



Keiser University

Department of
Academic Affairs

**Diagnostic Medical Sonography Student Handbook
Track 2 – General and Vascular Concentrations
Fort Lauderdale & Fort Myers Campuses**

**Official governing policies and procedures
Adopted November 1, 2014
Revised: June 1, 2019; March 5, 2020**

For questions or comments concerning this handbook, please contact the Department of Academic Affairs. The information contained in this handbook is program specific and supplements the information contained in the institutional catalog. The administration reserves the right to amend, supplement or rescind these policies at any time without prior notification.

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KEISER UNIVERSITY
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

PREFACE

This handbook was written by the Faculty of the Diagnostic Medical Sonography (DMS) Program to inform students of the Program's policies and procedures. This is a competency based didactic and clinical training program. The Faculty will periodically review the policies, procedures, curriculum, and any other information contained in this manual as necessary. Any changes and/or additions will be distributed to the students in writing and will supersede previous policies and/or procedures.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

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INTRODUCTION

Foreword

The Keiser University Catalog and the Diagnostic Medical Sonography Program Student Handbook contain the policies and procedures of Keiser University and of the Diagnostic Medical Sonography Program. Due to the nature of the curriculum and the clinical expectations of the Program's graduates, program policies and procedures may be more stringent than those of the University.

Students are responsible for becoming familiar with all the information contained in the University catalog and the Diagnostic Medical Sonography Student Handbook. The student, throughout the duration of the program, should retain these materials and will receive copies of revised policies, procedures and/or revised editions.

All faculty and students have the responsibility of preserving the privacy, dignity, and safety of all individuals who are part of the program and must maintain confidentiality in all academic and clinical settings.

Equal Opportunity Statement

Keiser University's policy of equal opportunity, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status or belief, be excluded from any training, be denied the benefit of training or be subjected to discrimination in any hiring practice or activity of the University.

To ensure continued success in achieving equal opportunity and non-discrimination in all of its programs and departments, Keiser University hereby reaffirms that it is the responsibility of all staff, administration and supervisory personnel to work actively to ensure equal opportunities within their respective departments, as well as to demonstrate a personal and professional commitment to equal opportunity for all persons. Management and supervisory personnel have a responsibility to provide leadership and support for equal opportunity programs.

KEISER UNIVERSITY MISSION STATEMENT AND GOALS

Mission Statement

Keiser University is a regionally accredited private career university that provides educational programs at the undergraduate and graduate levels for a diverse student body in traditional, nontraditional and online delivery formats. The main campus is located in Fort Lauderdale, with campuses located throughout the State of Florida and internationally. Through quality teaching, learning, and research, the university is committed to provide students with opportunities to develop the knowledge, understanding, and skills necessary for successful employment. Committed to a “students first” philosophy, Keiser University prepares graduates for careers in business, criminal justice, health care, technology, hospitality, education, and career-focused general studies.

Inherent in the Mission is service to the community. This service includes community partnerships, involvement with various constituencies and various continuing education programs.

Strategic Directions

Strategic Directions and Goals The following strategic directions and goals are integral to the mission of Keiser University:

- I.** Promote academic excellence and achievement through quality educational programs
- II.** Attract and retain quality faculty and staff
- III.** Develop and maintain high-demand educational programs that are distinctive, accessible, and responsive to the needs of campus communities, disciplinary and accreditation requirements, student needs, and aspirational goals.
- IV.** Develop and support initiatives designed to enhance faculty instruction, student learning, and program-appropriate research at all program levels.
- V.** Expand the domestic and international development of Keiser University through the addition of new locations, collaborative agreements, and programmatic initiatives.
- VI.** Continue the implementation of appropriate fiscal, budgetary, and managerial strategies to provide adequate resources with which to support Keiser University and its future development.
- VII.** Develop and implement a multifaceted institutional development/advancement program with which to further enhance the university’s relationship with its alumni, supporting global constituencies, service communities, and the professions it serves.

Goals

The institutional goals of Keiser University support both the institution’s long-range strategic directions and the institution’s mission.

As such, Keiser University seeks to:

- Continually change, improve and ensure the effectiveness of the University's programs in preparing students for successful careers.
- Engage and maintain a faculty that is well-qualified academically, possesses current technical and professional knowledge and experience and has the ability to convey this knowledge to students.
- Improve written and verbal competencies of students as well as analytical and technical skills.
- Provide facilities that support educational programs and enable students to develop profession-specific skills.

- Engage and maintain a staff who is caring, provides student support and meets the University's educational goals and objectives.
- Attract qualified students of diverse backgrounds.
- Provide a collegiate atmosphere of academic freedom that encourages open exchange of ideas.
- Provide distance learning activities through Web-based courses and degrees.
- Provide a commitment to research at the doctoral level.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Description

Keiser University's Associate of Science degree in Diagnostic Medical Sonography presents an integration of didactic, laboratory, and clinical experiences. The program prepares students to function as entry-level diagnostic medical sonographers. Sonographers are highly skilled professionals qualified to provide patient services using diagnostic techniques under the supervision of a licensed doctor of medicine or osteopathy and assist physicians in gathering data to reach diagnostic decisions.

Program Mission Statement

Keiser University's Associate of Science degree in Diagnostic Medical Sonography prepares competent graduates who are eligible for entry-level positions in the ultrasound field. The program facilitates the development of learned knowledge and skills of a graduate sonographer. The Diagnostic Medical Sonography program strives to instill the values and concepts of life-long learning to its graduates.

Program Goals and Objectives

Track 2 – General and Vascular Concentrations

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

The program's mission and goal is further defined in the following program objectives:

1. Demonstrate knowledge, skills, and attitudes reflective of an entry level general sonographer and vascular technologist.
2. Display professional and ethical behaviors when communicating in the healthcare setting.
3. Demonstrate clinical competency by performing appropriate physiologic, two-dimensional, Doppler, and other sonographic and noninvasive procedures.
4. Demonstrate the necessary knowledge in general sonography/vascular technology.

Program Beliefs About Learning

- Learning is a continuous process; a part of professional growth and development, which is encouraged and necessary
- Learning with respect to each student's individual personality, ability, and learning style is recognized and appreciated
- Learning includes being instructed by qualified faculty who are respectful, understanding, fair, and considerate of the needs of their students

- Learning includes a classroom of students who are respectful to their instructor and understand and appreciate that each instructor's individual personality leads to individual teaching styles
- Learning involves active participation of students who are accountable and responsible for their own learning
- Learning includes recognizing cultural diversities among fellow classmates and demonstrating an understanding and respect for one another, thus promoting the importance of teamwork

Accreditation Status of the Diagnostic Medical Sonography Program

Keiser University's Diagnostic Medical Sonography, Daytona Beach (general concentration), Fort Lauderdale (general and vascular concentrations), Fort Myers (general and vascular concentrations), Melbourne (general concentration), and New Port Richey (general concentration) campuses, are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North
Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

PROFESSIONAL ORGANIZATIONS

AIUM

American Institute of Ultrasound in Medicine
14750 Sweitzer Lane, Suite 100
Laurel, MD 20707
(800) 638-5352
www.aium.org

SVU

Society for Vascular Ultrasound
4601 Presidents Drive, Suite 260
Lanham, MD 20706
(800) 788-8346
www.svunet.org

SDMS

Society of Diagnostic Medical Sonography
2745 Dallas Parkway, Suite 350
Plano, TX 75093
(800) 229-9506
www.sdms.org

Credentialing Bodies:

ARDMS

American Registry of Diagnostic Medical Sonographers
1401 Rockville Pike, Suite 600
Rockville, MD 20852
(800) 541-9754
www.ardms.org

ARRT

American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120
(651) 687-0048
www.rrrt.org

CCI

Cardiovascular Credentialing International
1500 Sunday Drive, Suite 102
Raleigh, NC 27607
(800) 326-0268
www.cci-online.org

Committee on Accreditation (CoA):

JRCEDMS

Joint Review Committee on Education in Diagnostic Medical Sonography
6021 University Blvd., Suite 500
Ellicott City, MD 21043
(443) 973-3251
www.jrcedms.org

PROFESSIONAL CODES

Code of Ethics for the Profession of Diagnostic Medical Sonography

Approved by SDMS Board of Directors, December 6, 2006

Re-approved by SDMS Board of Directors, effective 02/08/2017

PREAMBLE

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

OBJECTIVES

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

PRINCIPLES

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

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

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

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission

for Certifying Agencies (NCCA); <http://www.noca.org/ncca/ncca.htm> or the International Organization for Standardization (ISO); <http://www.iso.org/iso/en/ISOOnline.frontpage>.

- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and recertification.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

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

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

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Scope of Practice for the Diagnostic Ultrasound Professional

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

DEFINITION OF THE PROFESSION

Diagnostic medical sonography is a multi-specialty profession comprised of abdominal sonography, breast sonography, cardiac sonography, obstetrics/gynecology sonography, pediatric sonography, phlebology sonography, vascular technology/sonography, and other emerging clinical areas. These diverse areas all use ultrasound as a primary technology in their daily work. The diagnostic medical sonographer is an individual who provides patient care services using ultrasound and related diagnostic procedures. The diagnostic medical sonographer must be educationally prepared and clinically competent as a prerequisite to professional practice. Demonstration and maintenance of competency through certification by a nationally recognized sonography credentialing organization is the standard of practice in sonography, and maintenance of certification in all areas of practice is endorsed. The diagnostic medical sonographer:

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

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

DIAGNOSTIC MEDICAL SONOGRAPHER CERTIFICATION/CREDENTIALING

A diagnostic medical sonographer must be competent in any sonographic procedure they perform. Certification by a sonography credentialing organization that is accredited by National Commission of Certifying Agencies (NCCA) or the American National Standards Institute - International Organization for Standardization (ANSI – ISO) represents “standard of practice” in diagnostic sonography. Despite the commonality of ultrasound technology across the field of sonography, the bodies of knowledge, technical skills, and competencies of sonographers in different areas of sonography specialization are markedly different. If performing procedures in any of the following primary areas of sonography specialization, a diagnostic medical sonographer must demonstrate competence in the specialty area(s) through appropriate education, training, and certification:

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

If the diagnostic medical sonographer specializes or regularly performs procedures in secondary area(s) of specialization (e.g., breast sonography, fetal cardiac sonography, musculoskeletal sonography, pediatric sonography, phlebology sonography, etc.), the diagnostic medical sonographer should demonstrate competence through certification in the area(s) of practice by a nationally recognized sonography credentialing organization. Employers and accrediting organizations should require maintenance of diagnostic medical sonographer certification in all areas of practice. NOTE: Temporary or short-term situational exceptions to the certification standard of practice may be necessary (in accordance with applicable federal and state laws and facility policy). For example:

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

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CURRICULUM OVERVIEW

The Diagnostic Medical Sonography, general and vascular program, is a two year (28 months) program. The curriculum is divided into a general education component and a DMS major education component. The major component is further divided into a didactic portion, which includes classroom and laboratory experiences, and a clinical portion, which consists of experiences in the clinical setting. DMS major didactic courses at Keiser University meet 20 to 25 contact hours per week. Times and days may vary between campuses. The time of day and days of the week for the clinical courses may differ from the normal University schedule. Students will not be scheduled to have any combination of class, lab and clinical hours in excess of 40 hours during the week.

Each program course is a prerequisite for the subsequent program course offered, therefore, successful completion of prerequisite courses is a requirement for progression through the program.

Semester I and II: Students accepted into the Diagnostic Medical Sonography Program are required to complete 26 hours of general education with the minimum hour requirement for each category listed in parentheses beside the category.

