



Diagnostic Medical Sonography Program

STUDENT HANDBOOK

2024-2025

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UNITED HOSPITAL CENTER

Diagnostic Medical Sonography Program

327 Medical Park Drive Bridgeport, WV 26330

STUDENT HANDBOOK

The policies contained herein are true and correct in content and policy and enforced as of the date endorsed by the Program Official.

United Hospital Center Diagnostic Medical Sonography reserves the right to revise all policies upon recommendation of the Advisory Committee, United Hospital Center Diagnostic Medical Sonography Program.

A handwritten signature in black ink that reads 'Micah Ford'.

Micah Ford RBA, RDMS, RVT, RT(R)
Radiology Education Programs Manager

Date



UNITED HOSPITAL CENTER 

Diagnostic Medical Sonography Program

327 Medical Park Drive Bridgeport, WV 26330

STUDENT HANDBOOK VERIFICATION

I have received a copy of the United Hospital Center Diagnostic Medical Sonography Program Student Handbook.

Student Signature

Date



UNITED HOSPITAL CENTER

Diagnostic Medical Sonography Program

327 Medical Park Drive Bridgeport, WV 26330

STUDENT AGREEMENT

In consideration of the granting of an appointment to the United Hospital Center Diagnostic Medical Sonography Program, Bridgeport, West Virginia, I, the undersigned, agree to remain in the course for a period of eighteen continuous months.

It is agreed and understood that a temporary appointment will be made up for six months, at the end of which a permanent student appointment will be made if all aspects of clinical and didactic training are satisfactory.

It is agreed and understood that a student may be dismissed at any time:

- A. if his/her clinical or didactic training are unsatisfactory;
- B. for any breach of the Rules and Regulations of the Diagnostic Medical Sonography Program;
- C. if it is found that he/she does not have cooperative ability, is of antagonistic disposition, or is lacking in sympathy for the sick.

It is further understood that upon completion of the course, the undersigned agrees to take four ARDMS registry examinations corresponding to the learning concentrations of the United Hospital Center Diagnostic Medical Sonography Program. The four registry examinations include Sonography Principles and Instrumentation (SPI), Obstetrics & Gynecology (OB/GYN), Abdomen-Extended (AB), and Vascular Technology (VT).

Student Signature

Micah Ford

Program Director Signature

Date

Date

CELL PHONE COMMUNICATION PERMISSION AND USE AGREEMENT FORM

I _____ (print) understand that throughout enrollment in United Hospital Center’s School of Diagnostic Medical Sonography Program there is a significant need for cell phone call and text communication between student and faculty. Often, communication is in a group text format, but frequently is individualized. This includes, but is not limited to, communications such as schedule updates, notification of student emergencies or comp time requests, program reminders, general/personal communications, discussions/questions on course material, and test grades. Messages may include both SMS (short message/standard text) and MMS (multimedia messaging).

Sensitive items, such as personal information or grades, will NEVER be sent as a group text and are typically sent via message upon the request of the individual student.

By signing this document, I hereby give UHCDMS program faculty permission to use my cellular device for any type of communication necessary for program-specific matters with no limitations.

Furthermore, I agree to abide by the rules and regulations outlined in the handbook regarding the use of electronic devices. I understand these items are not permitted to be used or physically located on my person while in the classroom or clinic setting and failure to comply with the policy can result in suspension.

Student Signature _____ Date _____

INSTITUTIONAL HISTORY AND PROGRESS

United Hospital Center is the result of the merger of two well established Clarksburg hospitals, Union Protestant, which dates its beginning to 1898, and St. Mary's Hospital which was founded in 1901. The two institutions merged on August 24, 1970, to improve the health care delivery services, avoid duplication of services and control combined operating costs. At the time of merger, the bed capacity of the two hospitals was 322 beds.

St. Mary's formerly located on the corner of Washington Avenue and Chestnut Street, was originally founded by a group of Clarksburg business and professional men as the Harrison County Hospital. The Sisters of St. Joseph purchased the hospital in 1905, and the name was changed to St. Mary's Hospital. St. Mary's Hospital School of Nursing, opening in 1905, was the first nationally accredited nursing school in West Virginia.

Union Protestant Hospital was started by Dr. A. K. Kessler in a frame building in the downtown area until purchased by the Union Protestant Hospital Company in 1933. New suburban facilities on Route 19, south of Clarksburg, were completed in 1960 and United Hospital Center was formed at the former location of Union Protestant Hospital. The complex included a Family Practice Center, a Physician's Office Building, United Transitional Care Facility, the E. Wayne Corrin Emergency Department, United Cancer Center, United Summit Center and the Health Connection.

On October 3, 2010, United Hospital Center relocated into its current, eight level structure adjacent to I-79 at Exit 124/Jerry Dove Drive. The new United Hospital Center includes 292 private inpatient rooms and 24 observation rooms, in addition to a nationally accredited and comprehensive cancer center, emergency department and invasive cardiology suites. The new United Hospital Center designed an environment that focuses on enhanced patient privacy and a high level of technology integration.

From its inception and through today, United Hospital Center has provided clinical and didactic support of educational programs including Certified Nurse Anesthetist, Registered and Licensed Practical Nursing, Radiologic Technology and Respiratory Therapy. The School of Radiologic Technology represents a merger of two successful, hospital-based radiologic technology training programs from St. Mary's and Union Protestant and has trained 332 radiologic technologists with a first attempt, registry pass rate of nearly 99 percent. UHC School of Radiologic Technology has earned an excellent reputation within the community and graduates are heavily recruited by area healthcare providers.

To satisfy the demand for diagnostic medical sonographers, both regionally and nationally, United Hospital Center Diagnostic Medical Sonography Program was opened in July of 2000. This program is designed as an advanced discipline of study for graduates of an accredited educational program in Radiologic Technology. UHC Diagnostic Medical Sonography Program incorporates clinical and didactic experiences to prepare individuals for professional practice in general abdominal, obstetric/gynecologic and vascular sonography. The National Education Curriculum and Specialty Curricula endorsed by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) are adopted.

United Hospital Center Diagnostic Medical Sonography Program is in compliance with the Standards and Guidelines for the Accreditation of Educational Programs in Diagnostic Medical Sonography as published by the Committee on Accreditation of Allied Health Education Programs (CAAHEP, <http://www.jrcdms.org/pdf/DMSStandards.pdf>.) A copy of program standards is provided as an appendix in this Student Handbook. Following a peer-review site visit conducted by representatives of the Joint Review Committee on Education in DMS, CAAHEP extended five-year accreditation awards to the Abdomen, Obstetric and Vascular Sonography Programs of United Hospital Center in September 2021.

UNITED HOSPITAL CENTER MISSION, VISION, AND VALUES

1) HOSPITAL MISSION PURPOSE:

The mission and purpose of United Hospital Center is to **enhance the health status of the citizens of North Central West Virginia** by pursuing spiritual, charitable, scientific, and educational goals in providing quality care and treatment without discrimination as to gender, race, color, religion, age, national origin, disabilities, or financial status.

2) VISION STATEMENT

“UHC will be the focal point of a high quality and cost-effective healthcare delivery system serving the citizens of North Central West Virginia through integration of home, physician office, outpatient, ambulatory, subacute and acute care settings, and professional and health promotion educational programs.”

This vision acknowledges the following key requirements for UHC’s future:

- 1) United Hospital center will be recognized as the community hospital of choice, which respects human life and enhances human dignity.
- 2) It is committed to high quality health and cost-effectiveness in response to both the external marketplace and its own internal values.
- 3) Its service area will include North Central West Virginia.
- 4) It will not be a “stand alone” entity, regionally or by provider type.
- 5) It no longer focuses only on on-campus acute inpatient and outpatient services.

3) VALUES STATEMENT

In recognition of the need for an organization’s employees and agents to clearly understand and comply with its value structure, particularly during times of substantial upheaval and change, UHC has adopted the following clear set of values:

- 1) Dedication to quality and cost effectiveness;
- 2) Maintenance of charity care;
- 3) Commitment to understanding and meeting the needs of the purchaser of healthcare;
- 4) Respect and care in our approach to every individual;
- 5) Commitment to community health enhancement;
- 6) Maintenance of our traditional presence as a healing service in the community, generating and nurturing holistic wellness;
- 7) Provision of access to health care for as many as possible.
- 8) Recognition that the delivery of healthcare depends upon many partnerships, particularly with physicians;
- 9) Dedication to the education of health care professionals;
- 10) Commitment to high personal standards of honesty and integrity of employees and representatives, and;
- 11) Dedication to proactive leadership in seeking to carry out the mission and purpose of UHC and compliance with its values.

PROGRAM MISSION AND GOALS

Mission Statement

The mission of United Hospital Center School of Diagnostic Medical Sonography Program is to produce competent entry-level Sonographers that are equipped to enhance the health status of the citizens of North Central West Virginia and region by integrating didactic and clinical education in a comprehensive, well-structured format.

Program Effectiveness and Assessment

United Hospital Center School of Diagnostic Medical Sonography employs a systematic, ongoing process to garner credible evidence that may be critically analyzed as a basis for fostering ongoing program improvement. An Advisory Committee comprised of a medical director, hospital administrator, program representation, graduate representation, student representation, clinical affiliate representation, and a public member meets annually to discuss program goals and learning domains, assess resources, review program outcomes, and discuss any relevant program updates. Program Outcomes Data is collected and reported on annual report and includes credentialing rates, job placement rates, and program completion rates.

The program utilizes course evaluations, clinical site evaluations, weekly clinical evaluations, and JRCDMS Survey data to gather feedback regarding the strengths of the program and identify areas to improve. Graduate Satisfaction Survey Results, Employer Satisfaction Survey Results, Program Personnel Resource Surveys, and Student Resource Surveys are collected, analyzed, and then results are discussed during the annual Advisory Committee Meeting to create action plans and monitor ongoing program improvement.

Program Goals

Goal 1: To prepare competent entry-level abdominal-extended sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Goal 2: To prepare competent entry-level obstetric and gynecologic sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Goal 3: To prepare competent entry-level vascular sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

PROGRAM INFORMATION

United Hospital Center, Inc. offers an 18-month certificate program in Diagnostic Medical Sonography (UHCDMS) as an advanced discipline of study for graduates of an accredited educational program in Radiologic Technology. UHCDMS integrates clinical and didactic experiences to prepare individuals for professional practice in general medical and vascular sonography through clinical rotations at UHC, the Clarksburg VA Medical Center, St. Joseph's Hospital, United Vascular and Vein Center, WVU Medicine Children's Hospital and the WVU OB/GYN Medical Practices in Bridgeport, Fairmont, and Buckhannon. UHC DMS is accredited by CAAHEP and follows the CAAHEP Standards & Guidelines for an Accredited Educational Program and the JRC-DMS National Education Curriculum. Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) policies and procedures are strictly enforced.

The General and Vascular DMS Program at United Hospital Center is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review on Education in Diagnostic Medical Sonography (JRC-DMS).

CAAHEP
9355 – 113th St. N, #7709
Seminole, FL 33775
727-210-2350

JRC-DMS
6021 University Blvd., Suite 500
Ellicott City, MD 21043
443-973-3251

PROGRAM PHILOSOPHY

The philosophy of UHCDMS Program is to provide an educational atmosphere that instills in students a desire for learning, excellence in clinical performance and intellectual curiosity. The program is maintained with the highest standards of excellence. The faculty are committed to providing the student with basic and advanced knowledge in the art and science of diagnostic medical sonography as well as developing in them a spirit of understanding and compassion for the patient.

The program provides the learning resources that enable students to attain both the problem-solving knowledge and the technical ability necessary to be competent diagnostic medical sonographers. We recognize our obligation to contribute to the development of the profession; therefore, the UHCDMS pursues accreditation by the Joint Review Committee on Education in Diagnostic Medical Sonography.

To maintain high academic standards of its students, the School of Diagnostic Medical Sonography places emphasis on admission prerequisites, consistent grading practices, student evaluation of courses and programmatic self-evaluation.

It is the policy of UHCDMS Program to provide equal opportunities to prospective and current students solely on the basis of individual quality and merit, without regard to race, religion, age, sex, national origin, or disability, and in full compliance with all federal and state laws.

Diagnostic Medical Sonography Program Objectives

UHCDMS will deliver a sound educational experience to prepare individuals for entry level performance in general medical and vascular sonography.

In fulfilling this purpose, United Hospital Center Diagnostic Medical Sonography Program will:

- ◆ Design an educational experience reflecting the Standards for an Accredited Educational Program in Diagnostic Medical Sonography as published by the Joint Review Committee on Education in Diagnostic Medical Sonographers and the Commission on Accreditation of Allied Health Education Programs.
- ◆ Provide learning experiences to adequately prepare the student for certification in general medical and vascular sonography.
- ◆ Provide adequate resources including, but not limited to, dedicated and experienced program faculty and clinical staff, sufficient volume and variety of sonographic procedures, high quality ultrasound and noninvasive vascular equipment, reference library and other instructional aids.
- ◆ Publish and distribute well-defined student objectives, curricular and competency requirements and graduation requirements.
- ◆ Participate in ongoing outcome assessments of all educational components and systematically correct any deficiencies or weaknesses, which may exist.
- ◆ Deliver all components of the educational program in a fair and consistent manner including student and faculty recruitment, admission processes and operational policies.

It is the intention of UHCDMS Program to provide learning experiences in all educational domains, including cognitive, psychomotor and affective. Didactic course syllabi and clinical assignments integrate theory and critical thinking skills with practical tasks and ethical, moral and social beliefs. This holistic approach to sonography education enables students to better function in the health care arena where the emphasis is on customer service and performance improvement in all aspects of patient care delivery.



Diagnostic Medical Sonography Program

ADMISSION CRITERIA/ TECHNICAL STANDARDS

A diagnostic medical sonographer is a highly skilled professional who uses specialized equipment to create images of structures inside the human body that are used by physicians to make a medical diagnosis. The professional responsibilities include, but are not limited to:

- talking with the patients to identify their symptoms
- performing the sonogram and obtaining diagnostic images
- analyzing images and patient information
- using independent judgment in recognizing the need to make adjustments to the sonogram
- providing an oral or written summary of the technical findings to the physician for medical diagnosis
- working with physicians and other health care providers
- providing quality patient care

With rapidly changing computer enhanced technologies, miniaturization, and increased use of diagnostic medical sonography, growth is projected to continue in the future with employment opportunities for qualified sonographers in both urban and rural areas.
(<http://www.sdms.org/career/careerbrochure/PDF/brochuredesktop.pdf>)

Based upon the preceding professional description, students who enter this allied health field must have the potential to learn and effectively perform the tasks as stated. With this and other educational requirements in mind, the Technical Standards for the Diagnostic Medical Sonography Program are as follows:

I. EDUCATIONAL QUALIFICATIONS:

- A. Applicant must be a High School Graduate or have successfully completed a standard equivalency test. (GED)
- B. Applicants must have documented test results from the American College Test (ACT) or Scholastic Assessment Test (SAT).
- C. Applicant must successfully complete an accredited program in radiologic technology including college level courses in:
 - a. Algebra, statistics, or higher mathematics course
 - b. General or Radiologic Physics

- c. Communication
 - d. Human Anatomy and Physiology
 - e. Patient Care
 - f. Medical Ethics and Law
 - g. Medical Terminology
 - h. Pathophysiology
- D. Applicant must possess active American Registry of Radiologic Technologists (ARRT) credentials of R.T. (R).

