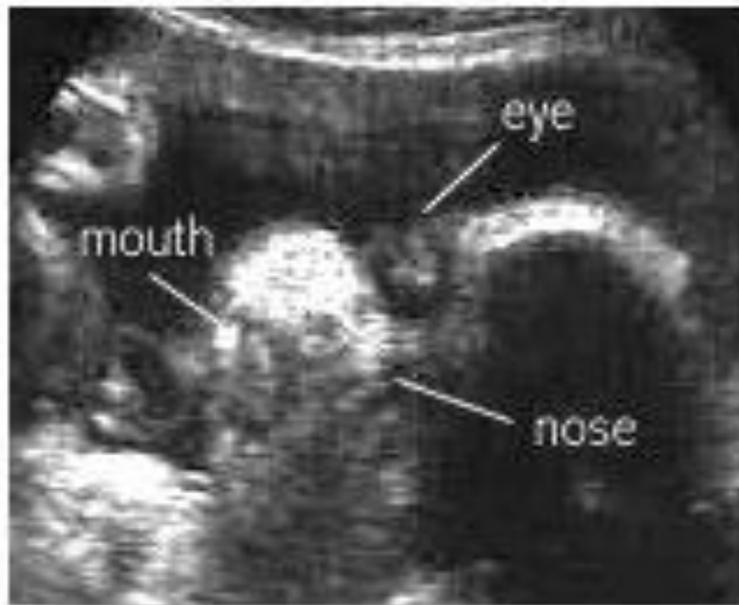


FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

Diagnostic Medical Sonography
Student Handbook

Program Coordinator: Associate Professor Michelle Weemaes
Clinical Coordinator: Assistant Professor Sonya Knoll



Scrutinizing the fetal face is done
at around 18-20 weeks

Ferris State University is an equal opportunity institution. For information on the University's Policy on Non-Discrimination, visit <http://www.ferris.edu/non-discrimination>.

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1.0

Program grading scale:

100-95%	A	78.9-77%	C
94.9-92%	A-	76.9-73%	C-
91.9-87%	B+	72.9-70%	D+
86.9-84%	B	69.9-66%	D
83.9-82%	B-	65.9-62%	D-
81.9-79%	C+	< 61.9%	F

2.0

Program attendance policy:

CLASS ROOM ATTENDANCE:

Each student will be **expected** to attend **every** scheduled lecture and lab session. Documentation is **required** for an absence to be excused. The documentation must be provided to the instructor by no later than before the start of the class session, upon your return. Late documentation will NOT be accepted. Starting with the 2nd unexcused absence you will receive a 1% grade reduction. Sleeping or not participating in class is considered an absence. If you are asked to leave the classroom you are considered absent for that entire day.

Example:

1st unexcused absence = warning
2nd unexcused absence = 1% grade reduction
3rd unexcused absence = an additional 1% grade reduction
etc.

Tardies will be handled the same way as unexcused absences with the grade reduction starting with the 3rd unexcused tardy. Example:

1st tardy = warning
2nd tardy = 1 % grade reduction
3rd tardy = additional 1 % grade reduction
4th tardy additional 1% grade reduction
Etc. * Tardy is defined by 5 minutes after the posted class time.

*An Attendance sheet will be passed around at every class session.

Excused/Unexcused Absence Policy

a. Absences- Excused with documentation

1. University-sponsored events in which an excused absence form from the University.
2. Death in the family or close friend. Appropriate verification will be needed such as an obituary in the newspaper, funeral card, or note from the funeral home.
3. Extended hospitalization. Appropriate verification will be required from your physician and hospital. This does **not** include scheduled doctor appointments.
4. For students who are commuters - dangerous weather conditions in which driving is considered by local police authorities to be unsafe.
5. Being called to testify in a court case or jury duty - but **not** for being arrested. (Verification required)
6. Active military duty (Verification required)
7. These excused absences require that official documentation be **provided within (1) weeks of the absence**. If it is not provided within the 1-week timeframe, it remains an unexcused absence.

b. Absences- Unexcused

1. Childcare problems, sick children at home
2. Incarceration/Jailed
3. Employment (cannot leave early to go to work).
4. Leave early from class.
5. Sleeping or non participation in group activities.
6. Working on non course related activities counts as an absence.
7. Lack of sleep, lack of motivation or attitude, or not feeling well. Save your unexcused absences for illnesses or unforeseeable events later in the semester!
8. Scheduled doctor appointments.

3.0

Terminal Competencies Of the FSU DMS Program

The Ferris State University Diagnostic Medical Sonography program goals are to produce graduates who will be able to:

- a. Communicate effectively to acquire, develop and convey ideas in diagnostic medical sonography.
- b. Practice their profession adhering to the ethical, legal and professional conduct expected of
- c. diagnostic medical sonographer.
- d. Utilize the knowledge and clinical competencies required to provide current, comprehensive diagnostic medical sonography.
- e. Evaluate and interpret ultrasound films using critical thinking skills.
- f. Become competent entry-level practicing sonographers.

Program goals

"To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

4.0

Function and job requirements of Sonographers

JOB SUMMARY

- The Diagnostic Medical Sonographer is responsible for the independent operation of sonographic equipment, and for performing and communicating results of diagnostic examinations using sonography.
- The Diagnostic Medical Sonographer is responsible for daily operations of the sonographic laboratory, patient schedule, equipment maintenance, the report of equipment failures, and quality assessment (QA). The sonographer maintains a high standard of medical ethics at all times and is self-motivated to increase level of understanding and knowledge of the field, disease, and new procedures as they evolve.

