DIAGNOSTIC MEDICAL SONOGRAPHY (DMS) PROGRAM

Degree Awarded: Associate of Science Degree

PROGRAM HANDBOOK

Revision Dates:
Version I: 4/2019; revised 9/19; revised 11/19; 8/2020
Version II: 07/2021 (Effective Fall 2021)
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Welcome to ASA College and the Diagnostic Medical Sonography (DMS) Program

ASA is proud to have you join our ever-growing family as you start your journey toward SUCCESS. You are about to begin a journey that is dynamic, challenging and rewarding. We are pleased that you have chosen the DMS program at ASA College to pursue your career. The next two years will be busy and eventful for both students and faculty. This handbook has been designed to provide you with information about the program and its specific Policies and Procedures. It will also be helpful to familiarize yourself with ASA student Policies and Procedures, which can be found on the ASA website. We encourage you to contact us if you have any questions, concerns, or difficulties that are interfering with your performance in the program. We will also be looking to you for feedback as we continually work to develop and improve the program.
I. Academic Information and Standards

1.1 History
ASA College is an independent, coeducational institution of specialized higher learning. We are dedicated to providing qualified applicants with a college education necessary for them to be at the forefront of the technological revolution by equipping each student with skill-specific expertise, a firm academic foundation, and the professional standards required for employment in today’s rapidly changing world. We offer career oriented programs relevant to the needs, interests, and aspirations of our varied constituencies. ASA College is a degree-granting college with programs registered by the New York and Florida State Education Departments. ASA opened its first classes in July 1985 and operated as Advanced Software Analysis until November 1994. During this time ASA College became a separate independent institution. From its modest beginning of one class with twelve students, ASA College has steadily grown and is now serving its student population of approximately 4200 students. Since 2010, ASA has been regionally accredited by the Middle States Commission on Higher Education.

1.2 Program Summary
The Diagnostic Medical Sonography (DMS) program at ASA College is a two-year, five-semester program. Graduates will receive an associate of science degree. The program curriculum includes courses in general education and basic science as well as technical sonography course work. The program places a strong emphasis on integrating clinical education throughout the curriculum. The lab component is where students are introduced to the mechanics of sonography. Students will be introduced to direct patient care through clinical education experiences in the fourth and fifth semesters. Students will successfully complete required competencies during the clinical education courses. Successful completion of the program does not constitute any guarantee that a student will be able to pass certifying or licensing examinations or perform successfully in practice. These issues are the individual student’s responsibility. It is important to note that the ASA Diagnostic Medical Sonography program is considered a general concentration program.

1.3 ASA College Nondiscrimination statement/policy:
ASA College is an equal employment affirmative action institution. The college does not discriminate against any person on the basis of age, gender, race, color, creed, religion, marital status, national or ethnic origin, disability, or sexual orientation in its admissions, employment, educational programs, student services, activities, or administration of education policy, except as such condition may constitute some bona fide occupational or assignment qualifications. ASA is firmly committed to providing all students equal access to its programs, resources, opportunities and facilities. Violations of the College’s policies against unlawful discrimination and harassment may result in disciplinary action, including but not limited to being barred from campus, suspended, or dismissed from the College.
1.4 DMS Program Mission Statement

MISSION

The Diagnostic Medical Sonography Program of ASA College is committed to excellence in education demonstrated by providing a combination of entry-level education, practical skills and clinical instruction supported by assessment within the cognitive, psychomotor and affective learning domains. The program supports the vision, values and mission of ASA College by striving to be the premier education resource in the community for sonographers.

1.5 Program Learning Objectives (PLOs)
(End of Program Student Learning Outcomes or EP-SLOs)

Upon completion of the program students will be able to:

1. Perform culturally competent patient care using verbal, written, and nonverbal communication.

2. Demonstrate proficiency in image production technologies utilizing basic physics and mathematical principles of ultrasound for the evaluation and selection of representative images within the general concentration.

3. Exhibit leadership skills and ethical behavior while cognizant of the moral and social responsibilities of the profession.

4. Employ psychomotor and affective skills development for professional growth as a commitment to life-long learning.

5. Apply critical thinking and quantitative reasoning skills to problem solving.
# 1.6 Program Curriculum

<table>
<thead>
<tr>
<th>Semester 1</th>
<th></th>
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<tbody>
<tr>
<td>PHY 105 Physics</td>
<td>3 Cr.</td>
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<tr>
<td>MED 105 Medical Terminology</td>
<td>3 Cr.</td>
</tr>
<tr>
<td>MAT 110 College Algebra</td>
<td>3 Cr.</td>
</tr>
<tr>
<td>BIO 130 Anatomy &amp; Physiology I with lab</td>
<td>4 Cr.</td>
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<tr>
<td>DMS 100 Law &amp; Ethics for Patient Care</td>
<td>3 Cr.</td>
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<thead>
<tr>
<th>Semester 2</th>
<th></th>
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<tbody>
<tr>
<td>ENG 105 English Composition I</td>
<td>3 Cr.</td>
</tr>
<tr>
<td>DMS 110 Sonographic Physics &amp; Instrumentation I</td>
<td>3 Cr.</td>
</tr>
<tr>
<td>BIO 204 Anatomy &amp; Physiology II with lab</td>
<td>4 Cr.</td>
</tr>
<tr>
<td>ISA 110 Imaging Science Sectional Anatomy</td>
<td>3 Cr.</td>
</tr>
<tr>
<td>BIO 270 Pathophysiology</td>
<td>3 Cr.</td>
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<tr>
<th>Semester 3</th>
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<tbody>
<tr>
<td>DMS 120 Sonographic Physics &amp; Instrumentation II</td>
<td>3 Cr.</td>
</tr>
<tr>
<td>CIS 100 Computer Concepts &amp; Applications</td>
<td>3 Cr.</td>
</tr>
<tr>
<td>PSY 105 Psychology</td>
<td>3 Cr.</td>
</tr>
<tr>
<td>DMS 130 Abdominal Sonography</td>
<td>3 Cr.</td>
</tr>
<tr>
<td>DMS 140 Small Parts Sonography</td>
<td>3 Cr.</td>
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<tr>
<th>Semester 4</th>
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</thead>
<tbody>
<tr>
<td>ENG 205 English Composition II</td>
<td>3 Cr.</td>
</tr>
<tr>
<td>LIB 100 Research Methods</td>
<td>2 Cr.</td>
</tr>
<tr>
<td>DMS 210 Vascular Sonography</td>
<td>3 Cr.</td>
</tr>
<tr>
<td>DMS 220 OB/GYN Sonography</td>
<td>3 Cr.</td>
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<tr>
<td>DMS 910 Clinical Externship I</td>
<td>3 Cr.</td>
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<tr>
<th>Semester 5</th>
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<tbody>
<tr>
<td>DMS 200 Echocardiographic Sonography</td>
<td>3 Cr.</td>
</tr>
<tr>
<td>DMS 230 Musculoskeletal Sonography</td>
<td>3 Cr.</td>
</tr>
<tr>
<td>DMS 900 Capstone Seminar</td>
<td>3 Cr.</td>
</tr>
<tr>
<td>DMS 920 Clinical Externship II</td>
<td>3 Cr.</td>
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<table>
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<tr>
<th>TOTAL</th>
<th>73 Credits</th>
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1.7 Course Descriptions

**DMS 100**  
**3 CREDITS**  
**DMS LAW & ETHICS FOR PATIENT CARE**  
The DMS Law & Ethics for Patient Care course will introduce the student to the origins and evolution of diagnostic medical sonography. Discussed will be proven study techniques such as note taking, effective listening, and test-taking strategies. Taking a patient’s vital signs, safety considerations, body mechanics, patient transfer, infection control, emergency procedures, and assisting patients with special needs will be covered. Career discussions include the sonographer’s role in various clinical settings, law, ethics and professionalism.

