

# ROBESON COMMUNITY COLLEGE

ASSOCIATE OF APPLIED SCIENCE DEGREE

MEDICAL SONOGRAPHY PROGRAM

## MEDICAL SONOGRAPHY STUDENT HANDBOOK of GUIDELINES AND PROCEDURES

2023-24

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This handbook serves as a supplement to the General College Catalog including Institutional policies as they related to students in the college.

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## Medical Sonography Associate Degree Program

Welcome to the Medical Sonography Program!

On behalf of the program faculty and staff at Robeson Community College, we would like to extend a warm welcome to the Medical Sonography Program.

A Medical Sonographer is a skilled health care professional that uses high frequency sound waves to produce images of the human body. Medical Sonographers play a key role in the diagnosis and treatment of medical conditions. They are trained to recognize normal and abnormal anatomy and use critical thinking to produce high quality images to achieve an accurate diagnosis for the patient.

The Medical Sonography Program prepares students to be entry-level medical sonographers, developing skills in cognitive, psychomotor and affective learning domains. The program seeks to develop skilled medical sonographers that exercise critical thinking and problem-solving skills.

As a new Medical Sonography student, you have accepted the responsibility and commitment to embark on new career opportunities. This educational journey will be rewarding, challenging and may even test your commitment.

Success in the program requires you to fully engage in learning and embrace the resources that Robeson Community College provides for all Medical Sonography students. The policies of the program are outlined in this handbook. Students must clearly understand and abide by the set guidelines.

We are delighted that you have chosen Robeson Community College. The Sonography faculty and staff look forward to working with you as you enter the program and begin your new life of professional growth and development, and using diagnostic imaging to make a difference in the lives of others.

Respectfully,

*Lindsey Norris*

Lindsey Norris,

Medical Sonography Program Director

*Jessica Johnson*

Jessica Johnson

Medical Sonography Clinical Coordinator

## PURPOSE OF THE HANDBOOK

This handbook is designed to provide students in the Medical Sonography Associate Degree Program with information concerning the policies and procedures specific to the Medical Sonography Program. Students enrolled in the Medical Sonography Program are responsible for observing the College's rules and regulations as stated in the Robeson Community College Catalog and Student Handbook. Additionally, students must observe the rules and regulations of the Medical Sonography Program and each of the clinical education sites.

Robeson Community College (RCC) and the RCC Medical Sonography Program reserve the right to change, amend or delete any of the contents of this handbook with appropriate notification to students. This handbook is designed as a supplement to the Robeson Community College Catalog and Student Handbook.

## NONDISCRIMINATION POLICY

“Robeson Community College Board of Trustees, Faculty and Staff recognize the importance of equal opportunity in all phases of the College's operations and have officially adopted a position of nondiscrimination on the basis of race, color, sex, age, religion, disability, national origin or other non-relevant factors. This policy applies to both students and employees at all levels of the school's operations.” The Vice President for Instruction Services coordinates the College's compliance efforts. Contact the office by writing to Robeson Community College, P.O. Box 1420, Lumberton, NC 28359, or by calling (910) 272-3700.

## MEDICAL SONOGRAPHY EDUCATION

Medical Sonography education is a systematic process which offers opportunities for students to acquire psychomotor, cognitive, and affective behaviors required of a registered Sonographer in the provisions of a safe, effective, patient care environment. Medical Sonography education provides resources, facilities, a program of learning, and an environment in which the student has an opportunity to test ideas, analyze mistakes, take risks, develop creativity, and evaluate outcomes.

The educational process progresses from simple to complex and actively involves the student in what will become a lifelong learning process. Like Medical Sonography practice, Medical Sonography education is based on theories and principles from various disciplines. The program of learning is based on the program's mission and expected outcomes, and incorporates influences of the school and geographic setting in which the program is located. Continuous review and revision of institutional and program mission and outcome expectations provides for currency in Medical Sonography education. The responsibility for learning belongs to the student, and the faculty serves as organizers, resources persons, facilitators, role models, and evaluators. Faculty provides learning experiences in which students think carefully and thoroughly about situations and are motivated to use their cognitive skills in a responsible manner.

The Medical Sonography Program implements didactic and clinical instruction enabling students to be competent in their sonographic procedural performances. The program provides a humanistic approach enabling Medical Sonography students the opportunity to perform tasks utilizing individual judgment, critical thinking, and appropriate professional decision-making skills. Students must also possess psychomotor, cognitive, and affective skills demonstrating competence, flexibility, responsibility, and sensitivity to client-patient populations. This program of study emphasizes the attainment of knowledge and skills as they relate to human relations, communication, ethics, critical and analytical thinking, and reasoning skills.

## **SECTION 1           PROGRAM PURPOSE, GOALS, EVALUATION AND CURRICULUM**

To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the Abdominal Sonography-Extended concentration.

To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the Obstetrics and Gynecology Sonography concentration.

To prepare students to obtain the knowledge pertaining to diagnostic medical sonography and achieve success when completing registries.

To prepare medical sonographers to provide excellent patient care and obtain adequate data necessary for diagnosis to be determined.

To prepare medical sonographers to function as a compassionate and competent part of the healthcare team.

To prepare medical sonographers to demonstrate critical thinking and professional decision making.

### **1.1     PROGRAM MISSION**

The mission of the Medical Sonography Program is to educate in the art and science of diagnostic medical sonography, and prepare students to become successful and compassionate patient care providers in a diverse community.

### **1.2     PROGRAM DESCRIPTION**

The Medical Sonography curriculum prepares the graduate to be an entry-level sonographer, a skilled health care professional who uses sound waves to produce images of the human body.

Course work includes clinical rotations to area health care facilities, introduction to sonography, sonographic physics, abdominal, gynecologic, obstetrical and vascular sonography, and sonographic topics and case studies.

Graduates of accredited programs may be eligible to apply to take The American Registry of Diagnostic Medical Sonographer's national examination for certification and registration as medical sonographers. If graduates are not eligible to apply to take the ARDMS registry, they can apply after being employed as a medical sonographer for 12 months. Graduates may also apply to take ARRT Medical Sonography Registry. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, travel and industry.

### **1.3 PROGRAM GOALS AND STUDENT LEARNING OUTCOMES**

- a. Students/Graduates will be clinically competent. Students will perform sonographic exams appropriately and accurately for interpretation by a physician.
  - b. Provide excellent patient care.
2. Students will use critical thinking and problem-solving skills.
    - a. Students will recognize normal and abnormal anatomy while scanning and use critical thinking skills to obtain correct images to produce an accurate diagnosis for the patient.
    - b. Students will use problem-solving skills to generate optimal quality images and eliminate degrading factors such as blur. possibilities through quantitative reasoning.
  3. Students will be able to communicate effectively.
    - a. Students will employ oral communication skills.
    - b. Students will be able to demonstrate written communication skills.
  4. Graduates will meet benchmarks for program effectiveness.
    - a. Graduates will pass the ARDMS or ARRT exam on the first attempt.
    - b. Graduates will be employed or continuing their education in Sonography based studies within 12 months post-graduation.
    - c. Students will complete the program within 2 years.
    - d. Graduates will be satisfied with their education.
    - e. Employers will be satisfied with new graduates' performance.

#### **Student Learning Outcomes:**

**Cognitive** – Students will use critical thinking skills to perform image analysis on various sonographic images.

**Psychomotor** – Students will possess the necessary skills needed to ensure correct equipment manipulation.

**Affective** – Students will demonstrate professionalism during clinical rotations.



**Administrative Outcome** = Clinical Coordinator will obtain Abdomen ARDMS credentials to align with courses taught in the program.

**Program Outcomes** = 60% of students will attempt and pass the Sonography Principles & Instrumentation (SPI) exam, while they are within the program.

**General Education Outcomes Committee** = Critical Thinking; Students will be able to use cognitive skills necessary in application, analysis and evaluation to solve problems in academic and real-world situations.

## **SECTION 2 GENERAL POLICIES AND PROCEDURES**

### **2.1 STUDENT EXPECTATIONS OF FACULTY**

The faculty of Robeson Community College pledges to provide the highest level of service possible to all of its students all of the time. Your faculty member knows and understands what students need to do in order to succeed in all courses. To this end, it is reasonable for students to expect that faculty will:

- Provide you with a syllabus that outlines the content and objectives of the course and spells out the instructor's grading and attendance policies.
- Be a professional who will treat each student respectfully, equally, and honestly.
- Start class on time, be prepared, and use effective teaching strategies to promote learning of the subject material activities for the full time allotted for all classes.
- Strive to create a positive environment in which you may pursue learning.
- Be accessible and approachable.
- Provide timely and consistent feedback regarding student progress.
- Provide reasonable assistance on an individual basis as may be necessary and appropriate.
- Preserve the academic integrity of the course.

### **2.2 FACULTY EXPECTATIONS OF STUDENTS**

Robeson Community College is an institution for adult learning, a partnership between instructors with the desire to teach and students who have the desire to learn. Instructors seek to guide you, motivate you, and outline for you the body of knowledge to be learned. To this end, we believe it is reasonable to expect that students will:

- Treat other students and faculty with respect and treat the classroom as a professional environment.
- Accept the challenge of collegiate studying, thinking, and learning.
- Anticipate that the level and quantity of work in some courses will exceed prior experiences.

- Be informed about instructors' policies presented in the course syllabus, as well as the policies of the college published in this publication.
- Attend all classes, except when emergencies arise.
- Adhere to class start times and end times that are prescribed.
- Be an active participant in class.
- Study course material routinely.
- Refrain from any behavior that may distract others.
- Silence all cell phones, pagers, and other communications devices in every class.
- Use the Internet for valid, academic purposes only while in any RCC campus computer lab.
- Transact personal business with the instructor (such as asking him or her to sign forms) before instruction begins or after class.
- Let no temptation cause you to compromise or surrender your integrity, ethics, or morals.

## **2.3 RCC ATTENDANCE POLICY**

Regular class attendance is expected of students. Faculty keep accurate records of class attendance and tardiness, and these records become part of the official records of the institution. The College is committed to the principle that regular and punctual class attendance is essential to the student optimizing his/her scholastic achievement and that it is the responsibility of the student to attend class regularly without being tardy. As students are adults with many responsibilities, an occasional absence might be necessary. However, such absences in no way lessen the students' responsibilities for meeting the requirements of the class.

Students who attend Robeson Community College must attend 75% of the required contact hours for a curriculum class or a RISE co-requisite class in order to receive credit in the class. Instructors may allow students to complete/submit assignments in a delivery mode other than the primary delivery mode of the class to demonstrate attendance, with the exception of the required enrollment activity for online courses.

For additional general policies regarding attendance, please refer to [RCC Catalog and Student Handbook](#).

### **2.3.1 The Medical Sonography Program Attendance Policy:**

The Medical Sonography Program has adopted a stricter attendance policy to ensure the student is present during critical classroom and laboratory instruction. Students in SON courses will be allowed one absence. Any additional unexcused absences will result in a 5-point final grade deduction per absence in excess of one. Example of excused absences include: death in the immediate family (parent, grandparent, sibling, child, spouse, or significant other), jury duty or court subpoena, or sickness or injury requiring a doctor's care.

Students must attend 80% of the time scheduled for a regular class meeting to be counted present when the class meets. The college defines a tardy as a student entering class after the roll is checked or after instruction has begun, and it shall also be defined as a student

leaving class early regardless of the reason. Thus, if a student is in class for 80% of the time but less than 100% of the meeting time, then the student shall be counted tardy. Faculty shall count three tardies as one absence. Moreover, if a student is in class less than 80% of the scheduled class time, he/she will be marked absent. These absences will count toward overall attendance for the class as outlined above.

Each SON course attendance policy will be outlined in the syllabus for that course.

## **2.4 RCC TARDY POLICY**

The College is committed to the principle that regular and punctual class attendance is essential to the student optimizing his/her scholastic achievement and that it is the responsibility of the student to attend class regularly without being tardy. Students who attend Robeson Community College must attend 80% of the time scheduled for a regular class meeting to be counted present when the class meets. For curriculum and developmental classes, a tardy shall be defined as a student entering class late, leaving for a length of time during class, or leaving class early, regardless of reason, amounting to no more than 20% of the scheduled class meeting time. Thus, if a student is in class for 80% of the time but less than 100% of the meeting time, then that student shall be counted tardy. If a student is in class for less than 80% of the time, then that student shall be counted absent. For the purpose of maintaining class attendance, faculty shall count three tardies as one absence.