ESSENTIAL FUNCTIONS

- Performs clinical assessment and diagnostic sonography examinations.
- Uses cognitive sonographic skills to identify, record, and adapt procedures as appropriate to anatomical, pathological, diagnostic information and images.
- Uses independent judgment during the sonographic exam to accurately differentiate between normal and pathologic findings.
- Analyses sonograms, synthesizes sonographic information and medical history, and communicates findings to the appropriate physician.
- Coordinates work schedule with Departmental Director and/or scheduling desk to assure workload coverage.
- Assumes responsibility for the safety, mental and physical comfort of patients while they are in the sonographer's care.
- Assists with the daily operations of the sonographic laboratory.
- Maintains a daily log of patients seen / completes exam billing forms.
- Maintains ultrasound equipment and work area, and maintains adequate supplies.
- Participates in the maintenance of laboratory accreditation.
- Establishes and maintains ethical working relationships and good rapport with all interrelating hospitals, referral or commercial agencies.
- Performs other work-related duties as assigned.

EXAMPLES OF DUTIES & RESPONSIBILITIES

- Performs all requested sonographic examinations as ordered by the attending physician.
- Prepares preliminary reports and contacts referring physicians when required, according to established procedures.
- Coordinates with other staff to assure appropriate patient care is provided.
- Addresses problems of patient care as they arise and makes decisions to appropriately resolve the problems.
- Organizes daily work schedule and performs related clerical duties as required.
- Assumes responsibility for the safety and well-being of all patients in the sonographic area/department.
- Reports equipment failures to the appropriate supervisor or staff member.
- Provides in-service education team on requirements of sonographic procedures as requested by other members of the health care team.
- Performs other related duties as assigned.

Required Licenses/Certifications

- Active certification by American Registry of Diagnostic Medical Sonographers (ARDMS) in the specialty(ies) as appropriate. Current compliance with Continuing Medical Education (CME) requirements for specialty(ies) as appropriate.

Experience

- As defined by institution.

Demonstration of Skills and Abilities

- Ability to effectively operate sonographic equipment.
- Ability to evaluate sonograms in order to acquire appropriate diagnostic information.
- Ability to integrate diagnostic sonograms, laboratory results, patient history and medical records, and adapt sonographic examination as necessary.
- Ability to use independent judgment to acquire the optimum diagnostic sonographic information in each examination performed.
- Ability to evaluate, synthesize, and communicate diagnostic information to the attending physician.
- Ability to communicate effectively with the patient and the health care team, recognizing the special nature of sonographic examinations and patient's needs.
- Ability to establish and maintain effective working relationships with the public and health care team.
- Ability to follow established departmental procedures.
- Ability to work efficiently and cope with emergency situations.

5.0

Code of Ethics for the Profession of Diagnostic Medical Sonography

Approved by SDMS Board of Directors, December 6, 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/ncca/ncca.htm> or the International Organization for Standardization (ISO); <http://www.iso.org/iso/en/ISOOnline.frontpage>.
- 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.

Scope of Practice for the Diagnostic Ultrasound Professional

Preamble:

The purpose of this document is to define the Scope of Practice for Diagnostic Ultrasound Professionals and to specify their roles as members of the health care team, acting in the best interest of the patient. This scope of practice is a "living" document that will evolve as the technology expands.

Definition of the Profession:

The Diagnostic Ultrasound Profession is a multi-specialty field comprised of Diagnostic Medical Sonography (with subspecialties in abdominal, neurologic, obstetrical/gynecologic and ophthalmic ultrasound), Diagnostic Cardiac Sonography (with subspecialties in adult and pediatric echocardiography), Vascular Technology, and other emerging fields. These diverse specialties are distinguished by their use of diagnostic medical ultrasound as a primary technology in their daily work. Certification¹ is considered the standard of practice in ultrasound. Individuals who are not yet certified should reference the Scope as a professional model and strive to become certified.

Scope of Practice of the Profession:

The Diagnostic Ultrasound Professional is an individual qualified by professional credentialing² and academic and clinical experience to provide diagnostic patient care services using ultrasound and related diagnostic procedures. The scope of practice of the Diagnostic Ultrasound Professional includes those procedures, acts and processes permitted by law, for which the individual has received education and clinical experience, and in which he/she has demonstrated competency.

Diagnostic Ultrasound Professionals:

- Perform patient assessments
- Acquire and analyze data obtained using ultrasound and related diagnostic technologies
- Provide a summary of findings to the physician to aid in patient diagnosis and management
- Use independent judgment and systematic problem solving methods to produce high quality diagnostic information and optimize patient care.

6.0

Program Personnel (on-Campus)

Dean, College of Health Professions
Diagnostic, Laboratory and
Therapies Department Chair
Program Coordinator
Clinical Coordinator

Lincoln A. Gibbs, EdD, MPH, CHES

Michelle Weemaes, MS, RDMS, RVT
Michelle Weemaes, MS, RDMS, RVT
Sonya Knoll, MS, RDMS, RVT

Program Personnel Duties:

Program Director (Coordinator)

Duties include:

- Organize, administer, review, and assure program effectiveness
- Evaluate and assure clinical education effectiveness
- Maintain current knowledge of the professional discipline and educational methodologies through professional development
- Develop and maintain the program's master plan of education
- Coordination development, and revision of course descriptions and objectives
- Develop, coordinate, and conduct ongoing program evaluation through outcomes assessment education
- Exhibit a positive attitude toward students, faculty, and administration promoting cooperation and
 - mutual benefit
- Actively coordinate procedures required to maintain programmatic accreditation
- Document regular scheduled visits to clinical sites to evaluate effectiveness and compliance with program policies
- Periodically meet with clinical instructors, staff, and administrators
- Contribute to the formulation of the program budget
- Establish and facilitate the program Advisory Committee
- Provide student guidance and academic advising
- Participate in University and College committees
- Establish appropriate communication and feedback for student concerns
- Continually maintain professional certification

