



Medical Imaging Department

DIAGNOSTIC MEDICAL SONOGRAPHY

PROGRAM POLICY MANUAL

2019-2020

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TROCAIRE COLLEGE

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

INFORMATION & POLICIES GUIDE

About the Program Policy Manual

Trocaire College Diagnostic Medical Sonography Program reserves the right to change the policies contained within this handbook from time to time. Notice is not required for a new policy to take effect; however, the program will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions, or other methods deemed appropriate by the college administration.

- ❖ All students will be bound by the policies described in the most recent edition of the Diagnostic Medical Sonography Program Policy Manual, in addition to those described in the Trocaire College Catalog.
- ❖ Diagnostic Medical Sonography students are bound by these additional policies that are described in this manual.
- ❖ All students engaged in school related activities at off-campus locations are bound by the policies, agreements or other stipulations set forth by the affiliate site.
- ❖ The Diagnostic Medical Sonography Program and the College reserve the right to implement additional policies or to modify any of the policies stated herein if warranted, and will notify students in writing through website postings, College email, and/or the College Moodle site.

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TROCAIRE COLLEGE

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

I. MISSION, PROGRAM LEARNING OUTCOMES, PROGRAM ASSESSMENT

Mission Statement - Trocaire College

Trocaire College, a private career-oriented Catholic college in the spirit of the Sisters of Mercy, strives to empower students toward personal enrichment, dignity, and self-worth through education in a variety of professions and in the liberal arts. Recognizing the individual needs of a diverse student body, Trocaire College provides life learning and development within a community-based environment. Trocaire College prepares students for service in the universal community.

Mission Statement – Diagnostic Medical Sonography Program

The faculty of the Diagnostic Medical Sonography Program accepts the philosophy and mission of Trocaire College and functions within its framework. The mission of the Diagnostic Medical Sonography Program is to provide students with the theoretical foundation, laboratory, and clinical experiences which will prepare them for entry positions in the field of Diagnostic Medical Sonography. The Diagnostic Medical Sonography faculty sees as its mission the need to instill those values which will aid the student in his/her development to become a competent practitioner. This education, requiring academic and technical competence, should prepare him/her for a career in Diagnostic Medical Sonography and foster a desire for continuous learning.

Program Learning Outcomes

Outcome 1:

At the end of the program, the students will demonstrate entry-level clinical competence with appropriate diagnostic medical sonographic procedures and equipment.

Outcome 2:

At the end of the program, the students will provide competent and compassionate health care to culturally diverse populations.

Outcome 3:

At the end of the program, the students will utilize critical thinking and problem solving skills necessary to practice within the profession of diagnostic medical sonography.

Outcome 4:

At the end of the program, the students will demonstrate professionalism and ethics related to the profession of diagnostic medical sonography.

Program Assessment Method

Assessment of program effectiveness in the program mission and the program goals will be determined by didactic, clinical, and program effectiveness goals and criteria.

II. CODE OF ETHICS OF THE SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHY

The Diagnostic Medical Sonography Program follows the code of ethics that the Society of Diagnostic Medical Sonography (SDMS) follow. To access a full listing of the Code of Ethics please go to the following link: <https://www.sdms.org/about/who-we-are/code-of-ethics>

III. PROGRAM OVERVIEW

DIAGNOSTIC MEDICAL SONOGRAPHY CERTIFICATE

Admission Requirements

Candidates for admission to this program must be a graduate from a patient facing Allied Health/Life Sciences program with an AAS, BS Degree or Diploma with current active licensure, registry, certification (i.e. Radiography, Respiratory Therapy, Nuclear Medicine, Physical Therapy, Surgical Technology, Nursing).

- Minimum 3.0 cumulative average. ***Diploma Graduates:** Transcripts will be reviewed to determine compliance with academic requirements.
- Cardiopulmonary Resuscitation (CPR) through the American Heart Association is required for clinical experiences.
- Updated medical records, immunizations and a physical within one year are required prior to the start of clinical assignment.

The program of study includes thirty-six (36) credit hours of didactic, college laboratory and clinical sessions. Learning experiences emphasize ultrasound physics, abdominal and OB/GYN sonography. Sonography related to small body structures and special procedures is also included. Clinical experiences are provided at WNY healthcare facilities. Transportation is the responsibility of the student. During the final summer semester the final and extended period of clinical study will be for twelve weeks at forty hours per week. The Diagnostic Medical Sonography program is a minimum of 1680 total hours of classes, clinic, and laboratory combined.

The graduate is eligible to sit for The American Registry for Diagnostic Medical Sonography (ARDMS) for Sonography Principles and Instrumentation (SPI).

General goals of the program include achieving competencies such as:

- a. Appropriate use of oral and written medical communication.
- b. Perform appropriate mathematical and algebraic functions.
- c. Provide basic and emergency patient care.
- d. Identify human anatomy (including cross-sectional anatomy) and physiology as well as pathology and disease processes which affect the anatomy.
- e. Integrate laboratory tests and other pertinent patient history to enhance sonographic findings.
- f. Describe instrumentation options and give rationale for optimal choices for different procedures.
- g. Provide patient education related to diagnostic ultrasound and promote principles of good health.
- h. Perform appropriate scanning techniques for optimal scanning.
- i. Outline general functions of an ultrasound department, including quality control and image processing and storage.
- j. Describe production and interactions of ultrasound.
- k. Describe ultrasound biological effects.
- l. Exercise discretion with professionalism and ethical behavior in communication with physicians, co-workers, patients and the public.
- m. Identify personal goals for maintaining high standards professionally, making every effort to keep up-to-date through professional and continuing education.

IV. COURSE DESCRIPTIONS

Semester I Courses (Fall)

DMS 300 Cross Sectional Anatomy (3 Credits)

This course will focus on the basic sectional anatomy of the neck, abdomen and pelvis building upon the basic knowledge of anatomy. It will prepare the student to recognize sectional anatomy of major human structures amenable to sonographic technique. (Fall Semester) Open only to majors in Diagnostic Medical Sonography program.

DMS 301 Introduction to Diagnostic Medical Sonography (3 Credits)

This course provides the student with an orientation to the field of diagnostic medical sonography followed by techniques for assisting and monitoring patients. Ethics and patient care procedures pertinent to sonography will be covered. Chart reading and recordkeeping relative to clinical medicine will be presented. The student will study and investigate the principles underlying sonographic visualization. This will include the theoretical concepts of image reproduction, pertinent equipment considerations and alternative methods of information storage and display. This course includes college laboratory experience on basic scanning techniques relative to college lecture material. (Fall Semester) Open only to majors in Diagnostic Medical Sonography program.

DMS 306 Physics of Ultrasound I (2 Credits)

Fundamental principles of acoustical physics including wave propagation, acoustical impedance properties, and transducer characteristics will be presented. Basic types of equipment and instrumentation are discussed. Doppler Principles are introduced. (Fall Semester) Open only to majors in Diagnostic Medical Sonography program.

