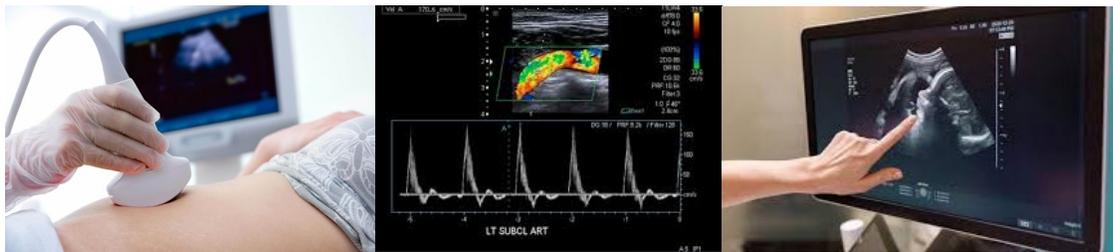


# CASA LOMA COLLEGE

## DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM HANDBOOK





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## INTRODUCTION

Welcome to Casa Loma College's Imaging Program. Students are responsible for reading and complying with the information which appears in the current Casa Loma College Catalog and Diagnostic Medical Sonography Program Student Handbook and Clinical Handbook. It is the intent of this handbook to ensure patient safety and professional, ethical, and legal conduct of all Diagnostic Medical Sonography Program students. Failure to comply with College and Diagnostic Medical Sonography Program policies will lead to a review of student behavior and possible disciplinary action, including dismissal from the Diagnostic Medical Sonography Program. Imaging students who fail to read this student handbook will not be excused from compliance with the policies and requirements herein.

It is the responsibility of the College to provide instruction and to advise students regarding Program requirements, graduation, and requirements to take the national certification examinations by the American Registry of Diagnostic Medical Sonographers and the American Registry of Radiologic Technologists. It is the student's responsibility to see that these requirements are met. Failure to meet the requirements may result in termination of a student from the Program or delay graduation and eligibility to take the Registry examinations.

### ***Directors Message:***

I am very pleased to welcome you to both Casa Loma College and the DMS Program specifically. I am confident that you will enjoy your experience in learning with us. The DMS team is enthusiastic and motivated in assisting your learning and success in your future profession.

Please be sure you read through the Student Handbook and College Catalog DMS. Any questions, concerns, and feedback can always communicate through discussion or email to me. All related issues that are academic, attendance, programmatic or personal (if needed), should be brought to my attention to assist you in the solution. There is no issue too big or small; I have an open-door policy for all students.

Know that the most common means of communication as a college student at CLC is email. Please be sure that we have your most up to date email address that you most often are checking.

All CLC students are responsible for their email communication, Moodle announcements and course related assignment communication. This also includes your address. When we begin the externship placement process, we will always reference your home address.

*I wish you the best moving forward.*

**Lakhwinder Dhillon, B.S., RDMS**  
Program Director

## KEY PERSONNEL AND CONTACT INFORMATION

### **Van Nuys Campus:**

Casa Loma College  
6725 Kester Ave., Van Nuys, CA 914-5  
Phone: (800) 270-5052  
Fax: (818) 785-2191

### **Nashville Center:**

Casa Loma College  
750 Envious Lane, Nashville, TN 37217  
Phone: (800) 270-5052

Email: [contact@casalomacollege.edu](mailto:contact@casalomacollege.edu) <http://www.casalomacollege.edu>

Dr. Scott Sand	President/Campus Director, ext. 214
Lakhwinder Dhillon, B.S., RDMS	Program Director, ext. 221
Christy Ruoff	Senior Director, Student Finance, ext. 204
Kimberly Duncan	College Registrar, ext. 207

### **DMS Instructing Team:**

The campus has an education team of primary instructors for all core residential instructing. Online and general education course staff can vary based on availability.

### **DMS Instructors and Clinical Team:**

Arthur Kostanyan, MD, RDMS  
Bahaa Karatahan, MD, RDMS,  
Arnak Hovasapyan, MS, RDMS  
Ghazal Afzal, BA, RVT  
Paul Collins, BS, RDMS, RVT  
Cristita Ionescu, RT  
Catherine McVerry, RDMS

## ACCREDITATION AND APPROVALS

- Institutionally accredited by The Accrediting Bureau of Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043; Phone (703) 917-9503; Email: info@abhес.org; website [www.abhes.org](http://www.abhes.org)
- California State Approval: Bureau for Private Postsecondary Education (BPPE), Physical Address: 1747 North Market, Suite 225, Sacramento, CA 95834; Phone: (916) 574- 8900 or (888) 370-7589; Website: [www.bppe.org](http://www.bppe.org);

Casa Loma College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site at [www.bppe.ca.gov](http://www.bppe.ca.gov)

- Tennessee State Approval: Tennessee Higher Education Commission (THEC) granted Casa Loma College Optional Expedited Authorization (OEA) as a postsecondary educational institution in Tennessee.
- Texas State Approval: Casa Loma College under Texas Educational Code chapters § 132.001(1)(A) and §132.001(1)(B) is in the Texas Workforce Commission Career Schools and Colleges database as a "not regulated" school.

The Diagnostic Medical Sonography A.S. Degree Program is recognized and approved by the American Registry of Radiologic Technologists (ARRT) for primary pathway certification and registration in Sonography; 1255 Northland Drive, St. Paul, MN 55120; (651) 687-0048; <https://www.arry.org/>

## DESCRIPTION OF THE PROFESSION

*The following professional description is taken from the Scope of Practice and Clinical Standards for the Diagnostic Medical Sonographer.*

Diagnostic Medical Sonography is a multi-specialty profession comprised of abdominal sonography, breast sonography, cardiac sonography, obstetrics/gynecology sonography, pediatric sonography, phlebology sonography, vascular technology/sonography, and other emerging clinical areas. These diverse areas all use ultrasound as a primary technology in their daily work.

The diagnostic medical Sonographer is an individual who provides patient care services using ultrasound and related diagnostic procedures. The diagnostic medical Sonographer must be educationally prepared and clinically competent as a prerequisite to professional practice. Demonstration and maintenance of

competency through certification by a nationally recognized sonography credentialing organization is the standard of practice in sonography, and maintenance of certification in all areas of practice is endorsed.

The Diagnostic Medical Sonographer:

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

Diagnostic Medical Sonographers are committed to enhanced patient care and continuous quality improvement that increases knowledge and technical competence. Diagnostic Medical Sonographers use independent, professional, ethical judgment, and critical thinking to safely perform diagnostic sonographic procedures.

A fundamental approach to the safe use of diagnostic medical ultrasound is to apply elements of the As Low as Reasonably Achievable (“ALARA”) Principle including lowest output power and the shortest scan time consistent with acquiring the required diagnostic information. The diagnostic medical Sonographer uses proper patient positioning, tools, devices, equipment adjustment, and ergonomically correct scanning techniques to promote patient comfort and prevent compromised data acquisition or musculoskeletal injury to the diagnostic medical Sonographer.

