

SAUK VALLEY COMMUNITY COLLEGE



DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Student Handbook 2025-2026

Sauk Valley Community College
173 IL Route 2
Dixon, IL 61021
(815) 288-5511

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Message from the Faculty

We would like to extend a warm welcome from the Diagnostic Medical Sonography program at Sauk Valley Community College. We are confident that your time here will provide a complete introduction and background in your chosen profession of sonography. This handbook serves as one of your resources for successful completion of the program.

During your education, the program faculty will strive to prepare you to become a professional sonographer. We wish you all success as you make a commitment to yourselves and this course of study for the next two years. Each day will give you opportunities to grow, if you look for them.

Your graduation from the Diagnostic Medical Sonography Program and your career in the field will be the reward for your efforts. We look forward to working with you throughout your educational pursuits at Sauk and extend our hopes that this will be a satisfying and meaningful experience. Remember that success in the Sonography Program depends on you, and the best means to achieve that goal is to be familiar with the program policies/procedures and demonstrate responsibility and accountability by adhering to them.

General Program Information

Clinical Education Sites (Subject to Change)

CGH Medical Center 100 E. LeFevre Rd. Sterling, IL	Clinical Instructors: Director:	Misty Nichols RDMS, RVT Michelle Musaraca	815-625-0400 ext. 5572 815-564-4591
Freeport Health Network 1045 W. Stephenson St. Freeport, IL 61032	Clinical Instructors: Director:		815-599-6170 Katie Alvarado, MBA, R.T.(R)(N), CNMT
OSF St. Katharine Hospital 403 E. First Street Dixon, IL 61021	Clinical Instructors: Director:	Megan Cole, RDMS, RVT Bekah Fenwick B.S., R.T.(R)(CT)	815-285-5597
Mercy Medical Center 1410 North 4th Street Clinton, IA 52732	Clinical Instructors: Director:		563-244-5642 Roberta Redick MBA, R.T.(R)(CT)
OSF Center for Health 111 East Spring St. Streator, IL 61364	Clinical Instructors: Director:	Scott Bulthuis RDMS, RVT Tiffany Magallanes R.T.(R)(CT)	815-673-4642
OSF Saint Anthony Medical Center 5666 East State St. Rockford, IL 61108	Clinical Instructor: Director:		815-395-5247 Brenda Milne MS, R.T.(R)(CT)
OSF Saint Elizabeth Medical Center 1100 East Norris Dr. Ottawa, IL 61350	Clinical Instructors: Director:		815-431-5207 Tiffany Magallanes R.T.(R)(CT)
OSF St. Clare Medical Center 530 Park Avenue Princeton, IL 61356	Clinical Instructors: Director:	Jessica Grubar R.T.(R) RDMS, RVT Laura Seitz R.T.(R)(CT)	815-876-2291
OSF St. Elizabeth – Peru 925 West Street Peru, IL 61354	Clinical Instructors: Director:	Megan Strack RDMS, RVT Tiffany Magallanes R.T.(R)(CT)	815-221-1380
OSF St. Luke Medical Center 1051 W South St Kewanee, IL 61443	Clinical Instructor: Director:	Jami Holevoet RDMS, RVT Blaine Clark RT(R)(MRI)	
Rochelle Community Hospital 900 N. 2nd St Rochelle IL 61068	Clinical Instructor: Director:		815-561-3101 Joy Miller
Mercy One Genesis 2035 Bridge Ave Davenport, IA 52803	Clinical Instructor: Director:		563-421-6255 Sara Holman

SVCC Contact Information

PROGRAM COORDINATOR

Ellyn Horn BS, RT(R), RDMS, RVT

Office: (815) 835-6396
Ellyn.horn@svcc.edu

CLINICAL COORDINATOR

Jessica Grubar MS, RT(R), RDMS, RVT

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MEDICAL ADVISOR

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Dixon, Illinois 61021

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Sauk Valley Community College
Mission Statement

Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service, and economic development.

Vision

Sauk Valley Community College will be a leader in student achievement while expanding access to higher education across the Sauk Valley region.

Shared Ethical Values

Sauk Valley Community College respects the worth and dignity of all people; stands for integrity and fairness; and encourages responsibility, accountability, and persistence in a caring, supportive environment.

Sauk Valley Community College – Diagnostic Medical Sonography Program
Mission Statement

The mission of the Diagnostic Medical Sonography Program at Sauk Valley Community College is to develop competent sonographers whose expertise will meet the needs of the community they serve by providing patient centered care in a professional and compassionate manner. The Associate degree program strives to provide a high-quality educational experience with innovation and advances in imaging to foster the sonography professionals of the future.

Revised 5/20/2025

Terminal Goals and Objectives of Sonography Program

Student and community needs will effectively be served by the program based upon the goals and outcomes listed.

1. Annual program completion rate of 75% or better.
2. Five-year average credentialing examination pass rate of 75% or better for first attempt.
3. Five-year average job placement rate of 75% or better.

Goal #1: Students will use critical thinking and problem-solving skills.

Outcome: Students will evaluate images.
Students will adjust protocols when pathology is present.

Goal #2: Students/graduates will be clinically competent.

Outcome: Students will optimize machine technical factors.
Students will obtain diagnostic images.

Goal #3: Students will be able to communicate effectively.

Outcome: Students will demonstrate communication skills.
Students will effectively communicate in the healthcare environment.

DMS courses are designed to meet the following objectives:

1. To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the following concentration(s) it offers: Abdomen Sonography - Extended Obstetrics and Gynecology Sonography Vascular Sonography
2. Educate competent and compassionate sonographers capable of functioning as an entry level sonographer.
3. Provide a comprehensive competency-based curriculum.
4. Prepare the student to think and act independently.
5. Prepare the student for entry into the ever-changing sonography work environment.
6. Provide comprehensive student education to aid in student retention, course, and program completion

The student learning outcomes for Abdomen Extended, Obstetrics/Gynecology and Vascular Concentrations include that the student/graduate be able to:

- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Perform appropriate procedures and record anatomic, pathological, and/or physiologic data for interpretation by a physician.
- Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
- Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services.
- Demonstrate appropriate communication skills with patients and colleagues.

- Act in a professional and ethical manner.
- Provide patient education related to medical ultrasound and/or other diagnostic vascular techniques and promote principles of good health.

Student Rights and Responsibilities

Sauk Valley Community College is committed to a philosophy that ensures the basic rights of students, such as freedom of speech, freedom of the press, the right to assemble, and the right of inquiry. In consideration of these rights, it is implicit that students should also accept those responsibilities that are inherent with attendance at a public community college. These include such basic responsibilities as:

- Respect for Public and Private Property
- Respect for the Rights and Privileges of Others
- Adherence to Recognized Standards of Scholarship
- Respect for Duly Constituted Authority

Students should recognize that the primary educational function of Sauk Valley Community College must be maintained at all times and that ultimate authority rests with the Board of Trustees as elected representatives of the College constituency. The Board also serves as the place of final appeal for grievances in any matter concerning the College provided that the student shall have first exhausted all relevant procedures and appeals provided by college policy or procedure.

The program maintains records in accordance with the Family Education Rights and Privacy Act (FERPA). All confidential student records are kept in a secure location in the Health Professions and faculty offices.

Student Code of Conduct

The Code of Student Conduct has been established to control action going beyond the exercise of such rights, to maintain order on campus and to guarantee the broadest range of freedom for all who come to learn at Sauk Valley Community College.

Each student is responsible for knowledge of and compliance with this Code of Student Conduct, which is available through Academic Advising, from the Dean of Student Services, and the Dean of Academics and Student Services.

The College further recognizes each student's right to procedural due process, including notice, an opportunity to respond to the allegations, and an appeal process.

1. Receive notice of the alleged violation. The notice will include:
 - a. the specific code violations; and
 - b. reference to the process and rights of students as indicated in the Code of Student Conduct;
2. Be provided an opportunity to respond to the charges;
3. Be able to appeal the decision, if necessary;
4. Not be permitted to withdraw from the College with a clear record until such charges have been resolved.

To review prescribed conduct, Dean of Student Services authority, procedures in cases involving possible discipline, disciplinary action, temporary suspensions, and appeals refer to the Code of Student Conduct and Disciplinary Procedures in the college catalog and on the college website at svcc.edu/policies/conduct.

Drug Testing:

Any student deemed to potentially be under the influence of drugs may be subject to conducting a urine drug screen.

Urine Drug Testing Details:

A urine drug test will be conducted to ensure that the student has not used illegal drugs or taken a prescription medication that belongs to someone else. If the student's drug test result is positive for any substance, proof of prescription is required or the student will be dismissed from the program.

Note: Medical and/or recreational use of marijuana, which is not FDA approved, is considered a positive drug testing result and will result in the student being dismissed from the program.

A student who is dismissed for a positive drug test may have the opportunity to reapply to the program after one calendar year. The student will need to conduct a urine drug screen at application and before the start of the program if accepted into the program. If the applicant's drug test result is positive for any substance, proof of prescription is required or the student will not be admitted to the program and will not be eligible for reapplication.

Program Overview

Diagnostic Medical Sonography

Diagnostic Medical Sonography is the allied medical specialty which serves the needs of the public and medical practitioners by insuring the production of diagnostic quality sonographic images. The AAS degree is awarded upon completion of the 24-month curriculum.

Associate in Applied Science Diagnostic Medical Sonography Program Philosophy

In accordance with the philosophy of the Sauk Valley Community College, the faculty of the Sonography Education Department accepts the following philosophy:

Education is a continuous process by which a person is assisted to achieve self-realization. We will provide an opportunity for each student to have those learning experiences that will contribute to his/her reaching realistic goals. We believe that general education courses provide a sound basis for the sonography courses.