DMS 310 Abdominal Sonography I (2 Credits)

Abdominal Sonography I provides the student with information necessary to perform an abdominal sonographic examination. Normal anatomy will be reviewed as well as an emphasis on the detection of pathology, anomalies and deviation from the normal sonographic appearance. Correlation with clinical tests and related clinical signs and symptoms will be included. (Fall Semester) Open only to majors in Diagnostic Medical Sonography program.

DMS 311 Abdominal Sonography Laboratory I (1 Credit)

The student is provided with College laboratory experiences on abdominal scanning techniques and protocol relative to the abdominal structures and their physiology. (Fall Semester) Open only to majors in Diagnostic Medical Sonography program.

DMS 315 Pelvic Sonography (2 Credits)

Pelvic sonography provides the student with information necessary to perform a pelvic sonographic examination. Normal anatomy will be reviewed as well as an emphasis on the detection of pathology, anomalies and deviation from the normal sonographic appearance. Correlation with clinical tests and related signs and symptoms will be included. (Fall Semester) Open only to majors in Diagnostic Medical Sonography program.

DMS 316 Pelvic Sonography Laboratory (1 Credit)

The student is provided with College laboratory experiences on pelvic scanning techniques and protocol relative to the pelvic structures and their physiology. (Fall Semester) Open only to majors in Diagnostic Medical Sonography program.

DMS 320 Sonography Clinical Education I (3 Credits)

This course concentrates on the development of initial practical skills in basic sonographic procedures. Emphasis is on the role of initial observer to assistant under the close supervision of faculty and sonography

staff, and is provided at regional diagnostic medical sonography clinical sites. Twenty-four hours per week. (Fall Semester) Open only to majors in Diagnostic Medical Sonography program.

Semester II Courses (Spring)

DMS 405 Obstetrical Sonography (3 Credits)

This course provides the student with the fundamentals of obstetrical scanning of normal and abnormal anatomy. Fetal development, including abnormal etiology and diagnostic techniques are presented. The detection of abnormalities, pathologies, and deviation from normal are stressed. (Spring Semester)

Prerequisites: DMS 300, DMS 301, DMS 306, DMS 310, DMS 311, DMS 315, DMS 316, DMS 320 with a grade of “C” or better.

DMS 406 Physics of Ultrasound II (1 Credit)

This course focuses on practical applications of principles and concepts presented in “Physics of Ultrasound I.” In addition, the student is provided opportunities for preparation for the American Registry of Diagnostic Medical Sonographers (ARDMS) certification examination in Ultrasound Physics and Instrumentation.

(Spring Semester) Prerequisites: DMS 300, DMS 301, DMS 306, DMS 310, DMS 311, DMS 315, DMS 316, DMS 320 with a grade of “C” or better.

DMS 410 Abdominal Sonography II (2 Credits)

This is a continuation of the in-depth study of abdominal sonography. The didactic and clinical knowledge necessary to perform basic sonographic examinations of anatomy classified as “small parts” will also be presented. (Spring Semester) Prerequisites: DMS 300, DMS 301, DMS 306, DMS 310, DMS 311, DMS 315, DMS 316, DMS 320 with a grade of “C” or better.

DMS 411 Abdominal Sonography Laboratory II (1 Credit)

The student is provided with College laboratory experiences on advanced abdominal scanning techniques and protocol relative to the abdominal structures and their physiology. (Spring Semester) Prerequisites: DMS 300, DMS 301, DMS 306, DMS 310, DMS 311, DMS 315, DMS 316, DMS 320 with a grade of “C” or better.

DMS 415 Seminar/Research Course (1 Credit)

This course is devised to help the student become familiar with describing sonographic images and correlating the descriptions with clinical histories. This is accomplished with case study presentations. The student will also develop research skills by writing a paper on an approved topic. A brief presentation of their topic will complete the course. (Spring Semester) Prerequisites: DMS 300, DMS 301, DMS 306, DMS 310, DMS 311, DMS 315, DMS 316, DMS 320 with a grade of “C” or better.

DMS 419 Special Sonographic Procedures (2 Credits)

This course introduces the student to the field of vascular sonography with the main focus on the carotid, arterial, and lower peripheral venous system. Obstetrical and Gynecological doppler applications will also be presented. (Spring Semester) Prerequisites: DMS 300, DMS 301, DMS 306, DMS 310, DMS 311, DMS 315, DMS 316, DMS 320 with a grade of “C” or better.

DMS 420 Sonography Clinical Education II (3 Credits)

This supervised off-campus experience continues to provide the student development of skills in scanning abdomens, with progression into the areas of obstetrical and gynecological applications. Small parts and Doppler techniques will be introduced. Twenty-four hours per week. (Spring Semester) Prerequisites: DMS 300, DMS 301, DMS 306, DMS 310, DMS 311, DMS 315, DMS 316, DMS 320 with a grade of “C” or better.

Semester III, Summer – 12 week Session

DMS 430 Sonography Clinical Practicum III (6 Credits)

In this final and extended period of clinical study, the student progresses to full independence under the supervision of faculty and sonography staff. Upon demonstration of full competency, the student will have an opportunity to refine his/her skills through more independent practice. Forty hours per week for twelve weeks. (Summer Semester) Prerequisite: DMS 405, DMS 406, DMS 410, DMS 411, DMS 415, DMS 419, DMS 420 with a grade of “C” or better.

V. STUDENT/FACULTY EXPECTATIONS

Faculty members are here to assist the student in acquiring knowledge and techniques to meet our combined goals. However, the students must make the decision to learn as well as to have strong motivation to succeed. In order to work together successfully, students and faculty need mutual expectations.

Students may expect the following from the faculty

1. Lectures designed to emphasize important information.
2. Faculty to function as role models.
3. Clinical experiences allowing the application of theoretical knowledge to practice with appropriate Supervision.
4. Assignments that are designed to meet classroom objectives and clinical competencies.
5. Assignments that are returned at an agreed upon time.
6. Classes and laboratories that begin and end on time.
7. Office hours observed as stated.
8. Clinical observation to include advanced imaging applications in updated modalities within the field.

Faculty expect the following from students

To be informed of, and to adhere to Program policies and College policies and procedures as published in the Program Policy Handbook and/or Catalog. These include policies on academics, financial aid, student services, student conduct, discipline, alcohol, drugs, the health program, AIDS & HIV, sexual assaults, smoking, release of student records, Family Rights (FERPA), cheating, plagiarism, etc.

Students are expected to

1. Report to classes and laboratories on time and be prepared to learn.
2. Read assignments and objectives prior to classes and laboratories.
3. Submit any written assignments on time.
4. Report to clinical education center on time, in proper attire according to Code for Professional Behavior, and be prepared to provide safe, effective care.
5. Notify the clinical instructor/preceptor of an absence prior to the start of the clinical day.
6. Treat each patient with dignity and respect.
7. Adhere to clinical instructors' directives, in all aspects of patient care.
8. Maintain confidentiality regarding patient information, which includes strict adherence to HIPAA Guidelines.
9. Seek appropriate guidance by contacting instructors for an appointment, to be held during the instructor's scheduled office hours.
10. Make and keep scheduled appointments.
11. Complete clinical competencies within the required period of time.
12. Check the appropriate bulletin board(s) for current information.
13. NO cell phones, beepers or text messaging during any learning activities at the College, College laboratory or at Clinical Education Centers (CEC).
14. Trocaire Email is considered the College's official means of communication therefore, students are

expected to check their Trocaire email on a consistent basis. Any difficulties or issues that you may experience with Trocaire email should be immediately addressed by contacting the Trocaire IT Department at: (716-827-4332)

Student-Faculty Appointments

Students may make appointments to see faculty members during scheduled office hours or at other pre-arranged times. Office hours will be found posted on individual office doors. Faculty may also be contacted by leaving a message via voice mail or e-mail.