## ESSENTIAL FUNCTIONS OF A DIAGNOSTIC MEDICAL SONOGRAPHER

- Possess visual skills necessary to adequately differentiate between subtle shades of gray, and color distinctions
- Possess auditory skills necessary to distinguish audible sounds of a Doppler signal, communicate with patients, and communicate with other health care professionals.
- Possess sufficient oral and written skills in English to communicate with patients and other health care professionals.
- Stand, walk, and sit for up to 30 minutes at a time.
- Stand and walk for up to 8 hours during an 8-hour shift.
- Lift or move a maximum of a 290-pound patient in a 2 person or 3 person transfers.
- Move loads of up to 50 pounds up to 25 times per hour.
- Push a patient confined to a wheelchair or gurney up to 300 feet or more, depending upon the structural design of the medical facility.
- Bend, crouch, or stoop up to 20 times per hour.
- Reach forward up to 18 inches while holding an object weighing 15 pounds.
- Push ultrasound equipment on wheels weighing up to 300 pounds or more.
- Possess manual dexterity to manipulate and operate all diagnostic medical Sonography equipment.

## DMS PROGRAM INFORMATION

Here in the DMS Program we make learning an easy and pleasant experience. All DMS Program applicants, potential, and enrolled students are welcome to set up a time to come in and meet with the DMS Director/Clinical Coordinator to discuss the DMS Program. Time will be allowed for the applicant or interested candidate to review the program policies & procedures prior to application and/or acceptance. Time can be allowed to discuss both questions, and concerns.

Prior to and at the start of the program we encourage potential candidates and students to pay close attention to the standards and code of ethics an individual in the field of Imaging is held to. Here at Casa Loma College, we support and educate these philosophies to be embraced as a natural standard you professionally hold yourself to. Meeting the ARDMS and ARRT standards, a technologist can expect to be of great support to their patient and profession.

Listed below are links to the standards, code, and resources for sonography programs. Please visit the organizations websites to read through the current standards and code of ethics or conduct.

ARDMS: <http://www.ardms.org/>; SDMS: <http://www.sdms.org/>; ARRT: <https://www.art.org/>

## NON-DISCRIMINATION POLICY

Casa Loma College is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. All individuals have the right to participate fully in Casa Loma College programs and activities free from discrimination, harassment, and retaliation on the basis of a protected category.

Casa Loma College prohibits discrimination and harassment of any kind on the basis of race, religion or creed color, national origin, ancestry, physical or mental disability, medical condition (cancer related or genetic characteristic), pregnancy, genetic information, gender, gender identity, gender expression, age, marital status, sexual orientation, veteran or military status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The prohibition on harassment includes sexual harassment, as well as sexual misconduct, dating and domestic violence, and stalking.

The College forbids and will not tolerate any form of discrimination and harassment and has enacted administrative procedures to assure equal opportunity and to recognize and eliminate violations of this policy in accordance with state and federal laws. It is both illegal and prohibited by this policy to retaliate against any individual for filing a complaint or participating in an investigation.

The following person(s) has been designated to handle inquiries or complaints regarding nondiscrimination policies:

Veronica Pantoja, Senior Director, Administrative Services

[veronica.pantoja@casalomacollege.edu](mailto:veronica.pantoja@casalomacollege.edu)

818-785-2726 ext. 223

## PROGRAM MISSION STATEMENT

The Diagnostic Medical Sonography Program's mission is to develop competent entry-level diagnostic medical sonographers who, by virtue of theory and practice, are proficient in safely performing a variety of sonographic procedures while maintaining personal qualities of integrity, dependability, and reliability as active members of the healthcare profession.

A further aim is to promote qualities of leadership and to assist in developing a credentialed imaging professional with a high degree of adaptability. It is the hope of Casa Loma College that through the

Diagnostic Medical Sonography Program, a sense of pride in the profession will prevail and that the importance of continuing education will become a lifelong process.

The Diagnostic Medical Sonography Program further maintains that the patient is, and shall remain, the primary focus of the sonographer.

## PROGRAM LEARNING OUTCOMES

Graduates of the Casa Loma College Diagnostic Medical Sonography Program will:

- Perform appropriate ultrasound scanning examinations and procedures, and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Exercise discretion and judgment in the performance of sonographic diagnostic services,
- Provide appropriate and compassionate patient care for patients undergoing ultrasound examinations.
- Demonstrate excellent communication skills with patients and other health care professionals, and act in an ethical and professional manner.
- Complete the American Registry of Diagnostic Medical Sonographers Ultrasound Physics and Instrumentation exams complete the ARRT DMS Primary Pathway Exam and complete the ARDMS abdomen and small parts exam as post-primary pathway.

## PROGRAM OBJECTIVES

- To train Diagnostic Medical Sonographers of the highest caliber, consistent with the standards of a graduate of Casa Loma College.
- To enhance the quality of didactic instruction that will enable the student to comprehend and apply the principles of Diagnostic Medical Sonography.
- Enhance the quality of clinical instruction that will enable the student the opportunity to develop adequate clinical skills necessary to function as an effective entry-level diagnostic medical sonographer upon graduation.
- To graduate students who exhibit the qualities of professionalism that will enable them to function as an integral member of the health care team.
- To graduate students who possess the knowledge and clinical skills to provide optimal patient care.

## DEGREE GRANTED

Upon successful completion of all coursework and program requirements, the student is granted an Associate in Science Degree in Diagnostic Medical Sonography.

## LICENSURE

There is no state or national licensure requirement for Sonographers; however, it is becoming extremely competitive to work in this field without advanced certification. Casa Loma College prepares its graduates to take the American Registry of Diagnostic Medical Sonography credentials (ARDMS) and the American

Registry of Radiologic Technologists Sonography Primary Pathway Exam (ARRT). The advanced certification will increase opportunities for advancing in the field of DMS.

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## AMERICAN REGISTRY OF DIAGNOSTIC MEDICAL SONOGRAPHY CERTIFICATION

All applicants for ARDMS Certification must meet the criteria to be eligible to sit for the ARDMS certification exam. Candidates are required to complete both physics (SPI) and instrumentation exam and a specialty exam within five years. The only means of earning an ARDMS is by examination. For the RDMS, applicants must pass two comprehensive exams: (1) the Sonography Principles and Instrumentation (SPI); and (2) at least one corresponding specialty exam. The exams may be taken in any order.

