>STUDENT COURSE DROP/WITHDRAWAL</u> .....	9
FINANCIAL ASSISTANCE .....	9
STUDENT RESPONSIBILITIES.....	10
SMOKE-FREE CAMPUS .....	10
JOB PLACEMENT ASSISTANCE .....	10
STUDENT COUNSELING .....	10
CHANGE IN PERSONAL INFORMATION.....	10
NON CHANGE IN PERSONAL INFORMATION .....	10
DISCLAIMER TO INCOMING AH 2021 COHORTS .....	11
<b>PROGRAM POLICIES AND PROCEDURES</b> .....	<b>12</b>
<u>GRIEVANCES POLICY</u> .....	12
<u>INCLEMENT WEATHER POLICY</u> .....	13
<u>TEACHING/LEARNING STRATEGIES</u> .....	13
<u>ACADEMIC ADVISING</u> .....	13
<u>DEGREE AWARDED AND CERTIFICATION ELIGIBILITY</u> .....	14
GRADING SYSTEM .....	14
<u>PROLONGED ILLNESS</u> .....	14
HOLIDAYS AND VACATIONS.....	15
APPOINTMENTS.....	15
COMMUNICATION.....	15
TECHNOLOGY REQUIREMENTS.....	15

<b><u>APPROXIMATE STUDENT EXPENSES</u></b> .....	16
<b><u>A-B TECH SONOGRAPHY PROGRAM MATRICULATION SHEET</u></b> .....	17
<b><u>GRADUATION REQUIREMENTS</u></b> .....	18
<b><u>A-B TECH TECHNICAL STANDARDS FOR SONOGRAPHY STUDENTS</u></b> .....	19
<b><u>PROGRAM READMISSION/COURSE REPETITION POLICY</u></b> .....	24
<b><u>TRANSFER CREDIT/PROFICIENCY TESTING</u></b> .....	24
<i><u>Transfer Info</u></i> .....	25
<i><u>Clinical Requirements</u></i> .....	25
<b><u>PREGNANCY POLICY</u></b> .....	26
<i><u>Purpose</u></i> .....	26
<i><u>Rationale</u></i> .....	26
<i><u>Policy</u></i> .....	26
<b><u>AIUM STATEMENT</u></b> .....	27
<b><u>CODE FOR PROFESSIONAL CONDUCT-SONOGRAPHY PROGRAM</u></b> .....	29
<b><u>SONOGRAPHY PROFESSIONAL ORGANIZATIONS</u></b> .....	31
<i><u>North Carolina Society of Diagnostic Medical Sonographers (NCUS)</u></i> .....	31
<i><u>Society of Diagnostic Medical Sonography (SDMS)</u></i> .....	31
<i><u>A-B Tech Sonography Club</u></i> .....	31
<i><u>Society for Vascular Ultrasound</u></i> .....	32
<i><u>SDMS Code of Ethics</u></i> .....	32
<b><u>CLASS POLICIES</u></b> .....	<b>34</b>
<u>ELECTRONICS</u> .....	34
<u>CLASS DRESS CODE</u> .....	34
<u>TOTAL NUMBER OF CONTACT HOURS</u> .....	34
<u>CLASS ATTENDANCE</u> .....	35
<i><u>Attendance Policy—Classroom and Lab</u></i> .....	35
<u>SCANNING OF STUDENTS</u> .....	36
<b><u>CLINICAL OBLIGATIONS</u></b> .....	<b>37</b>
<u>CLINICAL ASSIGNMENTS</u> .....	38
<u>CLINICAL ONBOARDING PROCESS</u> .....	38
<i><u>Background check and drug screening</u></i> .....	39
<i><u>Loss of Clinical Placement</u></i> .....	39
<u>LEGAL LIABILITY INSURANCE</u> .....	39
<u>TRAJCSYS AND TABLET</u> .....	39
<b><u>CLINICAL POLICIES</u></b> .....	<b>40</b>
<u>CODE OF CONDUCT FOR CLINICAL PARTICIPATION</u> .....	40
<u>CONFIDENTIAL INFORMATION</u> .....	42
<u>STUDENT-PATIENT RELATIONSHIP</u> .....	43
<u>CLINIC ATTENDANCE POLICY</u> .....	43
<i><u>Proper Clinical Call-In Procedure</u></i> .....	45
<u>CLINICAL POINT SYSTEM</u> .....	45
<u>CLINICAL DRESS CODE</u> .....	47
<u>CLINICAL COURSE GOALS</u> .....	48

<u>SEQUENCE OF EXPECTATIONS IN CLINICAL COURSES</u> .....	49
<u>LAB AND COMPETENCY PROCEDURES</u> .....	50
<i>Lab Procedures</i> .....	50
<u>PATHWAY TO COMPETENCY</u> .....	50
<u>COMPETENCY PROCEDURE</u> .....	53
<u>STUDENT PERFORMANCE EVALUATIONS</u> .....	54
<u>PROFICIENCY EXAM</u> .....	54
<u>CLINIC AFFILIATE PARKING</u> .....	55
<u>LEGAL LIABILITY INSURANCE</u> .....	55
<u>CLINIC SUPERVISION POLICIES</u> .....	55
<u>ACCIDENTS, INCIDENTS, AND EXPOSURE TO COMMUNICABLE DISEASES AT CLINICAL SITES</u> .....	55
<b><u>CLINICAL SITES</u></b> .....	<b>57</b>
<b><u>PROGRAM FACULTY INFORMATION</u></b> .....	<b>58</b>
<b><u>PATIENT CONFIDENTIALITY STATEMENT</u></b> .....	<b>59</b>
<b><u>SCANNING CONSENT</u></b> .....	<b>60</b>
<b><u>PROGRAM HANDBOOK SIGN-OFF SHEET</u></b> .....	<b>61</b>

# Introduction

## A-B Tech Sonography Program

This Sonography Student Handbook is only part of the information necessary for you to successfully complete the program. You will also be receiving SON course outlines, syllabi, and Clinical Manuals. The A-B Tech Catalog is available online. You will also be given the opportunity to receive a copy of the A-B Tech Student Handbook and Calendar before fall semester classes begins. **It is your responsibility to read these documents and be familiar with all college, program, and course policies and requirements.**

The sonographers you will be working with during the next 21 months have all pledged themselves to excellence in patient care and we welcome you as a student member of our profession. Every student who meets the admission requirements of the program has the ability to succeed and do exceptionally well. The program only wants to graduate the best. The healthcare work environment will allow no less.

This program is serious business--it's about patient care, it's about professional standards, and it's about quality education. The program faculty has been hired by the college to deliver a program in compliance with accreditation standards and curriculum requirements that is based on sound educational principles. We want you to reach higher, to try harder, and to learn far more than you ever thought possible. We have structured everything to set you up to succeed. All you have to do is do your part.

Your sonography instructors at the college are all professionals in this field with many years of experience as clinicians and educators. Do all they expect of you and you will meet with a success you only dreamed of when you began the program.

Success is a journey, not a destination...enjoy your journey over the coming months!!!

Welcome to the Sonography Program at A-B Tech! The responsibilities of the program and the profession may appear great at times, but the rewards outnumber all challenges you may encounter by tenfold.

The A-B Tech Sonography Faculty

## Program History

Asheville-Buncombe Technical Community College (A-B Tech) has served as the community's premier technical educator since 1959. A-B Tech is proud of its successful history, especially of the success of the college's allied health programs. The Sonography program started at AB-Tech in 2001 with Chastity Case as the Program Director. In the beginning of 2016, the Allied Health Division relocated to the Ferguson Allied Health and Workforce Development Building (AHWD) at 10 Genevieve Circle, Asheville, NC.

The program classroom and faculty offices are located on the second floor of the AHWD building on the A-B Tech campus.

The A-B Tech Sonography Program has served as the main source of entry-level sonographers in the area ever since the program graduated its first class in 2003. Graduates of the program have been successful in obtaining employment in a wide variety of settings including area hospitals, doctor's offices, emergency care centers, imaging centers, and clinics.

# Section 1: Program Mission and Accreditation

## Program Mission

The mission of the A-B Tech Sonography Program is to prepare competent entry-level general and vascular sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the health care industry located in Western North Carolina.

## College and Program Accreditation

A-B Tech is accredited by the Southern Association of Colleges and Schools and is approved by the North Carolina Board of Education.

## Program Accreditation

The program is accredited by the Commission on Accreditation of Allied Health Education Programs by review of the Joint Review Committee for Education in Diagnostic Medical Sonography. The program was awarded full ten -year reaccreditation September 18, 2015. This process required the writing of a self-study report and site visit by other educators from around the country. More information about the process is available upon request from the program faculty.

## JRCEDMS Standards for Programs in Sonography

The A-B Tech Sonography Program has chosen programmatic accreditation by the Joint Review Committee for Education in Diagnostic Medical Sonography (JRCEDMS). The JRCEDMS Standards must be complied with by the program and are a way to insure minimum standards for the development and self-assessment of programs in Sonography. A copy of the current standards is available upon request of the department chairperson.

The Diagnostic Medical Sonography Program is accredited in general and vascular concentrations by CAAHEP with review by JRC-DMS. The following are the accrediting agencies:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

25400 U.S. Highway 19 North, Clearwater, FL 33736,

Phone: 727-210-2350, Fax: 727-210-2354,

[Learn More About the Commission on Accreditation of Allied Health Education Programs](#)

JRC-DMS

6021 University Boulevard, Suite 500,

Ellicott City, MD 21043,

Phone: 443-973-3251

[Learn More about the JRC-DMS](#)

2021 Standards:

Effective: September 1, 2021

Adopted by: The Joint Review Committee on Diagnostic Medical Sonography (JRCDMS)

### **Program Effectiveness Data**

- Graduates will attempt and pass the SPI, Abdomen, OB/GYN and Vascular ARDMS exams.
- Students will complete the program.
- Graduates will obtain employment.
- Employers will be satisfied with the program.
- Graduates will be satisfied with the program.

### **Student Learning Outcomes**

Upon completion of the program, the student/graduate will:

1. utilize effective written and oral communication and interpersonal skills according to professional standards.
2. provide appropriate patient care in the clinical according to professional standards.
3. perform sonographic exams unassisted.
4. accurately report sonographic findings.



## **SECTION 2: A-B TECH POLICIES**

### **A-B Tech Code of Student Conduct**

To protect the students and employees of the College from the irresponsible actions of others, the College has also adopted basic rules of student conduct. Each student should review the current A-B Tech Code of Student Conduct found in the current A-B Tech Catalog and Student Handbook and Calendar. Students who have been charged with a violation of these rules will be assigned consequences based upon the seriousness of the offense.

### **A-B Tech Code of Classroom Conduct**

Civility is behaving in a polite way. We have high expectations of each member of the class regarding their behavior toward each other and the instructor. Classroom etiquette is basically good manners and the expectations regarding such behavior should not unduly burden anyone. All students are expected to conduct themselves as mature adults. Each student should review the A-B Tech Code of Classroom Conduct that is found in the current A-B Tech Catalog and Student Handbook and Calendar. The program faculty will expect appropriate behavior in the classroom and will use this code of conduct as a guide.

### **Destruction of Property**

Destruction of school property will not be tolerated. Violations will result in the student being dismissed from all allied health programs.

### **Drug-Free Workplace Policy**

It is the policy of A-B Tech that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or illicit use of alcohol on the college campus or as a part of any of its activities or business is prohibited. Any student violating this policy will be subject to disciplinary action up to and including suspension or expulsion.

### **Student Course Drop/Withdrawal**

Students are encouraged to consult with program faculty when considering withdrawal and before completing the required forms. Current college publications should be consulted for further information.

### **Financial Assistance**

Several types of financial aid are available for students who demonstrate financial need and who are maintaining satisfactory progress in their course of study. It is highly recommended that all students apply for the full range of financial assistance. All inquiries concerning student financial aid should be directed to the Financial Aid Office in the K. Ray Bailey Student Services Center. The Society of Diagnostic Medical Sonography Foundation and The Society of Vascular Ultrasound provide scholarship opportunities for students.

## **Student Responsibilities**

All students are responsible for the proper completion of their academic program, for the familiarity with all requirements of the A-B Tech catalog under which they intend to graduate, for maintaining the grade point average required, for knowing their academic standing, and for meeting all other degree requirements. Program faculty, advisors and counselors are available to assist all students, but **FINAL RESPONSIBILITY FOR MEETING PROGRAM AND GRADUATION REQUIREMENTS REMAINS WITH THE STUDENT.**

## **Job Placement Assistance**

No reputable college can guarantee jobs for graduates. However, the college will assist students and alumni in every possible way in obtaining suitable employment. The program faculty will also post any job vacancies they are aware of as they arrive in the mail or are phoned in.

## **Student Counseling**

A-B Tech offers counseling and other services to students. For a complete list, please visit the student services page at the college website here- <https://abtech.edu/student-resources/student-services-overview>.

## **Change in Personal Information**

Please notify the program faculty AND fill out the Change in Vital Data form from Student Services if you have a change in your address, name, or phone numbers of record that you have previously provided. It is critical that we keep this information as up to date as possible to make sure you do not miss out on important information.

