



# Diagnostic Medical Sonography Program

Student Handbook

# Table of Contents

## Section 1: Program Overview

Program Description .....	6
American Registry of Radiologic Technologists Policy (ARRT) .....	7
Students Invoice in Criminal Proceeding.....	8
Mission Statement, Program Goals.....	8-9
Program Philosophy .....	9-10
Program Development, Growth, and Integrity.....	10-11
Program Advisory Board .....	11
Program Advisory Board Members .....	12
Clinical Education Committee .....	13
Responsibilities of the Clinical Education Committee .....	13
Clinical Education Affiliates and Clinical Instructors .....	13-14
Non-Discrimination .....	15
Technical Standard for Sonographers .....	15-16
Program Faculty.....	17
Program Coordinator Job Description .....	17-18
Program Assistant Coordinator Job Description .....	19-20

## Section 2: Institutional Policies and Procedures

Student Financial Aid .....	21
Student Services.....	21
Student E-Mail.....	22
Student Conduct .....	23-24
Student Rights and Responsibilities.....	25
Family Educational Rights and Privacy Act (FERPA) .....	25
Notification of Social Security Number Collection and Usage.....	26
Drug Free Campus.....	26-27
Emergency Preparedness.....	27

Cell Phone Notification .....	27
Harassment.....	27-28
Emergency Notification.....	28-29
Active Shooter Situation.....	29-30
College Commencement Ceremony.....	31
Confidentiality of Student Records and Information .....	31

### Section 3: Sonography Program Policies and Procedures

Health Records.....	32
Criminal Background Checks .....	32
Health Care Fraud Statute.....	33-34
Immunizations.....	34-35
CPR Certification .....	35
Health Sciences Orientation Courses .....	35-37
Communicable Disease.....	37
Blood and Body Fluid Infection Control Precautions .....	38-39
Personal Protective Equipment (PPE).....	39-40
Drug / Alcohol Policy .....	40-41
Reasonable Suspicion / Testing Form .....	42-43
Student Bereavement Policy.....	44
Jury Duty Policy.....	44
eReaders and Laptop Computers .....	44
Cell Phones .....	45
Social Networks.....	45
Model Scanning - Release Form .....	45
Student Advisement.....	45-46
Attendance.....	46-47
In Case of Tardiness .....	47
In Case of Absence .....	47
National Honor Society .....	48

Sonography Program Graduation Pinning Ceremony .....	48
Sonography Program Awards .....	49
Course Progression – GPA .....	49
Sonography Program Grading Scale .....	50
Re-Admission Procedure.....	50-51
Faculty Expectations.....	51-52
Code of Ethics .....	52-54
Professionalism .....	54-55
Ethical and Professional Conduct.....	55
Progressive Disciplinary System .....	55-57
Progressive Discipline Infractions and Actions .....	57-59
Sonography Program Curriculum Sequence.....	60
Sonography Program Book List .....	61-63

#### Section 4: Clinical Education

Clinical Education Eligibility .....	64
Personal Hygiene .....	65
Sonography Clinical Uniform.....	66-68
Surgical Attire .....	68
Clinical Attendance Policy.....	69-70
In Case of Tardiness .....	70-71
In Case of Absence .....	71
Clinical Education Sites .....	72
Clinical Education Site Supervision .....	72-73
Transportation .....	73
Patient Transportation.....	73
Role of Imaging Department Staff Sonographers .....	73-74
Responsibilities of Student in Clinical Education Courses .....	74-75
Clinical Affiliate Education Rotation Assignments .....	75
Personal Safety Policy .....	76

Patient Safety Policy.....	76-77
Sonography Clinical Guidelines.....	77-79
Absolute Program Policy .....	79
Hospital Job Actions or Strikes .....	79
Student Evaluation of Clinical Education Site.....	80
Student Accident and Incident Insurance .....	80
Protocol for Reporting Accident /Illnesses at Clinical Sites .....	81-82
Progressive Disciplinary System .....	82-83
Academic Counseling.....	83
Academic Probation .....	84
Clinical Grade.....	84
Clinical Performance .....	84
Clinical Competency Policies and Procedures .....	84-85
Demonstration of Competence .....	85-86
Criteria for Evaluation of Clinical Competency.....	86-87
Pre-Competency Scan Form .....	88
Clinic Competencies .....	89-91
Clinical Education Grade Calculation .....	91-92
Sonography Program Graduation Requirements.....	93-94
Clinical Competency Record.....	94
Accidents and Incidents.....	95
Sonography Program Acknowledgement Form .....	96

### Appendices:

Attachment 1 - for Student Injury Immediate Attention .....	98
Attachment 2 - for Student Injury Not Requiring Immediate Attention .....	99
General Information - Sonography Program.....	100-102
Allied Health Incident Form - Involving Patients.....	103
How to File a Medical Claim – Sample .....	104-105
Accident / Incident Report Form – Sample .....	106

# Section 1: Program Overview

## Program Description

Gulf Coast State College's (GCSC) Diagnostic Medical Sonography Program is a two-year, full-time degree program for adult students who desire to learn sonographic imaging procedures. Students are instructed in theory and application in the classroom and the scanning laboratory, and advance into extensive clinical experience at affiliated medical facilities in their 2nd year of the program.

Graduates are prepared for employment in entry-level areas of diagnostic medical sonography including abdomen, vascular, obstetrics and gynecology, and superficial structures. The program is competency based and follows the Florida Dept. of Education Health Science Curriculum Frameworks.

After completion of the DMS Program, and have successfully completed all required competencies, the student will be eligible to take the American Registry of Radiologic Technologists (ARRT) general sonography examination immediately post-graduation.

Students are eligible to take the ARDMS SPI Physics registry upon successful completion of SON1211, Sonography Physics with a 70, "C" or higher.

The American Registry of Diagnostic Medical Sonographers (ARDMS) is available with specific requirements. For more detailed information, go to [ARDMS.org](http://ARDMS.org) and [ARRT.org](http://ARRT.org).

In order to gain employment, all students are strongly encouraged to complete a national certification exam for Sonography immediately upon completion of the program. (Most employers require Sonography certification prior to employment.)

GCSC's Sonography Program is institutionally accredited by the Southern Association of College Systems (SACS) which is recognized by the American Registry of Radiologic Technologists (ARRT) for certification purposes.

GCSC's Diagnostic Medical Sonography Program is not accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Although the DMS program is not programmatically accredited, it functions according to the Joint Review Committee on Education in Diagnostic Medical Sonography (JRDMS) program accreditation requirements.

This handbook is prepared for use by students in the Diagnostic Medical Sonography Program and contains specific information about the Diagnostic Medical Sonography Program. For general GCSC policies, see the GCSC student handbook and catalog.

*The information in this handbook is current at the time it is printed. However, policies, guidelines, and procedures are subject to change without notice. Final interpretation of program policies and procedures will be made by the Coordinator of the Diagnostic Medical Sonography Program.*

## American Registry of Radiologic Technologists (ARRT) Policy

The candidate for certification by the American Registry of Radiologic Technologists (ARRT) must be of good moral character. The conviction of a felony or misdemeanor (with the sole exceptions of speeding and parking violations or juvenile offenses that were adjusted in Juvenile court) may indicate a lack of good moral character for certification purposes. Individuals convicted of a crime must supply a written explanation including court documents with their application for examination.

Anything less than complete and total disclosure of any and all convictions will be considered as having provided false or misleading information to the ARRT. This is grounds for permanent denial of eligibility for certification.

The ARRT strongly encourages students with misdemeanor or felony convictions to submit a *Pre-Application Review of Eligibility*. This review can be started at any time but should be completed prior to student clinical rotations. Pre-application review forms and instructions are available by contacting the Ethics Department at the ARRT office.

The “Pre-Application Review of Eligibility” form can also be downloaded from the ARRT’s web site at [www.arrt.org](http://www.arrt.org).

## Students Involved in a Criminal Proceeding

A charge or conviction of, a plea of guilty to, or a plea of nolo contendere (no contest) to an offense, which is classified as a misdemeanor or felony, constitutes a conviction for ARRT purposes. This includes situations in which the result is deferred or withheld adjudication or suspended or withheld sentence.

Students that have been involved in a criminal proceeding may request a “Pre-Application Review of Eligibility” from the ARRT to avoid delays in processing an Application for Examination at the time of program graduation. The “Pre-Application” form may be obtained directly from the ARRT (see address below). There is a fee associated with the assessment that does not waive the application for examination fee, the application deadline or any of the other application for examination procedures.

The ARRT may be contacted using the following ways.

The American Registry of Radiologic Technologists  
1255 Northland Drive  
St. Paul, MN 55120-1155  
Telephone: (651) 687-0048

## Mission Statement

The Diagnostic Medical Sonography Program is designed to provide competency-based education which links theoretical, professional, and ethical concepts to clinical practice in order to prepare the student for the workplace and lifelong learning.

The student will acquire the unique skills and knowledge through classroom, state-of-the-art laboratory, and clinical experiences to become an integral member of the health care team. Teaching strategies strive to promote critical thinking, an attitude of inquiry, personal responsibility, and a commitment to keep pace with the evolution of the field of diagnostic medical sonography.

The goal of the program is to provide the community with highly qualified entry-level sonographers who, under the supervision of a physician, will be an asset to the overall health of the community.

## Program Goals

The Sonography Program's goals are:

1. To educate graduates with the knowledge and skills appropriate for entry level sonography in the specialties of obstetrics/gynecology, abdominal, vascular and superficial structures.
2. To prepare graduates to be independent learners demonstrating critical thinking and problem solving to produce high quality diagnostic images.
3. To prepare graduates to practice the profession of sonography as a member of a healthcare team adhering to defined technical protocols and diagnostic criteria and ethical behavior.
4. To prepare graduates to practice the profession of sonography with effective communication skills for a diverse health care environment.

## Program Philosophy

The philosophy of the Diagnostic Medical Sonography Program is based in the provision of quality education. The educational program aspires to graduate professionals who have strong technical skills, high ethical standards of practice and compassion for all the people encountered with the practice of the profession.

The philosophy of the program will be demonstrated through the following program standards based upon competencies developed by the program and supported by specific behavioral objectives documented throughout the didactic and clinical curriculum and shall include, but not be limited to, the following knowledge areas:

- Apply knowledge of anatomy, physiology, and scanning technique to accurately demonstrate anatomical structures.
- Apply principles of safety and care to patient, self, colleagues, and general public.

- Apply knowledge of human systems to provide patient care and comfort in a professional manner regardless of patient's personal attributes, nature of disease or illness, and without discrimination.
- Apply problem-solving skills to recognize and respond to emergency conditions and initiate life-saving first aid and basic life-support procedures.
- Apply critical thinking skills to utilize knowledge of imaging systems to evaluate performance of these systems, identify the safe limits of equipment operation, and respond to malfunctions properly, thus ensuing high performance standards within a quality assurance program.
- Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
- Communicate effectively in the medical environment and function as a team member in an imaging department.
- Practice the profession in a manner compatible with the ethical values enhanced by the profession of Diagnostic Medical Sonography.
- Participate in professional activities and continuing education to obtain a feeling of pride in self and the profession. Demonstrate an understanding of other imaging disciplines and advanced imaging modalities to facilitate professional growth and continue improvement of patient care.
- Utilize insights gained in liberal arts and science courses to promote continued professional and personal growth and increase usefulness as a citizen of society.

## Program Development, Growth, and Integrity

GCSC and the various clinical affiliates provide a unique opportunity for students to earn an A.S. degree in Diagnostic Medical Sonography. Students are provided with a combination of classroom instruction of general education and theory classes taught on the GCSC campus. The didactic component of the course work is taught at GCSC, utilizing the equipment and facilities of the various clinical sites.

The program will experience growth and maintain high ethical standards on an ongoing basis. The program will solicit input from various communities of interest. These communities of interest shall include program faculty, College faculty and/or administration, clinical employees and students.

This input can be provided through various tools and instruments such as annual surveys (student, graduate and employer) and the organization of meetings of the communities of interest in various forms including faculty meetings (Program, Division and College), clinical instructor meetings and admission committee.

Advisory Committee and Admission Committees are comprised of communities of interest regarding the program and the membership is selected in consultation with the college administration.

The program will review its mission and goals as well as policies and procedures at least annually through the various committees comprised of the communities of interest for the program.

## Program Advisory Board

The Diagnostic Medical Sonography Program's Advisory Board functions in accordance with institutional guidelines and supports the missions of the institution and program. The committee is representative of clinical education agencies, academic interests, institutional representatives, sonography students, and/or communities of interest. The committee shall meet on a bi-annual basis or as needed. The committee chairperson distributes the agenda, and the minutes are recorded and filed.

The Advisory Board's responsibilities are inclusive of program planning, evaluation, and external validation. The committee acts as an information resource. Specifically, the committee periodically reviews the curriculum ensuring that new techniques and procedures are reflected, revisits the program goals and outcomes, assists in exit and postgraduate evaluations of student capabilities, serves in a public relations capacity with the medical and allied health communities, and assists in the placement of graduates.

## Program Advisory Board Members

James Strohmenger, M.D.  
Medical Director  
Bay Radiology Associates  
P.O. Box 12488  
Panama City, Florida 32401

Emily Miller  
Director of Radiology  
Doctors Memorial Hospital  
2600 Hospital Drive  
Bonifay, Florida 32425

Angel Powell, Clinical Instructor  
Bay Medical Center  
615 N. Bonita Avenue  
Panama City, FL 32401

Steven Sims, CNMT  
Director of Imaging Services  
Bay Medical Center  
615 N. Bonita Avenue  
Panama City, Florida 32401

Joseph Perez  
Director of Imaging Services  
HCA Gulf Coast Regional Medical  
Center  
P.O. Box 15309  
Panama City, Florida 32406-5309

Laura Justice, Chair  
Health Sciences Division, GCSC

DeeAnn VanDerSchaaf,  
Coordinator  
Medical Imaging Programs, GCSC

Daniel Rushing, CEO  
Bay Radiology Associates  
P.O. Box 1770  
Panama City, Florida 32401

Vicki Bynum, Asst. Coordinator  
Sonography Program, GCSC

Loretta Costin, Dean  
Occupational Education, GCSC

Shannon Powell  
Director of Imaging Services  
Jackson Hospital  
4250 Hospital Drive  
Marianna, Florida 32446

Dr. Sam Wolf  
Emerald Coast OB-GYN  
2250 Jenks Avenue  
Panama City, Florida 324

## Clinical Education Committee

The committee will all meet annually at the college to ensure uniformity of practices and procedures. The following are the members of the Committee on Clinical Education.

- Clinical Instructors from each facility
- Program Coordinator
- Assistant Coordinator
- Program Faculty

## Responsibilities of the Clinical Education Committee

The responsibilities of the Committee on Clinical Education are to:

- Discuss students' progress.
- Identify and suggest possible solutions to individual student's weaknesses.
- Review program policies including clinic competency evaluation instruments.
- Recommend disciplinary measures for individual students to the Advisory Committee.
- Recommend policy modifications to the Advisory Committee.
- Inform assistant coordinator of changes in site policies.
- Update required sonography routines and in-service training on new sonographic equipment.

## Clinical Education Affiliates and Clinical Instructors

### **BAY MEDICAL CENTER**

Kelly Ellis - Clinical Instructor  
Steven Sims - Director of Imaging Services

### **BAY MEDICAL OUTPATIENT CENTER**

TBA - Clinical Instructor  
Steven Sims - Director of Imaging Services

## **BAY DIAGNOSTIC CENTER**

TBA- Clinical Instructor  
Steven Sims - Director of Imaging Services

## **BAY MEDICAL at the BEACH**

Gina Peterson - Clinical Instructor  
Steven Sims - Director of Imaging Services

## **GULF COAST MEDICAL CENTER**

Angie Smith - Clinical Instructor  
Joseph Perez - Director of Imaging Services

## **GULF COAST DIAGNOSTIC CENTER**

Angie Smith - Clinical Instructor  
Joseph Perez - Director of Imaging Services

## **JACKSON HOSPITAL**

Christy Shores - Clinical Instructor  
Shannon Powell - Director of Imaging Services

## **BAY RADIOLOGY ASSOCIATES**

Genise Skipper Law - Clinical Instructor  
Daniel Rushing - CEO

## **NORTHWEST FLORIDA COMMUNITY HOSPITAL**

Juli Worley - Sonographer, Clinical Instructor  
Shawn Sellers - Director of Imaging Services

## **DOCTORS MEMORIAL HOSPITAL in BONIFAY**

Amanda Burbank - Clinical Instructor  
Emily Miller - Director of Radiology

## **SOUTHEAST ALABAMA MEDICAL CENTER – DOTHAN, AL**

Dee Carter: Lead Sonographer

## **CAPITAL REGIONAL MEDICAL CENTER – TALLAHASSEE, FL**

Misti Gandy – Clinical Instructor

### **Non-Discrimination**

Pursuant to Section 504 of the Rehabilitation Act of 1973, GCSC will provide services and training, without discrimination, to any qualified disabled person who meets the academic and technical standards requisite to admission and/or participation in the Diagnostic Medical Sonography Program.

