



Diagnostic Medical Sonography

**POLICIES & PROCEDURES
STUDENT HANDBOOK
2025-2026**

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PARIS JUNIOR COLLEGE
Diagnostic Medical Sonography
STUDENT HANDBOOK

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

Directions:

1. Read the Student Handbook.
2. Request clarification, amplification, or verification as needed.
3. Sign the required forms located in Section IV during the first week of class.

SECTION I General Information
SECTION II..... Practicum/Clinical Information
SECTION III..... Duties and Responsibilities
SECTION IV..... Forms

Paris Junior College provides equal educational opportunity and does not discriminate on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, and gender identity), age, disability, religion, veteran status, or any other status protected by law in its educational programs, activities, admissions, or employment practices.

FOREWORD

Congratulations on being accepted into the field of Health Science and the career of Sonography. The goal of the Diagnostic Medical Sonography Program at Paris Junior College is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and effective (behavior) learning domains for the **Abdominal Sonography-Extended** concentration.

All students are treated with respect and dignity. Paris Junior College is an equal opportunity institution and does not discriminate on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, age, disability, religion, veteran status, or any other status protected by law in its educational programs, activities, admissions, or employment practices. See website for additional information.

The purpose of this handbook is to outline the topics that are of interest to students enrolled in the program. The Diagnostic Medical Sonography Program prepares students to earn an Associate of Applied Science in Diagnostic Medical Sonography through rigorous classroom and clinical instruction. The duration of the program is five semesters, which includes the necessary pre-requisites. To complete this degree, the student must complete the requirements described in the college catalog.

Provided within this handbook are general guidelines for the program. More specific policies may be found in the current Paris Junior College Catalog, the Paris Junior College Student Handbook, and policies determined by the respective accreditation bodies. In the absence of a specific policy, the program director and/or college administration will decide various issues based on the following guidelines (but not limited to):

- a. Preservation of academic standards
- b. Present and future integrity of the program
- c. The ability of the program to fulfill its goals and objectives.

The Program Faculty and College reserve the right to make changes to assure the quality, quantity, and effectiveness of education. The program may enact new policies or procedures deemed necessary to maintain the above guidelines at any time. Therefore, the material in the handbook is subject to change without prior written notice. However, once changes are made, they will be provided in writing via dragon email and/or Blackboard announcements.

FACULTY AND STAFF

Vice President of Workforce Education	Dr. Michael Erny
Dean of Health Science Occupations	Heather Unruh
Medical Director/Advisor	John Doan M.D.
DMS Program Coordinator	Ashley Flanagan, MS, RDMS, RVT
Interim DMS Program Coordinator	Lauren Jacobs, BAAS, RDMS, RVT
DMS Clinical Coordinator	Tiana Reaves, RDMS
Adjunct	Hector Martinez, RDMS
Adjunct	Meaghan Brunskill, RDMS, RVT
Adjunct	Peyton Virgel, ARRT (S)
Adjunct	Mary "Tate" Power, RDMS

IMPORTANT PHONE NUMBERS AND EMAIL ADDRESSES

Ashley Flanagan	903-782-0250	aflanagan@parisjc.edu
Tiana Reaves	903-782-0494	treaves@parisjc.edu
Lauren Jacobs	903-782-0734	ljacobs@parisjc.edu
Admissions	903-782-0425	
Counseling	903-782-0426	
Financial Aid	903-782-0429	
Library	903-782-0415	
Student Services	903-782-0211	



Paris Junior College
DIAGNOSTIC MEDICAL SONOGRAPHY

Section I

GENERAL INFORMATION

ACCREDITATION AND ORGANIZATIONS

COLLEGE ACCREDITATION

Paris Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Paris Junior College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

PROGRAM ACCREDITATION

The Diagnostic Medical Sonography Program at PJC has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). This step in the process is neither a status of accreditation nor a guarantee that accreditation will be granted.

CREDENTIALING ORGANIZATIONS

- American Registry of Radiologic Technologists (ARRT) www.arrt.org
- American Registry for Diagnostic Medical Sonography (ARDMS) www.ardms.org

The Paris Junior College Diagnostic Medical Sonography program is not currently accredited. Graduates of the program can earn their Sonography credential through the American Registry of Radiologic Technologists (ARRT) or American Registry for Diagnostic Medical Sonography (ARDMS). Without programmatic accreditation, graduates must first pass the ARRT Sonography credentialing exam before becoming eligible to attempt an ARDMS specialty exam. A student may be eligible immediately upon graduation if they meet one of the ARDMS examination prerequisites.

<https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/9d7ce23e-db1f-4e3c-9775-5e8cd0042e0c/Sonography%20Examination%20Content%20Specifications%202024.pdf>

<https://www.ardms.org/wp-content/uploads/pdf/ARDMS-General-Prerequisites.pdf>

PROFESSIONAL ORGANIZATIONS

Several professional organizations for Diagnostic Medical Sonographers exist to actively work for the advancement of the profession and for continued recognition of quality patient care. Students are encouraged to become active members in professional societies. Popular organizations

include:

NATIONAL ORGANIZATIONS

- The Society of Diagnostic Medical Sonography (SDMS) www.sdms.org
- The American Institute of Ultrasound in Medicine (AIUM) www.aium.org

PARIS JUNIOR COLLEGE’S VISION, MISSION AND VALUES

Vision

Paris Junior College sets the standard for excellence in education and community impact, where every student succeeds and where every partnership strengthens our region.

Mission

Through a culture of excellence and student support, Paris Junior College delivers affordable, high-quality education and workforce training that transforms lives, builds meaningful careers, and empowers students and communities to thrive.

Core Values

At Paris Junior College, we are defined by six core values that guide our work and inspire our future.

Together, we can...

- act with **Integrity**, demonstrating honesty, accountability, and transparency in all we do.
- be **Mission-Driven**, placing student success at the heart of our work, empowering every student to achieve their goals and realize their potential.
- build strong **Partnerships**, strengthening our community by cultivating collaboration and mutual respect.
- strive for **Achievement**, committing to the highest standards of excellence in education, leadership, and service.
- embrace **Creativity**, fostering innovation and adaptability in a constantly changing world.
- foster **Trust**, building a culture of support and belonging where everyone contributes to shared success.

Together, we can make an IMPACT – creating a vibrant community rooted in these core values, where every individual thrives and contributes to our collective future.

Diagnostic Medical Sonography Program

Your classes at Paris Junior College are planned and designed to provide the absolute best educational opportunities possible. Each class fulfills specific requirements or goals established by Paris Junior College, The Texas Higher Education Coordinating Board, the various instructional programs on campus, and your instructors. By meeting these requirements, your classes offer you a chance to obtain the educational objectives of your choice.

PROGRAM MISSION STATEMENT

Paris Junior College's Diagnostic Medical Sonography Program is to provide quality education and develop professional entry level skilled sonographers in the field of diagnostic medical sonography and assist them in understanding the importance of their role on the allied health care team as they contribute to total patient care.

PROGRAM GOALS

To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the **Abdominal Sonography-Extended** concentration.

1. Qualified applicants will be admitted according to the admissions policy each spring.
2. The attrition rate of the Diagnostic Medical Sonography program will not exceed 30%.
3. At least 75% of graduates will be employed in the field of diagnostic medical sonography or continuing their education within 6 months of graduation.
4. Graduates will maintain at least a 60% pass rate on ARRT and/or ARDMS exams.
5. At least 50% of returned Graduate Surveys will express overall satisfaction with their program with a composite score of 3 or greater on a 5-point scale.
6. At least 50% of Employer Surveys will express overall satisfaction with Paris Junior College graduates as their employees with a composite score of 3 or greater on a 5-point scale.
7. The graduates of the Diagnostic Medical Sonography Program will be encouraged to continue lifelong learning and professional development activities measured by maintaining their credentials, attending continuing education seminars, and pursuing higher academic degrees.

SCOPE OF PRACTICE

Applicants for registration shall commit to performing the duties of a diagnostic medical sonographer solely under the supervision of a qualified physician or sonographer. Under no circumstances shall they provide oral or written diagnoses or operate independently, whether in private practice settings or institutional departments. Students shall restrict their practice to the

scope defined by approved practicum objectives.

For the purposes of this regulation, a “duly qualified physician or sonographer” is defined as an individual who has demonstrated appropriate education and clinical training in ultrasonography techniques and their clinical applications.

The Practicum Affiliate Facilities reserve the right to remove students from their facility if such students are deemed undesirable or unacceptable in accordance with the facilities’ established protocols and professional standards. (Refer to the Dismissal Policy)

EDUCATIONAL OUTCOMES

Graduates of the Paris Junior College Diagnostic Medical Sonography Program earn an Associate of Applied Science (AAS) in Diagnostic Medical Sonography and are then eligible to take the sonography credentialing exam given by the American Registry of Radiologic Technologists (ARRT).

The anticipated goals and educational outcomes of the associate degree in Diagnostic Medical Sonography include:

- To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of diagnostic medical sonography practice as performed by diagnostic medical sonographers.
- Manage patient care utilizing resources within the healthcare setting.
- Work as a member of the healthcare team in a wide variety of clinical settings to evaluate and document sonographic findings.
- Assume the role of the member of the profession of Diagnostic Medical Sonography within its legal and ethical framework (refer to SDMS Code of Ethics for the Profession of Diagnostic Medical Sonography)

STUDENT LEARNING OUTCOMES

1. Demonstrate knowledge and application of ergonomic techniques.
2. Demonstrate knowledge and application of types and methods of infection control.
3. Demonstrate knowledge and application of patient care.
4. Demonstrate knowledge of the roles and responsibilities of healthcare professions to effectively communicate and collaborate in the healthcare environment.
5. Demonstrate knowledge of medical ethics and law.
6. Demonstrate knowledge of medical and sonographic terminology.
7. Obtain, evaluate, document, and communicate relevant information related to sonographic examinations.

8. Identify and evaluate anatomic structures.
9. Demonstrate knowledge of disease processes with application to sonographic and Doppler patterns.
10. Demonstrate knowledge and application of image production and optimization.
11. Demonstrate knowledge and application of biological effects.
12. Demonstrate knowledge of quality control and improvement programs.
13. Demonstrate awareness of resources for professional development.
14. Demonstrate achievement of clinical competency through the performance of the requirements to provide quality patient care and optimal examination outcome.

PROGRAM OUTCOMES

1. Students will select appropriate technical factors.
2. Students will demonstrate effective oral communication skills with staff, preceptors & patients.
3. Students will demonstrate effective written communication skills.
4. Students will demonstrate professionalism in clinical situations.
5. Students will demonstrate exemplary customer service.
6. Students will evaluate sonographically images effectively.

GOALS AND OBJECTIVES

The goal of this Program is to educate and develop skilled technologists in the field of Diagnostic Medical Sonography and to assist them in understanding the importance of their role on the allied health care team as they contribute to total patient care. The total program consists of a plan to prepare the potential technologists in a five-semester sequence to obtain an associate in applied science degree. Upon successful completion of the program, the students are eligible to apply for the ARRT Sonography examination, once student successfully passes ARRT exam or has one year of work experience student can attempt the American Registry for Diagnostic Medical Sonographers (ARDMS) exam.

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

The Paris Junior College Diagnostic Medical Sonography Program has adopted the following specific objectives.

1. Demonstration of practical application in the professional and technical aspects of patient care related to medical sonography.
2. Skills in demonstrating respect for interpersonal relationships, including moral and

ethical responsibilities to increase effective communication and empathy for the patient.