General Education Courses (26.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral Science (3.0 credit hours)

PSY 1012 Introduction to Psychology 3.0 credit hours

Computers (3.0 credit hours)

CGS 1000C Introduction to Computers 3.0 credit hours

English (3.0 credit hours)

ENC 1101 English Composition I 3.0 credit hours

ENC 2102 English Composition II 3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML 1000 American Literature 3.0 credit hours

ENL 1000 English Literature 3.0 credit hours

Mathematics (3.0 credit hours)

MAT 1033 Intermediate Algebra 3.0 credit hours

Natural Science (11.0 credit hours)

BSC 2085C Human Anatomy/Physiology I 4.0 credit hours

BSC 2086C Human Anatomy/Physiology II 4.0 credit hours

PHY 2001 General Physics I 3.0 credit hours

To receive an Associate of Science degree in Diagnostic Medical Sonography students must earn 91.0 credit hours (Track 2 -general & vascular concentrations).

Courses must be completed with a grade of “C” or higher to progress to the next course in the program. Program requirements are as follows:

Diagnostic Medical Sonography Major Courses

Track 2 - General Concentration (65.0 credit hours)

SON 1000C	Introduction to Diagnostic Medical Sonography	4.0 credit hours
SON 1100C	Practical Aspects of Sonography	3.0 credit hours
SON 1113C	Cross-Sectional Anatomy	4.0 credit hours
SON 1614C	Acoustic Physics and Instrumentation	4.0 credit hours
SON 1804	Clinical Rotation I	3.0 credit hours
SON 1814	Clinical Rotation II	3.0 credit hours
SON 1824	Clinical Rotation III	3.0 credit hours
SON 2111C	Abdominal Sonography I	4.0 credit hours
SON 2120C	OB/GYN Sonography I	4.0 credit hours
SON 2122C	OB/GYN Sonography II	4.0 credit hours
SON 2150C	Abdominal Sonography II	4.0 credit hours
SON2170C	Hemodynamics and Cerebrovascular Sonography	3.0 credit hours
SON2177C	Peripheral and Abdominal Venous Sonography	3.0 credit hours
SON2178C	Peripheral and Abdominal Arterial Sonography	3.0 credit hours
SON 2834	Clinical Rotation IV	3.0 credit hours
SON 2844	Clinical Rotation V	3.0 credit hours
SON2855	Clinical Rotation VI	2.0 credit hours
SON2865	Clinical Rotation VII	2.0 credit hours
SON2875	Clinical Rotation VIII	2.0 credit hours
SON2930	Abdominal Sonography Review	1.0 credit hour
SON2931	OB/GYN Sonography Review	1.0 credit hour
SON2932	Vascular Sonography Review	1.0 credit hour
SON2933C	Sonography Graduate Seminar	1.0 credit hour

Course Descriptions

SON1000C (4.0 credit hours)

Introduction to Diagnostic Medical Sonography

Introduces the role of diagnostic medical sonographers and technical aspects of diagnostic medical ultrasound. Topics include information related to medical terminology, the healthcare industry, patient care and medical ethics and law.

Prerequisite: Successful completion of general education courses with a cumulative GPA of 3.0 or higher.

SON1100C (3.0 credit hours)

Practical Aspects of Sonography

Introduces ultrasound scanning principles and protocols. Topics include scanning criteria and standardization of image documentation for physician interpretation, as well as normal anatomy, physiology and sonographic appearance of the abdomen, OB/GYN and vascular structures.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON1113C (4.0 credit hours)

Cross-Sectional Anatomy

Presents cross sectional anatomical relationships and recognition of structures of the head, neck, thorax, abdomen, pelvis, and extremities in transverse, coronal and sagittal section.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON1614C (4.0 credit hours)

Acoustic Physics and Instrumentation

Presents in-depth training in the properties of ultrasound and Doppler physics, instrumentation, equipment operation, display systems, recording devices, image artifacts, biological effects of ultrasound and quality assurance methods.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON1804 (3.0 credit hours)

Clinical Rotation I

Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in didactic courses and to acquire other skills necessary to the profession of diagnostic medical sonography.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON1814 (3.0 credit hours)

Clinical Rotation II

Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in SON1804 (Clinical Rotation I) and to acquire other skills necessary to the profession of diagnostic medical sonography.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON1824 (3.0 credit hours)

Clinical Rotation III

Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in SON1814 (Clinical Rotation II) and to acquire other skills necessary to the profession of diagnostic medical sonography.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2111C (4.0 credit hours)

Abdominal Sonography I

Presents cross-sectional anatomy of the abdomen, normal and abnormal sonographic findings of the intra-abdominal organs, peritoneal spaces and retroperitoneal structures. The relationship of abnormal findings to patient history, physical examination and laboratory findings are stressed

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2120C (4.0 credit hours)

Obstetrics & Gynecology Sonography I

Presents cross sectional anatomy of the female pelvis, normal and abnormal sonographic features of the non-gravid pelvis, as well as normal and abnormal anatomy of the first trimester. Embryology, early fetal development and the relationship of abnormal findings of the patient history, physical examination and laboratory findings are emphasized.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2122C (4.0 credit hours)

Obstetrics & Gynecology Sonography II

Presents normal and abnormal anatomy and sonographic features of the second and third trimester pregnancies. The relationship of patient history, physical examination, and laboratory findings with abnormal fetal and maternal findings is emphasized.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2150C (4.0 credit hours)

Abdominal Sonography II

Presents normal and abnormal sonographic features of the neck, breast, prostate, scrotum and superficial structures. Topics include imaging of the neonatal brain, related cross-sectional anatomy, and the relationship of sonographic findings to patient history, physical examination and laboratory findings.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2170C (3.0 credit hours)

Hemodynamics and Cerebrovascular Sonography

Emphasizes the principles and procedures involved in transcranial and extracranial sonography. Topics include vascular physics and instrumentation, hemodynamics and pathological patterns, spectral analysis, color Doppler, pulsed and continuous wave Doppler. The relationship of abnormal sonographic findings to patient history, physical examination and laboratory findings are emphasized.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2177C (3.0 credit hours)

Peripheral and Abdominal Venous Sonography

Provides in-depth knowledge of peripheral venous disease. Non-invasive testing of the upper and lower extremity veins, abdominal veins and disease processes are studied including duplex, pulsed and continuous wave Doppler. The relationship of abnormal sonographic findings to patient history, physical examination and laboratory findings are emphasized.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2178C (3.0 credit hours)

Peripheral and Abdominal Arterial Sonography

Provides in-depth knowledge of peripheral and visceral arterial disease. Non-invasive testing of the upper and lower extremity arteries, abdominal arteries and disease processes are studied including plethysmography, duplex, pulsed and continuous wave Doppler. The relationship of abnormal sonographic findings to patient history, physical examination and laboratory findings are emphasized.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2834 (3.0 credit hours)

Clinical Rotation IV

Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in SON1824 (Clinical Rotation III) and to acquire other skills necessary to the profession of diagnostic medical sonography.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2844 (3.0 credit hours)

Clinical Rotation V

Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in SON2834 (Clinical Rotation IV) and to acquire other skills necessary to the profession of diagnostic medical sonography.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2855 (2.0 credit hours)

Clinical Rotation VI

Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in SON2844 (Clinical Rotation V) and to acquire other skills necessary to the profession of diagnostic medical sonography.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2865 (2.0 credit hours)

Clinical Rotation VII

Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in SON2855 (Clinical Rotation VI) and to acquire other skills necessary to the profession of diagnostic medical sonography.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2875 (2.0 credit hours)

Clinical Rotation VIII

Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in SON2865 (Clinical Rotation VII) and to acquire other skills necessary to the profession of diagnostic medical sonography.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2930 (1.0 credit hours)

Abdominal Sonography Review

Facilitates a graduate’s entry in the career of sonography. Topics include registry examination preparation and comprehensive review of content specific to the registry examinations in abdominal sonography.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2931 (1.0 credit hours)

Obstetrics & Gynecology Sonography Review

Facilitates a graduate’s entry in the career of sonography. Topics include registry examination preparation and comprehensive review of content specific to the registry examinations in obstetrics and gynecology sonography.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2932 (1.0 credit hours)

Vascular Sonography Review

Facilitates a graduate’s entry in the career of sonography. Topics include registry examination preparation and comprehensive review of content specific to the registry examinations in vascular technology.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2933C (1.0 credit hours)

Sonography Graduate Seminar

Prepares the graduate’s entry into the career of sonography. Topics include résumé writing, job interviewing, networking, and professionalism. Review of standard examination protocols in abdomen, OB/GYN, and vascular technology.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

Grading Policy

The Diagnostic Medical Sonography Program has established a program and course grading policy that measures a student's knowledge and skill outcomes as outlined for each major course. The program's grading policy follows Keiser University's grading policy as outlined in the University catalog.

- A grade for any course examination, quiz, homework, lab exercise or course final grade follows the following scale:

Letter Grade	Numeric Grade
A	90.0 – 100.0%
B	80.0 – 89.9%
C	70.0 – 79.9%
D	65.0 – 69.9%
F	Up to 64.9%
I	Incomplete

- The percentage of course examinations, quizzes, homework, lab exercises, attendance, etc. that apply toward a final course grade are determined by the program and faculty and are outlined in the Master Syllabus for each course.
- A student must successfully complete the clinical course requirements of established competencies, clinical case studies, clinical laboratory, written examinations and required attendance to pass clinical rotation courses.
- **Student remediation:** Students receiving a grade less than a 70% in any aspect of the lecture or lab component will receive remediation to build their skills and confidence prior to the next assessment.

Required Technical Standards

Students must be physically capable of successfully performing the following standards related to the occupation in a safe, accurate, and expeditious manner. Students must read the following standards carefully, make an assessment of their physical capabilities and determine if they have any physical limitations that may restrict or interfere with their satisfactory performance of any of the standards listed below:

- Travel the required distance to clinical sites (within 200 miles driving distance from the campus) and still be able to perform the required tasks at the clinical sites.
- Lift, move, position and transport patients (from bed to wheelchair/stretchers or from wheelchair/stretchers or standing to examining table) and equipment without causing undue pain or discomfort to patient or one's self.
- Push, pull, bend and stoop routinely
- Lift more than 50 pounds
- Have full use of both hands, wrists and shoulders
- Work standing 80 - 100% of the time
- Cognitive ability to recognize threats and stresses, deal with them appropriately, and continue safe and effective practices during high stress periods. Read an order for an

- ultrasound examination and follow directions to accurately perform the study.
- Communicate clearly the explanation of a procedure and give effective instructions to patient and/or family members.
 - Obtain medical histories of patients and communicate this information to other health care providers.
 - Be able to clearly distinguish colors within a sonogram
 - Be able to hear differences in sound produced by Doppler ultrasound.

PROGRAM CONTINUATION

The Allied Health Program has a set grading standard designed to assist graduates in achieving passing scores on the national certification examination and to demonstrate that the required core competencies have been achieved.

To enter the Allied Health program core component, the student must achieve a minimum cumulative grade point average (GPA) of 3.0 (on a 4.0 scale) in all general education courses. Earning a grade of “D” or “F” in any general education course, and/or not attaining a cumulative GPA of 3.0 (on a 4.0 scale) in the general education component will prevent the student from entering the program core. The student may elect to repeat a general education course in which a grade of “D” or “F” was received. Transfer credits from another institution will be calculated into this required general education cumulative GPA for admission into the program core.

Course Repeat Policy

If a student fails a major course (receives a “D” or “F” grade), the student can choose to repeat the course with the permission of the program. The program has limited class size, and the number of students in the program determines if there is available space in a class.

