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Disclaimer

This manual contains the Medical Sonography Program official notification of standards, rules, policies, and values. Students are expected to read, understand and comply with the provisions of the Student Handbook.

The contents of this handbook supersede and revoke all prior statements of policy. If this student handbook does not address a matter of interest to you, or if you are uncertain about something after you have read the applicable policy or guideline, contact the Program Director for more information.

No student handbook can anticipate every circumstance or question regarding college policies. Accordingly, this publication is not intended to be a legally binding contract. Therefore, Central Carolina Community College reserves the right to amend, supplement, interpret, rescind, or deviate from any policies or portions of the Student Handbook from time to time as it deems appropriate based on the facts and circumstances surrounding each situation, in its sole and absolute discretion.
Dear Students,

On behalf of the Health Science Division, I would like to take this chance to personally welcome you to the Central Carolina Community College Medical Sonography Program. Our faculty and staff care about your success and are dedicated to helping you through this journey.

The next year and a half will be both rewarding and challenging. Our college has many resources available to our students. We understand the everyday struggles and stress our students face and are here to help. Never be afraid to reach out to your Advisors and Instructors for help. We believe in helping our students become competent, confident professional Sonographers.

I encourage each of you to keep your goals close to your heart and rely on your support networks throughout the next year and a half. Look around, the students beside you will become lifelong friends. The memories you make while in this program will stay with you forever. Take advantage of every opportunity to learn and connect. Your course instructors and clinical instructors will be your future coworkers and managers. Treat every day like a job interview. We all believe in you and know with dedication and teamwork you will be successful.

Once again, congratulations. You deserve to be proud of your achievements.

Sincerely,

Jennifer Mazur, B.S., RDMS
Medical Sonography Program Director
Central Carolina Community College
(919) 718-7342
jmazur@cccc.edu
INSTITUTIONAL POLICIES
Academic Advising

Each student in the program will be assigned a faculty advisor. These advisors will assist the student with pre-registration, course changes, private conferences, and any other needs that the student may have. Each faculty advisor will have posted a minimum of five (5) hours per week at his/her own office during which time the student may make appointments. The medical sonography faculty have an open door policy; however, scheduling appointment is preferred to ensure adequate time for special problems/issues.

At mid-semester, all students will meet with their assigned faculty advisor to discuss their academic and clinical standing and their individual needs.

Additional information for students can be found here: http://www.cccc.edu/advising/current-students/

Academic Dishonesty

Central Carolina Community College expects every student to be committed to honesty and academic integrity. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. Faculty are expected to uphold the standards of academic integrity in their courses and to handle violations in a manner consistent with student learning and the policies of the college.

Examples of actions that would violate Central Carolina Community College’s Student Code of Conduct related to academic integrity:

- Collaborating on any assignment or assessment with another student if not explicitly permitted by the instructor or the assignment’s instructions
- Copying tests, assignments, projects, presentations, and similar work; submitting work that was previously submitted in another course or at another institution without prior instructor approval; changing grades without the instructor’s knowledge; using unapproved sources (print, electronic, or web materials, etc.) during tests; receiving and giving assistance with tests or other assignments without instructor approval; and any action which misrepresents or defrauds.
- Representing others’ work (papers, tests, assignments, projects, etc.) in any form, print, electronic, web, etc., as your own; not giving credit to work created or composed by another author (refer to The Publication Manual of the American Psychological Association, the MLA Handbook, or other approved style guide); or submitting a purchased paper, project, or presentation as your own original work. If your name is on submitted work for academic credit, it represents your work only.
- Allowing others to copy your work, providing your work to others for submission as their own, lying to improve your grade or others’ grades, changing a graded work and submitting it for regrading, stealing or destroying others’ work, collaborating on work without instructor approval, and impersonating another by taking their examination.
It is the student’s responsibility to contact an instructor about any questions regarding academic integrity. If a student is unsure whether some action is permitted or acceptable, he or she is always advised to clarify the point of concern prior to submission with the instructor.

If a student commits an act of academic dishonesty, the consequences may include one or more of the following at the discretion of CCCC instructors or administrators: receive a zero grade on that assignment, a requirement to repeat the assignment for less or no credit, receive an “F” in that course, and/or be suspended or expelled from the college.

The information provided here is derived from CCCC’s published policies on Academic Integrity. For more information about the Student Code of Conduct, please refer to the CCCC catalog available at http://www.cccc.edu/registrar/catalog/

Academic Policies and Student Rights

Current student academic policies can be found in the current version of the catalog and can be found here: http://www.cccc.edu/registrar/policies/

Academic Standards

Sonography students must maintain a minimum of a 2.0 cumulative GPA while in the program. All classes must have a final grade of C or better to count towards graduation requirements, including general education classes.

Complaint Policy

Central Carolina Community College values its students and welcomes the opportunity to discuss any student concerns. Complaints regarding an individual course or an instructor should first be addressed with the instructor. Unresolved complaints about an instructor should be directed to Ms. Jennifer Mazur, Medical Sonography Program Director, at jmazur@cccc.edu or (919) 718-7342. Unresolved complaints about the Program Director should be directed to Ms. Denise Martin, Associate Dean of Health Sciences and Human Services, at dmartin@cccc.edu, or 919-718-7564. All complaints will be documented, including the projected outcome, and kept on file at the program facility. Complaints can be submitted online, including an anonymous complaint at the Sonography Online Complaint Form.
Counseling Services

Counseling services are available to all enrolled and prospective students. Students are invited to use the services as they plan, upgrade, modify, and/or consider changes in their educational goals. The counselors are highly qualified and are available to discuss concerns that may influence students' educational programs. Counselors will arrange confidential conferences to discuss any concerns, to provide needed guidance, and/or to make individual referrals. Mental health counselors are not available on campus. However, students should contact the Admissions office to be referred to resources available in the local community.

Additional information for students can be found here: http://www.cccc.edu/we-care/

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- Students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies.
- Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing.

After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR S 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student’s name, address, county of residence, telephone number, date and place of birth, honors and awards, and
dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Students may not have access to the following information:

- Parent’s financial records (without written consent from the parent)
- Law enforcement records
- Medical, psychiatric records, or similar records in connection with the treatment of the student
- Letters/statements of recommendation

Directory Information is defined by Central Carolina Community College as the following items:

- Name
- County of Residence
- Academic Major
- Enrollment Periods
- Hours Earned
- Degrees Awarded
- Awards Received

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1 (800) 877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920


Grade Appeals

Students have the right to appeal any grade within fifteen (15) class days after the posted date of the grade. The procedure prescribed for a student to exercise the right to appeal a grade is as follows:

1. First, the student must go to the instructor or staff member with whom the problem originated and attempt to resolve the problem at this level. If the grievance is determined to be an academic or grade appeal, the student must follow the steps outlined in this form.
2. The student initiates the appeal of an individual grade or course grade by completing the biographical and descriptive information prompted on the first page of the Grade Appeal.
Form. The student then submits the completed form to the instructor of the class in which the grade was assigned.

3. The instructor reviews the description of the problem and any related supporting evidence documented on the form by the student and then renders a decision to either uphold or amend the grade. The instructor records information related to the decision on the form and reports this information to the student. Based on the instructor's decision, the student indicates on the form whether to accept the instructor's decision or to continue the appeal process.

4. If the student wishes to continue the appeal process, then the student has the right to appeal the instructor's decision to the appropriate supervising department chair who will, in turn, respond with a decision to uphold the original grade or to overturn the instructor's decision. If, after completing this step, the student feels that the issue is still unresolved, then the student has the right to appeal the department chair's decision to the appropriate supervising academic dean who will respond with a decision to uphold the original grade or to overturn the department chair's decision. If the issue is still unresolved, the student may continue the appeal process based on the time frames and sequence specified on the Grade Appeal Form.