Required educational materials are evaluated by program faculty and assigned a point value based upon an impartial scoring system. Based upon the individual score, an applicant will be ranked with others seeking admission. Interviews for qualified candidates are scheduled prior to making admission decisions.

II. MENTAL REQUIREMENTS

The student sonographer must be able to:

1. Must have the ability to perform concentrated and complex mental activity with frequent involvement in complex and highly technical situations.
2. Must have the ability to work successfully under highly stressful conditions, and must be capable of adapting to varying workloads and work assignments on a constant basis.
3. Must have the ability to make sound, independent judgments based on scientific principles, and also be able to collaborate with other multi-disciplinary team members in an appropriate fashion.
4. Must have the ability to comprehend and perform oral and written instructions and procedures.
5. Must have effective reading and comprehension skills.
6. Must have strong communication skills, written and verbal.
7. Must be capable of handling information of a confidential nature.
8. Must have independent decision-making ability.
9. Must have the ability to respond to emergency situations in a calm, professional manner.
10. Must be capable of using various computer systems to input and retrieve information.
11. Must have the ability to prioritize tasks.

III. PHYSICAL REQUIREMENTS

The student sonographer must be able to:

1. Perform frequent walking, standing, stooping, kneeling, reaching, pushing, pulling, lifting, grasping and feeling duties throughout the clinical assignment.
2. Lift, move, and position patients of varying body habitus, with varying amounts of assistance on a regular and recurring basis.
3. Hear within the normal range.
4. Read and write legibly in English.
5. Demonstrate visual acuity within normal range.
6. Perform heavy work: exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
7. Perform Cardiopulmonary Resuscitation, therefore, the applicant must have sufficient use of all four limbs and be capable of maneuvering their body successfully enough to accomplish the task in a life-threatening situation.

IV. ENVIRONMENTAL CONDITIONS

The student sonographer has the potential for exposure to:

1. Body fluids, human tissues, contagious diseases, sharps, and explosive gases.
2. Cleaning agents and disinfectants.
3. High stress and constant interruptions.
4. Electrical current.
5. Ionizing and non-ionizing radiation.
6. Toxic gas, fumes, and odors.

REASONABLE ACCOMMODATIONS POLICY

SCOPE

UHC Radiologic Technology and Diagnostic Medical Sonography Programs (the “Programs”).

PURPOSE

The Programs comply with the Americans with Disabilities Act (ADA), the West Virginia Human Rights Act (WVHRA), the West Virginia Pregnant Workers’ Fairness Act, and all applicable state and local laws, and is committed to providing equal educational and admission opportunities to qualified individuals with disabilities and individuals affected by pregnancy. This policy sets forth the procedures to be followed to ensure reasonable accommodations are provided to qualified individuals with known disabilities and limitations related to pregnancy or childbirth.

POLICY

The Programs will provide a reasonable accommodation to any prospective or enrolled student with a disability or limitation related to pregnancy or childbirth if the reasonable accommodation would allow the individual to perform the essential functions of the medical imaging student position, unless doing so would create an undue hardship for the Programs.

PROCEDURE

A. Requesting a Reasonable Accommodation

All requests for accommodations must be submitted to the Program Director. Prospective or enrolled students believing they need an accommodation because of a disability, or a pregnancy-related condition are responsible for requesting a reasonable accommodation. The Programs encourage prospective or enrolled students to make their request in writing on a reasonable accommodation request form provided in the Student Handbook, and to include relevant information, such as:

- Description of the requested accommodation(s);
- Reason the accommodation is needed; and
- How the accommodation will help the student perform the essential functions of his or her position.

After receiving the written request, the Program Director will engage in the interactive process to determine if a reasonable accommodation can be made that would allow the qualified individual with a disability or pregnancy related condition to perform the essential functions of his or her program without posing an undue hardship on the Programs. The interactive process is an ongoing exchange of information between a student and the Programs to determine if a reasonable accommodation can be made. Prospective or enrolled students are expected to fully cooperate in the interactive process, which may include attending meetings, discussing potential accommodations, and providing any requested medical information regarding the

disability/impairment. The Programs encourage prospective or enrolled students to suggest specific reasonable accommodations they believe would allow them to perform their duties. However, the Programs are not required to make the specific accommodation requested and may provide an alternative, effective accommodation to the extent any reasonable accommodation can be made without imposing an undue hardship on the Programs.

If it is decided a proposed accommodation is unreasonable or presents an undue hardship on the Programs, the Programs will re-initiate the interactive process with the prospective or enrolled student to try to arrive at a mutually agreeable alternative to the originally proposed accommodation.

If a prospective or enrolled student is unable to perform the essential functions of his/her program even when provided reasonable accommodations (to the extent they exist), a leave of absence or withdrawal from the program may be the appropriate next step.

Program faculty may assist the prospective or enrolled student in completing the reasonable accommodations request form, if necessary.

B. Medical Information

If a student's disability or need for accommodation is not obvious, the Programs may request supporting documents showing that a disability exists within the meaning of the ADA and applicable state or local laws, and that the disability necessitates a reasonable accommodation. For pregnancy-related accommodation requests, the Programs require the prospective or enrolled student to provide written documentation from the health care provider that specifies the prospective or enrolled student's limitations and suggests what accommodations would address the limitations. If the information provided in response to this request is insufficient, the Programs may require clarification from the provider, or require that the prospective or enrolled student see a health care professional of the program's choosing at the program's expense. If the prospective or enrolled student fails to provide the requested information or see the designated health care professional within 10 calendar days, the request for a reasonable accommodation may be denied.

The Programs will keep confidential any medical information that it obtains in connection with a request for a reasonable accommodation.

C. Determinations

The Programs make determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment.

Determinations on reasonable accommodation requests will be made expeditiously, and the prospective or enrolled student will be informed once a determination has been made. Any questions regarding the status of reasonable accommodation requests may be directed to the Program Director. Enrolled students who cannot be accommodated in their current roles may be eligible for a leave of absence under the terms of extenuating personal circumstances (see

Student Handbook, Leave of Absence). Prospective students for whom accommodations are not available will be ineligible for enrollment.

D. No Retaliation

The Programs expressly prohibit any form of discipline, reprisal, intimidation, or retaliation against any prospective or enrolled student for requesting an accommodation in good faith.

The Programs are committed to enforcing this policy and prohibiting retaliation against prospective or enrolled student, who request an accommodation in good faith. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If prospective or enrolled student feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to the Program Director, a faculty member, or the UHC Title IX coordinator, Kendra Westfall in Human Resources. If prospective or enrolled students do not report retaliatory conduct, the Programs may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

FACULTY DIRECTORY

PROGRAM DIRECTOR

Micah Ford RBA, RDMS, RVT, RT(R)

Micah Ford became registered in Radiography by the American Registry of Radiologic Technologists in 2017 after graduating from UHC School of Radiologic Technology. Following her graduation from UHC School of Diagnostic Medical Sonography in December 2018, she obtained Sonography registries in Abdominal, Obstetric/Gynecologic, Breast, and Vascular Technology from the American Registry of Diagnostic Medical Sonographers. She completed her Regence Bachelor of Arts Degree from Fairmont State University in May 2023, and will obtain her master's degree in healthcare administration in Fall 2024. She devotes full-time to the educational program and is responsible for the organization, administration, periodic review, continued development, and general policy and effectiveness of the program.

CLINICAL COORDINATOR

Miranda Buckhannon AAS, RDMS, RVT, RT(R)

Miranda Buckhannon became registered in Radiography by the American Registry of Radiologic Technologists in 2006 after graduating from UHC School of Radiologic Technology. Following her graduation from UHC School of Diagnostic Medical Sonography in December 2007, she obtained Sonography registries in Abdominal, Obstetric/Gynecologic, and Vascular Technology from the American Registry of Diagnostic Medical Sonographers. She completed her Associate of Applied Science Degree from Fairmont State University in May 2006. She devotes full-time to the educational program and is responsible for facilitating timely, equitable and educationally valid clinical experiences for all students as well as correlating clinical and didactic education and assuring the educational effectiveness of clinical activities.

CLINICAL AFFILIATIONS

In an effort to provide comprehensive didactic and clinical medical imaging experiences to prepare sonography students for entry level employment, United Hospital Center Diagnostic Medical Sonography Program maintains clinical affiliations with United Vascular and Vein Center in Bridgeport, Louis A. Johnson VA Medical Center (VAMC) in Clarksburg, WVU Children's Hospital in Morgantown, and West Virginia University Department of Obstetrics and Gynecology physician practices in Bridgeport, Buckhannon, and Fairmont, WV.

At each location UHC sonography students benefit from the expertise and clinical instruction of sonographers credentialed by the ARDMS. Exam volume is monitored via student log reports on Trajecsyst, a web-based clinical management program. Weekly evaluations, Simulations, and Proficiencies are performed by appropriately credentialed sonography staff and/or Clinical Instructors at each clinical affiliate site using Trajecsyst. Clinical Affiliates currently utilized by UHC DMS Program include:

United Vascular and Vein Center

United Vascular and Vein Center is a private Vascular Medicine Practice operated at 527 Medical Park Drive, Suite 501 in Bridgeport, WV. The practice employs Dr. John Adeniyi, M.D. and registered vascular technologists to provide clinical instruction and supervision to one UHC sonography student.

Louis A. Johnson VA Medical Center

The Louis A. Johnson VA Medical Center is located on a 16-acre site adjacent to the Veterans Memorial Park and the West Virginia State Nursing Home in the city of Clarksburg, West Virginia. This medical center has been an active teaching facility since 1960 by participating in residency and academic affiliations with multiple institutions of higher education. As a teaching hospital, Louis A. Johnson VA Medical Center provides a full range of services, with state-of-the-art technology. The VAMC registered diagnostic medical sonographers provide clinical instruction and supervision to one UHC sonography student.

St. Joseph's Hospital

St. Joseph's Hospital is a critical access hospital located at 1 Amalia Drive, Buckhannon, West Virginia. St. Joseph's provides a full range of services, with state-of-the-art technology. The registered diagnostic medical sonographers provide clinical instruction and supervision to one UHC sonography student.

**West Virginia University Department of Obstetrics and Gynecology -
Fairmont**

The West Virginia University Department of Obstetrics and Gynecology is located at 100 Stoney Hill Road, Fairmont, WV. The practice employs Tyler Prouty M.D., Matthew Honaker M.D., Myna Smith – Midwife, Megan Vincent – Nurse Practitioner, other physicians. The registered diagnostic medical sonographers provide clinical instruction and supervision to one UHC sonography student.

**West Virginia University Department of Obstetrics and Gynecology -
Buckhannon**

The West Virginia University Department of Obstetrics and Gynecology Center for Women's Health and is located at 100 West Main Street, Buckhannon, WV. The practice employs two physicians - Kimberly M. Farry M.D. and Peter Power M.D. One registered diagnostic medical sonographer provides clinical instruction and supervision to one UHC sonography student.

**West Virginia University Department of Obstetrics and Gynecology -
Bridgeport**

The West Virginia University Department of Obstetrics and Gynecology (also known as University Health Associates) is at 327 Medical Park Drive, Bridgeport, 4th Floor East. The practice employs several physicians including Richard King, M.D., Leo Brancazio, M.D., Matthew Honaker and Janelle Mace, M.D., registered nurses and midwives, as well as several registered diagnostic medical sonographers to provide clinical instruction and supervision to one UHC sonography student.

WVU Medicine Children's Hospital

WVU Medicine Children's Hospital is located on the J.W. Ruby Memorial Hospital campus at 1 Medical Center Drive Morgantown, WV. WVU Children's Hospital is the only free-standing children's hospital in the state and provides maternal, infant, and pediatric care for WV and the surrounding region. The registered diagnostic medical sonographers provide clinical instruction and supervision to one UHC sonography student.

PARKING POLICY

United Hospital Center, United Vascular & Vein Center, WVU OBGYN- Bridgeport

Sonography students will be assigned to Lot D when reporting for didactic or clinical assignments at UHC and/or OB-Bridgeport. However, if employed by UHC, students may use the appropriate employee-designated parking area. While on clinical rotations at UVVC, students may utilize surface lot parking adjacent to the physician office building, while reserving the front rows for patients and visitors. Entry to the hospital and physician office may be gained through the main entrances or via the Healing Gardens to the lower-level entrances by Stairwells 1 or the outside dining area. Sonography students employed as OPT Radiographers by United Hospital Center may park in Lot B and access the building through the first-floor entrance at Stairwell 3.

VA Medical Center

Students participating in VAMC clinical rotations should use the surface lot parking in non-numbered slots including the extended lots adjacent to the Hospice Memorial Garden, the amphitheater, and the pool. Students may NOT use parking areas designated for patient and visitors. Students should plan their arrival accordingly, so as not to be tardy.

St. Joseph's Hospital

Free parking is available for student's involved in clinical education at St. Joseph's Hospital. Student radiographers should drive beyond the ambulance entrance and enter the parking lot on the right behind the Physician's Office Building.

West Virginia University OB/GYN- Fairmont & Buckhannon

Parking for sonography students while participating in clinical education at West Virginia University Obstetrics and Gynecology offices in Fairmont or Buckhannon will use employee-designated parking areas near each facility. Students use the employee entrances and proceed directly to the clinic area.

LOCKER POLICY

Lockers are designated for student use within the work area of the Ultrasound Department. Students using a locker are responsible for providing a lock.

LUNCH POLICY

Thirty – sixty minute lunch breaks are provided for Diagnostic Medical Sonography students. Students may bring their lunch or purchase cafeteria food at a discounted (associate) price.

Students are asked to notify program faculty in the event that they leave the hospital property during their designated lunchtime.

STUDENT OBJECTIVES

While enrolled in the program, the student shall be able to:

- Apply knowledge of anatomy, physiology, sonographic scanning techniques and protocols to correctly demonstrate anatomical structures for an ultrasound exam and evaluate the images for accuracy and quality.
- Provide patient care and comfort, with high regard for patient rights and dignity, as well as utilizing universal precautions, as required.
- Recognize emergency patient conditions and initiate life-saving first aid and basic life support procedures.
- Evaluate the performance of sonographic equipment and imaging system and report malfunctions to the proper personnel.
- Exercise independent judgement and discretion in the technical performance of medical procedures and prioritize procedures when necessary.
- Demonstrate competency achievement in the areas of cognitive, psychomotor, critical-thinking and problem solving.
- Satisfy all graduation requirements as published in the Student Handbook, and Master Plan of Education including satisfactorily accomplishing all didactic and clinical responsibilities, and satisfying all attendance requirements.
- Participate in clinical and didactic instruction regarding technologies; educate the patient about various imaging procedures; instruct the patient in any needed preparation, and provide other health information so as to ensure the patient's cooperation in obtaining optimum results; utilize information in planning professional pursuits.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM TUITION POLICY

United Hospital Center Diagnostic Medical Sonography Program requires a student tuition of \$3000 for the 18-month program.