- If a student needs to repeat a professional major course, the student has to wait until the course is offered. Courses are only offered in their normal sequence. The time frame is approximately four months between offerings. If a class is full, a student may have to wait an additional four months to re-enter the program.
- A point system has been developed to assist the program with delineating an order for students to be accepted for program re-entry. Students will be ranked for re-entry according to points achieved based on course attendance, final course examination, final course grade, and disciplinary action. The student with the **highest score** of those seeking re-entry for the same course will be awarded the first available slot in the upcoming cohort. The student with the second highest score will be awarded the next available slot in the upcoming cohort. This process will continue for additional students seeking re-entry until all available slots for the upcoming cohort are filled. Once the cohort has reached its maximum class size any remaining student(s) seeking re-entry will be given priority for the next re-sequence of the course and placed on a wait list according to their numerical rank. *Students requesting re-entry in subsequent cohorts will be added to the established wait list according to their numerical ranking. (Refer to Re-entry Criteria Rubric)*

- If a student receives a failing grade in the first professional core course, they will be placed at the end of the program start waiting list and will have to wait to re-start the program according to their number on the list.
- Depending on the length of time a student is out of the program, there may be a decision made to have the student audit previous courses because it is determined that a student has lost knowledge and skills because of the time away from school.
- A student can only repeat the *same* core course once. If the student fails the *same* course a second time, the student will be dismissed from the program.
- A student can repeat *two different* core courses; however if a third failure occurs within the major courses, the student will be dismissed from the program and will no longer be eligible for the Diagnostic Medical Sonography program.
- If a student has been out of the program for one year or more, the student must re-start the Diagnostic Medical Sonography program from the beginning of the professional courses.
- Repeat of courses may not be covered by Financial Aid

PROGRAM POLICIES

Attendance Policy

The Diagnostic Medical Sonography program has established an attendance policy that helps facilitate the learning of required knowledge, skills, and competencies. A student must be in attendance to learn.

Classes begin on time. A student will be considered tardy if he/she arrives one minute after start time. (However, certain unusual and/or emergency circumstances will be taken under advisement by the Program Director. If this is the case, it is mandatory that the student provide the Program Director with documentation supporting the student's reason for being late and/or absent). It is required that students call their instructor in advance if they will not be able to attend class or will be arriving late.

An absence is defined as 3 or more missed class/lab or clinical hours on any one day, or a combination of 3 late arrivals, extended break times, and/or early leaves. Late arrival, extended break times, and early leaves will be counted in one hour increments. The program and Keiser University does not differentiate between an approved and unapproved absence.

Absences of fifteen (15) percent of the class hours in a Diagnostic Medical Sonography core course (class/lab) may cause the student to be ineligible to take the final examination in that course. Excessive absences and/or a poor attendance record may result in the following administrative actions:

1. **WRITTEN WARNING** - If a student misses 5% of course hours (1 day) through a combination of absences, late arrivals, extended breaks, or early leaves during a didactic course the student will receive a Written Warning.

2. **FINAL WRITTEN WARNING** - If a student misses 10% of course hours (2 days) through a combination of absences, late arrivals, extended breaks, or early leaves during a didactic course the student will receive a Final Written Warning.

3. **PROGRAM DISMISSAL** - If a student misses 15% of course hours (3 days) through a combination of absences, late arrivals, extended breaks or early leaves during a didactic course the student may be ineligible to take the final examination, which could result in the student receiving a failing grade for the course. A failing grade will result in the student being dismissed from the program.

Student Conduct Policies: Academic Honesty and Professional Behavior

ACADEMIC HONESTY POLICY

The University can best function and accomplish its mission in an atmosphere of high ethical standards. As such, the University expects students to observe all accepted principles of academic honesty. Academic honesty in the advancement of knowledge requires that students respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding the validity of intellectual property. Students are expected to maintain complete honesty and integrity in all academic work attempted while enrolled at the University. Academic dishonesty is a serious violation of the trust upon which an academic community depends. There are different forms of academic dishonesty including, but not limited to, the following:

Acquiring or Providing Information Dishonestly

Using unauthorized notes or other study aids during an examination; using unauthorized technology during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view; looking at other students' work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; altering graded work and submitting it for re-grading; allowing another person to do one's work and submitting it as one's own; or undertaking any activity intended to obtain an unfair advantage over other students.

Plagiarism

The deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship. It is a policy of Keiser University that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course. Students may not submit the same work completed for one course in any other course, earning credit for the same work each time. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties. The penalties are as follows:

Partially plagiarized assignments

- The first occurrence of a student turning in an assignment containing plagiarized material results in an automatic "F" for that assignment.
- The second occurrence of a student turning in an assignment containing plagiarized material results in an automatic "F" for the course.

- The third occurrence of a student turning in an assignment containing plagiarized material results in an automatic dismissal from the University.

Entirely plagiarized assignments

- The first occurrence of a student turning in an entire plagiarized assignment results in an automatic “F” for the course.
- The second occurrence of a student turning in an entire plagiarized assignment results in an automatic dismissal from the University.

Students who have been dismissed may reapply to Keiser University after remaining out of school for one full semester. Keiser University believes strongly that each student against whom the University is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found in the Keiser University catalog.

On written papers for which the student employs information gathered from books, articles, electronic, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one's own, segments or the total of another's work.

At Keiser University, references are cited in accordance with the American Psychological Association (APA) approved format. Guidelines for the appropriate use of this format for citing references are included in the appendices of this Handbook and assignments may be used by the University to assist in future education by students.

Conspiracy

Agreeing with one or more persons to commit any act of academic dishonesty.

Fraudulent Behavior

Fraudulent behavior includes sharing one’s confidential login information with another person, which can also be an instance of misrepresenting oneself. In addition, allowing another student to participate in class assignments under your name and submitting work under another student’s name constitute violations of academic integrity.

Fabrication of Information

Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting oneself or one's status in the University; perpetrating hoaxes unbecoming to students in good standing or potentially damaging to the University's reputation or that of the members of its academic community of students and scholars.

Multiple Submissions

Submitting the same work for credit in two different courses without the instructor's permission.

Facilitating Academic Dishonesty

Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of course, departmental, or University academic honesty policies; providing false information in connection with any academic honesty inquiry.

Abuse or Denying Others Access to Information or Resource Materials

Any act that maliciously hinders the use of or access to library or course materials; the removing of pages from books or journals or reserve materials; the removal of books from libraries without formally checking out the items; the intentional hiding of library materials; the refusal to return reserve readings to the library; or obstructing or interfering with another student's academic work. All of these acts are dishonest and harmful to the community.

Falsifying Records and Official Documents

Forging signatures or falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official University document.

Clinical Misconduct (if applicable to major)

Dishonesty in the clinical setting includes, but is not limited to: misrepresenting completion of clinical hours or assignments; falsification of patient records; fabrication of patient experiences; failure to report omission of, or error in, assessments, treatments or medications; and appropriation/stealing of facility, client, staff, visitor and/or student property.

Disclosure of Confidential Information (if applicable to major)

A high, responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of "curiosity." It is to be used and accessed only for legitimate, clinical/learning purposes.

A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from Keiser University.

Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, students should seek clarification or direction from their immediate supervisor.

Sanctions for Violating the Academic Honesty Policy

After determining that the student has violated the Academic Honesty Policy, the instructor may impose one of the following sanctions (please note: separate sanctions apply to Plagiarism as described above):

- The first occurrence of academic dishonesty will result in a grade of “F” for the assignment or examination.
- The second occurrence of academic dishonesty will result in a grade of “F” for the course.
- The third occurrence of academic dishonesty will result in dismissal from the University.

All progressive disciplinary measures described above are cumulative throughout the program and not limited to occurrences within a specific course or term. Students who have been dismissed may reapply to Keiser University after remaining out of school for one full semester. Keiser University believes strongly that each student against whom the University is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found in the Keiser University catalog.

PROFESSIONAL BEHAVIOR POLICY

The University has established a set of professional behavior(s), which will help students develop their knowledge and skills for entry-level positions in their fields.

- Adhere to University policies and procedures as outlined in the University catalog.
- Adhere to program policies and procedures as outlined in the program student handbook.
- Adhere to policies and procedures of the clinical education site where assigned.
- Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior.
- Demonstrate responsibility and accountability in all aspects of the educational process.
- Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.
- Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.

If a student demonstrates unprofessional behavior(s), the student will be placed on an Administrative Action and receive a written warning, final written warning, or program dismissal depending on the severity of the action (*Professional Behavior Procedure*). A student action plan will be implemented outlining the immediate expected professional behavior(s) to be consistently demonstrated by the student. The program reserves the right to withdraw the student at any time if the inappropriate behavior is judged extreme as determined by the program director and dean of academic affairs.

Professional Behavior Procedure

The Administrative Action will become effective in the semester the student is currently enrolled in, and remain in place for the remainder of the *following* semester. At the completion of the *following* semester, the program director or dean will assess the student's progress and determine whether to remove the student from or to extend the Administrative Action. Failure to meet the terms of the Administrative Action, as outlined in a student action plan, will result in dismissal from the program. If additional unprofessional behavior(s) should occur during the remainder of the program, the student will be dismissed from the program and the University, and may be eligible for re-entry to the University.

Clinical Experience – Request for Removal of Student (if applicable to major)

Should a clinical site request removal of a scheduled student due to the student's inability or unwillingness to abide by the program and/or clinical site's policies and procedures, the student will be placed on Administrative Action.

It should be noted that if the cause for removing a student from a clinical site is deemed by the program director and dean of academic affairs as extreme unprofessional behavior, the student may be immediately dismissed from the program and/or the University.

Upon removal from the clinical site, the program will attempt to re-assign the student to a different clinical site. However, should a second incident occur during the *same* clinical rotation/course in which a clinical site requests the removal of the student, the program will immediately remove the student from the site and provide no further clinical re-assignments. This action will result in the student receiving a failing grade for the clinical rotation/course and subsequently not permitted to advance to the next core course.

The student may wish to apply for re-entry to the program when the course re-sequences. However, re-entry to the program is contingent upon: a) the program not exceeding maximum program capacity; and b) a review of events leading up to the dismissal with a student action plan designed by the program director addressing professional behavior expectations.

If a student has been re-assigned to a clinical education site due to a request for removal from a previously assigned clinical site based on unprofessional behavior, and similar unprofessional behavior occurs in a *subsequent* clinical rotation/course, the student will not be re-assigned for clinical placement and will be permanently dismissed from the program.

Academic and Administrative Dismissal

A student may be dismissed from Keiser University for disregarding administrative policies. Causes for dismissal include, but are not limited to, the following:

- Failure to meet minimum educational standards established by the program in which the student is enrolled.
- Failure to meet student responsibilities including, but not limited to:
 - meeting of deadlines for academic work and tuition payments;
 - provision of documentation, corrections and/or new information as requested;
 - notification of any information that has changed since the student's initial application;
 - purchase or otherwise furnish required supplies;
 - maintenance of University property in a manner that does not destroy or harm it;

- return of library books in a timely manner and payment of any fines that may be imposed;
 - obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;
 - continued inappropriate personal appearance;
 - continued unsatisfactory attendance;
 - non-payment for services provided by the University;
 - failure to comply with policies and procedures listed in the current University catalog and student handbook; or
 - conduct prejudicial to the class, program or University.
- Specific behaviors that may be cause for dismissal include, but are not limited to:
- willful destruction or defacement of University or student property;
 - theft of student or University property;
 - improper or illegal conduct, including hazing, sexual harassment, etc.;
 - use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia on campus;
 - being under the influence of alcoholic beverages or illegal drugs while on campus;
 - cheating, plagiarism, and/or infractions of the University’s Student Conduct Policies;
 - any behavior which distracts other students and disrupts routine classroom activities;
 - use of abusive language, including verbalization or gestures of an obscene nature; or
 - threatening or causing physical harm to students, faculty, staff or others on campus or while students are engaged in off-site learning experiences.

Anti-Hazing Policy

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that will include counseling and possible expulsion from the University.

Conflict Resolution

Students are encouraged to first discuss any concerns with their instructor. If the concern is not resolved, they should speak to their program director. Subsequent levels are the associate dean or dean of academic affairs and the campus president. Chain of command should *always* be utilized for prompt resolution. Keiser University does however maintain an open door policy.