3. Provision for an understanding of the goals, philosophies and organization of the sonography and affiliate diagnostic sonography departments; and an appreciation of the career in medical sonography through knowledge of medical history, as well as the evolution of sonographic technology and its professional organizations.
4. Proficiency in comprehending the principles of the various modalities of imaging available to the profession. Recognizing the common factors in the production of a sonographic image regardless of the imaging system used.
5. Ability to maintain and/or troubleshoot malfunctions in processing systems, evaluate sonograms for the presence of artifacts and correct or compensate for the cause.
6. Proficiency in applying the principles of structure and function within the human body. Comprehensive study of physiology of various systems. Ability to correlate the anatomy from a sectional standpoint.
7. Ability to comprehend medical terminology, follow directions, and communicate effectively with others.
8. An understanding of disease entities and their influence on sonographic techniques, enabling the student to produce optimum diagnostic sonograms and ensure effective care for the patient.
9. Familiarization with routine sonographic procedures and supplementary techniques such as radiology, conventional tomography, computerized axial tomography, angiography, nuclear medicine, radiation therapy, and magnetic resonance imaging.
10. Assure that both Clinical and didactic education relate to practice needs, prepare competent and humane sonographers, and foster mutual appreciation and collaboration among the health professions.
11. Competence in cardiopulmonary resuscitation.
12. To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

SCANS SKILLS COMPETENCIES

The Secretary's Commission on Achieving Necessary Skills

Statement of Workplace and Foundation Competencies

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

Common Workplace Competencies

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

Foundation Skills

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

In response to concerns expressed by employers regarding students' readiness in critical thinking, information analysis, logical argumentation, and teamwork, the Secretary of the United States Department of Labor has mandated the integration of these essential skills and specific competencies into all program curricula.

Employment opportunities will increasingly rely on individuals who are adept at applying their knowledge effectively. High-paying, unskilled positions are becoming scarce. It is essential for today's workforce to possess foundational skills and competencies relevant to the workplace.

Students are expected to engage in critical thinking, logical reasoning, and evaluation throughout this program. The Diagnostic Medical Sonography Program emphasizes comprehensive understanding over simple memorization techniques. The curriculum is structured to help you develop the skills outlined in the accompanying documents. The program faculty is committed to upholding the highest educational standards for students.

The professional diagnostic medical sonographer performs the following:

- Obtains, reviews, and integrates pertinent patient history and support clinical data to facilitate optimum diagnostic results.
- Performs appropriate procedures and records anatomic, pathological, and/or physiological data for interpretation by a physician.
- Records, analyzes, and processes diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.

- Exercises discretion and judgment in the performance of sonographic and/or related diagnostic services.
- Demonstrates appropriate communication skills with patients and colleagues.
- Acts in a professional and ethical manner.
- Facilitates communication and education to elicit patient cooperation and understanding of expectations and responds to questions regarding the sonographic examination.

TECHNICAL STANDARDS

These standards will be utilized by the Diagnostic Medical Sonography Program in conjunction with the professional scope of practice, job analysis, additional resources, and expert consultation to assess a student's ability to perform the essential functions required for successful practice in Sonography.

All technical standards may be met with or without reasonable accommodation unless doing so would fundamentally alter the program or pose a direct threat to the health or safety of the student or others.

Technical standards refer to a student's ability to fulfill the fundamental requirements necessary for employment in the Sonography field or participation in the DMS program. These standards encompass all nonacademic criteria and are based on tasks performed by a sonographer. They also inform students about the physical demands associated with the program and the profession. This requirement aligns with the standards established by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

All students enrolled in the DMS program must demonstrate the necessary abilities to acquire the skills essential for professional practice in Sonography.

Students may be dismissed from the program if objective skill assessments indicate they are unable to meet these essential abilities, even with reasonable accommodation.

If a prospective student is unable to meet the specified "Functional Abilities/Core Performance Standards," the Diagnostic Medical Sonography Program, in consultation with an advisor from the Accommodations at Paris Junior College, will evaluate on a case-by-case basis whether reasonable accommodations can be made to enable the student to meet these standards and continue in the program.

Communication Skills

- Adequate hearing to assess patient needs and recognize equipment signals.
- Effective verbal communication skills to instruct patients and their companions on

sonographic procedures and to obtain a comprehensive health history.

- Ability to communicate clearly and appropriately, both verbally and nonverbally, with patients and healthcare professionals to explain procedures, provide instructions, and exchange information.
- Ability to comprehend verbal instructions and assess patient needs effectively.
- Ability to hear, understand, and respond promptly to verbal instructions and patient concerns, including alarms, codes, and patient calls.

Visual Acuity

- Ability to distinguish sixteen shades of gray on the grayscale.
- Ability to differentiate colors such as green, blue, black, red, and yellow on the color bar.
- Sufficient vision to observe patients, operate sonographic equipment, and evaluate image quality.
- Ability to view and analyze recorded images to ensure proper protocol adherence, procedural sequencing, image quality, and identification of pathophysiology.

Physical Abilities

- Adequate gross motor coordination to exert occasionally up to twenty pounds of force, frequently ten pounds, and constantly to move objects as needed.
- Fine motor coordination to manage a transducer and input data simultaneously on a sonographic control panel.
- Must be able to perform clinical duties for the duration of assigned shifts (may include prolonged standing).
- Use hands, wrists, and shoulders as required for sustained arm positions essential for scanning and fine motor tasks.
- Must be able to safely assist with patient transfers.
- Ability to assist with transferring patients from wheelchairs or stretchers to examination tables and position them properly for procedures.
- Routine pushing, pulling, bending, and stooping to adjust equipment and conduct examinations.
- Senses (vision, hearing, touch) to interpret sonograms accurately, including color distinctions, recognize audible cues, perform eye/hand coordination, and detect changes in patient condition.
- Ability to work in a semi-darkened environment for extended periods.
- Physical capability to perform all duties required of a sonographer and provide quality patient care.

Environmental Requirements

Work may involve exposure to risks or discomforts requiring safety precautions, including working with sharps (needles, scalpels, etc.), chemicals, and infectious materials. Use of personal protective equipment such as masks, goggles, and gloves may be necessary.

Intellectual Abilities

- Ability to systematically perform sonographic procedures accurately according to established protocols.
- Effectively follow instructions and collaborate with healthcare team members.
- Use problem-solving skills to enhance patient care and attain optimal diagnostic results.
- Good judgment to assess patient situations, interpret conditions, and determine appropriate actions.
- Use of sensory functions (vision, hearing, touch, smell) to make accurate clinical judgments demonstrating competence in sonography and patient management.
- Ability to analyze, measure, calculate, synthesize, and evaluate information to ensure safe and effective practice.

Emotional Competencies

- Provide reassurance and emotional support to patients during sonographic procedures.
- Interact with compassion and professionalism with patients who are ill or injured.
- Manage stressful situations related to technical procedures and patient care effectively.
- Adapt to changing environments and prioritize tasks efficiently.
- Present a professional image at all times.
- Demonstrate compassion, integrity, motivation to serve, and awareness of social values.
- Engage positively with individuals from diverse backgrounds, including different ethnicities and religions.
- Maintaining emotional resilience and mental health is necessary to perform duties safely and competently, in accordance with professional standards.

DISABILITY SUPPORT SERVICES/SPECIAL POPULATIONS

Services for students with disabilities are coordinated by the Advising & Counseling Center. The institution is committed to assisting qualified students as completely as possible. Services include the arrangement of accommodation and services to allow equal access to education opportunities for students with disabilities.

The college will provide reasonable accommodation for qualified students with documented

disabilities who have been admitted to the college and have requested accommodation. Students may request services by providing appropriate documentation of a disability and completing a Request for Accommodations form with the ADA office.

To provide appropriate planning and scheduling, students should submit requests for most accommodation at least two weeks before accommodation is needed. However, for scheduling interpreters, available modified equipment, enlarged textbooks, scribes, or electronic books, students must make the request six weeks in advance of the need.

Students with disabilities are encouraged to contact a counselor or advisor from the Advising & Counseling Center by calling 903-782-0426 (Paris Campus), 903-454-9333 (Greenville Center), or 903-885-1232 (Sulphur Springs Center) to arrange an appointment to begin the process.

STUDENT SERVICES

Paris Junior College offers the students a wide variety of special services to make their college experiences worthwhile and rewarding. The faculty and staff are personally involved and feel responsibility, along with the students, for student success or failure. This philosophy of accountability places emphasis on each individual (faculty and student) and challenges them to do his/her best toward giving students their moral right – the right to have the best education possible.

The following is a list of student services available at Paris Junior College. Further information may be found in the Paris Junior College Student Handbook.

- Housing: phone# 903-782-0433
- Food Service/Meal Plans: phone# 903-782-0232
- Campus Parking/Campus Police/Security: phone# 903-782-0399
- Business Office: phone# 903-782-0232
- Learning Center: phone# 903-782-0415
- Learn Skills: phone# 903-782-0414.
- Continuing Education: phone# 903-782-0447
- Emergency Medical Services: dial 911
- Financial Aid: phone# 903-782-0429
- Student Life/Activities/Recreation Room: phone# 903-782-0402
- Student Development Center: phone# 903-782-0426
 - Counseling
 - Career Planning
 - Testing Services
 - Services for Students with Disabilities

- Peer Mentoring/Tutoring
- Transfer Services/International Student Advising/Admissions

LIBRARY SERVICES

The PJC library located in the Rheudasil Learning Center on the main campus.

TUITION

The tuition for the program will follow the Paris Junior College schedule and is due at the beginning of each semester. Students enrolled in semester credit hour courses who officially withdraw, the refund schedule is listed on the PJC website.

ROOM AND BOARD

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

TRANSPORTATION

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

CPR CERTIFICATION

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

TITLE IX – SEX DISCRIMINATION, SEXUAL MISCONDUCT, AND PREGNANCY PROTECTIONS

Paris Junior College complies with Title IX of the Education Amendments of 1972 and its implementing regulations. Title IX prohibits discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, and discrimination related to pregnancy or related conditions.

Title IX applies to off-campus clinical sites when part of an educational program.

Reports may be made in person, by email, or through the online reporting system. Reports may be made regardless of whether a formal complaint is filed.

Supportive measures are available to students regardless of whether a formal complaint is filed and are designed to restore or preserve equal access to educational programs.

Retaliation against any individual for reporting or participating in a Title IX process is prohibited.

Inquiries regarding nondiscrimination policies, including Title IX, Section 504, and Age Discrimination Compliance, should be directed to:

Title IX Coordinator

- Melanie Hatcher
- Ex. Director of Human Resources
- 2400 Clarksville Street Paris, TX
- Telephone: 903-782-0483
- Email: mhatcher@parisjc.edu

Section 504 / ADA Coordinator

- Ansley Hoskins
- Student Success Coach / ADA (Section 504) Coordinator
- 2400 Clarksville Street Paris, TX 75460
- Phone: 903 782 0281
- Email: ahoskins@parisjc.edu

PREGNANCY

Students are not required to disclose pregnancy. Students who voluntarily disclose pregnancy or related conditions will be offered reasonable academic and clinical adjustments consistent with Title IX. Any academic or clinical adjustments, including temporary alternative assignments or modified schedules, will be determined through an individualized, interactive process. Medical documentation may be requested only to the extent permitted by law.

Mandatory post-partum timelines will not be imposed. Return-to-participation decisions will be based on the student's request and appropriate medical documentation.

Banking clinical hours is voluntary and based on the students' request so they may have a maximum of four (4) weeks of absences from clinical education after birth.

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

COMMUNICABLE DISEASE POLICY

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

When a student is identified as being infected with any Bloodborne Pathogens of the following communicable diseases the following steps are to be taken to ensure the health of the PJC community and the patients with whom the student would be in contact. This policy is designated to protect the infected student. The list below is not necessarily all inclusive: Hepatitis B, leprosy, measles, mumps, rubella, meningitis, tuberculosis, typhoid, chicken pox, shingles, poliomyelitis, and venereal disease.