**DMS 110**  
**3 CREDITS**  
**SONOGRAPHIC PHYSICS AND INSTRUMENTATION I**  
The Sonographic Physics and Instrumentation course will introduce the student to the fundamentals of physics necessary for a career in sonography including ultrasound physics, the relationship of physics for proper diagnosis, the uses of ultrasound imaging, orientation, presentation, and the relationship to other imaging modalities. Included are the basic principles of instrumentation, color flow imaging and Doppler principles common to this field. The student will also become familiarized with artifacts and quality assurance.

**Prerequisite: PHY 105**

**DMS 120**  
**3 CREDITS**  
**SONOGRAPHIC PHYSICS AND INSTRUMENTATION II**  
The Sonographic Physics and Instrumentation course will continue the fundamentals of physics necessary for a career in sonography including ultrasound physics, the relationship of physics for proper diagnosis, the uses of ultrasound imaging, orientation, presentation, and the relationship to other imaging modalities. Included are the basic principles of instrumentation, color flow imaging and Doppler principles common to this field. The student will also become familiarized with artifacts and quality assurance.

**Prerequisite: DMS 110**

**ISA 110**  
**3 CREDITS**  
**IMAGING SECTIONAL ANATOMY**  
The Imaging Sectional Anatomy course will introduce the student to the concepts and applications necessary to develop an understanding of anatomy in three dimensions that is essential for success in a career in any of the imaging modalities. Students will learn to observe a transverse, sagittal, or coronal section of the body and mentally reconstruct the three-dimensional relationships of that area. Conversely, given a gross dissection of a region, students will learn to visualize the appearance and relationships in the planar sections. The course focuses on the relationships of organs and parts of the body within regions rather than on systems and the identification of systems.

**Prerequisite: BIO 130; concurrent BIO 204**
DMS 130  3 CREDITS

ABDOMINAL SONOGRAPHY
The Abdominal Sonography course will introduce the student to the theoretical knowledge and scanning techniques required in diagnostic medical sonography in the identification and assessment of the abdominal organs. Topics include anatomy and physiology and sonographic findings of the major organs. The student will be able to demonstrate adequate knowledge in the normal anatomy, anatomic variants, normal physiology, and pathological conditions of the organs of the abdominal cavity. Laboratory experiences will be provided, and the student will gain proficiency through application of theoretical and technical skills. Students will receive a detailed anatomical review of each organ and structure, followed by the protocols, pathologies, and other essential aspects of diagnostic procedure including the techniques used to produce quality sonographic evaluations.

DMS 140  3 CREDITS

SMALL PARTS SONOGRAPHY
The Small Parts Sonography course will provide the student with a detailed anatomical review of each organ and structure, followed by the protocols, pathologies, and other essential aspects of diagnostic procedures, including the techniques used to produce quality sonographic evaluations. Laboratory exercises will be provided and will enable the student to practice through hands on training and develop skills such as technique, image recording, and quality assurance. The student will develop and demonstrate competency in performing an appropriate and thorough sonographic evaluation. The course covers anatomy, physiology, pathology, clinical indications, and laboratory for appropriate sonographic evaluation of small parts including breast, thyroid, scrotum, and the non-cardiac chest.

DMS 200  3 CREDITS

ECHOCARDIOGRAPHIC SONOGRAPHY
The Echocardiographic Sonography course will give students the tools they need to perform common protocols and procedures, to record measurements of the heart, and differentiate the normal anatomy from normal variants and pathology. The student will gain proficiency in the function, hemodynamics and basic principles of instrumentation, as well as color flow imaging, Doppler principles, two-dimensional, M-Mode, all common to this field.

DMS 210  3 CREDITS

VASCULAR SONOGRAPHY
The Vascular Sonography course will provide students with a base of knowledge in the specialty of vascular sonography. In depth instruction in peripheral vascular ultrasound studies will enable the student to become proficient in the performance of vascular sonographic evaluations. The student will be able to demonstrate appropriate knowledge in the anatomy of the vascular system, its functions, sonographic appearance, hemodynamics of blood flow, basic principles of instrumentation, and the fundamentals of Doppler common to this field. Additional topics covered in the course include transcranial Doppler procedures, segmental pressures, and mechanics of vascular diseases. Upon completion of the course the student will be able to perform basic and specialized procedures in vascular sonography.
DMS 220  
OB/GYN SONOGRAPHY  
The course covers anatomy and physiology of the female reproductive system, patient preparations, and basic protocols for sonographic studies of the pelvis. The student will learn sonographic procedures to record information about anomalies of the pelvic organs such as solid complex masses, uterine enlargements, pelvic inflammatory disease, early intrauterine and ectopic pregnancy. The student will learn to recognize problems in pregnancy and follow the protocols required for sonographic studies during the first and second trimester as well as normal fetus placental anatomy. The student will be familiarized with obstetrical measurements, placental abnormalities, and early intrauterine and ectopic pregnancy.

DMS 230  
MUSCULOSKELETAL SONOGRAPHY  
The Musculoskeletal Sonography course will familiarize the student with the base of knowledge necessary for a musculoskeletal sonographic evaluation. The course will include normal anatomy of the musculoskeletal system, normal sonographic appearance of musculoskeletal structures, tendons, ligaments, muscles, and nerves, pathology, and sonographic evaluation for proper diagnosis. Included are the uses of ultrasound imaging transducers, orientation, presentation, positioning of the joint, and the separation of artifacts from useful information.

DMS 900  
CAPSTONE SEMINAR  
The main focus of this course is to prepare the student to pass the board certification examination and successful transition into employment as a Diagnostic Medical Sonographer. Students will adhere to study schedules and implement study strategies for reviewing content for the exam. The course covers strategies to recognize and overcome testing anxiety as well as effective test-taking strategies. Students are expected to complete their board exam application in this course.

Prerequisite: All DMS courses in semesters 1 through 4

DMS 910  
CLINICAL EXPERIENCE I  
This portion of the Diagnostic Medical Sonography Program is meant to provide each student with the opportunity to apply theoretical and technical knowledge in the actual work environment, and by direct contact with patients. The student will be placed in a location in which to complete their 270 hours of externship. A qualified sonographer in a fully functional hospital or diagnostic center supervises all students. Each student will be given a log sheet to give to their supervisor at the location and must keep hours completed daily on record. Records must be submitted weekly to the program clinical coordinator.
DMS 920 3 CREDITS

CLINICAL EXPERIENCE II
This portion of the Diagnostic Medical Sonography Program is meant to provide each student with the opportunity to apply theoretical and technical knowledge in the actual work environment, and by direct contact with patients. The student will be placed in a location, or multiple locations, in which to complete their 360 hours of externship. A qualified sonographer in a fully functional hospital or diagnostic center supervises all students. Each student will be given a log sheet to give to their supervisor at the location and must keep hours completed daily on record. Records must be submitted weekly to the program clinical coordinator.

Prerequisite: DMS 910
The American Registry of Radiologic Technologists

The Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.
1. The radiologic technologist acts in a professional manner; responds to patient needs, and supports colleagues and associates in providing quality patient care.

2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

ALL DMS STUDENTS ARE EXPECTED TO ADHERE TO THE ABOVE CODE OF ETHICS
1.9 Knowledge of Program and College Policies and Procedures

The DMS program abides by ASA College policies. The most current college policies can be found online at www.asa.edu in the College Catalog and the college Student Handbook.