Health Services

Because this is a non-residential campus, health services are not available. For healthcare needs, students should contact their personal healthcare providers or activate emergency medical services (911) in the event of a medical emergency.

Inclement Weather Policy

When it is determined that weather conditions are severe enough to warrant closing the college, the information will be made available as soon as possible. Students should visit the college website for the most up-to-date inclement weather postings.

Students are encouraged to register for CCCC's Cougar Alert system, which alerts students of college closures due to inclement weather. http://www.cccc.edu/cougaralerts/

All inclement weather days not made up by an administrative change in the college's calendar will be made up by the instructor utilizing one of the following options: a) alternate assignment relevant to course objectives, b) schedule extra class sessions, c) holding conferences with individual students, or d) extend scheduled class time.
Library Services

The Central Carolina Community College Libraries provide the following services. Comparable access to all library services is provided for offsite and distance students.

Reference services are available in person at the library, by telephone, through e-mail, and through an online chat service. The “Help & Contact” section on the library website enables library users to call, send an e-mail reference question to a librarian, or to schedule an appointment with a librarian for a research consultation. Links to library online tutorials and research guides are also provided. The online chat service is on the Library home page and is available 24 hours a day, 7 days a week. The chat widget connects the library user to a live chat session for off-campus reference assistance both during and outside regular library hours. Librarians utilize LibraryH3lp software to provide chat reference services during library hours with backup coverage via Chatstaff librarians after library hours.

Public access computers provide access to the library catalog, electronic research databases, the Internet, and any curriculum-specific electronic resources requested by individual departments for student use. The library catalog and all research databases are accessible both on and off campus. All computers at all three campus libraries provide access to Microsoft Office software. Wireless Internet access is also available. Other instructional sites also have computers available for accessing library resources online.

Instruction and training sessions are made available to students at all campus locations. Library instruction is part of the research paper requirement for English 111 (Expository Writing) classes. Curriculum instructors may also arrange for library instruction in their particular discipline area, which covers subject specific resources. One-on-one student instruction is available upon individual request or by appointment. Online instruction video tutorials and research guides are also available via the library website for online students or when the library is closed. Librarians also embed in online classes, create library instruction modules for students in the online classes, answer student questions in Blackboard, and participate in discussion board posts related to course assignments.

Borrowing privileges are granted to CCCC faculty, staff, and students. Materials may be checked out for three weeks with one renewal at all campus libraries. Students may also borrow materials from other libraries within the Community College Libraries in North Carolina (CCLINC) consortium. A direct mail service allows distance education students to receive library resources by mail upon request. Students at other instructional sites may request materials from the libraries to be delivered to their CCCC site. A library liaison at each of these other sites serves as a contact for picking up requested books and for providing library information.

Interlibrary Loan services allow users to request books not available at a campus library or through the Community College Libraries in North Carolina (CCLINC) consortium. This service provides access to the holdings of libraries listed in the OCLC WorldCat database. Online request forms allow patrons to submit interlibrary loan requests electronically via the library web page.

Photocopying and printing services are available to students at the Lee and Harnett campuses for 5¢ per page with a debit-type copy/print card, which may be purchased at the circulation desk. Copies at the Chatham Community Library are 10¢ per page through a coin-operated or cash system.
Study rooms are available for group study at all campus libraries. Study rooms at the Lee and Harnett campuses are equipped with a 40-inch touch screen computer with MS Office software, a high-definition webcam, multi-media capabilities for recording presentations and web conferencing, and a dry erase whiteboard for collaborative group study. There are five study rooms at the Lee campus, two at the Harnett campus, and seven at the Chatham campus. All study rooms at the Chatham Community Library are equipped with a dry erase whiteboard. Study rooms may be reserved online through the "Services - Rooms & Spaces" section of the library web page. This service utilizes the LibCal room booking system.

Audio Visual viewing equipment is available for student use at the Lee and Harnett campus libraries in the group study rooms utilizing DVD drives on the touch screen computers. Headphones are also available for library use. The Chatham Community Library provides headphones and two external DVD drives for viewing DVDs on a computer station.

Sonography students have a customized web page on the CCCC Library site with sonography specific resources. This library resource is embedded into all sonography Blackboard courses and can be found here: http://cccc.libguides.com/dms

**Student Accessibility Services**

Central Carolina Community College is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act signed into law on July 26, 1990. In 1994, Central Carolina Community College established the Special Populations Office to facilitate the provisions of reasonable accommodations for all students with disabilities. This office coordinates services between the faculty and the special population students. Our instructors and staff have experience working with students who have disabilities to help them obtain the education they need to enter the workforce or transfer to a four-year institution.

The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. Students should contact the Student Accessibility Services Department at (919) 718-7416 to inquire about the accommodation process.

Please refer to the current College Catalog for more information at http://www.cccc.edu/registrar/catalog/
Student Rights and Responsibilities

CCCC cultivates student growth by promoting students’ awareness and understanding of their rights and responsibilities. Student Rights and Responsibilities can be found in the College Catalog and at http://www.cccc.edu/studentservices/syllabus/. This site includes but is not limited to the following information:

- Academic Honesty
- Appealing a Grade
- Career Center
- Campus Safety
- College Success Center
- Counseling
- Financial Aid
- Inclement Weather Closings
- Library Services
- Listening Lab
- Login Help
- Non-Discrimination/Title IX
- Open Computer Lab
- STEM Lab
- Student Activities
- Students with Disabilities
- Tutoring (In-person and online, all at no charge to the student)
- Upswing
- Writing and Reading Center

Service Work (Service Learning)

Service learning is a teaching and learning strategy that integrates community service with instruction to enrich the learning experience, teach civic responsibility, and strengthen communities. Promoting Active Learning and Service program (P.A.L.S) was established in 2012 to meet the diverse needs of our students, strengthen ties to the community, and to offer faculty and staff with more leadership opportunities. PALS operates under the Division of Student Learning. The PALS program enhances the traditional teaching and learning process by partnering students, instructors, and staff with the mission of being civically engaged and contributing positively to the growth of their community. We achieve this by providing mentorship and access to service-learning opportunities.

Students are required to complete two (2) hours of service learning and two (2) hour of reflection in their ACA course.

Information on PALS can be found here: http://www.cccc.edu/studentservices/pals/student-info/
PROGRAM POLICIES
Attendance

Purpose: As a Sonography student, we are preparing you for employment, and that includes learning how to be on time every single day. Punctuality is not only a sign of respect to those who are expecting you, but it speaks to your personal integrity, work ethic, and professionalism. We want to support you to achieve your full potential and to do this we set high expectations for attendance and punctuality at all scheduled classes, labs, and clinical shifts.

Excused Absence

An excused absence is defined as an absence due to an illness, emergency or approved conflict for you or a family member.

Excused absences are not subject to disciplinary action.

If you are absent due to illness a doctor's note is required when absent more than two days.

Acceptable documentation includes a police report, doctor's note, funeral pamphlet, etc. In the event of an emergency notify your instructor or program director by email when available and provide the appropriate documentation.

Unexcused Tardy/Absence

A Tardy is defined as being up to 10 minutes late from the start of lab, class or clinical or leaving up to 10 minutes prior to dismissal from lab, class or clinical.

An Absence is defined as being more than 10 minutes late or leaving more than 10 minutes prior to dismissal from lab, class, or clinical.

- If you know that you are going to be late or absent to class or lab, you must notify your course instructor by e-mail as soon as you realize you are not going to arrive on time.
- If you know that you are going to be late or absent to clinical, you must notify your clinical instructor by phone as soon as you realize you are not going to arrive on time.

If a student fails to communicate properly with the course instructor or clinical instructor regarding absences, it could result in a code of conduct being issued for unprofessionalism.

