

Hillsborough

Community

College

Diagnostic Medical Sonography

Program Handbook

2019-2020

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

STUDENT HANDBOOK

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ACCREDITATION

Florida State Department of Education

Southern Association of Colleges and Schools

Joint Review Committee on Education in Diagnostic Medical Sonography

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Disclaimer Clause:

The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the program, the Division of Health, Wellness & Sports Technologies or Hillsborough Community College. The College, the Division and the program reserve the right to make and designate the effective date of changes in policies and other regulations at any time such changes are considered to be desirable or necessary. If changes in this handbook are required during the academic year, the student will be given notice of those changes and asked to verify by signature that the required changes were received and understood.

Effective Academic Year 2019 – 2020

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I. PROGRAM OVERVIEW

PROGRAM DESCRIPTION

The Diagnostic Medical Sonography Technology Program prepares the student, through academic and clinical studies for a challenging and rewarding career as a Diagnostic Medical Sonographer. The General Sonography track is a twenty-four (24) month continuous course of study shall include practical experience in local affiliated hospitals. Upon graduation, the student is eligible to challenge the American Registry of Diagnostic Medical Sonography examinations. The Diagnostic Medical Sonography Technology Program is accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography in conjunction with the Commission on Accreditation of Allied Health Education Programs.

The Cardiovascular Technology track is a twenty-one (21) month continuous course of study that will prepare the student upon graduation to enter as an entry level in the areas of cardiac and vascular specialties, national accreditation for these specialties is under process. The cardiovascular program started in fall 2018.

PROGRAM PHILOSOPHY

Diagnostic Medical Sonography is a dynamic interactive process that is concerned with an individual as a holistic being and is practiced with respect for human dignity and individual differences. Sonography is both an art and a science. Art and science must be effectively combined to produce a diagnostic image of the patient for interpretation by a physician, as a tool to assist in the diagnosis and treatment of pathological conditions.

The Diagnostic Medical Sonographer functions as a member of the health care team. The program graduate shall be able to perform sonographic procedures under the direction and supervision of a physician. The graduate sonographer is prepared to assume a leadership role, within the scope of practices of a sonographer, in performing sonographic diagnostic procedures within the imaging department.

The faculty believes that performing tasks independently, mastery of critical thinking, problem solving skills, and the ability to quickly adapt to "change" are important/essential characteristics of a competent sonographer. With respect to "change", the faculty believe that the program must prepare individuals who are capable of developing innovative techniques, capable of immediate response to adverse or atypical situations, and who have a commitment to keeping current with technological changes within the sonography field.

The faculty believes their role is one of facilitation for the student. The faculty view teaching as an interactive process that enhances learning for the student/learner. The faculty provides the student with the resources and guidance to facilitate the learning process. The faculty believes that the student is an active participant in the teaching-learning process and is responsible for his/her own learning.

Learning is a lifelong process, which encompasses the acquiring of new ideas and skills. It is a dynamic process in which understanding leads to concept formation and change in behavior. This can be achieved when learning progresses from the simple to the complex, builds on previous knowledge, and has concurrent application, and is goal

oriented.

PROGRAM OBJECTIVES (GOALS)

Within the framework of the mission and philosophy of the diagnostic medical Sonography Program the following are program goal statements:

It is the goal of the Hillsborough Community College Diagnostic Medical Sonography Program to:

1. Provide formal instruction and clinical experiences of sufficient scope that will enable the program graduate to enter the profession as an entry-level sonographer.
2. To provide the student with an educational foundation to serve as a basis for professional growth and development as a practicing sonographer.
3. To provide the student with the necessary knowledge and technical skills to perform as an effective member of the allied health team.
4. Facilitate the student's development of oral and written communication skills and clinical reasoning skills.
5. Provide educational experiences for the student to develop into a competent, self-directed Diagnostic Medical Sonographer who demonstrates ethical behavior when interacting with patients, families and other health professionals.
6. Academically and clinically prepared program graduates to successfully challenge the ARDMS examinations
7. To provide the student with an educational foundation in order to encourage and facilitate, the student's future participation and contribution to the advancement of sonography.

Equal Access/Equal Opportunity and Educational Equity

Hillsborough Community College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability, sexual orientation, marital status or any other bias that is or may be prohibited by laws. In addition, the college does not discriminate in employment practices or in the admission and treatment of students. HCC is committed to equitable treatment for all students and employees and to a learning and working environment free of discrimination and harassment for current as well as future students and employees. The college provides equal educational opportunities for qualified individuals with disabilities and complies with, as well as, supports the Americans with Disabilities Act.

HCC's Equity Officer ensures compliance with federal and state laws prohibiting discrimination and sexual harassment. Employees and students who believe they have been a victim of discrimination or sexual harassment should contact:

Dr. Sheryl Gonzalez

Special Assistant to the President
for Equity and Special Programs
District Administrative Offices

39 Columbia Drive. Room 718
Tampa, FL 33606
Telephone: 813-253-7043
Email: cgonzalez159@hccfl.edu

ACCREDITATION

The Diagnostic Medical Sonography Program at Hillsborough Community College continues to maintain accreditation standards as required by the Commission on Accreditation of Allied Health Education Programs in accordance with the Standards and Guidelines. A copy of the accreditation Standards and Guidelines for the operation of the program is available upon request from the program faculty.

The new track of the program is the Cardiovascular Technology, it started in Fall 2018. Currently (as of January 2020) we are in the process for the accreditation for the Cardiovascular Technology track by CAAHEP through the Joint Review Committee.

Joint Review Committee on Education in Diagnostic Medical Sonography

6021 University Boulevard, Suite 500, Ellicott City, MD 21043

Phone: (443) 973-3251

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

25400 US Highway 19 North


Clearwater, FL 33763

Phone:(727) 210-2350

CAREER OPPORTUNITIES

Qualified diagnostic medical sonographers are in demand. Career opportunities for both men and women will be bountiful in such health care facilities as hospitals, private offices, diagnostic centers, educational programs, sales and application positions, and consultants. Starting salaries vary in accordance with hours and the type of facility a graduate to choose to seek employment with.

As required by Florida House Bill 167 enacted as of July 1, 1992. The following are graduate employment placement rates for the program for the last three reported academic years:

2015	- 2016:	100 %	
2016	- 2017:	100 %	
2017	- 2018:	94 %	
2018	-2019	94 %	

II. Program Requirements and Guidelines

TERMINAL COMPETENCIES

Upon successful completion of the Program, the graduate sonographer shall be able to:

1. Effectively communicate in both oral and written formats consistent with the performance level of other health personnel.
2. Effectively use medical and sonographic terminology in the development and presentation of case impressions to physicians and other sonography department personnel.
3. Research and present, pathology presentations.
4. Accurately apply appropriate mathematical calculations in the performance of obstetrical, abdominal, gynecological and vascular procedures.
5. Accurately apply mathematical calculations when evaluating pathology that may be identified during a sonographic procedure.
6. Accurately apply mathematical calculations in determining acoustic output and power ratios.
7. Identify and describe the correlation between the binary systems and image memory.
8. Select and apply the appropriate mathematical calculations during the application of basic ultrasound principles.
9. Select and apply the appropriate mathematical calculations in the application of the principles of Doppler ultrasound.
10. Assess the patient's status and determine the appropriate patient care, both general care and sonographic protocol care, required for the administration of a specific ultrasound procedure.
11. Identify changes in a patient's condition, which require emergency attention and implement appropriate emergency care when necessary.
12. Adhere to aseptic technique procedures when required, during the performance of a procedure or an exam.
13. Provide appropriate psychological support for patients in the clinical setting.
14. Effectively perform the role of instructor in the delivery of patient education as required by the field of sonography.
15. Provide basic first aid care for the patient.
16. Describe the relationship of body organs to body systems and the effect the organs and systems have in the assessment of patient history and correlative data provided by various diagnostic procedures.
17. Identify the correlation between body system and pathological conditions for individual pathological cases.
18. Produce diagnostic quality cross sectional anatomical images through the application of appropriate sonographic protocols.
19. Identify the various anatomical components of a cross sectional sonographic image.
20. Select appropriate sonographic imaging techniques to demonstrate pathological conditions through cross sectional anatomical images.
21. Effectively communicate with the patient to collect data in order to compile a medical history.
22. Analyze data located in a patient's chart and select appropriate information relative to the implementation and interpretation of a sonographic procedure.