## **Non-Citizens and Clinical sites:**

A-B Tech welcomes non-citizens with work authorization through U.S. Citizenship and Immigration Services (USCIS) to our Selective and Limited Allied Health programs. Clinical site eligibility is determined by the sites themselves and can be impacted by immigration status. Non-citizens should discuss their non-citizenship status with their Selective or Limited program advisor as soon as they are accepted so that accommodations can be made for non-citizens. Non-citizens who are eligible for the Selective and Limited programs may not be eligible for certain clinical sites.

## **Smoke-Free Campus**

A-B Tech is a smoke-free campus as of August, 2007. Most of the clinical settings are also smoke-free. Students must observe smoke-free policies of the college and each clinical site. Students who smoke are NOT entitled to additional break periods during clinical hours to satisfy their smoking needs. If such breaks are taken, the student will be subject to having the time away from clinical assignments counted as a tardy. The smoking student should also be aware that most patients find a smoke-saturated uniform offensive, and in some cases, a health hazard. If students are sent home to change uniforms for this reason time will be deducted from the clinical day.

Students who are reported to be smoking, to include e-cigarettes, and/or vaporizing device, in violation of the campus and clinical site policies will be referred to the Vice-President of Instructional Services for disciplinary action.

## **DISCLAIMER to incoming AH 2021 Cohorts**

All A-B Tech Allied Health students must successfully complete three levels of training to complete their educational Programs: didactic, laboratory, and clinical, the latter of which in most cases requires external sites to provide clinical opportunities for students. Due to the very serious, continuing, and unforeseen nature of the Coronavirus pandemic, these sites have severely limited (or prohibited) our ability to send our students to them. As sites re-open, of course we will do our best to send students to them for their required training, but the delays and limited positions offered means that **students entering Allied Health Programs in the Fall of 2021 may not be able to finish these Programs in the usual and advertised amount of time, but instead may have to continue in the Program for additional semesters/terms of training to obtain the necessary and required clinical hours.**

## **Section 3: Sonography Program Policies**

Students enrolled in the A-B Tech Sonography Program will be responsible for observing college rules and regulations as stated in the current college catalog, student calendar, and program handbook. Failure to comply with the policies and procedures will affect classroom and clinical grades and/or student evaluations and will result in counseling of the student on an individual basis with consequences based on the seriousness of the offense. All disciplinary actions will comply with college rules/policies, the Division of Allied Health, and specific Sonography Program Policies including verbal and/or written warnings, disciplinary probations/suspensions, and/or referral to Division Dean or the Vice-President for Student Services and/or dismissal from the program. If clinical privileges are revoked for any reason, the student must withdraw from the allied health division. The student's successful completion of clinical rotations is required for program completion.

Each student will sign a statement of agreement confirming the program handbook and the policies set forth will be followed during the duration of the program. The intention is this handbook is to provide an accurate representation of program policies and procedures. If necessary, the sonography program faculty may alter, amend, or otherwise change program policies or procedures. The student will be given a copy of the revised policy/procedure after adequate notification of the change.

### **Grievances Policy**

The Sonography Program has an established grievance policy. It addresses any violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation. The program defines a grievance as a feeling of having been treated unfairly, for example a grade appeal.

The program recommends the student follows the procedure listed below.

- The faculty member or other employee who has been responsible for the act which you consider unfair will attempt, in good faith, to resolve the dispute.
- The program recommends any student having a complaint or grievance should initially discuss the problem with the individual involved within three (3) school days of the incident to resolve the issue informally.
- If at the time of the discussion the problem is not resolved to the mutual satisfaction of both parties, the student should discuss the matter with the program chairperson. This should occur within ten (10) school days of the incident.
- The student will receive a reply to each step of the informal complaint or grievance process within three (3) working days. If the student remains dissatisfied with the decision at this informal level, he/she would be encouraged to refer to the Student and Grade Appeals Policy outlined in the A-B-Tech Catalog. This more formal process is administered through the office of the Vice-President for Student Services.

## Inclement Weather Policy

Please refer to A-B Tech College Student Handbook and Calendar.

- In the event that students are not able to verify a school closing prior to the time they must leave for clinic or class, they are encouraged to use their judgment in determining whether or not to drive in the existing conditions.
- If a student decides not to attempt to meet a class or clinical rotation time, he or she must notify the appropriate instructor according to the published attendance policies.
- Tardies due to inclement weather, when proper notification is made, will not count toward the three tardy policy or equivalent of one full day's absence. **If it is a clinic day, no penalty will result if the student reports to clinic by 12 noon (notification to clinic site must be made before 9 A.M.) However, time missed will have to be made up at the discretion of faculty.** The points on the daily worksheet will not be reduced for these tardies.
- Each case will be considered on an individual basis by the program faculty.

## Teaching/Learning Strategies

The objectives of the program are accomplished through the utilization and administration of the following teaching/learning strategies:

1. Lectures covering knowledge-based objectives.
2. Web-assisted courses (Moodle)
3. Laboratory exercises integrated with specific knowledge-based required applications.
4. Clinical rotations and experiences which allow students to gain competence and confidence.
5. Didactic and clinical testing for competency and proficiency.
6. Group and problem-based learning to foster team-building skills.
7. Encouraged participation in student, local, state or other professional activities.

## Academic Advising

Chastity Case will act as your advisor for academic or other purposes throughout the two-year course.

- Faculty advisor will enter education plans into self-service before the start of registration.
- Faculty advisor is not required to meet with students who are progressing according to their program track.
- Student is expected to seek assistance and counseling at the first sign of any problem, academic or otherwise, that may jeopardize success in the program. Students may also be referred to the A-B Tech Counseling Center as needed depending on the circumstances.
- During advising for the students' final semester, the student must bring their application for completion and the printed program evaluation. This is located in self-service or webadvisor.
- The application for graduation can be obtained from the Bailey building.
- A degree will only be awarded after submission of this application.

## Degree Awarded and Certification Eligibility

All program graduates are eligible for the Associate in Applied Science degree in Sonography and upon meeting all other requirements, are eligible to sit for the registry examinations in Sonography administered by the American Registry for Diagnostic Medical Sonography (ARDMS).

## ARDMS

The American Registry for Diagnostic Medical Sonography (ARDMS) is the nationally recognized certifying body for the profession. The student will be eligible to sit for Sonography Principles Instrumentation SPI Registry examination after the first semester and within 60 days of graduation for the specialty exams.

The exams are administered by computer-based testing and will be set up with the testing time, site, and date arranged after the application is received by the ARDMS. Sonography Principles and Instrumentation registry can be taken after completing SON 111 Sonographic Physics in the first semester. The student applies online and submits their transcript that includes SON 111 Sonographic Physics. AB-Tech graduates will be eligible to take the OB/GYN, Abdominal and Vascular Technology examinations within 60 days of the program graduation. **It is a graduation requirement that students apply for the 4 ARDMS registries before the last day of the spring semester.**

The ARDMS conducts a pre-application review for an individual in assessing the potential impact of criminal matters on his/her eligibility for ARDMS certification prior to submitting an ARDMS examination application. Under the pre-application review procedure, ARDMS will review only actual (not hypothetical) cases in which a conviction, plea of guilty or plea of nolo contendere has already occurred with respect to a crime (felony and/or misdemeanor), other than a speeding or parking violation. There is a non-refundable pre-application fee of \$125. The pre-application form is available on the ARDMS website.

## Grading System

The Sonography program is based on a 7 point grading scale.

Grade Letter	Associated Percentages
A	93-100
B	86-92
C	77-85
D	70-76
F	69 or below

## Prolonged Illness

Students must notify the appropriate classroom or clinical instructor each day of an absence until it is established exactly how long the student will be out. Any student who misses more than three consecutive school days of class and/or clinic must obtain proper documentation for the missed time before they will be allowed to return to classes or clinic.

## Holidays and Vacations

Sonography students are committed to twenty-one (21) months of full-time study. Within this time, students are eligible for holidays recognized by the College and vacation time during semester breaks. The student should consult the academic calendar that is published in the college catalog and student calendar for the dates of recognized holidays and semester breaks. The student is reminded that up to three inclement weather days may be made up at the end of the fall semester, spring semester and/or during semester breaks ( i.e.: spring break) and should be planned for accordingly.

## Appointments

Medical, dental, and other appointments should not be scheduled during didactic and clinical times. Appointments scheduled during these times will create tardiness or unexcused absences unless extenuating circumstances prevail.

## Communication

Students are required to check their “@student.abtech.edu” email on a daily basis. Faculty use this as the means to communicate important information to students outside of the classroom.

## Technology Requirements

All of the sonography courses have an online section. Therefore, all sonography students are required to have access to the internet. For successful completion of the sonography courses, a home computer or laptop is strongly encouraged. **A printer/scanner is strongly recommended.** The students are required to have a tablet to access the clinical online management and tracking system. The tablet is required to have Wi-Fi and GPS. It is the students’ responsibility to maintain a functioning Tablet. If students are unable to access Trajecsys they are required to email Chastity Case within 3 days of the incident. In addition, a time exception must be entered the same day once the student is able to access Trajecsys if the student was unable to clock in or out. If the student does not email Chastity Case within 3 days informing they were unable to access Trajecsys and enter a time exception the same day there will be 10 points deducted from the daily participation grade.

## Approximate Student Expenses

(Based on 2020-2021 Academic Year, subject to change and some will be increased in the coming year.)

<b>Per Semester</b>	Tuition NC Resident 16 or more credit hours	\$1,216 Fall 2020-2021
	Tuition- NC Resident Fewer than 16 credit hours Per credit hour	\$76
	Non-residents of NC 16 or more credit hours	\$4,280
	Non-resident of NC Fewer than 16 credit hours Per credit hour	\$268
	Insurance Fee	\$2
	Tech Fee	\$48
	Matriculation Fee	\$6
	CAPS Fee (Campus Access)	\$20
	Activity Fee (Main Campus, Fall and Spring Only)	\$35
<b>Other Expenses</b>	Books (books may be purchased on-line)	Approximately \$850 (SON Only)
	Physical Exam (after acceptance)	\$125
	CPR Course	\$65
	Immunizations	0-\$500
	Background Check/Drug Screening Including Medical Manager (after acceptance)	\$130 - \$ 325 Multiple drug screens and background checks maybe required
	Uniform Shoes	\$75
	Uniforms (for three sets)	\$250
	NCUS Dues – yearly	\$15.00
	Tablet	\$400-\$600
	Trajecsys	\$150
Course Fee	Course Fee (nonrefundable)	\$68 for all SON courses
<b>Graduation Expenses</b>	ARDMS Exam Application Fee	\$950
	Graduation Fees	Approx. \$50

Tuition refunds: You will receive a 100% refund if you drop the class before the published start-date of the class (as it appears in Self-Service) or if the class is cancelled. A 75% refund will be made if you officially drop the class before the official 10% point of the term. Insurance, technology, and student activity fees are non-refundable.



## A-B Tech Sonography Program

### 2021 Entering Class

Student Name:

ID #:

Preadmission Requirements BIO 163 (or BIO 168 & 169), ENG 111, PHY 125, MAT 152

<b>Fall Semester</b>	<b>Date Completed</b>	<b>Transfer</b>	<b>Comments/Grade</b>
SON 110 SON Intro & Patient Care			
SON 111 Sonography Physics			
SON 130 Abdominal Sonography I			
COM 120 Intro to Interperson Com			
SON 110 SON Intro & Patient Care			
<b>Spring Semester</b>	<b>Date Completed</b>	<b>Transfer</b>	<b>Comments/Grade</b>
SON 241 Obstetrical Sonography I			
SON 131 Abdominal Sonography II			
SON 140 Gynecology Sonography			
SON 120 SON Clinical Ed I			
PSY 150 General Psychology			
<b>Summer Semester</b>	<b>Date Completed</b>	<b>Transfer</b>	<b>Comments/Grade</b>
SON 121 SON Clinical Ed II			
SON 242 Obstetrical Sonography II			
<b>Fall Semester</b>	<b>Date Completed</b>	<b>Transfer</b>	<b>Comments/Grade</b>
SON 220 Clinical Ed III			
SON 250 Vascular Sonography			
SON 272 Advanced Pathology			
<b>Spring Semester</b>	<b>Date Completed</b>	<b>Transfer</b>	<b>Comments/Grade</b>
SON 221 Clinical Ed IV			
SON 225 Case studies			
SON 289 Sonographic Topics			
PHI 240 Introduction to Ethics			

Date Graduated:

## Graduation Requirements

In order to graduate from the Sonography Program (SON) at A-B Tech, the student must:

1. Earn at least a grade of a "C" in each course in the major.
2. Maintain a minimum average of 2.0 (C) quality points on course work presented for graduation.
3. Make at least a 77 on all exams in the SON curriculum that is associated with a competency. The retake exam score will be averaged with the original score. The exams associated with a competency are explained in this handbook and in the clinical syllabus for each semester.
4. Apply to the ARDMS to take the following registries: Sonography Principles Instrumentation, Abdominal, Obstetrics & Gynecology, and Vascular.
5. Completion of all required clinical competencies.
6. Meet the other college requirements for graduation listed in the current A-B Tech Catalog, including the submission of an application for graduation to the Student Records and Registration Office. The college holds one graduation ceremony in May. Students who do not attend the graduation ceremony must submit a written request to be excused to the President at least two weeks prior to graduation. Students who do not attend graduation must still pay the graduation fee to receive their diploma.