No Show No Call

No show no call is grounds for termination at most medical facilities, therefore if a student is a no show no call for clinical, it will result in a code of conduct being issued for unprofessionalism.
Make Up Policy

Class- Missed class cannot be made up. Refer to the course syllabus for the number of absences allowed for each class. 80% of class must be attended. A student who misses more than 20% of class could be subject to withdrawal from that course.

Lab- 100% of lab hours must be completed by the last day of the class. It is the student’s responsibility to make arrangements with the instructor for missed lab hours.

Clinical- 100% of clinical hours must be completed by the last day of the class. It is the student’s responsibility to make arrangements with both the clinical coordinator and clinical instructor for missed clinical hours.

If a student is marked absent, they only make up the actual missed minutes, not the entire day.

Code of Conduct

A Code of Conduct is an action plan that addresses excessive absences. Instructors and students will create a plan to help prevent future issues and ensure continued success throughout the program.

Students are only permitted a total of two unexcused occurrences per semester. On the third occurrence, the student will be issued a code of conduct. Any additional occurrences will also result in a code of conduct. Students will start each semester with zero occurrences.

If a student misses several consecutive classes or days, only one Code of Conduct will be issued for the event.
Dress Code

**Purpose:** The dress code is designed to provide guidance to students that will convey a positive and professional image as students prepare to become a member of a Healthcare team. The dress code will be in effect for all Medical Sonography classes, labs, and clinical rotations.

**Name Badge**

Students are required to wear the Central Carolina Community College name badge. The badge should be worn on the top right of their uniform and be visible at all times.

**Uniform**

Students are required to their Medical Sonography Scrubs. This includes assigned black jacket, class designated scrub top, black pants, white or black socks, and black closed toe shoes. Tennis shoes are not authorized. A black long sleeve or short sleeve shirt can be worn under the scrub top if desired. All undershirts are to be tucked in. No other jacket or sweater is authorized to be worn over scrubs. Uniform should be pressed and free of wrinkles. The stomach should be covered at all times.

**Grooming**

Students are expected to maintain an acceptable level of personal hygiene conducive to healthcare professionals. Students are required to maintain good oral hygiene. Students are required to wear deodorant.

**Hair**

Hair should be kept clean and neat in appearance. Hair should be of natural hair color. Hair should be worn up off their collar. Long hair can be worn in a ponytail or neat bun. Hair should be cut or fastened in such a manner that it does not fall in the face of the student or touch the patient. Hair should not be worn wet.

**Facial Hair**

Facial hair must be kept short, neat and well-trimmed.

**Make-up**

Make-up should appear natural and modest. Fake eyelashes are not authorized.

**Nails**
Nails should be trimmed and neat in appearance. Fingernails should be kept even with the end of the fingers. Nail polish should not be chipped or peeling. Artificial nails and tips are not authorized due to CDC and hospital guidelines.

**Jewelry**

Jewelry includes one pair of small studded earrings or tiny hoops, one watch, one ring per hand or wedding band set, and one single strand short necklace. No facial piercings or tongue piercings permitted. Students are authorized to wear clear piercing retainers.

**Tattoos**

Tattoos must be covered with clothing at all times while in uniform. If students have tattoos that show outside of their uniform, they will need to meet with the Program Director before the start of classes to determine how to cover the tattoos while in uniform.

**Perfume and Tobacco Smoke**

Students are not permitted to wear perfume, perfume lotions or smell like tobacco smoke. Any smoke smell can cause problems for patients and will not be tolerated. If a student smells like smoke, they will be asked to go home and change. Any loss of lab or clinical time will be required to be made up and subject to the attendance policy.
Classroom and Lab Etiquette

**Purpose:** The purpose of this information is to assist students in understanding proper classroom behavior. This policy includes all class and lab activities. The Medical Sonography Program believes in fostering a positive culture. The classroom should be a learning-centered environment in which faculty and students are unhindered by disruptive behavior. You are a college student and are expected to act maturely and to be respectful of the learning process, your instructor and your fellow students.

Faculty members have the authority to manage their classroom to ensure an environment conducive to learning. The instructor has the right to request any disruptive student to leave the classroom and or laboratory. Continued misbehavior in the classroom is cause for disciplinary action.

Attend every class and come to class prepared

You will find that students who attend every class prepared, listen to their instructor and take good notes will be more likely to pass (with a higher grade).

Get to class on time

Students are expected to be on time for class. It is a sign of respect to both your Instructors and classmates. Students who walk into the classroom late distract other students in the learning environment.

Breaks

Students will be given a 10-minute break every hour. Students are required to return promptly from all breaks. Excessive breaks are not permitted. If a student does not return from a break on time, they may be marked tardy or absent.

Do not have private conversations

Side conversations should be kept at a minimum. The noise is distracting to other students.

Turn mobile phones off

Cell phones use is prohibited during class and lab.

Do not dominate other students' opportunity to learn by asking too many questions
It is good to ask questions and make comments, but if you dominate the class time with too many questions and comments, the instructor and other students cannot participate in class discussions. When asking questions, and making comments, keep them related to the discussion at hand.

**Respect your instructor**

Openly challenging the instructor's knowledge or authority in the classroom is not appropriate. If you have issues with the instructor's information or instructional methods, make sure that your comments are made without confrontation or antagonism. You may want to discuss your issues with her or him privately. Keep in mind that every Instructor's classroom policies, procedures, and teaching styles vary.

**Be teachable**

As a Medical Sonography student, you are learning a skill. It takes approximately 10,000 hours to perfect any skill. Students must be open to feedback and accept that it will only make you better. Tone, body language, and comments should be polite and respectful.

These steps may help you be more receptive to feedback. Stop your initial reaction. Remember the benefits of getting feedback. Listen for understanding. Say Thank you. Ask questions to deconstruct the feedback. Practice suggestion where applicable.

**Your classmates deserve your respect and support**

Others may have ideas and opinions that differ from yours, or they may struggle to understand information as quickly as their peers. But they deserve the same level of respect from you as you wish to receive from them. Disrespectful comments to piers will not be tolerated.

**Come to class prepared**

Students are required to read before attending class. Students who have not read and prepared for class many times ask questions that could have been answered through their reading or assignments.

**Turn in your work on time**

Planning ahead is essential. Students who wait until the last minute to do their work will make lower grades and are more likely to miss deadlines. Advisors are available to help Students get organized.

**Do not bring children to class**

Students with children need to make arrangements for their children and have an emergency back-up plan for when the primary plan does not work. In the event of a childcare emergency, talk to your instructor.

**Food and Drink**
Students are permitted to have drinks with lids in the classroom. Food should only be consumed only during breaks. Food with strong smells is prohibited inside the classroom. Food is not permitted in the lab.

Clinical Guidelines

**Purpose:** Clinical Rotations are a requirement for graduation from the Medical Sonography Program. Students will learn invaluable skills required to graduate and become an entry-level Sonographer. As a healthcare professional you should take every opportunity to represent yourself, classmates and school in a positive professional manner.

Clinical Assignments

Students will receive their assignments at least one week prior to the start of the semester. The Clinical Coordinator is responsible for placing students at clinical education sites. Students may be asked for their preferences, but the decision of the faculty is final. Students will be provided a list of their clinical sites 1 week prior to the start of the semester. Assignments are tentative to change at any time. Students may be assigned any shift to include day, evenings, nights and weekends. Students must be prepared to travel to the clinical education site and are responsible for having reliable transportation.

Attendance

Students will track their attendance through Trajecsys. The Medical Sonography Attendance Policy applies to all Clinical Rotations.

Students are required to take a 30-minute lunch break. Students who leave their clinical site are required to clock out and clock back in when they return. Students should work with their Clinical Instructors to ensure they are given a chance to eat lunch.

Clinical Education and Background Checks

Students are required to complete all Clinical documentation by assigned deadlines. Procrastination of paperwork will not result in a new assignment. Students that miss clinical hours due to incomplete clinical paperwork will receive a written warning and required to make up all clinical hours missed by the end of the semester.