1. The student must notify the program coordinator in writing of the contracted disease and his or her physician's name and phone number. The student will not attend classes or clinical education.
2. The program coordinator or clinical coordinator will contact the public health officials or literature for guidance as to protocol concerning the disease.
3. The program coordinator will contact the student as to when the student may return to campus or clinical education.
4. The student will supply the program coordinator documentation from a physician stating that he or she may return to campus and clinical education.

(Please sign Communicable Disease Policy in Section IV)

BLOODBORNE PATHOGENS

Protecting students from exposure to bloodborne pathogens (BBPs) during laboratory activities, clinical rotations, and any situations involving contact with blood or other potentially infectious materials (OPIM) is a priority. This policy highlights the importance of personal protective equipment (PPE) and ensures students are familiar with appropriate procedures in the event of exposure.

In cases where a student is diagnosed with a bloodborne pathogen, specific steps will be implemented to protect the health and safety of the Paris Junior College community, clinical partners, and patients. These procedures are also designed to protect the privacy and rights of the affected student.

Bloodborne pathogens of concern include, but are not limited to:

- Hepatitis B Virus (HBV)
- Human Immunodeficiency Virus (HIV)

Use of PPE is mandatory whenever there is a risk of contact with blood or OPIM.

Required PPE may include:

- Disposable gloves
- Protective gowns or lab coats
- Masks
- Eye protection (goggles or face shields)
- CPR barrier devices

Safe Work Practices for Sonography Students

- Treat all blood and OPIM as potentially infectious.
- Maintain a clean and organized scanning environment.
- Use barriers such as probe covers and drapes when appropriate.
- Avoid eating, drinking, or applying cosmetics in clinical or laboratory areas.
- Clean and disinfect ultrasound equipment following manufacturer and facility guidelines.

Exposure Response Procedures

Students should be prepared to respond promptly and appropriately if an exposure occurs.

Step 1: Immediate First Aid

- Skin exposure: Wash thoroughly with soap and water.
- Eye, nose, or mouth exposure: Rinse with water or saline for at least 15 minutes.
- Needlestick or sharps injury: Wash with soap and water; do not squeeze the wound.

Step 2: Notify Appropriate Personnel

- Inform your clinical instructor or preceptor immediately.
- Contact the PJC DMS Program Coordinator or designated faculty member as soon as possible.

Step 3: Document the Incident

A written report should include:

- Date, time, and location of the incident.
- Description of the event
- Type of exposure
- PPE worn at the time.
- Actions taken.

Step 4: Medical Evaluation

Students will be directed to an appropriate healthcare provider or facility for:

- Risk assessment
- Optional testing

Step 5: Follow Post-Exposure Instructions

Students are expected to adhere to medical recommendations and complete all follow-up appointments as required.

(Please sign Blood Borne Pathogens Policy in Section IV)

INTRODUCTION AND STANDARDS

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

EDUCATION REQUIREMENTS

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

CORE CURRICULUM REQUIREMENTS

The Southern Association of Colleges and Schools and the Texas Higher Education Coordinating Board affirm Paris Junior College's long-standing commitment in offering broad based general education core courses. Each course specifically addresses the following core curriculum competencies:

Reading:

Students should be able to identify and comprehend the main subordinate ideas in written work and draw reasonable conclusions from information found in various sources and defend one's conclusions rationally.

Writing:

Students should be able to use the English language grammatically, clearly, precisely, and economically.

Mathematics:

Students should be able to perform, with accuracy, the computations of addition, subtraction, multiplication, and division.

Critical Thinking: Students should be able to organize and analyze ideas and data using logical methods.

SCHOLASTIC HONESTY

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

SCHOLASTIC/ACADEMIC DISHONESTY

Scholastic dishonesty includes but is not limited to:

1. cheating, any act that gains or attempts to gain an unfair advantage in an academic setting.
2. plagiarism, using someone else's words or ideas without referencing the source.
3. collusion, unauthorized cooperation between individuals that results (or potentially results) in giving an unfair advantage in an academic setting.
4. Falsifying academic records
5. discussing the contents of an examination with another student or in hearing range of another student who will take the examination.
6. or any act designed to give or take unfair advantage of a student.
7. misrepresenting fact to the College or College official.

Any student who is scholastically dishonest is subject to discipline, including program dismissal.

A student discovered by the instructor in the act of scholastic dishonesty will be counseled by the instructor and/or program coordinator and **may be dismissed** from the program. Upon dismissal the student will receive an 'F' in **all** DMS courses and may be ineligible for re-admission into the DMS program.

UNETHICAL PRACTICE AND UNPROFESSIONAL CONDUCT

Upon enrolling in the DMS Program, the student assumes an obligation to conduct academic

affairs in a manner compatible with the standards of academic honesty (abstaining from cheating, plagiarism, falsifying documents, unprofessional conduct, breach of confidentiality, etc.) established by the College and clinical affiliates. If the student neglects or ignores this obligation, it is understood that the student will be subject to disciplinary action up to and including dismissal. Students will sign one copy of this Honor Code and return to the department chair. This copy will be placed in the student file.

LENGTH OF THE PROGRAM

The Diagnostic Medical Sonography Program at Paris Junior College spans twenty-two months and includes four semesters, following acceptance into the program.

Completion of all prerequisite courses is mandatory prior to acceptance into the program. A new cohort will start each Spring semester, followed by consecutive semesters, including Summer Long, Fall, and Spring. It has an integrated simple to complex design with sixty semester hours. All Diagnostic Medical Sonography didactic courses are conducted exclusively on the Paris campus, in accordance with a regular schedule.

CURRICULUM OVERVIEW

Prerequisites-18 SCH

- MATH 1314 College Algebra
- BIOL 2401 Anatomy & Physiology I
- BIOL 2402 Anatomy & Physiology II
- PHYS 1405 Elementary Physics I
- ENGL 1301 Composition I

FRIST YEAR

First Semester-Spring 12 SCH

- DMSO 1110 Introduction to Sonography
- DMSO 1260 Clinical I
- DMSO 1302 Basic Ultrasound Physics
- DMSO 1341 Abdominopelvic Sonography
- *PSYC 2314 Lifespan Growth & Development

Second Semester-Summer-11 SCH

- DMSO 2305 Sonography of Obstetrics/Gynecology
- DMSO 1261 Clinical II
- DMSO 2351 Doppler Physics
- DMSO 2353 Sonography of Superficial Structures

Third Semester-Fall-12 SCH

- DMSO 2362 Clinical III
- DMSO 1342 Intermediate Ultrasound Physics
- DMSO 2342 Sonography of High-Risk Obstetrics
- DMSO 2341 Sonography of Abdominopelvic Pathology

SECOND YEAR

Fourth Semester-Spring-7 SCH

- DMSO 2366 Clinical
- DMSO 2130 Advanced Ultrasound and Review
- 3 SCH Fine Arts Elective

Prerequisite Course Descriptions

BIOL 2401, BIOL 2402, ENGL 1301, Fine Arts, Social Behavioral, Science course, catalog descriptions are in the Paris Junior College Catalog.

CORE COURSE DESCRIPTION AND OUTCOMES

FIRST YEAR

1ST Semester-SPRING

DMSO 1110 Introduction to Sonography

Course Description: An introduction to the profession of sonography, the education and role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession.

Learning Outcomes: Describe the historical development of ultrasound and related professional organizations; identify registry and lab accreditation requirements and process; discuss clinical practice guidelines for sonographers; define medical terms; and explain medical, legal, and ethical aspects of the profession.

DMSO 1260 Clinical -Diagnostic Medical Sonography/Sonographer and Ultrasound Technician

Course Description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Learning Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

DMSO 1302 Basic Ultrasound Physics

Course Description: Foundations of acoustic physics and acoustic waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams.

Learning Outcomes: Describe the interaction of sound and soft tissues; explain sound production and propagation; and summarize the basic principles and techniques of ultrasound.

DMSO 1341 Abdominopelvic Sonography

Course Description: Normal anatomy and physiology of abdominal and pelvic cavities as related to laboratory data, scanning techniques, transducer selection, and scanning protocols.

Learning Outcomes: Identify the sonographic appearances of normal abdominal and pelvic structures; explain physiology of abdominal and pelvic organs; and describe ergonomic scanning techniques according to standard protocol guidelines.

2nd Semester-SUMMER

DMSO 2305 Sonography of Obstetrics/Gynecology

Course Description: Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

Learning Outcomes: Identify the sonographic appearances of normal and abnormal female pelvis; identify normal and abnormal obstetrical findings; demonstrate ergonomic scanning techniques using standard protocols; and evaluate patient history and laboratory data as it relates to sonography.

DMSO 1261 Clinical- Diagnostic Medical Sonography/Sonographer and Ultrasound Technician

Course Description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Learning Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

DMSO 2351 Doppler Physics

Course Description: Doppler and hemodynamic principles relating to cardiovascular imaging and testing.

Learning Outcomes: Describe Doppler and hemodynamic principles; identify instrument options and transducer selection; interpret methods of Doppler flow analysis; differentiate common image artifacts; and describe potential bioeffects.

DMSO 2353 Sonography of Superficial Structures

Course Description: Detailed study of normal and pathological superficial structures as related to patient history, laboratory data, and scanning techniques and protocols.

Learning Outcomes: Identify sonographic appearance of normal and abnormal superficial structures; demonstrate ergonomic scanning techniques using standard protocol guidelines; and evaluate patient history and laboratory data as it relates to superficial structures.

3rd Semester-FALL

DMSO 2362 Clinical-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician

Course Description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Learning Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

DMSO 1342 Intermediate Ultrasound Physics

Course Description: Study of the interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. May introduce methods of Doppler flow analysis.

Learning Outcomes: Describe pulse-echo principles and actions; identify instrument options and transducer selection; identify common image artifacts; and describe potential bioeffects.

DMSO 2342 Sonography of High-Risk Obstetrics

Course Description: Maternal disease, pregnancy complications, and fetal abnormalities. Includes scanning techniques and protocols, patient history, and laboratory data.

Learning Outcomes: Differentiate normal and abnormal fetal and maternal structures; evaluate patient history and laboratory data as it relates to ultrasound.

DMSO 2341 Sonography of Abdominopelvic Pathology

Course Description: Differentiate normal and abnormal fetal and maternal structures; evaluate patient history and laboratory data as it relates to ultrasound.

Learning Outcomes: Identify abnormal abdominal and pelvic structures; identify scanning techniques using standard protocol guidelines; and evaluate patient history, other imaging modalities, and laboratory data as it relates to abdominopelvic pathology.

SECOND YEAR

4th Semester-SPRING

DMSO 2366 Clinical (or Field Experience)- Diagnostic Medical Sonography/Sonographer and Ultrasound Technician

Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Learning Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

DMSO 2130 Advanced Ultrasound and Review

Course Description: Preparation for medical sonography credentialing exams. Advanced medical sonography topics such as professional development and evolving sonographic applications and practices.

Learning Outcomes: End-of-Course Outcomes: Apply problem solving and critical thinking skills in the context of professional transition; and demonstrate registry preparedness.