Students are expected to have a working, practical knowledge of the DMS programs’ policies and procedures found in this handbook which is provided to students at the start of the program and available to the public on the program’s webpage. After reviewing the Program Handbook, students will sign and date the Program Handbook Acknowledgement Form which is an agreement where the student states they understand the content of the handbook and agree to abide by the policies and procedures set forth during their tenure as a sonography student.

This document explains the roles and responsibilities of students involved in the ASA College Diagnostic Medical Sonography (DMS) program. This text as well as the ASA College Catalog and the college Student Handbook should be consulted whenever questions concerning the DMS program’s policies and procedures arise. In cases where the two documents differ, the DMS program handbook takes precedence. All the policies, rules, and regulations of ASA College, as published in the ASA College Catalog, apply to DMS students, in addition to the policies, rules, and regulations published in this Program Handbook. During clinical education, students are also subject to the policies, rules, and regulations of the clinical facilities to which they are assigned and the DMS Clinical Education Handbook.

The DMS Program Handbook is reviewed annually by the program Advisory Board and the program administration and faculty to ensure all program policies are consistent with those of the institution. This Program Handbook has been prepared based on information available at the time and all information is subject to change without notice or obligation. When changes are made to the Program Handbook, program students and ASA administration will be notified in writing of the update, and the Program Handbook, available on the website, will also be updated.

1.10 Lecture / Lab Course Grading

All lecture/lab and clinical education courses must be taken in sequence. Students in the DMS program are required to maintain a ≥ 75% (C+) to pass each course in the program and a minimum of a 2.75 CGPA each semester to progress. CGPA calculation is consistent with ASA policy. The grading scale that will be used in the DMS program is consistent with ASA College and is as follows;

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B+</td>
<td>85-89</td>
</tr>
<tr>
<td>B</td>
<td>80-84</td>
</tr>
<tr>
<td>C+</td>
<td>75-79</td>
</tr>
<tr>
<td>F</td>
<td>74 and below</td>
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</table>

All course assignments must be turned in on time and must be college level work. Faculty have the right to not accept late assignments, and/or deduct points for late or unacceptable work per course syllabi. Lab portions of the didactic courses are graded as a PASS/FAIL. It is important to note that in DMS 900, the Capstone Seminar, students will be given a series of mock exams that will mimic the ARRT certification board exam. Students must pass a minimum of 2 of the mock exams to pass the course and graduate. A passing score on the mock exams is a 75%.
1.11 Academic Progress

Students will be evaluated through a variety of methods that include, but are not limited to; exams, quizzes, laboratory competencies and checklists, projects, presentations, professionalism, homework assignments and clinical evaluations and competencies. Some exams and quizzes may be computer-based and timed to provide a similar experience to the DMS certification board exam given by the ARRT. The DMS Program has established standards of academic progress that are required to be achieved in order to successfully complete the program.

It is the student’s responsibility to maintain the academic progress required for successful completion of the program and for seeking assistance when experiencing academic difficulty. Students are encouraged to work closely with their instructors and to bring any question or concerns to the DMS Faculty and/or Program Chair. All DMS Program general education and technical courses must be completed with a grade of “C+” or higher.

Students will be evaluated regarding their Professional Behavior at the end of each course, counted as part of their grade, using the Professional Behavior rubric found at the end of each syllabus.

The program abides by the Institutions’ Standards of Satisfactory Academic Progress found in the College Catalog and students are expected to finish their program on time. As the DMS program can only enroll students twice per year, students will not be able to complete the program in less than 150% of the published length of the program. A student that fails any course or receives less than a 75% (C+) must withdraw from the program, apply for readmission if their CGPA is ≥ 2.75.

Students that fail a DMS course are eligible to re-take the course for a passing grade, assuming they possess the required 2.75 CGPA, the next time it is offered. This means they will be dropped from the cohort and must join the cohort for which the course is scheduled. Students may retake a course only once.

A student can be on DMS program academic probation a maximum of two times while enrolled in the program. A student will be dismissed from the program if they are placed on academic probation a third time. A student placed on probation during a course can remain on probation no longer than the following semester. At that time, the student’s standing in the program will be re-assessed. If there has been no improvement as indicated as required on the original probation form, the student will be dropped from the program with no possibility of re-admission.

Any student that fails a DMS course will not be allowed to register for the next semester. Any student on probation must have written permission from the Chair to register for the next semester. Any student that fails 2 DMS courses will be dropped from the program.

Students who earn a grade of “F” will require permission of the Dean to remain in the program.

In DMS courses that have a lab component, competencies and/or checklists are graded as a PASS/FAIL. Students will be allowed one re-take on a competency or checklist to achieve a PASS. If they do not achieve a PASS it is a failure of the entire course.

In DMS 900, the Capstone Seminar, students will be given a series of mock exams that will mimic the ARRT certification board exam. Students must pass a minimum of 2 of the mock exams to pass the course and graduate. A passing score on the mock exams is a 75%.

Students are encouraged to sit for the Sonographic Physics and Instrumentation (SPI) offered through the ARDMS immediately upon successful completion of DMS 110 with a grade of “C+” or better. Passing the SPI enables students to possibly seek gainful employment in the field.


1.12 Student Advisement/Remediation Policy

Student advisement should be shared with students in a timely manner. Student advisement includes academic, behavioral, and clinical advisement regarding progress. In an effort to shape our students into professionals, encouragement and guidance is a key component. And above all, students should never be surprised by failing grades or the implementation of disciplinary action.

1. Instructors will document via the Student Advising form, any/all students in danger of failing the current course or not progressing satisfactorily. Students will receive appropriate guidance up to and including the development of a remediation plan.
2. Learning styles will be reviewed with the student in order to obtain best results.
3. Instructors will discuss all such situations with the Program Chair in a timely manner.
4. The Program Chair will document all student issues in a student database.
5. The program will maintain a file on each student in a locked cabinet.
6. All students will be offered tutoring outside of normal class hours.
7. If a student refuses tutoring for any reason, it will be documented on a form signed by the student.
8. If a student refuses or ignores all attempts to remediate and subsequently fails the course, they will be dropped from the program.
9. Any student who fails a didactic or clinical education course will be withdrawn from the program and dependent upon the reason for failure may be given the opportunity to apply for readmission.

1.13 Criteria for Program Probation and Dismissal

A student enrolled in the DMS Program who does not meet the following criteria will be placed on program probation and subject to dismissal:

1. Individuals not meeting satisfactory academic progress.
2. Failure to maintain the attendance policy.
3. Substandard, unethical, or inappropriate conduct to be determined at the discretion of the Program Chair and in consultation with ASA Administration and the DMS program faculty.
4. Program probation or dismissal may result for any of the following reasons:
   a. Possession or use of alcohol or any mood altering chemical on the premises of ASA College or clinical education sites.
   b. Gross unethical or unprofessional behavior.
   c. Gross carelessness regarding safety of patients or colleagues.
   d. Violations of academic integrity are considered detrimental to the values of the Diagnostic Medical Sonography program. All cases of dishonesty, cheating, plagiarism or theft.
   e. Release of confidential information regarding patients, and/or clinical education site personnel or activities.