Dress Code

Students are required to follow the Medical Sonography Program Dress Code at all times including clinicals.

Cell Phones
Cell phone use is subject to the rules of each individual clinical site. Cell phones are not permitted to be used in the Ultrasound department or in patient care rooms. Students are not permitted to take photos or record images of any kind during clinical rotations. Cell phone usage should be limited to emergencies. Students may use cell phones on breaks and during lunch in designated break areas. Cell phones should be kept in a locker or secure location designated by the clinical instructor during clinical hours.

**Smoking**

Students are required to follow all clinical site smoking policies. If a student smells like tobacco smoke, they will be asked to go home and change. Students will be required to make up all clinical hours missed and subject to the attendance policy.

**Chewing Gum**

Chewing gum is not permitted while with a patient in a clinical setting.

**Drug Use**

Any student suspected of drug and/or alcohol use in the clinical facility will be placed on suspension and asked to leave immediately. The student will be required to pass a drug test prior to returning to the program. Any prescription drug use must be documented by a physician and provided to the Clinical Coordinator before attending clinical.

**Social Media**

Social media should not be used to discuss or display information in regards to clinical. It is against program policy to share any information about patients, technologists, physicians, or any other health care worker from any of the facilities. Postings on these networks should not reflect negatively on the college, the clinical institution, or any individual; such comments will be subject to disciplinary procedures if necessary.

Students may not add clinical instructors or any affiliated College employees during the duration of the program.

Social media can be defined as the following, but not limited to: texting, blogs, emails, eLearn communications, and proprietary platforms such as Twitter, Linkedin, Facebook, My Space, YouTube, Flickr, Vine, Tumblr, etc.

**Profanity**

Students are expected to be professional at all times. Use of Profanity is not permitted.

**Respect**

Students are expected to remain respectful and professional at all times. If students encounter a problem with staff, patients or family members they are to notify their clinical instructor or Clinical Coordinator.
Students also have the right to be respected. If you encounter an issue students are expected to let the course Instructor know as soon as possible. In extreme circumstances, students are permitted to leave the site and contact the Clinical Coordinator immediately. At no time is violence accepted. Yelling, name calling or violence towards a patient, staff member or family member is grounds for immediate dismissal from the Medical Sonography Program.

**Teachable**

As Sonography students you are learning a skill. Students will be evaluated on professionalism, patient care, images, etc. Students should be open and positive when receiving constructive feedback. This is part of the learning process. Clinical Instructors have a job to teach. Students have a job to learn.

**HIPAA**

Students must maintain strict confidentiality of all health information of patients at clinical affiliate sites during and after their clinical rotations. Students may neither use nor disclose health information of patients to which they have access, other than as expressly authorized by the clinical affiliate. Students must be familiar with and adhere to their clinical site HIPAA policy.

Students must follow national patient privacy regulations as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
Student Code of Conduct

**Purpose:** Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and behavior. The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct is a clear and substantial disruption or threatens to create a substantial disruption to the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. The purpose of this code is not to restrict student rights, but to protect the rights of individuals in their academic pursuits.

Violation of one or more of the following regulations may result in disciplinary action. This code should not be considered an exclusive list of acceptable and unacceptable behavior.

- Excessive absences
- Academic dishonesty
- Theft of, misuse of, or damage to college property, property of a member of the college community, to include clinical facilities, or campus visitors
- Possession of or use of alcoholic beverages, being in a state of intoxication on college campus or supervised functions off campus, to include clinical facilities; possession, use, or distribution of any illegal drugs on college campus or supervised function off campus, to include clinical facilities.
- Lewd or indecent conduct
- Mental, physical, and/or sexual abuse of any person on college premises or at college sponsored/supervised functions, to include clinical.
- Any act, comment, behavior that is perceived to be of a sexually suggestive or harassing nature creating an intimidating, hostile or offensive environment.
- Intentional obstruction or disruption of teaching
- Smoking (including electronic forms)
- Inappropriate texting, emailing, and/or using electronic devices during class except for appropriate classroom use, i.e. taking notes, class activity. Phones are to be kept on silent or vibrate.
- Departmental dress code and personal hygiene for class and/or clinical
- Practices outside the identified Scope of Practice
● Violates the Code of Ethics of the Profession
● Violates HIPAA standards required for the profession
● Unprepared to care for clients in the clinical setting (physically, emotionally, or mentally)
● Lacks theoretical knowledge in the clinical setting to provide safe care
● Disregards student health policies

Disciplinary action is at the discretion of the instructor, program director, and/or Dean of Health Sciences and Human Services. Depending on the nature of the violation, disciplinary action could include a verbal warning, a grade of F in the course, dismissal from the program, expulsion from the college, and/or criminal charges filed.

Please refer to the current college catalog for the full policy on student conduct, disciplinary action, and student’s rights to due process.

Withdrawal and Readmission Guidelines

If a student chooses to withdraw from the program, the student must meet with the Program Director to discuss their decision to start the withdrawal process. Students who are receiving financial aid should also meet with a financial aid representative to determine what impact withdrawing from the program will have on their financial aid status. If the student decides to come back into the program at a later date, they must meet with the Program Director before reapplying to the program to get a Letter of Good Standing which is required as part of the application process. Students must then follow the current competitive admissions process to reapply to the program. Students should be aware that re-entry into the program is not guaranteed, and is dependent on seats available and competitive points.

Criteria for Dismissal

As per the CCCC Student Handbook/College Catalog, the college reserves the right to suspend or dismiss any student who violates student regulations and student conduct when it is determined such action is in the best interest of the college or the student.

Students may be recommended for dismissal from the Medical Sonography program for the following reasons:

● A grade of D or F is earned in any SON courses in the program.
● A grade of D or F is earned in any course in the program (to include non-SON courses required by the curriculum that are taken once admitted to the program).
● A course is failed while the student is on probation (students who re-enter and restart are on probation for all future semesters enrolled in the program).
● Any student with physical and/or emotional problems that do not respond to appropriate treatment and/or counseling within a reasonable period of time may be dismissed from the program.
● Any student demonstrating behavior, which conflicts with safety requirements essential to sonography practice, will be dismissed from the program.
● Misuse of information, including malicious gossip, and/or liable disclosure of information from externship experiences.
● The student is determined to be a threat to classmates, faculty, or patients.
● Academic dishonesty occurs that results in administrative dismissal.
● Failure of the student to report to the clinical externship site on time, appropriately dressed, and ready to work.

Students wishing to appeal the course grade or dismissal from the program should follow the policies for grade appeal and/or student grievance as outlined in the CCCC Student Handbook/College Catalog.

Students who are dismissed from the sonography program for failure to pass the course(s) may be considered for re-entry or re-start. Those who wish to be considered for re-entry must meet with the program director before reapplying to the program to get a Letter of Good Standing which is required as part of the application process. Students must then follow the current competitive admissions process to reapply to the program.

**Students dismissed for administrative reasons or for being a threat to other students, faculty, or patients will NOT be eligible to reapply to the program.**
PROGRAM GRADUATION REQUIREMENTS
Graduation Checklist

☐ Pass the Sonography Principles & Instrumentation (SPI) examination

☐ Successful completion of all on-campus courses with a minimum cumulative grade average of 2.0.

☐ Successful completion of the clinical externship with 100% of clinical hours completed.

☐ Successful completion of all Protocol Checkoffs including Mastery Lab.

☐ Successful completion of all Clinical Competencies and exams.

☐ Successful completion of a mock interview.

☐ Successful completion and submission of an updated resume and cover letter.
Protocol Checkoffs

**Purpose:** Throughout the Medical Sonography Program students will be tested on their ability to perform a set number of Ultrasound Protocols in a set time limit. This will prepare students to scan patients in the clinical setting and work as an entry level Sonographer.

