



THE COLLEGE OF EAST TEXAS

Tyler Junior College  
DIAGNOSTIC MEDICAL SONOGRAPHY

STUDENT HANDBOOK

2018-2019

“A Professional Commitment”



Tyler Junior College  
Diagnostic Medical Sonography  
Student Handbook

2018

This handbook is designed to acquaint you with these policies and procedures of the Diagnostic Medical Sonography Program. Your review of the Handbook is part of your orientation to the Sonography Program. You will be held responsible for all of the contents; therefore, it should always be readily available for reference.

**Directions:**

1. Read the Student Handbook before the last orientation.
2. Request clarification, amplification or verification as needed at the 3<sup>rd</sup> orientation.
3. Sign the required forms (section IV) during the 3<sup>rd</sup> orientation (witness will be another student from your cohort).

*Tyler Junior College give equal consideration of all applicants for admission without regard to race, creed, color, national origin, sex, age, marital status or physical handicap.*

# **Diagnostic Medical Sonography Student Handbook**

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THE COLLEGE OF EAST TEXAS

# DIAGNOSTIC MEDICAL SONOGRAPHY

## Section I

### GENERAL INFORMATION

**TYLER JUNIOR COLLEGE  
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

**PHILOSOPHY**

The philosophy of the Tyler Junior College Diagnostic Medical Sonography Program reflects the Mission and Philosophy of the College by:

- Maintaining a high standard of excellence in education
- Creating an environment in which development of human potential is the highest priority
- Offering open access and equal opportunity for all qualified students
- Supporting upward mobility for all students
- Recognizing that prior educational experiences and successful work experience can form a valid basis for articulation
- Meeting the needs of business and industry for competency in a global marketplace
- Providing service to the community and opportunity for lifelong learning

The faculty of the Sonography program is responsible not only to support the mission and philosophy of the college, but also to insure continuous accreditation of the program and eligibility of the graduates to seek national registries. Therefore, program policies for placement, progression, and graduation of Sonography students will differ in specific instances from those of the College.

**The Diagnostic Medical Sonography Program Mission Statement**

The Diagnostic Medical Sonography Program at Tyler Junior College is committed to serve the local community and students in providing for the training of necessary job skills, and the proper education needed to fulfill the duties of a diagnostic medical sonographer. The program is also committed to graduate students capable of attaining the status of Registered Diagnostic Medical Sonographer. The program provides access and equal opportunity to all qualified individuals who apply.

The teaching-learning process is a shared responsibility between the faculty and the students. The faculty facilitates the process by defined content, establishing critical criteria, role modeling, providing opportunities for learning activities, and evaluating performance. The process is further facilitated with a movement from general to specific and simple to complex. The teaching learning process utilizes critical thinking, research findings, effective interpersonal communication, and a variety of instructional methodologies relevant to a changing society. Learning is a life-long experiential process, which involves the acquisition and synthesis of knowledge, skills and understanding. The learner must be an active participant to attain success.



## **GOALS AND OBJECTIVES**

The goal of this Program is to educate and develop skilled technologists in the field of Diagnostic Medical Sonography and to assist them in understanding the importance of their role on the allied health care team as they contribute to total patient care. The total program consists of a plan to prepare the potential technologists in a sixteen month Associate in Applied Science degree. Upon successful completion of the program, the students are eligible to apply for examinations in general physics, abdominal, and Ob/Gyn sonography as offered by the American Registry for Diagnostic Medical Sonographers (ARDMS). The Tyler Junior College Diagnostic Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

A balanced curriculum of general didactic and practicum courses offers the student an opportunity for cultural development, as well as occupational competence. Clinical sites include major hospitals, affiliates and clinics. Practicum sites will be assigned by the department chair and faculty.

The following specific objectives have been adopted by the Tyler Junior College Diagnostic Medical Sonography Program for its sixteen month program leading to an Associate in Applied Science degree:

1. Demonstration of practical application in the professional and technical aspects of patient care related to medical sonography.
2. Skills in demonstrating respect for interpersonal relationships, including moral and ethical responsibilities to increase effective communication and empathy for the patient.
3. Provision for an understanding of the goals, philosophies and organization of the sonography and affiliate diagnostic sonography departments; and an appreciation of the career in medical sonography through knowledge of medical history, as well as the evolution of sonographic technology and its professional organizations.
4. Proficiency in comprehending the principles of the various modalities of imaging available to the profession. Recognizing the common factors in the production of a sonographic image regardless of the imaging system used.
5. Ability to maintain and/or troubleshoot malfunctions in processing systems, evaluate sonograms for the presence of artifacts and correct or compensate for the cause.
6. Proficiency in applying the principles of structure and function within the human body. Comprehensive study of physiology of the various systems. Ability to correlate the anatomy from a sectional standpoint.
7. Ability to comprehend medical terminology, follow directions, and communicate effectively with others.
8. An understanding of disease entities and their influence on sonographic techniques, enabling the student to produce optimum diagnostic sonograms and insure effective care to the patient.

9. Familiarization with routine sonographic procedures and supplementary techniques such as radiology, conventional tomography, computerized axial tomography, angiography, nuclear medicine, radiation therapy, and magnetic resonance imaging.
10. Assure that both practicum and didactic education relate to practice needs, prepare competent and humane sonographers, and foster mutual appreciation and collaboration among the health professions.
11. Competence in cardiopulmonary resuscitation.
12. To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

## SCANS Skills Competencies

### The Secretary's Commission on Achieving Necessary Skills

#### **Statement of Workplace and Foundation Competencies**

Tyler Junior College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for this course:

#### **Common Workplace Competencies**

<b>Manage Resources:</b>	Time/Money/Materials/Space/Staff
<b>Exhibit Interpersonal Skills:</b>	Work on teams/Teach others/Serve customers/Lead work teams/Negotiate with others
<b>Work with Information:</b>	Acquire & evaluate data/Interpret & communicate data
<b>Apply Systems Knowledge:</b>	Work within social systems/Work within technological systems/Work within organizational systems/Monitor & correct system performance/Design & improve systems
<b>Use Technology:</b>	Select equipment and tools

#### **Foundation Skills**

<b>Demonstrate Basic Skills:</b>	Arithmetic & Mathematics/Speaking/Listening
<b>Demonstrate Thinking Skills:</b>	Creative thinking/Decision making/Problem solving/Thinking logically
<b>Exhibit Personal Qualities:</b>	Self-esteem/Self-management/Integrity

Due to an outcry from employers who say that students are not equipped to think critically, analyze information, make logical arguments or work as a team, the Secretary of United States Department of Labor has mandated that the above skills and specific competencies be integrated into all program curricula.

Good jobs will increasingly depend on people who can put knowledge to work. Good paying, unskilled jobs are not available. Workplace foundation skills and competencies are required in today's workforce.

Scans are listed on each syllabi after the required objectives.

You will be required to think, use logic and critically evaluate in this program. The Diagnostic Medical Sonography Program is not a 'flash card' memorization type of learning situation. The curriculum is designed to bring you to the realization of the above named skills and those listed in the document section. The program faculty endeavors to maintain the highest standards for your education.

## **INTRODUCTION and STANDARDS**

These student policies are developed by the Diagnostic Medical Sonography Program to maintain an environment conducive to learning, as well as for student progress. Each student is expected to read and comply with these policies so that high standards of education and student activity may be achieved. If the student does not meet the standards stated within this handbook, dismissal will occur.

### **EDUCATION REQUIREMENTS:**

Regular Eligibility: Candidates must have successfully completed prerequisites and core curriculum with a C or better. Applicants are selected by a point system.

### **SCOPE OF PRACTICE:**

Applicants for registration shall agree to perform the duties of a diagnostic medical sonographer only as directed by a duly qualified physician or sonographer and under no circumstances to give out oral or written diagnoses, or work independently, whether in a private office or institutional department. "Duly qualified physician or sonographer" refers to a physician or sonographer who has demonstrated education and training in the use and effect of ultrasound.

*The Practicum Affiliate facilities reserve the right to have students removed from their facilities if those students are undesirable or unacceptable according to those facilities' protocols and professional standards. (See Dismissal Policy)*

### **SCHOLASTIC HONESTY:**

The value of an academic degree depends on the absolute integrity of the work done by the student. It is imperative that all students maintain high standards of individual honor in their scholastic work (along with practicum experiences). Thus, scholastic honesty depends upon integrity, honor, self-responsibility and accountability for one's actions and work. Additionally, honesty includes student reporting as a necessary component. The recognition and reporting of scholastic dishonesty to the appropriate individual (instructor, department chair, clinical instructor) is the responsibility of each student.

