

# **Sonography Student Handbook**

**Diagnostic Medical Sonography  
Vascular Technology  
Cardiac Sonography**



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## 1 CLASSROOM, LAB, CLINIC ATTENDANCE AND CLINIC DEMEANOR

### **Classroom\***

Students are expected to arrive on time for class and to stay until the class is over. Students arriving late for class will be considered absent for the entire class period and will be reflected in the class attendance grade.

It is in the student's best interest to make every effort to avoid lateness and absence, since both are deducted from the final grade average (refer to course syllabus for attendance percentage of final average grade). Academic success and employment potential is negatively impacted by a lack of a reliable attendance history.

Students enrolled in credit-bearing courses at Lackawanna College will fail any course(s) in which they accumulate absences beyond the maximum number allowed. This pertains to online classes as well. Attendance is tracked by instructors, so be sure to log on and adhere to the following scale:

Classroom breaks are scheduled in accordance with state and/or accrediting body regulations. Please refer to instructor policies contained within the instructor's course syllabus.

# of Times Class Meets	Maximum # of Absences Allowed
3 times a week	6
2 times a week	4
1 time a week	2
Developmental Classes DEV 010, DEV 020, DEV 030	3
300 and 400 level classes	Instructor: please enter here.

After week 10, students will no longer be dropped from courses for lack of attendance and will instead receive the course grade earned, assuming zeros on all missed assignments, projects, tests, quizzes, participation, etc.

### **Scanning Lab\***

Students must attend 100% of lab hours in order to graduate. Failure to complete lab hours will result in a grade of zero for scan lab attendance.

The "on campus" clinical laboratory scanning rationale is as follows:

**Purpose:** To provide the student with the opportunity of demonstrating the mastery of theory and practice of essential clinical skills under simulated conditions prior to assuming actual clinical responsibilities.

**Procedure:** Laboratory exercises in sonographic positioning skills, equipment technique and transducer manipulation. Also includes, terminology, anatomy, physical parameters of machine settings, probable pathologic findings, performance of scanning protocols, and patient care issues relevant to the study being performed.

Students are allowed and encouraged to scan each other during organized/ scheduled lab practice sessions. Use of the laboratory equipment may occur only while a qualified instructor is actually present in the building and aware of the practice session. Students who are uncomfortable with having another student perform practice scanning should contact the program director to discuss possible alternatives. Alternate possibilities may include scanning members of the college community, other students, friends or family members. All scanning volunteers are required to sign the scanning waiver found in the college sonography lab. Students are not required to be a scanning model at any time during the Program. Students that are uncomfortable with being scanned will not be penalized for refusing, nor will it be reflected in their sonography course grades.

During campus laboratory scanning, Lackawanna College is not responsible for reporting or diagnosing any unusual or pathological findings as a result of this practicum.

### **Clinical Rotation\***

Students must attend 100% of scheduled clinical externship hours\*\* in order to successfully complete the semester. Failure to complete 100% of scheduled clinic hours will result in the student receiving a grade of zero (0%) for attendance. Banked hours may not be used for scheduled days off.

Any Clinic I Clinic II or Clinic III who should accumulate more than 2 unexcused\*\*\* scheduled clinical day absences will receive an automatic grade of zero (0%) for attendance.

\*The Professional Disciplinary Policy will be exercised for violating classroom decorum and/or for demonstrating disruptive behavior during lecture, clinic or lab.

\*\*If a student is denied permission to attend and/or is dismissed from a clinical site due to a student infraction, the student will be dismissed from the program.

\*\*\*all absences are considered unexcused with the exception of school sporting event participation (member of the team) and pre-approved snow days.

### **Clinical Meetings**

Mandatory Clinical Meetings\* will occur on the following days (time TBA):

DMS ----- Second Monday in August & Third Monday in January

Vascular & Cardiac -----Second Tuesday in August & Third Tuesday in January

\*Additional meetings will be held at the discretion of the Clinical Coordinator throughout the semester. Refer to clinic syllabus for days and time.

## 2. DRESS CODE

All students must be in compliance with the dress code during any educational activity **on campus or off campus**. This includes scheduled classroom, laboratory or case study activities. It also includes any tutoring sessions, refresher courses, auditing of classes, practice time in the imaging laboratory on any day of the week including weekends.

- All uniforms must be purchased from Med Plus Uniforms and Scrubs which is the designated uniform store. Med Plus has with 2 locations:
  - 233 Scranton Carbondale Hwy/Fashion Mall  
Scranton, PA 18508
  - Or
  - 695 Kidder St #18  
Wilkes Barre, PA 18702
- Program Color\* designated scrub top and bottom.
  - DMS- Ceil Blue uniform
  - Vascular Technology- Navy Blue Uniform
  - Cardiac- Teal
- A white or gray shirt with no print tucked into the pants may be worn under the scrub top.
- White lab coat with Lackawanna College insignia.
- Student name tag (provided by Lackawanna College)
- Black or White leather sneakers, white or black medical shoes with **closed toes**.
- Hair- short shoulder length or tied back with a conservative band
- Nails- short (1/4 inch) with clear or no polish
- Jewelry:
  - watch
  - wedding band or other single band
  - one single strand short necklace
  - one pair of earrings, either stud or tiny hoop
- **NO facial jewelry of any kind permitted in class, lab or clinic**
- **Tattoos\*\* must be covered at all times in class, lab or clinic.**

\* Some clinical sites require a specific dress code unique to that particular site. Any student assigned to that clinical site, will be given the alternate dress code and will be required to adhere to that dress code while attending their clinical rotation at that location. All students are expected to adhere to any additional standards which a Clinical Site may require. Any violation of the dress code will be addressed by the student Professional Disciplinary Policy. **(see Section 3F)**

\*\*Visual tattoos may be offensive to the patient or clinical site and may be a deterrent to obtaining clinical sites and/or employment. Students will be required to cover any visual tattoo(s). In the event the tattoo cannot be hidden, students will need permission from the clinical site to attend the clinical rotation. (please see attendance policy)

### 3 A. STUDENT HEALTH POLICY

Students who are accepted into the program must provide evidence of good health prior to entering the program.

School authorities will call an ambulance service for any medical emergency involving a student at Lackawanna College

In the event that a student becomes injured while in the clinical setting, the Emergency Department will provide treatment. The student is responsible for any costs incurred that are not covered by insurance.

If the site does not have an Emergency Department on premise either 911 will be called or the students emergency contact. All injuries must be reported to the clinical coordinator and /or program director immediately.

Clinical education centers do require additional medical information and/or inoculations, drug screens, and background checks for the student to begin their clinical program. The student is responsible for any cost associated with these additional requirements. If a student fails to meet the requirements at a clinical education center, the student will meet with the Program Director and Dean of Allied Health Program to assess further action.

If the student, instructor, or physician suspects a disease of a contagious nature, the student will be expected to refrain from attending clinical assignments and should seek prompt medical attention and follow-up care. The student may return to clinical with a written clearance from the student's physician.

Students are expected to apply principles of Universal Precautions when working at the clinical site.

### 3 B. PREGNANCY POLICY

The Sonography Program has rules designed to protect students in the Program who are or who become pregnant.

A student must cease clinical rotation if pregnancy is determined until the student is able to obtain an updated physical form from her physician stating that she is physically capable of performing all of the **Technical Standards and Essential Functions** (pg. 44) as required by the sonography program. The updated physical form must be delivered to the Program Director within 2 weeks. Upon receipt of the updated physical the student's clinical education can resume. A pregnant student may continue didactic courses in accordance with the college policies.

Pregnant students may withdraw from the program and reenter at a later date by following the policies for withdrawal and re-entry outlined in Lackawanna College Catalog. Please refer to Section (4C). Failure to inform the Program Director of pregnancy as soon as possible may result in the student's inability to progress and may require remediation.

### 3 C. OUTSIDE WORK POLICY

The Sonography Programs are academically rigorous programs that require a significant commitment of your time. While we recognize that students have financial obligations and may need to work while they are in school, **outside work obligations may not be used as an excuse from completing requirements of the program.**

### 3 D. STUDENT CONDUCT

Lackawanna College expects students to conduct themselves at all times in a professional manner. The forms of misconduct below are considered to be in conflict with the educational objectives of the campus. Students who engage in such misconduct are subject to up to three class days' suspension or termination from the program at the sole discretion of Lackawanna College.

- Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to Lackawanna College, forgery, alteration or use of institution documents or identification with intent to defraud. **(see Code of Conduct)**
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, clinical practice or other school activities. **(see Section 3F)**
- Physical or verbal abuse of any person on School premises or at functions sponsored or supervised by Lackawanna College. **(see Section 3F)**
- Any harassment based on sex, race, religion or national origin. **(see Section 3F)**
- Theft or damage to Lackawanna College premises or damage to the property of a member of Lackawanna College community on Lackawanna College premises. Students will be charged for the repair or replacement of any equipment lost or damaged through negligence or willful mischief. This includes damage to any part of the building or its immediate surroundings. . **(see Code of Conduct)**
- Possession of guns or knives or other weapons on Lackawanna College or clinical externship site premises. **(see Code of Conduct)**
- Failure to comply with directions of institutional officials acting in the performance of their duties. **(see Section 3F)**
- Violation of the law on School premises or at clinical externship sites, in a way that affects Lackawanna College community's pursuit of its proper educational objectives. This includes, but is not limited to, use of alcoholic beverages and/or controlled or dangerous substances. . **(see Code of Conduct)**
- Any behavior which would not be considered generally acceptable by an employer of one of his/her employees. **(see Section 3F)**
- Violation of employee conduct and clinical externship policies at the externship site. **(see Code of Conduct)**
- Any other behavior which Lackawanna College, at its sole discretion, determines to be inconsistent with the intent of this section or the interest of Lackawanna College or its other students. **(see Code of Conduct)**



### 3E Social Media Policy\*

Online communication through social media and networking is a recognized form of daily communication. Lackawanna College Allied Health Division students should be concerned with any type of behavior that might reflect poorly on themselves, their families, their Allied Health Program and Lackawanna College. Lackawanna College's Allied Health Programs have expectations for responsible, professional and ethical behavior with this type of social media interaction or expression.

