DIAGNOSTIC MEDICAL SONOGRAPHY

PROGRAM POLICIES

AND

CLINICAL EDUCATION MANUAL

2016-2017

Yearly Revision(s)/Update(s) – Ellen Bowman

Latest Revision- 8/2016
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TROCAIRE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

I. 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 Goals:

1. Diagnostic Medical Sonography students will be clinically competent.
2. Students will communicate effectively.
3. Students will use critical thinking and problem solving skills.
4. Students will appraise the importance of professional growth and development.
5. The program will graduate entry-level Diagnostic Medical Sonographers.

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 SONOGRAPHERS

Preamble

The Code of Professional Conduct of the Society of Diagnostic Medical Sonographers is a statement of the high standards of conduct toward which sonographers are committed to strive. Sonographers,
as members of a health care profession, acknowledge their responsibilities to their patients, to other health care professionals and to each other.

Sonographers shall act in the best interests of the patient.

a. Sonographers shall provide sonographic services with compassion, respect for human dignity, honesty and integrity.

b. Sonographers shall respect the patient’s right to privacy; safeguarding confidential information within the constraints of the law.

c. Sonographers shall maintain competence in their field

d. Sonographers shall assume responsibility for their actions.

III. PROGRAM OVERVIEW

DIAGNOSTIC MEDICAL SONOGRAPHY CERTIFICATE

The program of study includes thirty-six (36) credit hours of didactic, college laboratory and clinical sessions. Learning experiences emphasize ultrasound, physics, echocardiographic principles and instrumentation, and adult and pediatric examinations. Related topics, correlation with other imaging and special procedures are also included.

Approximately six months of clinical experience is required during the year. Competencies in the identification of normal anatomy as well as abnormal findings, along with effective communication skills and professionalism are necessary learning to function as a Diagnostic Medical Sonographer.

Graduates are eligible to sit for the American Registry of Diagnostic Medical Sonography Certifying Examinations for Abdomen and OB/GYN.

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 cardiac 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 film 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

DIAGNOSTIC MEDICAL SONOGRAPHY CERTIFICATE

First Semester 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.

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. In this course, 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.

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.

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.

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.
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.

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.

DMS 320  **Sonography Clinical Practicum 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 area diagnostic medical sonography clinical sites. (Twenty-four hours per week).

**Second Semester 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.

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.

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.

DMS 411  **Abdominal Sonography Laboratory II (2 Credits)**

The student is provided with college laboratory experiences on advanced abdominal scanning techniques and protocol relative to the abdominal structures and their physiology.

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.

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.

DMS 420  **Sonography Clinical Practicum 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).

**Summer Session Courses**

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).

V.  **STUDENT/FACULTY EXPECTATIONS**

Faculty members are here to assist the student in acquiring knowledge and techniques to meet our combined goals. However, you, the student, 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.
Clinical experience to include advanced imaging applications in updated modalities within the field.

Faculty expect the following from students:

1. Be informed of, and, adhere to College policies and procedures, as published in the Student Handbook and/or Catalog. These include: academic, financial aid, student services, student conduct, disciplinary action, alcohol, drugs, health program, AIDS & HIV, sexual assaults, smoking, speakers, release of student records, Family Rights, and privacy, etc.

2. Adhere to regulations concerning cheating, plagiarism, and misrepresentation in general, as outlined in Trocaire College Student Handbook.

3. Report to classes and laboratories on time and be prepared to learn.

4. Read assignments and objectives prior to classes and laboratories. Submit any written assignments on time.

5. Report to clinical education center on time, in proper attire according to Code for Professional Behavior, and be prepared to give safe, effective care.

6. Notify the clinical instructor of absence prior to the start of the clinical day (see directions under Program Policies).

7. Treat each patient with dignity and respect.

8. Adhere to clinical instructor's directives in all aspects of patient care.

9. Maintain confidentiality regarding patient information, which includes strict adherence to HIPPA Guidelines.

10. Seek appropriate guidance, contact instructor for an appointment during instructors scheduled office hours.

11. Make and keep scheduled appointments.

12. Complete clinical competencies within required period of time.

13. Check the appropriate bulletin board(s) for current information.

14. NO cell phones, beepers or text messaging during any learning activities at the College and the Clinical Education Centers (CEC).

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

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.
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.

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 Academic Dean.

Channels of Communication

<table>
<thead>
<tr>
<th>STEP I</th>
<th>Faculty Member Directly Involved (Professor, Advisor, Adjunct Faculty and/or or Clinical Instructor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP II</td>
<td>Director of Medical Imaging: Mrs. Nancy L. Augustyn</td>
</tr>
<tr>
<td>STEP III</td>
<td>Dean of Health Professions Dr. Linda Kerwin</td>
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</tbody>
</table>

VII. COURSE AND INSTRUCTIONAL EVALUATION

**Evaluation of Radiology courses** - At the end of every semester, students are asked to constructively evaluate the instructor(s) and courses they have completed. The purpose of evaluation is to rate the course in an objective manner and offer constructive suggestions. This is done on a written form which includes a rating scale and an opportunity to write comments. Evaluation forms are reviewed by the Diagnostic Medical Sonography faculty and administration. Changes in the curriculum have resulted from student evaluations.

An exit interview with each graduate is conducted to evaluate the entire program and to discuss future plans.

VII. PROGRAM POLICIES

A. Program Health Policies

In order to participate in Health Science Programs, the student must be in good health and free from communicable diseases and, further, must be physically (See Technical Standards) and emotionally capable of performing all of the required responsibilities of clinical experiences and meeting program objectives. Students must also meet health requirements of Health Science Program affiliates as stated in 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 supercedes the special needs of the student.

A health report consisting of a medical history, an immunization record and a physical examination is required of each accepted student. 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]).

1. The student must have adequate visual and auditory (with or without hearing aids) acuity, and communication skills necessary to meet objectives of the program.

2. The student must have sufficient physical ability and manual dexterity to meet program requirements including: the physical ability to stand, walk, kneel, lift, bend, push, carry, hold, grasp without assistance and draw up solutions in a syringe.

3. Any students with a seizure disorder must present medical certification, from the attending physician, of being seizure free for one year.

4. Any student who has been treated, hospitalized or absent due to pregnancy, surgery, injury, serious physical and mental illness or emotional disorders must present medical documentation of:
   a. **Ability to participate without restriction in classroom, college laboratories and clinical areas.**
   b. Adequate physical, mental and/or emotional ability to continue in the program of study.

5. Any student who, because of medical restriction, is unable to meet program objectives will be required to withdraw from the respective program. (See Appeals Process)

6. 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 and/or continuance in a Health Science Program

7. New DMS Students must meet all immunizations and health record requirements prior to the start of clinic. Yearly TB tests are required. Students not meeting these requirements will not be permitted to attend classes, clinic or laboratory experiences.

8. **The student will be responsible for submitting to the Health Office all required updated immunization records, 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.
9. The 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. Any student accepted into a Health Science Program at Trocaire College will be required to meet the technical criteria outlined above. Students are advised that the College and clinical agencies associated with the Health Science Programs will rely upon the health information supplied by and for the student. Any student who withholds or knowingly submits incorrect health information shall be subject to disciplinary action (Student Handbook).

B. Communicable Diseases

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

1. The professor/instructor or student **must** contact the Director of Health Records and Services to discuss the condition with the school nurse. (716-827-2489) Room 114
2. Students will need a written physician’s release to once again attend classes or clinical.
3. If they have seasonal flu and/or H1N1 flu, the physician does not need to be contacted unless the student is very ill. Students must stay home until symptoms subside and their temperature is normal for 24 hours without Tylenol, etc.

