



**Bunker Hill
Community College**

imagine the possibilities

Medical Imaging Department

GENERAL SONOGRAPHY PROGRAM

STUDENT CLINICAL HANDBOOK

Student Name _____

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Bunker Hill Community College
Diagnostic Medical Sonography Program
General Sonography Option

Student Agreement Form

I, the undersigned student, having read and reviewed the BHCC Medical Imaging Department - General Sonography Option Student Clinical Handbook, do agree to adhere to and abide by all College as well as Program policies and/or their amendments during my matriculation as a General Sonography student at Bunker Hill Community College. Furthermore, I agree to adhere to and abide by the conduct and performance policies of the clinical education sites to which I may be assigned. I clearly understand that failure to adhere to and abide by the policies and regulations of the College, Program or Clinical Site may result in my dismissal from the program.

Student's Name (Printed) _____

Student's Signature _____

Date _____

Bunker Hill Community College
Diagnostic Medical Sonography Program
General Sonography Option

The General Sonography Option is an integral part of BHCC, and as such subscribes to its institutional mission and goals.

Mission of Bunker Hill Community College

Bunker Hill Community College serves as an educational and economic asset for the Commonwealth of Massachusetts by offering associate degrees and certificate programs that prepare students for further education and fulfilling careers. Our students reflect our diverse local and global community, and the College integrates the strengths of many cultures, age groups, lifestyles and learning styles into the life of the institution. The College provides inclusive and affordable access to higher education, supports the success of all students and forges vibrant partnerships and pathways with educational institutions, community organizations, and local businesses and industries.

Vision of Bunker Hill Community College

Bunker Hill Community College empowers and inspires students, faculty and staff diverse in identities, experiences and ideas to make meaningful contributions to our local and global communities. The College embodies a spirit of inquiry, critical thought, inclusive excellence and lifelong learning.

Bunker Hill Community College
Diagnostic Medical Sonography Program
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BHCC Institutional Values

Bunker Hill Community College Trustees, Faculty, Staff and Students embody the highest academic and institutional integrity through their commitment to:

- Access and Success
- Excellence and Innovation
- Economic and Social Justice
- Inclusiveness and Equity
- Civic Engagement and Service
- Kindness and Respect
- Accountability and Transparency

The Vision, Mission and Values statements were approved by Board of Trustees, Massachusetts Department of Higher Education and Massachusetts Secretary of Education, October 2014

Bunker Hill Community College
Diagnostic Medical Sonography Program
General Sonography Option

Program Description

General Sonography Option:

The General Sonography Program is a two year Associate of Science program designed to provide comprehensive instruction and clinical experience to persons pursuing a career in General Ultrasound.

Program Accreditation Statement:

The General Sonography Program at BHCC is accredited by:

Commission on Accreditation of Allied Health Education Programs

**9355 - 113th St. N, #7709
Seminole, FL 33775**

Phone: 727-210-2350

Fax: 727-210-2354

All graduates are eligible to sit for the American Registry of Diagnostic Medical Sonography (A.R.D.M.S.) exam upon graduation. Students who successfully complete the program will be registry eligible in:

- **Ultrasound Physics and Instrumentation**
- **Abdominal Ultrasound**
- **Obstetrics and Gynecological Ultrasound**

General Sonography Program

Mission and Goals

The Diagnostic Medical Sonography Program at BHCC was developed in response to a demand in the greater Boston area for trained medical imaging specialists. The options were designed for qualified individuals wishing to pursue a career in ultrasound. Individuals who successfully complete this program will contribute constructively to society, show a commitment to ongoing professional development and meet the demand for highly skilled sonographers.

The goals of the faculty and staff of the Diagnostic Medical Sonography Program is:

- To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- To provide adequate student support to promote student success.
- To ensure the continuing commitment to excellence on the part of the faculty and staff through a variety of professional and career enrichment programs.
- To continue to develop strong partnerships with area health care institutions in order to provide a variety of relevant clinical experiences that are aligned with the current market needs.

The General Sonography Option Graduate shall be able to:

- Apply knowledge of the principles of ultrasound protection for the patient.
- Apply knowledge of anatomy and physiology, patient positioning and ultrasound techniques to accurately demonstrate anatomical structures on ultrasound images.
- Determine machine set up to insure quality ultrasound technique while performing examinations.
- Examine an ultrasound for the purpose of technique.
- Exercise discretion and judgment in the performance of imaging procedures.
- Provide essential patient care during the ultrasound procedure.
- Recognize emergency patient conditions and initiate lifesaving first aid.
- Demonstrate sufficient knowledge for registry exams in general sonography.

The BHCC Ultrasound Program will seek to achieve these goals by:

- Optimizing the integration of clinical and didactic segments of the program by clearly defining the required competencies, employing qualified faculty and working with the clinical faculty to ensure that skills are mastered.
- Developing a comprehensive evaluation process, which includes clinical objectives, competency testing, performance and affective domain
- Using input from an established advisory board, students and recent graduates, employers and other communities of interest to ensure that the curriculum remains relevant and current.

Bunker Hill Community College

General Policy Statement

The General Policy of Bunker Hill Community College and the Medical Imaging Department is:

- To accept students who meet the admission requirements of the Medical Imaging Programs. Students should be of good moral character.
- To educate students to perform the skills required in the profession.
- To judge and evaluate student performance impartially.
- To maintain reasonable hours and safe, healthful working conditions.
- To inform students fully of policies and regulations affecting them.
- To maintain adequate records of student performance at the college.
- To evaluate all students as to the quality of their clinical performance.
- To provide academic and personal counseling to students.
- To ensure that the curriculum reflects current and relevant practice.

Bunker Hill Community College
Diagnostic Medical Sonography Program
General Sonography Option

Affirmative Action and Equal Opportunity Statement

Bunker Hill Community College is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). All inquiries concerning application of the above should be directed to Cheryl Cephas, Interim Affirmative Action Officer and Coordinator of Title IX and ADA/504, at 250 New Rutherford Avenue, Room H193, Boston, MA 02129, by calling 617-228-3331 or via email at ccephas@bhcc.edu

When a student or employee believes s/he has been discriminated against based on race, creed, religion, color, national origin, age, sex, gender identity, genetic information, maternity leave, sexual orientation or disability status, the College's [Policy on Affirmative Action, Equal Opportunity & Diversity](#) provides an informal complaint process and a formal complaint process which may be accessed by any member of the College community. Whether a complaint/grievance is formal or informal, the College will conduct a prompt, thorough, fair and objective investigation, and will take such corrective action as is appropriate under the circumstances. No student or employee shall be retaliated against for filing a discrimination complaint/grievance or for cooperating with the College's investigation thereof.

Bunker Hill Community College
Diagnostic Medical Sonography Program
General Sonography Option

Pregnancy Policy

To date there have been no known adverse effects resulting from ultrasound scanning. Students who become pregnant while pursuing their education have the prerogative to declare or not to declare their pregnancy. Once the student does declare their pregnancy they can also choose to rescind the declaration of pregnancy.

The process for declaring a pregnancy includes the completion of the Declaration of Pregnancy form located in Appendix, which is then submitted to the Program Director.

If the student chooses to declare the pregnancy, they then may elect to meet with the Student Health Services Nurse to discuss the general health of the student, and any concerns regarding clinical workload.

Ultrasound students are not routinely exposed to ionizing radiation in the course of their work. Occasionally, however they may encounter a patient who has received radioisotopes as part of a nuclear medicine exam. If this is of concern to the student, relevant material from the NRC is available.