- Oversee the fair and just enforcement of program policies

Clinical Coordinator

Duties include:

- Correlate clinical education with didactic education
- Instruct students and evaluate student clinical skills
- Evaluate and assure clinical education effectiveness through regularly scheduled visits to clinical practice settings
- Maintain current knowledge of discipline through professional development
- Contribute to the development, implementation, and evaluation of program goals and objectives
- Establish and enforce clinical policies and procedures
- Exhibit a positive professional attitude toward students and clinical process
- Coordinate and maintain all clinical records in a safe and confidential manner
- Establish standard methods for evaluation of student clinical performance
- Meet regularly with program faculty to document student clinical progress
 - Coordinate annual Adjunct Clinical Instructor meeting
 - Serve on appropriate University and College committees
 - Provide student guidance and academic advising
 - Continually maintain professional certification
 - Acts as a liaison and maintain open communication between clinical sites and the program

Adjunct Clinical Instructor (ACI)

Duties include:

- Demonstrates current knowledge of program goals, clinical objectives, and clinical evaluation systems
- Provides students with appropriate and adequate clinical supervision, both direct and indirect in accordance with documented student competencies (masters)
- Provides students with appropriate and adequate clinical instruction.
- Performs clinical progress and competency evaluation for each student assigned to his or her supervision
- Exhibits a positive professional attitude toward students and the teaching process
- Maintains competency in the professional discipline, instructional, and evaluative techniques through continuing professional development and pursuit of scholarly activities
- Meets regularly with appropriate program officials to communicate student progress, strengths, and weaknesses
- Assists in maintaining effective and well-documented student clinical records in a timely manner
- Provides a positive role model for students.
- Maintains confidentiality in accordance with program policy

- Participates in meetings and serves on committees consistent with the goals of the educational program
- Evaluates each student's behavioral traits and abilities one or more times each semester
- Oversees and regulates student competencies (masters) and signs each competency form
- Sends pertinent information (competency forms, behavioral evaluations, attendance reports, disciplinary records, radiation badge readings, grades, etc.) to the Clinical Coordinator in a timely manner
- Maintains availability to students and program faculty
- Participates in program governance through ad hoc committee and annual ACI meetings
- Supports and promotes the program and its ideals
- Acts as a liaison between the students and the Clinical Coordinator
- Acts as a student advocate
- Direct supervision of student scanning
- Indirect supervision of student scanning once organ mastery is passed
- Holds and maintains current ARDMS certification.

Clinical Staff (Staff Sonographer)

Duties include:

- Understand the clinical competency system
- Meets regularly with the Clinical Instructor to maintain current knowledge of program policies/procedures and student progress
- Maintains competency in the professional discipline, instructional, and evaluation techniques through continuing professional development
- Direct supervision of student scanning
- Indirect supervision of student scanning once organ mastery is passed

7.0

Ferris State University Policies

7.1 Religious Holidays

Ferris State University will make reasonable accommodations for students who are absent from the University in observance of religious holidays. It is the responsibility of the student to notify the faculty in writing during the first week of the semester of their intention to be absent from class on their day(s) of religious observance. Upon formal notification, the faculty will excuse the student from the class, labs, clinics for the holiday(s) and allow the student to make up missed exams; however, the student is responsible for completion of all missed work within a reasonable time as determined by the faculty.

Requests for absence to participate in religious activities, other than recognized religious holidays, are not recognized by the University as excused absences. The student may present such a request to the faculty during the first week of the semester and the faculty may approve such an absence at his or her discretion. If the instructor approves the absence, the student is responsible for completion of all missed work within a reasonable time as determined by the faculty.

If a student disagrees with the faculty member's determination, the student may make a written appeal to the dean of the student's college. The decision of the dean is final.

7.2 Disability Statement Definition:

A statement placed on course syllabi indicating a faculty member's willingness to provide reasonable accommodations to a student with a disability. An example disability statement that can be used/adapted for course syllabi:

Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. **Please contact the Disabilities Services Office, Arts and Sciences Commons, 1017k, 231 591-3772 to coordinate reasonable accommodations for students with documented disabilities.**

7.3 The Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act (ADA) of 1990 protect students with disabilities from discrimination that may occur as a result of misconceptions, attitudinal barriers, and/or failure of the institution to provide appropriate accommodations, auxiliary aids, or services. Examples of accommodations and auxiliary aids include, but are not limited to: qualified interpreters, note takers, extra time for exams, and educational materials in alternate format (i.e. Braille, audiotape, electronic format, enlarged print). **The Educational counselor for the Students with Disabilities can be contacted at ext. 3772 or 5039, and is located in Starr 31**

Ferris State University is committed to following the requirements of the Americans with Disabilities Act Amendments Act and Section 504 of the Rehabilitation Act. If you are a student with a disability or think you may have a disability, contact the Disabilities Services office at 231.591.3057 (voice), or email ecds@ferris.edu to discuss your request further. More information can be found on the web at <http://www.ferris.edu/htmls/colleges/university/disability/>.

Any student registered with Disabilities Services should contact the instructor as soon as possible for assistance with classroom accommodations.

7.4 Student Dignity and Harassment Policy:

Statement of Principles

The University expects all students and employees to conduct themselves with dignity and respect for students, employees, and others. It is each individual's responsibility to behave in a civil manner and to make responsible choices about the manner in which they conduct themselves. Harassment of any kind is not acceptable at the University. The University does not condone or allow harassment of others, whether engaged in by students, employees, supervisors or administrators, or by vendors or others doing business with the University. Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to significantly interfere with an individual's work or education, or adversely affect a person's living conditions.

To assist with the understanding of what harassment is, this Code of Community Standards contains specific definitions of two of the more prevalent types of harassment — racial harassment and sexual harassment.