C. Pregnancy Policy

(1). A student may **voluntarily** declare that she is pregnant in writing to the Program Director.

**It is the woman’s choice to declare her pregnancy. If she chooses to do so, it must be in writing to the program director and must indicate the expected date of delivery.**

In absence of this voluntary, written disclosure, a student cannot be considered pregnant, and restrictions and options of appropriate radiation protection cannot be made available to the student.

The student will be given the following options:

1. The student has the right to completely withdraw from the program.
2. The student can withdraw from the program with the possibility to return to the program at a later time, and begin at the beginning of the semester/session that was not completed.
3. The student may continue in the program **without** modification and radiation exposure will be regulated and kept to a minimum. (e.g., LIFTING WITHOUT RESTRICTIONS)
In addition, a student may voluntarily withdraw her declaration at any time. (See Pregnancy Declaration Form)

(2). Pregnancy – Banked Time

The pregnant student will be allowed to “bank” a maximum of 6 clinic days, which are to be used strictly for maternity leave.
The male student will be allowed to “bank” a maximum of 2 clinic days, with proper medical documentation.

D. **CPR Policy**

CPR certification must be submitted prior to the start of Clinical Practicum Experience and must be kept current for the duration of the Program. (Students not in compliance will NOT be allowed to participate in clinical experience until this requirement has been met).

*Required CPR Program:*

CPR/BLS for Health Care Providers 6 hour Sessions for health care professionals covering adult and pediatric cardiopulmonary resuscitation and basic life support (2 year certification)

*The Clinical Coordinator is responsible for student CPR verification and health insurance verification.*

E. **Health Insurance Policy**

A copy of the student’s health insurance card, if available, must be submitted to the clinical coordinator prior to the start of the Clinical Practicum Experience.

F. **Behavioral/Dress Code for Clinical Experience**

1. **Expected Behavior at Clinical Site:**
   See SDMS 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 neat at all times. Tie back long hair and keep it off the face.
   - Appropriate color make-up is acceptable. For nails, only clear or light colored polish is permitted. Trendy colors are unacceptable.
   - Nails must be no longer than ½ inch above the fingertips.
- All tattoos must be covered.
- Males must be clean shaven.
- Beards, mustaches, and sideburns must be well trimmed. While in the operating room, beards must be contained by a surgical mask.
- No perfumes, colognes, excessive makeup, jewelry and rings (except wedding bands and watches) are to be worn.
- A maximum of two small, plain post earrings may be worn in the ear lobe – no dangling earrings.
- NO OTHER VISIBLE BODY JEWELRY AND/OR BODY PIERCINGS ALLOWED.
- Gum chewing during the clinical experience is NOT permitted.
- Valuables are to be left at home.

G. Attendance Policy

General
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 Student Handbook and current College Catalog for Class/Academic Attendance Policies.
   b. Diagnostic Medical Sonography courses may have specific attendance policies relative to particular courses. See instructor 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. There will be no special arrangements made for individual circumstances.
   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 one hour prior to site start time.
      2) Ask to speak with, or leave a message for the assigned adjunct faculty or instructor, Diagnostic Medical Sonography supervisor.
3) Adjunct Faculty will notify the clinical coordinator of ANY clinical absence. Absences per given course are to be made up according to the clinical make-up policy. (See below).

4) All medical notes and/or legal documentation must be submitted to the Adjunct Faculty within 2 weeks from date of absence. The adjunct faculty will write the date received on the note. Medical notes will indicate student illness or injury (while maintaining confidentiality). Regularly scheduled appointments are not acceptable.

5) For additional information regarding absenteeism, please see Non-Compliance Attendance Record Form.

b. **Banked Hours** are granted by the following terms

1) Proof of attendance at a **pre-approved** seminar/event, with a complete summary report (See Appendix). In order to receive banked hours for clinical use, the student must seek approval from the Diagnostic Medical Sonography faculty for the specific seminar he/she plans to attend.

2) Banked hours may not be used to shorten the length of the program. They may **NOT** be used during the LAST 3 DAYS in any semester/session.

3) Banked hours may be used during the semester session they were accrued, or during the following semester. The time will be “LOST” if not utilized.

c. **Clinical Make-Up Policy:**

Should a student require clinical make-up hours, he/she must be scheduled with the written permission of the clinical instructor and Medical Imaging department supervisor at the clinical education center where the student is presently assigned. Make-up days must be completed at the specific clinical site where the student was scheduled when the absence(s) occurred.

These days must be completed on the assigned days as stated on the **Make-Up Verification Form**, available from the clinical instructor at the Clinical Education Center (CEC). Weekends, holidays, evening and night hours are not allowed.

(1) **Fall & Spring Semesters:**

Make-up dates are to be scheduled as soon as possible after 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 F(X) 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. Extenuating circumstances will be reviewed on an individual basis.

3. **Clinical Assignments**
   a. The Diagnostic Medical Sonography Program shall not mandate 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 CEC’S WILL NOT BE ACCEPTED
   c. **It is the STUDENT’S RESPONSIBILITY to provide/arrange transportation to/from the site.**

4. **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.

5. **Bereavement Policy** - In the event of the death of a spouse, life partner, parent, sibling, 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 bring proof of death.

6. **Progression in the DMS Program**
   If a student is unsuccessful in any of the Diagnostic Medical Sonography courses in the major sequence, or if the objectives for clinical education are not met, the student **cannot advance** to the next semester of the program.
   Failure to meet program requirements contained within this handbook (pertaining to specific, general, didactic, and/or clinical requirements) will also prevent progression within the Diagnostic Medical Sonography Program.

7. **Disciplinary Action**
   Disciplinary action will be initiated if a Diagnostic Medical Sonography student fails to follow program policy guidelines and/or meet program requirements. Students are also expected to follow the Trocaire College Student Handbook. Action taken may include probationary measures or dismissal.
   See the Non-Compliance form in Appendix.
Non-compliance infractions obtained within a semester/session result in a grade adjustment. This is in addition to points lost on clinical evaluation. Numerous non-compliance infractions within the length of the program may result in immediate dismissal from the program.

J. Re-admission Policy

1. If a Diagnostic Medical Sonography student fails to achieve a grade of "C" or better in any Diagnostic Medical Sonography core course, the Diagnostic Medical Sonography Re-admission Committee will review the following criteria to determine if that student is eligible for readmission.
   a) Academic Performance:
      1. Examination, quiz grades, homework and course performance
      2. Attendance
   b) Clinical Performance:
      1. Clinical Evaluations
      2. Clinical Anecdotal Records
      3. Attendance
      4. Mastery Level Competency Sheet
   c) College Lab:
      1. Laboratory Practical Evaluations
      2. Attendance
   d) Diagnostic Medical Sonography Advisor's recommendation
   e) Achievement in other required program and core courses.
   f) Adherence to Code for Professional Behavior

2. The Director of Medical Imaging will then notify the student if he/she is eligible for re-admission to the Diagnostic Medical Sonography Program.

Re-admission is contingent upon the following:
   a) Completed forms sent to the Director of the Medical Imaging Program, Mrs. Nancy L. Augustyn, requesting readmission. (See attachment)
   b) Successful completion of the Diagnostic Medical Sonography Program Readmission criteria.
      (See Appendix - “Readmission”)

THIS WOULD INCLUDE ALL LABORATORY READMISSION COMPETENCIES.
Students failing to complete all Diagnostic Medical Sonography Readmission requirements will be denied readmission to the program.

d) Space availability

3. When space is available, the student will have to follow these Diagnostic Medical Sonography Program Readmission requirements:

a) Review assigned media and complete a one page summary of each
b) Successfully complete selected laboratory competencies
c) Satisfactory completion of the Diagnostic Medical Sonography review multiple choice examination
d) Clinical auditing (of a specific clinical education course) may be available.