The tuition charge is reviewed annually through a joint effort of Program Officials and Hospital Administration.

The tuition is payable in full at the onset of each curriculum calendar year or may be paid in installments of \$500 during each of six curriculum calendar quarters. These calendar quarters are scheduled annually as follows:

Semester I:	1st Quarter	July –September
	2nd Quarter	October –December
Semester II:	3rd Quarter	January –March
	4th Quarter	April –June
Semester III:	5th Quarter	July –September
	6th Quarter	October –December

Statements are mailed to all students by the UHC Accounting Department. Tuition payments may be made at the cashier’s office, United Hospital Center, which is open from 0730 – 1600 daily. Personal or corporate checks, cash and/or money orders are acceptable for tuition payments. Documentation of payments will be credited by a staff accountant; a receipt for payment should be maintained to reconcile with quarterly statements provided by the UHC Accounting Department. Lindsey Mollohan or Natasha Finley in Accounting should be consulted when payment information is required at 681-342-3166.

All tuition fees must be paid prior to graduation.

Tuition is non-refundable.

FINANCIAL AID POLICY

United Hospital Center Diagnostic Medical Sonography Program does not participate in Title IV Federal Financial Aid. Students, if qualified, may apply for scholarships from private organizations including the United Hospital Center Auxiliary. Additionally, student loans from independent agencies may be secured by the student. All required documentation will be provided by the program director to assist the student in their pursuit of financial aid.

SERVICE WORK

The Diagnostic Medical Sonography Program neither endorses nor discourages students who seek employment during their enrollment in the training program. United Hospital Center Inc., the sponsoring institution, may employ Diagnostic Medical Sonography students in capacities other than as a sonographer so as to avoid practices in which students may be substituted for staff. However employment by United Hospital Center, program affiliates or other clinical settings is independent of any program affiliation, thus clinical and didactic responsibilities related to student training will not be altered by the demands of such employment.

Employment as a Diagnostic Medical Sonographer by this institution or another institution, private office, or other provider prior to program completion will result in dismissal and forfeiture of all student records. Program faculty WILL NOT provide documentation attesting to student's clinical and didactic experiences for the purpose of meeting ARDMS examination prerequisites.

ADVANCED PLACEMENT POLICY

United Hospital Center Diagnostic Medical Sonography program does not utilize advanced placement or award course credit for experiential learning or for previous education or work experience. The components of the didactic and clinical education are very structured and coordinated, therefore, advanced placement would be detrimental to the goals and objectives of the program.

STUDENT TEXTBOOK PURCHASING POLICY

The Diagnostic Medical Sonography Program makes available discounted textbook purchasing through Rittenhouse Book Distributors.

Following student selections, a roster of new students is sent to Rittenhouse by Program officials and a list of required textbooks. Rittenhouse will provide an instructional letter to each student with which the student will use a program access code to select the desired textbooks for online ordering or may call/mail textbook orders. Multiple payment options are available and shipping and handling charges are reduced. Upon receipt of payment, Rittenhouse will ship textbooks directly to the student's home. (Students utilizing Post Office Boxes for receipt of mail may be asked to provide a street address for the delivery of textbooks.) A student may elect to purchase one, some or all books from Rittenhouse or pursue from other resources, as long as the titles and editions meet faculty requirements.

Students are counseled regarding the purchase of used textbooks from graduating students. Additionally, other purchasing sources, including Internet web addresses, are provided for the students' convenience such as Amazon, Barnes and Noble, and Borders.

STUDENT DRESS CODE

The Diagnostic Medical Sonography Program recognizes the individuality of each student. However, it is necessary for all students to present a clean, neat and professional appearance. Manner of dress may shape the perception of patients, visitors and other associates about an individual, the program or institution. Student appearance should convey an image of competence, professionalism and seriousness of purpose that inspires confidence.

General Information:

1. Student sonographers will always appear professional when present at the hospitals for clinical and didactic education. Personal hygiene should be well maintained. Daily grooming and conservative appearance are essential to the professional student.

2. **STUDENTS MUST DISPLAY THEIR HOSPITAL I.D. AT ALL TIMES** in a visible, upper chest or neck location.

3. Excessive body scents from colognes, body washes or body splashes, tobacco use or other products will not be tolerated.

4. Jewelry and accessories:

A maximum of three (3) modest earrings per ear and maximum of one (1) nose piercing may be worn. A nose piercing can only be a stud and cannot be larger than 2mm in diameter.

Items such as heavy necklaces, dangling earrings, or any person embellishment that pose a significant risk of entanglement or other potential safety risks are not allowed. No wrist bracelets may be worn.

- engagement and wedding rings may be worn;
- only one ring per hand (excluding the above ring combination)
- **NO stretching or gauging of the ears or other visible body parts.**
- **NO tongue piercing will be permitted.**

5. Fingernails will be clean and well-groomed. Natural nails should be no longer than a quarter of an inch (1/4") past the end of their fingers. No fingernail jewelry is allowed.

6. Hair will be neat and clean at all times. Extreme hair styles and colors are prohibited. Longer than shoulder length hair will be pulled back or up with conservative clips while performing patient procedures. Short, well-trimmed beards and/or mustaches may be worn by male students. Students without beards and/or mustaches must be clean-shaven.

7. Underclothing is required and must be undetectable through outer clothing.

8. Tattoos of a risqué, obscene or obnoxious nature must be completely covered. Additionally, all visible large tattoos (arms, chest, neck) must be covered. Smaller tattoos can remain uncovered.
9. Scrub uniform attire will be worn during all clinical and didactic assignments. Students must purchase scrub uniforms in hunter green and match the designated color card provided by UHC. The hunter green required by UHC corresponds to Hunter Green GHP by Landau and Hunter HUNW by Cherokee, but similar colors may be found with other uniform providers. Scrub tops and pants must be solid-colored and not include any piping or strip of another color. Scrub top styles must be sufficient in length to cover the midriff. Waist lines of scrub pants styles must be high enough so as not to permit bared skin. Pant legs will be neatly hemmed to the top of the shoe with no rolling or cuffing of unfinished hems or excessive hem length dragging the floor. Uniform apparel will be cleaned and pressed at all times.
10. Scrub jackets may be worn in white or hunter green. Jersey jackets, sweaters or nylon sports jackets (other than those sold by UHC with the WVU Med logo) are not permitted.
11. White hose, knee highs or ankle-high socks may be worn – no crew socks that bare the ankles;
12. Footwear should be clean, soft soled and low heeled (no higher than 1 ½ “). Footwear should cover the toes of the foot, and should either cover the heel or have a back lip or strap to prevent accidental slip offs. Beach shoes, flip flops, thong sandals and other similarly designed "open feet" shoes are not permitted anywhere. For safety purposes, direct patient caregivers' shoes must have a closed toe and have a closed heel or heel strap, with the exception of medical clogs.
12. Hunter green or white turtleneck or T-shirt may be worn under the scrub top, but must be clean, neat and with no visible imprint. Turtleneck or t-shirt color must exactly match the scrub top/pants color.
14. Abnormal body alterations must not be visible. (This might include, but is not limited to, scarification, branding, etc.)

Holiday Policy

United Hospital Center Diagnostic Medical Sonography Program recognizes the following holidays:

- ◆ New Year's Day
- ◆ Good Friday
- ◆ Memorial Day
- ◆ Independence Day
- ◆ Labor Day
- ◆ Thanksgiving Day
- ◆ Friday following Thanksgiving
- ◆ Christmas Day

Clinical and didactic assignments will be suspended on all holidays and weekends.

Vacation Policy

1. Seven weeks of vacation are awarded to DMS Students.
2. The vacation weeks are scheduled to correlate with the Radiologic Technology students and occur at approximately 12-week intervals with the exception of the first and last curricular quarter, which are of varied length.
3. The seven vacation weeks will be scheduled as follows:
 - a. Fall Break I: The Last full week of September
 - b. Christmas/Winter Break (2 weeks): Mid/end of December through Early January
 - c. Spring Break: During one of the last two weeks of March
 - d. Summer Break: Last two weeks of June / Early July
 - e. Fall Break II: The last full week of September

During vacation weeks, no clinical or didactic assignments are scheduled.

DISABILITY LEAVE POLICY

1. Twelve disability leave days will be allotted each student during the training program.
2. These days may be used only when the student is unable to report to school because they are ill.
3. Disability days will not be granted during vacation, for scheduled days off, nor for any holiday recognized by the United Hospital Center. Disability days will not be granted for scheduled medical or dental appointments. Such appointments should be arranged on days off, if possible. In the event of extenuating circumstances, the student should coordinate arrangements through the Program Director or Clinical Coordinator.
4. In the event of illness, the student will contact the Program Director or Clinical Coordinator no later than thirty minutes before the scheduled report time.
 - a. In the absence of a Program official, a School of Radiologic Technology Clinical Instructor should be notified.
 - b. If the student fails to make proper notification as required, disciplinary action will be taken.
5. The student is responsible for all didactic assignments missed. Any test missed due to disability must be completed by the second day after returning to school, unless waived by the course instructor.
6. If the student should exceed the allotted amount of disability leave, those days in excess of the allotted time will be made up after completion of the original formal course of education. This time will be assigned in the clinical rotation area that was missed.
7. A student will be considered as misusing disability leave, when expending more than **SIX occurrences** of disability during the training period. An occurrence of disability involves consecutive days of disability, not to exceed the allocated maximum of twelve total disability days.
8. Progressive disciplinary action will be applied when students are felt to be abusing disability time. The guidelines for disciplinary action are as follows:

a.	5 occurrences of disability	Verbal Counseling
b.	6 occurrences of disability	Written Reprimand
c.	7 occurrences of disability	Suspension from Program
d.	8 occurrences of disability	Dismissal from Program
9. The Program Director or Clinical Coordinator may require appropriate proof of disability where they deem it justified to prevent abuse of this policy.

LEAVE OF ABSENCE POLICY

A leave of absence is defined as an authorized absence from the program for an extended period of time as outlined below. All leave of absence requests must be presented in writing by the student to the Program Director as far in advance as possible. Approval of the request will depend on the reason for the request.

1. Leaves of absence may be considered for the following reasons:
 - Military- for enlistment during national emergencies
 - Health including maternity- provided the student may be expected to return to the program at the end of the leave
 - Extenuating personal circumstances
2. All leaves must be approved by the Program Director.
3. Unusual circumstances which merit extending the leave must be submitted in writing to the Program Director. Two weeks advance notice is requested, if possible.
4. Failure to return at the expiration of the leave will result in immediate dismissal from the program.
5. Students who have taken a leave of absence, will have to make up missed clinical and didactic assignments in order to satisfy all graduation requirements.
6. The program is under no obligation to offer didactic or clinical education beyond the published instructional schedule.

PERSONAL TIME POLICY

1. Two personal days will be allotted to each student per academic semester, which may be taken at their discretion upon the approval of the Program faculty.
2. These days are cumulative. Personal days may be taken at student discretion, subject to Program Faculty approval.
3. Personal Days may be taken in whole days or fractions thereof, with the smallest unit of scheduled time being one (1) hour.
4. The students should notify Program faculty and submit a Time Off Request Form in Trajecsys at least one day prior when requesting a personal day unless waived by the Program Director.
5. The student is responsible for all classwork missed as a result of expended Personal Time. Any test missed must be made up on the first day that the student returns to school.

COMPENSATORY TIME POLICY

In the event a student voluntarily elects to remain in a didactic or clinical area to complete an assignment, observe a rare procedure being performed, etc., the student will be issued Compensatory Time equal to the instructional time that exceeds the designated eight-hour day. This policy is utilized to maintain forty hour per week limit on clinical and academic involved as described in the CAAHEP Standards of an Accredited Educational Program in Diagnostic Medical Sonography.

The student is responsible for recording the amount of compensatory time on the appropriate form in the Student Compensatory Time book, located within the central area of the Diagnostic Medical Sonography Department. Any compensatory time accrued must be verified by the Program faculty or supervising staff sonographer.

The student may request time-off in any amount, which does not exceed the current compensatory time balance. Compensatory time requests should be made to program faculty no later than one hour before their scheduled report time. Compensatory time use and balances are monitored manually.

Accumulated compensatory time cannot exceed 24 hours and will not be granted for voluntary time spent in diagnostic or clerical areas unless authorized by a program official.

FUNERAL LEAVE

Up to three (3) days of absence will be granted in the event of death of an immediate family member as defined:

Student: spouse, parent, brother or sister, son or daughter, son-in-law or daughter-in-law, grandparent or grandchild, or step-relative of similar relationship.

Student's spouse: parent, brother or sister, son or daughter, son-in-law or daughter-in-law, grandparent or grandchild, or step-relative of similar relationship.

The student is not required to make-up clinical assignments missed due to the funeral leave but is responsible for didactic assignments. Any tests missed due to a funeral leave are due on the second day following the student's return to clinical assignment. The student must notify Program Faculty and submit a Time Off Request Form in Trajecsys.

Additional time off, or time off for the death of a distant relative or close friend may be granted at the discretion of the Program Director and will be handled on an individual basis.

SCHOOL CANCELLATION POLICY

Attendance during instances of inclement weather and/or hazardous road conditions is ALWAYS at the discretion of the individual student.

In the event a student chooses not to attend, he/she must report off by contacting the Program Director or Clinical Coordinator at least thirty minutes prior to the scheduled shift.

All clinical assignments which are missed due to the student's absence must be rescheduled through a program official. The student must pursue arrangements for missed didactic assignments through each specific course instructor. The scheduling of tests which have been missed due to the student's absence is at the discretion of each course instructor. Make-up tests *may* be required on the day the student returns, but *must be taken by the second day following the student's return.*

Students may elect to expend accumulated Compensatory or Personal Time to offset weather-related absences, however the student is still responsible for didactic assignments.

CATASTROPHIC EVENT CONTINGENCY POLICY

In the event that a catastrophic event forces suspension of the didactic and/or clinical components of the program, every effort will be afforded by faculty to minimize interruptions to program operations to ensure student learning is maintained.

Didactic education may be delivered through TEAMS, a virtual learning platform, that permits interactive networking, sharing of media, and evaluation opportunities. Written assignments distributed via email or US mail may also be utilized as an adjunct to live learning to foster student engagement, which is acutely needed when the catastrophic event requires students to self-quarantine. Having both delivery options is essential to address potential losses of electricity, internet connectivity or access.

If a catastrophic event prevents clinical involvement for the safety of the students or patients, faculty will make every effort to mitigate the loss of clinical education through schedule alterations, reassignments, simulated clinical experiences and virtual demonstrations. When restrictions are lifted and at the discretion of program faculty, students may be responsible for completing all or a portion of missed clinical assignments to satisfy graduation requirements and qualify for participation in the ARDMS credentialing examination. This would likely require an extension beyond the published, 18-month program length, however additional tuition charges would not be imposed.