## A-B Technical Community College Technical Standards for Sonography Students

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 provide that individuals with disabilities be allowed "reasonable modifications to policy, practice or procedure" in order to meet the qualifications of the Allied Health and Public Services Division. The intent of the Allied Health and Public Service Division is to educate competent practitioners to work in a variety of Allied Health or Public Service areas. Enrolled students are expected to complete all academic, laboratory, and clinical requirements of their selected program. The purpose of this document is to identify the physical requirements, clinical and lab work environments, as well as workplace interactions deemed essential to the completion of the selected program of study and to perform as a competent student.

If a student cannot demonstrate the appropriate skills and abilities required in their selected program, it is the responsibility of the student to request an appropriate accommodation. The College will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered and does not impose an undue hardship, difficulty, and is not unduly disruptive to the educational process.

Accommodations which are not considered to be reasonable include:

1. making the accommodation or allowing participation poses a direct threat to the health or safety of one's self or others.
2. making the accommodation means making a substantial change in an essential element of the curriculum (educational viewpoint).
3. making the accommodation means a substantial alteration in the manner in which services are provided.
4. making the accommodation poses an undue financial or administrative burden.

Asheville-Buncombe Technical Community College is invested in full ADA compliance. The Disability Services Office is part of the K Ray Bailey Student Services Center. For detailed information contact the Disability Support Services Office at [supportservices@abtech.edu](mailto:supportservices@abtech.edu) or (828) 398-7581. An appointment with the Disability Services Coordinator is recommended in order to discuss any special concerns.

Individuals with disabilities as defined in the Americans with Disabilities Act wishing to make a request for reasonable accommodation, auxiliary communication aids or services, or materials in alternate accessible formats should contact the college ADA Coordinator at the address listed below:

ADA Coordinator, Azalea Building  
Asheville-Buncombe Technical Community College  
340 Victoria Road  
Asheville, NC 28801

Telephone (828) 254-1921  
TDD: (828) 254-1921 Ext. 444  
[adaclass/adaclinicalreq/coversheetadarev2001](#)

**ASHEVILLE BUNCOMBE TECHNICAL COMMUNITY COLLEGE**

**ALLIED HEALTH DIVISION FUNCTIONAL ABILITIES  
SONOGRAPHY**

A prospective sonography candidate must demonstrate the physical and psychological ability to provide safe, competent patient care. Every prospective student must assess his or her ability prior to choosing sonography as a career. To understand the physical and psychological qualifications needed for successful sonographers, the functional abilities have been listed below.

In the case of a qualified individual with a documented disability, appropriate and reasonable accommodations will be made unless to do so would fundamentally alter the essential training elements, cause undue hardship, or produce a direct threat to the safety of the patient or student.

Students must certify the ability to meet the functional abilities of the profession by a signed statement in the beginning of the program.

<b>ISSUE</b>	<b>STANDARD</b>	<b>EXAMPLES (SON PROGRAM)</b>
<b>CRITICAL THINKING</b>	Ability sufficient for clinical judgment.	Utilize sonographic concepts as a basis for determining patient acuity and/or cognitive ability in order to achieve the best possible images. Apply positioning and technical factors taught in the classroom to the clinical setting.
<b>INTERPERSONAL SKILLS</b>	Abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.	Establish rapport with patients, instructors and colleagues. Conduct oneself in a composed, respectful manner in all situations and with all persons. Demonstrate skills to remain calm and professional in an emergency/stressful situation. Adapt rapidly to changing environment/stress.
<b>COMMUNICATION</b>	Abilities sufficient for interaction with others in verbal and written form.	Give verbal directions to or follows verbal directions from other members of the healthcare team and participate in health care team discussions of patient care. Elicit and record information about health history and current health state from patients or family members. Recognize and report critical patient information to other caregivers.
<b>MOBILITY</b>	Physical abilities sufficient to move in one's environment with ease and without restriction.	Possess physical abilities sufficient to move from room to room and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, and reach forward/reach overhead; and stand and walk for extensive periods of time. Possess physical abilities to lift 75 lbs. while performing the following activities frequently – carrying, pushing and pulling from cart height, pushing and pulling from shoulder height. Possess physical abilities to lift 75 lbs. while occasionally lifting from static knuckle height, bench height, ankle height and shoulder height. Possess the physical abilities to wear a leaded apron.

ISSUE	STANDARD	EXAMPLES (SON PROGRAM)
<b>MOTOR SKILLS</b>	Gross and fine motor abilities sufficient to provide safe and effective xxx skills.	Assist in turning and lifting patients. Possess gross and fine motor skills sufficient to provide safe and effective care, position patients, and manipulate equipment. Possess the physical abilities to move fingers and manipulate objects rapidly and quickly.
<b>HEARING</b>	Auditory abilities sufficient to monitor and assess health needs.	Hear normal speaking level sounds Hear auscultator sounds. Hear auditory alarms (monitors, fire alarms, call bells).
<b>VISUAL</b>	Visual ability sufficient for observation and assessment necessary in xxx	Possess the ability to observe patient status, behaviors, and change in skin color. Possess the ability to read digital medical records and equipment settings. Possess the ability to see close up and far away. Possess the ability to differentiate shades of grey. Possess the ability to work in dimly lit rooms.
<b>TACTILE</b>	Tactile ability sufficient for physical assessment.	Performs palpation of anatomical landmarks during patient positioning, as well as vessels for contrast injections. Utilizes touch-screens and computer keyboards for data input.
<b>ENVIRONMENTAL</b>	Possess the ability to tolerate environmental stressors.	Adapts to a variety of clinical settings and equipment. Works in small areas that may be crowded and/or noisy. Practices Standard Precautions and sterile techniques. May be exposed to communicable diseases, body fluids, toxic substances, and/or medicinal preparations. Adjusts to working in extreme temperatures, dependent on procedure or patient condition.
<b>EMOTIONAL</b>	Possess emotional stability sufficient to maintain composure in stressful situations and assume responsibility/ accountability for actions.	Follow rules of professional conduct set forth in handbook. Demonstrate an intellectual curiosity, enthusiasm, and initiative. Perform exams with accuracy and maintain organization under stressful circumstances, such as increased workload, difficult patient, instrument malfunction, emergency situation, etc. Demonstrate emotional intelligence to remain calm and professional in an emergent and stressful atmosphere. Deliver adequate patient care regardless of patient' race, ethnicity, age, gender, religion, sexual orientation or diagnosis. Demonstrate a positive, respectful attitude toward all patients, peers, and other healthcare workers regardless of appearance, condition, or beliefs. Appreciate constructive feedback. Present self in a composed, respectful manner in all situations and with all persons. Adapt to changes in work environment. Demonstrate ethical behaviors as set forth by the SDMS. Take responsibility for ones actions.

## Clinical and Lab Activity Information Table

**Job Title: Student**

**Department: Sonography**

Job Requirements	Occasional	Frequent	Constant
Activity: 30 lbs			
<b>Lifting</b>			
Static Knuckle Height	x		
Bench Height	x		
Ankle Height	x		
Dynamic Bench Height			
To the Left	x		
From the Center	x		
To the Right	x		
<b>Carrying</b>		x	
Cart Height			
Pushing		x	
Pulling		x	
Shoulder Height			
Pushing		x	
Pulling		x	
<b>List Frequency Only:</b>			
Sitting	x		
Standing/Walking			x
Climbing Stairs	x		
Ladder	x		
Balance	x		
Stooping	x		
Kneeling	x		
Crouching	x		
Crawling	x		
Reaching Forward		x	
Reaching Overhead		x	
Bended Reach		x	
<b>Other:</b>			
Handling		x	
Fingering (ability to move fingers and manipulate small objects rapidly and quickly)		x	
Feeling		x	
Talking			x
Hearing (type: low and high sounds with instrumentation)			x
Seeing Near		x	
(corrected to 20/20)		x	
Distant (color)		x	
Reading			x
Calculating		x	
Compiling		x	

### Lifting Frequencies: Other Activities:

Occasional: 1 lift every 30 minutes

Frequent: 1 lift every 2 minutes

Constant: 1 lift every 15 seconds

Occasional: 0 – 33% (0-20 min/hour)

Frequent: 34 - 64% (21-40 min/hour)

Constant: 67-100% (41-60 min/hour)

**Clinical and Lab Work Environment Information Table**

**Job Title: Student**

**Department: Sonography**

	Never	Occasional	Frequent	Constant
Indoors				x
Outdoors				
Temperature:				
Hot		x		
Moderate				x
Constant			x	
Humid/Damp		x		
Dust		x		
Hazardous Chemicals			x	
Steps, Ramps, Stairs		x		
Slippery or Uneven Walked Surfaces		x		
Irregular Work Hours			x	
Departmental Mobility Barriers			x	
Hazardous Working Conditions			x	

**Clinical and Lab Work Place Interactions Information Table**

**Job Title: Student**

**Department: Sonography**

	Never	Occasional	Frequent	Constant
Communicating				x
Interpreting			x	
Investigating			x	
Explaining			x	
Planning			x	
Supervising		x		
Teamwork				x
Work controlled by Supervisor				x
No day-to-day Supervision	x			

\*\*Student will sign acknowledge form for policy.

## **Unsuccessful SON Course Policy**

Unsuccessful grades are defined as any grade earned below a “C”.

1. The student will be unable to continue with the program any time a grade below a “C” is received in an SON course. Readmission to a future AB Tech Sonography class is prohibited.
2. All SON courses are offered only once annually.
3. Since a new class of students is admitted to the program annually, and because of the competitive nature of the program, it will be necessary for students who choose to withdrawal, during their first semester to reapply for readmission to the program for the following Fall. Students who do not pass ALL SON courses during the first semester must repeat ALL SON courses, due to the ever-evolving nature of healthcare.
4. In the event a withdrawal occurs during the 2<sup>nd</sup> semester or beyond the student must perform a set number of successful scan skill testing to determine if the program faculty can grant readmission.
5. If it has been more than two years since the student has withdrawn from the program, the student must apply for re-entry into the program.
6. Students who have been dismissed from the program for disciplinary reasons will not be considered for re-admission.
7. Each returning student must provide documentation of current CPR certification and complete a current medical form to include TB testing and vaccination update. Each returning student must also complete the background check and drug screening process required by the clinical affiliates, at students’ expense.
8. A student re-entering the program will be responsible for following the program handbook policies and procedures for their expected graduating class.

## **Transfer Credit/Proficiency Testing**

Students who wish to transfer from another JRCDMS approved program that is also SACS or equivalently accredited must:

- a. Meet the general requirements for credit transfer and advanced standing established by A-B Tech as described in the current college catalog.
- b. Meet the same academic and technical requirements as those who enter the A-B Tech sonography program.
- c. If any doubt exists with the department chairperson as to the transferability of the course for which



credit is being sought, the applicant may request proficiency testing. This testing may be written and/or practical and may be administered by the chairperson or faculty member designated by the chairperson. A grade of 77% on such examinations is required to demonstrate mastery and the appropriateness of transfer. This policy covers didactic courses only, as clinical courses are not transferable.

- d. If transfer or proficiency testing is being sought, a clinical vacancy must exist in the appropriate class, either first or second year.
- e. No credit will be transferred for courses completed at a program not approved by the JRCEDMS and/or not accredited by SACS or an equivalent agency.
- f. All transfer students are responsible for meeting all sonography program requirements such as purchasing the required uniforms or obtaining a physical examination, immunizations, background check, drug screening, etc. and will be held accountable under the same policies and procedures.

## **SON Program Transfer Requirements**

Students who seek permission to transfer SON courses from another program must provide or meet the following criteria:

- A letter of recommendation from their previous program director
- Evidence of successful completion of courses within the last 18 months from a JRCEDMS and SACS (or equivalent) accredited SON program
- Syllabi with course description and objectives for each course requested to transfer
- All course content must overlap with course content of A-B Tech's SON courses

The following will be allowed to be transferred into the AB-Tech Medical Sonography program if didactic and lab competencies are proven to the satisfaction of the program director or the program director's designee.

- SON 110
- SON 130
- SON 131
- SON 111 (or passed the SPI registry)
- SON 140
- SON 241
- SON 120

The following courses are required to be completed at AB-Tech due to the Standards set by the Commission on Accreditation of Allied Health Education Programs for Medical Sonography General and Vascular program concentrations.

- SON 121

- SON 220
- SON 221
- SON 242
- SON 250
- SON 225
- SON 289

All general education courses will be allowed to be transferred into the SON program pending respective department approval.