The graduate of this program will have acquired the skills needed to give the client care as a beginning practitioner of medical imaging on the health team, having been prepared with a specific body of knowledge and technical skills to produce diagnostic sonographic images. The graduate will have the basis to grow in competency as she/he gains in experience and will have the opportunity to participate in further learning experiences.

We recognize our obligation to evaluate the student, the program, the graduate and to use the findings of such evaluation as the basis for curriculum study.

Accreditation

SVCC is accredited by the Higher Learning Commission.

JRCDMS Standards

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement.

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

If an individual believes that the program is not in compliance with the Standards, see Sonography Program policy 6, grievance policy.

Affirmative Action

Sauk Valley Community College shall utilize Affirmative Action as required by law. The College has adopted an Affirmative Action Plan. Copies of this document are available in the Learning Resource Center, in the office of the Dean of Student Services, and in the office of Human Resources. The Sauk Valley Community College Affirmative Action Plan contains a grievance procedure that any employee, employment applicant, student, or student applicant may obtain by contacting the Director of Human Resources.

Non-Discrimination in Employment and Student Relations

Sauk Valley Community College is an equal opportunity employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student relations. Except to the extent and subject to the exemptions permitted by law, no qualified employee or student shall be excluded from the employment or educational opportunity, be denied benefits, or be subjected to discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation (as that term is defined in the Illinois Human Rights Act), marital status, handicap, military status or unfavorable discharge from military service classified as Re-3 or the equivalent thereof.

Appeal Procedure

The SVCC Academic Appeal Procedure provides a fair and orderly process of steps for students who wish to pursue an instructional or grade issue appeal. The informal step begins with the instructor followed by the option to appeal to the appropriate dean/director. Should the decision of the appropriate dean/director still not satisfy the student, s/he can request an appeal to the Vice President of Academics and Student Services. If the issue is not resolved, the student can request an appeal to the Academic Appeals Board who makes a recommendation to the Dean of Student Services. The student has the right to then appeal to the College President with a final right to appeal to the SVCC Board of Trustees. In taking any such action, students shall assume the burden of proof concerning any perceived error. For the detailed policy, including appeal timelines, refer to the SVCC catalog under policies or visit svcc.edu/academic-appeals-policy.

Campus Security Report

The campus security report is available on the College's Web page at www.svcc.edu or in the Student Handbook that is available throughout the College.

Code of Ethics

This Code of Ethics aims to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers, thereby maintaining and elevating the integrity of the profession. It serves as a guide and framework for addressing ethical issues in clinical settings, business practices, education, and research. The Code of Ethics is aspirational and a guide given through our national organization SDMS.

Principle I: To promote patient well-being, diagnostic medical sonographers shall:

- A. Provide information to the patient about role, credentials, and expertise.
- B. Provide information to the patient about the purpose of the sonography examination, procedure, or associated task within the scope of practice.
- C. Respond to the patient's questions, concerns, and expectations about the sonography examination, procedure, or associated task according to the scope of practice.
- D. Ensure patient safety when the patient is in the sonographer's care.
- E. Respect the patient's autonomy and the right to refuse the examination, procedure, or associated task.
- F. Recognize the patient's individuality and provide care in a non-judgmental, non-discriminatory, and equitable manner.
- G. Promote the patient's privacy, dignity, and well-being to ensure the highest level of patient care.
- H. Maintain confidentiality of acquired patient information per national patient privacy regulations and facility protocols and policies.

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 certifications/credentials. Sonography certifications/credentials must be awarded by a national sonography certifications/credentialing body that is accredited by a national organization that accredits certifications/credentialing bodies (i.e., Institute for Credentialing Excellence (ICE)/National Commission for Certifying Agencies (NCCA) or the American National Standards Institute (ANSI)/ANSI National Accreditation Board (ANAB)).
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review and institutional research.
- D. Maintain continued competence through lifelong learning, which includes ongoing education and acquisition of specialty-specific credentials.
- E. Perform medically indicated sonography examinations, procedures, and associated tasks ordered by a licensed physician or their designated healthcare professional per the supervising physician, facility policies and protocols, or other requirements of the jurisdiction where performed.
- F. Protect patients and study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- G. Maintain professional accountability and standards by committing to self-regulation through adherence to professional conduct, self-assessment, and peer review, ensuring the highest patient care and safety standards.
- H. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for actions.

- I. Be accountable and participate in regular assessments of sonography protocols, equipment, examinations, procedures, and results. Note: This may be accomplished through facility accreditation.

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

- A. Be truthful and promote appropriate communications with patients, colleagues, healthcare professionals, and students.
- B. Respect the rights of patients, colleagues, students, and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent experience, education, and credentialing.
- E. Promote equitable access to care for the patient.
- F. Communicate and collaborate with fellow sonographers and healthcare professionals to create an environment that promotes communication, respect, and ethical practice.
- G. Understand and adhere to ethical billing and coding practices, if applicable.

H. Conduct all activities and agreements legally and transparently in compliance with federal and state laws and rules/regulations, as well as facility policies and protocols.

I. Report deviations from the Code of Ethics per facility policies and protocols, and if necessary, to the appropriate credentialing organization for compliance evaluation and possible disciplinary action.

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

Technical Abilities Relating to Essential Job/Skill Function

The sonography student must meet these physical ability standards:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Exceptions may be made to these requirements based on the principle of reasonable accommodation:

1. Must be able to:
 - a. have full range of motion of body joints and fine motor movements of the hands in order to perform finite tasks using the hands.
 - b. constantly stand, walk, handle, feel and talk or hear, taste or smell.
 - c. frequently sit, carry, push, pull, balance and crouch
 - d. frequently reach (i.e. 34-66% of the total working day. 2 2/3 – 5 1/2 hours)
 - e. occasionally stoop and kneel.
 - f. Rarely climb (i.e. 1-5% of the total working day. 1-24 minutes)
2. Must be able to:
 - a. constantly lift and/or move 35 pounds, 20 pounds and 10 pounds
 - b. occasionally lift and/or move 50 pounds
 - c. rarely lift and/or move 75 pounds.
3. Must have the ability to carry objects weighing up to 50 pounds daily.
4. Must be able to:
 - a. use the English language to communicate effectively in a clear concise manner in order to be easily understood.
 - b. write in a legible and understandable manner.
5. Must be able to:
 - a. see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of the position can be fully met.
 - b. possess far vision acuity, near vision acuity and peripheral vision on a constant basis.
6. Maintain composure when subjected to high stress levels.
7. Adapt effectively to environments with high tension to ensure client safety.
8. Adapt to irregular working hours.
9. Respond quickly to emergency situations in an emotionally controlled manner.
10. Is subject to exposure to infectious waste, disease and conditions, including exposure to the AIDS and Hepatitis B viruses.

RADIOLOGY STUDENTS ONLY

11. Wear lead protective devices for extended periods of time.

Curriculum

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM SEMESTER SEQUENCE

Pre-Admission: 20-22hours

- FYE 101 First Year Experience (1 Semester hour)
 - BIO 109* Human Anatomy & Physiology I (4 Semester hours)
 - BIO 110 Human Anatomy & Physiology II (4 Semester hours)
 - MAT 112* Quantitative Literacy, Mat 121 or higher (excluding MAT 115, MAT 110, MAT 111, & MAT 240) (3-4 Semester hours)
 - PHY 175* Introduction to Physics (or higher) (4-5 Semester hours)
 - NRS 116 Med Terminology for Health Careers (3 Semester hours)
 - DMS 198 Intro Pathophysiology for Sonographers (1 Semester hour)
- *Indicates application criteria

First Semester - Sem/Hrs: 14

- DMS 199 Patient Care Skills for Sonographers (1 Semester hour)
- DMS 100 Intro to Diagnostic Medical Sonography (3 Semester hours)
- DMS 101 Sonographic Physics & Instrumentation I (2 Semester hours)
- DMS 103 Sonography Cross Sectional Anatomy (3 Semester hours)
- DMS 104 Fundamentals of OB/GYN I (3 Semester hours)
- DMS 120 Hands-On Scanning Lab 1 (1 Semester hour)
- DMS 121 Hands-On Scanning Lab 2 (1 Semester hour)

Second Semester - Sem/Hrs: 12

- DMS 102 Sonographic Physics & Instrumentation II (2 Semester hours)
- DMS 105 Fundamentals of OB/GYN II (3 Semester hours)
- DMS 106 Fundamentals of Abdomen/Superficial Structures I (3 Semester hours)
- DMS 130 Case Study Critique (1 Semester hour)
- DMS 122 Hands-On Scanning Lab (1 Semester hour)
- DMS 140 Clinical Education (2 Semester hours)

Summer Session - Sem/Hrs: 4

- DMS 107 Abdomen/Superficial Structures II (1 Semester hours)
- DMS 123 Hands-On Scanning Lab 4 (1 Semester hour)
- DMS 141 Clinical Education II (2 Semester hours)

Third Semester - Sem/Hrs: 12

- DMS 108 Legal Issues of Health Care Sonography (1 Semester hour)
- DMS 131 Case Study Critique II (1 Semester hour)
- DMS 109 Fundamentals of Breast Sonography (1 Semester hour)
- DMS 142 Clinical Education III (3 Semester hours)
- PSY 103 Introduction to Psychology (3 Semester hours)
- ENG 101 Composition I (3 Semester hours)

Fourth Semester - Sem/Hrs: 12

- DMS 200 Abdominal & Peripheral Arterial (2 Semester hours)
- DMS 220 Abd & Peripheral Arterial Hands-On Scan (1 Semester hour)

- DMS 202 Abd & Peripheral Venous (2 Semester hours)
- DMS 222 Abd & Peripheral Venous Hand-on Scan (1 Semester hour)
- DMS 201 Cerebrovascular Ultrasound (2 Semester hours)
- DMS 221 Cerebrovascular Hand-On scan (1 Semester hour)
- DMS 203 Clinical Education Vascular 1 (3 Semester hours)

Summer Session - Sem/Hrs: 3

- DMS 204 Clinical Education-Vascular 2 (3 Semester hours)

Total minimum hours: 77

Clinical Coursework Display

Fall Semester

1st year students	2nd year students
Students will scan in class and lab: Aorta/IVC Gallbladder Liver Pancreas Kidneys Bladder Uterus Ovaries Scrotal (phantom) Classroom focus: Physics I Cross-Sectional Anatomy OB/GYN I Patient Care Skills Intro to Sonography	Clinicals Students will begin to work toward completing final competencies at the clinical site. Students may complete weekend rotations. Classroom focus: Legal Issues in Sonography Breast Case Study Review

* Classroom instruction focuses on the anatomy, physiology, and pathology of these anatomical areas.

