



HEALTH SCIENCES DIVISION  
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM  
STUDENT HANDBOOK  
2023-2024  
ACADEMIC YEAR

## FOREWORD

This handbook has been designed to guide the student during the Diagnostic Medical Sonography (DMS) Program. It provides information regarding procedures and general practices to be followed while attending Laredo College. The [DIAGNOSTIC MEDICAL SONOGRAPHY](#), Program Student Handbook, should assist you in your goal of becoming a sonographer based on the DMS Program's curriculum. Each student will be held responsible for all DMS Student Handbook.

According to Federal Law, a student's record information cannot be released without the student's participation and consent. Only information considered "Public Information" is available to outside sources under certain circumstances. Please help us protect the security of your records by having your picture identification available when you come to the office for assistance.

Thank you for your cooperation.

Laredo College is committed to maintaining the health and safety of the college community. It is important for all students, employees, and community members to take proactive measures to create a safe learning and working environment. LC is required to report any student and employee cases of notifiable conditions to the Texas Department of State Health Services (DSHS) in a timely manner. Therefore, all students and employees should report a confirmed diagnosis of a notifiable condition to LC's Health and Safety Operations Center at [safety@laredo.edu](mailto:safety@laredo.edu) and (956) 721-5852. Notifiable conditions that LC is required to report can be found at: <https://www.dshs.texas.gov/sites/default/files/IDCU/investigation/Reporting-forms/Notifiable-Conditions-2023Color.pdf>

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## **WELCOME**

The Diagnostic Medical Sonography Program faculty, staff, and the Health Sciences Division at Laredo College would like to welcome you! Our desire is for you to succeed in all of your endeavors. As you realize the aspirations that you have set for yourself, remember that we are here to assist you.

As you embark on a journey that will lead to a career as a Diagnostic Medical Sonographer, you will discover that it is a vocation that is equally challenging and gratifying. You will learn that the Diagnostic Medical Sonographer must adhere to high standards and ethics while providing quality patient care. These attributes will be formed through your education and training as a DMS student. Consequently, these principles will develop into the code by which every DMS professional abides in delivering quality health care.

This document is a reference for the student to use during their enrollment in the Diagnostic Medical Sonography (DMS) Program. Please refer to it often. This document contains general information about the program and policies and procedures applicable to students in this program. Thus, it should supplement the Laredo College (LC) Student Handbook and LC Catalog. The student must review the information contained in this Handbook before each DMS course. The student is responsible for the information it contains. Please have an electronic copy of the handbook on the first-class day of each class. Please read this entire document. Sign the final page of this document indicating that you have read, understood, and were allowed to inquire about the content contained within.

Again, welcome to the Diagnostic Medical Sonography Program. I hope you enjoy the learning experience and achieve your career goals. If we can assist you further, please let us know.

Sincerely,

**Hortencia D. Gonzalez MBA, BS, DMS (R), RDMS, RDCS.**  
**Assistant Professor of Diagnostic Imaging and Program Director**

### **DISCLAIMER**

The Diagnostic Medical Sonography Program reserves the right to withdraw and make changes at any time to courses, course fees, calendar, curriculum, progression requirements, and any other requirement affecting students, as may be required by federal, state, board of trustees, administrative, and student needs each year. Changes will become effective whenever the proper authorities are so determined and will apply to prospective students and those already enrolled; however, due to unusual circumstances, the length of the program may be extended.

Where there is a conflict between the published [Laredo College \(LC\) Catalog](#), [LC Student Handbook](#), and the Diagnostic Medical Sonography Program Student Handbook, interpretation of the conflict must be channeled through the Diagnostic Imaging Director to the appropriate person of authority. An interpretation of said procedure and requirement will be requested of this person. Once an interpretation has been rendered, the procedure and requirement will remain in force, altered, or eliminated as dictated by the interpretation. Student questions regarding the curriculum or clinical practice in the Diagnostic Medical Sonography program can be viewed as the procedures and guidelines listed in the LC Diagnostic Medical Sonography Student Handbook.

### **EQUAL EDUCATIONAL OPPORTUNITY POLICY**

Laredo College adheres to the [Equal Educational Opportunity Policy](#) stated in the current LC Manual of Policy.

### **NON-DISCRIMINATION BASED ON DISABILITY**

Laredo College adheres to the [Non-Discrimination Based on Disability](#) statement outlined in the LC Manual of Policy. Qualified applicants with disabilities are encouraged to apply to the DMS program. Health Sciences programs establish technical standards and essential functions to ensure that students can participate and succeed in all aspects of the respective programs. Students must meet technical standards and essential functions, which include minimum physical abilities requirements, for the DMS program. The student is responsible for contacting Disability Services if they do not meet the technical standards listed. If an applicant or student can meet the outlined standards, they may be allowed to continue the program.

## GENERAL PROGRAM INFORMATION

### Accreditation

The Diagnostic Medical Sonography program will seek accreditation from the Commission on Accreditation of Allied Health Education Programs ([CAAHEP](#)) upon recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography ([JRCDMS](#)).

Accreditation is achieved when a program is designed and conforms to the Standards and Guidelines of an Accredited Program in Diagnostic Medical Sonography. The Joint Review Committee on Education established the Diagnostic Medical Sonography Program Standards. Students are encouraged to review this document, available upon request from the Department Director or at [CAAHEP](#). Students who complete the DMS Program may apply to the American Registry of Diagnostic Medical Sonography ([ARDMS](#)) certification examinations. Successful completion of the ARDMS exam SPI exam specialty exams is required to earn the Registered Diagnostic Medical Sonographer (RDMS) credential. Upon completing all requirements for the DMS program, the student is awarded an Associate of Applied Science Degree in Diagnostic Medical Sonography.

The American Registry of Radiologic Technologists (ARRT) has recognized Laredo College's Diagnostic Medical Sonography program. Graduating from LC's Diagnostic Medical Sonography program means immediate eligibility to sit for a certification examination through ARRT if you meet the clinical competency requirements.

### Mission

The DMS program mission corresponds with the mission of Laredo College, which is *"a learner-centered institution transforming students' lives through educational programs and services to fulfill the dynamic needs of its local, regional, national, and global community."*

The Diagnostic Medical Sonography Program functions following the mission statement of Laredo College. The DMS program strives to provide an educational experience that will produce competent entry-level sonographers capable of addressing the needs of the constantly changing and challenging healthcare environment.

### Philosophy

Laredo College provides quality education in the preparation of Diagnostic Medical Sonographers to meet the standards and requirements of the profession. The program provides an atmosphere conducive to learning that prepares the students to think critically and integrate knowledge and experience in the academic and clinical disciplines.

### **Program Goals and Student Learning Outcomes**

The program goals align with the expectations set by the Commission on Accreditation of Allied Health Education Programs for Diagnostic Medical Sonography Programs.

1. To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To prepare sonography professionals that function as a competent part of the healthcare team and represent the commitment to excellence the program strives to achieve.
3. To prepare sonography professionals demonstrating critical thinking, decision-making, and a desire for lifelong professional learning.
4. Graduates will be eligible to apply for, take and pass the American Registry of Diagnostic Medical Sonography national examination.
5. To meet the Commission on Accreditation of Allied Health Programs ([CAAHEP](#)) Standards for program accreditation.
6. Meet the Commission on Accreditation of Allied Health Programs CAAHEP credentialing success rates on the American Registry for Diagnostic Medical Sonography ([ARDMS](#)) registry examination.

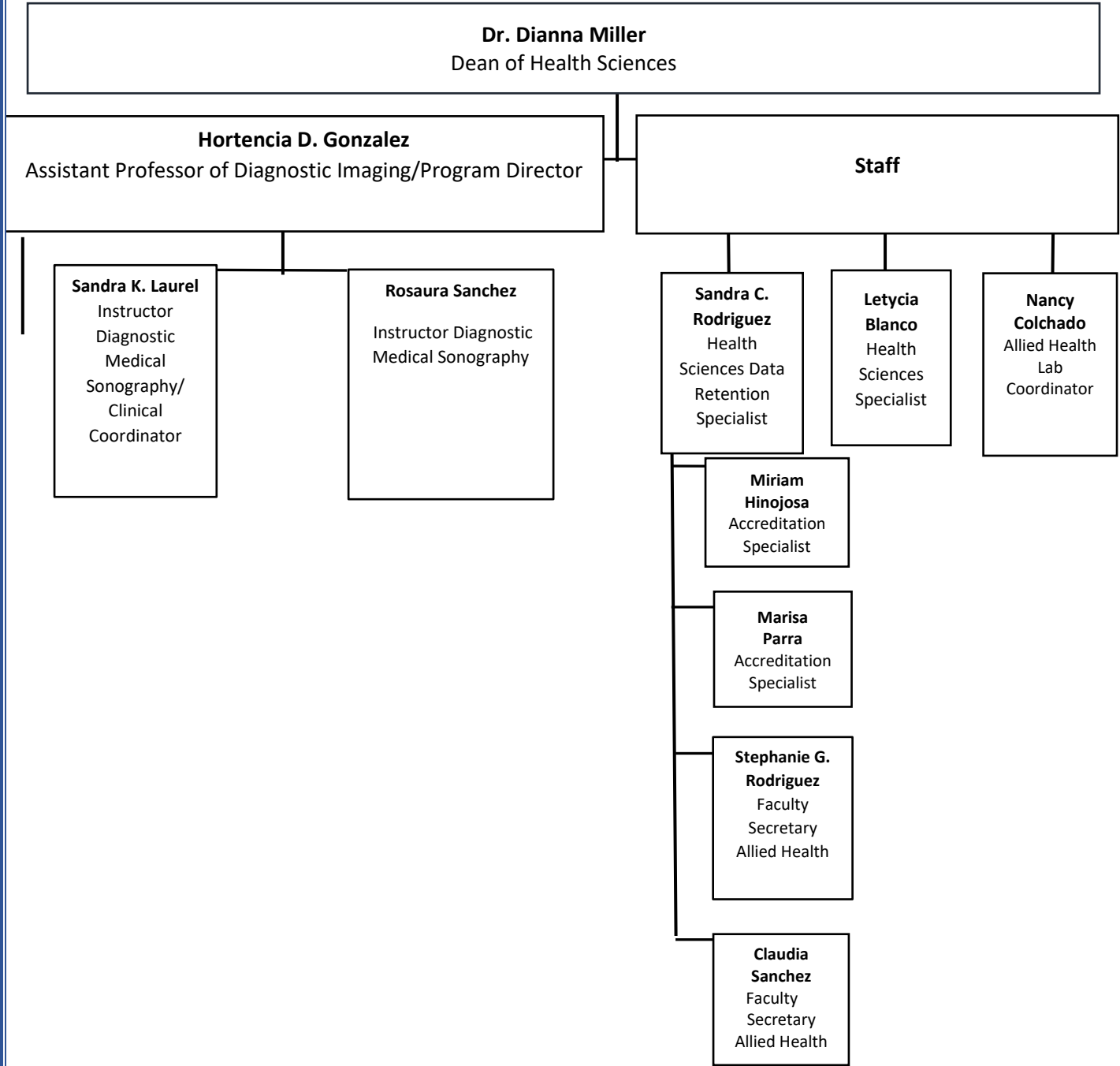
### **Program Outcomes**

Upon completion of the DMS Program:

1. 80% of the program graduates who take the Registry exam will pass the exam on their first attempt, as evidenced by the ARDMS exam results.
2. 80% of the graduates who seek employment will find it within 12 months after completing the program.
3. 80% of students who enter the program will complete it within 24 months.
4. 80% of the graduates will evaluate the program as satisfactory, as evidenced by the graduate survey.
5. 80% of the employers surveyed will evaluate the graduate's performance as satisfactory, as evidenced by the employer survey.
6. 80% of the students will evaluate the DMS program as adequate in teaching course content, textbooks, and curriculum in all didactic and clinical classes.



**Allied Health- Diagnostic Medical Sonography Organizational Chart  
2022-2023**



Click [here](#) to view Laredo College's complete organizational chart.

## ABOUT THE DMS PROGRAM

The AAS-DMS program at Laredo College is designed to embody a coherent course of study and adhere to the guidelines set forth by the State of Texas and the Texas Higher Education Coordinating Board. The program is six semesters long, including summer semesters, and is based on 60 semester credit hours.

The U.S. Bureau of Labor Statistics (2021) indicates that between 2021 and 2031, the projected job growth will be 10% higher in the United States. According to the Commission on Accreditation of Allied Health Programs CAAHEP, diagnostic medical sonographers may be employed in hospitals, clinics, private offices, and industry.

After completing the six semesters at Laredo College, students must obtain certification through the American Registry for Diagnostic Medical Sonography [ARDMS](#) and/or the American Registry of Radiologic Technologists [ARRT](#).

### Admissions

The DMS Program at Laredo College uses a selective admissions process to admit a maximum of 10 students per year. The DMS Core Faculty reserves the right to adjust the class size based on JRCEDMS Rules and Regulations, qualified candidates being available, local and regional needs, and other factors that may arise.

