



Diagnostic Medical Sonography Program Handbook

Program Chairperson

Heather Amwoza, RDMS, RVT
Office: H-102
(708) 456-0300, Ext. 3780

Program Clinical Coordinator

Jeffrey Pasioka, RDMS, RVT
Office: H-137
(708) 456-0300, Ext. 3451

Effective Summer 2024

Table of Contents

Welcome & Program Overview	5
Welcome!	5
Introduction.....	5
About the Diagnostic Medical Sonography Program at Triton College	6
Accreditation	6
<i>College - Higher Learning Commission</i>	6
<i>Programmatic - Commission on Accreditation of Allied Health Education Programs</i>	7
Mission Statement.....	7
Program Goals and Learning Objectives.....	8
Admission & Acceptance	8
Admission Procedure	8
Application Deadlines.....	8
Background Checks (Required)	9
New Student Orientation Session (Participation Required).....	10
Technical Standards	10
Tuition	11
Academic Policies & Conduct	11
Academic Conduct Policy.....	11
Academic Progress / Grade Dissemination	12
AI Integration Statement for Assignments	12
Attendance and Punctuality Policy	13
Automatic Withdrawal Policy.....	14
Cell Phones and Electronic Device Policy.....	14
Confidentiality	15
<i>Patient Confidentiality</i>	15
<i>Student Confidentiality</i>	15
Course Requirements and Descriptions.....	15
Dismissal from Program	16
Grading Scale	17
Graduation Requirements	17
Grievance Policy	18

Professional Behavior	20
Program Policies	21
Readmission Policy.....	21
<i>Steps to be considered for readmission</i>	22
<i>Student Readmission Criteria Based on Semester</i>	22
Student Conduct & Campus Policies	24
Alcohol and Drug Policy	24
<i>Triton College / Student Policy for Drug-Free Campus</i>	24
<i>Alcoholic Beverage Policy</i>	25
E-Mail	25
Food and Drink.....	25
Light Duty / Medical Restrictions Policy	25
Pregnancy Policy	26
Social Media	26
Student Resources & Support	27
Academic Success Center (ASC)	27
Advising.....	27
Center for Access and Accommodative Services (CAAS).....	28
Counseling and Wellness	28
Educational Technology Resource Center (ETRC)	28
Help Desk.....	29
Library / Learning Resource Center	29
Professional and Behavioral Skills	30
Affective Traits.....	30
Attitude	30
Code of Ethics	30
Dependability.....	31
Interpersonal Relationships	31
Motivation & Initiative.....	32
Patient Care.....	32
Clinical Education	32
Purpose of Clinical Education.....	32

Appearance and Dress Code.....	32
Behavioral Performance Concern Procedure	34
<i>Informal Resolution</i>	34
<i>Formal Resolution</i>	35
<i>Critical Incident</i>	35
Clinical Assignments.....	36
Clinical Attendance Policy	37
Clinical Documentation and Grading	38
<i>Clinical Paperwork / Documentation</i>	38
<i>Attendance</i>	39
<i>Daily Logs</i>	39
<i>Weekly Objective Checklist</i>	39
<i>Professional Skills Evaluation</i>	39
<i>Midterm Evaluation</i>	39
<i>Final Evaluation</i>	39
<i>Self and Site Evaluation</i>	40
<i>Proficiencies / Comps</i>	40
Clinical Prerequisites	40
<i>Bloodborne Pathogens / OSHA Training</i>	40
<i>CastleBranch</i>	41
<i>Conditions that Cause Loss of Consciousness</i>	41
<i>CPR Card</i>	42
<i>Drug and Alcohol Screening</i>	42
<i>Health Records/Requirements</i>	42
<i>Injury or Illness Occurring at Clinical Facility Protocol</i>	42
<i>Malpractice Insurance</i>	43
<i>Meals</i>	43
<i>Physical Examination and Health Requirements</i>	43
COVID and Flu Vaccination	43
Hospitalization Insurance	44
Medical & Psychological Conditions / Pregnancy & Postpartum	44
Physical Exam	44
QuantiFERON Gold (QFT) Tuberculosis Test	44

Tdap	45
Titers.....	45
Vaccination Requirements and Policy	45
Vaccines.....	45
Clinical Sites Request for Removal	46
Poor Clinical Performance Procedure	46
Transportation.....	47
Work Policy.....	47
Clinical Proficiencies Required for Graduation.....	49
DMS Program Handbook Acknowledgement.....	53

Welcome & Program Overview

WELCOME!

Congratulations on your acceptance into the Triton College Diagnostic Medical Sonography program! The information contained within this handbook will be useful as you enter and move through the program. We encourage you to refer to it often.

Please let us know if you have any questions. We're happy to assist you.
- Heather Amwoza and Jeffrey Pasioka

INTRODUCTION

Students enrolled in the Diagnostic Medical Sonography program at Triton College will be responsible for observing college rules and regulations as stated in the current college catalog and student handbook. Clinical facilities, while located separately, are considered an integral part of the college campus.

Through its curriculum, the Diagnostic Medical Sonography program will provide educational experiences to prepare students to function as ultrasound professionals. Students will be supplied with the essential knowledge and skills to meet employment needs in diagnostic sonography, as well as qualify for application to the American Registry for Diagnostic Medical Sonography (ARDMS).

The rules and regulations stated in this handbook represent an agreement between Triton College, the clinical affiliate, and the student for the entire time that they are enrolled in the program.

Failure to comply with rules and regulations in this handbook will impact student evaluations. Repeated infractions or major violations may result in the student being expelled from the clinical agency or program.

ABOUT THE DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM AT TRITON COLLEGE

The medical sonographer provides patient services using diagnostic ultrasound. They assist in gathering the sonographic data necessary for a physician to reach diagnostic conclusions.

Diagnostic Medical Sonography (ultrasound) is one of the most recent and fastest-growing medical specialties. Graduates are employed in medical centers and hospitals. The goal of this program is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The General DMS Program sponsored by Triton College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

ACCREDITATION

College - Higher Learning Commission



Triton College is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, 800-621-7440 or 312-263-0456

The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region, which is comprised of 19 states including Illinois. <https://www.hlcommission.org/>

Programmatic - Commission on Accreditation of Allied Health Education Programs



The General DMS Program sponsored by Triton College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography. Students are eligible to sit for the American Registry of Diagnostic Medical Sonography (ARDMS) examinations in abdominal (AB) and obstetrics/gynecology (OB/GYN) as a result of attending an accredited program.

CAAHEP is the largest programmatic accreditor in the health sciences field. In collaboration with its Committees on Accreditation, CAAHEP reviews and accredits over 2,000 educational programs in twenty-eight (28) health science occupations.

CAAHEP is recognized by the Council for Higher Education Accreditation (CHEA). CAAHEP is a member of the Association of Specialized & Professional Accreditors (ASPA). <https://www.caahep.org/about/about-us>

MISSION STATEMENT

The mission of the Diagnostic Medical Sonography program at Triton College is to provide the training and knowledge necessary for our students to gain employment as a competent entry-level diagnostic medical sonographer and become health care contributors within the healthcare team. The goal of this program is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The need for lifelong learning and professional growth on the part of a registered diagnostic medical sonographer is emphasized throughout the program.

PROGRAM GOALS AND LEARNING OBJECTIVES

Upon successful completion of the Associate in Applied Science Degree in Diagnostic Medical Sonography program the graduate will be able to:

1. Pass the SPI exam by obtaining a score of 555/700 with the ARDMS.
2. Pass the Abdomen and Obstetrics and Gynecology Specialties by obtaining a score of 555/700 with the ARDMS.
3. Demonstrate safe and appropriate patient care aligned with professional standards, using Apply as Low As Reasonably Achievable (ALARA) principles.
4. Demonstrate proper ergonomics to ensure proper body mechanics.
5. Construct a sonographic impression to aid in the final diagnosis.
6. Present diagnostic images in the area of General Sonography and Obstetrics and Gynecology proficient for diagnosis.