### **SCHOLASTIC/ACADEMIC DISHONESTY:**

Scholastic dishonesty includes but is not limited to (1) cheating, any act that gains or attempts to gain an unfair advantage in an academic setting; (2) plagiarism, using someone else's words or ideas without referencing the source; (3) collusion, unauthorized cooperation between individuals that results (or potentially results) in giving an unfair advantage in an academic setting; (4) falsifying academic records; (5) discussing the contents of an examination with another student or in hearing range of another student who will take the examination; (6) or any act designed to give or take unfair advantage of a student; (7) misrepresenting fact to the College or College official. **Any student who is scholastically dishonest is subject to discipline.**

A student discovered by the instructor in the act of scholastic dishonesty will be counseled by the instructor and or department chair and could be dismissed from the program. Upon dismissal the student will receive an 'F' in **all** DMS courses and ineligible for readmission into the DMS program or any TJC Nursing and Health Professions.

**UNETHICAL PRACTICE AND UNPROFESSIONAL CONDUCT:**

Upon enrolling in the School of Allied Health and Nursing, the student assumes an obligation to conduct academic affairs in a manner compatible with the standards of academic honesty (abstain from cheating, plagiarism, falsifying documents, unprofessional conduct, breach of confidentiality, etc.) established by the College and clinical affiliates. If the student neglects or ignores this obligation, it is understood that the student will be subject to disciplinary action up to and including dismissal.

Students will sign one copy of this Honor Code and return to the department chair. This copy will be placed in the student’s file.

**LENGTH OF PROGRAM:**

The length of education for the Diagnostic Medical Sonography Program at Tyler Junior College will be sixteen months after gaining acceptance into the program. The time will include a Fall semester of sixteen weeks, a Spring semester of sixteen weeks, a Summer session of twelve weeks, a second Fall semester of sixteen weeks for a total of sixty-one weeks for the sixteen month program.

**PUNCTUALITY:**

Students are expected to attend lectures and laboratory sessions at the scheduled times. Practicum education tardiness will be addressed under the appropriate section. If a student is not present for roll call, it is the student's responsibility to see the instructor after the lecture to change the "absence" to a "tardy". If a student acquires two (2) tardies, it will be counted as one (1) absence. For any unscheduled, daily examination that may be given during the tardy time, it is the instructor decision if a grade of "zero" is earned or a lowering of the overall grade. If the student is not in class at the scheduled time, the instructor has the right **not** to admit the student to the class until the next class break.

**ATTENDANCE - PROGRAM POLICY:**

The DMS attendance policy supercedes all others that may have been in effect. In accordance with Administration Policies found in the Tyler Junior College Catalog and Student Handbook concerning student attendance, the following specific attendance requirements will be enforced for the DMS program.

Full time attendance is expected. No "unexcused absences" are allowed. The student will be responsible for all the class work covered during any absence from class. The student is allowed the following absences:

<b><u>Semester</u></b>	<b><u>Didactic</u></b>	<b><u>Clinicals</u></b>
I	3 days	2 days
II	3 days	2 days
III	2 days	1 day
IV	2 days	3 days

If a student leaves early from lecture and does not stay for that afternoon lab, the student is counted absent for the full day. The student will receive a “zero” (0) in lab and unable to make-up that daily work.

Complete and prompt attendance is required. If the student misses a didactic class, it is the student's responsibility to contact the instructor **prior** to the class time. If the student does not contact the instructor before class, it will be up to the discretion of the instructor as to when and if the work required on that day will be allowed to be completed. A minimum of 10 points will be deducted from the daily work; again, this is at the discretion of the instructor. A student may be put on probation, suspension and/or dismissed for infraction of the above policy.

With more than allowed absences from either class or practicum, the final grade will be dropped by one (1) letter grade. More than allowed absences or excessive tardy from either class or practicum may result in immediate suspension with recommendation of dismissal from the program.

### **STUDENT WITHDRAWALS:**

The Tyler Junior College Program in Diagnostic Medical Sonography reserves the right to request, at any time, the withdrawal or initiate the recommendation of dismissal of any student whose health, conduct, professionalism, practicum performance, patient care skills and scholastic records indicate that it would be inadvisable for the student to continue with the program.

Those students who withdraw of their own accord and have achieved satisfactorily to that point in the program will receive a 'withdrawal' designation. If the student wishes to be reinstated at a later date, the records will be re-evaluated by the Admissions Committee and the Diagnostic Medical Sonography faculty. The student is requested to:

1. Submit a letter of withdrawal and complete an exit interview with the department chair.
2. Withdrawal according to the Tyler Junior College policy (must see and an Academic Advisor)
3. Submit a letter to the department chair requesting readmission, if and when appropriate
4. A student withdrawing or leaving the program for any reason must surrender their clinical badge. The clinical badge will be returned to them if/when re-admitted to the Sonography program. If a student retains any didactic course, Practicum classes must be dropped.

### **READMISSION POLICY:**

Students who have dropped from the program because of personal reasons may be readmitted the following year into the term in which the students dropped after the DMS faculty agrees to re-admittance, if they were passing at that time and if there is an opening in the program. (If one DMSO class is dropped, all DMSO classes should be dropped.)

A student who was dropped by the program (or by choice) due to a failing grades **may not reenter the program**. Student on probation at the time of withdrawal or dismissal are ineligible to reapply to the DMS program.

Upon readmission, the student will complete the program under student policies and curriculum in effect the year of readmission. The student must submit a letter to the program director stating intentions to re-enter and meet the May 25 application deadline.

The following criteria must be met for re-admission:

1. Submit a written request to the Department Chair by March 25<sup>th</sup> of that year.
2. Meet current DMS admission requirements.
3. Provide current transcripts and or other articles necessary to document accomplishments of requirements for readmission.

### **LIBRARY SERVICES:**

The TJC library is located in Vaughn Library Building on the main campus.

### **TUITION:**

The tuition for the program will follow the Tyler Junior College schedule and is due at the beginning of each semester. The refund schedule is listed in the TJC Student Handbook and the TJC catalog.

### **ROOM AND BOARD:**

Each student must provide his/her own lodging and meals. The hospitals have a cafeteria which is open to students and meals may be purchased there when the student is assigned to practicum.

### **TRANSPORTATION:**

Students are responsible for their own transportation and are expected to be in class and the assigned practicum areas at the times scheduled.

### **STUDENT HEALTH SERVICES:**

Each student is responsible for his/her own medical care. Student Health Services are available in Rogers Student Center by posted hours. If the student needs to make an appointment with a private physician or dentist, it must be scheduled so that it does not conflict with a scheduled class or practicum assignment. The students are not allowed to discuss their personal medical problems with physicians while in the practicum area.

### **CPR CERTIFICATION:**

Students must hold a current (within two years) cardiopulmonary resuscitation card in Health Care Provider while enrolled in the Sonography program. These cards will be checked by the clinical instructor at the beginning of each calendar year.

### **PREGNANCY:**

Pregnant students, for their own and their baby's protection, should inform the department chair immediately upon learning of the pregnancy so that she may be counseled. The student will provide a written statement from her physician stating that the student may participate in all sonographic procedures. If the physician will not release the student, she must withdraw from the program.

As soon as the pregnancy is reported to the department chair, the pregnant student will be required to begin 'banking' practicum hours so that she may have a maximum of four (4) weeks of absences from practicum education after the birth of her baby.

She will attend classes on campus two (2) weeks post partum and begin practicum education four (4) weeks post partum. A letter from her physician allowing this will be required. The student may return earlier if her physician consents.

The program will make any reasonable arrangements with the student regarding the extended absence period as it will with any major illness or disability, it is the student's responsibility to address any physical illnesses to the department chair.

**(Please sign Pregnancy Agreement in Section IV)**

### **COMMUNITY SERVICE:**

Each DMS student will be required to complete 8 hours of community service during the tenure of this program.

### **COMMUNICABLE DISEASE POLICY:**

All students will receive instructional material on communicable diseases to include AIDS and Hepatitis B Viruses in the in the Departmental Functions course. All students will have a TB skin test, or an appropriate test, upon entering the program, **and** again in September of the sophomore year.