Spring Semester

1st year students	2nd year students
Clinical Rotations Start Classroom focus: OB/GYN II Abd/Small Parts I Case Study Review Physics II	Clinicals Student may be rotating through weekend rotations. Student will complete final competencies. Classroom Focus: Vascular Studies

** Classroom instruction focuses on the anatomy, physiology, and pathology of these anatomical areas.

Summer Semester

1st year students	2nd year Students
Clinicals 3 Days/week Classroom Focus: ABD/Small Parts II	Clinicals

Didactic Courses

1. Each student will be provided a course schedule/syllabus at the beginning of each course. The content of each course will follow this guide, though sequence may vary. Additional topics may occasionally be scheduled as valuable opportunities present themselves.
2. Class attendance is mandatory as are all assignments. Quizzes may be made up at the discretion of the instructor. Students absent for tests will receive an automatic "0" unless prior arrangements have been made to take the test at a different time.
3. Laboratory sessions are required parts of certain classes and grading will be included with the didactic grade for the appropriate class.

Resources and Services

Disability Support Office (DSO)

The Disability Support Office provides services for students with disabilities. Services are intended to assist students in the successful completion of their educational and career pursuits at SVCC. Students requesting services for documented disabilities are encouraged to contact the Disability Support Office early in their enrollment planning. Eligibility and registration for services is a separate process and is independent from registration of classes. For further information, including getting started steps, documentation guidelines and the grievance procedure, contact DSO at 815.835.6220 (first floor) or visit svcc.edu/students/disability-support

Counseling and Student/Faculty Conference

Counseling is available to students at the counseling office of the college. All academic advisement is the responsibility and prerogative of the coordinator. Career counseling, however, is a matter of concern to all technologists with whom the student comes into contact. Conference forms are to be used when clinical instructors, technologists and SVCC coordinator meet with a student who has a clinical performance problem.

Conference Form

The conference form is a general form to document interactions, issues, comments, or incidents that have occurred at the clinical site.

When a conference form has been completed, the clinical instructors must discuss the form with the student. The student and the clinical instructor must sign the conference form to verify that the issue has been discussed. Students may write any comments on the conference form regarding the issue.

Useful Web Sites

www.ARDMS.org
www.SDMS.org
www.ARRT.org
www.trajecsys.com

Clinical forms are located in online system.

Insurance

Accident insurance is required for all Radiology students and is covered by lab fees at SVCC. You are covered by a Travel Accident (outlined below), while you are going to, attending, and returning from your college-sponsored courses at locations other than Sauk Valley Community College.

More specifically, coverage commences at the actual start of an anticipated trip, whether it be from Sauk Valley Community College, or your residence, to your destination (e.g. CGH Medical Center). Coverage shall terminate immediately upon return to SVCC, or to your residence, whichever shall first occur. The policy is designed to give your twofold protection:

DEATH AND DISMEMBERMENT-PRINCIPLE SUM \$5,000.

If within one year from the date of the accident, such injuries shall result in your death, dismemberment, or loss of sight, the company will pay for loss of:

Life or Two Members (Hand, Foot, Eye)	Principle Sum.
One Member	1/2 the Principle Sum.

MEDICAL EXPENSE-\$5000.00

Should you sustain an accidental injury that shall require treatment by any practitioner of the healing arts (duly licensed by proper governmental authority and acting within the scope of his license) and/or confinement in a legally constituted hospital and/or x-ray examination and/or ambulance, the company will pay up to \$5000.00 for the loss of such services actually rendered within one year of the date of accident. The policy has a \$25.00 deductible.

Remember that this is an accident policy only and it is not designed to cover disease, illness (other than illness which results solely from the accidental ingestion or inhalation of a toxic substance) or bacterial infection (other than that occurring in consequence of an accidental cut or wound).

In the case of loss of life, the Principle Sum will be paid to the beneficiary that you have so designated and is on file with the company. If, at the time of payment, no such designation is then effective, such indemnity shall be paid to your estate.

Claims should be sent to your personal carrier, if applicable, first. Claims not paid by your personal carrier should be submitted to the Dean of Health Professions.

1) Liability

Radiology students are covered by the college's professional liability insurance policy once tuition and fees for a course have been paid.

2) Comprehensive Health Insurance

You will be notified if your clinical facility requires the student "maintain comprehensive health insurance." The clinical facility may terminate your clinical placement if documentation of the required coverage is not provided or if your policy is cancelled.

College Resources

Learning Commons Tutoring Center

Tutoring, Tools and Math Testing

The goal of the Learning Commons Tutoring Center is to help meet the academic needs of students by supplementing their classroom instruction with tutoring, instructional materials, equipment and math testing.

All current students and employees have a library account which is activated when the individual obtains a library card. Accounts are active during academic terms and may be extended between terms at the request of the individual. Students and employees may borrow books, magazines and journals, videos, and music from the library; request items through interlibrary loan; and access online resources such as eBooks and research databases from off-campus.

Success Workshops

Student Success Workshops will provide students with step-by-step strategies to improve skills such as study tips, time management, and organization. Students can either participate in scheduled workshops sessions held on campus or visit svcc.edu/students/success/workshops to view workshop sessions and print handouts and materials. Individual Student Success Sessions are designed to help students identify learning strengths as well as understand how to improve any learning deficiencies. SVCC academic advisors will assist students in creating an individualized success plan designed to help accomplish their educational goal. Attendance should not take place during clinical hours.

Career Planning and Graduate Placement

Sessions on resume writing and interviewing skills are conducted for second-year students during the final year of the program.

Program Policies and Procedures

Policy 1: Grading

A grade of "C" or better is required in all clinical and classroom sonography courses. The evaluation of diagnostic medical sonography clinical courses includes clinical performance, attendance and submission of clinical forms as outlined in course syllabi and semester material handouts.

Grades are issued with a system of letters indicating the quality of academic work as follows:

93 - 100%	-	A	--	Excellent
84 - 92%	-	B	--	Good
77 - 83%	-	C	--	Meets minimal expectations
70 - 76%	-	D	--	Does not meet minimal expectations
Below 70%	-	F	--	Failure

If a didactic course is failed, it must be repeated the next time it is offered, and the clinical counterpart may also need to be repeated. If one year has elapsed, a student may be required to complete one (1) credit hour of Independent Study as a refresher for clinical/didactic updating which may include simulations. Clinical and didactic courses run concurrently.

Policy 2: Clinical Experience

GENERAL

Students will be assigned to a clinical site after successfully completing their first semester. Students are assigned to facilities by the coordinator to function under supervision of a clinical instructor with regard to clinical hours. Students cannot attend clinical sites prior to the first assigned date.

First-year students will spend three full days per week-on-site. The three days will be 8-hour days each, with one 30-minute lunch break.

Second-year students will spend three full days per week on-site. The three days will be 8-hour days each, with one 30-minute lunch break. Students may not exceed 40 hours per week, unless other arrangements have been made with the coordinator (combined classroom and clinical hours).

Second-year students may be scheduled for weekend shifts during fall and spring semester for additional experience with trauma type patients when the department is not as fully staffed to evaluate ability to perform procedures more independently. This rotation's objective is for the student to gain confidence and independence when dealing with a trauma patient.

Students are allowed 1 sick day per semester. Any additional absences must be approved by the clinical coordinator and hours will have to be made up. All absences must be communicated to the clinical coordinator and the clinical site.

Students cannot be paid for clinical hours, and cannot be substituted for scheduled staff.

Effective communication and interpersonal interactions are a crucial element of the role of the student in the clinical facility. If a student is not performing well in this area, the issue should be addressed and documented. A plan of action to improve will be put in place to remediate the problem. Areas of special importance for the student include:

- Tact and courtesy with coworkers.
- Initiative and helping other staff members.
- Cooperation with staff technologist--demonstrates a team approach.
- Acceptance of constructive criticism.
- Professionalism in stressful situations.

Supervision

Students must have proper supervision during all clinical assignments. A student must be supervised one-on-one with a qualified sonographer at all times. The student must receive direct supervision until they have achieved competency on the given exam. The student may have indirect supervision after they have achieved competency on the given exam. The student must have the images checked with a technologist after every exam-no exceptions. When repeating an unsatisfactory exam, a student may only repeat an exam in the presence of a qualified sonographer.

Direct supervision: a qualified sonographer is present for the entire exam. This includes the preparation of the room, the assessment of patient condition, explanation of the exam to the patient, the actual positioning and scanning of the patient, the processing of the image and review of the resulting exam, the completion of required paperwork, and the release of the patient. This is done during competency exams, portable exams, and surgery cases.

