



Medical Imaging Department

DIAGNOSTIC MEDICAL SONOGRAPHY

PROGRAM POLICY MANUAL

2024-2025

TROCAIRE COLLEGE

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

INFORMATION & POLICIES GUIDE

Our primary mission as a Catholic and Mercy institution is education excellence with a commitment to teaching and service. As a new student, our program provides an inclusive environment where self-discovery and career development cultivate healthcare professionals.

As you embark on your professional journey in the Diagnostic Medical Sonography program, you will immerse in specialized training focused on academics, professionalism, and hands-on clinical experiences.

Program Policy Manual

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

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

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TOCAIRE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

MISSION, PROGRAM LEARNING OUTCOMES, PROGRAM ASSESSMENT

Mission Statement - Trocaire College

Trocaire College, a private career-oriented Catholic college in the spirit of the Sisters of Mercy, strives to empower students toward personal enrichment, dignity, and self-worth through education in a variety of professions and 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

Grounded in Mercy and service to the community, the Diagnostic Medical Sonography Program at Trocaire College provides students with the theoretical foundation, laboratory skills, and clinical experiences that enable them to become compassionate and competent entry-level sonographers. Adhering to the positive characteristics and ethics of the profession, Trocaire College students graduate with a dedication to themselves and others, delivering quality care to culturally diverse patients while continually striving to improve their knowledge of the field. The program embraces the mission and the operating principles of Trocaire College in presenting a comprehensive education to its students.

Program Learning Outcomes (PLO)

PLO	Outcome
1. Anatomy, Perfusion, and Function	At the end of the program, students will be able to assess the physical characteristics, perfusion, and function of anatomic structures.
2. Pathology, Vascular Abnormalities, Trauma, and Postoperative Anatomy	At the end of the program, students will be able to assess anatomic structures for pathology, postoperative anatomy, vascular abnormalities, and trauma-related abnormalities correctly.
3. Abdominal Physics	At the end of the program, students will be able to apply concepts of equipment/image optimization, and imaging artifacts accurately.
4. Clinical Care, Practice, and Quality Assurance	At the end of the program, students will be able to incorporate professional judgment, clinical data, ethical standards and guidelines during performed studies, obtain accurate measurements and provide assistance/support during procedures.
5. Apply the Physics of Ultrasound	At the end of the program, the student will be able to identify properties of ultrasound waveforms, recognize artifacts, optimize resolution, optimize frame rate, optimize spectral Doppler waveforms, optimize color Doppler, optimize 2D image, optimize 3D image, and optimize contrast image.

CODE OF ETHICS OF THE SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHY

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

PROGRAM OVERVIEW – DIAGNOSTIC MEDICAL SONOGRAPHY CERTIFICATE

Admission Requirements: Please refer to the College catalog for admission requirements: <https://trocaire.edu/academics/academic-program/diagnostic-medical-sonography/>

The Diagnostic Medical Sonography program includes thirty-nine (39) credit hours of didactic, college laboratory, and clinical sessions. Learning experiences emphasize ultrasound physics, abdominal and OB/GYN sonography, as well as vascular sonography. Sonography related to small body structures and special procedures is also included. Clinical experiences are provided at healthcare facilities within and around WNY (consisting of 17 counties as defined by the United States Census Bureau). Transportation is the responsibility of the student. During the final summer semester, the final and extended period of clinical study will be for twelve weeks at forty hours per week. The Diagnostic Medical Sonography program is a minimum of 1680 total hours of classes, clinic, and laboratory combined.

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

General goals of the program include achieving competencies such as:

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

Course Descriptions: Please refer to the College catalog for course descriptions: <https://trocaire.edu/academics/academic-program/diagnostic-medical-sonography/>

STUDENT/FACULTY EXPECTATIONS

Faculty members are here to assist the student in acquiring knowledge and techniques to meet our combined goals. However, the students must make the decision to learn as well as to have a 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 allow the application of theoretical knowledge to practice with appropriate supervision.
4. Assignments that are designed to meet classroom objectives and clinical competencies.
5. Timely communication with regard to inquiries, concerns outside of class, and grading of assignments.
6. Classes and laboratories that begin and end on time.
7. Office hours observed as stated.
8. Clinical observation to include advanced imaging applications in updated modalities within the field.

Faculty expect the following from students

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

Students are expected to

1. Report to classes and laboratories on time and be prepared to learn.
2. Read assignments and objectives prior to classes and laboratories.
3. Submit any written assignments on time.
4. Report to clinical education center on time, in proper attire according to Code for Professional Behavior, and be prepared to provide safe, effective care.
5. Notify the clinical Instructor/facility/Coordinator of an absence prior to the start of the clinical day.
6. Treat each patient with dignity and respect.
7. Adhere to clinical instructors' directives in all aspects of patient care.
8. Maintain confidentiality regarding patient information, which includes strict adherence to HIPAA guidelines.
9. Seek appropriate guidance by contacting instructors for an appointment to be held during the instructor's scheduled office hours.
10. Make and keep scheduled appointments.
11. Complete clinical competencies within the required period of time.
12. Check the appropriate bulletin board(s) for current information.
13. NO cell phones, beepers, or text messaging during any learning activities conducted at the College, College Laboratory, or at Clinical Sites.
14. Trocaire Email is considered the College's official means of communication therefore, students are expected to check their Trocaire email on a consistent basis. Any difficulties or issues that you may experience with Trocaire email should be immediately addressed by contacting the Trocaire IT Department at: (716-827-4330)

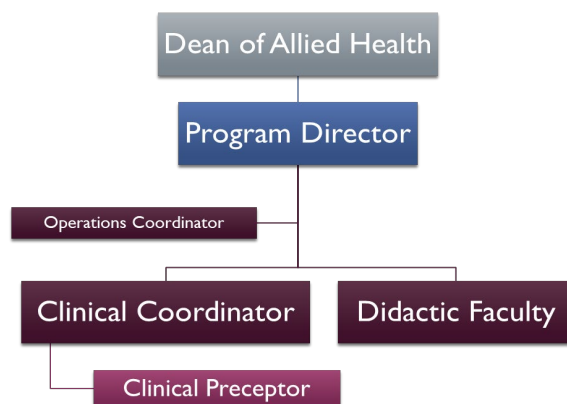
Student-Faculty Appointments

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 or within the course syllabus. Faculty may also be contacted by leaving a message via voice mail or e-mail.