## Pregnancy Policy

### Purpose

The Sonography program has a policy of educating students about the hazards of radiation and importance of proper radiation protection methods prior to their rotations at the clinical affiliates. This action is taken to minimize the radiation exposure of all students and to comply with the ALARA (AS LOW AS REASONABLY ACHIEVABLE) concept. The following pregnancy policy has been established in compliance with this concept. Because a fetus is particularly sensitive to radiation, especially during the first trimester of pregnancy, certain information should be given to each female student and specific policies will be followed in the event of a possible pregnancy.

### Rationale

Available literature suggests that the harmful effects of radiation to a fetus are possible at all stages of pregnancy, but are most severe during the first three months. According to Medical Radiation Biology by Pizzarello and Witcofski as well as many other recognized texts: "Exposure of the developing embryo to ionizing radiation may produce growth retardation, death and/or congenital malformation."

### Policy

1. The student will be considered a declared pregnant worker (student), after she notifies the program director **voluntarily** in writing. This written declaration requires that the embryo/fetus dose be limited to 0.5 rem during the entire pregnancy. The ordinary annual A-B Tech student dose is well below this limit. A student may also "undeclare" their pregnancy in writing with no reason given. This will remove the fetal dose limit of 0.5 rem during the pregnancy.
2. After giving her written declaration of pregnancy, the student will be informed of the above rationale and potential for harm to the fetus. The student will also be given a copy of NRC Regulatory Guide 8.13- "Instruction Concerning Prenatal Radiation Exposure" to read and discuss with the department chairperson. The student will then be given the option of leaving the program and re-entering the following year (if space

is available, per our accreditation regulations) or remaining in the program and strictly adhering to the following guidelines:

- a. The pregnant student must faithfully wear an additional radiation monitor at waist level to monitor fetal radiation dose. This monitor will be provided by the program at no cost to the student.
  - b. In accordance with the NCRP Report #116, during the entire gestational period, the effective dose equivalent to the fetus from occupational exposure of the expectant mother should not exceed 0.05 rem a month. Federal regulations also state that the dose to an embryo/fetus should not exceed 0.5 rem for the entire pregnancy. A pregnant student who reaches or exceeds this limit must be completely withdrawn from clinical rotations and will be required to make up the missed time after delivery.
  - c. Pregnant students are expected to actively participate in all program classes, clinical rotations, and activities up until the day of delivery in accordance with current program attendance policies. The student will participate in regular clinical assignments/rotations. The student will not be able to attend clinic if physical restrictions prevent her from performing routine clinical duties such as lifting, wearing lead aprons, etc.
  - d. The student is expected to return to classes as soon as she is physically able. A written doctor's note must be submitted for absences extending beyond a two-week period. The student is responsible for all class work covered during her absence and for obtaining necessary material and assignments from instructors or fellow classmates.
  - e. The student is expected to return to clinical rotations as soon as she is physically able. The time should not exceed six (6) weeks post-partum, unless advised otherwise by her physician. A student must submit a written statement from her physician releasing her to perform clinical duties prior to returning to scheduled rotations.
  - f. No student will be allowed to graduate until all required clinical competencies are complete. Missed clinical time must be made up according to a schedule created by the program faculty.
3. Neither the College, its personnel, the clinical affiliates, nor staff will be held responsible for any injury to mother or child due to radiation exposure nor continuing with the program should the student make the decision to remain in the program during pregnancy.

## **AIUM SAFETY STATEMENTS**

### **American Institute of Ultrasound in Medicine Official Statement on Prudent Use and Clinical Safety Approved March 19, 2007 by AIUM.**

Diagnostic ultrasound has been in use since the late 1950s. Given its known benefits and recognized efficacy for medical diagnosis, including use during human pregnancy, the

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

No independently confirmed adverse effects caused by exposure from present diagnostic ultrasound instruments have been reported in human patients in the absence of contrast agents. Biological effects (such as localized pulmonary bleeding) have been reported in mammalian systems at diagnostically relevant exposures but the clinical significance of such effects is not yet known. Ultrasound should be used by qualified health professionals to provide medical benefit to the patient.

**American Institute of Ultrasound in Medicine Official Statement on Safety in Training and Research Approved April 1, 2012 by AIUM.**

Diagnostic ultrasound has been in use since the late 1950s. There are no confirmed adverse biological effects on patients resulting from this usage. Although no hazard has been identified that would preclude the prudent and conservative use of diagnostic ultrasound in education and research, experience from normal diagnostic practice may or may not be relevant to extended exposure times and altered exposure conditions. It is therefore considered appropriate to make the following recommendation:

When examinations are carried out for purposes of training or research, the subject should be informed of the anticipated exposure conditions and how these compare with normal diagnostic practice.

\* Refer to the [American Institute of Ultrasound in Medicine Website](#) for all of the official statements regarding the use of ultrasound.

## Code for Professional Conduct-Sonography Program

Examples of professional behavior are given below, but not limited to these examples.

Students will refrain from **lying**, (deliberately make an untrue written or oral statement or deliberately creating a false impression through words or actions), **creating an unprofessional atmosphere** (belittling, bullying or badgering classmates, staff or other clinical professionals), **cheating**, (intentionally mislead or defraud, or to endeavor to mislead or defraud another. To use unauthorized assistance to submitted work or examinations designed to represent one's own effort), **stealing**, or **intentionally misleading or deceiving** anyone as to the known facts, **plagiarism**, (to steal and present the ideas or words of another as one's own without crediting the source) and **intent**, (to have in mind as a purpose or goal. An assessment of intent is essential to consideration of the ethical violations previously defined. However, denial of intent does not provide exoneration from the charge, since the intent can be inferred from the circumstances in which an unethical act was performed). Students will **take responsibility for their own choices, actions and education** by only bringing issues that directly affect themselves to instructors. Please refrain from speaking on behalf of other students or instigating classroom turmoil. This is seen as an unethical behavior. The profession has no tolerance for unethical behavior. Any student found to be participating in lying, cheating, stealing, intentionally misleading or deceiving, plagiarism, intent, or bullying will automatically receive an F in the course.

In addition, the following behaviors will also result in the student receiving an F in the course.

1. The program faculty will support and uphold the college and division codes of student conduct. In addition, the student will be responsible for observing the Society of Diagnostic Medical Sonography Code of Ethics. Any violation of the code of conduct may result in dismissal from the Sonography program.
2. Sonography students shall conduct themselves in a manner compatible with the dignity of their profession. Respect must be shown for clinical and didactic instructors as well as supervising technologists. Constructive feedback should be accepted in a positive manner. Insubordination in any manner will not be tolerated. Insubordination may include, but is not limited to the following examples: failure to follow the requests of the faculty, clinical instructors, or clinical staff; refusing to adhere to dress code or other policies, etc.
3. Sonography students shall provide services with consideration of human dignity and the uniqueness of the patient, unrestricted by consideration of age, sex, race, creed, social or economic status, handicap, personal attributes, or the nature of the health problem.
4. Sonography students shall judiciously protect the patient's right to privacy and shall maintain all patient information in the strictest confidence. Current federal regulations apply to the security of patient health information and certain violations will result in fines or prison sentences.

5. Sonography students shall not diagnose, but in recognition of their responsibility to the patient, they shall provide the physician with all information they have relative to the patient that can lead to proper diagnosis.
6. Sonography students shall be responsible for reporting unethical conduct and illegal professional activities.
7. Protect the confidential nature of information gained from educational, practice, and investigation activities unless sharing such information could be deemed necessary to protect the well-being of the person served in accordance to HIPAA guidelines.
8. Refuse to participate in, or conceal, any unlawful, incompetent or unethical practice.
9. Exhibit concern primarily for the welfare of the individual served above all other considerations (i.e., course requirements).

Any violations of the following behaviors will result in a range of actions, from warnings and/or being sent home (with attendance and point deductions), to dismissal from the program.

1. Abide by the regulations and policies of the program and training sites.
2. Exhibit an attitude of respect, concern and cooperation toward peers, faculty, and staff.
3. Practice personal grooming, hygiene and adhere to required dress code.
4. Accept responsibility for one's own work and results; demonstrate willingness to accept suggestions for improvement.
5. Recognize and respect the role and competencies of other professionals and cooperate with them for the benefit of the person served.
6. Demonstrate sound judgment commensurate with his or her level of training and experience.
7. Maintain physical, mental, and emotional composure in difficult situations.

## Professional Organizations

Sonography students are encouraged to join the following organizations.

### A-B Tech Sonography Club

This is the first opportunity for involvement at the College-level with your fellow students. Activities include fund-raising and participation in A-B Tech sponsored SGA activities. Each A-B Tech club must participate in SGA meetings on a regular basis to obtain funding to assist with SGA-funded activities. Up to \$1500.00 may be given each year based on each club's own fund-raising activities. Each class will elect two officers (President and Vice-President) to serve as student government representatives. They will coordinate class activities and serve as class representatives to the faculty as well as the A-B Tech Student Government Association. Clubs approved to operate on campus must have their charters renewed each fall.

The officers will stay in office the remaining semesters of the program. They may schedule to meet with the entire sonography group of students or faculty on an as needed basis. Scheduling is done through the assigned SGA faculty advisor. All sonography students are expected to participate in club activities and in class meetings.

### North Carolina Ultrasound Society (NCUS)

NCUS is the state society for diagnostic medical sonographers. The purpose of this society is to provide information on current and advancing technology in the field of medical sonography. The NCUS is dedicated to providing the sonographer and student sonographer with continuing education as well as making available various educational resources.

Each year the NCUS hosts an annual symposium with the most distinguished leaders and speakers in our medical profession. Continuing education credits are available for attending this meeting. The NCUS also sponsors a scientific exhibit each year. ALL medical sonography students will be expected to attend at least one of these meetings.

Fees for joining the NCUS are \$15.00 per year, payable by January 31<sup>st</sup> of each year. Since our program begins after this date, students may join for \$7.50. Renewals to the NCUS (\$15.00) will be due January of the following year. [Apply online at www.ncus.org](http://www.ncus.org)

### Society of Diagnostic Medical Sonography (SDMS)

The SDMS is the national society representing sonographers. Its primary purposes are to advance the science of ultrasound technology, to establish and maintain high standards of education and training for sonographers, and to advance and educate its members and the medical community in the science of Diagnostic Medical Sonography. As a student are not required to be a member of the national organization (SDMS). As a professional you are encouraged to become a member at your convenience. For more information, consult the program director or the SDMS at [www.sdms.org](http://www.sdms.org).

## Society For Vascular Ultrasound

SVU has been dedicated to the advancement of noninvasive vascular technology used in the diagnosis of vascular disease. The Society has a diverse membership of over 5,000 vascular technologists, surgeons, cardiologists, lab directors and many more. For more information visit the [Society for Vascular Ultrasound Website](#) As a health care professional it is our duty to support and be an *active* part of our state society.

## SDMS Code of Ethics for the Profession of Diagnostic Medical Sonography

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

### Objectives

1. To create and encourage an environment where professional and ethical issues are discussed and addressed.
2. To help the individual diagnostic medical sonographer identify ethical issues.
3. To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

### Principles

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

- A. Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
- B. Respect the patient's autonomy and the right to refuse the procedure.
- C. Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
- D. Promote the privacy, dignity and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
- E. Maintain confidentiality of acquired patient information, and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
- F. Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

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

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the [National Commission for Certifying Agencies \(NCCA\)](#) or the [International Organization for Standardization \(ISO\)](#).
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.



- D. Acknowledge personal and legal limits, practice within the defined [scope of practice](#), and assume responsibility for his/her actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and recredentialing.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

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

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent his/her experience, education and credentialing.
- E. Promote equitable access to care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.
- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

## **SECTION 4: CLASSROOM POLICIES**

### **Electronics**

- **The use of a camera from any electronic device is strictly prohibited.**
- **The use of electronic devices for personal reasons during class time is strictly prohibited.**
- **Any recording device must be approved by the instructor prior to the beginning of each class. This must be addressed at each class meeting.**

Any violations to this policy, unless special arrangements are made with faculty prior to the start of class, will result in the student receiving a warning for the first infraction, the second infraction the student will be asked to leave classroom for remainder of the class, attendance policy will apply. And the third infraction will result in the student being dismissed from the course.

### **Dress Code**

All Sonography students are required to adhere to the proper dress code whenever attending the clinical portion of their training. The student should refer to the clinical portion of this handbook for exact requirements. Classroom attire should be neat and conservative, and should not distract from the learning process. Shoes must be worn at all times. Pajamas are not appropriate classroom or lab attire. The temperature in the classroom is somewhat erratic at times and the student who tends to be cold natured is advised to bring a sweater and dress appropriately. The classroom and lab are fragrance free environments. No perfume, scented lotions or body odors will be tolerated. The student receiving a warning for the first infraction, the second infraction the student will be asked to leave classroom for remainder of the class, attendance policy will apply. And the third infraction will result in the student being dismissed from the course.