### **SPI - ARDMS Certifying Examination**

Active students in the DMS program are prepared and encouraged to sit for the ARDMS SPI examination while in the program. DMS students are educated with the appropriate information to take the exam by the end of *DMS 240/240L, Physical Principles and Instrumentation*. As a student, you set yourself up to stand out, in the competitive market of Sonography, having this examination complete. The Sonography Principles and Instrumentation (SPI) examination tests basic physical principles and instrumentation knowledge essential to Sonography professionals and students. You can visit the ARDMS site for more information: [www.ardms.org/get-certified/Pages/SPI](http://www.ardms.org/get-certified/Pages/SPI)

### **ARDMS Certification Methods**

There are 4 routes to becoming ARDMS Certified. You qualify under one of the below:

1. Students entering the Diagnostic Medical Sonography program who hold a Bachelor's Degree (BS or BA) or higher will be eligible to sit for the ARDMS certifying examination immediately upon completion of the program.
2. Students entering the Diagnostic Medical Sonography program who have prior education in a two-year allied health care field (single subject) that is patient care related will be eligible to sit for the ARDMS certifying examination immediately upon completion of the program. A two-year allied health education program is defined as (1) 24 consecutive calendar months OR (2) 60 semester credits OR (3) 84 quarter credits. Examples of such allied health occupations include but are not limited to radiologic technologists (RT), registered nurse (RN), respiratory therapist, or occupational therapist.
3. Students entering the Diagnostic Medical Sonography program, who hold an active certification with Cardiovascular Credentialing International (CCI), or American Registry of Radiologic Technologists (ARRT), or Australian Society of Ultrasound in Medicine (ASUM), will be eligible to sit for the ARDMS certifying examination immediately upon completion of the program. \*Our current graduates are eligible to sit for the ARRT-S examination, see info below.
4. Students entering the Diagnostic Medical Sonography program who do not have any of the above prior education prerequisites must work for one year (1680 hours) as a Diagnostic Medical Sonographer before they are eligible to sit for the ARDMS examination.

The DMS Program is a general concentration program. Upon completion of this program, the education received will prepare you to sit for the ARDMS Abdominal and Small Parts and/or the OB/GYN certification Exams. The DMS program is not designed as a complete preparation to take the vascular certifying exam. The Vascular course is intended as an introduction to vascular ultrasound imaging; an additional six months plus of training is required for the RVT.

To obtain more information about the ARDMS certification examinations, you may contact The American Registry of Diagnostic Medical Sonographers, 51 Monroe Street, Plaza East One, Rockville, MD 20850. You may also visit their web site at [www.ardms.org](http://www.ardms.org).

## AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS' SONOGRAPHY PRIMARY PATHWAY

All applicants for the ARRT Sonography Primary Pathway Exam must have:

1. Completed a DMS educational program that is accredited by a mechanism acceptable to the ARRT. (Casa Loma College is approved for the DMS primary pathway exam)
2. Applicants to the ARRT will have three years from the date of program completion to submit application.
3. Must have earned an academic degree
4. Must demonstrate competency in didactic coursework and an ARRT specified list of clinical procedures by completing the Diagnostic Medical Sonography Didactic and Clinical Competency Requirements.
  - Satisfaction of that requirement must be indicated by signature of your program director — and, if required, an authorized faculty member — on your application for certification and registration.
5. Must comply with the Rules of Ethics contained in the ARRT Standards of Ethics
6. Application fee of \$200.00
7. Graduates who pass this exam are immediately eligible to sit for the ARDMS Exam.

## SCHEDULE

Van Nuys Campus AM Program	Van Nuys Campus PM Program	Nashville Center AM Program	Nashville Center PM Program
Monday - Thursday	Monday - Thursday	Tuesday - Friday	Not Available
8:30 AM – 2:00 PM	6:00 pm – 11:00 pm		

<b>Online Classes:</b> Scheduling based on course and faculty. Refer to Academic Catalog and course syllabus for details
<b>Externship:</b> Five days per week at 40 hours per week. See Academic Catalog and course syllabus for details.

## DMS GENERAL PROGRAM INFORMATION

The Associate in Science in Diagnostic Medical Sonography degree program prepares the graduate to secure both their American Registry of Diagnostic Medical Sonography credentials and their American Registry of Radiologic Technologists Sonography Primary Pathway credentials and entry level work in the abdomen and obstetrics/gynecology specialty areas. Instruction is also received in vascular sonography. A clinical hospital experience in abdominal, small parts, vascular and obstetrics and gynecological ultrasound is provided.

The DMS program consists of 2408 hours which include 1028 hours of theory, 480 hours of skills lab and 900 hours of clinical externship.

In addition, the DMS Program has general education courses, scheduled throughout the seven semesters. General education supports the general mission of the College to prepare students to enter the workforce with a well-rounded knowledge base including written and verbal communication skills, the ability to solve problems, to work well with others, and to adapt to a changing workplace.

General education requirements vary among the programs - some programs require the majority of general education be taken prior to advancing to the core program; others intersperse general education throughout the program. While we understand the students desire to concentrate on the core program, it is also the student's responsibility to complete a minimum number of courses in general education.

## GENERAL DIDACTIC INFORMATION

Didactic is scheduled in a definite format to provide the proper ratio of practical and classroom experience. Therefore, full-time attendance is compulsory. Didactic instruction is a blended format between online instruction and classroom instruction and will vary according to course schedules during the course semesters. Students who miss lecture material are responsible for obtaining the missed information; as well as being responsible to know the information. It is the students' responsibility to pursue the missed information and discuss any questions with the instructor.

## CLINICAL LAB AND SCANNING PRACTICE

Clinical Lab is designed to expose students to scanning techniques, planes of the body, and normal structures within the body. To accomplish this, students are encouraged to participate as both the scanner, and the scanned. If any student does not want to participate in being scanned, other arrangements may be made by the Program Director to accommodate them. The student needs to inform the Program Director in advance so arrangements can be made ahead of time.

Fellow students and instructors will be positioning the student 'patient' and scanning them with an external transducer in areas such as the abdomen, neck, arm, etc. Student scanners may not report findings to student 'patient' volunteers. If any pathology is revealed during scanning practice, the DMS program and Casa Loma College are not responsible for medical treatment. These exams are NOT diagnostic exams and do not take the place of appropriate medical diagnosis and treatment with the student's healthcare provider.

## GENERAL CLINICAL EXTERNSHIP INFORMATION

The clinical component of the program has been scheduled in a definite format to provide cohesiveness between didactic and practicum experience. Therefore, attendance is compulsory. Outside appointments should never be scheduled during clinical time. Please be prepared to:

- work a 40 hour a week clinical schedule
- work scheduled hours based on the site's availability and their patients' needs
- complete a minimum of 900 total hours to pass each semester (DMS 250 and DMS 260)
- attend externship for 22 weeks

- interact online through the entire externship with the required system (need internet and computer)

The DMS Director and the Academic Coordinator of Clinical Education (ACCE) will schedule the clinical experience for clinical externship. Students are given the opportunity to share requests and concerns. There is no guarantee that the requests will work or be approved.

Students fulfilling an eight-hour clinical experience will receive a 30-minute meal break. All clinical requirements are logged, tracked, and evaluated on a web-based system.

Clinically, students are required to attend clinical externship for two semesters. The externship is a minimum of 900 clinical hours and a 40-hour week commitment; students are required to be at the externship facility for a total of, but not exceeding 40 hours per week. Additional scheduled hours, to finish a clinical exam, stay to catch an exam, and/or make up missed time, may be considered.

A student will not be released from externship or receive their clinical grade if they have met the 900 clinical hours prior to the 22 week/2 semesters completion date. If a student does not meet the 900 clinical hour minimum in addition to all other requirements, the student will fail the externship clinical semester and must repeat it in its entirety.