When faculty and students adhere to these expectations, our combined goals will be met.

VI. CHANNELS OF COMMUNICATION – DIAGNOSTIC MEDICAL SONOGRAPHY

Every Diagnostic Medical Sonography student is appointed an advisor. The advisor is a faculty member who assists an individual student in matters related to academic progress within the Program/College.

When a student believes there are grounds for a grievance, the aggrieved student should meet with the instructor/faculty member directly involved in the incident to discuss and attempt to resolve the grievance within five (5) business days. If the incident involves clinical education setting personnel, the aggrieved student should initially meet with the clinical instructor then the Clinical Placement Coordinator, not affiliate personnel. If a problem should arise, the student initially sees the faculty member directly involved to seek a resolution. If the student feels the problem has not been satisfactorily resolved, the Program Director should then be consulted. If no resolution is reached, the matter will be brought to the Dean of Allied Health and Professions.

Note: A student may be removed from the clinical site for reasons related to the student's physical or emotional safety and well-being, and/or for reasons relating to unprofessional conduct, safety and/or the well-being of patients, students, faculty or hospital property.

Channels of Communication

STEP I - Faculty member directly involved: (professor, advisor, adjunct and/or or clinical instructor)

STEP II – If matter is of clinical nature – Clinical Placement Coordinator
Mrs. Sarah Leuthe

STEP III – Director of Medical Imaging
Mrs. Jennifer Beirdneau

STEP IV – Dean of Allied Health and Professions
Dr. Linda Kerwin

The Diagnostic Medical Sonography Program follows the student appeal process as outlined in the College Catalog. The complete Student Appeal process is published in the College Catalog and is available for review at www.trocaire.edu

VII. COURSE AND INSTRUCTIONAL EVALUATION

Evaluation of Diagnostic Medical Sonography courses - At the end of every semester, students are asked to constructively evaluate the instructor(s) and courses they have completed. The purpose of the evaluation is to rate the course in an objective manner and to offer constructive suggestions. This is done on-line via Trocaire website and includes a rating scale and an opportunity to write comments. Evaluation forms are reviewed by the faculty and administration. Students will also be asked to rate clinical instructors. Students' evaluations are used by faculty members for self-growth and improvement in their individual teaching responsibilities.

Exit interviews will be conducted independently with each graduate upon completion of the Diagnostic Medical Sonography Program. Students will meet with the Medical Imaging Director and the Clinical Placement Coordinator at a pre-arranged time. At this time (if all student/program/college requirements have been met), students will be asked to complete an Exit Survey and to share plans for their professional future. If all student/program/college requirements have not been met arrangements will be made with the Clinical Placement Coordinator and Medical Imaging Director for the student to complete all outstanding requirements and then an exit interview will be conducted by pre-arranged appointment time.

VIII. STUDENT INCIDENTS/INJURIES

A student must immediately report incidents to an instructor and the appropriate facility personnel. When an incident occurs at a clinical site, (i.e. student injury or patient/client-related mishap), the appropriate facility and College forms must be completed and submitted to the Clinical Placement Coordinator (See Forms Manual). A student who sustains personal injury must report the incident to the Trocaire Wellness Office for completion of necessary paperwork. This should be done as soon as possible after the occurrence of the incident.

IX. PROGRAM POLICIES

A. Health Policies

In order to participate in the Diagnostic Medical Sonography Program, students must be in good health, free from communicable diseases and be physically and emotionally capable of performing all of the required responsibilities of clinical experiences and meeting program objectives (See List of Technical Standards). Additionally, students must meet the health requirements of affiliated sites in accordance with clinical affiliate agreements and/or clinical affiliate policies. Students are expected to provide a safe level of patient care and must understand that the welfare of the patient supersedes the special needs of the student.

A health report consisting of a medical history, immunization records and a physical examination is required of each student accepted to the program. The health report "shall be of sufficient scope to ensure that no person shall assume his/her duties unless he/she is free from a health impairment which is of potential risk to patients or personnel or which might interfere with the performance of his/her duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual's behavior." (New York State Department of Health Code 405.3 [b] [10]). Health requirements are listed in the below table and due date requirements will be distributed by the Program ***Students are required to submit and maintain compliance of the following: Health requirements are listed in the below table and due date requirements will be distributed by the Program.***

<i>Health Record Requirement</i>	<i>Requirement Information</i>	<i>Compliance Time Line</i>
Physical Exam – in previous 12 months	<ul style="list-style-type: none">• New or copy of a recent exam	Annually

TB (PPD) skin test - in previous 12 months	<ul style="list-style-type: none"> • New test is required yearly • A recent copy from your employer is acceptable • If any previous test was positive, list test type, treatment dates and latest x-ray date/result, include copy of x-ray report 	Annually
Measles/Mumps/Rubella (MMR) - one option must be met	<ul style="list-style-type: none"> • Two doses after 12 months of age OR • Measles (Rubeola) two immunizations after 12 months OR blood titer documenting immunity AND Rubella (German Measles) one immunization after 12 months of age OR blood titer documenting immunity 	One time
Varicella (Chickenpox or Shingles) - one option must be met	<ul style="list-style-type: none"> • Two doses of immunizations OR • Blood titer documenting immunity OR • History of disease and disease date if born before 1980 	One time
Hepatitis B - one option must be met	<ul style="list-style-type: none"> • Vaccine – series of three and dates OR • Positive Hepatitis B Antibody Test and date OR • Signed OSHA declination form 	One time
Tetanus Pertussis-Diphtheria (TDAP)	<ul style="list-style-type: none"> • Vaccine series as a child AND • Tetanus-Diphtheria booster less than 10 years ago 	One time and Every 10 years
Influenza (Flu shot)	<ul style="list-style-type: none"> • Immunization for current flu season OR • Signed declination waiver and mask compliance per site protocol 	Annually – due by 9/15 of every year
CPR/BLS for the Healthcare Provider Certification – in previous 24 months	<ul style="list-style-type: none"> • American Heart Association Provider Level <p><i>Online only courses are not accepted!</i></p>	Every 2 years
HIPAA – within 12 months	<ul style="list-style-type: none"> • Located on Trocaire Library Home Page 	Annually

Students must have submitted proper documentation of all required health information or provide a documented statement of medical/religious exemption prior to the commencement of classes, clinical and/or continuation in the Program. Yearly health physical, TB tests, flu vaccines, and HIPAA are required. Students not meeting these requirements will not be permitted to participate in classes, clinics or laboratory experiences. Should a student elect **NOT** to be vaccinated against the flu he/she must sign the “Declination of Influenza Vaccination for Health Care Personnel” form (See Forms Manual) and will need to wear a surgical mask at all times during clinical rotations. The student is expected to be responsible for remaining

compliant with updates of all required immunizations test results, medical clearance forms, and annual health assessments. Failure to do so will result in suspension of clinical experiences, and in some cases suspension from class attendance and possibly, the Program. Be advised that Trocaire College must provide student health information to clinical agencies as required by New York State Department of Health regulations and legal contracts with affiliating agencies. Students are advised that the College and the clinical agencies associated with the Medical Imaging Programs will rely upon the health information supplied by the student. Any student who withholds or knowingly submits incorrect/inaccurate health information shall be subject to disciplinary action. (See the College Catalog)

B. List of Technical Standards

Physical Exam/Technical Standards

Physical exams are required annually in the Diagnostic Medical Sonography (DMS) and Echocardiography (Echo) Programs. All students in the DMS and Echo Programs must possess the intellectual ability to learn, integrate, analyze, and synthesize data. They must have functional use of the senses of vision, hearing, and equilibrium. Students must have motor function capabilities to meet the demands of sonographic education and the demands of patient care.