### Faculty

Hortencia Gonzalez, MBA, BS, RT(R), RDMS, RDCS  
Assistant Professor of Diagnostic Imaging and Program Director  
Office – COHS Rm. C-112  
Office phone – (956) 721-5386  
AH Office phone - (956) 721-5262

[CV HG](#)

Sandra K. Laurel, RDMS (AB) (OB/GYN)  
Diagnostic Medical Sonography Instructor/Clinical Coordinator  
Office – COHS Rm. C-109  
Office phone – (956) 764-5971

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Rosaura Sanchez, RVT RDMS (BR) RT(R)  
Diagnostic Medical Sonography Instructor  
Office – COHS Rm. B-117  
Office phone – (956) 721-5236

[CV RS](#)

### Instructor Availability

DMS faculty is available for students according to office hours posted on the instructor's door schedule. The student should make an appointment with the individual instructor for academic counseling or student concerns.

### **Academic Advisement and Guidance Counseling Center**

The Laredo College Counseling Center offers a wide variety of counseling services to students on academic issues, career development, and personal issues. Faculty members may refer students to Guidance Counseling Services. DMS faculty will provide academic advisement for DMS Program courses.

#### **Academic Counseling**

DMS faculty provides counseling for individual DMS Program courses. Students at high risk for academic failure should schedule a meeting with the faculty member for academic counseling. A counseling form will be initiated, and the student and the faculty member will develop a plan for success. IPASS is offered to every student. It is the student's responsibility to meet with the faculty member.

#### **Academic Advising**

Semester-long academic advising is available to all students in the College of Health Sciences Building. Students are encouraged to contact an advisor to receive information regarding Laredo College services, discuss academic/clinical goals, and update degree plans.

#### **Faculty/Course Evaluation**

Using the Laredo College Student Performance Evaluation, students must evaluate core and adjunct faculty and courses each semester. Links to the evaluation tool will be available on PasPort. Laredo College Student Evaluation of Faculty/course will be completed using Watermark integrated in Canvas.

Laredo College Student Evaluation of Faculty/course online website:

<https://www.laredo.edu/instruction/student%20Evaluation%20Evaluation%20Form/Semesters/index.html>

#### **Facilities for Instruction**

The liberal arts and science courses are taught at the Laredo College Fort McIntosh and South campus. Didactic Diagnostic Medical Sonography Program courses are taught at the Laredo College South campus, College of Health Sciences Building.

## Clinical Affiliates

### Doctors Hospital of Laredo

Clinical Preceptors: Monique Angulo, Alexander Santos  
10700 McPherson Rd  
Laredo, Texas 78045  
Department Phone: (956) 523-2091

### Laredo Medical Center

Clinical Preceptors: Leticia Delgado, Melanie Mireles  
1700 E. Saunders Avenue  
Laredo, Texas 78041  
Department Phone: (956) 796-2841

### Laredo Medical Center South

Clinical Preceptors: Rosaura Sanchez  
4151 Bob Bullock Loop  
Laredo, Tx. 78043  
Department Phone: 956-796-3109

### Laredo Medical Center- Ambulatory Care Center North

Clinical Preceptors: Rosaura Sanchez, Danielle Tovar, Sandra K. Laurel, Melanie Mireles  
7210 McPherson Road  
Laredo, Texas 78041  
Department Phone: (956) 796-2573

### Providence Surgical and Medical Center

Clinical Preceptors: Monique Angulo  
230 Calle Del Norte  
Laredo, Texas 78041, Department Phone: (956) 693-5000

### Maternal Fetal Medicine

Clinical Preceptor: Danielle Tovar  
6801 McPherson Rd. Suite 219  
Laredo, Texas 78041

### Peripheral Arterial Disease

Clinical Preceptor: Rosaura Sanchez  
6419 Polaris Drive. Suite B2  
Laredo, Texas 78041

## Program Requirements

1. Complete all pre-requisite coursework listed in the Laredo College Student Catalog. All pre-requisite coursework should be completed and passed with a minimum grade of (70 C) by the end of the Spring semester before the semester's new class starts. Co-requisite courses must be completed and passed with a grade of (70). The required pre-requisite courses are ENGLISH 1301, BIOLOGY 2301, MATH 1314 or College level, PHYSICS 1315, PHYSICS 1115, and DMSO 1110. Co-requisite courses are BIOLOGY 2302, PSYCHOLOGY 2314, and Language, Philosophy, and Culture/Creative Arts.
2. Proof of updated required immunizations:
  - a. TB test - Proof of one TB test within the past six months or administered upon entering.
  - b. Two (2) Doses or current titer of Measles, Mumps Rubella (MMR) Series must be completed based on the series requirements.
    - Students born on or after January 1, 1957, must show acceptable evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968.
  - c. One dose of Tetanus-Diphtheria and Pertussis (Tdap) is required within the last ten years. (approval verification pending)
  - d. Influenza vaccine annually in September for fall admission.
  - e. Initiation of Hepatitis B (HBV) vaccine series before direct patient contact, but series must be completed based on the series requirements (initial, one month, and four months). Serologic confirmation of immunity to the hepatitis B virus is acceptable.
  - f. Two doses of varicella (chickenpox). Also, acceptable: laboratory report indicating varicella immunity, or Varicella Titer
  - g. Bacterial Meningitis

\* Texas State Law Senate Bill 62 requires students who meet the criteria below to provide proper documentation that they have received the bacterial meningitis vaccination within the last five years and at least 10 calendar days before the beginning of the semester. All new or transfer students under age 22, all returning students under the age of 22 who have experienced a break in enrollment of a least one fall or spring term, students enrolled in online courses that physically attend classes or come to campus within the semester.

- h. Recommended: Hepatitis A - Recommended: Due to the pandemic, some clinical agencies require the COVID-19 vaccine. As a guest in the facility, the programs must adhere to the agency's requirements. If you choose not to take the vaccine, you may not be able to complete your clinical requirements. Therefore, you may need to "withdrawal" from the course.

**Failure to submit necessary documentation may result in the clinical site(s) refusing placement to a student who does not provide the requested records.**

3. Current American Heart Association CPR Health Care Provider Certification
  - a. Physical examination.
  - b. Negative drug screen (10) panel
  - c. Negative Covid-19 test(s)
  - d. Proof of liability insurance. Fees are paid at registration annually.
4. Criminal Background check and clear Child Abuse Report
  - a. Student must show documentation of a clear/negative- A criminal conviction while in the program must be disclosed to the Program Director/Clinical Coordinator immediately, and the student may be unable to attend clinical training. (**CastleBranch**) It is the student's responsibility to provide documentation and adhere to all of the above health requirements. The student will assume responsibility for the costs of immunizations, criminal background checks, drug screening, and medical services. All student applicants shall submit a negative background check (with no criminal record) to be considered eligible for acceptance and continuation in the Program. The student is responsible for uploading all completed documentation to the Compliance Tracker system with CastleBranch.

b. As policy changes are received from the Center for Disease Control (CDC), these changes will be incorporated into the Program's requirements. The Laredo College Administration will be notified promptly of changes in the immunization policy. It is the student's responsibility to provide documentation and adhere to all of the above health requirements.

5. Laptop Requirements

a. All DMS students are required to have a laptop during their enrollment in the DMS program for completion of didactic and clinical course requirements. The Diagnostic Medical Sonography program is entirely digital in the clinical setting, and students will be required to access, view, and submit digital information throughout the program, as is done in professional practice.

b. Examinations will be taken routinely in the classroom setting. Students may purchase any brand of the laptop; however, some recommendations are included. If a student's laptop cannot access programs or wi-fi, the student must notify immediately to faculty and take corrective actions to eliminate these issues immediately. Recommendations include:

- Intel Core i3 Processor or higher
- Minimum 6 GB RAM
- Minimum 150 GB hard drive
- Windows 8 or newer or MAC OSX
- Microsoft Office 2016 (Home/Student, Professional, or University Editions), Office 365 University, or Office 2016 for Mac or newer
- Adobe Reader
- Anti-virus software
- Netbooks and iPads are NOT recommended for laptop replacements, as they do not meet our minimum requirements, and some software or needed applications may not work on these.

6. Physics Registry

a. DMS students may apply to take the American Registry Diagnostic Medical of Sonography (ARDMS) Sonography Principles and Instrumentation (SPI) exam after completing Semester II of the DMS Program. Students are responsible for paying the associated fees to the accrediting organization.

### **Criminal Background Record**

Standard HR. 1.20 of the Joint Commission requires that criminal background checks be conducted on all categories of healthcare providers, including students and volunteers. Healthcare institutions where students take required or elective clinical rotations require students to present evidence that a viable background check has been completed. In specific cases, the healthcare institution may conduct its criminal background check (<http://www.jointcommission.org/>).

The Laredo College Diagnostic Medical Sonography Program must obtain a background record on an annual basis for any student who may be placed in a clinical site that deals with the care of the elderly, the care of children, and the care of the client in a mental health facility. All student applicants shall submit a negative background check (with no criminal arrest or conviction record) and a child abuse report from

[https://www.dfps.state.tx.us/Background Checks/FAQ/faq\\_abuse\\_registry.asp](https://www.dfps.state.tx.us/Background%20Checks/FAQ/faq_abuse_registry.asp) to be considered eligible for acceptance and continuation in the DMS Program.

### **Substance Abuse Procedure**

The substance abuse policy will follow the procedure stated in the current [Laredo College Student Handbook](#). In addition, students may be subject to random drug screening while in the DMS Program at an institution or clinical facility where they are being trained. A positive drug screen for illegal substances is grounds for dismissal from the DMS Program immediately.

1. It is the student's responsibility to promptly keep admission requirements up to date and submit pending requirements. Failure to do so may keep the student from attending clinical sites.
2. It is expected that the student report to the health care facilities physically and mentally fit. When it is determined that the student's condition jeopardizes the welfare of staff, other students, or themselves, the student will not be allowed to remain and will have the day recorded as an absence. The student will not earn clinical points or be given an alternative assignment. In addition, this may jeopardize the students standing in the program.
3. At any time during the program, the student may be required to supply a physician's statement regarding their physical and emotional fitness to continue in the program. If the student is found to be unfit physically or emotionally, a Health Sciences Committee will meet to review the case individually and render a decision. The Committee's decision will be forwarded to the Program Director.
4. If a medical/surgical condition occurs during the student's enrollment that warrants the prescription of a controlled substance by a licensed medical practitioner, the student must obtain a release form from the physician who initiated the prescription. A Faculty Committee will review the release form and the admission request. The committee will then decide the student's ability to participate in clinical rotations.

### **Educational Costs**

The tuition and fee schedule for the DMS student is the same as for regular college students. See the current [LC catalog](#) to determine [fees](#). Students are charged tuition and fees based on their residency classifications at the time of registration. The tuition and fee schedules are based on semester hours. Additional expenses for DMS students include the purchase of a uniform(s), a watch, tennis shoes, books, software, liability insurance, and Standard Exam fees. TB skin test, immunizations, a physical exam, CPR certification fees, Precheck, Personal Laptop, DMS Software needed throughout the program, Trajecsys are at the student's expense.

The [approximate costs](#) for special items for the DMS student are as follows (these fees are subject to change according to current applicable rates):

Admission Costs (background check, physical, CPR, etc.) \$300.00

Uniforms \$350.00

Books \$2,500.00

SDMS Membership/DMS Club Fees \$150.00

Capstone review \$150.00

Laptop/Software \$1000.00

### **Student Liability Insurance**

All DMS students must purchase professional liability insurance before being allowed into the clinical situation. Usually, this insurance fee is automatically charged to you with the fees/tuition for Fall semester clinical practicum courses.



### **Student Records and Privacy**

The student is responsible for providing current addresses, telephone numbers, and email addresses to the instructor, Program Director, and the college. This is necessary for notification of family in case of an emergency or the event the instructor needs to contact the student regarding classes, labs, or clinical. By signing the Division of Health Sciences DMS Program disclosure form (refer to Review of Records Form following Appendices), the student voluntarily agrees to fully disclose personally identifiable information to accrediting agencies to fulfill accreditation requirements, admission committees, clinical affiliates, and academic advisors. This task does not require prior written consent from the student. Provisions will be made to ensure the protection of records against the invasion of privacy.

FERPA is an acronym for the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34 CFR §99). Congress enacted FERPA, also referred to as the "Buckley Amendment," in 1974. FERPA conditions federal educational funding on providing student access to, and maintaining the privacy of, education records. FERPA requires faculty, staff, administrators, and other College officials to treat education records in a legally specified manner. The rights under FERPA apply to all individuals that submit an admissions application to Laredo College.

### **Dissemination of Information to Students**

When a student attends LC, the student exercises the rights under FERPA. In elementary and secondary schools, those rights are exercised by the parent. However, if a student is in a secondary school and begins attending a postsecondary institution, FERPA rights transfer to the student.

Faculty and staff may not provide information to parents, spouses, or others who may ask for information about a student. If there is no written waiver by the student or the student is not a dependent, disclosure even to a parent can be unlawful. In addition, faculty and staff will require a waiver if the student requests another person to attend conferences. The conference discussion will be directed to the student, and the guest will be an observer during the interactions.