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## CLINICAL EXTERNSHIP COMPLETION

To ensure our students a success and timely completion of the DMS Program, there is a very clear Externship completion policy. The purpose of the policy is to be sure all students have met all program requirements by the designated completion (graduate) date. To be a successful graduate of the Associates of Science in DMS program, this date must be met.

**POLICY:** Externship/internship must be calculated at 40 hours per week. Students are required to complete each term of externship within the time provided, as designated by the start and end date of the term. Students who do not complete their externship between the dates of the term, will receive an INC (incomplete) for that course and will be allowed 14 days to complete the remaining hours of externship. Students not completing within the 14 days, will receive a FAIL for that course and will be required to repeat the course prior to completion of the program.

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## CLINICAL EXTERNSHIP PLACEMENT

Clinical Externship placement is a very complex process; there is no guarantee of a site that will offer individual time flexibility. Although all efforts are attempted to meet the student's needs, the student must be available to meet their required hours within the business hours of their clinical site. Students must be prepared to travel to their clinical site within the necessary commute. All transportation expenses are the student's responsibility. The student will have to meet the clinical hour and competency requirements to pass clinical externship.

While the DMS ACCE will make every effort to assign students to a clinical site that is within 50 miles of the College Campus, this is not guaranteed. Clinical assignments are ultimately based upon the number and type of sites available, and the first consideration of an assignment is to provide a well-rounded

comprehensive clinical experience in preparation for graduation as an entry-level DMS Technologist. Students are responsible for travel, meals, and any other expenses incurred for attending clinical.

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#### CLINICAL EXTERNSHIP SITE NOT AVAILABLE

Every effort is made by our clinical team to find an appropriate clinical site for your externship. And while this is a rarity in placement of our students, those students, who have not been assigned to an externship site at completion of the required program and exit competencies, will have 14 days from last day of semester to be placed in a site before termination will take place (*This is a procedure required by our accrediting agency, ABHES.*)

To maintain scanning skills while awaiting externship site placement, a terminated student is allowed, at the discretion of the program director, to come in for scanning practice

When an externship site is available, student will reenroll:

- If student owed money based on refund calculation, student will not be required to pay prior to returning to school. School will spread out the payments for duration of externship
- If student was delinquent in any payments prior to termination, the delinquent payments must be brought to date prior to reenrollment.

#### DISMISSAL FROM A CLINICAL EDUCATION SITE

Any request by a clinical site to remove (temporary or permanently) a student from the site as result of the student's behavior or performance will be evaluated on a case-by-case basis, depending on the nature of the clinical dismissal, actions may range from placement at another clinical site or disciplinary action. The nature and degree of disciplinary action taken will be based on the type and seriousness of the infraction, the student's academic and clinical record and previous history of warnings/disciplinary actions.

Note: Incidents that compromise patient safety or violate patient confidentiality (HIPAA) will have serious consequences. The ACCE will investigate the situation and together with the Program Director; render a decision of the outcome. If a student is removed from the clinical site, immediate and/or future clinical placements is not guaranteed and in some cases a student's clinical experience may be delayed depending on clinical availability.

#### EXTERNSHIP AND EMPLOYMENT

Students should make sure their clinical hours are separate from employment hours. Students may be allowed to accept employment in a position as a sonographer before graduation with approval from Program Director. Any employment of students must be specific to their educational/clinical hours and abide by the DMS Program's clinical guidelines. Employment outside of normal clinical scanning or duties as an ultrasound technologist cannot be used as the required clinical hours. Students may not receive monetary gifts from staff or patients. Any questions or concerns about clinical requirements should be brought to the attention of the ACCE or Program Director.

## STUDENT WORK AND EDUCATIONAL SCHEDULE

Your coursework will be rigorous, and at times you may wonder what you have gotten yourself into, but your perception of intensity has much to do with the amount of time, dedication, and commitment you spend towards your chosen profession; therefore, working full-time while in the DMS Program is extremely difficult and not recommended since work schedules will generally conflict with class and clinical rotations. Any activity that impairs the student's ability to attend class, participate actively in all classrooms, lab, and clinical sessions, and/or meet the requirements of each course must be avoided.

## LEARNING RESOURCES

The College uses a Learning Management System called Moodle. Login information with secure password is provided to all students and faculty. Moodle can be accessed from computers in the Learning Resource Center (LRC) on campus or from individual computers at home. Moodle provides a forum for students to access classroom materials posted by the instructors as well as a grade book with which the students can monitor their grades. Students can send emails to their instructors and classmates via Quick mail on Moodle. The College website has a tab for access to library resources <http://library.casalomacollege.edu> and PTA Program specific resources at <http://library.casalomacollege.edu/program-resources/pta.html>. The ProQuest database is used for student research needs. Links are provided under the <http://library.casalomacollege.edu/databases.html> tab. A librarian is available to assist students in utilizing the library and obtaining resources. The library has copies of Program texts and other Program-specific books that may be checked out by the students. The list is found at <http://library.casalomacollege.edu/images/shelflist.pdf>. Hard copies of Gray's Anatomy are kept in the lab available anytime the lab is open for class or during scheduled open labs and may be checked out overnight.

## ACADEMIC TUTORING

Individualized instruction is available without charge to all students. This instruction must be scheduled with the course instructor. Every effort is made to counsel students who have a substandard academic performance, clinical practice attitude, or personal qualities are not commensurate with the requirements of future DMS Technologists. The Program Director, ACCE, and Instructor will inform a student when work is substandard. It is the student's responsibility to arrange tutoring by contacting the appropriate person.

**In these cases, Friday attendance may be deemed mandatory.**

## CAREER SERVICES

The Career Services department is integral to your success throughout the program and ultimately on the path to your ultimate career goals. Their knowledge and up-to-date analysis of the current workforce and its trends is an invaluable resource, providing guidance to current students and graduates alike. Their importance increases as you progress in the program and enter externship, graduate, pass your board exams, and begin your search for employment as an entry level sonographer.

All interactions and requests by the Career Services department are required and part of your programmatic requirements. Failure to complete any assignment provided by the Career Services department may result in delay of your semester/program completion documentation.

## DMS PROGRAM CURRICULUM

### PREREQUISITES

#### **Introduction to Online Learning**

This course assesses the student's readiness to participate in online courses. Course consists of introduction to the learning management system and how to navigate throughout the system. Students must complete the course and receive a pass out of a pass/fail grade to be eligible to start DMS Program; those not completing or passing the course will not proceed with the DMS Program. Students must be enrolled by orientation to participate in the Introduction to Online Learning course and be eligible to proceed in the program.

#### **ANA 201 Human Anatomy & Physiology I (Online)**

Theory Hours: 45 clock hours 3 Semester Credits 7 weeks

*(Prerequisite to Core Program)*

This course is designed to introduce students to the study of the structure and function of the human body. Basic concepts of structural organization, structure and function of chemicals, atoms, molecules, cells, tissues, organs and systems shall be discussed. The course shall cover the musculoskeletal, central nervous, peripheral nervous, sensory, cardiovascular, and respiratory systems, major component of the blood and their function, and organs of the endocrine system.