The DMS and Echo students must possess the following:

Observation: The ability to observe is required for demonstrations and visual presentations in lectures and laboratories. The ability to discriminate among blacks, grays, and whites, and various color combinations that indicate blood flow on both display devices and recorded images is required for scan interpretation. A student must be able to observe patients accurately and completely, both at a distance and closely.

- Have correctable near and farsighted vision in one eye to 20/20 and to 20/40 in the other eye, with visual acuity, depth perception and ability to distinguish color gradation/shades
- Olfactory ability to detect smoke, noxious odors, and patient conditions

Communications: A sonographer must be able to communicate effectively via speech, reading and writing. They should be able to hear and observe clinical staff and patients in order to elicit information, perceive nonverbal communications, describe changes in mood, activity and posture and recognize and respond to an emergency or urgent situation. In addition to patient and clinical staff communication, the student must be able to communicate orally and in writing with physicians and other health care professionals.

Motor: DMS and Echo students should possess the ability for gross and fine motor function, manual dexterity and physical strength to:

Apply general care and emergency treatment to patients; help lift patients who may be unable to move themselves from wheelchairs or beds to the examination table and vice-versa (up to 10 – 25 patients per day); lift and move objects; manipulate sonographic equipment computers and peripherals; adequately view sonograms, including color distinctions; work standing on their feet 80% of the time with full use of both hands, wrists, and shoulders involving the coordination of muscular movements, equilibrium and sensation.

- Fine motor skills and manual dexterity to sufficiently discern pulses and palpate veins, take a temperature, draw up medications, handle syringes and IVs, etc.
- Lift 20 pounds from the floor, carry the load for 10 feet and place the load on a surface at a height of 36 inches from the ground
- Safely and successfully lift, move and operate equipment used in the care of patients
- Perform basic resuscitation and emergency procedures according to **American Heart Association Basic Life Support for Health Care Providers** (CPR and AED) standards

Intellectual: Conceptual, integrative and quantitative abilities are required. Problem solving is a critical skill demanded of sonographers and this requires all of these abilities. They must have an ability to exercise critical thinking and problem solving skills, reasoning, and judgement throughout daily routines and when faced with a moral/ethical situation. The student must be able to comprehend multi-dimensional relationships of anatomic structures. Psychological stability to perform professionally and effectively under stress during traumatic situations, dealing with uncooperative/incapacitated patients, during fast-paced multi-team procedures, hectic schedules and emergency situations, such as when a “Code” is called.

Behavioral and Social Attributes: A student must be extremely healthy. The student must be able to use their intellectual ability and exercise good judgement to complete all responsibilities attendant to obtaining a quality ultrasound study and providing care to patients.

A student must be able to develop mature, sensitive and effective relationships with patients and colleagues. A DMS and Echo student must be able to tolerate physical and emotional stress and continue to function effectively. A student must possess qualities of adaptability, flexibility and be able to function in the face of uncertainty. They must have a high-level of compassion for others, motivation to serve, integrity and a consciousness of social values. A candidate must possess sufficient interpersonal skills to interact positively with people from all levels of society and at all ethnic and religious backgrounds.

If there is any reason a student cannot meet the expectations described previously, with or without reasonable accommodations, it is the responsibility of the student to notify the Medical Imaging Director and/or Clinical Placement Coordinator, as soon as possible.

Any student accepted into a Medical Imaging Program at Trocaire College will be required to meet the technical criteria outlined above. If a student who is unable to meet program objectives because of medical restrictions will be required to withdraw from the respective program. (See Appeals Process located in the College Catalog)

C. Pregnancy Policy

Should any student suspect pregnancy, the student is HIGHLY RECOMMENDED to meet with the Medical Imaging Director, Clinical Placement Coordinator, and Title IX Coordinator however, DISCLOSURE IS VOLUNTARY AND DECLARATION/WITHDRAWAL OF DECLARATION MUST BE DONE IN WRITING.

Pregnant students are encouraged to meet and work with the Title IX Coordinator. Students with pregnancy-related disability, like any student with a short-term or temporary disability, are entitled to reasonable accommodations so that they will not be disadvantaged in their courses of study and may seek assistance from the Title IX Coordinator. Pregnant students may voluntarily choose to withdraw from the course or program without penalty.

In accordance with Title IX students are also allowed time to pump breastmilk. For more information and resources for pumping breastmilk please contact the Title IX Coordinator.

Upon declaration of pregnancy by the student, the following procedure will be followed:

The student will submit a statement from her physician verifying pregnancy and expected due date. The statement must include the physician’s recommendation as to which of the following options would be advisable. Upon declaration, the student is given the following options:

1. The student can withdraw from the program with the possibility to return to the program at a later time, and begin at the start of the semester/session that was not completed.
2. Continued full-time status without restrictions in classroom but limited duties in clinic and laboratory.
3. Continue full-time status without restrictions in clinic, classroom and laboratory.

The physician's statement (Medical Clearance) shall be submitted to the Clinical Placement Coordinator who discusses the situation with the Medical Imaging Director.

Additionally, a pregnant student has the right at any time, to withdraw/revoke the declaration of pregnancy in writing.

D. Latex Sensitivity Statement

If you think you may have an allergy to latex, please see a physician who can administer a blood test to determine your sensitivity. If it is determined that you are sensitive to latex you should notify your instructors who can help minimize your exposure to latex products. Additionally, complete the "Latex Sensitivity" form found in the 'Forms Manual' and submit it to the Clinical Placement Coordinator.

E. Communicable Diseases

Any student who has been exposed to and/or has any communicable disease or condition must do the following:

1. Contact the Trocaire Wellness Center to discuss the condition. (716-827-2579)
2. Obtain a written physician's release to return to classes and/or clinical.
3. Submit this note to the Clinical Placement Coordinator and/or the Program Director.

F. CPR Policy

CPR certification must be submitted prior to the start of clinical in the first fall semester and must be kept current for the duration of the Diagnostic Medical Sonography Program. (Students not in compliance will not be allowed to participate in clinical experience until this requirement has been met and the absence will be counted as unexcused).