When a student is identified as being infected with any Bloodborne Pathogens of the following communicable diseases the following steps are to be taken to ensure the health of the TJC community and the patients with whom the student would be in contact. This policy is also designated to protect the student who is infected. The list below is not necessarily all inclusive.

- Hepatitis B, leprosy, measles, mumps, rubella, meningitis, tuberculosis, typhoid, chicken pox, shingles, poliomyelitis, venereal disease.
1. The student must notify the department chair in writing the disease contracted and his or her physician's name and phone number. The student will not attend classes or practicum education.
  2. The department chair or practicum coordinator will contact the Health Services staff of Tyler Junior College.
  3. The Health Services staff will confer with appropriate public health officials or literature for guidance as to protocol concerning the disease report and report to the department chair.
  4. The department chair will contact the student as to when the student may return to campus or practicum education. The department chair will adhere to public health guidelines dictated by the Health Service Director
  5. The student will supply the department chair documentation from a physician stating that he or she may return to campus and or practicum education.
  6. Every effort will be made to work with the student to keep that student current with his/her classes. A schedule of make up time for practicum education hours will be arranged by the student and his or her practicum instructor.

### **(Please sign the Communicable Diseases Policy in Section IV)**

### **GRADING:**

A minimum grade of 75% must be maintained on all required academic Diagnostic Medical Sonography courses. **The passing minimum grade is 75%.** The grading scale will be used for all DMSO academic courses, according to each course syllabus. Practicum DMSO courses are graded differently. See Practicum – Grading and Course Syllabi.

Failure of any DMSO course while in the program will lead to dismissal from the program.

If a student makes a 75% or less on any daily lab grade, the student must review the scan within that week and initial all areas of incompetency. During this review time, if a student needs an instructor



to clarify the grade, it is the responsibility of the student to approach any DMS instructor. A daily lab grade of 75% or less for 2 consecutive days will result in probation, suspension and/or dismissal.

**GENERAL EDUCATION/PREREQUISITES:**

All other required courses in the curriculum must be passed with a grade of ‘C’ (2.0 GPA) or better using the TJC grading policy. Any of these courses may be repeated while the student is in the program. No student will graduate from the program until all academic and practicum requirements have been met.

**STUDENT CONFERENCES AND EVALUATIONS:**

Student conferences and evaluations will be held as needed during any major grading period. These will be held more often if a situation warrants. There will be a complete set of records and data kept on each student. It is at this time that the student will be told of his/her weak and strong points. All conferences and evaluations will be signed by both the faculty and the student. These conferences will be for both the practicum and academic areas. It is the responsibility of the student to arrange meeting/conference times with the department chair and instructors.

**NOTE: Conferences and evaluations are held between the student and the TJC faculty only.**

**STUDENTS ON PROBATION:**

If it appears that a student is having difficulty with theory or practicum education, the student will be placed on probation. Any probationary period will be assigned by the department chair or clinical coordinator after conferring with the practicum instructor of that student.

*Student can be conference weekly while on probation. It is the responsibility of the student to arrange meeting times with the department chair/instructor.*

After one situation in which the student is put on probation, the student may be put on immediate suspension and dismissal from the program for the second situation.

**SUSPENSION POLICY:**

A student may be put on suspension (1-3 days) for repeated infractions of any rule. This may be because of behavior (including attitude), lack of initiative, poor performance, lack of self control, patient care negligence, excessive absences/tardy or any other incident in which the practicum site, lab or didactic instructor deems appropriate at that time. The student will be informed of the number of days of suspension. If the expected behaviors are not exhibited, dismissal from the program will occur.

Suspension may be used by the program:

- a. To remove the student from the practicum site in the event of a situation in which the practicum instructor deems that is the best, immediate course at that time. The practicum instructor will immediately inform the clinical coordinator or the department chair of the action. The practicum instructor will document the events and a copy will be put in the student’s folder and a copy will go to the practicum coordinator.
- b. To give the student an opportunity to evaluate his/her career goals.

The practicum education time the student missed due to the suspension will not be made up. Class time missed due to the suspension will not be made up. For any tests or grades given during the suspension, the student will receive a grade of ‘zero’ (0) and will not be allowed to make up the missed work.

## DISMISSAL POLICY:

1. I have read and understand all portions of the course syllabi, course schedules and the DMS Student Handbook. I agree to comply with all rules, regulations and requirements contained in the course syllabi and course schedules, and with any additional rules as communicated to me by the instructors during courses. I understand that I am responsible for knowing and following the rules of all practicum sites where I may have rotations during courses.
2. I can and will be dropped from the Program with a grade of 'F' in all DMS courses for:
  - a. breach of confidentiality or HIPPA guidelines.
  - b. stealing information or tangible goods.
  - c. misrepresenting any fact.
  - d. lying about any fact.
  - e. being barred (asked not to return) from **any** practicum site (see scope of practice).
  - f. failing to complete practicum/didactic/lab requirements on time.
  - g. behavior would pose a risk to self or others; potential safety risk during class or during any practicum rotation assignment.
  - h. representing that I hold a level of certification or licensure I do not hold.
  - I. practicing beyond the scope of practicum objectives (scope of practice).
  - j. committing a criminal act at any time while enrolled in the program.
  - k. failure to maintain current CPR certification.
  - l. failure to pass **any** of the DMSO curriculum courses; or failure to pass the practicum scanning final (**any** of the required scanning protocols)
  - m. disruption of classes (**demeanor**), making it difficult for other students to acquire the material presented. This can be observed by the faculty or reported by a fellow student.
  - n. willful damage to school, hospital, or private property.
  - o. documented evidence of lack of proper patient care.
  - p. leaving the practicum area without permission from an instructor.
  - q. failure to comply with uniform code at clinicals or in lab.
  - r. failure to follow radiation protection rules and regulations.
  - s. falsifying sign-in sheets/time sheets for self or another student, or any DMS documentation.
  - t. one incidence of being put on probation
  - u. cheating, lying, collaborating, plagiarizing or falsifying any documentation verbally or in print.
  - v. use of any form of abusing, disrespectful, threatening or harassing language and/or behavior to classmates, instructors, hospital personnel or patients.
  - w. unprofessional conduct at practicum site or in the classroom.
  - x. violating or failing to comply with any provision of the rules, regulations or policies set forth, or any policy stated in the 'DIAGNOSTIC MEDICAL SONOGRAPHY Student Handbook'.
  - z. failing to adhere to the Duties and Responsibilities listed in this handbook.
3. I understand the following:
  - a. that I may contract a contagious disease, possibly a fatal one, through contact

- with patients.
- b. that it is mandatory that I practice infection control techniques that have been explained to me at the beginning of this course.
  - c. that I may become physically injured by improper handling of patients and/or equipment.
  - d. that I will be assigned to more than one Practicum Education site and will manage the possible added monetary and time costs or burdens that this may create.

Knowing all the above facts and with a thorough understanding of the risks involved in the training I am about to participate in, I hereby declare that I am willing to assume all risks involved with my training and that I do hereby assume all such risks, whatever they may be, and that if I become unwilling to assume all risks involved in my course of study, I will immediately inform my instructor of such unwillingness and will immediately withdraw from the course.

With full and complete knowledge and understanding of all statements contained in this document, and having asked for clarification of any parts that I might not have understood, so that I do have a clear and complete understanding of this document and what I am signing and agreeing to, I hereby promise and agree to hold harmless and indemnify, Tyler Junior College, its faculty, staff, agents and employees, from any and all liability, payments, claims, costs, causes of action, judgments and Attorney's fees of whatsoever nature and howsoever arising (1) in any way in connection with my being a student at Tyler Junior College and being enrolled in Diagnostic Medical Sonography Program courses, (2) from practicum site experiences in connection with the courses being taken, or (3) in any other way whatsoever. If I violate or fail to abide and conform in any way to the promises, representations and covenants set forth in this document, I agree that I may be dropped from all courses in the Diagnostic Medical Sonography Program in which I am enrolled, or that I may be given a failing grade in all courses, subject only to the rules of due process and to the procedures set forth in the Tyler Junior College catalog and student handbook.

**(Please sign the Dismissal Policy Agreement in Section IV)**

### **DISCIPLINARY MEASURES:**

In the event that a student is not performing in a responsible, professional manner, the following disciplinary measures will be taken for lesser offenses:

#### **Serious offenses may result in immediate suspension:**

1. Verbal warning - documented for future reference.
2. Written warning.
3. Conference with the department chair or practicum instructor; at this time, immediate suspension and/or dismissal from the program.