#### **ANA 202 Human Anatomy & Physiology II (Online)**

Theory Hours: 45 clock hours 3 Semester Credits 8 weeks

*(Prerequisite to Core Program; ANA 201)*

This course is designed to introduce students to the study of the structure and function of the human body. Basic concepts of structural organization, structure and function of chemicals, atoms, molecules, cells, tissues, organs, and systems shall be discussed. The course shall cover the musculoskeletal, central nervous, peripheral nervous, sensory, cardiovascular, and respiratory systems, major component of the blood and their function, and organs of the endocrine system. The course shall cover the structure and function of the heart, blood vessels, lymphatic system, immune system, digestive system, urinary system, reproductive system of the male and female, and the stages of fetal development.

#### **PHYS 200 General Physics – General Education (Online)**

Theory Hours: 45 clock hours 3 Semester Credits 8 weeks

*(Prerequisite to Core Program)*

This is an introductory course of physics that surveys basic concepts, principles and laws of physics that includes the topics of mechanics, thermodynamics, heat, fluids, sound, waves and vibrations, electricity, magnetism, optics and radioactivity. It is specifically designed for students with no previous experience with physics. There is no lab with this course.

### CORE PROGRAM

#### **DMS 210 Fundamentals of Sonography and Abdominal and Small Parts Ultrasound Imaging**

Theory Hours: 150 clock hours 10.0 Semester Credits 15 weeks **(Residential/Online)**

The first three weeks of this course provides a broad overview of the field of diagnostic medical Sonography, including the history and evolution of ultrasound as an imaging modality, the sonographers' role and scope

of practice, required skills and abilities, and effective learning techniques. The student will also learn how the body is organized by systems, and common pathologies affecting those systems. Focus is placed on the anatomy and physiology of the digestive system, specifically the liver, biliary tree, and pancreas. The remainder of the module is focused on the interpretation of normal anatomy, sonographic and gross anatomy demonstrating scanning techniques and identifying normal sonographic protocols for abdomen and small parts; interpretation of abnormal anatomy, identification and interpretation of pathological conditions affecting the abdominal organs and small parts.

### **DMS 210L LAB**

Theory Hours: 120 clock hours 4.0 Semester Credits 15 weeks **(Residential)**

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

### **DMS 220 Patient Care for Sonographers and Obstetrics and Gynecology Ultrasound Imaging**

Theory Hours: 150 clock hours 10.0 Semester Credits 15 weeks **(Residential/Online)**

This course presents the student with various aspects of patient care that are relevant to the Sonographer. Focus is placed on patient / Sonographer interaction, and patient confidentiality and HIPAA compliance. Students will learn patient care skills that apply to practice as a Sonographer. Emphasis is placed on vital signs, body mechanics for patient transfer, and care techniques for patients with tubing, standard precautions for infection control, aseptic / sterile techniques, isolation techniques, and emergency medical situations. In addition, this course will cover anatomy and physiology of the male and female reproductive system, and common conditions and pathologies that affect those systems.

The remainder of the module will be covering the normal anatomy, sonographic and gross anatomy demonstrating scanning techniques and identifying normal sonographic protocols for gynecologic and obstetric ultrasound examinations; interpretation of abnormal anatomy and identification and interpretation of pathological conditions affecting the female pelvic organs, the neonate, and the developing fetus. This module also includes role of differential diagnoses in ultrasound examinations.

### **DMS 220L LAB**

Theory Hours: 120 clock hours 4.0 Semester Credits 15 weeks **(Residential)**

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

### **DMS 230 Patient Sonographer Interactions and Introduction to Vascular Ultrasound Imaging**

Theory Hours: 150 clock hours 10.0 Semester Credits 15 weeks **(Residential/Online)**

Student will learn how to communicate with patients and other health care professionals, care for those patients with special needs, prepare patients for different types of ultrasound examinations, learn about laboratory values, and their relationship to the ultrasound examination ordered, and examine the role of different imaging modalities in patient diagnosis. During this course, the anatomy, physiology, and common pathologies of the circulatory and nervous systems will be covered. Introduction to the basics of Vascular

Ultrasound Imaging. Overview of normal and pathological sonographic data: arterial and venous peripheral vascular, abdominal vasculature and extra cranial carotid.

### **DMS 230L LAB**

Theory Hours: 120 clock hours 4.0 Semester Credits 15 weeks **(Residential)**

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

### **DMS 240 Professional Aspects of Sonography and Physical Principles and Instrumentation of Ultrasound**

Theory Hours: 150 clock hours 10.0 Semester Credits 15 weeks **(Residential/Online)**

This fifteen-week course covers the aspects of Sonography as a career. Topics of discussion include Sonography career ladder, the aspects of sonography as a career choice will be examined in this course. Topics of discussion include sonography career ladder opportunities, benefits of professional organizations, certification and registration advantages, sonographer safety, medical ethics and legal aspects of sonography, professional behavior, sonography employment venues, resume writing and interview techniques. In addition, medical terminology and abbreviations, anatomy and physiology of the thyroid, parathyroid, and urinary tract will be covered.

### **DMS 240L LAB**

Theory Hours: 120 clock hours 4.0 Semester Credits 15 weeks **(Residential)**

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

### **DMS 300: Program Review**

Theory: 30 clock hours 2.0 Semester Credits 1 week **(Residential/Online)**

Prerequisites: The completion of all core didactic/lab courses

This is a comprehensive review, at an advanced level. This course is designed to provide the student with an accumulative review of ALL DMS Course material. The goal is to refresh all of their didactic and clinical knowledge, helping to focus on the application of all that has been taught. The course reviews and focuses students studying for advanced level exams, as the ARRT Primary DMS Certification as well as ARDMS Certification. This course includes Mock exams, topic quizzes, and homework/study assignments. This course is graded PASS / NO PASS. A PASS grade is based on a 50/50 weighing between exit competencies and final mocks. Students must pass the course for program completion and externship approval.

### **DMS 250 Clinical Practicum I**

Externship: 500 clock hours 11.1 Semester Credits 14 weeks **(Off Campus)**

During this course, the student will be assigned, and directly supervised in a Diagnostic Medical Ultrasound imaging facility such as a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a supervising Sonographer

or supervising physician, and the school's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the Sonographer in a clinical site. This is accomplished through observation and participation in clinical cases studies of patients undergoing ultrasound examinations.

### **DMS 260 Clinical Practicum II**

Externship: 400 clock hours 8.9 Semester Credits 10 weeks **(Off Campus)**

This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect his skills in the clinical environment and learn more advanced imaging techniques required of the Sonographer. The student will gain more experience in performing ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations.