The program practices non-discrimination against otherwise qualified disabled persons in compliance with the GCSC Non-Discrimination Policy and with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This policy will be reviewed annually.

The Program will make available the Standard for the Sonographers to all interested individuals to provide the opportunity for applicants to review the physical activities common to the practice of the profession of diagnostic medical sonography. This will afford interested parties the opportunity to determine their ability to meet these standards in consultation with their physician.

### **Technical Standards for the Sonographers**

GCSC fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 for qualified handicapped individuals and the Americans with Disabilities Act of 1990. Therefore, applicants are encouraged to self-identify their accommodation needs as part of the admissions process. It is important to note that in order to successfully progress through the curriculum and function as a practicing Sonographer upon graduation, an individual must be able to perform certain physical activities that include vocal, visual, auditory, and dexterity requirements.

Therefore, in order to be considered for admission to, or retention in, the Diagnostic Medical Sonography Program after admission, all applicants will possess:

1. Sufficient visual acuity to perform initial imaging, adjust instrumentation, recognize sonographic findings that may require immediate clinical response, and to observe the needs and condition of the patient.
2. Sufficient auditory perception to receive verbal communication from clients and members of the health team, to assess health needs of people through the use of monitoring devices such as stethoscopes, timers, cardiac monitors, fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills required in meeting client health care needs safely. These include, but are not limited to, manipulation of equipment and performance of CPR.
4. Sufficient communication and language skills (speech, comprehension, reading writing) to interact with clients and the health care team to communicate effectively, as may be necessary in the client's interest and safety.
5. Sufficient intellectual functions and emotional stability to plan and implement care for clients.

## Program Faculty

DeeAnn VanDerSchaaf, MS, RT(R)

**Program Coordinator**

Gulf Coast State College

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(850) 913-3318

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Vicki Bynum, RT(R), RDMS, RDCS,  
RVT

**Assistant Program Coordinator**

Gulf Coast State College

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Panama City, Florida 32401

(850) 769-1551, ext. 3591

[vbynum@gulfcoast.edu](mailto:vbynum@gulfcoast.edu)

## Adjunct Faculty

Lisa Herrington, RDMS-OB/GYN, ABD

Jolie Thompson, RDMS-OB/GYN, ABD

Mary Lou Sommer, RDMS-Echo

## Program Coordinator - Job Description

The Program Coordinator reports to Chairperson of Health Sciences Division, and the duties and responsibilities are the following.

- Assist and advise at registration periods as assigned, and throughout semester.
- Assist in employment of full and part-time faculty.
- Attend all graduations, scheduled faculty meetings and convocations.
- Chair Admissions Committee.
- Chair Advisory Committee and recommend members.
- Complete overload requests each semester.
- Coordinate and manage activities of the program in accordance with college policies and accreditation standards.
- Coordinate with Division Chair, as appropriate.
- Counsel and advise those students to whom they may be assigned as advisors.

- Create curriculum and academic practices promote the synthesis of theory, use of current technology, competent clinical practice, and professional values.
- Create medical imaging program strategic planning.
- Demonstrates integrity in representations to communities of interest and the public, in pursuit of educational excellence, and in treatment/respect for students, faculty, staff.
- Develops and implements a system of planning and evaluation to determine its effectiveness and uses the results for program improvement.
- Develops and implements an assessment plan that identifies benchmarks for the measurement of outcomes in relation to the mission statement and goals.
- Evaluate faculty both full-time and part-time.
- Maintain accurate class attendance records.
- Maintains a master plan of education.
- Manage budget requests and reports.
- Organizational and administrative structures support quality and effectiveness of the educational process.
- Organizes, administers, reviews, develops, and assures program effectiveness.
- Participates in budget planning.
- Prepare course schedules for the assigned program.
- Provides academic, behavioral, and clinical advisement to students enrolled in the program and perspective students.
- Review all program syllabi and course outlines annually and update as required.
- Review textbooks for the program and recommend to the Chair.
- Safeguards the health and safety of students associated with educational activities. through implemented policies and procedures in regard to workplace hazards, harassment, communicable diseases, and substance abuse.
- Schedule activities of the Advisory Committee.
- Serve as member of college committees as assigned.

## Program Assistant Coordinator - Job Description

The Program Assistant Coordinator reports to the Program Coordinator, and the duties and responsibilities are the following.

- Act as a resource person by suggesting additional material that can be used to enhance clinical practice.
- Arrange with the clinical site for the assignment of students.
- Assign the final grade for clinical and didactic practice each semester.
- Assigns students to clinical rotation schedules.
- Assist in departmental curriculum revision and development.
- Assist in establishing meetings to review clinical progress and establish policies regarding clinical education.
- Assist in maintaining accurate attendance records for all students.
- Assist in maintenance and updating advanced modality teaching files.
- Assist in the development of evaluation tools to measure students' clinical skills.
- Assist in the maintenance of records of the students' progress through the clinical education portion of the curriculum to ensure that clinical and didactic rotations are a learning experience for the students.
- Attend Health Sciences faculty meetings regularly to discuss direction and goals of program.
- Communicates with clinical instructors and adjuncts regarding student progress
- Conduct conferences with the students on clinical matters, responsibilities and problems.
- Confer with hospital and/or freestanding imaging center staff on student problems or concerns.
- Confer with staff sonographers throughout the semester regarding the evaluation of students.
- Continue professional development and education through attendance at workshops, symposia, seminars, and professional society meetings.
- Coordinate and conduct didactic aspect of student's education.
- Coordinate faculty evaluations of staff sonographers' clinical teaching abilities as part of the Diagnostic Imaging department's yearly evaluation process.
- Coordinates clinical education and evaluates its effectiveness.

- Correlates clinical education with didactic education.
- Counsel and advise students interested in Diagnostic Medical Sonography.
- Create curriculum and academic practices promote the synthesis of theory, use of current technology, competent clinical practice, and professional values.
- Demonstrates integrity in representations to communities of interest and the public, in pursuit of educational excellence, and in treatment of and respect for students, faculty, and staff.
- Develops and implements an assessment plan that identifies benchmarks for the measurement of outcomes in relation to the student learning effectiveness.
- Encourage conferences between students and staff sonographers to increase the effectiveness of clinical practice.
- Evaluate students on a regular basis to measure clinical competency in all areas.
- Help students make decisions regarding professional plans and goals.
- Organizational and administrative structures support quality and effectiveness of the educational process.
- Participates in creating medical imaging program strategic planning.
- Participates in didactic and/or clinical instruction.
- Participates in the clinical assessment process.
- Provide tutorial assistance to students with clinical weaknesses.
- Provides academic, behavioral, and clinical advisement to students enrolled in the program and perspective students.
- Safeguards the health and safety of students associated with educational activities through implemented policies and procedures in regard to workplace hazards, harassment, communicable diseases, and substance abuse.
- Work with students during clinical practice to secure reasonable, accurate appraisals of their competency in the clinical area.

## Section 2: Institutional Policies and Procedures

### Student Financial Aid

GCSC offers a variety of financial assistance for students. Students may apply based on financial need or merit. Financial assistance may be awarded from one or any combination of federal and state grants; part-time employment; institutional, state, and private scholarships; and student loans. Information and applications are available on the college website at [www.gulfcoast.edu](http://www.gulfcoast.edu) or contact the GCSC financial aid office in the Enrollment Services Building. Students should check their official GCSC student e-mail for financial aid correspondence.

### Student Services

The **Career Center/Job Placement** has latest information on GCSC or general scholarships, career and salary information, links to prospective employer web sites, valuable tips for writing resumes, or interview strategies. The services are FREE for students, potential students, alumni, and the State.

The **Student Support Services - TRiO** program provides support for students with academic need in the areas of English, Spanish, reading, and mathematics. This support includes one-to-one and group tutoring as well as specialized workshops and test preparation. Eligibility for participation in the Student Support Services program is based on federal guidelines. The program serves first generation and low-income students, as well as students with physical and learning disabilities. Once certified for the program, students remain eligible for program services throughout their tenure at GCSC.

The **Center for Advising and Success** is located in Student Union-East, Student Development Division. Counseling services are available for students who need help with academic adjustment; need personal concerns addressed, and /or need referral services. Care is taken to assure the confidentiality of contacts between counselors and students.

The **Student Accessibility Resources** encourages the enrollment of students with disabilities and recognizes their special needs, thus, the program at GCSC is comprehensive in the services offered and the range of disabilities served. Its focus is academic support through human support services and technology to help students reach their potential. Resources (SAR) helps to create a fair and inclusive learning environment through specific educational accommodations and support services guided by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. We are here to assist you in your education, career and personal achievements/goals with equal access to all programs using both on-campus and off-campus resources. In addition, we advocate for you in order to lift educational barriers while empowering and embracing differences by exploring new awareness campaigns and trainings for the GCSC population.

The **WorkForce Center** provides funding through the Agency for Workforce Innovation (AWI), uses your social security number as an identifier for program enrollment and completion. Also, it is used for entering placement information into either the OSMIS or for Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based contract programs, AWI requires that all participants and their program related activities be recorded in the Florida state system.

## Student E-Mail

Student e-mail is a GCSC provided e-mail account for credit students and is issued upon admission to the college. You are expected to activate your account to check for important information. The student e-mail account will be of the format *AAANNNN@my.gulfcoast.edu* where AAA represents the student's initials and NNNN represents a unique electronically assigned number.

This e-mail account is the official means of communication between the student and GCSC and, thus, it is not permissible to forward this e-mail address to any other e-mail account. Please check this e-mail account on a regular basis for administrative and instructional notifications and communications. Establish your [student e-mail account](#).

## Student Conduct

GCSC students are subject to college rules and policies and all public laws. Students who violate college rules or policies are subject to disciplinary action as provided in the Student Conduct Code found in the *Student Handbook*.

### Appeals - (Non-Academic)

The Appeals Committee reviews non-academic grievances, as well as academic grievances, involving the impact of religious beliefs or practices on the educational benefits of students, requests for substitutions to admissions and graduation requirements for students with disabilities, and requests for refunds. Members of the committee are appointed by the college President each year. Students who wish to file an academic grievance should follow the protocol listed in the GCSC student handbook.

### Academic and Personal Integrity

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the college's mission. Academic misconduct, including cheating and plagiarism, is destructive to the spirit of an educational environment and therefore cannot be condoned. See the *GCSC Student Handbook* for detailed policy information.

GCSC expects students to exhibit high levels of integrity in all activities applicable to the classroom and clinical settings. Students are expected to adhere to the ethical and professional standards set forth by GCSC and the Sonography Program.

### **Academic and Personal Integrity Academic dishonesty/misconduct includes, but is not limited to:**

- Cheating on an assignment or examination. Cheating is defined as using or attempting to use materials, information, notes, study aids, or other assistance that has not been authorized by the instructor. This includes the use of positioning notes during a competency testing.
- Falsification, forgery, alteration, or misuse of college and/or affiliate documents, records, or identification.

- Misuse of GCSC material including the illegal use of copyrights, trademarks, trade secrets, or intellectual properties. Misuse of GCSC equipment, Sonography program/clinical affiliates equipment/supplies.
- Stealing, accepting, or studying from stolen quizzes or examination materials or CANVAS passwords.
- Plagiarism is defined as intentionally or carelessly presenting the work of another as one’s own. It includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources.
- Fabrication, defined as the use of invented, counterfeited, altered, or forged information.
  - Forgery, defined as the imitating or counterfeiting of images, documents, signatures, and the like. Obstruction, defined as behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.
- Multiple submissions, defined as the submission of the same or substantially the same work for credit in two or more courses, including the use of any prior academic afford previously submitted for academic credit at this or a different institution.
- Computer misuse, defined as use of computers that is disruptive, unethical, or illegal use of the College’s computer resources. Unauthorized access to the GCSC computer network including its hardware, software, and data.
- Information used to evaluate students’ academic performance (homework, quizzes, exams, projects, etc.) is not permitted to be discussed, shared, or removed from the on-campus or online environment (i.e., download, copy/paste, screen shot, etc.). Students should seek course Instructor approval prior to taking any action that may be considered plagiarism, forgery, falsification of documents, or and/or cheating.

Academic or Clinical Dishonesty	Program Dismissal
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## Student Rights and Responsibilities

GCSC holds students and State of central importance. The college provides many opportunities for learning and offers a range of programs and services to help students become well educated, productive citizens. The college is equally dedicated to collaborating with the State to help create or improve economic well-being and to offer the space of the college for social dialog, events of art and culture, and other moments that enhance our quality of life.

In accordance with the college's mission, the institution articulates rights and responsibilities that shall form the foundation of the social contract between the student and the institution. Basic to these rights and responsibilities are the students' rights.

- To be treated with respect and dignity.
- To be afforded due process in resolution of all conflicts with the college.
- To the counsel of a student advocate (Student Ombudsman) to assist in the resolution of such conflicts.
- To protection of all constitutional rights in accordance with the United States Constitution.

As a member of the GCSC, students also are obligated to the following basic responsibilities:

- To behave in a mature, responsible manner
- To respect the rights, opinions and beliefs of other State members
- To adhere to all established college policies and procedures

## Family Educational Rights and Privacy Act (FERPA):

The Family Educational rights and Privacy Act affords students certain rights with respect to their educational records. See the GCSC Student Handbook to review these rights.

## Notification of Social Security Number Collection and Usage

In compliance with FL Statute 119.071(5), GCSC issues this notification regarding the purpose of the collection and use of your Social Security Number (SSN).

GCSC collects your SSN for use in performance of the program's radiation monitoring duties and responsibilities. To protect your identity GCSC will secure your SSN from unauthorized access. GCSC will never release your SSN to unauthorized parties, and each student/employee at GCSC will be issued a unique student/employee identification number.

Your unique ID number is used for all associated employment and educational purposes at GCSC including registration, access of your online records, etc. You are not required to disclose your SSN in accordance with US Public Law 90-579. However, the SSN is required of all students seeking federal financial aid and must be provided in order to obtain the IRS deduction for college attendance.

## Drug Free Campus

In compliance with the Drug Free Schools and Communities Act Amendment of 1989, GCSC:

- prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees;
- enforces sanctions, including those applicable under local, state, and federal law, for unlawful possession, use, or distribution of illicit drugs and alcohol, including but not limited to suspension, expulsion, termination of employment, and referral for prosecution which may result in arrest, appropriate fines, and imprisonment;
- believes that there are many detrimental health risks associated with the use of illicit drugs and the abuse of alcohol, including but not limited to psychological and physical addiction, insomnia, disorientation, depression, hallucinations, hypertension, increased anxiety and paranoia, damage to unborn fetuses, convulsions, cancer, psychosis, respiratory failure, brain damage, and death;

- encourages anyone with a drug or alcohol problem to seek help at one of the local agencies which include but are not limited to the following.

Alcoholics Anonymous	784-7431
Chemical Addictions Recovery Effort, Inc.	872-7676
Life Management Center of NW Florida	769-9481

## Emergency Preparedness

Adverse weather and certain non-weather related emergencies may cause college classes to be cancelled. Class cancellations will be announced by means of area television and radio. Be sure to keep your phone number current and check your CANVAS e-mail for announcements from individual faculty who may not be able to make it to campus.

## Cell Phone Notification

The GCSC Alert System is there to keep you informed. Whether its safety advisories, or information on upcoming events, you can get information instantaneously via e-mail or your mobile phone text messaging system. Go to [www.gulfcoast.edu/alert](http://www.gulfcoast.edu/alert) to sign up.

## Harassment

Student learning environments will be free of any type of harassment.

Harassment of any type is counterproductive to learning. In the event that the student experiences a situation in which he/she feels harassed, including sexual harassment, the student will immediately contact the nearest person of authority.

The college outlines specific definitions, procedures and student/employee/visitor rights as they relate to harassment and sexual misconduct in the District Board of Trustees' Manual of Policy 6.098. Specific question concerning the application of this policy may be directed towards the college's equity coordinator.