23. Assess various patient clinical histories and prioritize the scheduling of each patient's procedure based on the results of the assessment.
24. Effectively use professional and ethical discretion in obtaining and discussing a patient's medical history and condition within the health care environment.
25. Effectively use professional and ethical discretion during the administration of sensitive obstetrical and gynecological cases.
26. Modify standard protocols to meet the needs, in an emergency situation.
27. Identify which real-time sonographic images should be permanently recorded for the patient's medical record.
28. Identify and describe the effects of the limitations of the application of ultrasound procedures in the clinical setting.
29. Select and utilize the appropriate ultrasound equipment required for the administration of various ultrasound procedures
30. Select the appropriate ultrasound equipment and apply' the principles of sonographic physics to completely implement a sonographic procedure.
31. Provide a safe environment for the patient while in the care of the sonographer and the ultrasound department.
32. Effectively apply appropriate body mechanics and safety procedures during the transporting, lifting and while generally assisting patients under the care of the ultrasound department.
33. Identify and apply appropriate maintenance procedures relative to a standard maintenance program for ultrasound equipment.
34. Evaluate equipment that has been identified as in failure and effectively discuss the possible malfunctions with service personnel.
35. Identify and select the appropriate instrumentation adjustments required to produce the most representative image of a disease process.
36. During a sonographic protocol evaluate existing conditions and select the most appropriate methods of permanently recording the sonographic image.
37. Identify and define the basic operations of ultrasound equipment.
38. Identify, define, and respect a patient's rights.
39. Implement a quality assurance program for sonographic equipment and image recording devices.
40. Write administrative procedures to implement record keeping, patient follow-up, and supply and equipment purchases in an ultrasound department.
41. Identify and apply the theory and principles of acoustic propagation in obtaining a diagnostic sonographic image.
42. Identify and apply the principles of Doppler techniques in obtaining a diagnostic sonographic image.
43. Discuss, at an introductory hemodynamics.
44. Competently operate imaging devices such as a VCR, thermal paper printer, multi-page printer format cameras, etc.
45. Identify and evaluate sonographic artifacts and their significance in a diagnostic sonographic image.
46. Define the role of operator manipulation in the production of a diagnostic sonographic image.
47. Discuss current scientific research data on human ultrasound studies and the applicability

- of, the patient safety and identification of biological sonographic imaging techniques upon the human body
48. Describe the medical-legal implications that may occur during the administration of sonographic procedures and testing.
 49. Perform as a self-directed sonographer during the administration of an ultrasound procedure to produce a diagnostic sonographic image.
 50. Describe the diagnostic benefits and limitations of diagnostic ultrasound procedures.
 51. Identify the various clinical environments in which a sonographer could be employed.
 52. Describe the real field of current changes occurring within the health care system and or potential impact the changes have or could have upon the sonography.
 53. Describe the role of professional organizations and the impact such organizations have on the field of sonography.
 54. Identify and describe the changes an individual may encounter in order to experience professional growth and development within the field of sonography.
 55. Identify and describe the implications of various disease processes that are not directly identified on sonographic images but affect the patient's present, treatment and prognosis condition.
 56. Evaluate clinical laboratory tests and correlate the significance of the results of the test findings to the patient's current condition and patient management.
 57. Describe the role of ultrasound in obstetrical and gynecological patient management.
 58. Describe the role of ultrasound in the imaging of neonatal intracranial structures and patient management.
 59. Demonstrate proper scanning protocol and patient care for pediatric patients.
 60. Describe. In sonographic terms, all anatomical and pathological conditions that are sonographically demonstrated.
 61. Demonstrate proper patient positions and breathing techniques, which may be utilized in the sonographic demonstration of anatomical structures.
 62. Evaluate sonographic images to determine if processing failure and/or equipment malfunction has occurred.
 63. Evaluate a sonographic image for diagnostic quality in terms of proper technique, equipment utilization, anatomical structure visualization, artifacts, and labeling.
 64. Demonstrate proper labeling of sonographic images, which are appropriate for a given protocol.
 65. Students must submit a signed and completed graduation work up sheet to the Program Director to complete graduation requirements.

REQUIREMENTS FOR GRADUATION

The student must have successfully completed all program-required courses with:

- a. Grade of "C" or better in all SON and RTE courses, for General Sonography students.
- b. Grade of "C" or better in all CVT, SON courses, for Cardiovascular Technology students.
- c. Successful evaluation of all clinical competencies
- d. Successful completion of the designated Program Effectiveness policy.

An application for graduation must be completed on or before the published deadline date (refer to the HCC catalog). An application fee is required. Students must make an appointment with an advisor or counselor to complete a graduation work-up sheet. To fulfill program graduation requirements, students must submit a completed graduation form during their last term in the program.

DISMISSAL AND READMISSION POLICY

Please refer to the Dismissal and Administrative Policies: College's Operational Manual (attachment) for detail information regarding dismissal and readmission to this or any other health science program.

PHYSICAL REQUISITES FOR SUCCESSFUL CLINICAL PERFORMANCE

The performance of the tasks related to the Diagnostic Medical Sonography profession includes potentially strenuous practical skills, including heavy lifting and carrying techniques. If any medical condition exist which may limit activities in the clinical setting, such as; a cast, crutches, wheelchair or other short-term condition that temporarily limits mobility, dexterity and/or acuity, the student may be asked to withdraw from the program until such condition is corrected. Hospitals and affiliates protocol's require that all health care workers be physically and emotionally stable to provide care to clients. Administrators of these affiliate facilities have the authority to refuse students when the safety of client care provided may be compromised.

A letter from the student's health care provider stating the student is allowed to perform the clinical task associated with the sonography program must be submitted to the Dean of Health Sciences before the student will be allowed to attend the clinical setting. This information will be retained in the student's file.

Listed below are various physical activities, which may require varying levels of involvement by a student sonographer. This list is not conclusive, but is suggestive of, activities that are routinely performed by student sonographers:

- transfer of a patient from the stretcher to the table and back to the stretcher
- transfer of a patient from the wheelchair to the table and back to the wheelchair
- pushing mobile sonography scanners with a weight of approximately 100 - 600 pounds
- be able to lift about 60 pounds
- performance of CPR during a medical emergency
- lifting and/or transferring of portable oxygen equipment
- occasional lifting and/or transferring of film cases and/or processing chemicals in a darkroom
- The moving of patients in wheelchairs. Or on beds and/or stretchers. with various attachments
- adjusting small knobs and/or attachments on sonographic equipment
- the use of small, hand-held transducers for periods of 5 to 50 minutes
- proficient typing skills
- perform keyboard functions
- enter patient data from keyboard or other input devices
- preparing equipment and assisting during various invasive procedures the wearing of non-sterile latex gloves for scanning purposes
- student sonographers must be able to verbally communicate with patients, physicians and other allied health care workers, especially in medical emergency situations,

- exams are often performed in semi-dark rooms which require students to be able move and perform all necessary functions in this type of environment
- Exam performance may require students to stand or sit for long periods of time in order to reach equipment or perform the exam.
- To perform Doppler exams, sonographers may be required to distinguish differences in Doppler frequencies during an exam.
- Students will be required to drive to various clinical affiliate centers. These drives may take up to 1 to 1 1/2 hrs of time each way.
- Students must be able to disseminate information quickly and effectively.
- The didactic portion of this program requires students to read and comprehend various medical textbooks and articles.
- Students may be asked to stretch, reach, bend and turn in small areas during exam performance.
- Students maybe require to differentiate colors, during a colored Doppler exam.
- Any medical condition which may limit activities in the clinical environment must be documented by a licensed physician and notice submitted to the Division of Health Sciences office. This information will be retained in student's file

CONTINUOUS PROGRAM EVALUATION

In order for Hillsborough Community College's Diagnostic Medical Sonography Technology Program and to maintain a minimal competency level within the program, each student will be required to complete a series of evaluations. Students will be challenged after their matriculation into their second year and prior to graduation.

The results of these evaluations will be used to assess the degree to which instruction has been effective in providing students with the necessary materials, in order that they may achieve the established level of competency.

Upon review of the results of this evaluation, faculty will determine if adjustments in program instruction are necessary. Program faculty will also use these evaluations as a means of updating program content to meet changing demands of the profession. Students will receive a copy of their evaluation scores prior to graduation. Students are encouraged to view these evaluations as indicators of their strengths and weaknesses in program content. These evaluations do not in any way, guarantee success nor do they suggest failure in regards to the student's ability to pass the ARDMS examinations.

This exam will be scheduled at the onset of the fall semester of their second year. These evaluations will challenge the student's knowledge in the course content that is program specific to the first year of the Diagnostic Medical Sonography Program. The scope of these areas for the September evaluation include:

1. Introductory sonographic physics, instrumentation theory and application
2. Patient care
3. Communications in the health care profession
4. Professionalism and ethics

5. Medical and sonographic terminology
6. Basic abdominal sonography
7. Basic obstetrical and gynecological sonography
8. Basic scanning techniques
9. Basic sonographic equipment operation
10. Pathology of medical/surgical diseases
11. Basic emergency medical procedures
12. Basic sonographic imaging techniques

In addition, students must be evaluated in the following areas *prior* to their graduation from the program. These areas will be integrated into the course content for Seminar in Sonography. This course is scheduled during their final semester in the program.