Acceptable CPR (2 year) Certifications:

American Heart Association Health Care Provider Level

G. Health Insurance Policy

A copy of the student's health insurance card, if available, must be submitted to the Clinical Placement Coordinator prior to the start of clinical in the first fall semester and must remain current for the duration of the Program. Some clinical sites require students to be insured.

The Clinical Placement Coordinator is responsible for verifying student compliance with CPR verification and health insurance documentation.

H. Clinical Assignments

- a. The Diagnostic Medical Sonography Program shall not mandate from students more than (40) hours in one week. This includes formal classes on campus and clinical assignments.
- b. Diagnostic Medical Sonography students will be assigned a particular Clinical Education Center (CEC) for each semester/session. Requests by students for specific CECs will NOT be entertained.
- c. It is the responsibility of the student to provide/arrange transportation to/from each of the sites.
- d. Scheduling accommodations are NOT made for work conflicts, daycare conflicts, etc. Students must make arrangements to be in attendance for clinical assignments during the required times.

- e. Students are not permitted to refuse a clinical site for attendance. The Clinical Placement Coordinator will work with clinical site management to ensure that students are being placed at sites that are conducive to their educational learning.

I. Behavioral/Dress Code for Clinical Experience

1. Expected Behavior at Clinical Site: See SDMS Code of Ethics at: <https://www.sdms.org/about/who-we-are/code-of-ethics>
2. Personal Grooming - The personal appearance and demeanor of Diagnostic Medical Sonography students at Trocaire College reflects both the College and Program standards. Students are expected to be professionally groomed at all times. Students not in compliance with dress code will not be permitted in the clinical area. Professional grooming includes meticulous personal hygiene.
 - Hair will be clean and neat at all times.
 - Hair longer than shoulder length must be tied back and kept off the face, shoulders, and chest. No low/loose ponytails and if hair is in a bun it must be neat.
 - Hair must not be dyed unnatural colors (i.e. purple, lilac, green, turquoise, fire engine red, orange, bright yellow, blue....)
 - Head coverings must not be loosely wrapped around the neck.
 - Appropriate colored make-up, applied for day time, and worn in a simple and professional manner, is acceptable.
 - Nails must be no longer than ¼ inch above the fingertips.
 - Colored polish is not acceptable – clear only.
 - All tattoos must be covered.
 - Faces must be clean shaven. Beards, mustaches, and sideburns must be well trimmed.
 - No perfumes, colognes, scented hair gels, or fragrant lotions should be applied prior to or during clinical.
 - Leave jewelry (necklaces, bracelets, and rings) at home. A wedding band/wedding set and a watch (analog or digital only no smart watches – i.e. Apple Watch, etc) may be worn.
 - A maximum of two small, plain, post style earrings may be worn in each ear – no dangling earrings, gauges, or ornaments larger than a dime.
 - No other visible body or facial jewelry and/or visible body piercings are allowed.

Required Clinical Dress Code

Clinical dress code policy is as follows:

- All clinical attire must be cleaned, pressed, appropriate, and professional.
- Mandatory gray scrub uniform shirts (with Trocaire patch professionally sewn on to the left shoulder – no tape, pins, Velcro, or glue) and gray pants.
- Clean solid white, black, or gray tee shirt: long or short sleeved (no printing visible)
- Optional white, black, or gray warm up jacket with a Trocaire patch professionally sewn (no tape, pins, Velcro, or glue) on the left shoulder. Warm up jackets not meeting these guidelines will not be allowed.
- Undergarments are to be unobtrusive and not visible at the sleeves or hem.
- White, black, or gray socks must be worn and be high enough to cover to above the ankle area.
- White, black, or gray professional shoes (i.e.: clogs, sneakers) without open backs, toes, or arch area perforations are acceptable. Clogs with heel straps may be worn as long as the strap is utilized to secure the foot in the shoe.
- Pen and pocket notebook.

- Trocaire photo ID badge.

Arriving to clinic without having Trocaire photo ID badge will result in a Non-Compliance Form violation. The student will be dismissed from clinic for the day/or until student is in possession of missing items. Any absence(s) incurred will be unapproved and guidelines for making up missed clinic time will be followed.

Hijab/head scarf: must be of a solid white, black, or gray color. It should be styled away from your chest so that it does not fall forward to your patient. If you must cover your arms with long sleeves, wear an operating room “coat/gown” over your uniform. Another option is to wear a turtle neck and style your hijab off your neck. Please be aware that protocols for covering hijabs/head scarfs may vary at sites if entering sterile areas.

No student is to leave any site wearing or carrying out scrub attire which is owned by that facility.

J. Attendance Policy

Attendance affects the quality of academic performance. Therefore, prompt and regular attendance in lectures and laboratory sessions, as well as in the clinical education centers, is expected of all students.

1. Academic Attendance

- a. See current College Catalog for Class/Academic Attendance Policies.
- b. Each Diagnostic Medical Sonography course may have specific attendance policies. Read each syllabus carefully for details.
- c. College Closing/Cancellation of Classes - Cancellation of classes will be posted. Closures for inclement weather will be announced over all major Buffalo radio and TV stations (e.g. WBEN, WGR, etc.), and the Trocaire Emergency Notification System.

2. Clinical Attendance

Starting times may vary as per clinic site/adjunct faculty. Students requiring special arrangements will be reviewed on an individual basis.

a. Clinical Absenteeism Policy:

In case(s) of absence(s) from the clinical site, it is the student's responsibility to:

- 1) Call the clinical affiliate at least 30 minutes prior to site start time.
- 2) Ask to speak with, or leave a message for the assigned adjunct faculty, instructor, and/or Diagnostic Medical Sonography Supervisor. Text messages will not be accepted as official notification.
- 3) Adjunct Faculty will notify the Clinical Placement Coordinator of clinical absences. Absences per given course are to be made up according to the clinical time make-up policy.

All medical notes and/or legal documentation must be submitted to the Adjunct Faculty **within 48 hours** from the date of the absence. Medical notes must indicate student illness or injury. Regularly scheduled medical/dental appointments are not acceptable reasons for excused absences.

Utilizing Trajecsyst to Clock In/Clock Out for Clinic

Each student must clock in and out using the Trajecsyst system. Additionally the student must use Geo location to clock in and out so that program faculty may verify location for liability purposes.

- Attendance without a completed record does not exist. Students will not receive credit for clinical hours that are not properly recorded (both clocking in and clocking out) within Trajecsyst with Geo location.

For instance, if you forget to clock in as you arrive to clinic or forget to clock out when you leave clinic, or you do not use Geo location, the clinical time worked is void. The clinical day is considered an unexcused absence, and the student will have to make-up an entire day of clinic.

Clinical Make-Up Policy

Should a student require clinical make-up hours, he/she is responsible for scheduling the time with the adjunct faculty or clinical instructor of the diagnostic medical sonography department at the clinical education center where the absence took place. Written permission must be obtained from the adjunct faculty or clinical instructor in order to verify permission, and this must be submitted to the Clinical Placement Coordinator for approval (See Make-up Verification Form in the Forms Section). Make-up must be completed at the specific clinical site where the student was scheduled when the absence(s) occurred. No clinical make-up hours will be scheduled during times when the College is officially closed, nor will they be scheduled during weekends, holidays or evening hours.