Student Disciplinary Procedures

If a student violates Keiser University’s Standards of Conduct in a classroom, the first level of discipline lies with the faculty member. If a situation demands further action, the dean of academic affairs is responsible. In the absence of the dean, the campus president determines disciplinary action. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Keiser University catalog.

When a student violates Keiser University’s Standards of Conduct outside the classroom but on campus, the dean of academic affairs is the first level of discipline. The next level is the campus president. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Keiser University catalog.

Student Grievance Policy

Keiser University believes strongly that every student has a right to procedural due process in which a student has notice and an opportunity to be heard. If the administration has to take disciplinary measures or other administrative actions related to student conduct, behavior, or academic policy violations, the student may appeal the decision to the Grievance Committee.

Students are encouraged to resolve problems through normal administrative channels. A petition for a grievance hearing must be made in writing and submitted to the Director of Student Services. The grievance is then scheduled to be heard before the Committee. The Grievance Committee panel is a standing committee that meets at 1:00 p.m. each Tuesday if a grievance is to be heard.

The voting members of the Grievance Committee consist of two (2) faculty members, two (2) staff members, and one (1) student. The voting members of the committee/panel are non-biased participants. The Director of Student Services is the facilitator/moderator of the grievance hearing and a non-voting member of the proceedings. The Panel will hear evidence, ask questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the Office of the Chancellor, will become binding upon the administration as well as the student who filed the grievance.

Student Dress Code Policy

The Diagnostic Medical Sonography Program has developed a student dress code that helps students develop a professional look and demeanor. Proper professional dress and appearance are one of the first facets employers use to evaluate a candidate. Therefore, professional dress and appearance are expected at Keiser University. Each student must maintain proper personal appearance and wear approved dress. Students in all allied health programs must wear prescribed medical scrubs, shoes, socks, hose and, where applicable, approved laboratory coat. Uniforms must be maintained and clean at all times.

Students attending any allied health program must maintain standards equal to the standards set at any hospital or other health care facility.

- Students in the Diagnostic Medical Sonography program are required to wear Caribbean blue hospital scrub tops and pants. The Keiser University logo must be on all scrub tops.
- Students are required to wear black shorts and black tank tops to the lab component of the didactic classes as needed
- Students are responsible for the cost of their scrubs.
- Students must always wear their nametag on their scrub top or lab coat depending on which one the student is wearing.
- Approved student footwear includes plain white closed toe and low heel shoes (which can be white sneakers) and white socks or hose.
- Student uniforms must always be clean and neat, properly maintained and appropriately laundered and pressed.
- Students are required to wear their uniforms during all major professional classes, laboratories, and clinical courses.

- If a student needs to wear additional clothing, i.e. a laboratory coat or sweater, the color must be white or teal.
- Jewelry must be kept to a minimum during all major professional classes, laboratories, and clinical courses. Facial or mouth jewelry including piercing is not considered professional and should not be worn.
- Body art or tattoos must not be visible.
- Fingernails must be kept clean and clipped. Fingernail coloring must be neutral or light colors. No false nails or tips allowed.
- Students' hair must be clean and, when appropriate, pulled back.
- Men should be clean shaven daily. Mustaches or beards, if worn, must be neatly trimmed to a short length.
- Perfume, strong colognes, or aftershave lotions should not be used as these odors make some people nauseous.
- If a student comes to a class, laboratory, or clinical course not dressed in proper uniform, the student will be sent home to change. If the student misses any course assignments, examinations, or laboratory time, the student is required to make these up. Students must contact their instructor for make-up schedules immediately following their absence.
- When assigned to a clinical education site, a student must also follow that facility's dress code in addition to the program's policy.

Student Name Badge/Identification Policy

Students are expected to maintain control and possession of their Student IDs while in the program.

- Student picture identification cards can be obtained through Student Services.
- ID cards should be worn at all times in class, laboratories and at clinical sites.
- If a student loses, misplaces, or damages his/her student name badge, it must be replaced as soon as possible.
- Students must report this loss or damage to their instructor, clinical coordinator, or the program director immediately.
- Students are required to pay the replacement cost, if any, for a new identification card.
- All assignments and/or time missed in class, laboratory, or clinical, because of the student not having a student identification, must be made up before the course ends.

Laboratory Policy

The sole purpose for laboratory scanning sessions is to provide students hands-on clinical educational experience. The sessions are not intended to be used for any medical purpose, i.e., diagnosis, referral for treatment or counseling.

Instructors are not permitted to engage in any discussion pertaining to personal medical matters.

If an incidental finding is discovered by the student and/or instructor during the laboratory scanning sessions the student/volunteer should be referred to their healthcare provider for diagnosis and follow up.

No Food or Beverages in Classrooms/Laboratories

The Diagnostic Medical Sonography Program strives to provide a quality educational process. Classrooms and laboratories are required to be as distraction free as possible; therefore, the program follows Keiser University's no food or beverages in the classroom/ laboratory policy.

Students cannot bring any food or beverages into any classroom or laboratory on campus. Students bringing food or beverages into any classroom or laboratory will be instructed to remove it immediately.

Students who continue to violate this policy will be placed on **an Administrative Action**. Continued inappropriate behavior could lead to a student being withdrawn from the program.

Electronic Devices Policy

All electronic devices, including but not limited to cell phones, tablets, computers, smart watches, etc., must be set to silent or off during scheduled class and lab times. The ringing of these devices disrupts the class and instruction being delivered. All devices must be secured in a purse or book bag. Cell phones usage including text messaging is **prohibited** during scheduled class, laboratory, and clinical activities.

If someone needs to contact a student, for any reason, they must call Keiser University and leave a message with the receptionist. The message will be delivered to the student in a timely manner.

If a student does not follow these guidelines the student could be placed on **an Administrative Action**. Continued inappropriate behavior could lead to a student being withdrawn from the program.

HEALTH AND SAFETY

Sexual Harassment Policy

The Diagnostic Medical Sonography Program follows Keiser University's Sexual Harassment Policy as stated in the University's catalog.

The statement is as follows:

Keiser University actively supports a policy on sexual harassment, which includes a commitment to creating and maintaining a community in which students, faculty, and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Specifically, every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior, which violates this policy.

This statement applies to all students in the Diagnostic Medical Sonography Program. It also covers the educational areas of the University campus, classrooms and clinical education sites and the student's interaction with individuals involved in their education process.

A student will be withdrawn from the Diagnostic Medical Sonography Program for violating this policy.

Substance Abuse Policy

Keiser University is in compliance with Federal Government Regulations for a Drug Free Workplace for both students and employees. The program has established a substance abuse policy for program students with the intent to protect the health, safety and welfare of the student, student peers, faculty, University staff, and patients at the clinical education sites.

Use or possession of alcoholic beverages, illegal substances, medical marijuana, or paraphernalia on campus or at a clinical education site will result in immediate dismissal from the program and subsequently from the University.

Student Transportation

The student is responsible for all costs associated with their transportation to and from Keiser University and all assigned clinical education sites. The program will not make any allowances for a student who is unable to be in a didactic or clinical course due to lack of transportation.

Health Services

In the event a student at Keiser University has a medical emergency; Keiser University will immediately call 911 for emergency medical assistance. The student is responsible for all costs incurred for all medical treatment.

While at a clinical education site, if the student requires emergency medical treatment, the student will use emergency facilities, i.e., Emergency Room at the clinical education site. The student is responsible for all costs incurred for all medical treatment.

Students must have current health insurance while at the clinical education centers. Student Services has information available on student health insurance plans for students without personal insurance coverage.

The Department of Student Services maintains a listing of health centers and community hospitals if a student is in need of a health service referral and/or insurance plan referrals. In the event of a medical emergency "911" is called immediately.

Pregnancy Policy

The student may **voluntarily** notify the Program Director of her pregnancy. This notification should be in writing and include the following information:

- Student's Name
- Expected date of birth
- Should the student choose to voluntarily declare her pregnancy and remain in the program the student will continue to complete all programmatic requirements without modification.
- The student has the option to continue in the program without modification or request a leave of absence, per the University's policy. The request shall be granted with proper documentation. Upon completion of the leave, the student may choose to be reinstated in the program as outlined in the policy.

Upon completion of the leave, the student may choose to be reinstated in the program by making an appointment with one of the University Dean's to fill out the appropriate University re-entry forms. Once paperwork is complete the student will be permitted to re-enter the program into same course of which they took leave from the program. The program will not offer "out of sequence" course(s) to accommodate returning students.

Health Examination, CPR, OSHA BBP/HIV, HIPAA, and Prevention of Medical Errors Requirement Policy

Diagnostic Medical Sonography program students who are assigned to a clinical education site for their clinical rotation must have completed the following requirements before they are assigned to a clinical education site:

- A health checkup by a physician
- Required tests (PPD) or chest x-ray for positive PPD
- Immunization record (MMR, Rubella, Varicella, Tetanus)
- Seasonal flu vaccine
- CPR/BLS certification
- A four-hour basic OSHA BBP/HIV course
- A two-hour HIPAA compliance training
- a two-hour Prevention of Medical Errors training
- A ten panel drug screening
- A criminal background check

The health checkup and required tests must not be any older than one year from the clinical assignment date with a current PPD within one year.

The Diagnostic Medical Sonography program will schedule the CPR/BLS, OSHA BBP/HIV, HIPAA, and Prevention of Medical Errors courses. All associated fees will be the responsibility of the student.

Students need proof of health insurance coverage prior to going out on clinical rotation. Students are responsible for maintaining coverage for the duration of each clinical rotation. Health insurance fees are the responsibility of the student.

Criminal background check and drug screening test will be required of all students prior to clinical placement; the student will be responsible for any fees incurred.

Students must schedule their own health checkup and required tests with a physician of their choice; students are responsible for any fees incurred.

Students must be in attendance for scheduled program clinical and facility orientations. They receive an orientation information packet from the Clinical Coordinator prior to the start of each clinical rotation, which includes the date, time and place of mandatory orientation.

Should a student neglect to attend a mandatory orientation, the student will not be allowed admittance to the medical facility in which they were assigned a clinical rotation. The DMS program will reschedule an orientation time for the student; however, due to the facility's timeframe between scheduled orientations, several days or weeks could pass. Absences in excess of 20% of course hours can result in a student being withdrawn from a course and subsequently withdrawn from the program. The student may re-enter the program when the course re-sequences, provided class size does not exceed maximum student capacity.

Criminal Background Check and Drug Screen Policy

The Joint Commission (TJC) has implemented requirements for criminal background checks. Standard HR.1.20 for staff, students and volunteers who work in the same capacity as staff who provide care, treatment, and services at EP 5 states criminal background checks are verified when required by law and regulation and organization policy. (www.jointcommission.org)

State and/or federal laws through designated agencies regulate health professions. Each agency sets the specific requirement for granting licensure or certification to practice as a healthcare provider. Most agencies have restrictions on eligibility to sit for credentialing examinations and granting licensure or certification to an individual with a criminal record.

Pursuant to Florida Statutes Section 456.0635, the Florida Department of Health, and related health care boards will refuse to issue a license, certificate or registration, or renew a license, certificate or registration and will refuse to admit a candidate for examination if the applicant has been:

1. Convicted or pled guilty or no contest, regardless of adjudication, to a felony violation of the following Florida Statutes: Chapter 409 - Social and Economic Assistance, Chapter 817 - Fraudulent Practices or Chapter 893 - Drug Abuse Prevention and Control, or 21 United States Code ss. 801-970 that pertains to Controlled Substances or 42 United States Code ss. 1395-1396 that pertains to Public health and Welfare and Medicare, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
2. Terminated for cause from the Florida Medicaid Program unless the applicant has been in good standing for the most recent 5 years.
3. Terminated for cause by any other State Medicaid Program or the Medicare Program unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent 5 years.
4. Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

Section 456.0635 of the Florida Statutes lists restrictions for initial licensure applicants and renewals. It is the responsibility of the applicant to research eligibility for the examination, license, and/or certification being sought.