1.14 Academic Integrity Policy

The program abides by ASA College’s academic integrity policy located in the Student Handbook. The principles of academic integrity encompass standards of honesty and truth. Each member of the college has a responsibility to uphold the standards of the community and to take action when others violate them. Faculty members have an obligation to educate students about the standards of academic integrity and to report violations of these standards to the appropriate chairperson. Students are responsible for knowing the standards and adhering to them. Students should also bring any violations of which they are aware to the attention of their instructors. One of the most important aspects of academic integrity concerns the just measure of each student’s academic accomplishments. For instructors to fairly assess each student’s academic performance, it is essential that the
instructor be assured that the work used to evaluate that performance is genuinely the student’s own. While this handbook does not define academic dishonesty in exhaustive terms, the following types of behavior that defeat the intent of an examination or other class work are unacceptable to ASA College:

1. Communicating (written, oral, or otherwise) with fellow students during an examination or quiz.
2. Using notes, books, other written materials except when approved by the instructor.
3. Providing or receiving information about the content of an examination.
4. Attempting in any manner to benefit from the work of another student such as copying during examinations or copying other students’ projects or assignments.
5. Having someone else take an examination for the student.
6. Using other persons or services to prepare written work that is submitted as the student’s own.
7. Using previously or concurrently submitted papers, projects or assignments written by other students.
8. Submitting the same or very similar projects, papers, or assignments in different sections of multiple section courses by collaborating students.
9. Submitting plagiarized work as the student’s own.

Academic integrity entails absolute honesty in one’s intellectual efforts. The DMS program at ASA College promotes the pursuit of knowledge in healthcare and rehabilitation. Therefore, it fosters the transmission of ideas within a context that emphasizes a sense of responsibility for oneself, patients, faculty, staff and the community at large. Violations of academic integrity are considered detrimental to the values of the DMS program. Students are expected to adhere to the Academic Integrity policy in the ASA Catalog as well as the American Registry of Radiologic Technologists (ARRT) Standards and Code of Ethics.

It is understood by the signing of the final page of this document that all students recognize that participation in deceptive practices in any way will violate the academic integrity of this program and will be grounds for disciplinary action up to and including dismissal from the program.

1.15 Academic Grievance
The program abides by the institutions Academic Grievance / Due process procedures found in the institution’s Student Handbook and College Catalog.

1.16 Withdrawal
Students considering withdrawal from the program should discuss the matter with the DMS Program Chair. Students will need to follow ASA policies and procedures regarding program and course withdrawal found in the institutions’ Student Handbook and College Catalog.

1.17 Readmission to the Program
Students seeking readmission to the program must meet all college and program admission requirements.

1. The student must request readmission to the program in writing.
2. Program Chair will determine the appropriateness for readmission on a case-by-case basis, considering factors such as the student’s status at the time of exit from the program, reason for program withdrawal, justification for readmission, adequacy of program space and staffing levels.
3. The student must follow the policies and procedures of the program which are consistent with the academic year he/she is readmitted.
4. All courses in the DMS curriculum must be completed within a three-year period from date of entry into the program.
5. If the content of any course is different from when the student initially took the course prior to withdrawal from the program, the student will be required to complete all course syllabi objectives and goals, pass all
skill checks, quizzes, and exams regarding the new information. DMS faculty will develop appropriate materials to meet the new or revised objectives.

6. The student is responsible for maintaining the ability to satisfactorily perform all previously learned skills. Demonstration of satisfactory performance will be required for readmission to the program.

7. A student is eligible for readmission into the DMS program one time only.

### 1.18 Graduation Criteria

ASA College will grant an Associate of Science Degree with a major in Diagnostic Medical Sonography when the following criteria have been met:

1. Students are required to complete all program general education and technical coursework with a minimum grade of “C+” for each course and a minimum CGPA of 2.75.
2. Students are required to pass all clinical education courses which includes passing all ARRT-required competencies.
3. Students are required to pass 2 comprehensive summative examinations during DMS 900, the Capstone Seminar. If a student does not obtain a passing score, they are allowed one additional attempt to pass 2 exams, although a different version of each exam will be given. The interval between exam attempts will not be less than one week to allow students adequate time to prepare. Students will not be able to complete the program until the comprehensive exams are passed. Faculty will determine timeframe.
4. The graduation date will be defined as the final day of class, including clinical courses and any make-up work. In order to qualify to participate in commencement, a student must have met all program requirements and be in good academic standing.

### 1.19 Audit

As part of our commitment to life-long learning, ASA College and the program may allow students to audit a Program course which has been previously completed depending on availability of space in the course. A plan must be discussed and approved by the Program Chair before registering to audit the course. The student must also follow all program policies. Program graduates and program clinical faculty who are licensed will also be allowed to audit program courses depending on course enrollment.

### 1.20 Career Services

ASA College provides extensive student support services that include counseling in academic and non-academic areas, unlimited tutorials, placement and career services, and a comprehensive externship program. To provide students with maximum access, these ASA services are available any time the college is open for classes. If additional assistance is needed, a student can contact the division chair or his/her student advisor via phone or e-mail.

### 1.21 Student Retention

Due to the number of program faculty and clinical education sites, it is necessary to limit the number of students accepted biannually. If a program student is having any academic difficulty, they are encouraged to talk to the Program faculty to seek guidance and assistance. Services for tutoring as well as academic and personal counseling are available on campus. The Program faculty want all students to succeed and are more than willing to help.
II. Facilities and Services

2.1 Lab Protocol
1. During lab sessions, students will role play either patients or technologists during practice sessions. Privacy will be respected, and modesty will be retained as appropriate, using draping methods.
2. Students should be prepared for lab class by bringing appropriate texts, equipment, and course notes.
3. The lab should be kept clean at all times. Dirty linens and equipment used should be properly stored before leaving. Treatment tables and chairs should be returned to their proper place.
4. Students who know that they will miss a lab section must contact the course instructor in advance. The student should also make arrangements to make up work with a lab partner.
5. No food or beverages are allowed in the lab during class or during lab time except for closeable beverage containers.

2.2 Lecture Rooms
ASA will assign lecture rooms for lecture coursework each semester. At times the DMS lab may also be used for lecture.

2.3 Study Areas
The library is a quiet place for individual study. The DMS lab may be used for individual or group study when classes are not being held and with DMS faculty permission or during open lab time.

2.4 Student Records and Exam Copies
The DMS Program maintains files that include department/student forms, consent forms, waivers of liability, contracts or correspondence. These files are maintained for all students and are stored in a locked file cabinet in the Chair’s office for clinical education information and for all other information. Students may review the contents of their file during the program Chair’s posted office hours. Information will be maintained for one year after graduation to assist faculty in providing employment references for students. After one year the files will be destroyed. Completed midterm and final exams will be kept in locked file cabinets in faculty offices. Students will not be allowed to keep copies of completed midterm or final exams. Prior to final exams, faculty will schedule a review session for students during which student test files will be available for review. This review will be proctored by a faculty member and students will not be allowed to leave the room with their test file.

2.5 Computer use
Computer access is available in the library and in other computer labs throughout the college. Owning a laptop is not a requirement of the DMS Program. Wireless access is available for students to utilize. Please refer to the Student Handbook for use computer use and internet guidelines.
2.6 Library

Location: Hialeah Campus, Room 205  
Phone: (786)-279-2643, ext.4916  
E-mail: pfigueredo@asa.edu  
Hours: Monday – Friday 9 a.m. – 8 p.m.

Librarian: Pedro Figueredo

The Library at the Hialeah campus serves the needs of the College’s educational programs by providing additional resources which support the many programs and courses offered as well as enhancing student learning in associated fields. Available to students are specific full-text ultrasound journals. The libraries’ collection of over 105,000 electronic books, and more than 23 full text electronic databases support all disciplines. The library maintains web pages which provide easy access to the library resources. Printers are available for student use. The library is enhanced by computer workstations. ASA’s MLS librarians provide a wide range of services to faculty, staff and students, including reference help to find information for research papers and assistance with electronic library resources, and workshops on a variety of information subjects.

2.7 Disabilities

The DMS program abides by the institutions policies regarding disabilities which is in the College Catalog.

2.8 Equipment

Students are often given assignments that require the use of equipment or computers. This use may occur in the lab, the library, or in another location at ASA. Care of this equipment is essential, and students are requested to leave the equipment in good repair. If problems arise during the use of equipment, it should be reported immediately to a Program faculty member. Students may not remove equipment from ASA under any circumstances.

