PROGRAM MANUAL



Revised: September 2024



Welcome to the Diagnostic Medical Sonography Program!

Congratulations on your acceptance into the Diagnostic Medical Sonography Program offered at Broward College! I trust that you will find our program to be an exciting and rewarding adventure in learning.

The program includes scheduled classroom lectures/activities as well as laboratory practice and clinical experience.

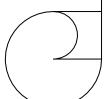
We strongly believe that learning is a lifelong process that requires your steady interaction. As future health care providers, you will need to remain adaptable to change as it occurs in accordance with advances in medical science and Diagnostic Medical Sonography. You will become dynamically involved in the learning process as the program progresses. It will be your responsibility as a student to fully utilize the educational opportunities provided to you.

As you progress in the Diagnostic Medical Sonography program you will develop an awareness of the profession's inherent responsibilities as well as established professional ethics and standards of practice. The faculty and staff look forward to working with you as you obtain the necessary academic and clinical skills required to realize your goal of becoming a Diagnostic Medical Sonographer.

This Program Manual outlines important information regarding the program and faculty's expectations of students enrolled, as well as, a number of essential details about the program itself. We anticipate that you will play an active and enthusiastic role in the learning process. To assist us in providing an outstanding educational opportunity to our students, you will be asked for input on curricular matters and in continuous evaluation of our courses.

On behalf of the faculty and administrators, welcome and best wishes for success.

Evan Steigrod, RDMS, RDCS Program Director Diagnostic Medical Sonography



THE DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Administrator:

Evan Steigrod, AS, RDMS, RDCS

Program Manager Phone: (954) 201-2089

E-mail: esteigro@broward.edu

Core Faculty/Instructor:

Tatsiana Kandratsenka, AS, RDMS, RDCS

Clinical Coordinator

Phone (954) 201-2079 E-mail: tkandrat@broward.edu

FREQUENTLY CALLED NUMBERS

Academic Advisement	(954) 201-2884
Graduation Status	(954) 201-6531
Bookstore	(954) 201-2225
Career Center	(954) 201-4921
Career Ceriter	(934) 201-4921
Disability Services	(954) 201-2313
Emarganavillatlina	(05.4) 204, 4000
Emergency Hot Line	(954) 201-4900
FAX Broward site	(954) 201-2348
Financial Aid	(954) 201-6916
A series O series O series	(05.4) 004.0000
Academic Success Center	(954) 201-2260
Lost and Found	(954) 201-4357
Program Administrative Assistant	(954) 201-2148
	(0=1) 001 10==
Security Office	(954) 201-4357
	(954) 201-2229
Registration – North Campus	(954) 201-2245
rtogistiation – North Campus	(337) 201-2243

Frequently Visited Web Sites

Broward College Web Site: <u>www.broward.edu</u>

American Registry of Diagnostic Medical Sonography: www.ardms.org
www.ardms.org

Society of Diagnostic Medical Sonography:

The Joint Review Committee on Education in www.jrcdms.org

Diagnostic Medical Sonography (JRC-DMS)

Commission on Accreditation of Allied Health Education
Programs (CAAHEP) <u>www.caahep.org</u>

TABLE OF CONTENTS

PROGRAM INFORMATION Page		Page
Cr De Mi No Or Pr Pr Pr So Te	areer Opportunities	3 2 4 5 6 7 5 7 2 6 2 3
STUDE	NT CONDUCT	
Co Co Co Pr Se St St Sr	opropriate Attendance ode of Professional Behavior onduct During In-Class Examinations onduct During Guest Lectures ofessional Behaviors exual Harassment oudent Code of Conduct ubstance Abuse Policy moking Policy ardiness and Attendance Guidelines	3 10 11 2 11 5 11
ACADE	MIC INFORMATION	
Ac As Cr Cc Cc Di Gr Gr Le Le Ma	rademic Standards dvisement and Counseling Services esignments/Homework Guidelines estalog of Entry nange in Program Requirements ourse Descriptions ourse of Study smissal raduation Criteria uidelines for Advancement earning Strategies eave Absence Policy estriculation	. 2 . 6 12 11 10 9 15 3 6 11
Re Re Re	regnancy Policyegistry Examinationseinstatement Guidelinesequirements for Continuation in the Programetention Planedeting Student Information	15 10 6 7
υķ	odating Student Information	11

LABORATORY AND CLASSROOM GUIDELINES

Certifications		Cell Phones and Portable Electronics	2
Emergency/Health Services. 2 Food and Drink Regulations			8
Food and Drink Regulations			_
Health/Medical Information Requirements		- · ·	
Health/Medical Information Requirements			
Incident/Accident/Exposure Reports			
Participation in Class and Simulated Labs 3 Reacting to Emergencies 4 Safety Regulation in Classroom/Lab 5 Signing Out Texts, Videos, etc. 9 Smoking Policy 6 Student ID/Smart Card 9 Telephone Use and Availability 10 Textbook Purchases 9 Use of Lab Outside of Regular Sessions 9 Weep of Lab Outside of Regular Sessions 9 CLINICAL PRACTICUM GUIDELINES CLINICAL PRACTICUM GUIDELINES CLINICAL PRACTICUM GUIDELINES Additional Clinical Placement Requirements 6 Annual Tuberculosis Test 5 Background Check and Drug Screening 6 Clinical Check and Drug Screening 6 Clinical Complaint Procedure 10 Clinical Practicum Course Descriptions 3 Clinical Practicum Course Descriptions 7 Compensation/Performing Clinical Work 10 Expression Profession Prof		·	
Reacting to Emergencies			
Safety Regulation in Classroom/Lab 5 Signing Out Texts, Videos, etc. 9 Smoking Policy. 6 Student ID/Smart Card. 9 Telephone Use and Availability 10 Textbook Purchases 9 Use of Lab Outside of Regular Sessions 9 CLINICAL PRACTICUM GUIDELINES Additional Clinical Placement Requirements Additional Clinical Placement Requirements 6 Annual Tuberculosis Test 5 Background Check and Drug Screening 6 Clinical Complaint Procedure 10 Clinical Complaint Procedure 10 Clinical Practicum Course Descriptions 3 Clinical Practicum Course Descriptions 3 Clinical Uniforms 7 Compensation/Performing Clinical Work 10 Exposure to Blood and Body Fluid 8-5 Health/Medical Information Requirements 4 Incident and Accident Reports – Clinical 9 Infectious/Communicable Disease Policy/Informed Consent 8-5 Malpractice Insurance 10 Overvie		·	
Signing Out Texts, Videos, etc. 9			
Smoking Policy			
Student ID/Smart Card. 9 Telephone Use and Availability			
Textbook Purchases			
Use of Lab Outside of Regular Sessions		Telephone Use and Availability	10
Additional Clinical Placement Requirements 6 Annual Tuberculosis Test 5 Background Check and Drug Screening 6 Clinical Complaint Procedure 10 Clinical Practicum Course Descriptions 7 Compensation/Performing Clinical Work 10 Exposure to Blood and Body Fluid 8- Health/Medical Information Requirements 4 Incident and Accident Reports – Clinical 9 Infectious/Communicable Disease Policy/Informed Consent 8- Malpractice Insurance 10 Overview of Clinical Education Component 2 Pre-Practicum Student Responsibilities 4 Service Work 10 Student Clinical Manual 2 Uniform Purchase 6 GENERAL INFORMATION Advanced Placement/ Experiental Learning 5 Calendar 2 Confidentiality 2 Uniform Purchase 3 Financial Aid 3 Grade Appeal 3 Graduation Ceremony 3 Graduation Ceremony 3 Learning Resources/Learning Assistance 4 Letters of Recommendation or References 4 Library 4 Licensing Examination 4 Parking 5 Security Services 5 Student Activities 5 Transportation 5			
Additional Clinical Placement Requirements 6 Annual Tuberculosis Test 5 Background Check and Drug Screening 6 Clinical Complaint Procedure 10 Clinical Practicum Course Descriptions 3 Clinical Uniforms 7 Compensation/Performing Clinical Work 10 Exposure to Blood and Body Fluid 8-5 Health/Medical Information Requirements 4 Incident and Accident Reports - Clinical 9 Infectious/Communicable Disease Policy/Informed Consent 8-5 Malpractice Insurance 10 Overview of Clinical Education Component 2 Pre-Practicum Student Responsibilities 4 Service Work 10 Student Clinical Manual 2 Uniform Purchase 6 GENERAL INFORMATION Advanced Placement/ Experiental Learning 5 Calendar 2 Confidentiality 2 Due Process 3 Financial Aid 3 Grade Appeal 3 Graduation Ceremony 3 Learning Resources/Learning Assistance 4 Letters of Recommendation or References 4 Library Licensing Examination 4 Parking 5 Security Services 5 Student Activities 5 Transportation 5		Use of Lab Outside of Regular Sessions	9
Annual Tuberculosis Test Background Check and Drug Screening 6 Clinical Complaint Procedure 10 Clinical Practicum Course Descriptions 3 Clinical Uniforms 7 Compensation/Performing Clinical Work 10 Exposure to Blood and Body Fluid 8-5 Health/Medical Information Requirements 4 Incident and Accident Reports – Clinical 9 Infectious/Communicable Disease Policy/Informed Consent 8-5 Malpractice Insurance 10 Overview of Clinical Education Component 2 Pre-Practicum Student Responsibilities 4 Service Work 10 Student Clinical Manual 2 Uniform Purchase 6 GENERAL INFORMATION Advanced Placement/ Experiental Learning 5 Calendar 2 Confidentiality 2 Due Process 3 Financial Aid 6 Grade Appeal 3 Graduation Ceremony 3 Learning Resources/Learning Assistance 4 Letters of Recommendation or References 4 Library 4 Licensing Examination 4 Parking 5 Security Services 5 Student Activities 5 Transportation 5	CLINI		0
Background Check and Drug Screening 6 Clinical Complaint Procedure 10 Clinical Practicum Course Descriptions 3 Clinical Uniforms 77 Compensation/Performing Clinical Work 10 Exposure to Blood and Body Fluid 8-5 Health/Medical Information Requirements 4 Incident and Accident Reports - Clinical 9 Infectious/Communicable Disease Policy/Informed Consent 8-5 Malpractice Insurance 10 Overview of Clinical Education Component 2 Pre-Practicum Student Responsibilities 4 Service Work 10 Student Clinical Manual 2 Uniform Purchase 6 GENERAL INFORMATION Advanced Placement/ Experiental Learning 5 Calendar 2 Confidentiality 2 Due Process 3 Financial Aid 3 Grade Appeal 3 Graduation Ceremony 3 Learning Resources/Learning Assistance 4 Letters of Recommendation or References 4 Library 1 Licensing Examination 4 Parking 5 Security Services 5 Student Activities 5 Transportation 5			
Clinical Complaint Procedure			
Clinical Practicum Course Descriptions			
Clinical Uniforms			_
Exposure to Blood and Body Fluid		Clinical Uniforms	7
Health/Medical Information Requirements			
Incident and Accident Reports – Clinical 9 Infectious/Communicable Disease Policy/Informed Consent 8-6 Malpractice Insurance 10 Overview of Clinical Education Component 2 Pre-Practicum Student Responsibilities 4 Service Work 10 Student Clinical Manual 2 Uniform Purchase 6 GENERAL INFORMATION Advanced Placement/ Experiental Learning 5 Calendar 2 Confidentiality 2 Due Process 3 Financial Aid 3 Grade Appeal 3 Graduation Ceremony 3 Learning Resources/Learning Assistance 4 Letters of Recommendation or References 4 Library 4 Licensing Examination 4 Parking 4 Security Services 5 Student Activities 5 Transportation 5		Exposure to Blood and Body Fluid	8-9
Infectious/Communicable Disease Policy/Informed Consent Malpractice Insurance			
Malpractice Insurance 10 Overview of Clinical Education Component 2 Pre-Practicum Student Responsibilities 4 Service Work 10 Student Clinical Manual 2 Uniform Purchase 6 GENERAL INFORMATION Advanced Placement/ Experiental Learning 5 Calendar 2 Confidentiality 2 Due Process 3 Financial Aid 3 Grade Appeal 3 Graduation Ceremony 3 Learning Resources/Learning Assistance 4 Letters of Recommendation or References 4 Library 4 Licensing Examination 4 Parking 4 Security Services 5 Student Activities 5 Transportation 5			-
Overview of Clinical Education Component			
Pre-Practicum Student Responsibilities			
Service Work 10 Student Clinical Manual 2 Uniform Purchase 6 GENERAL INFORMATION Advanced Placement/ Experiental Learning 5 Calendar 2 Confidentiality 2 Due Process 3 Financial Aid 3 Grade Appeal 3 Graduation Ceremony 3 Learning Resources/Learning Assistance 4 Letters of Recommendation or References 4 Library 4 Licensing Examination 4 Parking 4 Security Services 5 Student Activities 5 Transportation 5			
Student Clinical Manual 2 Uniform Purchase 6 GENERAL INFORMATION Advanced Placement/ Experiental Learning 5 Calendar 2 Confidentiality 2 Due Process 3 Financial Aid 3 Grade Appeal 3 Graduation Ceremony 3 Learning Resources/Learning Assistance 4 Letters of Recommendation or References 4 Library 4 Licensing Examination 4 Parking 4 Security Services 5 Student Activities 5 Transportation 5		·	-
Uniform Purchase			_
GENERAL INFORMATION Advanced Placement/ Experiental Learning 5 Calendar 2 Confidentiality 2 Due Process 3 Financial Aid 3 Grade Appeal 3 Graduation Ceremony 3 Learning Resources/Learning Assistance 4 Letters of Recommendation or References 4 Library 4 Licensing Examination 4 Parking 4 Security Services 5 Student Activities 5 Transportation 5			
Calendar 2 Confidentiality 2 Due Process 3 Financial Aid 3 Grade Appeal 3 Graduation Ceremony 3 Learning Resources/Learning Assistance 4 Letters of Recommendation or References 4 Library 4 Licensing Examination 4 Parking 4 Security Services 5 Student Activities 5 Transportation 5	GENERAL II	NFORMATION	
Confidentiality 2 Due Process 3 Financial Aid 3 Grade Appeal 3 Graduation Ceremony 3 Learning Resources/Learning Assistance 4 Letters of Recommendation or References 4 Library 4 Licensing Examination 4 Parking 4 Security Services 5 Student Activities 5 Transportation 5		· · · · · · · · · · · · · · · · · · ·	
Due Process 3 Financial Aid 3 Grade Appeal 3 Graduation Ceremony 3 Learning Resources/Learning Assistance 4 Letters of Recommendation or References 4 Library 4 Licensing Examination 4 Parking 4 Security Services 5 Student Activities 5 Transportation 5			
Financial Aid 3 Grade Appeal 3 Graduation Ceremony 3 Learning Resources/Learning Assistance 4 Letters of Recommendation or References 4 Library 4 Licensing Examination 4 Parking 4 Security Services 5 Student Activities 5 Transportation 5			
Grade Appeal 3 Graduation Ceremony 3 Learning Resources/Learning Assistance 4 Letters of Recommendation or References 4 Library 4 Licensing Examination 4 Parking 4 Security Services 5 Student Activities 5 Transportation 5			
Learning Resources/Learning Assistance 4 Letters of Recommendation or References 4 Library 4 Licensing Examination 4 Parking 4 Security Services 5 Student Activities 5 Transportation 5		Grade Appeal	
Letters of Recommendation or References 4 Library 4 Licensing Examination 4 Parking 4 Security Services 5 Student Activities 5 Transportation 5		Graduation Ceremony	3
Library 4 Licensing Examination 4 Parking 4 Security Services 5 Student Activities 5 Transportation 5			-
Licensing Examination 4 Parking 4 Security Services 5 Student Activities 5 Transportation 5			-
Parking 4 Security Services 5 Student Activities 5 Transportation 5		·	-
Security Services 5 Student Activities 5 Transportation 5			-
Student Activities 5 Transportation 5			
Transportation 5			
			5

PROGRAM INFORMATION

Program Description

The Diagnostic Medical Sonography Program is one of over twenty-two (22) health career Programs offered as part of the health science programs at Broward College. It is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). Broward College itself is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree in Diagnostic Medical Sonography.

The General and Cardiac DMS Program at Broward 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 (JRC-DMS).

CAAHEP 9355 - 113th St. N, #7709 Seminole, FL 33775 727-210-2350 JRC-DMS 6021 University Blvd., Suite 500 Ellicott City, MD 21043 443-973-3251

The curriculum provides the student the opportunity to develop competency in technical skills through planned experiences in the classroom, laboratory and off-site clinical facilities. The Program is dedicated to developing sonographer's who are quality-minded and who will ultimately make unique contributions to the field of sonography.

Scope of Practice for the Diagnostic Ultrasound Professional

Preamble:

The purpose of this document is to define the Scope of Practice for Diagnostic Ultrasound Professionals and to specify their roles as members of the health care team, acting in the best interest of the patient. This scope of practice is a "living" document that will evolve as the technology expands.

Definition of the Profession:

The Diagnostic Ultrasound Profession is a multi-specialty field comprised of Diagnostic Medical Sonography (with subspecialties in abdominal, neurologic, obstetrical/gynecologic and ophthalmic ultrasound), Diagnostic Cardiac Sonography (with subspecialties in adult and pediatric echocardiography), Vascular Technology, and other emerging fields. These diverse specialties are distinguished by their use of diagnostic medical ultrasound as a primary technology in their daily work. Certification¹ is considered the standard of practice in ultrasound. Individuals who are not yet certified should reference the Scope as a professional model and strive to become certified.

Scope of Practice of the Profession:

The Diagnostic Sonographer is a highly skilled individual qualified by academic and clinical experience to provide diagnostic patient services using ultrasound and related diagnostic techniques. The Diagnostic Sonographer is responsible for producing the best diagnostic information possible with the available resources. Diagnostic Sonographer's acquire and evaluate data, while exercising discretion and judgment in performance of the clinical examination. The Diagnostic Sonographer is able to

- 1. Obtain, review, and bring together pertinent patient history, physical examination, and supporting clinical data to facilitate diagnostic results.
- 2. Perform diagnostic procedures by producing, assessing, and evaluating ultrasound images and related data that are used by physicians to render a medical diagnosis.
- 3. Provide interpreting physicians with an oral or written summary of technical findings.
- 4. Provide patient and public education and promote principles of good health.

¹ An example of credentials: RDMS (registered diagnostic medical sonographer), RDCS (registered diagnostic cardiac sonographer), RVT (registered vascular technologist); awarded by the American Registry of Diagnostic Medical Sonographers,® a certifying body with NCCA Category "A" membership. Credentials should be awarded by an agency certified by the National Commission for Certifying Agencies (NCCA).