- The following guidelines are intended to more clearly define Program expectations for student behavior related to social media. Of utmost concern is protecting the privacy and confidentiality of patients, fellow students, faculty/staff, clinical educators and Lackawanna College affiliated facilities.
- For the purpose of this policy, the following areas of “social media” are included but not limited to:
  - Social networking sites such as Facebook or Myspace
  - Video and photo sharing websites such as YouTube or Snapchat
  - Microblogging sites such as Twitter
  - Weblogs and online forums or discussion boards
  - Other websites or online software that allow individuals to post content on the Internet
- **Guidelines for safe and effective use of Social Media:**
  - Students should understand that there is no privacy when engaging in social network sites.
  - Due to the fact that potential employers are now visiting these sites, students need to realize that inappropriate conduct on social media sites could cost the student's job opportunities.
  - Allied Health Programs help to mold Professionals. A professional student needs to understand that there is diversity in the workplace and obviously offensive and derogatory and insulting comments should be avoided.
  - Friend Requests by Allied Health students with clinical instructors and other staff of facilities at their assigned facility Is forbidden.
  - A violations of the Privacy of patient, instructor, clinical affiliate, college faculty/staff member or classmate is very serious. Violations of both HIPAA and FERPA may result in failure of a clinical course which can lead to student dismissal and potential legal liability.
  - Posting of pictures, audio or video of patients, clinical faculty/staff, college faculty/staff or classmates is prohibited unless written permission is given.
  - Students should use discretion when utilizing or updating their social medial. This should not be done during classroom or clinical time.

**\*Violations of the Lackawanna College Allied Health Division Social Medial Policy are considered to be in violation of our Allied Health Division Code of Conduct**

Print Name \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### **3F PROFESSIONAL DISCIPLINARY POLICY**

**Step 1. Verbal Warning**—The student will receive a verbal warning from the instructor identifying the undesirable behavior. Verbal warnings will then be recorded electronically with the College Administrative System. The student will receive an email instructing the student to contact the issuing instructor immediately regarding the warning and that failure of the student to contact the issuing instructor may result in the escalation of the consequences of the warning. In addition, the Dean of Students will also receive a copy of the email however, the student is not required to meet with the Dean of Students at this time.

**Step 2. Written Warning**---The student will receive a written warning from the instructor which will include a reference to the previous verbal warning. The Dean of Students will also receive a copy of this warning. The student will be notified that they must schedule a meeting with the Dean of Students prior to returning to the classroom. The student will receive a letter signed by the Dean of Students or the Associate Dean of students to be returned to the instructor. The letter will verify that they did meet with the Dean of Students and have an action plan.

**Step 3. Request for Dismissal**—The instructor provides a written request for the student's dismissal to the Academic Dean, with a copy of the request to be sent to the Dean of Students. The student will be notified that they must contact the Dean of Students to schedule a mandatory meeting. The student will receive a response from the Dean of Students within three (3) business days.

### **4A. Grade Policy**

All Sonography students must maintain a minimum of an 82 B- in all sonography courses and maintain a minimum of a 3.0 GPA. "B- "on the below scale is a range between 80-82. However, **please note that all Sonography students must receive an 82 B- or above.**

In the interest of fostering improved academic achievement, Pre-Semester students who are experiencing difficulty with maintaining the 82 B- or better during the semester will be given an academic warning and will be required to meet with their advisor to determine the student's area of weakness. Sonography Program students who are experiencing difficulty with maintaining the 82 B- or better during the semester will be given an academic warning and will be required to meet with the Program Director to determine the student's area of weakness.

<b>Letter Grade</b>	<b>Numeric Range</b>	<b>Quality Points</b>
A	96 – 100	4.0
A-	90 – 95	3.67
B+	87 – 89	3.33
B	83 – 86	3.0
B-	80 – 82	2.67
C+	77 – 79	2.33

C	73 – 76	2.0
C-	70 – 72	1.67
D+	67 – 69	1.33
D	60 – 66	1.0
F	0 – 59	0

(Refer to Lackawanna College Student Handbook)

Student will have the option of attending tutoring and group studies to help improve their academic performance.

Student Success and Tutoring Coordinator,

Angeli Hall

Student Success Center 105H

[tutoring@lackawanna.edu](mailto:tutoring@lackawanna.edu)

570-961-7885

**4B. Students who do not meet the required 82 B- in any/all Sonography courses and/or do not meet the required 3.0 GPA:**

- Any Cardiac, Vascular or Diagnostic Medical Sonography student that fails a required ultrasound course by obtaining less than a 'B'-82 or does not maintain a 3.0 GPA grade will be notified by mail to change their next semester schedule and major through Academic Affairs.
- Students that do not meet the requirements will not be given an opportunity to re-apply to the Program. This decision was based on statistics of prior students. The majority of past students that were given an opportunity to repeat a course(s) did not gain employment in the field of Sonography after graduation. Furthermore, the majority failed to register for the national examination or did not successfully pass the registry examination.
- All Sonography course schedules, sequences and outlines are subject to change at the discretion of the Program Director to best meet the needs of the program. Adequate notice will be provided to all students accordingly.
- Any student who has a grievance regarding a sonography class, will be directed to make an immediate appointment with the specific course instructor to attempt to resolve the grievance. In the event the student does not find resolution they are then directed to report the issue to the Assistant Program Director who will discuss the issue with the Program Director. The Program Director, after careful consideration will issue a final resolution to the student.

**4C. RE-ADMISSION WITH AUDITING OF SONOGRAPHY COURSE WORK**

- In the event a student is afforded the opportunity to repeat a course(s) i.e. due to medical leave of absence, the student will be required to audit Sonography courses that were previously passed. Since courses are only offered once a year, it is in the student's best interest to maintain both academic and technical skills through auditing of course work and mandatory lab hours during the waiting time.

1. A ***second semester*** student will be required to maintain lab hours while waiting for second semester course(s) to resume. A minimum number of lab hours will be assigned. Once the second semester courses resume, the student will be required to repeat all incomplete courses.
  2. A ***third semester*** student will be required to audit all second semester Sonography courses. A third semester student will be required to maintain lab hours while waiting for the third semester course(s) to resume. A minimum number of lab hours will be assigned. Once the third semester courses resume, the student will be required to repeat all incomplete courses.
  3. A ***fourth semester*** student will need to audit all second and third semester Sonography coursework in addition to summer lab hours. Once the fourth semester courses resume, the student will be required to repeat all incomplete courses.
  4. A ***fifth semester*** student will need to audit all second, third and fourth semester Sonography coursework in addition to maintaining lab hours, prior to admission into Clinical III.
- The student must actively participate in all auditing courses and adherence to the attendance policy is mandatory. Students will be required to fully participate and follow the course outline of the auditing courses along with taking exams, quizzes, and maintaining the required lab hours. Students must maintain an 82 B- in the auditing courses. If the student does not meet the required 82B- in an auditing course, they will be dismissed from the Sonography Program and will not be considered for re-application.

#### **4 D. APPLICATION TO ANOTHER PROGRAM**

Sonography students may apply to pursue an additional modality after successful graduation of their original major. The Sonography graduate must be credentialed by an accrediting body prior to admission to the newly selected program. In addition, acceptance into the next program is based on clinical availability and the student's GPA.

#### **4 E. SUMMER LAB HOURS**

Students enrolled in any Sonography program must complete additional lab hours during the summer break to maintain the technical skills from prior semester(s). A minimum number of lab hours will be assigned as following:

Vascular -----60 hours (to be completed by the August 21, 2020.)

DMS ----- 60 hours (in the proportion listed below)

- 20 hours of Vascular dedicated scanning (to be completed by end of Summer I semester)
- 40 hours of DMS dedicated scanning. (to be completed by the August 21, 2020.)

Cardiac ----- 60 hours (in the proportion listed below)

- 20 hours of Vascular dedicated scanning (to be completed by end of Summer I semester)
- 40 hours of Cardiac dedicated scanning. (to be completed by the August 21, 2020.)

Lab hours are tracked bi-monthly by Sonography Faculty and are reported to the Program Director. Mid-session a review of the hours will be performed, if it appears the student is in jeopardy of not meeting the requirements, the student will meet with the Program Director to make a schedule to complete the hours. If a student does not meet the required lab hours the student will be dismissed from the Sonography Program and will not be eligible to reapply to the Program. (see Code of Conduct page 65)

#### **4 F. Sonography Mock Registries**

Students are required to pass mock registry examinations that will count for 20% of the student's Clinical III grade. The student has a **maximum of two** attempts to pass each examination. The **FIRST** attempt will be as per the following guide:

- Students enrolled in the Diagnostic Medical Sonography, must take two specialty mock registry exams. The first specialty mock exam will be {OB/GYN}. The first attempt\* must be completed by September 1<sup>st</sup>. The second specialty mock exam will be {Abdominal}. The first attempt\* must be completed by November 1<sup>st</sup>.
- Students enrolled in the Vascular Technology and Cardiac Sonography Programs, will be required to take a mock registry exam in their specialty. The first attempt\* must be completed by the Friday prior to the first day of the Spring Break.

\*In the event that a **SECOND** attempt is necessary it will be scheduled at the discretion of the Program Director. If the student does not successfully pass their specialty mock registry exams by their second attempt, the student will receive a zero (0%) for their Mock Registry grade. (see 4A. Grade Policy)

**Registry review materials are available in the Sonography Office.**

#### **4 G. Physics Registry**

- All Sonography Students are required to challenge a physics registry examination through a recognized accrediting organization such as the American Registry Diagnostic Medical of Sonography (ARDMS). As of May 2018 the ARDMS registry fee is

\$225.00. Students will be directed on how to apply and schedule the exam by the Program Director.

- DMS Students will need to apply for the examination after successful completion of Physics II. Students will need to schedule the examination **no later than June 1<sup>st</sup>**. As prerequisite for Clinic III students will need to sit the examination **no later than June 30<sup>th</sup>**.
- Vascular and Cardiac Sonography students will need to apply for the examination after successful completion of their Physics II. Students will need to schedule the examination **no later than January 1<sup>st</sup>**. As prerequisite for Clinic III students will need to sit for the examination prior to the **first day of the spring semester**.