UNITED HOSPITAL CENTER DMS PROGRAM

DIDACTIC COURSE PREREQUISITES

COURSE TITLE	SEMESTER	PREREQUISITES
Introduction to Diagnostic Medical Sonography	Semester 1	Successful completion of accredited radiologic technology curriculum with ARRT credentials.
Sonographic Principles and Instrumentation I	Semester 1	Successful completion of accredited radiologic technology curriculum with ARRT credentials.
Sonographic Principles and Instrumentation II	Semester 2	Successful completion of Sonographic Principles and Instrumentation I
OB/GYN Sonographic Procedures and Pathology I	Semester 1	Successful completion of Introduction to DMS
OB/GYN Sonographic Procedures and Pathology II	Semester 2	Successful completion of OB/GYN Sonographic Procedures and Pathology I
OB/GYN Sonographic Procedures and Pathology III	Semester 3	Successful completion of OB/GYN Sonographic Procedures and Pathology II
Abdomen Sonographic Procedures and Pathology I	Semester 1	Successful completion of Introduction to DMS
Abdomen Sonographic Procedures and Pathology II	Semester 2	Successful completion of Abdomen Sonographic Procedures and Pathology I
Superficial Structures I	Semester 2	Successful completion of Abdomen Sonographic Procedures and Pathology II
Superficial Structures II	Semester 3	Successful completion of Superficial Structures I
Vascular Technology	Semester 3	Successful completion of Sonographic Principles and Instrumentation II
Registry Review - OB/GYN	Semester 3	Successful Completion of OB/GYN Sonographic Procedures and Pathology
Registry Review – Abdomen	Semester 3	Successful Completion of Abdomen and Small Parts Sonographic Procedures and Pathology
Registry Review - Vascular	Semester 3	Successful Completion of Vascular Technology

RULES AND REGULATIONS

BEHAVIOR

1. Students are expected to remain in the Diagnostic Medical Sonography Department and not visit other departments except on business.
2. Students must always inform their immediate supervisor (Program Director, Clinical Coordinator, Staff Sonographer) when leaving the clinical or didactic area.
3. Professional, yet cordial, conduct is expected from students at all times around patients, visitors, and co-workers.
4. All students should remember that an atmosphere of quietness should prevail in and around the hospital at all times.
5. No chewing gum or eating in front of patients is permitted.
6. Personal conversations with technologists and other department employees are discouraged when in the presence of patients.
7. Socializing with friends or visitors while participating in clinical or didactic education is not permitted.
8. Students are given a clinical education schedule designating the dates and locations of their clinical assignments. Any changes to this schedule should be discussed with the Program Director or Clinical Coordinator.
9. Smoking is not allowed. UHC is a smoke-free campus.

CONFIDENTIALITY

10. A patient's condition or personal affairs are not to be discussed with anyone except hospital employees who require such information to perform their functions.
11. Every patient at United Hospital Center has the right to the utmost privacy which students are expected to respect.
12. Students quite often have access to confidential information concerning hospital operation. Discuss this only with those persons within the hospital who need to know such information, and do not discuss it outside.

TELEPHONE

13. Hospital lines must be kept free for hospital business. Consequently, students are to make personal telephone calls on their own time.
14. Incoming personal calls are discouraged.
15. When answering the department phone, the students will identify themselves.
16. The use of cellular phones within the hospital is limited to non-clinical areas and, therefore, cellular phone use is discouraged in the Ultrasound Department. Cellular phones must be placed on silent mode within the Ultrasound Department, so as not to inadvertently interrupt the performance of a patient exam. The use of cellular phones is prohibited in the classroom during lectures and examinations.

BREAKAGE, LOSS, AND THEFT

17. Valuable and fragile equipment should be handled with care and properly maintained. The Diagnostic Imaging Manager or Supervisors should be notified immediately of any breakage, loss, or malfunctioning of equipment.

OTHER

18. Students are not permitted to accept gratuities from patients.
19. Students must utilize professional judgment when determining if a patient is competent enough to remain unattended. Appropriate precautions should be taken to ensure the safety of all patients, including, but not limited to the elevation of bed rails when the sonographer or student leaves the exam room.

TARDINESS/ATTENDANCE POLICY

1. Tardiness is not permitted and can result in disciplinary action. Additionally, persistent tardiness can negatively impact student performance evaluations and faculty recommendations for the purpose of scholarship, awards and employment.
2. ***Reporting in the clinical site will begin as the student arrives in uniform, prepared to assume clinical duties.*** Students must log in, select a site and click the clock button on the home page. Student attendance will be assessed based upon the clock-in time assigned by Trajecsys. Students may report ten minutes before the designated shift assignment (i.e.- between 6:50 a.m. and 7:00 a.m. for most dayshift assignments).
3. The students are allocated one tardy per program length without penalty.
4. Each tardy following will result in a penalty. The penalty will be a loss of 30 min personal time or comp time per the discretion of program faculty.
5. If you realize you are going to be tardy, please notify the Program Director or Clinical Coordinator.
6. Students are required to clock in and out in the Trajecsys reporting system daily. Failure to do so more than twice per program length will result in penalty. The penalty will be a loss of 30 minutes of personal time or comp time per the discretion of program faculty.

PROBATION/DISCIPLINARY POLICY

Initial Probation

A student appointment is conditional until six months of program participation have been satisfactorily completed. United Hospital Center Diagnostic Medical Sonography Program officials utilize this time for orientation and development of new students, but reserve the right to dismiss a student at any time for demonstrated lack of qualifications, any breach of program rules and regulations, or generally determined as unsuitable for the position.

Disciplinary Action

In order to assure fair and equitable treatment for all students, it may become necessary to impose disciplinary action.

Disciplinary action includes probation, suspension, or dismissal from the program. The Educational Coordinator has the right to discipline for just cause as described in the Student Handbook.

If a student has been placed on probation, suspended or dismissed, and the student believes that the action was unjust, the student may follow the Grievance Policy.

Differing degrees of disciplinary action may be applied as follows:

Probation:

- All new students automatically serve a six-month probationary period, however, the Program Director may, for just cause, extend the probationary period to a maximum length of nine months.
- Current Students may be placed on probation by the Educational Coordinator for reasons of disciplinary action. This probationary period should be documented in the student's personal file, and discussed with the student; the maximum length of the probationary period should not exceed ninety (90) days.

Suspension:

A student may be suspended for periods varying from one (1) to ten (10) days according to the gravity of the offense and the student's previous record. Such suspension may be applied in cases of first serious offenses or repeated minor offenses when, in the judgement of the Program Director, proper conduct can be secured without resorting to dismissal. Any clinical or academic assignments missed due to the suspension will be completed prior to graduation from the Program.

Dismissal:

Dismissal shall be effected through the Program Director in all cases of flagrant or willful violation of Program rules, policies, standards of accepted behavior or performance, and where a thorough investigation proves the student concerned to be in clear violation of policy.

Prior Written Warnings:

Written warnings on "Conference Forms" or in the context of Quarterly Evaluations shall be given to the student when the Program Director feels it is warranted based on the nature of an action(s). These warnings shall become a part of the student's file, however, review by all parties involved may alter any imposed probationary/disciplinary action and written qualifications will be reflected. Dismissal may be imposed for offenses after two(2) written warnings have been given to the student.

JUST CAUSE FOR DISCIPLINARY ACTION

JUST CAUSE FOR DISCIPLINARY ACTION SHALL INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

1. Reporting to either clinical or academic assignments under the influence of alcohol or narcotics, or partaking thereof while on clinical or academic assignment.
2. Malicious destruction and/or theft of United Hospital Property, its visitors, patrons, employees, or students.
3. Any action jeopardizing the well being of the patient.
4. Abandonment of position for any reason.
5. Falsifying records, reports, or information.
6. Refusing to comply with program rules, regulations, and policies.
7. Disobedience and/or insubordination.
8. Dishonesty; cheating
9. Sleeping while in the clinical or academic assignment.
10. Habitual absences from the program without permission or proper explanation.
11. Failure to maintain performance standards in both clinical and academic areas.
12. Conviction of or charged with the use, distribution, or possession of drugs or controlled substances.
13. Any illegal activity, misuse of illegal drugs or abuse of prescription drugs.
14. Unprofessional or unethical conduct.

ADDENDUM: Employment as a Diagnostic Medical Sonographer by this institution or another institution, private office, or other provider will result in dismissal from this program and forfeiture of all student records. Program faculty WILL NOT provide documentation attesting to student's clinical and didactic experiences for the purpose of meeting ARDMS examination prerequisites.

Student signature

Date



SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY GRIEVANCE POLICY

United Hospital Center Diagnostic Medical Sonography Program (UHC/DMSP) recognizes the student's right to express their grievances, and to seek solutions for disagreements arising from program relationships, conditions, practices, or differences that normally arise, as well as to resolve questions about interpretation or application of operational policies.

By taking appropriate action to conform with this policy and procedure, program officials will demonstrate to you that problems, complaints, and grievances can be exposed without affecting student position. There shall be no punishment resulting from such exposure, and resorting to this procedure shall not affect your security in the program.

The UHC/DMSP grievance policy and procedure is not intended to be adversarial or confrontational in nature, but rather it is meant to be conciliatory and problem solving. Therefore, no participant will have a right to: legal representation, audio or video tapes of proceedings, or confronting and cross-examining witnesses, except members of the Review Board, whom reserve the right at any time to interview any individual(s) alleged to have relevant information concerning the grievance.

GRIEVANCE PROCEDURE

Step One

In order to minimize the possibility of misunderstanding, students are required to discuss any problem or complaint with the Program Director or Clinical Instructor within five days of the occurrence of the problem creating the grievance. The student filing the grievance will have the option of choosing a representative from a student appointed grievance board comprised of Diagnostic Imaging Associates. The chosen representative will accompany the student through the grievance procedure. The Program Director or Clinical Coordinator will investigate and obtain all pertinent and factual information, and provide a solution or written explanation within seven calendar days, explaining any reasons for the decision. In most cases, grievances can be settled at this level with mutual satisfaction to all concerned.

Step Two

If the student is not satisfied with the results following Step One, the grievance may be submitted in writing to the Diagnostic Services Department Manager within seven calendar days after receiving the written response from the Program Director or Clinical Coordinator. The Manager will request a meeting of the student, Program Faculty, and Medical Advisor(s) within seven calendar days after the grievance has been received. This committee will review all facts involved in the grievance, and the Department Manager will issue a written opinion to the student within seven calendar days of the meeting date.

Step Three

If the student is not satisfied with the results following Step Two, a request may be submitted in writing to the Vice-President of the Human Resource Department that the grievance be placed before the Review Board for final review. The Vice-President, or his/her designee will act as coordinator, recorder and fact finder during the Step Three proceedings, and within seven calendar days following receipt of the request, will assemble a Review Board to conduct a grievance hearing. The five-member panel will include two associate volunteers from the Diagnostic Services Department, one management and one non-management member of the Associate Advisory Board not affiliated with the Diagnostic Services Department, and the Human Resource Vice-President or designee. The Review Board will conduct a hearing with the student and Program Faculty, and apply existing UHC School of Radiologic Technology rules, regulations and pertinent information necessary in formulating a decision. A majority decision will constitute the findings and recommendations of the Review Board.

The Human Resource Vice-President, or designee, shall prepare a written response reflecting the majority decision. All participating review board members will sign and acknowledge the majority decision which will be forwarded to the grievant within ten calendar days of the grievance hearing. The decision will be binding, and is the final step in the UHC/DMSP grievance procedure.

If at any time during the grievance procedure, the necessary participants are unavailable, the five or ten calendar day rule may be waived by the Human Resource Vice President or designee.



Diagnostic Medical Sonography Program Policy Student Health and Safety

Review/Approve Date
R. Trupo/ 2013, 2014, 2015,
2016, 2017, 2018, 2019, 2020
R. Trupo/ May 2021
M.Ford / May 2024

BASIC PURPOSE: To promote the health and safety for the students, patients and general public.

Student admission into UHC Diagnostic Medical Sonography Program is predicated on the successful completion of the following student health services performed by agents of UHC and at no cost to the potential student.

- | | |
|----|--|
| 1. | Employee Health Screening including serum testing and urinalysis |
| 2. | Hepatitis B Series and titers |
| 3. | Mumps, Rubella and Rubeola Titers |
| 4. | Varicella (chicken pox) Titers |
| 5. | Physical Exam (performed by a Family Medicine Physician or Resident) |

Additional testing provided to the student following admission may include:

- | | |
|----|--|
| 1. | Seasonal Influenza Vaccination(s) |
| 2. | COVID Vaccination(s) |
| 3. | TDAP (adult dose of Tetanus/Diphtheria Toxoids, and Acellular Pertussis) |
| 4. | Annual Quantiferon, if required by clinical affiliate(s). |

Students may be required to obtain additional vaccinations at their own expense following evaluation of health records by the UHC Associate Health Coordinator.

UHC Diagnostic Medical Sonography Students may pursue medical care for any educationally-related injury or illness by registering in the Emergency Department at their own expense.

Students requiring hospitalization at United Hospital Center or any of its clinical affiliates will be charged the regular rate of admission.

Neither the program nor the institution provides health insurance for students. Students are responsible for the cost of their own medical care including injuries that occur during clinical or didactic assignments.

UHC Diagnostic Medical Sonography Students admitted via a college or university are encouraged to check with the enrolling institution about health services and coverage that may be provided.

The undersigned acknowledges understanding of the student health stipulations above.

STUDENT SIGNATURE:	DATE:
PROGRAM DIRECTOR SIGNATURE:	DATE:
CLINICAL COORDINATOR SIGNATURE:	DATE:
CLINICAL COORDINATOR SIGNATURE:	DATE:

FITNESS FOR DUTY

SCOPE

All West Virginia University Health System (WVUHS) Entities including UHC, School of Radiologic Technology and Diagnostic Medical Sonography Program

PURPOSE

WVUHS is committed to promoting a safe, healthy and productive workplace for its employees, students, patients and visitors. Such an environment is possible only when each employee and student is able to perform his/her job duties in a safe, secure, and effective manner, and remains able to do so throughout the entire time he/she is in the clinic or classroom. Employees and students who are not fit for duty may present a safety risk to themselves and to others.

This policy outlines the responsible parties and necessary actions when an employee or student's fitness for duty is in question, and the steps necessary to assess the student's physical or mental capabilities, necessary follow-up, and return to program participation.

WVUHS is committed to equal employment opportunity, and it prohibits discrimination against qualified individuals with disabilities. This policy is to be construed consistent with that commitment and in compliance with applicable law, including the Americans with Disabilities Act (ADA) and the West Virginia Human Rights Act (WVHRA).

Application of this policy is not a substitute for corrective action. In circumstances where a student has engaged in misconduct or failed to perform his/her duties, corrective action, up to and including dismissal from the program may be imposed.

This policy makes reference to certain Associate Health roles and responsibilities. These roles and responsibilities may be performed by Associate Health, Human Resources, Program faculty or others designated by the facility's Chief Executive Officer.