1. Fall & Spring Semesters:

Make-up dates are to be scheduled and approved by the Clinical Placement Coordinator as soon as possible, following the day that the absence has occurred and must be completed no later than the final week of the semester. Failure to do so will result in an FX grade for the course. Extenuating circumstances will be reviewed on an individual basis.

2. Summer Clinical Component:

Make-up dates must be completed immediately following the last scheduled clinic day of the session. All other rules for making up clinical time remain the same. Extenuating circumstances will be reviewed on an individual basis.

Holidays

All holidays observed by the College will be honored for clinical and didactic education. Holidays are printed in the Trocaire College Student Handbook and Planner (distributed to all students, faculty, and staff annually). Observance of religious holidays should be brought to the attention of the Clinical Placement Coordinator and Medical Imaging Director for discussion and circumstances will be considered on an individual basis. Approved time off will be in accordance to holiday observance and the student must contact the Clinical Placement Coordinator via email in advance of the holiday for approval of specified date(s).

Bereavement Policy

In the event of the death of a spouse, life partner, parent, sibling, child, mother or father-in law, grandparent, or grandchild, a leave not to exceed three (3) consecutive days within the week of death will be granted. Any time that exceeds the 3 days must be made up. Students must be able to show proof of death in the immediate family.

Clinical & Skills Assessment Remediation

When a Diagnostic Medical Sonography student exhibits difficulty(ies) in clinical psychomotor skills/performance and/or skills performance in the Clinical Skills lab, remediation is mandatory. The adjunct faculty member(s) and/or clinical instructor will submit the recommendation for remediation. **The student is responsible for arranging an appointment with the Clinical Placement Coordinator to arrange for remediation time. If the student does not contact the Clinical Placement Coordinator within 48 hours of written recommendation from faculty/clinical instructor the student will incur a Non-Compliance violation.** Whenever possible, remediation will occur within the College laboratory. The clinical and skills assessment remediation form will be filled out in Trajecsyst with a detailing of both the stated objective(s)/skills and an area to document student progress. Failure to follow this procedure will be

documented and utilized in conjunction with the student's clinical evaluation(s). (See Remediation form in Forms Manual)

K. Progression In The Diagnostic Medical Sonography Program

If a student is unsuccessful in any one of the DMS courses, (grade below "C" in any DMS course) or if the Objectives for clinical education are not met, the student cannot advance to the next level of the Diagnostic Medical Sonography Program. Each case will be reviewed by the Medical Imaging Director and course instructor to determine eligibility for readmission. However, should a student be unsuccessful in any two or more DMS courses, the student will not be recommended for readmission to the Program. Failure to meet program requirements contained within this Program Policy Manual (pertaining to specific, general, didactic, and/or clinical requirements) will also prevent progression within the Diagnostic Medical Sonography Program.

L. Disciplinary Action

Disciplinary action will be initiated if a Diagnostic Medical Sonography student fails to follow program policy guidelines and/or meet program requirements. This will include use of the Non-Compliance Form with consequences potentially leading to Program dismissal should infractions not be rectified accordingly. Students are also expected to follow the Trocaire College Catalog. Consequences may include probationary measures, grade adjustments or dismissal. See the Non-Compliance form in the "Forms Manual".

M. Readmission Policy

1. If a Diagnostic Medical Sonography student fails to achieve a grade of "C" or better in any DMS course/clinical/labs, the Diagnostic Medical Sonography Faculty will review the following criteria to determine if a student is eligible for readmission. If a student is not successful in one DMS course/clinical/labs they are eligible for re-admission. If they are not successful in two or more DMS course/clinical/labs they are not eligible for readmission to the Diagnostic Medical Sonography Program.
 - a. Academic Performance:
 1. Examinations, quiz grades, homework and course performance
 2. Attendance
 3. Professionalism/Behavior/Attitude
 - b. Clinical Performance:
 1. Clinical Evaluations
 2. Clinical Anecdotal Records
 3. Clinical Adjunct Faculty Recommendations
 4. Attendance
 5. Mastery Level Competency Sheet
 6. Professionalism/Behavior/Attitude
 - c. Diagnostic Medical Sonography Advisor's recommendation
 - d. Achievement in other required program and core courses
 - e. Adherence to the SDMS Code for Code of Ethics to include Non-compliance
2. The Medical Imaging Director will then notify the student by way of a letter if he/she has been deemed eligible for readmission to the Diagnostic Medical Sonography Program.

3. Readmission is contingent upon the following:
 - a. Completed Request for Readmission forms submitted to the Medical Imaging Director requesting readmission. (See Forms Manual)
 - b. Successful completion of Diagnostic Medical Sonography Program Readmission criteria- which would include the following:
 1. Meet with both the Medical Imaging Director and the Clinical Placement Coordinator.
 2. Review of assigned media and completion of a one page summary of any two.
 3. Successful completion of selected laboratory competencies OR auditing last clinical course the student completed and demonstrate competency by successfully completing the clinical course requirements.
 4. Setting a meeting schedule with the Medical Imaging Director for the semester that the student is repeating a course in to discuss the progress and/or any struggles that the student is encountering.

The timeline for readmission and due dates of above items will be discussed and set with the student during the meeting with the Medical Imaging Director and Clinical Placement Coordinator. Students failing to complete all of the above requirements will be denied readmission to the program. A student denied readmission has the right to appeal the decision. A student who desires an appeal should contact the Medical Imaging Director. A student is allowed readmission into the Diagnostic Medical Sonography Program only once.

N. College Grading Policy

The Diagnostic Medical Sonography Program Grading Policy mirrors Trocaire's Grading Policy

<u>Grade</u>		<u>(Range)</u>
A+	=	97-100
A	=	93-96
A-	=	90-92
B+	=	87-89
B	=	83-86
B-	=	80-82
C+	=	77-79
C	=	73-76
C-	=	70-72*
D+	=	67-69
D	=	63-66
D-	=	60-62
F	=	<60
FX	=	Failure, Unsatisfactory Attendance
W	=	Withdrawl (without academic penalty)

****A student cannot progress to the next level in the Diagnostic Medical Sonography Program if he/she receives any grade below “C” in ANY of the Diagnostic Medical Sonography core courses/clinic/lab.***

FX- Failure because of excessive absence.

I- Incomplete - See College Catalog under Grading.

W- Withdrawal - See College Student Handbook/ Planner

WF- Withdrawal failure

O. Services for Students With Disabilities

Trocaire College offers students with disabilities reasonable academic accommodations and services to enable them to fully participate in the mainstream of the educational process. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and Amendment Act of 2008, the College provides services on an individual basis for students with disabilities. Students are required to provide documentation to indicate need for services.

Students are encouraged to contact the Coordinator of Disabilities (716-827-2412) at the time of admission to the College. Services or academic accommodations will be based on individual needs and course requirements. They include, but are not limited to, extension of time for testing, tutoring, note-taking, readers and writers for examinations, iPads for use of recording of reading material and lectures, learning materials in special format, and assistive technology.

Responsibilities

Every student has a responsibility to provide documentation from a qualified licensed professional of their disability prior to accommodations.