## **2.5 RCC WITHDRAWAL POLICY**

At any point prior to the ninety percent (90%) date of the semester, a student may voluntarily withdraw from his/her courses. Students will not be allowed to voluntarily withdraw from courses past the ninety percent (90%) date. All applicable deadlines will be published in the College's official calendar. It is the student's responsibility to withdraw from the course(s) if he/she cannot meet the requirements of the course. The student should first consult with his/her instructor or advisor before requesting to be withdrawn from a course. Students receiving financial aid should also consult a financial aid advisor before requesting to be withdrawn from a course. Withdrawing from a course could substantially delay the completion of the student's program of study and may have an impact on future financial aid eligibility. To officially begin the withdrawal process, the student should notify the instructor of the class they wish to withdraw from and complete the appropriate paperwork. Students must officially withdraw from any course they stop attending in order to ensure that they will not receive an "F" in the course. In the case of a withdrawal, the student will receive a "W" which will not include the grade point average but will appear in the student's official transcript.

NOTE: Withdrawal from required program and related courses constitutes withdrawal from the Medical Sonography Program.

## **2.6 TRANSFER CREDITS/ COURSE SUBSTITUTIONS**

Transfer credits are awarded based on policies explained in the RCC Catalog and Student Handbook. Information concerning transfer credits and course substitution is also available from the Office of Records and Registration. The Office of Records and

Registration can be reached at 910.272.3338. The Credit by Transfer policy is applicable to the general education courses in the Medical Sonography curriculum. The credit by transfer for Medical Sonography courses is outlined in Section 3.5 of the program handbook.

## **2.7 COUNSELING AND TESTING SERVICES**

The Counseling Center is located in Building 13, the Fred G. Williams Student Center. Counselors are available to assist all students who are experiencing academic, financial, or other types of difficulties during the academic year.

The Academic Success Center, located in Building 14 serves students by offering tutoring services, writing assistance, supplemental instruction, and computer-assisted learning in an environment that is supportive and encouraging. The purpose of the Academic Success Center is to provide students with additional assistance and resources to enhance their academic success, as well as to promote self-directed learning and decision-making; build confidence and motivation; and develop a greater appreciation for education and learning.

## **2.8 STUDENT FINANCIAL RESPONSIBILITIES**

Students must contact the Financial Aid Office to obtain information and assistance with applying for state and federal financial aid programs. Students are also provided information concerning RCC scholarships that are awarded to full time students and administered by the RCC Foundation. For a listing of these scholarship opportunities, please refer to the [RCC Catalog and Student Handbook](#), and watch for postings on My RCC (also referred to as “the portal”) found at <http://my.roberson.edu>.

## **2.9 ACADEMIC DISHONESTY**

The student should maintain a high degree of individual honor in their academic pursuits and neither participates nor condones acts of academic dishonesty. Academic dishonesty is interpreted as participating or condoning acts such as cheating on an examination, giving or receiving information, copying, or using unauthorized materials. Acts of academic dishonesty, such as cheating and plagiarism, are unacceptable in a college environment and are subject to administrative action and immediate dismissal. Please review the [RCC Catalog and Student Handbook](#) for additional information.

## **2.10 STUDENTS WITH DISABILITIES**

Students with disabilities affecting academic performance, and who seek accommodations, should contact Cynthia Quintero, Disability Services Specialist. Ms. Quintero’s office is located in Building 13, Fred G. Williams, Jr. Student Center and her contact information is 910-272-3344, e-mail [cquintero@roberson.edu](mailto:cquintero@roberson.edu).

It is important to provide the Disability Services Specialist adequate time to consider the student's request and recommend reasonable accommodations. Instructors will provide necessary accommodations based upon the recommendations of the Disability Services specialties. Details of how to access Disability Services are in the [RCC Catalog and Student Handbook](#).

## **SECTION 3      PROGRAM POLICIES**

### **3.1      PROGRAM ADMISSIONS CRITERIA**

The Medical Sonography Program adheres to the general admission requirements as set forth by Robeson Community College (See RCC Catalog and Student Handbook) and specific Medical Sonography selection requirements. Medical Sonography Program admission applications must be submitted by the published deadline in March in order to be considered for fall semester admission the next academic year. Application packets can be found on the Medical Sonography webpage on the Robeson Community College website. Interested applicants should contact:

The Office of Admissions  
Robeson Community College  
P.O. Box 1420  
Lumberton, NC 28359  
(910) 272-3342 or [www.robeson.edu](http://www.robeson.edu)

Admission into the Medical Sonography Program is competitive, and only qualified applicants will be considered and granted provisional acceptance to the program. Program Director of Medical Sonography determines the availability of seating for the program based on the program maximum capacity clinical sites. Consequently, a student who meets all requirements may not be accepted into the program due to limited student capacity.

Applicants requesting enrollment into the Medical Sonography Program must:

- Complete all RCC admission, placement testing, and course requirements.
- Complete the [Health Sciences Medical Sonography Admissions](#) packet by the specified deadline. Applications and reference forms can be printed from the Medical Sonography webpage at the following link: [MEDICAL SONOGRAPHY | Robeson Community College : Robeson Community College](#) (See yellow box for application/ checklist documents.)
- All applicants must have a cumulative GPA at 3.0 or greater to apply to the program.
- A minimum grade of “C” is required in all general education courses that are part of the Medical Sonography curriculum.

### 3.1.1 Essential Skills Needed for Completing Health Science Programs

The following guidelines are utilized in admitting qualified Medical Sonography students: The activities identified below are examples of physical and emotional activities, which a student in the Allied Health Program must be able to perform for the successful completion of the program. If an applicant believes that he or she cannot meet one or more of the standards without accommodation or modification, the applicant should consult Counseling and Career Services.

<b>Essential Skill</b>	<b>Explanation/ Example</b>
<b>Motor skills</b>	The student shall possess gross and fine motor skills sufficient to provide safe and effective patient care. Example: The student is able to position patients, manipulate controls on machinery and locks on equipment. The student is also able to maintain stable balance while performing exams on patients who have compromised balance.
<b>Mobility</b>	The student shall possess physical abilities sufficient to move from room to room, maneuver in small spaces, and stand and walk for extensive periods of time up to 10 hours. Example: The student is able to move around in client's room, move from room to room, move in small work areas, and administer CPR.
<b>Tactile skills</b>	The student shall possess tactile ability sufficient for data collection. Example: The student is able to palpate for bony anatomical landmarks, detect pulsation, and feel skin temperature.
<b>Weight-bearing capabilities</b>	The student shall possess the ability to lift and carry at least 40-50 pounds independently, and push/pull loads in excess of 200 pounds with assistance while preventing injury to the patient or self. Example: The student is able to move equipment and safely lift, manipulate, and move patients as necessary for the performance of sonographic procedures.
<b>Hearing skills</b>	The student shall possess auditory ability sufficient to monitor health needs and collect data. Example: The student is able to hear the doppler signals, equipment alarms, and a patient's cry for help.
<b>Visual skills</b>	The student shall possess visual ability sufficient for observation and data collection. Example: The student is able to see fine detail in order to evaluate sonograms for technical quality and evidence of blur.
<b>Communication skills</b>	The student shall possess communication abilities sufficient for verbal and nonverbal interaction with others. Example: The student is able to communicate clearly to explain procedures to patients and/or the patient's family, document patient responses, and communicate relevant patient history to the radiologist or other clinical personnel.
<b>Interpersonal skills</b>	The student shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of psychosocial cultural backgrounds. Example: The student is able to establish a rapport with clients and health care team members.

<b>Critical thinking</b>	The student shall possess critical thinking ability sufficient for clinical judgment. Example: The student is able to identify cause-effect relationships in clinical situations in order to obtain quality diagnostic images on patients with various physical and mental disabilities.
<b>Ethical behavior</b>	The student will provide services with respect for human dignity and uniqueness of the client unrestricted by consideration of social or economic status, personal attribute, or the nature of health problems. Example: The student will care for clients assigned regardless of race, religion, or diagnosis.

## 3.2 NOTIFICATION PROCESS

Medical Sonography applicants/candidates will be notified of their Provisional Acceptance in the Medical Sonography Program during the spring application review period.

### 3.2.1 Provisional Acceptance

Prospective applicants are provisionally accepted into the Medical Sonography Program for the Fall Semester of the applying year. However, notification of full acceptance is pending completion of the following program requirements by the date specified in the provisional acceptance letter.

#### **Clinical Compliance Policy for Clinical Placement**

To comply with program policies and state and local regulations for healthcare providers, and in the interest of your own personal safety, the safety of your patients and the potential liability to both the college and clinical agency, there are significant compliance requirements that must be met in order to enter the clinical area.

These policies may be expanded due to additional requirements, which may come from hospital/clinical facilities at any time. Students may be denied access to clinical facilities based on health screening results, drug-screening results, or results appearing on a criminal background check. The student will be responsible for obtaining documents demonstrating that they have met all compliance requirements. If this is not possible, the student will be unable to attend the clinical portion of the program. If a student cannot complete the clinical training, the student will not be able to complete the program requirements. Robeson Community College is not obligated to make special accommodations, and will not find an alternative clinical site if there is a problem with a student's clinical compliance requirements. Provisionally admitted students have one opportunity per enrollment cycle for the selected health science program to conduct a background check, including the national sex offender index, and a drug screen, in accordance with the college's policies and procedures and with whom the college has contracted to provide its' students clinical training and experience.

All students are expected to provide documentation of all clinical compliance requirements to the current online compliance tracking system contracted by the College and meet all deadlines associated with compliance requirements or risk losing provisional admittance status.

The following Clinical Compliance Requirements must be met or students will be prevented from entering the clinical arena. This applies to all health science students.

## **1. Medical Review/Screen**

There are significant health screening requirements that must be met before entering the clinical area. Each student is required to meet vaccination, titer, physical exam, and drug testing requirements and provide documentation. All documentation regarding health screening **MUST** be provided to Medical Sonography faculty or the Clinical Compliance Officer (Health Science Secretary). Students must be prepared to provide copies of printed clinical compliance requirements to clinical sites at any time during the program.

The specific health screening requirements are listed below:

- a. Two separate, negative, Tuberculin Skin Tests (PPD) must be acquired to rule out false-negative, or follow-up chest X-ray within 3 months of enrollment. Students may also choose to have the Quantiferon-TB Gold blood test conducted as an alternative to the two PPD skin tests.
- b. Required Immunizations
  - Tdap (within last 10 years), Hepatitis B series, MMR, Varicella series or positive titer
  - Influenza – Standard Seasonal Form Required (Deadline will be provided based on clinical site requirements.)
  - Covid-19- This is now a required vaccine for several of our clinical facilities, with no medical or religious exemptions accepted; therefore, Covid vaccination is required for program admission. Any boosters deemed as required by any clinical site during the program will be required for students already enrolled in the program.

## **2. Background Check**

In order to be eligible to participate in placement(s) at clinical facilities, health science students must use the approved vendor to complete criminal background checks. The background check is not a requirement for acceptance to the program, but is required as part of screening for clinical placement and registration for the clinical courses. The background check will not be reviewed by RCC staff or faculty. Students must be prepared to provide printed background report results to their clinical site at any time during their enrollment in the health science program. Students have one opportunity per enrollment cycle for the selected health science program to conduct a criminal background check in accordance with the College's policies and procedures and with whom the College has contracted to provide its' students clinical training and experience.

Background investigations will minimally include the following:

- Social Security Number Verification



- Criminal History Search (3 counties, 7 years or up to five background searches)
- Sex Offender and Predator Registry Search
- Office of Inspector General (Health and Human Services) Sanction List Search
- General Services Administration Excluded Search
- Address Verification
- Two Name Searches (current legal and one other name)

### **3. Drug Screen**

In order to be eligible to participate in placement at clinical facilities, health science students must use the approved vendor to complete the drug screen protocol. The drug screen is not a requirement for acceptance to the program, but is required as part of screening for clinical placement and registration for the clinical courses. All fees associated with the criminal background check and drug screen will be the responsibility of the student. The drug screen will not be reviewed by RCC staff or faculty. Students must be prepared to provide printed background report results to their clinical site at any time during their enrollment in the health science program. Students have one opportunity per enrollment cycle for the selected health science program to conduct a drug screen in accordance with the College's policies and procedures and with whom the College has contracted to provide clinical training and experience. If a urine sample is deemed too dilute by the testing facility, the student must submit samples until the test can be completed with a definitive negative or positive result. Any additional cost is at the expense of the student.

NOTE: If results of a criminal background check and panel urine drug screen prevent a student from participating in a clinical rotation at any agency, the student will not be able to fulfill the clinical requirements for the program, and subsequently will not be allowed to complete the health science program. In this case, the student will be referred to Counseling and Career Services to assist in developing an alternative educational/ career plan.