If this occurs in the classroom on campus or any other campus area, the student will report it to the instructor or Program Coordinator immediately. If it occurs in the clinical setting, the student will report it to the clinical instructor and/or clinical coordinator.

Notes will be made on the incident which will be signed by the person of authority and submitted to the Program Coordinator. Upon their request, the student will be removed from the harassment environment. The student will also submit their complaint in writing to the Program Coordinator.

The Program Coordinator will establish an ad-hoc committee made up of the program faculty, a student representative, a College representative and a clinical instructor representative. The committee will review documentation and listen to accounts of events to obtain a clear understanding of the matter.

The committee will make a decision regarding an appropriate course of action. This decision will be provided to necessary parties, including the student making the complaint, for resolution based upon the committee recommendation.

Copies of all documents will be retained by the program.

## Emergency Notification

In the event of an emergency that would affect any of GCSC's campuses, emergency notification alerts would be sent as soon as possible with information on the type of emergency and suggested safety steps to be taken. In some rare occasions, the notification may be delayed in being delivered if the delivery of that notification would increase the risk of harm to the students, visitors, faculty, and staff.

Currently, GCSC is using a series of different notification methods to delivery emergency information. The methods being used are listed below with a brief description:

1. **Text Alert System:** this system allows GCSC to send mass text notifications to all participants who have signed up to receive the text. If

you are not signed up, follow this link [www.gulfcoast.edu/alert](http://www.gulfcoast.edu/alert) to sign up.

2. **Campus TV Monitors** - This system is easily identified by the TV monitors that are placed all around the campus. In an emergency, the system would display the warning and a brief message containing instructions.
3. **E-Mail Notification** - Much like the E2Campus text alerts, this system allows us to send mass notification via the e-mail address you have registered with GCSC. All students and faculty are given GCSC e-mail addresses and are encouraged to check it frequently. If you have any issues accessing your GCSC e-mail, please contact the Help Desk at (850) 769-1551, ext. 3303.
4. **Classroom/Building PA System** - This system allows all the phones in the classrooms and offices to become PA systems that emergency notifications can be delivered through. In an emergency, this system will broadcast through the phone's external speaker system and in the event that the phone is in use, it will place the current call on hold and deliver the emergency notification.
5. **Outside Loudspeaker** - This system consists of large outdoor speakers that are used to deliver messages to those students, visitors, staff, and faculty who are in between classes or just outside the buildings where CastNet and the Progression System cannot be heard. In the event of an emergency, this system would provide the information available with safety instructions for you to follow.
6. **GC90.7 FM Radio Station** - GCSC can also utilize its radio station to deliver emergency messages and used post-incident to deliver updates to the community as the situation progresses.

## Active Shooter Situation:

**RUN:** If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind and leave your belongings behind.
- Help others escape, if possible but evacuate regardless of whether others agree to follow.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible and follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

**HIDE:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- be out of the active shooter's view and provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- not trap you or restrict your options for movement.

**TO PREVENT AN ACTIVE SHOOTER FROM ENTERING YOUR HIDING PLACE:**

- Lock the door and blockade the door with heavy furniture.

**IF EVACUATION AND HIDING OUT ARE NOT POSSIBLE:**

- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

**FIGHT:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- acting as aggressively as possible against him/her
- throwing items and improvising weapons
- yelling

## College Commencement Ceremony

GCSC holds one commencement ceremony every May. Students from all semesters are encouraged and invited to attend.

Sonography graduates who wish to participate in the spring (May) ceremony must apply for graduation by the indicated Spring application deadline date.

Participation in the graduation ceremony does not guarantee graduation certification. A student does not officially graduate until the registrar's office certifies graduation.

Sonography students who participate in the college commencement ceremony and/or Sonography program pinning and graduation reception ceremony does not qualify the Sonography student as having completed the Sonography program.

Diplomas will be mailed approximately 2 weeks after the end of each term. Students who receive a deficiency letter and do not complete their deficiency by the published date must re-apply for graduation at a later term.

## Confidentiality of Student Records and Information:

See College Student Handbook: FERPA

# Section 3: Sonography Program Policies and Procedures

## Health Records

**Students are required to maintain current and accurate health records throughout the duration of the Sonography Program.** It is the student's responsibility to supply the Sonography faculty with updated copies of health records. Health records must be current in order for a student to participate in clinical education. An electronic record of the student's health records will be maintained at GCSC, and print copies will be contained within each student's file located in the Program Director/Coordinator's office or program Senior Administrative Assistant's office.

## Criminal Background Checks

**College Policy:** A background check is required for all students accepted to a professional program. The results of this background check may impact the student's eligibility to enroll in clinical education courses and to sit for the national credentialing examination administered by the American Registry of Radiologic Technologists.

GCSC students who are granted conditional acceptance into a Health Sciences program must receive a satisfactory criminal background check prior to final acceptance into the program. The background check will be scheduled and performed at the discretion of the Division of Health Sciences at GCSC. Information and instructions on how to complete the background check will be sent by the program coordinator.

Criminal background checks performed through other agencies will not be accepted. The student must also be aware that clinical agencies may require an additional background check prior to clinical access. It is possible to graduate from a program at GCSC but be denied the opportunity for licensure because of an unfavorable background check.

An applicant must consider how his / her personal history may affect the ability to meet clinical requirements, sit for various licensure exams, and ultimately gain employment. Most healthcare boards in the State of Florida make decisions about licensure on an individual basis. You may visit the Florida Department of Health website (<https://www.floridahealth.gov/>) for more information regarding licensure. We offer this information so that you can make an informed decision regarding your future.

***Please read the following information carefully:***

Any student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provision of 456.0635 (see below) may be **disqualified** from admission to any Health Sciences program. In addition to these specific convictions, there are other crimes which may disqualify applicants from entering into the Health Sciences programs and / or clinical rotations.

[Information about the statute can be found online](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0456/Sections/0456.0635.html)

([http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0400-0499/0456/Sections/0456.0635.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0456/Sections/0456.0635.html))

**456.0635 Health care fraud; disqualification for license, certificate, or registration**

Health care fraud in the practice of a health care profession is prohibited.

- (1) Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant:
  - (a) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such

conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:

1. For felonies of the first or second degree, more than 15 years before the date of application.
  2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
  3. For felonies of the third degree under s. 893.13(6)(a), more than 5 years before the date of application;
- (b) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;
- (c) Has been terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
- (d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application; or
- (e) Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

## Immunizations

Students are required to complete the *Student Health Physical Exam Form* provided by the College. Students enrolled in a Sonography program must present the following:

- Annual verification of tuberculosis screening test (PPD). If the test is positive, a yearly chest x-ray is necessary. If testing reveals active disease, the student must follow the directives within the “Communicable Disease Policy” stated in the *GCSC Student Handbook*. Verification of valid PPD prior to the start of clinical rotation.
- Verification of influenza immunization prior to the start of clinical education rotation.
- Updated immunization records including Hepatitis-B series, MMR and Tetanus-Diphtheria, and current tuberculosis screening.
- Verification of varicella vaccination or immunity (titer).
- Evidence of physical examination within three months prior to beginning the Sonography program.

## CPR Certification

Verification of current certification in cardiopulmonary resuscitation (CPR) from the American Heart Association including infant, child, and adult CPR is required. CPR certification must remain current throughout the program. Renewal is required every two years to meet the requirement of our clinical affiliations. Courses offered via the Internet are not accepted. Only courses provided by the American Heart Association (AHA) are acceptable.

Students must be certified in cardiopulmonary resuscitation (CPR) prior to the first day of Clinical Education I and maintain certification throughout the program.

## Health Sciences Orientation Courses

The Health Sciences Division provides a Health Sciences Orientation for all allied healthcare students entering a healthcare program. The attendance to this orientation is mandatory. Students must have complete the Health Sciences Orientation courses in the fall semester of the first year

The Orientation covers the following topics that meet the State of Florida requirements as a healthcare provider.

- *HIV-AIDS* - Students in the Sonography Program at GCSC are required to complete the 2 hr. HIV/AIDS course prior to the start of the Sonography program.

- *TB Mask Fitting* - Students must complete the TB Mask Fitting orientation course prior to the start of the clinical rotation. The Sonography Program will provide students with a scheduled date on which this testing will be administered.

If the student does not attend the scheduled testing, it is his/her responsibility to obtain proof of a TB Mask Fitting course prior to the start of clinicals. Failure to obtain proof of TB Mask Fitting course completion will result in suspension of the student from clinicals. Due to the nature of TB Mask Fitting, any change in facial hair or weight may void the original results. If this occurs, it is the responsibility of the student to notify the Sonography faculty and be re- tested.

- *Prevention of Medical Errors*
- *Domestic Violence*
- *Hospital Orientation* – Students are instructed in clinical policies and procedures for fire, electrical and chemical hazards and medical emergencies.
- *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* further ensures confidentiality of patient records. Prospective and current students must maintain patient confidentiality. Consequences will be federal charges.

Confidentiality of Patient Records and information - In the process of performing one's assigned duty in the health care facility, it is possible to overhear information regarding patients, physicians, and/or hospital staff, which must be considered confidential. Therefore, you are directed not to discuss outside the health care facility or even with other health care facility students or employees these bits of information. Even casual conversation with other students may be overheard and, thereby, violate the right of privacy of others. Be particularly careful about your conversation in elevators, eating-places and other places of assembly within or outside the health care facility.

Any discussion of patient information must occur for the purpose of fulfilling clinical assignments. Idle conversation regarding patient care is not exhibiting appropriate demeanor for healthcare professionals.

The patient owns the information contained in their medical record, and the health care facility owns the medical record document. Therefore, students cannot remove original, microfilmed, or photocopied medical records from the facility's premise. Any health data that identifies a patient, physician, or health care provider by name is considered to be confidential information.

Confidential information is privileged information that may not be disclosed without proper, written authorization from the patient. Not only is medical information confidential, but also identifying information, such as a patient's age, address on discharge, and the service or medical unit on which the patient was hospitalized. Unauthorized disclosure of health information is a breach of confidentiality punishable by state or federal law. Students who release health information without proper authorization will be dismissed from the program.

- *Infection Control* – Students are instructed in Infection Control policies and standard precautions.

## Communicable Disease

Students will monitor their own health and refrain from public appearances (clinical and classroom) when he/she might have a disease process manifesting that could be communicated to others through direct or indirect contact including droplet transmission and surface transmission.

Students suspecting they have a communicable disease will contact the appropriate program official and inform them of their condition in confidence (Program Director/Coordinator, Clinical Coordinator, or Clinical Instructor).

The student will provide the appropriate medical release form to resume normal education schedule.

Students will demonstrate safe practices to self and others when working in a clinical environment that might include exposure to blood and body fluid or communicable diseases in any form.

## Blood and Body Fluid Infection Control Precautions

The following precautions have been adopted by the faculty of the Sonography Program to assist the students to practice safely in the clinical area, and to prevent the transmission of infectious diseases.

It is the responsibility of each student to maintain current knowledge and practice of any revisions in these precautions. It is also the responsibility of each student to immediately report to the clinical instructor any exposure to blood/body fluids via direct contact or needle stick.

Since medical history and examination cannot identify all clients infected with blood-borne pathogens, blood and body fluid precautions should be consistently used for all clients.

## Blood and Body Fluid Precautions

- **Barriers**

All health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids of any client. Gloves should be worn for touching blood or body fluids, mucous membranes, or non-intact skin of all clients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture or other vascular access procedure.

Gloves should be changed after with each client. Masks, protective eyewear or face shields, and gowns or aprons should be word during procedures that are likely to generate droplets or splashes of blood or other body fluids.

- **Disinfection**

Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed between clients and immediately after gloves are removed.

- **Sharps**

Precautions should be taken to prevent injuries caused by needles,

scalpels, and other sharp instruments during disposal of used needles and when handling sharp instruments after procedures. Needles should not be recapped, purposely bent, or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal.

- **Resuscitation**

Mouthpieces, resuscitation bags, or other ventilation devices should be used when mouth- to-mouth resuscitation is likely to be performed in emergency situations.

- **Exposure Event**

Any student who suspects he/she may have been exposed to or contracted a communicable disease must notify the Program Director/Coordinator and/or the Clinical Coordinator immediately.

In the event a student has been exposed, appropriate action will be taken to ensure the health and well-being of hospital patients and staff and fellow students. In the event a student is barred from the clinical education center due to a communicable disease, the program will work with the student to make up the missed clinical education with a minimum of lost time to the student.

## Personal Protective Equipment (PPE)

Equipment that protects you from contact with potential infectious materials may include gloves, gowns, masks, aprons, lab coats, face shields, goggles, mouthpieces, resuscitation bags or other ventilation devices. Under normal work conditions, protective equipment must not allow potentially infectious materials to contact the student's work clothes, street clothes, skin or mucous membranes.

The type of PPE appropriate for a given task is dependent upon the degree of exposure reasonably anticipated. If the student is unsure of which PPE to use for a particular case, he/she must consult a staff radiographer, clinical instructor, site, liaison, or shift supervisor.

## General Rules on PPE

- The student must be trained to use the equipment properly.
- PPE must be appropriate and readily available for the task.
- Appropriate PPE must be used in performing each task.
- Equipment must be free of physical flaws that could compromise safety.
- PPE, especially gloves, must fit properly.
- If when wearing PPE, it is penetrated by blood or other potentially infected materials, remove it as soon as feasible.
- Before leaving the work area, remove all protective equipment and place
  - it in the designated area or container for washing, decontamination or disposal.

## Drug / Alcohol Policy

Gulf Coast State College is a drug-free and alcohol-free institution. There will be a ZERO TOLERANCE policy regarding students reporting to class, lab, or clinic under the influence of alcohol or drugs. Students under the supervision of medical care and taking prescribed drugs must immediately identify themselves to the faculty supervising the class, lab, or clinical assignments. Prescribed medications must not induce an unsafe mental or physical state or impair the student's ability to meet the course requirements, act with safety, perform competently, or to demonstrate appropriate conduct when in class, lab, or clinical settings.

Situations that could indicate that the student is under the influence include, but are not limited to, odor of ethanol, slurred speech, disturbed gait, problems with balance, and questionable or inappropriate behavior (see Reasonable Suspicion/Testing form). If suspected of being under the influence, the faculty member responsible for the class, lab, or clinical session will evaluate the circumstances and take appropriate action.

In the event that a student is suspected or found to be under the influence of drugs or alcohol, the student will be immediately dismissed from the class, lab, or clinical assignment pending further review.

If the faculty member determines that a drug test is indicated, the student will be required to report to the college's designated site to undergo a urine, blood test, or breathalyzer within 2 hours of the dismissal. The student must agree to release the results of said test to the proper college personnel (faculty member, Program Director/Coordinator, Clinical Coordinator, or college counselor). Failure to agree to an immediate urine, blood test, or breathalyzer within 2 hours, failure to obtain the test within the 2 hours, or refusal to release test results will result in immediate dismissal from the Health Sciences Program.

In the event a student is suspected or found to be under the influence in any of the above settings, the student will be expected to seek an alternative method of transportation to return home. The college assumes no responsibility for assisting the student in leaving the above sites or returning home. Security will be called, if necessary, to assist the student with leaving.

In the event that the test results are negative, the student must meet with the college faculty member and the Program Director/Coordinator to assess the need for remediation or counseling. The decision to return the student to clinical will be based upon the recommendation of the clinical faculty member. Any missed days will be unexcused and subject to the make-up policies of the individual course or program. Failure to attend counseling sessions, or to meet the remediation plan objectives within the time designated, will result in immediate dismissal from the program.

In the event that the test results are positive, the student will be immediately dismissed from the program with a failing grade.