Copyright©1993-2000 Society of Diagnostic Medical Sonography Dallas, TexasUSA All Rights Reserved Worldwide

Credentials

A Diagnostic Sonographer possesses competency-based certification by successfully passing a credentialing examination in one or more of the many disciplines of the profession. These disciplines and their related credentials as provided by the American Registry of Diagnostic Medical Sonographers can be found at http://www.ardms.org/credentials_examinations/.

(Source for Description, Scope, and Credentials - SDMS publication titled: The Scope of Practice for the Diagnostic Sonographer, First edition, 1993)

Technical Standards

The Diagnostic Medical Sonographer utilizes high frequency sound waves and other diagnostic techniques for medical diagnosis. The professional level of this health care service requires highly skilled and competent individuals who function as integral members of the health care team. The Diagnostic Sonographer must be able to produce and evaluate ultrasound images and related data that are used by physicians to render a medical diagnosis. The Diagnostic Sonographer must acquire and maintain specialized technical skills and medical knowledge to render quality patient care.

In the professional courses that are required, as well as in the career field of sonography, the student and sonographer must have the ability to:

- 1. Lift and move patients and accessories
- 2. Coordinate movement of equipment, such as portable machines and accessories
- 3. Utilize the skills needed to perform procedures with "universal precautions" when working with all types of patients
- 4. Give instructions to patients, peers, and healthcare personnel
- 5. Hear audible cues and warnings of imaging and Doppler equipment and life support devices
- 6. Utilize the sense of touch in order to provide patient care and position patients for sonographic examinations
- 7. Exhibit the dexterity to manipulate the transducer in the necessary maneuvers to achieve the optimum examination and to operate the controls of the equipment
- 8. Evaluate images, distinguishing between black, white, and shades of gray tones, and recognize and evaluate shades of color in images and color flow Doppler
- 9. Utilize interpersonal skills to professionally and sensitively interact with patients who are experiencing physical or emotional trauma
- 10. Utilize oral and written communications to assess clinical records, comprehend and employ appropriate medical terminology and interact with the referring and/or attending physician with oral and written impressions regarding sonographic data as permitted by employer policy and procedure
- 11. Exercise professional judgment and discretion to identify a life-threatening situation and implement emergency care
- 12. Perform within the **SCOPE OF PRACTICE** (detailed below).
- 13. Protect the patient's rights and privacy and adhere to the **Professional Code of Conduct**.

Mission Statement of the College

VISION STATEMENT

Broward College will be a destination for academic excellence, serving students from local communities and beyond. The College will embrace diversity - student, faculty, staff, and business partnerships - and foster a welcoming, affirming, and empowering culture of respect and inclusion. The College will stand at the leading edge of technological and environmentally sound innovation, providing attainable, high-quality educational programs. Broward College will be recognized for its recruitment and retention of diverse, outstanding faculty and staff whose primary focus will be to promote the success of each individual student while supporting lifelong learning for all students. As a model post-secondary institution, the College will connect its students to diverse local and global communities through technical, professional, and academic careers.

MISSION STATEMENT

The mission of Broward College is to achieve student success by developing informed and creative students capable of contributing to a knowledge and service-based global society. The College is committed to fostering a learning-centered community that celebrates diversity and committed to fostering a learning-centered community that celebrates diversity and inclusion by empowering and engaging students, faculty and staff.

CORE VALUES

- Academic Excellence and Student Success Achieving student success through high- quality, learning-centered programs and services while continuously evaluating and improving student learning outcomes that reflect the highest academic standards. This is accomplished by providing flexible educational opportunities accessible to all students, regardless of time or place.
- **Diversity and Inclusion** Creating a community that celebrates diversity and cultural awareness while promoting the inclusion of all its members.
- Innovation Developing and implementing the most emergent technologies and teaching/learning methods and strategies to create learning environments that are flexible and responsive to local, national, and international needs.
- **Integrity** Fostering an environment of respect, dignity, and compassion that affirms and empowers all its members while striving for the highest ethical standards and social responsibility.
- **Sustainability** Ensuring effective, efficient use of college resources while implementing fiscally sound practices and environmentally sustainable initiatives that can be modeled in collaboration with our community.
- **Lifelong Learning** Promoting the educational growth and development of all individuals through a variety of postsecondary professional, technical, and academic programs and services.

Mission Statement of the Program

The College's mission is reflected in the program's mission statement:

The mission of the Diagnostic Medical Sonography Program is to prepare competent, ethical and culturally sensitive entry-level sonographer's who are dedicated to lifelong self-directed learning. The program is committed to preparing sonographer's who are capable of functioning in a dynamic and ever-changing area of health care delivery. The Sonography Program exists to provide a technical and professional education to benefit all segments of the community. The Sonography Program is committed to quality instruction delivered by dedicated faculty who are engaged in continued professional development.

The program is committed to accomplishing its mission through the use of effective and diverse instructional methods that encompass both traditional and technology-based strategies.

Philosophic Intent

The Associate of Science Degree Diagnostic Medical Sonography Program at Broward College support the philosophy of Broward College.

In terms of philosophic intent and in support of the open door policy of the College, the program acknowledges the religious, racial, and cultural diversity of its students while endeavoring to provide equal educational opportunities for all students. The program strives to offer a variety of instructional methods that will meet the needs of students at different levels of ability, development, and motivation.

The program believes that excellence in education serves to develop an appreciation of knowledge and to foster a desire for lifelong learning experiences as a means to promote professional growth. The program is committed to the advancement of students so that critical thinking and problem-solving skills, global perspectives as related to health care issues, clarity in values and creativity will empower them to make moral choices and ethical decisions in both their personal and professional lives.

The administration and core faculty firmly believe that the Diagnostic Medical Sonographer is an integral member of the health care team. Through a mixture of general education and technical courses, the social, cultural and intellectual development of the student progresses from a novice level towards the goal of being an entry-level clinician who can be expected to be a contributing member of society.

Determination of learning outcomes which concurrently address the cognitive, psychomotor, and affective domains of learning provide students with opportunities to become critical thinkers and creative problem solvers. Case-based learning activities engage the student in the educational process while developing skill in self-assessment. Challenging learning experiences augmented by a supportive learning environment are integrated throughout the curriculum.

Program Goals

- The program will serve the communities of Broward County and surrounding areas by assisting students from these populations in becoming competent entry level sonographers, thereby helping to alleviate the shortage of sonographers in the medical population
- Program instructors will provide creative methods of delivering program course information to students using technological and other available methods in order to reduce program budget costs
- 3. The program will graduate students whose ARDMS scores will exceed the national average.

This program is designed:

- To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the Abdominal sonography – Extended concentration.
- 2. To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the obstetrics and gynecology sonography concentration.
- 3. To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the adult cardiac sonography concentration.

This program is designed to develop a sonographer who:

- Contributes to the physical and psychological comfort of the patient. The obligations assumed
 by those who are entrusted with the care of patients transcends mere technical expertise.
 Therefore, in addition to academic competence, the sonographer who graduates from this
 program is prepared for, and is expected to demonstrate, those qualities of professional
 conduct to include integrity, morality, discipline and compassion.
- 2. Works with the health care team to improve the quality of health care in the hospital and community.
- 3. Understands the importance of membership in professional organizations.
- 4. Keeps abreast of the changes in the ultrasound field.

Non-Discrimination Policy

In accordance with College policy, the program affirms its commitment to ensure that each student shall be permitted to study and otherwise participate in the BC community in an environment free from any form of illegal discrimination, including race, color, religion, age, disability, sex, sexual orientation, national origin, martial status and veteran status. The program acknowledges its obligation to work towards a community in which diversity is valued and opportunity is equalized.

Opportunities for Educational Advancement

Students interested in pursuing an upper level education as a sonographer should contact the specific university of interest or conduct a web search to obtain current information regarding colleges that offer an intended program. Each university establishes its own admission criteria. Sonography programs typically require additional courses in biology, chemistry, physics, mathematics, and humanities. The general education courses in the Diagnostic Medical Sonography program will likely transfer however, the core courses (DMS) may not.

Career Opportunities

According to the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Diagnostic medical sonographer's may be employed in hospitals, clinics, private offices, and industry. Most full-time sonographer's work about 40 hours a week; they may have evening weekend hours and times when they are on call and must be ready to report to work on short notice.

The demand for sonographer's, including suitably qualified educators, researchers, and administrators, continues to exceed the supply, with faster than average job growth anticipated. The supply and demand ratio affects salaries, depending on experience and responsibilities.

According to the Society of Diagnostic Medical Sonographer's, the median income in 2021 was \$78,640 for Diagnostic Medical Sonographer's

Placement Rates

Each year, within six to eight months following graduation, the program conducts a graduate survey. This survey serves to collect job placement data, however, the rate of return of the surveys is less than adequate to project actual total graduate placement.

Placement rates would be higher if the program chose to report verbal reports of securing jobs upon graduation; however, placement rates are calculated from returned surveys only.



Professional Behaviors

Students are expected to demonstrate interest, ability, and aptitude for the responsibilities related to the field of Diagnostic Medical Sonography from the sonographer's perspective. When choosing a profession, an individual must be willing to assume the professional behaviors inherent to that profession. This transformation begins in the classroom and laboratory settings with a continuation into the clinical arena. Students are expected to exhibit initiative and interest in learning by actively participating in the variety of learning opportunities the program offers.

Professional behaviors include, but are not limited to:

- Commitment to Learning
- > Interpersonal Skills
- Communication Skills
- Effective Use of Time and Resources
- Use of Constructive Feedback
- Problem Solving
- Professionalism
- Responsibility
- Critical Thinking
- > Stress Management

The above criteria are evaluated throughout the program by self-assessment, peer evaluation and instructor feedback. The clinical instructors and faculty will provide verbal and/or written feedback to students on professional behavior and if deemed necessary, develop a plan of action to improve areas of deficiency.

Disclosing confidential information to unauthorized sources, insubordination to academic or clinical faculty, disregard for patient/clients' or other persons' welfare, disinterest in studies as shown by frequent tardiness or unexcused absence, failure to participate in class/clinic assignments/discussions, and dishonesty in written assignments or examinations are examples of behaviors that will not be acceptable for continuation in the program.

The Health Science programs at the College have established a Code of Professional Behaviors which students enrolled in health science programs are expected to adhere to. The code is in addition to the College's Student Code of Conduct. Both codes and the consequences of violations are detailed on the following pages.

CODE OF PROFESSIONAL BEHAVIORS

In addition to the College's Student Code of Conduct as detailed in the catalog, the program has developed professional behavior guidelines that govern the educational preparation of students who intend to enter health science professions.

Professional behaviors are defined as those characteristics, traits, or behaviors that are required for success in health science professions. The faculty and administrators of the Health Science programs exemplify to students the highest standards of honesty and integrity. They encourage student adherence to such standards and set an example by treating students with fairness and courtesy with respect for diversity in all its forms.

PROFESSIONAL BEHAVIORS

The program believes that by adhering to high standards of integrity and competence the student upholds the dignity and autonomy of his/her chosen profession.

The student is expected to develop and demonstrate the following professional behaviors regardless of the program of study in the health sciences and in all settings related to the educational process (classroom, simulated laboratory, clinical sites, etc.), in addition to abiding and upholding the regulations and policies set forth by the Student Code of Conduct of Broward College (detailed herein), as well as, the Code of Ethics espoused by the professional organizations, regulating bodies, and credentialing agencies of the students' chosen profession.

For matters relating to violation of Broward College's Student Code of Conduct, Student Code of Conduct procedures will be followed.

Guidelines for professional behavior consist of three categories:

- Personal Responsibility
- Competence and Self-Improvement
- Professional Responsibility

Within each category, **critical guidelines** are in bold emphasizing the critical nature of the behavior.

Personal Responsibility: The student contributes to a positive learning environment by accepting personal responsibility for demonstrating appropriate behavior in the classroom, during laboratory activities and while attending all clinical rotations. Acknowledging professional responsibilities, the student conducts self as a positive representative of Broward College. The guidelines for Personal Responsibility are:

- 1. Contribute to a positive learning environment.
- 2. Be punctual for all classroom, laboratory and clinical activities.
- 3. Attend consistently according to the attendance policy of the program.
- 4. Notify the instructor of any necessary absence or projected lateness.
- 5. Take responsibility for obtaining notes, handouts, or other materials presented during an absence.
- 6. Arrive prepared for class, lab or clinical, having completed any assignments given.
- Avoid eating and drinking in the class, labs or in clinical settings unless permitted to do so by the instructor
- 8. Refrain from using beepers or cell phones during classes or clinical activities.
- Accept personal responsibility for appropriate behavior.
- 10. Dress in the assigned lab or clinical uniform whenever required.
- 11. Maintain high standards of personal hygiene.
- 12. Conduct self as a positive representative of Broward College.

Competence and Self-Improvement: The student demonstrates an awareness of the impact of self- directed learning on developing competence in the chosen profession and takes initiative to self-assess as a means of promoting self-improvement. The guidelines for Competence and Self-Improvement are:

- Commit to the learning and mastery of knowledge, skills, attitudes and beliefs of the chosen profession.
- Be motivated to learn and take appropriate initiative to enhance one's own learning experiences.
- Know limits of own abilities; recognizing the need for additional practice when deficiencies are evidenced.
- Perform frequent self-assessment to improve performance.

Professional Responsibility: The student conducts self during all interactions in a manner which reflects the standards of professionalism in the health professions: respect, confidentiality, honesty and integrity. Acting from a moral and ethical viewpoint, the student demonstrates high regard for self and others. The quidelines for Professional Responsibility are:

- Demonstrate a respectful attitude towards peers and staff.
- 2. Demonstrate appropriate communication at all times, refraining from the use of inappropriate language and/or gestures.
- 3. Demonstrate respect for the patient/client's dignity, privacy, and cultural values.
- Discuss difficult issues with sensitivity and objectivity.
- 5. Use good judgment in mediating differences that may arise between self and others.
- 6. Maintain confidentiality in all interactions.
- 7. Abide by HIPAA regulations regarding confidentiality in patient/client interactions.
- 8. Demonstrate willingness to receive constructive feedback.
- 9. Commit to honesty in all interactions.
- Demonstrate compassion, emotional support, and empathy at all times without projecting one's own viewpoints or values

Procedures

Students are expected to comply with all of the professional behavior guidelines as detailed. In the event that there is a violation of the behaviors or if the faculty and/or administrators of the program deem it necessary, a Violation of Professional Behaviors form may be completed in order to initiate discussion about the violation as well to provide documentation of the violation.

A Professional Behaviors Violation form may be completed by faculty, administrators, or staff. The form details the date of the violation, a description of the violation, and an outline of a plan of action.

The student may be asked to attend a conference with the faculty member or an administrator to discuss the completed form. All discussions will remain confidential. An opportunity to engage in discussion regarding the violation is provided as a means by which the student can be made aware of their own behavior or the perception of their behavior by others. A copy of the form will be given to the student; the

original will be placed in the student's departmental file as a written statement of the reprimand.

Consequences Based on Violation

All consequences are based upon the nature of the violation in terms of the seriousness of the unprofessional behavior.

First Violation: Verbal Warning or Written Reprimand: Depending upon the nature of the violation and at the discretion of the faculty and/or administrators of the program involved, the student may be given a verbal warning or a written reprimand.

For violations necessitating a written reprimand, students are notified, in writing, via the Violation of Professional Behavior form, that he/she has violated a professional behavior and of any plan of action that might be needed. This written reprimand implies the probability of more severe disciplinary consequences if the student violates the Code of Professional Behaviors for a second time.

Repeat Violation: If the student violates the Code of Professional Behaviors a second time, the student may be required to comply with one or more of the following remediations:

- 1. Meeting with the Health Science counselor,
- 2. Performing a community project,
- 3. Interviewing a health care professional in the field to determine what consequences would occur in the work place if a similar violation took place,
- 4. Referral to an anger management course,
- 5. Suspension from the program for a timeframe determined by the Associate Dean
- 6. Other as determined by the Associate Dean in relation to the violation

Past reprimands may be considered in imposing consequences for further violations. Further violations, of the same nature or different, may result in dismissal from the program.

References:

Armstrong Atlantic State University, Honor Code and Code of Conduct
Burkhardt and Nathaniel, Ethics and Issues in Contemporary Nursing, Delmar Publishers, 1998.
Duke University, The Academic Integrity Assessment Guide
Edison State College, Cardiovascular Program, Ethics Guidelines
Miami-Dade Community College, Medical Center Campus, School of Allied Health Code of Conduct
Oregon Health Science University, School of Nursing, Honor Code Policy Statement
Sargent College, Academic Conduct Code
University of Florida, College of Nursing, Student Academic Honesty Guidelines
Wayne State University, School of Medicine, Professional and the Honor Code

Student Code of Conduct

The Student Code of Conduct outlines acceptable and unacceptable behavior for BC students, as well as appropriate disciplinary procedures and sanctions. Upon admission to Broward College, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students shall observe local, state, and federal laws as well as the academic and behavioral regulations found in the BC Student Manual, the College Catalog, other official publications, and the BC web site at http://www.broward.edu.

Any student or student organization found to have committed the following misconduct, on or off campus, is subject to the disciplinary sanctions outlined in Student Code of Conduct Procedures.

- 1. Dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.