### **4. Other Health Science Program Requirements**

Students must be compliant with all program required documentation which may include, but is not limited to the following:

- Cardiopulmonary Resuscitation Certification (Infant, Child and Adult) through the American Heart Association
- Attend Medical Sonography Program Information Session
- Program Orientation
- Handbook Verification Form

- Release of Records Documentation
- Other documents required by the Medical Sonography Program
- Job Shadowing (Two 8 hr. days)- Compliance with job shadowing contract
- Completion of Medical Sonography Career Prep Course conducted during provisional acceptance phase if applicable

RCC Health Science students must obtain a criminal background check (BGC) and a Drug Screen (DS) through the College's approved vendor, CastleBranch. Once a student has received provisional acceptance into their respective health science program, the student will receive information regarding access to CastleBranch and instructions for payment of the BGC and DS. All health science students must submit clinical compliance requirements by required deadlines published in the provisional acceptance letter.

### **3.2.2 Clinical Compliance for Second Level Students**

Second level students are required to prove continued compliance regarding the drug screen protocol. All students are expected to provide documentation of all clinical compliance requirements to the current online compliance tracking system contracted by the College and meet all deadlines associated with compliance requirements. In order to be eligible to participate in placement at clinical facilities in the student's second year of enrollment, health science students must use the approved vendor to complete the drug screen protocol. The drug screen will be required as part of screening for clinical placement and registration for the second-year clinical courses. The drug screens will not be reviewed by RCC staff or faculty, but will be accessed by human resources personnel at facilities where compliance determination is required. Students must also be prepared to provide printed background report results to their clinical site at any time requested during their enrollment in the health science program. Second level students have one opportunity per enrollment cycle to conduct a drug screen in accordance with the College's policies and procedures and with whom the College has contracted to provide clinical training and experience.

### **3.2.3 Declines/Disqualifications:**

Although the Medical Sonography Program does not maintain a waiting list for applicants, the applicant with the next highest ranking will be considered for admission if an originally accepted applicant declines the offer of admission or if someone who was originally accepted becomes disqualified. This selection/ notification process will continue based on the program's capacity to admit students as determined by the clinical sites available.

## **3.3 PROGRAM BY SEMESTER COURSE OUTLINE**

### **Medical Sonography- A45440**

**2023-24**

	Program Prerequisites	Credit hours
	BIO 163 Basic Anatomy & Physiology	5
	<b>or</b>	
	BIO 168 Human Anatomy & Physiology I	4
	BIO 169 Human Anatomy & Physiology II	4
	PHY 110 Conceptual Physics	3
	PHY 110A Conceptual Physics Lab	1
	MED 120 Survey of Medical Terminology	2

### First Semester (Fall)

	First Semester (Fall)	Credit hours
	ENG 111 Writing and Inquiry	3
	MAT 143 Quantitative Literacy	3
	SON 110 Introduction to Sonography	3
	SON 130 Abdominal Sonography I	3
	SON 111 Sonographic Physics	4
	Total Credits	16

### Second Semester (Spring)

	Second Semester (Spring)	Credit hours
	COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3
	SON 140 Gynecological Sonography	2
	SON 241 Obstetrical Sonography I	2
	SON 120 SON Clinical Ed I	5
	SON 131 Abdominal Sonography II	2
	Total Credits	14

### Third Semester (Summer)

	Third Semester (Summer)	Credit hours
	SON 121 SON Clinical Ed II	5
	Total Credits	5

### Forth Semester (Fall)

	Forth Semester (Fall)	Credit hours
	Humanities/ Fine Arts Elective	3
	SON 220 Clinical Ed III	8
	SON 242 Obstetrical Sonography II	2
	SON 250 Vascular Sonography	2
	Total Credits	15

### Fifth Semester (Spring)

Fifth Semester (Fall)	Credit hours
Social/Behavioral Science Elective	3
SON 221 Clinical Ed IV	8
SON 225 Case Studies	1
SON 289 Sonographic Topics	2
Total Credits	14
Total Credits Needed for Graduation	75

## 3.4 PROGRAM COURSES AND COURSE DESCRIPTIONS

### Core Course Descriptions

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>SON 110 Introduction to Sonography</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>

*Prerequisites: None*

*Co-requisites: None*

This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques.

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>SON 111 Sonographic Physics</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>

*Prerequisites: None*

*Co-requisites: None*

This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>SON 120 SON Clinical Education I</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>5</b>

*Prerequisites: SON 120*

*Local Co-requisites: None*

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>SON 121 SON Clinical Education II</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>5</b>

*Prerequisites: SON 120*

*Co-requisites: None*

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be

able to image, process, and evaluate sonographic examinations.

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>SON 130</b>	<b>Abdominal Sonography I</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<i>Prerequisites: None</i>				
	<i>Co-requisites: None</i>				

This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>SON 131</b>	<b>Abdominal Sonography II</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
	<i>Prerequisites: SON 130</i>				
	<i>Co-requisites: None</i>				

This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>SON 140</b>	<b>Gynecologic Sonography</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
	<i>Prerequisites: SON 110</i>				
	<i>Co-requisites: None</i>				

This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>SON 220</b>	<b>SON Clinical Education III</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>8</b>
	<i>Prerequisites: SON 121</i>				
	<i>Co-requisites: None</i>				

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>SON 221</b>	<b>SON Clinical Education IV</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>8</b>
	<i>Prerequisites: SON 220</i>				
	<i>Co-requisites: None</i>				

This course provides continues active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examination. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>SON 225</b>	<b>Case Studies I</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>
	<i>Prerequisites: Take One: SON 110 or CVS 163</i>				
	<i>Co-requisites: None</i>				

This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, student should be able to correlate information necessary for complete presentation of case studies.

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>SON 241</b>	<b>Obstetrical Sonography I</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
	<i>Prerequisites: SON 110</i>				
	<i>Co-requisites: None</i>				

This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>SON 242      Obstetrical Sonography II</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
<i>Prerequisites: SON 241</i>				
<i>Co-requisites: None</i>				

This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>SON 250      Vascular Sonography</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
<i>Prerequisites: None</i>				
<i>Co-requisites: None</i>				

This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>SON 289      Sonographic Topics</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
<i>Prerequisites: SON 110</i>				
<i>Co-requisites: None</i>				

This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.

**Required Related Courses**

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>BIO 163      Basic Anatomy &amp; Physiology</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>5</b>
<i>Prerequisites: None</i>				
<i>Co-requisites: None</i>				

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

**OR**

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>BIO 168      Human Anatomy &amp; Physiology I</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
<i>Prerequisites: None</i>				

*Co-requisites: None*

*Local Prerequisites: DRE-097, or ENG 002, or ENG 110, or ENG 111*

This course is designed to concentrate on complex pathological states seen on sonograms. Emphasis is placed on systemic diseases and multi-organ disease states as seen on sonograms. Upon completion, students should be able to research, present, and discuss system diseases presented on sonograms.

&

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>BIO 169 Human Anatomy &amp; Physiology II</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>

*Prerequisites: BIO 168*

*Co-requisites: None*

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>ENG 111 Writing and Inquiry</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

*Prerequisites: DRE 097 or ENG 002*

*Co-requisites: None*

*Local Co-requisite: ENG 011*

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>ENG 112 Writing/Research in the Disciplines</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

*Prerequisites: ENG-111*

*Co-requisites: None*

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines.

College Transfer: This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>MAT 143 Quantitative Literacy</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

*Prerequisites: Take All: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098*

*Co-requisites: None*

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life.

College Transfer: This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).

This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).

This is a Universal General Education Transfer Component (UGETC) course.

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>MED 120 Survey of Medical Terminology</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>

*Prerequisites: None*

*Co-requisites: None*

*Local Prerequisites: None*

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>PHY 110 Conceptual Physics</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

*Prerequisites: DRE-097, or ENG 002, or ENG 111*

*Co-requisites: None*

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied.

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>PHY 110A Conceptual Physics Lab</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>

*Prerequisites: None*

*Co-requisites: Take PHY 110*

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110.

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>Social/Behavioral Science Elective</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

(Students must complete one of the following to fulfill the Social/Behavioral Science requirement: PSY-150, SOC-210, or SOC-225)

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>Humanities/Fine Arts Elective</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

(Students must complete one of the following to fulfill the Humanities requirement: ART-111, MUS-110,



### **3.5 Medical Sonography Program Policy for Transfer Students**

In addition to the Credit by Transfer policy published in the RCC Catalog and Student Handbook, students applying for transfer into the Medical Sonography Program shall meet the general admission, progression/dismissal, and graduation requirements according to Medical Sonography specific policies.

Due to a standardized Medical Sonography Curriculum in the North Carolina Community College System (NCCCS), a lateral transfer from a hospital or university based, private or out-of-state Medical Sonography Program cannot be guaranteed. A student pursuing lateral transfer from an NCCCS Medical Sonography Program cannot automatically assume they are guaranteed a seat in the program. RCC's Medical Sonography Program must abide by number of students allowed with enrollment due to the number of available clinical education centers. Therefore, serious students must be willing to spend additional time at Robeson Community College in pursuit of a professional career in Medical Sonography.

The Medical Sonography Program Director and College Registrar will evaluate the student's Medical Sonography transcript to determine the total number of possible Medical Sonography courses or credits allowed for transfer credit. Transfer students must meet the 3.0 GPA academic requirement in all SON and related courses in the Medical Sonography curriculum.

If a student is approved for transfer into the Medical Sonography program from another Medical Sonography program within the North Carolina Community College System (NCCCS), the student will be required to successfully pass a comprehensive final exam in each Medical Sonography didactic course previously credited and repeat the clinical competencies set by the ARDMS.

Students from an out-of-state Medical Sonography program or those who have been withdrawn from any Medical Sonography program for more than one year will not be approved for transfer. Therefore, those students will be advised to make application as a new student.

#### **3.5.1 Previously Enrolled in a Medical Sonography Program**

Applicants previously enrolled in Medical Sonography at RCC will be considered for readmission in accordance with the Readmission Policy (See RCC Catalog and Student Handbook). Additionally, applicants requesting readmission MUST complete the "Contract to Re-enter" established during their exit interview and approval from Medical Sonography program staff.

Applicants previously enrolled in another North Carolina Community College System (NCCCS) Medical Sonography program MUST submit a letter of recommendation from that Medical Sonography program director. Applicants previously enrolled in, academically unsuccessful in, and/or dismissed from another Medical Sonography program will be considered for provisional acceptance based on review and program enrollment capacity.

An opening for qualifying transfer students cannot be created if the program is at its maximum permissible capacity.

### **3.6 READMISSION POLICY**

Students previously enrolled in the Medical Sonography Program, but whose studies were interrupted voluntarily or involuntarily, may re-apply to the program in accordance with the Health Science Readmission Policy as listed in the RCC Catalog and Student Handbook. A student may only be granted readmission into the Medical Sonography Program one time. However, students who were dismissed from the program due to violation of Clinical Compliance Policy are not eligible for re-admission.

Applicants who exited the Medical Sonography Program within the last twelve (12) months must request readmission prior to 90 days of the semester for planned enrollment. However, due to the competitive nature of the Medical Sonography application process, readmission applications are considered based on the academic performance at the time of withdrawal, overall GPA, completion of admission requirements and the program's capacity. The student must agree to and sign a contract to re-enter the program. This contract outlines the specific details of criteria for readmission. Recommendations for readmission will be made jointly with the program staff, and final approval for readmission will be determined by the Medical Sonography Program Director and the Clinical Coordinator.

### **3.7 PROGRAM ORIENTATION**

Once students have met the requirements for Provisional Acceptance and Clinical Compliance, students are notified by email of full acceptance into the program along with the date(s) of orientation. Students admitted to the Medical Sonography Program for the upcoming term are required to attend the orientation session. The purpose of orientation is to welcome students and facilitate transition into the Medical Sonography Program. If a student is unable to attend orientation due to extreme circumstances, they must contact the program director as soon as possible; otherwise, the student is immediately removed from the acceptance list.

### **3.8 ACADEMIC PROGRESSION**

Academic progression in the Medical Sonography Program includes successful completion of the course or didactic requirements and demonstrated competence on all assigned Medical Sonography laboratory and clinical requirements.

Students progressing in the Medical Sonography Program must:

- 1) Receive a grade of "C" or above in each general education pre-requisite, and corequisite course as stipulated by the corresponding grading requirement.

- 2) Receive a grade of “C” or above (with numerical grade 80 or above) in each Medical Sonography course as stipulated by the corresponding grading requirement.