#### **4 H. ARDMS Registry**

Students who are in good standing, have successfully completed the Mock Registry and have a satisfactory attendance record, will be afforded the opportunity to register for the American Registry for Diagnostic Medical Sonography (ARDMS) Specialty exam 60 days prior to their graduation. ARDMS will then provide information regarding the scheduling of the exam.

- Students in the DMS program will be eligible mid-October\*
- Students in the Cardiac or Vascular program will be eligible mid-March\*
- As of May 2018 the ARDMS\*\* registry fee is \$250.00. Students will be directed on how to apply and schedule the exam by the Program Director.

All sonography students, as a requirement of graduation, **will schedule and take** their specialty examination **prior to graduation**. However, any student who should fail the ARDMS specialty exam **will not be** excluded from graduation.

\*approximate based on current graduation date.

\*\* This information is current as of the printing of this handbook but should not be considered a guarantee of the cost of the ARDMS exams. For the most current information and cost please check directly with the ARDMS.





## Sonography Lab Etiquette

- **NO CELL PHONES OR IPAD USAGE IN THE LAB**
- **No food or drink** - due to the expense of the equipment students are prohibited to have food or drink in the Sonography Lab
- **Lab Upkeep** - all scanning stations must be kept clean at all times. Please refill gel bottles and keep in warmer; stock paper products at machines; properly clean transducers and ultrasound screens; maintain clean lab surroundings, all cords should be off floor
- **Scanning** - students that are signed in as lab hours MUST be scanning and/or being a model or observing at a station. No more than THREE students should be at a scanning station if machines are available for use. If a student is identified by the lab personnel as NOT scanning or engaging in appropriate conversation, the student will be asked to sign out of the lab
- **Lab Instructors-** students that are present in the lab and signed in under lab hours must follow the instruction of the lab assistant or instructor overseeing the lab. If a student REFUSES to follow the instructions of the lab assistant or instructor the student will be asked to leave. The lab assistant or instructor will then contact the Program Director.
- **Conversation-** conversations must be kept at an appropriate tone in order to not disturb other students or instructors in the lab
- **Attendance-** all students that are present in the lab must RESPECT their peers, instructors and or guests in the lab by following appropriate professional behavior as addressed in the Sonography Student Handbook.
- **Dress Code-** all Sonography students must follow the appropriate dress code as stated in the Sonography Handbook. While being a model in the lab, appropriate attire must be worn i.e. Shorts, Tank Tops.
- **No Studying** - students that are using the lab to study without correlation of scanning will be asked to use the college library, cafeteria or another appropriate area.

**Refer to Disciplinary Policy or Code of Conduct as applicable.**

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**Print Name**

---

**Signature**

---

**Date**



## **Hands-on scanning informed consent**

**I hereby allow myself to be scanned as a model for in-class demonstration. I acknowledge that my participation is strictly voluntary. I understand that the scanning procedure, which I will experience, is not a formal diagnostic procedure. If any abnormalities are detected during this process, I will see a personal physician if I wish to obtain formal diagnostic studies or counseling.**

**I hereby waive and release Lackawanna College officials, staff and fellow students from any claim for damages alleged to result from injuries arising from or related to my participation as a volunteer for the in-class demonstrations.**

**Printed Name:** \_\_\_\_\_

**Signature of acceptance:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_



## 5 A. GRADUATION REQUIREMENTS

Graduation requirements are:

- **successful completion of all required courses with a minimum cumulative grade average of 3.0**
- **successful completion of each required course with a minimum course average of 82B-**
- **successful completion of the clinical externship with 100% of clinical hours completed**
- **successful completion of the in school lab hours with 100% of lab hours completed**
- **successfully passing required mock registry examinations**
- **having scheduled and taken one specialty exam prior to graduation date (passing exam will not be a requirement of graduation)**
- **Maintaining current financial and administrative obligations to Lackawanna College; and completion of required institutional exit interviews.**

## 5 B. RESOURCE CENTER

As part of the ultrasound education program, students may be assigned additional reading as well as independent study topics related to emerging trends and challenging case studies. Lackawanna College will provide access to current reference materials, videotapes and journals for student use. There is computer access to the Internet for the purpose of investigating relevant topics as well as for participating in Continuing Medical Education on-line opportunities and visiting the web sites of professional organizations. Videotapes/DVD for reviewing protocols, seminars, and pathology cases can be checked out by contacting the Program Director. Students may also request to use the Medical Library at their clinical site. Sites vary as to allowing student access to their Medical Library.

## 5 C. CLINICAL FINAL EXAMS

Students are given a final exam in clinical when they are approaching graduation. Exams are given in several areas of the imaging specialty. Students must receive a grade of 85 or better on each exam to graduate. If a student fails a competency exam, one retest for each exam will be given. Students will be given the opportunity to work directly with the clinical coordinator and/or clinical preceptor in the areas of weakness prior to being re-tested. The student must successfully pass all clinical competencies to complete the graduation requirements. If a student fails the clinical retest, the student will be withdrawn from the program. **Students that fail to meet these requirements will not be given an opportunity to return to the program.** (see 4A Grade Policy and Code of Conduct)

## 6 A. CLINICAL TRAINING POLICIES

Clinical experiences are designed to be instructional in nature by providing students with hands-on experience. Clinical training is a cooperative effort among Lackawanna College, the student and the clinical education center. **Students may not take the place of paid staff, and may not be paid for their clinical hours.** Lackawanna College maintains professional malpractice insurance on all students and faculty while at clinical sites.

The student is a guest at the clinical facility. The clinical site expects that the student will obey all rules and regulations regarding the clinical site and clinical assignment. The clinical site has the right to remove any student who demonstrates disregard for program and/or clinical site policies and procedures (refer to Clinical Externship Conduct).

## 6 B. PATIENT SAFETY AND CONFIDENTIALITY STATEMENT

Students are expected to treat all information regarding patients as confidential. Copies of films for case study presentation may only be made if the Clinical Supervisor gives permission based on hospital HIPAA guidelines. Original patient records (charts, films, etc.) are NEVER removed from the clinical facility. All references to patient identity must be removed from all copies of records and films used for case studies.

The patient's right to a safe and accurate examination is more important than a student's need to practice scanning. Students must use good professional judgment regarding whether or not the student should scan a patient.

## 6 C. CLINICAL ROTATION POLICY

The Program Director and Clinical Coordinator are responsible for placing students at clinical education centers. Students may be asked for their preferences, but the decision of the faculty is final. Students may not make their own arrangements for clinical training. **Students must be prepared to travel to the clinical education centers and are responsible for having reliable transportation. Student should be prepared as some sites may require overnight accommodations and/or relocation. All expenses incurred will be the student's responsibility.** Students may be assigned to more than one clinical education center during the duration of the program in order to participate in an appropriate number of cases.

## 6 D CLINICAL CLEARANCES

All Students are required to obtain at their own expense the following Background checks and medical information **ANNUALLY** before attending clinic. It is the student's responsibility to ensure that all clearances are up to date. Any student found to not be in compliance will be dismissed from the program.

- CPR Certification (2-year **American Red Cross or American Heart Association only**)

- FBI Background check
- PA State Police Background Check
- Child Abuse Clearance
- Full Physical Exam
- 2 Step PPD
- Copy of Childhood Immunizations
- Proof of 2 Varicella Vaccinations and positive blood titer
- Hepatitis B blood titer or signed declination\* (if titer is negative 1 booster vaccine and a 2<sup>nd</sup> blood titer will be required)
- Flu Vaccination or signed waiver \*\*
- 10 panel drug test
- Proof of Medical Insurance
- Valid Driver's License
- Valid Student ID

**Please be aware that clinic sites reserve the right to refuse any student who does not have all required vaccinations regardless of any signed declination.**

\* Hepatitis Waiver can be found on page 31

\*\* Flu waiver can be found on page 29

\*\*\* Some clinical sites may require that the student submit to random and/or repeat drug testing during the clinical rotation.

**Vascular and Cardiac Students that are accepted into the course work for the Fall Semester**

**-- Due Date December 15**

**DMS Students that are accepted into the course work for the Spring Semester**

**-- Due Date July 15**

**CastleBranch and any Additional Paperwork\***

CastleBranch is a platform designed to help schools, facilities, and most importantly, you manage your clinical education experience. It is a designated compliance tracker that maintains HIPAA. All students are required to register with CastleBranch. The student is required to upload all clearances and required papers prior to designated deadlines. The link will be provided.

Because clinical sites have strict requirements that apply both to employees and to students or externs assigned to the site, students must annually supply updated PA State Clearances, PA Child Abuse Clearances and FBI Clearances to the Sonography Program by the dates outlined above. Students' ability to be placed in a clinical site or to continue their clinical placement is contingent upon the submission of these clearances and students' maintenance of a clean record. If student records indicate a misdemeanor or felony conviction, the student will not be permitted to continue his or her clinical placement and

will be removed from the program. A student may re-apply for admission to the program after his or record has been expunged following the Re-Application Process outlined in section 4C of the Student Handbook. Readmission is not guaranteed. In addition to all past criminal charges, all students must also report any current or future arrests while attending Lackawanna College. Failure to disclose arrests will result in disciplinary action up to and including dismissal.

**\* Failure to meet the CastleBranch Deadline will lead to dismissal from the program with no appeal as listed on the Allied Health Division Code of Conduct. In addition, failure to submit any additional assigned paperwork as required by the Sonography Program by the assigned deadline will lead to dismissal from the program with no appeal as listed on the Allied Health Division Code of Conduct.**

## **6 E CLINICAL ATTENDANCE REQUIREMENTS**

Students will attend clinical training on the days and hours designated by the clinical education center and Lackawanna College's Clinical Coordinator or staff. Days or times of clinical training **may not be** rearranged without the permission of Lackawanna College's Clinical Coordinator and the clinical education center preceptor. In the event that the student will be absent from clinical the student must call the program director, the clinical education site (number provided at clinical meeting prior to semester), the clinical coordinator and Lackawanna College Sonography Office (570-504-7920) in advance.