The pregnant student may choose to continue in the General Sonography Program including clinical rotations, may elect to take a leave of absence or may elect to take a leave of absence from clinical following the birth of the child. A student may also elect to withdraw completely from the program. If this occurs the student can only be readmitted provided that there is a seat and clinical site available.

If the pregnant student chooses to continue in the ultrasound program, she must participate in all clinical areas.

If a leave of absence due to pregnancy is chosen, all didactic and clinical education missed must be made up on a full time basis within three months of delivery or immediately after undeclaration of the pregnancy in writing.

Bunker Hill Community College
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Academic Standard

A grade of numerical **80 must be achieved to pass the Medical Imaging (MIG&SON) Courses as outlined in the appropriate ultrasound curriculum.** Failure to achieve an 80% in any MIG or SON course, or less than a grade of “C” in any required general education course, will result in dismissal from the program. Those students dismissed from the General Sonography Program due to academic reasons may reapply to the program once. To be considered for readmission the student must repeat any MIG or SON course in which a grade of less than 80% was obtained, and successfully complete the course(s). Students may also be asked to repeat other course work or audit courses as a condition of reacceptance into the program, if the Program Director deems it necessary. Returning students must adhere to any changes made in the prerequisite requirements for admission. If a student is readmitted to the program following an absence of more than one year, the student must repeat all MIG or SON courses regardless of the grade obtained. Tuition will be charged for all course work that needs to be repeated.

Please refer to the current college catalog for a complete list of course requirements and descriptions. Course meeting times and locations are published each semester in the course selection book.

Bunker Hill Community College
Diagnostic Medical Sonography Program
General Sonography Option

General Information

Cost of Attendance

Tuition charges and fees are subject to change at the discretion of the Massachusetts Board of Higher Education. Please refer to the college catalog for a current schedule for tuition and fees. Please note that cost of books, parking at and/or transportation to clinical sites is not listed in the catalog, and is the responsibility of the student. Please note that a paid subscription to Trajecsys software is required for clinical participation.

All Medical Imaging Programs have programmatic accreditation which occasionally requires curriculum changes. Students are responsible for all related tuition and fees related to curriculum changes implemented prior to their graduation.

Please see the BHCC online catalog or BHCC Student Central website for information regarding financial aid.

Malpractice Insurance

All medical imaging students are required to purchase malpractice insurance prior to beginning clinical internship. The malpractice insurance fee is charged for each year the student attends clinical internship. This insurance serves as a means of protection against any instance of alleged malpractice that may occur during clinical training. The college utilizes a company that provides student coverage. Failure to pay the premium will result in not being permitted to participate in clinical.

Health Insurance

All students carrying nine or more credits are required to present proof of Comprehensive Medical Insurance. Please see the Health Insurance statement in the BHCC Catalog.

Health Clearance

In order to obtain clearance for clinical placement all students must submit a physical examination and immunization record to the BHCC Health Services Office. The records are reviewed by the Student Health Nurse and are kept in a confidential file in the Health Services Office. All immunizations must be current or placement into the clinical setting will not occur.

The communicable disease and immunization policies in place for the Division of Health Care Professions will apply to all Medical Imaging students. Information and copies of all policies are available in the BHCC Student Health Services Office.

Disabled Student Services

Bunker Hill Community College has developed a program of support services specifically for students who have learning disabilities, sensory impairments, psychological disabilities or physical conditions. Services may include, but are not limited to, academic and testing accommodations, faculty notification, assistance with adaptive computer technology and accessibility issues, academic/career advising, student support groups, professional literacy instruction and personalized educational coaching. The program is designed to promote interaction among several existing campus resources and personnel. Students are actively involved in decision making regarding their specific needs and are encouraged to work toward increased independence and self-sufficiency.

Eligibility. Students with documented disabilities are eligible for services through BHCC's Disability Support Services Office (DSS). In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act (ADA), students seeking reasonable accommodations for a disability are responsible for self-identifying and self-advocating. If you have a documented disability and anticipate needing accommodations, please contact Disability Support Services. Requests for accommodations require dialogue with DSS, medical documentation review and registration with DSS prior to receipt of an accommodation. Accommodations are not retroactive. Students are required to meet each semester with DSS staff to discuss and determine reasonable and effective accommodations and are strongly encouraged to do so prior to the start of each semester.

bhcc.edu/disabilitysupportservices

617-228-2327 (TTY 617-242-2365)

disabilitysupport@bhcc.mass.edu

Note: In the clinical setting the student must be able to perform all duties within the scope of practice for the specific modality (i.e., Radiography, Cardiac Sonography or General Sonography).

Program Grievance/Academic and Clinical Appeals/Due Process

All students have the right to appeal Program policies and decisions. To ensure confidentiality and procedural fairness to all parties involved, and to facilitate rapid resolution of academic issues due to the clinical nature of the programs, the Medical Imaging Department has developed the following grievance procedure:

I. Preliminary Steps

When a student has a concern regarding academic fairness, these steps are to be initiated as soon as possible but no longer than seven (7) days after the concern is raised.

1. Meet with the instructor involved, and attempt a resolution. If the problem is unresolved within two days of meeting, the student may then,
2. Meet with the Program Director and attempt a resolution. If the problem is unresolved within two days of meeting, the student may then,
3. Meet with the Department Chair, and attempt a resolution. If the problem is unresolved within two days of meeting, the student may then,
4. Meet with the Dean of Nurse Education and Health Professions and attempt to resolve the problem. If the problem cannot be resolved within two days of meeting, the student may, within 5 days, place a request to the Dean for a Grievance hearing.

Students should feel free to ask to see the Dean of Nurse Education and Health Professions at any time if they feel it is warranted.

II. Grievance Procedure

1. The student will provide the Dean of Health professions with a written statement including the specific nature of the problem and all pertinent supporting data.
2. Upon receiving a written statement from the student, the Dean will within seven (7) days, appoint an ad hoc Grievance Committee chaired by the Department Chair. The Committee will be composed of three (3) faculty members not previously involved in the grievance procedure.
3. The ad hoc Grievance Committee will meet with the student and instructor for a formal hearing as soon as reasonable, but not more than three (3) working days after being constituted as a committee.
4. The ad hoc Committee shall make written recommendation to the Dean within twenty-four (24) hours after completion of the hearing.
5. The Dean shall act on the recommendation of the ad hoc Grievance Committee within two working days of receipt of the materials from the Grievance Committee. The Dean of Nursing Education and Health Professions' decision shall be final at the first step.

III. Withdrawal of Grievance

The student initiating grievance proceedings may request in writing to the Dean of Nurse Education and Health Professions discontinuation of the process at any point.

IV. Continuation of Grievance

If not resolved, the student may appeal according to the Academic Appeal Process as outlined in the BHCC Student Handbook.

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Leave of Absence Policy

This policy has been developed to provide the means for a student who must be absent from the program for an extended period of time to petition for readmission.

Request for leave of absence:

The student may request a leave of absence. Petitions for reentry must be made in writing to the Program Director within 10 months of the next regularly scheduled program offering. To be considered for a leave of absence the student must be in good academic and clinical standing. Due to the clinical nature of the program, reentry is awarded on a ‘space available’ basis. Reentry will not be possible in the absence of an available clinical site for the student. Additionally, the student may be required to audit previously completed courses at the discretion of the Program Director.