Grade Requirement:

- A) The Medical Sonography student must have a Medical Sonography test/ exam average of 80% or higher in order to take the final exam in a Medical Sonography course.
- B) The Medical Sonography student must pass the course final examination with a grade of 80% or higher in order to successfully pass the course. Grades from assignments, pop quizzes etc. will be added only after the students calculated major tests and final exam average total 80% or higher.

Medical Sonography students who do not have the required 80 average in the test/exam category will be administratively withdrawn from all Medical Sonography courses and receive a grade of “WF”.

- C) Satisfactorily meet and/or complete ALL course, clinical, and laboratory requirements.
- D) Maintain a 3.0 overall GPA in all related and general education course work.

**See also: 3.16: Failed Test Policy and 3.17: Failed Proficiency Policy**

Required general education courses in the Medical Sonography curriculum are considered pre- and co- requisite courses and therefore must be taken before, or in conjunction with, Medical Sonography courses as sequenced in the RCC catalog. However, if the student fails a required general education course, the student will not progress in the Medical Sonography Program.

As the student progresses through the Medical Sonography Program, if a physical, mental or emotional condition threatens to prevent or prevents satisfactory classroom, laboratory, or clinical performance, the student will be counseled and referred to the appropriate professional(s). The recommendations of the prescribing professional will be considered in advising the student regarding continued enrollment and/or progression in the program. However, if a student is unable to participate in clinical/laboratory practice or fulfill the clinical/laboratory requirements of any course, dismissal from the Medical Sonography Program will result.

### 3.9 COURSE TESTING GUIDELINES

Major course exams and final exams are scheduled, and all students are required to take all exams. The only acceptable excuses for missing an exam include personal illness/injury, hospitalization of student's own child, or a death in the immediate family. Documentation of the cause of absence may be required. The student must contact the course instructor directly via text, call, or email no later than 1 hour before the exam is to be given. Failure to notify the faculty member will result in the recording of a "0" for the exam.

The course instructor will determine the type of examination to be given to the student who was absent for the original exam, but who provided the required notification of absence as referenced above. The content of the exam will be the same as the original exam, but the format may be different. Students who are eligible to make up the missed exam must do so within 24 hours, or the next business day, unless extenuating circumstances prevent the student from doing so (for example, continued illness, continued hospitalization of student's own child, etc.).

For scheduled exams, the course instructor or exam proctor will:

- Distribute the exam and answer sheet (if applicable) at the start of class, unless otherwise scheduled for later in the class period.
- Give any additional instructions not included on the exam itself, and provide corrections verbally prior to the start of the exam, or as soon as errors are realized.

The student(s) taking the exam will:

- Arrive at the designated room on time, prepared to start the exam. Students should use the restroom prior to the start of the exam.
- Remove hats, sunglasses, hoodies, oversized coats, etc.
- Clear his/her desk. All food, beverages, book bags, books, purse, coats, phones, etc. should be placed beside the student's desk or in the area designated by the instructor or proctor. Phones should be turned to silent and placed in the student's purse or book bag. Study notes must be also be placed inside the student's book bag and the book bag must be zipped.
- Use only calculators provided by program faculty for exams requiring calculators. No personal calculators may be used during quizzes or exams.
- Remove smart watches and place them in their purse or book bag.
- Refrain from suspicious behaviors such as talking, looking around the room, looking at another student, raising his/ her paper for other students to view, or glancing at other students' tests.
- Adhere to seating guidelines specified by the instructor or proctor.
- Keep his/ her exam/ answer sheet covered.
- Document answers on answer sheet provided (if applicable) using pencil and uppercase letters that are easily recognized. Credit will not be given for any answers erroneously transposed from exam to answer sheet, or items left blank on the answer sheet.
- Report any exam errors not previously noted to the instructor or proctor.

- Report any misconduct or annoying behavior to the instructor or proctor during the exam so appropriate action can be taken in a timely manner.
- Refrain from discussing exam content with class members who were absent for the exam.

Students arriving late for an exam without prior contact with the course instructor or program director will:

- Be given the exam and answer sheet (if applicable) upon arrival.
- Be provided with any additional instructions/ corrections not included on the exam itself.
- Be given no extension beyond the time allotted for the exam (if no time is specified, the student will be required to turn in their exam when the last student who started the exam at the original start time turns in his/ her exam).

When exams results are returned for viewing, students will:

- Clear their desks. Students are not permitted to take notes while reviewing tests unless directed by the course instructor.
- Refrain from hassling classmates about their exam results. It is each student's prerogative to determine with whom, if anyone, they wish to discuss their grades.
- Review their exam closely to ensure their exam was graded correctly, and to identify any questions they believe need additional review.
- Respectfully approach the course instructor to discuss any errors in grading. It is inappropriate to argue with faculty regarding exam content. The course instructor is the expert on their course content; however, they are also human, so mistakes in grading may occur. The course instructor will adjust the exam grade accordingly if errors did occur.

### **3.10 GRADING POLICY**

A passing grade in any Medical Sonography course is a letter grade of A, B, or C. Any student who receives a final grade lower than a "C" with numerical grade less than 80 (D, F, W, WF, or I) in any clinical or didactic Medical Sonography course will NOT proceed to the next course/semester.

Medical Sonography grades are based on classroom, clinical, and lab performance. A passing grade in each course component is required to pass the entire course.

#### **3.10.1 Grading Scale:**

The 4.0 grade point average system is used to calculate student grade averages. Please note the grading system used with SON courses.

The didactic and clinical performance grading scale for the Sonography Program is outlined below:

A	93 – 100	Excellent
B	85 – 92	Good
C	80 - 84	Average
	Below 80	Failing

\*Students must achieve a grade of “C” or higher (with a numerical grade of 80 or higher) in order to continue in the Medical Sonography curriculum.

### **3.10.2 Requirements for Written Assignments**

- Written assignments must be submitted to the instructor on or before the due date. Late assignments may result in a grade reduction.
- When the student submits written assignments, all sources used by the student must be properly documented/cited with footnotes, quotations, and a bibliography, as appropriate and as directed by the instructor.
- Written assignments are to be neat, clean, and legibly written or typed as directed by the instructor.

## **3.11 GRADE APPEAL PROCESS**

It is the policy of Robeson Community College that students shall have the right to appeal a grade whether derived from a singular course event or the final grade issued for the course. Grades for individual class assignments as well as final grades are to be determined by the course instructor of record in accordance with the grading guidelines distributed in the course syllabus at the beginning of a course.

### **3.11.1 Individual Course Assignment**

A student may appeal a grade derived from a singular course event as outlined below:

- a. Any student who has an issue with a grade resulting from an individual course event (i.e. test, pop quiz, term paper, etc.) must attempt to resolve the matter with the faculty member who assigned the grade. Appeals must be made within three working days from the date the graded process is returned or made known to the student.
- b. In the event the matter cannot be resolved, the student may appeal the grade following the outline below:
  - i. The student shall present the appeal, to include rationale for the appeal, in writing, to the Department Chair/Program Director/Program

Coordinator of the area in which the contested grade was awarded within three working days of the faculty member's response.

ii. The Department Chair/Program Director/Program Coordinator shall confer with the student and the instructor to seek a resolution within three business days to address and resolve the appeal. If the instructor happens to also be the Department Chair/Program Director/Program Coordinator, then the appeal should be submitted to the appropriate Assistant Vice President providing administrative supervision for the course.

iii. Should the Department Chair/Program Director/ Program Coordinator and student fail to reach a satisfactory resolution, the Department Chair/Program Director shall forward the appeal to the appropriate Assistant Vice President providing administrative supervision for the course within three working days.

iv. The decision of the Assistant Vice President providing administrative supervision for the course shall be made within three working days and the decision shall be considered final.

### **3.11.2 Final Course Grade**

Students may appeal a final course grade as outlined below:

a. Any student who has an issue with the final course grade should attempt to resolve the matter with the faculty member who assigned the grade. Appeals must be made within three working days from the receipt of the final grade.

b. A student cannot appeal a final course grade based upon a previously appealed individual course assignment.

c. In the event the matter cannot be resolved, the student may appeal the grade following the procedure outlined below:

i. The student shall present the grade appeal, to include rationale for the appeal, in writing, to the Department Chair/Program Director of the area within which the contested grade was awarded.

ii. The Department Chair/Program Director shall confer with the student and instructor to seek a resolution of the appeal within three working days of the receipt of the appeal. If the instructor happens to also be the Department Chair/Program Director, then the appeal should be submitted to the appropriate Assistant Vice President providing administrative supervision for the course.

iii. Should the Department Chair/Program Director and student fail to reach a satisfactory resolution, the Department Chair/Program Director shall forward the appeal to the appropriate Assistant Vice President providing administrative supervision for the course for review within three working days.

iv. The Assistant Vice President providing administrative supervision for the course shall convene a hearing before the Academic Appeals Committee within three working days. The Assistant Vice President shall serve as the committee chair. The Committee shall consist of four faculty members randomly selected from the Academic Appeals Committee membership. The Committee shall meet to discuss the grade appeal and may hear from the student, the instructor, and any other individuals that the Committee deems appropriate. If the Committee finds the grade received was inappropriate, the Committee shall determine a method by which the grade will be re-evaluated. The resulting grade, if different, must be submitted within College guidelines and may not be appealed further. Should the Committee find the grade received by the student as appropriate, the Committee shall direct that no action be taken to change the final grade and the findings shall be submitted to the Vice President for Instruction and Support Services within 24 hours. The Vice President shall notify the student of the committee's findings within three working days.

v. In cases where the Academic Appeals Committee finds that the grade received by the student was appropriate, the student may submit a written appeal to the Vice President for Instruction and Support Services within three working days. The Vice President shall review all evidence related to the appeal, conduct any interviews deemed appropriate, and render a decision within three working days. The decision rendered by the Vice President for Instruction and Support Services will be considered final.

Failure of a student to pursue a grade appeal in accordance with the provisions of this policy or any publications derived there from shall be deemed unacceptable and the grade assigned will be the grade of record.

This policy shall apply to all credit courses and Career and College Readiness courses offered by the College regardless of length, credit awarded, method of delivery, time of delivery, or other similar factors.

### **3.12 DIDACTIC PERFORMANCE GUIDELINES**

Cell phones, smart watches, beepers, walkie-talkies and hand-held electronic devices such as iPads, laptops, etc. cause unnecessary disruption to the teaching/learning process. Out of courtesy to others, all systems of communication should be in the quiet mode during class. Students are not allowed to use cell



phones or smart watches as calculators. Students are allowed to use cell phones during break times only. Failure to adhere to this policy could result in the student being dismissed from class and an absence recorded.

### 3.13 CLINICAL PERFORMANCE GUIDELINES

**Direct Supervision:** Medical imaging procedures must be performed under the direct supervision of a registered medical sonographer until a student achieves competency. The one to one ratio of a staff technologist to student enables adherence to direct supervision guidelines at all times. A registered medical sonographer reviews the order requisition. The technologist must then assist the student in assessing the condition of the patient to determine if direct assistance from the technologist will be required during performance of the exam. The technologist remains physically present during the conduct of the procedure to ensure correct performance of the exam and maximum patient safety. This procedure is required for any exam for which the student has not yet achieved competency.

**Indirect Supervision:** Medical imaging procedures may be performed under the indirect supervision of a registered medical sonographer after a student achieves competency. Clinical instructors and staff technologists are specifically reminded that students are not allowed to perform exams outside the imaging department without a registered technologist being “immediately available”, which is defined as physically present or adjacent to the room or location where the sonographic procedure is being performed.

**\*\*\* Grading of precomps & final comps must be performed by a technologist registered in that specialty.**

**Repeating Images:** Students must be directly supervised by a registered medical sonographer when repeating unsatisfactory images. The technologist is to ensure the student is imaging the correct anatomy for the exam and using proper techniques to achieve the best image possible.

Students are prohibited from completing studies and sending images to the PACS without approval from the clinical instructor, supervisor, or staff technologist for all studies, whether they have previously achieved competency or not.

Students must be directly supervised until competency is achieved. First year students must receive direct supervision from the registered technologist assigned to their clinical area. Second year students may not supervise first year students in the clinical area. Second year students who have satisfied the clinical competencies for the particular area to which they are assigned may receive indirect supervision from the technologist-in charge but may not operate radiographic rooms unsupervised.

#### 3.13:1 Clinical Assignments

The Medical Sonography Program provides learning opportunities for students in an array of clinical learning environments. The clinical education sites include imaging centers, medical offices, and small to large hospitals. This ensures students are exposed to

a maximum variety of exams through the use of various designs of medical sonography equipment. Clinical rotations are assigned so that each student has the opportunity to experience procedures necessary to meet the American Registry of Diagnostic Medical Sonographers (ARDMS) clinical competency requirements.