### **Total Number of Contact Hours**

The average total time per week that a student is actually in contact with instructors is approximately 30-40 hours per week. This includes classroom, lab, and clinical hours. The average week of involvement in some aspect of the program is Monday through Friday from 8:00 AM - 4:00 PM. One rotation during the program, students will be required to participate in a night-clinical rotation. (Monday - Thursday, 4:00PM – 10:00). Also, one weekend rotation is required (Friday, Saturday, and Sunday, 8:00AM – 4:30PM). On rare occasions, the student may also be scheduled for late afternoon or early evening labs. The most difficult part of the sonography program is learning the skills necessary to produce a diagnostic ultrasound image. For this reason, there are scheduled lab days each semester. It is mandatory that you participate during these open lab sessions. You will be given access to the Sonography Lab Calendar and are required to schedule a time convenient for you during the open lab sessions to practice scan skills. You will not be a successful student if you do not practice scanning in the Sonography Lab on the AB-Tech campus. At no time will the student exceed 40 hours of combined clinic, classroom, or lab involvement.

## Attendance

The Program Faculty believes that anytime a student is not in attendance at a didactic class, laboratory session, or clinical rotation, he or she is not able to receive the full benefits of a presentation or experience, even if competencies are eventually met. It is also believed that regular and punctual attendance is expected of all students for them to achieve their potential in the sonography program and to develop desirable personal traits necessary to obtain employment in any allied health profession. For these reasons, full-time attendance is mandatory to all didactic classes, laboratories, and clinical rotations.

Students who are absent more than 12 weeks cannot receive credit for the course.

### Attendance Policy—Classroom/Lab

1. The student is responsible for contacting the program faculty prior to the scheduled class time to report an absence or expected tardy. Communication can be in the form of an email, a text, or a phone call to the appropriate instructor. The extension numbers are listed in the faculty section in the back of the handbook. Messages **must not** be sent through another student, unless extenuating circumstances prevail.
2. **Failure to properly report an absence will result in an unexcused class absence and the student will receive a "0" on any test, quiz, or graded assignment given on that day.**
3. Students are responsible for all material covered in scheduled classes whether or not they were in attendance. They assume the task of obtaining the material they need from classmates or the instructor. **A grade of "0" will be recorded for any graded assignment, other than a test, that is missed due to an absence, including but not limited to childcare issues, transportation issues, hospitalization, and/or family emergencies.**
4. **If the student missed a test and proper call-in procedure was followed, he or she should be prepared to take it on their first day back to classes or clinic.** The student will be given a make-up test which could be short answer or essay type questions depending on the nature of the material. The student should check their email on the day of the missed test to check for the scheduled re-test. The scheduled re-test may even be at 8 A.M. the following morning.
5. Students are required to actively participate in class, lab and clinic. If a pattern of distraction is seen such as sleeping, sidebar conversations, cell phone use, extra breaks, disruptive behavior, etc. the student will receive a tardy.
6. To receive course credit, a student should attend a minimum of 90 percent of the contact hours of the class. **Upon accumulating absences exceeding 10 percent of the course contact hours, the student will be dropped from the class. If the student doesn't follow the official withdrawal procedure, they will receive a grade of "F". See the current A-B Tech College Catalog for further information.** The 10%

number of hours will be included in each course syllabus and will be discussed at the beginning of each semester.

7. Being late for class is also a serious interruption of instruction. A tardy is defined as arriving late for class (any minutes), leaving early (any minutes,) or being away from class without permission during class hours. It is departmental and college policy that three tardies is the equivalent of one full day's absence from class. **For every third tardy, the student will have one full day's absence counted for the course.** These accumulated absences due to tardiness, regardless of tardy time (i.e.: 1 min, 7 min, 15 min, etc.) will count toward the 10% mark for that course.
8. In the event that an instructor is not in class and arrangements have not been made, the class is dismissed after ten minutes. A roll must be signed by the students present and turned in to the Department Chairperson or Dean. Students enrolled in classes that meet for two or more hours who sign the roll and leave must report to the classroom at the beginning of the second class hour. In the event that the instructor is not present for the second hour, the students may again sign the roll and leave. If the course is scheduled for more than two hours, students will not be required to report to the classroom after the second hour. **Students are encouraged to check faculty offices on the second floor of the AHWD building before signing the roll and leaving.**
9. The student is also responsible for adhering to the A-B Tech Code of Classroom Conduct. See the most current version of the A-B Tech Student Handbook and Calendar and College Catalog.

### **Scanning of Students**

Students are allowed to scan each other in the AB-TECH scan lab. Students may volunteer to be scanned but it is not required. In any event, the student may refuse to be scanned. The scans performed in the lab are for educational purposes only not for diagnosing pathology. Student grades are not affected by participation or nonparticipation. Endovaginal, rectal, scrotal, and breast sonography will not be performed on each other. Please refer to the AIUM statement regarding scanning students for the purpose of education.

## **SECTION 5: CLINICAL OBLIGATIONS**

### **Allied Health Division: Clinical Policies**

#### **General**

A required component of the allied health division is the student's participation in the clinical placement at area hospitals, clinics, and offices. Successful completion of clinical rotations is necessary to meet program graduation requirements. Allied Health students will not be conferred a degree, diploma or certificate unless they can successfully complete the clinical placement and all other aspects of the program.

Clinical affiliates hold patient care at a high level of responsibility. They must insure there is no risk to their patients before allowing an individual to participate in providing healthcare. Accordingly, clinical affiliates have their own standards in determining who may participate in a clinical program at their location. The College does not play any role in determining whether a student satisfies the standards set by the clinical affiliate.

#### **Admission to the Allied Health Division**

Admission into an allied health program is a two phase process. A student is not admitted into the Allied Health program until each phase is completed.

1. The prospective student must be admitted conditionally to the program.
2. The prospective student must be accepted into the clinical placement. Individual clinical placements have their own acceptance requirements separate from the college (e.g. drug testing, criminal background, etc.) If a prospective student is denied acceptance for clinical training privileges at any healthcare institution, for any reason, that student is ineligible to proceed with the course of study in the allied health division.
  - a. Once a student is conditionally admitted, a background check and drug screening will be conducted by a third-party entity chosen by the College. Prospective student shall deal directly with the third-party entity and will be responsible for all financial costs.
  - b. The third-party entity will report all results directly to the clinical affiliate. Prospective student may also obtain a copy of the report for their personal review. The healthcare institution will then inform the College whether the prospective student's clinical privileges are approved or denied. If denied, the student will not be admitted into the program.

#### **Loss of Clinical Placement While in an Allied Health Program**

At any time after acceptance into an allied health program, if clinical privileges are revoked for any reason, the student must withdraw from sonography program and will not be allowed to apply to any other programs within the allied health division.

## Clinical Assignments

A-B Technical Community College has affiliation agreements with many facilities. A list of the facilities, locations, distance from campus, and directions can be found at the end of this section. Additional sites may be added during students' progression through program.

Students will rotate through the clinical affiliates for two-to-eight-week rotations. Some of these clinical sites may require an hour and half drive from campus.

Clinical site rotations are decided by faculty without bias and are randomly assigned by the program's clinical coordinator. Assignments are made as fairly and consistently as possible. No personal requests for rotations will be honored. Students are not allowed to switch or otherwise amend their assignments. However, due to unforeseen circumstances program faculty may move students if they deem necessary.

Clinical rotations are performed Mon-Fri from the hours of 8:00-4:30. The exact hours vary from site to site and from semester to semester. Students are required to participate in a minimum of one weekend and one 2<sup>nd</sup> shift rotation during the program. Clinical hours are as follows:

Semester	Rotation	Days	Times
First	1 <sup>st</sup> shift	Thurs	8:00 am – 3:30 pm
	2 <sup>nd</sup> shift	Thurs, Fri	3:30 pm – 7:00 pm
	Weekend	Sat	8:00 am – 3:30 pm
Second	1 <sup>st</sup> shift	Thurs, Fri	8:00 am – 4:00 pm
	2 <sup>nd</sup> shift	Thurs, Fri	3:30 pm – 11:30 pm
	Weekend	Sat, Sun	10:00 am – 5:30 pm
Third, Fourth, Fifth	1 <sup>st</sup> shift	Mon, Tues, Wed	8:00 am – 4:30 pm
	2 <sup>nd</sup> shift	Mon, Tues, Wed	3:30 pm – 12:00 am
	Weekend	Sat, Sun	8:00 am – 8:30 pm

## Clinical Onboarding Process

The clinical affiliates have an onboarding or orientation process for students. The clinical orientation is unique to each facility and must be completed in a certain timeframe before the student rotates to that site. The onboarding process can include completing documentation, watching videos, quizzes, and/or additional vaccinations, background check and drug screening. The student must complete the required orientation for each facility before rotating and within the established timeframe. For example, a clinical affiliate may require orientation to be completed 30 days before a student starts. If the student does not complete the orientation on time, the student will not be allowed to rotate at the assigned clinical site, **and no other clinical arrangements will be made.** 15 points will be deducted from the clinical participation portion of the grade for each day missed until the assigned clinical site orientation is completed. The days missed will count toward the 10% point for the clinical course.

## **Background check and drug screening**

The background check and drug screening will be conducted by a third-party entity chosen by the College, except for the VA. The VA performs their own independent background check, finger printing, and possible drug screening. Students shall deal directly with the third-party entity and will be responsible for all financial costs.

The third-party entity will report all results directly to the clinical affiliate. Student may also obtain a copy of the report for their personal review. The healthcare institution (clinical site) will then inform the College whether the student's clinical privileges are approved or denied. If denied, the student will not be allowed to continue in the program.

The student must complete the required orientation for each facility before rotating and within the established timeframe set by the clinical site. For example, a clinical affiliate may require orientation, a background check, and a drug screening to be completed 30 days before a student starts at their site. Due to the random clinical site assignment process, a student may not be assigned a particular site until their 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, or even 5<sup>th</sup> semester. If a student is denied acceptance for clinical training privileges at any healthcare institution, for any reason, at any time, that student is ineligible to proceed with the course of study in the allied health division. The college has no input in the clinical site decisions. At any time, the site may require an additional vaccinations, background check, drug screen, etc. be performed in which the student is responsible for all associated costs.

## **Loss of Clinical Placement**

At any time after acceptance into an allied health program, if clinical privileges are denied or revoked for any reason, the student must withdraw from sonography program and will not be allowed to apply to any other programs within the allied health division.

## **Legal Liability Insurance**

Due to the nature of the direct patient contact each student will have while on Clinical Assignments, A-B Tech provides each student with coverage for malpractice insurance while on Clinical Assignment. This coverage is not in effect when the student is working for a Clinical Affiliate for pay outside of scheduled Clinical Assignments.

## **Trajecsys and Tablet**

Trajecsys is a cloud based online clinical management and tracking system. All clinical documentations will be completed online. Students will use a Tablet to access trajecsys.

The tablet will only be used in the clinical setting when the technologist fills out the clinical documents, the student will not be allowed to use the tablet at any other time during clinic. Unauthorized use of the tablet in the clinical setting will affect the student's grade and continued infractions will lead to the student's dismissal from the program.

Table requirements: The tablet must be at least 7 inches in length. Example of appropriate tablets would include: iPad, iPad mini, Kindle, or Nook. The tablet must have Wi-Fi and a GPS.

## **Clinical Policies**

Each semester the student will be enrolled in clinical education courses during which they will be graded on the completion of clinical competencies, evaluations, scan finals, scan quizzes and clinical daily participation. Grading information on each specific clinical course will be provided in the clinical syllabus for the course.

A required component of the allied health division is the student's participation in the clinical placement at area hospitals, clinics, and offices. Successful completion of clinical rotations is necessary to meet program graduation requirements. Allied Health students will not be conferred a degree, diploma, or certificate unless they can successfully complete the clinical placement and all other aspects of the program.

Clinical affiliates hold patient care at a high level of responsibility. They must insure there is no risk to their patients before allowing an individual to participate in providing healthcare. Accordingly, clinical affiliates have their own standards in determining who may participate in a clinical program/rotation at their location. The College does not play any role in determining whether a student satisfies the standards set by the clinical affiliate

## **Code of Conduct for Clinical Participation**

Clinical sites can revoke your clinical training privileges at any time they feel you are a danger to patient care or you have demonstrated noncompliance to their policies or procedures. If clinical privileges are revoked for any reason, the student must withdraw from the allied health division. The student's successful completion of clinical rotations is required for program completion.

The following guidelines are published to aid the student in determining proper professional conduct while performing clinical rotations. Unless otherwise noted, any violations of these behaviors will result in a range of actions, from warnings and/or being sent home (with attendance and point deductions), to dismissal from the program.

1. Report to the clinical assignment in an alert condition adhering to proper sign-in/sign-out procedures with the proper person.
2. The student shall be in their assigned area at the designated time wearing the proper complete uniform. The student shall obtain permission before leaving clinical assignments for breaks and/or meals.
3. Any time spent in unassigned areas will result in attendance and point deduction.
4. Refrain from the use or possession of drugs or alcoholic beverages before or during clinical assignments or while on campus. Any odor resembling alcohol on a student's breath will not be tolerated while on clinical assignment, even residual odors from previous use. This is a representation of poor patient care practice and the student will be immediately referred to the college for disciplinary action, including dismissal from the program. The student will not be allowed to remain at the clinical site smelling of alcohol. In addition, no



points for attendance will be given for the day. Additional drug screening may be done in any situation in which student behaviors give cause to believe illegal drug use may be involved.