DEFINITIONS

For purposes of this policy,

1. "Student" means any individual enrolled in the School of Radiologic Technology or Diagnostic Medical Sonography Program engaged in didactic or clinical activities at UHC or any of its clinical affiliates.

POLICY

A. Student Responsibilities

A student is responsible for the following:

- Reporting to work in a mental, emotional, and physical condition (including free of the effects of drugs and alcohol) necessary to perform his/her duties in a safe and effective manner.
- Maintaining fitness for duty during the entire clinical or didactic assignment.
- Notifying his/her supervisor when the student is not fit for duty or when the student has been restricted from performing required job functions by a health care provider, or due to the effects of medication.

- Notifying a supervisor when a coworker or student is observed acting in a manner that indicates the coworker or student may not be fit for duty.
- Timely submitting to a request for a fitness for duty examination as directed by faculty.

WVUHS, including UHC, the School of Radiologic Technology and Diagnostic Medical Sonography Program encourages employees to voluntarily seek assistance for emotional and/or personal problems and physical and/or mental health conditions, including controlled substance, drug and alcohol abuse/addictions, before their program performance is adversely affected. All discussion regarding requests for assistance will be on a confidential basis.

B. Program Director, Clinical Instructor & Clinical Supervisor Responsibilities

A supervisor is responsible for the following:

- Observing the attendance, performance, and behavior of the students under his/her supervision.
- Notifying Human Resources when a student is exhibiting behavior that suggests he/she may not be fit for duty.
- Following the Drug Free Workplace procedures for completing an initial observation report when presented with circumstances or knowledge indicating that a student may not be fit for duty due to drug or alcohol use.
- Removing and escorting a student deemed not fit for duty from the worksite unless he/she poses an immediate safety threat in which case the supervisor should call Security and/or 911.
- Arranging escort and transportation for the student from the work site if necessary (*e.g.*, where supervisor suspects student is under the influence of drugs or alcohol) to Associate Health or any testing facility.
- Arranging safe escort and transportation for the student from Associate Health or other testing location back to the work site or to his or her home if the student is or appears to be unfit for duty.
- Maintaining the confidentiality of a student's medical information.
- Implementing any reasonable accommodation deemed necessary.

C. UHC Associate Health Responsibilities

Associate Health is responsible for the following:

- Soliciting information from the supervisor regarding student duties, behaviors or performance and from the student regarding any relevant previous medical or psychological treatment information.
- Identifying who will conduct the fitness for duty evaluation.
- Receiving the results of the fitness for duty evaluation.
- Communicating the results to the student if not done so by the evaluator.
- Maintaining confidentiality except as detailed in the Confidentiality section below.
- Implementing any recommendations proposed by the fitness evaluation.
- Discussing recommendations and subsequent accommodations with the supervisor and Human Resources.
- Communicating with the student as to his/her rights, responsibilities and return to duty status.

D. Fitness for Duty Examinations

1. Introduction

A fitness for duty examination constitutes a medical examination and therefore, in keeping with the ADA, WVHRA and WVUHS policy, any such examination is strictly limited to program-related inquiries and must be consistent with professional necessity. Any such inquiry must be made with reference to the actual duties of the individual who is to be examined. Decisions with respect to fitness for duty must be made with consideration of whether the student can perform the job duties with or without reasonable accommodations. When the identified condition constitutes a disability or pregnancy-related limitation or restriction and the student asks for an accommodation, the student should be informed of the reasonable accommodation process and that process should be implemented. It may be necessary to

collect additional documentation from the student and his/her own healthcare provider to support the accommodation request or there may already be enough documentation to support that request.

2. Grounds for Seeking a Fitness for Duty Examination

The referring faculty may request a medical fitness for duty evaluation when a student is

- (a) Having observable difficulty performing his/her duties in an effective manner that is safe for the student and/or for his or her co-workers, and patients;
- (b) Posing a serious safety threat to self or others; or
- (c) Demonstrating behavior that may indicate drug use or alcohol use.

The policy prescribes the circumstances under which a student may be referred to a health care evaluator for a fitness for duty evaluation should one of those situations be present.

This policy does not apply to students with short-term, infectious/communicable diseases (*e.g.*, flu, colds). If a student exhibits symptoms of an infectious/communicable disease, the supervisor may ask the student to leave the workplace in order to have his/her symptoms evaluated by the student's own health care provider. Consultation with an Employment Health or Infection Control clinician is recommended.

The grounds for seeking a fitness for duty evaluation may become evident from observations and/or receipt of a reliable report of a student's possible lack of fitness for duty. Observations or student self-report may include, but are not limited to difficulties with manual dexterity, memory, coordination, alertness, speech, vision acuity, concentration, response to criticism, interactions with others, outbursts, hostility, violent behavior, suicidal or threatening statements, change in personal hygiene, and/or reasonable suspicion (via odor or observation) of drug use or alcohol use. If drug use and/or alcohol use is suspected, a faculty member will complete a Reasonable Suspicion Form.

A student's medical fitness may also be evaluated in other contexts, including as a result of any required post-offer, pre-admission medical screen, post-accident testing, and as required following a leave of absence.

3. Medical Evaluation

Fitness for duty evaluations are performed by or at the direction of UHC Associate Health, and may include, without limitation, a health history, physical and/or psychological examination, alcohol and drug testing and any medically indicated diagnostic studies. The purpose of the evaluation is to determine if the student can perform the essential job functions in a safe manner, with or without a reasonable accommodation, and while observing necessary restrictions. As circumstances warrant, Associate Health may arrange for an evaluation by a licensed clinician to determine whether or not there is a psychological impairment. In addition, if it appears that the condition is a disability, Associate Health will address with faculty regarding whether there is a likelihood that the student can perform their duties with or without reasonable accommodations.

4. Confidentiality

Patient information obtained by Associate Health is maintained on a confidential basis in accordance with applicable law. When conducting a mandated fitness for duty evaluation, Associate Health will require the student to sign appropriate consent forms that permit appropriate reporting as to the student's fitness, recommendations with respect to fitness, and any limitations and restrictions placed on the student arising from the student's health condition. Associate Health will not disclose information about any health condition of the student to management, or other medical or psychological information without the consent of the student or except as may be required by law.

PROCEDURE

In circumstances where a fitness for duty evaluation may be initiated, the requesting faculty member will consult with a Human Resources representative to determine the level of risk. If the safety risk is minimal, the student may be encouraged to make a self-referral. If it is determined that there is significant risk, the student will be removed from duty immediately and subjected to corrective action consistent with WVUHS and UHCSRT policies as outlined in the Employee Handbook, V.235S available at <http://connectuhc.uhc.wvuhs.com>. This includes access to the Reasonable Suspicion Checklist and Student Authorization and Consent (Appendix I).

Non-compliance with a request for a fitness for duty evaluation shall be cause for suspension or termination from the program.

A student found to be fit for duty and who is in compliance with recommendations for medical, psychological or substance abuse treatment, if any, may be returned to his/her position with or without conditions.

POLICY ON WORKPLACE / CAMPUS VIOLENCE

UHC Diagnostic Medical Sonography Program (UHCDMSP) shall strive to maintain a safe and non-threatening environment for students. This includes the provision of physical and emotional supportive measures during acute episodes of physically and/or verbally aggressive behaviors.

It is the goal of UHCDMSP to mitigate, prevent and/or reduce the exposure of students to conditions that could potentially lead to death or injury from violence while at UHC. These goals shall be pursued via the implementation of effective safety and security programs; administrative work practices and other control methods including the education of students and faculty in the awareness and identification of potentials for violence in the workplace.

Due to the possibility of intimidating and disruptive behaviors, UHCDMSP has a zero tolerance policy regarding this type of behavior and automatic dismissal will be imposed for any clear threat of serious body harm toward another party or themselves.

The Vice President of Support Services and/or Security Manager shall be responsible for the implementation of this policy and represents UHCDMSP as the liaison with external law enforcement agencies.

PURPOSE:

To provide for the management of physically and/or verbally aggressive students.

- 1) UHC Human Resource Department will conduct criminal background investigations prior to enrolling new students
- 2) Offer education to UHCDMSP students prior to enrollment and annually thereafter as to the potential for violence in the healthcare workplace and appropriate responses and/or requests for assistance, if violence should occur.
- 3) Reliance on UHC Security Department personnel, who have been educated in the use of non-physical control methods, or as a last option, physical restraint intervention. The security associates will direct associates and students as needed when dealing with episodes of physical and/or verbally aggressive behaviors.

DEFINITIONS:

- 1) Clear Threat of Serious Bodily Harm:

Any physical or verbal aggression on the part of one or more parties toward another party with the perceived or real possibility of causing harm or injury to themselves or others.

2) Incapacity:

Inability, because of physical or mental conditions, to appreciate the nature and implications of a health care decision. The inability to make an informed choice regarding the alternatives presented and to communicate that choice in a decisive manner.

3) General Education:

UHCDMSP shall provide the necessary education adequate for faculty and students to recognize and/or request assistance, to physically and/or verbally aggressive patients, visitors, students or staff.

PROCEDURE:

1) Associates and students, who suspect that an associate, patient, student or visitor poses a potential threat to themselves or others, should notify security through the PBX Operator at 312222.

2) In situations involving battery and physical contact; brandishing of weapons; and overt violence, associates shall immediately call the PBX Operator at X 312222.

3) The caller should remain calm, speak slowly and indicate to the PBX Operator the following information:

- A) Caller name
- B) Department/location
- C) Report specific incident that is **IN PROGRESS**

Example: This is Micah Ford in the ED. There is a man in the ED with a gun threatening the ED staff.

4) **The first security officer to arrive on the site of the call shall assume control of the situation until instructed otherwise by the Vice President of Support Services, Security Manager or the Administrator On Call.** The security officer shall evaluate the situation and take appropriate action accordingly.

5) If the security officer deems it necessary to summon additional assistance, the security officer shall radio the PBX Operator for such assistance, including instructions on whether to contact local law enforcement agencies.

6) If the security officer requests additional assistance the PBX Operator shall page a code designated as “Code Gray, with the location of the incident” and repeat 3 times; example: “Code Gray to the ED” repeated 3 times.

7) Available security associates, the Safety Manager or Vice President of Support Services, Clinical Coordinator, Department Manager (as applicable) and the Administrator on Call shall respond to the “**Code Gray**” code by proceeding immediately to the location paged. The security associate with specific training in crisis prevention will provide counsel as needed.

8) Show of force:

A) An adequate response to a violent or potentially violent occurrence may include the use of physical force by UHC Security and/or others to minimize the danger to the patient, response team members, and/or other exposed individuals.

B) This procedure shall not be used to detain persons where it is against their will, except where it has been determined by Security that the persons are a “**clear threat of bodily harm**” to themselves or others.

9) Universal Precautions:

All associates involved in incidences of workplace violence shall use **Universal Precautions** to protect themselves against infectious diseases.

10) Documentation:

Incidents involving UHC staff members or students, either as responders, victims or aggressors, shall also be fully documented on a Hospital Incident Report. In addition, incidents of Workplace Violence involving a response by the security department shall be documented in the officer’s daily report.

11) Post-incident Follow-up:

Associates, students, patients or visitors involved in incidents of workplace violence shall be offered by the security officer in charge or a member of the response team, prompt medical treatment, counseling and/or other assistance for any injury, including emotional and physical trauma, regardless of severity. Associates, students, patients or visitors experiencing physical injuries should be referred to the ED. Those in need of counseling or other services should be referred to the Chaplaincy Services.

***Louis A. Johnson VA Medical Center has similar policies ensuring the safety of UHCDMSP students during rotations at their clinical education setting. Institutional policies are conveyed to each student during the pre-admission orientation process.

POLICY ON HARASSMENT IN THE EDUCATIONAL SETTING

POLICY:

The UHC Diagnostic Medical Sonography Program (UHCDMSP) considers verbal or physical harassment of its students and applicants for any reason to be totally unacceptable. It will not be tolerated. Harassment in the educational setting on the basis of any status protected by a civil rights statute is considered unlawful. Conduct, whether intentional or unintentional, which results in discriminatory harassment will subject the harasser to disciplinary action, up to and including dismissal.

PURPOSE:

The purpose of this UHCDMSP policy is to set forth UHCDMSP's position condemning harassment in the educational setting and to explain the process that will be implemented to carry out this policy.

Prohibited harassment includes, but is not limited to, the following conduct:

- a. Deliberate, repeated and/or unsolicited verbal comments or gestures based on, but not limited to, race, religion, gender (sex), national origin, age, disability, veteran or familial status, which cause discomfort or humiliation, unreasonably interfere with an individual's educational performance, or create an offensive educational environment.
- b. Displaying derogatory posters, cartoon drawings, or any other inappropriate subject matter, or telling jokes which stereotype or ridicule persons based on any of the categories listed above.
- c. Physical actions such as unwanted touching, pushing of another person, impeding or blocking a person's movement, or any physical interference with another person's normal educational or movement.
- d. Sexual harassment – Sexual harassment is defined by the EEOC as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, or conduct directed toward an individual on the basis of gender when:
 - a. Submission to such conduct is either made explicitly or implicitly a term or condition of an individual's admission/program affiliation.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for admission decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.

Harassment Reporting Procedure

Because it is the policy of UHCDMSP to provide all students and faculty with an educational environment free from any form of harassment, UHCDMSP encourages the prompt reporting of harassment if it occurs. To ensure that the educational environment at the UHCDMSP is free from prohibited harassment, any person who is subjected to such harassment, or any person who has knowledge that another student is being subjected to such harassment, must report this immediately to the Program Director, Clinical Coordinator or Diagnostic Services Department Manager.

- a. A thorough and full investigation of the matter will be conducted by the Vice President of Human Resources/designee, and may involve, where appropriate, management and/or legal counsel and other relevant persons.
- b. The investigation will be completed and a written report prepared as soon as possible after the complaint has been reported. This will generally, unless extenuating circumstances exist, be done within three weeks of the date the complaint is filed. All claims of harassment will be inquired into and/or investigated with appropriate consideration for confidentiality. Reasonable confidentiality will be maintained; however, any investigation will require limited disclosures of the charge made and certain other important information on a strict need-to-know basis.
- c. UHCDMSP will respect the rights of the persons reporting the incident as well as the rights of the person(s) accused of the harassment throughout the inquiry, investigation and disciplinary actions, if any, as appropriate. All reported incidents will trigger an inquiry.
- d. All parties involved in the inquiry or investigation of harassment allegations will be warned against taking any actions which may be perceived as retaliation. Persons found to engage in retaliation (i.e., examples of retaliation might include but are not limited to physical actions, threats, alterations of clinical assignments, change in communication, and/or interpersonal relationships, etc.), shall be subject to disciplinary action, which may include immediate termination or dismissal. Any allegation of retaliation will be taken just as seriously as the underlying harassment complaint.

In the event of reported incidents of alleged harassment, the Policy and Procedures of UHC as the sponsoring institution will be followed including the involvement of Harassment Liaisons, the VP of Human Resources and General Counsel, as deemed necessary.