Students will be required to travel up to estimated 80 miles to participate in their clinical assignments. This mileage is calculated from the RCC Campus. Therefore, it is very important that students have a valid driver's license and reliable transportation. Program staff will not make exceptions or adjustments in clinical assignments based upon traveling distance.

- Students will be assigned to didactic and clinical experience not to exceed 40 hours per week (this does not include breaks, lunch, travel, or study time).
- Students will be assigned occasional afternoon, evening, and weekend clinical rotations. The clinical coordinator/instructor will post rotation schedules at the beginning of each semester.
- Students are not assigned clinical rotation on recognized holidays.
- Students receive vacation time according to the College's academic calendar. Summer vacation is scheduled before and/or after the summer session.
- Students receive meal periods of not less than 30 minutes when assigned for four or more hours of clinic assignments per day.
- Students should schedule all medical/dental appointments and other engagements during times when they are not participating in didactic or clinical experience.
- Tardiness in the clinical setting will not be tolerated. Tardiness in excess of 20 minutes will result in a full clinical day's absence, which must be made up (unless emergency situation can be validated). For tardies less than 20 minutes, 1 point per tardy (exceeding one occurrence) will be deducted from the final grade. Three tardies equals one absence, which will require a full clinical day for makeup time.
- Students are expected to participate in all scheduled didactic and clinical experiences. Absenteeism is defined as not being present for an assigned educational experience. No clinical absences are allowed unless a request for time off has been granted by the Medical Sonography Clinical Coordinator (RCC-CC) or written documentation has been provided to explain an excused absence. A student may request time off from clinicals; however, the request must be made at least three weeks in advance, and missed time should be made up prior to the time off.

An excused absence is defined as:

- a. Death in the immediate family (mother, father, child, sibling, grandparent, significant other),
  - b. Jury duty or court subpoena,
  - c. Sickness/ injury requiring a doctor's care. (This does not pertain to SCHEDULED doctor's appointments.) Requests for time off must be submitted in writing to the RCC-CC at least 2 weeks in advance of the requested absence (use Notification of Absence Form found in clinical notebook).
- Students will not be allowed to re-schedule their clinical time without prior approval from the clinical coordinator or program director with a justified cause.

All missed clinical time must be made up within 3 weeks of the absence or by the end of the semester, depending on which comes first. It is the student's responsibility to schedule make-up days and to communicate to the RCC-CC the day they have scheduled for make-up. (Make-up time MUST be completed in whole days rather than several partial days.) Any absence in excess of one will also result in a reduction of the final grade by 5 points per absence. Any absences not made up will result in a 10-point final grade deduction. If the student misses a scheduled makeup day for a previous absence without prior notification to Medical Sonography faculty and clinical education center staff, the student is then responsible for making up the original missed day and the makeup day.

- Attendance is vital for the Medical Sonography student in the health care profession. Therefore, attendance is evaluated by the "Student Evaluation Form," as well as the "Student Time Sheet," and reflected in course grades.
- All clinical competencies required for each semester are to be completed by the end of the last scheduled clinical day for that semester. "Incompletes" for deficiencies in clinical make-up time and incomplete competencies will not be granted without administrative approval and/or a medical doctor's excuse.

### **3.14 INFECTION CONTROL POLICY**

Low-level disinfectant is currently utilized for intact skin contact with the transducers and cables. Phantoms can be cleaned with Protex wipes or a mild soapy water. This is completed by removing any visible remaining gel from the transducer face and applying Protex wipes, followed by drying with a lint-free dry cloth. It is prohibited to scan any known non-intact skin in the Sonography lab. The ultrasound machines, tables, chairs and countertops can be disinfectant with the Super Sani-Cloth.

### **3.15 LABORATORY PERFORMANCE GUIDELINES**

- Students are required to demonstrate competency in positioning skills and obtaining required images in the lab setting prior to attempting competency in the clinical setting.
- Every student is required to attend all clinical demonstrations and testing labs; if a student is absent during check-offs, the instructor will assign a time that the check-off is to be completed. If the student fails to attend without prior notification to the course/lab instructor, a zero will be given for the check-off grade and competency forms for those exams included in the lab testing will not be awarded. Failure to receive competency forms for ARDMS required competencies will result in a failing grade for the course, and subsequent dismissal from the program.
- **Phone or electronic device use during laboratory performance time is not allowed.**

### 3.16 LAB SAFETY POLICY

- Lab should only be used when medical sonography staff are in the building and able to enable supervision.
- Assigned time should be utilized.
- Inspect transducer housing and cords for any visible defects. **DO NOT** use any sonography equipment that appears defected.
- Practice safe Ergonomics.
- No food or drink allowed in the lab.
- During check-offs, there is **NO** paperwork or electronic usage allowed (cell phones, smart watches, etc.)
- Clean up any spilled substances immediately.
- Practice volunteer safety by locking the chair and bed and lowering the ultrasound bed when getting on or off.
- No running, jumping or horseplay allowed in the lab.
- Always have a student scanning partner.
  - \* If you do not have a fellow student to scan, notify your instructor ahead of time to assign a volunteer RCC employee (timing depends on RCC employee availability). Instructor will approve volunteer RCC employee and time.

**In case of emergency:** Notify Sonography faculty staff as soon as possible to take the corrective measures.

### 3.17 FAILED PROFICIENCY POLICY

Students are required to make a 77 or higher on each test in order to be considered passing. If the student does not pass each proficiency with a 77 or higher, that student will be required to retake proficiency. Remediation and extra scanning lab help will be offered to the student. Each failed proficiency must be retaken within 2 weeks of the failing grade. If the average grade between the original and retake proficiencies do not equal a 77 or higher, the student will be academically withdrawn from the Medical Sonography Program.

\*\*\*Students will also be required to sign a Failed Proficiency Acknowledgment Form.

### 3.18 USE OF HUMAN SUBJECTS FOR EDUCATIONAL PURPOSES POLICY

The Association for Medical Ultrasound (AIUM) states that live scanning of human subjects should be permitted only when risk is minimized and there is a medical or public health benefit. At the present time, the public health benefit is very difficult to obtain in any other way, and ultimately benefits future patients. Higher educational programs including, sonography programs, have been approved to contain an ultrasound component that includes live scanning sessions.

For the reasons listed above, the use of human subjects will be utilized for educational purposes in RCC's Medical Sonography program. Scanning sessions will be supervised by sonography faculty. As Low As Reasonably Allowed (ALARA) safety guidelines will always be practiced. There will be monitoring of the Output Display Standard, and the scanning sessions will adhere to AIUM statements regarding safety and ALARA. Additionally, students who perform peer-to-peer scanning will be informed of safety measures. Students will be asked to sign a student volunteer scan lab consent form, however, will always have the option to decline to be a scan volunteer.

### **3.19 INCIDENTAL FINDINGS DISCOVERED IN SCAN LAB**

Sonograms performed in the scan lab are for educational purposes **ONLY** and are not to be considered official examinations performed under the direct supervision of a physician. If an incidental finding (suspected abnormality, pathology or anatomic variant) is discovered during a practice session or proficiency, the student is advised to seek further medical care from his/her Primary Care Physician. Rescans or rechecks will not be performed in the sonography lab. The Sonography faculty, College Administration, and/or Medical Advisors cannot be held liable for pathology not visualized during scan lab sessions.

### **3.20 EARLY ALERT**

The Medical Sonography Program at Robeson Community College provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.

#### **Programmatic Advising**

Students enrolled in the Medical Sonography Program are assigned to program faculty and receive academic advising throughout the program.

The Early Alert Notification System utilizes a document (Appendix K) to provide academic, behavioral, and clinical advisement to students enrolled in the program. Program staff complete and distribute Early Alert Notification Forms to students at the midpoint of each semester. The purpose of Early Alert Notification is to provide feedback to students regarding their performance. The form provides students the opportunity to request a conference to discuss the feedback provided by the staff. Additionally, the form provides program staff the opportunity to require a formal conference with the student. Students must sign the form and return them to the Medical Sonography staff within 48 hours of distribution. Program staff file the signed Early Alert Notification Forms in the students' folders as evidence of advisement.

### **3.21 FAILED TEST POLICY**

Failed Test Policy = Students are required to make a 77 or higher on each test in order to be considered passing. In each SON course, if the student does not pass each test with a 77 or higher, the student will be required to retake the test until they achieve a passing grade. If the student feels they need tutoring on the subject material, it is their responsibility to notify the instructor as soon as possible. Each failed test must be retaken within one week of the failing grade. Students will be allowed to fail a maximum of 2 tests (including retakes) during SON courses. If the student fails a third test (or retake), the student will be academically withdrawn from the Medical Sonography Program.

\*\*\*Students will also be required to sign a Failed Test Acknowledgment Form post each failed test.

### **3.22 MEDICAL SONOGRAPHY PROGRAM WITHDRAWAL/DISMISSAL POLICY**

Students who fail to meet course, laboratory, clinical and/or program requirements, and/or demonstrate a pattern of unsatisfactory and unsafe behaviors may be dismissed from the Medical Sonography Program. Listed below are examples warranting dismissal from the program.

- Student receives a final course grade of less than “C” with score below 80 in any required Medical Sonography course.
- Student places others in physical or emotional jeopardy due to unprofessional student behavior.
- Student fails to meet legal and ethical standards or non-professional standards of practice.
- Student has excessive absences from clinical or didactic educational requirements, without prior approval.
- Student fails to pursue the learning objectives of the class due to excessive absences or lack of effort; the instructor can enforce an administrative withdrawal.
- Student accumulates (3) Unprofessional/Inappropriate Behavior Forms, which results in administrative withdrawal from the program.
- Student fails to abide by, or breach of, the Clinical Compliance Policy while enrolled in the program.
- Student’s use of intoxicating beverages and/or illegal drugs during a Medical Sonography Program educational function, or attending a Medical Sonography Program educational function appearing as if still under the influence of an intoxicating beverages and/or illegal drugs.
- Student fails to abide by the rules and regulations of the clinical education site or Ultrasound Department, or student’s presence in unauthorized areas of clinical education sites.
- Student exhibits a failure to cooperate, portrays an antagonistic disposition, or fails to show empathy towards patients.
- Student falsifies Clinical Attendance Form, or allows verifying technologist to falsify Clinical Attendance Form.
- Student is caught cheating during any didactic or clinical assessment.
- Student exhibits conduct unbecoming of a professional, including dishonesty, cheating, theft, fighting on the premises of the College or clinical education sites,

abuse or mishandling of a patient, and/or incompetence.

### **3.23 STUDENT WORK POLICY**

All student didactic and clinical activities associated with the curriculum will be educational in nature. Students will not receive monetary remuneration during their clinical rotation, nor will they be substituted for hired staff personnel within the clinical affiliate, in the capacity of a radiologic technologist. Students may be employed by the clinical affiliate during hours when they are not involved in classroom, laboratory, or clinical assignments. Clinical time and employment must not overlap. Those second-year students who are employed as paid student technologists are not allowed to complete competencies while clocked in as an employee, nor are they allowed to supervise first year students. Moreover, if a student is employed, Medical Sonography Program requirements take precedence over personal employment. Arrangements for a personal work schedule must be made so that work does not interfere with meeting the requirements of the Medical Sonography Program.

### **3.24 GRADUATION REQUIREMENTS**

#### **3.24.1 RCC Medical Sonography Program Requirements:**

- Satisfactory completion of all courses in the Medical Sonography Curriculum as outlined in the current College Catalog by the end of the program. If requirements are not met at that time, the student will not be eligible for graduation.
- A grade of "C" or better with averaged test scores 80 or higher in ALL Medical Sonography classes; Successful completion of general education courses including BIO 163- Basic Anatomy or 168- Anatomy and Physiology I & BIO 169- Anatomy and Physiology II, MED 120- Survey of Medical Terms, PHY 110- Conceptual Physics & PHY 110A- Conceptual Physics Lab, ENG 111- Writing and Enquiry, ENG 112- Writing/ Research in the Disciplines or COM 231 Public Speaking, MAT 143- Quantitative Literacy, a Social/Behavioral Science Elective, and a Humanities /Fine Arts elective.
- Satisfactory achievement of all clinical competencies as outlined in the course syllabus. Failure to complete competencies required is subject to dismissal from the program.
- Satisfactory achievement of all clinical competency requirements as outlined by The American Registry of Diagnostic Medical Sonographers. This includes the general patient care component and the medical sonographic procedures component.