Admission & Acceptance

ADMISSION PROCEDURE

The Board of Trustees accepts that the fields of Nursing and Allied Health (including the Diagnostic Medical Sonography Program), because of their importance to the welfare of all society, must have selective admission requirements. Specific admission, progression, retention, and graduation requirements and/or policies supersede general college policies in the catalog and student handbook. Selective admission requirements for Allied Health and Nursing programs are found in the Triton College Catalog.

APPLICATION DEADLINES

Please complete the mandatory Selective Admission Application for Health Careers at <https://www.triton.edu/pages/health-careers/health-careers-application/>. Application deadlines are:

- September 15th
- January 15th

BACKGROUND CHECKS (REQUIRED)

All students are required to undergo a criminal background check prior to entry into the clinical setting.

Full disclosure of any ticket, citation, summons, arrest, charges or convictions for a misdemeanor or felony is required in writing to the Program Chairperson prior to applying to the Diagnostic Medical Sonography program. Applicants must contact the Program Chairperson for preapproval information well in advance of the program application deadline. Written approval may take up to 12 weeks to complete.

Individuals who have been charged or convicted of a misdemeanor or felony must pre-apply to the ARDMS by filling out a Compliance Pre-determination Application. Once the written preapproval to take the examination is received in writing from the Program Chairperson, students may apply to the program.

If any disclosure is not received and information about it appears on the background check or is otherwise discovered later, your clinical site and eligibility to continue in the program will be revoked immediately.

Students with a positive background check that contains disqualifying convictions may be prohibited from being placed at a clinical site, sitting for certification board examinations, and securing future employment. Students are responsible for the cost of performing the background check. The program chairperson can provide instructions to obtain the background check prior to entry in the clinical setting.

Illinois Department of Public Health/Health Care Worker Registry/Disqualifying Convictions

In accordance with the Health Care Worker Background Check Act 225 ILCS 46 and 77 Ill Adm. Code 955 Section 955.160, a list of disqualifying convictions can be found on the Illinois Department of Health/Health Care Worker Registry:

<https://dph.illinois.gov/topics-services/health-care-regulation/health-care-worker-registry/disqualifying-convictions>

NEW STUDENT ORIENTATION SESSION (PARTICIPATION REQUIRED)

Attendance at the New Student Orientation Session is required prior to starting the Diagnostic Medical Sonography program.

TECHNICAL STANDARDS

To assist in deciding to pursue this program, the following is a general overview of the physical requirements, working conditions and job duties of a Diagnostic Medical Sonographer.

Diagnostic Medical Sonographers use specialized equipment to create images of structures inside the human body to help physicians make a medical diagnosis. This process involves placing a small device called a transducer against the patient's skin near the body area to be imaged. It sends high frequency sound waves into the body that reflect to the transducer from internal structures.

Sonography is usually performed in small, dark exam rooms, at patient bedsides, in emergency rooms or operating rooms. Sonographers may be required to work various shifts to provide 24-hour coverage, including early morning day, evening, and night shifts. Shifts may be 8, 10 or 12 hours in length. Some facilities will also require sonographers to be on call.

Sonographers must be able to tolerate physical and emotional stress while still being able to function effectively and compassionately with sick and injured patients. The sonographer must be able to conceptualize and comprehend the multi-dimensional screen.

Diagnostic Medical Sonographers are expected to have the ability to:

- Communicate clearly, promptly, and effectively via speech, reading and writing in English

- Regularly talk and hear
- Regularly stand, walk, sit, kneel, squat, bend/stoop, use hands and fingers to handle or feel
- Routinely push/pull with good body mechanics: 20 lbs. constantly (67-100%), over 50 lbs. frequently (34-66%), and over 100 lbs. occasionally (0-33%)
- Routinely lift, carry and/or move using good body mechanics: 10 lbs. constantly (67-100%), 25 lbs. frequently (34-66%), and 50 lbs. occasionally (0-33%)
- Have full use of both hands, wrists, and shoulders to perform fine and gross activities, manipulate or handle objects and operate equipment
- Assist patients on and off exam tables
- Distinguish audible sounds
- Distinguish multiple shades of grey and color

Source: www.sdms.org and local job descriptions

TUITION

Diagnostic Medical Sonography courses are subject to a different tuition rate than general courses. See website for current rates.

<https://www.triton.edu/admissions-aid/tuition/>

Academic Policies & Conduct

ACADEMIC CONDUCT POLICY

Academic dishonesty, cheating, and plagiarism will not be tolerated. Any appearance of cheating or plagiarism will result in sanctions for all individuals involved.

- First Offense: Grade of zero on the assignment and academic counseling by the instructor and/or program coordinator.
- Second Offense: Grade of zero on the assignment and suspension from the program until completion of an academic counseling meeting with the Dean of Health Careers and Public Service Programs.

- Third Offense: Academic dismissal from Triton College.

More serious sanctions may be imposed according to the severity of the offense. This policy is in alignment with Triton College Board Policy 5208:

https://www.triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5208.pdf

ACADEMIC PROGRESS / GRADE DISSEMINATION

Students must complete all courses in the Diagnostic Medical Sonography program with a grade of “C” or higher to continue in the program.

Unofficial grades may be accessed at any time through Blackboard. The final (official) grade is posted in the student portal.

Late Assignments:

- Homework and other take-home assignments must be completed prior to the start of class and are due at the beginning of class.
- Late assignments will not be accepted under any circumstance.
- It is the student’s responsibility to plan beforehand if unable to attend class when homework, projects, current events, presentations, or other assignments are due.

AI INTEGRATION STATEMENT FOR ASSIGNMENTS

- Ethical Use of AI: When incorporating AI tools or technologies into your assignments, ensure that their usage aligns with ethical standards. Avoid any use that may lead to biases, discrimination, or unethical outcomes.
- Transparency: Clearly document and explain the use of AI in your assignments. If an AI tool generates results, provide insights into the methodology, algorithms, and parameters used.
- Original Input: While utilizing AI tools, your input and interpretation remain essential. Ensure that your understanding and analysis contribute significantly to the final output.

- Collaboration with AI: Collaborating with AI tools is allowed, but it should enhance your learning and understanding. Use AI as a tool to support your work, not as a substitute for your effort.
- Academic Integrity: Any use of AI that violates academic integrity, including the submission of work generated entirely by AI without meaningful input, is strictly prohibited.
- Understanding AI Output: If your assignment involves the interpretation of AI-generated results, demonstrate a clear understanding of the output and its implications. Do not rely solely on the AI without critical analysis.
- Technical Requirements: Follow any technical requirements or guidelines provided for integrating AI into your assignments. Ensure compatibility with the specified tools and platforms.

By engaging with AI in your assignments, you acknowledge and agree to adhere to these guidelines. Failure to comply may result in academic consequences.

ATTENDANCE AND PUNCTUALITY POLICY

- Refer to Board Policy 5206.
https://www.triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5206.pdf
- Students are expected to notify program and clinical site personnel (if applicable) at least 30 minutes prior to an absence or late arrival. Students may be terminated for excessive absences. Absences in the Diagnostic Medical Sonography courses are considered excessive when they exceed 3 clinical days or the number of weekly class meetings for courses.
- Attendance and punctuality are vital to success in the program. Students are expected to attend all scheduled meetings of each course. Arriving late or leaving early is a distraction to others and will not be tolerated.
- Absences, late arrivals (including returning late from break), or early departures can result in loss of points or credit for in class activities.