The score of these areas for the evaluations are as follows:

1. Sonographic physics and instrumentation
2. Sonography as it applies to abdominal imaging
3. Sonography as it applies to obstetrical and gynecological imaging
4. Small parts imaging
5. Introduction to vascular imaging
6. Neonatal and pediatric sonographic imaging
7. Advanced patient care
8. Communications in the health care profession
9. Professionalism and ethics
10. Basic emergency medical techniques
11. Medical and sonographic terminology
12. Procedures for utilizing imaging devices properly
13. Scanning techniques

Evaluation Guidelines

Each evaluation will be a minimum of 100 questions but shall not exceed 200 questions. These evaluations may be comprised of multiple-choice questions, short answer, true/false questions, diagrams, and review of films demonstrating sonographic cross sectional anatomy, anatomical variants and pathology.

Should a student fail to achieve the minimal passing grade of 78, they shall be counseled by program faculty, in an attempt to assist them in addressing these areas of deficiencies. Students are encouraged to view these evaluation scores as indications of their preparedness for the ARDMS examinations, as these scores do not guarantee success nor do they suggest failure in regards to the student's ability to pass the ARDMS examinations.

III. Admissions and Guidelines

MEDICAL INSURANCE

Hillsborough Community College requires that students enrolled in the Diagnostic Medical

Sonography Program will be required to purchase private health insurance. (Those students who currently have such insurance should contact their carriers to see if there is policy exclusion for any illness and/or injury while performing as a student in the clinical affiliate environment.

***EMERGENCY CARE IN CLINICAL/PRACTICUM SETTING:
STUDENT MEDICAL EXPENSES***

In the event a student requires emergency treatment, the affiliate will provide such treatment according to the conditions of the affiliation agreement between the College and the hospital/affiliate. The affiliate RESERVES THE RIGHT TO BILL THE STUDENT for such emergency treatment. The student is LIABLE for any medical expenses incurred in the clinical setting from any emergency medical treatment administered.

FINANCIAL AID

Financial aid is available for those who qualify. There is a financial aid office located on each campus. Students are urged to investigate all scholarships, grants and loans. The Society of Diagnostic Medical Sonographer offers scholarships to students enrolled in accredited sonography programs. Students may visit the SDMS website to download the application.

VETERAN'S BENEFITS

The Diagnostic Medical Sonography Technology Program is approved for veteran's benefits. However, the short college terms (summer) may not yield full student status. The veteran benefit student should consult the veteran's representative at the onset of the program to review the program of studies with relation to possible veteran's benefits to be received.

PHYSICAL FORMS

All students shall have a completed physical form on file prior to the first day of scheduled classes for the program. Physical forms will be issued to students before or during their formal scheduled orientation session, after notification of acceptance into the program. Final acceptance into the program will be contingent upon satisfactory physical health as certified by a licensed physician.

CPR CERTIFICATION

All students shall provide proof of a two- (2) year cardiopulmonary resuscitation certificate from an agency that provides a two-year certificate. The student must provide proof of certification by the first day of classes for the program. Failure to comply with this requirement will be considered as noncompliance with the admissions requirements and the student will not be permitted to matriculate into the program.

CRIMINAL BACKGROUND CHECKS

In order to be eligible as an applicant to a health science program, the applicant can not have a criminal history with a conviction of one or more crimes as outlined below.

- A. Crimes - Judgement of guilty or plea of nolo contendere to the following crimes will disqualify applicants from entering into any Health Science program: murder: manslaughter; vehicular homicide, killing of an unborn child by injury to the mother: assault: if the victim of the offense was a minor: aggravated assault: battery. if the victim of the offense was a minor; aggravated battery:

kidnapping; false imprisonment: sexual battery: prohibited acts of persons in familial of custodial authority: prostitution: lewd and lascivious behavior: lewdness and indecent exposure: arson: theft, robbery, and related crimes, if the offense is a felony: fraudulent sale of controlled substances, only if the offense was a felony:

incest: abuse or neglect of a disabled adult or elderly person:

exploitation of a disabled adult or elderly person: aggravated child abuse: negligent treatment of children; sexual performance by a child: obscene literature: drug offenses which were a felony or if the offense involved a minor, has not been judicially determined to have committed abuse or neglect against a child as defined in S. 3901(2) and (47) F.S.: does not have a confirmed report of abuse, neglect, or exploitation as defined in 5.41 5.1 02(6) F.S., or abuse or neglect as defined in S.41 5.503(6) F.S., which has been uncontested or upheld under S.41 5.1075 or S.41 5,504 F.S.; does not have a proposed confirmed report that remains unserved and is maintained in the central abuse registry and tracking system pursuant to 5.41 5.1 065 (2)(c) F.S.: and has not committed an act that constitutes domestic violence as defined in S.71 4.1 28 F.S.

Several clinical affiliates, i.e. Lakeland Regional Medical Center requires all faculty and students that attend the site to have a criminal background check within 12 months prior to the first day of location at the site. This is in addition to the criminal background check required at the time of application to the program. Other affiliate agencies may also adopt additional requirements during the academic year. Students and staff will be notified accordingly.

- B. Application Fee: Each applicant to a health science (allied health or nursing) program will be charged an application fee of \$53.00 to apply for one health science program. \$ 50.00 fee is charged for criminal background check plus a \$ 38.00 fee for drug test. Those students who elect to apply for more than one program will be required to pay \$10.00 per program application. The criminal background check is valid for only one application processing period.
- C **Applicant/Student Enrollees Obligations** - An individual will be responsible for notifying the district office of the Admissions, Registration and Records Officer (813/253-7004) regarding any arrests, regardless of adjudication that occur during the processing period and the program manager of any arrests, regardless of adjudication, that occurs after acceptance and during enrollment in a program. The individual is responsible for notifying the appropriate office within 5 working days of the arrest. The program manager must notify the Dean of Health Sciences within 5 working days of the student's notification. Failure of the student to notify the Admissions, Registration and Records Officer or program manager shall be grounds for denial of admission to or dismissal from the program. After admission into an allied health or nursing program, the student must remain free of disqualifying charges or be subject to dismissal from the program.

DRUG TESTING

Prior to admission to any allied health or nursing program, all students must pass a drug screening test that satisfactorily demonstrates that the student is free from the use of any illegal drug or unprescribed controlled substance described or names in law. All applicants

accepting a seat in a health science program must submit to a drug test within 30 days prior to the first day of the program. All test results must be mailed directly from the testing lab to the Dean of Health Sciences office. The health science program managers will assist the Dean of Health Sciences in evaluating the reports. A list of medical laboratories approved to conduct testing will be provided to students accepted into a program as part of the program orientation packet. It will be the student's responsibility to select an approved drug testing facility and pay for the drug-testing fee.

- A. Eligibility - In order to be eligible to be admitted into a health science program, the applicant must not show the presence of any of the following drugs within the following classes following a urinalysis:
- amphetamines
 - cannabinoids
 - cocaine
 - opiates
 - PCP
- B. Affiliate Agency's Policies - In addition to drug testing at the time of admission into an allied health or nursing program, an affiliate agency may request that a student submit to a drug test based on their agency drug testing policies. If the affiliating agency has reasonable suspicion that a student is either impaired, has used or is using illegal drugs and/or alcohol, the student will be requested to provide the program manager with a copy of these drug test results. Failure of the student to notify the health science program manager shall be grounds for dismissal from the program.

DISMISSAL POLICY

Please refer to HCC Operation Manual for detailed information regarding formal dismissal procedures and subsequent readmission to this or any other health science program.

IV. Academic Policies

STUDENT RECORDS

The student is responsible for maintaining accurate clinical records that provide documentation of required clinical hours, as well as a diverse and substantial number of procedures, which will prepare the student to challenge the ARDMS examinations.

All student records are kept secured in the program file room. A student file will include all pertinent clinical and didactic materials that will substantiate a student's compliance with the minimum standards as established by the program's accreditation.

Program faculty diligently maintains confidentiality of all student records. An appointment to review a student's personal program file may be requested by the student at any time. Any inquiry with regard to a student's program file is referred directly to the student.

The Family Education Rights and Privacy Act (FERPA) govern the confidentiality of student records. Records are defined as all records, files and data directly related to students that are created, maintained, and used by HCC. Parents or guardians of students will not be given access to the students' records without the written consent of the students or documentation that the

students are dependent. For more information on a student's rights under FERPA, how to waive rights, make corrections and challenge the content and amendment of records, right to privacy, file complaints and refer to the HCC College Catalog, Index listing "Student Records" or to the HCC Student Handbook and Academic Planner, Table of Contents listing "Policies and Procedures Affecting Students, Student Records."

PROBATION GUIDELINES

For college policies regarding probation, refer to the 2019-2020 college catalog.

GRADING POLICY (*program specific*)

During the duration of their training and instruction, students challenged in a variety of ways.