ADMISSION CRITERIA

ADMISSION SELCTION CRITERIA AND ASSIGNED POINTS

<u>Point criteria</u>	<u>Possible points.</u>
<p>1. <u>Prerequisite courses</u></p> <p>All prerequisite courses must be completed with a grade of “C” or better. GPA of 3.0 for prerequisites is recommended. Points are awarded for each course completed.</p> <p>A= 4 points, B=2 points, C=1 point</p> <p>Prerequisite courses BIOL 2401 BIOL 2402 ENGL 1301 MATH 1314 PHYS 1405 (or approved substitute)</p>	(20)
<p>2. <u>GPA-Prerequisite courses</u></p> <p>2.50-2.99 = 1 point 3.0-3.49 = 2 points 3.5-4.0 = 4 points</p>	(4)
<p>3. <u>Points awarded for highest previous degree</u></p> <p>Master = 6 points, Bachelor = 4 points, Associate = 2 points</p>	(6)
<p>4. <u>Points for prior medical work experience with patient care</u></p> <p>Proof of experience is required: 1 point per year of experience with a maximum of 5 points allowed.</p>	(5)
<p>5. <u>HESI A2 Assessment test scores</u></p> <p>Points are awarded based on the <u>average scores</u> from the Reading, Math, A&P, Grammar, and Vocabulary sections. Only applications that demonstrate a score of 70 or above in the Reading and Math sections will be considered. This exam can be taken more than once. This requirement is waived for previous degrees awarded by Regionally accredited institutions with maximum points awarded.</p> <p>100-90 = 5 points 89-80 = 3 points 79-70 = 2 points</p>	(5)
<p>6. <u>Job Shadow is Highly RECOMMENDED but not required.</u></p>	

- **Job Shadow interview questions and candidates' responses. (10)**

7. Personal Interview (50)

Interviews will be scored and applicants will be contacted via USPS mail by November 30th.

8. Final ranking process

- Number of points based on these sections:
 - Pre-req courses (maximum of 20 points)
 - Prerequisite GPA (maximum of 4 points)
 - Highest degree earned (maximum of 6 points)
 - Work experience (maximum of 5 points)
 - Average of HESI-A2 scores (maximum of 5 points)
 - Job shadow forms (maximum of 10 points)
- Personal interview Score (maximum of 50 points)

The applications with the highest cumulative points will be accepted each Fall semester. Alternates will be accepted on a stand-by basis. The number of selected applicants is subject to change with each cohort.

STUDENT WITHDRAWAL

A student may withdrawal from a Diagnostic Medical Sonography course by using the procedure outlined in the Paris Junior College website following counsel with his/her instructors and the Program Coordinator. After withdrawing from a Diagnostic Medical Sonography course, a student must reapply for admission to the Diagnostic Medical Sonography Program in order to enroll in any subsequent Diagnostic Medical Sonography course. (See Readmission Policy) The student must initiate the withdrawal procedure with the instructor prior to the withdrawal date, or a grade of "F" will be recorded for the total semester hours of the dropped Diagnostic Medical Sonography course(s).

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

RE-ADMISSION POLICY

Students may be admitted to the program a total of two (2) times. No student may be re-admitted to the program after a two-year period. Students who have withdrawn or been

dismissed must pass a readmittance exam that includes content covered at point of departure. Exam score must be 80% or higher to be readmitted. Students must start program from beginning if re-admission is beyond two years or Readmittance Exam score is below 80%. A student, who is dismissed, depending upon the severity of the occurrence, may not be re-admitted. The Admission Committee will review past performance as criteria for readmission.

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

A student who was dropped by the program (or by choice) due to failing grades within the first year **must re-enter the program from the beginning.** This ensures the student gets the foundation needed to be successful, failure in the first year indicates a disconnect with content retention. Since each course builds upon previous content, without understanding the first-year content it would be impossible to continue the second year. Students on probation at the time of withdrawal or dismissal are ineligible to reapply to the DMS program. If the student is in the second year at the time of dismissal, and SPI registered, the student must take a readmittance exam that includes all content covered unto the point they left the program and pass with an 80% or higher to gain entrance back into the program in the following year (if there is an opening).

Upon re-admission, the student will complete the program under student policies and curriculum in effect the year of re-admission. The student must submit a letter to the program coordinator stating intentions to re-enter by June 1st, so this can be noted when accepting the new cohort.

The following criteria must be met for re-admission:

1. Submit a written request to the Program Coordinator by June 1st of that year.
2. Meet current DMS admission requirements.
3. Provide current transcripts and/or other articles necessary to document accomplishments of requirements for readmission.

TRANSFER POLICY

Students wishing to transfer into the PJC DMS program from another college will be considered on an individual basis. PJC graduation requires 15 semester hours completed successfully at the institution.

GRADING POLICY AND PROCEDURE

DIDACTIC GRADES

A percentage grade will be given on the composite of written assignments, quizzes, classroom examinations, final examinations, attendance, and special projects. A percentage grade for the course will be based on the following scale:

A 89.5 - 100

B 80.5 – 89.4

C 74.5 – 80.4

F 0.00 – 74.4

GRADING

A minimum grade of 75% must be maintained on all required academic Diagnostic Medical Sonography courses. **The passing minimum grade is 75% in the course, and a 75% exam average. The weighted average of the exams (unit and final) MUST be 75.0% or greater before ANY other course grades are averaged to compose the final grade. If the weighted exam average is below 75.0%, the student will receive the grade of “D,” or lower for the course regardless of any other grade(s).** The grading scale will be used for all DMSO academic courses, according to each course syllabus. Clinical DMSO courses are graded differently. (See Clinical – Grading and Course Syllabi on Blackboard).

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

If a student makes 75% or less on any daily lab grade, the student must review the scan within that week and initial all areas of incompetency. During this review time, if a student needs an instructor to clarify the grade, it is the responsibility of the student to approach any DMS instructor. A daily lab grade of 75% or less for 2 consecutive days will result in probation, suspension and/or dismissal.

The student is required to be present for all scheduled exams. If an exam is missed, the student will be required to contact the instructor prior to exam of absence and schedule the make-up exam. The exam must be taken by or upon the first-class day upon his/her return to class. The make-up exam may be an **alternative exam**. The student must have the exam completed by the next scheduled class meeting time for that class.

If **all** students have taken the test on the scheduled date, the test review may be performed immediately after the test; however, finalized test grades may not be available until the next class meeting day. Grades will **not** be given over the telephone, text message, or electronic mail.

Daily grades/pop quizzes may be given at any time during the class periods and may consist of take-home assignments or study guides. The daily grade/pop quizzes will be related to classroom content. **No makeup** daily grade/pop quiz will be given to a student who is absent or tardy when a daily grade/pop quiz is given. A student who misses a daily grade/pop quiz will receive a grade of zero (0) for that daily grade/pop quiz.

A student may withdraw with a "W" in any Sonography course if prior to the drop date.

INCOMPLETE OR "X" GRADES

Should a student receive an incomplete or "X" grade in a Diagnostic Medical Sonography course or a concurrent support course, and the "X" is not removed by the end of two weeks into the next semester, he/she may not continue in the Diagnostic Medical Sonography Program.

STUDENT CONFERENCES AND EVALUATIONS

Student conferences and evaluations will be held at least twice during any major grading period (or more if a situation warrants). It is at this time that the student will be told of his/her area of concern and strong points. There will be a complete set of records and data kept on each student. Both the counselor and the student will sign all conferences and evaluations.

ACADEMIC COUNSELING SERVICES

Either the student or the instructor, or both, may initiate conferences regarding learning and/or progress in a course. Sometimes concerns or problems of a personal nature interfere with student learning. When these problems occur, the student should initiate, or be encouraged to initiate, counseling. Such academic counseling is considered a crucial part of the learning experience. The student development center (903-782-0426) is staffed with professional counselors who are available to assist students.

UNSATISFACTORY PROGRESS IN A COURSE

CONTRACT FOR IMPROVEMENT:

Students who have unsatisfactory classroom/clinical performance will have a student conference scheduled and be given written notification with a plan for improvement (remediation) developed. If the student does not show improvement, the probation status will be implemented.

Clinical performance needing improvement or clinical performance that is unsatisfactory will be specified in the documentation. If the student does not show improvement, the probation status will be implemented. A student may be placed on probation at the faculty team's discretion without preliminary remediation.

PROBATIONARY STATUS

Probationary criteria will be written in the form of behavioral/clinical objectives and recorded in the document entitled "Report of Unsatisfactory Progress/Probation Form. A time frame for review of status will be specified. The terms of probation will be discussed with the students and validated by the signatures of the course instructor and the student.

At the end of the specified term of probation, the student's status is reviewed by the program faculty. This review will be recorded on the document entitled, "Report of Status Review." If the probation criteria have been met, the student's probation is lifted. Failure to meet probationary criteria may result in **failure of the course** at the faculty team's decision. Probation will be contained within each course.

DISMISSAL

Any student may be dismissed from the program, following due process, without a probationary period if the student shows gross negligence, unsafe care, lack of personal or professional integrity, breach of patient confidentiality, education requirements subversion, or commits a criminal act.

"Unsafe care" is defined as any act of omission or commission which places the client(s) in jeopardy of negative changes in health status.

Personal integrity as well as concern for the welfare of patients are personal attributes that are essential for those entering the Diagnostic Medical Sonography profession. Actions taken and attitudes expressed while in the student role are considered indicative of behaviors to be expected of the graduate. The student will be given the opportunity to discuss the incident(s) with the course team faculty.

GROUND FOR IMMEDIATE DISMISSAL FROM PROGRAM

A student may be subject to temporary suspension from the DMS Program and following a complete review, dismissal and/or failure of the course may be initiated in the following situations or at the discretion of the Program Officials:

- a. Failure to maintain patient safety results in injury to the patient.
- b. A medication error which results in injury to the patient.
- c. The practice of academic dishonesty such as academic requirements subversion, cheating on preparation for clinical, and on tests or written assignments (both parties), making false entries in a record. (Ex: clocking in/out clinical outside of the

designated area or using an unapproved device such as personal cell phones, computers, iPad, etc., changing clinical schedule, asking for competencies not performed.)

- d. The use of alcohol, illegal drugs, or misuse of prescription or any other drugs during school activities or on school property or reporting to class/clinical under the influence of alcohol or illegal drugs.
- e. Appropriating, in connection with the practice of Diagnostic Medical Sonography, medication, supplies, equipment, or personal items of the patient/client, employer, or any other person or entity. (This includes accepting remuneration, gifts, etc.)
- f. Performing any required Direct Supervision exam unsupervised, including all repeats and all levels of competencies.
- g. Not following the appropriate absentee protocol such as not calling in to the clinical site before the scheduled shift, not notifying the instructor with required information, not logging time appropriately in Trajecsyst, being a “no call, no show” to clinicals, class, or to instructor.
- h. Abuse of utilizing time exceptions in Trajecsyst. Students should always clock in and out in the designated area. Time exceptions are tracked and abuse of this policy will be determined by the Program Officials.

PROCEDURE FOR DISMISSAL

- STEP 1. Dismissal from the program will be initiated by the faculty and program coordinator with prior notification of the Dean of Health Occupations. If the Dean is absent, the Vice President of Workforce Education must be notified prior to dismissal.
- STEP 2. The program coordinator and instructor will meet with the student to inform him/her that they are initiating the procedure. If the program coordinator is the instructor, another faculty member will be present.
- STEP 3. If the student wishes to contest this decision, he/she must file a Request of Grievance Conference with the Program Coordinator.