- Assignments, quizzes, and exams missed because of an absence, late arrival, or early departure cannot be made up. Completed assignments may be submitted for credit in advance of the due date.
- If a student arrives late when a quiz is underway, the student will be denied entrance into the classroom until the quiz has ended. The missed quiz cannot be made up.
- If a student arrives late for an exam, the student will be allowed to begin the exam and will have the time remaining for the scheduled time frame to complete it. If there is an exam a student cannot attend, the student must notify the instructor 1 hour prior to the exam starting. The student will need to take the exam prior to the next class session at 10% loss.

AUTOMATIC WITHDRAWAL POLICY

Students who do not withdraw officially from a course may receive a grade of "F" depending on the course progress or course attendance, which will become part of the student's permanent record. Students must withdraw from the course to avoid receiving a failing grade prior to the withdrawal date as outlined by the syllabus and set by Triton College policy. Students must consult with the Program Chairperson to withdraw from courses within the DMS program.

CELL PHONES AND ELECTRONIC DEVICE POLICY

The use of cell phones or other electronic devices is prohibited in the classroom unless the instructor issues permission to use the devices. These devices must be turned off prior to entering the classroom unless prior arrangements have been made with the instructor.

The use of cell phones in the clinical setting is prohibited. There are no exceptions to this policy. Cell phones must be stored in a secure area and not carried on your person while in the clinical setting. You may use your cell phone on scheduled breaks.

CONFIDENTIALITY

Patient Confidentiality

The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The Rule also gives patients' rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections. Students found to be in violation of the HIPAA Privacy Rule are subject to immediate dismissal from the program according to the guidelines found in the Triton College Student Handbook and are subject to fines and imprisonment from governmental regulatory authorities.

<https://www.hhs.gov/hipaa/for-professionals/privacy/index.html>

Student Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

<https://studentprivacy.ed.gov/ferpa>

COURSE REQUIREMENTS AND DESCRIPTIONS

All course requirements and descriptions can be found on the DMS webpage. See weblinks below for detailed information.

Degree: CURRICULUM DMS.DMS.AAS (C217E)

<https://triton.smartcatalogiq.com/2023-2024/triton-college-catalog/applied-science-programs/selective-admission-health-programs/diagnostic-medical-sonography/diagnostic-medical-sonography-associate-in-applied-science/>

Certificate: CURRICULUM DMS.DMS.CERT (C317E)

<https://triton.smartcatalogiq.com/2023-2024/triton-college-catalog/applied-science-programs/selective-admission-health-programs/diagnostic-medical-sonography/diagnostic-medical-sonography-certificate/>

DMS Course Descriptions

<https://triton.smartcatalogiq.com/2023-2024/triton-college-catalog/course-descriptions/dms-diagnostic-medical-sonography/>

DISMISSAL FROM PROGRAM

Students who fail to comply with Triton College policies, regulations, and rules will be subject to disciplinary action, including dismissal from the College. Disciplinary hearings will be facilitated through the Dean of Student Services office or designee and conducted by the Student Conduct Committee. The Student Conduct Committee will be appointed by the Vice President of Student Affairs and membership will be reviewed on an annual basis.

In cases of suspension or dismissal, the decision of the Student Conduct Committee may be grieved through the Student Life Committee. In cases which involve academic concerns, grievances will be initiated with the instructor, department chairperson, and academic dean. The decision of the academic dean is final.

A student accused of violating College policies and/or regulations may be diverted from the disciplinary process if it is determined that the student is suffering from a psychological disorder and, because of the psychological disorder, engages or threatens to engage in a behavior that poses a danger of causing physical harm to self or others, or would cause significant property damage or impedes the lawful activities of others.

GRADING SCALE

Points earned in the course are converted to the percentage and letter grade as shown in the chart below for final grades and transcripts. Note that this is the Allied Health scale and is different than general education courses.

Final Grade	Percentage
A	93 – 100%
B	85 – 92%
C	75 – 84%
D	68 – 74%
F	0 – 67%
I	Incomplete
W	Withdrawal

Students must pass all DMS courses with 75% or better for credit in the course and to move to the next term.

Grade of Incomplete: Refer to Board Policy 5202.

https://www.triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5202.pdf

GRADUATION REQUIREMENTS

All coursework must be completed with a grade of "C" or better to qualify for graduation.

Students enrolled in the DMS program at Triton College will complete 3 examinations throughout the program. The Sonographic Principles and Instrumentation (SPI) examination is completed during the DMS 200 course. The Abdominal (AB) and Obstetrics and Gynecology (OB/GYN) examinations are completed no sooner than 60 days prior to graduation. The cost of these examination is the responsibility of the student, and current rates are approximately \$275 per examination. Successful completion of all

3 examinations with a passing score of 555 or higher is a requirement for graduation.

A Graduation Petition Form must be completed and submitted with the required fee for graduation at the Cashier's Office located in the A Building. The Graduation Petition Form may be obtained at the Welcome Center or outside of the Admissions & Records Office; both offices are located in the B Building.

A. Requirements for Graduation: AAS Degree

1. Complete all Diagnostic Medical Sonography coursework with a minimum grade of a "C" or "P".
2. Complete required related courses with a minimum grade of a "C", DMS 100 or PHY 100, BIS 241 and 242, RHT 101 and 102, AHL 120, MAT 110, HTH 281(First Aid), Humanities, Social/Behavioral science and SPE 101 or their equivalents.
3. Maintain a 2.0 minimum GPA throughout the entire program.
4. Fulfill all other stated graduation requirements as specified by the Triton College catalog.

B. Requirements for Graduation: Certificate

1. Complete all Diagnostic Medical Sonography courses with a minimum grade of a "C" or "P".
2. Maintain a 2.0 minimum GPA throughout the entire program.
3. Fulfill all other stated graduation requirements as specified by the Triton College catalog.

GRIEVANCE POLICY

Due Process: Diagnostic Medical Sonography Program Grievance Procedure

1. Any grievance related to the Diagnostic Medical Sonography Program in general, must be submitted in writing to the Program Chairperson during the semester in which the grievance is perceived by the student.

2. The Program Chairperson will respond to the grievance in writing within five working days.
3. If the Program Chairperson's response fails to resolve the grievance or complaint, the student may appeal in writing within five working days to the Dean of Health Careers and Public Services, who will, within ten working days, respond in writing to the student.
4. The Dean of Health Careers and Public Services will respond in writing to the student and all concerned parties within ten working days of receiving the student's written grievance. The decision of the Dean of Health Careers and Public Services is final.

Clinical Site Grievance

1. If a student has a grievance related to a clinical site, the student must contact the site's Clinical Preceptor and the Diagnostic Medical Sonography's Program Chairperson. The incident must be within five (5) working days. The Program Chairperson may involve the Dean of Health Careers and Public Services. The Program faculty will make every effort to resolve the student's problem at the program level and will notify student of any decision or action taken within five (5) working days of the reported incident.
2. The student may appeal to the Dean of Health Careers and Public Services within five (5) working days after notification of the Program Chairperson's decision. Within ten (10) working days, the Dean of Health Careers and Public Services will submit a written decision to the student and all concerned parties. The decision of the Dean of Health Careers and Public Services is final.
3. In the event that a clinical affiliate has a problem with a student's conduct at the site, the terms of the contract between the college and the affiliate will apply. (Cooperative Agreement Section III E, F, and H)

Triton College will comply with the removal of a student from the assigned clinical site, if after a conference, it is the opinion of the

assigned clinical site, that the student's performance or conduct is detrimental to the patients or hospital personnel.