CHANNELS OF COMMUNICATION – DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Channels of Communication

- STEP I – Faculty member directly involved: (professor, advisor, adjunct and/or or Clinical Instructor)
- STEP II – If the matter is of clinical nature – Clinical Placement Coordinator
- STEP III – Program Director of Medical Imaging
- STEP IV – Dean of Allied Health and Professions



Delineation of Responsibilities

The Program Director is responsible for the management and overall success of the Diagnostic Medical Sonography Program. The duties of the program director consist of curriculum development and evaluation, student recruitment and retention efforts, program and course level outcomes assessment, and student performance and engagement assurance.

The Clinical Placement Coordinator will carry out responsibilities that ensure high-quality, well-coordinated student clinical experiences. This individual oversees all clinical operations and activities, works closely with clinical affiliates, and manages all clinical assignments.

Didactic faculty are those instructors responsible for classroom and laboratory instruction, including lectures, Blackboard lessons, and hands-on instruction in the scanning lab on campus. These instructors plan, develop, and manage courses within the program under the direction of the Program Director. Faculty also act as academic advisors to students in the program.

Clinical Preceptors, also called Clinical Instructors, oversee the clinical educational experience students engage in at the clinical site. They conduct evaluations of student performance, assist students with examinations, complete procedure competencies, and generally supervise all on-site clinical activities. Clinical Preceptors maintain close communication with the Clinical Placement Coordinator.

ACADEMIC POLICIES

For further information on academic policies and procedures, please refer to the College catalog:
<https://trocaire.edu/academics/academic-resources/>.

COURSE AND INSTRUCTIONAL EVALUATION

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

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

STUDENT INCIDENTS/INJURIES

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

PROGRAM POLICIES

Health Policy

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

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

Students are required to submit and maintain compliance of the following: Health requirements are

listed in the below table, and due date requirements will be distributed by the Clinical Coordinator.

Clinical Requirement:	Required Acceptable Documentation:	Frequency:
Physical Exam	<ul style="list-style-type: none"> Must include Medical History Form (completed by student) Completed by licensed medical provider; must be documented on a Trocaire College form 	Annually – within 12 months
Measles/Mumps/Rubella (MMR) – one option must be met	<ul style="list-style-type: none"> Two doses after 12 months of age OR Measles (Rubeola) two immunizations after 12 months OR blood titer documenting immunity AND Rubella (German Measles) one immunization after 12 months of age OR blood titer documenting immunity 	One time
Meningococcal/Meningitis	<ul style="list-style-type: none"> Meningococcal immunization OR Meningococcal declination form (annually) 	Every 5 years
TB (PPD) or QuantiFERON	<ul style="list-style-type: none"> New test required yearly A recent copy from your employer is acceptable If any previous test was positive, list test type, treatment dates and latest x-ray date/result, include copy of x-ray report and TST Annual Symptoms Review form 	Annually – within 12 months
Varicella (Chickenpox or Shingles) – one option must be met	<ul style="list-style-type: none"> Two doses of immunizations OR Blood titer documenting immunity 	One Time
Hepatitis B – one option must be met	<ul style="list-style-type: none"> Vaccine – complete series (2-4 doses depending on vaccine type) OR Positive Hepatitis B Antibody Test and date OR Signed declination for (annually) 	One Time
Tetanus Pertussis-Diphtheria (TDAP)	<ul style="list-style-type: none"> Vaccine series as a child AND Tetanus-Diphtheria booster less than 10 years ago 	One Time and Every 10 years
Influenza (Flu shot)	<ul style="list-style-type: none"> Immunization for current flu season OR Signed declination form and mask compliance per site protocol 	Annually – due by 9/15 of every year
COVID	<ul style="list-style-type: none"> Johnson & Johnson OR Pfizer OR Moderna OR Signed declination form and mask compliance per site protocol Currently, COVID boosters are not required but highly recommended 	One time
CPR/BLS for the Healthcare Provider Certification	<ul style="list-style-type: none"> Certification in Basic Life Support CPR that fulfills ILCOR standards Any provider level course (AHA, Red Cross, etc.) that meets ILCOR standards Hybrid (online didactic coursework with hand-on skills competency) OR traditional classroom-based models for the full training Online only is NOT accepted 	Must remain current the entire length of program
HIPAA	<ul style="list-style-type: none"> Will be emailed to you for completion 	Annually – within 12 months
Consent to Release Medical Information	<ul style="list-style-type: none"> Form found on Trocaire website, use link below 	One time

Additional health records information, including forms, can be found at <https://my.trocaire.edu/student-services/health-office>

CPR Policy

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

Acceptable CPR (2-year) Certifications:

- American Heart Association BLS for the Healthcare Provider Level
- American Red Cross BLS/CPR for Healthcare
- Online only classes are NOT accepted; students must participate in a hands-on practical class

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

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

Drug and Alcohol Policy

Substance abuse is a major health problem throughout the United States and Trocaire College is committed to establishing a drug- and alcohol-free environment. Trocaire College Policy #604 addresses drug and/or alcohol use, explicitly prohibiting such use on campus or at off-campus college events. Clinical site violations are directed to the specific program for regulation. As such, the DMS Program has implemented the following Drug Testing Policy:

Policy Statement: Trocaire College Medical Imaging Department seeks to assure the physical safety of its students, employees, and those we serve. Therefore, consistent with state and federal laws, including Higher Education Assistance Act and the Drug-Free Workplace Act, and to protect the safety of all students and stakeholders, the Medical Imaging Department adopts the following policy designed to prevent the illicit use of drugs and the abuse of alcohol by students.