#### **3.24.2 ARDMS Certification Eligibility Requirements:**

In addition to completion of the degree requirements for Medical Sonography, to be employed in the field of Medical Sonography, students must pass the ARDMS

SPI exam, which students will be eligible to take after passing Sonography Physics course, and also passing a certifying board exam, to obtain state certification as a Medical Sonographer. After the student graduates, 12 months of additional clinical employment will be required before sitting for the American Registry for Diagnostic Medical Sonography (ARDMS) exam. Graduates will be eligible to apply to take the Medical Sonography exam under The American Registry of Radiologic Technologists' (ARRT) with a passing score of 75 or greater and continuing education requirements for renewal of registration of certificates.

### **3.24.3 ARRT Certification Eligibility Requirements:**

The American Registry of Radiologic Technologists (ARRT) is a credentialing organization that promotes high standards of patient care by recognizing individuals in medical imaging, interventional procedures and radiation therapy. ARRT eligibility for certification includes the following requirements:

- Be a graduate of an approved formal educational program acceptable to ARRT.
- Be a person of good moral character. The conviction of either a felony or misdemeanor, involving moral turpitude may indicate a lack of good moral character for registry purposes. The ARRT conducts a thorough review of all convictions to determine their impact on eligibility. Individuals may submit a preapplication to have the ARRT committee review history of convictions and evaluate eligibility (see ARRT Rules and Regulations for filing a pre-application at <https://www.arrt.org/Certification>).
- Agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics.
- Completion of application process and submitting appropriate fee.
- Receiving appropriate Candidate Status Report and Identification Number.
- Comply with rules and regulations for scheduling ARRT Exam.
- Pass the ARRT examination in the category for which certification is being sought.

The Medical Sonography Program Director provides authorization for the student application. The authorization provided by the program director endorses that:

- the graduate has successfully completed all didactic and clinical competency requirements, including those identified by the ARRT; and
- the candidate has/will have completed all degree-related requirements of the program if it is accredited as degree granting.

## **3.25 STUDENT GRIEVANCE PROCEDURE/ DUE PROCESS**

### **Medical Sonography Students Only**

Students who believe there has been a violation, misinterpretation, or inequitable application of any program policies or procedures have a formal grievance procedure.



Talk with the faculty member. The student should make an appointment with the appropriate program staff within 3 days of the occurrence or concern. In the event the matter cannot be resolved with the program staff member, the student may appeal the program staff member's decision as outlined below:

- i. The student shall present the concern in writing to the program director.
- ii. The program director shall confer with the student and the program staff member to seek a resolution of the appeal within three working days of receipt of the appeal. If the program staff member happens to also be the Program Director, then the appeal should be submitted to the Dean of University Transfer and Health Sciences.
- iii. Should the Program Director and student fail to reach a satisfactory resolution, the Program Director shall forward the appeal to the Dean of University Transfer and Health Sciences within three working days.
- iv. Should the Dean of University Transfer and Health Sciences and the student fail to reach a satisfactory resolution, the dean will forward the appeal to the Assistant Vice President for Instructional Services.
- v. Should the AVP and the student fail to reach a satisfactory resolution, the AVP will forward the appeal to the Vice President of Instructional Services. The decision of the Vice President providing administrative supervision for the program shall be made within three working days and the decision shall be considered final.

If a student wishes to file a grievance that is non-related to the Medical Sonography Program or faculty, the student will be instructed to follow guidelines published in RCC Catalog and Student Handbook. Students must follow the grievance procedure and complete grievance documents through the office of the Assistant Vice President of Student Services in the RCC Student Center.

## **SECTION 4            CODE OF CONDUCT**

### **4.1    Dress Code**

Students must report to each clinical assignment in full uniform. Uniforms must be clean, pressed, neat, and in good condition (do not bleach uniforms) and shoes must be clean and polished. Uniforms are to be worn for all clinical assignments. When scheduled at a hospital, students may be required to adhere to specific attire for certain areas within the hospital, and instructions will be given for those areas (Example: OR, NICU). Students reported out-of-uniform will be dismissed from the clinical site for that day. The time missed will count as an absence and make-up of the absence will follow the same guidelines as any other absence.

#### **Uniform**

- 1 set Pewter grey scrubs and 1 set Eggplant scrubs with appropriate embroidered school identification

White or black round-neck undershirt (to ensure chest hair is covered). If a student chooses to wear a long-sleeved shirt under their scrub top, the shirt must be round-neck, in white or black.

- White, black, or grey nursing or tennis shoes with minimal trim color (no open toes or heels)
- White, black, or pewter grey lab coat with appropriate embroidered school identification (Lab coat is optional.)
- Name pin (2) (purchased from Castle Uniforms)
- Appropriate picture ID (provided by some clinical sites)
- Ball-point pen
- Wrist watch with second hand (**\*\*Smart watches are prohibited in the clinical setting. \*\***)
- Technique book (small memo pad)
- Clinical Notebook

#### 4.2 Personal Hygiene Policy

The following principles will be observed as guidelines for the clinical areas. Students who fail to abide by these guidelines will be subject to immediate removal from the clinical area with an absence documented for the clinical day.

- All hair must be worn off the shoulder, up and neatly away from the face. If hair is long enough to reach the shoulder, it must be completely pulled back in a braid, bun, or ponytail. Male facial hair/ neckline must be kept well-groomed for professional appearance. Bandanas, printed headbands, hats, and sunglasses are not allowed.
- Hair and fingernails must be clean and neatly trimmed; length and style must be such that they in no way interfere with job performance or present a hazard to the patient or employee; only natural hair colors and clear nail polish is acceptable (acrylic or gel overlays and nail art are prohibited)
- Females may wear cosmetics if they are conservative and complement the uniform and their complexion. Eccentric, exaggerated, or trendy cosmetic styles and colors are inappropriate with the uniform and are prohibited. Unnatural looking eyelash extensions and false eyelashes are not allowed.
- Jewelry is limited to small earrings, wedding bands and watches; for females only, one earring per ear may be worn; for males, no jewelry except wrist watch and wedding band is allowed.
- In consideration of patients, visitors, and co-workers, perfumes, colognes, and after-shave lotions are not to be used.
- Nose rings, brow rings, lip piercings and other various facial piercings must be removed; visible body jewelry and tattoos are not acceptable and must be covered in a manner that does not degrade the uniform or the profession; if visible, students will be dismissed from the clinical setting, an absence will be recorded, and make-up of the clinical absence will follow the same guidelines as any other absence. Multiple instances of this offense will result in administrative withdrawal from the program. Ear gauges are not allowed. Holes from ear gauges must be plugged with flesh colored gauge plugs.

- Chewing gum is not permitted.
- Sweaters are not permitted in the clinical area for safety reasons; only lab jackets and lab coats may be worn.
- Students must adhere to smoking policies established by the clinical education centers. Smokers should be mindful of their unpleasant odor to breath and clothing, as offensive breath, or smoke odors on clothing could lead to dismissal from a clinical site which would lead to dismissal from the program.

### **4.3 Professionalism/ Social Media Usage**

Medical Sonography Program faculty are dedicated to providing students with the knowledge and background necessary to develop a sense of professionalism extending into their careers. The concept of professionalism in health care is motivated by the primary goal of providing quality service to health care consumers of a diverse population. It is also a concept that involves a commitment to the development and maintenance of a level of knowledge enabling the provider to utilize standards of care in the daily delivery of health care to the consumer. Students should remain cognizant of the professional ethics employed by healthcare professionals at all times, including participation in social networking applications such as Facebook, Instagram, Twitter, Snapchat, TikTok, etc. Breach of HIPAA on social media will result in the student's immediate dismissal from the program. Likewise, students are not allowed to post pictures taken in clinical education centers on social media. Furthermore, inappropriate comments by students (including, but not limited to defamatory, derogatory, or inflammatory remarks or racial slurs) on networking sites are subject to disciplinary action including administrative withdrawal from the Medical Sonography Program.

#### **4.3.1 Clinical Expectations**

As a Medical Sonography student, you are expected to perform as follows:

- Adhere to acceptable ethical and legal practices.
- Be prepared in theory and practice to complete the clinical focus for the day.
- Be dressed in appropriate uniform with RCC name tag & hospital ID.
- Be responsible for the care of the assigned patients and imaging procedures.
- Conduct yourself in a professional manner and be responsible for the completion of specific duties:
  - a. Rooms must be kept clean and orderly.
  - b. Rooms must be kept well stocked and supplied with linens.
  - c. Patients should never be left unattended.
  - d. Rooms must be ready prior to escorting patients in for the examination.
  - e. No eating or drinking in the clinical assignment areas.
  - f. Gratuities may not be accepted from patients.
  - g. Use of intoxicating drugs or beverages is prohibited in the clinical assignment areas.
  - h. Use of profanity or disrespectful actions is prohibited in all clinical areas.

- i. Patients are to be addressed in a respectful manner using patient's last name.
- j. All patients must be properly identified by checking an arm band and having the patient repeat his or her full name and date-of-birth before initiating an imaging procedure.
- k. If a student starts a procedure, professional courtesy is to complete the exam, unless the clinical instructor specifically gives different instructions.
- l. Ultrasound tables should be wiped with alcohol or appropriate disinfectant after each patient.
- m. Linens should be changed after each patient.
- n. Hands should be washed before and after each patient.

### **4.3.2 Unprofessional Behavior**

Program faculty will not tolerate unprofessional behavior in the classroom, lab, or clinical environments. Medical Sonography faculty and clinical instructors will document unprofessional behaviors using the Report of Student's Unprofessional/ Inappropriate Behavior Form (Appendix H). A student who violates the program's behavior policies will be required to meet with the clinical coordinator and the program director each time an Unprofessional Behavior Form is submitted. For the first offense, the program director will formally document the meeting, obtain a signature from the student that denotes an understanding of the expected improvement, and file the documentation in the student record. For the second offense, the same process will be followed, but a 10-point deduction from the final grade of the course in which the violation occurred will also be documented. A student that acquires (3) Unprofessional/ Inappropriate Behavior Forms will be administratively withdrawn from the program. Examples of unprofessional clinical behavior that will result in dismissal from the clinical site include, but are not limited to:

- Inadequate preparation for clinical assignment. (Example: dress code)
- Failure to communicate changes in scheduled clinical assignments (Ex. Absenteeism, make-up time) with the Clinical Instructor.
- Use of cellular devices, smart watches, etc. during class, lab, or clinical education experiences.
- Inappropriate verbal or nonverbal communication with patient, staff, or instructor.
- Unsatisfactory performance, demonstration of unprofessional/unethical behavior, and/or consistent inability to perform skills.
- Conduct or performance that would impair or interfere with clinical assignment. (Example: alcohol or drugs)
- Inappropriate behavior which could cause harm to patient or others.
- Failure to abide by, or breach of, the Clinical Compliance Policy.
- Breach of confidentiality and violation of HIPAA law.

- Exhibiting conduct unbecoming of a professional, including insubordination, leaving the clinical education center without prior authorization by program faculty and/or clinical site staff, incompetence, disruption of the educational environment during didactic classes, laboratory experiences, or clinicals, and/ or poor attitude toward patients, faculty, classmates, or clinical staff

### **4.3.3 Clinical Conduct**

The program staff has high expectations of students and expects students to perform as outlined below:

- **Conduct:** Refrain from inappropriate touching, gossiping, needless complaining, smoking, loud talking, boisterous laughing, gum chewing, and any other activities that could disturb patients or is inappropriate behavior in the clinical setting.
- **Criticism:** Complaints and/or grievances should be documented and discussed with the program director and clinical coordinator.
- **Ethics:** Students are responsible for observing the Code of Ethics adopted by The American Registry of Radiologic Technologists.
- **Language:** Students are expected to use appropriate language in all conversations.
- **Personal affairs:** Students should not discuss personal problems or business matters at the healthcare facility.
- **Students should not approach physicians for attention to their personal needs during clinical duty.**
- **Personal relationships:** Students should conduct themselves in a professional manner at all times.
- **Weapons:** Students are forbidden to bring firearms, knives or other weapons to the healthcare facility or college. Violation of this policy will result in immediate dismissal from the clinical site and the program.

## **4.4 LIABILITY INSURANCE AND HOSPITAL REGULATIONS**

All students must be covered by liability insurance before practicing in the clinical laboratory. Insurance is provided through the College, and a cost is included with the student activity fees which are collected in the tuition payment. Students are governed by rules, regulations, and employee health policies of the cooperating hospital (Example: OSHA). A policy book is available in each of the hospitals.

## **4.5 STUDENT INSURANCE**

If a student is a full-time student, he/she is covered by an accidental policy that covers injuries to and from school and/or clinicals, during school related events, and while at clinical sites. It is the student's responsibility to file the claim within 24 to 48 hours after

the accident. Information to file claims may be obtained from RCC's Business Office. Robeson Community College does not handle the insurance claims for the students.