Gulf Coast State College  
Division of Health Sciences  
Drug / Alcohol Policy

Reasonable Suspicion / Testing Form

**Reasonable suspicion testing will be based on observations concerning the student's appearance behavior, and speech or body odor.**

Name of Student \_\_\_\_\_

Date \_\_\_\_\_

Location \_\_\_\_\_

Observer \_\_\_\_\_ Date Observed \_\_\_\_\_ Time \_\_\_\_\_

Second Observer (if available) \_\_\_\_\_

Setting: \_\_\_\_\_ Clinical \_\_\_\_\_ Classroom \_\_\_\_\_ Campus Lab

**Put a check mark by the behavior observed:**

**Appearance:** Confused/Disoriented \_\_\_\_\_ Hair/Clothing \_\_\_\_\_

Disheveled/Unkempt \_\_\_\_\_ Wearing sunglasses \_\_\_\_\_

Other: \_\_\_\_\_

**Movement:** Difficulty walking \_\_\_\_\_ Difficulty grasping/holding objects \_\_\_\_\_

Difficulty sitting down/standing \_\_\_\_\_

Other: \_\_\_\_\_

**Motor Skills:** Trembling/Shaking \_\_\_\_\_ Restless/Agitated \_\_\_\_\_ Slow or exaggerated moves \_\_\_\_\_ Inattentive/Drowsy \_\_\_\_\_

Other: \_\_\_\_\_

**Odor on Breath/Body/Clothing:** Alcohol \_\_\_\_\_ Marijuana \_\_\_\_\_

Just used mouthwash/mints/gum/etc. \_\_\_\_\_

**Facial Appearance:** Red/Flushed \_\_\_ Sweaty \_\_\_ Puffy \_\_\_ Pale \_\_\_\_\_

Runny nose/Sores on nostrils \_\_\_\_\_

Other: \_\_\_\_\_

**Eyes:** Red/Watery \_\_\_\_\_ Pupils Large/Small \_\_\_\_\_ Inability to focus \_\_\_\_\_

Gaze is glassy/blank/horizontal \_\_\_\_\_

**Speech:** Loud \_\_\_ Profane \_\_\_\_\_ Threatening/Hostile \_\_\_ Slow/Slurred

Rambling \_\_\_\_\_ Incoherent \_\_\_\_\_

**Actions/Performance:** Inappropriate responses to questions \_\_\_\_\_

improper job performance/Insubordination \_\_\_\_\_

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Based on the above, I have determined that reasonable suspicion exists to send \_\_\_\_\_ to designated site, \_\_\_\_\_ , for Drug/Alcohol urine, blood and/or Breathalyzer test.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Student Bereavement Policy

Upon notification to the Program Director/Coordinator or Assistant Coordinator, students will be allowed a maximum of three (3) consecutive days leave of absence for death in the immediate family consisting of parents, grandparents, spouse, brother, sister, or child.

Verification must be provided at the time of the student's return to class. All coursework (clinical time, testing) needs to be made up within a time frame agreed upon with the course instructor.

Leave of absence to attend and any other funeral arrangements will be granted by special permission of the Program Director. Each situation will be given individual consideration. This is considered an unexcused absence. Absentee Policy and point deduction is applied. Make up of assignments is up to the Instructor.

## Jury Duty Policy

Being selected for jury duty is a situation over which a student has no control. Therefore, it will be considered an excused absence.

The individual course instructors will make reasonable accommodations for any student required to fulfill jury duty obligations. This includes providing additional time to complete assignments, tests, or quizzes missed during this absence. The Program Coordinator requires that students submit a copy of their jury notice prior to the scheduled jury duty.

Students that are absent from clinical due to jury duty and fall behind in terms of expected clinical performance, may be assigned additional days of clinical experience beyond the normal schedule. An individual clinical plan will be developed outlining the student performance requirements for this additional clinical time.

## eReaders and Laptop Computers

Digital textbooks may be used in class. Laptop computers may be used in class to participate in SonoSim learning. Laptops are NOT allowed in the clinical site.

## Cell Phones

Cell phones are disruptive and the use of these items is prohibited in all SON-courses including all labs and clinical rotations. Please see *Program Disciplinary System*.

## Social Networks

Social networking sites provide many positive opportunities for communication and connectivity. In keeping with the mission of the Sonography Program and GCSC, students are encouraged to use the social networking sites for the development and maintenance of healthy relationships. Students should refrain from making derogatory, defaming, threatening or profane comments against fellow students, staff, or faculty. Students found to be posting such comments are subject to disciplinary action.

## Model Scanning - Release Form

All scanning models must read and sign the Scan Waiver forms prior to being scanned. The student who scans the model has the responsibility of explaining the exam, answering any questions, and witnessing their signature on the waiver.

It is the responsibility of the scanning student to protect patient confidentiality, sign and date the waiver, and to properly file the waiver.

OB scan models should have at least one complete OB Sonogram performed by their OB/GYN doctor prior to volunteering to be a scan model.

## Student Advisement

Students will progress through the program in a timely manner in consultation with their assigned Program Advisor. Program students will be assigned a Sonography faculty member as their advisor.

Program curriculum and estimated costs are available to any interested parties through handouts, Sonography application and website postings.

Program students receive a Student Handbook that contains the curriculum sequence.

The advisor will assist the student in implementing the program degree plan to ensure timely completion of the program of study. Each student may consult his/her advisor regarding progress through the program at any time but are required to meet with their advisor a minimum of once each semester or as requested by the student. These meetings will be appropriately documented. Student advisement will be both formative and summative and official documentation will be maintained in the student's clinical and/or program folder.

## Attendance

Attendance is mandatory for all SON-courses. It is expected that students will attend class, lab and clinical regularly and provide the faculty with a reason for any absence. Failure to attend classes or clinical regularly can affect students' grades and financial aid. Any absences or tardiness will be reflected in the student's professional grade. Points will be deducted for course professional grade.

*All appointments, including doctors, dentist, etc., should be scheduled outside the program's class and clinical times. Excessive absences/ tardiness may result in the student being dropped from the course. This is determined on a case-by-case basis.*

- The program recognizes all breaks and holidays as published in the academic calendar.
- Absences due to college sponsored activities are excused if they do not exceed three course hours and faculty is informed in advance.
- Attendance to professional activities may be allowed in lieu of normal class attendance (Sonography seminar/conference). Prior approval by the Program Director must be obtained.
- In the case of an emergency (example: death in the immediate family or illness/hospitalization) absence from class may be excused on a case-by-case basis.

- Your own absence may be excused if the student presents a doctor's excuse to the program faculty. Excused absences are for the student's illness only. Unexcused absence policy applies.
- It is the responsibility of the student to get all notes from other class members.

## In Case of Tardiness

Tardiness: A tardy is defined as being more than 5 minutes late to class. Any time beyond 5 minutes, leaving class early, or being away from class during class hours, will be construed as tardy for the day.

Each tardy will result in a 5-point deduction from the professional grade per incidence.

Students who are excessively tardy may be subject to disciplinary action in addition to the regulations governing tardiness, including program dismissal.

## In Case of Absence

- 100% attendance is expected. Each day of absence will reflect a 10-pt. deduction in the course professional grade. If you have accumulated more than 3 hours of absences, you may be dropped from the course. This is determined on a case-by-case basis. The student will be notified if they have reached their established limit for absences, and additional absences may jeopardize the successful completion of the course.
- The course instructors must be notified 30 minutes prior to required attendance by phone (leave a message if no answer) or by e-mail before 8:00 a.m. on the day of the absence.
- Any make up exams, quizzes, assignments are at the discretion of the course instructor. In the event of inclement weather and the college closes, tests will be administered the next class meeting.
- It is the responsibility of the student to get all notes from other class members.

Students who do not properly notify the Instructor of absence may be subject to disciplinary action to the regulations that follow absences.

## National Honor Society for the Radiologic and Imaging Sciences

Sonography students who have achieved academic honors are welcomed to apply for acceptance to our chapter of Lambda Nu. The academic criteria are to maintain a 3.5 grade point average (4 pt. scale), in each semester of the Sonography Program. Exemplary honors may be recognized at honor convocation and with evidence of additional professional recognition (i.e., academic paper or poster presentation, publication, etc. according to the Chapter standards). Recognized members will be presented with the Lambda Nu maroon and forest green honor cord during the Sonography program graduation reception and pinning ceremony. Fees may be appropriated.

## Sonography Program Graduation Reception and Pinning Ceremony

Undergraduate students who complete their degree requirements at the end of the fall semester of the calendar year are eligible to participate in the GCSC's graduation ceremony.

At this ceremony, each degree candidate is individually recognized and family and friends are invited to take pictures as each degree candidate is presented. This ceremony is usually held at the end of the spring semester. Students are encouraged to walk the stage.

The college recognizes candidates with superior performance in coursework by awarding the student at this time. A calculation of overall coursework is determined by college administration.

A graduation reception/pinning ceremony is held to honor the recent graduates and to congratulate the advancement of the 1st year students to their 2nd year. This is usually held within the Fall semester and will be determined by the program coordinator and assistant coordinator.

Any presentations (speeches, media presentations) must be approved by the Program Coordinator

## Sonography Program Awards

**Outstanding Student Award** – may be given to the student, who in view of the clinical affiliates' staff, has been the outstanding student in the class. Criteria for nomination include interpersonal relations, judgment, resourcefulness, reliability, communication skills, and demonstration of empathy, self-motivation, and scholarly, intellectual and moral integrity.

**Technical Excellence Award** – may be given to the student who, in view of the clinical affiliates' staff, has been the most technical student in the class. Criteria for nomination include consistent production of high quality images, time management, patient care and practice of radiation safety methods.

**Outstanding Academic Achievement Award** – may be given to the student, who has achieved the highest grade point average for their graduating class.

## Course Progression / GPA

Students must maintain an acceptable GPA and complete the program within a reasonable length of time. In order to progress in the program, students must maintain a 2.5 GPA or better each semester while enrolled in the program.

Students must make a final course grade of 70 or better in all (SON) Sonography courses. A student receiving less than a 70 final course grade will not be able to continue with the current sonography class and will be withdrawn from the program.

Students must make 80% or above on the Final Scan grades for Abdomen II, OB-GYN II, and Vascular to advance to Clinic III and Clinic IV. Failure to do so will result in dismissal from the program.

## Sonography Program Grading Scale

In order to maintain satisfactory academic progress in the Sonography Program, each student must achieve and pass each didactic/clinical course a minimum grade of 70% (C).

The grade scale for all Sonography classes is as follows:

89.5 – 100	= A
79.5 - 89.4	= B
69.5 – 79.4	= C
59.5 – 69.4	= D
< 59.4	= F

## Re-Admission Procedure

The student requesting readmission to the program must reapply for another starting sonography class. Readmission is not guaranteed. A Sonography course may only be repeated once. A student will be eligible for readmission to the program one time only and must adhere to the following:

- Complete the admission procedure again.
- Meet with the Program Coordinator and Assistant Coordinator to determine why student was not successful in passing a course.
- In consultation with the Program Coordinator and Assistant Coordinator, develop a letter asking for readmission that identifies why the student had to leave the program and steps to be taken to ensure that the obstacles encountered will be removed/resolved. This letter will be reviewed by the Admission Committee and the Committee will decide by a majority vote if the student's application will progress and points calculated.

Items that will be considered for readmission by the Program Coordinator are the student's:

- Past disciplinary record

- Grade record and clinical performance
- Attitude
- Record of absenteeism and tardiness

## Faculty Expectations

The faculty has high expectations of students enrolled in the Sonography Program. The following areas highlight these general expectations.

- **Conduct** - Students are to refrain from gossiping, needless complaining, smoking, loud talking, boisterous laughing, gum chewing, internet activity, and any other activities that could disturb patients or is out-of-place in the clinical/college setting. Kind and courteous behavior and consideration for the patients, public, staff, and fellow students will enhance your professional image and afford personal satisfaction from your education. Personal conversations should not be conducted in the presence of patients. Conversations in or around patient rooms, waiting areas, or any area where patients/families are present should be limited to only those matters concerning the patient.
- **Conflict of Conscience** - If requested or required to perform duties to which personal objection occurs because of religious or personal convictions; you should discuss this matter with your Instructor. If relief is not immediately available, you will be expected to complete the assignment and then bring the matter to the attention of your instructor. Resolution will be aimed to the mutual advantage of the clinical agency and the student.
- **Criticism** - It is easy to criticize but more difficult to make suggestions or modifications necessary to improve conditions. Complaints and/or grievances should be discussed directly with whom the complaint or grievance is directed. This may involve the Clinical Instructor, Clinical Coordinator, Didactic Instructor, and/or Program Director/Coordinator. Hostile attitudes will not resolve conflicts. It is recommended that energy be used to promote improvements.
- **Ethics** - All individuals participating in health care share the responsibility of observing a Code of Ethics that requires, in general, that good is to be done and evil is to be avoided.

The Code of Ethics requires truthfulness, honesty, and personal integrity in all human activities. Furthermore, all clinical students share some degree in the responsibility for observing a Code of Ethics that regulate the activities of doctors, nurses, and allied health personnel. In general, the following applies to all clinical settings and students:

- All information concerning patients or the healthcare facility's business must be kept in strict confidence and not discussed with non-concerned parties. Confidential information should never be discussed with individuals outside the healthcare facility. Refer to confidentiality of patient records and information for addition description.
- A student's private, as well as professional life should be conducted according to the highest moral standards. Students are not to burden patients or employees with their own personal problems.

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

All students are expected to abide by the Code of Ethics below.

### 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

Objectives are to create and encourage an environment where professional and ethical issues are discussed and addressed; to help the individual practitioner identify ethical issues; and to provide guidelines for individual practitioners regarding ethical behavior.

### Principles

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

- A. Provide information to the patient about the purpose, risks, and benefits of the ultrasound 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 (relatives and significant others) by thoroughly explaining procedure protocols and implementing proper draping techniques.
- E. Protect confidentiality of acquired patient information.
- F. Strive to ensure patient safety.

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

- A. Obtain appropriate ultrasound education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific ultrasound credentials. Ultrasound credentials must be awarded by a national sonography credentialing body recognized by the Society of Diagnostic Medical Sonography (SDMS) Board of Directors.
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- E. Maintain continued competence through continuing education and/or recertification.
- F. Perform only medically indicated studies, ordered by a 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.

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

- A. Be truthful and promote appropriate and timely communications with patients, colleagues, and the public.
- B. Respect the rights of patients, colleagues, the public and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent his/her level of competence, education and certification.
- E. Promote equitable care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Recognize that well-intentioned healthcare providers can find themselves in ethical dilemmas; communicate and collaborate with others in resolving ethical practice. Report deviations from the SDMS Code of Ethics for the Profession of Diagnostic Medical Sonography to supervisors, so that they may be addressed according to local policies and procedures.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.

**Any breach of the Code of Ethics may result in the student being placed on clinical probation.**

Source: Society of Diagnostic Medical Sonographers.

## Professionalism

Because various health care facilities are affiliated with the Sonography Program, students are expected to demonstrate professional behavior at all times. This requires that the student:

- Must be responsible for your own actions.
- Must abide by the clinical agency standards, procedures, policies, rules, and regulation.
- Must exhibit a good attitude, maturity, responsibility, punctuality, initiative, and enthusiasm.
- Must avoid non-patient connection distractions.

- Ask questions of staff / instructor. Questions should be constructive, asked in a tactful manner, and should be geared to learning outcomes.
- Must refrain from gossiping, spreading rumors, needless complaining, smoking, loud talking, boisterous laughing, gum chewing, internet activity and any other activities that could disturb patients and would be out of place in the clinical setting.
- Should take criticism constructively. Complaints or grievances should be discussed with the appropriate instructor. Hostile attitudes will not resolve conflicts. Energy should be focused on promoting improvements in clinical competency.
- Act in a manner indicative of someone eager to learn.
- Maintain professional relationships with affiliate staff at all times.
- Not exhibit rudeness, lack of cooperation, flirting, nor overly friendly attention as these behaviors are unacceptable.
- Not have patient-centered conversations in the presence of a patient. Other than the exchange of purely technical information, all remarks should be made with the patient's comfort and sensitivities in mind.

## Ethical and Professional Conduct

Serious breaches of professional or ethical behavior may result in disciplinary action or dismissal from the program. See Progressive Disciplinary System.

## Progressive Disciplinary System

The GCSC Sonography Program uses a progressive disciplinary system that applies a series of more serious penalties for successive violations of policy, procedures, rules, or standards. The protocol of counseling and disciplinary actions includes:

- The faculty member, Assistant Coordinator and the Program Coordinator will discuss the infraction with the student and a counseling form will be completed by the faculty member. It will indicate the specific infraction, the degree of seriousness of the infraction (i.e. counseling, warning, reprimand or probation) and the steps needed to be taken by the student to correct the behavior.

- The counseling form will be signed by both the student and the faculty member. The student will receive one copy and a copy will go into the student's file.
- If a student receives a cumulative total of four infractions throughout the entire two-year program, this demonstrates a disregard to the Sonography Program policies. The Program Coordinator may dismiss the student from the program.
  - Two verbal warnings constitute 1 written warning.
  - Each infraction will result in a 5 point deduction from the
    - professional grade (clinic),
    - final exam grade (didactic), or
    - performance evaluation (lab).