Indirect supervision: a qualified sonographer must be adjacent to the room or location of the procedure being performed. Access to immediate assistance is necessary for the student. Indirect supervision is done after a student has proven competency on the exam. The resulting exam must be assessed by the qualified sonographer before the exam is complete.

A one-to-one ratio of student to technologist must be maintained when students are present in the clinical site.

Clinical Rotations

Students will be initially assigned to one hospital for the program. A rotation to a new hospital may be assigned at the clinical coordinator's discretion. Students may rotate through clinics and imaging centers which will provide a different variety of exams from the hospitals. The hospital clinical setting will provide a wide range of examinations (mobile, surgical, and trauma) and patients (outpatient, inpatient, critical, pediatric, and geriatric).

Policy 3: Clinical Performance and Expectations

Prior to beginning the clinical experience, the following must be completed:

HIPAA guideline handout

MRI Safety Video

Background check

Physical

Immunizations:

MMR

Varicella

TB

Tdap

Hepatitis B

Drug screening for students attending OSF St. Elizabeth Medical Center and OSF St. Paul

Flu vaccine completed and approved by Viewpoint Screening by the end of October

1. Students are required to keep records of their clinical experience by recording the number and type of examinations in which the student will have participated. The folder containing these records must be left at the clinical site. Protocol notebook is to be available at the clinical site. These clinical experience records are to be turned in to the coordinator at the end of the semester to receive credit and course grade. Competencies will be entered by the sonographer who must be registered in the specialty of the competency. Students should enter logged exams, including competency attempts into the online system daily. If a comp has been entered by a sonographer who is not registered in the area of the competency, it will not be valid as a competency.
2. If a student has already achieved a final competency of an exam, the student may have to perform a re-competency on that exam. This would be given at the discretion of the clinical instructor or SVCC faculty. A re-comp is given to confirm that the other technologists in the department are grading the students accurately and that students are retaining knowledge of previously performed exams. A failed re-comp will result in a written conference form and possible probation or dismissal from the program.

Re-comp policy: In an effort to confirm ongoing improvement and retention of skill, students may be checked for competency on exams that have already been completed and documented as competent. This will be done primarily on final comps that were not completed by the clinical instructor to assure that all technologists are holding to the same standards. The policy will be enforced when the above designated instructor has indications that a student is not performing consistently or making errors in an area that has been completed as competent.

Revised 5/20/2025

2nd year students

On a random basis the clinical instructor may pick an exam to verify the student's competency. The clinical instructor will have the student complete this exam and retest them. If the student passes this exam, it will be marked that the exam was passed again as a re-comp. If the student fails this exam, it will be documented that the student will have to re-comp this entire category and final comp if applicable.

Any time a student does an exam for competency credit the student must do the entire exam alone including setting up the room, getting history, explanation of exam to patient, preset selection, positioning, evaluating image, and dismissing the patient from the department.

3. Image Critique grading policy
 - Students may be given image critiques by SVCC faculty.
 - Scores will be taken, averaged together and become a portion of the clinical grade.

4. Clinical Evaluations

- Evaluation of students will be completed by SVCC faculty and clinical instructors.
 - Each student will be evaluated at mid-term and final evaluation at the end of the semester.
 - In summer semesters students only receive a final evaluation.
 - The date that the evaluations must be received at the college will be listed on the SVCC clinical calendar.
 - A score of 1 in any area on the evaluation form warrants a conference form prior to the evaluation. This should occur prior so the student is aware and has the opportunity to improve.
 - The clinical evaluator will discuss the evaluation with the students and explain any areas that are questioned. If students are graded at one point or below for any category, there must be a conference form prior to the evaluation. Both the student and the evaluator must sign the evaluation form. Students may make comments of agreement or disagreement or clarification on the evaluation form.
5. During the fourth and fifth semester of the program students may be required to perform at the hospital during hours other than the normal operating hours of the department. This time will generally be spent during weekend afternoon/evenings and will never interfere with regularly scheduled classes. Any weekend scheduled time missed must be made up on a weekend, with deduction of a personal day, regardless of personal days the student has left.
6. Students will complete final clinical competencies during the last year. Students not completing final competencies will continue in clinical until all are completed and may then apply for the ARRT exam. To qualify, all competency exams must be turned in with documentation by the end of the summer semester so records can be verified.
7. Students completing the sonography program are eligible to take the ARRT registry exam.
8. In regards to repeating an unsatisfactory ultrasound, a student may only repeat a ultrasound in the presence of a qualified sonographer, regardless if the student is at the first- or second-year level. Under NO circumstances shall a student pass sonograms they have completed and let a patient leave without a physician or sonographer's permission. A student is not an employee of the hospital as a sonographer. Not following this guideline may result in student being released from the program.

Revised 5/20/2025

10. Competencies are not given for an exam if there is a repeat required. In rare cases, exceptions to this include:
 - a. Uncooperative patient. Example: intoxicated patient.
 - b. Difficult exams. Example: obese patientsTo gain competency credit for a repeat radiograph the student must identify the area of interest, explain the correction, and correct the error with only one additional image, with technologist under direct supervision. In these circumstances it is under the technologist's discretion to give competency credit.
11. At clinical sites discretion, student technologists can perform electronic documentation under supervision of staff technologists.
12. Students should follow hospital policy for language interpretation for patients.
13. Breast feeding students should be allowed to pump during clinical rotations. If excessive time is used (above 20 minutes each time) then student must punch out and time made up so that 8 hours of clinical time is achieved each day.
14. If a student has not been fitted for an N95 mask/respirator the student shall not perform exams on patients contagious by airborne transmission, per hospital protocol.
15. In the event that the faculty of SVCC believes that your clinical grade or performance is not acceptable, you may be required to write out a Plan of Action. This is a paragraph or two discussing how you plan to improve your performance or improve your clinical grade. The following should be addressed in the Plan of Action.
 - Are you committed to the Radiologic Technology Program? Do you like the radiology field and/or do you plan to successfully finish the program? If you realize this career is not a good choice for you, please state that and set up a withdrawal from the program with the Director. Why did you choose this career?
 - Address the reasons given to you on the conference form why your success is in jeopardy. Specify what you plan to do to improve those areas of concern. Is it low number of procedures; excessive makeup days; poor retention of knowledge or inconsistent performance, etc., causing you to receive an unacceptable grade.
 - A due date will be given and a copy will be turned in to the Program Director, Clinical Coordinator, SVCC Clinical Supervisor. The due date will be the class of the following week and the first scheduled clinical day of the following week; but not exceeding 7 days.
17. It is suggested that students should be given a 15-minute break within each four-hour work period. Students must be given a thirty-minute lunch break in the middle of their clinical day. The breaks cannot be combined. Students are to follow the policies regarding breaks and lunch of the clinical facility that they are assigned to. Clinical instructors are to assign the time of lunch break to the student. Students must punch out for lunch breaks if they leave the building.

Policy 4: Attendance

1. Students are responsible for tracking clinical hours by clocking in and out of Trajecsys. Proper verification by a staff technologist or clinical instructor (preferred) must be included. There must be a clock-in and clock-out in Trajecsys to count as a clinical day. Falsification of time will be considered a violation of an ethical precept. Please see policy 17 Student Disciplinary policy. If a student leaves for lunch they must clock-out and clock-in upon returning to clinical site. The absence report must be filled out and turned in to the SVCC clinical supervisor monthly. Interview days, specialty rotations, and personal days must be documented on the worksheet.

The clinical supervisors will monitor and record each student's attendance. The total number of hours each student spends on clinical assignment will be entered in the student's record at the end of the semester. If 3 tardies in one semester, then an additional personal day will be deducted. Chronic absences or tardiness can be a reason for dismissal.

2. Students are granted 1 sick or personal day per Semester. If additional time is used, it will be made up before the end of the semester in which it was missed or extension in program will result. Make up time shall not interfere with regularly scheduled classes. Dependability is important in health care facilities and is part of the clinical evaluation. Personal days are to be scheduled 24 hours prior to the assigned clinical day, unless it is an emergency. **Make-up days must be scheduled with and approved by the clinical instructor in order to receive credit.** Make-up time shall be marked in 4 or 8 hour increments only. In addition, for each day missed (8 hours) over the allotted personal days, a .3 reduction in clinical GPA will be taken. In a medical situation, the event will be reviewed by the faculty and determined if the reduction in GPA is warranted, and an extension of the semester can be granted. Any weekend scheduled time missed must be made up on a weekend, with deduction of personal time regardless of personal days left.
3. The student is responsible for calling the clinical site, along with email to clinical supervisors, prior to the beginning of the shift if he/she will be unable for any reason on a scheduled day. No call, no show, there will be an additional debit of one personal day as well as a conference form written. If tardy, the student shall lose a minimum of 1 hour clinical time, this includes clocking out early as well.
4. Snow days: Due to the size of the SVCC Sonography program district, weather can vary at clinical site. On any given day, snow days will be granted only if SVCC is closed on a weekday (Monday through Friday). The student will be excused on that day. If a student is unable to attend clinical on their weekend due to weather, it must be made up on an extra weekend shift. Out-of-district clinical sites may have snow days granted based on clinical instructor's discretion. Students must notify clinical sites if SVCC is closed for a snow day.
5. Vacation: Student vacations from their clinical assignments follow the vacation schedules of the college as a whole. Vacation time needs to be scheduled between semesters.