**Preparation**

Students will be provided a copy of all protocols to be tested. Instructors will demonstrate how to scan each required protocol at the beginning of the semester during lab. Students will complete a variety of assignments and course activities that will prepare them to complete each protocol independently by the end of the semester. Students will be given opportunities each week to practice protocols and receive feedback.

**Grading**

Protocol Images may be submitted to the course Lab Instructor at any time during the course for review. If a student passes that protocol in the set time limit, they will be checked off on that protocol for the semester. If a student does not pass, they will receive constructive feedback and asked to repeat the protocol. There are no limits to the number of times a student can submit images.

Students who have not checked off on all required protocols by the last day of lab will be given three attempts to pass. If a student is unable to complete all the required protocols by the end of the course, they may be asked to repeat the course before progression through the program.

**Academic Honesty**

Students are expected to scan independently without assistance from an Instructor or another student. Academic Dishonesty Policy applies to all protocol check offs. Any students caught taking images for another student or providing feedback during a protocol checkoff may be dismissed from the program.

**Assigned Protocols per Semester**

1\(^{st}\) Semester

No Protocol Checkoffs

2\(^{nd}\) Semester

Abdomen I- Aorta (30min), Renal (30 min), RUQ (30 min)
3rd Semester

Abdomen II- Abdomen Complete (45 min), Scrotal (20 min), Thyroid (20 min)

GYN- Pelvic Complete (20 minutes) and Transvaginal (20 minutes)

4th Semester

OB I- OB 1st Trimester (30 min), OB 2nd Trimester Limited (30 min)

Vascular- Carotid (30 min), Unilateral LEV (20 min)

5th Semester

OB II – OB 3rd Trimester (45 min)

Mastery Lab – Abdomen Complete, Thyroid, Pelvic Complete, Unilateral LEV, and Carotid
Clinical Competencies

**Purpose:** Throughout the Medical Sonography Program students will be evaluated on their ability to perform ultrasound examinations on patients in the clinical setting. Students are required to perform a set number of ultrasound exams each semester under the supervision of a Registered Sonographer. Sonographers can only sign off on exams in their registered specialty. All exams will be tracked and signed off in Trajecsys.

Students are required to inform clinical Instructors of their requirements and progress to ensure all exams are completed by the end of the semester. Completion of all competencies is a requirement to progress through the program and to graduate.

**1st Semester (No Clinical)**

No competencies

**2nd Semester (9 Exams Total 25% Independently* Scanning)**

- Abdomen (minimum 9)
  - RUQ (5)
  - Renal (4)

**3rd Semester (20 Exams Total 50% Independently* Scanning)**

- Abdomen (minimum 20)
  - RUQ (7)
  - Renal (6)
  - Abdomen Complete (2)
4th Semester (50 exams Total 75% Independently* Scanning)

**Abdomen (minimum 10)**
- RUQ (4)
- Renal (4)
- Abdomen Complete (2)

**Superficial (minimum 4)**
- Thyroid (2)
- Scrotum (2)

**Pelvic (minimum 8)**
- Pelvic Complete (4)
- Transvaginal (4)

**Obstetric (minimum 7)**
- OB 1st Trimester (5)
- OB 2nd or 3rd Trimester (2)

5th Semester (90 Exams Total 90% Independently* Scanning)

**Abdomen (minimum 20)**
- RUQ (8)
- Renal (8)
- Abdomen Complete (4)

**Superficial (minimum 4)**
- Thyroid (2)
- Scrotum (2)

**Pelvic (minimum 10)**
- Pelvic Complete (5)
- Transvaginal (5)

**Obstetric (minimum 7)**
- 1st Trimester (5)
- 2nd or 3rd Trimester (2)

**Invasive Procedures (2) Assisted Only**
- Paracentesis or Thoracentesis (2)

*Independently is defined as a student who has read an order, looked up prior imaging, input patient information, verified patient, took history, explained exam, positioned patient, took images and provided Sonographer impressions.
Clinical Hour Requirements

<table>
<thead>
<tr>
<th>Purpose: Students are required to complete 100% of all assigned course clinical hours each semester before progression and graduation. Hands-on experience working with patients in the clinical setting is vital to your success as a Sonographer.</th>
</tr>
</thead>
</table>

Students will complete a minimum of 1,296 clinical hours in this program.

Assigned Clinical Hours per Course

1\textsuperscript{st} Semester

Students do not attend Clinical the first semester.

2\textsuperscript{nd} Semester

- SON 110 (48 hours)
- SON 120 (240 hours)

3\textsuperscript{rd} Semester

- SON 121 (240 hours)

4\textsuperscript{th} Semester

- SON 220 (384 hours)

5\textsuperscript{th} Semester

- SON 221 (384 hours)
PROFESSIONAL STANDARDS AND GUIDELINES
SONOGRAPHER CODE OF ETHICS

Code of Ethics for the Profession of Diagnostic Medical Sonography
Approved by SDMS Board of Directors, 12/06/2006

PREAMBLE

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing, the integrity of the profession of diagnostic medical sonography will be maintained.

OBJECTIVES

1. To create and encourage an environment where professional and ethical issues are discussed and addressed.
2. To help the individual diagnostic medical sonographer identify ethical issues.
3. To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

PRINCIPLES

Principle I: In order to promote patient well-being, the diagnostic medical sonographer shall:

A. Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
B. Respect the patient's autonomy and the right to refuse the procedure.
C. Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
D. Promote the privacy, dignity, and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
E. Maintain confidentiality of acquired patient information, and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
F. Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

Principle II: To promote the highest level of competent practice, diagnostic medical sonographers shall:

A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA); http://www.noca.org or the International Organization for Standardization (ISO); http://www.iso.org
C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty-specific credentials and recredentialing.
F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

Principle III: To promote professional integrity and public trust, the diagnostic medical sonographer shall:

A. Be truthful and promote appropriate communications with patients and colleagues.
B. Respect the rights of patients, colleagues and yourself.
C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
D. Accurately represent his/her experience, education and credentialing.
E. Promote equitable access to care.
F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
G. Communicate and collaborate with others to promote ethical practice.
H. Engage in ethical billing practices.
I. Engage only in legal arrangements in the medical industry.
J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.
SONOGRAPHER SCOPE OF PRACTICE

SCOPE OF PRACTICE REVISION PROCESS

In May 2013, representatives of sixteen organizations came together to begin the process of revising the existing Scope of Practice and Clinical Practice Standards. Thus began a process that engaged the participating organizations in an unrestricted dialogue about needed changes. The collaborative process and exchange of ideas has led to this document, which is reflective of the current community standard of care. The current participants recommend a similar collaborative process for future revisions that may be required as changes in ultrasound technologies and healthcare occur.

PARTICIPATING ORGANIZATIONS

The following organizations participated in the development of this document. Those organizations that have formally endorsed the document are identified with the “†” symbol. Supporting organizations are identified with the “*” symbol.

- American College of Radiology (ACR)*
- American Congress of Obstetricians and Gynecologists (ACOG)*
- American Institute of Ultrasound in Medicine (AIUM)*
- American Registry for Diagnostic Medical Sonography (ARDMS)*
- American Registry of Radiologic Technologists (ARRT)*
- American Society of Echocardiography (ASE)†
- American Society of Radiologic Technologists (ASRT)*
- Cardiovascular Credentialing International (CCI)†
- Joint Review Committee on Education in Diagnostic Medical Sonography (JRC DMS)†
- Joint Review Committee on Education in Cardiovascular Technology (JRC CVT)*
- Society of Diagnostic Medical Sonography (SDMS)†
- Society of Radiologists in Ultrasound (SRU)*
- Society for Maternal Fetal Medicine (SMFM)†
- Society for Vascular Surgery (SVS)†
- Society for Vascular Ultrasound (SVU)†
- Sonography Canada (formerly the Canadian Society of Diagnostic Medical Sonography)*

OTHER SUPPORTING/ENDORSING ORGANIZATIONS

Other organizations that have formally endorsed the document are identified with the “†” symbol. Other supporting organizations are identified with the "*" symbol.