The disciplinary process is intended to help the student identify and correct unacceptable behavior and to promote a higher standard of professionalism. Disciplinary action is used to maintain a positive learning environment and safety in the clinical setting. Failure to conform to these regulations will result in one, or a combination, of the following:

1. **Verbal Warning** – A verbal notification to a student that his /her behavior, performance, and/or actions are unacceptable and that stronger disciplinary action will result if the problem area(s) is not corrected. All warnings are documented on a counseling form.
2. **Written Warning** – This is a formal behavioral agreement, drawn up between the student, the Program Director/Coordinator and the Clinical Coordinator or course instructor. It lists the specific behaviors, performances, and/or actions that are unacceptable and that need to be corrected within a designated amount of time. Failure to correct these problem areas, with the given time frame, will result in more serious disciplinary actions. One copy of the written agreement will be provided to the student, while another will be entered into the student's file as documentation as warning to the student. All warnings are documented on a counseling form
3. **Probation** - This action may be taken as a last resort for those students who continue to display inappropriate behavior or who commit an infraction that is considered to be of a serious nature. Probation is a minimum of 8-week period of time (unless otherwise specified by the Program Coordinator, Assistant Coordinator at the

time of Academic/Clinical Probation notification), excluding college-wide time off.

During this time, a student may not incur an infraction of any rule or regulation as stated in the Diagnostic Medical Sonography Program Handbook. Any infraction incurred during the probationary period will automatically result in a recommendation to the Program Coordinator for the student's dismissal from the program. All probations are documented on a counseling form.

4. **Program Dismissal** – If, after the appropriate actions have been carried out and the student still fails to improve performance or continues repeated infractions, the student will be dismissed from the program. Dependent on the violation, a student can be subject to immediate dismissal from the Program without prior disciplinary action being taken. All dismissals are documented on a counseling form.

## Progressive Discipline Infractions and Actions

### Category I Infraction – The following infractions will result in an automatic verbal warning

- Disturbing others at work
- Phone calls or visitors during clinical rotations
- Neglect of duty
- Provoking or reacting to provocation
- Tardiness to class or clinic – more than 5 minutes
- Use of profanity during clinical rotation or classes
- Unauthorized absence from the assigned area or class
- Willful violation of safety rules or hospital safety practices
- Using cell phones/text messaging/having phone on their person in class/clinic/lab
- Unprofessional conduct
- Violating the "No Call - No Show" Policy

**Category II Infraction – The following infractions will result in an automatic verbal warning. Two verbal warnings in any instance will equate to one written warning.**

- Absences – Excessive or Unexcused
- Careless damage to hospital grounds or property
- Creating or contributing to unsanitary conditions
- Gambling on hospital or college property
- Horseplay or throwing things
- Reporting to college or a clinical site under the influence of alcohol or other non- prescribed Drugs
- Leaving the clinical site property without permission from Assistant Coordinator/Faculty
- Sleeping while on duty at a clinical assignment

**Category III Infraction – The following infractions will result in an automatic written warning and placement on clinical probation.**

- Causing harm to a patient, visitor, or fellow worker through negligence or inattention to duties
- Defacing of notices, walls, or property
- Willful negligence in patient care situation
- Violating the Standard Uniform Dress Code
- Unsatisfactory academic/clinical performance

**Category IV Infraction - The following infractions will result in an automatic dismissal from the Sonography program.**

- Accepting gratuities from patients and their relative
- Conviction of a felony
- Fighting at the clinical site or on college premises
- Insubordination (refusal to respond to the reasonable request by clinical instructor, program faculty, Assistant Coordinator, Program Coordinator)
- Performing a sonography exam without a physician's order
- Physical abuse of a patient
- Possession of and/or consumption of alcohol or any non- prescribed drugs
- Possession of illegal weapons on hospital or college property

- Theft
- Willful negligence in patient care situations
- Willful destruction of college or clinical property
- Willful falsification of a document, records or identification, including program assignments and clinical documentation
- Breach of Confidentiality, Unauthorized accessing confidential information on hospital/college
- Computers
- Academic or Clinical Dishonesty

\* It is assumed that prior to this action the student has been counseled

\*\* Excludes flowers, candy, and thank you cards

+ Requires review and approval of Program Director/Coordinator

**Violations Not Listed** - From time to time, violations of policy, procedures, rules, or standards may occur that are not listed in this handbook. When this occurs, and discipline is necessary, the Program Coordinator, the Assistant Coordinator, the Chair of Health Sciences, and the Dean of Students will agree in advance on the proper disciplinary progression

# GULF COAST STATE COLLEGE DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM CURRICULUM SEQUENCE

## PROGRAM PRE-REQUISITES

BSC 1020	Human Biology	3
ENC 1101	English Composition I	3
MAC 1105	College Algebra, or STA 2023 Statistics, or MGF 1106 Math for Liberal Arts, or higher	3
PHY 1020	Basic Concepts of Physics, or approved Physics	3

## PROGRAM & GENERAL CLASSES

SON 1000	Introduction to Sonography	2
SON 1211	Medical Sonography Physics	3
SON 2113	Cross-Sectional Anatomy	4
SON 1214	Practical Aspects of Sonography	2
PSY 2012 or SYG2000	General Psychology or Principles of Sociology	3
SON 1100	Principles and Protocols Sonography Imaging	2
SON 1100L	Principles and Protocols Sono Imaging Lab	2
SON 1170	Sonography of the Circulatory System	2
SON 1170L	Sonography of the Circulatory System Lab	1
SON 1111	Abdominal Sonography I	3
SON 1121	OB/GYN Sonography I	3
SON 1804	Clinical Education I	2
SON 2171	Introduction to Vascular Sonography	3
SON 2171L	Introduction to Vascular Sono Lab	1
SON 1112	Abdominal Sonography II	3
SON 1122	OB/GYN Sonography II	3
SON 1814	Clinical Education II	3
SON 2175	Vascular Sonography	3
SON 1144	Superficial Structures (small parts)	2
SON 1824	Clinical Education III	3
SON 2220	Advanced Sonographic Imaging	1
SON 1221	Ultrasound-Guided Interventional Procedures	1
SON 2834	Clinical Education IV	4
SON 1052	Sonography Pathology	4
SON 2061	Sonography Review	2
Elective Course	Humanities I, II, or III	3
(Curriculum subject to change.)	Total Credits	77

# DIAGNOSTIC MEDICAL SONOGRAPHY BOOKLIST

1. **Textbook of Diagnostic Medical Sonography, 7th Edition by Sandra Hagen-Ansert, 2 - Volume set; ISBN # 13:978-0-322-02803-5, Elsevier/ Mosby**

*Used for the following classes:*

- Intro to Sonography – SON 1000
- Practical Aspects of Sonography – SON 1214
- Sonography of the Circulatory System – SON 1170
- Cross Sectional Anatomy – SON 2113
- Abdominal Sonography I and II – SON 1111 and SON 1112
- OB/GYN Sonography 1 and II – SON 1121 and SON 1122
- Introduction to Vascular Sonography – SON 2171 and SON 2171L
- Superficial Structures – SON 1144
- Interventional Procedures and Techniques – SON 1221

2. **Understanding Ultrasound Physics 4th Edition by Sidney K. Edelman ISBN# 0-9626444-5-5 2012 ESP, Inc.**

*Used for the following class*

- Medical Sonography Physics – SON 1211

3. **Ultrasound Scanning – Principles and Protocols, 4th Edition by Betty Bates Tempkin; ISBN # 9780323288378, Sanders/ Elsevier**

*Used for the following class:*

- Sonography Imaging Principles and Protocols – SON 1100 and SON 1100L

4. **Sonography: Introduction to Normal Structure and Function, 4th Edition by Curry and Tempkin, ISBN # 9780323323574, Saunders Publishing**

*Used for the following classes:*

- Intro to Sonography – SON 1000
- Cross Sectional Anatomy – SON 2113
- Sonography Imaging Principles and Protocols – SON 1100 and SON 1100L
- Sonography of the Circulatory System – SON 1170
- Abdominal Sonography I and II –SON 1111 and SON 1112
- OB/GYN Sonography I and II – SON 1121 and SON 1122
- Superficial Structures – SON 1144
- Interventional Procedures and Techniques – SON 1221

5. **Workbook and Lab Manual: Introduction to Normal Structure and Function, 4th Edition by Curry and Tempkin, ISBN # 0323323626, Saunders Publishing**  
*Used for the following classes:*
  - Cross Sectional Anatomy – SON 2113
  - Sonography of the Circulatory – SON 1170
  - Abdominal Sonography I and II – SON 1111 and SON 1112
  - OB/GYN Sonography I and II – SON 1121 and SON 1122
  - Superficial Structures – SON 1144
6. **Introduction to Vascular Scanning, 4th Edition by Donald Ridgeway, RVT, ISBN # 0-941022-83-8, Davies Publishing**  
*Used in the following class:*
  - Introduction to Vascular Sonography –SON 2171 and SON 2171L
  - Vascular Sonography – SON 2175C
7. **Sonography Exam Review, 2nd Edition by Susanna Ovel, ISBN # 978-0-323-10046-5, Mosby**  
*Used in the following classes:*
  - Abdominal Sonography II - SON 1112
  - OB/GYN Sonography II – SON 1122
  - Sonography Review – SON 2061
8. **Clinical Guide to Ultrasonography- Exercises for Critical Thinking, 2nd Edition by Charlotte Henningsen, ISBN # 978-0-323-09164-0, Elsevier/Mosby**  
*Used in the following class:*
  - Sonography Anatomy and Pathology – SON1052
  - Abdominal Sonography II- SON 1112
9. **Techniques in Non-Invasive Vascular Diagnostics – An Encyclopedia of Vascular Testing, 4th Edition by Robert Daigle, Jr., BA, RVT, ISBN # 978-0-9899329-1-2**  
*Used for the following class:*
  - Vascular Sonography – SON 2175C
10. **Introduction to Sonography and Patient Care - by Steven M Penny, MA, RT(R), RDMS ISBN #: 9781451142599**  
*Used for the following class:*
  - Intro to Sonography – SON 1000

**NOTE:** The Book List is subject to change prior to the beginning of a new semester. It would be in your best interest to ask the Instructor before purchasing textbooks ahead of schedule. Students are advised to retain all textbooks for certification review purposes.

\*This list does not include pre-requisite courses.

\*These textbooks are used for more than one course and would only need to be purchased once for use Throughout the entire program enrollment.

# SECTION 4: CLINICAL EDUCATION

## Clinical Education Eligibility

In order to be assigned to Clinical Education courses and to continue the assignment, the student must meet the following:

- Be a full-time student enrolled in the Diagnostic Medical Sonography Program.
- Be certified in cardiopulmonary resuscitation (CPR) and hold a current CPR card prior to the first day of Clinical Education I and maintain certification throughout the program.
- Complete all prerequisite Sonography courses with a minimum grade of 70, "C". Maintain a grade of 70 or better in each Sonography and co-requisite course.
- Have and maintain a cumulative grade point average of 2.5 or better.
- Successfully complete all objectives of each phase of the clinical education component of the program prior to entering subsequent phases.
- Current in the Hepatitis B series vaccine or signed waiver, current in all immunization records, including annual TB testing and influenza immunization.
- Physical examination completed by student's private physician within one year.
- Have read and signed the Technical Standards Form.
- Have a college Sonography Program issued student I.D. badge, proper program uniform

## Personal Hygiene

Students are required to maintain personal hygiene in the clinical, classroom, and laboratory setting. Every detail of personal hygiene is extremely important. Students are expected to present a positive image of themselves, considering the needs of patients and/or peers. Personal hygiene includes, but is not limited to:

- Skin care - Personal hygiene is extremely important for professional appearance and personal safety. Any skin abrasions and/or wounds need to be covered to prevent contamination from patient to employee or vice versa.
- Daily bathing, a clean body and minimized body odors
- Oral hygiene, excessive odor of tobacco products or bad breath is unacceptable in the work environment.
- No heavily scented perfumes/powders, colognes, and lotions.
- Clean, 1/4" short, health and trimmed fingernails. If polish is used, it should be clear or flesh tone and un-chipped. Artificial nails and nail tips are unacceptable due to health and safety precautions.
- Hair should be clean and should be neatly combed and arranged in an attractive, easy-to-maintain style. Any extreme hair styling is not permitted. Extremes in dyeing, bleaching, or tinting are not permitted.
- Those who prefer long hair (females and males) should take special care that it is neat and well groomed. Hair should be worn in such a manner that it is confined away from the face so that it will not fall forward or over the face while performing normal job duty.
- Sideburns, mustaches, and beards should be neatly trimmed, extending no more than 1/2" from the skin. Additional restrictions may be made due to health and safety precautions. For instance, for persons providing patient care, facial hair that interferes with the seal of the N95 respirator is prohibited.
- Following appropriate guidelines with respect to clothing contaminated with blood, body fluids, or other contaminants

## Sonography Clinical Uniform

Proper dress, personal grooming and overall appearance adds much to the positive image that the public has of GCSC and its clinical affiliations. For these reasons, **the Sonography Program requires all students to wear their program uniforms to all sonography classes at the college and clinical education sites.** The following are the standard clinical uniform and appearance policies as stated herein.

**The Standard Uniform Policy for the radiography program is as follows:**

## For 1st year students:

The student **MUST** wear the designated standard uniform consisting of a designated style of a teal scrub top and pants purchased through uniform distributor and embroidered by a college approved embroidery vendor with Gulf Coast State College – Diagnostic Medical Sonography Program logo.

A white lab coat or lab jacket is optional with the Gulf Coast State College Health Sciences Division patch sewn onto the left sleeve 2” from the shoulder seam. **NO HOODIES OR ANY OTHER TYPE OF JACKET IS ALLOWED IN THE CLINICAL EDUCATIONAL SETTINGS. PROGRAM DISCIPLINARY ACTIONS WILL APPLY.**

In addition:

- **Solid white plain tee shirts** (long or short sleeve) with the appropriate fit and with no logos may be worn under the standard uniform scrub top to keep warm and/or conceal tattoos.
- **Shoes** – White, teal blue to match your uniform color or a combination of these colors (NO NEON), including the shoelaces are allowed. Athletic or closed-toed shoes/non-ventilated clogs are acceptable. Shoes must be in good condition and provide adequate support. Shoes must be kept clean at all times.
- **College issued Diagnostic Medical Sonography Student I.D. Badge** - student I.D. name badge must be worn at all times.

**Failure to attend didactic or clinical courses indicated in the Standard Uniform Policy will result in dismissal from clinic/lab until such time you return in the proper uniform. Any missed time incurred during this absence the Program Disciplinary Actions will apply.**

- **Keep jewelry to a minimum.** Earrings should be of the small post type, not hoops. Rings with high profile settings, especially those with prongs risk puncturing protective gloves (i.e., engagement or wedding rings) and are not permitted in the clinic. However, a smooth wedding band will be permitted. Numerous chains, rings, and bracelets will not be permitted. Large necklace pendants or non-conservative jewelry are not acceptable and may be subject to program faculty discretion.

- Any body piercing, other than ear lobes, exposed to the patient (i.e. nose, lip, eyelid, etc.) **must be removed or covered** with a Band-Aid while in clinic.
- No tongue jewelry is allowed while in class/lab/clinic.
- Hair long enough to be pulled back must be pulled back (off shoulders) and secured up to prevent any contact with patient while on duty. Acceptable hair accessories include barrettes or combs which match the hair color, or in gold, silver, tortoise shell, without ornamentation; ribbons or bows which coordinate with the uniform colors being worn and which do not extend below the top of the collar and are of an appropriate size.
- Wear make-up conservatively. Males are not allowed to wear makeup.
- Tattoos – The Sonography program does not allow tattoos to be displayed, students who have tattoos must ensure that they are not visible during clinical rotations or in labs when scanning community volunteers.
- **Do not chew gum** while participating in direct patient exam. Be mindful of oral hygiene at all times. No "smoke breaks" are allowed during the clinical education setting.
- Only use hospital approved moisturizing lotions are allowed.

The clinical site maintains the right to require students to remove or cover any objects of jewelry or body adornment that do not meet the written standards of the department.

Students arriving in the clinical area not in Standard Uniform or proper personal hygiene will be told to leave the clinical site. Any time missed because of this will be required to be made up and will be reflected in professional grade. Program Disciplinary Actions will apply. The following will constitute the only acceptable standard uniform with the following exceptions:

- The student arrives at the clinic in the proper uniform, but during the course of the shift the uniform becomes soiled with a patient's bodily fluids.
- The student is assigned to the operating room or some other area where the approved uniform is unacceptable.

Hospital-provided scrubs are not authorized clinical attire in any other area while performing your clinical assignment.