5. The use of a camera from any electronic device is strictly prohibited.
6. NOT sleep on clinical assignments. If student falls asleep, time will be deducted from the 10% mark and a tardy will be given. Student will also be asked to leave clinic site and time and points will be deducted accordingly.
7. NOT engage in theft of any articles from the clinical affiliate.
8. NOT engage in immoral conduct, as defined by the clinical affiliate's rules and regulations, and the student handbook while on clinical assignment.
9. Observe the program's policies with regard to attendance, (i.e. tardies and absences).
10. Adhere to appropriate guidelines as published by the college for initiation of grievances concerning any aspect of clinical coursework. This includes maintaining a professional attitude when in the presence of other students, staff technologists, program faculty, physicians, and patients.
11. Observe designated smoking policies for each clinical affiliate. Smoke breaks are NOT permitted during clinical rotations and a smoke saturated uniform is considered as offensive and will result in the student being sent home to change with time and points deducted.
12. NOT chew gum while on clinical assignment but mints may be appropriate.
13. Eat only in areas designated for that purpose.
14. Use of cell phones or ANY other electronic device is NOT permitted during clinical hours. A five point deduction per occurrence without warning will be taken from the daily clinical participation.
15. Private phone calls are not allowed. Any incoming calls for a student will only be permitted in case of an emergency. No computer use for personal reasons is allowed, for example, using clinical site computers, smartphones, or other electronic devices to access the internet or to access personal email. A five point deduction per occurrence without warning will be taken from the daily clinical participation.
16. NOT loiter in the department of the clinical affiliate at times not specified for clinical assignment.
17. Students will be expected to accept assignments by the clinical instructor commensurate with the student's capabilities, or to take direction from an individual designated by the clinical instructor.

18. Students are expected to adhere to clinical dress code as stated in clinical portion of this handbook.
19. Students are expected to always follow proper channels to address problems they may experience in the clinical setting or classroom. Social networking (Facebook, Twitter, etc.) during clinical hours and/or referencing clinical agencies or their employees at any time on a social network is unprofessional and is not an acceptable avenue to address these concerns. Any violation will result in grounds for disciplinary action, including dismissal from the program. You are encouraged to follow the proper channels to discuss clinical or didactic situations that you feel need to be addressed by talking to the clinical instructor, supervisor, or A-B Tech faculty.
  - Social Networking opportunities (Facebook, Twitter, LinkedIn, etc.) can create positive avenues for communication and sharing of professional activities and information. Please keep these suggestions in mind should you decide to use social media on your "off time" to discuss your experience as a medical imaging student: Be professional, use good judgment, and be accurate and honest in your communications. Errors, omissions or unprofessional language or behavior reflect poorly on you, the College, and/or your clinical site, and may result in liability for you, the college, and/or your clinical site. Be respectful and professional to fellow students, faculty, clinical staff and patients. You should also remember that many employers are "googling" prospective employees or may be a participant in the same network.
20. NOT leave their assigned area within the Radiology Department without specific permission.
21. NOT leave patients unattended while undergoing diagnostic procedures.
22. NOT accept any type of gratuity or "tip" from a patient or a patient's family.
23. NOT have visitors or their children visit with them during clinical hours.
24. NOT "flirt" or behave in an inappropriate manner with patients.
25. Park in designated parking areas for assigned clinical rotations.

## **Confidential Information**

All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the department supervisor or designate. Students are expected to maintain the confidentiality of all hospital records in a professional manner in accordance with clinical and federal standards. If a student is found guilty of willfully violating patient confidentiality, he or she will receive an F for that course and may also face legal implications by the clinical institution and/or the patient. The student will be required to sign a confidentiality statement at the end of this handbook which will be kept on file. Training on HIPAA confidentiality issues will also be required by the program and each clinical affiliate.

## Student-Patient Relationship

Any violations of these behaviors will result in a range of actions, from warnings and/or being sent home (with attendance and point deductions), to dismissal from the program.

1. Student is required to introduce themselves to the patient (and the Radiologist, when appropriate).
2. Patients should never be left alone on the table.
3. Students should never discuss findings, etc., in front of patients. If there are questions, the student should call the technologists aside or wait until the patient has left the room.
4. The personal life of the student or his/her peers should never be discussed in front of a patient.
5. Student is not allowed to remove personal articles (such as jewelry) from patient.
6. Every effort should be made to make the patient as comfortable as possible at all times.
7. Patient privacy should be provided for the duration of the examination.
8. The student-patient relationship should remain professional at all times.
9. Proper facility procedures should always be followed when physical restraints must be used on a patient.
10. Students are not allowed to witness or sign any consent forms. These are legal forms requiring an employee of the institution to witness or sign.
11. Student is not allowed to be an interpreter for a patient.
12. Students should never give medical advice.

## Attendance Policy

Students will attend all Clinical Assignments as scheduled by the Program Faculty. Appropriate methods will be used by the Clinical Instructors to keep an accurate record of the clinical attendance for each student. Trajecsyst is an online clinical management and tracking system that will record students' attendance and evaluations. Each student is expected to abide by the sign-in and sign-out using Trajecsyst. Due to the parking situations at the clinical affiliates, it is recommended that the student arrive 15-20 minutes early in order to be able to sign in without being tardy.

The student is reminded it is his or her responsibility to follow the correct sign-in and sign-out procedure. The student must sign-in and sign-out with Trajecsyst in the department (not in the parking lot, lobby, on I-26, etc). **A STUDENT WILL BE DISMISSED FROM THE PROGRAM IF THEY ARE VIOLATING THIS PROCEDURE.**

Clinical Tardiness--As a result of feedback from various Sonography department managers and supervisors, we have developed an attendance policy to correlate with expectations of a sonographer in the workplace.

1. 15 points will be added to the Participation portion of the clinical grade for every day that is completed. The total points accumulated for the semester will be used in determining the overall clinical grade. A range of points will be provided every semester as part of the clinical course outline to be used to determine the Participation portion of the grade. The student will have a "0" recorded for every day of absence. **An additional five (5) points will be deducted for each day the student does not call in by 8 AM to notify the appropriate person of their absence.**

2. Anytime a student misses more than three consecutive days of class and/or clinic due to illness, the student must obtain proper medical documentation indicating they are physically able to return to class/clinic.
3. Make-up clinical time will not be scheduled or considered except for students who have lengthy absences due to extenuating circumstances and will be considered on a case-by-case basis. Such circumstances would include absences resulting from hospitalization, weather related absences, or other extreme situations. **Unapproved, unscheduled make-up time will not be accepted.** Any such make-up time will be done on a voluntary basis with the prior approval of the department chairperson. Students will not be able to perform any portion of a clinical competency when doing make-up clinical time.
4. Approved activities such as registry review seminars or professional society meetings will not be deducted from the Participation portion of the clinical grade pending prior approval of the department chairperson and presentation of follow-up documentation upon request. The program faculty will make attendance requirements for these activities.
5. The College's 10% rule for Allied Health programs is also in effect for clinical absences. The number of hours will vary with the semester. The student will be counseled as the number of absences approaches the 10% point; however, the student is also responsible for being aware of the amount of time they have missed. All time missed, whether tardy or absent, accrues toward the 10% mark for that course. Once 10% of the time for that course is missed, the student will be dropped from the course. Please note a student must have completed all pre-requisites and co-requisites for each course before being allowed to proceed in the program.
6. No student will be in clinic during observed holidays of the College or clinic site.
7. If the student does not complete the orientation on time, the student will not be allowed to rotate at the assigned clinical site, **and no other clinical arrangements will be made.** 15 points will be deducted from the clinical participation portion of the grade for each day missed until the assigned clinical site orientation is completed. The days missed will count toward the 10% point for the clinical course.
7. Meals and Breaks--Coffee breaks, lunch, and dinner schedules will be assigned at the discretion of the Clinical Instructor at each Clinical Affiliate. The student is reminded that with the nature of the professional responsibilities of sonography it is often impossible to predict a schedule of meals and breaks in advance. The student is responsible for observing the meal/break schedules of their assigned clinic site. The intent here is that the students should not expect to take longer meal or break times than what the staff techs get at that clinical site. The student will be expected to remain busy in their assigned area. If the workload is finished for that area for the day or there is a long delay expected before the next patient, the student may be reassigned.

- The students are provided the equivalent of at least 40-45 minutes of breaks during the day: one 10-15 minute break in the morning or afternoon and 30 minutes for lunch is usually the norm. The student may take a 45-minute meal break instead of a morning/afternoon break if it is equitable with the clinical meal/break times of the clinical site. Other breaks are at the discretion of the clinical instructors and may or may not be given dependent on the workflow or work pattern of the clinical site.
- If the workload is low in the morning or afternoon, the student should not ask to take a break as soon as the workload picks up. There will be days when the student will not be able to take a break in addition to the mealtime. This is the nature of the profession. Everything usually equals out eventually and the next clinic day may have a low workload.
- In the event the workload is low and extra time is available for the student to use to their advantage, they are encouraged to perform labs, review anatomy for patient comps/labs and/or otherwise use their time productively.
- Students are not allowed to take lunch or breaks in department lounge. If their assigned technologist is in the lounge, the student should remain in the department after letting the technologist know where they will be.
- The student will be allowed to bring textbooks and other program materials to use for study during slow times, **but are expected to return to their duties as soon as patients arrive in their assigned area.** Novels, magazines, or any other kind of non-program related literature is not allowed. Time spent with unapproved literature will result in attendance and point deduction.
- Students who smoke are NOT entitled to additional break periods during clinical hours to satisfy their smoking needs. If such breaks are taken, the student will be subject to having the time away from clinical assignments counted as a tardy. The smoking student should also be aware that most patients find a smoke-saturated uniform offensive, and in some cases, a health hazard. If a student comes back from a break smelling of smoke, he/she may be asked to leave at the discretion of the clinical instructor. Any time missed will result in a tardy and will count towards 10% and points will be deducted from the daily participation.

### **Proper Clinical Call-In Procedure**

The student is responsible for contacting the clinical site at least 15 minutes before the expected time for the clinical rotation to begin. The call should include your name, reason for absence and expected date of return to class or clinic. If the program faculty/clinical instructor are not available, the message may be left with the department supervisor in charge. In addition, the student should contact the program faculty by calling the faculty offices on campus when they will be absent or tardy. It remains the student's responsibility to notify the appropriate person as soon as possible. **The student must notify the appropriate person by 8 AM on the day**

they are absent from clinical or an **ADDITIONAL five (5) points will be deducted for each day they do not call in.**

## Point System

Clinical Tardiness--As a result of feedback from various Sonography department managers and supervisors, we have developed an attendance policy to correlate with expectations of a sonographer in the workplace.

1. Habitual tardiness to clinical assignments will not be tolerated. All time missed due to tardiness will be documented and will affect the number of points given for the day. A responsible student will arrive to clinic in plenty of time to assure they are in their assigned areas ready to begin at the assigned time. Long travel time, traffic, or missing the shuttle will not be considered as adequate reasons for tardiness.
2. A tardy is defined as arriving late (any minutes), leaving early (any minutes), being late coming back from a meal/break (any minutes), or being away from assigned clinical duties without permission. Ten (10) points will be deducted from the Daily Participation portion of the clinical grade for each tardy up to half a day. Students who arrive half a day or more late, or leave half a day or more early, will have 15 points deducted. Exception: See Inclement Weather Policy.

Example:

--**Student Sally** decided to visit the hospital gift shop during her lunch break. She lost track of time and was signed back in 10 mins late.....Tardy.

--**Student Ken** turned off his alarm clock by mistake and as a result was 1 hour late to clinic.....Tardy. (In addition, 5 pt. deduction if Ken did not call before 8 a.m.)

--**Student Stewart** was in his first semester. He wanted to catch the first showing of the newest superhero movie coming out so he left clinic at 10:30 a.m.....Absent.

1<sup>st</sup> Semester Clinic 8am-3:30pm.....half a day = 3 hrs

2<sup>nd</sup> Semester Clinic 8am-4:00pm.....half a day = 3 hrs 30 mins

3<sup>rd</sup> -5<sup>th</sup> Semester Clinic 8am-4:30pm.....half a day = 4 hrs

3. Daily Participation Infraction--may be given without warning at the discretion of the onsite Clinical Instructor. Possible Daily Participation Infractions include but are not limited to:

Tardiness.....-10pt

Use of Personal Electronic Devices.....-5pt

Improper Use of Clinical Site Computers.....-5pt

Repeated Violation of any Clinical Guideline.....-5pt

Failure to Complete Patient Log.....-5pt

4. Daily attendance is recorded using the clock-in and clock-out feature of Trajecsyst. There are clinical sites that do not have guest wifi available. Students can fill out a time exception and indicate “no internet” for both the clock-in and clock-out. Program faculty is aware of the clinical site that do not have wi-fi, and this is the only time exception that will not result in points deducted for the Daily Participation grade. The time exception other than “no internet” will result in 10 points deducted from the daily participation grade. It is the student’s responsibility to have a working tablet at all times.