**Students are required to attend externship in the fourth quarter at a minimum of 32 hours per week. Students who fail to meet the minimal weekly hours may be terminated from the program. Students are not permitted to attend clinical more than 40 hours per week without the permission of the Program Director. Students are not permitted to complete their clinical assignment early through an accumulation of hours.**

Students are required to attend 100% of required clinical hours. It is the responsibility of the student to provide Lackawanna College with either a signed Time Sheet or their Trajecsyst logged hours validated by the clinical education center supervisor documenting clinical hours. This must be completed for the week no later than Tuesday of the following week during the externship courses. If a student has missed any clinical time, arrangements for make-up time must be made with the **clinical site supervisor and Clinical Coordinator**. Students will not be considered to have completed their clinical externship until the site supervisor and Clinical Coordinator have certified all required attendance hours.

## **6 F CLINICAL PERFORMANCE STANDARDS**

The Clinical Coordinator will evaluate a student's progress in the externship and submit evaluations to Lackawanna College. The student is responsible for submitting evaluations,



case studies and case logs to the specific program Clinical Coordinator. These submissions are required for graduation.

If a student is removed from a clinical site during the semester due to lack of professionalism or poor performance, the student will be subject to dismissal of the Program. (see Code of Conduct page 65)

Students in the Sonography Programs are not permitted to obtain their own clinical placements. However, we welcome any information to obtain a new clinical site. The site will be contacted by the Sonography Faculty and will be determined valid through a clinical contract.

## **6 G CLINICAL EXTERNSHIP CONDUCT**

The clinical site is a professional medical environment. Students must conduct themselves in the professional manner deemed appropriate for the workplace including arriving on time, leaving on time and acting in a reliable and responsible manner. Students must demonstrate a professional image, demeanor and personal hygiene at all times during the externship. Dress must meet site standards and lab coats must be clean and neat at all times.

Students must adhere to site protocols and complete any and all assignments given by clinical instructors. The student is never to reveal any confidential medical information regarding patients.

**Students are expected to demonstrate the utmost integrity and honesty at the clinical site. Providing inaccurate data to Lackawanna College regarding clinical attendance or performance is grounds for termination from Lackawanna College.**

## **6 H CLINICAL PROCEDURES**

### **Clinical Assignment Sheets (via hardcopy or Trajecs system tracking)**

1. Clinical Assignment Sheets will be completed prior to beginning a clinical rotation.
2. Clinical Assignment Sheets are similar to contracts and state days and hours on site.
3. The Student Extern must abide by the days and hours as stated on the Clinical Assignment Sheet. As stated in Lackawanna College catalog, "Days or times of clinical externship may not be rearranged by the student without written permission from the Program Director, Clinical Coordinator **and** Clinical Site Supervisor."
4. This is just like a job. If you are going to be late or absent from clinical, the student is required to call the Program Director, Clinical Site Instructor and the

Clinical Coordinator at Lackawanna College (numbers are provided at the clinical meeting) at least 30 minutes prior to scheduled start time. If the student is not able to reach appropriate personnel, the student may leave a phone message at the site.

5. Do not arrive later than the scheduled time or leave earlier than the scheduled time unless permitted by the Clinical Preceptor and/or Clinical Coordinator. Students may stay beyond the minimum of 32 hours per week but you will only receive credit for a maximum of 40 hours per week unless there are extenuating circumstances or restrictions based on clinical availability.
6. It is recommended that you not leave while a study or procedure is in progress regardless of the time.

### **Clinical Hours**

- 1.) You must take and document a 30-minute lunch break.
- 2.) The externship course is full time (32 - 40 hours per week).
- 3.) You may not receive credit for more than 10 hours per day.
- 4.) You may not receive credit for more than 40 hours per week.

### **Absenteeism and Tardiness**

- 1.) You are to be present at your clinical site during the hours stated on your Clinical Assignment Sheet. ***You are not to take any days off or change your hours without permission of the site instructor as well as the program Director and clinical coordinator.***
- 2.) If you are going to be absent due to illness or are going to be tardy, you must call Lackawanna College's Program Director and Clinical Coordinator (numbers are provided at the clinical meeting) and Clinical Site Instructor at least 30 minutes prior to the time of your scheduled arrival on site. You must do this each time, even if you are ill for a second day and already called in the day before. This is the same procedure that you would follow if you were an employee of the site. If the absence is more than one day, the student will be required to submit a physician's note unless extenuated circumstances were discussed with the Clinical Coordinator and/or Program Director. (Please refer to Section 1 C for attendance).

### **Vacation and Holidays**

- 1.) You may not take vacation time during the scheduled hours of your clinical externship.
- 2.) If your site is going to be closed for a day in observance of a holiday, you may also follow that schedule. Please notify Lackawanna College's Clinical Coordinator in advance via email.

### **Weekly Time Sheets (via hardcopy or Trajecs system tracking)**

- 1.) Time Sheets are the responsibility of the Student Extern. They are to be completed on a daily basis. There is a sample included in your Student Extern Handbook.
- 2.) The Weekly Time Sheet must be completed in its entirety. Failure to do so will result in the time sheet being invalid and will be returned to the student to fill out. Failure to hand in completed timesheet by Monday at 9am will be considered late and will be reflected in the student's grade.
- 3.) You must record time in, time out for lunch, time in after lunch, time out at the end of the day.
- 4.) You must take a 30-minute lunch break sometime during the day.
- 5.) Weekly Time Sheets must be signed by the person designated on the Clinical Assignment Sheet.
- 6.) Weekly Time Sheets must be FAXED to the campus by 9am Monday of the following scheduled clinical week to 570-961-7832. If the Weekly Time Sheet has not arrived by Monday of the following week, you will receive a phone call from Lackawanna College and will be considered late. Failure to FAX the Weekly Time Sheet and provide verification that your time sheet has arrived will result in a warning and will be reflected in the student's grade. A second offense will result in probation. A third offense will result in termination from the program. The Weekly Time Sheet is our method of taking attendance and policy states that termination is necessary if we have no evidence of attendance for 3 consecutive days. If a student does not have access to a fax machine alternate means will be discussed with the Clinical Coordinator. (see Attendance Policy)
- 7.) If a student fails to meet institutional or site attendance standards while on site, the student will be permanently dismissed from the program and will not be granted re-application.
- 8.) Maintain the original time sheets until the Clinical Coordinator makes a site visit. Keep a copy for your own records. Provide a copy to the Clinical Site Instructor.

### **Clinical Competencies (via hardcopy or Trajecsyst system tracking)**

All clinical competencies must be successfully completed prior to graduation.

- 1.) All original signed competencies must be provided to the Clinical Coordinator.  
**Keep a copy for your own records.**

### **SCAN Student Extern Handbook**

- 1.) The SCAN Student Extern Handbook is your guide for the externship experience. It contains your educational plan and all required forms with instructions for completion. It is your responsibility to be familiar with this information.
- 2.) The forms included in the handbook are Master copies. Please maintain them as Masters and make copies as needed.
- 3.) All paperwork, time sheets, evaluations, logs, completed scans, case studies, etc. are the responsibility of the Student Extern. You will need to provide your site instructor with the appropriate evaluation forms in order to have them completed by the deadlines outlined in the Handbook.

- 4.) Keep all original paperwork in your Handbook until the Clinical Coordinator accepts it from you. Make a copy for your own records.

### **Professionalism**

- 1.) Maintain professional behavior at all times.
- 2.) The medical field requires cleanliness and conservative appearance.
- 3.) Dress must include your school lab coat with insignia and your student nametag. You may also be required to wear a nametag provided by the site.
- 4.) You must be identified as a student at all times.
- 5.) You should wear your school scrubs unless specifically requested by the site to wear other attire. Such requests should be referred to the Clinical Coordinator.
- 6.) Maintain patient confidentiality at all times. Students are required to maintain HIPAA regulations at all times in any/all college and/or clinical setting.
- 7.) Treat every patient with whom you have contact with respect and compassion. Be friendly but maintain your professional demeanor.
- 8.) Refer to patients as Mrs., Ms., or Mr. along with their last names
- 9.) You are representing both your school and the facility at which you are doing your externship. Respect their standards. Comply with their rules. Represent them well, as if you are an employee. Their primary obligation is to their patients and your behavior should reflect that obligation. Being a student extern on that site is a privilege.
- 10.) Respect yourself. Be proud of your accomplishments. Strive to learn, to teach, to make life better for everyone with whom you come in contact.

### **Supervision and Student Status**

- 1.) You are required to maintain your Student Status while attending scheduled Clinical Externship hours.
- 2.) You may not perform ultrasound and patient care duties without supervision from a person employed by the facility. This may include direct supervision and indirect supervision.
- 3.) You may not take the place of the technologist if the technologist is absent from work.
- 4.) The Clinical Site Instructor and appropriate physicians are your supervisors. Comply with their requests and follow their instructions.

### **Tasks and Responsibilities**

- 1.) There are many tasks required of a sonographer and you should perform those tasks willingly. You are not at the site only to practice scanning.
- 2.) While on site, you may be required to answer phones, make appointments, transport patients, retrieve files, process films, maintain the cleanliness of the room, orient other personnel, restock supplies, empty trash, etc.

## **Student Concerns**

- 1.) The Clinical Coordinator will be speaking with you by phone every 1-2 weeks. Please address any concerns at that time. If it cannot wait until the call, please contact the Clinical Coordinator prior to that time.
- 2.) Do not speak negatively about the site, the patients, the technologists, the physicians, etc.
- 3.) Do not speak negatively about Lackawanna College, your campus instructors, school staff, etc.
- 4.) Your Clinical Coordinator is your primary supervisor representing your school and is there to assist and encourage you. Work together for mutual satisfaction.
- 5.) Students in the Sonography Programs are not permitted to obtain their own placement in a facility not already established by the Program. Lackawanna College Sonography Programs welcome information to obtain new sites. Students may give information to the Clinical Coordinator for follow up.
- 6.) Students are not permitted to communicate directly about issues with a clinical site. All questions and concerns are to be discussed with the Clinical Coordinator and/or Program Director. Failure to comply with college policy will result in permanent dismissal of the program and will not be granted re-application. (see Code of Conduct)



Lackawanna College  
Allied Health Division

INFLUENZA VACCINATION DECLINATION FORM

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

**Influenza Vaccination Declination**

I understand that due to the nature of health care and the volume of individuals that I may come into contact with, I may be at risk of acquiring an influenza virus. The health requirements for the Allied Health Program in which I am enrolled, as described in the Student Handbook, include the current influenza vaccination as listed by the CDC or Centers for Disease Control as a requirement of the Allied Health Programs. Despite being encouraged by the Faculty to be vaccinated, I decline influenza vaccination at this time for the current influenza season. I do understand that by declining this vaccination, I will be at increased risk of acquiring influenza.