The leave of absence must be submitted to the Program Director at least two weeks prior to the period of absence. The Program Director will review the request, note any stipulations governing readmission and return it to the student for final signature.

NOTE

If the student’s absence from the program is more than one academic year, the leave of absence policy does not apply. In such instances, the student may reapply to the program as a “new” student and all MIG/SON classes must be retaken. Tuition will be charged for all courses that need to be repeated.

Additionally, if a medical issue persists, the student must obtain medical clearance from a physician prior to a return to clinical.

Rev. 8/10, 10/20

Bunker Hill Community College
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Request for Leave of Absence

Student Name: _____ Date: _____

Clinical Site (if applicable): _____

Please State Reason for Request: _____

Date Requested for Start of Leave: _____

Expected Date of Return: _____

Stipulation(s) of Return: _____

Your signature below indicates that you have discussed and understand the conditions of your leave of absence.

Student Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

Note: Reentry to the Program is dependent upon available clinical space at the time of petition to re-enter. Also, note that some students may be required to audit previously completed classes as part of the reentry criteria. Please refer to the Leave of Absence Policy in General Sonography Program Student Clinical Handbook.

Bunker Hill Community College
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Miscellaneous Information

Professional Society Membership

Membership in the Society of Diagnostic Medical Sonographers (SDMS) is recommended. Information regarding these organizations and student rate reductions can be found on their websites. SDMS- www.sdms.org

Students are encouraged to attend clinical conferences that are offered as part of their clinical education.

There is an annual meeting that BHCC students can attend often times at a discount. The meeting is called the Harvard Meeting for Women's Imaging. This meeting is sponsored by Brigham and Women's Hospital. Students can go to this conference during their second year of clinical and be dismissed from either class or clinical. If the student chooses not to go to the conference they are to attend regularly scheduled clinical hours.

Essentials and Guidelines of an Accredited Educational Program for Ultrasound

The Diagnostic Medical Sonography Program here at Bunker Hill Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). CAAHEP accredits Diagnostic Medical Sonography Programs upon the recommendations of the Joint Review Commission on Education in Diagnostic Medical Sonography (JRCEDMS)

The essentials and guidelines document for CAAHEP is displayed in the classroom for your information and review. This document is a guide for accreditation of an Ultrasound Program. Reviewing the guidelines and expectations set forth and adopted by the involved organizations can assist you in setting your personal goals and preparation for your registration. Additional information can be obtained by visiting www.caahep.org or www.jrcedms.org.

Application to the American Registry of Diagnostic Medical Sonographers (ARDMS)

This organization awards certification after passing their board exams as well as requiring continuing education credits to be maintained during your career in Sonography. Obtaining this registration entitles the individual to use the initials RDMS after their name and which demonstrates to the community, both medical and lay, that you are a competent sonographer. To understand the merits, as well as the policies and procedures of the organization, please visit their website.

Steps to Application can be found at www.ardms.org

Additional information regarding the ARDMS and the registry process as well as policies and procedures will be discussed throughout the program.

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Scanning Laboratory Sessions

The purpose of the laboratory sessions is to familiarize students with the sonographic features of common appearance of normal vs. pathologic conditions. This will enable the students to recognize abnormalities on case studies and correlate them with patient's history, formulate reasonable differential diagnosis, recognize normal structures, abnormal states and artifacts. The student is introduced to the medical terminology specific for the chosen modality. Machine operation, scanning techniques and cross sectional anatomy are reviewed, in an effort to bring the student an awareness of ultrasound to further enhance their clinical internship. Students are encouraged to take responsibility for their own learning and actions.

During the lab sessions, students may volunteer for the purpose of achieving practical experience. It is noted that this is non-clinical use of ultrasound. It is a requirement that prior to placement into a clinical setting students familiarize themselves with the relevant exams and obtaining standard views. To date there has been no adverse effects from the use of diagnostic ultrasound. Please note that playing the role of patient is strictly on a volunteer basis. All students are encouraged to participate in the scanning sessions. All students will be appropriately draped for scanning sessions. Students must signify on the Scanning Lab release waiver of the desire not to participate as the model for group scanning. (See appendix **Student Consent Release Form**)

In addition to scanning in the lab sessions, recurrent themes stressed include the role of the student, ergonomics, the role of the sonographer in the diagnostic process, appropriate interactions with patients and staff, as well as topics related to conduct, ethics and personal demeanor. Clinical internship issues are discussed and every effort is made to assist the student in their clinical component.

Methods of evaluation for lab sessions may include written reports, oral evaluations, case presentations, and role-playing.

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Clinical Education Summary

In the course of two years, students build from the tasks that involve the least number of skills to those that are more complex. The skills are presented in classroom lectures, laboratory practice and at the clinical sites. Successful completion of the clinical practice courses require satisfactory performance on a combination of skills as outlined in the skills assessment provided in the Student Clinical Handbook. The majority of assessments are the actual ultrasounds performed by the student at the clinical site. The grading criteria for each specific clinical course are described more fully in the individualized course outline (syllabus) and during classroom presentation. Clinical grading is performed utilizing the scale indicated on the evaluations. **(See Appendix for grading scale.)**

The Clinical Instructor identified at each clinical site as well as the student's designated Clinical Coordinator will perform the student's clinical evaluations. The student will be required to record all their assigned paperwork in Trajecsys, or (if physical copies are required) forward it to the clinical coordinator by an assigned date (see clinical syllabus for more information). This must be done in order not to receive a reduced grade for clinical.

To successfully complete the clinical education component of the program the student must successfully complete Clinical I, II, III, IV and V with a grade of 80% or better. Once clinical V is completed the student must not owe any clinical time and all paperwork must be complete. No student may exit the program until this is completed.

The final exit assessment requires the student to come to the college to have his or her clinical file checked for completeness. The student is responsible for making sure that they have all supporting documentation for this assessment. The student at this exit assessment will be asked to complete surveys for the program that are related to continued accreditation. The student will also be given an employer survey with instructions to be sent back to BHCC once the student becomes employed.

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Clinical Placement for Students in the General Sonography Program

BHCC is affiliated with a number of clinical sites throughout the Boston area and surrounding areas. As part of the General Sonography Program a student will be offered a clinical placement. We cannot guarantee that the student will be placed in the same geographical location as their home. **Students will be required to provide their own transportation to and from the clinical site.** Clinical hour start and finish times may vary according to the clinical site, but are based on 8.5 hour day (including a 30min lunch break). Clinical must be done on full time basis and in conjunction with didactic courses outlined in the college catalog.

At the beginning of each semester the student will be provided with a calendar of clinical hours scheduled for that semester. **Before placement into clinical can occur students MUST complete the following:**

- Provide proof of CPR
 - American Heart Association BLS course
- Provide proof of Liability Insurance.
- Proof of Health Clearance
- CORI and SORI clearance.

Clinical Placement Process

Between the fall and spring semester of the first year, each student will participate in a clinical placement orientation. The students are oriented to the clinical placement process, what to expect and how to conduct themselves during clinical. Topics discussed in this orientation include:

1. Clinical Placement Process
2. Clinical Sites Available- methods of instruction and type of institution
3. Student expectations
4. Clinical Site expectations
5. Clinical Placement

Students do not choose which clinical site they will attend. Clinical coordinator and Program Director assign students to clinical sites based on close observation of the students' personality and learning style during the first semester of the program. Occasionally, clinical sites ask to meet with more than one student before clinical placement is finalized. Because it is such an intimate learning experience, and the student's placement is for nearly two years, both BHCC and the clinical site want to ensure an optimal learning environment.