For more information, see the Diagnostic Medical Sonography Program Clinical Coordinator.

4. A student is allowed re-admission into the Diagnostic Medical Sonography Program only once. A student denied readmission has the right to appeal the decision. A student who desires an appeal should contact the Director of Medical Imaging.

K. Grading Policy - Academic/Clinical

Diagnostic Medical Sonography Program Grading Policy

<table>
<thead>
<tr>
<th>Grade</th>
<th>(Range)</th>
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<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>92-94</td>
</tr>
<tr>
<td>B+</td>
<td>89-91</td>
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<td>85-88</td>
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<td>D+</td>
<td>69-71</td>
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<tr>
<td>D</td>
<td>65-68</td>
</tr>
<tr>
<td>F</td>
<td>64 and below</td>
</tr>
</tbody>
</table>

FX - Failure because of excessive absence.
I- Incomplete - See College Catalog under Grading.
W- Withdrawal before mid-semester while performance in the course was satisfactory.
WF - Withdrawal failure (after midterm)

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 DMS core courses.
L. Clinical Remediation

When a Diagnostic Medical Sonography student exhibits difficulty (ies) in clinical psychomotor skills/performance (i.e. patient positioning, radiographic technique, etc.), remediation is highly recommended. 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 DMS Clinical Coordinator. Whenever possible, remediation will occur within the College laboratory. A clinical remediation form will be utilized and will be placed in the student’s folder upon completion of the stated objective(s). Failure to follow this procedure will be documented and utilized in conjunction with the student’s clinical evaluation(s). (See Remediation form in Appendix)

M. Technical Standards

The Diagnostic Medical Sonography profession requires that technologists/student technologists be able to perform the following:
1. Assist with the lifting of patients from wheelchairs and/or carts onto the examination table.
2. Move and/or manipulate various types of sonographic equipment in all modes (i.e. digital, portable, etc.)
3. Transport patients with wheelchair or cart.
4. Transport patients with intravenous medication(s), monitoring devices, etc.
5. Position patients which may involve lifting of extremities and trunk.
6. Draw up medication(s)/contrast media in a syringe.
7. “Drape” equipment (i.e. portable x-ray machine), and possibly the patient, without contamination.

N. Students with Special Needs

Trocaire College students who wish to receive accommodations to allow access to programs and services of the college must provide documentation of the disability to Dr. Althea Porter, Coordinator of Testing and Students with Special Needs located in the Palisano Learning Center for Academic Success.

No accommodations can be provided until documentation is received. Students should meet with the Coordinator of Students with Special Needs with their complete documentation package as soon as possible after admission, well before orientation and classes begin.

All records and documentation submitted to the Coordinator of Students with Special Needs is considered medical information. It is not shared with other college personnel (including faculty) except on a need-to-know basis without the explicit written permission of the student.
Documentation of a disability to support eligibility for services must meet the following criteria:

- Must submit a diagnostic statement from a qualified professional (psychologist, neuropsychologist, educational psychologist, learning disability specialist, psychiatrist) identifying the disability, the date of the evaluation, and a date of the original diagnosis of the disability. *(Please note: Scripts from the professionals listed above are acceptable forms of documentation).*
- Must document the presence of a disability that substantially impairs the ability of the student to perform a major life activity necessary for the academic program.
- Must be within three (3) years and sufficient to document the current status of the impairment and its impact on the student’s ability to perform major life activities necessary for the academic program.
- Must include a diagnosis, test scores and a description of the assessment procedures used.
- Must include the credentials of the evaluator indicating that the person is appropriately licensed or certified to make the diagnostic statement for the disability.
- Must include recommendations detailing accommodations that would be implemented for the specific disability. *(Please note: NO accommodations will be provided if it causes an undue hardship on Trocaire College and/or if it changes the nature, service or activity of the institution.)*
- Must complete a form for the release of physical disability information and/or submission of documentation of any disability or special need signed by the student.

**NOTE:** The Individual Educational Plan (IEP) developed for use in elementary or secondary school DOES NOT APPLY in post-secondary education. The Student Exit Summary (SES), high school transition plan and assessment provided by a licensed psychologist or licensed school psychologists may be acceptable. Students should discuss the documentation that is needed with the Coordinator for Students with Special Needs as soon as possible after acceptance to the college so that the proper documentation can be provided prior to the beginning of classes or need for other services. If your documentation is not sufficient, you will be required to provide more current testing results before services may be provided.

**O. 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 Margaret Andrzejewski, Director of Facilities & Security, Choate Campus Room 330.
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.

Campus Safety and Security Phone Numbers
716-826-1200: Non-emergency – Main Desk Choate Campus
716-445-2104: Emergency – Choate Campus Only
716-827-2564: Director of Facilities & Security

Fire Safety:
If the alarm sounds, all occupants of the building must vacate immediately. Close office and classroom doors.

P. Classroom Policies

1. Testing and Classroom Attendance Policy
Testing Policy

1. Examination dates will be given at least one week in advance. There will be no individual rescheduling of exams. Special requests will not be honored.

2. **No make-up examinations** will be given. If an absence occurs on a test date, the student must present documentation that the absence was unavoidable.

   Example:................. A doctor’s excuse
   ....................... An excuse from a judge
   ....................... Proof of death of an immediate family member

   If proper documentation is submitted, the percentage missed will be added to the final exam percentage. Without proper documentation, a permanent grade of “O” will be recorded.

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.

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 Examination

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** the assigned time. Final exams will **NOT** be re-arranged for any reason (i.e. vacation), except in extenuating circumstances (i.e., illness, death of immediate family member). Failure to take the final exam at the assigned time will result in a grade of zero (0) for that exam.

Students are **required** to be present and/or available on Tuesday and Thursday the last week of the semester.

Academic Dishonesty

Academic dishonesty, may include but is not limited to cheating, plagiarism & furnishing information to other students.

Cheating & Plagiarism Policy

Any student who (1) knowingly represents the work of others as his/her own (2) uses or obtains unauthorized assistance in the execution of academic work, and (3) gives fraudulent assistance to another, is guilty of cheating.
Cheating and plagiarism will not be tolerated. If detected, the following procedure will be followed:
1. A failing grade of F or 0% will be entered for the test or other educational activity in question.
2. If the activity is a major test, the student will be assigned a failing grade for the course, midterm or final.
3. The College system for reporting cheating or plagiarism will be followed. See Student Handbook for further information.

Classroom Policy During Test Taking

- All personal belongings are required to be placed in the front of the room, or on the window ledge. This is to include, but not limited to: books, papers, backpacks, book bags, purses, cell phones, and pagers.
- 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, beverages, or other objects allowed on desk 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 Student Handbook: “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 will see a lowering of the final grade. Specifics for individual courses are stated in the course contract.

Attendance will be taken at the start of each class. If it is necessary to miss a class, please notify the instructor as soon as possible.

You are responsible for all missed material.

Tardiness Policy

Classes begin promptly. Tardiness will not be tolerated; it is very disruptive to classmates as well as instructors. If you are not present when attendance is taken at the start of class, you will be considered tardy.

Tardiness will result in a lowering of your final grade.