## GENERAL EDUCATION

### **BIO 120 Medical Terminology- General Education**

**(Online)**

**38 Clock Hours/2.5 CR**

Common medical terminology is a critical part of the language used by healthcare practitioners. Learning to identify medical terms and body systems will enhance your knowledge and understanding

### **MAT 105 Intermediate College Algebra – General Education (Online)**

**45 Clock Hours / 3 CR**

*(Prerequisite to Core Program)*

This online course explores the representation of functions and relations as graphs, formulas, and tables. The types of functions studied will include linear, quadratic, polynomial, rational, exponential, and logarithmic. These functions will be used in solving a variety of equations, systems of equations and application problems. Other topics include: the algebra of real and complex numbers, inequalities, and an introduction to conic sections.

### **PSY 225 Stress Management - General Education (Online)**

**45 Clock Hours / 3 CR**

This is an introductory survey course about the theories and concepts within the field of psychology. Topics covered will include research methods, biological foundations, health psychology, human development, learning and memory, sensation and perception, motivation and emotion, language and thinking, intelligence, consciousness, personality, psychological disorders, and social psychology.

### **SOC 100 Adaptive Strategies – for Life and Learning (Online)**

**45 Clock Hours / 3 CR**

This course has been developed to assist students with the development of skills and competencies that lead to success and growth in the personal, professional, and academic environment. Students will work in small groups with dedicated instructors to identify individual learning strategies for optimal outcomes, as well as practice professional competencies most desired by Allied Health employers and facilities.

### **SOC 105 Leadership Skills: Foundations of Leadership (Online)**

**45 Clock Hours/ 3 CR**

This course introduces students to terms, theories, and concepts relevant to identifying and cultivating leadership skills. This course further prepares students for personal and professional leadership by

addressing topics such as change, innovation, entrepreneurship as well as goal setting, identifying mechanisms of control and developing effective communication skills. Students will be introduced to various structures and styles of leadership and management and compare ideas for effective business strategy.

### **SOC 110 Leadership and Professional Development (Online)**

#### **45 Clock Hours / 3 CR**

This course is designed to provide a foundation for leadership and professional development for students in the Allied Health field. Students will be introduced to terms, theories and concepts relevant to identifying and cultivating leadership skills as well as strategies for career development. To encourage professional development students will participate in career building activities such as creating a professional profile and trajectory that will provide them with optimal opportunity for professional success.

This course will also help students identify any related professional organizations and associations as well as resources for continuing education. From a career perspective, students will explore career opportunities within the field of their respective career focus.

## **ACADEMIC STANDARDS**

### **DIDACTIC GRADE**

- Students must achieve a minimum grade point of 78% / 2.30 / C+ in general education and core classes.
- Students must have a minimum cumulative grade point average of 2.30 to graduate.
- The final core theory grade is determined based on the following weights:
  - To be included on individual course syllabus

### **CLINICAL LAB GRADE**

- The 3-4 Lab Competencies are averaged for the final lab grade.
- Competencies are graded from 0 points to 100 points.
- A grade of 78% is required for lab competency exams and final examination.

**IMPORTANT:** Core Courses: Students **must** have a minimum theory grade of 78% **AND** a minimum Lab grade of 78% at the time of course completion in order to pass to the next course. If either or both of those conditions are not met, the student will receive a letter grade of F in both theory and lab, regardless of any other factor.

### **FINAL PROGRAM COMPETENCIES**

Each student is required to satisfactorily complete final ultrasound protocols prior to placement in externship.

#### **Exit Competencies**

- Students must complete their exit competencies prior to end of the DMS 300 course.
- Students will be followed by instructor and program director to ensure completion.
- If student does not complete the competencies, the student may be terminated at the discretion of the Program Director and will receive an "F (fail)" in DMS 300.
  - Students will have 7 days from the last day of the last module to complete all final exit competencies.

- Students who complete their final exit competencies within the time frame will have their lab grade changed to reflect the true grade.
- Students who do not complete final exit competencies within the allowed time frame will receive an “F” in lab and will be required to repeat the module.

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## CLINICAL EXTERNSHIP

Externship grade is pass or no pass.

Pass/No Pass is determined by:

- Completion of 100% of the assigned practicum hours
- Satisfactory completion of all assigned performance objective competencies
- Completion of all clinical logs
- Satisfactory rating on all clinical evaluation forms

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## MAKE-UP AND RETAKES

Students are allowed make-up and/or retakes of tests and lab competencies, or a combination thereof. See Course syllabus for individual policies.

### Make-up

- Students not in attendance on a test or lab competency must make it up on the next day of class.
- If a student does not make up the quiz, test or lab competency on the first day back, a zero (0) will be given, unless an exception has been made by the Program Director.
- Students can only receive a maximum grade of 78% on any make-up.
- No early quizzes, tests or lab competencies will be given. Any urgent issues must be addressed to the Program Director.
- Final exams cannot be made up or retaken. All final exams are a single attempt.
- It is the students' responsibility to contact the instructor and schedule makeup tests.

### Retakes

- NO final exams can be made up or retaken, regardless of the situation.
- Only course exams are allowed to be made up or retaken.
- The maximum grade students can receive on retakes is 78%.
- Retakes must be completed prior to the start of the new semester.
- It is the students' responsibility to contact the instructor and schedule retakes.

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## ONLINE COURSE GRADING

### Weekly Self-Evaluation

To demonstrate participation and proactive learning students will fill out a self-evaluation at the end of each week. This self-evaluation will include discussion about time management, assignment preparation, and address any concerns. Instructors will review and provide appropriate feedback in a timely manner. These self-evaluations will be worth 10 points and 10% of the attendance/participation grade.

### Mid-Course Evaluations

Students will be required to provide a mid-course self-evaluation. This evaluation will include an acknowledgement of current grade and identify any action to be taken to improve learning and participation

as course progresses. Instructors will review and provide appropriate feedback. Assessments will be compiled and forwarded to Program Director.

### **Online Grading**

Online courses utilize the same grading scale as all residential course and the passing grades correspond with the passing grades in the individual programs.

Students who receive below the minimum passing grade, may repeat the course. Students are allowed to repeat a general education course one time. Students who need to repeat a general education course a second time, must have approval of the Program Director and Chief Academic Officer. The student will be assessed a fee of \$500.00 for the second repeat. Except as permitted by this policy, no students may repeat a course a third time.

Students may progress in the core program when a general education course has been failed; however, the failed general education course must be repeated and passed prior to program completion. If general education courses are not successfully completed by the completion date, the student will be terminated from the program and must request re-enrollment.

Recycling of work, which is work submitted and graded for an earlier course and turning it in for credit for a second course – is not permitted. Original work must be turned in for any course repeated.

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### **CLINICAL EXTERNSHIP ATTENDANCE**

1. DMS – 900 hours mandatory attendance (DMS 250 = 500 hours; DMS 260 = 400 Hours)
  - a. Days of externship are Monday through Friday
  - b. Weekends may be required by some clinicals sites
2. Externship must be attended 40 hours per week; NO LESS, and must be treated as if it was a job
3. Three absence per externship semester may be allowed
4. Students, even with the allowed absences, MUST maintain their hour requirements within the designated time frame per semester
5. Students will be put on attendance probation if they miss 3 days within the 15 week semester and/or students fail to maintain the hour requirements for 4 consecutive weeks.
  - a. Once on attendance probation, if hours are not made up, the student will not progress to the next semester.
6. The student can be dropped from externship at the discretion of the Director and the clinical externship site.
7. Each externship semester must be completed between the beginning and end dates of that semester.
  - a. Students who do not complete the hours within that time frame will be allowed 14 calendar days from the end date of the semester to complete hours.
  - b. Those students who do not complete the hours will be terminated.
  - c. Students will not receive credit for the externship hours and will be required to repeat that semester of externship hours.