### **Directory Information only from the Admissions and Registrar's Office**

By the provisions of FERPA, LC has the right to provide "directory information" without the student's written consent. LC currently defines "directory information" to mean the following:

- student name, address, and phone (if any)
- major field of study
- dates of attendance
- degrees and awards received
- student classification
- enrollment status (i.e., full-time, part-time)
- name of the most recent previous educational institution attended

If a student does not want directory information released, the student must complete a Request to Withhold Student Directory Information Form. The form is valid until the student gives LC a statement in writing that their wish to have their directory information released. All student records are archived according to program policy. Student records kept electronically will be accessed through a password-protected computer, while student hard files will be kept in a locked file in the Diagnostic Medical Sonography Department Office. Records are kept for two years in the DMS Department while the student is in the program and are shredded thereafter. Official student records are located at the Registrar's Office.

Documents included in the DMS student records are:

1. Admission information
2. Transcripts
3. Anecdotal Notes
4. Specific information regarding the individual student
5. Instructor/Student Conferences and Tutorials/Remediation

### **Request to Withhold Student Directory Information Form.**

The form is valid until the student gives LC a statement in writing that they wish to have their directory information released. According to program policy, all student records are archived and will be kept in a locked file in the Diagnostic Medical Sonography Department Office. Official student records are located at the Registrar's Office.

Documents included in the DMS student records are:

1. Admission data
2. Transcripts
3. Anecdotal Notes
4. Specific information regarding the individual student (CPR, immunization records, background check)
5. Instructor/Student Conferences and Tutorials/Remediation

Provisions will be made to protect records against loss/destruction and invasion of privacy. Records are kept for two years in the Diagnostic Medical Sonography Department while the student is in the program and are shredded after that.

### **Student Records and Privacy During Clinical Affiliations**

Clinical coordinators and clinical preceptors will have access to student directory information. They will also be informed whether students' health information documents have been submitted and satisfy LC requirements as required for placement of students at clinical affiliation sites. The health information may include, but is not limited to:

- Student name, address, and phone
- Current CPR certification
- Current immunizations
- Negative TB skin test or chest x-ray
- Physical Exam
- Drug test results
- Criminal background check results
- Student liability insurance

According to clinical facility policy, provisions will be made to ensure the protection of records against the invasion of privacy. At the discretion of specific clinical sites, the student may be required to provide physical documentation to said clinical sites before the start of the clinical experience. Program Director/Instructors will provide direction regarding the submission of documents and time frames.

The following documents may be required for submission by the student to the clinical site:

- A negative criminal background check completed through [CastleBranch](#) and the local sheriff's office
- Negative ten-panel drug screen
- Immunization records

**Failure to submit documentation as deemed necessary, the clinical site(s) may refuse placement to a student who does not provide the requested records.**

## GENERAL PROCEDURES

### Transportation

Students are responsible for their transportation to and from class, the clinical facilities, and other designated areas.

### Use of Electronic Devices Policy

The student in the DMS Program will abide by the LC policy on the [Use of Electronic Devices](#) as stated in the LC Manual of Policy FLB (LOCAL) Student Rights and Responsibilities Student Conduct. "...Unless prior authorization is obtained from the instructor, the use of an electronic device is expressly prohibited in classrooms, laboratories, and clinical settings. Certain violations of this policy may be excused in the case of emergencies or other extenuating circumstances provided that prior approval is obtained from the instructor."

Emergency use of phones or other electronic devices should be discussed with the clinical preceptor first. Students abusing the use of cell phones will be sent home for the day at the discretion of the clinical preceptor. Non-compliance with this policy during classroom or clinical activities will be considered a violation and lead to disciplinary action.

### Emergency Messages

The student should notify their family that in case of an emergency (during class or clinical), they should call the Health Science Division Office at (956) 721-5262. Class or clinical will not be interrupted unless it is an emergency. The caller must identify themselves and state the emergency.

### Laboratory Practices

Laboratory activities require DMS students to work closely with lab partners of the same or opposite gender for practice sessions and/or lab practical. Close contact between students will be required during laboratory practices. Instructors will ensure students take the appropriate measures to promote privacy. Students displaying inappropriate behavior during situations where contact is close will not be tolerated and are at risk for dismissal from the program. Each student is responsible for reporting inappropriate behavior to the lab instructor and/or DMS Program Director.

Part of the laboratory experience requires students to serve as mock patients for instructors and fellow students. Instructors will ensure that laboratory equipment is safe before use. Students must adhere to safe behavior while using equipment during laboratory activities.

Equipment can be used by students only under the supervision of DMS faculty.

Students must promptly report any malfunctioning equipment to DMS faculty as soon as it becomes evident. Open laboratory hours will also be available for student practice, during which a faculty member will be available for supervision.

### Student Videotape, Audiotape, and Photograph

Students videotaping, audiotaping, or photographing may be required while enrolled in the DMS Program for instructional purposes. Students must agree and sign the consent form for participation in these activities while in the Program (Refer to Videotape, Audiotape, and Photograph consent form, page 69).

### Social Media

1. DMS Program students should not discuss any confidential information about patients, clinical facility staff, faculty, and fellow students in any form of social media. The Health Insurance Portability and Accountability Act (HIPAA) guidelines are to be always maintained during classroom and clinical course activities.

2. Uploading, downloading, or distributing unauthorized pictures, videos, and course materials is strictly prohibited without the express written consent of the faculty or individuals concerned.

3. Use of social media, including texting, emailing, and social networking, during class and clinical hours, are prohibited (see [Electronic Devices Policy](#)). Inappropriate use of social media by the DMS student will be considered a violation and subject to disciplinary action.

### **Orientation Procedure for New and Returning Students**

The objectives for the orientation of new DMS students are as follows (Refer to Appendix A):

1. Provide the new student with an opportunity to become familiar with the mission, administration, and organization of the Laredo College Diagnostic Medical Sonography Program.
2. Provide the new student with an overview of the course curriculum and procedures.
3. Identify the responsibilities of the new student in the classroom and clinical areas by the philosophy and procedures of Laredo College and the Diagnostic Medical Sonography Program.
4. Attendance for classroom and hospital orientation is mandatory for all new students.

### **Procedure**

The student will be informed of the date and time to meet for the orientation.

### **Responsibilities**

#### The DMS Faculty will:

1. Welcome the new student.
2. Introduce the faculty and the clerical staff.
3. Describe the Organizational Chart of the Diagnostic Medical Sonography Department and the Laredo College Administration.
4. Present the Mission/Philosophy, Program Goals, Expected Student Outcomes, and Program Outcomes of the Diagnostic Medical Sonography Program.
5. Present and review the Joint Review Committee in Diagnostic Medical Sonography (JRCDMS) standards and statement of eligibility requirement by the American Registry for Diagnostic Medical Sonography.
6. Discuss the Merit Award and Scholarship Availability.
7. Discuss the Comprehensive Examination in the Capstone course.
8. Present and review requirements for:
  - a. Updating address, etc.
  - b. Scheduling
  - c. Maintaining current immunization records
  - d. CPR certification requirements
  - e. Annual criminal background checks and drug screen

#### The DMS Faculty will:

1. Review the Student Handbook and Procedures.
2. Discuss the purpose and functions of the class lab.
3. Explain scheduling and the hours of operation.

#### The Student Diagnostic Medical Sonography Club Representative(s) will:

1. Discuss the purpose and goals of the DMS Club.
2. Explain activities.

### **Student Diagnostic Medical Sonography Club**

The Student Diagnostic Medical Sonography Club is an active part of the college and the community. The Student DMS Club activities include workshops, guest speakers, community service projects, and participation in local and state conferences on various DMS topics. These activities provide an opportunity to network with other DMS students and representatives from many hospitals and organizations. The members are encouraged to have membership in the [Society of Diagnostic Medical Sonography \(SDMS\)](#); however membership is voluntary.

### **Student Representation on Departmental Meetings or Committees**

Faculty encourage students to elect a student representative to represent individual class groups and serve on select DMS departmental meetings and/or committees once per semester. Meetings are scheduled when class is not in session. Notification of meetings is provided to students one week in advance.

### Promotion/Progression

To progress within the Diagnostic Medical Sonography Program, the student will:

1. Maintain a grade of "C" or above in all program prerequisite and technical courses from the DMS curriculum for a student to progress in the program.
2. Complete the courses within the DMS curriculum plan as outlined in the degree plan. Withdrawal from a co-requisite course will result in withdrawal from all other co-requisite courses regardless of the current grade in the course. A student deviating from the DMS curriculum sequence as printed may not be able to progress and may not complete the program in the intended period.
3. Achieve the minimum course requirements identified in each DMS course according to the instructional and clinical objectives for that course. All assignments made in conjunction with each course must be fulfilled as assigned.
4. Complete all required examinations, lab practical, and quizzes at the time scheduled, except under extenuating circumstances (i.e., hospitalization, family emergency, natural disasters, etc.).
5. Successfully pass comprehensive examinations with **70%** or better. If a student fails an exam, they must retake it with a passing grade; however the original score will be recorded. Students are only allowed to repeat the exam twice. If the student fails the comprehensive exam total of three times, the student may be unable to advance the program.
6. Complete laboratory practical exams and safety components with a 70% or better grade. Students will be given three opportunities to pass a practical exam. If a student cannot pass a make-up lab practical after two attempts, the student will be required to complete previously failed lab practical components to proficiency based on the lab practical rubric as determined by the course instructor to progress in the program.
7. Clinical education requirements must be completed satisfactorily according to course requirements.
8. complete the comprehensive examination during the Capstone course that consolidates the program's didactic and clinical experience with a 75% or better and pass the Capstone course with a "C" or better. The student must complete the standardized comprehensive final exam with a 75% or better (based on standardized exam parameters). Any student who does not meet this requirement will receive a grade of "F" and will not be eligible for graduation.
9. Abide by the code of conduct stated in this handbook and [LC Student Handbook](#) both in the classroom and clinical site(s). A breach of the code of conduct may prevent the student from progressing within the DMS Program, depending on the severity of the violation.
10. If unacceptable personal conduct at a clinical site results in the site's request to remove the student from that facility, the student will be unable to fulfill the requirements for that clinical rotation and may serve as grounds for dismissal.

### **Transferring DMS Students from another DMS Program**

For a student to request a transfer to Laredo College Diagnostic Medical Sonography Program from a DMS Program at another institution, the following criteria must be met:

1. The student must make an appointment and meet with the LC DMS Program Director.
2. The student has a one-year limit from the time they last took courses in the prior program to request admittance into the LC DMS Program.
3. The student must meet the scholastic requirements outlined in the [LC Catalog](#) that govern the eligibility of the applicant for admission to the college.
4. The student must submit a completed Health Science Division application and an official transcript from the transferring institution.
5. A letter of good standing from the Program Director of the transferring institution must also be included with the application.
6. A complete description of DMS courses taken must be provided.
7. The student must have earned at least a "C" in all transfer courses and shall demonstrate competency by testing (written examination and/or physical performance of skills) and passing (70% or greater) all the transferring didactic and clinical DMS courses.
8. All DMS coursework and clinical training transferred to LC must coincide or match with the respective time frame of the Laredo College DMS Curriculum.
9. Admission to the DMS Program is contingent on space availability and the approval of the DMS Program Director.
10. All students must adhere to the DMS requirements that are in effect when they enter the program.

### **Withdrawal Due to Non-Academic Reasons**

Students are responsible for the withdrawal policies stated in the [LC Catalog](#), and the [Laredo College Student Handbook](#). A student who withdraws from a DMS Program course(s) for the first time due to circumstances unrelated to grades must consult with the Program Director before dropping any course in the DMS curriculum.

The following policies are applicable for withdrawal from the DMS program:

1. The student must submit a formal letter explaining the reason(s) for the withdrawal and a plan of action for future success to the Program Director. Failure to comply with this procedure can result in the withdrawal being deemed an academic failure.
2. If a student withdraws from a co-requisite course while enrolled in the program (such as a general education or DMS course required to be taken concurrently in a semester), those courses may not be taken independently of one another. Withdrawal from a co-requisite course will result in withdrawal from all other co-requisite courses regardless of the current grade in the course. Consequently, the student will not be able to enroll in the next semester of the program.
3. If a student withdraws from the DMS Program due to catastrophic reasons (personal illness, military call of duty, leave of absence, etc.), they may request to continue in that program one time (see Readmission policy).
4. If a student withdraws from the program for any reason other than academic failure, they must meet with the Program Director within 48 hours to complete a student exit report. The student will receive a copy of this report upon request, which details re-admittance or re-application eligibility (see Readmission Policy). The original will be kept in the student's file.
5. A student desiring to withdraw from a course must withdraw officially through the Registrar's Office no later than the withdrawal deadline. Simply informing the instructor of a desire or intent to withdraw is not sufficient. It is the responsibility of the student to officially withdraw from a course. Failure to officially withdraw promptly may result in a grade of F for the course.