Late 2-3x = 1 grade drop (mini step).... EX: B+ to B
Late 4-5x = 2 grade drop (mini steps) .. EX: B+ to B-
More than 5x + 1 full step .................... EX: B+ to C+

1. Cell Phone Policy

   Cell phones should 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. (See Non-Compliance Form – Category II)

2. Dress Code

   Faculty expects students to:
Dress Appropriately

1. Students may wear walking type shorts but **not** ultra-short athletic (running shorts or unusually tight shorts (i.e. Spandex))
2. Tee shirts are acceptable provided that the shirt is clean and does not contain any offensive language or pictures.
3. For women, “tube tops”, “halter tops”, deep-set necklines, and very short, tight skirts should not be worn to class. Shirts and blouses must extend to the waistband. Bare midriffs are not acceptable. Please be conscious of the “fit” of your clothes when you are in different positions such as leaning forward or bending at the waist.
4. For men, no underwear should be visible above pants that are riding below hip line.
5. Sunglasses should not be worn in the classroom.

4. 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.
I. STRUCTURE OF CLINICAL EDUCATION FOR DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Clinical Education for Diagnostic Medical Sonography at Trocaire College is divided into six semesters. Each unit will be termed Clinical Education. The six semesters include the following:

1. DMS 320 - Clinical Education I  
   Fall Semester

2. DMS 420 - Clinical Education II  
   Spring Semester

3. DMS 430 - Applied Radiologic Technology I Clinical Education  
   Summer Semester

III. COURSE DESCRIPTION

DMS 320 Sonography Clinical Practicum 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 area diagnostic medical sonography clinical sites. (Twenty-four hours per week).

DMS 420 Sonography Clinical Practicum 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).

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).
<table>
<thead>
<tr>
<th></th>
<th>Master Plan for Clinical Competency</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Master Plan for Clinical Competency</td>
<td>24</td>
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<tr>
<td>2</td>
<td>General Patient Care</td>
<td>25</td>
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<tr>
<td>3</td>
<td>Clinical Record</td>
<td>26</td>
</tr>
<tr>
<td>4</td>
<td>Abdomen Competency</td>
<td>27</td>
</tr>
<tr>
<td>5</td>
<td>Pelvic Competency</td>
<td>28</td>
</tr>
<tr>
<td>6</td>
<td>Obstetrical – First Trimester</td>
<td>29</td>
</tr>
<tr>
<td>7</td>
<td>Obstetrical – Second &amp; Third</td>
<td>30</td>
</tr>
<tr>
<td>8</td>
<td>Advanced List Competency</td>
<td>31</td>
</tr>
<tr>
<td>9</td>
<td>Patient Care Competency</td>
<td>32</td>
</tr>
<tr>
<td>10</td>
<td>Clinical Behavior Evaluation</td>
<td>33</td>
</tr>
<tr>
<td>11</td>
<td>Examination Log Sheet</td>
<td>34</td>
</tr>
<tr>
<td>12</td>
<td>Medical Clearance</td>
<td>35</td>
</tr>
<tr>
<td>13</td>
<td>Student Incident Report</td>
<td>36</td>
</tr>
<tr>
<td>14</td>
<td>Non-Compliance</td>
<td>37</td>
</tr>
<tr>
<td>15</td>
<td>Remediation Form</td>
<td>39</td>
</tr>
<tr>
<td>16</td>
<td>Make-Up Verification Form</td>
<td>40</td>
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<tr>
<td>17</td>
<td>Clinical Make-Up Time Sheet</td>
<td>41</td>
</tr>
<tr>
<td>18</td>
<td>Verification of Attendance at a</td>
<td>42</td>
</tr>
<tr>
<td>19</td>
<td>Site Evaluation</td>
<td>43</td>
</tr>
<tr>
<td>20</td>
<td>Graduate Exit Interview</td>
<td>45</td>
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<tr>
<td>21</td>
<td>Graduate Summative Evaluation</td>
<td>47</td>
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<td>22</td>
<td>Clinical Grading Forms</td>
<td>48</td>
</tr>
<tr>
<td>23</td>
<td>Request for Re-Admission</td>
<td>51</td>
</tr>
<tr>
<td>24</td>
<td>Re-Admission Request Form</td>
<td>52</td>
</tr>
<tr>
<td>25</td>
<td>Re-Admission Sample Letter</td>
<td>54</td>
</tr>
<tr>
<td>26</td>
<td>Due Process Procedure (Appeal of</td>
<td>55</td>
</tr>
<tr>
<td>27</td>
<td>Student Pregnancy Advisement Packet</td>
<td>61</td>
</tr>
</tbody>
</table>
The college instructor and/or adjunct faculty will select, administer and evaluate the student in each of the following categories.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Competency Details</th>
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</thead>
<tbody>
<tr>
<td>DMS 320</td>
<td>Pelvic Ultrasound Competency</td>
</tr>
<tr>
<td>DMS 420</td>
<td>Abdomen Ultrasound Competency</td>
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<td></td>
<td>Special #1 Competency</td>
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<tr>
<td>DMS 430</td>
<td>OB (First trimester) Competency</td>
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<td></td>
<td>OB (Second/third trimester) Competency</td>
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<td></td>
<td>Special #2 Competency</td>
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<td></td>
<td>Special #3 Competency</td>
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</tbody>
</table>
1. General Patient Care

**Requirement:** Candidates must demonstrate competence in all patient care activities listed below. The activities should be performed on patients; however, simulation is acceptable (see endnote) if state or institutional regulations prohibit candidates from performing the procedures on patients.

<table>
<thead>
<tr>
<th>General Patient Care</th>
<th>Date Completed</th>
<th>Competence Verified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR</td>
<td></td>
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<tr>
<td>Vital signs (blood pressure, pulse, respiration, temperature)</td>
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<tr>
<td>HIPPA Training</td>
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<tr>
<td>Health Records/Flu Shot</td>
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<tr>
<td>Clinic Site Orientation</td>
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<td></td>
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<tr>
<td>Policy and Procedure Manual Attestation</td>
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</tbody>
</table>

Verification by Instructor:

_________________________  ________________
Signature                  Date
<table>
<thead>
<tr>
<th></th>
<th>Attestation</th>
<th>Orientation Quiz</th>
<th>HIPAA Certificate</th>
<th>CPR</th>
<th>FLU Shot Record</th>
<th>Vital Signs Quiz and Competency</th>
<th>Pelvic Ultrasound Competency</th>
<th>Patient Care Competency</th>
<th>Clinical Behavioral Competency</th>
<th>Attendance Sheet, Patient Logs, Anecdotal Records</th>
<th>Score</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2014</strong></td>
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<td><strong>Spring 2015</strong></td>
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<td><strong>Summer 2015</strong></td>
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</tbody>
</table>
TROCAIRE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

ABDOMEN COMPETENCY

Student Name:_________________________ Date:_________________________
Affiliation:_________________________ Semester:_________________________

Following each statement, check (√) the area achieved. Points for complete competency will total 50. This score will be part of the student's final DMS clinical grade.