The term "cheating," includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; looking at text, notes or another person's paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim work of another as the product of his/her own thoughts regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

- b. Furnishing false information to any BC official or faculty member.
- c. Forgery, alteration, or misuse of any BC document, record, or instrument of identification.
- d. Tampering with the election of any recognized BC student organization.
- Disruption: disruption or obstruction of teaching, research, administration, disciplinary proceedings, other BC activities, including its public-service functions on or off campus, or other authorized non-BC activities, when the act occurs on BC premises.
- 3. Abuse: physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the physical or emotional health or safety of any person.
- Theft or damage to property: attempted or actual theft of and/or damage to BC property or the property of a member of the BC community or other personal or public property.
- 5. Discrimination: BC Policy 6Hx2-5.22
- 6. Sexual Harassment: BC Policy 6Hx2-5.20
- 7. Sexual Battery/Assault: BC Policy 6Hx2-5.20
- 8. Hazing: Florida State Statute 240.1325
- Non-compliance with directions: failure to comply with directions of BC officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Keys: unauthorized possession, duplication, or use of keys to any BC premises or unauthorized entry to or use of BC premises.
- 11. Violation of published BC policies and pro-cedures, rules or regulations.
- 12. Violation of law: violation of federal, state or local law on BC premises or at BC sponsored or supervised activities.
- 13. Controlled substances: use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law. Smoking in classrooms, on elevators, and in other designated non-smoking areas is prohibited.
- 14. Alcohol: use, possession or distribution of alcoholic beverages except as expressly permitted by the law and BC regulations.
- 15. Public intoxication.
- 16. Weapons and dangerous materials: illegal or

- unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on BC premises.
- 17. Unauthorized demonstration: participation in a campus demonstration which disrupts the normal operations of BC and infringes on the rights of other members of the BC community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- 18. Obstruction of movement: obstruction of the free flow of pedestrian or vehicular traffic on any BC premises or at BC sponsored or supervised functions.
- 19. Disorderly conduct: conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on BC premises or at functions sponsored by, or participated in by BC.
- 20. Computer usage:
 - a. unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. unauthorized transfer of a file.
 - c. unauthorized use of another individual's identification and password.
 - d. use of computing facilities to interfere with the work of another student, faculty member or BC official.
 - e. use of computing facilities to send or receive obscene or abusive messages
 - f. use of computing facilities to interfere with the normal operation of BC computing system.
- 21. False representation: contracting or repre-sentation in the name of the College.
- 22. Abuse of the student discipline system, including but not limited to:
 - a. failure to appear before the chief student affairs officer, Hearing Officer, Student Conduct Committee, or other BC officials when requested to do so:
 - b. falsification, distortion, or misrepresentation of information before a Student Conduct Committee:
 - c. disruption or interference with the orderly conduct of a Student Conduct Hearing;
 - d. false accusations of student misconduct knowingly without cause;
 - e. attempting to discourage an individual's proper participation in, or use of, the student discipline system;
 - f. attempting to influence the impartiality of a member of a Student Conduct Committee prior

- to, and/or during the course of, the Student Conduct Hearing;
- g. harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing;
- h. failure to comply with the sanction(s) imposed under the Student Code;
- i. influencing or attempting to influence another person to commit an abuse of the student discipline system.
- 23. Bribery: offering or giving money or any item of service to a BC employee for the purpose of attempting to obtain assistance that would not have otherwise been provided.
- 24. Violation of law and BC discipline.
 - a. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the BC community and/or disrupts the educational mission of BC.
 - b. BC disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
 - c. When a student is charged by federal, state or local authorities with a violation of law, BC will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, BC may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the BC community.
 - d. BC will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Consequences Based on Academic Dishonesty

Breaches of the College's policies pertaining to academic dishonesty may result in academic penalties and/or disciplinary action at the discretion of the instructor. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Additionally, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct.

Student Organizations

Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization, and any of the following conditions apply:

- 1. the offense occurred at an event that was sanctioned by an officer of the organization;
- organizational funds are used to finance the activity;
- 3. the event where the offense occurred is substantially supported by the organization's membership;
- 4. members with knowledge of the forthcoming violation did not attempt to prevent the infraction;
- the organization fails to report or chooses to protect the individuals(s) alleged to have committed the offense.

Recording Prohibition

Students may not make an audio or video recording of an instructor or speaker unless prior consent of the instructor or speaker is obtained. However, if such recording is an Americans with Disabilities Act accommodation, prior notification is required, rather than consent.

Student Code of Conduct Procedure

The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of Broward College. In those cases not likely to result in a termination of a student's enrollment at the College, the campus/center chief student affairs officer shall have the responsibility for the administration of student sanctions and may impose varying degrees of disciplinary actions.

Article I: Student Conduct Review Procedures

 Any member of BC community may file charges against any student or student organization for misconduct. Charges shall be prepared in writing and directed to the chief student affairs officer on the campus/center where the violation was committed. Any charge(s) should be submitted as

- soon as possible after the event takes place, preferably within forty-eight hours.
- The chief student affairs officer of the campus/center, after reviewing the evidence and meeting with witnesses and accused student, may impose sanctions outlined in this Procedure. The student shall be informed of sanctions in writing.

Article II: Sanctions

- 1. Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
- Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during or after the probationary period.
- 3. Loss of Privileges: Denial of specified privileges for a designated period of time.
- 4. Fines: Previously established and published fines may be imposed.
- 5. Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- 6. Discretionary Sanctions: Work assignments, service to BC or other related discretionary assignments
- BC Suspension: Separation of the student from BC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- 8. BC Expulsion: Permanent separation of the student from BC.
- 9. The following sanctions may be imposed upon BC groups or organizations:
 - a, those sanctions listed above:
 - b. deactivation or loss of specific organizational privileges for a specified period of time.

Other than BC suspension and expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record.

Upon graduation, the student's confidential record may be expunged of disciplinary actions other than BC suspension or BC expulsion, upon application to the Vice President for Student Affairs. Cases involving the imposition of sanctions other than BC suspension or BC expulsion shall be expunged from the student's confidential record five years after final disposition of the case.

Article III: Appeals

- A student, student organization, or complainant may appeal the sanctions imposed by the chief student affairs officer of the campus/center to the Vice President for Student Affairs. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs within five business days of the receipt of the sanctions from the campus/center chief student affairs officer.
- 2. If a student appeals the decision of the chief student affairs officer to the Vice President for Student Affairs, the chief student affairs officer shall decide if sanctions shall be in effect immediately or pending the outcome of the appeal process. If the student or student organization poses a threat to any person, is unruly, disruptive, uncontrollable, damages or threatens to damage any property, or some other very serious condition exists, the chief student affairs officer of the campus/center may suspend the student or organization from activity at BC immediately, and have the student escorted off BC property.
- The chief student affairs officer will forward all necessary paperwork to the Vice President, including but not limited to all incident reports filled out by BC personnel, all security reports, any witness statements, and any police reports.
- 4. If the matter is referred to the Vice President for Student Affairs, he/she will decide if the matter will be heard and notify the student or student organization in writing of his/her decision. If the matter will be heard, the Vice President for Student Affairs will refer the case to the Student Conduct Committee. The Student Conduct Committee is a sub-committee of the Academic Standards Committee. The Student Conduct Committee shall consist of six members chosen from the Academic Standards Committee. A Hearing Officer shall be selected by the Vice President for Student Affairs from among the six members of the Student Conduct Committee. The Hearing Officer shall assume the role of Chair of the Student Conduct Committee.
- The Student Conduct Committee, after hearing the case in the manner outlined in this Procedure, shall recommend sanction(s) to the Vice President for Student Affairs. The Vice President may accept, reject, or modify the recommendation offered by the Student Conduct Committee.
- 6. The Vice President for Student Affairs shall forward all pertinent paperwork to the Hearing Officer who shall present the charges to the student or student organization in written form. A time shall be set for a hearing, not less than five or more than fifteen business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Hearing Officer.

Article IV: Hearing Procedures

- Hearings normally shall be conducted in private. At the request of the accused student(s), and subject to the discretion of the Hearing Officer, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing. Admission of any person to the hearing shall be at the discretion of the Student Conduct Committee and/or its Hearing Officer.
- In hearings involving more than one accused student, the Hearing Officer of the Student Conduct Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
- 3. The complainant and the accused have the privilege of being assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Committee.
- 4. The complainant, the accused, and the Student Conduct Committee shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Student Conduct Committee.
- 5. The student or student organization must notify the Hearing Officer of any witnesses and/or evidence they wish to present, at least three business days prior to the hearing.
- 6. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a Student Conduct Committee at the discretion of the Hearing Officer.
- 7. All procedural questions are subject to the final decision of the Hearing Officer.
- 8. At the discretion of the Hearing Officer, the accused may have the privilege of facing the accuser.
- There shall be a single verbatim record, such as a tape recording, of all hearings before a Student Conduct Committee. The record shall be the property of BC.
- 10. After the hearing, the Student Conduct Committee shall determine by majority vote if the student has violated the section(s) of the Student Code that the student is charged with violating.
- 11. The Student Conduct Committee's de-termination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
- 12. If the Student Conduct Committee determines that a violation(s) of the Student Code has occurred, they will vote on sanction(s) to recommend to the Vice President for Student Affairs. The recommended sanction(s) of the Student Conduct Committee may be more or less severe than those originally imposed by the chief student affairs

- officer.
- 13. The Vice President for Student Affairs, after receiving the recommendation of the Hearing Officer shall impose sanctions on the student or student organization. Sanctions shall be delivered to the student in writing.
- 14. Except in the case of a student charged with failing to obey the summons of a Student Conduct Committee or BC official, no student may be found to have violated the Student Code solely because the student failed to appear before a Student Conduct Committee. In all cases, the evidence in support of the charges shall be presented and considered.
- 15. A quorum for the Student Conduct hearing will be

- the Hearing Officer and three members of the Student Conduct Committee.
- 16. The decision of the Vice President for Student Affairs shall be final.

Article V: Interpretation and Revision

- Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs or his or her designee for final determination.
- The Student Code shall be reviewed periodically at the discretion of the Vice President for Student Affairs.

In addition to all BC and program policies, students are expected to abide by standards set forth by the Society of Diagnostic Medical Sonographers including the Code of Ethics. This information will be provided to students and reviewed during the first semester of the program and is available online at: http://www.sdms.org/about/who-we-are/code-of-ethics.

Conduct During In-Class Written/Online Examinations

As indicated in each course's session outline, online and written examinations will occur during regularly scheduled class sessions. During all in-class written examinations, the instructor will serve as the proctor. Students are expected to:

- Arrive to class at least five minutes early so that the examination can start on time
- Cell phones are to be placed in the cell phone container at the front of the classroom.
- Secure all belongings including textbooks and notes prior to the start of class
- Stop all conversation at the point that the proctor begins the exam/quiz/test.
- Adhere to the Code of Conduct related to academic honesty.

Written or online examinations may be multiple choice, true/false, short answer, or essay format. Inquiries related to specific exam questions may be permitted at the discretion of the core faculty member. If permitted, students are to raise their hand to gain the proctor's attention, students are not to leave their seats unless to submit the exam to the instructor.

Students who request to leave the examination for rest room needs will submit their exam and the answer key to the proctor while absent from the classroom. All items will be given back to the student upon return.

When the student completes the examination, he/she will submit the original examination, any scratch paper and the answer sheet (typically ScanTron) to the proctor if it is a paper exam. If it is an online exam the student will return the laptop to the laptop cow and plug it in. The student is expected to exit the classroom quietly and leave the hallways adjacent to the actual classroom to prevent distraction to the other students.

Students are not to re-enter the classroom until the time the instructor has indicated class is about to resume to avoid disruption of students still in progress with the examination. When the proctor indicates that all examinations must be concluded, failure to do so may result in a failing grade (check syllabus).

Students are to ensure they complete the examination prior to submitting it online or to the instructor. Students may not request their examination back for review or change of answers once it has been submitted to the proctor. If a student submits an incomplete exam, either secondary to tardiness to the exam or failure to read through the exam in its entirety, the unanswered questions will be scored as though they were answered incorrectly.

Conduct for Guest Lectures

Most of the guest lectures provided for the program are on a volunteer basis. Students are expected to arrive on time for the presentation. Whenever possible, the topic being presented should be reviewed prior to the presentation so that appropriate questions may be entertained. Students should demonstrate professionalism when asking questions and interacting with the guest speaker. Students must ask for the speaker's verbal permission prior to audiotaping any presentation.

DMS Student Manual: Student Conduct

Sexual Harassment

Sexual harassment is considered unacceptable behavior and will not be tolerated by the program. Unwelcome sexual advances; requests for sexual favors; sexual demands; or other verbal, physical, or visual contact of a sexual nature constitute sexual harassment. In the first year of the program, students are required to complete a Sexual Harassment course offered by the College.

Realizing the sensitivity associated with problems of this nature, the College will make every effort to deal with complaints/charges in a confidential and appropriate manner. Conduct which falls into the definition of sexual harassment includes, but is not limited to:

- Unwelcome physical contact of a sexual nature (patting, pinching or unnecessary touching)
- Overt or implied threats against an individual to induce him/her to perform sexual favors or go engage in an unwelcome sexual relationship
- Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual and/or his/her appearance
- Use of sexually suggestive terms/gestures to describe a person's body, clothing, etc.
- ➤ Posting or e-mailing sexually explicit or obscene materials or materials that imply or may be interpreted as implying information of a sexual nature.

Substance Abuse Policy

A student who is unable to perform clinical activities as assigned with reasonable skill and safety by reason of illness, or use of alcohol, drugs, narcotics, chemicals, or any other type material, or as a result of any mental or physical condition, shall be required to submit to a mental and/or physical examination. The physician and health care practitioner must possess expertise to diagnose the impairment and be approved by the department. Cost of the examination will be borne by the student. Use of the above-mentioned substances is not tolerated while you are in the program and will result in the student being dismissed from the program.

Smoking Policy

The use, distribution or sale of tobacco or objects or devices intended to simulate tobacco use, including but not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, vapor devices and electronic cigarettes is prohibited in all indoor and exterior areas of all property and facilities owned, leased or operated by the College. The prohibited areas include, but are not limited to, atria, entranceways, enclosed hallways within buildings, parking lots, grounds, rooftops, courtyards and exit ways. Smoking is prohibited in College owned or leased vehicles, whether or not on College property.

Littering the campus with the remains of tobacco products or any other disposable product is prohibited.

All faculty, staff, students, contractors, vendors, and visitors are expected to comply with this policy.

Organizers and attendees at public events, such as conferences, meetings, public lectures, and social and cultural events, using College facilities shall abide by this policy. Organizers of such events are responsible for communicating this policy and its enforcement to attendees. The scope of this prohibition does not apply to any non-smoking products intended for use in smoking cessation programs such as, dermal patches.

IMPLEMENTATION and OVERSIGHT

The Campus Presidents, Executive Director for Human Resources and the Vice President of Operation or their designees have responsibility for the implementation and oversight of this policy, including the investigation of any alleged policy violation.

VIOLATION OF POLICY

The responsibility for the enforcement and communication of this policy rests with all members of the College community. Visitors, contractors and other individuals on College property who are in violation of this policy should be reminded of the policy and asked to comply by immediately ceasing smoking, (or otherwise using tobacco) and discarding the tobacco. If the individual refuses to comply they may be asked or required to leave the college property.

	uing violations may also result in appropriate disciplinary action up to and including dismissal ordance with established student, staff, and/or faculty codes of conduct and procedures.
	For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
•	For full-time Faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter, Article 2.23.
I	For represented professional technical staff, refer to the Collective Bargaining Agreement between the Board of Trustees of Broward College and Federation of Public Employees, Article 2.

TARDINESS AND ATTENDANCE POLICIES

The rigorous and complex nature of the lecture and laboratory portions of the curriculum demand that specific guidelines be set and adhered to regarding student tardiness and attendance. The student is expected to attend all lecture/lab sessions as well as complete the necessary clinical practicum hours. Upper limits are set for tardiness/absenteeism for all classes and clinicals – both are considered equal when calculating a student's attendance record.

Promptness and consistent attendance are considered professional behaviors which are expected in the work place. Students should schedule medical, dental and other appointments at times other than those scheduled for class, laboratory activities or clinical participation.

In efforts to accurately document both punctuality and attendance, each instructor will take attendance at the start of each class or laboratory section.

Appropriate Attendance

Appropriate student attendance and participation is required for all class sessions and lecture assignments. Should a student be unable to attend a particular class, the student will be responsible for obtaining information missed. Class notes or any comments the instructor suggests be added to written notes should be obtained from a classmate. Appropriate attendance and participation describes not only being present in class, but also complete attentiveness to instruction. Talking among students during class is permitted only when specifically directed by the instructor. Students are required to maintain a wakeful state, follow along with prepared lecture notes or and/or add notes for the instruction being given. Talking while the instructor is talking, sleeping, or placing the head down on the desk is considered unacceptable and inappropriate attendance and participation, and may result in the student being marked absent for that session and/or being asked to leave the classroom for the remainder of that session.

Students leaving class before its termination by the instructor may be considered absent for that session. Students arriving late for class after formal session has begun may be considered absent for that session. Excessive tardies and absences (more than 3) from any class or clinic, regardless of the reason, may result in student counseling, meeting with the Associate Dean, withdrawal of the student from the course and/or necessitate that the student repeat the course. Two unexcused absences will result in the student being withdrawn from the program. The instructor has the right to determine whether an absence is considered excused or unexcused. Absences for any reason which total 15% of class time from a particular course will result in the student having to repeat the course. In order for an absence to be excused for any reason, the student must call a minimum of ½ hour before class if they will be late or will not be in attendance.

Pandemic Guidelines

COVID 19 guidelines are fluid. A student must be flexible with the changes that occur. Students will be required to wear PPE (Personal protective equipment) at all clinical affiliates based on each individual hospital requirements. Students may be required to wear PPE in class and lab based on the status of COVID 19 outbreaks in the community.

OMS Student Manual: Student Conduct

EXCUSED (non-penalized) ABSENCES (Classroom or Clinic)

A student shall be excused if they are absent from academic activities because of religious holy day observances in his/her faith, the student's serious illness, death in the immediate family, or attendance to statutory governmental responsibilities. The student's responsibilities relative to excused absences is that the student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advances of other absences when practicable under the circumstances. (See the policy for classroom and clinic regarding phoning at least ½ hour prior to the start of clinical or classroom education). "Death in the immediate family" shall be interpreted to mean mother, father, spouse, child, brother, sister, aunt, uncle, grandparents, or grandchildren. "Statutory governmental responsibilities" refer to such matters as jury duty (which can be changed to a semester break), subpoena for court appearance, or unplanned military obligation. If a non-penalized absence occurs on the first day of class, the student shall notify the instructor or program manager a minimum of ½ hour prior to the class.

Documentation for non-penalized absences shall be presented by the student should the faculty member or program manager request it. The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any work, clinical hours or quizzes/exams missed for non-penalized absences. If a student is unable to make up the clinical time missed prior to the start of the next clinical rotation, the student will be given an "I" or "W" for the course and will not be permitted to progress in the program until the course has been completed. Clinical time does not need to be made up **ONLY** when the non-penalized absence is related to bereavement or a religious holiday, and is limited to one clinical day per occurrence and occurrences cannot not exceed 3 in any academic year.

Excessive absences from any individual course, regardless of the reason, will result in withdrawal of the student from the course and/or necessitate that the student repeat the course. Fifteen percent of clinic educational time or 15% of class time missed in any course is considered excessive.

COVID 19 related illnesses will be considered on a case by case basis. Students will be REQUIRED to have a negative COVID 19 PCR test to return to class, lab, or clinic and be symptom free. Guidelines for COVID 19 related illness are subject to change based on college, clinical affiliate, county, state, and CDC recommendations.

Non-Class Days

Should unanticipated circumstances that are beyond anyone's control occur, or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or the facilities, the President has the authority to close a campus or the College. For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s) and students will not have the day counted towards tardiness or absence. When this occurs, each core faculty member shall determine how best to makeup the lost class time.