6. Interview days: Second-year students anticipating early completion of clinical competencies may be granted up to 2 clinical days for prospective job or school interviews. Time for interviews must be documented and may not be used for other purposes in conjunction with SVCC vacation times and must be scheduled in advance or make up time will be required. Students must bring back verification from facility indicating date and time of interview, etc., to be allowed credit.
7. Extra clinical hours attended to increase exam numbers must be approved through clinical site instructor, SVCC clinical supervisor, and SVCC faculty. Attendance is not required and will not count as banked time.
8. Perfect attendance certificates will be given to students that do not use any personal days or have any tardies for the year. Personal days can be used in the end of the clinical year and still qualify for perfect attendance.
9. Funeral leave. First-year students shall be allowed funeral leave, up to 3 clinical days; second-year students, up to 3 clinical days for the death of:
 - Parents
 - Siblings
 - Spouse- child – step-child, residing in the household

Funeral leave up to 1 clinical day for the death of:

- Aunt – Uncle
- Grandparents
- Niece – Nephew

*Students may be asked to e-mail SVCC Faculty with the name of the deceased, relation to the student, and the date and location of funeral.

10. As part of the clinical experience, students may participate in regularly scheduled image critique sessions held by the clinical instructor. Attendance is required at these sessions, as is the completion of any assignments made in conjunction with the critiques. Image critiques will be graded and averaged into the clinical grade. If a student is absent for a critique session with the SVCC faculty, the student will receive a zero for the image critique grade. If scheduling permits, it may be possible to reschedule. A missed image critique should be made up as soon as possible, and the student must initiate the date and time to complete it.

Revised 5/20/2025

Policy 5: Dress Code

Students shall be required to meet appearance standards of the affiliating clinical facility to which they are assigned in addition to the college requirements for clinical uniforms.

1. Uniform must be worn. Charcoal Gray pants and top.
2. Students are highly discouraged from appearing in public places (excluding Sauk Valley Community College) while in uniform. A student in uniform at locations other than their clinical site or SVCC may be considered for reprimand depending on the location.
3. Solid neutral colored duty shoes (all white, black or gray athletic, no bright colors or multi-colored, no clogs, no crocs), white or black socks only.
4. A SVCC student patch must be worn on the left shoulder. This can be purchased through the SVCC bookstore.
5. Long or short sleeved shirts, black, gray, or white may be worn under uniform tops.
6. A patch will also be required on lab coat worn over uniform. (No knit cardigans).
7. Ergonomic arm band is considered mandatory and part of the uniform.
8. Hair must be clean and well controlled so that it does not hang in eyes, around face, or on shoulders while in clinical uniform. Hair shall be of conservative length (above the collar), style and color. If long (below shoulder), hair shall be tied back/pinned up out of eyes. Beards shall be neatly trimmed.
9. Watches, wedding rings, and pierced ear-posts/studs (1/ear) are acceptable jewelry (flesh color gauges only, no hoops). No visible facial piercing (tongue not acceptable).
10. Fingernails-no polish, no artificial nails, trimmed to conservative length.
11. Tattoos must be covered.
12. No gum chewing at the clinical site.
13. No smoking during clinical assignments, including breaks.
14. Cell phones are not allowed during clinical hours, except at lunch. Keep phones, laptops and iPad off and put away until lunch. **Do not carry them.**
15. Smart watches are allowed. If wearing, it must be on silent mode. SVCC may deny the use of a smart watch in the clinical site dependent on student usage.
16. Personal cleanliness is essential including; bathing, the use of deodorant and oral hygiene. Moderate use of makeup, mild perfume, mild cologne is acceptable.
17. Protocol notebook and a pen is to be carried in your pocket.

Revised 5/20/2025

Policy 6: Grievance Policy

All problems and concerns at the clinical facilities should be discussed with Sauk Valley Community College clinical faculty assigned to each hospital. If the problem is unresolved, students should contact the Clinical Coordinator who will discuss concern with the clinical instructor and appropriate clinical supervisor and director of department if necessary.

Students should feel free to communicate with clinical supervisor and instructors regarding all aspects of their learning experience at the affiliate hospital and are encouraged to communicate with the clinical instructor(s) at scheduled evaluations.

Steps to resolve issues are as follows:

1. Hospital Clinical Instructor
2. SVCC Clinical Instructor
3. Coordinator & Director
4. Dean of Health Professions
5. Refer to college catalog www.svcc.edu for Academic Appeal policy.

STUDENTS RIGHT TO SUBMIT ALLEGATIONS TO JRC-DMS

Students have the right to submit allegations against a program if there is reason to believe that the program has acted contrary to JRC-DMS standards.

JRC-DMS expanded standards are posted on the JRC-DMS website.

Contact of the JRC-DMS should not be a step in the formal institutional/program grievance procedure. The individual must first attempt to resolve the complaint directly with institution/program officials by following the grievance procedures provided by the institution/program. If the individual is unable to resolve the complaint with institution/program officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance directly to the JRC-DMS at:

6021 University Boulevard
Suite 500
Ellicott City, MD 21043
Phone: 443-973-3251
Fax: 866-738-3444
Email: mail@jrkdms.org

www.jrkdms.org

Policy 7: Radiation / MRI Safety

1. Radiation safety practices at each institution are to be followed by the students who are assigned to each facility. The student must use the policies and procedures of each clinical site to assure safety and minimizing radiation exposure to patients, students and others.

Policy 8: Pregnancy

If a student becomes pregnant, she has the option of notifying the coordinator and clinical supervisor. Students are encouraged to notify the Program Chair immediately if they are pregnant to discuss options in proceeding with the program. A minimum of six weeks post-delivery is required to return to clinicals. Also, a physician note of full release with no limitations is required for clinical re-entry.

If the student chooses to voluntarily declare her pregnancy, she has several options:

1. She may continue in the program without any modifications to her clinical schedule.
2. She may request a leave of absence from the program and reapply to return after the birth of her child. This may require assignment at a different clinical site depending on availability of student spaces.
3. A student may acquire additional hours by working during college breaks and vacation. These days may be used post-delivery.

The student has the right at any time to revoke the written declaration of pregnancy. The revoking of the declaration must be in writing and turned in to the Program Director.

Students continuing in the program will need to maintain didactic requirements and meet course objectives. Clinical objectives will need to be met according to option chosen by student. If unable to meet clinical objectives the student may withdraw and reapply after delivery of her child according to option 3.

Extended leaves may require withdrawal from the program and readmission at a time when they may be placed in the program at the proper sequence didactically and clinically. This may require assignment at different clinical facilities depending on availability of student spaces.

A leave of absence will extend your anticipated graduation date and you may not be able to graduate with your class.

Pregnant students must bring a physician release without restrictions post-delivery prior to returning to the clinical site.

EXTENDED ILLNESS/LEAVE OF ABSENCE POLICY

Students with an extended illness, injury, or extenuating circumstance that limits their ability to fully perform the functions required in the program, have two options:

1. Receive an Incomplete (I) grade in for the semester in which the illness/injury/circumstance occurred. All delayed requirements must be made up by the end of the subsequent semester and will likely delay graduation. In addition, a physician's completed release must be granted for the student to return and continue in the program. A 'Return from Illness' form must be filed with the Clinical Instructor and Program Chair. Policy states that if an "I" Incomplete grade is issued, it must be changed to a letter grade within one year, or it reverts to an "F".
2. Withdraw from the program and possibly re-enter later. Students considering this option should be aware that voluntary withdrawal from the program holds no guarantee for re-entry, tuition refund, or former clinical assignment. The student would need to reapply and meet all the current criteria for admission.

Policy 9: Outside Employment

Students outside employment hours must not interfere with clinical or classroom hours, as these hours will not be adjusted for the convenience of the students' employer. If outside employment interferes with regularly scheduled classroom or clinical hours, students may be dismissed from the program. Students may not leave clinical site or classroom early to get to work. Students may not reschedule evenings and/or weekend assigned hours for the convenience of outside employment.

It is strongly advised that the student not work full-time while in the Sonography Program. Alertness is important during lecture and scanning labs. During clinicals, rested bodies have a lesser chance of injury, and alertness is important to the safety of patients as well as the technologists who work at the clinical sites. Attendance and promptness is required during the clinical experience or a deduction in grade will be given, as outline in both the class syllabus and Student Handbook.

Policy 10: CPR And Health Requirements

(Must be met before first clinical day)

CPR Requirements

Each student must document that they have CPR for Basic Life Support Heart Code BLS (American Heart Association) or Professional Rescuer (American Red Cross) certification. The certification must be current.

Online training for the classroom portion is acceptable, however, an in-person skills check off with someone is required for the CPR to be valid.

Health Requirements

A medical record must be completed by the student and the student's healthcare provider upon admission to the program and subsequent years, and submitted to Viewpoint Screening by the deadline date(s) indicated on their website. The medical record shall include the following:

- a. A physical examination by the student's healthcare provider using Sauk physical form. The examination must have occurred no more than three months prior to the beginning of classes. (See physical form). **You will not be allowed to attend clinical until the physical examination, immunizations, background check and CPR requirements are met.** (See clinical absence policy in syllabi).

- b. Immunizations

Rubella, Mumps and Rubeola (measles). All applicants must provide evidence of immunity to Rubella, Mumps and Rubeola by laboratory titers or immunizations.

- i. Two-step Mantoux skin test (Chest X-ray if Mantoux positive).
- ii. Hepatitis B or declination. Highly recommended.
- iii. Varicella. Required
- iv. Tdap. Required
- v. Influenza or declination. Highly recommended.

Failure to meet deadlines for CPR and health requirements will result in loss of personal days and reflected on mid-term and final clinical evaluations.