4. Discipline, while enrolled in a clinical experience at the facility, students will be subject to applicable policies of the Affiliate. Each party will be responsible for enforcing all applicable policies including that of the other party.
5. Students shall be dismissed from participation in the clinical experience only after the appropriate disciplinary policies and procedures of the Institution have been followed; however, the Affiliate may immediately remove from the premises any student who poses an immediate threat or danger. In either event, the due process policy for disciplinary actions will be followed as outlined above.

PROFESSIONAL BEHAVIOR

It is the goal of this program to prepare individuals for the professional work environment. It is necessary to create a positive atmosphere of camaraderie and mutual respect. Each student is a representative of Triton College and the Diagnostic Medical Sonography Program on campus, in the community, and in the clinical setting. For this reason, appropriate professional behavior will be emphasized.

- Use of foul and/or offensive language will not be tolerated. Verbal abuse of any student or instructor, whether present or not, will not be tolerated.
- All students will be expected to always maintain a professional attitude.
- Disrespectful behavior of any kind is not appropriate in a professional environment.
- If a student has a concern or other grievance, they are encouraged to speak with the other students involved or with the instructor after class or during conference hours.
- The use of cell phones or other electronic communication devices is prohibited in the classroom unless the instructor issues permission to use

the devices. These devices must be turned off prior to entering the classroom unless prior arrangements have been made with the instructor.

- During exams, you must always remain in your seat. You may not leave the room for any reason.
- Failure to comply with these standards will be dealt with on an individual basis, and consequences are left to the discretion of the instructor.

PROGRAM POLICIES

Policies contained within this handbook are in addition to all current rules, regulations, and other requirements set forth by Triton College. It is expected that the policies are followed as established and exceptions will not be made. Therefore, it is imperative that if these policies cannot be met, effective communication must take place with the instructor. Examples of communication would be prior notification of absence, turning in work early if unable to attend class, etc. It is the goal of the instructor to maintain a positive and cooperative working environment in which each student will be able to meet their fullest potential.

READMISSION POLICY

Readmission is based on faculty and clinical instructor review, clinical evaluations, a cumulative grade point average of 2.5 or greater, and evidence of the applicant's efforts to strengthen areas of weakness.

- Readmitted students must follow the curriculum in place at the time of their return to the program and all courses must be in compliance with expiration dates according to the Diagnostic Medical Sonography admissions policy.
- The Diagnostic Medical Sonography program reserves the right to test students (including lab testing from the Program Coordinator, Clinical Coordinator and Clinical Instructor) on content previously acquired to ensure a successful transition back into the program.

- Program enrollment is limited by clinical education settings capacity and readmission will be considered only if there are positions available within the class.
- Students shall be limited to two opportunities for successful completion of the Diagnostic Medical Sonography program.
- Readmission is allowed once and must occur within one year of exiting the program. After one year, the student must re-apply according to the DMS admissions process.

Steps to be considered for readmission

1. Applicants must reapply to the program by completing the DMS Readmission Form prior to the start of the next semester following failure or withdrawal. The form can be obtained from the DMS chairperson.
2. Student must have at least a 2.5 GPA to be considered for readmission.
3. Requirements of re-admission may include challenge exams and/or competency checkoffs (based on length of time out of program). Students are encouraged to audit classes to improve the chances of success on challenge exams and checkoffs.
4. Acceptance into the program is NOT guaranteed and is based on requirements regarding clinical assignment ratio.
5. If readmitted, the student will receive a letter from the Program Coordinator/Clinical Coordinator detailing requirements of readmission.

Student Readmission Criteria Based on Semester

1st Semester Withdrawal (Fall)

1. You will need to reapply for admission with normal applicants provided you were not removed for behavioral issues.
2. If you are entering and have completed any courses, you must take the final exam and demonstrate any skills that were required within those courses to avoid repeating
3. Students starting over will be placed on a list and will be evaluated on the January 15th deadline for readmission. They will gain readmission only if there are not enough qualified candidates or a qualified candidate declines their seat at that time.

2nd Semester Withdrawal (Spring)

You will be given a chance to test back into the program if the following criteria are met:

1. There is a seat available
2. You have passed the readmissions test for DMS 101, DMS 106, and DMS 121
3. You successfully complete a Renal Scanning Protocol with a passing score of 75% or better

3rd Semester Withdrawal (Summer)

You will be given a chance to test back into the program if the following criteria are met:

1. There is a seat available
2. You have passed the readmissions test for DMS 102 and DMS 110
3. You successfully complete a Liver Scanning Protocol with a passing score of 75% or better
4. You were not removed from a clinical site
5. You were in good standing in all courses at the time of withdrawal

4th Semester Withdrawal (Fall)

You will be given a chance to test back into the program if the following criteria are met:

1. There is a seat available
2. You have passed the readmissions test for DMS 135 and DMS 136
3. You have successfully completed DMS 131
4. You were not removed from a clinical site
5. You were in good standing in all courses at the time of withdrawal

5th Semester Withdrawal (Spring)

You will be given a chance to test back into the program if the following criteria are met:

1. There is a seat available
2. You have passed the readmissions test for DMS 146 and DMS 201
3. You have successfully completed DMS 131 and DMS 141
4. You were not removed from a clinical site

5. You were in good standing in all courses at the time of withdrawal

Please note that a student is only allowed one readmission into the program. Should a student be withdrawn, return to the program and be withdrawn again, they will not be eligible for readmission at any time. Should a student be withdrawn for a behavioral or clinical reason, they will never be allowed to reapply to the Triton College Diagnostic Medical Sonography program.

Readmission is contingent on an available seat and is not guaranteed. All readmit students will be placed on a waiting list and offered a seat only once all qualified candidates have been offered a seat only if one is available or if a qualified candidate declines their seat.

Student Conduct & Campus Policies

ALCOHOL AND DRUG POLICY

Triton College / Student Policy for Drug-Free Campus

It is the policy of Triton College to provide a "drug-free" campus environment as defined by college policy as approved by the Board of Trustees. The college policy is made available to all students via the student handbook and is disseminated throughout the college community.

Triton College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance within the campus environment. Appropriate sanctions include but are not limited to:

1. Required participation in an approved chemical dependency program provided by the Student Assistance Plan (SAP)
2. Disciplinary warning
3. Suspension
4. Dismissal

Such sanctions will be imposed on students found to be in violation of this policy.

Substance abuse counseling is available via the Student Assistance Program. Information regarding the Student Assistance Program is available from the

Counseling department. Additional information regarding the dangers of drug abuse is available in the Counseling Center, Triton College Library and Health Services.

Alcoholic Beverage Policy

The use of alcohol at college functions is inconsistent with the institution's endorsement of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and its Drug-Free Campus Policy.

Alcoholic beverages may not be served on the Triton College premises except for instructional purposes (i.e., hospitality industry management and/or associated programming).

E-MAIL

Triton dedicated e-mail is the official method of communication. Be sure to check your Triton College e-mail account daily and respond to any messages (as needed) within 24-48 hours.

FOOD AND DRINK

- Absolutely no food and/or drinks (other than plain water in its original container) will be allowed in the classroom.
- No food and/or drinks of any kind will be allowed in the lab.
- Chewing gum is strictly prohibited.

LIGHT DUTY / MEDICAL RESTRICTIONS POLICY

No light duty or medical restrictions are allowed for students that participate in the lab or clinical setting. For the safety of all students, faculty, clinical affiliates, and patients, all students that are participating in lab or clinical must have a full medical release.

PREGNANCY POLICY

Students are encouraged to notify the Program Chair immediately upon pregnancy. This will allow for the opportunity for the student to be informed of all options in proceeding with the program. Specific details of student return will be determined on an individual basis. A minimum of six weeks post-delivery is required for return to clinical and a physician note of full release with no limitations is required for clinical re-entry.