Every student has a responsibility to follow recommendations and established procedures for academic support.

General Guidelines for Documentation

1. Student must make an appointment with the Coordinator of Disability Services.
2. The Coordinator of Disability Services will conduct an initial intake interview. In this interview the student will be expected to identify themselves as having a disability and will be asked to provide documentation that includes a diagnosis or an assessment of a disability.
3. If the student has:
 1. no prior documented disability then the student will be referred for appropriate evaluation.
 2. a prior documented disability, the student will be granted provisional accommodations for 30 calendar days until up-to-date documentation is provided. Failure to adhere to the above stated timeframe will result in the suspension of accommodations until the documentation is delivered.
4. After proper documentation has been submitted, please allow at least (5) business days before accommodations are granted.
5. A letter will be given to a student’s instructors informing them of the accommodations.
6. Students must sign up in the PCAS at least three (3) days before the test/exam/quiz is to take place. Accommodations will not be granted without the appointment.
7. Students must meet with the Coordinator of Disability Services at the start of each semester to review/update accommodations. In determining the acceptability of documentation, Trocaire College follows “Best Practices: Disability Documentation to Higher Education,” including the “Seven Essential Elements of Quality Disability Documentation.” See the website at www.trocaire.edu

Confidentiality

Information regarding a student's disability is considered confidential and will be shared only with those at Trocaire College who need to know. That includes administrators, faculty and staff who have access to disability relation information, only in so far as it affects their functioning in their respective areas of responsibilities.

P. College Safety and Security

Campus Safety and Security at Trocaire College works in conjunction with students, faculty, and staff toward ensuring their security throughout the campus. Trocaire employs uniformed guards through a private security service. The guards work closely with the Buffalo Police Department.

In order to support emergency services on and around the Trocaire campus, we rely upon a strong working relationship with not only the Buffalo City Police Department, but also the Buffalo Fire Department. We also call on the services provided by local first responders.

In keeping with the Cleary Act, we provide vital information and statistics about incidents on and around the campus community in an annual security report published on the Department of Education website.

We believe in a well-informed community; in keeping with this, notices of pertinent security related happenings and incidents are posted on security boards throughout campus.

For additional information contact Director of Facilities, Choate Campus Room 337.

1. Crime Prevention

The key to a safe and secure environment in any area is crime prevention. Campus Safety and Security utilizes uniformed guards in most cases when classes are in session. The college also utilizes security cameras which are installed in several areas on campus. Crime prevention is a joint effort however, and cannot be accomplished without the assistance of the entire Trocaire community of students, faculty, and staff. The security committee has composed a list of several crime prevention and safety tips which are distributed at the beginning of each semester.

In addition to uniformed security officers, there is a campus-wide Security Advisory Committee comprised on faculty, staff, administration and students.

2. Campus Safety and Security Phone Numbers

716-827-2500: Main Desk Choate Campus

716-445-2104: Emergency – Choate Campus Only after 6:30 p.m. (use an outside line)

3. Fire Safety

If the alarm sounds, all occupants of the building must vacate immediately. Close office and classroom doors. Should an alarm sound while an exam is being taken, hand exams and answer sheets to the instructor as you exit the room unless your safety is otherwise jeopardized.

Revised 7/2016
Revised 7/2017
Revised 7/2018
Revised 8/2019

Q. Trocaire College Diagnostic Medical Sonography Course/Classroom Policies Testing Policy

1. Examination dates will be noted on class syllabi.

2. If an absence occurs on a test date, the student must present documentation, before or on the next scheduled meeting day for that class, explaining that the absence was unavoidable. Acceptable documentation provided to the respective faculty member includes:

- A medical or legal excuse on official letterhead
- Proof of death of an immediate family member
- Written request for observance of religious obligation
- Written notification prior to test date of extenuating personal circumstance

If proper documentation is submitted, the student will be afforded the opportunity to be provided with an equivalent test, project, paper, or alternate make-up exam. Without proper documentation, a permanent grade of zero (0) will be recorded for missed assignments, tests, etc.. The Medical Imaging Director in consultation with the faculty member may make exceptions for extenuating circumstance affecting the student not listed above.

3. Examination grades will be determined from computer answer sheets only. This will be the only indicator of the student's grade. There are no exceptions.
4. Computer answer sheets will not be handed back to the student. If the student wants to review his/her answer sheet, it is the individual's responsibility to arrange an appointment with the instructor.
5. The examinations will be handed back to the students during a class period for a review of each question. Following the review, exams will be returned to the instructor and maintained in individual student files.
6. If a student receives an examination grade below 75%, it is highly recommended that the student make an appointment with the professor to review the exam/grade.

Final Examinations

1. Final examinations in the Diagnostic Medical Sonography courses occur during the last two (2) weeks of the college academic semesters. Students are **EXPECTED TO BE IN ATTENDANCE** at the assigned time. Final exams will not be re-arranged for any reason (i.e. vacations, weddings), except in extenuating circumstances (i.e., illness, death of immediate family member). Members of the military who must be absent at the time of a scheduled final exam due to service related responsibilities, should speak with the Medical Imaging Director and the course instructor to make optional testing arrangements. Failure to take the final exam at the assigned time will result in a grade of zero (0) for that exam.
2. Students are required to be present and/or available on the Tuesday and Thursday of the last week of the semester.

Academic Dishonesty

Academic endeavors demand personal honesty from all participants in order to foster an environment in which optimal learning can take place. Academic integrity is consistent with Trocaire's mission and culture.

Definitions

Academic dishonesty may be defined as:

- A. Cheating – giving or receiving answers on required/evaluative material, using materials or aids forbidden by the instructor, alteration of academic records, unauthorized possession of examination, or the falsification of admissions, registration or other related college materials.
- B. Plagiarism – the offering of someone else’s work as one’s own, using material from another source without acknowledgement including the reprinting and/or importing in whole or in part term papers found on internet sites without acknowledgement.
- C. Interference – interfering with the work or another student by either obtaining, changing, or destroying the work of another student.
- D. Buying or selling of term papers, homework, examinations, laboratory assignments and computer programs/assignments.
- E. Falsifying of one’s own or another’s records.
- F. Knowingly assisting someone who engages in items A-E above.

Penalties

Penalties that may be imposed include, but are not limited to the following:

- A. Faculty may impose the following penalties within the context of a course,
 - 1. Lowering of a grade or failure for a particular assignment.
 - 2. Lowering a grade, failure and/or dismissal from the course.
- B. The Medical Imaging Director responsible for the student’s curriculum may impose harsher measures within context of the College such as,
 - 1. Disciplinary probation – may include mandatory repeat of a course, etc.
 - 2. Dismissal from the program.
- C. The Medical Imaging Director may recommend to the Vice President for Academic Affairs that the student be suspended/dismissed from the College.
- D. The Vice President for Academic Affairs may suspend the student from the College for a period of one semester or more. When deemed appropriate the student may be dismissed from the College.

Classroom Policy During Test Taking

All personal belongings are required to be placed in the front of the room, or on the windowsill ledge.

This is to include, but is not limited to: books, papers, backpacks, book bags, purses, cell phones, and pagers. No smart watches (i.e. Apple Watch, etc.) are permitted to be worn during testing.