The Program will conduct reasonable suspicion drug and alcohol testing at the Program’s expense.

Reasonable Suspicion Testing: Student drug and alcohol testing will occur whenever the Program has a reasonable suspicion that a student is under the influence of alcohol, illegal drugs, or controlled substances while at clinical.

Reasonable suspicion testing must be based on specific observations concerning the appearance, behavior, or speech of a student. When an incident occurs that leads the observer to believe that drugs or alcohol may be involved, including any accident that results in or had the potential to cause injury or property damage, the suspected student’s Clinical Instructor and Program Director must immediately be notified to review the circumstances and facts related to the incident in order to ascertain the merits of the observation and to specify further action.

If testing is required, the supervisor (Clinical Instructor) is responsible for arranging for the Student to be safely transported to and from the testing laboratory. The Program Director will create a written record of the observations leading to a drug or alcohol test by interviewing those people who observed the incident. The written record must be completed within 24 hours of the observed behavior and subsequently submitted to the Program Director. The Program reserves the right to determine whether reasonable suspicion exists.

- Drug testing will generally be conducted by urinalysis for drugs and Breathalyzer for alcohol and will include testing for at least the following drugs: Marijuana (THC), Cocaine, Opiates, Barbiturates, Amphetamines (including Methamphetamines) and Alcohol.
- The Program will engage the services of a qualified testing laboratory. The appropriate testing site may vary and will be determined when a test is required.

Consent, Cooperation and Consequences: Individuals taking a drug and/or alcohol test must sign the appropriate release to allow the laboratory to release the test results to the Program Director or their designee.

Disciplinary Action: Any student who refuses to consent to drug and/or alcohol testing, tampers with a sample, tests positive or otherwise violates this policy may be subject to the Disciplinary Procedures and Sanctions listed in the Student Handbook, to include Probation, Suspension, or Dismissal.

A student who has tested positive for drug or alcohol may be subject to the Disciplinary Procedures and Sanctions listed in the Student Handbook, including Probation, Suspension, or Dismissal. The Program retains the discretion to determine the level of discipline to be applied and whether a student should be given the opportunity to participate in rehabilitation through a drug and/or alcohol treatment program.

A student may be required to participate in follow-up care as part of a comprehensive drug and/or alcohol treatment program as a condition of continuing their education with the Program or as part of the disciplinary process. Depending on the nature of the conduct that led to the student's required participation in a drug and/or alcohol treatment program, the student may be required to submit to random drug or alcohol screenings for a specified period of time and to meet performance standards that are imposed as a condition of their continuation in the Program.

Rehabilitation: The Program attempts to provide students the opportunity to deal appropriately with drug and alcohol-related problems. Any student who voluntarily requests assistance in dealing with a drug and/or alcohol problem is encouraged to seek professional counseling for an assessment with an accredited alcohol and drug professional and, if appropriate, to enter a treatment program.

Confidentiality: All medical information, including drug or alcohol test results or treatment procedures, will be treated as confidential medical information and will be accessible only to those Program administrators and designated medical and professional persons with a specific need to know.

Technical Standards: Please refer to the College catalog for Diagnostic Medical Sonography Technical Standards: <https://trocaire.edu/wp-content/uploads/2024/04/Technical-Standards-Diagnostic-Medical-Sonography-Program.pdf>. Physical exams are required annually in the Diagnostic Medical Sonography (DMS) Program. All students in the DMS Program must possess the intellectual ability to learn, integrate, analyze, and synthesize data. They must have functional use of the senses of vision, hearing, and equilibrium. Students must have motor function capabilities to meet the demands of sonographic education and the demands of patient care.

The DMS student must possess the following:

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

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

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

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

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

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

Behavioral and Social Attributes: The student must be able to use their intellectual ability and exercise good judgment to complete all responsibilities attendant to obtaining a quality ultrasound study and providing care to patients. The student must be able to develop mature, sensitive, and effective relationships with patients and colleagues. A DMS student must be able to tolerate physical and emotional stress and continue to function effectively. A student must possess qualities of adaptability, flexibility and be able to function in the face of uncertainty. Students must have a high level of compassion for others, motivation to serve, integrity, and a consciousness of social values. A candidate must possess sufficient interpersonal skills to interact positively with people from all levels of society and at all ethnic and religious backgrounds.

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

Any student accepted into a Medical Imaging Program at Trocaire College will be required to meet the technical criteria outlined above. If a student is unable to meet program objectives because of medical restrictions will be required to withdraw from the respective program (see Appeals Process located in the College Catalog - <https://trocaire.edu/academics/academic-resources/>).

Pregnancy Policy

For further information with regard to Title IX and/or Non-Discrimination, please click in the following link: <https://trocaire.edu/title-ix/>

Latex Sensitivity Policy

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

Communicable Disease Policy

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

- a. Obtain a written physician’s release to return to classes and/or clinical without restrictions.
- b. Submit this note to the Clinical Placement Coordinator and/or the Program Director.