These challenges include:

1. Self assessment modules
2. Article summaries
3. Quizzes
4. Written examinations
5. Practical competencies
6. Written research papers
7. Oral research papers
8. Case presentations
9. Film critiques

The purpose of these challenges are to assess the student's ability to demonstrate critical thinking skills, problem solving skills and their ability to assimilate, correlate and organize information. The focus of instruction is to adequately prepare the student to successfully challenge the certification examinations administered by American Registry

of Diagnostic Medical Sonographers. Upon completion of the program, students are eligible to challenge the sonographic physics and instrumentation exam, the abdomen and the obstetrical and gynecological exams. These certification examinations are written exams, each exam challenging the student in one specific area (physics and instrumentation, or abdomen or obstetrics and gynecology). The physics and instrumentation exam and one specialty exam (either abdomen or obstetrics and gynecology) must be passed for the sonographer to utilize the credentials of Registered Diagnostic Medical Sonographer. (RDMS.)

In addition, the focus of instruction is to adequately prepare the student to successfully perform as a Diagnostic Medical Sonographer in a health care facility. These dual purposes provide the guidance and standards which program defines requirements.

Please note that an individual grade is only recorded to point. Individual grades will not be rounded as they are entered the grade book. Only after the final weighted grade for a course is calculated, will the final grade be calculated to the closest whole number.

GRADE SCALE:

A	=	93 - 100
B	=	86 - 92
C	=	78 - 85
D	=	70 - 77
F	=	0 - 69

A grade less than 78 percent in any didactic course will be considered failing. If a student possesses a failing grade at midterm, the instructor and Program Director will then counsel them. Every reasonable effort will be made by faculty to help the student identify and correct deficiencies. If improvement is not attained the student may receive a failing grade for the didactic course and will be dismissed from the program.

PROGRAM SPECIFIC: DIDACTIC ATTENDANCE POLICY

Students are encouraged to attend all scheduled classes. If a student finds it necessary to miss class, they will be held accountable for course content during the missed class (es). It is strongly suggested that a student make an appointment to see the course instructor as soon after the occurrence as possible, to review missed material. Students **should review the attendance policy in each course syllabus** regarding missed quizzes, assignments, examinations etc.

INAPPROPRIATE BEHAVIOR

There are actions that do not display the level of professionalism that the Program expects and are not appropriate for students but when committed the first time, as a general rule, do not rise to the level of unacceptable behavior. A student may not be dismissed from the Program if he or she commits one or more of the following actions the first time; however, a pattern of behavior that ignores these standards may result in dismissal.

Attendance and tardiness. An educational program centered is predicated on the concept of attendance at scheduled sessions. Should a student be required to miss a class or clinical assignment it is the student's responsibility to notify the instructor promptly. Faculty are required to keep attendance records for lecture in compliance with various federal regulations. Student absences can have a deleterious effect on the student's grades or the continuing eligibility for financial assistance. Students are required to attend all scheduled classes. Regardless of cause, absenteeism may result in a reduction of the course grade or withdrawal by the instructor of the student from the course. Missed exams and clinical assignments must be made up. It is the student's responsibility to schedule a make-up time with the instructor. You must be on time for all scheduled activities and follow all absentee and tardiness instructions. Excessive tardiness or failure to inform the clinic or didactic instructor of tardiness or failure to inform of an absence as instructed is grounds for disciplinary action. You must follow all clinical rules for reporting and recording time.

Audio or video recording. Students must obtain prior permission from the instructor in order to video or audiotape a lecturer or clinical experience.

Communicable diseases or infections. Any communicable diseases or infections that a student contracts should be reported to program/clinical faculty. The student may be required to complete a communicable disease form. Students must have permission from their faculty to attend clinical sites if a student has a cold, sore throat, intestinal upset or undiagnosed skin problem.

Dress and uniform. Failure to abide by the uniform standard for the Program and HCC will be addressed. Students will be dressed in a professional manner at all times in the clinical setting. Examples of violations of dress and appearance standard include improper hygiene (chronic bad breath, dirty hair, body odor, smelling tobacco after smoking); gum in mouth; uniform is soiled, wrinkled, or not complete; shoes are soiled or not appropriate; shoestrings are excessively soiled; nylons have runs or tears or socks are not white

Pagers and cellular phones. To minimize classroom disruptions, cell phones and pagers must be turned off or set on silent/ vibrate mode. Making and/or receiving phone call in the classroom during class time is not acceptable. Do not bring a pager or cellular phone into the clinical setting. These instruments may disrupt sensitive medical equipment.

Personal activities. Family members/friends are not to contact students at the clinic site or visit students during clinic time. If an emergency, family members/friends should contact the Program Manager and the student will be contacted through the instructor or clinical supervisor. Students are not to have visitors at the clinical education setting for any reason. Do not discuss personal problems with the client (patient). Students are not to consume food or beverages at unauthorized times or in unauthorized areas. Fraternalization with employees or representatives of the clinic facilities is prohibited during clinic hours.

Smoking. HCC complies with the Clean Air Act. No smoking is allowed in college buildings (including restrooms) or classrooms, enclosed hallways, or adjacent to exit and entrance doors. Smoking is only permitted in outdoor unenclosed areas. There are designated smoking areas on each campus. Do not smoke in unauthorized areas. Health Science professionals are role models for proper health related behaviors and smoking is very harmful to the individual. At the very least, students must observe “no smoking” areas and be respectful of non-smokers.

UNACCEPTABLE BEHAVIOR

Serious violations, such as cheating, stealing, falsification of records, or improper, insensitive approaches to patients and others are clearly unacceptable. A person who violates one or more of the minimum standards of acceptable behavior shall be subject to dismissal or some lesser disciplinary action as the facts of the situation may warrant, including suspension, probation, loss of privilege, reprimand and warning; and any other sanction determined appropriate by the Program Manager. Convictions in the courts for a felony offense may similarly lead to dismissal from the Program.

Attitude is best affected at a student level and the student is expected to assume both individual and group responsibility for the avoidance of any questions placed upon his/her integrity. Allegations that cannot be resolved by faculty or students on an informal basis should be pursued through the Formalized Grievance Procedure. Each violation has the potential to result in harmful effects to the well being of an individual. Such incidents should be recorded and reported following the normal chain of command immediately. Each incident should be taken very

seriously and will be evaluated on an individual basis by a committee composed of, but not limited to, the course instructor/faculty and the Program Manager.

In order that the rights and safety of all students are protected, we ask that your activities be governed by reasonable rules of conduct. The following acts are among those that shall constitute cause for disciplinary action. **This is not a complete list.**

Cheating: The attributes of honesty, personal integrity and accountability are expected in all Health Science professions. Students shall not attempt to deceive or mislead an instructor from their assessment of an honest and equitable grade.

Cheating includes any attempt, by any means, to obtain a grade, which the student has not legitimately earned by completing required course work in a proscribed manner. Plagiarism, a form of cheating, is copying another's work and not giving the author credit. Submitting work that is not your own work or submitting work that was previously submitted for another course requirement is cheating. Cheating includes signing or obtaining the signature of a clinical supervisor on a competency summary or to other document to make it appear the student has completed a competency which in fact

the student has not demonstrated; obtaining answers from another student directly or indirectly, verbally, or visually or talking to another student during an exam, test, or quiz, during a test; giving old exams, tests, quizzes to students enrolled in the program; changing answers after a test has been turned in to make it appear a grading error has occurred; sharing answers on an in class assignment or take home test; and having information that is accessible to student for the sole purpose of cheating or any other action on the part of a student, or others, that directly, or indirectly, results, or is intended to result, in the awarding of a higher grade than the student would otherwise be eligible. Examples of cheating in the clinical setting include but are not limited to falsifying time cards; falsifying make up documentation; falsifying patient log sheets; clocking in another student; or competency examination as instructed. Assisting another student in any of the above behaviors is also prohibited.

The student does not need to have actually obtained any benefit from the action for the action to be unacceptable. It is the intent to cheat including as well as cheating that will not be tolerated and is unacceptable.

Failure to follow federal, state or local laws. Violating client rights as defined by law. (i.e., Confidentiality) is unacceptable. HCC students must adhere to all published federal and state laws and ordinances and College administrative rules and procedures. Alleged violations of the Student Code of Conduct will be referred to the appropriate campus Dean of Student Services. Following the guidelines in the Student Handbook and Academic Planner for student conduct and discipline, the Dean will determine the appropriate College response. HCC will cooperate with external police and judicial authorities investigating alleged violations of public laws or ordinances.

Falsifying records. Altering, falsifying, or making a willful misstatement of facts on any client record chart or any student record is unacceptable. Included in this unacceptable behavior is

forging the signature of a clinic instructor, a lecture instructor, a laboratory instructor, and a supervising professional or off-campus supervisor.

Patient abandonment. Not reporting to the program, or to an assigned community laboratory program, office, nursing home, elementary school, clinical site, etc., where and when you were the prescheduled primary caregiver, and did not contact the program, or assigned community laboratory program, office, nursing home, elementary school, clinical site, etc., to offer an excuse or reason for not reporting is unacceptable. Leaving the program or a site during assigned hours where and when you were prescheduled without the clinic instructor's or supervising professional or off-campus supervisor's knowledge and permission is also patient abandonment.