DUE PROCESS

Before dismissal for disciplinary or academic reasons, students will receive:

1. Written notice of the concern
2. An opportunity to respond
3. A written decision
4. Access to the College’s appeal process

DISMISSAL POLICY

1. I have read and understand all portions of the course syllabi, course schedules, and the DMS Student Handbook. I agree to comply with all rules, regulations and requirements contained in the course syllabi and course schedules, and with any additional rules as communicated to me by the instructors during courses. I understand that I am responsible for knowing and following the rules of all clinical sites where I may have rotations during courses.
2. I may be dropped from the Program with a grade of '**F**' in any DMS course for:
 - a. breach of confidentiality or HIPAA guidelines.
 - b. stealing information or tangible goods.
 - c. misrepresenting any fact, lying about any fact.
 - d. Attendance, no call, no show in classroom or clinical
 - e. being barred (asked not to return) from **any** clinical site. (see scope of practice)
 - f. failing to complete clinical/didactic/lab requirements on time.
 - g. behavior would pose a risk to self or others, potential safety risk during class or during any clinical rotation assignment, patient abandonment.
 - h. representing that I hold a level of certification or licensure that I do not hold.
 - i. practicing beyond the scope of clinical objectives. (scope of practice)
 - j. committing a criminal act at any time while enrolled in the program.
 - k. failure to maintain current CPR certification.
 - l. failure to pass **any** of the DMSO curriculum courses; or failure to pass the clinical scanning final (**any** of the required scanning protocols); or failure to pass lab skills checkoffs each semester.
 - m. disruption of classes (**demeanor**), making it difficult for other students to acquire the material presented. This can be observed by the faculty or reported by a fellow student.
 - n. willful damage to school, hospital, or private property.
 - o. documented evidence of lack of proper patient care, or patient abandonment.
 - p. leaving the clinical area without permission from an instructor.
 - q. failure to comply with uniform code at clinicals or in lab.
 - r. failure to follow radiation protection rules and regulations.
 - s. falsifying sign-in sheets/time sheets for self or another student, or any DMS documentation.
 - t. probation alone does not constitute grounds for dismissal however the severity of the incident may.

- u. cheating, lying, collaborating, plagiarizing or falsifying any documentation verbally or in print.
- v. use of any form of abuse, disrespectful, threatening or harassing language and/or behavior to classmates, instructors, hospital personnel or patients.
- w. unprofessional conduct at clinical site or in the classroom.
- x. violating or failing to comply with any provision of the rules, regulations or policies set forth, or any policy stated in the 'DIAGNOSTIC MEDICAL SONOGRAPHY Student Handbook'.
- y. failing to adhere to the Duties and Responsibilities listed in this handbook.
- z. Any social media post or video or online activity that reflects negatively on the program, faculty, clinical partners, or the institution will result in disciplinary actions up to and including dismissal from the program.

3. I understand the following:

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

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

With full and complete knowledge and understanding of all statements contained in this document and having asked for clarification of any parts that I might not have understood, so that I do have a clear and complete understanding of this document and what I am signing and agreeing to. Students acknowledge that participation in clinical and laboratory education involves inherent educational risks. Paris Junior College does not require students to waive legal rights or indemnify the institution. Nothing in this handbook limits rights provided under state or federal law.

If I violate or fail to abide and conform in any way to the promises, representations and

covenants set forth in this document, I agree that I may be dropped from all courses in the Diagnostic Medical Sonography Program in which I am enrolled, or that I may be given a failing grade in such courses, subject only to the rules of due process and to the procedures set forth in the Paris Junior College policies and procedures.

(Please sign the Dismissal Policy Agreement in Section IV)

GRIEVANCE PROCEDURE

ACADEMIC GRIEVANCES

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

Problems of an individual or of a personal nature should be handled in the following ways: A student may formally express dissatisfaction with his/her progress in the Diagnostic Medical Sonography Program. All disputes should be resolved at the lowest level possible (i.e., the instructor and student). Recognizing that this is not always possible, the following procedure has been adopted as policy for resolving grade and course progress disputes. The steps have been defined to facilitate resolution at the lowest level and in that interest; the order of steps will at no time be violated. The grievance procedure must be initiated within two (2) working days of the incident by which time the student must initiate a "Request of Grievance Conference" with the program coordinator or Dean of Health Occupations if the team leader is not available.

STEP 1. The student should request an appointment to discuss the case with the faculty and the program coordinator. If a satisfactory decision still has not been reached, the student may request to meet with the Dean of the Health Occupations within five (5) working days.

STEP 2. If resolution of the grievance has not been reached under the guidance of the Dean within five (5) working days, the student may request an appointment with the Vice President of Workforce Education.

STEP 3. Continuing with the current Paris Junior College policies: Student Rights and Responsibilities: Student Complaints/ Academic Appeals Procedure beginning with **Level Two****(Please refer to PJC policies on the website for complete process)

Student Rights and Responsibilities, Student Complaints/Academic Appeals (PJC policy FLD) PJC Exclusions

Complaints alleging discrimination or harassment, including Title IX matters, are addressed through

the College's designated nondiscrimination and Title IX procedures. Students will not be denied access to educational programs while a grievance is pending, except where supportive or safety-based measures are required. [See PJC policy FDE, FMA]

SUSPENSION POLICY

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

Suspension may be used by the program to remove the student from the clinical site in the event of a situation in which the clinical instructor deems that is the best, immediate course at that time. The clinical instructor will immediately inform the clinical coordinator or the program coordinator of the action. The clinical instructor will document the events, and a copy will be put in the student's folder, and a copy will go to the clinical coordinator. The clinical education time the student missed due to the suspension will not be made up. Class time missed due to the suspension will not be made up. For any tests or grades given during the suspension, the student will receive a grade of 'zero' (0) and will not be allowed to make up the work missed.

DISCIPLINARY MEASURES

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

Serious offenses may result in immediate suspension:

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

CHAIN OF COMMAND

- **Clinical:**
Immediate Sonographer involved
Facility Clinical Instructor
Clinical Coordinator, PJC
Program Coordinator, PJC

- **Classroom Situation:**
Course Instructor
Program Coordinator
- **Laboratory Situation:**
Course Instructor
Program Coordinator

All situations which are not resolved at the program coordinator level will then result in action from the Dean of Health Occupations.

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

CIVIL TREATMENT

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

WITNESSING FORMS

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

RESPONSIBILITY FOR INFORMATION RETENTION

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

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

LABORATORY POLICIES AND PROCEDURES

Students are expected to maintain the Sonography laboratory facilities on campus with as much care and order as expected in the actual clinical education settings. Since the maintenance and organization of the ultrasound room and equipment is the sonographer's responsibility in a clinical setting, students are expected to assume the maintenance and organization of the sonography lab in the educational setting. Open lab is an opportunity to enhance your scanning skills outside of the scheduled scanning lab.

Laboratory guidelines for operation and safety included the following:

1. Cell phones are prohibited in the lab.
2. NO FOOD or DRINKS are allowed in the Sonography lab.
3. A Volunteer Waiver Form must be completed & signed prior to any practice examination of a volunteer.
4. All volunteers must be in good health; individuals seeking medical care will not be accepted.
5. The volunteer must be informed that an impression/diagnosis will not be given.
6. The scanning session of a volunteer will be limited to only the time necessary to complete imaging of a simulated diagnostic procedure. Obstetric volunteers are not to be scanned in excess of one hour.
7. Students must have an instructor available before performing sonograms in the lab.
8. If a significant abnormal finding is discovered, it should be privately reported to an instructor, who in turn will follow the incidental findings policy.
9. All accidents that occur in the lab must be reported immediately to the supervising faculty member.
10. In case of ultrasound equipment damage or operating failure, use of equipment should be discontinued immediately and reported to the supervising faculty member for further investigation and repair.
11. Careful, safe, ergonomic use of the ultrasound equipment and furniture must be followed.
12. Transducers and equipment must be cleaned after each patient is scanned and at the end of the lab session with the appropriate disinfectant.
13. All students are obligated to adhere to the infection control policy; repeated violations may result in disciplinary action, including formal documentation.

INFECTION CONTROL POLICY-ULTRASOUND LAB

1. Purpose: To prevent infection and cross-contamination in the ultrasound lab, ensuring a safe environment for education and clinical practice.
2. Scope: Applies to all students, faculty, clinical educators, simulation participants, and support staff in the lab.
3. Responsibilities:
 - Program Director/Faculty: Oversee and review policies.
 - Educators/Instructors: Enforce compliance.
 - Students: Follow all protocols.
 - Support Staff: Maintain cleanliness and supplies.
4. Hand Hygiene: Mandatory before/after patient or model contact, after glove use, and after touching shared surfaces. Use alcohol-based rub if hands are clean. Use soap and water if soiled or exposed to fluids.
5. PPE Requirements: Gloves, single use, required for all scans.
6. Equipment Disinfection:
 - Probes use non-invasive: Clean and low-level disinfect after use.
 - Mannequins/Phantoms: Disinfect after each session.
 - Machines: Wipe controls and screens between users.
7. Gel Use: Prefer single-use sachets. If using bottles, disinfection. daily.
8. Environmental Cleaning: Disinfect beds, chairs, and surfaces after each use. Deep clean lab daily.
9. Waste Management: Use designated bins for waste.
10. Health Requirements: Report illness symptoms; do not attend lab when sick.

FAIR PRACTICES

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

(Please sign the Student Handbook/Safeguards/Fair Practice Agreement in Section IV)

HUMAN SUBJECTS FOR EDUCATIONAL PURPOSES USE POLICY

Guest models (in lieu of patients) must be cleared by the Program Coordinator and/or Clinical Coordinator prior to any student scanning.

1. Student and non-student volunteers for scanning models must sign a waiver (found in scan lab) indicating that although there is no indication that serious bioeffects have occurred because of exposure to acoustic energy, bioeffects do still exist but can be controlled with proper training. All current DMS students will practice the as low as reasonably achievable (ALARA) principle while performing exams on human subjects. DMS students should be mindful when adjusting controls that affect the acoustic output and by considering both the transducer dwell time and overall scanning time. Students will utilize correct examination presets, monitor mechanical and thermal indices, and move or lift the transducer during periods of non-imaging.
2. Any scanning performed by a student in the scan lab must be supervised by a PJC-DMS faculty member. Should any anomaly be identified during a scanning session with a model, proper referral will be made to the model's physician and should not be taken as a diagnosis. The model will not hold any student or DMS faculty member responsible for any missed pathology or identification of pathology that is not identified in any other medical examination. Please refer to the Incidental Findings Policy located in the DMS Student Handbook.
3. First trimester OB scans, Endo-cavity, and testicular exams will NOT be performed on any model for any reason in the on-campus scan lab. Students should utilize the available phantoms for practicing these exams in lab.
4. Prior to any second or third trimester OB exam being performed on a volunteer basis, OB patients must sign a release for each volunteer scan. This includes, but is not limited to, pregnant DMS students, non-DMS PJC students, and PJC faculty/staff members who volunteer as a model.
5. All DMS students will follow the guidelines identified in the Sonography Lab Infection Control Policy outlined in the DMS Student Handbook when performing scans on human subjects in the on-campus scan lab. All requests and signed waivers will be kept on file in the DMS faculty offices.

INCIDENTAL FINDINGS POLICY

If a potential incidental finding is discovered in a scan lab model, the student must notify the laboratory instructor as soon as possible. The student should ask to speak privately with the laboratory instructor.

- If the nature of the incidental finding is a possible normal variant:
 1. The lab instructor will discuss the findings with the model privately.
 2. The model will be referred to their personal physician and asked if they want to continue in scan lab. If the model does not want to continue, the exam will be ended. If the model does want to continue, the exam will be continued.

- If the nature of the incidental finding is possibly clinically significant:
 1. The lab instructor will discuss the findings with the model privately.
 2. The model will be referred to their personal physician and asked if they want to continue in scan lab. If the model does not want to continue, the exam will be ended. If the model does want to continue, the exam will be continued.

- If the nature of the incidental finding is possibly life-threatening:
 1. The lab instructor will discuss the findings with the model privately.
 2. The model will be referred to emergency care (call 911). The exam will be ended.