Cell phones are to be turned off, including vibration mode. Cell phones are not to be used as calculators. No ear pieces are to be used.

Hair should be styled away from the face. No hats or hoods are to be worn during testing.

Shoes must remain on at all times during testing.

No food or beverages are allowed during testing.

Students are not allowed to ask questions of any kind during tests, quizzes and/or exams unless he/she is verifying a typographical error.

Attendance Policy

ATTENDANCE IS MANDATORY.

As taken from the Trocaire College Catalog: “Students are expected to attend all regularly scheduled classes. Each instructor will determine the requirements for attendance within specific courses.”

Any student having absences greater than what is allowed (as noted in the course syllabus) will see a lowering of the final grade. Specifics for individual courses are stated in the course syllabus.

Attendance will be taken at the start of each class. Should there be an emergent reason for not being able to attend class, a phone call to the instructor must be made at least 30 minutes prior to the scheduled start time of that particular class. Text messages are not acceptable means of communicating your absence. A student who is absent from a class is held responsible for all work which was due on that date, quizzes and tests which were performed on that date, information provided during class and work assigned on that date. Please make an effort to have a classmate provide you with updates from the time you have missed and realize that work handed in late can and may have points deducted should you not follow the proper policy.

Tardiness Policy

Classes begin promptly. Tardiness will not be tolerated; it is very disruptive to classmates as well as instructors. If you are going to be tardy a phone call must be placed to the instructor at least 15 minutes prior to the scheduled start time of the class. Text messages will not be accepted as official notification. If you are not present when attendance is taken at the start of class, or if you have not called to leave a message saying you are going to be late, then you will be considered tardy.

Tardiness will result in a lowering of your final grade. Excessive tardiness can result in a grade of “FX” for the course and your course syllabi should be consulted.

Late 2 times = 3 point grade drop	Ex: (B+) to (B)
Late 3 times = 6 point grade drop	Ex: (B+) to (B) to (B-)
More than 3 times = 10 point grade drop	Ex: (B+) to (C+)

Cell Phone Policy

Cell phones must be silenced or shut off and out of sight during class/laboratory. Cell phones will not be used as a time piece or a calculator. Specifics for each course will be detailed in course/clinic syllabi.

Dress Code for Class and Laboratory

During the lecture part of classes, students may wear comfortable, appropriate and presentable clothing. It is expected that outfits will be clean and will not contain any offensive language or pictures. “Tube tops”, “halter tops”, deep-set necklines, and very short, tight skirts and shorts should not be worn to class. Shirts and blouses must extend to the waistband. Underwear should not be visible above pants that are riding below the hip line. Sunglasses and hats are not to be worn in the classroom.

During lab sessions students will be expected to dress in their scrub uniforms. This creates an atmosphere of professionalism and prepares the student for active participation in simulating diagnostic medical sonography procedures.

Social Media Policies

The student will respect the policies of confidentiality related to social media. Any statements, pictures or expressions that could cause harm or injury to an individual or to the school will be considered grounds for dismissal from the program. Recording of class is prohibited without prior approval. This includes tape recordings, video recordings, mobile/cell phone recordings, etc. Under no circumstance may any item be posted to on-line services such as You Tube or Facebook.

Fraternizing While in a College/Clinical Environment

You are entering a field that requires you to conduct yourself professionally both at the College and your clinical site. Your role is a student and you must conduct yourself accordingly. It is strongly recommended that there be no fraternizing with the faculty, clinical instructors, technologists, or members of the Medical Imaging Programs. This includes and is not limited to: calling (outside of call out sick), texting, going out to eat/drink, “hanging out” after clinical hours, or communicating/friending them on social media networks. The faculty, clinical instructors, clinical facilities staff, and the Medical Imaging Program members are your professional leaders, not your personal friends and it is strongly discouraged to treat them in any other manner. Please remember your role as a student and treat the faculty, clinical instructors, technologists, and the members of the Medical Imaging Program with respect. These individuals are here to be your instructors and professionals in the field and in order to have fairness and equity for all students they must be treated professionally and not as your personal friend.

Use of Personal Electronic Equipment

Students are prohibited from using personal electronic devices (i.e. cell phones, smart watches, or wireless devices) in verbal or text mode for personal use during classroom, laboratory, or clinical. The only acceptable use of such devices is if a student intends to access an application/website to improve patient care but **only** after securing permission from his/her faculty member or clinical instructor. Students are permitted to access electronic devices only for documenting time and completing electronic paperwork. Blue tooth devices are prohibited in classroom, laboratory, or clinical areas at all times. Any use of electronic devices for personal reasons during classroom, laboratory or clinical areas is a breach of standards of professionalism and may result in the termination of the student’s classroom, laboratory, or clinical learning experience. Personal cell phones and/or pagers **may not** be worn on the student’s person during scheduled clinic hours. Phones may only be used for necessary personal business with permission of the faculty and clinical instructors only.

X. CLINICAL SITE AFFILIATIONS

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM CLINICAL SITE AFFILIATIONS
FACILITY NAME
Audubon Women’s Medical
Artemis Inspired Medicine
Baby’s Bungalow
Brooks Memorial Hospital
Buffalo Ultrasound
Buffalo General Hospital
Buffalo Medical Group
DeGraff Memorial Hospital
Eastern Niagara Health System

Eastern Niagara OB/GYN
ECMC
Great Lakes Medical Imaging
Kenmore Mercy Hospital
Medina Memorial
Mercy Hospital
MACC
Med Park
Millard Fillmore Suburban Hospital
Mt. St. Mary's
Niagara Falls Memorial
Niagara Falls Memorial OB/GYN
Niagara Street OB/GYN
OB/GYN of WNY
Oishei Children's Hospital
Oishei Children's Perinatal Unit
Olean General Hospital
Roswell Park
Seton Imaging
Sisters Hospital
St. Joseph's Hospital
St. Joseph's Health Hospital – Syracuse
Southtowns Radiology – Hamburg
Southtowns Radiology – West Seneca
Spectrum Imaging

SUNY Upstate Medical University Vascular Lab
TLC Health Network (Lakeshore/Irving)
University at Buffalo Neurosurgery (UBNS)
University at Buffalo Surgeons, Inc (UB Vascular Lab)
Veterans Hospital
Kensington OB/GYN
Vascular Interventional Associates
WCA Hospital
Windsong Radiology
WNY MRI
WNY OB/GYN
Wyoming County Community Health

XI. SAMPLE OF SIGNATURE OF ACKNOWLEDGEMENT PAGE

STUDENT SIGNATURE PAGE IS CAPTURED AND SAVED ELECTRONICALLY AND PAGE IS PROVIDED AS A SAMPLE OF ELECTRONIC VERSION THAT STUDENT SIGNS



**DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
Memorandum of Agreement**

This signature verifies that I have read and fully understand the Trocaire College Diagnostic Medical Sonography Program Policy Manual and that I agree to abide by its guidelines for the duration of time that I am in the Diagnostic Medical Sonography Program.

Student Signature: _____ Date: _____

Student Name (printed): _____

Medical Imaging Director's Signature: _____ Date: _____