Policy 11: Criminal Background Check

Sauk Valley Community College (SVCC's) Health Professions utilize local health care facilities for student learning. These facilities utilize background checks as a means to protect their clients/patients and have the right to extend these criteria to students that would be placed at their institution. In the event that a student is denied a clinical practicum by a facility, alternatives for the student will be evaluated. In most cases, the student will be required to withdraw from the Health Professions Program.

The student is responsible for fees associated with the criminal background investigation and providing the requested information to Viewpoint. The student will be required to sign a disclosure/release form.

Students who are convicted of a disqualifying offense after program admission are responsible for reporting that conviction immediately to the Program Director. Failure to report may result in dismissal from the program.

Policy 12: HIPAA Rules and Regulations

HIPAA is the federal Health Insurance Portability and Accountability Act of 1996. The primary goal of the law is to make it easier for people to keep health insurance, protect the confidentiality and security of healthcare information and help the healthcare industry control administrative costs.

Protected health information includes written, spoken, and electronic data. The information includes medical diagnosis, medical history, and medications. Information can be shared for treatment and care, billing for coding to insurance companies and quality assurance programs.

Do not access any electronic records of yourself, friends and family members, only those to which you will provide care. If you are employed by the clinical facility, and you are in attendance as a student, you cannot access patient information as an employee.

HIPAA Policy

All those in health care must now comply with the federal regulations of the Health Insurance Portability & Accountability Act (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures. SVCC faculty and students understand the importance of patient confidentiality and have a strong desire to maintain confidentiality at all times.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans or notes. Patient initials are the only identifier to be used for student logs or assignments. Chart forms are NOT to be copied or printed. It is the student's responsibility to assure that all papers are handled with caution to prevent careless circulation or handling by anyone other than the medical staff of the clinical site. Student papers with confidential patient information must be either carefully stored or shredded to prevent disclosure of such information. Confidentiality and privacy also extends to oral and electronic communications. Students and faculty will only use patient information as is necessary for direct patient care and student learning.

Students will not be approved for clinical rotations until the following is completed:

- a. View the HIPAA video in its entirety and provide a signature to indicate compliance.
- b. Sign the SVCC confidentiality agreement.

General guidelines to follow:

Don't leave documents open.

Only discuss information with those involved in the care of the patient.

Don't leave phone messages with information.

Don't leave patient information lying around unattended.

Shred information when no longer needed.

Log off computers when leaving unattended.

Close curtains for patient privacy.

Speak softly so as not to be overheard.

Don't leave computer screens up and keep away from public view.

Keep password secret and don't use other's password.

HIPAA REGULATIONS

Elements that make information individually identifiable:

Names

Addresses

Employers

Relatives' names

Dates of birth

Telephone and fax numbers

E-mail addresses

Social security numbers

Medical record numbers

Certificate numbers

Photos

Any other characteristics, such as occupation, situation of events, etc., which may identify the individuals.

Clinical staff is allowed to look at their patient's entire record and share information freely with other clinicians directly caring for that patient.

Consequences of Violating HIPAA Patient Privacy Requirements

The civil monetary penalties authorized under HIPAA vary depending on whether an individual is determined to have committed a single violation or is determined to have committed repeat violations. Under HIPAA, the Department of Health and Human Services may impose a penalty not to exceed \$100 per individual for one instance of a HIPAA violation. If an individual is determined to have committed multiple identical violations, then the penalty is capped at \$25,000 during a single calendar year.

The Department of Health and Human Services also can bring criminal sanctions against individuals for serious acts of noncompliance. The individual must have knowledge of the HIPAA violation that he/she is committing. Depending on the circumstances of the crime and the perpetrator's intent,

penalties can include a fine of up to \$50,000 and/or imprisonment of up to one year for any person who commits a criminal offense. If a person commits an offense under false pretenses, the fine may increase to \$100,000 and/or imprisonment of not more than five years. If a person commits an

offense with intent to sell, transfer or use individually identifiable health information for commercial advantage, personal gain or malicious harm, the individual may be fined by a court up to \$250,000 and/or imprisoned for not more than 10 years. In addition, a patient who has had his/her protected health information improperly disclosed can file a state law claim against a covered entity for its noncompliance and resulting harm. Healthcare providers also are exposed with respect to state licensure standards. In other words, healthcare providers are licensed either by state boards of medicine (medical professionals) or state departments of health (healthcare facilities). All licensing entities maintain strict confidentiality obligations on their licensees. Violations of these obligations can lead to suspension or revocation of licenses.

Policy 13: Harassment, Sexual Harassment and Discrimination Policy

Sauk Valley Community College does not tolerate sex or gender discrimination, including sexual misconduct such as sexual harassment and sexual assault, stalking, and intimate partner violence. These behaviors are harmful to the well-being of our community members, the learning/working environment, and collegial relationships among our students, faculty, and staff. All forms of prohibited conduct under this policy are regarded as serious College offenses, and violations will result in discipline, including the possibility of separation from the College. State and federal laws also address conduct that may meet the College's definitions of prohibited conduct, and criminal prosecution may take place independently of any disciplinary action instituted by the College.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex or gender in the College's programs and activities. The College will respond to complaints or reports about prohibited conduct with measures designed to stop the behavior, eliminate any such gender discrimination, prevent the recurrence of the prohibited conduct, and remediate any adverse effects of such conduct on campus or in College-related programs or activities.

SVCC encourages anyone experiencing sexual discrimination or misconduct to talk to someone about what happened, so support/resources can be provided and the college can also respond appropriately. A student wishing to report an incident or having questions about College policies and procedures regarding Title IX, should contact the College's Title IX Coordinator, more information: <https://www.svcc.edu/about/policies/title-ix-policy.html>.

Policy 14: Professional Responsibilities

1. Conduct consistent with sound medical ethical practice is expected of students at all times. Ethical practices are evaluated as part of each student's clinical course grade. Flagrant or repeated violations of accepted ethical precepts may be grounds for dismissal from the program.

Policy 15: Honor Code

If a dishonorable action occurs at the clinical site a conference form will be given, the student will receive no credit hours for that day and personal time will be used with suspension or dismissal initiated.

In the event that a second incident of cheating, dishonesty, or any other dishonorable action should occur, the student will be given a conference form and dismissed from the course by the instructor and given a failing grade for the course.

Policy 16: Student Behavior at Professional Meetings

It is expected that students attending any professional meetings will observe appropriate standards of conduct. Students are reminded that while in attendance they are representing this School of Sonography. While attendance at classes, exhibits, and other presentations may be a requisite for attendance, the student is reminded that attendance at social functions held during a meeting is completely optional. The student will assume responsibility for his/her own actions at all times.

The student is required to comply with all rules established by the sponsor of the meeting, the proprietor of the meeting site, and the laws of the state of Illinois. Failure to comply may result in expulsion from the meeting, dismissal from school, or action taken by law enforcement officials representing the state, or locality in which the meeting is being held.

In addition, the student will sign a statement of understanding of these criteria and release Sauk Valley Community College and its representatives from any and all liability resulting from the students' actions or non-compliance with such rules and laws.

Policy 17: Student Disciplinary Action

It is essential that patient care and safety be everyone's prime concern. In the event that the standards of the clinical site and the college are not met, the following disciplinary actions will be taken. Records of incidents will be maintained throughout the duration of the program.

Disciplinary Action

1. Disciplinary action for clinical incidents:
 - a. 1st incident – documented with clinical instructor and student signature.
 - b. 2nd incident of the same nature - documented with clinical instructor and student signature. Student will be placed on probation (3 weeks). Student may be required to meet with SVCC faculty.
 - c. 3rd incident of the same nature - suspension (1-3 days) from clinical education with probation (4 weeks). Missed clinical time will be made up with loss of personal day. A conference will be initiated with the student and documented at SVCC. The student will be required to submit an essay regarding their actions and consequences and how it reflects on professionalism and future employment. This must be submitted to SVCC prior to return to clinical site.
 - d. 4th incident with documentation - dismissal from the program. Referral to SVCC for dismissal.
2. Suspensions and dismissals are made only by the Program Director based on recommendations by clinical and academic faculty. Student may be dismissed prior to three disciplinary incidents, or when on probationary status.

Incidents include:

- a. Insubordination to clinical or college personnel.
- b. Failure to comply with the policies, rules and regulations of the clinical institution or college, or HIPAA guidelines
- c. Unprofessional conduct.
- d. Excessive and/or unexcused absences.
- e. Unauthorized schedule change.
- f. Evidence of alcohol/substance use during clinicals.
- g. Failure to give accurate radiologists report to medical staff.
- h. Hospital administration's refusal to keep student in clinical site due to risk or well-being of patients and/or staff.
- i. Failure to maintain competency level.
- j. Theft.
- k. Falsifying documents.
- l. Sentinel events as defined by the Joint Commission.
- m. A performance resulting in a possible threat to the physical and/or emotional well-being of a patient or staff.
- n. Falsification of time. Example - clocking classmate in or out of Trajecsys. This includes all parties involved.
- o. Taking pictures while in the clinical setting, including radiographs.

Policy 18: Injuries/Incident

Any injury to the student or the client while on duty must be reported immediately to the supervisor/instructor and SVCC. Necessary forms must be completed; and if possible, a copy should be submitted to SVCC. Neither the college nor the health facility is responsible for student injury or disease contracted at the clinical site. Students are expected to provide their own medical insurance coverage.

Within 24 hours of an incident, which occurs at a clinical facility, students must inform the Clinical Coordinator and Program Director. An incident form should be completed and submitted to the college. This form can be found in Canvas.

Bloodborne Pathogen Exposure

Students may have clinical experiences that expose them to blood borne pathogens via contact with bodily fluids such as blood and saliva. Students accepted into the program will be expected to adhere to Centers for Disease Control (CDC) guidelines for the use of Standard Precautions.