Patient neglect and abuse. Physical, mental, and/or verbal client abuse; or knowingly and willfully failing to observe universal precautions is unacceptable. Examples of patient neglect and abuse include but are not limited to actions or lack of action that may endangering a patients life or jeopardizing their safety; performing unsafe care, thereby, causing physical injury or emotional stress to the patient; and failing to maintain patient confidentiality.

Sexual harassment. HCC will maintain a workplace and an educational setting free from harassment of any kind and from any source. The HCC Student Handbook and Academic Planner defines sexual harassment, outlines disciplinary actions that may occur if found guilty of sexual harassment and provides information on how to file a complaint.

Stealing. Stealing any property of the program, program patients, faculty, staff, students, visitors, clinical site, Hillsborough Community College personnel, or other Hillsborough Community College property is prohibited. Stealing also includes unauthorized taking of exams, tests, or quizzes and the removal of any items from a patient's room or hospital without permission and without an appropriate purpose.

Unacceptable personal behavior. Disobedience or insubordination of a reasonable request from an instructor, supervising professional, faculty, or staff; and disorderly, unethical, or indecent conduct in the classroom or in the clinic setting is unacceptable. A student is found sleeping in any part of the clinical education setting, is subject to immediate dismissal.

Use of alcohol or drugs. Reporting for, or attempting to work while under the influence of alcohol, prescription or illegal drugs, or narcotics, or other chemical, or in a physical condition making it unsafe to practice clinically or participate as a student is unacceptable. Manufacture, distribution, dispensation, possession, or use of alcohol or controlled substances on HCC property is prohibited. Alcoholic beverages and controlled substances are not permitted clinical areas.

If the instructor (or clinical staff) notices that a student has alcohol on his/her breath or appears under the influence of a controlled substance, the instructor will dismiss the student immediately. Any student under the influence of illegal or controlled substances and/or alcohol during classroom or clinical time, will be dismissed from the program. In addition, students who violate the College's drug and alcohol policy will be referred for disciplinary action to the appropriate Campus Dean of Students. Students who violate this policy will be subject to severe disciplinary sanctions including suspension or expulsion. In addition, the College will refer violators to the appropriate law

enforcement agencies for prosecution and will assist law enforcement agencies in investigating students who may be using or trafficking drugs.

Violation of professional standards. Failure to report any activity or incident that adversely affects the patient and administering medications, treatments, and procedures without the approval of the clinic instructor or supervising professional or the omission or commission of any act deemed clinically unsafe, unethical, or unprofessional by the clinic instructor is unacceptable.

Willfully damaging or destroying property. Willfully damaging or destroying any property of the program, program patients, faculty, staff, students, visitors, clinical sites, Hillsborough Community College personnel, or other Hillsborough Community College property is prohibited.

ADDITIONAL PROGRAM EXPENSES

In addition to course tuition, textbooks and lab fees, students should be prepared for other program-related expenses. This list includes approximate cost per item.

<u>Item</u>	<u>Cost</u>
• uniforms	\$ 400.00
• lab coat	\$ 40.00
• nursing shoes	\$ 70.00
• transportation:	varies
• Cars, gas tolls, etc.	varies
• school patch	\$ 5.00
• name tag	\$ 8.00
• registration for certification examinations	\$ 725.00

PREGNANCY POLICY

If a female student SUSPECTS she is pregnant. She MUST IMMEDIATELY inform the program faculty IMMEDIATELY. A letter from her physician confirming the pregnancy and the approval to continue performing clinical tasks associated with the program must be received by the Program faculty before the student will be allowed to return to the clinical affiliate. The Program faculty shall schedule the student's clinical rotations so that she will be placed in areas with no danger of radiation exposure to the developing fetus. Should the student not be able to adequately complete the master plan for clinical rotations she may be asked to withdraw from the program until the pregnancy is complete. All clinical time missed shall be scheduled to be finished following completion of the pregnancy.

WORK POLICY

Students may not take the responsibility or the place of qualified staff during designated clinical hours. However, after demonstrating to perform procedures with competency students may be permitted with appropriate supervision.

Students may be employed in a clinical setting outside regular hours provided the work **does not interfere with academic or clinical responsibilities**. The work must be non-compulsory, paid, and subject to employee regulations. A student may work at jobs other than in a clinical settings while in the Program. However, the Program **will not accommodate personal work schedules**.

V. Clinical Practicum Policies: Program Specific

HEALTH SCIENCES STUDENT CODE OF CONDUCT

The standards of behavior for professionals in all of the Health Sciences must be above criticism. Students who aspire to be a health science professional must also exhibit behavior that is above criticism. To act above criticism is not the same as to act to avoid punishment. To act above criticism is to exhibit behavior that is worthy of praise. Students should promote and encourage the unique values and characteristics of their future profession. In every instance, students should uphold the integrity and ethics of the profession, and promote client/patient well being.

The ethical guidelines presented here are a set of standards of conduct, which the student should consider in ethical and professional decision-making. Ethical codes are not the same as laws. Laws identify behavior that is wrong; ethical codes set standards for behavior that is worthy to be praised.

A code of conduct for students is both implicit and explicit. Implicit is the development of those attitudes and behaviors that reflect the dedication of one's energies to the humane understanding and care of others. Explicit are those behaviors that reflect the integrity expected at all levels of the profession.

Duty to patients and clients

The student has a duty to clients to respect the integrity and welfare of the individual with no regard to social or economic status, personal attributes, or the nature of health problems. Each person should be treated with professional behavior and human regard at all times. Students should be aware of multiculturalism in society and be and respectful and responsive to the uniqueness of each citizen in regard to his or her cultural heritage and/or personal belief system.

Duty to maintain confidences and integrity

The client/patient has a right to confidentiality. Information must be kept to those who have a legitimate reason to know. Under no circumstances should student reveal confidential information to their friends, family or peers. It is the student's responsibility to protect the integrity, safety, and security of client records. If the student suspects that harm may occur to others as a result of a client/patient's behavior, the student must act in an appropriate and professional manner to protect the safety of those individuals. When such actions conflict with other ethical guidelines (e.g., confidentiality), the student has an obligation to seek out guidance from a faculty member or clinical supervision to decide on the best course of action.

Duty to act to prevent harm

If it is suspected that danger or harm may occur to the client/patient, it is the student's duty to act in such a manner to prevent such from occurring. This may involve seeking help and notifying others.

Duty to disclose relationships

Students should not have any relationship with the client/patient other than that of a health practitioner. If there is a relationship, that relationship must be disclosed immediately. A student must guard against all conflict of interest and shall not accept gratuities for preferential consideration of the patient.

Duty to support and follow all laws, policies and procedures

Students must adhere to all local, state, and federal laws; and to all published rules, policies and standards in the classroom and the clinical experience. Clinical site rules, regulations, policies and procedures supersede those established by the College in area of conduct and dress when the student is in the clinical setting.

Duty to present self accurately

Students should not misrepresent their qualifications. Students must assume responsibility and accountability for individual judgments and actions. Student shall practice medically acceptable methods of treatment and shall not endeavor to practice beyond his or her competence and the authority given by the physician.

Duty to others

Students should be respectful, ethical, and professional with fellow students, faculty, College staff, clinical staff and anyone encountered in a clinical setting. If a student has a conflict with a fellow student, faculty member or anyone in a clinical setting, he or she should first seek out that colleague in an attempt to ameliorate the problem. If an amenable solution is not reached, the student should seek guidance from a faculty member. Health science students have the responsibility to report any unethical behavior of a fellow student to appropriate sources. Usually, this would mean initially talking to the fellow student directly, and if no resolution is forthcoming, to report the student to the appropriate faculty member or clinical supervisor. The student must act to safeguard the client/patient and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person. As students in a professional field, all actions should meet standards of integrity, honesty, and objectivity.

Duty to uphold professional standards

The fundamental purpose of accreditation agency standards, and national and state testing and licensing of health science professionals to ensure that unskilled and incompetent practitioners who present a danger to public health and safety are not allowed to be employed. It is difficult if not impossible for the public to make an informed choice about the professional competence of a health science practitioner and that the consequences of a wrong choice could seriously endanger their health and safety. The purpose of testing and licensing is to ensure that every health science practitioner meets minimum requirements for safe practice. Health science professional's fall below minimum competency or who otherwise present a danger to the public will be prohibited from practicing. The student should maintain their professional skills and knowledge at the highest level possible. Students should present themselves as professionals at all times. This includes adopting appropriate dress standards, behavior and demeanor at all times. The student shall cooperate with all other health care professionals and accept that as a professional they will commit to participate in activities to promote efforts to meet the health needs of the public.

CLINICAL PRACTICUM GRADING POLICY

Diagnostic Medical Sonographers perform a diagnostic imaging exam for interpretation by a physician. The quality of the exam performed is crucial to the interpretation by the physician and the resulting Patient care, treatment and prognosis. Therefore, it is essential that graduates be deemed clinically competent to perform the necessary skills, tasks and job requirements required of a staff Diagnostic Medical Sonographer.