BLOOD - BORNE PATHOGEN EXPOSURE POLICY

In accordance with the occupational safety and health administration standards addressing occupational exposure to blood-borne pathogens, United Hospital Center Diagnostic Medical Sonography Program will provide the following to students:

1. A written exposure control plan which can be found on the UHC intranet or in the office of the Safety Manager.
2. Hepatitis-b vaccination series at no cost.
3. Annual education in universal precautions including documentation requirements.
4. Use of Globally Harmonized System (GHS) labels to identify potential hazards at all clinical sites.
5. Personnel protective equipment including gowns, goggles, gloves, etc. at no charge.
6. Maintenance of confidential records for students receiving occupational exposure.

Any education or training in the implementation of OSHA standards will be a joint effort between program faculty, the infection control nurse and the safety department manager.

COMMUNICABLE DISEASE POLICY

A student shall be determined as infected or infectious if he/she has any of the following:

1. Nausea, vomiting, and/or diarrhea
2. Fever
3. Skin conditions such as boils, carbuncles, scabies, and/or infectious rash on hands.
4. A diagnosed communicable disease such as TB, hepatitis, measles, etc.
5. Positive culture findings.

A student with the above conditions will be reviewed by the Associate Health Nurse Practitioner, personal family physician or E.D. nurse or physician and if it is determined that the student does have a communicable disease, that student will be sent home.

When a student has been removed from attending the Program by the Associate Health Nurse Practitioner or a designee and proof documented that it was a hospital acquired infection, the student will remain home and will only return to the training program following negative test(s) and clearance with the Associate Health Nurse Practitioner or a designee.

Student should refer to Personal or Disability Leave Policy or Leave of Absence Policy for additional information about length of time off and responsibilities regarding missed clinic/didactic assignments.

CLINICAL NARRATIVE

United Hospital Center Diagnostic Medical Sonography Program is committed to delivering a sound educational experience to prepare individuals for entry level performance in abdominal, obstetric, gynecologic and vascular sonography. In order to achieve this goal, the United Hospital School of Diagnostic Medical Sonography has adopted an educational program that integrates didactic and clinical experiences. Program faculty and staff sonographers teach the basic concepts of ultrasound scanning, ultrasound physics, normal and abnormal sonographic anatomy through formal lecture, scan labs, direct and indirect clinical scanning supervision. Lecture effectiveness is measured through classroom discussion, quizzes, assignments, written examinations and instructor/course evaluations. This knowledge is then applied and reinforced in a clinical setting.

DMS student clinical performance reflects the guidelines of several nationally recognized professional organizations including:

- **American College of Radiology:** Practice parameters and Technical Standards. <https://www.acr.org/Clinical-Resources/Practice-Parameters-and-Technical-Standards/Practice-Parameters-by-Organ-or-Body-System>
- **American Institute of Ultrasound in Medicine:** Practice Guidelines. <https://aium.org/resources/guidelines.aspx>
- **Intersocietal Accreditation Commission:** Standards & Guidelines. <https://intersocietal.org/programs/vascular-testing/standards/>
- **Society of Diagnostic Medical Sonography:** Scope of Practice and Clinical Guidelines. <https://www.sdms.org/about/who-we-are/scope-of-practice>
- **Society for Vascular Ultrasound:** Professional Performance Guidelines. <https://www.svu.org/practice-resources/professional-performance-guidelines/>

Performance standards are discussed with the student in the classroom, and in scan labs designed to review and emphasize significant criteria to ensure consistent and effective scanning. The DMS students continually apply and refine these skills during clinical assignments under the direct supervision of the program faculty and credentialed sonographers. Copies of the performance standards are made available to each student, upon request.

During clinical education at UHC, VA Medical Center, St. Joseph's Hospital, United Vascular and Vein Center, WVU Children's Hospital and WVU OBGYN practices in Bridgeport, Buckhannon and Fairmont, sonography students perform patient exams with supervision by ARDMS registered staff sonographers. Rotating assignments with various sonographers allows the DMS student to hone their individual scanning styles by emulating the skills of a variety of

practitioners. The registered sonographer provides supervision to the student, under the guidance of the Clinical and Clinical Coordinator and/or Clinical Instructors.

Clinical assignments at UHC, St. Joseph's Hospital, and the VAMC provide the DMS student with a wide variety of scanning experiences in abdomen, obstetric-gynecologic, vascular, breast, and interventional exams.

WVU OBGYN physician practices in Bridgeport, Buckhannon and Fairmont provide sonography students with more specialized OBGYN clinical education.

United Vascular & Vein Center provide sonography students with more specialized vascular clinical education. WVU Medicine Children's Hospital provides students with more specialized pediatric and obstetric clinical education. Opportunities for increased interaction with physician specialists, registered nurses, nurse practitioners and other team members in these clinical education settings create a comprehensive learning experience.

In all settings student sonographers perform procedures with varying degrees of supervision by a designated Affiliate Clinical Instructor. Appropriately credentialed *staff* sonographers may also provide supervision and constructive commentary via Weekly Evaluation Forms.

Semester 1, 2, & 3 Clinical Assignments

Semester 1 & 2 Clinical Assignments are from July – June and include UHC, St. Joseph’s Hospital, the VAMC, UVVC, and all offices of WVU OBGYN, Bridgeport, Buckhannon and Fairmont.

Semester 3 Clinical Assignments are from July – December (graduation) and include UHC, St. Joseph’s Hospital, UVVC, WVU Medicine Children’s Hospital and all offices of WVU OBGYN, Bridgeport, Buckhannon and Fairmont.

Rotation days and times are subject to change based upon faculty review of exam volume and staff employment patterns.

CLINICAL & INSTRUCTIONAL SCHEDULES

SEMESTERS 1 & 2 July 2024 – June 2025

	CLINICAL	LUNCH	SCAN LAB	DIDACTIC
Monday	AM	11:30-12:30		12:30 – 3:30 pm
Tuesday	ALL DAY	11:30-12:30		
Wednesday	AM	11:30-12:30		12:30 – 3:30 pm
Thursday	ALL DAY	11:30-12:30		
Friday	AM	11:00-11:30	11:30 am-1:00 pm	1:00 – 3:30 pm

Clinical Education Site Rotation Schedule for the 1st & 2nd semesters:

Semesters 1 & 2	M/W/F	7:00 - 11:30	UHC
	T/Th	7:00 – 3:30	UHC

OB Rotations:

Semesters 1 & 2	T/Th	7:30-4:00	WVU-Fairmont
Semesters 1 & 2	M/W/F	7:30-11:30	WVU-Bridgeport

VA/UVVC/SJ Rotation Schedule:

Semester 1	M/W/F	7:30 - 11:30	VA
Semesters 1 & 2	T/Th	8:00-4:00	St. Joseph’s Hospital
Semester 2	M	8:30-11:30	UVVC
Semester 2	T	8:30-4:00	UVVC

SEMESTER 3
July 2025- December 2025

	CLINICAL	LUNCH	SCAN LAB	DIDACTIC
Monday	ALL DAY	11:30-12:30		
Tuesday	AM	11:30-12:30		12:30 – 3:30 pm
Wednesday	ALL DAY	11:30-12:30		
Thursday	AM	11:00-11:30	11:30 am-1:00 pm	1:00 – 3:30 pm
Friday	ALL DAY	11:30-12:30		

Clinical Education Site Rotation Schedule for the 3rd Semester:

T/Th 7:00 - 11:30 UHC

M/W/F 7:00-3:30 UHC

OB Rotations:

M/W/F 7:30-4:00 WVU-Fairmont

T/Th 7:30-11:30 WVU-Bridgeport

TBA 7:30-4:00 WVU-Buckhannon

UVVC/SJ Rotation Schedule:

T/Th 8:00-4:00 St. Joseph's Hospital

M/W/F 8:30-5:00 UVVC

WVU Medicine Children's Hospital:

M/W/F 8:00 – 4:00 Children's Hospital

*Clinical assignments for all students at all locations are scheduled by Program Faculty to ensure equality in volume and variety. A rotation schedule will be communicated to students prior to each semester. Request for changes to the Clinical Rotation Schedule must be approved by program faculty.

Clinical Instructors/Affiliate Information

Listed below are clinical affiliates utilized by UHC DMS Program. Clinical Instructors are listed for each area and their professional credentials are reflected. **Only sonographers with the appropriate credentials can sign-off on official practices in exam logs or perform competency evaluations.**

Name of Clinical Affiliate	Clinical Instructor's Name and Credentials	
*WVU Medicine United Hospital Center	Josie Salerno	AB, OB/GYN, VT
*WVU Medicine United Hospital Center	Kayla Cianfrocca	AB, OB/GYN, VT
*WVU Medicine United Hospital Center	Amy Simons	AB, OB/GYN, VT
WVU Medicine United Hospital Center	Tina Hose	AB, VT
WVU Medicine United Hospital Center	Madison Short	OB/GYN, VT
WVU Medicine United Hospital Center	Cara Kirk	OB/GYN, VT
WVU Medicine United Hospital Center	Hayle Maier	OB/GYN, VT
WVU Medicine United Hospital Center	Kayla Lough	OB/GYN, VT
WVU Medicine United Hospital Center	Erica Balon	OB/GYN, VT
Louis A. Johnson VA Medical Center	Samantha Shanholtz	OB/GYN
*Louis A. Johnson VA Medical Center	Kylie Lowe	OB/GYN, VT
*United Vascular and Vein Center	Katherine Nicholson	VT
*WVU Medicine OB/GYN Buckhannon	Sarah Riffle	AB, OB/GYN, VT
*WVU Medicine OB/GYN Fairmont	Natalie Mascaro	AB, OB/GYN
WVU Medicine OB/GYN Fairmont	Heather Hayhurst	AB, OB/GYN
*WVU Medicine OB/GYN Bridgeport	Cortney Boyers	AB, OB/GYN, NE
WVU Medicine OB/GYN Bridgeport	Spencer Shriver	AB, OB/GYN, VT
*WVU Medicine St. Joseph's Hospital	Abigail Lewellyn	AB, OB/GYN, VT
WVU Medicine St. Joseph's Hospital	Whitney Wine	OB/GYN
WVU Medicine St. Joseph's Hospital	Nathan Green	AB, OB/GYN, VT, AE
WVU Medicine St. Joseph's Hospital	Caitlin Barnette	OB/GYN, VT, AE
*WVU Medicine Children's Hospital	Katy Brugnoli	AB, OB/GYN, PS

*Denotes assigned clinical affiliate instructor for the UHCDMS Program.

Faculty Visits

Program faculty accompany students on tours of each clinical affiliate site annually to meet the Affiliate Clinical Instructor and complete site-specific orientation. Trajecsys clinical reporting is also reviewed with affiliate sonographers including exam logs, weekly evaluations and competency evaluations to ensure constructive and continuous feedback.

The Program Director returns to each clinical affiliate education site halfway through each cohort's 2nd and 3rd Semesters (every March and September) to interact with Clinical Instructors and sonography staff during student breaks. These semiannual meetings provide an opportunity to review results of Clinical Site/Clinical Instructor evaluations completed by the students. Staff sonographers are asked to complete Program Resource Surveys, and a report of sonographer compliance in completing required Weekly Evaluations is provided. Additionally, during the March meeting, terms of the affiliation agreement are reviewed to identify required changes pending renewal.

The Clinical Coordinator and/or Program Director may visit clinical settings at times other than those designated above to overview changes in the clinical education plan, provide updated program policies and procedures, as well as solicit constructive feedback to improve the student's clinical experiences.

Trajecsys Clinical Education Management System

Student clinical activity and progress is captured electronically through the use of the Trajecsys Report System. Students are provided a secure log-in/password to utilize the report system, and are encouraged to read the Student Overview, which is available with the User Guide. The Student Overview describes the robust features of the Trajecsys system and details features that will be integrated into the student's clinical practice including Time Records, Daily Logsheets and Evaluations.

Student schedules, Student Handbook with the Clinical Plan of Education, and updates to program policies are also accessible via Trajecsys, as well as the option to read important program announcements and send emails to faculty and supervising clinical staff. Affiliate Clinical Instructors and staff sonographers may also use Trajecsys to explore each student's level of clinical achievement in determining the appropriate level of supervision and provide constructive feedback through the completion of Weekly Evaluations (below).

Weekly Evaluations

Supervising staff sonographers in all clinical education settings complete Weekly Evaluations electronically using Trajecsys.

Components of the Weekly Clinical Evaluation reflect the students' ability to successfully apply didactic principles and affective behaviors to achieve quality sonographic examinations.

Feedback is immediately accessible to the students, and faculty to expedite required remediation.

Clinical Exam Logs

Students are required to document the variety of exams observed or performed in clinical education settings within Trajecsys.

The clinical exam log is segregated into six categories including:

- ◆ Obstetrics
- ◆ Gynecology
- ◆ Abdomen
- ◆ Superficial Structures
- ◆ Pediatrics
- ◆ Vascular Technology

Exam information includes date, location, exam type, pathology, supervising sonographer, and the degree of scanning assistance required for completion of the exam (observed only; scanned with assistance; scanned independently). Scanning assistance should decrease with increasing proficiency as the student progresses through the program. An exam performed independently may be recorded as a "Practice Exam" in the exam log on Trajecsys. Three "Practice Exams" must be entered on Trajecsys prior to requesting a competency evaluation for that exam type.

Clinical log exam totals are integrated into semester evaluations so that faculty and students can verify that clinical affiliates are providing students with access to adequate volume and variety of diagnostic medical exams to develop clinical competency in both normal and abnormal findings in all learning concentrations. Any shortcomings will be analyzed with an appropriate action plan developed that may include alterations in student's clinical rotation assignments.

Exam Review

Clinical Instructors monitor the clinical progress of DMS students by frequently reviewing exams with the students. During this review, several exams are evaluated in which the image quality, orientation, labeling, and measurements are assessed. Normal, abnormal, and relational anatomy is identified, compared, and discussed.

The purpose of the exam review is to reinforce areas of strength, monitor the progression of the students, and identify areas of weakness so remediation efforts may be implemented. These could include direct supervised scanning with the Program Faculty in the clinic, targeted scan labs, independent learning modules and re-examination.

Scan Labs/ US Simulator Labs

Scan labs are structured throughout the program to improve skills for clinical performance. Scan labs provide time for the DMS student to learn ultrasound exam protocols based upon performance standards as adopted from the AIUM, ACR and IAC.

Program faculty and/or Clinical Affiliate Instructors may facilitate the scan lab by demonstrating required images before providing time for each student to replicate the images in a controlled environment. The DMS student will also be asked to correlate didactic theory to their clinical practice during scan labs.

To create a safe, controlled environment, the scan labs are performed in the clinical setting primarily on volunteers including students, instructors or hospital employees, who have validated consent. In addition to volunteers, scan labs will incorporate guided use of UHC's high-fidelity ultrasound simulator, the Scan Trainer. Scan labs are routinely scheduled at UHC from 11:30 am – 1 pm on Thursdays for students in their 3rd semester and on Fridays for students in their 1st and 2nd semesters.