### **Withdrawal Due to Academic Failure**

1. A withdrawal from a DMS Program course due to a failing course average will constitute an academic failure.
2. Students who exit the DMS Program due to academic failure during any semester of the program must re-apply according to the application process outlined in the [LC catalog](#) and DMS Student Handbook. Students must retake all DMS courses upon readmission (does not apply to the Capstone course).
3. If a student exits the program due to academic failure, they must meet with the Program Director within 48 hours to complete a student exit report. The student will receive a copy of this report upon request for details of re-admittance or re-application eligibility (see Readmission Policy). The original will be kept in the student's file.

### **Policy on Incomplete**

Incomplete (I\*) is a temporary grade that indicates that a student has satisfactorily completed the requirements of a course except for a final examination or other work that has been delayed on account of illness, other emergencies, or authorized absence. Students have a maximum of four months to complete the work. It is the responsibility of the student to plan within the time limit set by the instructor. If the course requirements have not been completed satisfactorily by the deadline set by the instructor, the grade of incomplete will be changed to an F for the course and will affect the student's GPA. For the student to be eligible for an incomplete, the student must pass the course with a 75% or greater in the completed course work.

Students who properly withdraw from courses and students whose instructor drops any students who have not attended at least one class day will receive a grade of "W" for such courses through the time designated by the academic calendar.



## Dismissal Policies

If a student is dismissed from the program for any reason, they should meet with the Program Director within 48 hours to complete a student exit report.

The following are grounds for dismissal from the DMS program:

1. If a student receives a grade less than a “C” in any DMS curriculum course, or a score less than 75% in the comprehensive exam of the capstone course the student will not be able to continue with program courses.
  - a. Students not fulfilling this criterion in the final capstone course, DMSO 2230 Advanced Ultrasound and Review, will be granted one last opportunity to retake the exam before the semester ends. If a student cannot complete the course with a grade of “C” or better and score a 75% on the comprehensive exam of the course, the student will be dismissed from the program. The student must complete the standardized comprehensive final exam with a 75% or better (based on standardized exam parameters). Any student who does not meet this requirement will receive a grade of “F” and will not be eligible for graduation.
2. If a student violates the Student Code of Conduct as listed in the [LC Student Handbook](#) or the DMS Student Handbook.
3. Behavioral problems will not be tolerated and are grounds for dismissal. This may prevent the student from re-applying or being re-admitted to the DMS program.
4. The student does not adhere to the attendance policy as stated in the [LC Student Handbook](#) for didactic courses or does not meet the 100% attendance required for a clinical rotation.
5. A student fails to abide by safety precautions in the classroom or clinic as delineated in course requirements.
6. Unprofessional behavior that seriously jeopardizes the safety of patients, students, and/or clinical preceptors or staff.
7. The clinical site refuses to allow the student to return to the clinical site due to a breach of the Code of Conduct.
8. Any breach of a client's right to confidentiality or privacy by written or spoken form, including the copying of patient's medical records by hand or electronic methods or posting of a patient's photo or personal and/or medical information on social media sites (Facebook, Twitter, etc.).
9. Abandonment of patient(s).
10. Confirmed positive drug test.
11. Failure to maintain a negative background check while in the DMS program.
12. The student fails to meet any of the conditions of a probation contract during or after a probation period.

### **Re-Admission or Re-Application into Program - Catastrophic Reasons**

The student who withdraws from the DMS Program for catastrophic reasons (personal illness, military call of duty, leave of absence, natural disasters, etc.) may request to continue in the DMS program one time.

1. If a student withdraws from the DMS program and is eligible to re-enter the program the following year, a notation will be made on the student exit report and any specific requirements for re-entry will be noted.
  - a. A request to continue in the program must be in writing.
  - b. The student has one year from the time they withdrew from the program to request a continuance. If more than a year has transpired since withdrawing from the program, the student must submit a new application for consideration into the program
  - c. To continue in the program, the student must have passed all program courses completed before withdrawing with a grade of "C" or better. Students must re-test (written examination and/or physical performance of skills) in all program courses completed before withdrawing from the program and demonstrate competency by passing with a 70% or better before readmission.
  - d. Returning to the program is contingent on space availability.
  - e. All students must adhere to the requirements that are in effect at the time they continue in the program.
  - f. If a student misses the "one-year" window to re-admit, they must re-apply to the program, complete any specific requirements, if applicable, and go through the selection process to gain a position with the new class.
2. Being a prior student in the DMS program does not grant the student additional points toward application into the next class, nor does it guarantee the re-applicant admission into the program.
3. If a student is readmitted as a new student, the student must re-take all DMSO courses.
4. A student has only two attempts at the DMS Program. Any student who withdraws from the DMS Program or is unable to progress in the program due to academic failure will only be eligible for readmission into the DMS Program one time.
5. A student is NOT eligible for readmission into the DMS Program if the student has been dismissed.

### **Student Complaints - Informal Process**

The DMS Program adheres to the [Student Complaints Policy](#) as stated in the LC Manual of Policy. If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the Program Director. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

### **Student Complaints - Formal Process**

Laredo College has a formal process to address student complaints which have not been resolved through the established Laredo College Student Complaints Informal Process. Students who wish to file a formal complaint must follow the Laredo College [Student Complaints Policy](#) outlined in the LC Manual of Policy.

### **Complaints About DMS Program, Faculty, Students, or Program Graduates**

Concerns or complaints about the DMS Program, faculty, a student or graduate of the DMS Program by a clinical preceptor, employer of a graduate, another student, or the general public should be directed in writing to the DMS Program Director. The Complaint Referral Form can be obtained online from the DMS Program's website or from the department secretary. Complaints may be submitted via email, fax, or mail. Records of the complaint forms will be kept for two years in a locked file in the Diagnostic Medical Sonography Department Office.

The DMS Program Director and DMS faculty will review and investigate all complaints made against the DMS Program, faculty, a DMS student, or graduate, and will address the concerns and identify methods to resolve the issue. If the issue is not resolved, then the complaint should proceed with the appropriate chain of command:

1. Program Director
2. Dean of Health Sciences
3. Provost/Vice President of Academic Affairs

## **Professional Standards, Code of Conduct, and Code of Ethics**

Professional standards and ethics define behavior that applies values and moral standards to activities within a profession. One of the goals of the DMS Program is to assist students to become safe, professional, and ethical clinicians. This goal is fulfilled by holding the student accountable for safe behaviors and by establishing a code of ethics and conduct along with professional standards of behavior that will help the student meet the criteria expected by the profession. As a student at Laredo College, the DMS student will abide by and follow the Professional Standards, Core Values, Code of Ethics, and Code of Conduct.

### **SDMS DMS Code of Ethics**

#### **Professional Standards**

Professional Behaviors: are attributes, characteristics, or behaviors that are not explicitly part of the profession's core of knowledge and technical skills but are nevertheless required for success in the profession. Ten professional behaviors and definitions developed are:

1. **Critical Thinking:** The ability to question logically; identify, generate, and evaluate elements of logical argument; recognize and differentiate facts, appropriate or faulty inferences, and assumptions; and distinguish relevant from irrelevant information.
2. **Communication:** the ability to communicate effectively (i.e. verbal communication, nonverbal communication, reading, writing, and listening) for varied audiences and purposes.
3. **Problem-Solving:** the ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
4. **Interpersonal Skills:** The ability to interact effectively with patients, families, colleagues, and other health care professionals, and the community and the community in a culturally aware manner
5. **Responsibility:** the ability to be accountable for the outcomes of personal and professional actions and to follow through on commitments that encompass the profession within the scope of work, community, and social responsibilities.
6. **Professionalism:** The ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth/development of the Diagnostic Medical Sonography profession.
7. **Use of Constructive Feedback:** the ability to seek out and identify high-quality sources of feedback, reflect on and integrate the feedback, and provide meaningful feedback to others.
8. **Effective Use of Time and Resources:** The ability to manage time and resources effectively to obtain the maximum possible benefit.
9. **Stress Management:** The ability to identify sources of stress and to develop and implement effective coping behaviors; this applies for interactions for self, patients/clients and their families, members of the health care team, and in work-life scenarios.
10. **Commitment to Learning:** the ability to self-direct learning to include the identification of needs and sources of learning; and to continually seek and apply new knowledge, behaviors, and skills.

Adapted from May W., Kortney, L., Iglarsh, A. Professional Behaviors for the 21st century 2009-2010. Retrieved from <http://www.marquette.edu/physical-therapy/documents/ProfessionalBehaviors.pdf>.

## Code of Conduct

Students enrolled in the DMS Program will adhere to the Code of Conduct and Discipline policy FLB(Local)/FLB(Legal) as outlined in the LC Manual of Policy while on campus and at a clinical site. An environment of acceptable behavior and conduct is required in the academic and clinical environment to ensure the health and safety of all individuals involved in the healthcare process. Infractions of the Code of Student Conduct include the following but are not limited to:

1. Any student deemed impaired because of mental, physical health, exhaustion, alcohol, or other mind-altering drugs that could expose clients, the public, students, and faculty unnecessarily to risk of harm.
2. Conducts that may deceive, defraud, or injure clients, the public, clinical facilities, personnel, other students, and faculty.
3. Failure to care adequately for clients or to conform to minimum standards of acceptable practice under the supervision of the faculty or designee of the facility.
4. Scholastic dishonesty or aiding another student in deceiving or attempting to deceive the faculty in obtaining an exam, quiz, assignment, and/or presentation; aiding another student during a lab practical examination by discussing any component of their lab practical exam with any peer, including case scenarios, data collection, interventions or strategies used for treatment or sharing feedback provided by the instructor.
5. Damaging or destroying school/clinical property or equipment or removing property or equipment from campus or a clinical site.
6. Using profane language or gestures.
7. Disrupt instruction by using cell phones, habitually late, or absent from class or clinical.
8. Assaulting others, demonstrating poor coping mechanisms, or becoming confrontational during the instructional process.
9. Refusing to adhere to the specified dress code and code of ethics.
10. Demonstrating behaviors that could be categorized as harassment.
11. It is grounds for dismissal from the DMS program if a student's conduct is such that a clinical site refuses to allow the student to return to the clinical site.
12. Given the significance of the confidentiality issue and the issue of the protection of patient's rights, any student found breaching the client's right of confidentiality will be dismissed from the DMS Program. Copying and/or discussing client medical records are unacceptable and may cause dismissal from the DMS Program.
13. A student who exposes a patient or other person to the risk of harm may be dismissed from the class. The student will receive a written warning, and the DMS Program Committee will review the incident. The committee will evaluate the seriousness of the incident and recommend further action to the Program Director.
14. Possession or use of alcohol or drugs before class, during class, or a clinical rotation is prohibited. Students may be subject to random drug screening by the DMS Program, an institutional or clinical facility where they are being trained.
15. Possession of firearms (excludes licensed concealed handgun holders), knives, or similar weapons or objects is strictly prohibited from LC or clinical sites.

Infraction of the code of conduct, whether it occurs in the campus classroom or at a clinical site, may result in disciplinary action, including dismissal from the DMS Program.

### **Scholastic Dishonesty**

The student in the DMS Program will abide by the LC Scholastic Dishonesty Policy FLB(Local) as stated in the current LC Manual of Policy. Any student found guilty of dishonesty while in the academic (classroom) and/or clinical affiliation is subject to dismissal from the DMS Program.

### **Disciplinary Action**

The disciplinary action process includes the following:

1. **Warning:** the instructor or PD completes a counseling form (refer to Appendix D) that provides the student with a verbal or written warning as to their status.
  - a. The instructor will counsel the student to identify the problem and make recommendations for improvement.
  - b. The student will develop a plan of action with the instructor that includes an acceptable timeframe to correct the problem.
  - c. The instructor will monitor the compliance of the plan.
  - d. This step may be skipped at the discretion of the instructor or PD.
2. **Conference:** the instructor or PD meets with the student in a formal conference.
  - a. The instructor completes an instructor/student conference form (refer to Appendix E) that documents the performance deficit, remediation requirements, action plan, and timeframe for completion.
  - b. Failure to comply with the terms in the conference plan may result in the student being placed on probation or dismissed from the DMS Program.
3. **Probation:** this is a trial period where the student must improve or be dismissed from the program.
  - a. The student may be placed on probation for the following reasons, but are not limited to:
    - i. Failure to comply with the terms outlined in the conference report
    - ii. Unsatisfactory academic performance
    - iii. Unsatisfactory clinical performance
    - iv. Unprofessional, unethical, or unsafe behavior in the academic or clinical setting
    - v. Unsatisfactory attendance or punctuality
  - b. The student will meet with the instructor and PD to complete a probation contract (refer to Appendix F) listing the expectations that must be followed during the probationary period.
4. **Dismissal:** the student may be dismissed from the DMS program for the following reasons, but are not limited to:
  - a. The student fails to meet any of the conditions of the probation contract during or after the probation period
  - b. Criteria listed under Dismissal Policies in the DMS Student Handbook
  - c. The nature of the event is so severe that it calls for the immediate dismissal of the student from the DMS program
  - d. If the event occurred after the last day to withdraw from a course, the student would receive a grade of "F".