#### **4.6 CONFIDENTIALITY**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) further ensures confidentiality of patient records. Prospective and current Medical Sonography students must maintain patient confidentiality. Any and all information concerning patients must be held in the strictest of confidence and may not be disclosed except to the healthcare individuals providing care to that patient. Health information concerning patients should not influence one's attitude toward quality of care or treatment of patients. Students found guilty of breach of confidentiality will be subject to disciplinary action and/or dismissal from the program. Students are required to read and adhere to all material provided within the HIPAA training. Violation of HIPAA law could result with federal charges. Information regarding HIPAA provided during orientation, and thorough coverage is provided in the SON 110, SON Intro and Patient Care.

#### **4.7 LEGAL DOCUMENTS**

Medical Sonography students are not allowed to sign any legal documents for patients or to act as a witness for medical/legal documents for scheduled operative exams or procedures.

#### **4.8 PHYSICAL AND MENTAL REQUIREMENTS**

Due to the nature of the work required of the student in the Medical Sonography program, the student applicant must be:

- Able to reach, manipulate and operate the equipment necessary to obtain the requested ultrasound images.
- Able to move, lift, manipulate and observe a patient as necessary to obtain the requested procedure.
- Able to visually assess patients, visually acknowledge medical orders/ test results, and evaluate an appropriate plan of action for excellent patient care and quality images for the patient.
- Able to clearly communicate, both orally and in written expression, with patients, instructors, and staff; to give and receive information relevant to the patient; to be able to hear accurately to gather information about the patient and determine audible signals from equipment, including doppler signals.
- Able to make appropriate judgment in an emergency or when the situation is not clearly governed otherwise.
- Able to demonstrate emotional and psychological health in day-to-day situations with patients and staff in routine and non-routine situations and in the daily didactic and clinical situations

- Able to stand for extended periods of time during clinical rotations.

## **4.9 INCLEMENT WEATHER**

Robeson Community College provides emergency notification services to students, faculty, and staff via phone, email, text, social media, website, call boxes, and a public warning system. Examples of notifications include weather closings, facility closings, timely warning of criminal activity, and general announcements for students and employees. These notifications are sent through the RCC Alert System and students are automatically registered in the system upon enrollment at the College. Students can make changes to their contact information for the Alert System through the Self-Service Portal Link. The public warning system broadcasts emergency messages over electronic sirens which incorporate custom tones, pre-recorded emergency messages, and live voice capabilities.

If Robeson Community College is closed for the day, all Medical Sonography classes, labs, and assignments at clinical educational sites would be cancelled as well. It is the student's responsibility to check the institution's learning management system for out-of-class assignments. If the announcement indicates a delayed opening, students should report to clinical education sites or classes at the delayed time indicated.

## **4.10 STUDENT HEALTH**

All students will be required to have a complete physical examination with a statement from the physician stating they are both physically and mentally competent to enter the Medical Sonography Program. Physicals must be submitted prior to the scheduled orientation session. Students who have not submitted proper documents or required medical forms will not be granted full acceptance in the Medical Sonography program, unless prior permission or arrangements have been given by the Program Director. Failure to comply with guidelines will result in the student not gaining full acceptance into the Medical Sonography program.

### **4.10.1 Clinical Incident**

Robeson Community College Medical Sonography Program is always concerned for the safety and well-being of their Medical Sonography students. In the event of an incident while on clinical duty, the following steps must be followed in reporting the incident.

Steps for reporting incidents at Clinical Education Centers:

1. Immediately report incident(s) to supervising technologist and clinical instructor.
2. If immediate emergency care is needed for student, please report to the nearest emergency room or healthcare service provider.
3. Request the clinical instructor to contact the Clinical Coordinator and Program Director immediately.

4. Complete a clinical incident report for the clinical education center and adhere to their procedure for an incident; complete the RCC Clinical Incident Report (see Appendix G) and submit to the Clinical Coordinator within 48 hours of the incident. Students are required to complete and submit their own insurance claims with personal insurance provider and with RCC. Students are advised to submit documents within 24 to 48 hours from the time of the incident.
5. Other safety personnel from the clinical site may need to be involved depending on the nature and cause of incident, (Ex: Infection Control Nurse, Risk Management Officer, Fire and Safety Engineer). Clinical Instructor, Supervising Technologist, Clinical Coordinator and Program Director will advise if additional information or instructions are needed.

#### **4.10.2 Student Illness at Clinical Education Center**

Students who become ill while on duty in the clinical site must first report to the Clinical Instructor for the clinical education center and the RCC Clinical Coordinator who will decide if the student should return home or go to the Outpatient Department for emergency treatment. If the RCC Clinical Coordinator cannot be reached, the students should contact the Program Director. Students who receive emergency treatment in the Outpatient Department of any hospital will be billed as a private patient.

The Program Staff or Clinical Instructor will use their professional judgment to determine if a student is not physically or mentally able to provide safe patient care. The student will be asked to leave the clinical education center for the following reasons. (List is not all-inclusive)

- a. Physical illness (obvious symptoms of Covid, flu, fever, N/V, etc.)
- b. Inappropriate verbal/nonverbal communications with patients/clients, staff, instructor, or peers
- c. Demonstration of thought disturbances such as irrational thinking, delusions, hallucinations, etc.
- d. Refusal to perform an activity expected of a student
- e. Inability to function in expected role of a student
- f. Inability to follow simple directions
- g. Nonprofessional and inappropriate behavior
- h. Alcohol or substance abuse (alcohol breath, staggering gait, observation of use, etc.)

The Program Staff or Clinical Instructor will use their professional judgment to determine when the student may return to the clinical site if they have been dismissed for an illness. If said behavior recurs, the student may be administratively withdrawn from the Medical Sonography Program.

#### **4.11 DRUG POLICY/SUBSTANCE ABUSE**



Robeson Community College's Policy Governing Student Misconduct states, "...A student may not knowingly use, sell, deliver, or manufacture those drugs designated as "controlled substances" in Article 5 of Chapter 90 of N.C. General Statutes..."

Once a student has successfully entered the Medical Sonography program, it is the responsibility of the student and program staff to assure that safe participation occurs with Medical Sonography education in the classroom and assigned clinical sites. RCC Medical Sonography Program requires students to be verified as drug free.

Students who use, misuse, or abuse alcohol, any prescription drugs, illegal drug, or any controlled substance in the clinical setting or while representing the Medical Sonography program shall be considered guilty of misconduct. Inappropriate behavior or breach of the Clinical Compliance Policy will result in disciplinary action including termination from the program. The Medical Sonography program has a "zero tolerance" policy for drug or alcohol abuse. This policy does not apply to prescription drugs used in accordance with a physician's orders. Students using prescribed medication that could result in their impairment while in the clinical setting must discuss their situation with the Medical Sonography Clinical Coordinator or Program Director. If it is determined that the student is not capable of performing satisfactorily, the student will be required to medically withdraw until their situation changes.

#### **4.11.1 Discretionary Cause**

The program director reserves the right to require a student to submit to a random or unannounced drug screen at any time with probable cause. The cost of the drug screening will be the sole responsibility of the student at the time of testing. If drug screening reveals positive results, consequences will be immediate dismissal from the program with no appeals allowed. If a urine sample is analyzed as "too dilute" by the testing facility, the student must submit samples until the test can be completed with a definitive negative or positive result. Any additional cost is at the expense of the student.

#### **4.12 PROFESSIONAL MEETINGS AND LECTURES**

Students are encouraged to attend professional meetings and lectures. Senior students are strongly encouraged to attend a seminar with a mock registry. Students may do so on a voluntary basis. Cost of registration, travel, meals, lodging, and other expenses are paid by the student. Students attending professional meetings and lectures may receive credit for attendance toward course requirements.

#### **4.13 COMMUNICABLE DISEASE POLICY**

Students receive instruction regarding Standard Precautions during hospital orientation sessions; record of attendance is placed in the student's folder. Standard Precautions is also covered during SON 110, SON Introduction and Patient Care in the student's first semester prior to clinical assignments.

## Communicable Disease Policy Precautions to Prevent Transmission of HIV:

Medical history and examination cannot identify all patients infected with the Human Immunodeficiency Virus (HIV), the virus that causes Acquired Immunodeficiency Syndrome (AIDS), or other blood pathogens. Diseases can be transmitted through exposure to body fluids, including secretions and excretions. The potential risk that health care workers may be exposed to blood and body fluids emphasizes the need to consider ALL patients as potentially infected with transmittable pathogens. All health care workers and students should adhere rigorously to infection control precautions in order to minimize the risk of exposure to blood and body fluids of all patients.

To minimize the transmission of blood-borne pathogens, UNIVERSAL BLOOD AND BODY FLUID PRECAUTIONS should be used in the care of ALL patients.

All students are required to use appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids with patients. Gloves should be worn in all situations involving blood and body fluids, mucous membranes, or non-intact skin of all patients, and for handling items or surfaces soiled with blood or body fluids. It is imperative that gloves be changed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets or splashing of blood and body fluids. Mask and eyewear are to prevent body fluid exposure to mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.

Students should be careful to ensure their hands and other skin surfaces are washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should also be washed immediately after gloves are removed.

All health care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures. Students must be extremely careful when cleaning instruments, and when handling sharp instruments after procedures, to prevent injuries. In an effort to prevent self-inflicted needle sticks, during disposal of used needles, it is important that students do not attempt to recap needles. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in a puncture resistant container for disposal; the puncture resistant container should be located close to the work area and near a sink. Large bore reusable needles should be placed in a puncture resistant container for transport to the reprocessing area.

Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.

Students who have open lesions or weeping dermatitis should refrain from all direct patient care, and from handling patient care equipment, until the condition resolves. Pregnant students/health care workers are not known to be at a greater risk of contracting HIV infection than health care workers who are not pregnant; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from prenatal transmission. Because of this risk, pregnant health care workers should be especially familiar with, and strictly adhere to, precautions to minimize the risk of HIV transmission. Implementation of universal blood and body fluid precautions for all patients eliminates the need for use of the isolation category of "Blood and Body Fluid Precautions" previously recommended by CDC for patients known or suspected to be infected with blood-borne pathogens. Isolation precautions (e.g., enteric, "AFB") should be used as necessary if associated conditions such as infections, diarrhea, or tuberculosis are diagnosed or suspected.

#### Precautions for Invasive Procedures:

An invasive procedure is defined as surgical entry into tissues, cavities, or organs or repair of major traumatic injuries 1) in an operating or delivery room, emergency department, or outpatient setting, including both physicians' and dentists' offices; 2) cardiac catheterization and angiographic procedures; 3) a vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur; or 4) the manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure, during which bleeding occurs or the potential for bleeding exists. The universal blood and body fluid precautions listed above, combined with the precautions listed below, should be the minimum precautions for all such invasive procedures.

All students/health care workers who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous membrane contact with blood and other body fluids of all patients. Gloves and surgical masks must be worn for all invasive procedures. Protective eyewear or face shields should be worn for procedures that commonly result in the generation of droplets, splashing of blood or other body fluids, or the generation of bone chips. Gowns or aprons made of materials that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids.

If a glove is torn or a needle stick or other injury occurs, the glove should be removed and new gloves used as promptly as patient safety permits; the needle or instrument involved in the incident should also be removed from the sterile field. An incident report should be completed and signed with a witness. Appropriate hospital personnel, program director and clinical coordinator must receive a copy.

#### **4.14 OCCUPATIONAL EXPOSURE TO BLOOD-BORNE PATHOGENS**

All students are required to follow the clinical affiliates' written exposure control plan. Program staff encourage Medical Sonography students to receive the Hepatitis B

vaccination series as outlined in the Physical Examination Form. If the student declines, the student must sign a waiver.

If the student is exposed during their clinical rotation, they must report their exposure to the clinical instructor and follow procedures regarding post exposure evaluation and follow-up.

Eye protection is recommended. If a student elects to purchase eye protection, it is at his or her own expense. Clinical affiliate provides protective equipment such as gloves, gowns, laboratory coats, face shields or masks, mouthpieces, resuscitation bags, pocket masks or other ventilation devices at no cost to the student.

The clinical affiliate will maintain extensive confidential medical records for individuals receiving an occupational exposure and retain such records for at least the duration of education plus 30 years.

Students are encouraged to read the Center for Disease Control website at [www.cdc.gov](http://www.cdc.gov) to keep abreast of the facts and regulations.