As health care professionals, Diagnostic Medical Sonographers frequently perform various exams and job related duties individually; therefore it is essential that their instruction and training prepare them for the challenges they may occur in the health care environment.

A Diagnostic Medical Sonographer must be able to perform job requirements efficiently and effectively as an individual. Often, sonographers are scheduled for "call", which requires them to work after normal scheduled department hours and/or on weekends, when other departmental staff if not available. The possibility that this opportunity will present itself to students after graduation provides the guidance for program requirements and standards.

The clinical practicum course is composed of a both clinical (off campus) and a lab (on campus) component. Both components contribute to the final weighted grade for a clinical practicum course each semester. Students are encouraged to consider each clinical practicum course as a "job." With this focus students shall develop appropriate skills and competencies in professionalism, communication, ethics, job related tasks and duties, and specific sonographic skills and techniques.

To assure that students are in the process of developing the necessary skills and attributes to successfully perform as a Diagnostic Medical Sonographer, various clinical competencies and evaluations have been established as program requirements and standards.

These program requirements and standards are assessed in terms of:

1. Clinical competency evaluations
2. Practical examinations
3. Final practical examination
4. Film critiques
5. Scanning impressions
6. Professionalism and ethics
7. Clinical record

Faculty believes that a student's clinical competence reflects not only their ability to perform the necessary job related and specific tasks and skills. but also, reflects a student's ability to implement didactic course content into a practical application. Therefore, the assessment of performance is more critical.

The grading scale listed below is utilized for all Clinical Practicum and Introduction to Practicum courses. Please note that an individual grade is only recorded to the tenth of a point. Individual grades will not be rounded as they are recorded in the grade book. Only after the final weighted grade for a course is calculated, will the final grade be calculated to the closest even number.

GRADING SCALE:

A =	93	-	100
B =	86	-	92
C =	78	-	85
D =	70	-	77
F =	0	-	69

A grade less than 78 percent in any clinical course will be considered failing. If a student possesses a failing grade at midterm, the instructor and Program Director will then counsel them. Every reasonable effort will be made by faculty to help the student identify and correct deficiencies. If improvement is, not attained the student may receive a failing grade for the practicum course and will be dismissed from the program.

ATTENDANCE POLICY

The program has very specific attendance policies for the clinical courses that can affect the student's grade and ultimately continuance in the program. These policies are specified in the Clinical Handbook.

DRESS CODE

In a hospital or an office, Health Science professionals are known by their uniforms. Learning how to dress appropriately and paying attention to personal appearance and grooming is much more important to the Health Science student than simply conforming to community standards of good grooming and appropriate appearance. Dress and appearance are standards by which a Health Science professional are judged. Thus, students are expected to meet the same standards.

In the classroom and laboratory, clothes and shoes will be clean and neat to present a professional appearance. Shoes must be worn and, due to safety reasons, no thongs or flip-flops should be worn. Midriff shirts or blouses, halters, backless blouses or backless dresses shall not be worn. See-through or mesh garment shall be worn only with proper undergarments. Hats or caps shall not be worn in the classroom or laboratory. Sunglasses are not to be worn in the classroom, laboratory, or clinical areas unless prescribed by a physician and documentation is provided. Garments which display or suggest sexually themed, vulgar, or drug-related wording or graphics or which provoke or may tend to provoke violence or disruption in the school shall not be worn.

Students are not permitted on clinical units unless they are wearing the appropriate uniform. Specific clinical sites may have a dress code or dress requirements that are different that those in this manual. The student must conform to the dress standards of the clinical site if the clinical site's requirement are more demanding that the Program requirements.

Uniforms and/or lab coats shall be clean and neatly pressed. Anytime the uniform is worn, the regulations regarding hair and jewelry apply. No fanny packs may be worn. HCC student photo, ID name badge, Program arm patch, and any other required items must be worn at all times and in the appropriate location while in clinical training. Lab coats must be white. Specific uniform guidelines depend upon the specific Health Science program. Street clothes under lab coat must be neat and clean. No jeans, no shorts, and no informal clothing is allowed. Exception to uniform dress may be made to the standard uniform by faculty. Students are to arrive at the clinical site in full uniform. If a change in uniform is required, it is to be done in the appropriate area in the site.

Uniforms and supplies may be purchased through the HCC bookstore. In addition to uniform standards, the following restrictions also apply:

Personal cleanliness and the elimination of offensive odors are essential. No perfume/cologne is permitted. Fingernails should be approximately fingertip length and clean. Acrylic nails are not permitted per the Center for Disease Control's recommendation.

Chewing of gum is not permitted.

Shoes should be clean, comfortable, closed heel and toe solid white shoes and made from leather or leather-like material. No canvas shoes are to be worn and no color trim is permitted. Only white socks can be worn. No open-toe shoes, no sandals, and no high heels can be worn.

Hair must be properly trimmed, cleaned, combed at all times. Hair should be neat, clean, and styled appropriately. Hair must be worn away from the face while in the clinical areas and during special ceremonies. Hair fashions and color must be of conservative style.

No jewelry except for a plain wedding band, a wrist watch, one pair only of small post earrings of gold or white metal are acceptable if one has pierced ears. No hoops or dangles are permitted. No chains about the neck may be worn.

Female students cannot wear excessive make-up.

Male students must be clean-shaven or have properly trimmed facial hair.

The dress code for the classroom is defined in the 2014-2015 H.C.C. catalog. The dress code for the clinical component of the program can be found within the Clinical Handbook. Any ultrasound department visitations after hours or during designated school hours will be conducted in the appropriate attire (i.e. no shorts, tank tops, jeans, etc.)

CLINICAL EDUCATION EXPERIENCES

The clinical component of the program is comprised of both an on-campus laboratory and off-site assignments to hospitals and clinics. It is essential to the sonography student that they have the opportunity to experience different clinical settings during their duration in the program. As a result, students will rotate through clinical affiliate sites located within the cities of Tampa, St. Petersburg, and Clearwater. Bradenton, Sarasota and Lakeland. It is the responsibility of the student to provide for transportation, gas, tolls etc.

It is essential that students receive diverse clinical experiences. As a result, clinical rotation assignments are assigned in an attempt to provide each student with a well-rounded foundation. Although faculty will take under advisement the residence of a student, faculty considers the program campus as "base" and assigns clinical rotations based upon this point (Review Attachment for affiliate mileage).

PROBATION GUIDELINES

For HCC policies regarding student misconduct please refer to the HCC catalog. A student may

be placed on probation in the Diagnostic Medical Sonography Program in a clinical course for the following reasons:

1. Unsatisfactory clinical evaluation by an instructor, clinical supervisor, clinical staff, program faculty with a calculated grade of **C or less**.
2. Absence of five (5) days or more of clinical attendance.
3. Noncompliance with program and clinical policies and procedures.
4. Withdraw from a clinical education center.
5. Lack of proper documentation of competencies in a timely manner.

Students will meet with program faculty and an educational plan will be initiated for student performance. If the level of performance necessary is not achieved during the probation period, the student may receive a failing grade for the clinical course and be dismissed from the program.

CLINICAL POLICIES

The program has very specific attendance policies for the clinical courses. These policies can adversely affect a student's grade and continuation in the program. Senior students are allotted one (1) free clinical day per semester for the Fall, Spring, and Summer semester. This day may not be used at the end of a clinical rotation, otherwise they can be used at the discretion of the student. If a senior student misses five (5) or more clinical days in each semester, the student will receive a failing grade for that clinical course. If a junior student misses more than three (3) clinical days (s)he will receive a failing grade for that clinical course. These days include the excused day. Documentation of illness, and family emergencies must be presented to the Program Manager and discussed on an individual basis.

PROFESSIONAL LIABILITY INSURANCE

Students are assessed a laboratory fee for each clinical/practicum course to provide professional liability insurance.

INCIDENTS, INJURIES REPORTING

In every instance where there is an incident or injury or the student has come in contact with a communicable disease, no matter how minor it may seem, the incident must be reported, investigated and documented. The student must report the incident to the clinic supervisor and proper forms must be completed and signed in accordance with the clinical site's procedures. A copy of the report will be placed in the student's clinical file. Students are responsible to know, understand and agree to abide by the clinical site's infection control policies and procedures of their clinical education setting. In addition, the student must report the incident to the program manager within 24 hours of the incident.

The program manager will prepare both sides of the Accident – Incident Report (Florida Community Colleges Risk Management Consortium)/Critical Incident Report. The completed Accident –Incident Report/Critical Incident form must be sent to the Dean's office for further review and processing and a copy placed in the student's file.

INCIDENT FORMS

Should a student become injured at a clinical practicum site the contact sonographer at the clinical affiliate site will complete an incident report out. The following will serve as guidelines for this

procedure:

- a. When personal injury has occurred in the clinical setting to the student.
- b. When the student has come in contact with a communicable disease in the clinical setting.

One copy of the report will be placed in the campus file and the other copy will be contained in the student's clinical file. The student will be given an infection control orientation at the onset of the clinical experience. Students must abide by the infection control policies and procedures as designated at each clinical affiliate site.