## **GRADING SYSTEM**

A minimum grade of "C" is required to progress through the DMS curriculum. The grading system for DMS didactic and clinical courses will adhere to the following formula:

100 to 89.50	A
89.49 to 79.50	B
79.49 to 69.50	C
69.49 to 59.50	D
59.49 or below	F

The educational process in the DMS Program courses consists of both classroom and clinical work. Since the ability to function in both areas is essential to a sonographer, DMS students are required to maintain a satisfactory grade ("C" or better) in both didactic and clinical practice to progress through the DMS curriculum.

### **Canvas**

Canvas is the institutional learning management system to deliver course content for face-to-face, online and, hybrid courses. The faculty of record is responsible for delivering course content such as syllabi, calendar, assignments, exams, student grades, and faculty correspondence with a student through Canvas.

### **Methods for Assessment**

Various assessment tools will be utilized to assist the instructor in determining whether the student is progressing toward the achievement of course objectives. The assessment tools may consist of any of the following: exams (computer-based), lab practical (skills performance), quizzes, written assignments, oral presentations, individual or group projects, case reports, or case studies.

### **Assignments**

All required work must be submitted on time. No late work will be accepted.

### **Exam Schedule**

The student will be provided with the course syllabus containing a schedule of dates for written exams, practical evaluation, and major assignments or projects that occur during the semester. The student's responsibility is to plan and prepare accordingly for exams as per the class schedule. Unit exams will be scheduled in advance to correlate with completing a portion of the content.

A student must communicate with the course instructor if they cannot take an exam before the scheduled exam date. A written, verifiable excuse or documentation of the circumstances for missing the exam must be provided. The type of documentation will be at the discretion of the course instructor. If there is no communication before the administration of the exam, a zero will be recorded. The type/format of make-up exams administered will be at the instructor's discretion.

### **Computer-based Examination and/or Quizzes**

The following examination policy and procedures are in addition to the procedures in the current LC catalog.

1. All personal belongings must be placed in a designated area before the exam, including all electronic devices, e.g., cell phones.
2. The instructor will determine what additional aids may be used during the examination (e.g., paper, pencil, pen).
3. Examinations and/or quizzes will be proctored in addition to using Respondus and Lockdown Browser.
4. Students may not leave the computer room after the examination begins.
5. Students found cheating will be given a zero for the examination and dismissed from the program for violating the Student Code of Conduct. (Refer to Dismissal Policy Section)
6. Times and dates for the review of examinations will be announced.
7. The computer-generated student's response report is the official document when assigning a student's examination score.
8. If a student is unable to take an exam at the scheduled time, they must notify the course instructor before the time of the exam. Failure to do so will result in a score of zero for the exam. The instructor will determine the type of make-up examination. The student must take the make-up exam within seven (7) calendar days of the original exam date.
9. No examination grades will be dropped when determining the Final Grade.
10. A basic calculator may be used during an examination. The computer drop-down calculator may be used at the discretion of the instructor.
11. Exams/Quizzes may be paper-based at the faculty's discretion.
12. The exam results will be posted via Canvas upon completion of the exam. Official grades will be posted on the student's transcript and can be accessed online via the campus website.
13. No food or beverages are allowed in the computer lab or classroom during testing.
14. Students arriving late to an exam will have the time remaining from the scheduled start time of the exam to complete their exam.

### **Exams and Quizzes**

To progress through the DMS curriculum and promote success in DMS courses, students must pass each course with a grade of 70% or better. All computerized assessments are the property of the LC DMS Program and will not be retained by the students. Faculty will retain exams and quizzes for the duration that the student is enrolled in the DMS Program. Any paper-based exams or quizzes will be shredded once that timeframe is completed. The course instructor will determine the grading and administration of quizzes. The student is advised to acquaint themselves with the material covered on the quiz to help prepare the student for the next exam.



### **Lab Peer Assessments/Skills Check-offs**

Lab peer assessments/skills check-offs assist in determining competency in the application of data collection and intervention skills. After completing didactic instruction, students must practice selecting skills with peers and document required skills using the competency skills check-off list. The skills check-off list will include the expectations that must be met to be approved for that skill. The student's responsibility is to ensure that they are checked off on every required skill.

### **Lab Practical Exams**

Laboratory practical exams determine whether a student demonstrates satisfactory performance in knowledge, skill, and safety to provide treatment. Students must complete peer assessments before completing a lab practical exam. Students must pass with a grade of 70% or better and complete the safety components of the practice to be considered as possessing safe behaviors and skills necessary to progress to a subsequent course or clinical rotation. If a student cannot pass a practical exam on the first attempt, the actual grade will be recorded, and the student will be allowed one make-up practical exam.

If the student cannot pass the make-up lab practical exam, the student will receive a grade of zero, and the student will be required to complete previously failed lab practical components to proficiency based on the practical rubric as determined by the course instructor to progress in the program.

Students are not to discuss any component of their lab practical exam with any peer, including case scenarios, data collection, interventions, or strategies used for treatment nor feedback provided by the instructor. Students playing the role of a patient should not assist peers through gestures, or verbal or written suggestions on how to perform lab skills during a lab practical exam. Students not adhering to this policy will be considered scholastic dishonesty and will be grounds for dismissal from the DMS Program.

### **Review of Examination**

All examinations will be reviewed with the student after all students have taken the exam. A review of the examination will be scheduled at the next class meeting in the presence of a faculty member. All exams are considered property of the DMS Program.

The student may not take notes, pictures, audio recordings, or screenshots/photocopy exam questions. Violating this procedure is considered scholastic dishonesty, and the student will be withdrawn from the program. Grades will be provided once computer-based exams are submitted. Due to the thorough assessment process required in grading lab practical exams, grades will be made available one week after testing. Students are responsible for scheduling an appointment with the instructor to receive individual feedback regarding lab practical exam results.

### **Make-Up Assignments/Quizzes**

Students are responsible for arranging with the instructors to make up assignments. The instructor will identify in the course syllabus if any penalty will be assessed in the make-up process.

Quizzes are given at the discretion of the instructor. There will be no make-up for quizzes, regardless of the circumstances, with a grade of zero recorded for missed quizzes.

### **Make-Up Test/Final**

Students must take all examinations and final examinations at the times scheduled. Final examinations will be given on time as scheduled by the Provost/Vice-President of Academic Affairs.

Only students with excused absences will be allowed to make up an examination, and a written request must be submitted to the instructor upon returning to the class explaining why the student failed to take the test. It is the student's responsibility to request a make-up test date on the first day upon returning to class. Once this information has been submitted, the instructor will set the exam date and will select the appropriate test format (oral, essay, multiple-choice, etc.). Failure to complete the make-up test/final on the scheduled date will result in a grade of zero.

### **Make-Up Lab Practical Exam**

The make-up of a lab practical will be allowed only when the student presents an excused absence. The student must submit a written request to the instructor explaining why the student failed to take the lab practical. The student is responsible for submitting a request the first day upon returning to class for a date to make up the lab practical. The instructor will establish the date for the lab practical. Failure to complete the make-up lab practical exam on the scheduled date will result in a grade of zero.

### **Final Exams**

A comprehensive final exam for each course will be administered during the final week of every semester. The course syllabus will indicate the percentage weight of the comprehensive final exam.

### **Comprehensive Exam**

The student will be required to complete a computer-based comprehensive exam as part of the DMS Curriculum. The exam must be completed with a score of 75% or better before completion of the Capstone course of the DMS Program. The student must obtain the required score as outlined in the course syllabus to complete all course requirements and be eligible for graduation. The student must complete the standardized comprehensive final exam with a 75% or better (based on standardized exam parameters). Any student who does not meet this requirement will receive a grade of "F" and will not be eligible for graduation.

The comprehensive final examination will be scheduled according to the schedule printed by the Office of the Provost/Vice President of Academic and Student Affairs. The student is required to pay the required fees and may be made over the internet at the designated website.

### **Student Meetings to Discuss Progress**

Students will be scheduled at midterm to meet individually and in private with faculty at least once per semester to discuss academic performance, adherence to program policies and procedures, professional behaviors, and previously identified remediation/action plans. The instructor/student conference will be documented on the Instructor/Student Conference form.

A student scoring below 70% on an exam or lab practical exam will meet with the instructor for counseling as delineated in the Referral for Tutoring Policy to complete a remediation/tutorial agreement before the next scheduled exam or lab practical exam. All instructor/student conferences will remain confidential.

### **Departmental Procedure for Appeal of a Grade**

Grade determination and the awarding of a final grade in a course are the responsibility of the instructor. Final grade reports will be available to the student online through LC Passport within a reasonable time following the end of the course.

A student who wishes to question the final grade earned in a course or a grade earned in a class activity should follow the

Departmental Procedure for Appeal of Grade Process:

1. The student meets with the instructor of record who issued the grade.
2. If the issue is not resolved, the student should request a meeting with the Program Director.
3. If the issue is not resolved, the student should request in writing a meeting with the RT Program Committee.
4. If the issue is not resolved, the student should request in writing a meeting with the Dean of Health Sciences.
5. The student may request a review by the Provost/Vice President of Academic Affairs after all other avenues have been exhausted for the review of the grade. Student grades are an academic matter; therefore, there is no further appeal beyond the Office of the Provost/Vice President of Academic Affairs.

After the final course grade is issued, a student will have two weeks (10 working days) to appeal the grade. After a class assignment grade is issued, a student will have one week (five working days) to appeal the grade.

### **Referral for Remediation/Tutoring**

Should the student's exam score fall below the minimum pass grade requirement, the student is responsible for the following:

1. Schedule and meet with the course instructor after reviewing the exam within 24 hours of receiving the grade.
2. Complete a remediation/tutorial agreement with the faculty member within the designated time before the next scheduled exam.
3. Successfully implement the remediation/ tutorial agreement within the designated time and before the next exam.

### **Remediation**

The remediation/tutoring assignments may consist of any or all of the following:

1. A review session (notification of location designated by the instructor)
2. Assignment as designated by the instructor
3. Computer assignments
4. Peer assessment

Students who do not comply will not be allowed to sit for the next scheduled exam and a zero will be recorded for that exam. It is the student's responsibility to meet with the faculty.

## **ATTENDANCE**

### **Class**

Students are responsible for the attendance policies stated in the [LC College Catalog](#) and course syllabi where applicable. Due to the volume of information delivered during the lecture and lab components for each course in the DMS program, students are expected to have regular and punctual attendance in all classes and laboratory periods regularly. Classes start promptly and tardiness is unacceptable. Consistently entering or leaving the room when a lecture or a presentation has begun is disruptive and reflects disregard towards others.

It is the student's responsibility to contact the instructor before the start of class if circumstances beyond the student's control arise that will result in tardiness or will prevent attendance. Excessive absences, tardiness, or leaving early from class or clinical may result in disciplinary action. Instructors will keep an accurate record of each student's attendance and may provide an opportunity for a student who presents a reasonable excuse for an absence to make up work that was missed. The student is responsible for obtaining missed material when absent from class/lab.

A student who does not explain an absence will have that absence classified as unexcused with a grade of zero awarded for any test, assignment, or laboratory work that occurs or is due during such absence with no opportunity to make up work that was missed. Specific attendance policies for the DMS classes, labs, and clinical are explained in the syllabus for each course. Refer to the course syllabus. In recognition of the importance of regular attendance, the college does not allow any cuts on the part of students, nor does it allow instructors to give walks or dismiss classes early, except after the completion of a major examination or, in some cases, completion of a laboratory assignment. Instructors will pace instruction to regular class attendance, not allowing students who do not attend regularly to slow the pace of the class.

### **Clinical**

Refer to attendance policy under Clinical Education.

## **DMS PROGRAM DRESS CODE**

All DMS students will be governed by the current dress policy with the goal of beginning to demonstrate professionalism both in the classroom and laboratory. This procedure is periodically reviewed and revised by the DMS program faculty.

### **Classroom Attire**

While on campus, the student is required to adhere to the DMS Program student uniform dress requirement which consists of a navy-blue scrub with embroidered program logo, closed-toe, rubber-soled shoes (i.e. tennis shoes), and a watch with a second hand or digital watch allowing timing of seconds must be worn (no smart watches allowed). Students not in proper uniform attire will receive one verbal warning. Subsequent incidents will result in points being deducted from the professional behaviors grade and may result in disciplinary action.

### **Laboratory Attire**

Students who are not in proper lab attire will receive one verbal warning. Subsequent incidents will result in points being deducted from the professional behaviors grade and may result in disciplinary action.

### **Clinical Attire**

Please refer to Clinical Education Dress Code.

### **Other Dress Code Requirements**

All DMS students are required to adhere to the following Dress Code requirements while on campus or at a clinical facility:

#### **Personal Appearance**

1. Good personal hygiene via daily bathing, use of deodorant, regular shampooing of hair, and brushing of teeth.
2. Hair should be neat, clean, and should not interfere with the performance of duties. Shoulder-length hair and longer must be tied back so that it does not fall loosely over the face and shoulders. The instructor must approve accessories. Hair color must be of natural tones.
3. Hairbands are permitted if they are blue or match scrubs or hair color (less than 1"). Fashion headscarves or skullcaps are not permitted.
4. A blue headscarf may be worn as part of the clinical uniform for religious purposes.
5. Nails should be short and clean. Nail polish, if worn, should be clear in color. Artificial nails, tips, gel, dip, decorative designs, or any appliques are not permitted.
6. Makeup should be worn in good taste. Only moderate application is allowed.
7. No offensive perfume or cologne.
8. Tattoos or anybody decorations should be covered.
9. DMS student classroom uniform that is clean and wrinkle-free; consists of a navy-blue scrub with the embroidered program logo.
10. Faded/yellowish, discolored or ripped clothing is not acceptable.
11. All clothing should fit loosely (not skin tight), be non-see-through, with no visible cleavage or low-rise pants that show the top of the buttocks. No spandex/tight-fitting leggings allowed.
12. If body hair, tattoos, or undergarments are visible, a navy-blue undershirt is required to be worn under the scrub top.
13. Shoes should be closed-toe and clean. No open-toe shoes, sandals, or clogs.