Definition of Racial Harassment

Racial harassment includes any conduct, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, or national origin. Such behavior could involve any of the following:

- a. The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person;
- b. Physical or verbal conduct, intentional or otherwise, that has the purpose or effect of (or explicitly or implicitly threatens) interference with an individual's personal safety, academic efforts, employment, or participation in University-sponsored activities; or
- c. The conduct has the effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, learning or living environment.

Definition of Sexual Harassment

Based on the definition contained in the Equal Employment Opportunity Commission guidelines, adapted to include educational environments, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- Submission to, or rejection of, such conduct by an individual is used as a factor in employment or academic decisions affecting such individuals; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working, living or academic environment.

While sexual harassment most often takes place in situations of power differential between the persons involved, sexual harassment may also occur between persons of the same status (e.g., student-to-student). The person exhibiting sexually harassing conduct need not realize or intend the conduct to be offensive for the conduct to constitute sexual harassment.

Other Types of Harassment

The attributes of racial harassment described above are also the attributes of most other types of harassment. Harassment may be based upon a person's status that is protected by law (e.g., religion, veteran status, handicap, etc.) or may be based on some other reason not specifically covered by law. In any event, harassment of any type is not acceptable at the University.

Harassment Concerns

Any person who believes that he/she has been subjected to harassment of any kind (sexual, racial, or otherwise) should approach the individual whom he/she believes responsible. He/she should identify the specific behavior, explain that he/she considers the behavior to be offensive and/or harassing, and ask the individual to stop the behavior. If assistance is needed to approach the individual, an Academic Dean, the Dean of Students, the Director of Minority Student Affairs, or the Director of Affirmative Action should be contacted.

If approaching the individual is not possible (e.g., the person who believes that he/she has been subjected to harassment is uncomfortable or uncertain as to how the situation should be handled or is concerned that the situation may become volatile) or if approaching the individual does not resolve the matter, it should then be reported immediately to an Academic Dean, the Director of Minority Student Affairs, the Director of Student Judicial Services, or the Director of Affirmative Action. If, for some reason, the person who believes that he/she has been subjected to harassment is uncomfortable discussing

the situation with any of these individuals, the situation should be reported to any member of the University Administration. The circumstances surrounding the matter will be fully investigated, including the nature of the harassment and the context in which it occurred.

All reports of harassment and subsequent investigations will be kept as confidential as possible. Anyone found to have violated this policy will be subject to discipline up to and including suspension or dismissal. Discipline may include, but is not limited to, official reprimand, official apology, sensitivity training, and/or other disciplinary action including dismissal. Likewise, because intentionally false accusations of harassment can have serious effects on innocent people, anyone found to have intentionally falsely accused another person of violating this policy will be subject to discipline, up to and including suspension or dismissal.

7.5 Academic Misconduct:

The university may discipline a student for academic misconduct, which is defined as any activity that tends to undermine the academic integrity of the institution. Academic misconduct includes, but is not limited to, the following:

1. **Cheating**

A student may not use unauthorized assistance, materials, information, or study aids in any academic exercise, neither should they give assistance, materials, information, or study aids in any academic exercise, including but not limited to the following:

- a) A student must not use or give external assistance on any “in-class” or “take-home” examination, unless the instructor has specifically authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, and calculators.
- b) A student must not use another person as a substitute in the taking of an examination or quiz.
- c) A student must not steal examinations or other course materials.
- d) A student must not allow others, offer to conduct research, or to prepare work for him/her without advance authorization from the instructor for whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons.
- e) A student must not collaborate with other persons on a particular project and submit a copy of a written report, which is represented explicitly or implicitly as the student’s individual work.
- f) A student must not use or give any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
- g) A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor to whom the work is being submitted.
- h) A student must not alter a grade or score in any way.

2. **Fabrication**

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations of the sources of information.

3. **Facilitating Academic Dishonesty**

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

A student is responsible for taking reasonable precautions to ensure his or her work is not accessed by or transferred to another individual wherein it may then be used to commit an act of academic misconduct.

4. **Interference**

a) A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to: the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

b) A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

5. **Plagiarism**

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following:

a) Quotes another person's actual words, either oral or written;

b) Paraphrases another person's words, either oral or written;

c) Uses another person's idea, opinion, or theory; or

d) Borrows facts, statistics, or other illustrative material, unless the information is common knowledge. **Violation of Course Rules**

A student must not violate course rules as contained in a course syllabus which are rationally related to the content of the course or to the enhancement of the learning process in the course.

8.0 **DISRUPTIVE BEHAVIOR POLICY STATEMENT**

The College of Allied Health Sciences strives to maintain a positive learning environment and educational opportunity for all students. Consequently, patterns of behavior which obstruct or disrupt the learning environment of the classroom or other educational facilities will be addressed.

- The instructor is in charge of the course. This includes assignments, due dates, methods and standards of grading, and policies regarding attendance, tardiness, late assignments, outside conferences, etc.
- The instructor is in charge of the classroom. This includes the times and extent to which he or she allows questions or discussion, the level of respect with which he or she and other students are to be treated, and the specific behaviors he or she will allow within their classes. Open discussion of an honest opinion about the subject of a course is encouraged, but the manner in which the class is conducted is a decision of the instructor.
- An instructor is entitled to maintain order in his or her class and has an obligation to other students to do so. Toward that end, an instructor is authorized and expected to inform a student that his or her behavior is disrupting a class and to instruct the student to stop that behavior. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with a directive to leave the class, the instructor may call Public Safety to assist with the student's removal.
- If a student persists in a pattern or recurrent disruptive behavior, then the student may be subject to administrative action up to and including an involuntary withdrawal from the course, following administrative review by the Arts and Sciences Dean's office, and/or University disciplinary proceedings. (University disciplinary procedures are delineated in the "Student Conduct and Discipline Policy" reprinted in the FSU Student Handbook.)
- Disruptive behavior cannot be sanctioned by a lowered course grade (e.g., from a B to a C) except insofar as quality of classroom participation has been incorporated into the instructor's grading policy for all students. (Note: Academic misconduct, which is covered by other regulations, can be a legitimate basis for lowering a grade or failing the student.)
- Students as well as employees are bound by the University's policy against harassment, in any form. Harassment will not be tolerated.
- The student's Dean's office will be notified of any serious pattern or instance of disruptive behavior.