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### **PHYSICAL PROGRAM CONSIDERATIONS**

All students must meet the essential functions of a student for their applicable program to remain in the program. Students, pregnant or otherwise, who cannot meet the essential functions, either pre- or post-

partum will be required to withdraw and readmit in a later cohort. Outlined below are the essential functions required of each program:

### DIAGNOSTIC MEDICAL SONOGRAPHY

The essential functions related to physicality are:

- Stand, walk, and sit for up to 30 minutes at a time.
- Stand and walk for up to 8 hours during an 8-hour shift.
- Lift or move a maximum of a 290-pound patient in a 2 person or 3 person transfers.
- Move loads of up to 50 pounds up to 25 times per hour.
- Push a patient confined to a wheelchair or gurney up to 300 feet or more, depending upon the structural design of the medical facility.
- Bend, crouch, or stoop up to 20 times per hour.
- Reach forward up to 18 inches while holding an object weighing 15 pounds.
- Push ultrasound equipment on wheels weighing up to 300 pounds or more.
- Possess manual dexterity to manipulate and operate all diagnostic medical sonography equipment.

## ACADEMIC POLICIES AND PROCEDURES

### DRESS CODE

All students will be expected to adhere to the following dress code policy and policies of their clinical sites. It is important the students portray a professional image to those he/she comes into contact. Inappropriate dress and grooming detracts from the patient's confidence in the quality of their care.

**Personal Grooming** – Good taste indicates that haircuts, hairstyling, and personal grooming be neat and conservative. Grooming and style should also be practical to enable one's duties to be performed without embarrassment or inconvenience.

- **Personal cleanliness:** Personal cleanliness, including proper oral hygiene and absence of controllable body odors are a standard. Perfumes and fragrances must be kept at a minimum.
- **Hair:** Hair must be kept clean and neatly styled; no asymmetrical styles, no carved designs, no Mohawks, no abnormal hair color. All beards and moustaches should be trimmed and neat in appearance.
- **Fingernails:** Fingernails should be clean, well-manicured and moderate in length, and appropriate for patient care; no more than ¼ inches beyond the end of the finger. Nail color must be clear or natural in color. All other colors are prohibited in uniform. Nail polish cannot be chipped or coming off.
  - No artificial nails are allowed.
- **Cosmetics:** Cosmetics must be worn in moderation
- **Jewelry:** Jewelry in pierced sites will be visible on the **ear only**. All other piercings must be covered or removed during school. The only acceptable jewelry is watch with a second hand, one pair of plain stud earrings, worn in the lobes only, one ring, wedding band or engagement ring; no other jewelry is to be worn. No nose rings, tongue rings, or other visible body piercings will be permitted in uniform.
- **Tattoos:** All tattoos must be covered.

- **Undergarments/Outerwear:** Undergarments should not be visible above, below or through clothing
- **Reasonable accommodation** will be made regarding religious, cultural or disability situations and will be reviewed on an individual basis for compliance with the dress code policy.

**Student Uniform Dress Code** – Always present oneself in a professional manner. Uniforms must be worn everyday of theory, lab, and externship days.

Students must wear the designated school uniforms. A uniform is designated as the following:

- College issued scrubs - blue tunic and blue pant
- College issued long sleeve or short sleeve cotton t-shirt **must be worn** under the blue tunic top
- White- or natural-colored socks must be worn. No dark or colored socks are permitted.
- Clean white nurses' shoes and shoelaces.
  - No canvas shoes, open toe shoes or visible colored brand names.
  - Shoes must be fully enclosed. All shoelaces must be tied properly.
- Name badge
  - Badges must be displayed at all times with the name of the student facing outward so that student is easily recognizable.
  - Loss of name badge should be reported immediately. Replacement cost of name badge is \$20.00
- College patch
- Optionally worn - warm up jacket provided as part of the uniform ensemble.

#### **Misc. Guidelines**

- Only the college issued warm up jacket is permitted to be worn to the clinical facilities.
- No shirts, other than college issued t-shirts are permitted under the tunic top.
- Pants must be worn on the hips. Baggy "sagging" uniform pants are **STRICTLY PROHIBITED**
- Nothing is to be "hanging" from the tunic pockets or the pants pockets.
- The school sweater or sweatshirt is permitted to be worn in uniform while **on campus only**.
- Wearing the school sweatshirt to clinical facilities is strictly prohibited.
- Personal coats may be worn with the uniform (classroom only) if the student is cold. The student is still responsible for being in uniform compliance under the jacket.
- Due to allergies with clinical patients, perfume or cologne is prohibited at the clinical facility.
- Hair **must be up** when in uniform.
- Men and women, long hair must be pulled up off of the uniform collar.
- No jewelry, beads, fabric, ribbons, scrunches, or hair clips of any color are permitted.
- No adornments or "fanny packs" are allowed.

**Prior to Uniform Being Issued** - Always present oneself in a professional manner.

Attire that is not acceptable in the classroom includes the following:

1. Hats of any type are not to be worn in the building.
2. Shorts or miniskirts of any kind are not to be worn. Skirts should be no shorter than knee length.
3. Sweatpants, tank tops and spaghetti straps are not to be worn.
4. T-shirts, button-up shirts, polo shirts, etc., are acceptable. (t-shirts with offensive language or pictures is not acceptable)
5. No flip-flops or beach sandals are to be worn.

6. Ladies, if we can see down it, up it, or through it...or it's so tight that we don't need to, it is not appropriate for school.
7. The length of ladies' tops must pass the tops of pants, skirts.
8. Pants must be worn on the hips. Baggy "sagging" pants are STRICTLY PROHIBITED

## HEALTH AND SAFETY

Interactions with patients in the health care system carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various diseases and measures to decrease these risks. All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnoses of tuberculosis; hepatitis A, B, or C; AIDS; or other infectious diseases. Students are expected to implement standard precautions and appropriate barrier protection in the care of all assigned patients.

## HEALTH REQUIREMENTS

Students are physically and financially responsible for obtaining the required health examination and health screening prior to the start of externship, included but not limited to health screening examination, pathology tests and/or required immunizations. The examination must show that the student is free from communicable disease and does not have a physical and/or mental illness that may endanger the health or safety of a patient.

If any student has been diagnosed and documented with a disability, notification must be given during the admissions process. The department is willing to meet any reasonable request for accommodation. However, the responsibility remains with the student to provide relevant and recent written documentation from a licensed physician, that such a disability exists, as well as all recommendations by the physician for helping the student.