### **Academic Grievances**

[www.tjc.edu/grievances](http://www.tjc.edu/grievances)

**Note:** Students may not be allowed to continue in class or practicum rotation until the dispute or grievance is resolved.

**CHAIN OF COMMAND:**

**Practicum:**

Immediate Sonographer involved  
Facility Clinical Instructor  
Clinical Coordinator, TJC  
Department Chair, TJC

**Classroom Situation:**

Course Instructor  
Department Chair

**Laboratory Situation:**

Laboratory Instructor  
Department Chair

All situations, which are not resolved at the Department Chair level will then result in action from:  
Dean of School of Nursing and Health Professions  
Academic Grievances -- See Above

This order of events must be followed. People in each position on this chain will not discuss a problem with a student until an effort has been made at each level in secession in the chain. Most situations can be resolved best at the first level. If, after talking at the first level and no satisfaction or solution is found, the student is then free to go to the next level in an effort to resolve the issue.

**CONTROLLING INSTITUTION:**

The controlling institution is Tyler Junior College.

**FACULTY:**

Ted Willis, M.D. – Medical Director/Advisor  
Pamela Brower, BHSc, RVT, RVS -Department Chair/Diagnostic Medical Sonography  
Carla Phillips, RVT, RDMS – Clinical Coordinator  
Debbie Henson, RDMS, RDCS, RVT – Clinical Instructor

**CIVIL TREATMENT:**

All students should expect to be treated fairly and without harassment or any form of intimidation or extortion while he/she is a Tyler Junior College student. It is reasonable to expect instructors, classmates, co-workers and hospital personnel to stop offensive behavior when asked to do so without the fear of retaliation. The student's first line of defense is to ask the person to stop an offensive behavior (preferably and almost essential in the presence of a witness), document the event and report to your immediate supervisor, practicum instructor, instructor, department chair, etc. In all cases, the practicum coordinator and/or the department chair must be made aware of the situation. The faculty is always willing to listen to any concerns about this, perceived or actual.

### **MISCELLANEOUS INFORMATION WITNESSING FORMS:**

Student, regardless of level, are NOT allowed to sign as a witness to the patient's signature on wills, consent forms, or other legal attachments.

### **RESPONSIBILITY FOR INFORMATION RETENTION:**

The student is responsible for retaining all information, knowledge, theory and concepts presented in all DMSO and general educational classes in the program. It is essential that this requirement be met in order for the student to pass the American Registry for Diagnostic Medical Sonography examination.

Self imposed standards of earning only the minimum 75% in program courses is not advised. It is very difficult to be proficient two years later if the student did not study and thoroughly understand the information. Studying for and passing a particular examination does not end the student's responsibility for knowing that information.

### **SPECIAL CONSIDERATION:**

It is the responsibility of the student to inform Student Support Services and the DMS department chair, for any special consideration in the classroom or in practicum. This information must be supported by appropriate documentation, as mandated by the TJC Student Supported Services. If the student chooses not to disclose this information, there will be no recourse from the student in the event of a dismissal due to special needs.

"If a student has a psychiatric, physical, learning or chronic health disability that qualifies under American with Disabilities Act (ADA) and requires accommodations it is the responsibility of the student to contact the ADA Student Coordinator at 903.510.2878 for information on appropriate policies and procedures."

### **SUPPORT SERVICES:**

Is located in the Rogers Student Center Support Services provides a variety of services for students with special needs.

### **FAIR PRACTICES**

The health and safety of patients, students, and faculty associated with the educational activities of the students must be adequately safeguarded.

Therefore, students scan each other during assigned on-campus labs. All students are required to scan an individual for a daily lab grade. In the event you are not scanned by one of your lab peers on any given day, there will be no adverse effect on grade or evaluations by participation or non-participation.

### **CONCEALED HANDGUNS/CARRY POLICIES**

Only License Holders may carry a concealed handgun. If a student hold a Texas license to carry ("License Holder"), then it is the student's responsibility to know and follow all applicable state laws, federal laws, and TJC Policies regarding carrying a concealed handgun on the TJC campus. All TJC student are responsible for informing any guests of the TJC Policies regarding carrying a concealed handgun. Any TJC student understands and agrees that a violation of TJC's Campus Carry Policies by the student or his/her guests will subject him/her to disciplinary action.



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THE COLLEGE OF EAST TEXAS

# Section II

# Practicum Information

## **INTRODUCTION**

These Practicum course policies have been developed to assist Diagnostic Medical Sonography students understand the rules and regulations that will apply during their *Practicum* (this experience is commonly called “Practicum education” or “Clinicals”) assignments. Students should adjust their personal schedules and attitudes in order to comply with the standards set by the program faculty. This sixteen month period in the life of the student will be very busy and demanding, but very rewarding. Success is expected and professionalism is required.

## **RELEASE TO ATTEND CLASSES AFTER AN EXTENDED ILLNESS OR TRAUMA:**

If a student is involved in an accident that requires medical attention, he/she must furnish the Program a release from the physician before returning to the Practicum site.

If the student has an extended illness, he/she must provide a statement from the physician concerning his or her capabilities to perform regular assignments. If this illness is deemed a contagious disease, a release must be provided before attending clinic education.

## **PRACTICUM EDUCATION HOURS:**

The Practicum education hours will be eight clock hour shifts. No more than forty hours of Practicum and didactic education combined will be assigned per week. Practicum education hours will vary according to the class schedules.

The uniform, lab coat and emblem of the TJC DMS program are not to be worn during private employment.

Any unavoidable, necessary personal appointments that must be made during Practicum education assigned time will be discussed and scheduled **in advance** with the Practicum Instructor and TJC Faculty. This time must be made up when the Practicum Coordinator assigns the make-up time.

## **PRACTICUM UNIFORM:**

The uniform requirements are:

**Scrub Color:** Black (for clinicals rotations) DMS Patch

**Special Occasions:** Khaki or Black Slacks; Black Polo DMS Shirt

**On Campus Lab:** Scrubs – any style

**Shoes:** White or Black (solid)

## **Special Event Uniform:**

Polo TJC Sonography Shirt (to be purchased at TJC)

Black or Khaki Slacks

**No Exceptions to the uniform.** An official TJC patch and badge must be worn at all times. Failure to comply with the DMS uniform attire deems for dismissal from the program.

## **ELECTRONIC DEVICES:**

Students are not allowed to have any electronic devices visible during clinical hours. This includes but not limited to cell phones, laptops, and iPods. In the event that an electronic device is witnessed by any practicum employee, dismissal will occur.

**FACILITIES FOR PRACTICUM EDUCATION:**

Several hospitals in the East Texas area serve as Practicum Clinical Affiliates for the sonography students. The placement of the student is the responsibility of the Department Chair and Faculty. Minor affiliates for special interest rotations will be assigned as appropriate for meeting the goals of the Program. All students will be rotated between practicum facilities to give equal educational opportunities for each student. No student will be rotated to the same practicum facility, twice.

The practicum affiliate reserves the right to have students removed from their department if those students are not desirable or unacceptable according to the protocols and professional standards of that facility.

**(Please sign the Practicum Travel Agreement in the application packet)**

**ATTENDANCE:**

Full time attendance will be required and expected. The following explains the allowed absences:

<b>Semester</b>	<b>Didactic</b>	<b>Clinicals</b>
I	3 days	2 days
II	3 days	2 days
III	2 days	1 days
IV	2 days	3 days

Any absences after the allowed amount must be made up. Times and clinical sites will be made by the program faculty and the practicum site. At no time will the student discuss make up time with the practicum facility until after the faculty at TJC has documented conversation with the clinical instructor.

In the event that a student finds it impossible to attend during the assigned time, a phone call (made by the student) to both the Practicum instructor and Practicum coordinator (or any DMS Faculty) is **mandatory**. Phone calls made to anyone or by anyone other than those designated above individuals are invalid. That call is to be made within **fifteen minutes** of the expected time of arrival. If the Practicum instructor is not available, the supervisor of the assigned shift is to be contacted.

One absence **not** preceded with a **valid** phone call (called a ‘no call-no show’) may result in the lowering of the Practicum grade for that semester by one letter grade. After one ‘no call-no show’, the student will be put on probation for the rest of the program for that infraction of the rules. After a second incidence of an absence not preceded by a phone call, the student will not be allowed back into Practicum education class until a conference with the Practicum coordinator or Department Chair is conducted. This second incident will result in disciplinary action that can/ may result in recommendation for dismissal from the Program.