SOCIAL MEDIA

When participating in online social networking, the lines between public and private, personal, and professional can become blurred. By identifying yourself as a representative of the Triton College Diagnostic Medical Sonography program or as a representative of a clinical agency, you are creating perceptions about the school, clinical agency, and your expertise. Students must recognize that they are contributing to the global image of the sonographer profession when posting to social networking sites. Even when students intend for social media postings to be “private,” they should be aware that privacy does not apply in the same way to social networking. Anything posted to a social media site is potentially open to public viewing, creating possible unintended outcomes. Deleting material does not always prevent access to it. Diagnostic Medical Sonography students must maintain strict adherence to standards of professionalism when posting to social media sites.

Additionally, students must maintain strict adherence to privacy and confidentiality standards and should be familiar with the Health Insurance Portability and Accountability Act (HIPAA). Students have a duty to report any breach of confidentiality or privacy, either of their own volition or by others, to the appropriate department faculty member. Inadvertent or intentional breaches of confidentiality can occur through comments about patients and/or patient family members, posting stories about what happened in clinical or classroom experiences. Posting a comment to another person’s post that may identify a patient, clinical agency or family member is also a potential breach, so while someone else may be originator of the post, your

comment links you to the violation as well. Students found to be in violation of the HIPAA Privacy Rule are subject to immediate dismissal from the program according to the guidelines found in the Triton College Student Handbook and are subject to fines and imprisonment from governmental regulatory authorities.

Student Resources & Support

ACADEMIC SUCCESS CENTER (ASC)

Services include individual and small-group tutoring, academic study skills, and college life skills workshops.

Location: room A-106, on the lower level of the Learning Resource Center (library).

For information or to schedule an appointment, call the ASC staff at 708-456-0300, extension 3341.

ADVISING

The Academic Advising Department at Triton College proactively supports and empowers students to develop and achieve their educational and career goals.

Advising at Triton College is an interactive partnership between advisors and students. Advisors facilitate a smooth transition for incoming students through course placement, registration, academic planning, and assistance with obtaining relevant information and services. Advisors nurture students' academic habits such as goal setting and attainment, self-awareness, and responsible decision making.

Advisors are assigned based on the first letter of each student's last name. To schedule an appointment with an advisor, please click [HERE](#).

CENTER FOR ACCESS AND ACCOMMODATIVE SERVICES (CAAS)

The CAAS can assess your needs as a student, make academic accommodations, coordinate access services, and provide advocacy referral services. Students with medical, physical, sensory, or learning disabilities who are participating in academic and continuing education programs at Triton College can benefit from these services.

Location: A-125 and A-141

For Information: Call the CAAS staff at 708-456-0300, extension 3854 or 3917

COUNSELING AND WELLNESS

Counselors empower individuals to identify and achieve personal, academic and career goals. Counselors promote wellness and provide innovative student-centered services to meet the diverse needs of our community. They help students become oriented with the college and the campus, identify interests and skills to assist in selecting a major and a career choice, deal with personal concerns in a private and confidential setting and help locate appropriate resources for assistance. A counselor is assigned to each program, so you have your own counselor. Scheduling an appointment can be done online: <https://www.triton.edu/students/counseling/>.

Locations: D-122 and B-120

For information, call the Counseling Department at 708.456.0300 ext. 3588, stop in D-122 or email counsel@triton.edu.

EDUCATIONAL TECHNOLOGY RESOURCE CENTER (ETRC)

Resources include computers for drafting papers, color printers, Microsoft Office products, and internet access. Limited tutoring is available. Please contact the ETRC for more detailed information.

Location: A Building (Room A-100)

For Information: Call the ETRC staff at 708-456-0300, extension 3361.

HELP DESK

For questions, comments, concerns or to report problems regarding hardware and software, contact the Triton College Help Desk at (708) 456-0300, Ext.3527, or email helpdesk@triton.edu. Help Desk personnel are available:

Monday - Thursday: 7:30 a.m. - 8:00 p.m.

Friday: 8:00 a.m. - 4:00 p.m.

Saturday: 8:00 a.m. - 1:00 p.m.

Sunday: Closed

Additional information can be found at:

<https://www.triton.edu/about/dept/non-academic/help-deskdesktop-solutions/>

LIBRARY / LEARNING RESOURCE CENTER

Resources include over 75,000 books and other materials, 450 current periodicals, e-books, and online indexes to journal articles. Website (including hours): <https://library.triton.edu/home>. Computers and printers are available for research purposes. Also available are group study rooms and laptop computers (HP & Mac) free of charge with current Triton College and State ID.

Location: The northern end of the Learning Resource Building - A Building on the campus map.

For Information: Please call the library staff at 708-456-0300; Reference Desk: Extension 3698 or 3154; Circulation Desk: Extension 3215

Professional and Behavioral Skills

AFFECTIVE TRAITS

The sonographer must possess various personal and professional characteristics. Each student will be evaluated on the following characteristics throughout the entire program. These objectives are of an ongoing, continuous nature and should be internalized as part of the students' professional value system. A pattern of unsatisfactory ratings in any of these characteristics will be grounds for a grade reduction or dismissal from the program.

ATTITUDE

The student will demonstrate a proper attitude by always being receptive to constructive criticism.

The student will demonstrate a proper attitude toward work by being willing to accept and expeditiously carry out instructions and directions from supervisors, staff, and faculty.

The student will further demonstrate a proper attitude by always displaying tact, keeping conversations professional in all settings, and displaying mature adult behavior.

CODE OF ETHICS

The Code of Ethics for Diagnostic Medical Sonographers is found on the Society for Diagnostic Medical Sonographers (SDMS) webpage (<https://www.sdms.org/about/who-we-are/code-of-ethics>). The goal is quoted below:

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.

Students are expected to review, understand, and abide by the Code of Ethics as outlined by the SDMS.

DEPENDABILITY

The student will demonstrate a high degree of dependability by always being punctual and never being absent.

The student will adhere to the following guidelines during their assigned clinical rotation:

- Calling the clinical instructor at their assigned site, Clinical Coordinator or Program Director by the starting time when unable to come in.
- Obtaining proper authorization and complete paperwork when requesting time off.
- Refraining from taking time off for issues that can be taken care of outside of clinical education time.
- Always letting his/her immediate supervisor aware of his/her location.
- Always following through with his/her assigned responsibilities in the department.
- Properly maintaining clinical paperwork.
- Understanding and adhering to the attendance policy throughout their clinical rotation.

INTERPERSONAL RELATIONSHIPS

The student will demonstrate a high level of interpersonal relationships by getting along with others.

The student will demonstrate a high level of interpersonal relationships by demonstrating teamwork and being cooperative with other students, staff, and faculty.

The student will demonstrate a high level of interpersonal relationships by being respectful of others and avoid being argumentative.

MOTIVATION & INITIATIVE

The student will always demonstrate a high degree of motivation and initiative by seeking out unfamiliar and difficult exams.

The student will always demonstrate a high degree of industry and energy by doing all procedures expected of him/her, as well as seeking work to be done.

The student will demonstrate motivation by showing a desire to complete the clinical objectives.

PATIENT CARE

The student will demonstrate compassion for patients by always making them feel as comfortable as possible, both physically and mentally.

The student will demonstrate his/her concern for the patient by explaining delays, being courteous, referring to their patients in a proper manner, demonstrating respect toward all patients, monitoring patient condition and assisting the patient when possible.

The student will demonstrate a good working rapport with his/her patient.

Clinical Education

PURPOSE OF CLINICAL EDUCATION

The purpose of clinical education is to provide meaningful, well-balanced clinical experiences for student sonographers. This experience will be structured to provide and ensure uniformity among affiliate institutions.