By signing this form, I agree to assume the risk of a potential exposure to Influenza and hold Lackawanna College, as well as all health care facilities I attend as part of my clinical experiences, harmless from liability in the event I contract the Influenza virus. In addition, I understand that due to the very contagious nature of the influenza virus, a Clinical Site or Health Care Setting may not accept my placement if I refuse vaccination.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_





Lackawanna College  
Allied Health Division

HEP B VACCINATION DECLINATION FORM

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

(If you have started and not yet finished the Hepatitis B series, please sign the declination. You may rescind the declination once the series is completed and you have updated your information with the program.)

Hepatitis B Vaccination Declination

I understand that due to my exposure to blood or other potential infectious materials during the clinical portion of my Allied Health program, I may be at risk of acquiring Hepatitis B virus (HBV) infection. The health requirements for the program in which I am enrolled, as described in the Student Handbook, include the Hepatitis B vaccination series as part of the program's immunization requirements. I have been encouraged by the faculty to be vaccinated with Hepatitis B vaccine; however, I decline the Hepatitis B Vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. By signing this form, I agree to assume the risk of a potential exposure to Hepatitis B virus and hold Lackawanna College, as well as all health care facilities I attend as part of my clinical experiences, harmless from liability in the event I contract the Hepatitis B virus. In addition, I understand that due to the very serious nature of the Hepatitis B virus, a Clinical Site or Health Care Setting may not accept my placement if I refuse vaccination.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_



Lackawanna College Allied Health Division  
Student Confidentiality Agreement Form

The Allied Health Division of Lackawanna College has developed this Confidentiality Agreement in order to assist the Clinical Site which has agreed to participate as a clinical/internship site, in maintaining HIPAA Compliance and confidential information. The Student Confidentiality Agreement is an agreement between Lackawanna College, the Allied Health Program student and the Clinical Site at which a student within the Allied Health Division may be completing Clinical or Internship requirements. This agreement applies to all Allied Health Program functions in which a student may be participating. This agreement also includes any organizations providing electronic resources to the Allied Health Division or student. Due to the confidential nature of information, to which I will have access during the routine execution of any duties under the Clinical or Internship requirements

I, \_\_\_\_\_ understand and agree to the  
following: PRINT

1. I agree to maintain as confidential all Protected Health Information as defined by HIPAA or any other state or federal legislation which protects such information, all Protected Health Information which includes but is not limited to, patient health information. I will also maintain as confidential all facility or organizational financial information, other matters of a business or proprietary nature such as information about business operations, prospects, business plans or affairs, financial or otherwise, costs, profits, pricing policies, marketing, sales, suppliers, patients, customers, product plans, marketing plans, strategies, or other information related in any other manner to the operations of such Facilities or organizations ("Confidential Information").
2. I understand that as a student/intern of the Lackawanna College Sonography Program, I may come in contact with, have access to, and be responsible for Protected Health Information as defined by HIPAA. I agree to keep all information in strict confidence and will not at any time, during my enrollment period, disclose or disseminate any confidential information that I may be exposed to as a result of my association with any patient, facility or organization. I understand I am obligated to maintain patient confidentiality at all times and agree not to disclose any Protected Health Information related to my participation in the Lackawanna College Sonography Allied Health Program to unauthorized people or use such information for personal gain.
3. I understand that all the medical information/records regarding a patient are Protected Health Information. This information will not be given to other individuals, unless proper authorization is obtained. I understand that it is not appropriate to discuss a patient's care and treatment in public places (e.g. hallways, elevators, cafeteria, etc.) or with people that are not involved in the case or have no reason to know the information and I agree that I will not do so.
4. I have no need to collect, record, or provide to Lackawanna College any information (name, address, telephone number, cell phone number, social security number, e-mail, and social networking contact or avatar) that may be used to identify a specific individual for the purpose of completing Clinical Internship requirements or documentation.

5. I agree not to disclose any Confidential Information as described in this agreement. I agree to comply with all Hospital Privacy Policies and Procedures including those implementing the HIPAA Privacy Rule.
6. If for any reason I receive a court order or subpoena requiring me to release Confidential information, I will first provide immediate notice to Lackawanna College and the specific Facility or Organization and give Lackawanna College and the specific Facility or Organization a reasonable time in which to respond.
7. I understand this agreement is not a contract for employment but release of any Confidential Information, intentional or unintentional may result in termination of my relationship with a Clinical Site. Violation of confidentiality may result in disciplinary action including termination from the Lackawanna College Allied Health Division Department of Sonography without the possibility of re- enrollment. I am also aware that violations of the Privacy and Confidentiality Laws as outlined in HIPAA and this Agreement may result in legal actions against Lackawanna College, the Clinical Site and myself and may further result in criminal and /or civil liability or fines.
8. As a student of Lackawanna College's Sonography, I understand that if I have any questions or concerns about the Privacy Rule or disclosure of Protected Medical Information, I agree to ask my Program Director or Clinical Supervisor.
9. The above confidentiality considerations have been explained to me and I was afforded the opportunity to ask questions. I have read and agree to all of the above conditions regarding my status as a student/intern. I understand the importance of privacy and confidentiality of patient and facility and organization related data as outlined in the HIPAA Privacy Rule. My signature below certifies my understanding and agreement of the above requirements and verifies receipt of a copy of this agreement.

Signature Student \_\_\_\_\_ Date \_\_\_\_\_

Lackawanna College Sonography

Allied Health Division

570.504.7928/ Fax 570.961.7832

## Scope of Practice

Students will not be required to perform, unassisted, any sonography examination that exceeds their educational or clinical experience. He/She will acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.

### DIRECT AND INDIRECT SUPERVISION

As a student of the Diagnostic Medical Sonography program at Lackawanna College, I understand that students are NOT ALLOWED to:

1. Take images of any patient without the indirect supervision of a Technologist. Indirect supervision means that a Sonographer is available in the department or on the floor in which the examination is being performed to come into the room to assist the student if the need should arise. This does not necessitate their physical presence in the room during the time the student performs the examination on the patient. Technologist to give final approval on all images prior to dismissal of patient.
2. Take images of any patient without the direct supervision of a Technologist unless competency has been previously demonstrated. Direct supervision means that a Technologist is physically present in the examination room at all times when the student is attempting to perform an examination on a patient and will intervene should the need arise. Technologist to give final approval on all images prior to dismissal of patient.

Violations of this rule may be grounds for dismissal from the program.

Print \_\_\_\_\_

Student's  
Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Externship Signature Sheet**

**I have read and have had the opportunity to discuss and ask questions about all of the above procedures related to my externship. I will abide by these procedures and follow the instructions of the Clinical Coordinator. I understand that a failure to abide by these standards or instructions from my Clinical Coordinator or Clinical Site Instructor may result in my termination from the program.**

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**Printed Name:**

---

**Signature**

**Date**





## **FACULTY AVAILABILITY**

The Program Director has office hours by appointment only. Student appointments with other faculty must be made by arrangement with the faculty member.

The Clinical Coordinator visits each student on a regular basis at the clinical site during the externship. If problems arise at the clinical site, contact the Clinical Coordinator through Lackawanna College by phone at 570-504-7920 or by calling the Clinical Coordinator's mobile phone. The Clinical Coordinator will give students the contact number during clinical orientation meetings.

## **MEDICAL DIRECTOR**

The Medical Directors serve on the Program's Advisory Committee. They are licensed physicians, experienced and proficient in the use of ultrasound in their medical specialty. They provide guidance to the faculty to ensure that the medical components of the didactic and clinical curriculum meet current acceptable performance standards.

Diagnostic Medical Sonography Program- Dr. Juan Gaia  
Vascular Technology Program- Dr. Edward Batzel  
Cardiac Sonography Program- Dr. David Fitzpatrick

## **TUTORING**

Academic advising is provided to all sonography students. An advisor will be assigned by student Affairs. The student and the advisor share the responsibility of promoting academic excellence and mental wellbeing. Individual needs and concerns will be addressed and students will be directed to the proper department for assistance. Students are encouraged to meet with their advisor frequently, to review academic progress and personal development.

Student Success and Tutoring Coordinator  
Angeli Hall  
Student Success Center - 105H  
[tutoring@lackawanna.edu](mailto:tutoring@lackawanna.edu)  
570-961-7885

## **STUDENT COUNSELING**

The Program Director meets with each student monthly to review the student's progress in the Program. Additional counseling may be scheduled as needed.

Lackawanna College does not provide personal counseling. Career Services maintains a list of local services for counseling services. Please contact SAP Coordinator Marsha Pigga at 570-504-1466 for further information.

## **CAREER SERVICES/JOB SEARCH ASSISTANCE**

Lackawanna College provides Job Search Assistance to graduates in good standing. Lackawanna College cannot and does not promise or guarantee employment upon graduation. Embarking on a course of education typically enhances one's thinking and

potential productivity, but concentrated programs such as those offered at Lackawanna College require a significant commitment of time and effort. There is always a risk that, due to market fluctuations, personal issues or other factors, some graduates are unable to find employment in their field of training within a time frame that may be acceptable to them. Therefore, some graduates may elect to pursue other career options; some use their training indirectly until the time a more favorable position in the right location arrives.

Job search assistance will be in the form of some or all of the following:

- Interviewing skills seminars
- Resume preparation seminars
- Job search techniques seminars
- Interview scheduling

## **ALUMNI PRIVILEGES**

Graduates in good standing of Lackawanna College's programs who desire to audit a course in the program from which they graduated may do so on a space-available basis. There is no fee for this service and graduates are welcome to make use of this privilege. Graduates should contact the Program Director well in advance of a program start to ascertain if seats are available in a class and should undertake orientation sessions on any new generation lab equipment. Students accepted in a program as auditors must comply with all attendance, test and quiz requirements, homework assignments, dress code and the professional behavior standards as outlined in this handbook. Students auditing a course will be required to purchase all necessary uniforms, books and other material needed for academic progress. Grades will not be registered.