Clinic Attendance

- 1. Attendance records are kept electronically in Trajecsys.
- 2. If students must be absent or late from clinical assignment, they must call the affiliate AND Clinical Coordinator 1/2 hour before the beginning of the time they are to report. Late time will be made up. Failure to call in will result in an unexcused absence. Two unexcused absences in a term will result in dismissal from the program. A Tardy

and/or Absence Report form must be completed for each time a student is absent, tardy, or leaves clinic early. Excessive tardies and attendance (more than 3) from any clinic, regardless of the reason, may result in student counseling, meeting with the Associate Dean, withdrawal of the student from the course and/or necessitate that the student repeat the course.

- 3. All days missed must be made up. All make-up time must be cleared with the affiliate and Clinical Coordinator or program director. All make-up time must be completed in the affiliate where the time was missed.
- 4. Failure to make up all absences by the end of the semester will result in a grade of I (incomplete). Students are not permitted to begin another clinic rotation until they have successfully completed all requirements for the previous clinic at the clinic where the requirements were assigned.
- 5. Students missing 15% of assigned clinical time during a term will be required to repeat the clinic course for that term. They will not be permitted to advance in the program until the course has been repeated.
- 6. Students are not permitted to bank clinical hours.
- 7. Students are allowed only 3 Exceptions to their time clock in's in Trajecsys per term. The 4th Exception will be considered an unexcused absence and the student will need to make-up 8 clinical hours. Remember: Two unexcused absences will result in the student being withdrawn from the program
- 8. If a student does not clock-in or out at the exact clinic site according to the Trajecsys GPS Tracker, it will be considered an unexcused absence and the 8-hour clinic day will need to be fully made up immediately.



Learning Strategies

Preparing for a health care career involves a different type of learning than traditional classroom education. This type of learning involves operation of sonography equipment, applying learned examination procedures and protocols, and educating patients and/or caregivers.

Completion of the VARK inventory should provide information on specific learning styles and how best to approach studying for academic success. VARK assessment can be found at http://www.vark-learn.com/english/page.asp?p=questionnaire. In addition, students are encouraged to continuously assess their own abilities and developmental needs, set goals and plan learning experiences to meet personal and professional goals. This is accomplished throughout the program by self-assessment, peer evaluation and instructor feedback.

The courses in the program are integrated in such a way that it allows the student to apply progressively more complex theoretical knowledge to simulated patients in the laboratory setting and subsequently on actual patients/clients under the supervision of clinical instructors. Strategies for continued success in the learning process include:

- Attendance and participation in all class, laboratory and clinical sessions
- Study/complete all assignments
- Ask questions and ask for help when needed
- > Take advantage of all optional activities
- Acknowledge and value peer evaluation and instructor feedback
- Practice skills that need improving
- Change lab partners regularly

Advisement and Counseling Services

The Program Manager and Clinical Coordinator of the program provide individual advisement on an appointment basis as well as on a walk-in basis as needed. Office hours, which indicate the availability of each the Program Manager and the Clinical Coordinator, are posted on their respective office doors and in each course syllabus. The Program Manager and Clinical Coordinator will serve as the student's advisor for the length of the program.

In addition, advisement in this capacity serves to:

assist students in identifying areas of strengths and weaknesses in order to achieve
appropriate academic standards
provide individual guidance and mentoring as needed
identify addition educational and professional resources to augment learning experiences
emphasize the value of student organizations, community advocacy and professional
societies

- Any student can request a conference a Health Science Advisor North Campus: https://students.broward.edu/resources/advising/
- Any student can contace (SOS) <u>SEAHAWK OUTREACH SERVICES</u>. They provide a variety of services to students such as counseling, student success services, loaner laptops, Lyft rides and food/hygiene items.
- The Academic Success Center (ASC) can also provide assistance:

https://students.broward.edu/resources/asc/

Guidelines for Advancement

Specific guidelines have been identified by the Program Manager which should be followed by each student in order to successfully advance through the program.

Student success is predicated on attention to several key responsibilities as the program progresses toward successful completion of all requirements:

	Make every effort to attend all scheduled class and simulated laboratory sessions.
	Take responsibility to obtain any materials covered in a missed class.
	Be punctual.
	Ensure reliable access to a computer.
•	Be prepared to spend a minimum of two (2) hours preparing for each class – online
	assignments, reading assignments, in-service development, etc.
	Review previously completed course content as it will assist in understanding subsequent
	content due to the cumulative nature of the program.
	certificate completion and notarized Medical Health and Physical Examination form as well as
_	any addition verifications of ability to meet Technical Performance Standards.
	Actively participate in all classes, simulated laboratories, open lab sessions, in online
_	discussion forums, etc. as required.
	Must achieve all cognitive, affective and psychomotor objectives
	instructors as necessary
_	practical examinations.
•	Successfully achieve a grade of "C" or higher on all course examinations and clinical competencies.
	Adhere to the Code of Professional Behavior for the Health Sciences and The Code of
Ц	Ethics for the Profession of Diagnostic Medical Sonography, Scope of Practice for the
	Diagnostic Ultrasound Profession, and Diagnostic Ultrasound Clinical Practice
	Standards.
	https://www.sdms.org/about/who-we-are/code-of-ethics
	https://www.sdms.org/about/who-we-are/scope-of-practice
	https://www.sdms.org/news/2015/07/16/revised-scope-of-practice-and-clinical-standards-for-
	the-diagnostic-medical-sonographer

Typical Advancement

In order to successfully complete all of the requirements for the Diagnostic Medical Sonography program, students must fulfill all of the following requirements:

- 1. Complete all required general education courses within the Diagnostic Medical Sonography Program curriculum, including all pre-requisites and co-requisites in a logical sequence as recommended by the program
- 2. Complete all required DMS courses in the curriculum, including all pre-requisites and corequisites in the sequence determined by the program.
- 3. Achieve a grade of "C" or above in all general education courses and required DMS courses and in all clinical practicums.
- 4. Demonstrate ongoing development of professional behaviors and competency in skills performed by an entry-level Diagnostic Medical Sonographer.
- 5. Demonstrate competent entry level development in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- 6. Maintain Complio and Trajecsys as detailed in the Program Manual.
- 7. Participate in Faculty Advisement sessions each major semester to review advancement towards graduation.
- 8. Submit completed Medical History and Physical Examination form indicating satisfactory health status, as well as, any additional verifications of ability to meet Technical performance Standards.
- 9. Maintain current certifications (CPR, AIDS, etc.) if expiration occurs during the duration of the program.
- 10. Refrain from conduct that violates the Code of Professional Behaviors for the Health Sciences, the College's Code of Student Conduct, the Code of Ethics for the Profession of Diagnostic Medical Sonography or which leads to a major breach in safety, confidentiality, or legality.
- 11. Demonstrates competent entry level development in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Unable to Advance

Any student whose advancement through the program is interrupted will have to request, in writing, that eligibility for readmission be evaluated. A student is considered unable to advance if the student:

- 1. Fails to complete all required DMS courses in the curriculum, including all pre-requisites and co-requisites in the sequence determined by the program.
- 2 Does not achieve a grade of "C" or above in all general education courses and required DMS courses, and a grade of "S" in all clinical practicums
- 3. Does not demonstrate ongoing development of professional behaviors and competency in skills performed by an entry-level Diagnostic Medical Sonographer.
- 4. Does not demonstrate competent entry level development in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Unable to Advance cont.

- 5. Does not submit completed Medical History and Physical Examination form indicating satisfactory health status, as well as, any addition verifications of ability to meet Technical Performance Standards.
- 6. Does not maintain current certifications (CPR, AIDS, etc.) if expiration occurs during the duration of the program.
- 7. Participates in conduct that violates the Code of Professional Behaviors for the Health Sciences, the College's Code of Student Conduct, the Code of Ethics for the Profession of Diagnostic Medical Sonography or which leads to a major breach in safety, confidentiality, or legality.

Academic Standards

Academic standards are those measures by which the faculty of the program determine a student's quality of performance. They are composed of guidelines for advancement in the Program as well as of policies for grading, reinstatement and dismissal.

- 1. Students must achieve a minimum of "C" for the final grade in *all courses* that are required for completion of the degree. A grade of "D" or "F" may be given in any course, however, such a grade is not considered as having met the prerequisite standard for advancement to the next term of academic study nor will it permit continuation of enrollment in the Program.
 - Should a student receive a grade of "D" or "F" in a general education course required for the degree, the student will need to retake the course in order to meet graduation requirements of achieving a "C" or above in all courses in the curriculum. If the course is required as a prerequisite to a DMS course, the student will be unable to progress in the program.
- 2. Academic achievement during any given term (measured by the student's overall grade point average GPA) must be a minimum of 2.0 on a scale of 0 to 4.0. Students falling below the 2.0 GPA will be dismissed from the Program.
- 3. The student must complete all practical examinations as detailed in each laboratory course according to the standards which define passing performance.
- 4. The student must meet minimal competency standards as detailed in the Student Clinical Manual in order to successfully pass any clinical practicum.
- 5. All clinical practicums are graded on a Satisfactory (S) or Fail (F) basis final determination of grade depends on satisfactory clinical performance ratings and clinical challenges as outlined in the clinical course syllabi and Student Clinical Manual.
- 7. In DMS courses, grades are determined on a point scale. That is, a range of points will determine what the assigned grade will be. Grades are determined in each course using the following scale:

Academic Standards continued

SONO courses - classroom (didactic)

A = 92 - 100	(Please note that NO extra credit opportunities will be given
B = 84 - 91	for students who earn below the required passing grade. The
C = 75 - 83	instructors will round off a final course grade to the nearest
D = 67 - 74	whole number. For example, a 74.5 will be rounded to a 75
F = 0 - 66	which is a C, whereas a 74.4 will become a 74 or D.)

Assignments/Homework Guidelines

A professional appearance is expected of all submissions. Submissions are to be made online in the Assignment dropbox and a paper copy given to the instructor in class that is stapled appropriately. Failure to complete all of the assignments and/or homework/etc.that is required in a given course may result in a grade of zero being awarded. Please refer to the individual course syllabi and assignment instructions for grading information.

Requirements for Continuation in the Program

All sonography courses are sequential, beginning with the first course in the first term of the program. Each sonography course requirement must be satisfied before the student can progress to the next term. A grade of C or better must be earned in all didactic courses in order for the student to progress, and a grade of S (satisfactory) must be earned in all clinic courses. Students who do not earn a grade of C in any didactic course or a grade of S in any clinic course in *any* term may not progress to the next term; however, they may apply for readmission to the program the following year (see readmission policy). In the event that any student is requested by an assigned clinic to leave that clinic, there is no guarantee that another clinic will be assigned. If a student is requested to leave for "cause," then the Program Manager will assess the individual situation and determine if the student will be allowed to continue in the program, depending on, primarily, the seriousness of the offense, but also the availability of another clinical site.

Leave Absence Policy

Upon written request of a student with a medically documented long-term illness, and who is unable to complete the program coursework, there is an option for a medical leave of absence (LOA). The student must submit this written request to the Program Director, prior to the start of the next term. Upon acceptance, the student will be granted guaranteed placement in a future cohort, provided they meet the readmission criteria.

The written request to return must be received within one (1) year of the LOA and at least 3 months before the beginning of the term of reentry into the program. After one (1) year of absence, a student must reapply to the program. It is the discretion of the DMS program faculty to assess the student's readiness to return. A student returning from LOA due to a medical condition must have a healthcare provider's clearance before re-entering the program. The student will be expected to resume normal activities and clinical responsibilities without limitations. Individual assessment of the student's clinical skills will be performed upon return from the LOA. Students must be competent at the appropriate program level before returning to the clinical setting. Remediation, comprehensive exams and/or

course audits may be required based on the assessment. It is advised that any student out for a long period audit courses already completed for a passing grade. This will bring their knowledge and scanning skills up to the appropriate level to support student success.

For a short leave of absence, all coursework and missed clinical time must be made up to achieve a passing grade in the courses. If extra time is needed outside of the term during which the short leave of absence occurred then a grade of Incomplete (I) will be given until all coursework or clinical time is made up.

Pregnancy Policy

A student has the right to declare pregnancy and remain in the DMS program with no modifications. If a student continues to attend both clinical and didactic courses as scheduled during her pregnancy minimal disruption will occur. Once a student informs DMS program officials of their pregnancy through written notifications, the student will choose from the following options:

- 1. Remain in the program throughout the pregnancy with written approval from a board-certified practitioner for attendance in clinical and didactic. The student will participate in all clinical rotation areas as assigned without special provisions and must keep up with classwork and assignments. Any clinical time missed after delivery must be made up. The college will not assume any liability.
- 2. Medical leave of absence in good standing. If the student decides to do so, the Program Director and Clinical Coordinator must be informed as soon as possible. Students may plan to re-enter at the beginning of the corresponding term in which they left, the following year. Students must be competent at the appropriate program level before returning to the classroom, lab, and clinical setting. Remediation, scanning skill assessment, comprehensive exams and/or course audits may be required based on the assessment. Re-entry tasks and benchmarks of "C" or better must be completed prior to re-entry to support student success.
- 3. Voluntary withdrawal in good standing at any point during the pregnancy. If a student wishes to self- withdrawal due to pregnancy and who are interested in readmission, may submit a request to the DMS program chair to be eligible for non-competitive readmission as part of the next academic year cohort.

Military Deployment

If a student is called into active duty to the armed services of the United States of America, the student will be given an immediate leave of absence, with guaranteed placement in the next cohort, upon their return.

Students must be competent at the appropriate program level before returning to the classroom, lab, and clinical setting.

Remediation, scanning skill assessment, comprehensive exams and/or course audits may be required based on the assessment to support student success.

Retention Plan

All students enrolled in the Diagnostic Medical Sonography Program at Broward College will be afforded every reasonable opportunity to succeed with their academic coursework and Clinicals. Faculty of the Program has an obligation to deliver a curriculum that meets the profession's standards of accreditation while challenging and preparing students for being successful, competent, and ethical Diagnostic Medical Sonographers. The Program has a Retention Plan involving remediation, through

a plan of action, which covers all clinical, lecture and laboratory courses. Remediation refers to practical, easy-to-implement activities and strategies designed to correct deficiencies that a student may present with in terms of their academic knowledge or skills performance. The Retention Plan is designed to provide students the opportunity to master content areas in which they are having difficulty as well as to provide a means by which the overall course grade may be improved.

A comprehensive Retention Plan involves identification of particular content areas in which the student requires remediation, working with the student to assure they are aware of their deficiencies, providing suggestions or activities to enhance deficiencies, and finally assessment that subsequent learning has occurred. It is each student's individual responsibility to take the initiative to participate in the activities as detailed in the policy. The instructor for the specific SON course has the final decision on any plan of action designed for a particular student.

Throughout the Program, students will be made aware of the requirements for each course, via a comprehensive syllabus and/or Course Schedule. The objectives for each course, and the Program as a whole, will be shared with all students in order to aid in their progress and success. All students must take responsibility for their learning while enrolled in the Program. This includes recognizing areas of weakness or deficiency and taking the initiative to address those areas. The faculty will assist in discussing and providing strategies for success in those areas identified.

Lecture Courses: A grade of 75% or better is necessary to successfully pass each lecture course. It is the student's individual responsibility to review their scores and track their progress in the course in accordance with the evaluation criteria established in the syllabus, which is posted on the Elearning site and reviewed by the course instructor at the initial class session. For all SON courses, an assignment, quiz,,test or exam score below 75% is considered failing. In the event that a student receives a quiz, test, exam, or assignment score, which is less than 75%, he/she must make arrangements to meet with the instructor to determine a plan of action for understanding the deficiency and ultimately mastering the content area. If, after the first failing quiz or examination grade, a student determines that the deficiency was a result of lack of preparation or readiness and not of competency in the content area, it is the student's prerogative not to schedule such a meeting. Upon the second failed quiz or exam, a plan action will be devised using strategies to help to master the content area. Suggested strategies for improvement include, but are not limited to:

- a. Individualized review sessions on specific content areas
- b. Additional reading, related to the content areas identified as deficient
- c. Appropriate activities to enrich the content such as related assignments
- d. Counseling concerning appropriate study habits and learning resources
- e. Peer tutoring or study groups

The Program expectation is that students will dedicate additional study time to increase their exposure to and understanding of the content areas. It is the student's responsibility to take the initiative to arrange additional appointments with the instructor or to e-mail the instructor if necessary to clarify further course content, which they are having difficulty comprehending.

To assess that remediation on content has been successful and depending upon the specific SON course, the Program utilizes testing strategies such as Comprehensive interval quizzes, tests, or exams as well as Comprehensive Midterm and Final Examinations.

Dismissal

The program reserves the right to discontinue a student's enrollment at any time during the program if, in the judgment of the faculty, the student does not possess the professional behavior necessary for success in as a Diagnostic Medical Sonographer. Additionally, the following are conditions under which dismissal may occur:

Failure to maintain the required 2.0 GPA.
Failure in a degree-required course even if a student has a GPA of 2.0 or better.
Failure to demonstrate appropriate progression in developing professional behaviors
Breach of academic honesty
Breach of confidentiality
Repeated tardiness and/or frequent absences from class, lab, or clinic.
Failure to satisfactorily meet the Performance Criteria as detailed in the Clinical
Performance Instrument for any of the clinical practicums or failure to complete any of the
specific criteria for each practicum as detailed in the Student Clinical Manual.
Failure to comply with requirements and standards as detailed in the Program Manual

Reinstatement Guidelines

Students who withdraw or who have been dismissed from the program (either passing or failing) have no guarantee of reinstatement. Since the program is limited access, availability of space – either in the classroom or at a clinical site - may determine whether or not reinstatement can occur. Also, there are limits on how often a student can re-enter the program to retake failed courses or courses from which he/she has withdrawn.