APPEARANCE AND DRESS CODE

Overview: College faculty and the clinical facility establish the Triton College dress code. The personal appearance of the DMS students should

reflect pride in themselves and their profession. All students are expected to follow this policy, and those not in compliance may be sent home or face disciplinary consequences.

Identification: At clinical sites, the Triton College program identification badge must be worn on the outermost layer of clothing. It must also be worn when representing Triton College off campus. Students must also comply with any additional identification requirements required by the clinical affiliate, such as hospital ID badges.

The distinction between student and employee must be kept clear. No hospital-branded attire is allowed. Additionally, students should verbally identify themselves as such to patients.

Guidelines:

- Students must wear an appropriate navy scrub top and scrub pants. If preferred, they may add an approved navy scrub jacket or white lab coat with length to the thigh. Only plain, no-frills styles are allowed. The clinical coordinator will provide more information on suitable uniform appearances.
- The uniform must be clean, freshly laundered, and free of excessive wear or wrinkles.
- Shoes are allowed in white, black, or navy. They must have closed toes, low heels, and nonskid soles. Athletic shoes are acceptable if there is no mesh or contrasting colors.
- Hair must be clean, neat, and worn off the shoulder. Shoulder-length hair or longer must be fastened back or worn up. When leaning forward, it should not fall towards the patient's face.
- Beards and mustaches must be kept trimmed, clean, and neat.
- Perfumes, aftershaves, and scented lotions should be avoided. Strong scents can be disturbing to ill and pregnant patients.
- No cigarette or other odors are allowed.
- Makeup and jewelry should be conservative and professional.
- Fingernails should be kept short and clean. Long nails can be a source of injury and infection to the patient and student. Artificial nails are prohibited. Nail polish is allowed in muted shades only.

- Offensive or risqué tattoos must be covered.
- Visible body piercings in locations other than the earlobe may not be allowed.
- The student should follow any additional clinical site preferences regarding appearance.

BEHAVIORAL PERFORMANCE CONCERN PROCEDURE

When a student is rotating at a clinical site, they must follow the rules and regulations of that affiliating institution, in addition to those of Triton College. This is in accordance with the affiliation agreement signed by a representative of Triton College and the affiliating agency. If a student does not comply, the following procedures will be observed.

Informal Resolution

- When inappropriate behavior is observed in the clinical area by the Clinical Supervisor or is reported by the agency staff, the clinical supervisor must inform the student of the incident immediately, as well as the Program Chair, Clinical Coordinator, and/or Academic Dean.
- The instructor must review the student's past clinical records to determine if the unacceptable behavior is a first or repeated offense. If it is a repeated offense, the instructor may invoke the formal procedure.
- Documentation of the inappropriate behavior must be presented to the student at a conference, which may be held at the clinical agency or Triton College. A corrective plan for resolving the problem must be presented to the student.
- Afterwards, the student will be expected to behave in an acceptable and appropriate manner, as outlined in the corrective plan. If the student's unacceptable behavior persists, then the formal procedure will be followed.

Formal Resolution

- When a student continues to demonstrate inappropriate behavior, and the student's records indicate repeated noncompliance with the rules and regulations of the agency and/or Triton College, the faculty must file a Triton College incident report. The faculty member must refer the incident report to the Academic Dean and Program Chair.
- A formal report must be sent to the Vice President of Student Affairs, with a copy of the incident report, at the earliest possible time.
- Formal disciplinary action may be invoked by the Vice President of Student Affairs in accordance with the Student Handbook.
- A copy of the incident report must be filed in the student's records, both in the academic and student affairs areas.
- The student may file a grievance and appeal to the Vice President's decision by following the given procedures in the Student Handbook.

Critical Incident

A critical incident refers to a situation where the behavior or performance of a student in the clinical agency presents an immediate threat to the safety of the patient, self, or others as observed by the clinical instructor or staff.

- The student must be informed of the incident immediately and be temporarily removed from the clinical site by the clinical supervisor. The student may be suspended for up to three days or until a formal hearing occurs.
- The Program Chair and/or Academic Dean must be notified verbally of the incident as soon as possible. An incident report must be filled out and reviewed before it is submitted to the Vice President.
- The instructor must immediately send a formal notification of the incident to the V.P. using the Triton College Incident Report form. If the incident involved clinical staff, a report from the staff must also be submitted, utilizing their own incident report form. If an agency form is not available, the Triton College form may be used.
- The student must be scheduled for a hearing at the college with the V.P. or designee, as soon as possible, but in no case longer than three college

days. The instructor involved, Program Chair and Academic Dean will be notified of the scheduled hearing and will be in attendance.

- The decision of whether to readmit the student to the clinical area will be made after the hearing by the V.P. or designee and will render a decision on the appropriate level of discipline.
- If the student can return to the clinical agency, the clinical affiliate may request that the involved student not be reassigned to the same agency, as stated in the contractual agreement with the clinical affiliate. In this case, all possible efforts will be made by the Clinical Coordinator and/or Program Chair to reassign the student to another facility if available. If the student is unable to be reassigned to another clinical facility, the student is subject to termination of the course with an incomplete grade. Removal of the incomplete grade must be done the next time the course is offered and completed. Should all clinical affiliates refuse to accept the student, the student must be removed from the program.
- The student may file a grievance and appeal the V.P. decision by following the procedures found in the Student Handbook, Section III: Student Disciplinary Procedures, sections E through H.
- If there is evidence that the student is suffering from a mental disorder, the Standards and Procedures for Voluntary and Mandatory Withdrawal in the Student Handbook must be followed.

CLINICAL ASSIGNMENTS

Clinical sites are assigned to students each semester. These are located throughout Chicago and the surrounding areas. Though consideration is given to your current address, support of student needs and exposure take priority in student clinical assignments.

Clinical rotation assignments are determined by the Program Coordinator and Clinical Coordinator. The decision is made by factoring in the following:

1. Availability of clinical affiliates
2. Number of students
3. Educational goals

4. Previous clinical rotation, where warranted

Clinical assignments must be made to meet the educational objectives and cannot be made to accommodate the student's personal needs. Assignments may be changed where warranted.

CLINICAL ATTENDANCE POLICY

- Absence from clinicals should be avoided, except for illness and emergency situations.
- Any absences or tardiness must be logged in the Trajecsys system and reported to the clinical supervisor at your assigned site, as well as the Program Chair and Clinical Coordinator by email: heatheramwoza@triton.edu and jeffreypasieka@triton.edu and the clinical site visitor assigned to you. Failure to do so will result in disciplinary action.
- Three tardies will constitute for one absence.
- Each absence will be required to be made up in accordance with the number of absences. Example: 1st absence = 1 day to make up-no penalty; 2nd absence = 3 days to be made up-penalty, 3rd absence = 5 days to be made up-penalty
- Students are not allowed to change their assigned clinical times or days without prior approval by the Program Coordinator or Clinical Coordinator.
- Requests for missing clinicals for personal reasons must be submitted at least 1 week in advance with the time missed being equal to the time made up.
- Make up days will be added on at the end of the semester, unless otherwise arranged, with approval by the Program Director, Clinical Coordinator & clinical site.

- Excessive absences (more than 2 a semester) will result in a probationary status for the current and following clinical rotation and may result in termination from the program.
- Absences resulting from emergency situations will be dealt with on an individual basis by the Program Director & Clinical Coordinator.

CLINICAL DOCUMENTATION AND GRADING

These procedures were developed for encouraging continuous interchange between clinical instructors and students to help the students meet the set expectations of clinical performance.