The student may be put on suspension with recommendation of dismissal from the Program if the student has more than the allowed per Practicum. Two (2) incidences of tardiness will count as one absence. The student is responsible for scheduling a counseling session with the Practicum instructor and completing an absence form.

**No student will be allowed to Sign-in/Sign-out for another student. This will result in immediate dismissal.**

**EXTENDED ABSENCE:**

If three consecutive practicum days are missed, documentation from a physician is required before returning to Practicum rotation.



### **ABSENCE DURING FINALS WEEK-PRACTICUM:**

There are to be no absences during finals week. If a student is absent due to an illness, this must be documented by a physician. All missed practicum hours must be made up.

**All days missed at any practicum site, beyond the allowed, will be made up, discretion of the department chair and clinical coordinator.**

### **INCLEMENT WEATHER:**

Students scheduled for Practicum during inclement weather conditions (conditions which are officially designated by TJC as making travel hazardous) will not be expected to arrive at the practicum site. Practicum hours missed due to inclement weather will not be expected to be made up. Closure of Tyler Junior College due to weather conditions and announced by public media will be considered as notice to the Practicum instructor and affiliate that the students will not attend practicum education at the Practicum facility.

For students who attend practicum and/or live in areas other than Tyler, the local school closure due to inclement weather will constitute a sanctioned day off from practicum, but a call to the practicum site, in this instance, is necessary. A call to both the Practicum Instructor and the Practicum coordinator (or DMS Faculty) is always required when an absence from a practicum education facility is due to inclement weather.

### **BANK TIME:**

Students, **with prior permission** from the Department Chair or Practicum coordinator, will be allowed to 'bank' practicum time. This policy is designed exclusively for a projected, extended absence such as a baby's birth or an elective, but necessary surgical procedure. There must be a very real need in order to have permission to exercise this option.

### **CREDIT HOURS/PROFESSION EDUCATION MEETINGS:**

Practicum hour credit will be given to students attending educational meetings. Proper documentation must be furnished to the practicum coordinator before this credit may apply. The practicum coordinator will notify the practicum affiliates of this credit. No more than twenty hours of credit will be given for an educational meeting.

### **MAKE UP TIME:**

Absences beyond those allowed from practicum must be made up, arranged and agreed upon make-up hours are subject to all rules set forth for regular practicum education hours. Make-up hours must be pre-arranged. The pre-arranged practicum make-up time that is not attended will count as an absence. That absence must be preceded by a valid phone call to BOTH clinical coordinator and practicum instructor. These arrangements will be made by the department chair and clinical coordinator.

If a student uses 'bank time' (meeting attendance) for an absence, the **time** may be used instead of having to make it up, **BUT** the absence is still counted as an absence. Using extra saved time does not mean the student will not be counted as absent. 'Bank Time' is primarily an emergency fund and for scheduled upcoming events such as a baby's birth or an extended child's illness (doctors documentation required).

### **TARDIES:**

Any student who arrives 10 or more minutes late for clinical rotations, regardless of whether the instructor was notified or not, will earn a tardy for that day. Two incidences of tardies will count as one absence. An absence due to 2 tardies **must** be made up even if the student has no other absences. Eight hours of make-up time is required for 2 occurrences of tardiness.

### **HOLIDAYS AND VACATIONS:**

Students are not required to attend practicum sessions during holidays that are recognized by Tyler Junior College. Students will have a scheduled, vacation period during the summer. The dates will be assigned to each class as a group.

### **PERSONAL APPEARANCE:**

A patient forms an impression of the sonography department upon first sight of the personnel. It is important that the student's appearance be flawless and professional (see uniform code). Students reporting to the practicum education area dressed in other than the approved uniform will be asked to leave the area, an unexcused absence will occur, with recommendation of dismissal. Any time missed will be made up. The following basic guidelines have been established in accordance with typical hospital policies.

### **FEMALE STUDENTS:**

1. The entire body must be clean and free from objectionable odors, visible tattoos, and visible piercings other than one single ear piercings.
2. The fingernails must be clean and neatly trimmed. No artificial nails. If used, nail polish must be clear or very light pink. Follow JCAHO standards for each facility.
3. Hair must be clean and neat. No rollers, scarfs, or bright ribbons will be allowed. The hair length should be short enough, or the hair should be secured in such a manner, that it does not fall forward while the technologist is bending forward over a patient. No elaborate hair style or color (s) may be worn during practicum.
4. No excessive amount of any make-up will be allowed. Students will be asked to remove excessive make-up before entering the practicum area.
5. Plain, white, socks may be worn with pants.
6. The scrubs must be worn at all times. Plain white undershirts (T-shirt style, not tank tops) may be worn under the designated top. These must be tucked in at all times. The Tyler Junior College Diagnostic Medical Sonography Program emblem must be worn at all times. These patches are to be sewn on to the left arm. White lab coats are to be used if needed for warmth; these have the patch. All garments are to be clean and neatly pressed. Students may be sent away from the practicum education area if they report to the area in dirty or unpressed uniforms.
7. White/Black shoes must be clean, neatly polished, with clean shoelaces, and in good repair when the student is in uniform. Dirty and unpolished shoes will not be tolerated.

8. Perfume should be eliminated while in uniform. Fragrance may be pleasant to you, but it is not to the patient and may tend to cause nausea.
9. Wedding rings, engagement rings, watches, and small size gold or silver pierced earrings, one per ear, may be worn while in uniform. No other body piercings such as tongue rings or nose rings, will be allowed to be worn while at Practicum. Necklaces should fit inside uniform top.
10. The TJC name badge is to be worn at all times.

### **MALE STUDENTS:**

1. The entire body must be clean and free from objectionable odors visible tattoos, and visible piercings other than one single ear piercings. Follow JCAHO standards for each facility.
2. The fingernails must be clean and neatly trimmed.
3. Hair, mustache, beard, and sideburns must be clean, neat and well-trimmed (less than 1 inch in length for mustache). Hair length: SEE item #3 under female students.
4. See item #6 under female students.
5. See item #7 under female students.
6. Wedding ring and watch may be worn while in uniform. Necklaces should fit inside the uniform top. Earrings nor other body piercings should not be worn while at practicum. See item #9 under female students.
7. See item #10 under female students.

### **VISITING HOSPITALS WHEN NOT ASSIGNED TO PRACTICUM EDUCATION:**

Students will not be allowed in the sonography department of any affiliating hospital when not assigned to practicum education, except:

- By special permission of the TJC DMS Faculty
- When actually employed by the hospital's sonography department. (Practicum credit may not be applied nor may competencies be earned, proven or documented while employed)

Students will not visit with patients except with members of their own family or close personal friends; someone already known on a personal basis may be visited. Persons known on a student-patient relationship may not be visited except in a professional capacity.

### **PATIENT CARE INCIDENT REPORTS:**

Should any patient care incident occur involving a student in the Diagnostic Medical Sonography Program, the Practicum instructor, assigned supervisor, Practicum coordinator or the department chair must be notified immediately? The standard risk management (incident) report must be made and submitted to the Practicum instructor and/or supervisor immediately. An incident report must be made and submitted to the Practicum instructor and program coordinator for review. Reports must be made in accordance with the policies of the affiliating practicum site. Existing hospital policy

may be complied with regarding terminations (if the incident would normally lead to employee termination, it is possible that the practicum site would request that the student involved not return to that facility for practicum education assignments).

**If a Practicum facility asks that a student be removed from that site, the student will be dismissed from the program**

**ACCIDENT OR INJURY TO THE STUDENT:**

If the student is injured while in the hospital, the Practicum instructor and/or assigned supervisor, and the practicum coordinator or the department chair **MUST** be notified immediately. Accident insurance is automatically added to school charges when the student registers for practicum education classes. The student must file a copy of the accident report with TJC's purchasing department in order for the claim to be processed.

**LIABILITY INSURANCE:**

Professional liability insurance is automatically added to school charges when the student registers for practicum education classes.

**IDENTIFICATION DISPLAY:**

Students will wear a Tyler Junior College-Diagnostic Medical Sonography Student identification name badge during practicum assignments. Students will not be allowed to enter the practicum area without proper identification. These identification badges will be purchased through TJC.