- 1. Students who wish to reapply for admission to the Sonography Program must contact the Program Manager and request that they are permitted to return. This must occur one semester before the desired re-entry term.
- 2. Students who withdraw passing or failing or students who fail a course in any portion of the program and who wish to return to the program must make an application for readmittance to the Sonography Program a minimum of one semester before re-entering the program and no later than 10 months after dropping out or failing. Failure to do so will result in loss of the opportunity for re-entering the program. Since a full year will pass before the student reenters the program, it is highly suggested that the student audit every course in the program, including those previously passed, and including clinic courses previously passed, if applicable, until they reach the point where they did not complete a course. At that point and after that in the program, the courses not previously passed will be taken for credit. Students will be required to complete all assignments and all quizzes and examinations for all courses that are being audited. If students choose not to audit courses, then a reentry examination and lab competency will be required.
- 3. Students who withdraw failing and/or fail a course may be required to have an interview by a review panel selected by the program manager and composed of clinical instructors and advisory board members before a final readmittance decision. This will usually apply to those students who fail because of a clinic problem or who have been asked to leave a clinical site for cause.
- 4. Students who withdraw passing or failing are not guaranteed readmission to the program except in cases of # 5 below. Other students' consideration for readmission will primarily depend on space available in one of the clinical affiliates.
- 5. In the event that a student leaves the program due to illness, exposure to a communicable disease, or becomes pregnant and cannot fulfill the requirements stated in the **Pregnancy Guidelines in the Clinical Manual**, that student's position within the program will not be jeopardized. That student will be permitted to re-enter the program the following year, providing they inform the program director at least one semester before the program begins. These students will be given priority over new students in affiliate assignments. It is highly suggested that these students and all students retake courses for audit that they previously passed in order to provide an opportunity for success in the program after a year of absence. This suggestion is not a "penalty". It is for the purpose of promoting a continuation of knowledge that is required in the program. Experience has shown that students who re-enter the program after being out for a year, regardless of the reason, have little or no chance of success. This suggestion is to provide the continuity needed for successful

progression in the program. Students will be required to complete all assignments and all quizzes and examinations for all courses that are being audited.

All students will have **two attempts** at progressing through the program to the point of graduation. Any student who fails to succeed in the two attempts will be permanently dismissed from the program. An attempt at program completion begins at the start of any semester. The intent of starting a semester includes completing the courses within the semester successfully. If a student fails one or more courses within the semester or withdraws from any of the courses within the semester, the student has just completed his/her first attempt. Upon re-entry into the program, a second attempt has begun.

For example, if a student fails a SON course in any given semester, then returns to the program to retake the failed course and fails it again or fails another SON course – he/she will not be permitted to return to the program. The same applies to students who withdraw – re-enter, then withdraw again. The two withdrawals – spaced within different time frames - will count as the two attempts that are permitted.

Any student who has failed to progress through the entire curriculum - despite the two attempts permitted to complete the program successfully - will be referred to an Academic Advisor to assist in exploring other educational and career options.

Change in Program Requirements

The provisions of this Manual are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to designate the effective date of changes in College or program policies. The right is reserved to change any rule or regulation of the program at any time, including those related to admission, instruction, and graduation.

All such changes are effective at such time as the proper authorities determine and may not only apply to prospective students but also to those who already are enrolled in the program. All enrolled students will be notified in writing of such changes as they occur.

Updating Student Information

It is the student's responsibility to notify the program, in writing, of any changes in personal status so the student database may be kept current. Such changes include changes in name, address, telephone, e-mail, etc. In addition to notifying the program, students are required to update their personal information with Broward College - completed through the Student Online System on the College's homepage.

Matriculation

Students completing general education coursework toward the DMS degree at any other institution are required to submit an official transcript to Broward College for the courses to be considered toward the DMS degree. Refer to the current College catalog for specific information on transferring credits earned at other institutions.

Catalog of Entry

According to Broward College policy, a Health Science Student may graduate under the following catalogs:

- Catalog in effect when he/she entered BC if enrollment has been continuous.
- Catalog in effect when he/she entered the program if enrollment is continuous. (This means that the student has taken courses each major term since his/her initial registration at the College)
- Catalog in effect the year he/she will graduate.

If attendance has been broken, students must meet the requirements of the catalog in effect when they reenrolled, provided attendance has been consecutive, or the one in effect at the time of graduation. The student must meet with a College advisor to determine the catalog of entry.

Students will need to identify the Catalog of Entry when completing the Candidate for Graduation form before graduation.

	AS	DEGREE - COURSE OF STUDY		
Full Time	Course ID	Description	Credits	TC1
	PHY1001	Applied Physics or Radiographic Physics	3	х
D	MAC 1105 or	College Algebra or	3	
Program Pre-	MAC1105C*	College Algebra with Corequisite		
Requisites	ENC1101	Composition I	3	
Requisites	SPC1024	Introduction to Speech Communications or Introduction	_	
	SPC1608 BSC2085	to Public Speaking	3	X
	BSC2085L	Anatomy & Physiology I Anatomy & Physiology Lab I	3 1	X
	BSC2085L	Anatomy & Physiology Lab i Anatomy & Physiology II	3	X X
	BSC2086L	Anatomy & Physiology Lab II	1	^
	GE Course AMH2020 or POS2041	General Education Humanities History of the United States Since 1877 OR National Government	3	
		MANDATORY COURSE SEQUENCE	<u>.</u>	
Term 1	SON1170	Sonography of the Circulatory System	2	х
Termin	SON1100L	Principles and Protocols of Sonographic Imaging	2	х
	SON1211	Medical Sonographic Physics I	3	х
	SON1111	Abdominal Sonography I	2	х
Term 2	SON1121	OBGYN Sonography I	2	Х
	SON1003L	Fundamentals of Sonography Lab	1	х
	SON1804	Clinical Education	3	х
	SON1212	Medical Sonographic Physics II	3	х
	SON1122	OB/GYN Sonography II	3	х
	SON1112	Abdomen Sonography II	2	х
Term 3	SON1214	Practical Aspects of Sonography I	2	х
	SON2013L	Fundamentals of Sonography Lab II	1	х
	SON1814	Clinical Education	3	х
Term 4	SON1141	Small Parts Sonography	2	X
	SON1824	Clinical Education	3	х
	SON2400 SON2400L	Introduction to Echocardiography	3 1	
Term 5	SON2400L SON1215	Intro to Echocardiography Lab	2	
	SON1215 SON2834	Practical Aspects of Sonography II Clinical Education	3	
	SON2401	Echocardiography II	3	
	SON2401L	Echocardiography II Lab	1	
Term 6	SON2061	Seminar in Sonography	1	
	SON2844	Clinical Education	3	
	-	Total Credit Hours	77	47

DIAGNOSTIC MEDICAL SONOGRAPHY - COURSE DESCRIPTIONS

SON 1003L: Fundamentals of Sonography Lab

This course incorporates an introduction to ultrasound scanning techniques using ultrasound equipment to practice the principles and protocols to the performance of adequate diagnostic sonographic imaging and Doppler procedures in a supervised setting.

SON 1100L: Principles and Protocols of Sonographic Imaging

An introduction to the basic approaches to sonographic scanning and scanning protocols for the abdomen and pelvis.

SON 1111: Abdominal Sonography I

An introduction to the cross-sectional anatomy of the abdominal area and its recognition of sonographic visualization systems

SON 1121: Sonographic OB/GYN II

An introduction to the cross-sectional anatomy of the female reproductive system with and without an existing pregnancy. The sonographic recognition of the normal throughout all terms of pregnancy is presented.

SON 1141: Small Parts Sonography

A general introduction to the areas of carotid, eye, thyroid, prostate, scrotum, breast, and other superficial structures.

SON 1170: Sonography of the Circulatory System

An introduction to the hemodynamics of the circulatory systems and the sonographic imaging and Doppler assessment of the cardiac and vascular structures

SON 1211: Medical Sonographic Physics I

A study of the principles of diagnostic ultrasound, the fundamental properties of ultrasonic physics, stressing tissue interactions, and interfaces. Focusing characteristics methods, intensity, and power considerations are introduced along with system resolution considerations.

SON 2013L: Fundamentals of Sonography Lab II

This course incorporates an introduction to ultrasound scanning techniques using ultrasound equipment to practice the principles and protocols to the performance of adequate diagnostic sonographic imaging and Doppler procedures in a supervised setting.

SON 1214: Practical Aspects of Sonography I

A study of the principles of diagnostic ultrasound and practical aspects of scanning techniques, film critique, film identification, and patient care and handling as related to the sonographic examination. Stressing the operation of diagnostic ultrasound equipment and routine images obtained.

SON 1804: Clinic A

Clinical education requiring the application of the knowledge learned. Professionalism and personal interaction are stressed, along with technical abilities. As the student progresses, he or she will be performing examinations with less and less supervision.

SON 1814: Clinic B

A continuation of the learning by doing process where more responsibility in the form of decision making regarding anatomical areas and resultant imaging is assumed by the student being supervised.

SON 1824: Clinic C

Application of all the material presented requiring the student to make judgmental decisions regarding technical aspects, to interact in a professional manner with those with whom he or she comes in contact, and to generally progress to the point where, after successful testing, he or she may be accepted as a competent sonographer for general sonographic exams

SON 1112: Abdominal Sonography II

An in-depth presentation of sonographs of the abdominal area stressing deviations from the norm and the studies to make a diagnostically acceptable study.

SON 1122: Sonographic OB/GYN II

The detection of anomalies, pathology, deviation from normal and the planes which must be sonographically imaged for accurate diagnosis is stressed.

SON 1212: Medical Sonographic Physics II

A continuation of the study of the properties of diagnostic ultrasound stressing the operation of diagnostic equipment, the display systems, biological effects and quality assurance methods. Current developments in ultrasound are reviewed, discussed, and evaluated.

SON 1215: Practical Aspects of Sonography II

Offering more advanced principles of diagnostic ultrasound adding knowledge of pathological processes. Further presenting the practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic examination. Stressing the correlation of all patient data, including sonographic images obtained to assist in the differential diagnosis process.

SON 2400: Sonography of Heart/Chest I

Anatomy of the heart and the procedures used in screening are introduced stressing recognition of the normal verses abnormal.

SON 2401: Sonography of Heart/Chest II

An in-depth presentation of the intricacies of diagnostic ultrasound as it applies to the heart and the chest stressing its capabilities and its limitations.

SON 2061: Seminar in Sonography

A discussion and presentation seminar course on interpersonal skill refinement, employment techniques, and career development. The course also provides a

comprehensive curriculum review of all aspects of Sonography and presents details on applying for licensure as students prepare for the transition to the work place.

SON 2834: Clinic D

A course designed to add additional clinical competencies to those gained in the specialties mastered in the first year. Emphasis on specialty of echocardiography with clinical application of classroom material presented. To continue to make judgment decisions regarding the technical aspects of diagnostic sonographic exams.

SON 2844: Clinic E

Application of all the materials presented requiring the student to interact in a professional manner, to make judgment decisions regarding the technical aspects, and to generally progress to the point where he/she may be accepted as a competent sonographer. Further mastering of all skills gained, emphasizing echocardiography and cardiovascular examination techniques. Clinical application of classroom material presented.

Registry Examination

Graduates may sit for a computer-administered Registry Examination Sonographic Principles and Instrumentation (SPI) in the area of Physics following their successful completion of two terms of Ultrasound physics. All exams administered by the ARDMS are computer administered exams through PearsonVue. The examination site will be chosen by the student/graduate upon submission of the application to the ARDMS and their approval of the application. Graduates of the Associate Degree program may sit for exams in Abdomen, OB/GYN and Adult Echocardiography after completion of the two-year program. See REQUIREMENTS FOR GRADUATION for limitations.

Graduation Criteria

Students who successfully complete all didactic and clinical requirements for the first four semesters of the program will be eligible to sit for the SPI (Sonographic Physics and Instrumentation) ARDMS Registry exam. Students who successfully complete all professional courses offered in the sonography program and the college general education requirements (24 months) will be eligible for an Associate's Degree (see Catalog and/or Program Sheet) and will be eligible to sit for additional ARDMS Registry exams in sonography areas of Abdomen, Ob-gyn, and Adult Echocardiography and can apply to the College for an Associated Degree.

All professional courses (SON) in the Degree program must be completed successfully prior to graduation. The Program Manager will provide a letter stating the graduate is eligible to sit for these exams for a period of not greater than one year following graduation. Beyond the period of one year following graduation the Program Manager assumes no responsibility for graduate eligibility to sit for exams. The student will need to provide the ARDMS with further required paperwork. More information can be found at http://www.ardms.org/apply/.

The following steps will help facilitate the graduation process:

- One term prior to anticipated graduation, the student should make an appointment with an advisor for a Graduation Evaluation.
- Ensure all official transcripts for transfer credits have been sent to BC.
- Confirm with academic advisor that student account has been 'Obligated for graduation'.
- A Candidate for Graduation Form must be completed and submitted to the College through academic advisement. The form is located in the Program Manual appendix.
- The student must contact their BC advisor to ensure that all degree requirements have been met and for the college degree audit to be run. Once the advisor determines that all graduation requirements have been met, he/she will apply the graduation fee to the student's account. The fee must be paid in the term in which graduation is expected to occur in order to receive an official diploma from the College.
- Failure to pay any fee or obligation (library, parking, etc.) will prevent the issuance of an
 official transcript/degree.

LABORATORY AND CLASSROOM GUIDELINES

Cell Phones and Portable Electronics

The College recognizes that student possess cellular phones with video, camera, or voice recording capabilities. In support of each individual's reasonable expectation of privacy, copyright and intellectual property laws, the use of these cellular phone features by students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) such as other students, instructors or guest speakers being photographed or recorded.

Use of a cell phone, text messaging devices, or other similar electronic devices is not permitted during program courses. It is expected that students will not place or receive cell phone calls while in the classroom, even if it is before or after class. To maintain an academic environment, utilizing such devices should occur outside of the classroom. Cell phones and other electronic devices should be turned off or placed in silent mode while class is in session and placed in the plastic cell phone bin.

Health Insurance

Due to the inherent risk of exposure to disease and injury, Sonography has been defined as having certain occupational health risks. The program strongly recommends that all students carry personal health/medical insurance.

The Florida Community Colleges Risk Management Consortium, through the Hartford Life and Accident Insurance Company, provides all Health Science students with accident insurance which covers the student for accidents that occur while on-campus or while at a clinical site. This is mandatory coverage for which each student is charged \$10.50 per academic year.

The College also offers an optional Student Accident and Sickness Insurance Plan through the American College Student Association which makes a group medical insurance plan available to enrolled students. An optional life insurance plan is also offered.

Several affiliation sites provide free initial first aid emergency care for students injured while performing patient care services at their facilities. In most however, any first aid treatment that is rendered must be paid for by the student. If further treatment or admission to a hospital is required, it is always at the student's expense. Neither the hospital nor the College provides health care coverage of any kind for the student's further treatment.

Emergency/Health Services

Medical and hospital facilities are not provided on Broward College campus. In case of accident or illness, students should follow the safety procedures as detailed by their instructor/site coordinator and in the Program Manual. Emergencies that occur at a clinical site are treated by the facilities in accordance with the affiliation agreement and the policies/procedures of the facility itself. Emergency Procedures are reviewed at the start of each semester. Each laboratory has a wall-mounted First Aid Kit in clear view for attending to minor injuries. Also, a CPR kit and a Disposable Containment Kit are available should an event occur necessitating their use.

Incident/Accident/Exposure Reports

All students are expected to provide sonographic scanning techniques in a safe, ethical and legal manner when they are being performed in a simulated laboratory activity. All students are expected to perform sonographic scanning techniques in a safe and ethical manner, consistent with how they have been instructed. This applies to all activity in the lab. Any procedure that a student feels unprepared to provide, or deems contraindicated, should be discussed with his/her laboratory instructor prior to implementation.

If an injury occurs while the student is on campus, the following steps should be followed:

- 1. If the injury is of a serious nature, seek appropriate emergency care by calling 911. (If a College phone line is used, just pick up the receiver). If the injury does not warrant paramedic attention, appropriate first aid measures should be taken. If follow-up medical care is considered, the student is held responsible for all costs incurred.
- 2. At the time of the incident/accident the College Security Department must be contacted to arrive at the scene to complete the College Accident Report.
- 3. The student involved as well as any College personnel that were involved or witness to the incident must complete a program Incident/Accident/Exposure Report (Refer to Appendix for Incident/Accident/Exposure Report form).
- 4. The completed program form should be submitted to the Associate Dean or Site Coordinator within two (2) working days of the incident/accident.
- 5. In the event that exposure to blood or body fluids occurs, refer to the procedure under Exposure to Blood and Body Fluids Report.

The incident report will be permanently placed in the student's administrative file. The Associate Dean will also submit a copy of the report to the Dean's office for documentation should the student make a claim against the College. It is the responsibility of the student involved to complete any necessary paperwork, submit medical bills, follow up with Dean's office, etc related to any medical claims initiated through the college insurance plan.

Participation in Class and Simulated Labs

Class and Lab: Students may experience challenges such as medical, psychological, or physical difficulties, which could negatively impact participation in curricular activities.

It is the student's responsibility to inform the program if any such problems arise, which might interfere with planned activities in the class or simulated lab or if such activities might exacerbate the problem. If a student is unable to participate in program activities, prior notification must be given to the faculty. This allows the instructor to arrange alternative activities by which to gain practice/experience so that course requirements can be achieved. If sufficient participation in class or simulated lab activities is not feasible, the course requirements may not be met, and the student will receive an incomplete (I) grade.

A plan of action will be developed for the student to complete requirements no later than the start of the next semester. In certain instances, the nature of the problem may preclude the student from being able to progress into the next semester of study or attend clinical practicums, which may disrupt enrollment in the program.

Lab Only: Human Subject Violation Policy

The Diagnostic Sonography curriculum includes lab courses where students scan other students or other volunteers to practice sonographic procedures and techniques. Lab sessions are taught and supervised

by credentialed, experienced diagnostic sonographers. Students are encouraged to participate as the patient, but this participation is STRICTLY voluntary and is in no way required. Declining to volunteer as the patient will not affect the student's course grade. Students attest to their understanding of this policy through signing the Informed Consent at the beginning of their enrollment in the program.

In the event that an incidental finding is discovered by a sonography student while scanning any student or volunteer patient during lab, the student should discuss the possible incidental findings with the faculty member instructing the scan lab (outside the student or volunteer's presence, if possible). The scan lab instructor will take the student or volunteer to a private location and disclose that during the scan lab, the sonographic examination appeared to be different than expected. The faculty member will instruct the student or volunteer to consult their personal physician or other healthcare provider (e.g. physician's assistant, nurse practitioner, etc.). In cases where the scan lab instructor believes the incidental finding is of an emergent nature (e.g., sonographically appears to be a possible dissecting aortic aneurysm), the scan lab instructor will ensure appropriate medical care is available and call 911.

Students are expected to participate in all class/laboratory activities serving in roles such as a demonstrator, or simulated patient (on a volunteer basis as simulated patient). Each student must complete a Technical Performance Standards Verification form at the start of the first semester of the program. Completion of the verification form serves to release parties listed on the form from any liability that may arise as a result of injuries incurred while participating in class/laboratory activities.

Lab only: As active participation in hands-on skills and critical thinking/problem-solving discussions are imperative to facilitate learning of the laboratory course content, a component of the student's grade in laboratory courses is based on participation. It is the program's expectation that the student will come prepared to lab with all written assignments complete, remain focused and engaged during lab activities as well as play a role in maintaining the lab environment.