Additional scan labs may be scheduled to target areas of weakness, reinforce more challenging areas of the curriculum, or at the request of students, and would be scheduled at times/days that are mutually convenient for faculty, student(s) and scan lab volunteers. Scan labs may be held at clinical affiliate sites subject to volunteer patient scheduling preferences and are communicated to the students in a timely manner.

**DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
SCAN LAB CONSENT**

You are consenting to voluntary participation in a medical sonography scan lab.

Scan labs are scheduled by a UHC Diagnostic Medical Sonography Program faculty and will be conducted within the Ultrasound Department of UHC to enhance the educational process of student sonographers.

This practice scanning exercise for the sonography students will be conducted under the direct and continuous supervision of a program faculty member, affiliate site clinical instructor or designated, credentialed sonographer.

Scan labs are not intended to be diagnostic exams; thus, no written or verbal reporting will be provided to you by the student, faculty, supervising sonographer or radiologist/physician.

The supervising sonographer shall be guided by what he/she knows or reasonably should know to be informational needs of the scan lab practice patient and disclosure of said information will depend upon the existence and materiality of that information with respect to potential medical conditions/treatment. Scan lab patients may be urged to seek a physician order for a formal exam and report in situations where the supervising faculty feels findings are significant and worthy of follow-up.

Following image review with the supervising instructor, resulting scan lab images are deleted from local and network image storage, thus no scan lab documentation is retained by program faculty or the institution.

You have the right to verbally withdraw consent to participate before or during this scan lab.

If a Radiography Student: Please initial below that you understand the following statement.

_____ I realize that my student grades and performance evaluations will not be affected by participation as a scan lab practice patient.

Participant Signature

Date

Supervising Sonographer Signature

Date

Simulations/Competency Evaluations/Simulated Competency Evaluations

Simulations are performed by faculty prior to Competency Evaluations to evaluate a student's ability to follow performance standards and demonstrate technique in a controlled environment. Following didactic instruction and a review of related performance standards, faculty schedule simulations on volunteer patients including other students, instructors, or hospital employees, who have validated consent. Faculty evaluate the student's knowledge of the performance standards, ability to obtain required images, and skill in optimizing image quality.

Simulation grading sheets are exam-specific and found in Trajecsys. Simulations must be performed with a minimum passing grade of 85%. In the event that a passing grade is not achieved, the Clinical Instructor reviews and remediates with the student before a repeat simulation is scheduled. The initial and repeat simulation grades are recorded in Trajecsys and both are included in the final average.

Following a successful simulation, and after a student has logged a minimum of independently performed exams, the student may request a related competency evaluation. A list of practice requirements by exam category/type is available in Trajecsys. Affiliate Clinical Instructors and appropriately credentialed supervising staff sonographers in all clinical education settings may complete Competency Evaluations within Trajecsys.

Competency Evaluations assess the DMS student's organization, scanning ability, identification of normal anatomy, recognition and recording of pathologies, and the student's interaction with the patient and radiologist. Competency Evaluation grades of 85% or higher must be achieved to be considered proficient in an exam area. Upon successful completion of the Competency, the student may perform that ultrasound exam with indirect supervision.

If a student fails to achieve 85% when performing a Competency Evaluation, the faculty reviews and remediates in areas specific to the student's needs. The student must re-simulate the exam with program faculty, and a second Competency Evaluation must be performed with the initial and repeat Competency Evaluations scores recorded in Trajecsys. The initial and repeat competency grades are recorded in Trajecsys and both are included in the final average.

Program officials review all Competency Evaluations performed by Clinical Instructors and reserve the right to make grading adjustments to Competency Evaluations to ensure consistency in interpretation and evaluation. For this reason, Competency Evaluations performed by Clinical Instructors are considered incomplete until validated by a program official on Trajecsys. When grade adjustments are required, the Clinical Instructor performing the Competency Evaluation will be contacted and coached by program officials in areas of inconsistent interpretation of evaluation expectations.

Competency Evaluations must be completed to meet graduation requirements in all three learning concentrations; thus, students are encouraged to pursue 5-6 successful competency evaluations per quarter. Completion of competencies prior to the sixth quarter would allow the student to use the final instructional weeks to fine-tune performance with faculty oversight, increasing scanning pace and confidence prior to graduation.

Simulation and Competency Evaluations provide mechanisms for Program Faculty to measure the progress of the DMS student towards performance reflective of entry-level sonographers.

To demonstrate proficiency in technique, CAAHEP Accreditation Standards encourage student performance of specific sonographic examinations categorized by learning concentration and captured in a clinical setting or simulated environment.

Although designated examinations may be encountered during a professional career, for some, the volume is insufficient to obtain clinical competency prior to graduation. UHC DMS program faculty require satisfactory performance of official practices and competency evaluations for exams considered routine but utilize the simulation process to evaluate proficiency in technique for low-volume exams.

During simulation, practice exams and competency evaluations, the student demonstrates the ability to identify anatomy, relational anatomy, anatomic variants, and sonographic appearances of normal anatomical structures. Sonographic techniques are integrated into didactic education and correlated with clinical demonstration. In addition to differentiating normal and pathologic processes, student should optimize image quality using Doppler and gray scale adjustments.

Proficiency in technique is assured through successful completion of all curricular components, including scan lab, simulations, practice exams, competency exams and simulated competency exams.

UHC DMS students must adhere to Hospital and Departmental Policies and Procedures in the performance of all patient exams. These policies and procedures are established to maintain patient safety, consistency in image quality, and diagnostic efficacy of sonographic studies and can be accessed on the WVU Medicine Connect intranet page.

Required Competencies per learning concentration are obtained by the student sonographers for the following exams:

Abdomen-Extended	Ob/Gyn	Vascular
Kidneys & Bladder	Female Pelvis TA	Carotid
Aorta/IVC	Female Pelvis TV	Lower Extremity Venous Duplex for Patency
Spleen	1 st trimester TA	Lower Extremity Venous for Insufficiency
Pancreas	1 st trimester TV	Lower Extremity Pulse Volume Recording with ABI's
Gallbladder & CBD	2 nd trimester Anatomy	Lower Extremity Exercise Testing*
Liver	2 nd /3 rd trimester Heart/Cardiac	Lower Extremity Artery Duplex
Right Upper Quadrant	2 nd trimester Environment	Upper Extremity Venous Duplex for Patency
Abdomen Complete	2 nd trimester Measurements	Upper Extremity Pulse Volume Recording with WBI's*
Thyroid	3 rd trimester Anatomy	Upper Extremity Artery Duplex*
Breast	3 rd trimester Environment	Vessel Mapping (Lower Extremity) *
Pleural Space	3 rd trimester Measurements	Vessel Mapping (Upper Extremity) *
Scrotum		Palmar Arch*
Gastrointestinal Tract*		Transcranial Doppler*
US Guided Needle Procedure (Thyroid or Breast)		Hepatic Veins and Portal Vein*
		Celiac and SMA*
		Renal Artery and vein*
*indicates simulated competency due to minimal or no exam volume		

Case Reviews

DMS Students in their 3rd semester are required to prepare three case reviews representing each learning concentration. In an organized and structured manner, the sonography student overviews an ultrasound study, which they may have performed with direct or indirect supervision, displaying required images obtained during the performance of the examination and including:

- ◆ Pertinent patient and exam history
- ◆ Clinical presentation
- ◆ Prior laboratory and related test results
- ◆ Potential differential diagnoses for any findings

Patient outcomes are discussed and information regarding treatment plans and/or further testing may be incorporated.

Program faculty and/or the Medical Advisor may also present ultrasound cases for review. Students are urged to identify normal and abnormal anatomy, evaluate scanning technique, critique recorded images, and determine if scanning protocols were followed. The student sonographers apply critical thinking as they consider potential differential diagnoses and problem-solve potential clinical scenarios they may encounter in their professional careers.

Case reviews are presented for evaluation by classmates, program faculty and the Medical Advisor. Staff sonographers and all student sonographers may also be invited to evaluate student performance during case reviews.

Completed case review score sheets serve as a format for discussion with the student and program faculty regarding methods to enhance performance. The student must validate their review of completed score sheets before the grade is recorded, and comments may also be included. An average of all participant scores is recorded and reflected as a component of the student's clinical grade on the quarterly evaluation grade form.

Scan-Assistant Use

Scan Assistant / Auto-Scan **WILL NOT** be utilized by sonography students in Semesters 1 and 2 for the performance of sonographic imaging and procedures. The use of Scan Assist / Auto Scan is reserved for Level II students in the 3rd semester. Level II sonography students in the 3rd Semester may use Scan assist / auto scan only after sufficient demonstration of exam protocols related to Superficial Structures and Vascular exams. Scan Assist may be used 4 months after receiving the initial required competency for that exam.

STUDENT SUPERVISION REQUIREMENTS

Until a sonography student demonstrates proficiency via successful completion of competency evaluation for a specific examination, clinical assignments specific to that examination will be undertaken with direct supervision from a registered diagnostic medical sonographer.

DIRECT supervision requirements would include the following:

The registered diagnostic medical sonographer will:

1. Review the request for examination in relation to the student's level of proficiency.
2. Evaluate the condition of the patient in relation to the student's abilities.
3. Remain in the room (lab) while the procedure is being performed by the sonography student.
4. Review and approve all sonographic images.

Upon achievement of clinical proficiency, students may be permitted to perform examinations with indirect supervision.

INDIRECT supervision requirements would include the following:

The registered diagnostic medical sonographer will:

1. Be immediately available to assist the sonography student, irrespective of the level of clinical proficiency, by being present within the ultrasound section of the Diagnostic Imaging Department.
2. Review and approve all sonographic images.

The sonography student to registered sonographer ratio of 1:1 will be maintained during all clinical assignments.

All Diagnostic Medical Sonographers are required to provide appropriate clinical supervision to sonography students under the guidelines of this supervision policy. The Supervision Policy is available on Trajecsys and requires annual review by the staff sonographers in all clinical education settings prompted by the Concentration Coordinator/Clinical Instructor. Completed competencies are visible to all sonographers and student sonographers within the Trajecsys Reporting System.

Diagnostic Medical Sonography and Vascular Technology examination participation by the student must be documented using the Exam Log in Trajecsys. (See Clinical Exam Logs, p. 62). Confirmation of student participation in an examination is through image annotation on the ultrasound units. Student initials are input on each image frame to distinguish from images taken by the supervising sonographer or physician. Student initials are deleted prior to image acquisition by the supervising sonographer or physician.

United Hospital Center Department Policies for the Practice of Diagnostic Medical Sonography

Visitors in the Exam Room

United Hospital Center gives discretion to the staff sonographer in limiting the number of visitors accompanying the patient into the exam room. The intent is to avoid distractions to the sonographer and/or student and maintain an appropriate professional atmosphere during exam performance, while meeting the needs of the patient. The staff sonographer and/or student may identify anatomical features of interest to the patient and visitors as seen on the display monitor, however any discussion regarding clinical or interpretative issues must be deferred to the interpreting or referring physician.

Capturing Images of Ultrasound Exams ordered by Referring Physicians

United Hospital Center prohibits image capture from the display monitor by the patient and/or visitor using personal cell phones or any other electronic recorded device. Additionally, no images of UHC staff sonographers and/or students, patients or visitors may be taken without written consent.

Every attempt will be made to provide one or more hard-copy ultrasound images, when requested. At the discretion of the staff sonographer/student, the image may be labeled with general anatomical references. Any image provided to the patient will also become part of the stored exam record in PACS.

However, due to circumstances beyond the control of the sonographer and facility, hard copy images may not always be available due to technical problems and/or anatomical positioning.

Interpretation of Ultrasound Exams

While the sonographer plays an important role in obtaining sonographic images and pertinent clinical information, the interpretation of the ultrasound examination is always the responsibility of a radiologist or physician.

The sonographer may describe findings and communicate clinical information to the interpreting physician verbally and/or as part of the exam worksheet to assist in the final interpretation.

The sonographer may only communicate findings and clinical information to the referring physician with permission of the interpreting physician.

Course Curriculum Semester 2

<u>COURSES</u>	<u>HOURS</u>	
Physics and Instrumentation II	70	
Ob/Gyn Sonographic Procedures and Pathology II	70	
Abdomen Sonographic Procedures and Pathology II	35	
Superficial Sonographic Procedures and Pathology I	35	
Registry Review: Physics	20	
Current Trends/ Journal Review	<u>8</u>	
 Total Didactic Hours	 238	
 Total Didactic Hours (<i>includes scanning labs</i>)	 238	 25%
Clinical Hours	700	75%
 Total Semester 2 Hours	 938	

Course Curriculum Semester 3

<u>COURSES</u>	<u>HOURS</u>	
Vascular Sonographic Procedures and Pathology	50	
OB/GYN Sonographic Procedures and Pathology III	25	
Superficial Sonographic Procedures and Pathology II	25	
Case Reviews	35	
Current Trends/ Journal Review	30	
Mock Registries		
Ob/Gyn	20	
Abdomen	20	
Vascular	20	
Hospital Annual Required Education	5	
Professional Responsibilities, CME, Career Counseling	<u>5</u>	
Total Didactic Hours	235	
Total Didactic Hours (<i>includes scanning labs</i>)	235	23%
Clinical Hours	800	77%
Total Semester 3 Hours	1035	

UNITED HOSPITAL CENTER SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

CALENDAR OF CLASSES

Semester 1

July 2024 – December 2024

Course Title	Start Date	Instructor(s)
Introduction to Diagnostic Medical Sonography		
Hospital Orientation	TBA	
Computer Training	TBA	Ford/Buckhannon
CPR Retraining	TBA	Ford
UHC Net Learning / VAMC Requirements	July 2024	Ford/Buckhannon
Ethical Considerations/ Patient Care Overview	July 8, 2024 – July 24, 2024	Ford
Sectional Anatomy Review	July 8, 2024 – July 24, 2024	Ford/Buckhannon
Sonographic Principles and Instrumentation I	July 21, 2024 – Dec 20, 2024	Buckhannon
Ob/Gyn Sonographic Procedures and Pathology I	July 26, 2024 – Dec 20, 2024	Ford
Abdomen Sonographic Procedures and Pathology I	July 26, 2024 – Dec 20, 2024	Buckhannon
Ergonomics/WRMSD	July 10, 2024 - July 24, 2024	Ford/Buckhannon

UNITED HOSPITAL CENTER SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

CALENDAR OF CLASSES

Semester 2 January 2025 – June 2025

<u>Course Title</u>	<u>Start Date</u>	<u>Instructor(s)</u>
Ob/Gyn Sonographic Procedures and Pathology II	January 6, 2025 – June 20, 2025	Ford
Abdomen Sonographic Procedures and Pathology II	January 6, 2025 – March 14, 2025	Buckhannon
Superficial Sonographic Procedures and Pathology I	March 24, 2025 – June 20, 2025	Buckhannon
Sonographic Principles and Instrumentation II	January 6, 2025 – May 30, 2025	Buckhannon
Registry Review: Physics	June 1, 2025 – June 20, 2025	Buckhannon

UNITED HOSPITAL CENTER SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

CALENDAR OF CLASSES

Semester 3 **July 2025 – December 2025**

<u>Course Title</u>	<u>Start Date</u>	<u>Instructor(s)</u>
Ob/Gyn Sonographic Procedures and Pathology III	July 7, 2025 – Sept. 20, 2025	Ford
Superficial Sonographic Procedures and Pathology II	July 7, 2025 – Sept.20, 2025	Buckhannon
Vascular Sonography Procedures and Pathology	July 7, 2025 – Nov. 21, 2025	Ford
Registry Review		
Ob/Gyn	Sept. 22, 2025 – Dec. 12, 2025	Ford
Abdomen & Superficial Structures	Sept. 22, 2025 – Dec. 12, 2025	Buckhannon
Case Reviews	July 7, 2025 – Dec. 5, 2025	Faculty
Professional Responsibilities, CME, Career Counseling	Dec. 5, 2025	Ford

GRADING SYSTEM

Grading in the UHC Diagnostic Medical Sonography Program is as follows:

100 - 95	-----	A
94 - 90	-----	B
89 - 85	-----	C
84 - 80	-----	F

Students are required to maintain a 90% didactic grade point average in each academic course.