## Surgical Attire:

All students participating in a surgical sonographic procedure at a clinical site must follow the hospital policies and procedures.

- Closed toe shoes may have shoe covers placed over them for protection from gross contamination.
- A surgical hat or hood shall confine all hair. Men shall cover beards with hood style head cover.
- Masks shall cover the nose and mouth.
- No perfume shall be worn in surgical suites.
- When leaving the surgical area, all personnel shall remove and discard in the designated areas, mask, head and shoe covers, remove all PPE, and wash hands thoroughly.
- All gloves are to be changed between patient contacts or after contact with contaminated items when task is completed and wash hands thoroughly.
- Additional protective attire (e.g., liquid-resistant aprons, gowns, head and shoe covers) is to be worn when exposure to blood or potentially infectious materials is reasonably anticipated and removed after contact with such patients.

## Clinical Attendance Policy

Clinical education is a vital part of the total program in developing a student's skills. Prompt and consistent clinical attendance is expected of all students in the Sonography Program. The student is responsible for being present for all scheduled clinical hours.

- A time sheet will be used to document clinical hours. Each student must be signed in by the clinical instructor on duty "in" by 8 a.m. and "out" at 4:30 p.m. Clinical hours may vary with each clinical education site. The clinical instructor must be present at the times of documented arrival and departure and verify this time by signature.

- Students who fail to sign “in” will be considered absent for the day. Program disciplinary procedures will apply.
- Any student who does not call the Clinical Site Supervisor and GCSC Asst. Program Coordinator at least one-half hour (30 minutes) before the start of the clinical assignment, will result in Program Disciplinary Action.
- **Signing in on behalf of another student OR signing in at a time other than the actual arrival or departure time demonstrates falsification of records. Any student doing so will be subject to Program Dismissal.**
- Failure to sign “in” by the scheduled start time will be recorded as a tardy. Program disciplinary procedures will apply.
- **Falsification of any time or clinical sheets will subject to immediate program dismissal.** Students are responsible for assuring daily time sheets are accurately and ethically documented following program protocol. All clinical time sheets must be signed with the complete signature of the supervising sonographer for each day.
- **Asking the sonographer to falsify records or documentation will result in automatic program dismissal.**
- Students who leave the assigned clinical area within the clinical facility without the permission GCSC Assistant Program Coordinator will be subject to disciplinary action.
- Students who leave the clinical site facility property early without prior approval by the Asst. Program Coordinator will be considered absent for the entire day and will be subject to Program Disciplinary action. If a student is told to leave the clinical site early due to facility closing or low patient census, please contact the assistant coordinator immediately.
- The student must notify the Asst. Coordinator and the clinical site in the event of an absence or tardiness. Both individuals must be contacted. Program disciplinary procedures will apply.
- Students must report to the sonography department at 8 am ready to work. No breakfast time is allowed.
- Students will be assigned a 30-minute lunch period each day, which will commensurate with the practice of the department and area/rotation assignment. The supervising sonographer will assign the student’s lunch time.

- The student is not permitted to engage in any clinical education activities outside of his/her scheduled clinical assignment.
- Students are not allowed to switch clinical rotations with another student. If any extenuating circumstances arise, the student must discuss these issues with the Asst. Coordinator.
- No student will be permitted to leave a patient during the course of an examination.
- Life changing event situations will be assessed on a case-by-case basis.

## In Case of Tardiness

Tardiness: A tardy is defined as being more than 5 minutes late.

The student must arrive at the clinical site on time. Tardiness is described as not being present, signed “in” or in the assigned area ready to work according to published times. A student who is going to be late must notify the supervising sonographer at the clinical site AND the Asst. Coordinator within 15 minutes of the start of his/her clinical assignment. Students who fail to call may be subject to disciplinary action in addition to the regulations governing tardiness.

**Review your course syllabus, each tardy will result in a 5 point deduction from the clinical professional grade.**

The clinical education site may exercise the option to refuse to accept students who are habitually tardy or absence (3 or more per term) in reporting to the clinical education assignments. Every effort will be made to place the student in another clinical site. If more than two clinical education centers request a student NOT to their facility at any time during the sonography program, student may be dismissed from the program. Program Disciplinary Actions apply.

## In Case of Absence

Attendance - 100% attendance is expected. Each day of absence will reflect a 10-pt. deduction in the course professional grade. If you have accumulated more than 3 days (24 hours total) of absences you may be dropped from the course. Program Disciplinary Actions will apply.

This is determined on a case-by-case basis. The student will be notified if they have reached their established limit for absences, and additional absences may jeopardize the successful completion of the course. If a student is going to be absent from a clinical assignment, he/she must do both of the following:

1. Call the clinical supervising sonographer at the assigned clinical site at least 30 minutes prior to the start of his/her clinical assignment. The student is to speak directly to a imaging departmental supervising technologist and must obtain the name of the person taking the message. It is the responsibility of the student to make these calls - not parents, friends, or relatives.

### AND

2. Notify the Asst. Program Coordinator by calling the GCSC main phone at (850) 769-1511, ext. 3591 (leave a message if no answer) or e-mail Assistant Coordinator via CANVAS.

## Clinical Education Sites:

Bay Medical Center	(850) 747-6009	Kelly Ellis
Bay Outpatient Center	(850) 747-6687	TBA
Bay Diagnostic Center	(850) 913-6987	Stephanie Gann
Bay Medical Center, Beach	(850) 914-7034	Gina Peterson
Bay Radiology Associates	(850) 763-2451	Genise Skipper Law
Doctors Memorial Hospital	(850) 547-8166	Amanda Burbank
Gulf Coast Medical Center	(850) 747-8105	Angie Smith
Gulf Coast Diagnostic Center	(850) 747-7894	Angie Smith
Jackson Hospital	(850) 718-2582	Christy Shores
Northwest FL Comm Hosp	(850) 415-8131	Julie Worley
Southeast AL Medical Center	(334) 793-8078	Dee Carter
Capital Regional Medical Cntr	(850) 325-4954	Amanda Weinwright

If either the clinical site and/or the Asst. Program Coordinator is not contacted as indicated, Program Disciplinary Actions apply.

Students may use weekend clinical assignments to make up lost clinical time with **the approval of the assistant program coordinator and clinical supervising sonographer. This is on a case-by-case basis.**

**Review your course syllabus for point reductions of professional grade per absence / tardy.**

## Clinical Education Site Supervision

The clinical phase of the Sonography Program provides an environment for supervised clinical education and experience and offers a sufficient and well-balanced variety of sonographic examinations. In addition, the student will be introduced to a variety of sonographic equipment. Students are

required to demonstrate exam performance in the campus lab before demonstrating exams in the clinical setting.

## Transportation

Due to the nature of clinical education where travel to various clinical sites is mandatory, it is imperative that each student have their own reliable transportation. Some of the clinical education sites are located at a distance of up to 1 hour away from the College. If any additional clinical education centers are obtained, the program faculty will notify students 2 weeks prior to beginning the new rotation.

## Patient Transportation

In regard to patient transporting, transporting of patients is part of the student's clinical learning experience. Students will participate in transporting patients, which will be conducting a sonographic exam. Transporting of patients by students must be accompanied by a sonographer. Students are not allowed to transport patients without "direct supervision" of a sonographer. Sonography students will not be used to transport patients for other advanced imaging departments

## Role of the Imaging Department's Staff Sonographers

The Imaging Department's Staff Sonographer is a full or part-time employee of the hospital. He/she also shares in the responsibility for the daily guidance of the diagnostic medical sonography student. The sonographers have key role in making the student's clinical experiences a successful and meaningful one. He/she works closely with the college faculty and is responsible for:

- Acquiring a thorough understanding of the college program, its general philosophy and objectives.
- Orienting the student to the hospital, its personnel, policies, procedures and facilities.
- Providing the student with the information necessary to gain a better understanding of the functions of the imaging facility.

- Familiarizing the student with the general procedures of the Imaging Department.
- Observing the student as he/she progresses through each clinic practice rotation.
- Confering with the sonography program faculty through each academic semester regarding the evaluation of the students.
- Uphold the Absolute Program Policies
- Attending Program Advisory Committee and Clinical Education committee meetings, as well as other meetings as needed.
- Complete all the appropriate paperwork/student evaluations.

## Responsibilities of the Student Participating in Clinical Education Courses

- Comply with college policies regarding attendance and dress code. This cannot be overestimated. Students are expected to comply with the policies of the Sonography Program, and GCSC.
- Establish good working relationships with all personnel with whom you have contact.
- Be responsible for all equipment and materials used during clinic assigned hours. **Each morning, upon arrival, it is your responsibility to make sure that each room or assigned area is stocked (linen, towels, sheets, etc.) and clean.**
- Demonstrate respect for patients and colleagues through professional and dignified participation in clinical activities.
- Attend and participate in all scheduled sonographic clinic activities within the imaging department.
- Consult with hospital staff, sonographers, floor supervisors, and/or college faculty for help with problems.
- Participate in the evaluation of your clinical progress in conjunction with the supervising sonographic technologist in the Imaging Department and the Sonography Program faculty.
- Maintain an accurate, up-to-date record of competency evaluations. Be aware of the number and types of evaluations required during each academic semester.

- Observe the staff of the Sonography Department at work. This is a learning situation with many ideas and suggestions to be gained from watching these professionals.
- Strive to broaden your own knowledge and background on clinical subject matters by reading the professional literature available.
- As a current Diagnostic Medical Sonography student - adhere to the professional code of ethics available at [www.sdms.org/](http://www.sdms.org/) as well as the GCSC Sonography Program Code of Conduct.

## Clinical Affiliate Education Rotation Assignments

Students are assigned to clinical affiliate sites in an order assigned by the Assistant Program Coordinator, which will provide students with a comprehensive clinical education. Students will rotate to all clinical affiliates in a manner that is equitable to all students, regardless to location of residence.

Students assigned to a Clinical Education site will remain until the end of such rotation unless the site (with Program Coordinator and Assistant Coordinator's concurrence) requests the student's removal.

Total clinical assignments on any one-day will not exceed 10 hours.

The Diagnostic Medical Sonography Program at GCSC uses many clinical education sites for the clinical aspect of your training. During each clinical rotation you will be assigned to a specific site for specific number of weeks in which to perform your clinical assignment.

In the Panhandle Florida area, the clinical education sites are dispersed over four (4) different counties. There will be a time that you may be assigned to several of these clinical sites during the same semester; therefore, reliable, personal transportation is required for you to be able to get to your assigned sites. Maps with driving directions will be provided to all sites as needed.

**Students are required to adhere to all parking policies for any given clinic site. Students MUST park in only the designated parking spaces as indicated by the clinical education facility.**

## Personal Safety Policy

The following rules and recommendations have been established to maintain the students' safety when in the clinical environment. Any violation may result in compromise of the students' safety.

- Students will adhere to the safety regulations set forth by the clinical facility. This includes security and fire regulations.
- Students will utilize proper body mechanics when interacting with and moving patients, equipment, and/or supplies. Proper body mechanics are taught to the students in the *SON-1000 course* in the semester before they begin their clinical education.
- Students must follow standard precautions with respect to hand-washing, infection control, and proper disposal of medical waste.
- When entering patient's room, adhere to any contact or respiratory precautions required. Use the appropriate personal protective equipment (PPE).
- If a student experiences a needle stick or exposure to body fluids, he/she is to cleanse the area, then call employee health nurse and Asst. Program Coordinator.
- Report any suspicious or violent behavior to hospital security or dial 911.
- If a student experiences a personal injury, he/she is to fill out the necessary incident report forms required by the hospital and notify the Assistant Program Coordinator.

## Patient Safety Policy

GCSC is dedicated to promoting and ensuring the safety of all patients. This is inclusive of proper patient identification, patient assessment, and the administration of any classification of drug.

The Joint Commission has charged medical facilities with several patient safety goals:

- Identify patients correctly: Use at least 2 ways to identify patients. All patients must be identified by full name and date of birth.

- Use proper communication among staff: Communicate to all personnel involved about the status of the patient, including any known allergies. Florida Hospital requires that all patients wear a red allergy band stating their known allergies.
- Prevent infection: Employ the proper techniques to prevent the spread of infection, such as hand-washing and proper disposal of medical waste.
- Prevent patient injuries: Take precautions to ensure the safety of all patients with regards to bedrails, obstacles, and other hazards.
- Prompt response: Be mindful of the status of the patient from the start of your encounter. Regularly assess the condition of the patient and report any deterioration in condition to the appropriate medical personnel.

Please visit [www.jointcommission.org](http://www.jointcommission.org) for the complete Hospital National Patient Safety Goals.

## Sonography Clinical Guidelines

The following guidelines will be adhered to:

- You must ensure that the clinical instructor is aware of your location at all times.
- Telephones belonging to the clinical education site are not to be used for personal business except in bona fide emergencies.
- Use of personal computers and cell phones are not allowed during the assigned clinical times. **Cell phones will not be carried by the student or stored on the student's body.** Restrict these activities to your lunch time.
- All accidents or incidents involving patients and students occurring within the department must be reported to the Assistant Coordinator and proper forms filed.
- The student will return promptly from meal breaks. Meal breaks are minimum 30 minutes long (or as designated by clinical site)
- Eating, drinking or gum chewing in the procedure rooms is prohibited.
- Students should give prompt and courteous recognition to patients, visitors, physicians, and staff.

- Patient complaints are to be investigated and referred to the appropriate sources.
- Students will direct patient complaints to the Imaging Department Supervisor.
- In event of an accident involving a patient, notify the department supervising sonographer and Assistant Program Coordinator after giving immediate attention to the patient. An incident report must be completed according to program and department policy.
- Private conversations should be avoided in patient's presence or within hearing range of patients or visitors.
- No patient should ever be left unattended for any unreasonable period of time, especially when they are lying on the examination table.
- Check patient's name arm bands and charts (**use two identifiers**) before doing any procedure to ensure you have the correct patient.
- Telephones should be answered according to the established medical facility protocols.
- The clinical setting is for the student to gain experience in the performance of all sonographic procedures. When no patient procedures are being done in the department, clinical rotations should be spent practicing scanning, studying your sonography notes or learning to operate the sonographic equipment.
- Additionally, it is the responsibility of all students to ensure that the procedure rooms are adequately stocked with linens and other supplies as necessary. Clinical time spent in any other manner will be deemed inappropriate and will result in a written reprimand. Each case will be discussed and action taken on a case by case basis.
  - Patient confidentiality must be maintained at all times. Patient Protected Health Information (PHI) should only be discussed with other medical personnel who are directly involved with the procedure. GCSC follows the terms set forth in the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the regulations contained in chapter 45 of the Code of Federal Regulations (CFR), parts 160, 162, and 164. In accordance with this law and GCSC policy, students are required to take certain measures to keep PHI confidential. The policy takes into account all PHI including but not limited to external remote electronic transmissions.

- Should a suspected violation of this policy occur, the GCSC Diagnostic Medical Sonography Program will conduct an investigation of the alleged incident. After investigation and confirmation that a violation has transpired, the student(s) will be sanctioned and disciplined according to the severity of the violation; up to and including program dismissal.

## Absolute Program Policy

GCSC and the Sonography Program promote a safe learning environment for all students. In the Sonography Program, it is vital that students adhere to the guidelines set forth to maintain their safety in the clinical environment.

Rules known as the Absolute Program Policy are established for the students' benefit and must be strictly enforced:

- Students are not permitted to perform any sonographic imaging procedure prior to its presentation and demonstration in the program didactic courses.
- The student may not perform any procedure without the appropriate supervision of the department sonographer. (**Direct supervision prior to documentation of student competency**).
- Students are not permitted to approve images for submission. All images must be approved by the supervising sonographer.
- It is the responsibility of the student as well as the supervising sonographer, to ensure student compliance with all program and clinical policies.

## Hospital Job Actions or Strikes

In the event of a Hospital job action or strike at a student's assigned Clinical Education Center, the student will leave the assignment immediately and check with the Program Director/Coordinator for further directions. At no time should a student attempt to cross a picket line to enter a Clinical Education Site.

## Student Evaluation of Clinical Education Site

Upon completion of each clinical rotation, students will complete an evaluation regarding the clinical education site and the supervising sonographer to assess the efficiency of clinical sites performance and availability.

## Student Accident and Incident Insurance

Students participating in assigned clinical activities are automatically enrolled for accidental medical expense insurance for injuries incurred while participating in a class or clinical activity. Fees associated with clinical education courses are the method by which the student pays for this coverage.