9.0

Infection control policy

On campus lab scanning

- a. All persons scanning in lab shall use universal precautions at all times.
- b. All persons scanning shall wash hands (using the aseptic hand washing technique) before and after scanning each patient.
- c. Beds will be cleaned between each patient using ProSpray.
- d. All transabdominal probes will be cleaned immediately after use using T-spray.
- e. All TV probes will be sterilized between each use in the dirty sink only using TV probe disinfectant.

Off campus scanning

- a. All students and staff will adhere to the hospital universal/ standard precautions.
- b. Students will wash their hands before and after wearing gloves.
- c. The scanning hand will be gloved for all scanning procedures.
- d. Gloves will be removed between each patient and never worn out of the lab.

10.0

Leave of Absence

a. Bereavement Leave

A sonography intern who is absent from clinical internship as a result of the death of a member of the immediate family shall, upon notification of the ACI and the Clinical Coordinator, and completion of Leave of Absence Request form, be entitled to release time not to exceed three (3) regularly scheduled days of clinical attendance. Immediate family is herein defined as follows:

1. Spouse
2. Natural or adopted child
3. Natural or adopted parent
4. Adopted step-parent
5. Brother and sister, whole blood or half
6. Grandparent
7. Grandchild
8. Mother-in-law, Father-in-law

Any intern, only upon proper advance authorization from the Adjunct Clinical Instructor and Clinical Coordinator, may be granted bereavement leave of one day for deceased persons not listed above with proper documentation.

b. Medical Leave

A medical leave of absence must be approved and signed by a Birkam Health Center physician or the Counseling Center director. Within the semester, the Medical leave is effective upon the date the student is/was no longer able to attend classes due to documented medical reasons. The instructor must receive a Medical Leave notice as soon as possible

The student will present to the instructor a note from their own doctor or a Health Center Medical Leave Notice when the leave is terminated. If the student withdraws from school, the Dean will receive a Medical Withdrawal Notice from the Health Center.

To review complete discription of Ferris State University medical withdrawal procedure cut and paste this web link below in your URL

<http://www.ferris.edu/admissions/registrar/schdbook/page22-23.htm#medical>

Covid-19 Statement: Sonography Program

(Last revised 9/9/2020)

1. **Always** complete the Daily Symptom Checker (Have this as part of your morning routine, prior to classes each day)

<https://ferris.medicatconnect.com>

Disclaimer: This self-checker is not a substitute for professional medical advice, diagnosis, or treatment. Always consult a medical professional for serious symptoms or emergencies. The self-checker and recommendations are based on best clinical practices, current CDC guidelines and illness severity.

2. If you have symptoms, test positive for Covid-19 or have any other questions or concerns regarding COVID-19, please call the ***Birkam Nurse Line at 231-591-2053***. If you are experiencing life-threatening symptoms or have an emergency, please call 911.

<https://www.ferris.edu/HTMLS/studentlife/HCenter/homepage.htm>

- Health center hours are from 8 am – 5 pm. If the office is closed, be sure to contact them right away the next morning at 8 am.
- Please be sure to include **specific details** about your current situation:
 - E.g.,
 - What was the date and amount of time spent around someone who has now tested positive for Covid-19?
 - The CDC defines “prolonged” exposure as a time of 15 or more minutes.
 - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html>
 - Did you receive a call from the health department?
 - Do you have any signs or symptoms? (Are you feeling ill?)
- Be sure to **follow the specific instructions** given to you by the nurse at the Birkam Health Center

3. Contact **all of your instructors** via email to let them know which lectures and/or labs you will be missing. Provide the **specific instructions** that were given to you by the Birkam Health Center nurse. (Having all the details will help us keep everyone safe!)

4. Be sure to perform any follow-up procedure instructions or procedures given to you by the Birkam Health Center and keep your instructors well-informed.

Let's work together to keep everyone safe!

c. Military Leave

Ferris State University Sonography will follow all state and federal regulations concerning reservist and guard military active duty. The program coordinator, clinical coordinator, and adjunct clinical instructor will be notified prior to clinical internship as to the status of military active duty. Two weeks of military active duty should be taken during semester break if at all possible. The Leave of Absence Request form should be filled out and authorized by the ACI at least 1 month prior to the requested time off. (See Leave of Absence Form)

d. Jury Duty

A student called for jury duty should notify the ACI and fill out the Leave of Absence Request form at least 1 month prior to the scheduled court date. (See Leave of Absence Form)

11.0

Pregnancy Policy

The first trimester is known to be the most radiosensitive time for a fetus. Thus, it is beneficial, but not required, to meet with the Radiation Safety Officer (RSO) of the program or clinical site as soon as possible to review safety practices and monitoring options.