- American College of Phlebology*

Note: Some organizations have internal policies that do not permit endorsement of external documents. “Supporting organization” denotes a more limited level of review and approval than endorsement and means the organization considers the clinical document to be of educational value, although it may not agree with every recommendation or statement in the document.

LIMITATION AND SCOPE
Federal and state laws, accreditation standards, and lawful facility policies and procedures supersede these standards. A diagnostic medical sonographer, within the boundaries of all applicable legal requirements and restrictions, exercises individual thought, judgment, and discretion in the performance of an examination taking into account the facts of the individual case.

This document is intended to set forth the standards in major areas of the diagnostic medical sonographer’s responsibilities. It does not cover all areas or topics that may present themselves in actual practice. In addition, technological changes or changes in medical practice may require modification of the standards.

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**SCOPE OF PRACTICE AND CLINICAL STANDARDS FOR THE DIAGNOSTIC MEDICAL SONOGRAPHER**

The purpose of this document is to define the scope of practice and clinical standards for diagnostic medical sonographers and describe their role as members of the healthcare team. Above all else, diagnostic medical sonographers act in the best interest of the patient.

**DEFINITION OF THE PROFESSION**

Diagnostic medical sonography is a multi-specialty profession comprised of abdominal sonography, breast sonography, cardiac sonography, obstetrics/gynecology sonography, pediatric sonography, phlebology sonography, vascular technology/sonography, and other emerging clinical areas. These diverse areas all use ultrasound as a primary technology in their daily work.

The diagnostic medical sonographer is an individual who provides patient care services using ultrasound and related diagnostic procedures. The diagnostic medical sonographer must be educationally prepared and clinically competent as a prerequisite to professional practice. Demonstration and maintenance of competency through certification by a nationally recognized sonography credentialing organization is the standard of practice in sonography, and maintenance of certification in all areas of practice is endorsed.

The diagnostic medical sonographer:

- Functions as a delegated agent of the physician; and
- Does not practice independently.

Diagnostic medical sonographers are committed to enhanced patient care and continuous quality improvement that increases knowledge and technical competence. Diagnostic medical sonographers use independent, professional, ethical judgment, and critical thinking to safely perform diagnostic sonographic procedures.
A fundamental approach to the safe use of diagnostic medical ultrasound is to apply elements of the As Low As Reasonably Achievable ("ALARA") Principle including lowest output power and the shortest scan time consistent with acquiring the required diagnostic information. The diagnostic medical sonographer uses proper patient positioning, tools, devices, equipment adjustment, and ergonomically correct scanning techniques to promote patient comfort and prevent compromised data acquisition or musculoskeletal injury to the diagnostic medical sonographer.

**DIAGNOSTIC MEDICAL SONOGRAPHER CERTIFICATION/CREDENTIALING**

A diagnostic medical sonographer must be competent in any sonographic procedure they perform. Certification by a sonography credentialing organization that is accredited by National Commission of Certifying Agencies (NCCA) or the American National Standards Institute International Organization for Standardization (ANSI – ISO) represents “standard of practice” in diagnostic sonography.

Despite the commonality of ultrasound technology across the field of sonography, the bodies of knowledge, technical skills, and competencies of sonographers in different areas of sonography specialization are markedly different. If performing procedures in any of the following primary areas of sonography specialization, a diagnostic medical sonographer must demonstrate competence in the specialty area(s) through appropriate education, training, and certification:

1. Abdominal Sonography
2. Obstetrical/Gynecological Sonography
3. Cardiac Sonography
4. Vascular Technology/Sonography

If the diagnostic medical sonographer specializes or regularly performs procedures in secondary area(s) of specialization (e.g., breast sonography, fetal cardiac sonography, musculoskeletal sonography, pediatric sonography, phlebology sonography, etc.), the diagnostic medical sonographer should demonstrate competence through certification in the area(s) of practice by a nationally recognized sonography credentialing organization. Employers and accrediting organizations should require maintenance of diagnostic medical sonographer certification in all areas of practice.

**NOTE:** Temporary or short term situational exceptions to the certification standard of practice may be necessary (in accordance with applicable federal and state laws and facility policy). For example:

1. Students enrolled in an accredited educational program who are providing clinical services to patients under the direct supervision of an appropriately certified sonographer or other qualified healthcare provider;
2. Sonographers who are cross training in a new sonography specialty area under the direct supervision of an appropriately certified sonographer or other qualified healthcare provider; and
3. Sonographers who are providing emergency assessment in an urgent care environment where an appropriately certified sonographer is not available in a timely manner.
SONOGRAPHER CLINICAL STANDARDS

Standards are designed to reflect behavior and performance levels expected in clinical practice for the diagnostic medical sonographer. These clinical standards set forth the principles that are common to all of the specialties within the larger category of the diagnostic sonography profession. Individual specialties or clinical areas may extend or refine, but not limit, these general principles according to their specific practice requirements.

SECTION 1

STANDARD – PATIENT INFORMATION ASSESSMENT AND EVALUATION:

1.1 Information regarding the patient's past and present health status is essential in providing appropriate diagnostic information. Therefore, pertinent data related to the diagnostic sonographic procedure should be collected and evaluated to determine its relevance to the examination. The diagnostic medical sonographer:

1.1.1 Verifies patient identification and that the requested examination correlates with the patient's clinical history and presentation. In the event that the requested examination does not correlate, either the supervising physician or the referring physician will be notified.

1.1.2 In compliance with privacy and confidentiality standards, interviews the patient or their representative, and/or reviews the medical record to gather relevant information regarding the patient's medical history and current presenting indications for the study.

1.1.3 Evaluates any contraindications, insufficient patient preparation, and the patient's inability or unwillingness to tolerate the examination and associated procedures.

STANDARD – PATIENT EDUCATION AND COMMUNICATION:

1.2 Effective communication and education are necessary to establish a positive relationship with the patient or the patient's representative, and to elicit patient cooperation and understanding of expectations. The diagnostic medical sonographer:

1.2.1 Communicates with the patient in a manner appropriate to the patient's ability to understand. Presents explanations and instructions in a manner that can be easily understood by the patient and other healthcare providers.

1.2.2 Explains the examination and associated procedures to the patient and responds to patient questions and concerns.

1.2.3 Refers specific diagnostic, treatment, or prognosis questions to the appropriate physician or healthcare professional.
STANDARD – ANALYSIS AND DETERMINATION OF PROTOCOL FOR THE DIAGNOSTIC EXAMINATION:

1.3 The most appropriate protocol seeks to optimize patient safety and comfort, diagnostic quality, and efficient use of resources, while achieving the diagnostic objective of the examination. The diagnostic medical sonographer:

1.3.1 Integrates medical history, previous studies, and current symptoms in determining the appropriate diagnostic protocol and tailoring the examination to the needs of the patient.

1.3.2 Performs the examination under appropriate supervision, as defined by the procedure.

1.3.3 Uses professional judgment to adapt the protocol and consults appropriate medical personnel, when necessary, to optimize examination results.

1.3.4 Confers with the supervising physician, when appropriate, to determine if intravenous contrast is necessary to enhance image quality and obtain additional diagnostic information.

1.3.5 With appropriate education and training, uses proper technique for intravenous line insertion and administers intravenous contrast according to facility protocol.

STANDARD – IMPLEMENTATION OF THE PROTOCOL:

1.4 Quality patient care is provided through the safe and accurate implementation of a deliberate protocol. The diagnostic medical sonographer:

1.4.1 Implements a protocol that falls within established procedures.

1.4.2 Elicits the cooperation of the patient to carry out the protocol.

1.4.3 Adapts the protocol according to the patient's disease process or condition.

1.4.4 Adapts the protocol, as required, according to the physical circumstances under which the examination must be performed (e.g., operating room, sonography laboratory, patient's bedside, emergency room, etc.).