The initial criminal background check will be required, during the admissions process and prior to enrollment in the Allied Health Program. The completed background report will be reviewed and a determination concerning program acceptance made within three (3) to five (5) business days. The University reserves the right to deny an application.

Students will be subject to criminal background checks and drug screenings prior to enrollment in the program and/or at any time throughout the duration of the program as per the request from the program's clinical affiliates. The student is responsible for all associated fees. Allied Health programs mandate clinical participation to meet degree completion requirements. It is at the

discretion of each medical facility with which the program has a clinical affiliation agreement, to implement a standard protocol regarding student admittance for educational purposes.

Once the student has been accepted into the program it will become the responsibility of the program to assign the student to a clinical education site. Acceptance at the clinical site however, is determined solely by the facility's individual protocol. The program **does not guarantee** student acceptance at a clinical education site.

If for any reason, a student is denied acceptance at a clinical facility and is unable to complete the program based on their criminal background status the student will fail the clinical course, be dismissed from the program and become ineligible for re-entry to the program.

Students should be aware that some medical facilities require a drug screening on site prior to the clinical rotation or a random drug screening during the clinical rotation. Students are required to abide by facility protocols and are responsible for any associated fees

It is the responsibility of the student to report any changes in the status of their criminal background history to the Program Director immediately. Should the student become involved in criminal activity after program acceptance, in which the initial criminal background clearance status becomes compromised, the student will be withdrawn from the program. The program and the university will not modify the curriculum for students who have an unsatisfactory criminal background status.

In the event that a student receives a positive drug screen result, the following actions may occur:

1. If it is determined the student has breached the Keiser University Drug Policy the student will be immediately dismissed from the program and subsequently from the University.
2. The student may request testing at another facility within 24 hours of notification of a positive drug screen result. A second positive drug screen report will result in the student being dismissed from the program and subsequently the University. Medication prescribed to the student by a licensed physician is an exception (*Any additional costs incurred in this process are the sole responsibility of the student*).
3. The student may petition for a grievance hearing by completing the "Request for Grievance Committee" form, which can be obtained from the Director of Student Services during normal business hours. The student must initiate the grievance process within two (2) business days of the alleged occurrence. (*refer to University catalog grievance policy*)

I have read the Keiser University Criminal Background Check & Drug Screening Policy/Waiver and understand my responsibility in the criminal background and drug screening process. Furthermore, I understand that it is my responsibility to report any changes in the status of my criminal background history to the Program Director immediately. Should I become involved in criminal activity after program acceptance, in which the initial criminal background clearance status becomes compromised, I will be withdrawn from the program. The program and the university will not modify the curriculum for students who have an unsatisfactory criminal background status.

Safe Environment Policy

The personal safety and health of each student is of primary importance to Keiser University. This includes not only didactic courses held on campus, but also clinical courses which require students to attend medical facilities for hands-on training. The goal of the Diagnostic Medical Sonography program is to provide a safe program for students that minimize the incidence of injuries, fire, property losses and exposure to hazardous conditions.

In order to maintain a safe learning environment, student involvement in, or witness to the following types of events should be immediately reported to the Instructor/Clinical Instructor, Clinical Coordinator and/or to the Program Director:

- Smoking in unauthorized areas
- Vandalism of personal property, University property or medical facility property
- Stealing (personal and/or University/medical facility)
- Illegal drugs (possession or use)
- Alcohol (possession or use)
- Accidental radiation exposure (clinical facility)
- Electrical shock
- Fire
- Flood
- Slips or falls (to oneself, fellow student and/or patient)
- Bodily injury (needle sticks, back injury, exposure to communicable disease)
- Chemical or hazardous material spill
- Equipment malfunctions/issues
- Safety/security issues
- Confidentiality issues
- Threat of violence
- Sexual harassment

Campus-Incident reporting: Should an exposure incident occur during a didactic course, the student should immediately inform the Instructor of the occurrence. The Instructor will acquire all pertinent information to complete an incident report. Students must adhere to Keiser University policy and to the program's policy regarding incidents and may consult with the Program Director. Appropriate actions and follow up are initiated by the Program Director upon receipt of a written incident report.

Clinical Site -Incident reporting: Should an exposure incident occur during a student's clinical rotation, the student should inform the Clinical Instructor at the site immediately, and the Clinical Coordinator within 24 hours of occurrence. The Clinical Coordinator will acquire all pertinent information to complete an incident report. Students must adhere to the medical facility's rules and guidelines for the incident and may consult with the Clinical Coordinator and/or Program Director. Appropriate action and follow up will be initiated by the Program Director upon receipt of a written incident report.

Exposure to Blood Borne Pathogens and Communicable Diseases

The Diagnostic Medical Sonography program has developed a policy to limit a student's occupational exposure to blood and other potentially infectious materials since any exposure could result in the transmission of these materials.

- Training:
 - Basic information regarding blood borne pathogens and universal precautions is provided to all students in the Diagnostic Medical Sonography program
- Exposure-associated tasks for Diagnostic Medical Sonography students during clinical rotations:
 - Patient hygiene/elimination
 - Vascular access
 - Environmental/equipment cleaning
 - Guidance for invasive procedures
 - Post procedure cleanup
 - Specimen collection
 - Specimen transport
 - Waste/linens management
- Precautions to prevent the acquisition of infection by students:
 - Hands must be washed between every direct patient contact
 - Non-sterile gloves must be used if contact with blood, body fluids, secretions or excretions is anticipated. Gloves must be changed between patients.
 - Gown and facial protection must be worn when doing procedures which may cause splatter and/or aerosolization of body fluids
 - Disposable needles and syringes should be placed in rigid puncture resistant containers.
 - To prevent needle stick injuries, needles should not be recapped, bent, or broken before disposal.
- Incident reporting:
 - Should an exposure incident occur during a student's clinical rotation that student should inform the Clinical Instructor at the site and the Program Director so that appropriate actions and follow up can be applied. (*refer to Safe Environment Policy*)

Hurricane Policy and Guidelines

The Diagnostic Medical Sonography Program has developed a Hurricane Plan in accordance with Keiser University's policies to protect the safety of the students. Above all else, Keiser University students are encouraged to respond to the threat of a Hurricane for their location and should put their safety and that of their families first.

During the didactic component of the curriculum when the students attend classes on campus, the decision of the campus regarding school closings must be followed. During the clinical rotations the student should follow the hurricane status based on the geographic area of the site and/or the student's address. For information and updates on approaching storms/hurricanes students can call the Keiser University Hurricane **Hot-line phone number – (877) 353-4737.**

Campus classes – Utilize the **Keiser University Hurricane Hot-line phone number** and listen for your campus listing and any class cancellations.

- **Tropical Depression or Tropical Warning** – No change in class schedule
- **Hurricane Watch** – Students must attend classes as scheduled
- **Hurricane Warning** – Classes will be cancelled

Clinical sites

Students in clinical sites should follow the same procedures with the following exceptions:

- The student is responsible to obtain a contact number for the clinical instructor at the clinical site.
- The student will call the clinical instructor to find out if the site will be operating under normal conditions.
- If the site is closing, the student must contact the clinical coordinator for further instructions.
- Hospitals and Out Patient facilities may go into "lock-down" up to 24 hours prior to a storm event. At the point the clinical instructor informs the student of an eminent lock-down the student will contact the clinical coordinator. The student is to leave the hospital and take all personal items with them. The student may NOT stay in the facility once the lock-down procedure has been instituted.

Post Storm

1. Check to see that classes have resumed or for possible delayed openings. Once the University resumes classes it is expected that students return to their scheduled class.
2. For clinical courses - contact the facility to see if they are operational; contact the clinical coordinator prior to going to a facility.
3. If a facility was in the path of a hurricane, contact the clinical coordinator first for instructions.
4. In the event that a facility is closed or that students are not allowed at the site, the clinical coordinator may require the students to come to campus.

Each event will be evaluated as it occurs and will be dealt with as needed by the program director and the clinical coordinator per Keiser University policy. It is the student's responsibility to keep in contact with the University and the clinical coordinator. Any concerns or issues that arise will be attended to on an as need basis; per Keiser University policy. If classes are **not**

cancelled and you do **not** attend, this will be considered an absence. Extenuating circumstances should be brought to the attention of the program director.

GRADUATION AND LICENSURE

Restrictions on Licensure or Certification to Practice

State or national laws through designated agencies regulate health professions. Each agency sets specific requirements for granting licensure or certification to practice as a healthcare provider. Most agencies have restrictions on granting licensure or certification to an individual with a criminal record.

These include but are not limited to:

- An applicant who has pled guilty, or has pled nolo contendere (no contest) to an offense that is classified as a misdemeanor or felony which is directly or indirectly related to patient care or public health.
- Crimes which may directly or indirectly relate to patient care or public health include, but are not limited to: murder, attempted murder, manslaughter, rape, sexual assault, violence or threat of violence, driving while intoxicated or impaired, controlled substance abuse, fraudulently altering medical documentation, insurance claims, and medical prescriptions.

The American Registry of Diagnostic Medical Sonographers (ARDMS), the American Registry of Radiologic Technologists (ARRT), and the Cardiovascular Credentialing International (CCI) offers the opportunity for prospective applicants to be advised whether or not his/her actual matter would violate rules pertaining to ethics and criminal matters. There is a fee levied by the ARDMS, ARRT, and the CCI for this service.

Criminal background checks are a requirement before starting the clinical rotation and are released to the clinical facility, if requested, for determination of eligibility to participate in clinical rotation at any and all clinical facilities.

Graduation Requirements

To graduate from Keiser University and participate in Commencement exercises, students in the Diagnostic Medical Sonography Program must:

- Successfully complete all required courses
- Successfully complete all clinical experiences
- Complete all records, files, and examination as necessary
- Complete all departmental projects
- Maintain satisfactory attendance throughout the program (no more than 15% absence)
- Fulfill all financial obligations to the University and to University-sponsored/related loan programs
- Complete a student loan Exit Interview if applicable
- Complete exit paperwork with the Director of Student Services
- Register, and take a national credentialing examination as a ***requirement of graduation***
 - Costs of these tests, ARDMS *Physics* and one *Specialty*, or ARRT *Sonography*, or CCI *Vascular Registry* are included in financial aid packaging for those that qualify
 - For those students not qualifying for financial aid, Keiser University will pay for these examinations and bill the student
 - Notification of registry examination location is done by the credentialing organization
 - In the event a student fails a registry examination, that student is responsible for the cost of the examination when it is repeated
 - Time limits set for each examination are as follows:
 - ARDMS *Physics* - 30 days after completion of the program
 - ARDMS *Specialty* – 90 days after completion of the program
 - or
 - ARRT *Sonography* –90 days after completion of the program
 - or
 - CCI *Vascular Registry* – 90 days after completion of the program

KEISER UNIVERSITY
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
REQUIRED TECHNICAL STANDARDS FORM

Students must be physically capable of successfully performing the following standards related to the occupation in a safe, accurate, and expeditious manner. Students must read the following standards carefully, make an assessment of their physical capabilities and determine if they have any physical limitations that may restrict or interfere with their satisfactory performance of any of the standards listed below:

- Travel the required distance to clinical sites (within 200 miles driving distance from the campus) and still be able to perform the required tasks at the clinical sites.
- Lift, move, position and transport patients (from bed to wheelchair/stretchers or from wheelchair/stretchers or standing to examining table) and equipment without causing undue pain or discomfort to patient or one's self.
- Push, pull, bend and stoop routinely
- Lift more than 50 pounds
- Have full use of both hands, wrists and shoulders
- Work standing 80 - 100% of the time
- Cognitive ability to recognize threats and stresses, deal with them appropriately, and continue safe and effective practices during high stress periods. Read an order for an ultrasound examination and follow directions to accurately perform the study.
- Communicate clearly the explanation of a procedure and give effective instructions to patient and/or family members.
- Obtain medical histories of patients and communicate this information to other health care providers.
- Be able to clearly distinguish colors within a sonogram
- Be able to hear differences in sound produced by Doppler ultrasound.