- a. It is up to the pregnant radiation worker to decide whether or not she will formally declare her pregnancy to the Radiation Safety Officer (RSO).
 1. She may choose to declare her pregnancy to the RSO. The RSO will meet with the pregnant worker to review radiation safety procedures, the risk to the fetus, and NRC Regulatory Guide 8.13.
 2. She may choose not to declare her pregnancy to the RSO. In this case, only the radiation limits for adult radiation workers will be in effect, not the limits for the fetus. Undeclared pregnant workers are protected under the regulations for adult radiation workers.
- b. All female occupationally exposed to ionizing radiation will be given a copy of NRC Regulatory Guide 8.13 as part of the process of becoming a certified radiation handler.
- c. A special situation arises when a sonography student becomes pregnant. Under these conditions, radiation exposure could also involve exposure to the embryo or fetus. A number of studies have indicated that the embryo or fetus is more sensitive than the adult, particularly during the first four months of pregnancy. This can be a problem since many students are unaware of their pregnancy during the first month or two of gestation. Hence, the NRC and the State of Michigan require that all occupationally exposed individuals be instructed concerning the potential health protection problems associated with prenatal radiation exposure.
- d. The maximum permissible exposure for a declared pregnant occupationally exposed individual during the gestation period is 500 mrem. There are relatively few clinical applications where radiation levels are high enough that a fetus would receive this dose before birth. If a sonography student is pregnant, she may notify the Radiation Safety Officer, and then declare the pregnancy in writing in order for the prenatal exposure limits to take effect. The pregnant sonography student will then meet with the RSO and a complete assessment of her radiation exposure potential will be made. The written declaration is made by completing a Declaration of Pregnancy form, which is maintained in the records by the RSO.
- e. If notification is not made in writing, the radiation exposure limits remain at the occupational level; that is, 5 rem per year. An individual may “un-declare” her pregnancy at any time, but this also should be documented.
- f. Declared pregnant student will be assigned two badges, one for the whole body, normally worn at collar level, and one for the fetus, normally worn on the abdomen. The badges will be exchanged on a monthly basis.
*Exposures must be maintained beneath a cap of 50 mRem per month in order to prevent exposure spikes.

Pregnant students will be accommodated to the full extent of the programs ability using ADA standards.

12.0

Merit/Demerit System

The purpose of the DMS program is to practice and apply the didactic information gained on the Ferris State University Campus and to obtain skills as a professional in the healthcare setting. To that end, a Merit/Demerit system will be in place to guide/reward/and reprimand students as it pertains to professional conduct and performance. Do understand that you are in control of your conduct during your classes and clinical internship. The guidelines are as follows:

MERITS

A student is awarded one (1) hour of clinical time off for EACH Merit earned that semester. There is a maximum of four (4) Merits allowed per semester.

1st year students are awarded consideration points for internship placement. THIS DOES NOT GAURANTEE A SPCIFIC CLINICAL PLACEMENT, but it will factor in when two students have the same reasons for the site choice.

The sonography student may EARN a MERIT through the following as documented by the ACI, Clinical Coordinator, or Program Coordinator:

1 merit point—perfect attendance in internship.

1 merit point—no tardies

Student is on time and prepared for internship as scheduled

1 merit point—Attend State/District or other APPROVED professional development activities. Ex. SDMS/ARDMS/MSS/AIUM/Hospital in-services and educational activities.

1 merit point—Total of 20 or MORE mandatory and elective exams completed in a semester. Must meet minimum EACH semester.

1 merit point—Receive a letter of appreciation/commendation from ACI, radiologist, Mgr., or patient. Pt. cannot be a relative. Solicitation is not allowed. Approval must be given by ACI.

2 merit points earned by passing the ARDMS SPI exam

1 merit point-- for extra service to the program, attending advisory boards, advising Pre-DMS students, providing educational opportunities like tutoring.

DEMERITS

A student is penalized a 5% deduction from the FINAL semester grade for EACH Demerit applied to a SONO course. The demerit will follow you throughout your entire program. The demerit will affect the class in which the demerit is earned.

Example—Student is out of dress code in lab 1st semester—First demerit is received and there is a 3% drop in final semester grade in the lab course. The next two semesters pass with no problems or demerits earned, all grades remain unaffected these semesters. The student is out of dress code again but this time during the 4th semester or internship, there is a second demerit penalty and a 6% drop in final semester grade of that internship course. The student is caught leaving clinical early the final semester of the program, there is a third demerit penalty of 10% reduction in the final grade of this course. A fourth demerit will result in immediate dismissal from the Sonography Program.

The student will receive one (1) verbal warning/counseling before a Demerit is earned.

The sonography student may EARN a DEMERIT through EACH of the following as documented by the ACI, Clinical Coordinator, or Program Coordinator:

- 1 demerit point —Being tardy to clinical site
- 1 demerit point —Failure to contact clinical site when absent
- 1 demerit point —Failure to give proper notice to ACI and Clinical Coordinator when requesting personal time off. All time must be Okayed by ACI and the Clinical Coordinator.
- 1 demerit point -- Poor personal hygiene
- 1 demerit point —Not in uniform according to dress code policy
- 1 demerit point —Lack of professional conduct (including, but not limited to):
 - Rolling of eyes
 - Insubordination (inefficient use of time, not following instructions, roving, low # of exams performed)
 - Sighing
 - Sexual harassment
 - Breach of confidentiality
 - Disrespect toward ACI, Ferris Faculty, Supervisors
 - Dishonesty
 - Profanity
 - Behaviors not in the best interest of the patient, hospital, or program
 - Pt. complaint
 - Use of cell phone during clinical time
 - Reception of personal phone calls during clinical time
 - Leaving the clinical site before scheduled time
 - Not following hospital protocol
 - Not maintaining a clean work area
 - HIPAA violation

* Some unprofessional behaviors above may be serious enough to warrant immediate dismissal of the FSU DMS Program,

13.0

Program Dismissal

The following are examples of actions which may lead to immediate dismissal from the program:

- a. Severe unprofessional behavior
- b. Falsification of any records or exams
- c. Unlawful possession, use, or distribution of illicit drugs or alcohol
- d. Theft
- e. Blatant Failure to abide by hospital dress regulations
- f. Failure to abide by hospital rules and regulations
- f. Indifferent attitude toward any patient
- g. Insubordination
- h. Excessive hospital attendance
- i. Failure to phone the hospital when unable to be there at the appointed time.(no call/no show)
- j. Any breach of personnel rules and regulations of the hospital and/or University
- k. Felony conviction
- l. Any infractions of the Code of Ethics as outlined in this manual
- m. Breach of patient confidentiality or HIPAA violation
- n. Dismissal from the clinical site
- n. 4th Demerit will result in immediate dismissal from the program

NOTE: Documentation of these incidents on the **Performance Advisory Sheet** must be on file and signed by the clinical education supervisor and/or Program Coordinator. The student(s) must sign and date the report. The program director/clinical coordinator must be notified immediately of any unprofessional activity of the student(s). The student(s) will be reprimanded according to the merit/demerit system as described.

Under special circumstances, and at the discretion of the ACI and Clinical Coordinator, a student may be allowed to remain in the program following an extended absence (serious illness, etc.). In such cases, the student will receive a grade of Incomplete (I) for that semester and will be required to make up all lost time as arranged with the adjunct clinical instructor, clinical coordinator, and program coordinator. Incomplete grades will be replaced with a letter grade upon completion of incomplete contract.

Student Conflict Resolution Policy

College of Health Professions Policy on Student Conflict Resolution:

Student Conflict Resolution:

When a student has a conflict with a grade, internship, or other student/faculty issue, it is the responsibility of the student to use a progressive procedure on resolving the conflict. The following policies provide a step-by-step means of resolving student/faculty conflict. Individual programs may have other specific steps for resolving student/faculty issues.

Step One

The first step in resolving a grade, internship or other student/faculty issue is for the student to talk to the faculty member about the situation. There may be a simple remedy (e.g., a calculation error and the faculty member can make the correction with a change of grade form). The student and faculty member must try to resolve the conflict within five business days of the initial meeting of the student and faculty member. All discussions will be written and placed in the student's file on a standard form. If the conflict is not resolved between the student and faculty member within five days, the next step is for the student to meet with the faculty member and his/her Department Head.

Step Two

After reading the documentation between the student and faculty member, the Department Head will meet with the student and faculty member to hear both sides of the situation and research the issue as needed. The Department Head will make a decision on the issue and inform the student and faculty member in writing within five business days of the meeting. If the student does not agree with the decision, he or she may petition the Dean.

Step Three

After reading the documentation between the student and faculty member, and the Department Head's decision, the Dean will meet with the student, faculty member and Department Head to hear all sides of the situation and research the issue as needed. The Dean will make a decision on the issue and inform the student, faculty member and Department Head in writing within five business days of the meeting.

According to FSU Academic Policy 04:4, Students have one year to appeal a course grade. After a year, grades cannot be changed. All other issues must be resolved within the semester the issue occurred or within the following semester at the latest.

Table 1. Steps in the Student/Faculty Conflict Resolution: Progressive Only if Required

<u>Steps</u>	<u>Parties Involved</u>	<u>Timeline (Business Days)</u>
Step 1. Student meets with Faculty Member	Student/Faculty	
	<i>Time allowed between Step 1 and Step 2</i>	5 days
Step 2. Appeal to Dept.Head	Dept. Head/Student	
	<i>Time allowed between Step 2 and Step 3</i>	5 days
Step 3. Appeal to the Dean of Health Professions	Dean/Student	
	<i>Time allowed between Step 3 and final decision</i>	5 days

The decision of the Dean is final and the appeal process is completed.

In all cases for steps 1 to 3, if the issue occurs at the end of the semester, the business day count will continue into the next semester, including summer semesters.

15.0 Academic Admission and Progression Policy

Advanced Placement

The Ferris State University Diagnostic Medical Sonography program does not give advanced placement consideration to students. All students are admitted to the program using the published application process on Ferris State University website or www.ferris.edu

ADMISSION PROCEDURE:

For admission to the Professional Sonography Sequence: Students should officially apply to the professional sequence between January 15th and 30th if they will have their qualifications completed by the end the previous semester (Fall) for consideration for the following Fall semester start.

**FERRIS STATE UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
PROFESSIONAL SEQUENCE PROGRESSION POLICY**

PREREQUISITE COURSES AND REQUIREMENTS:

- MATH 115 or 117, BIOL 109, PHYS 130, with a letter grade of “B-” or better within **two** attempts or competencies are required for admission to the program.
- ENGL 150, and COHP 100 with a letter grade of “C” or better within **two** attempts or competencies are required for admission to the program.
- Group Advising will be offered Fall and Spring Semesters. Notices will be posted on campus for the dates and times for group advising. It is the **student’s responsibility** to attend a group advising session each semester. Updates regarding the program will be announced during these meeting times so it is crucial that the student attend.

*“W” grades are considered a class attempt.

PROGRESSION POLICY:

- A letter grade of “C” or higher is required for all Sonography Program courses including core and general education courses.
 - Any student that receives less than a “C” in **one** SONO course must stop the Sonography sequence. They **must** re-apply to the program to repeat the course the next time it is offered (**if a seat is available**).
 - A student receiving a grade of less than a “C” in any **two** SONO courses (or two unsuccessful attempts in the same course) will be dismissed from the program.
 - The following courses must be passed with a C or better within **three** attempts: COHP 101, COHP 102, PSYC 150, ENGL 250, COMM 105 or 221 and PHIL 220 or 320 or the student will be dismissed from the program.
 - “W” grades are considered a class attempt.
 - All general education requirements must be completed before internship. Any student not completing all general education requirements will not be allowed to enter internship.
 - If at any time a student’s college GPA falls below a 2.0 they will be dismissed from the Sonography program.
 - If at any time a student is dismissed from their internship site the student will be dismissed from the DMS program.
 - Any student dismissed from the program may not re-enter at another date.
- *Any student with a conviction or criminal record is advised to contact the American Registry of Diagnostic Medical Sonography at 301-738-8401 or www.ardms.org in regards to their ability to take the registry examinations upon completion of the program.*

- *Students may need to relocate for clinical internship during the second year of the program.*
- *Information in regard to the DMS program is mailed to last address provided. It is the student's responsibility to maintain current contact information with the college. Contact the Timme Center for Student Services to update your records.*

I have read this policy and understand how these policies may affect my status in the Sonography program at Ferris State University.