Health Insurance Policy

A copy of the student’s health insurance card, if available, must be submitted to the Clinical Placement Coordinator prior to the start of clinical in the first fall semester and must remain current for the duration of the Program. Some clinical sites require students to be insured. The Clinical Placement Coordinator is responsible for verifying student compliance with CPR verification and health insurance documentation.

Clinical Assignment Policy

- a) The Diagnostic Medical Sonography Program shall not mandate from students more than (40) hours in one week. This includes formal classes on campus and clinical assignments.
- b) Diagnostic Medical Sonography students will be assigned a particular Clinical Education Center (CEC) for each semester/session. Requests by students for specific CECs will NOT be entertained, and assignment is solely determined by the program in a nondiscriminatory and equitable manner.
- c) It is the responsibility of the student to provide/arrange transportation to/from each of the sites.
- d) Scheduling accommodations are NOT made for work conflicts, daycare conflicts, etc. Students must make arrangements to be in attendance for clinical assignments during the required times.
- e) Students are not permitted to refuse a clinical site for attendance. The Clinical Placement Coordinator will work with clinical site management to ensure that students are being placed at sites that are conducive to their educational learning.

Behavioral Policy

Expected Behavior at Clinical Site: See SDMS Code of Ethics at:

<https://www.sdms.org/about/who-we-are/code-of-ethics>.

Personal Grooming Policy

The personal appearance and demeanor of Diagnostic Medical Sonography students at Trocaire College reflect both the College and Program standards. Students are expected to be professionally groomed at all times. Students not in compliance with the dress code will not be permitted in the clinical area. Professional grooming incorporates meticulous personal hygiene including (but not limited to) the following:

- Hair will be clean and neat at all times
- Hair longer than shoulder length must be tied back
- Hair pulled to the back of the head at ear level or lower than ear level is professional in appearance
- Shambolic buns or hair piled on top of the head is discouraged
- Hair must not be dyed in unnatural colors (i.e., purple, green, blue, fire engine red, orange, pink, etc.)
- Head coverings must not be loosely wrapped around the neck
- Appropriate colored make-up, applied for daytime, and worn in a simple and professional manner, is acceptable
- Artificial nails are not permitted- Dipped nails are acrylic and not permitted
- Nails must be no longer than ¼ inch above the fingertips
- Colored polish acceptable – Not chipped
- All tattoos must be covered per clinical affiliate
- Facial hair (beards, mustaches, and sideburns) must be neat and well-trimmed
- Eyelash extensions may be no longer than a half inch
- No perfumes, colognes, scented hair gels, or fragrant lotions should be applied prior to or during clinical
- Leave jewelry (necklaces, bracelets, and rings) at home. A wedding band/wedding set and a watch (analog or digital only, no smart watches – i.e., Apple Watch, etc.) may be worn.
- Post-style small earrings may be worn in each ear – no dangling earrings or ornaments larger than a dime, clear gauges only (be prepared to remove jewelry per clinical affiliates request)
- Post-style tiny nose ring is allowed however, be prepared to remove jewelry per clinical affiliates request
- Facial or body piercings should be unnoticeable however, be prepared to remove jewelry per clinical affiliates request

Clinical Dress Code Policy

The clinical dress code policy is as follows:

- All clinical attire must be cleaned, pressed, appropriate, and professional.
- Mandatory black scrub uniform shirts (with Trocaire patch professionally sewn onto the left shoulder – no tape, pins, Velcro, or glue) and black pants.
- Clean solid white, black, or gray tee shirt: long or short-sleeved (no printing visible)
- Optional white, black, or gray warm-up jacket with a Trocaire patch professionally sewn (no tape, pins, Velcro, or glue) on the left shoulder. Warm up jackets not meeting these guidelines will not be allowed.
- Undergarments are to be discreet and not visible at the sleeves or hem.
- White, black, or gray socks must be worn and be high enough to cover above the ankle area.
- White, black, or gray professional shoes (i.e., No slip Crocs, Danskos, sneakers) without open backs, toes, or arch area perforations are acceptable (clogs with heel straps may be worn as long as the strap is utilized to secure the foot in the shoe)
- Pen and pocket notebook
- Trocaire photo ID badge
- Hijab/head scarf: must be of a solid white, black, or gray color. It should be styled away from your chest so that it does not fall forward to your patient. If you must cover your arms with long sleeves, wear an operating room “coat/gown” over your uniform. Another option is to wear a turtleneck and style your hijab off your neck. Please be aware that protocols for covering hijabs/head scarfs may vary at sites if entering sterile areas
- No student is to leave any site wearing or carrying out scrub attire which the facility owns

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

Attendance Policy

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

Academic Attendance

1. See the current College Catalog for Class/Academic Attendance Policies.
2. Each Diagnostic Medical Sonography course may have specific attendance policies. Read each syllabus carefully for details.
3. 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.

Clinical Attendance

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

Clinical Absenteeism Policy:

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

1. Call the clinical affiliate at least 30 minutes prior to site start time and ask to speak with or leave a message for the assigned faculty, instructor, and/or Diagnostic Medical Sonography Supervisor. Text messages will not be accepted as official notification.
2. Call and send an email from your Trocaire account, as means of official communication, to the Clinical Coordinator, and Clinical Instructor at Trocaire.
3. Absences per given course are to be made up according to the clinical time make up policy (for additional information refer to the section "Clinical Makeup Policy").