Lab participation and preparation for lab are scored in the program. It is the programs' experience that students who do not complete pre-lab assignments and actively participate during planned laboratory activities do not develop the necessary hands on skills to successfully complete the competencies and practicals required to achieve a passing grade in laboratory courses. As adult learners, the responsibility is on the student to take the necessary actions to meet the course requirements.

Reacting to Emergencies

A "Focus on Safety" manual is available in each laboratory which serves as a quick reference regarding how to react in a variety of different emergency situations. Safety procedures will be reviewed each term during the first laboratory class session. All faculty, staff and students are encouraged to report criminal acts and safety hazards or occurrences to the Campus Security Department (BC). In the event of an immediate threat or danger, the appropriate police/fire/medical agency should be contacted by dialing 911.

In the event of a fire: Locations of fire alarms in the area adjacent to each of the laboratories will be pointed out by the instructor at the start of each semester. To sound an alarm, the student should utilize the appropriate fire alarm pull stations. Students should evacuate the building according to the Fire Evacuation Route posted in each laboratory and proceed to the designated assembly area as indicated by the instructor. Students are not to return to the evacuated building until specifically instructed to do so by a College official.

In the event of serious injury/illness: Students should notify the Campus Security Department (BC) at 954-201-HELP (4357). Students should standby to direct emergency personnel to the victim and

to answer questions when help arrives.

In the event of a bomb threat: If the threat is phoned in, the student should attempt to keep the caller on the line as long as possible by asking pertinent questions (when will it explode, where is it located, time of call, note gender/accent/ background noises, etc). The student should then ask someone to either notify the Campus Security Department (BC) at 954-201-HELP (4357) or make contact when the call has ended.

If a suspicious object (letter, package, etc.) is observed, the student should not handle the object. All students should evacuate the immediate area and post a 'guard' to ensure no one inadvertently enters the area and/or handles the object. The student should notify the Campus Security Department (BC) at 954-201-HELP (4357) and standby for evacuation instructions.

<u>Violent or Criminal Behavior</u>: Should a student witness any breach of peace or other violations of safety including threats, intimidation, violence, assault, sexual battery or other disruptive behavior, the student should contact the Campus Security Department (BC) at 954-201-HELP (4357). Information reported should include the nature and location of the incident, description of the persona and or property involved.

<u>Hurricane:</u> In the event of a hurricane on the East coast of Florida, students should call (954) 201-4900 to learn if the Broward campus is closed. In the event of Broward closure, all students will not attend classes that day regardless of the site they are geographically located at. However, class may be held virtually at the instructors discresion. Missed content will be incorporated into subsequent class sessions.

Safety Regulations in Classroom/Lab

It is imperative that good safety habits develop from the first day of classes! Safety regulations regarding the use of all equipment, infection control procedures, body mechanics, and fire/emergency procedures are reviewed at the start of each semester. These standards must be adhered to in order for a safe environment to be maintained in the class, in the lab and during clinical practicums.

Equipment:

Students are instructed to inform the faculty of any hazard such as water on the floor, frayed electrical wires, accidental damage to equipment during use. etc. Most of the equipment in the Sonography laboratory requires specific instruction in its use and can actually be dangerous if misused.

Any modality or piece of non-electrical equipment that fails to meet inspection standards for safe use will be marked, via red sticker and immediately removed from the laboratory area.

All lab equipment must be kept clean and treated with respect:

- Students are to practice only those scanning techniques presented in lecture and/or demonstrated in the laboratory setting.
- Inspect the outlet for any defect before plugging a piece of equipment in. Always unplug equipment by the plug, not the cord.
- Clean and put away all models, DVD's and equipment after each use or lab period.
- > Remember to adhere to universal precautions.
- Restore the lab to its original state of "neat and clean" after each session. Clean up all trash, and put away all papers, books, charts, linens, etc.

Safety Regulations in Classroom/Lab Continued

Students may not use any of the equipment in the laboratory to treat personal injuries or conditions. Certain medications may potentially alter the student's ability to function safely or have an untold effect on the student's level of alertness and may pose a safety hazard for the student and others. The student should notify the laboratory instructor if he/she is currently taking any over-the-counter or prescribed medications.

Infection Control: Students are required to wash their hands at the start of laboratory and between sessions of working with different students. Disposable gloves should be worn especially if there are unhealed skin lesions on a student's hands or any lesions on the skin of the simulated patient.

In the unlikely event of a contamination of a surface with body fluids, the instructor will contact the janitor who will follow specific College protocol for cleaning the spill.

Students who suspect that they have a communicable disease, such as the flu or COVID19 should not participate in lab and should attend class virtually.

Body Mechanics: In every instance when an instructor is demonstrating a specific skill or technique, emphasis will be placed on the maintenance of proper body mechanics. During any laboratory or classroom activity, instructors will remind students of the importance of proper body mechanics when necessary. Students who appear to be repeatedly demonstrating poor use of body mechanics will be asked to review the techniques involved.

Fire/Emergency Procedures: The fire/emergency procedures are written and posted in each of the laboratories. The specifics are reviewed at the start of each academic year. Students should familiarize themselves with the correct procedure to follow in case of an emergency.

Other: In the event that a student is pregnant during the curriculum, she should make the condition known to the faculty as soon as possible. Safe participation in any aspect of the curriculum – particularly during clinical practicums – may be affected and may necessitate alternative accommodations which may include withdrawal from the program with reinstatement upon a change in physical status.

Food and Drink Regulations

Food and drink are not permitted within the classroom or lab facilities unless approved by the Instructor.

Smoking Policy

The College has adopted a "no smoking" policy in accordance with the Florida Clean Indoor Air Act, and evidence that indicates that passive smoking, i.e., involuntary inhalation of pollutants in the air produced by the smoking of others, is potentially harmful to nonsmokers in the closed environment of our buildings.

Health/Medical Information Requirements

Since students will have direct contact with other students during simulated patient interactions, they are expected to have and maintain a satisfactory level of health, which includes freedom from chemical dependency and communicable diseases. As part of the admissions process, students are required to complete a Medical History and Physical Examination Form, which details the student's current health status as well as past medical history.

The student must submit into Complio a complete *Medical History and Physical Examination*Form as part of the criteria for acceptance into the program. This form serves as documentation of their current health status.

The Medical History and Physical Examination form consists of four pages and must be completed by all students entering Center for Health Science Education programs. **Students are responsible for the cost of the physical examination and any required immunizations.** Students may see a doctor (MD or DO), a nurse practitioner (ARNP), or a physician assistant (PA) for the physical examination. In addition to information about the student's general health, this form provides verification that the student is able to carry out the tasks required for his/her chosen career such as standing for long periods, manual dexterity, etc.

It will be necessary for the student to complete and *Medical History and Physical Examination Update Form* prior to the start of the first clinical practicum (SON 1804) which takes place in August of the first year of the program. Additional details regarding the Health/Medical Information Requirements for progression into the clinical phase of the curriculum are detailed in the Clinical Guidelines section of this Manual.

Students must have a blood test called a titer which indicates current immunization status **or** receive the indicated vaccinations:

- A **Positive Titer Test** indicates that the student has either had the disease or has been vaccinated against it. In either case, **the student has immunity** to that disease.
- A **Negative Titer Test** indicates that **the student does not have immunity** to the disease and **will need to be immunized**.

Vaccination for hepatitis is required. In order to confirm immunity, students are advised to have a hepatitis titer after receiving the full series of three vaccinations. Any student who opts not to receive the hepatitis series will need to sign the "Laboratory Tests and Immunizations" page to acknowledge refusal of the vaccinations.

<u>Important:</u> All results of laboratory tests and immunizations if needed secondary to negative titer should uploaded into Complio. Vaccinations, as detailed on the form, include:

- Tetanus/Diptheria
- Varicella Chickenpox
- Rubella German Measles
- Rubeola Measles
- Hepatitis B Series
- COVID 19 Vaccines

Health/Medical Information Requirements Continued

Failure to upload all forms into Complio - complete with documentation may prevent progressing in the semester which may result in administrative withdrawal from the program. Falsification on the required forms may result in dismissal from the program as it would be considered a breach of academic honesty *Students should make copies of all form and certificates for their own records prior to uploading into Complio.*

Certifications

During the first semester of the program students will be responsible for providing evidence of *current* certification in:

• Cardiopulmonary Resuscitation (CPR): The CPR certification is valid for one (1) to two (2) years following attendance.

If the student's CPR certification expires, during the fall semester, the student must attend a seminar to bring the certifications to a current status. Each student will be required to submit current certifications during subsequent terms as a criteria for continuation into the clinical practicum segment of the curriculum. Additional details regarding this requirement are located in the Clinical Guidelines section of this Manual.

Dress Code

Since the program is committed to the development of professional behaviors, an appropriate dress that reflects the standards observed in the medical profession is required.

Classroom Attire: Proper classroom attire consists of traditional casual clothing (jeans, slacks, capris, shorts, shirts, blouses, T-shirts without slogans, etc.) and footwear that would be considered safe in a work area such as sneakers. Revealing and tight-fitting clothing, as well as hats and sunglasses, are not considered appropriate attire. Low cut or crop tops, excessively short shorts that only reach the butt cheeks, and t-shirts or sweatshirts that have inappropriate images or wording are not acceptable and students will be asked to leave the classroom.

Cologne, cosmetics, hairstyles, and jewelry should be conservative. Visible body piercings such as eyebrow, nose, and tongue rings are not allowed. Nails should be short to allow participation in hands-on activities. Nails must be trimmed to be level with the skin. Students are expected to maintain good personal hygiene.

Enforcement of Dress Code

Students who do not comply with the classroom or lab dress code will be asked to leave the class or the lab session and an absence for the session will be recorded. The lost time will need to be made up in accordance with the class and/or lab attendance policies.

Use of Lab Outside of Regularly Scheduled Sessions

Students are encouraged to use the laboratory equipment and facilities to practice their skills in nonclass times. Lab facilities may be available for independent study on dates and at times outside of regularly scheduled sessions, an appointment with the lab instructor must be made in advance. Students are not permitted to practice in the lab without on-site supervision from the staff.

Laboratory reference materials, equipment and/or supplies *may not* be removed from the lab without prior faculty approval. No unauthorized visitors are permitted in the DMS lab which includes persons not formally registered in the course.

When using the lab outside of regularly scheduled sessions, the student should:

- Obtain approval to use the lab from a faculty member
- Practice only with equipment/perform only those skills previously introduced
- Do not actually turn on any of the electrical equipment unless a laboratory instructor is present!
- Report any damage of equipment immediately to the laboratory instructor.
- Clean the treatment area and equipment upon completion of use and restore the lab to its original condition.

Signing-out Texts, Videos, Journals, or Equipment

To support self-directed study and to encourage independent exploration in various content areas, students are persuaded to utilize learning materials that are part of the Intradepartmental Library of the program as well as items that are stored in the DMS lab.

Students must request the learning material and/or the item from a faculty member and complete a sign-out sheet. A date for return of the item will be indicated on the sheet. A sign-out sheet is posted in the lab. All items must be returned within specified time periods or further borrowing privileges will be revoked.

The student is responsible for returning all learning materials and/or items borrowed in their original conditions and will incur any costs associated with replacing or repairing a lost or damaged item.

All materials should be returned to a faculty member so that it can be checked and returned to the program's inventory. Students who have not returned the learning materials and/or items will not be cleared for graduation unless return occurs or appropriate reimbursement is made.

Student ID/ Smart Card

Students will be required to take photo IDs on Orientation day while on the North Campus of Broward College. This ID is required as part of the clinical uniform to identify the individual as a BC Student.

Textbook Purchases

Information regarding textbook purchases for each semester is available either on the E-learning site for the specific course or in the individual course syllabi.

Textbook Purchases Continued

Textbooks for all semesters will be available for purchase at the BC Bookstore.

Telephone Use and Availability

Laboratory, classroom and office phones are not to be used for personal calls. The DMS program secretaries located at the in the front office of the Health Science Building may receive emergency calls and take messages for students. The phone number is (954) 201-2348.

To be considerate, all cell phones should be turned off during all class room and laboratory sessions and placed in the bin in the front of the classroom/lab.

CLINICAL GUIDELINES

Student Clinical Manual

Prior to attending the first clinical practicum (SON 1804), each student receives a Student Clinical Education Manual which details the very specific information related to the clinical education component of the program. An overview of clinically-related topics in provided here.

Overview of Clinical Education Component

The program affiliates with clinical facilities that are located throughout the geographical areas served by Broward College and also clinical facilities that are located within Palm Beach County. Students are responsible for transportation to and from the clinical site to which they are assigned. Also, any cost involved in transportation and other associated expenses while attending the clinical practicum, are the responsibility of the student.

A student does not have a choice of clinical assignments. Clinical practicum sites are assigned by the Clinical Coordinator. Each student must sign a statement confirming his/her understanding of this procedure (Refer to Appendix for Agreement for Practicum Site Placement Form).

Minimum clinical time obligations are as follows:

 SON 1804 - 24 hours/week for a 16 wk term
 = 384 hours

 SON 1814 - 24 hours/week for a 16 wk term
 = 384 hours

 SON 1824 - 32 hours/week for a 12 wk term
 = 384 hours

 SON 2834 - 24 hours/week for a 16 wk term
 = 384 hours

 SON 2844 - 24 hours/week for a 16 wk term
 = 384 hours

It is the responsibility of each student to contact the facility to which they are assigned in order to finalize actual schedules. This initial contact also serves as a means of introduction.

Student responsibilities will be detailed in the clinical Manual that each student will obtain prior to attending the clinical practicum phase of the program.

To achieve a satisfactory grade, the student must meet the minimum performance rating for the specific practicum, obtain a satisfactory subjective evaluation by the clinical instructor(s) at the clinical site, and complete all other criteria for the practicum as detailed in the Student Clinical Manual. Also, additional criteria for grading of practicums are listed in the Student Clinical Manual.

In addition to the above requirements, the student must submit a complete medical history and physical examination as documentation of their current health status prior to the start of the first clinical practicum. Use the Complio student guide to help you set up your new Broward College Complio account. The Broward College Complio site is www.browardcollegescreening.com. Please refer to the student guide for help in setting up your Complio account. Below is a tutorial video:http://www.americandatabank.com/VideoDirectory/complio_overview.html .

This documentation remains current for one year. After a year, the student is required to upload a Medical History Update into Complio which will be reviewed by the Clinical Coordinator.

Students must upload all required documents into Complio before they will be allowed to participate in Clinical Rotations.

CLINICAL PRACTICUM COURSE DESCRIPTIONS

Fall Session Term I – First Year

SON 1804 CLINICAL PRACTICUM A

A continuation of the learning by doing process, where more responsibility in the form of decision making regarding anatomical areas and resultant imaging is assumed by the student being supervised.

Spring Session Term II – First Year

SON 1814 CLINICAL PRACTICUM B

Application of all the material presented requiring the student to make judgement decisions regarding technical aspects, to interact in a professional manner with those with whom he or she comes in contact, and to generally progress to the point where, after successful testing, he or she may be accepted as a competent sonographer for general sonographic exams.

Summer Session Term III - Second Year

SON 1824 CLINICAL PRACTICUM C

Clinical education requiring application of the knowledge learned. Professionalism and personal interaction are stressed along with technical abilities. As the student progresses he or she will be performing examinations with less and less supervision.

Fall Session Term I – Second Year

SON 2834 CLINICAL PRACTICUM D

A course designed to add additional clinical competencies to those gained in the specialties mastered in the first year. Emphasis on the specialty of echocardiography with clinical application of classroom material presented. To continue to make judgement decisions regarding the technical aspects of diagnostic sonographic exams.

Spring Session Term II – Second Year

SON 2844 CLINICAL PRACTICUM E

Application of all the material presented requiring the student to interact in a professional manner, to make judgement decisions regarding the technical aspects, and to generally progress to the point where he/she may be accepted as a competent sonographer. Further mastering of all skills gained emphasizing echocardiography and cardiovascular examination techniques. Clinical supplication of classroom material is presented.

Pre-Practicum Student Responsibilities

As the student progresses from didactic course work and simulated laboratory activities to direct patient/client contact, there are several preparations to complete prior to entering the clinical education component of the program. All documentation is to be uploaded into Complio.

Self-Disclosure

It is the student's responsibility to indicate if they have been employed at one or more of the sites which are affiliated with the program or if they have a personal relationship (family member, roommate, etc.) with anyone at one of the sites. The Clinical Coordinator will determine the appropriateness of placement based upon the self-disclosure in efforts to assure the objective feedback will be obtained during a practicum.

Required Certifications

The student must provide evidence of *current* certification in:

• Cardiopulmonary Resuscitation (CPR): The CPR certification is valid for one (1) to two (2) years following attendance.

Students MUST upload proof into Complio of all the required certifications during the first Term of the program.

If the student's CPR certification expires, prior to or during a clinical practicum, the student must attend a seminar to bring the certifications current, before being allowed to participate in the current clinical practicum. If the student's certification is not current, he/she will be unable to attend the scheduled practicum; until such time that the certification has been made current.

In addition to the above certification, students must complete training in HIPAA and other certifications which are found in course SON 1170 prior to attending the first clinical rotation.

Health/Medical Information Practicum Requirements

Since students will have direct contact with patients/clients and other healthcare workers in affiliated health care agencies, they are expected to have and maintain a satisfactory level of health, which includes freedom from chemical dependency and communicable diseases. Also, in accordance with the Technical Performance Standards of the program, students must demonstrate the physical capability to perform procedures safely, competently, and without potential endangerment to themselves, the clinical staff, patients/clients and other healthcare providers.

Upon admission into the DMS Program, students must complete a **Medical History and Physical Examination Form**, which details the student's current health status as well as past medical history and required titer results to serve as documentation of current health status. Most students will not be required to repeat this Physical during their enrollment in the program until their second year of education.

Health/Medical Information Practicum Requirements continued

Students who request special accommodations based upon a *disability* and students who have a *change in their medical status* during their enrollment in the program will be required to complete a new Medical History and Physical Examination Form in addition to a Physician's Verification of Technical Performance Standards Form prior to clinical site placement. Changes in medical status may include but are not limited to pregnancy, diagnosis of new condition or progression of existing condition. In addition to information about the student's current general health, these forms provide verification that the student is able to carry out the tasks required for his/her chosen career such as standing for long periods, manual dexterity, etc

Students are responsible for the cost of the physical examination and any required immunizations. Students may see a doctor (MD or DO), a nurse practitioner (ARNP), or a physician assistant (PA) for the physical examination.

The Clinical Coordinator will establish deadlines by which the medical information is to be uploaded into Complio. Falsification on the required forms may result in dismissal from the program as it would be considered a breach of academic honesty.