Students that successfully complete the sonography program in good standing may have the opportunity to utilize the sonography lab to help benefit the graduate to improve their skills and/or gain employment. Graduates may contact the sonography office at 570-504-7920 to inquire what accommodations can be made to work with that individual. Accommodations will only be granted to graduates that have completed the program in good standing and who would be a positive influence to the undergraduates. **The sonography lab cannot take the place of a medical examination for a situation and/or condition that requires a physician's attention.**

**Access to the sonography lab will rest with the sole discretion of the Program Director.**

## **ACADEMIC ADVISEMENT**

The Sonography Programs provides individual assistance and advisement to students with academic problems in particular subjects. Students are encouraged to schedule an appointment with their instructors to work on any specific problem they may be having in their program. Students will also be directed to contact Student Affairs as well as their academic advisors to pursue additional assistance in the subjects or areas that they feel they are experiencing difficulty.

## **REGISTRY AND CERTIFICATION INFORMATION**

The American Registry of Diagnostic Medical Technologists (ARDMS) offers examinations for those who desire to earn Registry credentials. The Registry is voluntary and does not constitute state licensure or certification. ARDMS certification may enhance employment opportunities and is highly encouraged.

Graduates of Lackawanna College's imaging programs may be eligible to sit for the registry examinations after meeting the appropriate prerequisites.

Graduates possessing a Medical Degree, a Bachelor's Degree, or who are a graduate of a 2-year CAAHEP or CMA approved program in ultrasound/vascular technology may take the examination upon graduation from Lackawanna College. The exact date will depend upon the Registry's examination schedule.

Graduates are responsible for arranging their registry examinations. The Program Director and faculty assist and encourage the graduate students to pursue the examination in a timely manner. Registry Review classes are provided to the graduates. The ARDMS application booklets are provided to the graduates along with assistance in completion of the necessary paperwork.

The ARDMS reserves the right to deny, revoke, or otherwise take action with regard to the application or certification of an applicant or registrant in the case of

- Revocation, suspension, or other disciplinary action by a licensing board
- The conviction of, plea of guilty, or plea of nolo contendere to a crime that is directly related to public health or the provision of diagnostic medical Sonography/vascular technology services

Conditions to sit for the registry examinations are determined by the individual agencies. These pre-requisites may be changed by ARDMS.

## **PROFESSIONAL ORGANIZATIONS**

Students are encouraged to join professional organizations. Student fees for membership are usually offered at a reduced rate. Some of these professional organizations are:

Society of Diagnostic Medical Technologists

Society of Vascular Ultrasound

American Society of Echocardiography

American Institute of Ultrasound in Medicine

## **TECHNICAL AND ACADEMIC STANDARDS FOR THE REGISTERED SONOGRAPHY PROGRAM**

## 1. COMMUNICATION

Sonography students must be able to:

- work as team members
- exhibit strong written and verbal communication skills
- communicate effectively with co-workers, peers, supervisors, physicians, patients, and family members

If unable to meet these standards, please explain:

## 2. PROFESSIONAL ETHICS

Professional ethics is the rightness or wrongness in relation to performing duties and responsibilities of a profession. Ethical behavior is influenced by the attitudes and values of an individual in relationship to carrying out one's duties and responsibilities.

Sonography students must be able to

- Have a set of positive personal values and respect the values of others
- Apply principles of ethical decision-making in the health care setting.

If unable to meet these standards, please explain:

## 3. SAFETY: OCCUPATIONAL HAZARDS AND INFECTIOUS DISEASE

Sonography personnel may come into contact with potentially biohazardous materials, blood, and body fluids. These biohazardous materials have the potential of transmitting infectious disease such as hepatitis, HIV, and other blood diseases. ALL materials must be considered potentially infectious.

Sonography students also work with electrical equipment and electrically conductive materials. Accordingly, proper lab safety must be practiced at all times.

A student must be responsible for his/her own safety and practice universal precautions and electrical safety at all times.

If unable to meet these standards, please explain:

## 4. POLICIES AND PROCEDURES

The Sonography student is required to adhere to the policies and procedures of Lackawanna College, the Imaging Program, and all affiliate hospitals to which they are assigned.

**If unable to meet these standards, please explain:**

## 5. DUTIES OF A STUDENT

The Student Sonographer is a member of the allied health team who has a primary focus on the accurate completion of various ultrasound tests necessary for the diagnosis and treatment of clients with medical concerns.

Sonography requires working in potentially life-threatening situations with critically ill people. The field of Sonography relies heavily on a strong scientific and mathematics foundation.

A candidate for graduation from the Sonography Program must;

- Possess the ability to think and act calmly during emergency situations
- Observe Sonographers in the clinical setting to witness how they perform diagnostic examinations
- Provide proof of scientific and mathematical aptitude
- Render care to all individuals, of all cultures and religions, without prejudice or judgment
- Collect and process data for patient assessment
- Perform and complete a diagnostically optimal ultrasound examination on all patients
- Utilize information gained from the ultrasound examination to give a preliminary interpretation of the results, including abnormal findings, when applicable
- Complete ultrasound examinations in a reasonable amount of time

If unable to meet these standards, please explain:

## 6. ACADEMIC STANDARDS

**All Sonography students must earn at least a score of an 82 or better in all courses to remain enrolled in the any Sonography Program.**

If unable to meet these standards, please refer to Grading Policies,

### Disability Statement

Lackawanna College is an Affirmative Action, Equal Employment Opportunity institution. Students with disabilities and other needs should feel free to contact the instructor privately if there are services and adaptations which can be made to accommodate specific needs. Students who are having difficulties with class material are ***strongly*** advised to seek assistance in the reading and writing lab. If you feel that you have a disability that has not been formally documented, you may meet with Mrs. Christine Kiehart in the Disability Services office to discuss your options. **Please note that disability services do not include exemption from participation requirements in courses considered part of the School of Distance Education, including online and hybrid courses.**

### Lackawanna College Notice of Nondiscrimination

Lackawanna College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this

policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal Law including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Americans with Disabilities Act of 1990.

Title IX of the Education Amendment of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. Lackawanna College is committed to providing an educational and work environment that is free from unlawful sexual discrimination including sexual harassment, sexual violence, and gender based harassment.

In accordance with Title IX of the Education Amendments of 1972, Lackawanna College will not tolerate any forms of sexual misconduct including but not limited to: sexual harassment, sexual assault, sexual violence and gender-based harassment by employees, students or third parties. This includes prohibiting discrimination against pregnant and parenting students. The College also prohibits retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. This policy applies to admissions, employment, treatment and access to all programs and activities that take place either on or off the campus at Lackawanna College.

Lackawanna College will fully and promptly investigate all allegations of sexual misconduct and will take action reasonably designed to resolve the complaint in an equitable manner, end a hostile environment if one has been created, prevent its recurrence, and, when appropriate, take steps to remedy its effects on individuals and the college community.

Lackawanna College complies with Title IX and all other federal laws and regulations that prohibit discrimination in education programs or activities receiving federal financial assistance. Reports or inquiries regarding nondiscrimination should be made to:

Title IX Coordinator/ Executive Director of the Student Wellness Program, Marsha Pigga, Angeli Hall, Room 102, 501 Vine Street, Scranton PA, 18509 (570) 955-1466/ (570) 677-7589, [piggam@lackawanna.edu](mailto:piggam@lackawanna.edu).

Equal Opportunity and Affirmative Action inquiries: Georgia Egan, Affirmative Action Officer/Director of Continuing Education, Angeli Hall, Room 300C, Vine Street, Scranton PA (570) 961-7815, [EganG@lackawanna.edu](mailto:EganG@lackawanna.edu) or Gopu Kiron, Affirmative Action Officer/eLearning Director, Angeli Hall, Ground Floor, Vine Street, Scranton PA, (570) 504-7929, [KironG@lackawanna.edu](mailto:KironG@lackawanna.edu).

Additional information regarding Title IX requirements and how to file a complaint with the Office of Civil Rights: Office of Civil Rights at [www2.ed.gov/ocr](http://www2.ed.gov/ocr), 800-421-3481. Philadelphia Office: Office for Civil Rights U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323 Telephone: 215-656-8541, Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

## Technical Standards and Essential Functions

At Lackawanna College, we are also dedicated to making reasonable accommodations for those individuals who have disabilities (in accordance with all institutional policies and legalities) in order to provide everyone a chance to successfully complete the program's essential functions. If a student believes that he or she requires reasonable accommodations to complete essential functions secondary to a disability, it is the responsibility of the student to follow up with the academic development/disability office to discuss options. If a reasonable accommodation is agreed

upon between the student and institution, then the sonography program would comply with this reasonable accommodation to offer the student an opportunity to meet the essential function in question. It is important to make note that the presence of a disability does not equate to exemption from any essential function of the Sonography Program, or the requirements of becoming a sonographer. Reasonable accommodations do not guarantee the student will then pass every essential functional task or requirements of the program. If the student is unable to successfully complete an essential function of the program as listed below, after reasonable accommodations have been evaluated, decided upon and enacted, the student would then have his/her acceptance or active status within the program withdrawn.

**The granting of accommodations by Lackawanna College in no way guarantees that accommodations will be granted by outside entities (rotation sites, testing boards, etc.) and it will be the student's responsibility to request and discuss the possibility of these accommodations with their Program Director and Clinical Coordinator or Fieldwork Coordinator.**

The following technical standards and essential functions outline reasonable expectations of a student in the Sonography Program for the performance of common sonographic imaging functions. The Sonography student must be able to apply the knowledge and skills necessary to function in a variety of classroom, lab and/or clinical situations while completing the essential competencies of sonographic imaging. These requirements apply for the purpose of admission and continuation in the program.