III. Program Policies and Procedures

3.1 Code of Conduct and Professional Appearance

The program abides by the institution’s code of conduct and dress code found in the ASA Student Handbook. Students are expected to abide by ASA’s code of conduct and Professional Appearance policy while on campus, clinical education and during field trips.

3.2 Food and Beverages

No food or beverages are allowed in the lab during class hours or during practice sessions, except for travel mugs and beverage bottles with closeable lids.

3.3 Attendance Policy

Regular attendance to classes is essential for students to acquire quality training. Attendance is a component of the course grading requirements. In the case of a planned absence, the student must advise the instructor of the projected dates, and ask for assignments to make up for the absence. Students are responsible for all that transpires in class whether or not they are in attendance. In all cases, responsibility for making up missed work rests entirely with the student.

The volume of material discussed in each class session is extensive. In addition to the institution’s policy above regarding absences, the DMS’ program-specific attendance policy is as follows. Due to the rigorous nature of the DMS program, attendance in all course lectures, laboratory and clinical experiences is required. Any student who is absent for a combined total of three (3) days in one didactic course will receive an automatic reduction in the
final letter grade and may lead to Academic Probation. Tardiness is defined as arriving late or leaving class early for any reason up to 15 minutes. Anything over 15 minutes will be considered an absence. Three (3) instances of tardiness will equal one absence. Faculty will not repeat any missed content due to tardiness or absence. If the student has two absences in one course, the DMS program faculty will require an advising session to create a corrective plan. In the event that an excused absence or excused tardy causes the student to miss daily work, such as quizzes, lab activities and presentations, these may be made up at the discretion of the instructor. If a student misses a scheduled exam, the exam may be made up only if the student notified the instructor prior to the start of class, causing a 10% reduction in grade. Excused absence or tardy is defined as a written or phone message prior to the start of class with evidence of appropriate reason why the tardy or absence occurred upon return to class, causing no reduction in grade. All exams must be made-up within 48 hours of being missed. Quizzes are given weekly and may not be made up. Faculty reserve the right to lock the classroom on an exam day once the exam has commenced to be fair to students that arrived on time. Students arriving late on exam day must meet with faculty to schedule a time, within 48 hours, to take the exam with a 10% grade reduction.

3.4 Financial Drop
If a student is dropped from the program due to being in arrears with Student Accounts, it is the student’s responsibility to remain in touch with the faculty and complete all assignments during the period they are out of class. Exams missed in this circumstance may be made up upon return to class with a 10% grade reduction, before class starts and no later. Quizzes missed during in this circumstance may be made up upon return to class with a 10% reduction, before class starts and no later. It is the student’s responsibility to keep up with all reading and homework assignments while absent. All missed homework must be submitted prior to the makeup quizzes and/or exam.

3.5 Program Safety and Security
1. All classroom and lab equipment is property of ASA College and is not for personal use.
2. Students are expected to exercise safety and good judgment when using all college equipment.
3. Unsafe performance in any course, practical examination, or on any skill check may result in a failing grade in a course even if adequate points for passing the course, practical exam, or skill check were earned.
4. The use of program electrical equipment or the practice of skills involving electrical equipment can only be performed with faculty supervision.
5. All lab equipment and supplies must be returned to their proper place of storage after use.
6. No equipment may leave the lab without faculty approval.
7. DMS Program students must maintain up-to-date adult, child, and infant BLS certification for health care providers prior to the start of the second semester of the program. Students must submit a two-sided copy of their BLS certification card to the DMS Program Chair or Clinical Coordinator. This copy must include the expiration date, the student’s name, student’s signature and instructor’s signature.
8. DMS Program faculty will also maintain current adult, child, and infant BLS.
9. Students will follow college policies in the event of a building evacuation. These policies can be found in the ASA Emergency Procedures Manual. A copy of this plan will be kept in the program lab.
10. DMS Program students are expected to notify academic faculty (and clinical faculty when participating in clinical education experiences) of any medical condition(s) and/or medication(s) taken that could potentially impair or alter the student’s safe and effective performance or function of all program educational experiences. Students contracting an infectious disease during the time they are enrolled in the DMS Program must report that fact to program faculty and follow appropriate medical guidelines to minimize the risk of transmission.
11. Cost and liability of travel to and from off-campus clinical experiences and service-learning projects, are the responsibility of the student.
12. Cost of personal health insurance is the responsibility of the student.
13. Equipment user manuals are kept in the DMS program laboratory.
14. Material Data Safety Sheets (MSDS), if applicable, are kept in a binder in the DMS program laboratory.
3.6 Skill Checks
A skill check or competency exam is an assessment of a student’s ability to demonstrate competence in a DMS skill. Skill check assessments are done in 3 different ways. First, one peer skill check must be completed with a lab partner. The results of the peer skill checks must be documented on the skill check form. Students then can work on any problem areas with the lab assistant with the results indicated on the form. And lastly, tested by the course instructor. Faculty skill checks performed by an instructor will be performed during open lab times or during scheduled course labs if there is time. The score earned with the course instructor must be a PASS in all elements of the protocol or the skill check must be retaken. If a skill check must be retaken, the initial grade will be recorded. If a student fails any element of the skill check, they automatically fail the skill check and must retake it. Cueing by the instructor needed to complete a skill check results in failure of the skill check. Students must successfully pass a skill check prior to taking the protocol exam as part of the Midterm or Final, which contains the skill check content area. It is the student’s responsibility to make sure all skill checks have been completed prior to major exams. Students who have successfully passed a skill check are considered to have demonstrated competence in that skill and are expected to maintain their competence through regular review of the skill.

3.7 Insurance
ASA and clinical affiliation sites do not provide health insurance to students. It is advised that students carry their own health insurance during the program including all full-time clinical education experiences. Some clinical sites require students to carry health insurance while performing a clinical experience at their facility. All students annually purchase professional liability insurance through ASA that provides liability coverage for unintended injury to patients or other students during on and off campus educational experiences. The insurance is paid as part of differential tuition for health care coursework.

3.8 Program Equipment Testing
All electrical equipment owned and used by the Program will be annually inspected and labeled by qualified biomedical personnel. The following will be performed at that time: equipment testing and calibration, labeling that verifies testing and calibration, documentation of testing results, repair as needed. Non-electrical equipment (treatment tables, wheelchairs, crutches, etc.) will be inspected annually by the Program faculty prior to the start of the Fall Semester. Repairs will be made or arranged by the program as needed. Any real or potential equipment safety concerns discovered by faculty or students will be labeled and taken out of use until repaired or replaced.

3.9 Personal Property and Valuables
ASA College and the DMS Program do not accept responsibility for loss of personal items. Theft may occur on campus and students should secure their valuables accordingly.

3.10 Medical Emergency in the Classroom
Students are expected to respond quickly to an emergency. Universal methods of treatment common to most emergencies are listed:

1. If someone else is in the room, ask him/her to report the emergency to a faculty member or college staff.
   If appropriate, call for medical assistance (911) or have someone else call.

2. Access vital signs and begin CPR if appropriate.

3.11 Confidentiality / Data Privacy
The program abides by the institution policy and procedures for confidentiality and data privacy which can be found in the ASA Student Handbook.
3.12 Electronic Devices
Cell phones and other electronic devices that may disrupt the classroom must be turned off (or silenced if you need one on due to childcare, etc.) during lecture and lab periods. Cell phones and other electronic devices must be completely turned off and placed on the faculty desk during major exams and when you complete the exam you must put it on the faculty desk at which time you may pick up your phone and leave the room. You will have opportunities to check your phone for messages during scheduled breaks or between classes. If you have an emergency where you are waiting for a call, let the instructor know this before class. Calculators may be allowed for specific quizzes/tests/exams. Audio or video recording of lectures, laboratory sessions, etc. may only be performed with the expressed permission of the instructor.