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

Utilizing Trajecsyst to Clock In/Clock Out for Clinic

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

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

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

Clinical Make Up Policy

Should a student require clinical make up hours, they are responsible for scheduling the time with the adjunct faculty or clinical instructor of the diagnostic medical sonography department at the clinical education center where the absence took place. Written permission must be obtained from the adjunct faculty or clinical instructor in order to verify permission, and this must be submitted to the Clinical Placement Coordinator for approval (See Make up Verification Form in the Forms Section). Make up must be completed at the specific

clinical site where the student was scheduled when the absence(s) occurred. No clinical make up hours will be scheduled during times when the College is officially closed, nor will they be scheduled during weekends, holidays, or evening hours.

1. Fall & Spring Semesters:

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

2. Summer Clinical Component:

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

Holidays

All holidays observed by the College will be honored for clinical and didactic education. Holidays are printed in the academic calendar. For further information please refer to:

<https://trocaire.edu/academics/academic-resources/>. Observance of religious holidays should be brought to the attention of the Clinical Placement Coordinator and Medical Imaging Director for discussion and circumstances will be considered on an individual basis. Approved time off will be in accordance with holiday observance and the student must contact the Clinical Placement Coordinator via email in advance of the holiday for approval of specified date(s).

Bereavement Policy

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

Clinical & Skills Assessment Remediation

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

Progression in The Diagnostic Medical Sonography Program

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

Disciplinary Action Policy

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

Readmission Policy

1. If a Diagnostic Medical Sonography student fails to achieve a grade of "C" or better in any DMS course/clinical/labs, the Diagnostic Medical Sonography Faculty will review the following criteria to determine if a student is eligible for readmission. If a student is not successful in one DMS course/clinical/labs, they are eligible for re-admission. If they are not successful in two or more DMS course/clinical/labs, they are not eligible for readmission to the Diagnostic Medical Sonography Program.
 - a. Academic Performance:
 1. Examinations, quiz grades, homework, and course performance
 2. Attendance
 3. Professionalism/Behavior/Attitude
 - b. Clinical Performance:
 1. Clinical Evaluations
 2. Clinical Anecdotal Records
 3. Clinical Adjunct Faculty Recommendations
 4. Attendance
 5. Mastery Level Competency Sheet
 6. Professionalism/Behavior/Attitude
 - c. DMS Advisor's recommendation
 - d. Achievement in other required programs and core courses
 - e. Adherence to the ASE Code for Code of Ethics
 - f. Program space availability for class/clinic/laboratory
2. The Medical Imaging Director will then notify the student if deemed eligible for readmission to the DMS Program.
3. Readmission is contingent upon the following:
 - a. Completed Request for Readmission forms submitted to the Medical Imaging Director requesting readmission. (See Forms Manual)
 - b. Successful completion of DMS Program Readmission criteria- which would include the following:
 1. Meet with both the Medical Imaging Director and the Clinical Placement Coordinator.
 2. Review of assigned media and completion of a one-page summary of any two.
 3. Successful completion of selected laboratory competencies OR auditing the last clinical course the student completed and demonstrate competency by successfully completing the clinical course requirements.
 4. Setting a meeting schedule with the Medical Imaging Director for the semester that the student is repeating a course to discuss the progress and/or any struggles that the student is encountering.

The timeline for readmission and due dates of the above items will be discussed and set with the student during the meeting with the Medical Imaging Director and Clinical Placement Coordinator. Students failing to complete all of the above requirements will be denied readmission to the program. A student denied

readmission has the right to appeal the decision. A student who desires an appeal should contact the Medical Imaging Director. A student is allowed readmission into the DMS Program only once.

College Grading Policy

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

<https://trocaire.edu/academics/academic-resources/>.

Quality Points	Letter Grade	Letter # Range
4.00/4.00	A+	97–100%
4.00/4.00	A	93–96%
3.67/4.00	A–	90–92%
3.33/4.00	B+	87–89%
3.00/4.00	B	83–86%
2.67/4.00	B–	80–82%
2.33/4.00	C+	77–79%
2.00/4.00	C	73–76%
1.67/4.00	C–	70–72%
1.33/4.00	D+	67–69%
1.00/4.00	D	63–66%
0.67/4.00	D–	60–62%
0.00/4.00	F	< 60%
0.00/4.00	WA	Withdrawal Unsatisfactory Attendance
0.00/4.00	WF	Withdrawal Failing Grade
0.00/4.00	W	Withdrawal (without academic penalty)
0.00/4.00	I	Incomplete
0.00/4.00	IP	In Progress
0.00/4.00	S	Satisfactory
0.00/4.00	U	Unsatisfactory
0.00/4.00	AU	Audit
0.00/4.00	Z	Academic Amnesty

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

Services for Students with Disabilities

Trocaire College offers students with disabilities reasonable academic accommodations and services to enable them to fully participate in the mainstream of the educational process. Students are encouraged to contact the Wellness Center for additional information: <https://trocaire.edu/academics/academic-resources/>.

Responsibilities

Every student has a responsibility to provide documentation from a qualified licensed professional of their disability prior to accommodations. Every student has a responsibility to follow recommendations and established procedures for academic support.

General Guidelines for Documentation

1. Student must make an appointment with the Director of the Wellness Center.
2. The Director of the Wellness Center will conduct an initial intake interview. In this interview, the student will be expected to identify themselves as having a disability and will be asked to provide documentation that includes a diagnosis or an assessment of a disability.
3. If the student has:
 1. No prior documented disability then the student will be referred for appropriate evaluation.
 2. A prior documented disability, the student will be granted provisional accommodations for 30 calendar days until up-to-date documentation is provided. Failure to adhere to the above stated timeframe will result in the suspension of accommodations until the documentation is delivered.