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Clinical Site Availability

Viable clinical sites are difficult to secure. Each student in the General Sonography program is offered a clinical site. If the student dislikes the site they are assigned at BHCC is not obligated to find the student an additional site and the student may not continue in the program. If a student is dismissed from a clinical site due to inappropriate behavior or unsatisfactory progress, BHCC is not obligated to secure another clinical site for the student. If a student encounters a problem at a clinical site they are to present the problem first to a clinical coordinator in a manner that is discrete and professional. Clinical coordinators will investigate the problem and try to work out a solution that is amenable to all parties.

Clinical Site Orientation

Please see the appendix of this document for a clinical orientation form for each student entering clinical portion of the program. This form is to be used during the first few weeks of clinical placement and will serve to introduce the student to the department.

The completed form must be signed and returned to the Program Director to be kept in the student's clinical file at the college.

Policies and procedures in clinical settings

Students must follow all policies, procedures and rules stated in the BHCC Catalog, BHCC Student Handbook and the General Sonography Program Student Clinical Handbook in both academic and clinical settings.

Clinical Attendance Policy

Attendance generally affects the quality of a student's achievement and clinical performance. Therefore the department expects prompt and regular attendance for lectures, labs, and clinical education. For didactic courses please see the attendance policy set forth by each instructor. **Clinical attendance is mandatory.** Clinical attendance records are maintained via Trajecsyst recordkeeping software. The clinical instructor or their designee verifies clinical attendance; the clinical coordinator reviews the attendance records on regular basis. Please see below for more detail.

Bunker Hill Community College
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Clinical Hours

SEE CLINICAL SYLLABI FOR MORE DETAIL.

Total number of clinical days required for graduation is determined by the Program Director. No student shall graduate unless all clinical time is completed. Students are required to keep accurate clinical records.

There are five consecutive clinical courses in the program starting in the spring semester of the first year. Each clinical course is based on three 8-hour days per week. Students **attend clinical during the hours determined by each clinical site (with start time between 7 and 8 am)**. The number of hours per day is not to exceed 8.5-hour days (assuming 30 minutes for lunch). Please remember that **you are a guest at your clinical site** and you are required to follow the clinical sites rules and regulations.

The student is expected to attend clinical on a routine basis to achieve patient experience. The student is to adhere solely to the published clinical calendar in reference to hours and attendance. Each student will keep an attendance record by logging in and out each day of the clinical using Trajecsys system. Clinical days are 8-hour days only, and *extra hours cannot be credited towards a shorter clinical duration. Ten hour or twelve hour days are not allowed.*

Tardiness and Absences

During clinical rotations students work with sonographers and other health care providers to support the delivery of a quality patient care. Tardiness and absences have a negative impact on the continuity of patient care, as well as student clinical performance. Students are expected to attend clinical during the assigned times, and only be absent if absolutely necessary.

Clinical Tardiness: Students are expected to be on time to clinical every day. Excessive tardiness is unacceptable and has a negative impact on student clinical performance. **Every three days of tardiness will count as one unexcused absence**, and 2 points will be deducted from student's clinical grade. If the three tardies combined reduce the clinical time by more than 1 hour student will be required to make up a full clinical day. Tardiness will be considered cumulative and will carry over to the following clinical semester. **Five unexcused absences are grounds for dismissal from the program.**

Snow days: If BHCC is closed due to inclement weather (snow day), students should not attend clinical and any makeup time requirement will be considered on a case-by-case basis. Absence due to inclement weather must also be documented following the protocol for clinical absence documentation.

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Personal days: Students are allowed up to two personal days per calendar year that are not penalized and do not need to be made up. Taking personal days is not mandatory: these days are to be used for extenuating circumstances that do not fall under the excused absence category. If not used these days do not roll over into the following calendar. Personal days are to be documented by the end of the week following the protocol for clinical absence documentation.

Excused absences: Absence must be excused by the program director within one week of the missed clinical day or they will count as unexcused. Student is required to submit the “request for time off” form (see appendix) to the program director and allow at least 2 business days for processing. Excused absences are to be documented by the end of the week following the protocol for clinical absence notification. Each excused absence in the excess of the two personal days per calendar year will carry a 2-point deduction in final clinical grade and will need to be made up by the last day of clinical 5 as noted on BHCC General Sonography clinical calendar. Prolonged absences due to illness or (excused) extenuating circumstances will carry 2-point deduction for the first day only. Again, these absences must be excused by the program director. Absence of more than one day will require a physician’s note if due to illness or other relevant documentation to validate the absence (jury duty, bereavement).

Unexcused absences: All absences, except for personal days and absences excused by the program director, must be made up prior to the end day of clinical 5 as noted on BHCC General Sonography clinical calendar. Each unexcused absence will result in a 2-point deduction in the final clinical grade, and **5 unexcused absences will result in student’s dismissal from BHCC General Sonography Program.** Unexcused absences must also be documented by the end of the week following the protocol for clinical absence notification.

Protocol for Clinical Absence Notification

The following protocol must be followed for *ALL ABSENCES*, otherwise points will be deducted from the clinical documentation part of the clinical grade.

- If the student must be late or absent for clinical education it is the student’s obligation to email their clinical instructor, and CC clinical coordinator, prior to the time of the scheduled arrival. Students must use their BHCC email for all communication (this is BHCC institutional policy)
 - If the clinical instructor prefers that you call or text them you may do so, but you **MUST** also send an email as instructed above.
- Student must complete a time exception in Trajecsys for the missed day by choosing “absent” as the reason for the exception. Please indicate the reason for the absence in the comment box (if this is a personal day, simply write “personal day”).

Vacation Time and Holiday Time

Holidays and Spring break coincide with the BHCC schedule.
Vacation is scheduled between Clinical II and Clinical III.

****Please note that anytime taken that reduces the actual clinical time must be made up by the end of the program with the approval of the clinical instructors, managers, clinical coordinator and program director.*

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Diagnostic Medical Sonography Program
General Sonography Option

Clinical Competencies:

Each student is expected to successfully complete Abdominal, Subspecialties and OB/GYN competencies within the suggested Clinical course as designated in the List of required competencies (See p.27).

The list includes 21 required and 3 optional competencies. The student may choose to do optional competencies that are part of the sonographic studies provided by their clinical site. No competencies can be completed unless the supervisor holds the appropriate credential. All abdominal competencies need to be completed by a supervisor who holds ABD credential, and OB/GYN competencies need to be completed by a supervisor who holds OB/GYN credential.

Competency packets are available for download in Online Documentation System-TRAJECSYS. Students are required to purchase the use of this tool prior to the start of the clinical. Instructions will be given during your clinical orientation.

Under the clinical instructor's supervision, the student must demonstrate competency in each area, at which point, the hospital clinical instructor and BHCC clinical coordinator will collectively give a grade to each competency. If the student is not satisfied with his/her grade an additional opportunity will be given. Once the student completes a competency the number of criteria needed to complete the competency will average the grade for the competency. The grading criterion for each competency is located on the competency forms. Competencies comprise 50% of the overall clinical grade in Clinical III, IV and V. No competencies are required for Clinical I & II.