3.13 Informed Consent
Students within the DMS program are expected to perform a variety of ultrasound protocols on each other in the classroom and laboratory for educational purposes. This participation is very important to the learning process. Students must sign a consent form and a General Waiver of Liability prior to practicing laboratory skills. Students will sign a consent form at the start of the program that will remain in effect during the student’s tenure in the DMS Program. Students will sign a General Waiver at the beginning of each semester of the DMS Program. Consent forms will be kept on file in the DMS Program Chairs’ office.

3.14 Photography/Videotaping
DMS students, on occasion in classroom and laboratory settings will be simulating a work environment and will practice on one another. During this time, you may be videotaped or have digital pictures taken of you, both of which will be used only for educational purposes. You will be asked to sign a permission form to allow videotaping and digital photography at the start of the first semester of the DMS Program. This form will remain in effect for the duration of the student’s tenure in the DMS Program. If a student wishes to photograph or videotape a patient for educational purposes, they must follow the policies and procedures of the clinical education site for confidentiality and for obtaining consent.

3.15 Background Screening
Florida law requires initial applicants to a healthcare profession program undergo a background screening pursuant to statute 456.0135. Which entails submission of fingerprints electronically through a service provider approved by the Florida Department of Law Enforcement (FDLE). An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in this program. ASA healthcare students must pass both a national and state background study prior to starting clinical education experiences.

3.16 Pregnancy Policy
It is the policy of ASA College to comply with federal and state regulations regarding disclosure of pregnancy by the student. The student, however, has the option not to disclose, in which case she will continue in the program with no modification to her schedule and will participate in all activities as any other non-pregnant student. If a student becomes pregnant, or suspects she may be pregnant, it is recommended that she notify the Program Chair in writing as soon as possible so that the necessary precautions can be taken to protect the health of the student and the developing fetus. Should the student opt to disclose her pregnancy she must meet with the Program Chair to discuss the educational options available to her, which are: (a) Continue with the didactic portion of the program and take a leave of absence from the clinical component until after delivery. This may subject the student to a delay of graduation and / or the readmission process. (b) Continue with the clinical and didactic
components with a modified rotation schedule. It is important to note that “light duty” is not an option in the clinical setting. This may subject the student to a delay of graduation and/or the readmission process. (c) Continue her training with no modification to the program. (d) Discontinue (withdraw) previous declaration of pregnancy.

### 3.17 Americans with Disabilities Act (ADA)

The Americans with Disabilities Act is a federal civil rights law intended to protect qualified persons with disabilities from discrimination in employment, education, public services and programs, transportation, public accommodations, and telecommunications. The Federal regulations implemented by the ADA were designed to supplement and complement other Federal and State laws which protect persons with disabilities. The ADA defines “disability” with respect to an individual, as: (a) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; or (b) a record of such impairment; or (c) being regarded as having such impairment. A substantial impairment is one that significantly limits or restricts a major life activity which includes, but is not limited to, hearing, walking, learning, seeing, breathing, caring for oneself, and performing manual tasks. ASA College encourages qualified students with disabilities to fully participate in the community of ASA College. All faculty, staff, and administrators will actively support qualified students with disabilities in all of the college’s educational programs, services, and activities. ASA College prohibits unlawful discrimination against qualified students with disabilities. For additional information please contact the Campus Dean. There are several on-campus programs that provide support and advocacy for persons with disabilities. Services are also available to assist faculty and staff in providing accommodations to students with disabilities. Employees and students with documented disabilities may request modifications, accommodations, or auxiliary aids by reaching the Director of Disability Services.

### 3.18 Complaints

Complaints regarding a program or program graduates should be first addressed to the Program Chair. Unresolved complaints or complaints about the Program Chair should be directed to the Campus Dean. Complaints will be documented, including the projected outcome, and kept on file at the program facility.

### 3.19 Professional Behaviors

Faculty will provide oral and written feedback regarding professional behaviors each semester. Copies of this feedback will be placed in the student’s file. Students are expected to change unsatisfactory behaviors after receiving feedback from faculty. If a student is not demonstrating professional behaviors at an appropriate level the student will develop a plan of improvement with academic faculty. Serious deficits in professional behavior with no improvement may result in program probation or program dismissal.

### 3.20 Dress Code

It is expected and required that all DMS students always dress professionally. Scrubs and lab coats are to be worn on campus and in the clinical setting. Scrubs and lab coats are to be clean and pressed. The ASA patch is to be placed on the left sleeve at the shoulder of the scrub top and the lab coat. The DMS scrub color is light blue. Lab coats are to be knee-length, not short. In addition, students must adhere to the following:

- a. Hair must be clean and out of face
- b. Modest earrings only; no large hoops
- c. No artificial nails of any kind; no nail polish
- d. Tattoos must always be covered
- e. If a shirt must be worn under the scrub top for any reason it must be white; preferably wear lab coat if cold
- f. Shoe soles must be rubber or crepe; no dress shoes or sandals ever
- g. Sneakers are to be of modest color, nothing too bright and preferably white
h. No perfume or aftershave
i. No thongs
j. Females must wear a bra

This list is not all-inclusive and can be adjusted at any time. Any student not adhering to the dress code will be sent home and the time missed will be marked as an unexcused absence.

**CLINICAL EXPERIENCE COURSES**

The Diagnostic Medical Sonography program curriculum includes two clinical experience courses. The courses will provide students the opportunity to experience working with real patients in a real medical setting, supervised by registered technologists in the field of ultrasound. The two courses combined will offer the student a total of 630 hours which must be completed during the day as scheduled by the Clinical Coordinator between the hours of 7:00 a.m. and 7:00 p.m. **Students are expected to arrange their personal schedules accordingly.**

Students are deemed ready to begin clinical courses when:

- The program lead instructor has completed an Externship Release Form indicating successful progress to date, and the passing of all lab competencies, together with any comments they wish to make regarding strengths/weaknesses or anything else the Clinical Coordinator needs to know.
- The student has participated in the Externship Orientation.
- The student has opened a Complio account and has uploaded all medical documentation required, including a background check and drug screen.
- The student documents completion of all Florida-required courses on HIPAA, HIV/AIDS, OSHA, medical errors, sexual harassment, and domestic violence.
- The student has achieved BLS certification through the American Heart Association.

**3.21b ARRT REQUIREMENTS FOR CLINICAL EDUCATION**

Review the ARRT website at [www.arrt.org](http://www.arrt.org)


- Five mandatory patient care procedures and be BLS certified;
- Five mandatory scanning techniques;
- Two mandatory equipment care activities;
- 16 mandatory imaging procedures; and
- 11 elective imaging procedures selected from a list of 24 procedures.

Candidates must demonstrate competence in the 16 mandatory procedures listed below. Candidates are also required to demonstrate competence in 11 of the 24 elective procedures. Multiple competencies may be
demonstrated on one patient. When performing the sonography procedures, the candidate must demonstrate appropriate:

- patient preparation, including evaluation of requisition or medical record, preparation of exam room, identification of patient, infection control procedures (i.e., Standard Precautions), patient assessment, and instruction concerning the procedure;

- exam protocol, including patient positioning, sonographic technique, parameter selection, image display, image annotation and labeling, archiving, and documentation of procedure; and

- image evaluation, including image quality, optimal demonstration of anatomic region and pathology, and exam completeness.