Paris Junior College
DIAGNOSTIC MEDICAL SONOGRAPHY

Section II

**CLINICAL/CLINICAL
INFORMATION**

INTRODUCTION

These practicum and clinical course policies have been developed to assist Diagnostic Medical Sonography students understand the rules and regulations that will apply during their *Clinical* (this experience is commonly called “Clinical education” or “Clinicals”) assignments. Students should adjust their personal schedules and attitudes in order to comply with the standards set by the program faculty.

This twenty-two-month period in the life of the student will be busy and demanding, but very rewarding. Success is expected and professionalism is required.

The student’s clinical experience will follow the same timeframe as the college’s semester schedule. If the college is closed, then the student is not allowed to attend clinical. The 1st year student’s clinical experience will consist of Spring 12 hours/week, Summer 16 hours/week, and Fall 16 hours/ week. The 2nd year student’s clinical experience will consist of Spring, 24 hours/week.

Clinical discussion is considered part of the required clinical experience. Students are responsible for clocking in and out, and under no circumstances may a student clock in or out for another student. **This may result in dismissal from the program.** If a student forgets to clock in or out, then the student must log a time exception in Trajecsys. **Falsification of time records may be grounds for dismissal.** A 15-minute break may be taken twice a day as time permits. A lunch period will be provided and scheduled by the clinical instructor.

Clinical experience may be scheduled between the traditional hours of 7 am – 7 pm on Monday through Friday of the work week to assure equal educational opportunities for each student. A weekend rotation may be considered during extenuating circumstances. Students are assigned to various clinical facilities. The student should be prepared to drive to any of the facilities during the course of the program. The clinical experience will allow each student to rotate facilities and gain experience from both the hospital and imaging center facilities. A student may be shifted from an assigned facility rotation to another facility’s rotation at any point in time to assure equal educational opportunity for each student. All schedules or clinical experience including changes will be non-discriminatory in nature and solely determined by the program. The facilities are not allowed to determine schedule rotations of students. A student will not be allowed in the facilities departments when not assigned to clinical experience, except when actually employed by the facility or a student is considered as a general public individual. All performances are supervised by a qualified practitioner during the student’s clinical experience.

A student is responsible for obtaining and maintaining current CPR certification, immunizations, and any other required medical screenings prior to entering any semester’s clinical experience or classroom course while a current student in the Diagnostic Medical Sonography program. Uniforms will consist of Black top and pants. A solid black shirt may be worn under the top. Black socks and predominantly black shoes should be worn. Documentation of the clinical experience is recorded in the Student Journal Book and logged in Trajecsys. Instructors may be contacted through the Health Occupations Department Office (903-782-0734). Instructors will

be accessible to students during assigned clinical experiences. It is the student's responsibility to seek instructor assistance when needed or in cases where the student is uncertain about his/her ability to perform a particular procedure. The instructor will be contacted during regular business hours (8 am-5 pm) in their office and 7 am – 8 am and 5 pm – 7 pm via cell phone.

RELEASE TO ATTEND CLASSES AFTER AN EXTENDED ILLNESS OR TRAUMA

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

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

FACILITIES FOR CLINICAL EDUCATION

Several hospitals in the Northeast Texas area serve as Clinical Affiliates for the sonography students. The placement of the student is the responsibility of the Clinical Coordinator and Faculty. Minor affiliates for special interest rotations will be assigned as appropriate for meeting the goals of the Program. All students will be rotated between clinical facilities to give equal educational opportunities.

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

(Please sign Clinical Rotation Statement Policy in Section IV)

CLINICAL EDUCATION HOURS

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

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

PERSONAL APPEARANCE

A patient forms an impression of the sonography department upon first sight of the personnel. It is important that the student's appearance be flawless and professional (see uniform code).

Students reporting to the clinical education area dressed in other than the approved uniform will be asked to leave the area, an unexcused absence will occur, with recommendation of dismissal. Any time missed will be made up. The following basic guidelines have been established in accordance with typical hospital policies.

CLINICAL/LAB/CLASSROOM UNIFORM

1. The uniform will be worn in the clinical/Clinical area as well as the classroom. Uniforms should always be clean, neat, wrinkle free, and in accordance with the health care facilities' dress code.
2. Complete uniform includes: black top and pants; a watch with a second hand, school identification badge. Appropriate shoes (predominantly black) will be discussed at clinical orientation.
 - a. Shoes should be clean, comfortable, closed back, conservative, and predominately black, no clogs. If tie shoes are desired, shoestrings must be clean - white not frayed.
 - b. Uniform tops will be always buttoned. Uniform tops should cover the hips and hang loosely.
 - c. Uniform skirts should be at least mid-knee and hang comfortably in a non-restrictive fashion.
 - d. Uniform pants should hang comfortably and loosely from the waist, covering the ankle and approximately one inch above the floor while standing.
 - e. If a shirt is worn under the scrub top, it must be solid black (short or long sleeve), and the length cannot be longer than the scrub top (must be tucked into scrub pants).
 - f. Lab jackets must be solid black only.
 - g. The uniform identification badge should be worn on the left side at collar level. Only the school identification badge may be worn. A badge holder may be worn. Your badge is part of your uniform and if you show up to any area without it you will immediately be dismissed with an absence for the day.
3. If a student's uniform is incomplete and does not meet the above standards, it is at the discretion of the instructor/coordinator to dismiss that student from the clinical experience resulting in a clinical absence.
4. Jewelry worn with the student uniform will be limited to only one ring (or wedding set). No necklaces, tongue rings, nose rings or bracelets shall be worn (clear spacers may be worn).

CLASSROOM/CLINICAL APPEARANCE

The following should be observed when in uniform or lab coat.

1. Cleanliness and neat personal appearance are essential.
2. All Hair should be neat, clean, off the shoulder, pulled back, and worn in a conservative style (natural looking color) that doesn't hang in the face when head is leaning forward. Hair should be secured so that it doesn't present a hazard to asepsis. Facial hair should be clean-shaven with sideburns not below the ear lobes. A neatly clipped mustache and/or beard will be allowed.
3. Fingernails: Nails must be clean and well groomed. Artificial nails or gel nails are not acceptable. Nails need to be short. Polish, if worn, must be neutral. This is in accordance with hospital policies.
4. A moderate, conservative amount of make-up may be worn.
5. Undergarments must be worn.
6. Use of perfumes, colognes, or scented lotions are not allowed.
7. Gum may not be chewed while students are in clinical or lab area.
8. Purses and other valuable items should not be brought into the hospital or clinical setting.
9. Students in uniform may smoke in designated employee smoking areas. Students must adhere to all agency policies regarding smoking.
10. When in uniform, all uniform guidelines apply.
11. Students must adhere to the facility code when the facility's code is more restrictive than the student dress code.

No Exceptions to the uniform requirements are allowed. Failure to comply with the DMS uniform attire may lead to dismissal from the program.

ELECTRONIC DEVICES

Students are not allowed to have any electronic devices visible during clinical hours. This includes but not limited to cell phones, laptops, and tablets. In the event that an electronic device is witnessed by any clinical employee, temporary dismissal will occur with a follow up review that may lead to additional action.

ATTENDANCE

The DMS attendance policy supersedes all others that may have been in effect. In accordance with Administration Policies found in the Paris Junior College website concerning student attendance, the following specific attendance requirements will be enforced for the DMS program.

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

Semester	Didactic	Clinical
I	3 days	3 days
II	3 days	3 days
III	3 days	3 days
IV	3 days	3 days

Table 1. Allowable absences

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

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

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

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

More than allowed absences or excessive tardies from either class or clinical may result in immediate suspension with recommendation of dismissal from the program.

One absence **not** preceded with a **valid** phone call (called a 'no call-no show') may result in the lowering of the Clinical grade for that semester by one letter grade. After one "no call-no show," the student will be put on probation for the rest of the program for that infraction of the rules. After a second incidence of absence not preceded by a phone call, the student will not be allowed back into Clinical education class until a conference with the Clinical

coordinator or program coordinator is conducted. This second incident will result in disciplinary action that may result in recommendation for dismissal from the Program.

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

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

EXTENDED ABSENCE

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

The Program Staff will coordinate reasonable arrangements with the students concerning extensions for absences. As with any major illness or disability, it is the student's responsibility to notify the program coordinator of any medical conditions. Due to the hands-on nature of the program, final approval for accommodations will be determined by the committee to ensure the student's success.

ABSENCE DURING FINALS WEEK-CLINICAL

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

All days missed at any clinical site will be made up, at the discretion of program coordinator and clinical coordinator.

INCLEMENT WEATHER

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

For students who attend clinical and/or live in areas other than Paris, the local school closure due to inclement weather will constitute a sanctioned day off from clinical, but a call to the

clinical site, in this instance, is necessary. A call to both the Clinical Instructor and the Clinical coordinator (or DMS Faculty) is always required when an absence from a clinical education facility is due to inclement weather.

In the event of clinical site closure due to inclement weather or any other reason that prevents student attendance, the student will not be required to make up the missed hours.

BANK TIME

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

CREDIT HOURS/PROFESSION EDUCATION MEETINGS

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

BEREAVEMENT

If a student has a death in the family, they must contact the program coordinator immediately. The student will be allowed 3 days' bereavement for immediate family (parents, spouse, siblings, children). If it is NOT immediate family, the allowed days' bereavement will be at the discretion of the program coordinator.

Bereavement makeup: clinical days missed for bereavement do not need to be made up. Tests, however, will need to be made up either on the next attended didactic class meeting, or at the end of the semester on test makeup day, according to the syllabus. This will be discussed and decided between the student and program coordinator.

MAKE UP TIME

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

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

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

TARDIES

Any student who arrives 10 or more minutes late for clinical rotations, regardless of whether the instructor was notified or not, will earn a tardy for that day. Three incidents of tardies will count as one absence. An absence due to 3 tardies **must** be made up even if the student has no other absences. Eight hours of make-up time is required for 3 occurrences of tardiness.

PUNCTUALITY

Students are expected to attend lectures and laboratory sessions at the scheduled times. Clinical and Clinical education tardiness will be addressed under the appropriate section. If a student is not present for roll call, it is the student's responsibility to see the instructor after the lecture to change the "absence" to a “tardy”. If a student acquires three (3) tardies, it will be counted as one (1) absence. If a student misses a scheduled quiz, it cannot be made up and will result in a zero. Missing a scheduled examination can be made up but a different exam will be given. It is the student’s responsibility to schedule a time with the instructor for a missed exam. For any unscheduled, daily examination or quizzes that may be given during the tardy time, it is the instructor’s decision whether a grade of "zero" is earned or a lowering of the overall grade.

HOLIDAYS AND VACATIONS

Students are not required to attend clinical sessions during holidays that are recognized by Paris Junior College. Students will have a scheduled vacation period during the summer. The dates will be assigned to each class as a group. Religion related holiday absent requests will follow PJC policy and missed activities will need made up.

VISITING HOSPITALS WHEN NOT ASSIGNED TO CLINICAL EDUCATION

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

- By special permission of the PJC DMS Faculty

- When actually employed by the hospital's sonography department. (Clinical credit may not be applied nor may competencies be earned, proven or documented while employed)

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

PATIENT CARE INCIDENT REPORTS

Should any patient care incident occur involving a student in the Diagnostic Medical Sonography Program, the Clinical instructor, assigned supervisor, Clinical coordinator or the program coordinator must be notified immediately. The standard risk management (incident) report must be made and submitted to the Clinical instructor and/or supervisor immediately. An incident report must be made and submitted to the Clinical instructor and program coordinator for review. Reports must be made in accordance with the policies of the affiliating clinical site. Existing hospital policy may be complied with regarding terminations (if the incident would normally lead to employee termination, it is possible that the clinical site would request that the student involved not return to that facility for clinical education assignments).