Information regarding the scope of coverage will be made available to each student during the fall semester of the program. Forms for filing claims may be obtained from the Diagnostic Medical Sonography Program office or the Health Sciences Division office.

It is important that each student carries with them at all time, while in the clinical setting, the Hartford Life group policy card. If a student does not currently have this card he/she may receive one from the Assistant Coordinator or Program Coordinator.

*Coverage is limited to accidents / injuries which occur during College course, labs, or clinical training. **It is not 24-hour coverage.***

If you are injured and require medical attention, you may go to the emergency room or physician of your choice. Provide the health care provider with information from the Hartford Insurance Company group policy card. This student insurance coverage is secondary to the student's primary insurance.

**This insurance is provided for your protection and is made available through lab fees associated with your program.**

**It is not a group insurance with the College, nor is it a Worker's Compensation policy.**

## Protocol for Reporting Accidents and Illnesses at Clinical Educations Sites

When a student is injured or exposed to blood or body fluids through needle stick or cut, mucous membrane (splash to the eye or mouth), or cutaneous (through skin which is chapped, abraded or has dermatitis) means on the job, he/she will:

1. Report immediately to his/her supervisor.
2. Immediately fill out an incident report, supplied by the clinical site, describing the incident.
3. Receive a written note from his/her supervisor requesting that the student be seen by an Emergency Room physician (students would be responsible for payment of their medical expenses).
4. Report to the Emergency Room (present student insurance card if clinical-related).
5. Report to his/her supervisor concerning the outcome of the Emergency Room visit.
6. Present a note (to the site liaison and Assistant Coordinator) from the Emergency Room physician or family physician stating the date the student may resume normal duties.
7. Within 48 hours, complete the incident report form, (Attachment II) supplied by GCSC, and submit, to be entered into the student's record.

Disease-specific precautions are 1 of 2 isolation systems recommended by the CDC. With disease-specific isolation precautions, each infectious disease is considered individually.

With category-specific isolation precautions, infectious diseases are categorized by the body systems affected, i.e. wound and skin, respiratory, enteric, etc.

Because the specific pathogen is not always identified to the student and many communicable diseases may have no visible symptoms, the student is required to treat all human blood and certain human body fluids as if they were known to be infected with HIV, HBV or other blood borne pathogens.

It is the responsibility of each student to minimize transmission of communicable disease.

Students are expected to follow current guidelines for universal precautions recommended by the Center for Disease Control (CDC), as outlined in SON-1000, "Introduction to Diagnostic Imaging", when providing direct care in the clinical setting.

## Progressive Disciplinary System

The GCSC Diagnostic Medical Sonographer Program uses a progressive disciplinary system that applies a series of more serious penalties for successive violations of policy, procedures, rules, or standards. The protocol of counseling and disciplinary actions includes:

- The faculty member, Assistant Coordinator or the Program Coordinator will discuss the infraction with the student and a counseling form will be completed by the faculty member. It will indicate the specific infraction, the degree of seriousness of the infraction (i.e. counseling, warning, reprimand or probation) and the steps needed to be taken by the student to correct the behavior.
- The counseling form will be signed by both the student and the faculty member. The student will receive one copy and a copy will go into the student's file.
- **If a student receives a cumulative total of four infractions, this demonstrates a disregard to the Diagnostic Medical Sonography Program policies. The Program Coordinator may dismiss the student from the program**

The disciplinary process is intended to help the student identify and correct unacceptable behavior and to promote a higher standard of professionalism. Disciplinary action is used to maintain a positive learning environment and safety in the clinical setting. Failure to conform to these regulations will result in one, or a combination, of the following:

1. **Verbal Warning** – A verbal notification to a student that his /her behavior, performance, and/or actions are unacceptable and that stronger disciplinary action will result if the problem area(s) is not corrected. All warnings are documented on a counseling form.

2. **Written Warning** – This is a formal behavioral agreement, drawn up between the student, the Program Coordinator and the Assistant Coordinator or course instructor. It lists the specific behaviors, performances, and/or actions that are unacceptable and that need to be corrected within a designated amount of time. Failure to correct these problem areas, with the given time frame, will result in more serious disciplinary actions. One copy of the written agreement will be provided to the student, while another will be entered into the student’s file as documentation as warning to the student. All warnings are documented on a counseling form.
3. **Probation** - This action may be taken as a last resort for those students who continue to display inappropriate behavior or who commit an infraction that is considered to be of a serious nature. Probation is a minimum of 8-week period of time (unless otherwise specified by the Program Coordinator, Assistant Coordinator at the time of Academic/Clinical Probation notification), excluding college-wide time off.

During this time, a student may not incur an infraction of any rule or regulation as stated in the Diagnostic Medical Sonographer Program Handbook. Any infraction incurred during the probationary period will automatically result in a recommendation to the Program Coordinator for the student's dismissal from the program. All probations are documented on a counseling form.

4. **Program Dismissal** – If, after the appropriate actions have been carried out and the student still fails to improve performance or continues repeated infractions, the student will be dismissed from the program. Dependent on the violation, a student can be subject to immediate dismissal from the Program without prior disciplinary action being taken. All dismissals are documented on a counseling form.

## Academic Counseling

Every effort by counseling will be made to aid the cooperative student in fulfilling these minimum standards. However, if a student receives a final grade below 70%, the student will be dismissed from the program.

## Academic Probation

- If at any time during the semester a student's overall course grade falls below 70%, the student will be placed on academic probation.
- To be removed from probation, the student must achieve a final course grade of 70%, or higher.
- If, while on probation, the student does not meet the program's academic standards, he/she will be dismissed from the Sonography Program.
- Length of probation is determined by Program Coordinator.

## Clinical Grade

It is the student's responsibility to fulfill all clinical course requirements before the appointed deadline as published in the clinical syllabi. The student must plan ahead and utilize each clinical rotation effectively in order to master the necessary skills to accomplish this.

- Evaluation of Clinical Grade

The grade for Clinical Education will be calculated based on the information provide in the course syllabus.

## Clinical Performance

A student's clinical performance may be evaluated by program faculty at any time while in the Sonography program to determine whether the student is performing at the appropriate clinical level. If the student's performance is found to be below the appropriate clinical level as determined by the program faculty, actions taken may result in failure of the clinical course or program dismissal.

## Clinical Competency Policies and Procedures

After a student has successfully completed laboratory assignments and any required attempts of a procedure (pre-competency), he/she is then able to competency test on that procedure in the clinical setting. This requires that

the student perform the procedure without the aid of any sonographer, textbook, or notes.

The student must satisfactorily fulfill all semester requirements as outlined in the course syllabus. By the completion of the program, the student must have successfully completed the required number of mandatory and elective Competency Requirements.

- ARRT Requirements - There are core clinical competencies that all individuals must demonstrate to establish eligibility for ARRT (Registry) certification. These requirements are in addition to graduation from an educational program accredited by a mechanism acceptable to the Registry. The requirements listed are the minimum core clinical competencies necessary to establish eligibility for participation in the ARRT Certification Examination. ARRT encourages individuals to obtain education and experience beyond these core requirements ([ARRT.org](http://ARRT.org)).

GCSC Sonography Program requires additional competencies in which all students must complete.

## Demonstration of Competence

Demonstration of competence includes requisition evaluation, patient assessment, room preparation, patient management, equipment operation, and image evaluation.

Competency exams must be done under the direct supervision of a sonographer. Upon successful completion, the student will be able to perform the competency tested procedure under direct supervision.

When a student requests to be competency tested, he/she must know the protocol for the procedure and be able to select the correct technical factors.

During competency testing, the student is not allowed to refer to protocol notes, textbooks, or ask the sonographer for help in performing the protocol. The sonographer may offer assistance with a difficult patient, but it is the student's responsibility to take the lead in performing the exam.

The supervising sonographer is allowed to stop the student at any time during the competency exam if he/she feels that the student is not demonstrating competence or harm will result to the patient.

A student may competency test on an exam at the sonographer's discretion. If the sonographer feels that the patient is not an appropriate case on which to competency test, he/she may deny the student's request to competency test.

If, during the course of the competency testing, the student has to be corrected or assisted in any manner, this will be reflected in the grading of the competency exam.

Competency on any procedure does not mean mastery of it. It means that you are capable of performing it without direct supervision. Mastery of all procedures in Sonography comes with continued performance of the procedures until they are second nature to you. Therefore, once a student has competency tested on any procedure, they will not shy away from or refuse to do them at any time. **Statements such as "I don't need to do that because I have already competency tested on it" or "I've done enough of those" will not be tolerated.** This violation demonstrates insubordination. Violators of this policy will receive disciplinary action.

Competencies performed with staff sonographer may periodically be evaluated by one of the program faculty. Changes to the competency grade may be made at the discretion of the program faculty.

## Criteria for Evaluation of Clinical Competency

To assess the student's degree of proficiency while performing a clinical competency exam, the student must be able to perform each of the following:

- A. Prepare for the procedure or examination  
Introduce self to the patient; the student will:
  1. Welcome patient to the department and introduce yourself to patient.
  2. Respect each patient's privacy.
  3. Treat each patient with dignity and concern.
  4. Inform the patient of what will happen during the procedure(s).

5. Explain the examination to the patient and/or to an accompanying family member.
  6. Reassure patient and answer questions as appropriate.
  7. Determine information to convey to the patient based on patient's condition and behavior as well as institutional policy.
- B. After introducing themselves to the patient, the student will:
1. Assess the need for Personal Protection Equipment (PPE) and use it appropriately.
  2. Using 2 methods of available sources, i.e., patient interview, wristband, clinical history, interview of friend, family member, nurse, etc., verify patient identity.
  3. Evaluate the requisition to verify the order, discuss with the supervisor, incomplete, confusing, or unclear information.
  4. Prior to the patient entering the room, assemble the accessory equipment, supplies) required to perform the particular sonographic procedure specified by the requisition.
  5. Ascertain that correct preparation procedure was followed. Make sure that the patient has dressed appropriately for procedure. Instruct the patient, if necessary, to the appropriate location to remove specific articles of clothing. If the patient requires assistance, respect the patient's right to privacy. If the patient is of the opposite sex, seek the assistance of an individual of same sex.
  6. Using a combination of available resources determine the most appropriate mode of transport.
  7. Safely transport patient into the examination room without injury to patient or self. Safely transport patient on a stretcher or in a wheelchair onto the examination table. Make sure that IV lines, catheter tubes, monitor wires, oxygen tubing and / or tank, etc. are restored to their proper positions. Assist patient, allowing him/her to be as comfortable as possible.
  8. Take measures to insure patient modesty by exposing only body areas to be examined.

## Pre-Competency Scan Form

SCAN	ONE		TWO		THREE		REQUIREMENT MET (GCSC STAFF)
	Date/ Time	Initials	Date/ Time	Initials	Date/ Time	Initials	
1. Abdomen							
2. Aorta			****	****	****	***	
3. Urinary Tract							
4. Pelvis							
1. Pelvic/Transvaginal			****	****	****	***	
6. 1st Trimester OB					****	***	
7. 2nd Trimester OB					****	***	
8. 3rd Trimester OB					****	***	
9. Carotid							
10. LE Venous							
11. Thyroid					****	***	
12. Scrotal/ Testicular			****	****	****	***	
13. Breast			****	****	****	***	

## Clinic Competencies

1. Abdomen
2. Aorta
3. Urinary Tract
4. Pelvic
  - a. Transvaginal
5. 1st Trimester
6. 2nd and 3rd Trimester
7. Carotid
8. Venous Doppler (LEV)
9. Thyroid
10. Scrotal
11. Breast
12. Amniocentesis
13. Aspiration \*\*
14. Biopsy \*\*
15. Thoracentesis /Paracentesis/ Drainage\*\*
16. Abdominal Wall
17. Appendix
18. Biophysical Profile
19. Musculoskeletal
20. Neonatal Brain
21. Prostate
22. Pyloric Stenosis
23. Superficial Mass

## ARRT competencies

### A. Direct Supervision

### B. The Sonographic examination or procedure:

- The student must scan designated “pre-comp” exams prior to performing an exam for a competency. The student will have the sonographer sign off on a form they have for this purpose.
- The student must request to comp a procedure **PRIOR** to the patient arrival to the department.
- The student must fill out the top of the competency form completely (including their signature at the bottom of the page).

### **C. Following the Exam**

After the exam has been completed, the student will:

- a. Safely assist the patient back to be transported. Without injury to patient or self, safely transport patient from examination table to the stretcher or wheelchair. Make sure that IV lines, catheter tubes, monitor wires, oxygen tubing and / or tank, etc. are restored to their proper positions. Assist patient, allowing him/her to be as comfortable as possible.
- b. Give appropriate follow-up instructions to the patient. As discussed in Principles and Protocols, when dismissing the patient, explain that the images will be reviewed by the physician and that the ordering physician will discuss results with the interpreting physician. The student may give post-procedure instructions per clinical education site department policy.
- c. Properly dispose of any contaminated materials. Re-usable items, such as linen must be placed in the appropriate receptacle for the protection of the persons handling laundry. Contaminated disposable equipment, such as "Chux" must also be disposed of properly, as per clinical education site department policy. Any used or opened "sharps" are considered contaminated and must be disposed of in an appropriate puncture-resistant, leak-proof container immediately after use.
- d. Disinfect all equipment and environmental working surfaces as soon as possible after contact with potentially infectious materials.

### **D. Image Evaluation**

**E. For each examination, the student will evaluate image quality in terms of the following:**

- a. Completeness
- b. Labeling
- c. TCG, Gain, Depth, Focus
- d. Measurements

During each CCE, the evaluator will have the opportunity to comment on the student's professional progress. The student's periodic progress report will

include information taken from the last portion of the CCE, discussing such areas as communication skills, compassion, empathy and respect for the patient, consideration for the patient's physical comfort and modesty, confidence, effective time management and attitude.

## Clinical Education Grade Calculation

### I. **Clinical documents - 100 points**

- Clinical documents include a daily time sheet, Daily Scan Log, Weekly Competency List and **Case Study**. (see case study guidelines on CANVAS) Students are required to sign in and out at the clinical site at the beginning and end of each daily clinical assignment. **Completed** time sheets are **to be signed by sonographers**.
- The student is responsible for maintaining **accurate** clinical education records regarding attendance, participation in clinical activities, and competencies.
- The student is responsible for knowing the status of their clinical hours on a weekly basis.
- If a holiday falls on a Monday, it is the student's responsibility to FAX or bring in the required paperwork to the college on the Friday prior to the holiday. The originals must be turned in as soon as possible. **(Original timesheets turned in on the following Monday or this will result in loss of clinical hours.)**
- If the student is absent on a Monday, it is the student's responsibility to FAX or bring the required paperwork to the college as soon as possible.
- **Falsification of clinical documents will result in dismissal from the program.**

### II. **Clinical Evaluation/ Professionalism – 100 points**

Students will be evaluated by the supervising clinical sonographers at each of their clinical rotations. Students must successfully complete each clinical rotation assignment. Failure to successfully complete an assignment will impact your grade and may result in withdrawal from program.

Professionalism grade will be determined by clinical participation and GCSC Lab participation. Points will be deducted for inappropriate

behavior (cell phone use, sleeping, rude behavior etc.) Any disciplinary action will also result in point reduction of your professional grade. Program Disciplinary Actions will apply.

Attendance is required in all clinical assignments. Each absence/tardy will result in a point deductions in clinical attendance grade. Program Disciplinary Actions will apply.

III. **Competencies – Dependent on the number of competencies required for the semester at 100 points each**

Competencies will be completed at the clinical sites by the supervising sonographers and/or the Program faculty instructors and completed in the assigned timeframe. They will be reviewed /scored to determine an overall grade for this category. **Each competency** must be successful completed with a score of 70, or greater, to satisfy conditions of graduation.

IV. **Comprehensive Written Exam – 300 points**

An all-inclusive comprehensive written exam will be given. Students will be required to score 70%, or greater, to advance into the next clinical education course or to graduate from the sonography program.

## Sonography Program Graduation Requirements

Upon completion of all program and college requirements for graduation from GCSC, students may be eligible to apply for admission to complete the certification examination in sonography administered by the American Registry of Radiologic Technologists (ARRT). Program graduates passing the ARRT examination are registered in sonography.

The American Registry of Radiologic Technologists (ARRT) requires candidates to be of good moral character as well as graduates of an Associate Degree program. In the Examinee Handbook, the ARRT states that a charge of misdemeanor or felony indicates a lack of good moral character for certification purposes. Those convicted of such a crime **may be eligible for registration** if deemed appropriate by the ARRT. The ARRT may be contacted at (612) 687-0048 for individual consultation. The ARRT website is [www.arrt.org](http://www.arrt.org).