The candidate’s clinical education should include variation in patient characteristics, provide ample opportunity for demonstration of both normal and variant anatomy, as well as important pathologies and medical conditions. A variety of instructional methods may be useful for teaching the clinical skills identified in this document. For purposes of satisfying these requirements, candidates must be evaluated while scanning actual patients. Simulation is not acceptable for final competence assessment of imaging procedures, unless otherwise specified.
3.22 CLINICAL COURSES

Clinical Experience I and II

This portion of the Diagnostic Medical Sonography Program is meant to provide each student with the opportunity to apply theoretical and technical knowledge in the actual work environment, and by direct contact with patients. The student will be placed in a location in which to complete their externship. A qualified sonographer in a fully functional hospital or diagnostic center supervises all students. Each student will be given a log sheet to give to their supervisor at the location and must keep hours completed daily on a timesheet provided. Timesheets must be submitted weekly to the program clinical coordinator. Failure to submit timesheets as instructed will result in loss of hours for the week and will require the make-up of the hours.

3.23 GENERAL REQUIREMENTS

- Students are required to follow all rules and requirements detailed in this Handbook, as well as any the clinical site of assignment requires. This includes dress code requirements.

- In the clinical courses, all missed time must be made-up prior to the end of the semester. Students are not at liberty to schedule make-up time with the clinical site directly. Instead, the Clinical Coordinator will schedule the make-up time with the student at the site’s convenience. If missed time is not made-up by the close of the semester, student fails the course.

- If a need to miss time arises during the clinical course, the student must follow the following protocol:
  - Call the Clinical Coordinator at least 1 hour prior to the start of assigned shift
  - Call the clinical site instructor at least 1 hour prior to the start of assigned shift
  - Document missed hours on that week’s timesheet and have site clinical instructor initial
  - Meet with the Clinical Coordinator to schedule make-up time

- Students must always have the pocket handbook with them while in the clinical setting.
Technical Standards

The following Technical Standards are formally adopted by the program and shall apply to all candidates for admission and to all students at all times during training. In order to be admitted as students in the program:

1. The candidate must be able to use vision, hearing and somatic senses to accurately observe all teaching methods in both the classroom and the clinical setting. The candidate must be able to use these senses to accurately observe patients in the clinical setting also.

2. The candidate must be able to communicate effectively with patients, preceptors, faculty members and other members of the health care team. Therefore, the candidate must be able to communicate accurately and clearly in spoken and written formats, and must be able to use speech, hearing, reading, and writing to effectively elicit patient histories, record data and interpret data related to patient care in the classroom and the clinical setting.

3. The candidate must have sufficient motor and tactile skills to elicit information from patients and provide the services requested. The candidate must be able to physically perform the standard technical and patient care activities required.

4. The candidate must have sufficient intellectual and conceptual reasoning and problem-solving abilities, and the critical thinking skills to assimilate and integrate information in the classroom and the clinical setting.

5. The candidate must have the capacity and willingness to develop sound clinical and personal judgment, mature professional relationships, and the ability to tolerate physically and emotionally stressful situations and circumstances. Candidates must have and maintain a sufficient degree of physical and mental health to provide effective, compassionate and safe health care, and must be able to respond appropriately and effectively in emergency situations.

6. The candidate must have the capacity and willingness to recognize limitations of their skill, legal authority and authorization, and must be willing to seek appropriate supervision and direction.

7. The candidate must be able to develop and demonstrate ethical behaviors with respect to co-workers, preceptors, faculty members, patients, the families of patients and other stakeholders in healthcare training and delivery.

Reasonable accommodation for the Technical Standards may be requested. Otherwise, qualified candidates may formally request assistance in compliance with the Technical Standards.

1. Reasonable accommodation in the Technical Standards is not the same as reasonable accommodation under the Americans with Disabilities Act.

2. Whether a requested accommodation is reasonable must be determined by the Program Chair on an individual basis, in consultation with the involved student, appropriate college officials and other persons with direct standing in the request.

3. Notwithstanding any other provisions of the Admissions Policies and Procedures, no candidate who by clear and convincing evidence is unable or unwilling to comply with the published Technical Standards and for whom reasonable accommodation cannot be provided, shall be admitted as a student to the program.

A candidate who is denied reasonable accommodation for apparent inability to comply with the Technical Standards or a candidate who believes that a Program Chair’s determination that he or she does not comply with such Standards is incorrect may appeal in accordance with the provisions of the Admissions Policies and Procedures.
A. Notwithstanding any other provisions of the Admissions Policies and Procedures, no candidate who by clear and convincing evidence is unable or unwilling to comply with the published Technical Standards and for whom reasonable accommodation cannot be provided, shall be admitted as a student to the program.

B. Appeals from the determination of the Program Chair that a student is unable or unwilling to comply with the Technical Standards must be made to the College Provost.

C. Appeals to the college must be in writing, must be signed by the candidate personally and must be received by the Campus Dean no later than seven business days after the date of the determination made by the Program Chair.

D. The college shall have the discretion to determine whether further investigation is warranted or whether the matter may be concluded based upon the investigation as completed prior to the appeal.

E. Following a review of the appeal, the college may take any of the steps available to the Campus Dean to conclude the matter, including but not limited to requiring admission of the candidate to the Program or declining admission of the candidate to the Program.

Further appeals, if any, shall be made in accordance with any applicable provisions of the college.

I have read and understand the document titled Technical Standards

________________________________________  __________________________________  ________________
Printed Name                                      Signature                                      Date
Health Disciplines Program
Videotape/Photograph Consent

I, __________________________________________ give ASA College and the Program consent to videotape/photograph/audio tape me during classroom, lab or off campus education experiences for educational purposes. This consent form will remain in effect for my tenure in the ASA Program.

Printed Name ___________________________ Signature ___________________________ Date ___________________________
Health Disciplines Program
General Waiver of Liability for Practicing Laboratory Skills and Consent

I, __________________________________________ understand students within the Health Disciplines programs are expected to perform a variety of procedures on each other in the classroom and laboratory for educational purposes. This participation is very important to the learning process. I give ASA College and the Program consent for practice of laboratory skills during classroom, lab or off campus education experiences for education purposes. This consent form will remain in effect for my tenure in the Program.

Printed Name  ___________________________  Signature  ___________________________  Date  ___________________________
Health Disciplines Program – Release Form
Blood Borne Pathogens

I, _______________________________________(Print Name), am a student at ASA College – Hialeah and enrolled in a Health Disciplines program. I acknowledge that I have been informed and understand the following:

1. That the Health Disciplines program I have enrolled in may involve exposure to human body fluids and cell and tissue cultures that may carry infections such as HIV (Human Immunodeficiency Virus) and Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV).

2. That exposure to infectious blood and other body fluids and cultures by contact through eye, mouth, blood, non-intact skin, or other method may put me at risk of contracting a blood borne infection.

3. That to protect myself from exposure to blood and other body fluid and cultures, I will wear protective apparel according to OSHA (Occupational Safety and Health Administration) standards and comply with applicable policies of the College and any hospital or clinical affiliate that I am attending.

4. That if I should become exposed by eye, mouth, blood, non-intact skin, or other method to blood or other human fluids or cultures, I will immediately report such incident to the program instructor or clinical affiliate supervisor.

5. That if such exposure should occur, I hereby authorize the College or the clinical affiliate to administer such immediate first aid as is deemed appropriate until medical help can be obtained.

6. That I hereby release and hold harmless ASA College, its employees, officers, agents, and representatives, including all hospital and clinical affiliates, from any liability for any and all injury, illness, disability, or death, including all costs for medical care, resulting from my exposure to infectious blood or other human fluids or cultures or the administration of emergency first aid after such exposure, during the course of my participation in the health division program, whether caused by the negligence of the College or otherwise, except that which is the result of gross negligence or wanton misconduct by the College.