If a Clinical facility asks that a student be removed from that site, the student may be dismissed from the program

ACCIDENT OR INJURY TO THE STUDENT

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

LIABILITY INSURANCE

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

IDENTIFICATION DISPLAY

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

STUDENT RECORDS AND PRIVACY (FERPA)

Student educational records are protected under the Family Educational Rights and Privacy Act (FERPA). Medical and accommodation records are maintained separately and accessed only by authorized personnel.

CONFIDENTIAL INFORMATION/HIPAA

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

(Please sign the Confidentiality Statement in Section IV)

PROBATION and DISMISAL

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

SUPERVISION OF STUDENTS

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

QUALIFIED SONOGRAPHER

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

DIRECT SUPERVISION

Student supervision under the following parameters:

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

INDIRECT SUPERVISION

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

CLINICAL EVALUATION

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

CLARIFICATION OF PROFICIENCY LAB SKILLS:

Proficiency Lab Skill Checkoffs will be performed at the PJC Lab.

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

ADDITIONAL COMMENTS:

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

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

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

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

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

STANDARD FOR DRUG SCREENING AND BACKGROUND CHECKS

Prescreening requirements have been implemented in the Diagnostic Medical Sonography Program at Paris Junior College. These requirements align with those mandated for employees, including background checks and drug screenings. The decision to extend these prescreening measures to clinical students and faculty is based on the principles of due diligence and competency assessment for all individuals who interact with patients or staff. This competency assessment encompasses not only technical skills but also an individual's criminal history and substance abuse records. This initiative ensures consistent adherence to Joint Commission standards related to human resource management. Additionally, there is increasing public demand for heightened diligence in response to national reports highlighting fatalities resulting from medical errors. Students will be provided an opportunity to verify results and submit documentation related to lawful prescriptions or medical conditions. Decisions will be made in compliance with ADA and due process requirements.

TIMING OF PRESCREENING REQUIREMENTS

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

RECIPROCITY

Students need only meet Pre-Assignment Drug Screening requirements prior to the start of the first clinical rotation.

METHOD OF URINALYSIS

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

TYPE OF TEST

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

Pre-Assignment Drug Screen Panel with Ranges

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

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

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

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

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

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

RANDOMIZED TESTING

Randomized testing may occur at any time during the program. A random sample of students will be selected in a lottery style. Students selected will be provided with the collection form and must report to the testing center the same day, within 15 minutes. Failure to comply with random testing will be considered a "positive" result and the student will be subject to dismissal from the program. Cost of testing will be as follows: Negative results by Paris Junior College, and Positive results by the student.

FOR CAUSE: ENROLLED STUDENTS

Testing will be required when a faculty member reasonably suspects that a student is under the influence of a substance and that work performance is impaired. In this case, the cost of testing will be assumed by Paris Junior College. Drug testing based on a belief that a student is using or has used drugs in violation of the Substance Abuse Policy will be drawn from those facts in light of experience and may be based upon, among other things:

- Observable phenomena, such as direct observation of drug use and or the physical symptoms or manifestations of being under the influence of a drug.
- Conduct or erratic behavior that includes but is not limited to slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and deterioration of work performance to include absenteeism and tardiness.
- A report of drug use provided by reliable and credible sources and which has been independently corroborated.
- Evidence that an individual has tampered with a drug test during his/her enrollment.
- Information that the student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional.
- Evidence that the student is involved in the use, possession, sale, solicitation, or transfer of drugs.
- Conviction by a court, testing positive in a drug free workplace program, or being found guilty of a drug, alcohol, or controlled substance offense in another legitimate jurisdiction.

FOR CAUSE: PROCEDURE

Faculty will follow these procedures for reasonable suspicion/cause testing.

1. Have another faculty or staff technologist or supervisor immediately confirm the suspicious behavior.
2. Immediately terminate direct client care or classroom participation by the student.
3. Discuss the behavioral observations and or incident with the student.
4. Document the behaviors observed.
5. Report the incident to the Director (or his/her designee) who, along with the faculty member, will review the incident or pattern of incidents that expose or are likely to expose a client or another person to risk harm.
6. Advise the student of the need for immediate drug testing and explain the procedure as directed by the Director.
7. The outcome of the process is dependent upon the final drug test results. A final decision regarding disciplinary action may include any of the following: a warning, a learning agreement for behavioral change, referral for medical evaluation, or immediate suspension from the Health Occupations Department.
8. Confidentiality will be maintained.
9. Students are encouraged to take responsibility for self-reporting and self-referral.

CRIMINAL BACKGROUND CHECK

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

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

HEALTH COMPLIANCE REQUIREMENTS

All applicants to our Health programs must be able to pass a criminal background check that includes the provision of necessary documentation for the background check agency to make it reliable. Said documentation may include an authenticate social security card and positive

identification such as a driver's license and identification card.

Since good health is essential for the sonographer, the following policies have been adopted:

1. A physical examination
2. Vaccines:
 - a. Tdap – (TETANUS/DIPHTHERIA and PERTUSSIS) (Immunization) All students must have proof of tetanus/diphtheria immunization within the last 10 years.
 - b. RUBELLA (Immunization or blood test) All students must have proof of one dose of rubella vaccine administered on or after their 1st birthday or serologic confirmation of rubella immunity.
 - c. MEASLES (Immunization or blood test) All students born after January 1, 1957, must have proof of two doses of measles vaccines administered on or after their 1st birthday at least 30 days apart or proof of serologic confirmation of measles immunity. At least one dose must be completed prior to patient contact. (Measles is also known as rubeola.)
 - d. MUMPS (Immunization or blood test) All students born after January 1, 1957, must have proof of one dose of mumps vaccine administered on or after their 1st birthday or proof of serologic confirmation of mumps immunity.
 - e. VARICELLA (Immunization, blood test) All students must have proof of two doses of varicella vaccine administered on or after their 1st birthday at least 30 days apart or proof of serologic confirmation of varicella immunity. (Varicella is also known as chickenpox)
 - f. HEPATITIS B (Immunization or blood test) All students must receive a complete series of three (3) hepatitis B vaccines or show serologic confirmation of immunity to hepatitis B prior to the start of direct patient care. If time is an issue, the Center for Disease Control (CDC) recommends an accelerated schedule with a first dose followed by a second dose in 4 weeks and followed by the 3rd dose at least 4 months from the initial dose and eight weeks from the 2nd dose. Do not take the combination Hepatitis A & B immunizations because they cannot be given according to the accelerated schedule.
 - g. 2 step PPD TB test All students must provide documentation of TB testing. Acceptable documentation includes: a 2-step PPD test (explained as 2 negative tests in a 12-month time frame), Tspot or quantiFERON TB gold blood test, or a CXR documenting "no active tuberculin disease". CXR must be within the last 3 years. TB testing is required annually, and it is the student's responsibility to maintain a current immunization status. Students that present with CXR documentation must complete the annual screening survey. *If you have a positive TB test, please provide a copy of your most recent chest x-ray. *

- h. PREGNANCY – Pregnancy-related modifications mirror those for any temporary medical condition. Requirements for hepatitis B, varicella, measles, rubella and mumps vaccines are waived during pregnancy. Pregnancy is not a medical contraindication for administration of Tetanus/diphtheria toxoids, but it is best to consult your physician. You may be required to submit a release from your obstetrician prior to beginning your clinical rotations, limited to what is legally permitted.
 - i. FLU VACCINE- Students are required to receive a flu vaccine annually while in school. Vaccines must be completed by **October 31** each year and documentation submitted to the program coordinator.
- 3. Paris Junior College and the affiliating agencies are not responsible for any accident, infectious contact, injury, illness or exacerbation of illness incurred by a student during the time the student is enrolled in the DMS Program.
- 4. The student who is concerned about exposure to infectious disease is advised to seek counseling from his/her private physician regarding risks and precautions appropriate for health care workers.
- 5. Students are to follow standard (Universal) precautions and practice preventive measures to maintain a health status.
- 6. Latex Warning: The use of latex/latex-based products may exist in standard health care precautions and in environments such as, but not limited to, Health Science classrooms and training labs, hospitals, nursing care facilities, laboratories, clinical areas, and medical/dental offices. Individuals with latex sensitivity or allergies should seek expert advice from their health care provider so that they may receive information to make an informed decision regarding their exposure to latex in the health care field.
- 7. Needle Stick Policy: It is important to respond in a consistent manner after a student is exposed to a needle stick, or other "sharps" induced injury. The same protocol would apply if mucous membranes (eye or mouth) were exposed (splashed) to blood or other body fluids. If the exposure occurs during a campus lab experience, the student must notify the instructor immediately and a Paris Junior College "Incident Report" will be completed, with the original going to the Security Director and copies to the student and the Dean of Health Occupations. The student must contact his/her private physician or the Health Department within 48 hours. If the exposure occurs during a clinical experience, the student must report the exposure immediately and an agency incident report will be completed with copies given to the student and the Program Director. The protocol of the agency must then be followed, i.e., getting baseline Hepatitis, and HIV testing, with a provider at the student's own expense.

ALLOCATION OF COST

Each clinical student must bear the cost of these requirements.

VERIFICATION OF COMPLIANCE & RECORDKEEPING

The vendor will notify the College of all individuals who fail a criminal background check.

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

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

**MASTER LIST OF
CLINICAL COMPETENCIES**

Abdomen – Extended	
Mandatory Patient Care Procedures	Superficial Structures
BLS/CPR Certification	Scrotum and testes
Vital Signs (blood pressure, pulse, respiration)	Breast and axilla
Monitoring level of consciousness and respiration	Superficial masses
Standard Precautions	Thyroid
Sterile Technique	Salivary glands (e.g., parotid)
Verification of Informed consent	Musculoskeletal
Gray Scale	Non-cardiac chest (e.g., pleural space, lung)
Color Doppler	Gynecology
Power Doppler	Uterus
Spectral Doppler	Adnexa (including ovaries)
M-mode	Obstetrics
Ergonomic Evaluation	First Trimester
Prepare transducer for intracavitary use	Second Trimester
Clean and disinfect transducer	Third Trimester
Abdomen	Fetal Biophysical Profile
Abdomen Complete	Interventional Procedures
Renal	Biopsy
Right Upper Quadrant	Aspiration
Gastrointestinal Tract (e.g., appendix)	Drainage Procedures
Prostate	Post catheterization complication
Limited Abdominal Examination	Vascular Procedures
Aorta/IVC	Upper extremity venous doppler
Biliary System	Lower extremity venous doppler
Liver	Carotid doppler
Pancreas	Pediatric
Spleen	Head
Kidneys	Spine
Bladder	Hips
	Pyloric Stenosis
	Bowel (intussusception, appendix)

Table 2. Master List of Clinical Competencies



Paris Junior College
DIAGNOSTIC MEDICAL SONOGRAPHY

Section III

Duties and Responsibilities of the
Student Sonographer

DUTIES AND RESPONSIBILITIES OF A STUDENT SONOGRAPHER

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

CONCLUSION

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

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

MILITARY DEPLOYMENT

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



Paris Junior College
DIAGNOSTIC MEDICAL SONOGRAPHY

Section IV

Agreements and Forms

PARIS JUNIOR COLLEGE
Diagnostic Medical Sonography

STUDENT PROFILE

Last Name	First Name	Middle Name	Maiden Name
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Birth Date	PJC ID Number	E-mail address
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Address While in School	Home Telephone	Cell Telephone
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Permanent Address	Home Telephone
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Employer (if applicable)	Work Telephone
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Last Name- Spouse	First Name	Middle Name	Cell Phone/Home
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Parent/ Guardian Name	Address	Home Telephone	Work Telephone
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Friend-Name	Address	Home Telephone	Work Telephone
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1. Person to Contact in Case of Emergency	Home Telephone Work Telephone
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2. Person to Contact in Case of Emergency	Home Telephone Work Telephone
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PARIS JUNIOR COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