Clinical education is an integral component of most health care programs. In the DMS program, students learn in a confined format of the classroom, school laboratory, and clinical practice. This design is meant to develop safe and effective sonographers. In the clinical setting, the patient's welfare and safety must be considered. Therefore, it is important for students and faculty to follow procedures that are objective, consistent, and fair when the students' clinical performance is evaluated. In the clinical setting, the clinical supervisor views the students' performance and provides feedback about the quality of their performance. The students will also maintain performance logs which document their involvement with exams. Assessments will be completed throughout the clinical process, and students will be informed of any concerns or unsatisfactory evaluations relating to their clinical performance.

Clinical Paperwork / Documentation

The student must keep paperwork up to date. The following paperwork must be obtained for each clinical rotation:

Attendance

Attendance is to be logged into the Trajecsyst system. Students are required to clock in and out at their clinical site, preferably at a hospital computer or from their cell phone using hospital Wi-Fi. Time exceptions can be made in the Trajecsyst system, but this should not occur on a regular basis.

Daily Logs

The student will keep a daily log of all their exams in the Trajecsyst, tracking the types of exams and their level of performance. Accuracy is important, as this information will influence clinical rotations.

Weekly Objective Checklist

Weekly objective checklists are supplied for the student to track their progress through the rotation and to make sure appropriate progress and participation in clinical is occurring. The checklist is to be reviewed regularly by student.

Professional Skills Evaluation

At the end of DMS 131, this will be completed in Trajecsyst by the clinical instructor.

Midterm Evaluation

In DMS 141 and 151, these are completed in Trajecsyst by the clinical instructor. The student then reviews and submits them in Blackboard.

Final Evaluation

These are completed in Trajecsyst by the clinical instructor in DMS 131, 141, and 151. As with the midterm evaluation, the student reviews and submits them in Blackboard.

Self and Site Evaluation

The student will complete these in the Trajecsys system at the end of DMS 131, 141, and 151.

Proficiencies / Comps

These are completed studies that are accurate, diagnostic, and good quality, as affirmed by a site staff member. Students need a set number of these to pass their clinical courses. The forms are entered by clinical instructors in the Trajecsys system.

Procedures:

- After the student begins to complete an exam with minimal supervision, they can begin to work on obtaining a proficiency for it. The student must give the appropriate paperwork to the clinical instructor prior to the start of the exam. Students must meet the required number of proficiencies warranted for each clinical rotation, to move on.
- DMS 131: No proficiencies are required. Alternate goals will be provided.
- DMS 141/142: A minimum of 6 proficiencies (DMS 141) or 3 proficiencies (DMS 142) must be completed.
- DMS 151: All proficiencies must be completed, as outlined in the graduation section of the program handbook.

CLINICAL PREREQUISITES

Bloodborne Pathogens / OSHA Training

All students in the DMS program must complete DMS 106 (Introduction to Principles & Procedures in Sonography) with a “C” or better. This course covers bloodborne pathogens and communicable diseases. Students must view the OSHA, Aseptic Technique, and other various related audiovisual materials given within these courses. Students will be informed of the risks and instructed on ways to protect themselves.

CastleBranch



Diagnostic Medical Sonography students use a service called CastleBranch to track their clinical eligibility requirements. Information on how to create an account, place an order, and pay the related fees will be provided prior to entry in the clinical setting.

No student will be allowed to participate in the clinical setting without meeting and maintaining their clinical eligibility requirements through graduation. This includes Basic Life Support CPR certification from the American Heart Association, a background check, drug and alcohol screening, immunizations, health requirements, and any additional information required by the clinical site.

Conditions that Cause Loss of Consciousness

Any applicant to the clinical portions of Health Career programs who is afflicted with epilepsy or any other condition that causes loss of consciousness or otherwise may impair his/her ability to perform will furnish the Office of the Dean of Health Careers with a verified statement from a licensed physician to the effect that the applicant's condition does not pose a direct health or safety threat or significant risk to the student, patients, hospital staff or others in the Health Career program or clinical facility.

In addition, the applicant will agree to remain under the care of a physician and follow the treatment as prescribed. Furthermore, each applicant's physician must report immediately to the College any change in the applicant's ability to function safely in the clinical portion of the program. Any default in this agreement will constitute cause for the removal of the student from the clinical portion of the program.

CPR Card

Specifically, a Basic Life Support CPR card from the American Heart Association is required. This certification must be renewed and kept current throughout the program. Other types of CPR and other providers are not accepted.

Drug and Alcohol Screening

A negative 10-panel drug screen and alcohol test are a preclinical requirement.

Health Records/Requirements

All health requirements and records are submitted using the CastleBranch system. The designated due dates will be assigned by program faculty.

Injury or Illness Occurring at Clinical Facility Protocol

- Inform your preceptor and clinical instructor of any injury or illness occurring at the clinical facility as soon as possible. Incident reports will be generated by both facility and college personnel according to protocol.
- According to the severity of the injury or illness, the student must be attended to immediately in the facility emergency department. Per the Triton College Clinical Affiliation Agreement, “The clinical affiliate shall provide emergency medical care in cases of accidents occurring on duty; however, all students are responsible for their own medical fees in cases of illness.” Costs related to the student’s care will be assigned to the student’s hospitalization insurance.
- A student involved in an exposure incident must receive appropriate laboratory testing and treatment immediately. A student’s decision to decline treatment or seek treatment at another facility must be obtained in writing.
- The injury/accident must be reported, by phone, to the Program Chair or Clinical Coordinator as soon as possible.

- An incident report must be submitted by the individual directly supervising the student at the time of the injury/accident, utilizing the clinical affiliate's incident report form. A copy must be given to the Program Chair or Clinical Coordinator to be kept in the student's file. The Triton College Health Service will be notified and be given all appropriate paperwork.

Malpractice Insurance

Malpractice insurance is paid for by part of lab fees when registering for clinical practice. Coverage for malpractice is arranged through the college business office.

Meals

Coffee breaks, lunch, and dinner schedules will be assigned at the discretion of the clinical instructor when students are on clinical assignments. Abuse of allotted time may result in deduction of clinical hours completed and other consequences.

Physical Examination and Health Requirements

COVID and Flu Vaccination

Prior to starting clinical rotations, you must submit evidence of receiving a complete COVID series and remain up to date as defined by the CDC prior. Students will continue to maintain their vaccination status through the course of their enrollment in the DMS program, as required by the clinical affiliation agreements. Any student not in compliance with the current vaccination requirements will not be allowed to participate in the clinical setting.

The student will receive the annual flu vaccination in the fall of the senior year, while enrolled in clinical courses. Per clinical affiliate agreements and requirements, there are no exceptions for this vaccination.

Hospitalization Insurance

You are responsible for continuous health and hospitalization insurance coverage during your enrollment in the program. You must provide proof of this insurance to program personnel.

Medical & Psychological Conditions / Pregnancy & Postpartum

Some students may have a medical and/or psychological condition which requires restrictions, including lifting restrictions, pregnancy, or postpartum status. These students must provide written documentation from a treating provider regarding the condition and the necessary restrictions in the classroom and clinical components of the program. **Due to the nature of our work, students will not be allowed to participate in any lab or clinical activities until they have a full release and clearance from their physician. Students are allowed to continue in classroom-based course work.**

The physical examination form and the health/hospitalization form should be completed and submitted through the CastleBranch system by the dates given by the Program and Clinical Coordinator. The physical examination form and health/hospitalization form are valid for one academic year.

Physical Exam

You are required to have a “school physical exam,” which is less comprehensive than a traditional “adult physical.” School physicals are valid for 2 years while in the same health career program.