4. After proper documentation has been submitted, please allow at least (5) business days before accommodations are granted.
5. A letter will be given to a student's instructors informing them of the accommodations.
6. Students with ADA accommodations are responsible for making arrangements with their instructor for testing supports.
7. Students must meet with the Director of the Wellness Center at the start of each semester to review/update accommodations. In determining the acceptability of documentation, Trocaire College follows "Best Practices: Disability Documentation to Higher Education," including the "Seven Essential Elements of Quality Disability Documentation." See the website at www.trocaire.edu.

Confidentiality

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

College Safety and Security

Campus Safety and Security at Trocaire College works in conjunction with students, faculty, and staff to ensure their security throughout the campus. Trocaire employs uniformed guards through a private security service. The guards work closely with the Buffalo Police Department. Please refer to the current College Catalog: <https://trocaire.edu/academics/academic-resources/> with regard to campus safety and security. For additional information, contact the Coordinator of Safety and Security Office in room 120.

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.

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 of faculty, staff, administration, and students.

Fire Safety

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

DIAGNOSTIC MEDICAL SONOGRAPHY COURSE/CLASSROOM POLICIES

Testing Policy

1. Examination dates will be noted on class syllabi.
2. If an absence occurs on a test date, the student must present documentation before or on the next scheduled meeting day for that class, explaining that the absence was unavoidable. Acceptable documentation provided to the respective faculty member includes:
 - A medical or legal excuse on official letterhead proof of death of an immediate family member

- Written request for observance of religious obligation
 - Written notification prior to test date of extenuating personal circumstance
3. If proper documentation is submitted, the student will be afforded the opportunity to be provided with an equivalent test, project, paper, or alternate makeup exam.
 4. Without proper documentation, a permanent grade of zero (0) will be recorded for missed assignments, tests, etc. The Medical Imaging Director, in consultation with the faculty member, may make exceptions for extenuating circumstances affecting the student not listed above.
 5. 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.
 6. Computer answer sheets will not be handed back to the student. If the student wants to review their answer sheet, it is the individual's responsibility to arrange an appointment with the instructor.
 7. The examinations will be handed back to the students during a class period for a review of each question. Following the review, exams will be returned to the instructor and maintained in individual student files.
 8. 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 Policy

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

Extra Credit

Student grades are based on criteria explained in the course syllabi. At no time is extra credit given to boost grades in a course.

Academic Dishonesty

Please refer to the College catalog for further information regarding academic dishonesty:

<https://trocaire.edu/academics/academic-resources/>. Academic endeavors demand personal honesty from all participants in order to foster an environment in which optimal learning can take place. Academic integrity is consistent with Trocaire's mission and culture.

Definitions

Academic dishonesty may be defined as:

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

programs/assignments.

- E. Falsifying of one's own or another's records.
- F. Knowingly assisting someone who engages in items A-E above.

Penalties

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

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

Classroom Policy During Test Taking

- All personal belongings are required to be placed in the front of the room, or per Instructor directive.
- This is to include, but is not limited to: books, papers, backpacks, book bags, purses, cell phones, and pagers. No smart watches (i.e. Apple Watch, etc.) are permitted to be worn during testing.
- Cell phones are to be turned off, including vibration mode. Cell phones are not to be used as calculators. No earpieces are to be used.
- Hair should be styled away from the face. No hats or hoods are to be worn during testing.
- Shoes must remain on at all times during testing.
- No food or beverages are allowed during testing.
- Students are not allowed to ask questions of any kind during tests, quizzes, and/or exams unless verifying a typographical error.

Attendance Policy

Attendance is mandatory. Students are expected to attend all regularly scheduled classes. Each instructor will determine the requirements for attendance within specific courses. Any student having absences greater than what is allowed (as noted in the course syllabus) will see a lowering of the final grade or result in administrative withdrawal (WA) due to absence. Specifics for individual courses are stated in the course syllabus.

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

Tardiness Policy

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

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

Late 2 times = 3-point grade drop Ex: (B+) to (B)

Late 3 times = 6-point grade drop Ex: (B+) to (B) to (B-)

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

Cell Phone Policy

Cell phones must be silenced or shut off and out of sight during class/laboratory. Cell phones will not be used as a timepiece or a calculator. Cell phones are not to be on a student’s person while in the clinical education setting. Specifics for each course will be detailed in the course/clinic syllabi.

Dress Code Policy for Class and Laboratory

During the lecture part of classes, students may wear comfortable, appropriate, and presentable clothing. It is expected that outfits will be clean and will not contain any offensive language or pictures.

“Tube tops”, “halter tops”, deep-set necklines, and very short, tight skirts and shorts should not be worn to class. Shirts and blouses must extend to the waistband. Underwear should not be visible above pants that are riding below the hip line. Sunglasses and hats are not to be worn in the classroom.

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

Social Media Policies

The student will respect the policies of confidentiality related to social media. Any statements, pictures, or expressions that could cause harm or injury to an individual or to the school will be considered grounds for dismissal from the program. Recording of the 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 online services such as YouTube, Facebook, etc.