**CONFIDENTIAL INFORMATION/HIPPA:**

All hospital patient records are confidential in nature. Requests for information concerning a patient should be referred to the practicum instructor or designate. The students are expected to maintain absolute confidentiality of all data involving the patient and the practicum affiliate. All students will be HIPAA (Health Insurance Portability and Accountability Act) trained before the first day of clinicals.

**(Please sign the Confidentiality Statement in Section IV)**

**CLASSROOM CONDUCT:**

Classes held at the hospital will be conducted in an orderly manner. No smoking is allowed. Drinks will be allowed. Cell phones and pagers will be turned off unless previously discussed with the DMS instructor.

**PROBATION and DISSMISAL:**

Refer to 'Probation' and 'Dismissal' in the General Section of this handbook.

**SUPERVISION OF STUDENTS:**

"Until students achieve the program's required competency in a given procedure, all practicum assignments should be carried out under the direct supervision of qualified sonographers."

**A Qualified Sonographer is Defined:** A sonographer possessing American Registry of Diagnostic Medical Sonography Certification or equivalent and active registration in the pertinent discipline with practice responsibilities in areas such as patient care, quality assurance or administration.

**Direct supervision is defined:**

Student supervision under the following parameters:

- (1) A qualified sonographer reviews the procedure in relation to the student's achievement.
- (2) A qualified sonographer evaluates the condition of the patient in relation to the student's knowledge.
- (3) A qualified sonographer is present during the performance of the procedure.
- (4) A qualified sonographer reviews and approves the procedure.
- (5) A qualified sonographer is present during student performance of any repeat of any unsatisfactory image.

**Indirect supervision is defined:**

That supervision provided by a qualified sonographer immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified sonographer adjacent to the room or location where a sonographic procedure is being performed. This availability applies to all areas where sonogram equipment is in use.

**(Please sign the Compensation and Service Work Statement in Section IV)**

**PRACTICUM EVALUATION:**

Practicum Evaluations will be made twice during each Practicum Rotation by the designated clinical instructor. These will be performed at mid semester and again at the end of the semester. A letter grade of 'C' will induce program intervention, along with probation recommended. A letter grade of 'F' will result in program intervention, suspension and or dismissal from the DMS program. Maximum of 95% will be highest grade achieved with each evaluation.

**CLARIFICATION OF LAB SKILLS:**

**Lab Skills Check-offs will be performed at the TJC Lab**

Each semester the student is required to perform certain lab skills check offs. Each skill will be graded accordingly to the program protocol. Completing the lab skills does not mean that the student is competent in all procedures, as witnessed at practicum rotations. Completing the lab skills clearly states that the student has performed adequately in the DMS standards. See Lab Skills sheet in the Practicum Notebook for a description of lab skills/grading policy. Failure to pass any Lab Skills each semester (at any academic level) will result in a grade of "F" and dismissal will occur (see page 15).

**ADDITIONAL COMMENTS:**

Do not remove or hide unacceptable images. Disciplinary action will result from this behavior. This would constitute dishonesty and recommendation for dismissal from the program may result.

If a patient is assigned to you or your room, you are responsible for that patient until the patient has left the department or until you are given another patient for whom you are responsible.

Evaluations from technologists will be used as input for assessment of the student during final grade determination. Grade assignment will ultimately be the responsibility of the PRACTICUM coordinator who will work VERY closely with the clinical instructor during this process.

A grade of 'F' may be submitted for the student if proper paper work is not submitted on schedule; ex: monthly procedure records, check off's, make up time, portfolio, etc.

All lab skills, paper work, documentation, make up work, etc., are due on the date provided by the Diagnostic Medical Sonography Program Director. Work submitted after that date will not be counted toward that semester's practicum grade.

## **FAIR PRACTICES**

The health and safety of patients, students, and faculty associated with the educational activities of the students must be adequately safeguarded. Therefore, students scan each other during assigned on-campus labs. All students are required to scan an individual for a daily lab grade. In the event you are not scanned by one of your lab peers on any given day, there will be no adverse effect on grade or evaluations by participation or non-participation; however, you will be responsible to provide a scanning partner for that day.

## **STANDARD FOR DRUG SCREENING AND BACKGROUND CHECKS:**

Prescreening requirements have been introduced into Tyler Junior College clinical affiliation agreements. These prescreening requirements are the same as those required of employees (background checks and drug screens). The rationale for extending these requirements to clinical students and faculty was the concept of due diligence and competency assessment of all individuals whose assignments bring them in contact with patients or employees. Competency extends beyond technical skills to an individual's criminal and substance abuse history. This approach ensures uniform compliance with Joint Commission standards pertaining to human resource management. Moreover, the public is demanding greater diligence in light of the national reports of deaths resulting from medical errors.

## **TIMING OF PRESCREENING REQUIREMENTS:**

All drug screen tests and background checks must be conducted after admission to the clinical program. Verification of the satisfactory results must be received by the participating hospital prior to the student's clinical rotation start date. Drug screen and background checks will be honored by all hospitals for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment at the college/school. A break in enrollment is defined as nonattendance of one full semester (Fall or Spring) or more. The above information must be verifiable through the college/school. Drug screen and background checks of faculty will be honored for the duration of the employment of the faculty member at the college/school.

## **Reciprocity**

Students need only meet these requirements prior to the start of the first clinical rotation.

### 1. Pre-Assignment Drug Screening

## **Method of Urinalysis:**

An unobserved collection of urine should be collected at a facility that follows *Substance Abuse and Mental Health Services Administration (SAMHSA)* guidelines.

**Type of Test:**

Substance Abuse Panel 9 (“SAP 9”), with integrity checks for Creatinine and PH levels. Acceptable and unacceptable test ranges are listed below.

**1.Pre-Assignment Drug Screen Panel with Ranges**

Integrity Checks	Acceptable Range
CREATININE	.20 mg/dl
PH	4.5-9.0

Substance Abuse Panel	Initial Test Level	GC/MS Confirm Test Level
AMPHETAMINES	1000 ng/mL	500 ng/mL
BARBITURATES	300 ng/mL	200 ng/mL
BENZODIAZEPINES	300 ng/mL	200 ng/mL
COCAINE METABOLITES	300 ng/mL	150 ng/mL
MARIJUANA METABOLITES	50 ng/mL	15mg/mL
METHADONE	300 ng/mL	200 ng/mL
OPIATES	2000 ng/mL	2000 ng/mL
PHENCYCLIDINE	25ng/mL	25 ng/mL
PROPOXYPHENE	300 ng/mL	200 ng/mL

SAP 10 test results that fall outside any of the acceptable ranges are considered positive test results and are automatically sent for a separate confirmatory test by a Gas Chromatography Mass Spectrometry (GCMS) method. If the results remain positive, they are sent to a Medical Review Officer (MRO) who calls the student to determine if there is a valid prescription for the drug in question. If a valid prescription exists, the test result is deemed to be “negative” and acceptable.

The MRO is a medical doctor who specializes in the interpretation of drug screen results. Medical Review Officers do not make placement decisions; they simply pass along information regarding legal versus illegal drug use or consumption. Medical Review Officers are not required, but are beneficial in making placement decision. Medical Reviews are a separate cost since they entail a separate service. The cost of Medical Reviews varies from about \$25 to \$75 dollars per donor. It is important to note that although any physician could perform this service, only certified MRO’s are considered bonafide experts in this field.

An individual with a positive drug screen will not be allowed to attend any clinical agency/rotation for a minimum of 12 months. Prior to returning to the clinical affiliate rotation, a student must provide proof of a negative drug screen as verified by the college.

A clinical affiliate reserves the right to remove a student/faculty from the facility for suspicion of substance use or abuse (including alcohol.) The clinical affiliate will immediately notify the instructor/college to facilitate immediate removal of the student. In all instances, the clinical affiliate will provide written documentation of the student’s/faculty’s behavior(s) by two or more representatives to the Tyler Junior College.

**CRIMINAL BACKGROUND CHECK:**

Criminal background checks should review a person’s criminal history seven (7) years back from the date of application. The check should include the cities and counties of all known residences. The following histories will disqualify an individual from consideration for the clinical rotation:

- Felony convictions,

- Misdemeanor convictions or felony deferred adjudications involving crimes against persons,
- Misdemeanor convictions related to moral turpitude,
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances,
- Registered sex offenders,

**NOTES:**

(1) All applicants to our Nursing and Health Professions programs must be able to pass a criminal background check that includes the provision of necessary documentation for the background check agency to make it reliable. Said documentation may include an authenticate social security card and positive identification such as a driver's license and identification card.