QuantiferON Gold (QFT) Tuberculosis Test

This must be completed in the designated window prior to starting clinicals. It must be kept current, necessitating a second QFT test within 365 days. The QFT is a blood test used to detect *Mycobacterium tuberculosis*, the bacteria that causes tuberculosis (TB). QFT is a modern alternative to the tuberculin skin test (TST, PPD or Mantoux). Unlike the TST, QFT is a

controlled laboratory test that requires one visit and is unaffected by previous Bacille Calmette-Guerin (BCG) vaccination.

Tdap

You must submit evidence of receiving a Tetanus, Diphtheria, and Pertussis (Tdap) Booster within 8 years of the start of your clinical rotation.

Titers

Titers are laboratory results that confirm immunity against viruses found in the blood, such as measles, mumps, rubella, varicella, and hepatitis B. The presence of IgG antibodies (not IgM antibodies) indicates a history of past exposure to the virus or vaccination. A positive IgG result indicates that the person tested should be immune to the virus.

Vaccination Requirements and Policy

Students are required to provide documentation of immunity and vaccination in accordance with clinical affiliate contracts and requirements. These vaccinations and titers have been outlined previously in this section of the DMS Program Handbook.

Vaccines

If your blood titers are not positive (and instead measure negative or equivocal), you must take steps to receive booster vaccines and re-titer. Students may attend their clinical rotation with evidence of receiving their first booster vaccine. The CDC recommends 2 live booster vaccines for healthcare personnel; for more information, visit:

<http://www.immunize.org/catg.d/p2017.pdf>

CLINICAL SITES REQUEST FOR REMOVAL

Clinical sites may request for a student to be removed from a clinical site. Documentation of this request will be made in writing to the Clinical Coordinator and Program Chair. The program may reassign a student to another clinical site, depending on circumstances.

POOR CLINICAL PERFORMANCE PROCEDURE

In the clinical setting, the normal teaching process includes considerable observation of the student's performance and feedback to the student regarding the quality of their performance. Therefore, it is the responsibility of the instructor and clinical supervisor to keep the student informed about the quality of their performance.

- The student must be informed in the event he/she does not meet approved standards of practice for a procedure or skill level within the designated timeframe for the learning period, as stated in the clinical objectives and syllabus.
- The student must be informed of an unsatisfactory performance at a conference to be held before or during the instructor's next scheduled conference. Documentation of the unsatisfactory clinical performance will be presented to the student in the form of the evaluation tool utilized.
- At the same conference, a corrective plan for the resolution of the unsatisfactory clinical performance, developed by the Clinical Coordinator and Program Chair, will be presented to the student. The activities outlined in the corrective plan must be appropriate for the area of deficiency. This may include but not limited to:
 1. Additional hours in the college laboratory
 2. Additional hours in the clinical setting
 3. Tutoring from instructors and/or peer tutors
 4. Receiving an "I" grade in clinical performance

The corrective plan will be signed by the student, Clinical Instructor, Clinical Coordinator, and Program Chair.

- Afterwards, a conference with the student will be held with the Program Chair and Clinical Coordinator to inform the student verbally and in writing if the expectations of satisfactory performance as specified in the corrective plan has or has not been met.
- In addition, a conference must be held to discuss the final evaluation and final course grade at the end of the grading period.
- If the student does not meet all the clinical objectives, a grade of an “F” will be given.
- If a student is not in agreement with the final grade, the student may follow the established grievance procedure in the Student Handbook.

TRANSPORTATION

Students will be responsible for providing their own transportation to attend clinical assignments.

WORK POLICY

The student may not act as a substitute for paid staff, and all clinical time must be served without monetary compensation.

All cooperative agreements with clinical affiliates contain the following statement: “Assure that students, while performing as such, will not replace members of the agency staff.” Therefore, no student can be employed by the clinical facility during their assigned clinical time.

Students may be employed after assigned clinical time. The college is in no way responsible for the student’s actions while working in this capacity.

DMS students are eligible to participate in the campus work-study program. Many students work off-campus after class hours. When it is determined that work schedules negatively impact their academic progress, students are referred to a counselor to assist them in working out a better schedule.

DMS certificate students can be employed in radiology while enrolled in the DMS program, working no more than 16 hours a week. This policy exists

because of the rigorous schedule of the program. This will assure that adequate time is available to dedicate to the students' education in sonography.

Clinical Proficiencies Required for Graduation

To graduate, the student will have to demonstrate proficiency in the following:

- Performing the following procedures, while demonstrating the proper anatomical structures, pathologic findings, and any normal variants.
 1. Complete Abdomen
 2. Liver
 3. Gallbladder
 4. Pancreas
 5. Renal
 6. Abdominal Aorta/IVC
 7. Spleen
 8. Abdomen with Doppler Application
 9. Non- Cardiac Chest
 10. Thyroid
 11. Scrotum
 12. Female pelvis (TA)
 13. Endovaginal
 14. 1st-trimester pregnancy
 15. 2nd/3rd-trimester pregnancy A
 16. 2nd/3rd-trimester pregnancy B
 17. 2nd/3rd-trimester pregnancy C
 18. 2nd/3rd-trimester pregnancy D
 19. Biophysical Profile

20. Abdominal Pathology
21. OB/Gyn Pathology
22. Sonographic Guided Procedure (assistance)

Examination Notes

***Abdomen with Doppler Applications:**

1. Color on all hepatic veins
2. Spectral on one of the hepatic veins
3. Color on MPV
4. Spectral on MPV
5. Perfusion to the right kidney if RUQ and both if abdomen complete

Non-Cardiac Chest

1. Liver and spleen image to evaluate for pleural effusion

OR

2. Thoracentesis

2nd/3rd Trimester OB Proficiencies

A. Biometry

- BPD
- HC
- AC
- FL

B. Anatomical Survey

- Head
- Cerebellum
- Cisterna Magnum
- Lateral Ventricle
- Chest
- Heart- position, size, 4CH, LVOT, RVOT, 3VV
- M-mode
- Diaphragm
- Abdomen
- Stomach
- Kidneys
- Bladder
- Cord insertion
- 3V cord

C. Skeletal Survey

- Upper Extremity
- Lower Extremity
- Spine

D. Placenta, Fluid

- Placenta location/grade
- AFI

At least one OB proficiency must be completed from each of the 2nd and 3rd trimesters.

Outcomes:

- Exercise discretion and judgment in the performance of sonographic procedures
- Be able to review pertinent patient history and medical data to facilitate optimum diagnostic results.
- Be able to understand and relate the basic principles of Ultrasound Physics and Instrumentation as they are used in the department setting.
- Not to have exceeded the number of allowed absences. Any days missed greater than the allowed days must have been documented and those hours would need to be made up.
- Fulfill all other stated graduation requirements as specified by the Triton College Catalog.

DMS Program Handbook Acknowledgement

Many students would like access to the Diagnostic Medical Sonography program. You have secured a position, but your continued eligibility will depend on adherence to program requirements.

The Diagnostic Medical Sonography program handbook is published to help you. However, the information in the handbook should not be regarded as an irrevocable contract between the student and the program. Program assessment is an ongoing process, and the Diagnostic Medical Sonography program reserves the right to make changes at any time in accordance with Triton College policies and procedures.

Code of Conduct

Appropriate behavior is expected in the classroom as well as the clinical setting.

Please review the Triton College Student Handbook for a full description. In addition, all policies and procedures outlined in the Diagnostic Medical Sonography Clinical Handbook must be read and followed to continue in the program.

Violations of any of the above will be met with disciplinary action.

Signature

I have read through all the policies in the Diagnostic Medical Sonography program handbook, and a Triton faculty member has reviewed it with me. By signing this document, I confirm that I understand all the rules and regulations outlined within it, and I agree to follow them.

Student signature: _____

Student printed name: _____

Reviewed and revised June 2024