1.4.5 Monitors the patient's physical and mental status.

1.4.6 Adapts the protocol according to changes in the patient's clinical status during the examination.

1.4.7 Administers first aid or provides life support in emergency situations.

1.4.8 Performs basic patient care tasks, as needed.

1.4.9 Recognizes sonographic characteristics of normal and abnormal tissues, structures, and blood flow; adapts protocol as appropriate to further assess
findings; adjusts scanning technique to optimize image quality and diagnostic information.

1.4.10 Analyzes sonographic findings throughout the course of the examination so that a comprehensive examination is completed and sufficient data is provided to the supervising physician to direct patient management and render a final interpretation.

1.4.11 Performs measurements and calculations according to facility protocol.

STANDARD – EVALUATION OF THE DIAGNOSTIC EXAMINATION RESULTS:

1.5 Careful evaluation of examination results in the context of the protocol is important to determine whether the goals have been met. The diagnostic medical sonographer:

1.5.1 Establishes that the examination, as performed, complies with applicable protocols and guidelines.

1.5.2 Identifies and documents any limitations to the examination.

1.5.3 Initiates additional scanning techniques or procedures (e.g., administering contrast agents) when indicated.

1.5.4 Notifies supervising physician when immediate medical attention is necessary, based on examination findings and patient condition.

STANDARD – DOCUMENTATION:

1.6 Clear and precise documentation is necessary for continuity of care, accuracy of care, and quality assurance. The diagnostic medical sonographer:

1.6.1 Provides timely, accurate, concise, and complete documentation.

1.6.2 Provides an oral or written summary of findings to the supervising physician.

SECTION 2

STANDARD – IMPLEMENT QUALITY IMPROVEMENT PROGRAMS:

2.1 Participation in quality improvement programs is imperative. The diagnostic medical sonographer:

2.1.1 Maintains a safe environment for patients and staff.

2.1.2 Performs quality improvement procedures to determine that equipment operates at optimal levels and to promote patient safety.
2.1.3 Participates in quality improvement programs that evaluate technical quality of images, completeness of examinations, and adherence to protocols.

2.1.4 Compares facility quality improvement standards to external metrics, such as accreditation criteria, evidence based literature, or accepted guidelines.

STANDARD QUALITY OF CARE:

3.1 All patients expect and deserve optimal care. The diagnostic medical sonographer:

3.1.1 Works in partnership with other healthcare professionals.

3.1.2 Reports adverse events.

SECTION 3

STANDARD – SELF ASSESSMENT:

3.1 Self-assessment is an essential component in professional growth and development. Self-assessment involves evaluation of personal performance, knowledge, and skills.

3.1.1 Recognizes strengths and uses them to benefit patients, coworkers, and the profession.

3.1.2 Recognizes weaknesses and limitations and performs procedures only after receiving appropriate education and supervised clinical experience in any deficient areas.

STANDARD – EDUCATION:

3.2 Advancements in medical science and technology occur very rapidly, requiring an ongoing commitment to professional education. The diagnostic medical sonographer:

3.2.1 Obtains and maintains appropriate professional certification/credential in areas of clinical practice.

3.2.2 Recognizes and takes advantage of opportunities for educational and professional growth.

STANDARD – COLLABORATION:

3.3 Quality patient care is provided when all members of the healthcare team communicate and collaborate efficiently. The diagnostic medical sonographer:

3.3.1 Promotes a positive and collaborative atmosphere with members of the healthcare team.
3.3.2 Communicates effectively with members of the healthcare team regarding the welfare of the patient.

3.3.3 Shares knowledge and expertise with colleagues, patients, students, and members of the healthcare team.

SECTION 4

STANDARD – ETHICS:

4.1 All decisions made and actions taken on behalf of the patient adhere to ethical standards. The diagnostic medical sonographer:

4.1.1 Adheres to accepted professional ethical standards.

4.1.2 Is accountable for professional judgments and decisions.

4.1.3 Provides patient care with equal respect for all.

4.1.4 Respects and promotes patient rights, provides patient care with respect for patient dignity and needs, and acts as a patient advocate.

4.1.5 Does not perform sonographic procedures without a medical indication, except in educational activities.

4.1.6 Adheres to this scope of practice and other related professional documents

For purposes of this document, the following definition of terms applies:

ALARA: an acronym for As Low As Reasonably Achievable, the fundamental principle for the safe use of diagnostic medical ultrasound is to use the lowest output power and the shortest scan time consistent with acquiring the required diagnostic information.

Certification: Designates that an individual has demonstrated through successful completion of a specialty certification examination the requisite knowledge, skills, and competencies and met other requirements established by a sonography credentialing organization. Certification also is intended to measure or enhance continued competence through recertification or renewal requirements.

Credential: Means the recognition awarded to an individual who has met the initial (and continuing) knowledge, skills, and competencies requirements of a sonography credentialing organization.

Education: The process undertaken to gain knowledge of facts, principles, and concepts. Education encourages problem solving, critical thinking, and application of the facts, principles, and concepts learned.
**Examination:** One or more sonographic or related procedures performed to obtain diagnostic information that aids in the verification of health or identification of disease or abnormality.

**Interpreting Physician:** The physician (e.g., radiologist, cardiologist, gynecologist, obstetrician, vascular surgeon, etc.) who evaluates the results of the diagnostic examination and provides the final report of the findings that is included in the patient’s medical record.

**Procedure:** A specific action or course of action to obtain specific diagnostic information; often associated with a reimbursement procedure code.

**Protocol:** A written, standardized series of steps that are used to acquire data when performing a diagnostic sonographic examination and its associated procedures.

**Referring Physician:** A physician who orders a diagnostic examination or refers the patient to a specialized facility for a diagnostic examination. In some clinical environments, the referring and supervising physician may be the same person.

**Sonography Credentialing Organization:** An organization that is accredited by National Commission of Certifying Agencies (NCCA) or the American National Standards Institute - International Organization for Standardization (ANSI – ISO) that awards sonography credentials upon successful completion of competency-based certification examination(s). Also known as a sonography “registry.”

**Supervising Physician:** A physician who provides overall medical direction of the sonographer but whose physical presence may not necessarily be required during the performance of a diagnostic examination. The supervising physician is available to review examination procedures and to offer direction and feedback. In some clinical environments, the supervising and interpreting physician may be the same person.

**Training:** The successful completion of didactic and clinical education necessary to properly perform a procedure in accordance with accepted practice standards. While closely related to education, training is undertaken to gain a specific skill.

All Central Carolina Community College Medical Sonography students are required to follow and held responsible for any violations of the national patient privacy regulations as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Privacy Rule of 2000.

Protected Health Information. The Privacy Rule protects all "individually identifiable health information" held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. The Privacy Rule calls this information "protected health information (PHI)."

"Individually identifiable health information" is information, including demographic data, that relates to:
- the individual’s past, present or future physical or mental health or condition,
- the provision of health care to the individual, or
- the past, present, or future payment for the provision of health care to the individual,
- and that identifies the individual or for which there is a reasonable basis to believe can be used to identify the individual. Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

Students will have extensive training in HIPAA both in class, lab, and clinical during this program.

This policy applies to all patients, even when your “patient” is your classmate, instructor, or volunteer whom you are scanning in lab.

Any violations are subject to immediate dismissal from the program, and may be subject to criminal charges, as applicable.

https://www.hhs.gov/sites/default/files/privacysummary.pdf
Technical Standards

Technical standards are a necessary component to the complex discipline of diagnostic medical sonography, which all students must meet with or without reasonable accommodations. Students in the sonography program must demonstrate that they can meet these technical standards and continue to do so throughout their education program.

Central Carolina Community College is committed to equal access for all persons in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. The college abides by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and other applicable statutes and regulations relating to equality of opportunity.