Professionalism Evaluation:

The clinical instructor will evaluate each student on his/her professional qualities. This evaluation is specific for the student's current clinical rotation. It must be completed monthly for Clinical I and II. Thereafter it is performed only once each semester, unless it is needed for corrective action/communication. **It is the student's responsibility to remind the clinical instructor to complete the professional evaluation by the due date.** The professionalism evaluation comprises 50 % of the overall clinical grade in the first and second rotation and 20% in the subsequent clinical rotations.

Continuing Competencies:

The clinical coordinator will visit each student on a monthly basis and perform a continuing competency. This competency will address such issues as scanning skills and equipment utilization. **The student will need have cases (with images obtained by the student) ready for the clinical coordinator to evaluate.** Continuing competencies comprise 40% of the overall clinical grade in Clinical I and II and 20% in Clinical III, IV and V.

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Pathology Exam Worksheet & Associated Procedure forms:

Students must submit 10 exam worksheets by the end of July for clinical II. *Exam worksheets are not to be done on normal cases.* **Each exam chosen is to have pathology**

- **Five worksheets on a general abdominal studies**
- **one worksheet on genitourinary study**
- **one testicular study**
- **one thyroid study**
- **two more of your choice**

Students must submit 15 exam worksheets by the end of November for clinical III. Exam worksheets are not to be done on normal cases. **Each exam chosen is to have pathology.**

- **three worksheets on a general abdominal studies**
- **one worksheet on genitourinary study**
- **one testicular study**
- **one thyroid study**
- **two more of your choice related to abd/sub**
- **seven worksheets on non-obstetric gynecology**

Students must submit 15 exam worksheets by the end of April for clinical IV and by July 15 for clinical V. *Exam worksheets are not to be done on normal cases.* **Each exam chosen is to have pathology.**

- **three worksheets on a general abdominal studies**
- **one worksheet on genitourinary study**
- **one testicular study**
- **one thyroid study**
- **two more of your choice related to abd/sub**
- **two worksheets on non-obstetric gynecology**
- **two worksheets on first trimester**
- **two worksheets on second trimester**
- **one worksheet on third trimester**

Also required during clinicals III, IV and V is that students watch or assist at least 25 procedures listed on the Associated Procedures form. This form will be collected at the end of clinical V. *Please see clinical syllabi for more information.*

CLINICAL GRADING *(see clinical syllabus for more specific details and values)*

- Professionalism Evaluations
- Pathology Exam and Associated Procedure Forms (clinical 2-5)
- Continuing Competencies
- Attendance
- Completed Clinical Paperwork
- Clinical Competencies (clinical 3-5)

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Processing of Clinical Forms

Completed Clinical Paperwork:

Each student is responsible to maintain the required clinical documentation. All documentation must be properly submitted and verified by the clinical instructor. Timely submission of completed clinical documentation comprises 10% of your total clinical grade. At the beginning of each semester the student will start at 100% and points will be lost according to the following criteria:

First offense: a written warning will be issued.

Second offense: a 50-point deduction from your completed clinical paperwork grade.

Third offense: a 100-point deduction from your completed clinical paperwork grade.

The following documentation is required as indicated:

- Attendance clock-in and clock-out and absences
 - by the end of the day each week (Sunday)
- Log of exams performed with % participation noted
 - by the end of the day each week (Sunday)
- Professionalism evaluations
 - as noted in clinical syllabus.

Please be advised that the offenses for not submitting completed documentation in a timely fashion are cumulative. **You are not awarded a first offense for each clinical rotation. Each subsequent offense will result in continued 100-point deduction for the completed clinical documentation grade.**

Submission of Clinical forms and Documents

It is recommended that students download copies of all monthly documentation. If there is a failure in the online documentation system paper documents will be engaged. If paper is the venue the records must be submitted by the 5th of the following month to the clinical coordinator.

Competencies will only be accepted if the evaluator has the appropriate certification (for example RDMS(AB) for any Abdominal or Small Parts competencies), others will not be accepted.

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A MINIMUM GRADE OF 80% MUST BE MAINTAINED FOR SUCCESSFUL COMPLETION OF EACH GENERAL SONOGRAPHY CLINICAL COMPONENT.

FAILURE TO OBTAIN A GRADE OF 80% WILL RESULT IN DISMISSAL FROM THE PROGRAM REGARDLESS OF GRADES RECEIVED FOR DIDACTIC CLASSES.

DISMISSAL FROM THE PROGRAM WILL ALSO OCCUR IF A STUDENT FAILS TO MEET THE 80% REQUIREMENT IN DIDACTIC COURSES REGARDLESS OF THE GRADE THEY ARE RECEIVING IN CLINICAL.

Completion of Clinical V

At the completion of Clinical V all students are required to participate in an exit assessment at the college. This is mandatory for all students. All completed paperwork for Clinical V must be submitted by this date. In progress grades cannot be issued for Clinical V and failure to submit completed paperwork will result in a failing grade for Clinical V and the student will not be considered a graduate.

The Clinical Grading Criteria for all Clinical Courses (I-V) is listed in the Appendix.

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General Option

GRADUATION REQUIREMENTS

- ❖ Successful completion of all MIG & SON courses with a grade of 80% or better.
- ❖ Successful completion of all general education courses with a grade of C or better.
- ❖ Completion of clinical competencies and associated pathology progressive competencies. See list on following page.
- ❖ Fulfilled clinical attendance requirement as outlined in the clinical syllabus and clinical schedule.
- ❖ Completion of exit assessment
- ❖ **Successfully completion Exam performance requirement**(*as recorded in exam logs*)
Students must participate in a total of **1050** exams. Of the **1050** exams, students must perform a minimum of **500** exams at a participation of **90%** rate to graduation. The breakdown of the exam categories are:

40% abdominal	200 exams
15% subspecialties	75 exams
20% gynecology	100 exams
25% obstetrics	125 exams
Cases performed at 90% participation	= 500 exams

Participation Definition

- **15%** Observation and or scanning after or with Clinical Instructor.
Example: Clinical Instructor illustrates proper technique to locate Gallbladder and student practices technique.
- **30%** scanning either before or after Clinical Instructor with specific scanning objectives / images to be obtained.
Example: Complete scan of a single organ in all planes
- **50%** able to complete 50% of an exam with moderate supervision.
- **90%** able to complete an exam with moderate supervision.

Moderate supervision can be defined as:

- 1) Clinical Instructor presently in the room during student scanning.
- 2) Clinical Instructor reviewing images prior to rescanning patient with student.

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Competency

Successful completion of the clinical component of the General Sonography Option requires the student to demonstrate **competency** and associated **pathology progressive competency** in the following areas. Please see clinical syllabi for further information regarding pathology progressive competencies as well as exam worksheets and procedure responsibilities. All of these competencies are in keeping with the protocols of our clinical sites. Please note that Abdominal and Subspecialties competencies are only valid when the evaluator has an RDMS(AB) credential. Likewise the Obstetrical and GYN require the signature of credential sonographer with RDMS(OB/GYN). The three optionals are available for extra credit but the evaluator must have the credential, i.e. RDMS (BR) for Breast, MSKS for Musculoskeletal, etc.