Student Signature _____ Date _____
 Faculty Witness _____ Date _____

Essential skills of a sonographer:

- Lift more than 50 pounds routinely
- Push and Pull routinely
- Bend and *Stoop* routinely
- Have full use of both hands, wrist and shoulders
- Distinguish audible sounds
- Adequately view ultrasound images, including color distinctions
- Work standing on their feet 80% of the time
- Interact compassionately and effectively with the sick or injured
- Assist patients on and off examining tables
- Communicate effectively with patients and other health care professionals
- Perform professionally under stressful and anxiety producing situations
- Organize and accurately perform the individual steps in the sonographic procedure in the proper sequence.
- Use critical thinking skills to adjust the protocol or patient care in variable patient care scenarios.

I attest I have the essential skills of a sonographer, If at any point I cannot perform these essential skills I may be dismissed from the DMS program.

Student Signature: _____ Date _____
 Faculty Witness: _____ Date _____

Sonography Program Placement process

- 1) During the Spring Semester, The Clinical Coordinator will Outline the placement process and time table with the (first Year) Sonography students. During this lecture, She will provide the students with a list of all available clinical sites along with the names and Phone numbers of the Adjunct Clinical Instructors.
- 2) The Clinical Coordinator will distribute and discuss the Student Clinical Visit Form with all first year students.
- 3) During Spring semester , the students will be asked to fill out the Clinical Affiliation Preference form with their top three choices for the clinical sites and any reasons they have for their choices. They will be given one week to return these forms to the Clinical Coordinator.
- 4) Following the gathering and organization of the Clinical Site forms by the Clinical Coordinator, the Placement Committee (Sonography faculty) will meet to place students at clinical sites. These decisions will be made using (but not limited to) the following criteria:
 - I. Students choice of clinical site
 - II. Students need and reasons for choosing, e.g. ;
 - a. Family responsibilities
 - b. Financial constraints
 - c. Convenience
 - d. Personal connection with the site
 - III. Faculty professional opinion

*If more than one student requests a site and both applicants have the same rational for receiving the site, a random draw will be used to place those students.

- 5) After all committee decisions have been finalized; the students will be notified in writing of their clinical site. Any student or clinical site questions about the process and/or outcomes should be addressed to the Clinical Coordinator.

Per the FSU affiliation agreement with the clinical sites, any adjunct clinical instructor or facility has the right to refuse any student.

17.0

Ferris State University
DMS
Scanning Laboratory and Open Scanning Laboratory

Ultrasound imaging has been used for over 20 years and has an excellent safety record. It is based on non-ionizing radiation, so it does not have the same risks as X-rays or other types of imaging systems that use ionizing radiation.

In November 1991, The Joint Review Committee on Education in Diagnostic Medical Sonography stated that a laboratory for demonstration and practice prior to applying sonographic principles on patients should be made available to students. The Sonography program will provide students with supervised laboratory hours. The Sonography program should ensure the voluntary and prudent use of the subjects used in the lab. This lab is considered to be student practice and is thus not diagnostic scanning. If a situation should occur that a practice subject needs further medical attention, then that subject will be advised to make a Doctor's appointment.

On March 29, 2017 The American Institute of Ultrasound in Medicine issued the following statement regarding Live Scanning for Educational Purposes.
"Live scanning of human subjects should be permitted only under controlled conditions and only when there is a medical or public health benefit. The education of health care specialists in what are the latest ultrasound technologies, their capabilities, and how best used in these individuals' own hands is a critical exercise for evaluation and for skill development. At the present time, this benefit is very difficult to obtain in any other way, and ultimately benefits future patients."

I have read and understand the above policy statements. I voluntarily give my consent to be scanned during open scanning sessions. I understand that the scanning performed is not diagnostic and is done solely for educational and instructional purposes and will NOT be read by a physician.

Print Name: _____

Signature: _____

Witness: _____

Date _____

18.0

FERRIS STATE UNIVERSITY
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

I agree to uphold all of the policies of the Diagnostic medical Sonography Program as outlined in the program policies manual.

Student printed name: _____

Student signature _____ Date _____

I agree to give the Diagnostic Medical Sonography program my birthdate for the sole purpose of obtaining board results from the ARDMS and ARRT. I understand that board results are a vital part of the FSU DMS program outcomes assessment plan and I am willing to give FSU my testing results.

Student signature _____ Birthdate _____

I understand the clinical placement process and that I may am willing and able to relocate the second year of the program to attend my internship site.

Student signature _____

I understand the physical and professional standards required for sonography.

Student signature _____

19.0

Excellence in Community Service

The College of Health Professions (CHP) aims to improve faculty-student engagement through shared participation in community service activities. To facilitate this engagement, CHP faculty and students will collaborate in the planning and implementation of two community service events each year, one in Fall semester and one in Spring semester. Students who 1) Participate in the two CHP community service events; 2) Complete at least 10 community service hours each semester (Fall and Spring) and 3) Provide evidence of meeting the first two criteria on the “CHP Community Service Log” form will earn an “Excellence in Community Service” certificate at the end of the academic year.