The CDC defines standard precautions as "a set of precautions designed to prevent the transmission of HIV, Hepatitis B virus (HBV), other blood borne pathogens when providing first aid or health care." Under standard precautions, blood and certain body fluids are considered potentially infectious for HIV, HBV, and other blood borne pathogens. Students will be expected to adhere to hand hygiene protocols and consistent use of personal protective equipment including masks, gloves and eyewear.

The student is responsible for reporting known blood borne pathogen exposure and suspicion or diagnosis of a communicable disease.

Policy 19: Illness

Students with a fever above 100° cannot attend clinical. Student must be fever free for 24 hours to return to clinical. Personal/sick days are used for illness.

Students who have been hospitalized and/or have had surgery, extended illness, 3 consecutive days absent, newly diagnosed or chronic illness, or an accident, must obtain a written statement from their physician giving medical consent to return to school and attend clinicals. In a medical situation, the event will be reviewed by the faculty and determined if the reduction in GPA is warranted, and an extension of the semester can be granted. Students undergoing prescribed medical treatments with a controlled substance that may impair thinking ability shall report this treatment to their instructor. The use of controlled substances as part of a prescribed medical treatment program is not grounds for disciplinary action, although it is important for the instructor to know such use is occurring. If use of a controlled substance interferes with your clinical performance, this may be grounds for a leave of absence or withdrawal.

Policy 20: Reporting Illness/Contagious Disease and Returning To Clinical Site

Students are required to report all contagious illness/disease to their clinical site and to the clinical coordinator at SVCC.

Students off clinical/class for three consecutive days because of illness or injury must provide a physician's statement of permission to return to the clinical site without limitation.

The policy that is in place at the clinical site for reporting illness and contagious disease must be followed as well and may involve reporting to occupational health office.

Revised 5/21/2024

Policy 21: Readmission After Dismissal Or Withdrawal

A student may have the opportunity to return to the Sonography Program once and to repeat one DMS course. If a student fails the program twice, he/she is not eligible to reapply. The procedure for readmission will include the following conditions:

1. A written request to the Director indicating specific reasons for readmission. The request must be in the Director's office nine weeks prior to the beginning of the semester the student wishes to re-enter.
2. If a student fails first-year, first-semester then the student must reapply for the program following initial admission requirements.
3. Clinical placement for Independent study, and readmission will be placed upon clinical availability.
4. Independent study is a required course to re-evaluate clinical and didactic skills. Simulation testing may also be required.
5. If a student has been dismissed from the program for any illegal, unethical, or grossly unsafe practices they cannot be considered for reapplication to any SVCC health professions program.
6. Admission is based on available openings at clinical sites.
7. Readmission **must** occur within 2 years after leaving the program.
8. See Health Career Counselor to update Academic Plan.
9. A student will be on probationary status (Policy 17, 1.B.) for the independent study, and eight weeks after readmission.
10. Unsatisfactory performance as outlined in policy 17, will lead to permanent dismissal.
11. Returning student must have another physical, immunizations, background check and CPR certification prior to going to clinical site.
12. If more than two years have lapsed since the last attendance of the Sonography Program, the student must reapply to the program as a first-entrance student. All Sonography courses must be taken again, due to rapid advances in technology and the healthcare field.
13. One personal day will be granted for independent study. Personal days for readmitted students to the program will be determined based upon semester of reentry.

Policy 22: Student Organizations

Student activities at SVCC provide an opportunity for all students to participate in learning outside of the classroom.

Program Leadership Award

The Outstanding Student Award is provided by the Sonography Program to recognize graduating students.

Selection of the recipient is made by the graduating sonography students. To receive this award, a successful candidate must demonstrate the following:

Leadership

Demonstrates the ability and initiative to motivate fellow students regarding worthwhile endeavors and follows through with the accomplishment of established personal, program and college activities. Has the ability to set priorities and delegate responsibilities appropriately.

Service

Has voluntarily assumed responsibility for, participated in or supported club, community and college affairs.

Perseverance

Has demonstrated the ability to anticipate problems, compensate with appropriate actions to modify situations and completes established goals in light of strenuous circumstances.

Patient Advocate

Takes appropriate action regarding any instances of incompetence, unethical, prejudicial, or illegal practices by any member of the health care team or the health care system itself.

Professionalism

Maintains a standard of personal conduct and appearance which reflects credit upon the profession at all times.

Enthusiasm

Demonstrates eagerness to learn participates in non-required learning experiences and supports the morale of the class with a positive, optimistic attitude

Mentoring

First-year students may be partnered with a second-year student for informal advisement and training.

Clinical Attendance Award

The Perfect Clinical Attendance Award is provided by the Sonography Program. To receive this award, a successful candidate must demonstrate perfect clinical attendance. This is awarded yearly.

Policy 23: Sonography Lab

The laboratory is for teaching purposes only and cannot be used for diagnoses.

Student utilization of laboratories must be under the direct supervision of an instructor who is in the area with students. Students who scan another person without an instructor present are subject to immediate dismissal from the sonography program.

Each student is expected to replace equipment and other teaching aids in their proper location.

Equipment is not to be removed from the laboratory or classroom.

The equipment may be turned on only with permission from SVCC Sonography Faculty.

Food and drinks are not allowed in the laboratory.

Students using the laboratory outside the regular scheduled laboratory times must ask permission.

Students are responsible to ensure that equipment is turned off, cords are neat, and gel bottles are replaced.

VOLUNTARY NON-CLINICAL SCANNING

Scan laboratory courses involve the use of students and volunteers for non-clinical scanning practice. Students' grades and evaluations will not be affected by participation or non-participation as a 'patient' in the courses. It will be the program's responsibility to provide equitable opportunities to students who opt out of being scanned by their peers. Equitable opportunities include providing the student with public volunteers, scanning phantoms, and/or current student volunteers. As a student/volunteer your participation is for student scanning skill and technique practice, not for the purpose of official investigation for possible disease/conditions.

Statement on Clinical Safety of Ultrasound by the American Institute of Ultrasound in Medicine: Diagnostic ultrasound has been in use since the late 1950s. Given its known benefits and recognized efficacy for medical diagnosis, including use during human pregnancy, the American Institute of

Ultrasound in Medicine herein addresses the clinical safety of such use: No independently confirmed adverse effects caused by exposure from present diagnostic ultrasound instruments have been reported in human patients.

Potential Issues: These scanning labs are conducted with supervision by Registered Diagnostic Medical Sonographers that are also SVCC Lab Instructors.

If something potentially abnormal is seen in the area(s) scanned you will be directed by one of our Lab Instructors to contact your physician for follow-up (official evaluation, diagnosis, and treatment). You are personally responsible for contacting your physician if a Lab Instructor recommends you do so. SVCC DMS program does not save images and legally cannot create reports due to the unofficial nature of these scan volunteer labs.

Policy 24: Transfer

Sauk Valley Community College's Diagnostic Medical Sonography program does not accept advanced placement students.

Policy 25: Social Networking

Students must refrain from disclosing confidential, proprietary, or sensitive information of the clinical site experiences.

Students must avoid all discussions of personalities involving the doctors and hospital personnel at your assigned clinical sites/ discussion of problems, issues, or experiences encountered in the hospital or clinic should not be given on any social network. Assume co-workers and future employers are reading your contributions.

Social networking contributions must comply with the Sonography Programs policies, including the ARDMS code of ethics as outlined in the SVCC handbook.

The Sonography Program director will determine whether a particular social networking use violates the program policy. Violation of this policy may result in discipline up to and including dismissal from the program

Policy 26: Intent to Graduate

Degree and certificate-seeking students must apply for graduation at the beginning of the semester in which they will fulfill their graduation requirements. It is recommended that the student apply for graduation the semester prior to graduation to verify that all requirements are met or are in progress. Proper notification of intent to graduate must be on file in Admissions and Records. The College reserves the right to administratively award degrees/certificates upon completion of any program.

GRADUATION REQUIREMENTS OF THE PROGRAM:

A student must complete the graduation requirements of the program to be awarded an Associate of Science Degree by the college. Students must also meet the College's requirements prior to graduation.

1. Complete a minimum of 16 semester hours at SVCC toward a degree; complete 16 hours in the major field for A.A.S. degree;
2. Complete no fewer than the required semester hours in a prescribed program of study;
3. Satisfy all admissions requirements;
4. Achieve a minimum cumulative GPA of 2.00;
5. Fulfill all financial obligations to the College;
6. File an "Intent to Graduate" form with Admissions and Records. Deadline to file this form is midterm week of the semester which the student intends to graduate;
7. If the student wishes to participate in the commencement ceremony, he/she must pay a commencement fee by a designated date of the graduation year;
8. All program courses must be satisfactorily completed, with a passing grade;
9. All required make-up time must be completed;
10. All required clinical documents must be on file with Clinical Coordinator;
11. Two-year checklist of elective and mandatory competencies must be completed;
12. Requirements of the registry review course must be met prior to graduation.

Policy 27: Registry Eligibility

Students pursuing a career in diagnostic medical sonography should be aware that a criminal background, including felony convictions or multiple misdemeanors, may affect eligibility for professional credentialing. Many certifying organizations require that all components of a sentence—such as incarceration, probation, parole, and restoration of civil rights—be completed before a candidate may apply for certification.

If you have been involved in a criminal proceeding, you are encouraged to research the eligibility requirements of the credentialing organization you plan to apply through. Many offer a pre-application review process that allows individuals to obtain an early determination regarding how a legal history may impact eligibility to sit for their exams.