In order to graduate from the Sonography Program, you must fulfill the requirements of the program as well as the Associate degree requirements:

- Complete all sonography cognate courses and Sonography Program requirements with a minimum grade of a 70, or higher.
- Satisfactorily fulfill all mandatory and elective competency requirements as required by the ARRT.
- Have completed any missed clinical hours due to illness, pregnancy, etc.
- Not be on disciplinary probation.
- Possess the following skills:
  - ✓ Apply knowledge of anatomy, physiology, positioning, and sonographic protocols to accurately demonstrate anatomical structures on a scanned exam.
  - ✓ Operate sonographic imaging equipment and accessory devices.
  - ✓ Demonstrate knowledge and skills relating to medical image processing.
  - ✓ Provide patient care and comfort.
  - ✓ Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.

- ✓ Detect equipment malfunctions, report same to the proper authority and know the safe limits of equipment operation.
- ✓ Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
- ✓ Participate in sonographic quality assurance programs.
- ✓ Provide patient/public education related to sonographic procedures
- ✓ Support the profession's code of ethics and comply with the profession's scope of practice.
- ✓ Competently perform a full range of sonographic procedures on children and adults in the following categories: Abdomen, OB/Gyn, Vascular, Small parts, Interventional procedures.

## CLINICAL COMPETENCY RECORD

The following table illustrates the various competency requirements set forth by the ARRT and indicates whether the competencies are mandatory or elective. The total number of competencies that are required each clinical semester will be indicated on the respective syllabus.

In addition to clinical competency exams, each student must successfully demonstrate competency in all 6 patient care activities listed below at the completion of SON-1000 Introduction to Sonography.

- CPR
- Vital Signs (blood pressure, pulse, respiration, temperature and pulse oximetry)
- Venipuncture
- Patient care equipment (oxygen tank, IV tubing)
- Sterile and Aseptic Technique
- Patient Transfers
- Equipment and Care (prepare transducer for intracavity care; clean, and disinfect transducer)

# ACCIDENTS / INCIDENTS

## Involving Students, Faculty, or Patients in Clinical Situations

- A. Accidents Involving Students or Faculty
- B. Forms to be completed are:
  - 1. Accident - Incident Report form
  - 2. Current Insurance Company form

**Use Attachment 1 when immediate medical treatment is required.**

**Use Attachment 2 when immediate treatment is not required.**

- A. Incidents Involving Patients (ALLIED HEALTH INCIDENT)
- B. Complete an Accident - Incident Report Form
  - 1. Complete sections 1, 2, 4, 6, 7, 8.
  - 2. Forward the completed form to the Administrative Assistant for the program.
- C. Complete an Allied Health Incident form
  - 1. Complete ALL sections.
  - 2. Forward form with a completed Accident - Incident Report Form to the Administrative Assistant of the Program.

# Diagnostic Medical Sonography Program Acknowledgement Form

**Please read each statement below. Initial each statement in the space indicated and provide your name, signature, and date below.**

\_\_\_\_\_ I have received and thoroughly read the Sonography Student Handbook. I comprehend the policies and regulations contained therein and the responsibilities to be undertaken.

\_\_\_\_\_ I have received and comprehend the Health Sciences Drug and Alcohol Policy and agree to comply with all aspects of this policy. Furthermore, I understand that any infraction of the state policy could result in immediate dismissal from the Radiography Program.

\_\_\_\_\_ I comprehend that while performing my regularly assigned clinical duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane, or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. Appropriate protection may include the use of gloves, gowns, masks, face shields, eye protection, mouth pieces, resuscitation bags, and other protective equipment. I comprehend that if I fail to use available personal protective equipment, I may be subject to disciplinary action.

\_\_\_\_\_ I comprehend the Program Disciplinary System for the Sonography Program and am aware of the consequences for program violations.

\_\_\_\_\_ I comprehend that I am required to rotate through all assigned clinical education sites including the out-of-town sites and any additional clinical sites the program may acquire during the program.

\_\_\_\_\_ I comprehend that I must complete each Sonography course (SON) with a final course grade of 70, or higher, to pass.

\_\_\_\_\_ I comprehend that cell phones, text messaging and laptop computers are prohibited in the classroom during lecture/ labs/clinical sites.

\_\_\_\_\_ I comprehend and will abide by the program's attendance, absence and tardiness policies.

\_\_\_\_\_ I comprehend and will abide by the program's Lab Policy.

\_\_\_\_\_ I comprehend and will abide by the "No Call - No Show" Policy.

\_\_\_\_\_ I comprehend and will abide by the Standard Uniform Policy in the classroom/lab/clinical education.

\_\_\_\_\_ I comprehend and will abide by the Absolute Program Policy.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

A copy of this will be kept in your Sonography Program student file.

# APPENDICES

# ATTACHMENT 1

## FOR STUDENT INJURY REQUIRING IMMEDIATE MEDICAL ATTENTION:

1. Assess the situation – (this is a judgment call on the instructor’s part) If the student needs immediate medical attention, **CALL 911**.
2. **CALL HOSPITAL** to which student will be transported to let them know student is coming. Give the hospital the following information regarding the student’s insurance:

Refer to your health insurance card for coverage information.

Tell student to present the insurance information card to hospital staff upon arrival (if possible) but let the student know you will call ahead.

3. **Immediately notify the Division Chair who will notify administration.**
4. You must complete sections 1, 2, 4, 6, 7, and 8 of the Accident - Incident Report form.

You sign as the Supervisor, and the student as Claimant. If the student is unable to sign, indicate this, and get the form to the Division Chair’s office as soon as possible.

It is very important that you ensure thorough completion of the Accident - Incident Report form. Witnesses and their pertinent information must be obtained immediately while they are present.

Specific details (#7) of the accident are also very important (i.e., How did it occur?) Example: Simply indicating possible exposure to TB does not describe how the accident occurred.

Give the fully completed Accident - Incident form to the Health Sciences Administrative Assistant of the Program as soon as possible, but **within 24 hours**.

5. In addition, a Hartford Life and Accident Insurance Company form needs to be completed. As soon as the student is able, he/she must complete Section II of the claim form and sign the statement on the back side. The form is then to be forwarded to the Division Chair for completion of Section I and forwarding to Fringe Benefits Coordinator.

**MEDICAL PROVIDERS CANNOT BE PAID UNTIL #5 HAS BEEN TAKEN CARE OF.**

## ATTACHMENT 2

### FOR STUDENT INJURY NOT REQUIRING IMMEDIATE MEDICAL ATTENTION

Whether treatment is required or not, the Accident - Incident Report must always be completed, as it provides specific information for college records and state reporting.

Advise the student to notify you immediately if he/she decides at a later time to seek medical attention. You then must follow the steps as noted in Attachment 1, Items 3 through 5.

Note: There is nothing to keep a student from seeking medical attention after they have completed their program of study and left the college. Should this happen, it is most important that a record (Accident - Incident Report) be on file.

There is no limit to when a student may get medical treatment for an injury that may have occurred during the period they were in our program.

## General Information - Sonography Program

### 1. **Financial Aid / Scholarships:**

The Financial Aid office is available to assist you in meeting your financial needs. Please refer to the current **GCSC Student Handbook**, the **GCSC Financial Aid Handbook**, and Health Sciences building bulletin boards for additional information.

There are a number of academic and/or need-based GCSC Foundation scholarships earmarked specifically for radiography students. Scholarships may also become available mid-year. So, please do not hesitate to apply and check the scholarship bulletin board inside the Radiography Classroom (310).

### 2. **Employment:**

The faculty wants all of our students to be successful. Success in the program can often be related to prudent planning of work schedules. If you have questions or concerns regarding your work schedule, please discuss them with your faculty advisor or your course instructor. The following general guidelines are offered to assist your planning:

- A. Class, clinical labs, campus labs, preparation and study time consume about 40 hours per week.
- B. Full-time employment is discouraged. (20 hours per week is maximum workload recommended.) Employment should not overlap or interfere with program courses.
- C. **Students should not be employed within 8 hours preceding a clinical experience in an assigned health care facility.**

### 3. **Health Record:**

A current, complete physical examination form, indicative of a satisfactory health state, must be on file in the Health Sciences Division office while you are enrolled in the program.

In addition, an annual TB/Mantoux skin test or blood test, or documentation of allergy, or being a positive tester must be

submitted and required immunizations. Students will not be allowed to start clinicals or continue in clinicals without these forms.

**4. Liability (malpractice) and Accidental Injury Insurance:**

Each student must have liability and accidental injury insurance while enrolled in the Radiography Program. When you pay fees for radiography courses with clinical labs, the insurance fee of \$18 per year is also paid. Since fees are subject to change, please consult the current GCSC Catalog.

Liability limits to coverage are \$1,000,000 per incident for individual students and \$3,000,000 aggregate per incident for a group of students. The basic plan for Accidental Injury Coverage provides the following:

	Coverage
Accidental Medical Insurance includes treatment as a result of exposure to a contagious and/or infectious disease including, but not limited to, hepatitis, HIV, Meningococcal meningitis, TB. The policy would not include influenza, pneumonia or common colds.	\$15,000
Dental - resulting from an accident	\$5,000 per accident
Deductible	None
Accidental Death or Dismemberment (AD&D)	\$25,000

This coverage is designed to cover the students injured as a direct result of working in the clinical setting. It is not designed to cover accidents while walking/traveling to class or sitting in a classroom. It would extend to slips or falls in clinical settings or injury due to lifting patients or equipment but most importantly, it would cover treatment for exposure to disease as stated above.

**5. Health Insurance:**

**Students are strongly encouraged to maintain health insurance coverage while enrolled in the program. Health care costs associated with a student's enrollment in the Radiography Program are the financial responsibility of the student.**

**6. Accidents and Incidents:**

Accidents resulting in injury to self or others and incidents (such as a medication error) must be reported on the appropriate clinical agency and appropriate college forms filled out. The safety of you and your clients is our first concern. Report all accidents or incidents to your instructor **immediately**.

**7. Health Sciences Building Student Break Room:**

Please respect the rights of others.

Refrain from loud talking and unnecessary noise, which may disturb others using these areas.

**FLORIDA COLLEGE SYSTEM RISK MANAGEMENT  
CONSORTIUM  
ALLIED HEALTH INCIDENT**  
(incidents involving patients)

College Name: \_\_\_\_\_

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

Claimant: \_\_\_\_\_

Student Involved: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: Area Code ( \_\_\_\_ ) \_\_\_\_\_

Program of student in which student is enrolled: \_\_\_\_\_

College **Faculty Supervisor** Name: \_\_\_\_\_

Faculty Supervisor Work Phone: Area Code ( \_\_\_\_ ) \_\_\_\_\_

College Coordinator of Program Name: \_\_\_\_\_

Coordinator of Program Work Phone: Area Code ( \_\_\_\_ ) \_\_\_\_\_

Hospital of facility where incident allegedly occurred: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form completed by: Florida College System  
Risk Management Consortium  
4500 NW 27 Avenue, Suite D2  
Gainesville, Florida 32606  
fax: 352.955.2069

## How to File a Medical Claim

Florida College System Risk Management Consortium



Attached is a Blanket Lines Notice of Claim (Claim Form) for your accident policy.

Please forward claims and questions to the following address:

Fringe Benefit Coordinators, Inc.  
P. O. Box 5249  
Gainesville, FL 32627-5249  
Toll Free Number (800) 654-1452  
Fax Number (352) 372-9805

Policy underwritten by Hartford Life and Hartford Life and Accident Insurance Company  
Claimant administration handled by Fringe Benefit Coordinator

**Step 1 - Submit a completed Notice of Claim (claim form) to our office by mail.**

**The Policyholder (not the Parent, Claimant or Agent) should:**

- Fully answer/sign each item in the Policyholder section
- Read and sign the Fraud Warning Certificate on the back of the Notice of Claim.

**The Parent/Guardian or Adult Child should:**

- Fully answer/sign each item in the Parent/Guardian or Adult Child section of the Notice of Claim
- Read and sign the Fraud Warning Certificate on the back of the Notice of Claim

**Step 2 - Submit a completed Explanation of Benefits (EOBs) as required.**

**SAMPLE**

- A fully completed Notice of Claim is required for each accident/injury a Claimant incurs. Claims information will be denied pending receipt of the missing data.
- Release of claim information by an insurance company is not an admission of coverage. In addition, information on the form is subject to audit by the insurance company.
- Providers may wish to bill us directly for their services. If they do, please ensure a Notice of Claim has first been submitted to our office.
- Itemized medical bills (including claimant name, date of service, diagnosis, procedure codes, amount charged, and provider information) should be submitted for processing. "Balance Due" statements and/or incomplete bills do not provide enough claim detail to process the charges. In order to ensure we receive complete claim information, we suggest providers submit standardized billing statements (called "UB-04" for hospital charges and/or a "CMS-1500" for physician charges).
- Unless proof of payment is submitted with the medical bill (a copy of check, a medical bill that indicates the claimant has made all or partial payment or zero balance information) claim payment is generally sent directly to the medical providers.

Please detach this page and forward the completed Notice of Claim (and medical bills if you are submitting expenses for payment) to the address listed above. We recommend you keep copies of the correspondence you are submitting to use for future reference.

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Florida College System Risk Management Consortium

**ACCIDENT – INCIDENT REPORT**

(A copy of this report is NOT authorization for medical treatment)

<b>INSTRUCTIONS:</b> <ul style="list-style-type: none"> <li>• If loss/occurrence/injury is to a college employee, please complete sections 1, 2, 5, 6, 7 and 8.</li> <li>• If loss/occurrence is to college-owned property please complete sections 1, 3, 5, 6, 7 and 8.</li> <li>• If loss/occurrence/injury is to a non college employee or non college-owned property, please complete sections 1, 4, 5, 6, 7 and 8.</li> </ul>						
<b>1. LOCATION AND DATE OF INCIDENT/OCCURRENCE</b>						
COLLEGE: (Check One)						
<input type="checkbox"/> BwCC <input type="checkbox"/> BC <input type="checkbox"/> CC <input type="checkbox"/> OCP <input type="checkbox"/> DSC	<input type="checkbox"/> ESC <input type="checkbox"/> FGC <input type="checkbox"/> FRCC <input checked="" type="checkbox"/> GCSC <input type="checkbox"/> HCC	<input type="checkbox"/> WSC <input type="checkbox"/> USCC <input type="checkbox"/> MDC <input type="checkbox"/> NCC <input type="checkbox"/> NWSC	<input type="checkbox"/> PRSC <input type="checkbox"/> PHCC <input type="checkbox"/> PwC <input type="checkbox"/> PSC <input type="checkbox"/> SRS	<input type="checkbox"/> SPC <input type="checkbox"/> SFC <input type="checkbox"/> SSC <input type="checkbox"/> SASC <input type="checkbox"/> SCFMS	<input type="checkbox"/> TEC <input type="checkbox"/> VE	CAMPUS/LOCATION CODE:
DATE OF OCCURRENCE:		TIME OF OCCURRENCE: AM      PM		LOCATION OF OCCURRENCE (BE SPECIFIC):		
<b>2. INJURED EMPLOYEE (INJURY/LOSS TO COLLEGE EMPLOYEE)</b>						
NAME OF EMPLOYEE:			AGE:	OCCUPATION & DEP <sup>1</sup>		#:
ADDRESS:			CITY:			
PHONE: ( )		PART OF BODY INJURED:				
DOES EMPLOYEE WISH TO MAKE MRSP <sup>2</sup> ATTENTION TODAY? <input type="checkbox"/> YES <input type="checkbox"/> NO <sup>3</sup>						REPORTED:
<b>3. PROPERTY (IDENTIFY THE DAMAGE)</b>						
						ESTIMATED COST OF DAMAGES/LOST PROPERTY: \$
<b>4. INJURED PARTY/ (PROPERTY OWNED BY COLLEGE AND/OR PROPERTY NOT OWNED BY COLLEGE)</b>						
NAME:			AGE:	PHONE: ( )		
ADDRESS:			CITY:	ST:	ZIP:	
IDENTIFY THE INJURY OR THE DAMAGES/LOST PROPERTY:					STUDENT ID # (If Injured Party is Admitted Student):	
<b>5. WITNESS(ES)</b>						
NAME:			PHONE: ( )			
ADDRESS:			CITY:	ST:	ZIP:	
NAME:			PHONE: ( )			
ADDRESS:			CITY:	ST:	ZIP:	

SAMPLE

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