## Clinical Dress Code

The personal appearance and demeanor of the Sonography students at A-B Tech reflects both the College and Program standards and are indicative of the student's interest and pride in the profession. There is no place for fashion trends in sonography, especially with the fairly conservative area our patient population will come from. Appearance of the sonographer is the first impression of your skills that your patients will have. Use it to your advantage. Each student is expected to follow these general guidelines:

1. Male and female students will purchase a program-approved uniform. Specific details about the colors and styles available for purchase will be provided at orientation.
2. Uniforms should be clean, properly fitted and have the appearance of being pressed.
3. Shoes must be clean and polished at all times. Low-top, athletic shoe-type, all-black or dark brown, all-leather uniform shoes are allowed. They must not display stripes or prominent brand-name labels. Clogs, open-toed, or sandal-type shoes without a back are not allowed for safety reasons. Mary Jane style shoes and Crocs are not allowed.
4. An embroidered, scrub jacket of the same uniform color may be worn when necessary.
5. Surgery or scrub-style uniforms will be worn only during the performance of the surgery assignment, with a white Lab Coat overtop when not in the OR.
6. Black or dark brown mid-calf length socks or black hose must be worn with the uniform. Sports socks or footies will not be permitted for reasons of practicality and professional appearance.
7. Grooming
  - Hair will be neat, clean, and dry at all times. Long hair must be kept tied back and out of the face.
  - Mustaches and/or beards must be kept neatly trimmed.
  - Scarves and other hair ornaments are unacceptable, except for discreet clasps or barrettes.
  - Make-up should be discrete and well applied.
  - Perfumes, scented (perfumed) lotions, scented (perfumed) powders, or after-shaves are not allowed.
  - Hair coloring and styling should be of a conservative nature.
  - Students must exhibit proper hygiene and be free of body odor.
  - Rings should be limited to one per hand. No necklaces, bracelets, or medallions (other than Medic-Alert) are allowed for reasons of personal safety.
  - One pair of small, stud-type earrings that do not extend below the earlobe may be worn. If worn, earrings must be worn in the earlobe only (gauges must be solid centered and flesh tone).
  - No other visible type of body piercing, including tongue piercing, is acceptable.
  - All visible tattoos must be concealed while performing clinical rotations.

- Fingernails must be kept short, clean, and neat for reasons of proper hand washing and patient safety. Fingernails must not extend beyond the tip of the finger.
- Colored nail polish is not acceptable.
- Acrylic or Gel nails are not allowed due to the possibility of transmission of bacterial and fungal infection.
- Gum chewing is NOT allowed during clinical rotations, however mints may be acceptable.

#### 8. Identification

- Students are NOT allowed at clinic without A-B Tech student ID badge. Attendance and point deduction will apply.
- The student's name should be visible at all times.
- Each student is required to have tops and lab coats embroidered with the A-B Tech Sonography Program emblem.

The program faculty will have a "zero" tolerance for dress code infractions. Any student reporting to the Clinical Affiliate in improper uniform or attire will be sent home by the program faculty or clinical instructor. This will be documented in accordance with published attendance/tardy policies and procedures. The clinical instructors and program faculty have the final authority for decisions made concerning questionable attire. Dress code infractions will be documented and will be reflected in the participation portion of the final clinical grade. Repeated infractions of the same policy are an example of insubordination and will result in counseling in accordance with program procedures.

### **Clinical Course Goals**

Throughout the two years in the Sonography Program at A-B Tech, the student will participate in the clinical education portion of the curriculum in order to:

- a. Acquire competency and proficiency in a wide variety of diagnostic sonographic procedures through application of classroom theory and laboratory skills to the practice of technical skills in a clinical setting.
- b. Develop and practice professional work habits and appropriate interpersonal relationships with patients and other members of the health care team.

The main purpose of the clinical education course in any Sonography Program is to develop a transfer of knowledge from theory learned in the classroom to the actual performance of skills in the clinical setting with the ultimate goal of the student obtaining a level of job-entry competency by the time of graduation.

This transfer of knowledge is accomplished by a series of clinical assignments in all aspects of general and vascular diagnostic sonographic procedures along with the correlation of classroom and laboratory experiences.



In order to measure the student's ability to perform at satisfactory levels of competency, a method of competency evaluation has been established to meet the particular needs of this program. In brief, the student will be evaluated by clinical staff and A-B Tech instructors in their performance of specific sonographic procedures as well as on their performance during the complete clinical rotation. As stated before, the ultimate goal is to graduate competent sonographers who can perform at a level expected by prospective employers.

The student must realize the production of a finished ultrasound exam and the clinical staff observation of the student during the performance of that particular procedure are by no means the only aspects of clinical education that must be evaluated. In addition, the following affective skills play an important role in the overall performance of a student in clinical education courses: organization skills, initiative, cooperation, self-confidence, composure, enthusiasm, and overall attitude.

These characteristics are evaluated with a Clinical Attitude and Ability Evaluation Form that will be completed at the end of each rotation. The clinical instructor at each site will be responsible for compiling the results of the evaluations and submit with Trajecsys.

### **Sequence of expectations in Clinical Courses**

During the first semester of the Program, students will be enrolled in clinical courses entitled SON 110 Introduction to Sonography. The students will be given objectives to meet that will include the following areas: patient transportation, equipment manipulation, departmental procedures, and basic patient care. Further information will be provided on other course completion requirements.

During subsequent semesters, the student will be enrolled in four other clinical education courses during which they will be graded on the completion of clinical competencies, evaluations, proficiencies, clinical daily participation, scan quizzes and scan finals. Grading information on each specific clinical course will be provided in the clinical outline for the course. Students enrolled in the A-B Tech Sonography Program will be scheduled and rotated through the Clinical Affiliates by the Program Faculty in consultation and agreement with the Clinical Instructors and Clinical Site Instructors.

During the program, the student will engage in laboratory sessions during the courses that will allow the student the opportunity to practice on classmates and scan volunteers (under the direct supervision of a college instructor). After demonstrating competency in the laboratory setting, the student will then be permitted to perform the sonographic exam for competency at the clinical affiliates. This does not mean that the student cannot assist the technologist in the performance of sonographic procedures not covered in the classroom or lab. In fact, the student will be expected to actively participate in every exam completed in their assigned area.

Clinical policies will be discussed in depth at the beginning of each sonography course. The student is reminded that the majority of time spent in the first phase of clinical experience will consist of a transition from an observational or passive role, to an active participatory one of assisting the sonographer in sonographic examinations. The student's rate of progress will depend on the ability they possess to master scanning skills and recognize structures on the image.

After gaining experience in various exams, the student will gradually move into a performance state in which he or she will actually be performing the exam under the supervision of a sonographer. It is at this stage that the

student will perform a Competency Evaluation. The student is reminded that the satisfactory performance of an exam for competency is only the beginning of gaining true proficiency. The student will also be responsible for maintaining their level of competency for each exam at each clinical affiliate. Details of the required numbers and types of competency exams will be found in the Student Clinical Packet and in the course outline for each of the Clinical Course.

## **Lab Procedures**

The lab on campus has new equipment that students will use in the clinical setting. This is imperative that students familiarize themselves with the ultrasound machines in the lab. Lab rules will be posted on Moodle and in the Scan Lab at the beginning of each semester. There are scheduled lab times, scan quizzes, scan tests and scan finals completed in the lab. There are also open lab times that are supervised. Words cannot express enough the importance of practicing scan skills in the lab. A student will not be successful in mastering the art of scanning if they are not using the lab on a regular basis. All equipment must be cleaned before leaving your bay and properly handled while in use. If the bay is left unclean, then repercussions will follow per the lab rules. Students are expected to maintain a professional attitude and respect the learning experience of fellow students while in the lab—this is especially important while there are outside volunteers in the lab.

## **Pathway to Competency**

Step 1: Pass didactic section test with a 77% or higher.

Step 2: Pass scan test with a 77% or higher.

Step 3: Complete developmental skills.

Step 4: Pass performance section with an 85% or higher

Step 5: Pass pathology recognition section with a 77% or higher.

A student must pass each section in order to move to the next step.

### **Step 1: Section Test**

Successful completion of a didactic section test is required before the student can complete a competency for the procedure in the clinical setting. If the student does not meet the minimum score of 77%, they will be allowed to take one mandatory retest within one week of the date of the original section test.

- The grade from the first attempt and retest will be averaged together for the component test grade. If this averaged grade is less than 77% the student will have one more opportunity to retest on the failed section on the final exam.

- **If the component is not passed with at least a 77% on the final exam, the student will receive an "F" for the semester and will not be allowed to register for other SON courses in subsequent semesters. If the student fails (less than 77%) more than three section tests during the semester, they will receive a grade of "F" for the semester and will not be allowed to register for other SON courses in subsequent semesters.**
- There is a possibility that the student may have an average passing grade at the end of the semester but still receive an automatic "F" for the course due to failing a particular section test.

## Step 2: Scan Test

A completed scan test is required for each competency. Images will be taken independently on other students or volunteers. A list of images will be provided to you at the beginning of each semester. Name, date and time must be on all images. Example: the aorta scan test is a test for SON 130 Abdomen I.

- Successful completion of a scan test with a 77% or higher is required before the student can complete a competency. If the student does not meet the minimum score of 77%, they will not be allowed to use that competency for the semester.
- A due date will be given at beginning of each semester to turn in each scan test.
- Students are not allowed to receive a competency associated with a failed scan test.
- The student will submit addition images with the corresponding competency to ensure mastery of the required scan skill. The failing grade will be recorded in the semester that it was taken.
- Students are strongly encouraged to get image feedback from instructors early as possible in the semester to allow time to practice and hone imaging skills
- **If the student fails (less than 77%) more than three first attempt scan tests during the program, they will receive an "F" for their clinic grade and will not be able to continue in the program.**

## Section 3: Complete Developmental Skills

Complete developmental skills, found in the clinical handbook, while in the clinical setting. Developmental skills are required for all competencies. These skills are demonstrated on patients, and sometimes models when indicated. A student can obtain 3 developmental skills check-offs per patient. Once the required developmental skills are completed in addition to successful completion of the section test (see step 1) and scan test (see step 2) the student can then attempt a competency. Completed Developmental Skills must be emailed to [abtechultrasound@abtech.edu](mailto:abtechultrasound@abtech.edu) within 2 weeks of date the competency was performed.

## Step 4: Performance Section

To be completed in the clinical setting, and assesses the students' ability to perform the ultrasound exam.

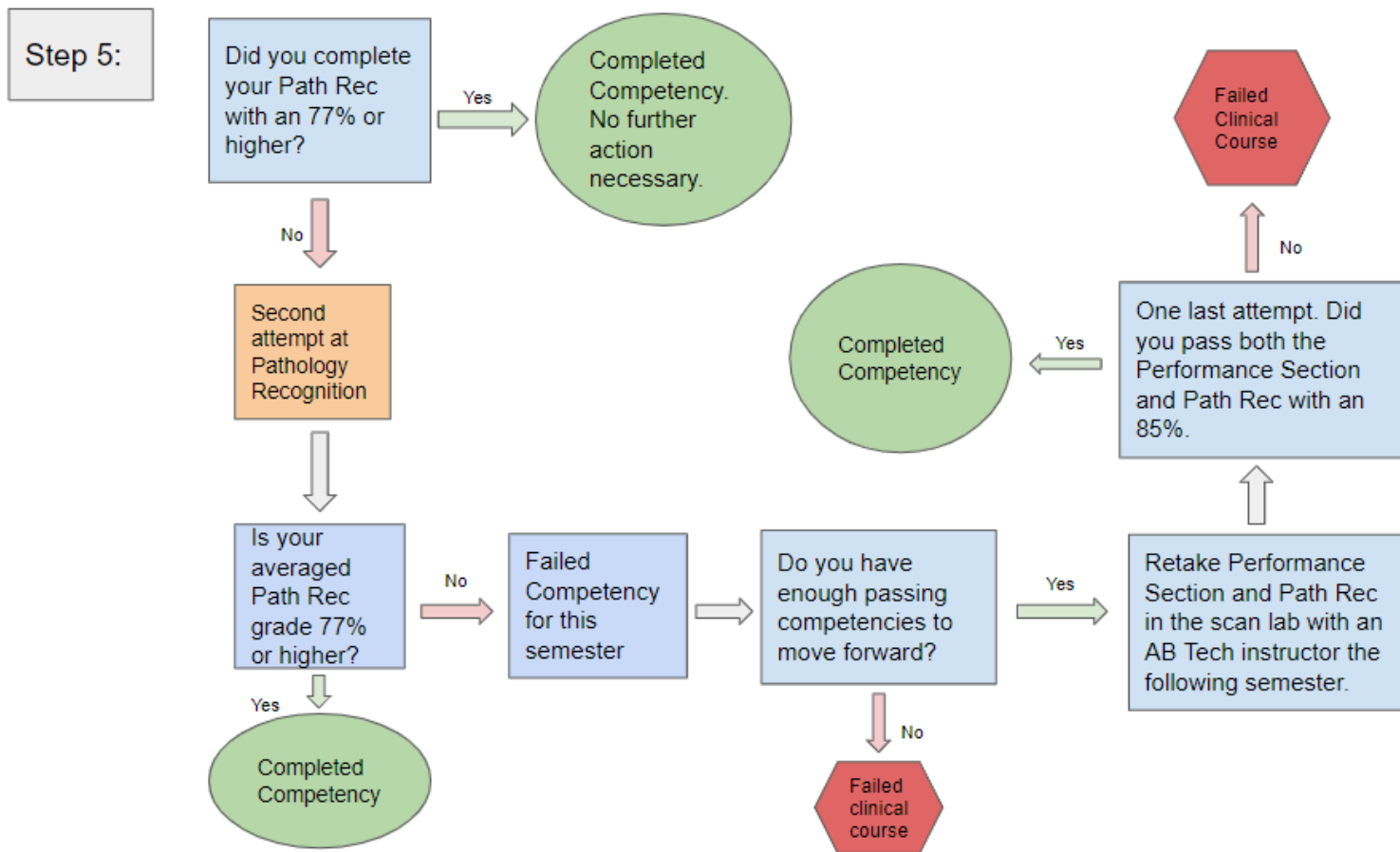
- Must pass with at least an 85%.
- Continue to attempt until the student scores at least an 85%

- Clinical Coordinator will fill out grading rubric in Trajecsys and must be registered in the concentration of the exam. Example: Registered in vascular to sign a vascular competency

## **Step 5: Pathology Recognition**

To be completed with an AB-Tech instructor, and assess the students' understanding of anatomy and common pathologies that pertain to that exam.