Print Name

Date

Applicant Signature

KEISER UNIVERSITY
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
PREGNANCY POLICY ACKNOWLEDGEMENT FORM

The student may voluntarily notify the Program Director of her pregnancy. This notification should be in writing and include the following information:

- Student's name
- Expected date of delivery

Should the student choose to voluntarily declare her pregnancy and remain in the program, the student will continue to complete all programmatic requirements without modification.

The student has the option to continue in the program without modification or request a leave of absence per the University's policy. The request will be granted with proper documentation. Upon completion of the leave, the student may choose to be reinstated in the program as outlined in the policy. The student may be reinstated by making an appointment with one of the University Deans to fill out the appropriate University re-entry forms. Once paperwork is complete, the student will be permitted to re-enter the program into the same course of which they took leave from the program. The program will not offer "out of sequence" course(s) to accommodate returning students.

I have read the above pregnancy policy and understand its content.

Signature: _____ Date: _____

Parent or Guardian: _____

Witness: _____

KEISER UNIVERSITY
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
VOLUNTEER AUTHORIZATION AND RELEASE FORM

By executing this VOLUNTEER AUTHORIZATION AND RELEASE FORM you will be: (a) signifying your willingness to act as a volunteer for one or more sonogram studies performed by students enrolled at Keiser University; and (b) releasing Keiser University for any untoward effects which may arise from your election to participate. The purpose of your participation will be to assist students in their educational and clinical training.

If a student does not wish to participate as a volunteer in a sonogram it will not have any impact on their evaluation or grade in the class. The student may opt out at any time during the program without repercussions.

DESCRIPTION

Diagnostic ultrasound has been in use since the late 1950's. No confirmed adverse biological effects on patients resulting from its usage have ever been reported. Although no hazard has been identified that would preclude the prudent and conservative use of diagnostic ultrasound in education and research, experience from normal diagnostic practice may or may not be relevant to extended exposure times and altered exposure conditions.

RISKS

Subjects will be exposed to intensities typical of exposure conditions used for normal diagnostic practice. These intensities will be less than 1 W/cm² (for focused ultrasound) which is the standard approved by the American Institute of Ultrasound in Medicine, October 1987.

RELEASE

I hereby agree to release Keiser University, their respective agents, officers, directors, employees, students, and faculty of and from any and all liability, claims, demands, or causes of action whatsoever (including any liability, claim, demand, or cause of action that is attributable in whole or in part to the negligence of the University) arising from my participation as a volunteer in educational and clinical training exercises offered to students of the University. This release shall be binding on my heirs, next-of-kin, executors, and personal representatives.

I opt in

I opt out

Date

Participant

Date

Witness

KEISER UNIVERSITY
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

CLINICAL ASSIGNMENT POLICY ACKNOWLEDGEMENT FORM

In order to make clinical rotations a positive educational experience, the Program Director assigns students to sites taking into consideration the characteristics of the sites and the sonographic needs of individual students. Keiser University's goal is to provide sites which allows student to successfully complete their assigned proficiencies for each clinical rotation.

As many of Keiser University's clinical education centers are located outside of the county where the campus is located, students are **required to travel** outside their local area to attend their clinical rotations and are responsible for making travel arrangements.

Students are **required to rotate to different sites and different shifts** during the length of the program. Once the program determines student placement, a student must attend the clinical education site assigned. The program reserves the right to make assignment changes to expose students to a variety of care settings and sonographic procedures performed.

If a student has any questions about this process, they should be discussed with the Program Director.

Print Name: _____

Signed: _____

Date: _____

KEISER UNIVERSITY
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
ACKNOWLEDGEMENT OF REGISTRY EXAMINATION
REQUIREMENTS

The Diagnostic Medical Sonography program has developed a policy that all students must sit for the registry examination as a condition of graduation from Keiser University. Students are required to show proof from the testing center that they sat for the examinations before receiving their transcripts and/or diploma.

The student will have the option of deciding which credentialing examination (s)he wishes to take one month prior to the student's anticipated graduation date.

Eligibility to sit for a specific examination is determined by the individual credentialing agency.

Students are assessed a fee for the required examinations, and the student who qualifies is eligible for Title IV funding. Students may obtain both credentials, if desired and eligible, however they will be responsible for the cost incurred for additional credentialing examinations.

The credentialing agencies and corresponding examinations are:

1. ARDMS – American Registry for Diagnostic Medical Sonography. The RDMS/RVT credential is obtained by passing both the Physics examination and a specialty examination (Abdomen, OB/GYN, or Vascular Technology). Candidates are required to complete both the physics and specialty examinations within five years. Those candidates who do not complete their credential within the five year time frame must retake the examination previously passed. The RDMS credentials are accepted by the American College of Radiology and the American Institute of Ultrasound in Medicine and by all health care facilities.
2. ARRT – American Registry of Radiologic Technologist. The RT(S) credential is obtained by passing the Sonography examination. The Sonography examination covers material from ultrasound physics, abdomen and obstetrics & gynecology. Candidates are allowed three attempts within a three-year time period to pass the exam. The RT(S) credential is accepted by the American College of Radiology and by some health care facilities.
3. CCI – Cardiovascular Credentialing International. The RVS credential is obtained by passing the Vascular Registry examination and by submitting a waiver application and appropriate fee for the Cardiovascular Science examination. Both the waiver application and the application for the Vascular Registry are submitted at the same time. The RVS credential is recognized and widely accepted throughout the United States.

I have read and understand the implications of the above information concerning credentialing examinations.

Print Name: _____

Signed: _____

Date: _____

KEISER UNIVERSITY
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

ACKNOWLEDGEMENT OF RESTRICTIONS ON LICENSURE OR
CERTIFICATION TO PRACTICE

State or national laws through designated agencies regulate health professions. Each agency sets specific requirements for granting licensure or certification to practice as a health care provider. Most agencies have restrictions on granting licensure or certification to an individual with a criminal record.

These include but are not limited to:

- An applicant who has pled guilty, or has pled nolo contendere (no contest) to an offense which is classified as a misdemeanor or felony which is directly or indirectly related to patient care or public health.
- Crimes which may directly or indirectly relate to patient care or public health include, but are not limited to: murder, attempted murder, manslaughter, rape, sexual assault, violence or threat of violence, driving while intoxicated or impaired, controlled substance abuse, fraudulently altering medical documentation, insurance claims, and medical prescriptions.

The American Registry of Diagnostic Medical Sonographers (ARDMS), the American Registry of Radiologic Technologists (ARRT) and the Cardiovascular Credentialing International (CCI) offers the opportunity for prospective applicants to be advised whether or not his/her actual matter would violate rules pertaining to ethics and criminal matters. There is a fee levied by the ARDMS, ARRT and the CCI for this service.

Criminal background checks are a requirement before starting the clinical rotation and are released to the clinical facility, if requested, for determination of eligibility to participate in clinical rotations at any and all clinical facilities.

Print Name: _____

Signed: _____

Date: _____

KEISER UNIVERSITY
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

STUDENT HANDBOOK RECEIPT AND ACKNOWLEDGEMENT FORM

- Introduction to Faculty
- Program's Mission and Goals
- Curriculum Overview
- Continuation in Program
- Program Policies
- Health and Safety Policies
- Clinical Education Policies
- Graduation and Licensure
- Professional Organizations
- Technical Standards
- Pregnancy Statement
- Authorization and Release Form
- Clinical Assignment
- Registry Requirements
- Restriction on Licensure

I have received the above-outlined information and handouts as part of the Diagnostic Medical Sonography program's orientation and agree to comply with the program's policies and procedures.

Print Name

Student Signature

Date

FACULTY DIRECTORY

“This page is intentionally blank. Please insert the names, titles and contact information for program faculty at your campus”

CLINICAL EDUCATION

Clinical Rotation

An integral part of the curriculum of the Diagnostic Medical Sonography program is the portion termed Clinical Rotation. At the beginning of this handbook, the entire curriculum is discussed and outlines the clinical rotation portion of the program.

Each student in the Diagnostic Medical Sonography program is assigned to a clinical education site(s). Each site provides a clinical instructor who will help instruct and grade the student during the clinical rotation course.

The essential purpose of a clinical experience is to provide an opportunity to utilize skills in which a student was trained at a pace and in an environment approximating the demands of an employment situation. A supervised clinical rotation cannot in any way be constructed to be employment. The clinical education portion is part of the Diagnostic Medical Sonography program at Keiser University. REMUNERATION FOR CLINICAL EDUCATION ROTATIONS IS NOT PERMITTED. The JRCDS accreditation committee states:

“To emphasize the fact that clinical experience is an essential aspect of the educational program, the student shall not receive remuneration for services provided during extramural assignments.”

The Diagnostic Medical Sonography program provides eight clinical rotations (four weeks each) integrated throughout the length of the program. The clinical rotation provides clinical training with a minimum of 30 hours per week and a maximum of 40 hours per week dependent upon the assigned clinical rotation.

A student’s cooperation, behavior, attendance, and clinical knowledge and skills is monitored and graded by clinical instructors and program faculty.

Philosophy of Clinical Education

Clinical experience affords the student the opportunity to apply learned knowledge and scanning competencies in the clinical setting. Clinical rotations allow for role acquisition, progression of clinical skills and proficiencies, critical thinking skills, documentation, and communication skills. Clinical rotations build appropriate clinically based judgment and decision making skills, strengthening professional behaviors, and preparing students to become entry level sonographers.

The sequence for the program documents a progression in learning from normal to abnormal sonographic appearances and from clinical observation to participation to performance with increasing levels of difficulty.

Objectives

Upon completion of clinical coursework, students will be able to:

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

Course Title	Objective	Degree of Supervision
SON 1804 Clinical Rotation I	Observation	Direct Supervision
SON 1814 Clinical Rotation II	Observation/Participation	Direct Supervision
SON 1824 Clinical Rotation III	Participation	Direct Supervision
SON 2834 Clinical Rotation IV	Participation/Performance	Moderate Supervision
SON 2844 Clinical Rotation V	Participation/Performance	Moderate Supervision
SON 2855 Clinical Rotation VI	Participation/Performance	Moderate Supervision
SON 2865 Clinical Rotation VII	Performance	Minimal Supervision
SON 2875 Clinical Rotation VIII	Performance	Minimal Supervision

Clinical Education Competencies

The clinical rotation experience provides an opportunity to apply theory learned in the classroom to a health care setting through practical hands-on experience. The clinical rotation experience is planned and supervised by the Clinical Coordinator and overseen by the Program Director, along with the affiliate faculty (Clinical Instructor) as partners contributing to the education of the students. Usually, the student spends the first few days at the Clinical Education Center shadowing a credentialed sonographer to observe and learn the protocols and procedures specific to the site. Once the students acclimate to the new surroundings, specific tasks will be assigned

Students must successfully complete all the prerequisite courses to participate in the clinical education. Students are responsible for all classroom information and laboratory skills covered in the curriculum up to the point of each clinical education course. Clinical competencies are assigned for each clinical rotation to ensure development of skill difficulty throughout the clinical education. Upon completion of the final clinical experience, students are expected to display knowledge and skill level of an entry-level sonographer.

During each clinical rotation, proficiencies will be assigned to help the student progress in the program from observation to entry level competencies. Entry-level is the minimum level of competence a student is expected to achieve by the end of all didactic and clinical preparation prior to graduation and initial entry in the clinical setting as a sonography professional.