#### **4.15 Society of Diagnostic Medical Sonography (SDMS) Code of Ethics**

Code of Ethics for the Profession of Diagnostic Medical Sonography  
Re-approved by SDMS Board of Directors, effective 02/08/2017  
(originally approved by SDMS Board of Directors, December 6, 2006)

##### **PREAMBLE**

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

##### **OBJECTIVES**

To create and encourage an environment where professional and ethical issues are discussed and addressed.

To help the individual diagnostic medical sonographer identify ethical issues.

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 recredentialing.

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.

**Robeson Community College**  
**Medical Sonography Program**  
**Clinical Sites Information**

<p style="text-align: center;"><b><u>Southeastern Health</u></b>  300 W 27<sup>th</sup> Street, Lumberton, NC  28358  (910) 671-5152</p> <ul style="list-style-type: none"> <li>• Donna Freeman (CI/  Ultrasound Supervisor)  <a href="mailto:Donna.Freeman@srmc.org">Donna.Freeman@srmc.org</a>  (910)827-0420 Donna's Cell</li> </ul>	<p style="text-align: center;"><b><u>Cape Fear Valley- Hoke Hospital</u></b>  210 Medical Pavilion Drive, Raeford,  NC (910)904-8031- Imaging Dept.  (910)904-8149- (Hospital Switchboard)</p> <ul style="list-style-type: none"> <li>• Andrea Jean-Pierre (CI)  <a href="mailto:Ajean-pierre@capefearvalley.com">Ajean-pierre@capefearvalley.com</a></li> <li>• Clyde Hough (Director of  Imaging)</li> </ul>
<p style="text-align: center;"><b><u>Southeastern Radiological Associates</u></b>  209 W 27<sup>th</sup> Street, Lumberton, NC  (910) 738-8222</p> <ul style="list-style-type: none"> <li>• Brandy Wilkins (CI)  <a href="mailto:wilkin13@srmc.org">wilkin13@srmc.org</a></li> <li>• Jeff Inman (Supervisor)</li> </ul>	<p style="text-align: center;"><b><u>Columbus Regional Healthcare System</u></b>  500 Jefferson Street, Whiteville, NC  (910) 642-8011 (EXT. 2200 or 2201)</p> <ul style="list-style-type: none"> <li>• Cierra Byrd (CI)  <a href="mailto:mbyrd01@crhealthcare.org">mbyrd01@crhealthcare.org</a></li> <li>• Ashley Wilson (Imaging Manager)</li> </ul>
<p style="text-align: center;"><b><u>CFV- Bladen County Hospital</u></b>  501 South Poplar St, Elizabethtown, NC  (910) 862-5165</p> <ul style="list-style-type: none"> <li>• Jessica Parnell (CI)  <a href="mailto:jbyrd3@capefearvalley.com">jbyrd3@capefearvalley.com</a></li> <li>• Anthony (Tony) Brisson  (Radiology Manager)</li> </ul>	<p style="text-align: center;"><b><u>Scotland Memorial Hospital</u></b>  500 Lauchwood Drive, Laurinburg, NC  (910) 291-7000 ext. 7737</p> <ul style="list-style-type: none"> <li>• Cecilia Wilson (CI/ Ultrasound  Coordinator)  <a href="mailto:cecilia.wilson@scotlandhealth.org">cecilia.wilson@scotlandhealth.org</a></li> <li>• Sonja Boles (Imaging  Director)</li> </ul>
<p style="text-align: center;"><b><u>McLeod Regional Medical Center</u></b>  555 E Cheves St, Florence, SC 29506  (843) 777-2000</p> <ul style="list-style-type: none"> <li>• Celena Phillips (CI/ Ultrasound  Coordinator)  personal cell 843-615-8325  work number 843-777-6916  dept number 843-777-2092  <a href="mailto:celena.phillips@mcleodhealth.org">celena.phillips@mcleodhealth.org</a></li> </ul>	<p style="text-align: center;"><b><u>McLeod Health Loris</u></b>  3655 Mitchell St, Loris, SC 29569  (843) 716-7000</p> <ul style="list-style-type: none"> <li>• Justin Owens Radiology Director <ul style="list-style-type: none"> <li>• <u>Brenda Antidormi (CI):</u>  843-716-8662 Office Portable  843-716-8160 Office  <a href="mailto:Brenda.antidormi@mcleodhealth.org">Brenda.antidormi@mcleodhealth.org</a></li> </ul> </li> </ul>
	<p><b>For emergency situations only:</b> Please make a copy of this page to leave with your family so they can contact you during clinicals in case of emergency</p>







MEDICAL SONOGRAPHY PROGRAM  
Handbook of Guidelines and Procedures Acknowledgement Form

I hereby acknowledge receipt of the Robeson Community College Medical Sonography Student Handbook of Guidelines and Procedures. I understand that I am responsible for reading the handbook and following the policies and procedures as described herein. I also understand that this manual is not intended to be all-inclusive and that individual instructors may establish additional policies, provided these policies do not conflict with this manual or the policies, rules, or regulations of Robeson Community College. Furthermore, I have specifically read and understand the SDMS Code of Ethics and the Clinical Compliance Policy.

\_\_\_\_\_  
Student's Name (Printed)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date





MEDICAL SONOGRAPHY PROGRAM

Consent for Release of Information

I hereby consent to the release of information about my academic status and other information contained in educational records maintained by Robeson Community College to all clinical affiliate institutions of the Robeson Community College Medical Sonography Program, and to the administrative and professional staff of said clinical affiliate institutions who are in any way connected to the clinical training provided through the College's Medical Sonography Program. In providing this consent to the release of information, I recognize that I am waiving rights I may have under State and Federal privacy laws.

\_\_\_\_\_  
Student's Name (Printed)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date





MEDICAL SONOGRAPHY PROGRAM  
Patient Confidentiality Agreement

As a new Medical Sonography student, I understand that I must agree and adhere to the following:

1. I understand that all information regarding a patient, or former patient, whether in the hospital, office, imaging center, etc. is confidential and is to be used only for treatment and care of the patient.
2. All communication regarding a patient's history, accidents, or procedures, whether medical or otherwise, is strictly confidential, and is not to be given to anyone other than health care professionals involved with treatment of the patient. Information regarding patient admissions or discharge should never be disclosed, even to a relative.
3. I clearly understand the importance of the Patient Privacy Act and HIPAA Laws, and will always abide by the law by never disclosing patient information with anyone that does not have the legal authority or need to know. Violations could result in federal charges and imprisonment.
4. I understand that I am to function as a professional in all the clinical education sites, and I will conduct myself accordingly. Excellent patient care is expected at all times. I must always adhere to rules and regulations of the clinical education site. When in doubt, I will consult the clinical instructor(s) for clarification.
5. I understand that I will rotate through multiple clinical education sites, and I must be professional and courteous at all times to patients, staff radiographers, employees and other members of the healthcare staff.
6. I clearly understand that Medical Sonography students are not allowed to sign any legal documents for patients or to act as a witness for medical/legal documents for scheduled operative exams or procedures.

I verify that I have read and agree to comply with the guidelines set forth in this Patient Confidentiality Agreement:

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE





MEDICAL SONOGRAPHY PROGRAM

Student Accident/Incident Report

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact's Name/Phone #: \_\_\_\_\_

When did Accident/Incident Occur? Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location of accident/incident: \_\_\_\_\_

Type of Injury/Site/Sickness: \_\_\_\_\_

\_\_\_\_\_

Cause: \_\_\_\_\_

\_\_\_\_\_

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

Explain Incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendation Program Director:

\_\_\_\_\_

\_\_\_\_\_

Clinical Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PD's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Copies: Safety Director, Assistant Vice President







MEDICAL SONOGRAPHY PROGRAM  
Report of Student's Unprofessional/Inappropriate Behavior

Name of student: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical site/ Course Number: \_\_\_\_\_

Behavior of student (Be very specific):

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Report completed by: \_\_\_\_\_

Clinical Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation:

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Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Consequences of behavior:

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Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_





MEDICAL SONOGRAPHY PROGRAM  
Early Alert Notification Form

Student's Name: \_\_\_\_\_ Date of distribution: \_\_\_\_\_

Academic Advisement and Progress:

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Clinical Advisement and Progress:

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Behavioral Advisement:

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- Instructor requests a formal conference with the student
- Instructor does not request a formal conference with the student

Instructor's Signature/Date: \_\_\_\_\_

Student Acknowledgement of Advisement:

- I have reviewed the Early Alert Notification Form and do not request a formal conference to discuss my progress in the program at this time.
- I have reviewed the Early Alert Notification Form and request a formal conference to discuss my progress in the program at this time.

Student's Signature/Date: \_\_\_\_\_





Appendix G

Failed Test Acknowledgement Form

In the Syllabus outlined below, states:

Students are required to make a 77 or higher on each test in order to be considered passing. If the student does not pass each test with a 77 or higher, the student will be required to retake the test until they achieve a passing grade. If the student feels they need tutoring on the subject material, it is their responsibility to notify the instructor as soon as possible. Each failed test must be retaken within one week of the failing grade. Students will be allowed to fail a maximum of 2 tests (including retakes) during SON courses. If the student fails a third test (or retake), the student will be academically withdrawn from the Medical Sonography Program.

I, \_\_\_\_\_, understand the policy outlined above and am aware that I have not met the qualifying grade and therefore have failed Test # \_\_\_\_\_. I plan to retake the failed test within one week of this date. I have read the requirements for the retake test and understand it is my responsibility to notify the instructor as soon as possible if any additional tutoring of the subject matter is required. I also understand that if a third test (including retakes) is failed, I will be academically withdrawn from the Medical Sonography program.

Signed X \_\_\_\_\_ Date \_\_\_\_\_





Failed Proficiency Acknowledgement Form

In the Syllabus outlined below, states:

Students are required to make a 77 or higher on each proficiency in order to be considered passing. If the student does not pass each proficiency with a 77 or higher, that student will be required to retake proficiency. Remediation and extra scanning lab help will be offered to the student. If the average grade between the original and retake proficiencies do not equal 77 or higher, the student will be academically withdrawn from the Medical Sonography Program.

I, \_\_\_\_\_, understand the policy outlined above and am aware that I have not met the qualifying grade and therefore have failed the Proficiency - \_\_\_\_\_.  
I plan to retake the failed proficiency within 2 weeks of this date. I have read the requirements for the retake proficiency and understand that if the original and retake proficiencies do not equal 77 or higher, I will be academically withdrawn from the Medical Sonography program.

Signed X \_\_\_\_\_ Date \_\_\_\_\_





PICTURE/ VIDEO CONSENT FORM

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

I, \_\_\_\_\_, give my consent for Robeson  
Community College to use any video footage, still pictures, or audio material shot during  
my two-year enrollment in the Medical Sonography Program starting  
\_\_\_\_\_ and ending \_\_\_\_\_ for media promotional purposes,  
published articles, or on social media.

SIGNED: \_\_\_\_\_

Student Signature

WITNESSED: \_\_\_\_\_

Medical Sonography Program Director





Post Office Box 1420  
 Lumberton, North Carolina  
 28359  
 Phone: (910) 272-3700

## Student Volunteer Scan Lab Consent Form

As a student of RCC Medical Sonography program, I, \_\_\_\_\_, consent to be a volunteer patient as needed for proficiencies and scan lab. I understand that the scans are for educational purposes **ONLY** and are not to be considered an official examination performed under the direct supervision of a physician. I also understand that the ALARA guidelines will be applied at all times. If an incidental finding is discovered during a practice session or proficiency, I am advised to seek further medical care from my Primary Care Physician (Please see our **Incidental Findings Discovered in Scan Lab Policy** in the Medical Sonography Student handbook). The Sonography faculty, College Administration, and/or Medical Advisors cannot be held liable for pathology not visualized during scan lab sessions. Videos and/or photos will not be allowed in the scan lab. I understand, that at any time I can decline to be a volunteer patient for proficiencies or scan lab.

I agree to follow by the guidelines outlined above. I expressly agree and contract to waive any and all claims against the College, Advisory Board and faculty/staff of Robeson Community College in association with my participation as a student volunteer.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Witness

### **INCIDENTAL FINDINGS DISCOVERED IN SCAN LAB POLICY**

Sonograms performed in the scan lab are for educational purposes **ONLY** and are not to be considered an official examination performed under the direct supervision of a physician. If an incidental finding (suspected abnormality, pathology or anatomic variant) is discovered during a practice session or proficiency, the student is advised to seek further medical care from his/her Primary Care Physician. Rescans or rechecks will not be performed in the sonography lab. The Sonography faculty, College Administration, and/or Medical Advisors cannot be held liable for pathology not visualized during scan lab sessions.