Categories of Essential Functions	Definition	Example of Sonography Technical Standard
<b>Observation</b>	Ability to participate actively in all demonstrations, laboratory exercise, and clinical experiences in the professional program component and to assess and comprehend the condition of all clients assigned to him/her for examination, diagnosis, and treatment. Such observation and information usually requires functional use of visual, auditory, and somatic sensations.	<p>Adequately view sonograms (live, simulated, and/or recorded), including color distinctions</p> <p>Adequately view sonographic imaging and the ultrasound unit control panel simultaneously while performing the scan/exam in the low light settings required for sonographic imaging</p> <p>Adequately view recorded sonographic images/videos in the low light settings used to acquire sonographic images/videos</p> <p>Recognize and interpret facial expressions and body language</p> <p>Distinguish audible sounds from both the patient and the ultrasound equipment (Doppler)</p>
<b>Communication</b>	Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team.	<p>Able to elicit information and assess non-verbal information from patients, staff, fellow students, instructors, and other members of the health care team</p> <p>Transmit information to patients, staff, fellow students, instructors, and other members of the health care team</p> <p>Receive/comprehend, write, and interpret verbal and written communication in both the academic and clinical settings</p>





Categories of Essential Functions	Definition	Example of Sonography Technical Standard
<b>Behavioral and Social Attributes</b>	<p>Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with clients and other members of the health care team.</p> <p>Possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients.</p>	<p>Manage fast-paced and heavy didactic and clinical schedules and deadlines</p> <p>Maintain focus and remain on task to function effectively during instruction for, and performance of, sonograms and/or under stressful conditions</p> <p>Perform in fast paced clinical settings and during clinical situations including emergency situations</p> <p>Exercise appropriate judgment decisions in all settings</p> <p>Display flexibility and adaptability in all settings</p>
<b>Behavioral and Social Attributes Continued</b>	<p>Possess compassion, integrity, concern for others, and motivation.</p> <p>Possess the ability to demonstrate professional behaviors and a strong work ethic.</p>	<p>including rapidly changing, distracting and unpredictable environments</p> <p>Demonstrate integrity, concern for others/compassion, appropriate interpersonal skills, interest and motivation</p> <p>Comply with the Sonographer Code of Ethics, Clinical Practice Standards, and Scope of Practice (Society of Diagnostic Medical Sonography: <a href="http://www.sdms.org">www.sdms.org</a>)</p>

Lackawanna College offers support services for students with documented physical or psychological disabilities.

If accommodations are needed Lackawanna College students with disabilities are encouraged to contact Christine Kiehart [KiehartC@lackawanna.edu](mailto:KiehartC@lackawanna.edu).

**Note: It is the student's responsibility to request them.**

## **Resources**

### Society of Diagnostic Medical Sonography

- Scope of Practice and Clinical Standards for the Diagnostic Medical Sonographer (April, 2015) (<http://www.sdms.org/positions/scope.asp>)
- Model Job Description (<http://www.sdms.org/resources/careers/job-description>)
- SDMS Work Zone(<http://www.sdms.org/resources/careers/musculoskeletal-injury>)
- American Society of Echocardiography Quality/Education
- Guidelines for Cardiac Sonographer Education (<http://www.asecho.org/wordpress/wp-content/uploads/2013/05/sonographereducation.pdf>)

### Society for Vascular Ultrasound Advocacy Position Papers

- SVU Guidelines for Undergraduate Educational Programs in Vascular Ultrasound ([https://higherlogicdownload.s3.amazonaws.com/SVUNET/c9a8d83b-2044-4a4e-b3ec-cd4b2f542939/UploadedImages/Documents/SVU\\_Guidelines\\_for\\_Undergraduate\\_Educational\\_Programs.pdf](https://higherlogicdownload.s3.amazonaws.com/SVUNET/c9a8d83b-2044-4a4e-b3ec-cd4b2f542939/UploadedImages/Documents/SVU_Guidelines_for_Undergraduate_Educational_Programs.pdf))
- Statement on Quality Vascular Education (<http://www.svunet.org/svunet/advocacymain/svupositionpapers/qualityvascularreduction>)
- Joint Review Committee on Education in Diagnostic Medical Sonography/Commission on Accreditation of Allied Health Education Programs
- Sonography National Education Curriculum (<http://www.jrcdms.org/nec.htm>)
- Standards and Guidelines for the Accreditation of Educational Programs in Diagnostic Medical Sonography (2011) (<http://www.jrcdms.org/pdf/DMSStandards.pdf>) and ([http://www.caahep.org/documents/file/For-Program-Directors/DMSStandards\(1\).pdf](http://www.caahep.org/documents/file/For-Program-Directors/DMSStandards(1).pdf))

## Standard Signature Sheet

I, (print)\_\_\_\_\_ have read and understand  
the Technical and Academic Standards of a Sonography student.

\_\_\_\_ I believe that I am able to accomplish the Technical and Academic  
Standards and should be considered for admission to Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



## **Sonography Ultrasound Clinical Practice Standards**

Standards are designed to reflect behavior and performance levels expected in clinical practice for the diagnostic medical sonographer. These clinical standards set forth the principles that are common to all of the specialties within the larger category of the diagnostic sonography profession. Individual specialties or clinical areas may extend or refine, but not limit, these general principles according to their specific practice requirements.

### **Section 1**

#### **Patient Education & Communication, Procedure Plan**

##### **STANDARD - Patient Information Assessment & Evaluation:**

- 1.1** Information regarding the patient's past and present health status is essential in providing appropriate diagnostic information. Therefore, pertinent data related to the diagnostic sonographic procedure should be collected and evaluated to determine its relevance to the examination. The diagnostic medical sonographer:

##### ***The Diagnostic Ultrasound Professional:***

- 1.1.1 Verifies patient identification and that the requested examination correlates with the patient's clinical history and presentation. In the event that the requested examination does not correlate, either the supervising physician or the referring physician will be notified.
- 1.1.2 In compliance with privacy and confidentiality standards, interviews the patient or their representative, and/or reviews the medical record to gather relevant information regarding the patient's medical history and current presenting indications for the study.
- 1.1.3 Evaluates any contraindications, insufficient patient preparation, and the patient's inability or unwillingness to tolerate the examination and associated procedures.

##### **STANDARD - Patient Education and Communication:**

- 1.2** Effective communication and education are necessary to establish a positive relationship with the patient or the patient's representative, and to elicit patient cooperation and understanding of expectations. The diagnostic medical sonographer:

***The Diagnostic Ultrasound Professional:***

- 1.2.1 Communicates with the patient in a manner appropriate to the patient's ability to understand. Presents explanations and instructions in a manner that can be easily understood by the patient and other healthcare providers.
- 1.2.2 Explains the examination and associated procedures to the patient and responds to patient questions and concerns.
- 1.2.3 Refers specific diagnostic, treatment, or prognosis questions to the appropriate physician or healthcare professional.

**STANDARD - Analysis and Determination of Procedure Plan for Conducting the Diagnostic Examination**

- 1.3** The most appropriate protocol seeks to optimize patient safety and comfort, diagnostic quality, and efficient use of resources, while achieving the diagnostic objective of the examination. The diagnostic medical sonographer:.

***The Diagnostic Ultrasound Professional:***

- 1.3.1 Integrates medical history, previous studies, and current symptoms in determining the appropriate diagnostic protocol and tailoring the examination to the needs of the patient.
- 1.3.2 Performs the examination under appropriate supervision, as defined by the procedure.
- 1.3.3 Uses professional judgment to adapt the protocol and consults appropriate medical personnel, when necessary, to optimize examination results.
- 1.3.4 Confers with the supervising physician, when appropriate, to determine if intravenous contrast is necessary to enhance image quality and obtain additional diagnostic information.
- 1.3.5 With appropriate education and training, uses proper technique for intravenous line insertion and administers intravenous contrast according to facility protocol.

**STANDARD - IMPLEMENTATION OF THE PROTOCOL:**

- 1.4** Quality patient care is provided through the safe and accurate implementation of a deliberate protocol. The diagnostic medical sonographer:

***The Diagnostic Ultrasound Professional:***

- 1.4.1 Implements a protocol that falls within established procedures.
- 1.4.2 Elicits the cooperation of the patient in order to carry out the protocol.
- 1.4.3 Adapts the protocol according to the patient's disease process or condition
- 1.4.4 Adapts the protocol, as required, according to the physical circumstances under which the examination must be performed (e.g., operating room, sonography laboratory, patient's bedside, emergency room, etc.).
- 1.4.5 Monitors the patient's physical and mental status.
- 1.4.6 Adapts the protocol according to changes in the patient's clinical status during the examination.
- 1.4.7 Administers first aid or provides life support in emergency situations.
- 1.4.8 Performs basic patient care tasks, as needed.
- 1.4.9 Recognizes sonographic characteristics of normal and abnormal tissues, structures, and blood flow; adapts protocol as appropriate to further assess findings; adjusts scanning technique to optimize image quality and diagnostic information
- 1.4.10 Analyzes sonographic findings throughout the course of the examination so that a comprehensive examination is completed and sufficient data is provided to the supervising physician to direct patient management and render a final interpretation.
- 1.4.11 Performs measurements and calculations according to facility protocol.

#### STANDARD - Evaluation of the Diagnostic Examination Results

- 1.5** Careful evaluation of examination results in the context of the protocol is important to determine whether the goals have been met. The diagnostic medical sonographer:

##### ***The Diagnostic Ultrasound Professional:***

- 1.5.1 Establishes that the examination, as performed, complies with applicable protocols and guidelines.
- 1.5.2 Identifies and documents any limitations to the examination.
- 1.5.3 Initiates additional scanning techniques or procedures (e.g., administering contrast agents) when indicated.
- 1.5.4 Notifies supervising physician when immediate medical attention is necessary, based on examination findings and patient condition.

## **STANDARD - Documentation**

**1.6** Clear and precise documentation is necessary for continuity of care, accuracy of care, and quality assurance. The diagnostic medical sonographer.

### ***The Diagnostic Ultrasound Professional:***

1.6.1 Provides timely, accurate, concise, and complete documentation..

1.6.2 Provides an oral or written summary of findings to the supervising physician.

## **Section 2**

## **STANDARD - Implementation of Quality Assurance**

<b>2.1</b>	<b>Participation in quality improvement programs is imperative. The diagnostic medical sonographer:</b>	
	<b><i>The Diagnostic Ultrasound Professional:</i></b>	
	2.1.1	Maintains a safe environment for patients and staff.
	2.1.2	Performs quality improvement procedures to determine that equipment operates at optimal levels and to promote patient safety..
	2.1.3	Participates in quality improvement programs that evaluate technical quality of images, completeness of examinations, and adherence to protocols.
	2.1.4	Compares facility quality improvement standards to external metrics, such as accreditation criteria, evidence based literature, or accepted guidelines.