- Time will be set aside for path recs to be administered at end of semester. However, students can schedule throughout the semester with instructor's permission.
- Ultimately students are responsible for making sure adequate number of performances/path rec sections are submitted by end of each semester.
- Images of pathology pertaining to the competency will be presented along with critical thinking questions about the pathology.
- The first attempt at a Path Recs must be passed with at least a 77%
- If you make less than a 77% on your path rec then you get a second attempt to retest with the second grade averaged with the first attempt. If the averaged grade does not equal a 77% or above then you must repeat the competency (performance and path rec sections) in the scan lab with an AB Tech instructor in the following semester.
- A student can continue to the next semester if the required number of competencies is met, excluding the competency with the path rec grade less than 77%.
- There will only be 3 total attempts to pass the Pathology Recognition Section of a competency. The third attempt, which includes the Pathology Recognition and Performance Section, must be completed within the first two weeks of the semester and passed with an 85% or higher. An exception will be made for exams that cannot be completed in the scan lab such as the performance section of a transvaginal pelvis.
- If a student earns less than 85% on the third attempt, which includes the Pathology Recognition and Performance Section, the student will receive an "F" for the clinical course.
- A student will receive an "F" for the clinical grade if more than 3 first attempt Pathology Recognition's are not passed with at least 77% throughout the course of the program.



## Competency Procedure

Competency evaluations are test assessments of the students' knowledge and skill in completing an ultrasound exam. There are 18 competencies to be completed before graduation.

The student is responsible for completing the total required number of competencies before the end of the last clinical rotation. Students must complete all competencies before the last day of the program. The student will not graduate if all competencies are not completed before the last day of the program day. There will not be additional time permitted to complete competencies. The Performance Section of a Competency is accessed through Trajecsyst, and the Pathology Recognition Section of the Competencies is completed with an AB-Tech instructor. A Clinical Competency Master Sheet is provided in the Medical Sonography Program Handbook. The grading rubric for the Performance Section and Pathology Recognition Section are provided to the students. Please carefully review each of these documents to familiarize yourself with the expectations for the completion of these mandatory competencies.

- There are **two competencies due** for SON 120 Clinic I. One exam competency is mandatory for SON 120 Clinic I in order to register for SON 121 Clinic II.
- There are **four exam competencies due for SON 121 Clinic II**. Three exam competencies are mandatory

for SON 121 Clinic II in order to register for SON 220 Clinic III.

- **Six exam competencies are due for SON 220 Clinic III.** Four exam competencies are mandatory for SON 220 Clinic II in order to register for SON 221 Clinic IV.
- **SON 221 Clinic IV is the last clinical course for the program. All 18 competencies must be completed in order to graduate.**
- **During all SON Clinical Courses a “0” will be earned for each exam competency that is due but not completed.**

## Proficiency Exams

Proficiency exams are used for students to demonstrate skills for which there is limited or no clinical resources for developing competency. It is used as a tool to assure the student is prepared for clinical experiences. Proficiencies can be performed in the lab on campus or in the clinical setting.

- The student has been provided the didactic or theory content in advance.
- The student knows the expected protocol for that exam
- Patient preparation, education, and any contraindications
- Performance of 2-D imaging, Doppler (as applicable), measurements (as applicable), and diagnostic criteria (normal from abnormal)
- Document evaluation of assessment to include, but not limited to:
  - Image optimization
  - Acquisition of anatomy
  - Doppler, measurements, special maneuvers, etc.
  - Other as applicable to the exam or workflow in the clinical setting (worksheet, preliminary sonographer findings, etc.)

There are 11 proficiency exams. Four proficiency exams are due for SON 121. Three proficiency exams are due for SON 220. Four proficiency exams are due for SON 221. There will be scheduled time for instruction, practice and completion of these proficiencies in the lab on campus.

## Student Performance Evaluations

### (Competency/Clinical Attitude and Ability)

Student Performance Evaluations are based upon specified levels of technical and professional competency and provide an opportunity for guidance and assistance when student improvement is necessary. All Clinical Attitude and Ability Evaluations and competency evaluations will be signed by the student and discussed with them by the Clinical Instructor and/or Program Faculty.

During the course of the sonography program, the student will be expected to show progression and development in the required technical and affective skills. The student performance evaluations will be used to help identify potential problem areas for the student as evidenced by scores marked in columns 1 or 2. The counseling received by the student will be progressive when low evaluation scores are received. The first time a

low mark is received in a specific section will result in verbal counseling, the second time a low mark is received in the same section, it will result in the completion of a written counseling form to be placed in the student file, **the third time in the same section will result in a grade of 0 recorded for the evaluation portion of the clinical course.**

Any student who feels they have received an unfair evaluation from a technologist is encouraged to speak with the clinical instructor about their concerns. If the problem is not resolved, the student should discuss the evaluation with program faculty and then if necessary, the department chairperson.

### **Clinical Affiliate Parking**

Each student is responsible for following the parking requirements of each clinical affiliate and for realizing the consequences of their actions if proper procedures are not followed. Parking is at a premium at most of our affiliates and it is rightfully expected that priority should be given to patients and visitors. Referral to the Vice-President for Student Services for disciplinary action will be given for those who continue to violate parking policies. You will be giving specific instructions before your rotation begins.

If student is found not parking in A-B Tech designated sites, a 15 point deduction will be applied per incident.

### **Legal Liability Insurance**

Due to the nature of the direct patient contact each student will have while on Clinical Assignments, A-B Tech provides each student with coverage for malpractice insurance while on Clinical Assignment. This coverage is not in effect when the student is working for a Clinical Affiliate for pay outside of scheduled Clinical Assignments.

### **Supervision Policies**

All clinical assignments shall be carried out under the direct supervision of qualified sonographers. A qualified sonographer is defined as being an individual certified by the American Registry of Diagnostic Medical Sonographers. The parameters of direct supervision are:

1. A qualified sonographer reviews the request for examination in relation to the student's achievement.
2. A qualified sonographer evaluates the condition of the patient in relation to the student's knowledge.
3. A qualified sonographer is present during the examination.
4. A qualified sonographer reviews and approves the sonograms.

### **Accidents/Exposure to Communicable Diseases**

Any accident or incident that occurs while a student is on Clinical assignment, which results in patient, hospital personnel, or student injury, and/or damage to equipment, must be reported immediately to the Clinical Instructor and later to the Program Director. The student must cooperate with and abide by the regulations of

the Clinical Affiliate and the College in dealing with any type of accident/incident. To diminish the possibility of an accident occurring, students will be instructed in the safest methods of performing routine procedures and duties to include proper handling of patient with regard to blood borne pathogens or other disease. Program faculty will discuss specifics at the beginning of each semester. Material will be posted on Moodle site for every clinical course. **\*\*Student will sign acknowledge form for policy.**



## Clinical Affiliates

A-B Technical Community College has articulation agreement with and use the following facilities for directed clinical experience. Students will rotate through the clinical affiliates for five-to-six week rotations. **Some of these clinical sites may require an hour drive from campus.** Clinical site rotations are decided by faculty without bias. Additional sites may be added during students' progression through program.

1. Memorial Mission Hospital -Asheville, NC
2. Saint Joseph's Hospital-Asheville, NC
3. Charles George Veterans Administration Medical Center-Oteen, NC
4. Margaret R. Pardee Medical-Hendersonville, NC
5. Mission Imaging Services-Asheville, NC
6. The McDowell Hospital-Marion, NC
7. Park Ridge Hospital-Fletcher, NC
8. Blue Ridge Community Health Hendersonville, NC
9. Transylvania Regional Hospital-Brevard, NC
10. Blue Ridge Regional Hospital-Spruce Pine, NC
11. Reuters Children's Hospital-Asheville, NC
12. Asheville Cardiology Asheville, NC
13. Mission Pardee Health Campus-Fletcher, NC
14. Mission Imaging Services-Clyde, NC
15. Haywood Regional Hospital Clyde, NC
16. Hope Women's Cancer Center Asheville, NC
17. Mountain Area Health Education Center Asheville, NC
18. Rutherford Hospital Rutherfordton, NC
19. Sonography Services, WNC
20. Spartanburg Regional Healthcare System Spartanburg, SC

## **Department Chairperson**

Chastity Case M.A., RT(R), ARDMS, RVT  
Office: AHWD 215.1  
Phone: 828-398-7470  
Cell: 828-545-4538  
Email: chastitylcase@abtech.edu

## **Instructor/Clinical Coordinator**

Kedren Cooper, B.S., RDMS, RVT  
Office: AHWD 215.5  
Phone: 828.398.7615  
Email: kedrenmcooper@abtech.edu

## **Instructors—AHWD 216, 828-398-7381**

Jonathan Harwood, RDMS, RVT - Jonathandharwood@abtech.edu

Sarah Hauser, RDMS, RVT - sarahhauser@abtech.edu

Hayley Jarvis RDMS, RVT - hayleydjarvis@abtech.edu

Shea Lewis, RT (R), RDMS, RVT - kimberlyslewis@abtech.edu

Nataliya Poprozhuk – nataliyapprprozhuk@abtech.edu

Tammy Thacker, RDMS, RVT - tammyrthacker@abtech.edu

# ASHEVILLE-BUNCOMBE TECHNICAL COMMUNITY COLLEGE

## ASHEVILLE, NC

### Patient Confidentiality Statement

It is the policy of the Medical Sonography Program of Asheville-Buncombe Technical Community College that all medical sonography students respect and preserve the privacy and confidentiality of patient information. Information learned about a patient is considered confidential. There will be **no** discussion of clinical experiences in public places (elevators, stairs, cafeteria, hallways, etc.) This exchange of information should only occur in clinical conferences. *No student shall discuss (in front of or in listening distance of the patient or patient's family members) what is seen on the ultrasound image or discuss information gathered from the patient's medical records. No preliminary reporting will be done by the sonography student.*

**ANY VIOLATION OF THIS POLICY WILL RESULT IN REFERRAL TO THE DEAN OF ALLIED HEALTH FOR APPROPRIATE ACTION, WHICH MAY INCLUDE DISMISSAL FROM THE MEDICAL SONOGRAPHY PROGRAM.**

I, \_\_\_\_\_, have read the above "Patient (print name)

Confidentiality Statement" and understand that violation of this policy will result in my referral to the Dean of Allied Health and appropriate action may include immediate dismissal from the Medical Sonography Program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ASHEVILLE-BUNCOMBE TECHNICAL COMMUNITY COLLEGE

## Medical Sonography Program

### SCANNING CONSENT

According to the AIUM, there are no reports of confirmed adverse biological effects on patients resulting from the usage of diagnostic ultrasound. Although no hazard has been identified that would preclude the prudent and conservative use of diagnostic ultrasound in education and research, experience from normal diagnostic practice may or may not be relevant to extended exposure times and altered exposure times and altered exposure conditions.

This consent is to document that you have been informed of the anticipated exposure conditions and that there are no confirmed biological effects caused by exposure at intensities typical of present diagnostic ultrasound instruments. This consent also verifies that you have read the attached statements on biological effects published by the AIUM.

**Students may volunteer to be scanned, it is not required. In any event, the student may refuse to be scanned.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

## Sign-Off Sheet\*

I have read the Student Handbook for the Medical Sonography Program at Asheville-Buncombe Technical Community College in its entirety. I understand its content and agree to abide by the policies and procedures set forth during the two-year program. I understand that if necessary, Medical Sonography program faculty may alter, amend or otherwise change program policy or procedures and that I will be given a copy of the revised policy/procedure after notification of the change.

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Signed

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Date

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As a female student entering the Medical Sonography program at Asheville-Buncombe Technical Community College, I have read the Pregnancy Policy in its entirety. I understand its content and agree to abide by it during the two-year program.

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Signed

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Date