Fraternizing Policy

You are entering a field that requires you to conduct yourself professionally both at the College and your clinical site. Your role is a student, and you must conduct yourself accordingly. Fraternization with the faculty, clinical instructors, technologists, or members of the Diagnostic Medical Sonography Program is strictly prohibited while enrolled in the program. This includes but is not limited to: personal phone calls, texting, going out to eat/drink, “hanging out” after clinical hours, dating, or communicating/friending them on social media networks. The faculty, clinical instructors, clinical facilities staff, and the Diagnostic Medical Sonography Program members are your professional leaders, not your personal friends. Please remember your role as a student and treat the faculty, clinical instructors, technologists, and members of the Diagnostic Medical Sonography Program with respect. These individuals are here to be your instructors and professional mentors in the field, and in order to have fairness and equity for all students, they must be treated professionally.

Personal Electronic Equipment Policy

Students are prohibited from using personal electronic devices (i.e. cell phones, smart watches, or wireless devices) in verbal or text mode for personal use during classroom, laboratory, or clinical. The only acceptable use of such devices is if a student intends to access an application/website to improve patient care, but only after securing permission from the faculty member or clinical instructor. Students are permitted to access electronic devices only for documenting time and completing electronic paperwork. Blue tooth devices are prohibited in classroom, laboratory, or clinical areas at all times. Any use of electronic devices for personal reasons during classroom, laboratory, or clinical areas is a breach of standards of

professionalism and may result in the termination of the student's classroom, laboratory, or clinical learning experience. Personal cell phones and/or pagers may not be worn on the student's person during scheduled clinic hours. Phones may only be used for necessary personal business with the permission of the faculty and clinical instructors only.

Student Work Policy

The clinical component of the program shall be educational in nature, and the student shall not be substituted for paid staff personnel during the clinical component of the program.

Complaint/Grievance Policy

Department/Program Level Complaint Policy:

Any student who feels they have been aggrieved in any manner relating to admissions, academic status, financial aid, or any College level policy should refer to the College Catalog for procedures to seek remedy.

Any student who feels they have received an erroneous grade or evaluation, or has been subjected to a violation or inequitable application of the program policies should pursue the following procedure:

1. If the nature of the complaint involves an individual course or faculty/staff member, the student should first seek an immediate resolution through a discussion with the faculty/staff directly involved in the incident. If the nature of the complaint involves the clinical setting, the student should contact their clinical preceptor and the Clinical Placement Coordinator to discuss the situation and work to resolve the matter. Any corroborating documentation should be provided at this time, whether in the form of medical evidence or physician's documentation, communication between student and faculty/staff, or other supporting data.
2. If the student feels the matter has not been satisfactorily remedied through the actions listed above, the student should request through official means of communication, consideration by the Program Director. An appointment to meet with the Program Director will be scheduled, no more than five business days from request. During this time, the Program Director will consult with the faculty/staff involved to obtain background information about the situation.
3. If no resolution is reached at the Program Director level, the matter will be brought to the Dean of Allied Health.

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

The Diagnostic Medical Sonography Program follows the student appeal process as outlined in the College Catalog. The complete Student Appeal process is published in the College Catalog and is available for review at: <https://trocaire.edu/academics/academic-resources/>.

MEDICAL IMAGING DEPARTMENT CONTINGENCY PLAN

In the event of a catastrophic event that prohibits the normal operation of college business, the Diagnostic Medical Sonography program will follow the protocol outlined below, unless superseded by Trocaire College contingency plan/policy:

Communication: The Program Director will send an email to all students and faculty/staff identifying the nature of the event and instructions for conducting business within reasonable accommodations.

Instruction: If physical presence on campus is not allowable due to health or safety concerns, instruction will be conducted online until a time when a return to campus is possible.

Lab: If permitted by circumstances, students will be allowed on campus for labs in reduced numbers. If conditions bar on-campus labs, alternate solutions will be sought out by the Program Director based on the length of time such activities are not allowed. These could include, but may not be limited to: extension of the program, simulation programs, and make up time once a return is possible.

Clinical: Whenever possible, all efforts will be made to continue to allow students to attend clinical rotations. However, if students are unable to participate in clinical education, alternate solutions will be sought out by the Program Director based on the length of time such activities are not allowed. These could include, but may not be limited to: extension of the program, simulation programs, and make up time once a return is possible.

Critical support services: Faculty and staff will be available to the student via college email to address any questions or concerns and to facilitate the continuation of the educational experience. College-wide support services will be prescribed by the College.

Timeframe: The length of time for which these protocols are implemented will be determined by the nature of the event, the College, and possibly external entities. The Program will make all attempts to return to normal operating practice as soon as possible, keeping in mind the safety of the students and the community. A catastrophic event is defined as any event that could affect student learning and program operations and will be determined by the College, State, or Federal Government.

CLINICAL SITE AFFILIATIONS

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM CLINICAL SITE AFFILIATIONS
Bertrand Chaffee
Brooks Memorial Hospital
Buffalo Endovascular Surgical Associates (BEVSA)
Buffalo General Hospital
Buffalo Medical Group
Buffalo Ultrasound
Buffalo Vascular Care
DeGraff Memorial Hospital
Dent Neurologic Group
Empire OB/GYN
Erie County Medical Center (ECMC)
Great Lakes Medical Imaging
Kenmore Mercy Hospital
Lockport Memorial Hospital
Mercy Hospital, MACC, Med Park
Millard Fillmore Suburban Hospital
Mt. St. Mary's
Niagara Falls Memorial
Niagara Street OB/GYN
OB/GYN of WNY
Oshei Children's Hospital
Roswell Park
Seton Imaging
Sisters Hospital
Southtowns Radiology
St. Joseph's Hospital
Summit Healthplex
Trinity Medical
University at Buffalo Neurosurgery (UBNS)
University at Buffalo Surgeons, Inc. (UB Vascular Lab)
United Memorial Medical Center (UMMC)
Veterans Hospital
Vascular Associates
Windsong Radiology
WNY MRI