## **STANDARD - Assessment of Equipment, Procedures and the Work Environment**

**2.2** All patients expect and deserve optimal care. The diagnostic medical sonographer:

### ***The Diagnostic Ultrasound Professional:***

2.2.1 Strives to maintain a safe workplace environment.

2.2.2 Reports adverse events



## Section 3

### STANDARD - Quality of Care

- 3.1** Self-assessment is an essential component in professional growth and development. Self-assessment involves evaluation of personal performance, knowledge, and skills.

#### ***The Diagnostic Ultrasound Professional:***

- 3.1.1 Recognizes strengths and uses them to benefit patients, coworkers, and the profession.
- 3.1.2 Recognizes weaknesses and limitations and performs procedures only after receiving appropriate education and supervised clinical experience in any deficient areas.

### STANDARD - Self-Assessment

- 3.2** Advancements in medical science and technology occur very rapidly, requiring an on-going commitment to professional education. The diagnostic medical sonographer:

#### ***The Diagnostic Ultrasound Professional:***

- 3.2.1 Recognizes personal strengths and uses them to benefit patients, coworkers, and the profession.
- 3.2.2 Performs diagnostic procedures only after receiving appropriate education and supervised clinical experience.

### STANDARD - Education

- 3.3** Quality patient care is provided when all members of the healthcare team communicate and collaborate efficiently. The diagnostic medical sonographer:

#### ***The Diagnostic Ultrasound Professional:***

- 3.3.1 Promotes a positive and collaborative atmosphere with members of the healthcare team.
- 3.3.2 Communicates effectively with members of the healthcare team regarding the welfare of the patient.
- 3.3.3 Shares knowledge and expertise with colleagues, patients, students, and members of the healthcare team.

## SECTION 4

### STANDARD - Collaboration

- 4.1 All decisions made and actions taken on behalf of the patient adhere to ethical standards.  
The diagnostic medical sonographer:

#### *The Diagnostic Ultrasound Professional:*

- 4.1.1 Adheres to accepted professional ethical standards.
- 4.1.2 Is accountable for professional judgments and decisions.
- 4.1.3 Provides patient care with equal respect for all.
- 4.1.4 Respects and promotes patient rights, provides patient care with respect for patient dignity and needs, and acts as a patient advocate.
- 4.1.5 Does not perform sonographic procedures without a medical indication, except in educational activities.
- 4.1.6 Adheres to this scope of practice and other related professional documents.

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APPENDIX A. GLOSSARY For purposes of this document, the following definition of terms applies:

ALARA: an acronym for As Low As Reasonably Achievable, the fundamental principle for the safe use of diagnostic medical ultrasound is to use the lowest output power and the shortest scan time consistent with acquiring the required diagnostic information.

Certification: Designates that an individual has demonstrated through successful completion of a specialty certification examination the requisite knowledge, skills, and competencies and met other requirements established by a sonography credentialing organization. Certification also is intended to measure or enhance continued competence through recertification or renewal requirements.

Credential: Means the recognition awarded to an individual who has met the initial (and continuing) knowledge, skills, and competencies requirements of a sonography credentialing organization.

Education: The process undertaken to gain knowledge of facts, principles, and concepts.

Education encourages problem solving, critical thinking, and application of the facts, principles, and concepts learned.

**Examination:** One or more sonographic or related procedures performed to obtain diagnostic information that aids in the verification of health or identification of disease or abnormality.

**Interpreting Physician:** The physician (e.g., radiologist, cardiologist, gynecologist, obstetrician, vascular surgeon, etc.) who evaluates the results of the diagnostic examination and provides the final report of the findings that is included in the patient's medical record.

**Procedure:** A specific action or course of action to obtain specific diagnostic information; often associated with a reimbursement procedure code.

**Protocol:** A written, standardized series of steps that are used to acquire data when performing a diagnostic sonographic examination and its associated procedures.

**Referring Physician:** A physician who orders a diagnostic examination or refers the patient to a specialized facility for a diagnostic examination. In some clinical environments, the referring and supervising physician may be the same person.

**Sonography Credentialing Organization:** An organization that is accredited by National Commission of Certifying Agencies (NCCA) or the American National Standards Institute - International Organization for Standardization (ANSI – ISO) that awards sonography credentials upon successful completion of competency-based certification examination(s). Also known as a sonography "registry."

**Supervising Physician:** A physician who provides overall medical direction of the sonographer but whose physical presence may not necessarily be required during the performance of a diagnostic examination. The supervising physician is available to review examination procedures and to offer direction and feedback. In some clinical environments, the supervising and interpreting physician may be the same person.

**Training:** The successful completion of didactic and clinical education necessary to properly perform a procedure in accordance with accepted practice standards. While closely related to education, training is undertaken to gain a specific skill.

## **Society of Diagnostic Medical Sonography (SDMS)\***

\*([www.sdms.org](http://www.sdms.org))

### **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) or the International Organization for Standardization (ISO).
- 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 re-credentialing.

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.

*Re-approved by SDMS Board of Directors, effective 02/08/2017  
(originally approved by SDMS Board of Directors, December 6, 2006)*

## **ACKNOWLEDGEMENT**

**I (print)\_\_\_\_\_ have received a copy of the Student Handbook. I have read these documents in their entirety, and have been given the opportunity to ask for explanation or clarification of any of the material contained therein.**

**I understand that violating, failure to adhere to or refusing to follow any of the standards, guidelines and requirements as outlined and explained in the handbook will result in my dismissal from the Sonography Program.**

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**Print Name**

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**Signature**

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**Date**



## **LACKAWANNA COLLEGE ALLIED HEALTH DIVISION CODE OF CONDUCT**

The following code of conduct consists of non-negotiable items required by all programs within the Allied Health Division of Lackawanna College. These items are needed to prepare trained, competent and compassionate Allied Health Professionals. Due to the seriousness of dealing with human lives, violation of the following items contained in the Code of Conduct may result in immediate dismissal from an Allied Health Program. This Code of Conduct is an addition to the Lackawanna College Student Code of Conduct and applies to students enrolled in Allied Health Programs at Lackawanna College. This Policy will be used in conjunction with the Lackawanna College Student Conduct Policies. Please refer to the Student Handbook for all Code of Conduct Policies. However, when the offenses listed in the Allied Health Code of Conduct are committed, the consequences contained within the Allied Health Code of Conduct and Appeal Process will prevail. Due to the egregious nature of some of the violations, they will not be allowed an appeal process. These items will be noted by an asterisk\* in front of the item.

1. Disregard/disrespect in speech or action for the well-being or safety of others including, classmates, instructors, clients, fieldwork/clinical site supervisors or any conduct which may discredit the College. This includes damaging or stealing of laboratory or clinical property.
2. \*Failure to submit all required paperwork for clinical or fieldwork rotations by mandated deadline decided by each individual Allied Health Program. This includes the following items:
  - a. Failure to register for Castlebranch and complete all requirements.
  - b. Failure to complete Essential Functions included with Physical Examination signed and reviewed by Physician.
  - c. Failure to submit any required follow-up paperwork for Clinical or Fieldwork rotations.
3. Breach of HIPAA confidentiality as it pertains to the patient whether in person or via technology. This will include any violations of Lackawanna College's Social Media Policy.
4. \*Positive Drug Test whether prior to clinical or fieldwork rotations or anytime while in attendance at these sites. Refusal to follow the random drug testing protocol at an outside institution.
5. \*Inability to pass critical skill proficiencies or inability to attain a required score on the Professional Behaviors Tool.
6. Exceeding absences allotted per class (as stated in LC Student Handbook) and per clinical and fieldwork rotations.
7. Dismissal from a Clinical or Fieldwork based on recommendations of the clinical or fieldwork site personnel.
8. Failure to notify clinical affiliations or fieldwork sites of absences or tardiness. Includes failure to make up missed or required hours for both clinical/fieldwork rotations and any Open Lab Required Hours.



9. \*Illegal use or unauthorized possession or distribution of weapons, explosives and chemicals on Lackawanna College and Clinical/Fieldwork Premises.
10. Dishonesty including violation of academic honesty. Dishonesty as it pertains to maintaining the professional standards of individual Allied Health Programs.

### **Dismissal from Allied Health Program Appeal Process**

Students may have the right to appeal a dismissal from a Specific Allied Health Program. Certain egregious offenses listed on the Allied Health Division Code of Conduct will lead to a student's dismissal without appeal. These are noted by a red \* on the Code of Conduct.

However the remaining offenses listed on the Allied Health Division Code of Conduct will be granted the opportunity of the appeal process. The appeal process for the Allied Health Division is as follows:

1. Students wishing to appeal the dismissal must submit a written letter or e-mail to the Dean of Allied Health within three days of the notice of dismissal
2. Upon receipt of the written request for a hearing, the Dean will notify members of the College Appeal Board designated for Allied Health Programs. They will be notified that a hearing must occur in three business days.
3. The student will be notified of the date, time and location of the hearing at least 48 hours in advance unless an earlier date is agreed upon by both the student and the Dean of Allied Health.
4. The membership of the Appeal Board will be as follows:
  - 3 Members of the Allied Health Division
  - 1 Student Affairs Staff Member
  - 1 Other Staff member
5. Two-Thirds of the Board must be available for a hearing to occur and a simple majority is necessary for the Board to make a decision.
6. The Dean of Allied health will serve as the Chairperson of the Board but will not participate in the Board's decision. The Dean will present the charges and evidence on behalf of the college or the individual making the charges.
7. The accused is entitled to be accompanied by a College faculty member, administrator or fellow student. No outside person will be allowed in the hearing.
8. A formal hearing includes opening and closing statements from the accused. No electronic devices including cell phones will be allowed at the hearing.
9. Either party may present witnesses subject to the Board member's determination of the witness's relevance to the case.
10. If the Board upholds the decision of the Executive Vice President, the accused will be notified of the decision immediately.
11. The Chair will submit a written record of the Board's decision to administration via e-mail.
12. If the Board votes to overturn the decision for dismissal, the College President has the right to modify or reverse the decision of the Board. In this event, if the President is available, they will make their decision immediately and the student will be informed of the outcome.

13. In the event that a dismissal is overturned, the student must be in class for the next scheduled class. If this does not occur, all class absences incurred during the dismissal process will be considered unexcused absences.

I understand the above information and will adhere to all policies and procedures.

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**Print**

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**Signature of Student**

**Date**