### **Jewelry**

1. No jewelry is allowed for clinical rotations except a plain band and one wristwatch (no smart watches allowed). Necklaces, bracelets, earrings, and rings with stones must not be worn. The clinical and affective evaluation grades will be affected if the policy is not followed.
2. A wristwatch with a second hand or digital watch allowing timing of seconds must be worn (no smart watches allowed).

## **Clinical Education Clinical Competencies**

A Clinical Competency Evaluation System is a standardized method of evaluating and grading the performance of students.

### **Implementation**

The Diagnostic Imaging Director, in consultation with the Clinical Coordinator and Clinical preceptors will:

- Arrange and structure the clinical phase of training into meaningful units. Each unit will be referred to as a clinical practicum course.
- Integrate the clinical education courses with the didactic (classroom) courses, thus integrating the cognitive, psychomotor, and affective domains.
- Specify the subject material (psychomotor) aspects of each clinical practicum course.
- Determine the level of supervision for each student based on attainment of competency.
- Determine each evaluation procedure.
- Identify the standard of performance to demonstrate competency.
- Identify the remedial procedure for failure.
- Identify the required examinations preceding competency evaluation.
- Establish the administrative procedure for recording evaluation results.
- Conduct appropriate training for measuring competencies.

The clinical competency evaluation system has been developed utilizing the elements of current educational theories. A structured evaluation tool has been designed for evaluating students during their clinical performance. The instrument is objective and aids in reducing evaluation bias and in providing a degree of consistency in grade determination.

### **Structure of Clinical Education**

Clinical practicum courses contain specific objectives and competency requirements to be met by each student. The overall structure of the program's clinical education component reflects the progression of required sonography competencies. While at clinical training, the students will not perform any radiographic procedure before obtaining and passing a classroom laboratory competency evaluation on the stated radiographic procedure. The students will adhere to a dated semester clinical syllabus which shall identify program policies and procedures concerning morning, lunch, and afternoon breaks and all applicable radiographic procedures, which can be performed by a radiography student. The given time of breaks and lunch periods will be given at the discretion of the clinical site.

### **Area & Activity:**

- Clinical Participation - The student will observe, assist and perform.
- Clinical Competencies - Upon successful completion of Clinical competencies, the student will perform in the area with limited supervision.
- Clinical preceptor Evaluation - Completed by instructor/clinical preceptor at least twice a semester to evaluate cognitive, psychomotor, and affective domain objectives.
- Lab - The student will demonstrate and practice in the on-campus lab settings.
- Terminal Competencies - After the completion of the last clinical practicum course, terminal objectives are evaluated to assess final competency and entry-level skills.
- Direct supervision – Direct supervision assures patient safety and proper educational practices.

JRCDSMS defines direct supervision as student supervision by a qualified radiographer who:

- reviews the procedure about the student's achievement
- evaluates the condition of the patient about the student's knowledge
- is physically present during the conduct of the procedure
- reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved.

Indirect supervision - Indirect supervision promotes patient safety and proper educational practices. Indirect supervision defines as that supervision provided by a qualified sonographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified sonographer adjacent to the room or location where a sonographic procedure is being performed.

### **Clinical Rotation Hours for Summer I, and Summer II**

To meet the THECB's required minimum clinical hours (192) the DMS program's SSI and SSII schedules may be amended and not coincide exactly with the days and hours of the general LC course schedule. The DMS program usually begins its summer schedules before the LC general course schedule.

### **Student Examination Log and Attendance Policy**

1. The student must keep an accurate record of all examinations performed on their Trajecsys account.
2. The Clinical preceptor will instruct the student on how to maintain patient confidentiality and identify records so that the images can be retrieved and reviewed by the Clinical preceptor or Clinical Coordinator at the clinical sites. All policies regarding the confidentiality of patient information will be followed.
3. The Clinical Coordinator must verify all attendance records.

### **Trajecsys Usage Policy**

1. Students will utilize Trajecsys for all their clinical competencies and attendance.
2. All procedures completed by the student must be entered into the Trajecsys system consistently and the use of patient identifiers is strictly prohibited.
3. When a student must repeat one or more images, the student must follow the repeat image policy.
4. Students are allowed only "2" Time Exceptions per semester for the failure of clocking in or out. (Example: Failure to clock in or out of shifts, tardies...) Students MUST communicate those exceptions to the clinical coordinator ASAP.
5. It is the students' responsibility to record when they are absent and provide a brief comment on why they are absent. (Absences entries will not count towards the "2" allowed Time Exceptions as this is for tracking purposes only)

### **Trajecsys Usage Procedure**

1. The student must keep an accurate record of all examinations performed in their Trajecsys examination log including keeping track of their repeat images.
2. Exceeding the "2" Time Exceptions in a semester, failure to maintain examination logs or attendance records will result in the following:
  - a. 1st Noncompliance: Written Warning.
  - b. 2nd Noncompliance: Final grade will drop one letter grade with a "B" being the highest the student can receive.
  - c. 3rd Noncompliance: Final grade will drop another grade with "C" being the highest the student can receive.
3. Falsification of attendance records will be considered grounds for disciplinary action and will lead to suspension and dismissal if proven.

\*\*All Trajecsys users have access to the online User Guide which provides informational video tutorials.

### **Campus Laboratory**

Competency evaluations are introduced in an on-campus laboratory setting to integrate cognitive learning with psychomotor skills and appropriate affective behaviors. The DMS program laboratory competency practicum prepares the student for clinical participation.



### **Clinical Participation**

Clinical participation consists of the observation of, assistance to, and the performance of sonographic procedures in the clinical environment. The student refines and expands performance and is evaluated on a required number of clinical competencies using the Clinical Evaluation Form. Only the designated clinical preceptor and LC faculty may perform the clinical evaluation.

The clinical preceptor and registered radiographers will assist and help the DMS student with:

Repeat sonographic examinations on patients in the clinical education centers must always be accomplished in the presence of a registered sonographer.

- a. Clinical assignments. Do not refuse an assignment that you are qualified to perform. If you feel unqualified to perform the assignment or there is a dispute, call the Diagnostic Imaging Director for clarification.
- b. The DMS student will work in their assigned clinical workstation. A clinical preceptor may direct him/her to a different workstation as workloads vary. At no time is it acceptable to leave your workstation without the direct knowledge of your clinical preceptor.
- c. The DMS student will not leave any patient unattended at any time.
- d. The DMS student will abide by his clinical schedule unless specifically asked to change the schedule or hours by the clinical preceptor.
- e. The DMS student will not argue with hospital employees at any time. When disagreements arise, contact your clinical preceptor after completing the task or duty.
- f. The DMS student will professionally conduct himself/herself and will abide by the SDMS Code of Conduct and the LC Code of Conduct.
- g. In the absence of your clinical preceptors, the clinical supervisor/chief technologist of your assigned affiliate becomes your immediate supervisor.
- h. The DMS student will not accept any kind of "tip" or gratuity from a patient or a patient's family.

### **Terminal Clinical Competencies**

An assessment of each student's attainment of terminal course competencies is documented on the Categories Form while the student is attending the clinical sites.

### **Verification of Documents**

Before the clinical experience, the student must have documented proof of the following:

1. Physical exam
2. Required immunizations: Hepatitis B vaccine series (HBV); measles, mumps, rubella (MMR); varicella (chickenpox) vaccine or documented exposure; Tetanus/Diphtheria/Pertussis (Tdap); bacterial meningitis; flu vaccine
3. Current TB skin test (annual)/chest x-ray (every 2 years)
4. Current American Heart Association BLS Healthcare Provider CPR Certification
5. Negative criminal background check
6. Proof of negative drug 10-panel drug screen
7. Negative Covid-19 test(s) – if needed
8. Student liability insurance

\*\*The student will assume full costs of the physical exam, immunizations, CPR certification, criminal background check, and drug test.

## Student Liability Insurance

All DMS students are required to purchase professional liability insurance before being allowed onto the clinical site. This insurance fee is included in the tuition fees for the fall semester courses.

## Conduct

The student must be aware of and abide by the facility's policies & procedures, the Code of Conduct and Code of Ethics of a diagnostic medical sonographer, the DMS Program policies & procedures, and the LC Student Handbook. The clinical site reserves the right to refuse admission to any student who is involved in any activity not considered professional or conducive to proper patient care. If the student is asked to leave the clinical for just cause and this is substantiated by the Clinical Coordinator/Program Director after further investigation, the student will be dismissed from the program.

Students will adhere to the following:

1. Students will professionally conduct themselves at all times. Unwarranted conversation, giggling, excessive noise, inappropriate laughter, dirty jokes, gossip, and loitering are unprofessional behavior that will not be tolerated.
2. Students will not discuss personal problems with patients or staff.
3. Students will not engage in conversations with staff or fellow students within the patient's hearing range that is not intended for the patient to hear.
4. Students will abide by the LC policy on the [Use of Electronic Devices](#) policy as stated in the current LC Student Handbook. Students will put personal cell phones on vibrate and will store them away from patient treatment areas. Electronic devices should only be used during a scheduled break (lunch period). Emergency use of phones or other electronic devices should be discussed with the clinical preceptor first.
5. Students will not chew gum or eat/drink in front of patients.
6. The student must provide the clinical preceptor with current emergency telephone numbers and home telephone numbers.
7. The student will always remain busy while in the clinic via direct patient care, observing treatment by another discipline, observing a new treatment technique, reading a textbook, reviewing a lesson, etc.
8. The student will not leave the clinical area without permission from the clinical preceptor, nor leave early for lunch or at the end of the day.
9. If the clinical preceptor must leave early or is absent, it is the student's responsibility to determine who will substitute for the clinical preceptor and relay this information to the Clinical Coordinator.
10. The student will not discuss other patients, clinical preceptors, personnel, or clinical sites.
11. The student will be courteous to patients and staff, conducting himself/herself professionally at all times.
12. The student will not become personally involved with a patient.
13. The student will not become personally involved with clinical staff members during the length of the clinical rotation, including after hours.
14. The student will direct any concerns or issues with the Clinical Coordinator or Program Director related to the clinical facility or clinical preceptor.

### **Confidential Information**

The Diagnostic Medical Sonography Program students will abide by the Health Insurance Portability and Accountability Act (HIPAA) to safeguard the confidentiality of health record information. All hospital and clinic records are confidential and any requests for information concerning a patient should be referred to the clinical preceptor. Patient information should only be discussed with the clinical preceptor in a private venue. Students are reminded not to discuss classmates' performance nor criticize previous clinical sites or clinical preceptors with individuals at the current clinical site.

### **Clinical Orientation**

The student in the DMS Program is required to attend a mandatory orientation of the clinical facility annually. Failure to attend will preclude a student from attending any clinical rotation. An accurate record of a student's attendance will be maintained.

### **Clinical Site Assignments**

The DMS Program strives to provide the student with clinical experiences to include inpatient and outpatient settings. Students will treat a variety of medical conditions including medical, orthopedic, and neurological conditions. The Clinical Coordinator will assign a student to a clinical education site based on the type of clinical setting needed to fulfill skill requirements based on clinical education course objectives. Students' input concerning the type of setting that interests them is welcomed, however, the DMS Program/Clinical Coordinator makes the ultimate decision regarding placement.

### **Student Transportation**

The student is expected to provide transportation to and from the clinical site and is expected to report on time to the appropriate assigned agency.

### **Structure of Clinical Education**

Each of the clinical rotation courses consists of specific objectives and competency requirements that are to be met by each student. The overall structure of the program's clinical education component reflects the progression of required competencies. The student must demonstrate mastery of the minimum number of skills required for each clinical education experience to progress to the next level within the DMS Program. It is the student's responsibility to ensure that all required skills are completed before the end of the clinical experience.

### **Clinical Education Attendance**

To meet accreditation requirements, 100% attendance is required in all clinical affiliations and students must complete the required number of hours and weeks for each clinical site. Students must remember that completion of required objectives and competencies must be met while the assigned clinical preceptor is on duty.

### **Clinical Education Absences**

Students are required to complete the clinical day as described in the course schedule book. Leaving a clinical site early is unacceptable and will result in disciplinary action. All missed clinical days (excused/unexcused) will result in a "zero" for one mandatory clinical competency grade. If absent, failure to contact the Clinical Coordinator before the assigned reporting time constitutes an unexcused absence.