Students are responsible for reviewing and understanding the policies of the credentialing bodies relevant to their career goals.

Policy 28: Program Surveys

Exit/Student Satisfaction Surveys are completed by the graduating class. All data is collected and tabulated, the results are utilized for program improvement and reflection, and are a part of program assessment.

Employer surveys are completed by facilities that employ SVCC graduates. This survey is completed six months after the employee has graduated. All data is collected and tabulated, the results are utilized for program improvement and reflection and are part of program assessment.

Graduate surveys are completed by the graduate, six months after graduation. All data is collected and tabulated, the results are utilized for program improvement and reflection, and are part of program assessment.

Policy 29: Contingency plan

Purpose

Whenever an emergency affecting the education of students enrolled in the program reaches proportions that cannot be handled by routine measures, the following contingency guidelines may be implemented by the Program Coordinator, Clinical Coordinator, or College Administration.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate the contingencies of various types and magnitude.

- unable to continue with in classroom didactic education
- unable to participate in patient's exams in the clinical sites
- provide an extension for graduation dates until students are able to fulfill their didactic and clinical education
- consider delaying admissions to enable to currently in rolled students the opportunity to matriculate

Policy

Classroom education

- A. Students will be notified immediately that classroom instruction has to be altered or discontinued
- B. Faculty will adjust lesson plans to accommodate distance education delivery
- C. Students will return to the didactic education when facility deems it safe

Clinical education

- A. If possible, clinical labs may continue in a controlled environment under the supervision of the clinical coordinator or faculty member
- B. Students will return to clinical sites in the facility deems it safe
- C. This may mean that students could be reassigned to a different clinical facility or site, or to a non-traditional shift, such as evenings and weekends in order to accommodate the student
- D. The program will adhere to the supervision policies
- E. The program will sure adequate PPE is provided to maintain and ensure student safety
- F. The program will review and possibly revise the clinical education plan and ensure student safety
- G. The program will review and possibly revise the clinical education plan to assure that all students are provided equitable learning activities regardless of the type of activity

Sauk Valley Community College Diagnostic Medical Sonography Program will work with its affiliates to assure they are aware of the steps being taken to ensure student safety and to keep them apprised of the program's plan for the students' education.

Attachments

DMS STUDENT RELEASE FORM

I hereby accept enrollment in the DMS Program at SVCC. In consideration for my participation in the program, I am executing the hereinafter-stated release.

I understand that my contact with patients will expose me to diseases, some of which are undiagnosed.

And that such contact may increase the risk of complications if pregnant. Students are encouraged to notify the Program Chair immediately if they determine they are pregnant to discuss options in proceeding with the program. A minimum of six weeks post-delivery is required to return to clinicals. Also, a physician note of full release with no limitations is required for clinical re-entry.

I further understand that certain affiliate policies might require a chaperone be present with me during specific ultrasound techniques such as transvaginal, transrectal, and/or breast examinations.

For all studies I understand that I must inform the patient that I am a student.

I understand that scan laboratory courses involve the use of students for non-clinical voluntary scanning practice. Students' grades and evaluations will not be affected by participation or non-participation as a 'patient' in the courses. It will be the programs responsibility to provide equitable opportunities to students who opt-out of being scanned by their peers. Equitable opportunities include providing the student with public volunteers, scanning phantoms, and/or current student volunteers.

I have also been informed of any potential biologic effects associated with my participation in the hands-on scan labs as a volunteer via this statement (AIUM Statement)

<https://www.aium.org/officialStatements/34>.

If an instructor visualizes any pathology during my participation in scan labs, I will be informed I need to contact my physician for a complete diagnostic evaluation.

I also understand that the clinical affiliates chosen for my rotations are based on the type of procedures I will need to become competent - in the specialties of Sonography. Some of these sites may be close to my residence while some sites may involve traveling more than 75 miles one way. I am also aware that there may be tolls and/or parking fees that will be my responsibility I also understand that some of my rotations may be weekdays, nights, or weekends (but not during class times). I understand that the clinical affiliate determines my clinical schedule and can alter it as needed.

I have consulted with my physician regarding any pre-existing conditions, and ability to meet the essential functions of health career programs at SVCC. I further understand that any false statements made by me in this process, or any supplement thereof, will be grounds for dismissal from the program.

I hereby release Sauk Valley Community College and its employees or agents from all claims arising out of my participation in the DMS Program.

I have read and understand the program guide in its entirety and agree to abide by the standards and policies and rules set forth therein.

Signature

X

Sauk Valley Community College Diagnostic Medical Sonography Program Scan Volunteer Consent and Waiver

ACKNOWLEDGEMENT OF VOLUNTARY PARTICIPATION AND INFORMED CONSENT

1. **Voluntary Participation**

I voluntarily agree to participate in the sonography scanning lab where I will be both the subject and/or the practitioner in performing sonography scans as part of the course curriculum.

2. **Nature of the Activity**

During this class, I may be scanned by fellow students as part of their learning experience. I also acknowledge that I will be required to scan my fellow students under the supervision of the instructor. These scans may involve physical contact, and I understand the scanning procedures are designed for educational purposes only.

3. **Potential Issues:** These scanning labs are conducted with supervision by Registered Diagnostic Medical Sonographers that are also SVCC Lab Instructors.

If something potentially abnormal is seen in the area(s) scanned you may be directed by one of our Lab Instructors to contact your physician for follow-up (official evaluation, diagnosis, and treatment). You are personally responsible for contacting your physician if a Lab Instructor recommends you do so. SVCC DMS program does not save images and legally cannot create reports due to the unofficial nature of these scan volunteer labs.

0. **Confidentiality**

I understand that the images and information captured during the sonography scans are for educational purposes only and will be treated with confidentiality. I will not discuss or share any personal medical information related to these scans outside the classroom setting.

0. **Potential Risks and Benefits**

I acknowledge that the risks associated with the sonography procedures in this class are minimal but may include mild discomfort. These scans are for educational purposes and are not intended for diagnostic use. While this experience offers educational benefits, I am aware that these scans are not medical procedures performed by licensed healthcare professionals.

0. **Right to Refuse or Withdraw**

I understand that my participation in the scanning process is voluntary and that I can choose to refuse participation at any time without any academic penalties. If I decide to withdraw from participating, I will notify the instructor immediately.

0. **Consent for Use of Images**

I grant the instructor and course staff permission to use the sonography images captured during the scanning lab for educational purposes only, including class discussions and training, with the understanding that my identity will remain confidential.

Release of Liability

By signing this waiver, I acknowledge that I am voluntarily participating in the sonography scanning lab activities and that I do so at my own risk. I release the educational institution, its instructors, staff, and fellow students from any and all liability for injury or harm arising from my participation in the lab, except in cases of gross negligence or intentional misconduct.

Signature and Consent

I have read, understood, and voluntarily agreed to the terms of this waiver. I acknowledge that I have had the opportunity to ask any questions regarding the sonography scanning process and that my questions have been answered to my satisfaction.

Signature of Participant: _____

Signature of Registered Sonographer: _____

Clinical Instructor Job Description/Duties

- Qualifications - The Clinical Instructor(s) must have the appropriate credential for the concentration they are teaching and scoring for competency.
- A Clinical Instructor must be available to students whenever he or she is assigned to a clinical setting, provide appropriate clinical supervision, and be responsible for student clinical evaluation.
- The Clinical Instructor(s) shall review studies with the student and provide constructive feedback on relevant cases.
- The Clinical Instructor(s) shall document student competency in Trajecsyst when a student requests evaluation of a case.
- The Clinical Instructor(s) shall complete monthly, midterm, and final evaluations in Trajecsyst.
- Reports To - The Clinical Instructor(s) shall inform the Clinical Coordinator of any attendance, participation, performance, or behavior issues that arise at the clinical affiliate.

Clinical Improvement Plan (CIP)
Diagnostic Medical Sonography Program

Student Name: _____
Date Initiated: _____
Clinical Site: _____
Clinical Semester: _____
Clinical Coordinator: _____
Instructor/Preceptor (if applicable): _____

Reason for CIP Initiation

(Select or describe areas of concern – may include one or more of the following):

- Failure to meet minimum clinical performance standards
 - Deficient or inconsistent competency progression
 - Incomplete or inaccurate documentation in Trajecsyst
 - Attendance issues or repeated tardiness
 - Inadequate professionalism or communication
 - Unsafe or unskilled clinical practice
 - Failure to follow clinical protocols or program policies
-

Areas for Improvement

(Detailed description of the specific behaviors or performance gaps noted)

Improvement Goals & Expectations

Area of Concern	Expected Behavior/Performance	Measurement Criteria	Deadline
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Support Measures and Resources

(Examples: Additional supervision, skill lab remediation, tutoring, weekly feedback meetings, shadowing, competency reattempts)

Evaluation and Follow-Up

Progress will be reviewed by the Clinical Coordinator by: **[Date]**

A follow-up evaluation will include:

- Review of performance evaluations in Trajecsyst
 - Direct communication with clinical instructor/preceptor
 - Reassessment of affected competencies
 - Documentation of attendance and timeliness
 - Student self-reflection summary (optional)
-

Consequences of Non-Improvement

Failure to demonstrate significant improvement in the outlined areas may result in:

- Extension of clinical rotation
 - Removal from current clinical site
 - Delay in program progression
 - Dismissal from the program per clinical policies
-

Signatures

I acknowledge the expectations outlined in this plan and understand the consequences if improvement is not achieved.

Student Signature: _____ **Date:** _____
Clinical Coordinator Signature: _____ **Date:** _____

Program Director (if applicable): _____ **Date:** _____
Clinical Preceptor (optional): _____ **Date:** _____