Progression toward each competency should begin immediately to assure enough time for the completion of all the required number of proficiencies for each rotation. It is the student's responsibility to attempt proficiencies in a timely manner and communicate with the Clinical Instructor. These proficiencies are designed to test the competency level of the student relative to entry-level competencies. The student's goal is to demonstrate competence in all of the performance objectives of a required proficiency. When all components are mastered, the student will receive an approval for that proficiency.

Progression in the program will be delayed in the event the student is unable to complete assigned proficiencies resulting in a failing grade for the clinical rotation.

Proficiencies

During each rotation proficiencies will be assigned to help the student progress in the program from observation to entry-level competencies. Entry-level is the minimum level of competence a student is expected to achieve by the end of all didactic and clinical preparation prior to graduation and initial entry in the clinical setting as a sonography professional.

Progression toward each competency should begin immediately to assure enough time for the completion of all the required number of proficiencies for each rotation. It is the student's responsibility to attempt proficiencies in a timely manner and communicate with the Clinical Instructor. These proficiencies are designed to test the competency level of the student relative to entry-level competencies.

The student's goal is to demonstrate competence in all of the performance objectives of a required proficiency. When all components are mastered, the student will receive an approval for that proficiency. Clinical proficiencies **must** be approved and signed off by a sonographer credentialed in that specialty. Patient Care/Instrumentation proficiencies can be signed by any credentialed sonographer (RDMS (AB) (OB) or (BR), RVT, RVS or RT(S)). Abdomen proficiencies can only be signed by a sonographer who is RDMS (AB) or RT(S). Breast proficiencies can only be signed by a sonographer who is RDMS (AB), (BR), or RT(S). Obstetrics & Gynecology proficiencies can only be signed by a sonographer who is RDMS (OB) or RT(S). Vascular proficiencies can only be signed by a sonographer who is RVT or RVS. Abdominal Doppler proficiencies can only be signed by a sonographer who is RVT, RVS or RDMS (AB). Any proficiency signed by a sonographer not appropriately credentialed will **not** be accepted and will have to be repeated.

Progression in the program will be delayed in the event the student is unable to complete assigned proficiencies resulting in a failing grade for the clinical rotation.

Proficiencies can be challenged by the Clinical Coordinator when the student returns to campus during the clinical conferences.

Assigned Clinical Proficiencies

SON 1804 Rotation I, SON 1814 Rotation II, SON 1824 Rotation III, SON 2834 Rotation IV, SON 2844 Rotation V, SON 2855 Rotation VI, SON 2865 Rotation VII, SON 2875 Rotation VIII

Upon completion of the program, the student will have completed the following clinical competencies.

Mandatory Clinical Proficiencies

Patient Care/Instrumentation

- 1 Exam Progression
- 2 Imaging, Infection Control & Body Mechanics
- 3 Professionalism

Abdomen

- 1 Abdomen Complete
- 4 Gallbladder & Biliary Tree
- 5 Invasive Procedures
- 6 Renal & Urinary Tract
- 7 Scrotum
- 8 Thyroid/parathyroid
- 15 Non-cardiac chest

OB/GYN

- 1 Gynecology Normal (TA and EV)
- 2 Gynecology Abnormal (TA and EV)
- 3 First Trimester OB (TA and EV)
- 4 Second or Third Trimester Anatomical Survey
- 5 Second or Third Trimester Biometry
- 6 Second or Third Trimester Environment
- 7 Biophysical Profile

Vascular

- 1 Abdominal Doppler
- 2 Arterial Duplex Lower Extremity
- 3 Arterial Duplex Upper Extremity
- 4 Arterial Lower Extremity Indirect Testing
- 5 Arterial Upper Extremity Indirect Testing
- 6 Carotid Doppler
- 7 Venous Lower Extremity
- 8 Venous Upper Extremity
- 12 TCD

Elective Clinical Proficiencies

Abdomen

- 9 Breast

10	Gastrointestinal
11	Infant Hip & Spine
12	Musculoskeletal
13	Neurosonography
14	Prostate

OB/GYN

8	Invasive Procedures
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Vascular

9	Venous Competence
10	Lower Extremity Venous Mapping
11	Upper Extremity Venous Mapping
13	Lower Extremity Bypass Graft
14	AVF Dialysis Access Grafts
15	Procedures

Mandatory and elective proficiencies will be assigned for each clinical rotation

Clinical Paperwork Requirements

Documentation that must be returned:

Before starting the clinical rotation:

- Signed Clinical Orientation Forms
- Health Records
- CPR/BLS certification,
- OSHA BBP/HIV, HIPAA & Medical Errors training certificates
- Copy of Health Insurance
- Criminal Background Check
- Drug Screen

During the clinical rotation:

- Bi-weekly evaluation sheet
- Weekly time sheets
- Attend any required facility orientation

During Clinical Conference:

- Attendance is mandatory
- Case presentation/assignment presented to class and turned in to instructor
- Exam on assigned textbook chapters
- Proficiency challenges in lab
- Review of required clinical paperwork
- Discussion topic on selected material

Completion of the clinical rotation:

- Original time sheets
- Assigned clinical proficiencies
- Clinical examination log
- Signed clinical summary sheets
- Completion of required number of cases
- Final evaluation sheets

****All final paperwork must be returned to the clinical coordinator in person****

**** Students should make copies of all time sheets, examination logs, and proficiencies for their own personal records****

Clinical Conference

A clinical conference will be held at the end of each clinical rotation to review clinical experiences and submit required course work. Clinical Conference expectations include, but are not limited to:

- Case study or clinical experience paper
- Presentation to class
- Submission of any clinical course work
- Submission of all original clinical documents
- Final written clinical exam

Blackboard

It is the students' responsibility to access any documents that they may require during their clinical rotations. All clinical paperwork, including but not limited to: Time sheets, Shift Change request, Clinical make-up time, Biweekly Evaluations and Final Evaluations are available.

This site will be a valuable tool in this class. The site is a source for the syllabus, course outline, and supplemental materials for this course. The site also has some mini-lessons on plagiarism and APA style.

To get to the site:

1. Go to www.keiseruniversity.blackboard.com
2. On the left is the login box
3. Type Username: **Keiser student email address**
4. Type Password: **student ID number**
5. Click on "My Courses"
6. You are now in the companion site for this class.
7. All of the clinical documents and information will be located by clicking on the tabs to the left

You will may not be able to use this site to see your grades, e-mail the instructor, upload documents (i.e. turn in an assignment) or chat with the instructor.

If you have any questions about the companion site for this class, please don't hesitate to ask.

CLINICAL EDUCATION/CLINICAL ROTATION

Clinical Education Center Assignment Policy

To make clinical rotations a positive educational experience, the Program Director and/or Clinical Coordinator assigns students to a site taking into consideration the characteristics of the site and the sonographic needs of the student. Keiser University's goal is to provide a site that allows a student to successfully complete assigned proficiencies for each clinical rotation.

- As many of Keiser University's clinical education centers are located outside of the county where the campus is located, **students are required** to travel outside their local area to attend their clinical rotations and are responsible for making travel arrangements.
- **Students are required** to rotate to different sites and different shifts during the length of the program.
- Once the program determines student placement, the student must attend the clinical education site assigned.
- The program reserves the right to make assignment changes to expose students to a variety of care settings and sonographic procedures performed.
- If a student has any questions about this process, (s)he should discuss the concerns with the DMS Program Director.
- If there is a problem at a site and the site requests that a student not return the student may fail the clinical rotation if an appropriate alternate site is not available
- If there is a problem at a subsequent site and the site requests that a student not return the student will fail the clinical rotation.

Clinical Grading Policy

Clinical course grades are factored into the student's core cumulative GPA. Students are required to submit all clinical paperwork, successfully complete the minimum clinical competency requirements as outlined for each clinical rotation, participate in clinical conference sessions, written examinations, and presentations. Students must adhere to the program's clinical schedule for examinations, presentations, and clinical paperwork submission. Students are provided with a schedule of clinical events and due dates prior to the start of each clinical rotation. Grading criteria for each course evaluation strategy is listed in the course syllabus, which is provided to students during clinical orientation. Student's clinical performance will be evaluated by the Clinical Coordinator and the Clinical Instructor.

Clinical Time Make-up Policy

Students who are absent from their assigned clinical education site, as part of their clinical rotation course, must make up clinical time missed.

- The clinical instructor, at the student's assigned clinical education site, and the program's clinical coordinator must approve all students' clinical make-up time.
- Students will not be allowed to make up clinical hours if the total hours spent by a student in any combination of class, lab, and clinical hours exceeds 12 hours in any given day and 40 hours in any given week.
- The program defines a clinical week as Monday through Sunday.
- All clinical make up time must be completed within 2 weeks after the end of the clinical rotation otherwise the grade will automatically become a Fail.
- Earning a Fail in any clinical rotation will not allow the student to continue in the major program, although the student may repeat the rotation if there is available space in the class and the student has been allowed to re-enter the DMS program.

Student Clinical Expectations

The Diagnostic Medical Sonography program has established a set of professional expectations, which will help the student develop their knowledge and skills for entry-level positions in the health care field.

1. Students must be active participants in every activity at the clinical site. To include, but not be limited to:
 - a. Scanning patients, transporting patients, stocking examination rooms, introducing oneself to the patient, assisting clinical instructors in daily activities of the department, assisting patients with personal hygiene as needed, providing appropriate patient care, cleaning transducers & equipment
2. Students must notify the Clinical Education Center and Clinical Coordinator of any absences or lateness from the clinical site on the same day.
3. Students must remain at the clinical site during clinical rotation hours. Under no circumstances is the student to leave without contacting the Clinical Coordinator.
4. Student may not have any personal visitors during a clinical rotation, for any reason. Students may not make personal visits to patients with whom they have an outside involvement.
5. Students must submit all weekly clinical paperwork before noon on the following Monday.
6. If a student fails a clinical rotation they cannot continue in the program and will have to wait until that clinical course is offered again to re-enter and if space in the class permits.
7. Students must follow the facility's dress code in addition to the program's dress code policy. Facial jewelry (piercing) is not considered professional & may not be worn at the clinical site. Body art or tattoos must not be visible.
8. If a student fails to follow these guidelines, the student will be placed on an Administrative Action and receive a written warning, final written warning, or program dismissal depending on the severity of the action (*Professional Behavior Procedure*)

Medical Records Confidentiality Policy

The Diagnostic Medical Sonography Program's students must maintain the confidentiality of all patient medical records and information they come in contact with at a clinical education site or at the university as part of their educational process.

Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of "curiosity". It is to be used and accessed only for legitimate, clinical/learning purposes.

- The student must follow all state and federal statutes and regulations regarding patient medical records and medical information.
- The student must comply with the privacy and security protection standards as part of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
<http://www.hhs.gov/hipaa/for-professionals/index.html>
- The student must follow the clinical education site policies and procedures regarding patient medical records and medical information.
- When a student must use a patient's medical information the student must use it properly and in the correct setting.
- The student must not disclose any of a patient's medical record information to a non-health care provider. The healthcare provider must be medically involved with the patient for the student to provide the patient's medical record information.
- The student must de-identify patient films or paperwork by removing all patient identification when completing assignments
- Failure of the student to follow state and federal statutes and regulations and improperly use confidential patient medical record information will lead to disciplinary action for Keiser University.

Social Media and Clinical Experience Policy

Students may not disclose any information concerning patients, employees, clients and/or procedures witnessed during their clinical/fieldwork experience on any social media (*see Medical Record Confidentiality Policy*). Social media includes, but is not limited to: blogs; media sharing; microblogs; social networks; virtual worlds; and wikis.

Students should not socialize (including on any social media) with faculty, staff, and clinical instructors. If a student exhibits inappropriate behavior or posts on social media, the program will follow the Professional Behavior Policy (*see Professional Behavior Procedures*).