Non-Compliance Form



Medical Imaging Department Non-Compliance Form

Student Name: _____

Date: _____

Clinical Site/Preceptor: _____

Session/Course: _____

Category 1	Action to be Taken
<p>Clinical Absence</p> <p>Date: _____ Student Initials: _____</p>	<p><input type="checkbox"/> 1st absence – see below <input type="checkbox"/> 2nd absence – see below <input type="checkbox"/> 3rd absence = WA (administratively withdrawn)</p> <p>2 allowable sick days throughout the semester used in 8-hour increments. All used sick time must be made up during make up week at the end of the semester.</p>
<p>Clinical Tardiness/Leave early (tardiness/departure in excess of 1 hour is considered an absence)</p> <p>Date: _____ Student Initials: _____</p>	<p>1st infraction = written warning 2nd infraction = 2 points deducted from final grade 3rd infraction = 2 points deducted from final grade 4th infraction = elevation to category II – 1st infraction 5th infraction = elevation to category II -2nd infraction 6th infraction = elevation to category II – 3rd infraction</p>
<p>Missed Punches on Trajecsyst</p> <p>Date: _____ Student Initials: _____</p>	<p>1st infraction = written warning 2nd infraction = 2 points deducted from final grade 3rd infraction = 2 points deducted from final grade 4th infraction = elevation to category II – 1st infraction 5th infraction = elevation to category II -2nd infraction 6th infraction = elevation to category II – 3rd infraction</p>
<p>Incorrect/inaccurate geolocation on Trajecsyst</p> <p>Date: _____ Student Initials: _____</p>	<p>1st infraction = written warning 2nd infraction = 2 points deducted from final grade 3rd infraction = 2 points deducted from final grade 4th infraction = elevation to category II – 1st infraction 5th infraction = elevation to category II -2nd infraction 6th infraction = elevation to category II – 3rd infraction</p>
<p>Inappropriate personal appearance and/or personal grooming and/or violation of Dress Code per the Program Policy and Clinical Education Manual.</p> <p>Date: _____ Student Initials: _____</p>	<p>1st infraction = written warning 2nd infraction = 2 points deducted from final grade 3rd infraction = 2 points deducted from final grade 4th infraction = elevation to category II – 1st infraction 5th infraction = elevation to category II -2nd infraction 6th infraction = elevation to category II – 3rd infraction</p> <p>Student may be sent home to correct appearance/grooming. Any absence or time missed will be made up.</p>
<p>Cell Phone Infraction – unapproved use of cell phone during clinical or class.</p> <p>Date: _____ Student Initials: _____</p>	<p>1st infraction = written warning 2nd infraction = 2 points deducted from final grade 3rd infraction = 2 points deducted from final grade 4th infraction = elevation to category II – 1st infraction 5th infraction = elevation to category II -2nd infraction 6th infraction = elevation to category II – 3rd infraction</p>
<p>Absence/Tardiness to any mandatory Medical Imaging Department Meeting</p> <p>Date: _____ Student Initials: _____</p>	<p>1st infraction = written warning 2nd infraction = elevation to category II – 1st infraction 3rd infraction = elevation to category III</p>

✓	Category II	✓	Category III
	Action to be Taken: 1 st infraction = 5 points off final grade 2 nd infraction = 10 points off final grade 3 rd infraction = dismissal from program		Action to be Taken: Dismissal from the program and/or college – in accordance with the Program Policies and Procedures Manual and/or the Trocaire College Handbook
	Failure to notify Clinical Placement Coordinator, Clinical Preceptor and Clinical Site of an absence at least 30 minutes prior to start of clinical shift.		Dismissal from a clinical site.
	Unprofessional/disorderly/disruptive behavior Describe:		Unprofessional/unethical conduct and/or non-compliance with Code of Ethics of ARDMS or ARRT
	Leaving assigned clinical area without permission/notification		Disclosure of confidential information or HIPAA violation
	Failure to be alert/sleeping		Falsification/tampering with clinical documents
	Hindering clinical or instructor flow		Tampering with official Trocaire College documents
	Insubordination, to include, but not limited to repeated negative attitudes, actions and/or responses; refusal to perform ordered exams at expected competency levels; refusal to complete didactic and/or clinical assignments as requested and/or required		Academic Dishonesty to include, but not limited to cheating, plagiarism, furnishing false information, or concealing pertinent information to any college/clinical official or office
	Violation of safety rules/regulations on campus or at a clinical site		Causing dissension between or among other program students, program faculty, clinical officials, and/or clinical staff
	Failure to comply with supervision policy (i.e. direct or indirect supervision)		Assault, abuse or negligence with respect to any person
	Unauthorized or intentional misuse of hospital or college equipment/supplies		Theft of hospital or college property/equipment/documents
	Poor quality patient care and/or comfort		Narcotic and/or other drug infractions
	Improper exam protocol/procedure		Possession of weapon(s)
	Elevation from Category 1 – Describe:		

***Numerous infractions within the length of the program may result in dismissal from the Medical Imaging Program.
(To be determined by Medical Imaging Department Faculty and Staff)**

Student: _____ Date: _____

Faculty/MICPC/Program Director: _____ Date: _____

***Student signature does not imply agreement. Notification and access to this document will be through Trajecsyst.**

SIGNATURE OF ACKNOWLEDGEMENT



DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
Memorandum of Agreement

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

Student Signature: _____

Student Name (printed): _____

Date: _____

Instructor Signature: _____

Instructor Name (printed): _____

Date: _____

Student Signature Page (copy to be kept in Student Portfolio)