________________________________________  ___________________________  ________________
Student Name                        Signature                        Date

________________________________________  ___________________________  ________________
Program Representative Name        Signature                        Date
## Externship Release Form

**Program:** ________________

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student Phone Number</th>
<th>Date</th>
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<tr>
<th>Externship Course #</th>
<th>Course Start Date</th>
<th>Course End Date</th>
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</table>

**Release Checklist:**

- Student has completed all required lab competencies in a satisfactory manner. Yes □ N/A □
- Student has a thorough understanding of the equipment used in exams. Yes □ N/A □
- Student has a thorough understanding of the human anatomy as required. Yes □ N/A □
- Student has a thorough understanding of the positioning as required. Yes □ N/A □
- Student demonstrates a thorough understanding of the required techniques. Yes □ N/A □
- Student demonstrates the ability to pass written exams without assistance. Yes □ N/A □
- Student demonstrates the ability to apply theoretical knowledge and clinical skills. Yes □ N/A □
- Student demonstrates the ability to conduct themselves in a professional manner. Yes □ N/A □

**Additional Comments:** *(Provide specifics and details as necessary.)*

RN.org courses completed date: ____________________

__________________________  __________________________  ____________
Instructor Name            Instructor Signature          Date
DMS Student Clinical Timesheet

Student Name:_________________________ Date: __________ Tel. #: __________

Course Number and Name: __________________________________________________

Clinical Site Name: __________________________________________ Schedule: _________________________

Semester Start Date:  _________________________________________ Semester End Date:  ________________

Students are required to remain in the clinical site for the entire time they are scheduled, not including lunch breaks. Release from any number of scheduled hours can only be obtained through written permission of the Program Director or Clinical Coordinator. Florida laws regarding breaks must be adhered to for students. Missed clinical hours must be made-up before the end of the semester and must be scheduled through the Program Director or Clinical Coordinator.

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME IN</th>
<th>LUNCH</th>
<th>TIME OUT</th>
<th>TOTAL HOURS</th>
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<tr>
<td>MONDAY</td>
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TOTAL HOURS/WEEK
Does not include lunch or breaks

Site Supervisor’s Name (print): __________________________________________________

Site Supervisor’s Signature: ___________________________ Date: __________

Student’s Signature: _______________________________________________________

CC’s Initials: _____________ (indicates verification of hours completed)

**ONLY ORIGINAL COPIES OF TIMESHEETS MAY BE SUBMITTED NO LATER THAN 12 NOON ON THE MONDAY FOLLOWING THE END OF THE PREVIOUS WEEK!**

**ABSOLUTELY NO ERASURE MARKS OR WHITE OUT ON THIS SHEET!**
DMS Clinical Competency Rubric (revised)

Student Name:__________________________________________          Date:  _____________
Course Number and Name:_____________________________________________________
Protocol Evaluated:_____________________________________________________________

Attempt #: ________                                                                     FINAL GRADE: ____/100 = ____%

PROFICIENCY RATINGS
(1) No Clinical Skills  (2) Limited Skills   (3) Improvement needed     (4) Competent     (5) Very Proficient

<table>
<thead>
<tr>
<th>No Cl Skills</th>
<th>Proficient</th>
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<td>3</td>
<td>4</td>
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</table>

I. PATIENT CARE
a) Room properly prepared before bringing in the patient.
   1 2 3 4 5

b) Patient properly identified and student identified him or herself to the patient.
   1 2 3 4 5

c) Correct transducer selected for the examination.
   1 2 3 4 5

d) Patient information correctly entered before starting examination
   1 2 3 4 5

e) Proper patient history obtained
   1 2 3 4 5

f) Patient informed of the nature of the procedure.
   1 2 3 4 5

g) Patient in correct position for the procedure.
   1 2 3 4 5

II. INSTRUMENTATION
a) Correct gain and machine settings used.
   1 2 3 4 5

b) Correct focal range(s) and fields of view selected.
   1 2 3 4 5

c) Images labeled correctly.
   1 2 3 4 5

d) Correct image planes obtained
   1 2 3 4 5

e) Sufficient images recorded to demonstrate appropriate anatomy.
   1 2 3 4 5

f) Correct use of pre- & post-processing controls.
   1 2 3 4 5

g) Correct sonographic diagnosis/differentials/pathology proposed.
   1 2 3 4 5

h) All measurements are taken accurately properly.
   1 2 3 4 5

i) Images properly recorded and processed.
   1 2 3 4 5

III. EXAM COMPLETION
a) Exam completed in a timely fashion
   1 2 3 4 5

b) Paperwork completed according to the laboratory’s routine.
   1 2 3 4 5

c) Case discussed properly with the instructor/physician.
   1 2 3 4 5

d) Patient properly released when the examination is completed.
   1 2 3 4 5

TOTAL EACH COLUMN

Students receiving any 3s or below must retake the exam at the next opportunity, passing it without assistance. The goal is to achieve all 4s or above on every competency exam. Failure to achieve a 4 or above on every course-required competency will result in failure of the entire clinical course.

The information provided in this knowledge and skills checklist is true and accurate to the best of my knowledge.

Instructor Name:  _______________________________   Signature: ____________________________________________
Student Signature:  ___________________________________________   Date:  ______________________________
### DMS Daily Procedure Log Sheet

**Student:** ____________________________________________________________

**Clinical Site:** ______________________________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of Exam</th>
<th>Clinical Findings</th>
<th>O</th>
<th>A</th>
<th>C</th>
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**Clinical Instructor Signature:** ____________________________________________ **Date** ___________

*O = Observed  A = Assisted  C = Completed Independently*
Health Disciplines Program
Pregnancy Policy

It is the policy of ASA College to comply with federal and state regulations regarding disclosure of pregnancy by the student. The student, however, has the option not to disclose, in which case she will continue in the program with no modification to her schedule and will participate in all activities as any other non-pregnant student. If a student becomes pregnant, or suspects she may be pregnant, it is recommended that she notify the Program Chair in writing as soon as possible so that the necessary precautions can be taken to protect the health of the student and the developing fetus. Should the student opt to disclose her pregnancy she must meet with the Program Chair to discuss the educational options available to her, which are:

a. Continue with the didactic portion of the program and take a leave of absence from the clinical component until after delivery. This may subject the student to a delay of graduation and/or the readmission process.

b. Continue with the clinical and didactic components with a modified rotation schedule. This may subject the student to a delay of graduation and/or the readmission process.

c. Continue her training with no modification to the program.

d. Discontinue (withdraw) previous declaration of pregnancy.
Health Disciplines Program
Declaration of Pregnancy

I, _____________________________, a student enrolled in the ______________________________________
(Student Name) program at ASA College, am voluntarily choosing to declare my pregnancy. I have read and understand all four
options provided in the Pregnancy Policy.

I elect to pursue my education as described below:

a. Continue with the didactic portion of the program and take a leave of absence from the clinical
component until after delivery. This may subject the student to a delay of graduation and / or the
readmission process.

b. Continue with the clinical and didactic components with a modified rotation schedule.
This may subject the student to a delay of graduation and / or the readmission process.

c. Continue her training with no modification to the program.

d. Discontinue (withdraw) previous declaration of pregnancy.

Student Signature: _______________________________ Date: ________________________

Witness Name: _______________________________ Witness Signature: ____________________________
(Print Name)
Diagnostic Medical Sonography
Program Handbook Acknowledgement

I have received and read the DMS Program Handbook. I understand its content and agree to abide by its policies and procedures set forth during my tenure as a Diagnostic Medical Sonography student. The DMS Program Chair reserves the right to alter policies, procedures and content at any time.

Printed Name ___________________________ Signature ___________________________ Date ___________________________