INFECTIOUS DISEASES STATEMENT

Students performing in clinical facilities must understand that they may be exposed to environmental hazards and infectious diseases including, but not limited to Tuberculosis, Hepatitis B, and HIV (AIDS). A birth date prior to 1957 eliminates the requirement for immunization for mumps/measles and/or rubella. However this does not mean that the student has immunity. He or she will need to have blood titers drawn, and if negative, proceed with the immunizations. The student must have adequate titers of anti-measles antibody, have a physician-documented case of measles or have proof of booster immunization to the measles virus.

Hillsborough Community College **recommends** that all Health Science program students obtain the Hepatitis B vaccine prior to entering the clinical experience portion of the program. Proof of vaccination from Hepatitis B may be required before participating at certain clinical affiliate sites. All hospital policies and procedures supersede College policy regarding prevention of infectious diseases, and in accordance with the Affiliation Agreement between the College and the hospital/agency, the student must abide by those policies and rules.

Students understand and assume the risks involved in the clinical portion of Health Science Programs at Hillsborough Community College, especially the risk of contracting Hepatitis B through human blood spills, Tuberculosis, HIV (AIDS) and other related infectious diseases while participating in the required clinical experiences. The student agrees to abide by all hospital/agency, division and program policies regarding exposure to infectious diseases.

RECORDING LECTURES

Electronic recording of lectures is allowed except on those days when it is deemed inappropriate by the instructor. Students shall not tape record videotapes used in the classroom. Tape recording of guest lecturers requires approval.

**Diagnostic Medical Sonography Program (#365) General and Cardiovascular Technology.
Associate In Science Degree
77 Total Credit Hours (Prerequisite Courses for Admission: 18 total credits)**

PROGRAM OF STUDIES 2019-2020

YEAR I

General Sonography

Fall Term

Credits

SON 1000	Basic Sonography	3 cr.
SON 1804C	Introduction to Practicum I	2 cr.
SON 1311	Introduction to Sonographic Cross Sectional Anatomy I	1 cr.
PSY 2012	General Psychology	3 cr.
XXX xxx	ANY Humanities	3 cr.
Total		12 cr.

Spring Term

SON 1840	Introduction of Practicum II	1 cr.
RTE 1782	Pathology of Medical & Surgical Diseases	3 cr.
SON 1100	Sonographic Scanning Protocol I	1 cr.
SON 1210	Introduction to Sonographic Physics and Instrumentation	3 cr.
SON 1053	Sonographic Imaging of Medical/Surgical Diseases	1 cr.
SON 1312	Introduction to Sonographic Cross Sectional Anatomy II	1 cr.
Total		10 cr.

Summer Term (Spans Summer I & II)

SON 1850	Introduction to Practicum III	1 cr.
SON 1313	Introduction to Cross Sectional Anatomy III	1 cr.
SON 1171C	Introduction to Vascular Technology	2 cr.
Total		4 cr.

YEAR II

Fall Term

Credits

SON 2111	Abdominal Sonography I	3 cr.
SON 2121	Obstetric and Gynecology in Sonography I	4 cr.
SON 2814	Sonographic Clinical Practicum I	3 cr.
SON 1101	Sonographic Scanning Protocol II	1 cr.

Total **11 cr.**

Spring Term

SON 2112	Abdominal Sonography II	3 cr.
SON 2122	Obstetric and Gynecology in Sonography II	3 cr.
SON 2211	Sonographic Physics and Instrumentation	3 cr.
SON 2211L	Sonographic Physics and Instrumentation Laboratory	1 cr.
SON 2824	Sonographic Clinical Practicum II	3 cr.
	Total	13 cr.

Summer Term (Spans Summer I & II)

SON 2061	Seminar in Sonography	3 cr.
SON 2175C	Vascular Technology	3 cr.
SON 2834	Sonographic Clinical Practicum III	3 cr.
	Total	9 cr.

Summary

- Total credits for the first year: 26
- Total credits for the second year: 33
- Total credits pre-requisite courses: 18
- The mandatory credit hours for a general sonography program curriculum: **77.**

Cardiovascular Technology

PREREQUISITES	18 Credit/hours
1st-YEAR	
FALL SEMESTER	Credit/hour
CVT 1000 Intro. To Cardiovascular Technology and Patient Care	3
CVT 1261 Cardiovascular Anatomy and Physiology	3
CVT 1191L Introduction to Cardiovascular Practicum I	3
CVT 2500 Cardiovascular ECG	3
Total	12
SPRING SEMESTER	
CVT 2320 Vascular Ultrasound I	3
CVT 2620 Cardiac Ultrasound I	3
CVT 2320L Introduction to Cardiovascular Practicum II	3

SON 1210 Intro to Sonographic Principles and Instrumentation	3
Total	12
SUMMER SEMESTER	
CVT 2321 Vascular Ultrasound II	3
CVT 2840 Cardiovascular Practicum I	3
Any Humanities (Elective)	3
PSY 2012 General Psychology	3
Total	12
2nd-YEAR	
FALL SEMESTER	
CVT 2621 Cardiac Ultrasound II	3
CVT 2621L Cardiac Ultrasound II Lab	3
CVT 2841 Cardiovascular Practicum II	3
CVT 2930 Seminar in Vascular Ultrasound	3
Total	12
SPRING SEMESTER	
CVT 2842 Cardiovascular Practicum III	4
CVT 2920 Seminar in Cardiac Ultrasound	3
Son 2211 Sonographic Physics and Instrumentation	3
Son 2211L Sonographic Physics and Instrumentation Lab	1
Total	11
GRAND TOTAL	77 CR/HRS

**Diagnostic Medical Sonography Program
Clinical Affiliates 2018-2019**

Clinical Site	Instructor/Supervisor	Distance (Miles)
Radiology Associates of Tampa 511 West Bay Street suite 301 Tampa, Fl. 33608	Claude Guidi, MD Co-Medical Director (813) 253-2721	
AdventHealth at Wesley Chapel 2600 Bruce B. Downs Blvd Wesley Chapel, Fl 33544	Ted Cardoso, MD Co-Medical Director (813) 929-5000	
All Children's Hospital	Becky Russell, RDMS	22 (MQ)

804 6 th Street South St. Petersburg, Fl 33701	(727) 892-4125 ext 3066	
Bayfront Medical Center 701 6 th Street South St. Petersburg, Fl 33701	Gina Herrera, RDMS (727) 893-6498	22 (MQ)
Bay Pines VA Hospital 10,000 Bay Pines Blvd. Bay Pines, Fl 33744	Denise Cobb (727) 698-9020	25 (MQ)
Brandon Hospital (Main) Perinatal Department 119 Oakfield Drive Brandon, Fl 33511	Bridgette Hurley, RDMS Dawn Zaineab, RDMS (813) 681-5551 est. 2543	17 (MQ)
Tower Imaging at Carrollwood 14499 N. Dale Mabry Grand Plaza Suite 150-152 Tampa, Fl 33618	Mireya Reyes, RDMS (813) 968-6998	5 (GM)
Tower Imaging at Northside 12210 Bruce B. Downs Blvd. Tampa, Fl 33613	Vicki Hunsaker, RDMS (813) 971-2050	12 (GM)
Tower Imaging South Tampa 2106 South Lois Ave. Tampa, Fl 33629	Jane Mungovan, RDMS 813-288-8839	4 (MQ)
Genesis 5802 N. 30 th Street Tampa, Fl 33610	Jeanne Flynt, RDMS (813) 238-0066	7 (MQ)
James A. Haley VA Hospital 13,000 Bruce B. Downs Blvd. Tampa, Fl 33612	Erin Tonkyro, RDMS (813) 972-2000 ext 3710	12 (MQ)
Manatee Diagnostic Center 300 Riverside Drive East suite 4300 Bradenton, Fl 34205	Cheryl Semrinec, RDMS (941) 747-3034	45 (MQ)
Manatee Memorial Hospital 206 2 nd Street East Bradenton, Fl 34205	Amanda Deen, RDMS (941) 746-5111 ext 7111	45 (MQ)