The following rating scale will be used:

<table>
<thead>
<tr>
<th>0 pts.</th>
<th>2.5 pts.</th>
<th>5 pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory/does not meet clinical competency standards</td>
<td>Need/requires improvement</td>
<td>Meets performance expectations/functions as satisfactory level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ABDOMEN COMPETENCY</th>
<th>0</th>
<th>2.5</th>
<th>5</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Left lobe of liver</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Right lobe of liver</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Gallbladder</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4. Common bile duct</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>5. Right kidney</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Left kidney</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>7. Spleen</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8. Pancreas (head, body, tail)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>9. Aorta vs. IVC</td>
<td></td>
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</tr>
<tr>
<td>10. Morrison’s Pouch</td>
<td></td>
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</tbody>
</table>

Total Points:_________________________

Student’s Signature:_________________________ Date:_________________________
Evaluator’s Signature:_________________________ Date:_________________________
Program Director’s Signature:_________________________ Date:_________________________

Student must sign this evaluation to verify it has been reviewed
TROCAIRE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

PELVIC COMPETENCY

Student Name: ___________________________ Date: ___________________________
Affiliation: ___________________________ Semester: ___________________________

Following each statement, check (✓) the area achieved. Points for complete competency will total 35. This score will be part of the student’s final DMS clinical grade.

The following rating scale will be used:

<table>
<thead>
<tr>
<th>0 pts.</th>
<th>2.5 pts.</th>
<th>5 pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory/does not meet clinical competency standards</td>
<td>Need/requires improvement</td>
<td>Meets performance expectations/functions as satisfactory level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PELVIC COMPETENCY</th>
<th>0</th>
<th>2.5</th>
<th>5</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Uterus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Endometrial lining</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Right ovary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Left ovary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Cervix</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Vagina</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Urinary bladder</td>
<td></td>
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<tr>
<td>Total Points:</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Student’s Signature: ___________________________ Date: ___________________________
Evaluator’s Signature: ___________________________ Date: ___________________________
Program Director’s Signature: ___________________________ Date: ___________________________

Student must sign this evaluation to verify it has been reviewed
TROCAIRE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

OBSTETRICAL – FIRST TRIMESTER COMPETENCY

Student Name: ______________________________ Date: __________________
Affiliation: _______________________________ Semester: __________________

Following each statement, check (√) the area achieved. Points for complete competency will total 25. This score will be part of the student’s final DMS clinical grade.

The following rating scale will be used:

- 0 pts. Unsatisfactory/does not meet clinical competency standards
- 2.5 pts. Need/requires improvement
- 5 pts. Meets performance expectations/functions as satisfactory level

<table>
<thead>
<tr>
<th>OBSTETRICAL – FIRST TRIMESTER COMPETENCY</th>
<th>0</th>
<th>2.5</th>
<th>5</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Uterus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Ovaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Gestational Sac</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Size/shape</td>
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<td></td>
</tr>
<tr>
<td>b. Location</td>
<td></td>
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<tr>
<td>4. Crown rump length</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>5. Heart rate</td>
<td></td>
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</tr>
</tbody>
</table>

Total Points: __________________

Student’s Signature: ______________________________ Date: __________________
Evaluator’s Signature: ______________________________ Date: __________________
Program Director’s Signature: ______________________________ Date: __________________

Student must sign this evaluation to verify it has been reviewed
TROCAIRE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

OBSTETRICAL – SECOND AND THIRD TRIMESTER COMPETENCY

Student Name: ___________________________ Date: ___________________________
Affiliation: ___________________________ Semester: ___________________________

Following each statement, check (✓) the area achieved. Points for complete competency will total 100. This score will be part of the student’s final DMS clinical grade.

The following rating scale will be used:

- 0 pts. Unsatisfactory/does not meet clinical competency standards
- 2.5 pts. Need/requires improvement
- 5 pts. Meets performance expectations/functions as satisfactory level

<table>
<thead>
<tr>
<th>OBSTETRICAL</th>
<th>0</th>
<th>2.5</th>
<th>5</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fetal number</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2. Heart rate/m-mode</td>
<td></td>
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<tr>
<td>3. Position</td>
<td></td>
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</tr>
<tr>
<td>4. Placental location</td>
<td></td>
<td></td>
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<tr>
<td>5. Both adnexa</td>
<td></td>
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<td></td>
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<tr>
<td>6. Amniotic fluid assessment</td>
<td></td>
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<tr>
<td>7. Internal os</td>
<td></td>
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<tr>
<td>8. BPD</td>
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<tr>
<td>9. AC</td>
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<td>10. FL</td>
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<tr>
<td>11. HC</td>
<td></td>
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<tr>
<td>12. OFD</td>
<td></td>
<td></td>
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<tr>
<td>13. 4 chamber heart</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>14. Stomach</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>15. Kidney</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>16. Bladder</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>17. Spine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. 3 vessel cord</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>19. Cord insertion (placenta &amp; fetus)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>20. Fetal head (cerebellum, ventricles, face)</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Total Points: ___________________________

Student’s Signature: ___________________________ Date: ___________________________
Evaluator’s Signature: ___________________________ Date: ___________________________
Program Director’s Signature: ___________________________ Date: ___________________________

Student must sign this evaluation to verify it has been reviewed.
TROCAIRE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

ADVANCED LIST COMPETENCY

Student Name: ____________________________  Date: ____________________________
Affiliation: ______________________________  Semester: __________________________

The following rating scale will be used:

| 0 pts. | Unsatisfactory/does not meet clinical competency standards |
| 2.5 pts. | Need/requires improvement |
| 5 pts. | Meets performance expectations/functions as satisfactory level |

Three (3) examinations will be averaged for one clinical grade.

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>EXAMINATION</th>
<th>0</th>
<th>2.5</th>
<th>5</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledgeable performance</td>
<td>1. ____________</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Comments: ____________________________________________________________
| | |
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| | |

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>EXAMINATION</th>
<th>0</th>
<th>2.5</th>
<th>5</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Proper gain settings</td>
<td>2. ____________</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Comments: ____________________________________________________________
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<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>EXAMINATION</th>
<th>0</th>
<th>2.5</th>
<th>5</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Ability to perform unassisted</td>
<td>3. ____________</td>
<td></td>
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</tbody>
</table>

Comments: ____________________________________________________________
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| | |

Student's Signature: ____________________________________________  Date: ____________
Evaluator's Signature: ____________________________________________  Date: ____________
Program Director's Signature: ____________________________________  Date: ____________

Student must sign this evaluation to verify it has been reviewed.
TROCAIRE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY/ECHOCARDIOGRAPHY PROGRAM

PATIENT CARE SHEET

Student Name: ________________________________ Date: ____________
Affiliation: ________________________________ Semester: ____________

The following rating scale is to be used:

5 pts.  Yes
0 pts.  No

The student will:

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Introduce oneself to patient</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Verify patient identification</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Explain procedure to patient</td>
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<tr>
<td>4.</td>
<td>Assist patient when necessary</td>
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<tr>
<td>5.</td>
<td>Protect patient modesty</td>
<td></td>
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<tr>
<td>6.</td>
<td>Obtain patient history</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Document symptoms of patient</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Select proper transducer according to body habitus of patient</td>
<td></td>
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<tr>
<td>9.</td>
<td>Enter patient information correctly</td>
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<tr>
<td>10.</td>
<td>Check if any other procedures are to be performed on patient</td>
<td></td>
</tr>
</tbody>
</table>

Total Points: ____________

Student’s Signature: ________________________________ Date: ____________
Evaluator’s Signature: ________________________________ Date: ____________
Program Director’s Signature: __________________________ Date: ____________

Student must sign this evaluation to verify it has been reviewed
TROCAIRE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY/ECHOCARDIOGRAPHY PROGRAM

CLINICAL BEHAVIORAL EVALUATION

Student Name: ____________________________  Date: ____________________________
Affiliation: ____________________________  Semester: ____________________________

The student shall be able to demonstrate the behavioral competencies listed below. Following each statement, check (✓) the area achieved. Points for complete evaluation will total 20.