- Being absent for 2 unexcused consecutive clinical days in the Summer semester may be means for student dismissal from the program.
- Being absent for 2 unexcused consecutive clinical days in the Fall and Spring semester may be means for student dismissal from the program.

### **Clinical Education Tardiness**

Tardiness is defined as “not being at your assigned area as scheduled.” DMS students are expected to be at their assigned clinical site at the time designated by the Clinical Coordinator. Habitual tardiness will not be tolerated under any circumstances and will result in disciplinary action. Any student having an unexcused absence (student fails to call and notify the Clinical Coordinator) will be counseled by the Clinical Coordinator or Program Director. If unavoidable circumstances arise resulting in tardiness, the student is responsible for contacting both the clinical site and the Clinical Coordinator before the scheduled clinical time.

### **Clinical Education Lunch and Work Breaks**

Lunch breaks are to be scheduled according to facility protocol, which may consist of 30 or 45 minutes depending on the clinical site for lunch. A work break is a privilege and should not be abused. The student should not arrive at the clinical site and then take a break. The student should only take a break according to facility protocol and with proper authorization from the clinical preceptor.

- Being late (4 minutes or more) from lunch for 3 unexcused consecutive clinical days may be means for one absence. In both the clinical and affective evaluation forms, the grade will be affected.

### **Clinical Dress Code**

For clinical rotation, the students must adhere to the same DMS Program Dress Code and Other Dress Code requirements. A student found non-compliant with the rules of dress in a clinical setting may be sent home and receive a zero for one mandatory competency.

#### **A. Acceptable dress code for DMS female students includes:**

1. Navy blue scrub jacket.
2. Navy blue scrubs.
3. Black nurse's shoes or completely black athletic shoes.
4. Black socks; no design.
5. On the left shoulder of the uniform smock or lab coat, the LC school patch is sewn 2 ½" below the seam.

#### **\*\*UNACCEPTABLE DRESS CODE\*\***

- Uniforms with lace or other decorative finishing
- Open-toe or mesh shoes, sandals, clogs
- Faded/yellowish, discolored, or ripped clothing is not acceptable.

#### **B. Acceptable clinical dress code for DMS male students includes:**

1. Navy blue scrub jacket.
2. Navy blue scrubs.
3. Black shoes or completely black athletic shoes.
4. Black socks; no design.
5. On the left shoulder of the uniform, smock, or lab coat, the LC school patch is sewn 2½" below the seam.

#### **\*\*UNACCEPTABLE DRESS CODE\*\***

- Long-sleeve shirt under short-sleeved smocks
- Colored shirts or colored undershirts under smock/lab coat
- Open-toe or mesh shoes, sandals, clogs
- Faded/yellowish, discolored, or ripped clothing is not acceptable.

All DMS students are required to adhere to the following dress code while at a clinical facility:

### **Personal Appearance**

1. Good personal hygiene via daily bathing, use of deodorant, regular shampooing of hair, and brushing of teeth.
2. Hair should be neat, clean, and should not interfere with the performance of duties. Shoulder-length hair and longer must be tied back so that it does not fall loosely over the face and shoulders. The instructor must approve accessories. Hair color must be of natural tones.
3. Hairbands are permitted if they are blue or match scrubs or hair color (less than 1"). Fashion headscarves or skullcaps are not permitted.
4. A blue headscarf may be worn as part of the clinical uniform for religious purposes.
5. Nails should be short and clean. Nail polish, if worn, should be clear in color. Artificial nails/ tips/ gel/ dip/ decorative designs/ any appliques are not permitted.
6. Makeup should be worn in good taste. Only moderate application is allowed.
7. No offensive perfume or cologne.
8. Tattoos or anybody decorations should be covered.
9. DMS student classroom uniform that is clean and wrinkle-free; consists of a navy-blue scrub with the embroidered program logo.
10. Faded/yellowish, discolored or ripped clothing is not acceptable.
11. All clothing should fit loosely (not skin tight), be non-see-through, with no visible cleavage or low-rise pants that show the top of the buttocks. No spandex/tight-fitting leggings allowed.
12. If body hair, tattoos, or undergarments are visible, a navy-blue undershirt is required to be worn under the scrub top.
13. Shoes should be closed-toe and clean. No open-toe shoes, sandals, or clogs.

### **Jewelry**

1. No jewelry is allowed for clinical rotations except a plain band and one wristwatch (no smart watches allowed). Necklaces, bracelets, earrings, and rings with stones must not be worn. The clinical and affective evaluation grades will be affected if the policy is not followed.
2. A wristwatch with a second hand or digital watch allowing timing of seconds must be worn (no smart watches allowed).

## **HEALTH AND SAFETY**

### **Campus Safety**

The Campus Police Department is located in Building F-Room 130, ext. 4303 or at 956-794-4303 and is staffed 24 hours a day/7 day a week. Students and faculty are asked to report any suspicious activity, crime, or emergency occurring on campus in person. Please refer to the individual course syllabus regarding emergency procedures to follow when reporting a fire, injury, illness, person down, stalking, threat or assault.

**LC Alert** is the campus notification system that contacts students, faculty, and staff via landline, cell, phone, email, or text message (SMS cell phone) in the event of an emergency or campus closure. Students may register voluntarily free of charge other than the standard fees associated with individual text messaging services. Refer to **LC Alert** on LC's website. The student is responsible for adhering to specific safety policies set by the facility when the student is participating in off-campus laboratories, observation experiences or clinical affiliation activities. If an LC student is injured, becomes ill, or is exposed to potentially harmful substances during any of these off-campus activities, the student must follow the reporting procedure listed in the DMS Student Handbook, Incident Report: Procedure for Student Injury, Illness, Exposure to Substances.

### **Emergency/Fire Evacuation Plan**

The College of Health Sciences building is equipped with a fire alarm system. In the event of a fire, the system will be activated, and the fire department will be alerted. The building is equipped with fire extinguishers with a fire extinguisher located in the DMS classroom. Fire evacuation plans are posted throughout the building which shows the location of fire exits and evacuation routes. In the event of a fire, immediately activate the fire alarm, call 911, then the Laredo College Campus Police Department at 794-4303. Students should exit the building to the designated area. During a building evacuation, students should stay with faculty and follow their directions. Students should not leave the premises until directed to do so by their faculty.

### **Pregnancy & Breastfeeding**

The Diagnostic Medical Sonography Program adheres to Laredo College Title IX and Disability Policy (please refer to the current syllabi).

### **Disability and Title IX**

The Diagnostic Medical Sonography Program adheres to Laredo College Title IX and Disability Policy (please refer to the current syllabi).

### **Health Services**

Laredo College does not provide health care services. Should an emergency arise while the student is on campus, Campus Police and/or the 911 system will be utilized.

### **Occupational Exposure to Infectious Agents**

By the Occupational Safety and Health Administration (OSHA) regulations, the student will receive information and training regarding Blood Borne Pathogen preventive measures. The student must review the policy and procedures for infection control in each clinical facility before providing care to clients in that facility. A student exposed for whatever reason to a potentially infectious agent must contact the instructor immediately and follow the policy and procedure for infectious agent exposure.

### **Communicable Diseases**

The Diagnostic Medical Sonography Program adheres to Laredo College's Notifiable Conditions statement (refer to the current syllabus). The student is expected to report physically and mentally fit to the clinical sites. A student identified as having a communicable disease (e.g., TB, Scabies, etc.) must be treated and obtain a release form from a U.S. licensed physician or nurse practitioner indicating that the student is non-communicable and may return to the DMS Program.

### **Incident Report**

#### **Procedure for Student Injury, Illness, Exposure to Substances**

If an LC student is injured, becomes ill, or is exposed to potentially harmful substances while in the role of student DMS during academic, laboratory, or clinical affiliation activities, the student will:

1. Address the injury, illness, or exposure immediately and must report the injury to the instructor or clinical preceptor immediately.
2. If the incident occurred on campus, the student must refer to Campus Police, their physician, or call 911. If the incident occurred in the clinic, the student must be sent to ER or be referred to their physician.
3. Request that the supervisor call the Academic Coordinator of Clinical Education and notify her of the incident as soon as possible.
4. Complete an incident report at the clinical site and the LC Safety and Risk Management Office.
5. Follow up with their physician if necessary.
6. The student must contact Laredo College's Safety and Risk Management Office and complete an accident health insurance coverage form. Primary insurance will be filed for payment and LC insurance will be filed for expenses not covered by the primary insurance.
7. If the student has no other health insurance coverage, the LC insurance will cover expenses up to \$10,000 per occurrence. LC insurance does not cover any underlying condition.
8. The student is responsible for the expenses incurred.
9. Contact the Safety and Risk Management Office for further questions.



## **GRADUATION**

Graduation eligibility requires the student to have satisfactorily completed the prescribed curriculum requirements with grades of 70% or better in all courses listed in the DMS Program curriculum as stated in the LC Catalog. Graduate candidates must apply for graduation in the Billy Hall Student Center, room 113 before or on the date specified in the college calendar to receive their LC degree. DMS graduates are awarded an Associate of Applied Science degree in Diagnostic Medical Sonography upon successful completion of all courses within the DMS curriculum.

## **DMS PROGRAM COMPLETION**

A student who completes the requirements of the DMS Program curriculum as printed in the Laredo College Catalog earns an Associate of Applied Science Degree in Diagnostic Medical Sonography and becomes eligible to take the American Registry for Diagnostic Medical Sonography (ARDMS) or the American Registry of Radiologic Technologist (ARRT) Sonography national examination. Upon successfully passing the national exam, the graduate will be licensed to practice as a Registered Diagnostic Medical Sonographer.

## **JOB PLACEMENT**

Students can receive information about current job availability through:

1. The Employment Assistance Services in the Workforce Development Center is located in the Yearly Library room 201 at the Fort McIntosh Campus.
2. Job fairs hosted by local hospitals.
3. Job fairs hosted by LC.
4. Posted employment opportunities on various Health Sciences Division bulletin boards, and via courtesy emails sent to graduates up to one year after graduation.

# Appendices



**APPENDIX A  
LAREDO COLLEGE  
ASSOCIATE OF APPLIED SCIENCE DEGREE  
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM  
New Student Orientation Form**

Student Name (Print) \_\_\_\_\_

Please mark each question with the appropriate response.

Were you provided with the following?

Yes  No Organizational Charts

Yes  No Student Handbook

Were the following objectives met?

Yes,  No Provided the new student with an opportunity to become familiar with the philosophy, administration, and organization of the Laredo College DMS Program.

Yes,  No Provided the new student with an overview of the course curriculum and procedures.

Yes,  No Identified the responsibilities of the new student in the classroom and clinical areas by the mission/philosophy and procedures of Laredo College and the DMS Department.

Were the following activities completed by the indicated person(s)?

DMS Faculty

Yes  No Introduced department faculty and clerical staff

Yes,  No Presented the organizational charts; Philosophy and Outcomes of the DMS Program, JRC DMS Standards, Licensure information, Comprehensive Examination, and the Awards/Scholarship.

DMS Faculty

Yes  No Review of DMS Student Handbook

Yes  No Forms completed

- a. Address, etc.
- b. Scheduling
- c. Immunization Record
- d. CPR certification requirements
- e. Annual Criminal Background checks

DMS Faculty

Yes  No Purpose and function of laboratory

Yes  No Schedule and hours of operation  
Student Diagnostic Medical Sonography Club