Annual Tuberculosis Screening

As a component of the Medical History and Physical Examination completed upon admission into the program, students underwent a TB screening test. Students are *required to repeat the TB screening annually*. It is the student's responsibility to ensure testing is completed annually and upload written documentation from the physician's office of the results into Complio. Additionally, students should retain a copy of the results in their portfolio.

If the student's proof of an annual TB test is not current, he/she will be unable to attend the scheduled practicum, until such time that it has been made current. **Students are responsible for any cost incurred with the Tuberculosis testing.**

If the student has documentation of a positive TB test, but is found to be without symptoms and submits proof of a clear chest x-ray, the student will not have to complete an annual TB test or x- ray. The student will submit a symptom screen that has been performed by a physician.

The Clinical Coordinator will establish deadlines by which the medical information is to be uploaded into Complio. Falsification on the required forms may result in dismissal from the program as it would be considered a breach of academic honesty.

Students will not be allowed to progress in the curriculum if the information is not complete and on file with the Clinical Coordinator by the published deadline. Exceptions to the deadline may be made on a case-by-case basis; however, in no case will a student be allowed to attend the first clinical practicum until all information is complete and on file.

If the student is pregnant when the current TB test expires, the updated TB test will be waived until after the student's pregnancy or once approved by her physician.

Background Check and Drug Screening

All students must complete a second series of background check and drug screening tests prior to the start of the second term of the program and must be uploaded into Complio.

Additional Clinical Placement Requirements

The Medical History and Physical Form and annual TB testing are program requirements for clinical placement. Some clinical affiliates have additional requirements which will be necessary for the student to complete if assigned to the specified site. If placed at one of these sites, the Clinical Coordinator will inform the student of the additional requirements. These requirements may include but are not limited to fit testing (Respiratory Isolation Mask fitting) and additional vaccinations and/or titers. The student is responsible for any fees associated with the testing.

Paperwork Requirements for Clinical Practicum's

Prior to the start of each practicum, it is the student's responsibility to make current his/her required paperwork. In order to have necessary information accessible an original should be uploaded into Complio and a copy is to be kept by the student.

Paperwork that should be uploaded into Complio, includes, but is not limited to:

- CPR Certification
- HIPAA Certification
- Medical History and Physical Examination Form
- Current TB test and Vaccination forms
- Signed Code of Professional Conduct

If the student's clinical site requests a copy of any of the above information, it is the student's responsibility to provide the clinical site with a copy of the information requested. If the student is required to attend orientation or complete on-line orientation and/or training sessions for a particular clinical site, a copy of the certificate of completion should be submitted to the Clinical Coordinator.

It is **the student's** responsibility to maintain all of the above records as current – the student may not be assigned to a clinical practicum or may be dismissed from a clinical site for failure to keep all certifications current.

Uniform Purchase

Students are **REQUIRED** to wear the uniform specified by the DMS Program during each clinical practicum. Students may purchase their uniform, with the exception of the scrub shirt and lab jacket, at any retail or uniform supply store. This uniform must be purchased prior to the first clinical practicum, beginning in August of the First Year.

Clinical Uniforms

A professional appearance is essential while enrolled in the Diagnostic Medical Sonography program. The required uniform for all students is a scrub shirt with the BC logo, scrub pants, and a white lab jacket with the BC Logo if desired. The following guidelines *must* be adhered to:

Scrub Shirt: The scrub shirt is an official, embroidered BC Diagnostic Medical Sonography shirt, which can only be purchased at the North campus Bookstore. It is recommended that all students purchase at least two (2) scrub shirts in order to maintain a fresh, professional appearance.

Lab Jacket: The lab jacket must be white and embroidered with BC Diagnostic Medical Sonography logo, without any stains or discoloration. Lab jacket should be purchased from the North campus Bookstore.

Socks: White, navy or neutral colored socks are to be worn at all times and should be a style that covers the ankles.

Undergarments: Proper undergarments should be worn at all times, for example white undergarments should be worn under white uniforms.

Footwear: White or black sneakers are acceptable if there are no emblems on them. No open toe, open back shoes, platform, or clogs are permitted. It is the responsibility of the student to maintain an appropriate appearance of their footwear.

Jewelry: Extravagant jewelry should be avoided. Body piercings, other than a single stud in each earlobe, should not be visible. Multiple ear piercings or piercings other than on the lobe are not permitted. For men, earrings are **not** permitted, regardless of size.

Hair: Hair should be clean, neat and not extremely styled. If longer than shoulder length, hair should be tied back to avoid contact with the patient or treatment areas. The student's hairstyle should be of a conservative nature and should in no way obscure the student's vision or ability to provide patient care. If worn, beards and/or mustaches must be kept neatly trimmed. No hats or other hair coverings are permitted in the clinic.

Nails: Nails should be clean, short, neatly trimmed (to the level of the skin), and free of colored nail polish.

Makeup: Makeup should be minimal and used with discretion.

Student Identification: A photo identification badge **MUST** be worn at all times on the outside of the student's clothing. The student's *SmartCard* (obtained during initial registration with BC) will be used for this purpose.

Personal Hygiene: Students should be clean and without offensive body odors. This can include smells from perfume/cologne, cigarette smoke, bad breath, or failure to wear deodorant.

Tattoos: All tattoos should be covered and inconspicuous. Students should be aware of tattoo visibility with shifting of clothes during movement, length of shirts, lab coats and pants should be sufficient to avoid exposure during movement. In the event that a student has a tattoo in an area that is difficult to cover, the student is to meet with the ACCE to discuss strategies to minimize the exposure of the tattoo.

Other Considerations: Since the student is constantly being appraised by patients, peers, and healthcare professionals, the student must be aware of factors which promote the most acceptable appearance. When wearing the clinical uniform, the student is serving as an ambassador, representing Broward College and the Diagnostic Medical Sonography Program.

The student's behavior is a reflection on the College, the DMS program, and the profession. For any deviation from the guidelines as detailed with regard to clinical uniforms, the student will receive a written reprimand from the core faculty or administrators using the Violation of Code of Professional Behaviors form.

If the violation is not corrected, the student may be referred to the Code of Professional Behaviors Committee for consequences, which may include dismissal from the program.

Students who are not outfitted in the official uniform for the Program will be sent home from the clinical site. Any clinical contact time lost due to this will be made-up at the discretion of the Clinical Coordinator.

If a site requests that the student adhere to a different dress code than that of the program, the student must inform the Clinical Coordinator of this request to receive approval.

Infectious/Communicable Disease Policy and Informed Consent

The program has an Infectious/Communicable Disease policy. All students enrolled have already completed the necessary certification required for completion of the health career core curriculum. (Refer to Appendix for the Infectious Disease Policy).

Neither Broward College nor any of its clinical affiliates assumes liability if a student catches an infectious or communicable disease or is injured on campus or during a clinical practicum unless the injury is a direct result of negligence on the part of the College or the clinical facility. (Refer to Appendix for Informed Consent form).

Exposure to Blood and Body Fluids

The program's Affiliation Agreement which exists between the health care agency and the College provides in Article 4 that "the health care agency agrees to make available emergency room treatment when such facilities exist, for minor injuries incurred by students while in the health care agency for clinical experience, and without cost to the student. Treatment for minor injuries will be rendered by the emergency room physician on duty. The health care agency is not responsible for charges made to the student by a private physician rendered to the student in said health care agency."

In the event that a student is exposed to blood or body fluids via parental, mucous membranes, or open skin routes:

- Follow the exposure incident procedures of the clinical facility as they apply to students
- ➤ Immediate medical attention should be sought by the student either through the employee health services of the clinical facility, the emergency room (if available) or the student's individual primary care physician
- Payment of medical bills incurred is the responsibility of the exposed student unless covered by the affiliation agreement as indicated above
- > The Clinical Coordinator is to be notified of the incident as soon as possible by the student or CI.

Exposure to Blood and Body Fluids cont.

The student will complete an Incident/Accident/Exposure Report and submit the original to the Clinical Coordinator no later than one week from the incident/accident. The report should include the following:

- 1. Date and time of exposure, names of witnesses if any
- A description of the specifics of the circumstances in which the exposure occurred: the type of procedure being performed, where and how the exposure occurred, if the exposure involved a sharp device, type and amount of fluid or
- 3. material involved in exposure, and condition of skin (e.g., intact, chapped, abraded) of student
- 4. Information about potential infection risk.
- 5. Written details re: follow-up action

The Incident/Accident/Exposure Report will be permanently placed in the student's administrative file. In addition, the Associate Dean will submit report to the Dean's office for documentation should the student make a claim against the College. It is the responsibility of the student to arrange and finance post-exposure medical follow-up and care.

Communicable Disease – An illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a well person from an infected person or animal, or through the agency of an intermediate animal host, vector, or inanimate environment. Students with certain acute communicable illnesses transmitted by airborne, droplet or direct contact are not permitted to be in an academic setting until they are no longer contagious and will be managed in accordance with BC Health policies to minimize the risk of disease transmission in the workplace. In the setting of an epidemic or pandemic, case-by-case evaluation may not be possible and broad restrictions may be implemented.

Incident/Accident/Exposure Reports - Clinical

All students are expected to provide interventions in a safe, ethical and legal manner whether they are being performed in a clinical setting. Any procedure that a student feels unprepared to provide, or deems contraindicated, should be discussed with his/her Clinical Instructor prior to implementation.

The following procedure is to be followed by students for all incidents which occur during practicums that result in injury to either the patient/client or the student:

- Facility procedures are to be followed in all cases involving patient/client emergency situations, including completion of required documentation.
- > The Clinical Instructor is to be notified immediately.
- > Student injuries should be assessed to determine appropriate measures to be taken. If warranted, the student will seek medical attention as indicated through his/her private physician. Payment of medical bills is the sole responsibility of the student.
- ➤ The student will complete an Incident/Accident/Exposure Report and submit the original within two working days to the Clinical Coordinator or Associate Dean.

The incident report will be permanently placed in the student's administrative file. The Associate Dean will also submit a copy of the report to the Dean's office for documentation should the student make a claim against the College.

Compensation/Performing Clinical Work

Students are not to be paid by the clinical facilities during clinical practicum hours. In addition, students are discouraged from taking gifts (money or other) from any patient while attending a clinical practicum education.

Clinical Complaint Procedure

In the event that a conflict or other negative situation arises between a student and a Clinical Instructor or other clinician at an affiliation site, the student should first attempt to resolve the situation with the person(s) involved. He/she should also make the initial contact with the Clinical Coordinator to discuss the complaint.

- 1. If, after meeting with the person(s) involved, the complaint remains unresolved, the student should contact the Clinical Coordinator.
- 2. The Clinical Coordinator will review the Clinical Complaint and attempt to resolve the complaint. The Clinical Coordinator will render a decision regarding its resolution.
- 3. If the complaint remains unresolved following the above steps, the student can request, via email or in writing, an appointment with the Program Manager who will, after review of the Clinical Complaint form and the Clinical Coordinator's resolution, render the final disposition of the complaint.

Should the student remain dissatisfied with the decision, an appeal process is in place at the College during which the student will present the situation to the Academic Standards Committee (the procedure for an appeal is detailed in the College catalog).

Malpractice Insurance

All students are required to carry professional liability insurance as offered by the College. At the time of registration for the first lab course in the program, the student is charged a fee for the coverage.

The insurance plan provides coverage for simulated laboratory activities as well as actual patient care situations that occur during clinical practicums. A fee of **\$20.00 per term** for insurance coverage is charged each semester and is payable at the time of registration. (fee subject to change)

Service Work

The Diagnostic Medical Sonography Program neither endorses or discourages students who seek employment during their enrollment in the training program. Local hospitals and outpatient clinics may employ Diagnostic Medical Sonography students in capacities other than as a sonographer so as to avoid practices in which students may be substituted for staff.

However, employment by Broward College DMS program affiliates or other clinical settings is independent of any program affiliation, thus clinical and didactic responsibilities related to student training will not be altered by the demands of such employment. Employment as a Diagnostic Medical Sonographer by any hospiotal institution, private office, or other provider prior to program completion will result in dismissal and forfeiture of all student records. Program faculty WILL NOT provide documentation attesting to student's clinical and didactic experiences for the purpose of meeting ARDMS examination prerequisites.

GENERAL INFORMATION

Calendar

Students are to adhere to the Broward College's academic calendar as outlined in the College catalog for term schedules, holidays and non-class days.

Confidentiality

The U.S. Department of Education's Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is available at www.ed.gov/policy/gen/guid/fpco/ferpa or www.nova.edu/cwis/finaid/information/ferpa.html. Several laws provide for significant safeguards for the protection of the privacy rights of students with respect to educational records and/or personally identifiable information. The applicable laws provide guidance regarding a student's right of privacy with respect to their educational records. Personally identifiable records or reports of a student and any personal information contained therein are to be maintained in a confidential manner that is consistent with university policy and procedure.

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student education records and places certain limitations on the disclosure of personally identifiable information maintained by the university with respect to students and limits access to educational records, including the right to access, the right to inspect, the right to obtain copies, the right to seek correction of such records through informal and formal internal procedures, and the right to place a statement in such educational records explaining any information that he or she believes to be inaccurate or misleading. The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law.

In this regard, the program is committed to protecting, to the maximum extent possible, the right of privacy of all individuals about whom it holds information, records and files. Access to, and release of, such records is restricted to the student concerned, to others with the student's written consent, to authorized members of the College community, and to a court of competent jurisdiction and otherwise pursuant to law. A Release of Information form is required as written permission to release information to persons outside of the College community.

A student may request an appointment to review the contents of their administrative file by contacting the Associate Dean or the Program Manager who maintains the students' records in a locked file cabinet in their respective offices.

In addition, clinical affiliates may require copies of the student's Domestic Violence, OSHA, HIV/AIDS, Prevention of Medical Errors and CPR certifications in addition to Medical History and Physical Examination results prior to attending a clinical practicum. Consent is required before the College can release this information to the clinical site. (Refer to Appendix for Consent to Release Information to Clinicals form.)

Any breach in confidentiality, especially as it relates to patient/client information, may result in dismissal from the program in accordance with the Health Science's Code of Professional Behavior.

Due Process

Broward College encourages students to resolve their differences with faculty/staff members or college officials as soon as possible. A means of review and appeal to a higher-level authority, without prejudice via a formal process for resolving grievances/complaints has been established by the Health Science programs.

Students who are appealing their final grade must follow the College Grade Appeal Procedure. The procedure is found on the BC web site, in the College Catalog and the Program Manual.

A student has the right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. Any grievance or complaint is given prompt and unbiased consideration. Any individual who requests information regarding this procedure or who uses this procedure will not be penalized for exercising his/her rights. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance.

Financial Aid

There are several types of financial aid available to the student. The student should contact Student Financial Services at Broward College for additional information regarding tuition assistance and financial aid application. Examples of financial aid that are available include:

- 1. Scholarships and waiver-of-fees are assigned on the basis of need, grade point average or talent, and full-time student status.
- 2. Through Educational Opportunity Grants made by the United States Government. Only full-time students of exceptional financial need are eligible.
- 3. Sponsored Scholarships funds have been established by the donor(s) for individuals who meet specific qualifications. May be restricted to students from a specific community, academic Program, religion, or racial background.
- 4. Hospital Sponsorships currently, Plantation General Hospital, Memorial Hospital and the North Broward Hospital District have sponsorship programs for most Health Science disciplines. Additional information can be obtained by contacting the Financial Aid office at Broward College.

Grade Appeal

The Grade Appeal process, as outlined in the Broward College Student Manual and the College catalog, applies only to final course grades. A formal grade appeal must be made within three (3) weeks after the start of the next term.

Graduation Ceremony

Upon successful completion of the requirements of the program, the student will be awarded an Associate's of Science degree in Diagnostic Medical Sonography from Broward College. Students may attend the May graduation ceremony for official conferring of the degree.

Learning Resources/Learning Assistance

Learning Resource Centers are located at all campus locations. They provide remedial, supplemental and enrichment instructional services for the student.

Computers are available for student use at all campus locations for report writing, Internet access and other applications as needed. At the program sites, computers are available, both in the lab/class room, as well as in the Health Science buildings for student use at designated times that become available at the start of each academic year. In addition, the student may refer to the respective College catalogs for specific locations and hours of operation of computer labs.

Letters of Recommendation or References

A student may authorize the program to release information regarding their academic record and clinical performance to outside sources upon written consent. To allow program faculty to send letters of recommendation or give references for scholarship applications or to potential employers, a release form must be signed by the student. (Refer to Appendix for Consent to Release Information form).

Library

The libraries that serve Broward College provide materials which support the curriculum and objectives of the DMS program. Interstate networks (SEFLIN, etc.) and Internet access is also available. Specific locations and hours of operation are detailed in the respective catalogs.

In addition to the library holdings, the program has compiled a collection of journals. An intradepartmental library also exists for the students to utilize as needed. The student must sign out the requested volume(s). The length of sign out time is no longer than two (2) weeks depending upon the demand for the item borrowed.

Licensing Examination

Graduates of the Diagnostic Medical Sonography Associate Degree of Science program are eligible to sit for the American Registry for Diagnostic Medical Sonographers (ARDMS) Examination. Specific information regarding application for the registry examination can be found on the ARDMS website (www.ardms.org). Registry examinations are computer-based.

Historically, the program has a pass rate that surpasses the State and National average.

Persons convicted of a felony offense may not be eligible to sit for the registry examination. The ARDMS requires any licensure applicant who has ever been convicted or found guilty of a felon, regardless of adjudication, to explain the circumstances prior to sitting for the registry.

Parking

Students should park in designated parking areas while on campus. Security officers check parking areas regularly and tickets are written for parking of vehicles in handicapped, reserved or visitor areas. Students will be charged a fee each semester for parking access on any of the BC campuses.

Security Services

Security Offices are located on campus on a 24 hour basis/seven days a week. More specific information is detailed under Reacting to Emergencies in this Manual.

The College is **not** responsible for a student's personal property. Students should keep items such as purses or handbags in their possession at all times.

Student Activities

Broward College supports a variety of lecture, concert and sporting events during each term and encourages the student's participation. Contact Student Services on either site for additional information and to request a calendar of events.

Transportation

A car is essential. The student may be able to car pool however the schedule of classes and/or clinicals cannot be arranged to accommodate individual schedules or the schedule of students in a car pool. The student assumes all responsibility for all costs related to travel as well the actual travel to and from clinical sites and arranged field trips which may or may not be close in proximity to their geographical residences.

Advanced Placement/Experiental Learning

Broward College Diagnostic Medical Sonography program does not utilize advanced placement or award course credit for experiential learning, for previous work experience or previous education. The didactic and clinical education are very structured and coordinated for student success, therefore advanced placement would be detrimental to the goals and objectives of the program.