## BACKGROUND CHECK

Successful completion of Casa Loma College's allied health programs (DMS, MRI and PTA) includes satisfactory completion of the clinical education component of the curriculum. Most clinical sites now require students to complete a criminal background check prior to participating in clinical education placements. In addition, many states also require disclosure of an individual's criminal history to apply for professional certificates, registrations, and licenses. Existence of a criminal history may subject an individual to denial of an initial application for a certificate, registration, or license to practice in a clinical setting. In response to this growing trend, Casa Loma College requires students to submit to criminal background checks.

## HEALTH INSURANCE

The College does not provide personal health insurance coverage for students. Casa Loma College students are encouraged to carry some type of personal health insurance. Should medical care be required, the student is responsible for all costs of treatment/medical care.

## STANDARD PRECAUTIONS AND HIPAA

Students enrolled in the DMS Program must adhere to all policies and procedures concerning Standard Precautions and Infectious Disease Policies and Health Insurance Portability and Accountability Act of 1996 (HIPAA) as practiced at the assigned clinical affiliate.

Students must never disclose confidential information including anything pertaining to the medical history, diagnosis, treatment, and prognosis to anyone not directly involved in the care of the patient. In addition, students are required to follow HIPAA regulations on “Protected Health Information” which includes any “individually identifiable health information.” This includes information such as the individual’s past, present or future physical or mental health or condition, the provision of health care to the individual, or the past, present, or future payment for the provision of health care to the individual, and that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual. Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

Please visit [www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html) for more information.

Failure to adhere to this code constitutes a violation of the “Right to Privacy Act,” as well as HIPAA and is professionally unacceptable, as well as potentially compromising from a medical/legal standpoint

## LATEX ALLERGY

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program and clinical affiliate if you are or become allergic/sensitive to latex products.

## PREGNANCY VOLUNTEER NOTIFICATION PROGRAM

In accordance with Title IX, Casa Loma College does not discriminate against any student on the basis of sex, which includes pregnancy, childbirth, false pregnancy, recovery, parenting and all related conditions, such as abortion.

See the Academic Catalog for more information.

## PROGRAM POLICIES AND PROCEDURES

### LABORATORY CLASS

Laboratory class sessions are provided to give students an opportunity to practicing hands-on techniques. Instructor's structure and guide laboratory activities. Students are expected to maximize their time in the lab by self-directing their learning activities as part of a group. Students are responsible for setting up and cleaning up after the lab sessions. By state regulation, no eating or drinking is allowed in the lab. Water in a transparent container is allowed but must be stowed in a bag or backpack when not being used.

The use of ultrasound equipment is restricted to the DMS Program faculty and students. Use of ultrasound equipment by any other nursing or allied health student is strictly prohibited and may result in disciplinary action.

Students are expected to conduct themselves as though they are in a clinical setting.

- Loud talking, joking, use of foul language or any disruptive behavior will cause the student to be dismissed from the lab session, resulting in an absence and possible disciplinary action.
- Student must wear school issued uniform.
- No minors are permitted in the lab are at any time
- Minors are not allowed to be scanned
- All volunteers must sign a waiver that indicates the sole purpose of the experience is for education and instruction.

### FIELD TRIPS

Required off-campus non-clinical activities may be scheduled at times to enhance the educational experience of the student and are supervised at the location by program faculty. Students are responsible for their own transportation and insurance coverage for travel to and from off-campus activities. Students must be present for the entire time, unless approved by the instructor.

## CODE OF ETHICS FOR THE PROFESSION OF DIAGNOSTIC MEDICAL SONOGRAPHY

### 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

- A. To create and encourage an environment where professional and ethical issues are discussed and addressed.
- B. To help the individual diagnostic medical sonographer identify ethical issues.
- C. To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

### PRINCIPLES

**Principle I: In order to promote patient well-being, the Diagnostic Medical Sonographer shall:**

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

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

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA) or the International Organization for Standardization (ISO).
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and re-credentialing.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

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

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent his/her experience, education and credentialing.
- E. Promote equitable access to care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.

- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

## PARTICIPATION IN PROFESSIONAL ORGANIZATIONS

Students are encouraged to join and actively participate in their local, state, and national professional organizations. The professional journals and activities of these organizations provide a stimulating environment for the student radiographer. Additionally, they provide networking opportunities that may lead to jobs and other opportunities within the medical imaging profession.

Students may also receive educational journals with membership and be eligible for CME credits by reading the training modules and completing the test at the end. Discounts for educational seminars are typically a benefit of being a member of a professional organization. S

## STUDENT MEMBERSHIP

Students are the future of sonography. Join under this category and receive special student discounts plus all the benefits of membership except the right to vote and hold office. Membership gives you the information and tools to help meet your career goals. To qualify for this membership category, you must be enrolled in a diagnostic medical program. A letter from your program director verifying your student status and anticipated graduation date is required before your membership application can be processed.

### Dues

See websites for updated/current fee information

### Application

- Society of Diagnostic Medical Sonographers (SDMS): [www.sdms.org/membership/student.asp](http://www.sdms.org/membership/student.asp)
- Society for Vascular Ultrasound (SVU): [www.svunet.org/members/students.htm](http://www.svunet.org/members/students.htm)
- American Institute of Ultrasound in Medicine (AIUM): <http://www.aium.org/>
- Higher Education Partnership

[http://www.higheredpartners.org/store/p1/Purchase\\_Student\\_Membership.html](http://www.higheredpartners.org/store/p1/Purchase_Student_Membership.html)

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## ACKNOWLEDGEMENT OF RECEIPT

### Diagnostic Medical Sonography Student Handbook

Diagnostic Medical Sonography students are responsible for reading and complying with the information which appears in the current Casa Loma College Catalog and the Diagnostic Medical Sonography Student Handbook. It is the intent of this handbook to ensure patient safety and professional, ethical, and legal conduct of all Diagnostic Medical Sonography students. Failure to comply with College and Diagnostic Medical Sonography program policies will lead to a review of student behavior and possible disciplinary action, including dismissal from the Program.

The Diagnostic Medical Sonography Program reserves the right to modify any statement in the handbook. Changes will be given to students through a Diagnostic Medical Sonography Student Handbook Addendum.

I, \_\_\_\_\_ acknowledge receiving and reading the Diagnostic Medical Sonography Program Student Handbook. I have read the standards and procedures of the DMS Program. I agree to comply with the policies and standards stated within this handbook. I acknowledge that prior to signing I have been provided the opportunity to seek further clarification. I understand that this statement will be placed in my student record

I agree to abide by these policies, rules, and regulations.

Student Signature: \_\_\_\_\_

Student Name (printed): \_\_\_\_\_

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

Class ID: \_\_\_\_\_

*Please sign one copy and return to your instructor. This will be placed in your academic file.*

*The other copy remains in the handbook for your reference.*

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6725 Kester Ave.  
Van Nuys, CA 91405-4523  
(800) 270-5052**

**Nashville Separate Educational Center  
750 Envious Lane  
Nashville, TN 37271-1342  
(800) 270-5052**

Web Page: <http://www.casalomacollege.edu>

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