The sonography program curriculum, lab activities, and clinical rotations require students to engage in diverse, complex and specific experiences essential to the acquisition and practice of essential skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to perform these functions satisfactorily. As outlined below, these functions comprise the "Technical Standards" performance requirements for students.

The technical standards include, but are not limited to the following abilities:

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>STANDARD</th>
<th>EXPECTED OUTCOME (not all inclusive)</th>
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<tbody>
<tr>
<td>AUDITORY</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>● Able to recognize and respond to voices.</td>
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<td>● Able to hear medical equipment, emergency alarms, calls for help, cries of distress, and call bell.</td>
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<td>● Able to hear heart, lung, bowel, and/or blood pressure sounds.</td>
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<td>BEHAVIORAL/EMOTIONAL</td>
<td>Ability to demonstrate professional behavior.</td>
<td>● Demonstrate compassion, concern for others, flexibility, initiative, integrity, and cooperation.</td>
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<td>● Accept responsibility, accountability and ownership for own actions as an emotionally mature individual.</td>
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<td>● Display a strong work ethic.</td>
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<td>● Accept constructive criticism and respond by appropriate modification.</td>
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<td></td>
<td>● Demonstrate the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of</td>
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<tr>
<td><strong>COMMUNICATION</strong></td>
<td>Ability to communicate effectively in English using verbal, nonverbal and written formats with faculty, patients, families, other health care team members and peers.</td>
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<td>● Answer questions posed by patient, family members, physicians, faculty, and/or other health care team members.</td>
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<td>● Demonstrate active listening skills.</td>
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<td>● Assess nonverbal communications.</td>
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<td>● Relay information to fellow students, faculty and staff, and members of the health care team.</td>
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<td></td>
<td>● Receive, write, and interpret written communication in both academic and clinical settings.</td>
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<td>● Able to resolve conflict with professionalism, respect, and sensitivity with people from a variety of social, emotional, cultural, physical, medical and intellectual backgrounds.</td>
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<td>● Perform or assist with patient education.</td>
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<tr>
<th><strong>CRITICAL THINKING</strong></th>
<th>Ability to collect, interpret, integrate and synthesize information to make decisions. Ability to read and comprehend relevant information in textbooks and professional literature.</th>
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<td>● Able to assimilate knowledge from lecture, laboratory and clinical arenas.</td>
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<td>● Able to utilize mathematical skills.</td>
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<td>● Able to identify cause and effect relationship in clinical situations.</td>
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<td></td>
<td>● Able to acquire information from written documents and computer information systems; identify patient problems and develop appropriate patient goals and interventions; know when to use universal precautions.</td>
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<td>MOBILITY</td>
<td>FINE MOTOR SKILLS</td>
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<tr>
<td>Physical abilities sufficient to move around rooms in the administrative, clinical and laboratory environment, such as maneuver in small spaces and reach needed equipment.</td>
<td>Possess manual dexterity and fine motor skills to perform safe and effective clinical skills.</td>
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<td>Able to determine an alternate plan of action when the situation deviates from the textbook or standard of care.</td>
<td>Demonstrate adequate coordination, balance, and speed when entering data into computer.</td>
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<td>Apply knowledge to new situations and to problem solving scenarios.</td>
<td>Able to move, calibrate, and use equipment and supplies.</td>
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<tr>
<td>Program Specific Outcomes:</td>
<td>Possess the manual dexterity to perform procedures involving very small instruments and supplies.</td>
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<td>- Able to comprehend multi-dimensional relationships and the spatial relationships of anatomic structures</td>
<td>Have adequate feeling in fingertips to perform a variety of clinical skills.</td>
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<td>Turn pages using thumbs and fingers on both hands.</td>
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<td>Able to perceive temperature change and pulsations and to differentiate between various textures and structures.</td>
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| | • Able to palpate a pulse, check skin temperature, turgor, and skin contours.  
• Able to document legibly, either in written or computer format, using correct terminology and spelling, and record pertinent clinical information regarding assessment findings or treatment rendered. |
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<td><strong>VISION</strong></td>
<td>Visual ability sufficient for physical assessment, performance of administrative, clinical and laboratory procedures, and maintenance of environmental safety.</td>
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| | • Adequate vision to observe patient responses and assess variation changes.  
• Adequate vision to visually monitor medical equipment.  
• Able to visually discriminate letters and numbers.  
• Able not to transpose numbers.  
• Adequate color vision to read digital displays.  
• Adequate vision to read handwritten or typed orders.  
• Able to read textbooks and medical literature.  

**Program Specific Outcomes:** |
| | • Adequate vision to use ultrasound equipment to discriminate among blacks, grays, and whites, and various color combinations that indicate blood flow on both display devices and recorded images (film and paper) is required for scan interpretation. |

The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Student Accessibility Services Department at (919) 718-7416. Students should initiate this process as soon as possible (before the start of classes).
STUDENT SIGNATURE PAGES
Medical Sonography Program Manual
Acknowledgment Form

I acknowledge that I have been given a copy of the Medical Sonography Program Manual, and I have been given an opportunity to ask questions to clarify any of the policies and procedures listed within this manual.

I have read and understand the policies in the attached program guide and understand that it is my responsibility to know and follow these policies. I understand that my failure to abide by these policies will result in disciplinary action by the college, and could result in my dismissal from the program.

__________________________________________________________________________  ____________
Student Signature                                      Date

__________________________________________________________________________  __________________
Printed Name                                           Student ID Number
Medical Sonography Program Technical Standards Acknowledgment Form

The attached list of Technical Standards has been prepared to assist you in understanding the essential physical and behavioral requirements for participating in and successfully completing the Medical Sonography program here at Central Carolina Community College. These standards must be satisfied by all students in all aspects of the program, with or without a reasonable accommodation, including in the classroom, laboratories, and clinical experiences. Please note that you must carefully review these technical standards.

If you are an individual with a disability who seeks a reasonable accommodation, please contact the Coordinator of Student Accessibility Services at (919) 718-7416 for information concerning the College’s accommodation process.

Your signature below shall confirm and verify that you have reviewed the program’s technical standards and are capable of performing those standards, with or without a reasonable accommodation. Failure to perform the program’s essential technical standards shall result in a student’s removal from the program.

Student Signature ____________________________________________________________________________ Date ______________

Printed Name _______________________________________________________________________________ Student ID Number ______________
CCCC MEDICAL SONOGRAPHY PROGRAM
VOLUNTEER INFORMED CONSENT

I, _________________________________, agree to be a volunteer scan model at Central Carolina Community College for the Medical Sonography program. I acknowledge the ultrasound exam is conducted for the purpose of educating students and will not be diagnostic. As such, the supervising (direct or indirect) sonography faculty and students make no representations that I, the volunteer is receiving any medical diagnosis or treatment. I acknowledge that CCCC will use the exam for educational purposes, and will not disclose any personally identifiable information about me or my medical history to any other party outside of faculty, students and staff without my written consent.

I understand the techniques practiced in the laboratory setting are supervised. I myself, release and hold harmless Central Carolina Community College, its faculty, staff and the students in the Medical Sonography program, to the fullest extent permitted by law. I further state that I am at least eighteen (18) years of age and fully competent to sign this document; and that I execute this release on the below date.

I understand that there is a possibility that the ARDMS credentialed supervising sonography faculty and/or students may incidentally discover potential areas of diagnostic concern during this learning opportunity. Supervising (direct or indirect) faculty and students may, but are not required to, disclose what they discover, but are under no obligation to provide medical or treatment recommendations. I also understand that CCCC will NOT be responsible with any further follow-up with me or my physician. I agree to be personally responsible for following up with my physician for all medical care.

Note: Supervision may be direct or indirect.

VOLUNTEER’S NAME: ________________________________ DATE: ________________

DOB: _____________________ Signature: _______________________________________