DISMISSAL POLICY AGREEMENT

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

1. I have read and understand all portions of the course syllabi, course schedules, and the DMS Student Handbook. I agree to comply with all rules, regulations and requirements contained in the course syllabi and course schedules, and with any additional rules as communicated to me by the instructors during courses. I understand that I am responsible for knowing and following the rules of all clinical sites where I may have rotations during courses.
2. I may be dropped from the Program with a grade of 'F' in any DMS course for:
 - a. breach of confidentiality or HIPAA guidelines.
 - b. stealing information or tangible goods.
 - c. misrepresenting any fact, lying about any fact.
 - d. attendance, no call, no show in classroom or clinical
 - e. being barred (asked not to return) from **any** clinical site. (see scope of practice)
 - f. failing to complete clinical/didactic/lab requirements on time.
 - g. behavior would pose a risk to self or others, potential safety risk during class or during any clinical rotation assignment, or patient abandonment.
 - h. representing that I hold a level of certification or licensure that I do not hold.
 - i. practicing beyond the scope of clinical objectives. (scope of practice)
 - j. committing a criminal act at any time while enrolled in the program.
 - k. failure to maintain current CPR certification.
 - l. failure to pass **any** of the DMSO curriculum courses; or failure to pass the clinical scanning final (**any** of the required scanning protocols); or failure to pass lab skills checkoffs each semester.
 - m. disruption of classes (**demeanor**), making it difficult for other students to acquire the material presented. This can be observed by the faculty or reported by a fellow student.
 - n. willful damage to school, hospital, or private property.
 - o. documented evidence of lack of proper patient care, or patient abandonment.
 - p. leaving the clinical area without permission from an instructor.
 - q. failure to comply with uniform code at clinicals or in lab.
 - r. failure to follow radiation protection rules and regulations.
 - s. falsifying sign-in sheets/time sheets for self or another student, or any DMS documentation.
 - t. probation alone does not constitute grounds for dismissal however the severity of the incident may.
 - u. cheating, lying, collaborating, plagiarizing or falsifying any documentation verbally or in print.

- v. use of any form of abusive, disrespectful, threatening or harassing language and/or behavior to classmates, instructors, hospital personnel, or patients.
- w. unprofessional conduct at clinical site or in the classroom.
- x. violating or failing to comply with any provision of the rules, regulations or policies set forth, or any policy stated in the DIAGNOSTIC MEDICAL SONOGRAPHY Student Handbook.
- y. failing to adhere to the Duties and Responsibilities listed in this handbook.
- z. Any social media post or video or online activity that reflects negatively on the program, faculty, clinical partners, or the institution will result in disciplinary actions up to and including dismissal from the program.

3. I understand the following:

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

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

With full and complete knowledge and understanding of all statements contained in this document and having asked for clarification of any parts that I might not have understood, so that I do have a clear and complete understanding of this document and what I am signing and agreeing to. Students acknowledge that participation in clinical and laboratory education involves inherent educational risks. Paris Junior College does not require students to waive legal rights or indemnify the institution. Nothing in this handbook limits rights provided under state or federal law.

If I violate or fail to abide and conform in any way to the promises, representations and covenants set forth in this document, I agree that I may be dropped from all courses in the Diagnostic Medical Sonography Program in which I am enrolled, or that I may be given a failing grade in such courses, subject only to the rules of due process and to the procedures set forth in the Paris Junior College policies and procedures.

SIGNED AND AGREED TO THIS _____ DAY OF ____, 20____

Student Signature

Printed Name

Witness Signature

Printed Name

**PARIS JUNIOR COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

CONFIDENTIALITY STATEMENT

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

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

Student Signature

Date

.....

**PARIS JUNIOR COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

COMPENSATION AND SERVICE WORK STATEMENT

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

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

Student Signature

Date

**PARIS JUNIOR COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

COMMUNICABLE DISEASE POLICY

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

When a student is identified as being infected with any of the following communicable diseases, certain steps are to be taken to ensure the health of the Paris Junior College community and of the patients with whom the student would be in contact. This policy is also designated to protect the student who is infected. The list below is not necessarily all inclusive: Hepatitis B, leprosy, measles, mumps, rubella, meningitis, tuberculosis, typhoid, chicken pox, shingles, poliomyelitis, and venereal disease.

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

Student Signature

Date

.....

**PARIS JUNIOR COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

BLOODBORNE PATHOGENS POLICY

All students will receive instructional material on BLOODBORNE Pathology.

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

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

Student Signature

Date

**PARIS JUNIOR COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

BEHAVIOR AGREEMENT

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

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

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

Student Signature

Date

.....

**PARIS JUNIOR COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

HEALTH RELEASE FORM

Student _____ Date _____

To whom it may concern:

1. Does a physical condition exist that would limit this student's participation in health care delivery? YES, _____ NO _____

2. If YES, please provide information.
 - a. The limitation is on:
_____ Lifting
_____ Moving-Turning patient
_____ Other _____

 - b. Expected Length of condition _____

Signature Required:

_____, M.D. _____ Date _____

*****p

PHYSICAL CONDITION STATEMENT

Students with a noncontagious illness or injury* may be admitted to or choose to continue in health occupations courses. If so, the student must assume the risk that absenteeism or inability to perform duties related to learning objectives and health care delivery can result in the necessity to discontinue the program. It is the student's responsibility to obtain and provide to the instructor continual written permission from the medical doctor. The college is not responsible for exacerbation of illness, injuries, or infectious contact.

I have read and understood the "Physical Condition Statement."

Student Signature

Date

Faculty Signature

Date

* i.e. broken bones, back injuries, surgery, pregnancy, etc.

**PARIS JUNIOR COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

CLINICAL ROTATION STATEMENT

Clinical Education is a planned learning experience for the student. Clinical Education rotation schedules are assigned by the Clinical Coordinator and/or the Program Coordinator at Paris Junior College. It is the student's responsibility to make arrangements to attend Clinical Education sites, regardless of location.

The student is also expected to be punctual and in uniform at all scheduled Clinical Education sites, regardless of location or personal problems. (i.e. day care, car expenses, minor illnesses) There are few acceptable excuses for absence or tardiness at any of the assigned outlying Clinical Education sites. Failure to be on time and/or attend the assigned Clinical Education sites will result in suspension with recommendation of dismissal from the Program.

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

Student Signature

Date

**PARIS JUNIOR COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

STUDENT HANDBOOK AGREEMENT

HANDBOOK AGREEMENT

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

SIGNED AND AGREED TO THIS _____ DAY OF 20_____.

Student:

Signature Printed Name Date

Witness:

Signature Printed Name Date

**PARIS JUNIOR COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
STUDENT HANDBOOK SAFEGUARDS**

FAIR PRACTICES

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

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

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

SIGNED AND AGREED TO THIS _____ DAY OF 20_____.

Student:

Signature

Printed Name

Date

.....
**PARIS JUNIOR COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

HONOR CODE AGREEMENT

Upon enrolling in the Diagnostic Medical Sonography Program, I acknowledge my responsibility to conduct my academic activities in accordance with the standards of academic integrity established by Paris Junior College and its faculty. This includes refraining from cheating, plagiarism, falsifying documents, unprofessional behavior, breaches of confidentiality, and related conduct. I understand that failure to uphold these standards may result in disciplinary measures, including dismissal from the program.

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

Student Signature

Date

**PARIS JUNIOR COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

Medical Condition and Routine Medication List

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

Medical Conditions:

1. _____
2. _____
3. _____

Routine Medications:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

I declare that the above listed information is accurate.

Student Signature

Date

COVID-19 VACCINE ACKNOWLEDGMENT

I am a student in a health sciences program (“Program”) at Paris Junior College (“PJC”). I understand that part of my Program and/or licensure requirements include Clinical Education experiences (“Clinical”).

I understand and acknowledge that some or all Clinical sites may require me to get certain vaccines, including but not limited to a vaccine(s) for COVID-19. Clinical sites are solely responsible for such requirements; these vaccination requirements or rules are not those of PJC and PJC has no control over same. Clinical experiences are difficult to secure, and PJC is often not able to reassign students to another Clinical site. Further, PJC has no duty or obligation to reassign any student to another Clinical site due to a student’s failure to be vaccinated.

I understand that if I am unable to be placed in a Clinical setting due to lack of COVID-19 vaccination or any other Clinical requirement, my graduation in my Program may be delayed or prevented entirely. I understand that if I am not fully vaccinated by dates established and required by the Clinical site, I will be prevented from attending same and this may also affect my grade, attendance, and/or ability to continue in, pass, or graduate from my Program and my ability to be licensed. If I am seeking an exemption to the Clinical’s vaccination requirements, I understand this is solely my responsibility to get the same exemption granted by dates established by the Clinical site.

Students may request medical or religious accommodations related to clinical vaccination requirements. Accommodation determinations are made by the clinical site in coordination with the College, consistent with applicable law.

I am entering the Program voluntarily, with a full understanding of the Clinical requirements, including the COVID-19 vaccination requirement.

Agreed and Acknowledged:

Student’s Printed Name

Student’s Signature

Date

**PARIS JUNIOR COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

STUDENT CONTRACT FOR IMPROVEMENT

Course: _____

Student Name: _____

Date: _____

Policy or competency statement:

Identifying Trends:

Plan of Action:

Expected Outcomes:

Required Date of Completion _____

Date of Next Student/Faculty Conference _____

Student Comment(s):

Date of Signatures _____

Student Signature

Faculty Signature

Program Coordinator's Signature

**PARIS JUNIOR COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
REPORT OF UNSATISFACTORY PROGRESS**

PROBATION FORM

Course: _____

Student Name: _____ Date of Probation _____

Reason for Probation:

Criteria for Removal of Probation:

Date Criteria must be met: _____ Date of Next Student/Faculty Conference: _____

Student Comments:

Date of Signatures: _____

Student Signature	Faculty Signature
	Faculty Signature
	Faculty Signature
	Program Coordinator's Signature

**PARIS JUNIOR COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

STUDENT CONFERENCE FORM

Course: _____
Student Name: _____ Date: _____
Location of Conference: _____ Time: _____

Participants: _____

- Reason(s) for Conference:
- _____ excessive absences and/or tardiness
 - _____ attitudinal difficulties at clinical site and/or classroom
 - _____ grades in the didactic (lecture course)
 - _____ grades in the lab section
 - _____ grades in the clinical section
 - _____ unsafe performance in clinical/lab
 - _____ electronic device policy
 - _____ dress code policy
 - _____ student-initiated conference
 - _____ other: _____

Please complete the supporting documentation.
Policy or competency statement:

Identifying Trends:

- Decision:
- _____ Contract for improvement (to be complete) and a review conference scheduled.
on _____
 - _____ Probation to begin on _____. (Please fill out the probation form)
 - _____ Withdrawal from program student initiated.
 - _____ Withdrawal from program faculty team initiated.
 - _____ Student may reapply to the program.
 - _____ Written warning
 - _____ Verbal warning
 - _____ Student-initiated conference
 - _____ Other _____

Student Comments:

Date of Signatures _____
_____ Faculty Signature

Student Signature

Department Chair or Coordinator's Signature