I. ABDOMINAL & SUBSPECIALTIES COMPETENCIES

- A: Liver/RUQ
- B: Biliary System
- C: Urinary Tract
- D: Abdominal Vascularity
- E: Adrenal Glands/ Retroperitoneum
- F: Spleen
- G: Pancreas
- H: Peritoneal cavity including potential spaces
- I: Gastrointestinal Tract
- J: Non-Cardiac Chest
- K: Neck/ Thyroid
- L: **Breast -optional**
- M: Scrotum
- N: Prostate
- O: Anterior Abdominal Wall
- P: Extremities
- Q: **Brain& Spinal Cord-optional**
- R: **Musculoskeletal-optional**
- S: Exam Preparation and Knobology

II. OBSTETRICS & GYNECOLOGY COMPETENCIES

- A: Exam Preparation and Knobology
- B: Transabdominal & Transvaginal pelvic
- C: OB 1st trimester
- D: OB 2nd trimester
- E: OB 3rd trimester

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Clinical Issues Management

Students are considered guests of the clinical sites and must respect the department rules and regulations. Failure to do so will result in dismissal from the clinical site and termination from the program. The BHCC Ultrasound Program is not obligated to find you clinical site for the student should the student be terminated from his/her clinical site due to non-compliance of Clinical affiliate's policy and procedures. It would behoove the student to become familiar with their clinical site's policies and procedures. This information is located in each department's policy and procedure manual. It is the student responsibility to review this information during the first week of clinical education.

It is imperative that patient care is made upon principles of safety.

Clinical Probation

A chronic performance problem is a pattern of behaviors that will interfere with the student's performance over time. When such a problem is identified the clinical instructor will do the following:

1. Document the behavior(s), including dates and times.
2. Share the above information with the student
3. Share the information with the clinical coordinator
4. The clinical coordinator will meet with the student to discuss his or her performance deficit. A corrective action plan with specified timeframes that must be met by the student will be generated. This action plan must be signed by the student and Clinical Coordinator. The student's performance will be reviewed at the time specified on the document, and a decision will be made about the student's status in the program.

Acute behavior is a behavior that jeopardizes a patient's safety and must be dealt with immediately. When such a problem is identified the clinical instructor will do the following:

1. Note the behavior, and have a second person available to validate behavior whenever possible.
2. Remove the student from the situation
 - State observed behavior
 - Explain that he/she is removing the student because of observed impairment.
3. Document the behavior and student reaction
4. Report the incident to the Clinical Coordinator (or Program Director)
5. Clinical Coordinator or Program Director (or both) will meet with the student, and the student will be placed on clinical probation. A second incident that jeopardizes a patient's safety will result in clinical failure and academic withdrawal from the General Sonography Program.
6. Incidents serious enough to terminate the student from their clinical site will automatically result in clinical failure and academic withdrawal of the student from the General Sonography Program.

Please see student conference forms in the Appendix of this document.

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Illness and Injury in the Clinical Area

BHCC requires that all students enrolled in the Ultrasound Program to be enrolled in a health insurance plan. In the event of an injury or needle stick in the clinical area, students will be referred either to Employee Health or the Emergency Room. Students shall be responsible for all associated costs.

In the event of a sudden illness in the clinical area, if the student requires emergency care the student will be referred to the Emergency Department. All associated costs will be the responsibility of the student.

Outside Employment

We do not discourage students from holding outside employment if they can maintain at least a B average. Employment in an ultrasound department is no way considered part of your clinical curriculum. Students are also not allowed to accept a sonographer position before their date of graduation from the program (exit interview).

Extra Hours

Some students will stay extra clinical hours at the clinical site to read. This time is not to be considered additional to the required hours and will not be used to shorten the length of the program.

Termination

Failure to abide by any of the stated regulations in this handbook, clinical syllabi, the college catalog or the BHCC student handbook will result in termination from the clinical site and the General Sonography Program. Students are not allowed to proceed in didactic education without a clinical site and vice versa. BHCC is not obligated to offer another clinical site.

If the student is terminated from a clinical site he or she is automatically terminated from the General Sonography Program.

Students performance in clinical is based upon clinical competencies. Failure to obtain a minimum grade of 80% is grounds for termination. In addition failure to obtain an 80% in any MIG/SON course regardless of a passing grade in clinical will result in termination from the program.

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Professional Appearance, Attitude and Conduct

As a student you will be working in the clinical setting with the general public and hospital medical personnel. The regulations below will aid you in gaining their confidence and are necessary for maintaining hygienic conditions. **Remember you are considered a guest at the clinical sites and must conform to their standards.**

Appearance

Students are required to wear their designated BHCC uniforms to the clinical site. Please remember that your clothes should be clean and neatly pressed (ironed). No clothing that will promote an unsafe environment to the student or the patient is allowed (i.e. loose or unsecured items, loose scarves, dangling jewelry, sandals, open toe shoes or sneakers).

Hair

Hair must be professional in appearance *as per the clinical site requirements*. *Hair must never fall onto a patient or into an area of concern or be of questionable cleanliness.*

Nails

Must be kept clean, neat and trimmed. Nail polish if worn should be clear. *Please note that clinical sites have strict regulations regarding fingernails. Please adhere to the policy set forth by each clinical education facility.*

Jewelry

Must be kept to a minimum. The only exceptions are a watch, wedding bands or engagement rings and plain post earrings.

Facial Cosmetics

A natural appearance is desirable in the clinical setting, where you will be working with patients and healthcare professionals. Cosmetics should be kept to a minimum.

Body Hygiene

Personal hygiene is **extremely important** since you will be working with patients who may be affected by heavy odors. Body odor cannot be camouflaged by the use of heavy perfume or cologne. Bathing or showering on a daily basis is a must. When performing ultrasound exams you are in close proximity to patients and other health care providers. Good oral hygiene is a must. Many hospitals have a no-fragrance policy that students must adhere to.

Smoking

Students who smoke must adhere to the smoking policy at the respective clinical education facility. Smoking in patient areas is prohibited.

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Attitude

A positive and caring attitude towards both the field, and more particularly the patient, is extremely important. This includes empathy towards the patients, respect for coworkers and superiors, an industrious nature etc.

Professional Conduct

You are training to become an allied health professional and are expected to conduct yourself appropriately. Please see the **Code of Ethics for Sonographers** in the appendix of this document. Students are expected to act ethically and conform to the standards set by the clinical education center at which they are affiliated.

Information concerning patients received directly or indirectly is never to be divulged to anyone but authorized personnel. Patient confidentiality must be adhered to at all times. HIPPA standards must be practiced at all times. Please refer to the clinical education centers policy and procedures regarding HIPPA. **Students are to conduct themselves both on and off duty in a manner, which will not discredit the hospital, the college, the profession of ultrasound, or themselves.**

Use of cell phones, smart devices, pagers, beepers, or any type of recording device in a clinical setting is strictly prohibited. It is recommended that the students select another individual to make important life or family decisions that may typically require cell phone usage while student is at clinical. If this is not possible then the student can provide the phone number at their clinical site as their contact number during the day/time of their clinical rotation.

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Clinical Education Affiliation Records

During clinical internship, evaluations of progress are essential. The following pages outline the requirements for competency examinations to be performed under the supervision of a registered sonographer, physician, BHCC Program Director or BHCC Clinical Coordinator. These competencies should be completed at the clinical site.

Procedure for completing clinical documentation is outlined within these pages.