(2) Tyler Junior College may request an exception from the first clinical affiliate for a student with a felony deferred adjudication and no alternative recourse through a licensing/registry authority, i.e. Board of Nurse Examiners of Texas. Following approval from the first clinical affiliate, the student may progress as stated above.

**ALLOCATION OF COST:**

Each clinical student must bear the cost of these requirements.

**VERIFICATION OF COMPLIANCE & RECORDKEEPING:**

The vendor will notify the College on all individuals who fail a criminal background check. Upon request, verification of the compliance with these standards will be sent to the designated representative of the clinical affiliate prior to the clinical rotation start date. Verification is accomplished by sending a letter from the appropriate department chair on letterhead stating that these standards have been met by the student/faculty, listing the student's/faculty's full name and clinical rotation start date. If more than one student is attending a clinical rotation, a comprehensive list with all the student/faculty names may be submitted.

It is the responsibility of Tyler Junior College to inform these persons of requirements prior to enrollment in this curriculum. This will give students/faculty prior notice and an opportunity to decline the clinical training/assignment before investing their time and money in the class or agreeing to employment. The student/faculty name and social security number will be the only information provided to the office of the Dean of the School of Nursing and Health Professions. This information will be filed in a secured area to ensure confidentiality. In the event that the student/faculty feels that an error has been made in the criminal background check, it is the responsibility of the student/faculty to contact the external vendor for a verification check.





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THE COLLEGE OF EAST TEXAS

# Section III

## Duties and Responsibilities of the Student Sonographer

## DUTIES AND RESPONSIBILITIES OF A STUDENT SONOGRAPHER

1. Performs diagnostic sonographic procedures:
  - a. To ensure the accuracy of the patient's practicum history with procedure, assuring information is documented and available for use by a licensed practitioner.
  - b. Prepares patient for procedures; providing instructions to obtain desired results, gain cooperation, and minimize anxiety.
  - c. Selects and operates sonography equipment, imagine and/or associated accessories to successfully perform procedures.
  - d. Positions patient to best demonstrate anatomic area of interest , respecting patient ability and comfort.
  - e. Immobilizes patients as required for appropriate examination.
  - f. Determines proper sonographic technique.
  - g. Minimizes exposure to patient.
  - h. Evaluates sonograms or images for technical quality, assuring proper identification is recorded.
  - i. Assumes responsibility for provision of physical and psychological needs of patients during procedures.
  - j. Practices aseptic techniques as necessary.
  - k. Understands methods and is capable of assisting with venipunctures.
  - l. Verifies informed consent for, and assists a licensed practitioner with interventional procedures.
  - m. Initiates basic life support action when necessary.
2. Provides patient education.
3. Assists in maintaining records, respecting confidentiality and established policy.
4. Assumes responsibility for assigned area and report equipment malfunction.
5. Provides input for equipment purchase and supply decisions.
6. Provides practical instruction for students and/or other health care professionals.
7. Participates in the department's quality assurance and improvement plan. May be responsible for specific quality control duties in the assigned area.
8. May be responsible for control of inventory and purchase of supplies for the assigned area.
9. Maintains knowledge of and observes Universal precautions.
10. Understands and applies patient relations skills.
11. Pursues appropriate continuing education.

**CONCLUSION:**

The provisions of this Handbook are subject to change by the faculty of the Tyler Junior College Diagnostic Medical Sonography Program upon agreement by the faculty and administrators of Tyler Junior College. Any changes in policy will be presented in writing to the student at the time of the change.

The Tyler Junior College Diagnostic Medical Sonography Program reserves the right to withdraw and change courses at any time, change fees, calendar, curriculum and other requirements affecting students. These changes will become effective whenever the proper authorities so determine and apply to both prospective students and those already enrolled.

**MILITARY DEPLOYMENT:**

If an allied health or nursing student is deployed for active military duty after enrollment or acceptance into an AH&N program, a place will be reserved for the student in the next available class to Tyler Junior College upon returning within one calendar year.

TYLER JUNIOR COLLEGE GIVES EQUAL CONSIDERATION TO ALL APPLICANTS FOR ADMISSION, EMPLOYMENT AND PARTICIPATION IN ITS PROGRAMS AND ACTIVITIES WITHOUT REGARD TO RACE, CREED, COLOR, NATIONAL ORIGIN, GENDER, AGE, MARITAL STATUS, DISABILITY, OR VETERAN STATUS.



THE COLLEGE OF EAST TEXAS

# Tyler Junior College

## DIAGNOSTIC MEDICAL SONOGRAPHY

### Section IV

### Agreements and Forms

2017-2018

**TYLER JUNIOR COLLEGE**  
**Diagnostic Medical Sonography**  
**Student Profile**

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Last Name	First Name	Middle Name	Maiden Name
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Birth Date	TJC Apache Number	E-mail address
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Address While In School	Home Telephone	Cell Telephone
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Permanent Address	Home Telephone
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Employer (if applicable)	Work Telephone
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Last Name- <b>Spouse</b>	First Name	Middle Name	Cell Phone/Home
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<b>Parent/Guardian</b> Name	Address	Home Telephone	Work Telephone
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<b>Friend</b> -Name	Address	Home Telephone	Work Telephone
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<b>1. Person to Contact in Case of Emergency</b>	<b>Home Telephone</b>	<b>Work Telephone</b>
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<b>2. Person to Contact in Case of Emergency</b>	<b>Home Telephone</b>	<b>Work Telephone</b>
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**TYLER JUNIOR COLLEGE**  
**DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**  
**DISMISSAL POLICY AGREEMENT**

I, the undersigned, a student in the Diagnostic Medical Sonography Program (DMSO) at Tyler Junior College, for and in consideration of the training I will receive from Tyler Junior College, its faculty and staff, in consideration of my acceptance into the training program, and for other considerations to be received by me, hereby **promise and agree as follows:**

1. I have read and understand all portions of the course syllabi, course schedules and the DMS Student Handbook. I agree to comply with all rules, regulations and requirements contained in the course syllabi and course schedules, and with any additional rules as communicated to me by the instructors during courses. I understand that I am responsible for knowing and following the rules of all practicum sites where I may have rotations during courses.
  
2. I can be dropped from the Program with a grade of 'F' for:
  - a. breach of confidentiality or HIPPA guidelines.
  - b. stealing information or tangible goods.
  - c. misrepresenting any fact.
  - d. lying about any fact.
  - e. being barred (asked not to return, etc.) from **any** practicum site (scope of practice).
  - f. failing to complete practicum requirements on time.
  - g. being under the influence or in possession of alcohol or drugs during class or during any practicum rotation assignment.
  - h. representing that I hold a level of certification or licensure I do not hold.
  - I. practicing beyond the scope of practicum objectives.
  - j. committing a criminal act at any time while enrolled in program.
  - k. failure to maintain current CPR certification.
  - l. failure to pass **any** of the DMSO curriculum courses or failure to pass the practicum scanning final (**any** of the required scanning protocols).
  - m. disruption of classes (**demeanor**), making it difficult for other students to acquire the material presented. This can be observed by the faculty or reported by a fellow student.
  - n. willful damage to school, hospital, or private property.
  - o. documented evidence of lack of proper patient care.
  - p. leaving the practicum area without permission from an instructor.
  - q. failure to comply with uniform code.
  - r. failure to follow radiation protection rules and regulations.
  - s. falsifying sign-in sheets/time cards for self or another student or any DMS documentation.
  - t. one incidence of being put on probation
  - u. cheating, lying, collaborating, plagiarizing or falsifying any documentation verbally or in print.
  - v. use of any form of abusing, disrespectful, threatening or harassing language and/or behavior to classmates, faculty, instructors, hospital personnel or patients.
  - w. unprofessional conduct at practicum, lab or classroom.
  - x. violating or failing to comply with any provision of the rules, regulations or policies set forth, or any policy stated in the DMS Student Handbook.
  - z. failing to adhere to the Duties and Responsibilities listed in this handbook.

3. I understand the following:

- a. that I may contract a contagious disease, possibly a fatal one, through contact with patients.
- b. that it is mandatory that I practice infection control techniques that have been explained to me at the beginning of this course.
- c. that I may become physically injured by improper handling of patients and/or equipment.
- d. that I will be assigned to more than one Practicum Education site and will manage the possible added monetary and time costs or burdens that this may create.