H. Lee Moffitt Cancer Center 12902 Magnolia Drive Tampa, Fl 33617	Sandra Papageorge, RDMS Sandee Armstrong, Supervisor (813) 745-1143	12 (MQ)
MP Clearwater Hospital 300 Pinellas St. Clearwater, Fl 33756	Diana Costello, RDMS (727) 462-7543	20.5 (MQ)
MP Mease Countryside Hospital 3231 MacMullen Booth Rd. Safety Harbor, Fl 34695	Alka Arora, RDMS (727) 725-6324	17 (MQ)
MP Trinity Outpatient Center 2102 Trinity Oaks Blvd. Trinity. Fl 33655-4409	Donna Day, RDMS (727) 372-4050	26 (MQ)
St. Anthony's Hospital 1200 7 th Ave. North St. Petersburg, Fl 33705	Yvonne Krawczuk, RDMS (727) 825-1040	21 (MQ)
St. Joseph's Hospital 3001 west Martin Luther King Blvd. Tampa, Fl 33622	Mario Morales, RDMS (813) 554-8400 ext.72962	2
St. Joseph's Women Center 3030 West Martin Luther King Blvd. Tampa, Fl 33622	Connie Rasmussen, RDMS (813) 872-2906	2
St. Joseph's Hospital North 4211 Van Dyke Road Tampa, Fl 33558	Ann Compton-Ross, RDMS (813) 872-2906	12 (MQ)
8. St. Joseph's Hospital South 6901 Simmons Loop Riverview, Fl. 33578	Melinda Banda, RDMS 813-302-8046	25
South Bay Hospital 4016 State Road 674 Sun City, Fl 33573	Carol Dodge, RDMS (813) 634-0344	36 (MQ)
Tampa General Hospital 2 Columbia Drive. Davis Island Tampa, Fl 33606 TGH Women's Center	Lynn Modlin, RDMS (Supervisor) (813) 844-7239 Katelyn Fijalkowski, RDMS (813) 844-4342	6 (MQ)
AdventHealth at Fletcher	Suzana Kristo, RDMS	12 (MQ)

3100 East Fletcher Ave. Tampa, FL 33613	(813) 615-7820	
AdventHealth at Fletcher Women's Center 3100 East Fletcher Ave. Tampa, Fl 33612	Sherry Powell, RDMS (813) 615-7946	12
AdventHealth at Wesley Chapel 2600 Bruce B. Downs Blvd Wesley Chapel, Fl 33544	Monica Dromgoole, RDMS (813) 929-5000	26
USF Women's Health 2 Columbia Drive, Davis Island Tampa, Fl.33613	Monique Alonso, RDMS 813- 259-8500	6

CARDIOVASCULAR TECHNOLOGY

St. Joseph's Hospital Heart Institute 4612 N. Habana Ave, 2 nd Floor Tampa, Fl. 33614	Zara Babayan, MD, PhD. Medical Director 813-875-9000	
1. AdventHealth at Wesley Chapel 2600 Bruce B. Downs Blvd Wesley Chapel, Fl 33544	Erika Rivera, RDCS (813) 929-5212	26
2. Blake Medical Center 2020 59 th St. W Bradenton, Fl. 34209	James Klein, RDCS 941-792-6611	49
3. Brandon Regional Hospital 119 Oakfield Drive Brandon, Fl 33511	Nicza Segura, RDCS 813-916-9253	17
4. Lakeland Regional Med. Center. 1324 Lakeland Hills Blvd. Lakeland, Fl. 33805	Tandy Freeman, RDCS 863-687-1100 Ext 2498	39
5. Manatee Mem. Hospital 206 2 nd Street East Bradenton, Fl 34205	Laverne Dunbar 941- 745-7244	45
4. Mease Countryside Hospital	Jodine Klag, RDCS	17

3231 MacMullen Booth Rd. Safety Harbor, Fl 34695	727-443-8319	
5. Morton Plant Clearwater 300 Pinellas St. Clearwater, Fl 33756	Eric Lovewell (727) 462-6036	20.5
6. St. Joseph's Hospital- Tampa 3001 W. Martin L. King Blvd. Tampa, Fl 33622	Nicole Sweeney (813) 554-8913	2
7. St. Joseph's Hospital North 4211 Van Dyke Road Tampa, Fl 33558	Richard Maiorini, RDCS (813) 443-7022	12
8. St. Joseph's Hospital South 6901 Simmons Loop Riverview, Fl. 33578	Monica Wilson, RDCS. Jeannie Nguyen, RDCS 813-302-8046 Vikki O'Neal (Imag. Director)	25
9. South Bay Hospital 4016 State Road 674 Sun City, Fl 33573	Renea Noriega, BSN (813) 634-0133	36
10. Tampa General Hospital 2 Columbia Drive. Davis Island Tampa, Fl 33606	Mariah Foster, RDCS (813) 844-4522	6
11. Tower Bruce B Downs 3069 Grand Pavillion Dr. Tampa, FL 33612	Pam Fresolo, RDCS 813-805-8359	13
12. Tower Bloomingdale 414 W Robertson St Brandon,FL 33511	Gale Kelley, RDCS 813-654-4883 Ext 1828	18
13. Tower Diagnostic- Habana 4719 N. Habana Tampa, Fl 33614	Mary Lynn Gonzalez, RDCS 813- 413-1191	3

Health/Medical Insurance and Emergency Care

The College, Division or Program does not provide health and medical insurance for students. The student is responsible for all costs associated with any medical procedure and for

maintaining health and medical insurance while enrolled in the program. Some clinical education settings will require that all students attending the facility provide proof of medical insurance. Students attending these clinical education settings must comply with this condition of mutually agreed affiliation between the clinical education settings and HCC. Each student should check his/her personal health insurance policy to ensure that she or he is covered by the policy for illness or injury resulting from the clinical experience.

In the event a student requires emergency treatment in a clinical setting, the affiliate will provide such treatment according to the conditions of the affiliation agreement between the College and the hospital/affiliate. The affiliate reserves the right to bill the student for such emergency treatment. The student is liable for any medical expenses incurred in the clinical setting from any emergency medical treatment administered. Students at clinical education settings are subject to contracting a disease or incurring bodily injury as a result of activities in the affiliate. Thus, students assume the risk of disease or bodily injury and acknowledge that the College is not responsible for any damages arising from participation in clinical education settings

Informed Consent

Criminal History

I understand that in order to be eligible as an applicant to a health science program or to continue as a student in a health science program, the applicant can not have a criminal history with a conviction of one or more crimes as outlined below.

Crimes -Judgment of guilty or plea of nolo contendere to the following crimes will disqualify applicants from entering into any Health Science program or continuing in a Health Science program: murder; manslaughter; vehicular homicide; killing of an unborn child by injury to the mother; assault, if the victim of the offense was a minor; aggravated assault; battery, if the victim of the offense was a minor; aggravated battery; kidnapping; false imprisonment; sexual battery; prohibited acts of persons in familial or custodial authority; prostitution; lewd and lascivious behavior; lewdness and indecent exposure; arson; theft, robbery, and related crimes, if the offense is a felony; fraudulent sale of controlled substances, only if the offense was a felony; incest; abuse or neglect of a disabled adult or elderly person; exploitation of a disabled adult or elderly person; aggravated child abuse; negligent treatment of children; sexual performance by a child; obscene literature; drug offenses which were a felony or if the offense involved a minor, has not been judicially determined to have committed abuse or neglect against a child as defined in S. 3901 (2) and (47) F.S.; does not have a confirmed report of abuse, neglect, or exploitation as defined in S. 41 5.1 02(6) F .S., or abuse or neglect as defined in S.41 5.503(6) F.S., which has been uncontested or upheld under S.41 5.1075 or S.41 5.504 F.S.; does not have a proposed confirmed report that remains unserved and is maintained in the central abuse registry and tracking system pursuant to S.41 5.1 065 (2) (C) F .S.; and has not committed an act that constitutes domestic violence as defined in S.71 4.1 28 F.S.

The Office of Health Science Admissions staff will coordinate the criminal background checks. **I understand** that an applicant, select or alternate will be responsible for notifying the office of the Health Science Admissions Dale Mabry Campus of any arrests, regardless of adjudication that occur after the application deadline but before the first day of classes. The individual is responsible for notifying the appropriate office within 5 working days of the arrest. The same standard used for admission to the program will be applied to determine whether or not the individual may enter the program. The Chair of the Admissions and Appeals committee will communicate to the individual whether or not they remain eligible to enter the program and will notify the program manager if the individual is no longer eligible to enter the program.

I **understand** that students must notify their program manager of any arrests, regardless of adjudication, that occur after acceptance and enrollment in a program. This notice must be given within five (5) working days.

I **understand** that failure of an applicant/student to notify the appropriate individuals shall be grounds for denial of admission to or permanent dismissal from a health science program. FDLE checks may be generated on any student at any time they are matriculated in a limited access health science program at no expense to the student.

Student's Signature

Date

Print Name

Student ID #

Original signature copy will be retained in the student's program file. July 2018

**HILLSBOROUGH COMMUNITY
COLLEGE**

DIVISION OF HEALTH, WELLNESS AND SPORTS TECHNOLOGIES

Diagnostic Medical Sonography Program

Program Handbook Signature

I, _____ acknowledge that I have received a copy of the Hillsborough Community College Diagnostic Medical Sonography Program Student Handbook and that the information has been discussed with me. I understand that I am responsible for knowledge of the guidelines and policies of the Program, the Division of Health, Wellness & Sports Technologies, and Hillsborough Community College as reproduced in the College Catalog and Student Handbook and Academic Planner. I further understand that those policies are subject to change and that such changes will be made available to me as soon as possible and be binding at the time.

Student Signature

Date

Student ID #

Signature Faculty Receiving Form

Date