The following rating scale is to be used:

0 pts. Unsatisfactory/does not meet behavior standards
.5 pts. Needs/improvement
1 pt. Meets performance expectations/functions at satisfactory level

<table>
<thead>
<tr>
<th>Dependability</th>
<th>1</th>
<th>.5</th>
<th>0</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Punctual</td>
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<tr>
<td>2. Prompt notification of absence or tardiness</td>
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<tr>
<td>3. Regular attendance</td>
<td></td>
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<tr>
<td>4. Return at proper time from lunch and breaks</td>
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<tr>
<td>5. Remains at work station</td>
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<tr>
<td>6. Adheres strictly to business</td>
<td></td>
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<tr>
<td>7. Reliable</td>
<td></td>
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</tbody>
</table>

Quality of Work

8. Performs at acceptable pace

Safety Consciousness

9. Patient's safety

10. Care of equipment

Occupational Attitude

11. Initiative

12. Cooperation

13. Observe rules and regulations

General Attitude

14. Welcomes constructive criticism

15. Tactful and considerate

16. Seeks assistance, when necessary

17. Displays self-confidence

18. Appearance

19. Good impression with others

20. Complies with dress code

Total Points: ____________________________

<table>
<thead>
<tr>
<th>Strengths</th>
<th>Weaknesses</th>
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<tbody>
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</tbody>
</table>

Student's Signature: ____________________________  Date: ____________________________
Evaluator's Signature: ____________________________  Date: ____________________________
Program Director's Signature: ____________________________  Date: ____________________________

Student must sign this evaluation to verify it has been reviewed.
## EXAMINATION LOG SHEET
Trocaire College
Diagnostic Medical Sonography

Student: ____________________________   Semester/Year: ___________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>TYPE*</th>
<th>I.D. #</th>
<th>M/F</th>
<th>REASON/FINDINGS</th>
<th>STUDENT ROLE*</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

*Type: A = Abdomen; P = Pelvic; O = Obstetrical
*Student Role: O = Observe; A = Assist; S = Solo
MEDICAL CLEARANCE

DIAGNOSTIC MEDICAL SONOGRAPHY STUDENT

STUDENT NAME:

ATTENDING PHYSICIAN: NAME
ADDRESS
PHONE #

CONDITION BEING TREATED: 

IF PREGNANT - EDD

Physician’s recommendation regarding participation in the academic program.

___ Immediate leave of absence.

___ Withdrawal from clinical rotations with continued participation in didactic instruction.

___ Continued full-time status.

STUDENT MAY PARTICIPATE IN THE FOLLOWING ACTIVITIES:

CLASS ROOM

CLINICAL

WITHOUT RESTRICTIONS

ANY ADDITIONAL COMMENTS PERTINENT TO THE STUDENT’S HEALTH STATUS:
(If additional space is needed, use back of this sheet.)

_________________________________________  __________________________
PHYSICIAN SIGNATURE                         DATE
STUDENT INCIDENT REPORT

DATE OF INCIDENT: _____________________   TIME: _________________
STUDENT NAME: ________________________________ PROGRAM: ____________
ADDRESS: ______________________________________ DOB: __________________
_____________________________________________________________________
PHONE#: ______________________________________
LOCATION OF INCIDENT:
_____________________________________________________________________
_____________________________________________________________________
HOW INCIDENT OCCURRED (DESCRIBE IN DETAIL):
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
DISPOSITION:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
INJURIES:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
MISC. PERTINENT INFORMATION:
_____________________________________________________________________
_____________________________________________________________________
WITNESSES: _______________________________________________________________________
_____________________________________________________________________
SIGNATURE OF INDIVIDUAL PREPARING REPORT   DATE

Program Director: ________________

Revised 6/22/12

Health Office: ________________

Sr. Marie Andre

827-2489 or Fax: 825-0416

css/college/incident.doc

360 Choate Avenue  •  Buffalo, NY 14220-2094  •  (716) 826-1200  •  Fax: (716) 828-6107

39
Non-Compliance Form

This counseling report was issued today and is to be made part of the student’s file. The student is in non-compliance of the following:

<table>
<thead>
<tr>
<th>Non-Compliance Incident</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardiness 1st time</td>
<td>Three (3) offenses in tardiness (within a semester/session) results in a full grade drop.</td>
</tr>
<tr>
<td>2nd time</td>
<td>Points will be deducted on midterm and/or final evaluation.</td>
</tr>
<tr>
<td>3rd time</td>
<td>Mini grade drop.</td>
</tr>
<tr>
<td>Absent three (3) days</td>
<td>FX grade.</td>
</tr>
<tr>
<td>Absent more than three</td>
<td></td>
</tr>
<tr>
<td>Cell Phone Infraction</td>
<td></td>
</tr>
<tr>
<td>1st time</td>
<td>Two (2) cell phone infractions within a semester/session result in a mini grade drop.</td>
</tr>
<tr>
<td>2nd time</td>
<td>Three (3) or more infractions result in a full letter grade drop.</td>
</tr>
<tr>
<td>3rd time</td>
<td></td>
</tr>
</tbody>
</table>

* Numerous infractions within the length of the program may result in dismissal from the Program. (To be determined by program Faculty)
<table>
<thead>
<tr>
<th>CATEGORY I</th>
<th>CATEGORY II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dismissal from site/program according to College Policy.</td>
<td>To be determined by RT Faculty. (i.e. lowering of grade)</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Narcotic and/or other drug infraction</td>
<td>Unprofessional/disorderly behavior</td>
</tr>
<tr>
<td>Misuse/theft of hospital property</td>
<td>Leaving assigned clinical area</td>
</tr>
<tr>
<td>Disclosure of confidential information</td>
<td>Failure to be alert/sleeping</td>
</tr>
<tr>
<td>Falsification of clinical documents</td>
<td>Hindering clinical flow</td>
</tr>
<tr>
<td>Unprofessional/unethical conduct</td>
<td>Insubordination, to include, but not limited to repeated negative attitudes, actions and/or responses; refusal to perform radiographic exams at expected competency levels; refusal to complete didactic and/or clinical assignments as requested and/or required</td>
</tr>
<tr>
<td>Non-compliance with SDMS Code of Ethics</td>
<td></td>
</tr>
<tr>
<td>Possession of weapons</td>
<td>Violation of safety rules/regulations</td>
</tr>
<tr>
<td>Assault, abuse or negligence with respect to any person</td>
<td>Failure to comply with supervision policy (i.e. direct or indirect supervision)</td>
</tr>
<tr>
<td>Tampering with official documents</td>
<td>Unauthorized use of hospital equipment, supplies</td>
</tr>
<tr>
<td>Academic Dishonesty to include, but not limited to cheating, plagiarism, furnishing false information to any college/clinic official or office</td>
<td>Poor quality patient care and/or comfort</td>
</tr>
<tr>
<td>Causing dissension between or among other program students, program faculty, clinical officials, and/or clinical staff</td>
<td>Improper exam protocol/procedure</td>
</tr>
<tr>
<td>Inappropriate personal appearance and/or violation of dress code</td>
<td></td>
</tr>
</tbody>
</table>

Student ___________________________ Date ___________________________

Clinical Instructor ___________________________ Date ___________________________

Revised 07/2013
TROCAIRE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
Remediation Form

Student ______________________  DMS_________

Date ______________________

Competencies to be improved:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Instructor recommendation:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Appointment made with Clinical Coordinator  Date ______________________

Instructor Signature ______________________  Date ______________________

Student Signature ______________________  Date ______________________
(Indicates I have read this form)

Student Comment (optional):
__________________________________________________________________________
__________________________________________________________________________

Instructor Follow-Up Statement:
__________________________________________________________________________
__________________________________________________________________________

Signature ______________________  Date ______________________
Student Name: ________________________________

Clinical Education Center: ________________________________

Date: ________________________________

I understand that I must be in attendance, on time, the date(s) listed below. These dates will constitute the make-up time for the clinical absence(s) I have accumulated.