In order to meet accreditation requirements and to ensure that each student receives experience in a variety of clinical procedures it is imperative that each student submits accurate records of clinical experience. In completing these records, the student must conform to the BHCC Ultrasound Program standards, both in terms of accuracy and submission of forms when due. Failure to do so will result in a warning from the Program Director and possible dismissal from the program. Meticulous record keeping is an integral part of being a proficient health care provider. **Forgery of any part of the clinical records will automatically result in termination from the program.**

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Technical Standards

Listed below are the standards determined to be critical elements for successful completion of the clinical requirements:

Observation

Observe the patient and environment activity through:

- Peripheral vision
- Depth perception, to judge distance

Communication Skills

Have the ability to speak, hear and observe patients to:

- Effectively question a patient and be able to describe changes in activity, mood and posture of the patient.
- Understand and respond to verbal and non verbal communication

Motor and Function Abilities

In order to safely handle patients, students must demonstrate gross and fine muscular movements, equilibrium, strength and functional use of the senses of touch and vision to:

- Walk and stand most of the clinical time (8 hours)
- Transport heavy ultrasound equipment to various locations
- Demonstrate manual dexterity in handling ultrasound equipment, i.e flexing and rotating head, neck and shoulders. Lifting above the head and palpating patient anatomy. Holding the transducer for extended periods of time.
- Be able to lift paralyzed, comatose or otherwise incapacitated patients from wheelchairs and beds to the exam table and vice versa
- Be able to determine differences in gradual changes in blacks, grays and whites and color changes (when applicable) for the purpose of judging exam technical quality.
- Be able to hear faint sounds made by the patient during an examination and the sound of the Doppler examination (when applicable), both high and low frequency to ensure patient safety.

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Cognitive/Effective Skills Requirements

Adaptation to changing environment, such as:

- Varied tasks
- Emergency situations

Environmental Requirements

As students perform the tasks associated with clinical education, they must be safety conscious in the performance of their duties so that they are not unnecessarily exposed to environmental risks. In the performance of ultrasound procedures students must be able to work in small spaces. When performing ultrasounds on patients with infectious diseases goggles, gloves and masks must be worn.

Students applying for the ultrasound program at BHCC should understand and be familiar with these technical standards, as they are also included in many job descriptions for sonographers.

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Infectious Disease Control Policies

Please see Health Clearance in Section 1 of this handbook.

In order to prevent patients from receiving secondary infection, students with an infectious disease other than the common cold may not report to their clinical site. Students should inform their clinical supervisor and the Program Director immediately.

Clinical instructors do have the right and responsibility to dismiss a student from the clinical site if they believe they are ill. Students may come to the college to be examined by the nurse or seek their own health care. The student is responsible for all associated costs of care.

Emergency Medical Services

The clinical site will provide emergency medical services if needed, but students are responsible for payment for all services rendered.

Policy Regarding Direct versus Indirect Supervision

Ultrasound students must have supervision at all times while participating in their Clinical Practicum.

Direct Supervision is defined as continuous supervision provided by a qualified sonographer/physician at each selected clinical site. The student is supervised continuously whenever in the presence of a patient or observation of a procedure. Until a student demonstrates competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of a qualified sonographer or physician.

The Parameters of Direct Supervision are:

- A qualified sonographer or physician reviews the request for examination in relation to the student's achievement.
- A qualified sonographer/physician evaluates the condition of the patient in relation to the student's knowledge.
- A qualified sonographer/physician is overseeing the conduct of the examination.

In support of professional responsibility for provision of quality patient care and protection the amount of time a student is allowed to scan any one patient shall be monitored.

Indirect Supervision is defined as that supervision provided by a qualified sonographer/physician immediately able to assist students regardless of the level of achievement. Immediately available is interpreted as the presence of a qualified sonographer or physician adjacent to the room or location where the procedure is being performed. This availability applies to all areas where the machine is present. Portable and operating room ultrasound procedures require that a student be provided with direct supervision for any examinations being performed regardless of the student's level of achievement.

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Criteria for Completion of the General Sonography Program

In order to graduate from the Medical Imaging Program (General Sonography Option) at Bunker Hill Community College, the student must apply for graduation through the Registrar's Office in the spring immediately preceding completion of the program. All SON & MIG courses must be passed with a grade of at least 80%, and the minimum grade for any required general education course is a "C". An exit assessment is considered as part of Clinical V. Students must participate in this assessment in order to graduate. The scheduling of the exit assessment will be done by the program director at the end of Clinical V.

General Education Classes that must be completed:

BIO 204 Anatomy and Physiology II
ENG 112 College Writing II
CIT 110 Application Concepts
SOC 101 Principles of Sociology

General Ultrasound Concentration Courses:

Fall 1:

MIG 109 Patient Care in Medical Imaging
MIG 101 Introduction to Ultrasound
MIG 105 Ultrasound Instrumentation I
SON 113 Cross Sectional Anatomy

Spring 1:

SON 115 Abdominal Ultrasound
SON 117 Ultrasound Scanning Protocols and Pathology
SON 119 Sonographic Subspecialties and Neurosonography
SON 121 General Sonography Clinical I

Summer 1:

MIG 205 Vascular Ultrasound
SON 123 General Sonography Clinical II

Fall 2:

SON 219 Obstetrical/Gynecological Sonography
SON 213 Diagnostic Instrumentation for the General Sonographer
SON 215 Advanced General Sonography Seminar I
SON 223 General Sonography Clinical III

Spring 2:

SON 221 Obstetrics/Gynecological Sonography II
SON 217 Advanced General Sonography Seminar II
SON 225 General Sonography Clinical IV

Summer 2:

SON 227 General Sonography Clinical V

Please see each clinical syllabi for specific criteria for each clinical.

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APPENDIX

Code of Ethics for the Profession of Diagnostic Medical Sonography

Approved by SDMS Board of Directors, December 6, 2006

PREAMBLE

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

OBJECTIVES

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

PRINCIPLES

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

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

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

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA); <http://www.noca.org/ncca/ncca.htm> or the International Organization for Standardization (ISO); <http://www.iso.org/iso/en/ISOOnline.frontpage>.
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and 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.

Bunker Hill Community College
Diagnostic Medical Sonography Program
General Sonography Option

BHCC Grading Criteria

94-100	A
90-93	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
70-76	C
60-69	D
50-59	F

Bunker Hill Community College
Diagnostic Medical Sonography Program
General Sonography Option

Employment Policy Form

Student copy

Students who seek or take employment as a sonographer at an institution other than their clinical site prior to completing all Clinical Rotations and courses will not be allowed to complete the program and therefore will be ineligible to sit for the ARDMS registry exam. See ARDMS Guidelines and prerequisites. In addition, students are not to be paid for any of their clinical training / hours.

I _____ have read the above and understand that by a taking a job prior to finishing my clinical education I will not complete the requirements of the program and will be ineligible to receive a diploma. I also understand that I can not accept payment for any of my clinical hours.

Student Signature

Date

Bunker Hill Community College
Diagnostic Medical Sonography Program
General Sonography Option

Permission to Attend Conference/Seminar

Date _____

Student Name _____

Title of Meeting/Conference/Meeting:

To be held on: _____

Location: _____

Permission from Clinical Instructor _____

Permission from Program Director _____

- **Note: Student must provide his or her own transportation and expenses. The student must meet the criteria described in the clinical handbook and must follow the application process described therein.**

Bunker Hill Community College
Diagnostic Medical Sonography Program
General Sonography Option

Request for Time Off

Please fill out this form when requesting time off. Please have the form signed by the Clinical Instructor or their designee. Please photo copy this form if you are only requesting one day off so that you will have additional forms if needed.

Student Name _____

Clinical Site _____

Date(s) of requested time off.