Students are required to maintain an 85% clinical grade point average in each clinical component per quarter.

If a student fails to meet these requirements in one academic course or clinical component, he/she will be placed on **ACADEMIC PROBATION**.

A student on **ACADEMIC PROBATION** will be offered counseling and remediation to assist them in raising the didactic course grade point average to 90% or the clinical component grade point average to 85% during the subsequent quarter.

Failure to raise the didactic or clinical grade average, as required, during the quarter of **ACADEMIC PROBATION** may be grounds for dismissal from the program. Program faculty reserve the right to determine the outcome on an individual basis, and based upon their professional observation of sufficient progress towards achieving the requirements.

Failure to achieve a passing grade ($\geq 90\%$) in two or more academic courses or a passing grade ($\geq 85\%$) in two or more clinical components in an academic quarter may result in dismissal from the Program.

STUDENT FEEDBACK

Clinical Site/ Clinical Instructor Evaluation / Course Evaluation

As a means of ensuring the effectiveness of clinical experiences, at the conclusion of each academic level (March & December) each student is asked to complete a Clinical Site/Clinical Instructor Evaluation for each setting visited within that time frame. The CS/CI Evaluation is found in Trajecsys and encourages student comments on the exam variety and volume, as well as effectiveness of clinical instruction.

Completed forms are summarized and the results are shared with the appropriate radiology supervisors and Clinical Affiliate Preceptors to develop action plans that will enhance educational effectiveness.

At the conclusion of each academic semester, students will also be asked to complete Course Evaluations for the courses taken within that time frame. The Evaluation is found in Trajecsys and encourages student comments on course content, presentation, atmosphere, etc.

Program Resource Survey

At the mid-point of Semester 2 (March) and the end of Semester 3 (December), students are requested to complete a JRC-DMS Faculty Program Resource Survey found within Trajecsys.

Students evaluate the faculty effectiveness, rapport and willingness to meet academic needs of the student. Classroom, learning and clinical resources are also addressed.

Students may provide feedback regarding clinical instruction and interaction with interpreting/referring physicians.

Data collected from survey responses is used by faculty to recognize deficient areas and be proactive in implementing ongoing program enhancements.

STUDENT QUARTERLY EVALUATION

The Diagnostic Medical Sonography Program curriculum calendar is segmented into six three-month periods referred to as academic quarters. At the conclusion of each quarter, the student conducts a self-assessment of performance objectives in Trajecsys. Faculty review and validate self-assessment scores as part of the student's quarterly evaluation. Comments regarding student academic and clinical performance are provided by program officials as part of the evaluation on Trajecsys, and a grade report is provided for review.

Each student will meet with the Program Director and Clinical Coordinator privately for the purpose of discussing his/her progress, reviewing weekly evaluations, and receive quarterly grade and attendance reports. The student must validate their review of the completed quarterly evaluation on Trajecsys and may provide comments before it becomes part of the student's permanent electronic file.

While this conference provides an informal setting for the exchange of ideas and comments regarding and/all aspects of the program, the Diagnostic Medical Sonography Program also feels that the system of Student Quarterly Evaluation is one method to assure compliance with the Standards of an Accredited Educational Program in Diagnostic Medical Sonography by providing periodic assessment of each student's progress relative to the effectiveness of instruction and course design.

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act is a federal law that protects the privacy of student records, both financial and academic. For the student's protection, FERPA limits the release of student records without the student's expressed, written consent; however, it also give the student's parents/guardians the right to review those records if the parents/guardians claim the student as a dependent on their Federal Income Tax Refund.

United Hospital Center School of Diagnostic Medical Sonography complies with FERPA and provides that:

1. All radiologic technology students have the right to inspect and review their education records in the office of the School of Diagnostic Medical Sonography.
2. A reasonable time must be allowed following a written request to view the student's records.
3. Sonography students may designate third parties that may have access or disclosure of their education records.
4. Students have the right to file complaints concerning alleged failure by the School of Diagnostic Medical Sonography to comply with FERPA requirements.
5. Students have the right to a hearing to challenge the contents of his or her records and an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.
6. Students have the right to response from the School to reasonable requests for explanations and interpretations of the records.
7. Students have the right to obtain copies of their education records.
8. The school must have written consent from the student to release or disclose education records containing personally identifiable information to third parties.
9. Any questions concerning this Act should be directed to the Program Director of the School of Diagnostic Medical Sonography



Micah Ford RBA, RDMS, RVT, RT(R)
Program Director

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
(FERPA)
STUDENT WAIVER OF EDUCATION RIGHTS AND
PRIVACY**

I, _____, have been informed of United Hospital Center School of Diagnostic Medical Sonography policy regarding student’s rights to privacy of and access to their “education records” as specified by the FERPA. I understand that any and all personally identifiable information concerning my financial and academic records is protected under FERPA. I further understand that I may waive that protection and give access of my records to individuals of my choice as listed below:

NAME (First, Middle Initial and Last) Please print.	Relationship to Student
_____	_____
_____	_____
_____	_____

I acknowledge that this release is valid as long as I am a student at United Hospital Center (UHC). By signing this release, I authorize UHC to release any and all financial and academic information to the person(s) listed above. I understand that I can revoke this release at any time by notifying UHC program faculty in writing.

Student Signature

Last four of SS #

Student Name - Please print

Date

STUDENT RESIGNATION POLICY

Students resigning from the Program are requested to give written notice to the Program Director stating the effective date and reasons for this action.

Any tuition paid by the student prior to and including the time of resignation is non-refundable.

Any fees paid by the student for books and/or uniforms are not reimbursable by United Hospital Center.

Upon resignation, the student must return (to the Program Director) the following:

- ◆ Student Identification Badges from ALL Clinical Education Settings
- ◆ Student Handbook

Failure to comply with this requirement will be reflected in the personal file as abandonment of position.

Statement of Resignation

Student Name _____

Enrollment Date _____

Effective Date of Resignation _____

Please briefly state reasons for resignation from the Diagnostic Medical Sonography Program:

Use the space provided below for any comments or suggestions that you have to improve the Diagnostic Medical Sonography Program for future students.

Student Signature _____ Date _____

Program Director Signature _____

Clinical Coordinator Signature _____



EMPLOYMENT INTERVIEWS

During the 3rd semester, second level Diagnostic Medical Sonography students will be allotted three (3) days for employment interviews.

At least one week prior to the interview, the student shall submit a request for time-off for this purpose via the Time Off Request Form to the Program Director in Trajecsys. The request should include the date, time, and location of the interview, as well as the person to whom the student will report for the interview.

EDUCATIONAL SEMINAR ATTENDANCE POLICY

Students are encouraged to attend educational seminars during their enrollment in the Diagnostic Medical Sonography Program.

Attendance at these educational seminars is not mandatory and may be at the expense of the student.

Upon review of course content, program faculty may agree to adjust clinical or didactic schedule to permit attendance without requiring the student to use personal or compensatory time.

GRADUATION REQUIREMENTS

A student must complete all aspects of the Diagnostic Medical Sonography training program in order to receive a certificate and qualify for participation in the ARDMS credentialing examination.

- Completion of all clinical proficiency and/or simulated proficiency evaluations
- Demonstrating minimum core clinical skills independently and effectively through appropriate exam volumes in each learning concentration as recorded in the Daily Logs and as attested to by the Clinical Coordinator.
- Provision for all clinical weekly evaluations.
- Completion of each academic course and clinical component.
- Accrual of a cumulative didactic grade point average, which is equal or greater than 90%.
- Accrual of a cumulative clinical grade point average, which is equal or greater than 85%.
- Documentation of completion of the required clock hours as published on Trajecsys.
- Meeting all financial obligations to United Hospital Center and the Diagnostic Medical Sonography Program.
- Demonstration of a sound moral character as described by the professional code of ethics and attested to by quarterly and clinical evaluations.

*CLINICAL VERIFICATION FORMS

Upon completion of daily logs and clinical proficiencies and demonstrating minimum core clinical skills, the Concentration Coordinator renders the graduate eligible for American Registry for Diagnostic Medical Sonography (ARDMS) certification by providing Clinical Verification Forms for Abdomen, Ob/GYN and Vascular Technology. ARDMS template forms are utilized and may be viewed at the ARDMS website (<http://www.ardms.org>) or upon request from program faculty.

ARDMS CERTIFICATION

Step One: Sonographic Principles and Instrumentation Examination*

The Sonographic Principles and Instrumentation Examination (SPI) is administered by the American Registry for Diagnostic Medical Sonography (www.ardms.org) and is a prerequisite for certification as a RDMS, RDCS or RVT. The SPI may be pursued following successful completion of a post-secondary sonography physics course with a grade of C or above per the ARDMS SPI Examination Requirement. A transcript will be provided by program faculty so that the SPI exam may be taken prior to program completion.

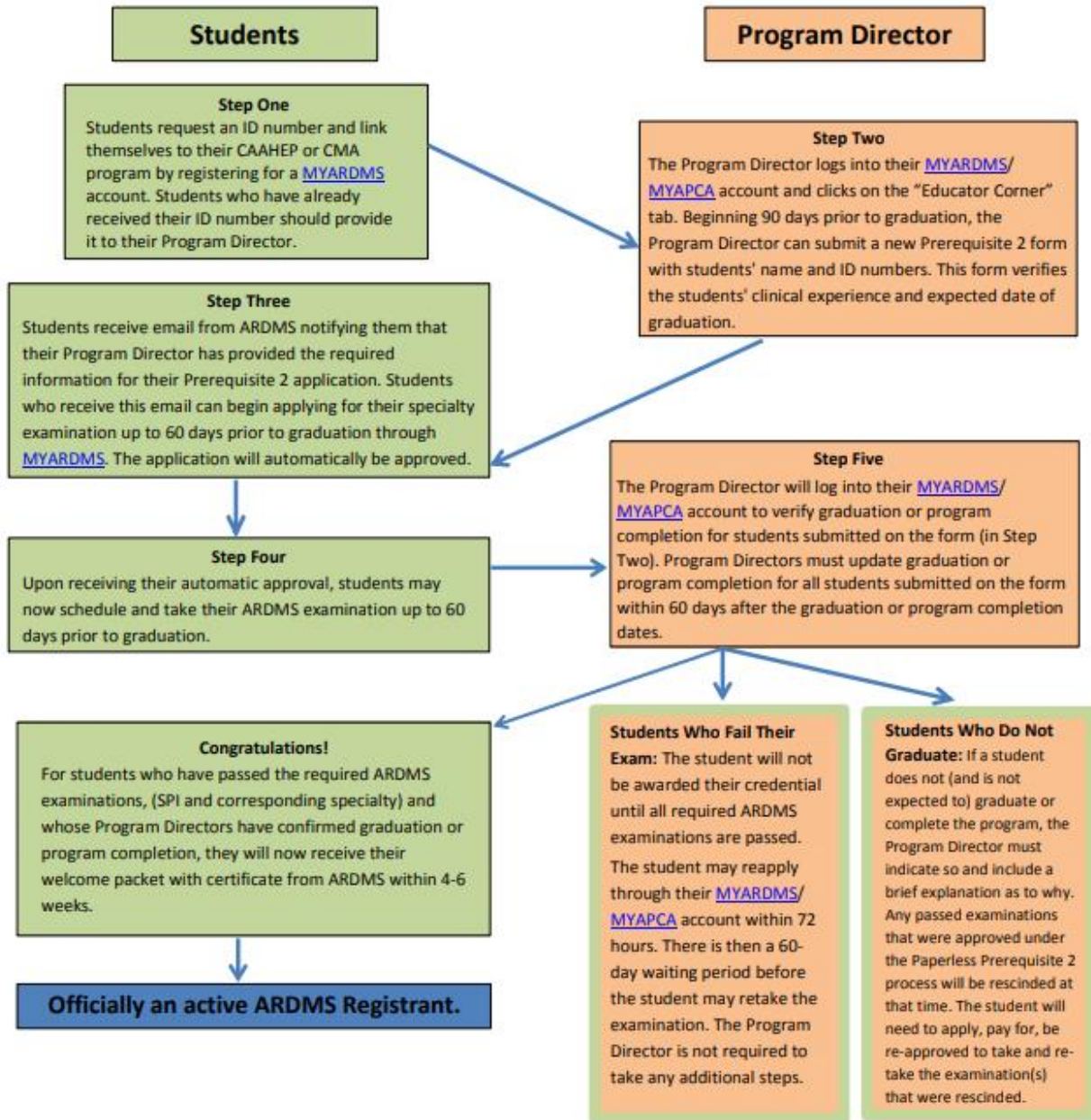
Step Two: Certification in a Specialty Exam

To achieve eligibility for credentialing by the A.R.D.M.S., graduates must successfully complete graduation requirements including all required proficiencies. Clinical Verification Forms will be provided to the graduate by the Clinical Instructor as an indication that appropriate exam volume has been achieved for each of three specialty examinations: Abdomen, Obstetrics and Gynecology and Vascular Technology. The Program Director will also provide an electronic and signed copy of the appropriate ARDMS Template Letter as verification of program completion. Multiple prerequisites for ARDMS certification exist and can be researched by faculty on an individual basis upon program completion.

*Upon successful completion of the ARDMS SPI examination, students/graduates may apply and take the specialty examination(s) in any order. A specialty examination must be taken and passed within five years of passing the SPI in order to earn an ARDMS credential.



Paperless Application Program: Prerequisite 2



WWW.ARDMS.ORG

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2018-2

STUDENT HANDBOOK COMPLETION STATEMENT

I have reviewed the contents of the United Hospital Center Diagnostic Medical Sonography Program Student Handbook. These guidelines, policies, and procedures have been explained to me and I understand and agree to the guidelines, policies, and procedures by which student sonographers must abide.

Student signature

Date

Program Faculty

Date