I also understand that if I do not make up all of this time I will receive an “F(X)” grade, failure due to excessive absence, in Diagnostic Medical Sonography.

Student Signature ________________________________

Faculty Signature ________________________________

Adjunct Faculty Signature ________________________________

Clinical Make-up time:

<table>
<thead>
<tr>
<th>Date</th>
<th>Clinical Site</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
TROCAIRE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY

CLINICAL MAKE-UP TIME SHEET

STUDENT NAME ___________________________ DATE ________________

CLINICAL SITE ___________________________

PATIENT EXAMINATIONS:

Time Period Involved:

DMS ________________

FULL DAY ________________

HALF DAY ________________

__________________________
CLINICAL SUPERVISOR
TROCAIRE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Verification of Attendance at a Professional Seminar

Date of Seminar Attended: __________________________________________

Topic/Title of Seminar: ____________________________________________

Speaker(s): ______________________________________________________

Summary of Main Points:
● Discuss how this seminar furthered your professional development
  (relative to specific learning, etc.).

  *If typed summary is not submitted, banked time will NOT be granted.

STUDENT NAME: _________________________________________________

I hereby verify that the above student was in attendance at the stated meeting.

______________________________________________________________
Organization Member’s Signature

*A copy of the student’s certificate of attendance must be submitted with this form.
This form gives the student an opportunity to evaluate the clinical site, clinical staff, and/or adjunct faculty, supervision, and other related clinical education activities. This student form will be administered at the end of each Semester. Answer or complete the following statements:

1. Was this clinical education site conductive to learning? (include strengths and areas in need of improvement)

2. Was the quality and quantity of work sufficient?

3. Did learning activities presented at the College correlate with what was presented at this clinical education center?
4. Were you motivated to reach your potential educational ability?

5. Was the supervision helpful and sufficient?

ADDITIONAL COMMENTS:
TROCAIRE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY
GRADUATE EXIT INTERVIEW

Student’s Name __________________________________________ Date ______________
Current Address ________________________________ Phone ______________
E-Mail __________________

I. Continuing Education Plans
   Do you have continuing education plans?
   A. Advanced Level Degree (i.e. – Bachelor’s Degree)
      Circle one YES NO
      Comments:
   B. Life-Long Learning Program
      Circle one YES NO
      Comments:

II. Employment Plans:
   Circle one and supply information on sites.
   A. I have secured a position in Diagnostic Medical Sonography.
   B. I am being considered for employment at ________________________________
      (Name of Site)
   C. Position is: Full-time Part-time Per-diem Temporary
   D. Do not at present have any job promise.
   E. Will not seek employment until completion of American Registry Diagnostic Medical Sonographer Exam
   F. Will not seek employment in the diagnostic imaging field.
      Reason:

III. Program/College Evaluation:
   A. What were the greatest strengths of the program?
   B. What improvements could be made within the program?
   C. Were your goals and expectations met in the Program? Yes/No
      Please explain:
   D. Overall, how satisfied were you with your academic experience in this program
      Very Satisfied Satisfied Not Satisfied
   E. Would you recommend this program to others? Why or why not?
   F. Were the informational resources (PLC/Library) sufficient and conducive to your learning at Trocaire?
      Yes/No

   G. Please rate the following areas of the college, on a scale of:
      1 = Poor
      2 = Fair
      3 = Good

48
4 = Excellent

_____Admissions Process
_____Bookstore service
_____Library -- Availability of materials
_____Library – helpfulness of staff
_____Financial Aid – helpfulness of staff

IV. Miscellaneous:
a. Do you plan to relocate to a different geographic region? Yes/No
b. If yes, please indicate where you plan to relocate to___________________________

V. Additional Comments:
# FALL SEMESTER

<table>
<thead>
<tr>
<th>Name</th>
<th>Non Compliance</th>
<th>Orientation Quiz</th>
<th>Vital Signs Quiz</th>
<th>Competently</th>
<th>Clinical Competencies</th>
<th>Patient Care Competency</th>
<th>Clinical Competency Evaluation</th>
<th>Final Grade (Point Total)</th>
<th>Final Grade (Letter)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Y/N</td>
<td>10%</td>
<td>10%</td>
<td>20%</td>
<td>25%</td>
<td>25%</td>
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Instructor Signature          Date
### TROCAIRE COLLEGE
Diagnostic Medical Sonography Program
Clinical Grading

**Academic Year: ____**

#### SPRING SEMESTER

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<th>Name</th>
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### TROCAIRE COLLEGE
Diagnostic Medical Sonography Program
Clinical Grading

#### SUMMER SEMESTER

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Instructor Signature          Date
REQUEST FOR RE-ADMISSION

Please complete this form and return it to the Program Director for Medical Imaging:

Name ____________________________________________

Last                                     First

Address ____________________________________________

Street          City       State       Zip

Phone Numbers ____________________________________________

Home                                     Work

I wish to be re-admitted to:

________________________________________ at the ____________________________________________

Indicate the program you are seeking re-admission    Indicate the level you wish to enter

Semester ____________________________________________

Indicate the semester you wish to begin

Student Signature ________________________________

Date ________________________________
Trocaire College  
Diagnostic Medical Sonography Program  
Re-admission Request Form

Student Name_____________________________    Date_________________

Submitted to______________________________

Please complete the following questions to request Diagnostic Sonography Program re-admission. Completion of this form DOES NOT GUARANTEE re-admission to the RT program!

1. Why were you unsuccessful in your DMS course(s) for this semester? What went wrong for you?

2. What will you do differently when you repeat this/ these DMS course(s)?

3. Why do you deserve a “spot” in our DMS program? Why do you want to become a Diagnostic Medical Sonography?
4.) What characteristics do you think make a successful DMS student? Do you see those in yourself? EXPLAIN!

5.) Formalize and describe an “action plan” that you will utilize for the DMS program (i.e. work, schedule, study times, use of DMS tutoring, DMS lab. Work, etc.)
Dear,

To successfully complete the Re-admission Criteria for the Diagnostic Medical Sonography Program you must complete the following requirements:

1.) Test
   A review multiple choice exam will be taken on the day of the competency performance in the laboratory. This exam encompasses basic review from courses previously taken. A grade of 75% must be achieved.

2.) Skill Performance
   The student is required to perform competencies successfully in the College Laboratory.

Reminder: If all above requirements are not successfully completed, you will not be allowed to re-enter the Diagnostic Medical Sonography Program. Also, be aware that all College Health Records and CPR Certification must be in order before you will be allowed into the assigned clinical site. We will need a copy of your health insurance card. If you have any questions or concerns, please contact me at 827-2497.

Ellen Bowman
Bowmane@trocaire.edu
TITLE: Appeal of Academic Decisions

PURPOSE

Provides procedures for student appeal of an action or decision on the part of faculty or professional staff affecting a student’s academic status.