Approved _____ **Not Approved** _____

Clinical Instructor Signature **Date**

Clinical Coordinator or Program Official Signature **Date**

**Bunker Hill Community College
Diagnostic Medical Sonography Program
General Sonography Option**

Conference/Advising Record

Student Name _____ **Date** _____

Clinical Site (if applicable) _____

Purpose of Conference/Advising Session

- Regular Incident Report Oth _____
 Scheduled Clinical Site

Comment: _____

**Corrective Action
Required:** _____

Anticipated Action if Correction does not occur:

Student Comments: _____

Signature of Evaluator **Date**

Signature of Student **Date**

Bunker Hill Community College
Diagnostic Medical Sonography Program
General Sonography Option

Declaration of Pregnancy Form

I, _____ declare that I am pregnant. My estimated date of delivery is _____. I met with the College Health Nurse who discussed my options. I also discussed the departments pregnancy policy with the Program Director. I understand what was explained and have decided to:

_____ Continue in the General Sonography Program, including clinical education adhering to the program's policies for pregnant students.

_____ Take a pregnancy leave of absence and will follow protocols for makeup time and clinical competency requirements.

_____ Withdraw from the General Sonography Program and adhere to policies for readmission in the future.

Comments:

Student Signature _____

Print Name _____

Date _____

Program Director Signature _____

**Bunker Hill Community College
Diagnostic Medical Sonography Program
General Sonography Option**

Clinical Orientation Form-page 1

To be completed by the student and the clinical instructor/designee at the clinical site.

Student Name _____

Clinical Site _____

Orientation- First day of clinical if possible _____ **date**

Chain of Command in the Department: Please List two contact persons

1. _____

Name

Tel. #

2. _____

Name

Tel #

Please indicate by check mark that the student has been instructed on the following criteria.

Criteria	Completed
1. Patient Scheduling	
2. Patient paperwork and processing (Log book etc)	
3. Exam reporting procedure and process	
4. Patient Confidentiality	
5. Procedure for Inpatients	
6. Procedure for outpatients	
7. Preparation of room and equipment	
8. Protocol for each exam	
9. Care of equipment before and after an exam	

Bunker Hill Community College
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Clinical Orientation Form-page 2

Please discuss the following criteria with the sonography student.

Criteria	Completed
1. Please explain the expectations of the student and daily responsibilities	
2. Review the role of the student with regard to interaction with staff, physicians, patients and other ancillary medical staff	
3. Please discuss the process for releasing patient information	
4. Discuss the role of professionalism and how it relates to the function of the student	
5. Discuss the overall behavior of the student at the clinical site	
6. Review the procedure for quality control	
7. Discuss the protocol for care and service of the equipment	
8. Discuss the procedure of Department cleanliness and Infectious control	
9. Explain the computer system and process for ordering and completing exams	
10. Discuss Dress Code	

BHCC Student Signature

Date

Clinical Instructor Signature or Designee

Date

Bunker Hill Community College
The Nurse Education and Medical Imaging Division
Clinical Placement Requirements

The Nurse Education, Medical Imaging and/or Respiratory Therapy Program at Bunker Hill Community College may be asked for certain student information by the clinical sites as part of arranging clinical placements. While certain student information such as name, program, dates of attendance, enrollment status, Deans and Merit list, degrees, dates of graduation and most recent educational institution attended is known as “directory information” and does not require your consent prior to release, some of the information requested by the clinical sites may be considered “student record information” which generally may not be released without your consent. Accordingly, in order for the College to provide student record information required by clinical sites, the College requires your written authorization below.

I hereby authorize release of the following student record information to clinical sites where necessary for my clinical placement: social security number and date of birth.

Student Name (*Please Print*)

Date

Student Signature



**Diagnostic
Sonography**

imagine the possibilities
Student Consent Release Form

**Medical
Program**

The BHCC Sonography programs offer energized scanning labs to support student success in preparation from clinical experience. Student scanning labs are integrated with didactic classes throughout the program to allow for skill demonstration and reinforcement through a actual scanning practice. All students will be required to participate in scanning lab exercises and may elect to volunteer as a patient. Non-participation by a student in the patient role will not adversely affect their grade or evaluation. The program will provide live volunteers to be scanned in the absence of student volunteers.

I agree to be a volunteer scan model at Bunker Hill Community College for the Diagnostic Medical Sonography Program. I am over 18 years of age and hereby acknowledge and agree to participate in an ultrasound scanning lab where my body parts will be scanned by ultrasound by fellow students.

I hereby certify that I am in proper condition and medically and physically able to participate in the clinical training. I understand that I will not be provided with a clinical diagnosis by any member of the BHCC staff. I understand that there is the possibility that the ARDMS credentialed supervising sonographer may incidentally discover potential areas of diagnostic concern during the learning opportunity. The supervising sonographer, may, but is not required to disclose what they discovered, but are under no obligation to provide medical treatment recommendations. I also understand that BHCC will not be responsible with any further follow up with me or my physician. I agree to be personally responsible for following up with my physician for all medical care.

I am well aware through didactic training of the possible complications, attendant discomfort and the risk that may arise from this procedure. I also acknowledge that the students perform the procedure and are presently learning. I understand that all supervision may be direct or indirect.

I hereby release and discharge and agree to hold harmless and defend, BHCC, its officers, directors, employees, and affiliates from against any and all injuries, claims, damages, liabilities, costs, expenses whatsoever, including reasonable attorney fees, which I, or any on my behalf may claim to have arisen or occurred in connection with my participation in clinical practices.

This release shall be binding upon me and anyone who success my rights and responsibilities, such as my heirs, personal representatives or executor of my estate.

I agree to participate in scanning labs as a patient volunteer and agree to the terms outlined above.

Volunteer Signature

Date

Instructor Signature

Date

I choose to opt out of playing the role of patient during live scanning labs and understand that this will not have an adverse effect on my grade.

Student Signature

Instructor Signature

Date

Errata, p.27, *Non-Cardiac chest is a required competency*

Bunker Hill Community College
Diagnostic Medical Sonography Program
General Sonography Option

Competency

Successful completion of the clinical component of the General Sonography Option requires the student to demonstrate **competency** and associated **pathology progressive competency** in the following areas. Please see clinical syllabi for further information regarding pathology progressive competencies as well as exam worksheets and procedure responsibilities. All of these competencies are in keeping with the protocols of our clinical sites. The three optionals demonstrated should represent the exam population of the student clinical site. The student may choose to demonstrate others that do not make up the study pool at their site for extra credit.

I. ABDOMINAL COMPETENCIES & SUBSPECIALTIES

- A: Liver/RUQ
- B: Biliary System
- C: Urinary Tract
- D: Abdominal Vascularity
- E: Adrenal Glands/ Retroperitoneum
- F: Spleen
- G: Pancreas
- H: Peritoneal cavity including potential spaces
- I: Gastrointestinal Tract-Optional
- J: Non-Cardiac Chest
- K: Neck/ Thyroid
- L: Breast – Optional
- M: Scrotum
- N: Prostate- Optional
- O: Anterior Abdominal Wall
- P: Extremities-Optional
- Q: Brain& Spinal Cord- Optional
- R: Musculoskeletal-Optional
- S: Exam Preparation and Knobology

II. OBSTETRICS & GYNECOLOGY COMPETENCIES

- A: Exam Preparation and Knobology
- B: Transabdominal & Transvaginal pelvic
- C: OB 1st trimester
- D: OB 2nd trimester
- E: OB 3rd trimester