Yes  No Purpose and goals of the Association

Yes  No Application

Yes  No Explanation of Activities

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



**APPENDIX B**  
**Diagnostic Medical Sonography Degree Plan**  
**Associate of Applied Science**

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 PROGRAM REVISION FORM TO IMPLEMENT WECM COURSES

Institution:	Laredo College			FICE Code:	3582			
Program location:	In district _____	Out-of-district _____	Correctional Facility _____	CIP Code:	51.0910			
Program:	Diagnostic Medical Sonography			HEGIS Code:				
Award Title:	AAS							
<b>CURRICULUM</b>			<b>Type</b>	<b>Lec Hrs</b>	<b>Lab Hrs</b>	<b>Ext Hrs</b>	<b>Cont Hrs</b>	<b>Cred Hrs</b>
<b>Prerequisites:</b>								
BIOLOGY	2301	Anatomy and Physiology I	ACGM	3	0	0	48	3
MATH		College Math Course	ACGM	3	0	0	48	3
PHYSICS	1315	Physical Science I	ACGM	3	0	0	48	3
PHYSICS	1115	Physical Science I Lab	ACGM	0	3	0	16	1
ENGL	1301	Composition 1	ACGM	3	0	0	48	3
DMSO	1110	Introduction to Sonography	WECM	1	1	0	32	1
		<b>Total Hours</b>		<b>13</b>	<b>4</b>	<b>0</b>	<b>272</b>	<b>14</b>
<b>Semester 1:</b>								
DMSO	1201	Techniques of Medical Sonography	WECM	1	3	0	64	2
DMSO	1202	Basic Ultrasound Physics	WECM	1	3	0	64	2
BIOLOGY	2302	Anatomy and Physiology II	ACGM	3	0	0	48	3
Language, Philosophy and Culture/Creative Arts		Elective	ACGM	3	0	0	48	3
		<b>Total Hours</b>		<b>8</b>	<b>6</b>	<b>0</b>	<b>224</b>	<b>10</b>
<b>Semester 2:</b>								
DMSO	1242	Intermediate Ultrasound Physics	WECM	1	3	0	64	2
DMSO	1441	Abdominopelvic Sonography	WECM	3	4	0	112	4
DMSO	2405	Sonography of Obstetrics/Gynecology	WECM	3	4	0	112	4
DMSO	1260	Clinical - DMS/Sonographer and US Technician	WECM	0	0	12	192	2
		<b>Total Hours</b>		<b>7</b>	<b>11</b>	<b>12</b>	<b>480</b>	<b>12</b>
<b>Semester 3:</b>								
DMSO	1261	Clinical - DMS/Sonographer and US Technician	WECM	0	0	12	192	2
		<b>Total Hours</b>		<b>0</b>	<b>0</b>	<b>12</b>	<b>192</b>	<b>2</b>
<b>Semester 4:</b>								
DMSO	2260	Clinical - DMS/Sonographer and US Technician	WECM	0	0	12	192	2
		<b>Total Hours</b>		<b>0</b>	<b>0</b>	<b>12</b>	<b>192</b>	<b>2</b>
<b>Semester 5:</b>								
DSVT	1103	Introduction to Vascular Technology	WECM	1	1	0	32	1
DMSO	2342	Sonography of High Risk Obstetrics	WECM	2	2	0	64	3
DMSO	1355	Sonographic Pathophysiology	WECM	2	2	0	64	3
DMSO	2261	Clinical - DMS/Sonographer and US Technician	WECM	0	0	12	192	2
		<b>Total Hours</b>		<b>5</b>	<b>5</b>	<b>12</b>	<b>352</b>	<b>9</b>
<b>Semester 6:</b>								
PSYC	2314	Life Span Growth and Development	ACGM	3	0	0	48	3
DMSO	2253	Sonography of Superficial Structures	WECM	1	2	0	48	2
DMSO	2245	Advanced Sonography Practices	WECM	2	0	0	32	2
DMSO	2230	Advanced Ultrasound and Review	WECM	1	3	0	64	2
DMSO	2262	Clinical - DMS/Sonographer and US Technician	WECM	0	0	12	192	2
		<b>Total Hours</b>		<b>7</b>	<b>5</b>	<b>12</b>	<b>384</b>	<b>11</b>
		<b>GRAND TOTAL</b>		<b>40</b>	<b>31</b>	<b>60</b>	<b>2096</b>	<b>60</b>



## APPENDIX C

### 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: 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 that 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 their actions.

E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty-specific credentials, and re-credentialing.

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 represents their 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 procedure.



APPENDIX D  
LAREDO COLLEGE  
Diagnostic Medical Sonography Program  
COUNSELING FORM

Student Name \_\_\_\_\_  
Palomino ID \_\_\_\_\_  
Course \_\_\_\_\_  
Semester \_\_\_\_\_

Attendance/Tardiness  
Unprofessional Conduct  
Disciplinary Action

Academic/ Clinical Progress  
Other \_\_\_\_\_  
Other \_\_\_\_\_

Faculty Comments:

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Recommendations:

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Student Comments/Plan of Action:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date



**APPENDIX E**  
**Instructor/Student Conference Form**

Student's Name & I.D. Number: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date \_\_\_\_\_

Purpose of Conference:

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Subjects Discussed:

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Plan of Action:

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Student Comments:

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Instructor Comments:

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By signing, I acknowledge discussion of the above subjects and understand my responsibility in the respective Plan of Action.

Student's Signature \_\_\_\_\_

Instructor's Signature \_\_\_\_\_

Appendix F  
Probation Form



Student's Name \_\_\_\_\_ I.D. Number: \_\_\_\_\_ Course Number \_\_\_\_\_ Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

The following policies, requirements, and/or objectives are not being met satisfactorily at this time:

The student must comply with the following requirements during the probationary period:

\_\_\_\_\_ The student will abide by all student program policies in effect, particularly relating to attendance, maintaining a passing average, and following up on conferences with program staff.

\_\_\_\_\_ The student must meet all policies, requirements, and/or course objectives in all appropriate learning settings during the probationary period and thereafter.

\_\_\_\_\_ The student may be withdrawn from the course and program for failure to comply with any of the terms outlined in the Probation Report. If the college deadline for withdrawal has passed, the student will be given a performance grade.

Student Comments:

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By signing, I acknowledge the discussion of the above subjects and understand my responsibility for the probationary period.

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

Instructor's Signature \_\_\_\_\_ Date: \_\_\_\_\_





**APPENDIX G**  
**LAREDO COLLEGE**  
**Diagnostic Medical Sonography Remediation Tutorial Agreement**

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Course Number \_\_\_\_\_ Exam # \_\_\_\_\_ Grade \_\_\_\_\_ Absences \_\_\_\_\_

Faculty Remediation Plan Deadline: \_\_\_\_\_

Subjects Discussed:

1. Test grade: \_\_\_\_\_

2. Remediation requirement: \_\_\_\_\_

Contributing Factors (Select all that apply):

- |   |                                 |
|---|---------------------------------|
| _____ < 2 hrs wk on assigned readings   | _____ Illness                   |
| _____ 2 - 4 hrs wk on assigned readings | _____ Family Issues             |
| _____ 4 - 6 hrs wk on assigned readings | _____ Work Schedule > 15 hrs/wk |
| _____ Test Taking Skills                | Other _____                     |

Student Plan of Action:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Remediation Completed: YES NO Date \_\_\_\_\_

**Appendix H**  
**DMS CLINICAL LAB RELEASE FORM**



The clinical lab is designed to introduce students to scanning techniques, body planes, and normal body structures. Students are encouraged to participate as both the scanner and the scanned (a student 'patient') to accomplish this. Students and instructors will position the student "patient" and scan them with an external transducer in areas like the abdomen, neck, arm, and so on. During in-school clinical labs or at the clinical site, students are not allowed to do internal or private areas sonograms on other students. Students are expected to engage in the clinical lab as scanners; however, they are not obligated to participate as student "patients". A student's grade will not be affected if he or she does not participate as a student patient. If a student does not want to be scanned, they must notify the faculty ahead of time so that alternate arrangements can be made.

Incidental pathology may be revealed during scanning practice. The DMS program and LC are not responsible for finding or documenting pathology, providing medical diagnosis, and/or providing treatment options. These exams are NOT diagnostic exams and do NOT take the place of appropriate medical diagnosis and treatment. It is the student's responsibility to follow up with their healthcare provider regarding any incidental findings.

My signature below signifies that I have received and read the clinical lab release form, that I agree to not perform any internal or private area sonograms on other students during in-school clinical labs or at the clinical site, and that the DMS program and LC are not responsible for finding or documenting pathology, providing medical diagnosis, and/or providing medical treatment options.

I acknowledge that before signing this form I have been allowed to seek further clarification.

Student signature: \_\_\_\_\_

Printed student name: \_\_\_\_\_

Date: \_\_\_\_\_



**Appendix I**  
**LAREDO COLLEGE**  
**Student Self-Assessment**

The student is to reflect on the following questions and provide sincere responses.

1. How do you think you did during your clinical rotation the previous week? (Please elaborate.)
2. Give examples that support statement number one.
3. Was there anything that did not go so well? Give examples of this.
4. What might you do differently next time?



## APPENDIX J CLINICAL EDUCATION SUMMARY

### I. Clinical Assignments

The Diagnostic Medical Sonography Program student will be assigned to one of the clinical affiliates of Laredo College by the clinical coordinator in consultation with and agree with the clinical supervisors. Normally this rotation will correspond with the Fall, Spring, and Summer Semester dates printed in the current LC Catalog. All clinical assignments will be published approximately 2 weeks before their effective date.

### II. Accidents

Students will be required to fully understand the safest methods of performing procedures before being allowed to undertake them. All accidents that occur while on clinical assignments that result in inpatient, hospital personnel, personal injury, and/or damage to equipment must be reported immediately to your instructor and the chief technologist of the affected clinic. An incident report form must be completed before you depart from the clinical site. If the student experiences personal injury while performing in the clinical setting, it is the student's responsibility to inform the clinical preceptors of the incident.

#### Accidents outside the clinical realm:

The student is responsible for their insurance coverage for expenses incurred because of an accident/injury.

### III. Professionalism

All students are required to act professionally at all school functions. While at clinical rotations- The clinical affiliate reserves the right to refuse admission to any student who is involved in any activity not considered professional or conducive to proper patient care.

### IV. Identification

The DMS student is required to maintain their uniform and display the appropriate patches and name tag while on clinical assignment.

### V. Student Liability Insurance

All DMS students are required to purchase professional liability insurance before being allowed into the clinical situation. Normally, this insurance fee is automatically charged to you with the fees/tuition for Fall semester clinical practicum courses.

### VI. Meals and Breaks

All meal breaks (30 minutes) and morning or afternoon breaks (15) minutes will be scheduled at the discretion of your instructor or clinical preceptor. In the case of missed meal breaks due to an emergency, the instructor or clinical preceptor shall grant the meal break after the procedure. Do not leave your clinical assignment for any "break" without direct notification and the authorization of your clinical preceptor, clinical supervisor, or chief technologist. At no time will the DMS student skip a "break" to leave the clinical site early. These periods are not cumulative and cannot be used to shorten your clinical rotation schedule.

- Being late (4 minutes or more) from lunch for 3 unexcused consecutive clinical days may be means for one absence. In both the clinical and affective evaluation forms, the grade will be affected.

### VII. Student Consultation

All DMS students will have periodic consultation periods with your clinical preceptor and, on occasion, the chief technologist and/or clinical supervisor of your assigned clinical affiliate. You may, of course, request more frequent

consultation periods from your clinical preceptor. Your clinical preceptor may relieve you of your work assignment for consultation after the completion of assigned radiographic procedures.

#### VIII. Images Critique

Teach weekly image quality critique sessions, individual or group.

**RELEASE OF RECORDS**

I (Print Name) \_\_\_\_\_ give permission to the Health Sciences Division and Diagnostic Medical Sonography Program to release personal information such as immunization record, criminal history, and drug test results to the clinical facility where I will participate in clinical rotations.

Student's Signature \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

**RELEASE OF LIABILITY FORM**

I acknowledge and understand that there may be certain risks while a student in the Health Sciences Division DMS Program at Laredo College. I agree to adhere to the safety regulations of the program to which I have been admitted.

I also understand that safety precautions have been incorporated into the laboratory, skills sessions, scenarios, clinical, and field experiences. I also agree that in the event of an accident or injury, I will not hold Laredo College, the Health Sciences Division, LC DMS Program, LC Faculty, staff, or the training facilities liable.

Student's Signature \_\_\_\_\_

Student's Printed Name \_\_\_\_\_

Student ID # \_\_\_\_\_ Date \_\_\_\_\_

**LAB TREATMENT AND DRAPING CONSENT FORM**

I, \_\_\_\_\_, agree to be treated by my instructors or classmates during all mock skills lab and scenario sessions for the duration of the program. All efforts to provide modesty and safety precautions have been incorporated into the laboratory sessions. If I feel or think I am uncomfortable with any draping, manner of touch, or treatment, I will carefully confront my classmate. If I still do not sense that the problem is resolved by this action, I will inform my instructor. I will follow the dress code for lab and lecture according to the Dress Code guidelines in the DMS Student Handbook. I will notify the DMS faculty of any allergies (.i.e. latex, nylon fibers, cold hypersensitivity, etc.) or medical conditions before the start of the laboratory session.

I, \_\_\_\_\_, will follow the DMS Student Handbook Code of Conduct during all mock skills lab and scenario sessions. I agree to drape my classmates, guests, patients, or instructors in a way that protects the modesty and safety of all "patients" treated. I will demonstrate professional behavior by practicing considerate and respectful non-verbal and verbal communication during all classroom and lab activities. I will adhere to safe behavior while using equipment during laboratory activities and only under the supervision of DMS faculty. I will promptly report any malfunctioning equipment to the DMS faculty as soon as it becomes evident.

Student's Signature \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

**CONSENT TO VIDEOTAPE, AUDIOTAPE, AND PHOTOGRAPH**

I, \_\_\_\_\_, do hereby consent to the participation in videotaping, audiotaping, and taking of photographs by the faculty in the Diagnostic Medical Sonography Program for instructional purposes.

I also grant the DMS Program faculty the right to edit, use, and reuse said products for non-profit purposes (educational, public service, health awareness purposes), including use in print, on the internet, and all other forms of media. I also hereby release the DMS Program, Laredo College, and its agents and employees from all claims, demands, and liabilities in connection with the above.

Student's Signature \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_, have read and understand the content of the Diagnostic Medical Sonography Program Student Handbook and have been allowed to inquire about the content. I agree to abide by all the policies of the LC Catalog and the LC Student Handbook, the DMS program, and the Health Sciences Department.

I understand that policies may change during the DMS program and that I will abide by the changes (and will be given notice of the changes). I commit to completing the program within two years.

\_\_\_\_\_  
Student Name / Signature

\_\_\_\_\_  
Date