Future employers often review social media network sites when considering potential candidates for employment. Students should carefully consider the type of information posted on these sites as the information they post may be public for anyone to see even after it has been removed or deleted.

CLINICAL EXAMINATION TOTALS
Abdomen, Superficial Structures and Breast

Name _____

Rotation # _____

Clinical Site _____

I certify that the examination numbers below are accurate and may be verified by review of the Clinical Examination Logs. I have personally observed, attempted or performed, the following number of examinations between the period of _____ and _____.

Month Year Month Year

Student Signature : _____

EXAMINATION	O	A	P	TOTALS
Abdomen Complete				
Abdomen Limited (RUQ)				
Abdomen Limited (single organ – GB, Pancreas, Spleen)				
Urinary Tract (Kidney, Bladder) & Adrenal				
Retroperitoneum/ Peritoneum/Non cardiac chest				
Thyroid/Parathyroid				
Breast				
Gastrointestinal (GI) (Pylorus, Appendix, Intussusception)				
Guidance (Thoracentesis, Paracentesis, Biopsy)				
Male Pelvis (Prostate, Testicle)				
Soft Tissue & Musculoskeletal (MSK) (shoulder, hip, knee, wrist, Achilles tendon, spine)				
Neurosonography				

Total Number Examinations

Abdomen, Superficial Structures and Breast _____ examinations

O – Observe

A – Attempt - includes pre-scan and back scan

P – Perform - Scan independently with minimal supervision according to the facility’s protocol

CLINICAL EXAMINATION TOTALS

Vascular

Name _____

Rotation # _____

Clinical Site _____

I certify that the examination numbers below are accurate and may be verified by review of the Clinical Examination Logs. I have personally observed, attempted or performed, the following number of examinations between the period of _____ and _____.
Month Year Month Year

Student Signature : _____

Abdominal Doppler

EXAMINATION	TOTALS		
	O	A	P
Aorta			
Renal (Renal Aorta Ratio)			
Mesentery			
TIPS			
Liver Doppler			
Spleen Doppler			
Transplants (Liver, Kidney, Pancreas)			

Intra/ extra cranial

EXAMINATION	TOTALS		
	O	A	P
Carotid			
Transcranial Doppler Study (TCD)			
OPG			
Operating Room Procedures (Endarterectomy, stent)			

Total Number Examinations

Abdominal Doppler _____ Intra/extracranial _____ examinations

O – Observe

A – Attempt - includes pre-scan and back scan

P – Perform - Scan independently with minimal supervision according to the facility’s protocol

**Keiser University
Allied Health Department
Diagnostic Medical Sonography Program**

WEEKLY TIME FORM

Fax Number:

Attention:

Student Name	
Clinical Site	
Date	

Week 1 2 3 4

Day	Date	Start Time	C. I. Signature	End Time	C.I. Signature	Total Hours	Comments
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
			Total Hours				

*****If less than normal hours of clinical please explain on comment line*****

Student Signature _____ Date _____

** The completed time form must be received at the school no later than noon on the following Monday

**KEISER UNIVERSITY
ALLIED HEALTH DEPARTMENT**

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

CLINICAL MAKE-UP TIME FORM

Student Name: _____ Date: _____

Clinical Education Site: _____

The student must schedule all make-up time with the clinical instructor at the clinical education site and the program's Clinical Coordinator. All scheduled make-up time must be pre-approved before the students can make-up the clinical time.

Date of missed clinical time	Total clinical hours to be made up	Date of clinical time to be made up	Clinical hours and times to be made up

COMMENTS:

The student must fax this completed form to the program's Clinical Coordinator at XXX-XXX-XXXX or _____.

Student's Signature: _____

Clinical Instructor's Signature: _____

Date: _____

**KEISER UNIVERSITY
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

CLINICAL EDUCATION CENTER SHIFT CHANGE REQUEST

Student _____ Date _____

Clinical Affiliate _____ Current Shift Assignment _____

Shift Change is requested by	New Shift Days & Hours
<input type="checkbox"/> Clinical Affiliate	Days: S M T W TH F S (Circle days that will be worked)
<input type="checkbox"/> Keiser University Faculty	Hours: _____ am/pm to _____ am/pm

Student

Clinical Instructor/ Supervisor

Clinical Coordinator

Program Director/ Coordinator

All signatures must be obtained and approved before new shift becomes effective; any time worked on an unapproved shift will be forfeited and will have to be made up before the end of the rotation.

The request for shift Transfer is:
<input type="checkbox"/> Approved
<input type="checkbox"/> Denied – Reason:

KEISER UNIVERSITY
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

STUDENT CLINICAL BEHAVIOR FORM

The Diagnostic Medical Sonography program has established a set of professional behaviors, which will help the student develop their knowledge and skills for entry level positions in the health care field

- Student must demonstrate appropriate communication, interactions and behavior toward other students, faculty and all personnel at the clinical site. If a student demonstrates inappropriate professional behavior (i.e. rudeness, lack of respect, not following clinical staff direction) the student will be placed on Behavior Probation. Further continuation of the behavior will cause the student to Fail the course. The program reserves the right to withdraw the student from the clinical site at any time if the demonstrated inappropriate behavior is judged extreme. This may result in failure of the clinical rotation.
- Students must be active participants in every activity at the clinical site. To include but not be limited to:
 - Scanning patients, transporting patients, stocking examination rooms, introducing oneself to the patient, assisting clinical instructors in daily activities of the department, assisting patients with personal hygiene as needed, providing appropriate patient care, cleaning transducers & equipment
- Students must submit all weekly clinical paperwork before noon on the following Monday. Two failures to send in paperwork will result in Probation. Any falsification of clinical paperwork will result in the student being placed on Behavior Probation.
- Students must notify the Clinical Education Center and Clinical Coordinator of any absences or lateness from the clinical site on the same day. Failure to do so will result in Behavior Probation.
- Students must remain at the clinical site during clinical rotation hours. Under no circumstances is the student to leave without contacting the Clinical Coordinator. Failure to do so will result in Behavior Probation.
- If a student fails a clinical rotation they cannot continue in the program and will have to wait until that clinical course is offered again to re-enter and if space in the class permits.
- Students must follow the facility's dress code in addition to the program's dress code policy. Facial jewelry (piercing) is not considered professional & may not be worn at the clinical site. Body art or tattoos must not be visible.
- Students should not socialize (including on any social media) with faculty, staff and clinical or fieldwork instructors. If a student exhibits inappropriate behavior or posts on social media the program will follow the disciplinary procedures outlined in the Professional Behavior Policy.
- The Program reserves the right to re-evaluate these procedures to meet the needs of the program and the students

Dishonesty in the clinical setting includes, but is not limited to: misrepresenting completion of clinical hours or assignments; falsification of patient records; fabrication of patient experiences; failure to report omission of, or error in, assessments, treatments or medications; and appropriation/stealing of facility, client, staff, visitor, and/or student property.

Print Name: _____

Signed: _____

Date: _____

**KEISER UNIVERSITY
ALLIED HEALTH DEPARTMENT**

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

MEDICAL RECORD CONFIDENTIALITY FORM

The Diagnostic Medical Sonography Program’s students must maintain the confidentiality of all patient medical records and information they come in contact with at a clinical education site or at the university as part of their educational process.

Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of “curiosity”. It is to be used and accessed only for legitimate, clinical/learning purposes.

- The student must follow all state and federal statutes and regulations regarding patient medical records and medical information.
- The student must comply with the privacy and security protection standards as part of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
<http://www.hhs.gov/hipaa/for-professionals/index.html>
- The student must follow the clinical education site policies and procedures regarding patient medical records and medical information.
- When a student must use a patient’s medical information the student must use it properly and in the correct setting.
- The student must not disclose any of a patient’s medical record information to a non-health care provider. The healthcare provider must be medically involved with the patient for the student to provide the patient’s medical record information.
- The student must de-identify patient films or paperwork by removing all patient identification when completing assignments
- Failure of the student to follow state and federal statutes and regulations and improperly use confidential patient medical record information will lead to disciplinary action for Keiser University.

Date: _____

Signed: _____

Print Name: _____

**KEISER UNIVERSITY
ALLIED HEALTH DEPARTMENT
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

CLINICAL EDUCATION CENTER ASSIGNMENT FORM

In order to make the clinical rotations a positive educational experience, the Program Director will assign students to a site taking into consideration the characteristics of the site and the sonographic needs of the student. Our goal is to provide a site that will allow the student to be able to successfully complete the assigned proficiencies for each clinical rotation.

- As many of our clinical education centers are located outside of the county where the campus is located, **students are required** to travel outside of the local area to attend their clinical rotations and will be responsible for making travel arrangements.
- **Students are required** to rotate to different sites and different shifts during the length of the program.
- Once the program decides student placement the student must attend the clinical education site assigned.
- The program reserves the right to make any assignment changes in order to expose students to a variety of care settings and sonographic procedures performed.
- Students should not socialize (including on any social media) with faculty, staff and clinical or fieldwork instructors. If a student exhibits inappropriate behavior or posts on social media the program will follow the disciplinary procedures outlined in the Professional Behavior Policy.
- If a student has any questions about this process please discuss your concerns with the Program Director.
- If there is a problem at a site and the site requests that a student not return the student may fail the clinical rotation if an appropriate alternate site is not available
- If there is a problem at a subsequent site and the site requests that a student not return the student will fail the clinical rotation.

Date: _____

Signed: _____

Print Name: _____

KEISER UNIVERSITY
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
CLINICAL ROTATION AGREEMENT

1. Student will be available to complete the Clinical Rotation during accepted business hours for the particular Clinical Education Center. Students are required to work 32 to 40 hours per week at their clinical sites dependent on the assigned clinical rotation.
2. Students must complete all scheduled clinical hours; failure to do so may result in a failing grade.
3. Students are required to meet/ contact their Clinical Coordinator.
4. Student must submit time sheets and evaluations on timely basis. Two failures to submit time sheet can result in failure.
5. Student must notify university of any injury that occurs at the Clinical Education Center.
6. Student must notify the Clinical Education Center and Clinical Coordinator of any absences or lateness from training site; failure to do so can result in failing grade.
7. Student absent four or more days during a month of Clinical Rotation will result in failure.
8. Student must wear full school uniform, University identification and any identification required by the Clinical Education Center, unless otherwise instructed by the Clinical Coordinator. Student is responsible for returning any Clinical Education Center identification at the completion of each rotation.
9. Student must understand there is no monetary compensation during the period of Clinical Rotation and there is no contract to hire expressed implied.
10. Student must remain at training site during Clinical Rotation hours; under no circumstances is the student to leave without contacting the Clinical Instructor.
11. If student skill level proves to be unacceptably low, and student does not promptly show signs of improvement, the student will fail the Clinical Education Rotation.
12. Should a situation occur that requires a student to be moved to a different Clinical Education Center, per student's or the Affiliate's request, the student may be moved if there is an available site. If the behavior is extreme or the second site requests that the student be moved, the student will fail the Clinical Education Rotation.
13. Students that fail to comply with Clinical Education Rotation agreement will be warned of the infraction, any subsequent noncompliance will result in the student failing the Clinical Rotation.
14. A student can only repeat a major course two times. If the student fails a major course three times, the student will not be permitted to continue in the Diagnostic Medical Sonography Program.
15. Student must comply with all professional manner of conduct and appearance stated in Keiser University Catalog, failure to do so will result in disciplinary actions.

I have received the Diagnostic Medical Sonography Program's Clinical orientation handbook.

***I UNDERSTAND THAT FAILURE TO MEET MY OBLIGATIONS UNDER THE CLINICAL ROTATION AGREEMENT MAY RESULT IN MY TERMINATION FROM THE PROGRAM.
I HEREBY AGREE TO THE TERMS OUTLINED***

Signature

Print Name

Date : _____

Witness by: _____