Tuition and Fees

Residents	Amount
Tuition Fee	\$82.00
Student Activities Fee	\$8.20
Student Financial Aid Fee	\$4.10
Capital Improvement Fee	\$13.50
Library Fee	\$2.00
Parking & Transportation Access Fee	\$4.00
Technology Fee	\$4.10
Total (per credit hour)	\$117.90

TOTAL Estimated Costs for the AS Degree Program: \$14,088.80

- **"*Books/Supplies are subject to change. Above tuition and fees are based on the following published Broward College tuition rates plus additional Health Science course fees:
- Advanced and Professional, Postsecondary Vocational, Education Prep Institute and College Preparatory Courses
- Courses primarily associated with AA, AAS and AS degree programs and Technical Certificates

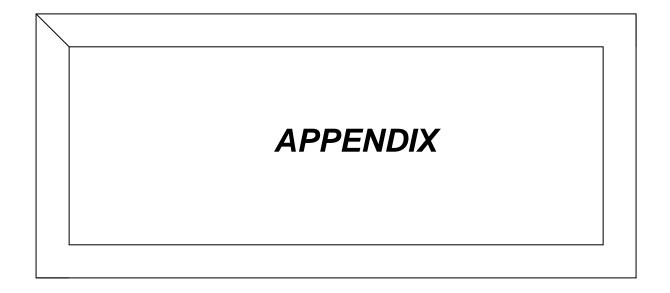
ARDMS

- **Physics** The **SPI** examination assesses the knowledge, skills and abilities in the areas of clinical safety, physical principles, pulsed echo instrumentation, and quality assurance. The exam meets the fundamental physical principles and instrumentation requirements for the RDMS, RDCS, RVT and RMSKS credentials. Currently, the cost for this exam is **\$250**. Requirements:
- Sign up on the ARDMS website
- Transcript requirements can be found at https://www.ardms.org/wp-content/uploads/pdf/ARDMS-General-Prerequisites.pdf

Specialties - Cost \$275

- **Abdomen Sonography- RDMS(AB) -** The Abdomen (AB) examination assesses the abdomen knowledge, skills, and abilities essential to Sonography Professionals.
- **OBGYN Sonography-RDMS (OB)-** The Obstetrics and Gynecology (OB/GYN) examination tests the requisite obstetrics and gynecology knowledge, skills and abilities essential to Sonography Professionals. https://www.ardms.org/

The Program Director will enter a paperless application to ARDMS with qualifying students' information for approval to take the exam 90 days prior to graduation. Students may schedule specialty exam no earlier than 60 days prior to graduation.



Appendix 1

APPENDIX

Incident/Accident/Exposure Form	Page 3
Media Resources for Announcing College Closings	4
Professional Behaviors Violation Form	5

Forms to be submitted begin after page 7

Appendix 2

INCIDENT/ACCIDENT/EXPOSURE REPORT DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Student Name	S.S. #/_/
Class/Clinic Location:	
Date of Injury/Exposure:	Time of injury/exposure:
Date Reported:	Time reported:
**If the above dates/times conflict explain why: _	
Was there a witness to the incident/accident? If yes, print name, title/position:	YES NO
Describe type/location of injury/exposure: Describe the specifics of the circumstances I necessary)	leading up to the incident/accident/exposure (add additional pages
=	tudent:
Was a hospital incident report filled out? YES	NO If yes, report #
Describe follow-up treatment rendered: (e.g.,	examination by physician, post exposure prophylaxis, etc.)
I attest that the above information is correct.	Number of additional pages added to this report
Student Signature	Date
Date Received: Follow-up Action:	Associate Dean:

Appendix 3

Media Resources for Announcing College Closings

Should unanticipated circumstances that are beyond anyone's control occur, or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or the facilities, the President or his/her designee has the authority to close a campus or the College. Information regarding the closing of one of the sites can be obtained as follows:

For Broward: Radio Stations

Call Letters	Frequency/Channel	Telephone
WIOD	610 AM	337-2346
WMXJ	102.7 FM	936-4100
WLYF	101.5 FM	275-5107
WAXY	790 AM	590-2500
WFLC	97.3 FM	337-2346
WKIS	99.9 FM	275-0095

Television Stations

Call Letters	Telephone
WINK TV	334-8247
WBBH TV	936-6458
WEVU TV	332-0076
WFTX TV	936-6458
WNPL TV	261-4600
WSFP TV	590-2300

Student Emergency Hotline at 954-201-4900

Up-to-date information about the status of the College during an emergency or a crisis is available at this number 24 hours a day/7 days a week. Emergency information is also available at the College website: www.broward.edu

Diagnostic Medical Sonography

PROFESSIONAL BEHAVIORS VIOLATION FORM Student Program Individual Completing Form

Instructions for Completion: Please circle guideline(s) involved in the violation. Provide additional details and comments to further describe the violation. Bolded guidelines are considered to be critical behaviors. Violation of a critical behavior will result in required appearance before the Health Sciences Code of Professional Behaviors Committee.

Personal Responsibility: The student contributes to a positive learning environment by accepting personal responsibility for demonstrating appropriate behavior in the classroom, during laboratory activities and while attending all clinical rotations. Acknowledging professional responsibilities, the student conducts self as a positive representative of Broward College.

- 1. Contribute to a positive learning environment.
- 2. Be punctual for all classroom, laboratory and clinical activities.
- 3. Attend consistently according to the attendance policy of the program.
- 4. Notify the instructor of any necessary absence or projected lateness.
- 5. Take responsibility for obtaining notes, handouts, or other materials presented during an absence.
- 6. Arrive prepared for class, lab or clinical, having completed any assignments given.
- 7. Avoid eating and drinking in the class, labs or in clinical settings unless permitted to do so by the instructor.
- 8. Refrain from using beepers or cell phones during classes or clinical activities.
- 9. Accept personal responsibility for appropriate behavior.
- 10. Dress in the assigned lab or clinical uniform whenever required.
- 11. Maintain high standards of personal hygiene.
- 12. Conduct self as a positive representative of Broward College.

Competence and Self-Improvement: The student demonstrates an awareness of the impact of self-directed learning on developing competence in the chosen profession and takes initiative to self-assess as a means of promoting self-improvement.

- 1. Commit to the learning and mastery of knowledge, skills, attitudes and beliefs of the chosen profession.
- 2. Be motivated to learn and take appropriate initiative to enhance one's own learning experiences.
- 3. Know limits of own abilities; recognizing the need for additional practice when deficiencies are evidenced.
- 4. Perform frequent self-assessment to improve performance.

Professional Responsibility: The student conducts self during all interactions in a manner which reflects the standards of professionalism in the health professions: respect, confidentiality, honesty and integrity. Acting from a moral and ethical viewpoint, the student demonstrates high regard for self and others.

- 1. Demonstrate a respectful attitude towards peers and staff.
- 2. Demonstrate appropriate communication at all times, refraining from the use of inappropriate language and/or gestures.
- 3. Demonstrate respect for the patient/client's dignity, privacy, and cultural values.
- 4. Discuss difficult issues with sensitivity and objectivity.
- 5. Use good judgment in mediating differences that may arise between self and others.
- 6. Maintain confidentiality in all interactions.
- 7. Abide by HIPAA regulations regarding confidentiality in patient/client interactions.
- 8. Demonstrate willingness to receive constructive feedback.
- 9. Commit to honesty in all interactions.
- 10. Demonstrate compassion, emotional support, and empathy at all times without projecting one's own viewpoints or values

Commentary on Violation of Professional Behavior(s):		
Plan of Acti	on	
0(
Conference	held onto discuss above violation.	
Student Co	nments	
	conference to discuss violation of professional behavior(s) and understand on as detailed.	the
Student Sigr	ature	
Faculty Sign	ature	
Routing:	Administrative File on Student Student	
Appendix		6

FORMS TO BE SUBMITTED

To be returned to the Program Manager or Clinical Coordinator, with signature/date:

Make copies of all forms prior to submission.

•	Agreement for Practicum Site Placement Form	8
•	Code of Professional Behaviors Form	9
•	Confidentiality Statement	10
•	Consent to Release Information Form	11
•	Consent to Release Information to Clinicals Form	12
•	Infectious Disease Policy Form	13
•	Informed Consent Form	14
•	Review of Program Manual Form	15

Please attach a paper clip to all of the above forms prior to submitting.

AGREEMENT FOR PRACTICUM SITEPLACEMENT

I understand that clinical practicum sites are assigned by Clinical Coordinator and the Program Manager. Any negotiation regarding placement at a particular site is inappropriate and will not be considered by the Clinical Coordinator in determining clinical assignments.

Daily/weekly schedules for each practicum are to be determined by the Clinical Instructor(s) and the Clinical Coordinator. As a student, I am expected to make the appropriate adjustments in my personal schedule. I am aware that the scheduling needs of the clinical site is to be considered the priority and that no preferential consideration will be made to accommodate my personal schedule as it relates to work, day care, etc.

I also understand that I am to provide reliable transportation to and from the clinical site.

Name	Date	
Signature		

8

BROWARD COLLEGE HEALTH SCIENCE PROGRAMS

CODE OF PROFESSIONAL BEHAVIORS

As a student enrolled in a program offered by the Health Science programs at Broward College, I shall conduct myself in a manner which demonstrates to those for whose care I will be entrusted that I am committed to integrity, respect, compassion and confidentiality.

In my *personal responsibilities*, I shall:

- 1. Contribute to a positive learning environment.
- 2. Be punctual for all classroom, laboratory and clinical activities.
- 3. Attend consistently according to the attendance policy of the program.
- 4. Notify the instructor of any necessary absence or projected lateness.
- 5. Take responsibility for obtaining notes, handouts, or other materials presented during an absence.
- 6. Arrive prepared for class, lab or clinical, having completed any assignments given.
- 7. Avoid eating and drinking in the class, labs or in clinical settings unless permitted to do so by the instructor.
- 8. Refrain from using beepers or cell phones during classes or clinical activities.
- 9. Accept personal responsibility for appropriate behavior.
- 10. Dress in the assigned lab or clinical uniform whenever required.
- 11. Maintain high standards of personal hygiene.
- 12. Conduct self as a positive representative of Broward College.

I shall demonstrate *competence and self-improvement* by:

- 1. Committing to the learning and mastery of knowledge, skills, attitudes and beliefs of the chosen profession.
- 2. Being motivated to learn and take appropriate initiative to enhance one's own learning experiences.
- 3. Knowing limits of own abilities; recognizing the need for additional practice when deficiencies are evidenced.
- 4. Performing frequent self-assessment to improve performance.

I shall assume the *professional responsibilities* of a health care provider by:

- 1. Demonstrating a respectful attitude towards peers and staff.
- 2. Demonstrating appropriate communication at all times, refraining from the use of inappropriate language and/or gestures.
- 3. Demonstrating respect for the patient/client's dignity, privacy, and cultural values.
- 4. Discussing difficult issues with sensitivity and objectivity.
- 5. Using good judgment in mediating differences that may arise between self and others.
- 6. Maintaining confidentiality in all interactions.
- 7. Abiding by HIPAA regulations regarding confidentiality in patient/client interactions.
- 8. Demonstrating willingness to receive constructive feedback.
- 9. Committing to honesty in all interactions.
- 10. Demonstrating compassion, emotional support, and empathy at all times without projecting one's own viewpoints or values

I agree to abide by the above Code of Professional Behaviors and have reviewed the procedures for enforcement of the Code. In addition, I agree to abide by and uphold regulations and policies set forth by the Students Rights and Responsibilities of Broward College as well as, the Code of Ethics espoused by the professional organizations, regulating bodies, and credentialing agencies of the my chosen profession:

Name	Date	
Signature		

CONFIDENTIALITY STATEMENT

As an important part of your Health Science Education at Broward College, you will be exposed to confidential information during your clinical practicums as well as while engaged in interactions with other students. This information may pertain to clients, staff, the organization of the facility to which you are assigned and/or personal information about a fellow student. It is imperative that all clinical information that you are privileged to, either through observation, data collection, or other means, be kept in strictest confidence unless you are otherwise instructed by the clinic. It is also important that confidential information pertaining to a fellow student or the Program not be discussed with individuals in the clinical setting. It would be considered a breach of confidentiality for you to discuss another student's academic progress or clinical experience while at your clinical affiliation.

Signature	_	
Name	Date	_
I have read and understand the above statement. I a to maintain confidentiality of information acquired d information regarding fellow students enrolled in the	during my clinical practicums as well as any	_
MEDICAL SONOGRAPHY PROGRAM.		
By signing this statement, you recognize that the confidential information, as noted above, may re		
in the clinical setting. It would be considered a bro student's academic progress or clinical experience w		nother

CONSENT TO RELEASE INFORMATION FORM

Student Name			
I, the undersigned student being 18 years of a Education Rights and Privacy Act) and Sectio Medical Sonography Program at Broward Colmy personal academic and/or clinical perform such information such as students who are sewho are requesting references for potential erevent that an authorized individual requests permission for the faculty of the Diagnostic Information.	n 228.09 lege and lance to eeking lemployme	93, Florida Statutes, do aut dits agents to release any agencies or authorized incetters of recommendation or ent as a Diagnostic Medica he information listed, I am	horize the Diagnostic information related to dividuals who request potential employers I Sonographer. In the herein giving written
Others to whom I grant written permission to performance information are:) have a	access to my personal aca	demic and/or clinical
Name		Relationship	
	_		
	_		
	_		
	_		
	_		
Signature		Date	
l also consent to release any case study assignment(s) that may be used, by the core education or awareness. In most cases, my recircumstances in which my name may appear	e faculty name w	and administrators, to pro ill be will deleted from the	mote other students'
Signature		Date	

CONSENT TO RELEASE INFORMATION TO CLINICALS FORM

I, the undersigned student being 18 years of age or older, in conformance with 20 U.S.C. 123g (Family Education Rights and Privacy Act) and Section 228.093, Florida Statutes, do authorize the Diagnostic Medical Sonography Program at Broward College and its agents to release and disclose the following information from my institutional records:

- Required Certifications
 - Basic Life Support CPR verification card
- Physical Examination Results (includes vaccination information and updates)

In the event that a clinical instructor requests any of the information listed, I am herein giving written permission to duplicate the requested information and release it to the clinical instructor:

Name	Date
Signature	_

INFECTIOUS DISEASE POLICYFORM

The risk of contracting Hepatitis B virus or other infectious diseases are greater than the risk of contracting HIV. Therefore recommendations for the control of Hepatitis B infections will effectively prevent the spread of AIDS. All such recommendations are therefore incorporated herein.

- Sharp items, (needles, scalpel blades, and other sharp instruments) shall be considered as potentially infective and be handled with extraordinary care to prevent accidental injuries. Proper disposal of sharp items according to OSHA guidelines shall be followed.
- Disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they were used. To prevent needle stick injuries, needles shall not be recapped, purposely bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
- 3. When the possibility of exposure to blood or other body fluid exists, routinely recommended universal precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or may also require gowns, masks and eye coverings when performing procedures or post- mortem examinations. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood or body fluids.
- 4. To minimize need for emergency mouth-to-mouth resuscitation, mouth-pieces, resuscitation bags, or other ventilation devices should be located and available for use in areas where need for resuscitation is predictable.
- 5. Pregnant health science students or students engaged in health care are not known to be at greater risk of contacting the HIV virus than students who are not pregnant. However, if a student develops infection with the HIV virus during pregnancy, an infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions re: HIV virus.
- 6. Health Science students engaged in health care who are infected with the HIV virus and who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
- 7. For health science students engaged in health care who have been diagnosed as HIV positive, there is an increased danger from infection due to disease. Students who are HIV infected are at risk of acquiring or experiencing serious complications of such diseases. Of particular concern is the risk of severe infection following exposure to patients with easily transmitted infectious diseases (e.g. tuberculosis or chicken pox). HIV infected students will be counseled about potential risk associated with exposure to or taking care of patient with transmissible infections and should continue to follow universal precautions to minimize their risk of exposure to other infectious agents.
- 8. The student's physician in conjunction with the appropriate college official will determine on an individual basis whether the student who is HIV positive, with symptoms, can adequately and safely perform patient care.
- 9. A student with an infectious disease who cannot control bodily secretions and students who have uncoverable oozing lesions will not be permitted to participate in health care services. The determination of whether an infected student should be excluded from providing health care shall be made on a case-by-case basis by the student's physician and the appropriate college officials.
- 10. Students who are exposed to infectious body fluids in the clinical area must report to the clinical instructor immediately. The hospital shall be notified and the hospital protocol for such exposure followed.

have read and understand this policy:		
Signature Rev 5/02	Date	

INFORMED CONSENT FORM

Informed consent is basically the practice of informing students of the risks and benefits inverse as a student enrolled in the Diagnostic Medical Sonography program. By signing this following acknowledged awareness of the	rm, you are willingly
I,understand that as a clinical student, I m	nay be exposed to
environmental hazards and infectious diseases including, but not limited to Tuberculosis, Hepatitis B	and HIV (AIDS) while
in a clinical facility. (Refer to Infectious Disease Policy)	
I understand that during the course of the program, I will be participating in the simulation of a variety and will serve in roles such as a demonstrator, a model, a simulated patient and a student DMS studer roles, it is possible that injury may occur. In such case, I will not hold Broward College, the core factor or any fellow student(s) liable. I am acknowledging that I am aware of the necessity to participate in which the above roles will likely occur. This form is confirmation that I am willing to participate in any undertake the educational preparation to become a Diagnostic Medical Sonographer. I release the parany liability that might arise out of the injuries that I might incur as a result of participating in a variety in the program.	ent. In any of the above ulty and administration, laboratory sessions in of the above roles as I arties listed above from
I acknowledge that I am aware that neither Broward College nor any of the clinical facilities used for cli liability if a student is injured on the campus or in the clinical facility/practicum during training unless result of negligence by the college or clinical facility. I understand that I am responsible for the cost personal injury I may suffer during my education. I understand that I should purchase private health in	ss the injury is a direct tof health care for any
I further understand that I shall have liability insurance (which covers malpractice) while enrolled in clactivities. This insurance fee is automatically included each year when I enroll in a laboratory or clinic	•
I acknowledge that I am aware of the use of peer review activities throughout the curriculum in we provide feedback on other students' performance and that other students will be conducting performance.	
Overall, I understand and assume responsibility for the policies, objectives, course requirements and in the education of Health Science students at Broward College.	inherent risks involved
Name Date	_
Signature	

DIAGNOSTIC MECICAL SONOGRAPHY

REVIEW OF PROGRAM MANUAL FORM

I have received and reviewed the Program Manual for offered by Broward College and agree to comply to the	
I understand that failure to comply with any of the recomply result in administrative withdrawal from the programs of dismissal.	
Name	Date
Signature	

15