Knowing all the above facts and with a thorough understanding of the risks involved in the training I am about to participate in, I hereby declare that I am willing to assume all risks involved with my training and that I do hereby assume all such risks, whatever they may be, and that if I become unwilling to assume all risks involved in my course of study, I will immediately inform my instructor of such unwillingness and will immediately withdraw from the course.

With full and complete knowledge and understanding of all statements contained in this document, and having asked for clarification of any parts that I might not have understood, so that I do have a clear and complete understanding of this document and what I am signing and agreeing to, I hereby promise and agree to hold harmless and indemnify, and DO HEREBY HOLD HARMLESS and indemnify Tyler Junior College, its faculty, staff, agents and employees, from any and all liability, payments, claims, costs, causes of action, judgments and attorney's fees of whatsoever nature and howsoever arising (1) in any way in connection with my being a student at Tyler Junior College and being enrolled in Diagnostic Medical Sonography Program courses, (2) from practicum site experiences in connection with the courses being taken, or (3) in any other way whatsoever. If I violate or fail to abide and conform in any way to the promises, representations and covenants set forth in this document, I agree that I may be dropped from all courses in the Diagnostic Medical Sonography Program in which I am enrolled, or that I may be given a failing grade in such courses, subject only to the rules of due process and to the procedures set forth in the Tyler Junior College catalog and student handbook.

**SIGNED AND AGREED TO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_**

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**Student Signature**

**Printed Name**

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**Witness Signature**

**Printed Name**

**TYLER JUNIOR COLLEGE**  
**Diagnostic Medical Sonography**  
**Confidentiality Statement**

One of the student's major responsibilities is to preserve the confidentiality of all medical and personal information concerning patients, as well as all confidential information concerning activities of the PRACTICUM Education Affiliates and their staff. I have successfully completed the HIPPA training at Tyler Junior College.

**I understand that a breach of this confidentiality at any time during my enrollment in the Tyler Junior College Diagnostic Medical Sonography Program will result in dismissal from the Program.**

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**Student Signature**

**Date**

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**TYLER JUNIOR COLLEGE**  
**Diagnostic Medical Sonography**  
**Compensation and Service Work Statement**

The PRACTICUM Education is a planned learning experience for students and should not be regarded as strictly work experience. Students must not take the responsibility or the place of 'qualified' staff. However, after demonstrating competency, students may be permitted to perform procedures with appropriate supervision. There will be no compensation paid to students for these activities during Practicum Education hours.

**I understand and agree to abide by this statement during my enrollment in the Tyler Junior College Diagnostic Medical Sonography Program.**

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Student Signature

Date



**TYLER JUNIOR COLLEGE**  
**Diagnostic Medical Sonography**  
**Communicable Disease Policy**

All students will have a TB skin test, or an appropriate test, upon entering the program, **and** again in September of the sophomore year.

**When a student is identified as being infected with any of the following communicable diseases, certain steps are to be taken to ensure the health of the Tyler Junior College community and of the patients with whom the student would be in contact. This policy is also designated to protect the student who is infected. The list below is not necessary all inclusive.**

Hepatitis B, leprosy, measles, mumps, rubella, meningitis, tuberculosis, typhoid, chicken pox, shingles, poliomyelitis, venereal disease.

**I have read, I understand, and I agree to comply with the Communicable Disease policy as stated in the Tyler Junior College Student Handbook.**

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**Student Signature**

**Date**

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**TYLER JUNIOR COLLEGE**  
**Diagnostic Medical Sonography**  
**Bloodborne Pathogens**

All students will receive instructional material on BLOODBORNE Pathology.

**When a student is identified as being infected with any of the following blood borne pathogens, certain steps are to be taken to ensure the health of the Tyler Junior College community and of the patients with whom the student would be in contact. This policy is also designated to protect the student who is infected. The list below is not necessarily all inclusive.**

Hepatitis B and HIV Viruses.

**I have read, I understand, and I agree to comply with the BLOODBORNE PATHOGENS policy as stated in the Tyler Junior College Student Handbook.**

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**Student Signature**

**Date**

**TYLER JUNIOR COLLEGE**  
**Diagnostic Medical Sonography**  
**Behavior Agreement**

If the student is observed to be displaying behaviors\* which are decidedly different from those behaviors normally displayed by that student, or observed to be displaying behaviors not considered normal by usual standards, that student may be required to leave the clinical site and be barred from that particular site, inducing a dismissal.

\*Behaviors may include, but are not limited to, such things as: slurred speech; impaired gait; repeated, poor judgement; alcohol on breath; negligent patient care; etc.

**I have read, I understand, and I agree to comply with this policy as stated above.**

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**Student Signature**

**Date**

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**TYLER JUNIOR COLLEGE**  
**Diagnostic Medical Sonography**  
**Student Pregnancy Policy Agreement**

The Pregnancy Policy for Diagnostic Medical Sonography Students essentially states:

The student will immediately inform the Program of the pregnancy. The student will be counseled, and must produce documentation from her doctor that she may continue in the Program. Arrangements will be made for her extended post partum absence.

If the student does not inform the Program of her pregnancy, the above measures cannot be taken. These measures are for the benefit of the student and the baby. Without the student's cooperation, the approved usual and standard safety precautions cannot be implemented.

**I have read the above and I understand that it is in my best interests to comply with the Diagnostic Medical Sonography Program's Pregnancy Policy.**

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**Female Student Signature**

**Date**

**TYLER JUNIOR COLLEGE**  
**Diagnostic Medical Sonography**  
**Practicum Rotation Statement**

Practicum Education is a planned learning experience for the student. Practicum Education rotation schedules are assigned by the Practicum Coordinator and/or the Program Director at Tyler Junior College. It is the student's responsibility to make arrangements to attend Practicum Education sites, regardless of location. The student is also expected to be punctual and in uniform at all scheduled Practicum Education sites, regardless of location or personal problems. (i.e. day care, car expenses, minor illnesses) There are few acceptable excuses for absence or tardiness at any of the assigned outlying Practicum Education sites. Failure to be on time and/or attend the assigned Practicum Education sites will result suspension with recommendation of dismissal from the Program.

I understand and agree to abide by this statement during my enrollment in the Tyler Junior College Diagnostic Medical Sonography Technology Program.

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**Student Signature**

**Date**

**TYLER JUNIOR COLLEGE**  
**Diagnostic Medical Sonography**  
**Student Handbook**

**HANDBOOK AGREEMENT**

I have read the information contained in the Tyler Junior College Diagnostic Medical Sonography Student Handbook and the Tyler Junior College Student Handbook. I understand this information and agree to abide by the rules and regulations contained in these handbooks. I have been given the opportunity to clarify any information that I do not understand.

SIGNED AND AGREED TO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

Student:

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Signature Printed Name Date

Witness:

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Signature Printed Name Date

**TYLER JUNIOR COLLEGE**  
**Diagnostic Medical Sonography**  
**Student Handbook/Safeguards**

**FAIR PRACTICES**

The health and safety of patients, students, and faculty associated with the educational activities of the students must be adequately safeguarded.

Therefore, students scan each other during assigned on-campus labs. All students are required to scan an individual for a daily lab grade. In the event you are not scanned by one of your lab peers on any given day, there will be no adverse effect on grade or evaluations by participation or non-participation.

I have been given the opportunity to clarify any information that I do not understand.

**SIGNED AND AGREED TO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.**

Student:

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**Signature**

**Printed Name**

**Date**

**TYLER JUNIOR COLLEGE**

**SCHOOL of NURSING AND HEALTH PROFESSIONS**

**HONOR CODE**

Upon enrolling in the School of Allied Health and Nursing, I assume an obligation to conduct my academic affairs in a manner compatible with standards of academic honesty (abstaining from cheating, plagiarism, falsifying documents, unprofessional conduct, breach of confidentiality, ect.) established by the College and its faculty. If I neglect or ignore this obligation, I understand that I will be subject to disciplinary action including dismissal.

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Paul Monagon, M.Ed, RT (R)**  
**Dean, School of Allied Health and Nursing**

Tyler Junior College  
Diagnostic Medical Sonography

**Medical Condition and Routine Medication List**

For emergency purposes only, please list all medical conditions and routine medications below.

**Medical Conditions:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Routine Medications:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

I declare that the above listed information is accurate.

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