POLICY

The college provides for procedural steps by which a student might appeal an academic decision on the following grounds:

1. A practice/policy at variance with accepted College practice/policy.
2. Computer/calculation error.
3. Inconsistent application of grading standards within an instructor’s sections of the same course.
4. Capricious or arbitrary application of standards concerning grading, curriculum, or placement status.
5. Allegation of academic dishonesty not supported by evidence.

DEFINITIONS

Academic decisions—decisions affecting the assignment of course grades, academic level placement, curriculum status, and academic dishonesty.

Business day—day when the administrative offices of the college are open.

Administrator—the administrator is the director or designee.

Appeal of Academic Decisions Form (AADF)—form originated in the director or other or Dean’s office of the academic area in question documenting the results of each step in the appeal process.

Respondent(s)—the person or persons making the academic decision.

PROCEDURES

1. The steps in the Appeal Process (AP) must be followed in sequence. The only exception should be the lack of availability of the respondents. In that case the student would begin with step two (     ).

2. Step One—Meeting with the respondents
Step one must be completed within thirty (30) business days of the decision date. This date shall begin 2 days after the last day of the term, or the date shown in any letter or other written communication advising the student of any other academic decision.

The student consults with the respondent(s), the instructor or other persons responsible for the academic decision, to discuss the issue in question. This step shall not be skipped unless the respondent(s) are unable to meet with the student. The supervisor of the respondent(s) shall make every effort to notify the respondent(s) concerning the appeal, but if that is unsuccessful, the student may start with Step Two.

Outcomes of Step One:
A. The respondent(s) may find that an error has been made, or that a compromise can be reached, and take the appropriate steps for correction.
B. The respondent(s) may uphold their decision, in which case the student may either accept the decision or proceed to Step Two.

3. Step Two—Discussion with Program Director or Administrator

Step Two must be initiated within ten (10) business days of the completion of Step One and must be completed within the next ten business days of its initiation. In summer sessions, the administrator or Director may take up to 20 days. Step Two may not be skipped.

If the student feels his/her grievance exists after conferring with the instructor or other professional, he/she may present the complaint in writing to the Program Director or Supervisor of the Director if the decision has been made by a director. There shall again be an attempt at mediation. The complaint in writing must state the grounds of appeal, as explained in the Policy of this regulation.

Outcomes of Step Two:
A. A mutually agreeable resolution might be reached.
B. The Director or Supervisor may find that the appeal is not timely, is without merit, or does not meet the appeal criteria set forth within the appeal procedure.
C. The Director or Supervisor may find that he/she cannot sustain the academic decision.

In any case, the Director or Supervisor will note the outcome on the Form, sign it, notify both the student and the respondent(s) of the outcome, and secure their signatures on the AADF. A copy of the form will be given to all parties. At this time, if appropriate, the student will be reminded of the right to proceed to Step Three and any impending deadlines in the appeal process.
After receipt of the AADF, the student may:
   a. accept the decision and take no further action
   b. proceed to Step Three

4. Step Three—Appeal Committee

Step Three must be initiated within five business days of the completion of Step Two and must be completed within the next ten business days of its initiation. In summer sessions this may take up to twenty days.

If the grievance remains unsettled the Director or Dean shall refer the decision to the chief academic officer (CAO). The CAO shall appoint an Appeal Committee to hear the case. The appeal committee shall consist of three faculty members for a grade appeal. The committee will be supplemented by a Director or Dean (appointed by the CAO) for other academic decisions and one other professional. The mandated three faculty will be selected in the following manner:
   a. The student selects a faculty member.
   b. The faculty member or other respondent selects another faculty member.
   c. The CAO selects a faculty member.

Efforts shall be made to avoid conflicts of interest for any member of the Appeal Committee.

Attendance at the Appeal Committee meeting shall be limited to only persons with pertinent information.

The student and the respondent are not present when the other party is presenting.

At this step the appeal shall be in writing and shall:
   1. Describe the decision form which the appeal is taken, name the respondents, if known, and state the reason for the appeal (noted in Policy above).
   2. Include any documents to be relied upon, including grades, reports, correspondence, themes or other papers.
   3. Be signed by the student.
   4. The CAO shall send copies of the appeal to the respondent, the supervisor of the respondent, and other names parties prior to the Appeal Committee meeting.

The respondent comes prepared with documents such as grade books, testing information, reports of actions taken, copies of grading or other policies, and other appropriate evidence.

Outcomes of Step Three

1. The Appeal Committee may reverse the decision in the previous step, with a two-thirds vote of the Committee. The AC must render its decision within three business days of the date of the hearing(s). The student and respondent(s) will be informed in writing of the ruling of the AC.
2. The AC may meet informally with either or both parties and obtain a written resolution. Such resolution may grant the student’s request or establish a compromise solution.
3. The AC may communicate the committee’s decision to the student that the appeal is not timely, without merit, or that it does not meet the appeal criteria set forth within this administrative regulation.
The AADF shall be completed and signed by the respondents, the student, the supervisor of the respondent(s), and the CAO. This shall terminate the process.

GUIDELINES

1. Confidentiality of information is to be maintained at all steps with only those college officials having a right and reason to know being advised and/or consulted about the appeal, and being allowed to attend any meetings or hearings.

2. The CAO is responsible for ensuring that this procedure is administered properly and for resolving procedural issues which may arise.

3. The Vice President, AA keeps notes of any hearing committee meetings and limits the review to clarification of the issues.

4. Tape recordings and verbatim records may be maintained only upon agreement of all parties concerned. Legal advice may be requested by the Hearing Committee through the Office of the President of the college.

5. The procedure does not apply to student appeals of the content of college policies such as academic probation, satisfactory academic progress, academic suspension, readmission, disciplinary actions, or other college policies of a similar nature.

6. The CAO develops standard operating procedures for the Hearing Committee.

Tm/tm
Approved:
Effective:
Review Date:
Appeal of Academic Decisions Form

(Attachment to Reg 663)

REASON FOR APPEAL (From list found in Reg 663): ____________________________________________________________

Step One: Student Meets with Respondent

Date of Initial Meeting: ________________

Outcome: __________________________________________________________

____________________________________________________

Student's Name (printed)  Respondent(s) Name(s) (printed)

Student's Name (signature)  Respondent(s) Name(s) (signature)

Date: __________________________

Step Two: Administrator Meets with Student and Respondent (individually or together)

Date of Initial Meeting: ________________

Outcome: __________________________________________________________

____________________________________________________

Student's Name (signature)  Respondent(s) Name(s) (signature)

Date: __________________________

Administrator's Name (printed)  Administrator's Name (signature)

Date: __________________________
Step Three: Appeal of Academic Decisions Committee Meeting

Date of Initial Meeting: ___________________

Outcome:____________________________________________________________________________
_____________________________________________________________________________________
___________________________________________
                                        CAO's Name        (signature)
                                        Date: __________________________________

Deadlines (Business Days)       Action
(Fall/Spring Semester)           

*D to D + 30
Within 10 days of completing Step One. Complete Step One - meeting with respondents
Within 10 days of initiating Step Two Initiate Step Two

Within five days of completing Step Two Complete Step Two - discussion with administrator or program director
Within ten days of initiating Step Three Initiate Step Three

Complete Step Three - AAD committee action

*D = Date of Decision
This letter will serve to formally notify the Diagnostic Sonography Program of my pregnancy. My estimated due date is: ________________.

I am voluntarily notifying the Diagnostic Sonography Program of my pregnancy. I understand that I may voluntarily withdraw my declaration at any time.

Signed: ____________________________   Date: ________________________

I wish to withdraw my pregnancy declaration.

Signed: ____________________________   Date: ________________________