

DIAGNOSTIC MEDICAL SONOGRAPHY

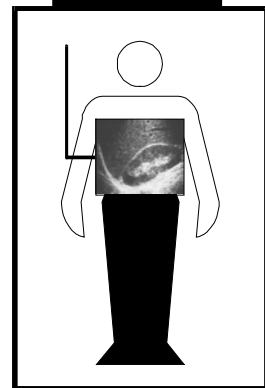
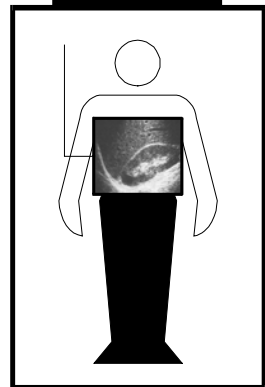
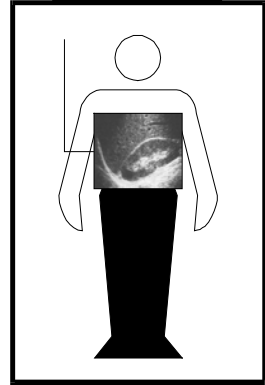
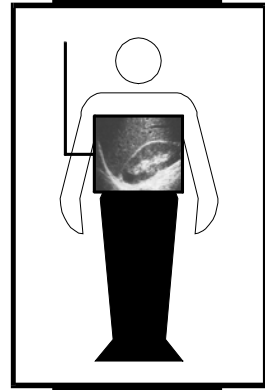
"Hold yourself responsible for a higher standard than anybody else expects of you. Never excuse yourself. Never pity yourself. Be a hard master to yourself-and be lenient to everybody else."

— Henry Ward Beecher

2016-2017

Revised August 2016

STUDENT POLICY MANUAL



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DISCLAIMER

The policies within this manual are in compliance with college policies. All policies are subject to revision as necessary. Any changes or additions to this policy manual will be made in writing and a copy will be provided to the students. These policies are specific to the Diagnostic Medical Sonography program and are intended to supplement the college Student Handbook and the policies of the clinical affiliates.

The Greenville Technical College Student Handbook may be accessed at <http://gvltec.edu/catalog>



Program Goals



Program Mission

The mission of the Diagnostic Medical Sonography program is to meet the needs of the area by providing a pool of qualified graduates for entry level positions in sonography.

Program Goal

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

Program Outcomes

The Diagnostic Ultrasound Professional is an individual qualified by professional credentialing

1. Students will graduate with the necessary skills to function effectively as an entry-level sonographer.
2. Students will be able to communicate in an effective and professional manner
3. Students will be able to demonstrate critical thinking and problem solving skills.
4. Students will demonstrate and promote professional development and personal growth.
5. Students will practice patient care in a safe, compassionate, and culturally sensitive manner that preserves human dignity

Program Effectiveness

1. Provide meaningful educational experiences that stimulate collaborative learning
2. Meet regional employment needs in Sonography

UPDATED/REVISED: April 2013. Approved by Advisory Committee April 24, 2013

Program Objectives/Competencies

- Provide patient and/or public education related to diagnostic medical sonography with regards to its uses and safety as they perform sonographic procedures.
- Correlate knowledge of anatomy, physiology, pathology, positioning, and sonographic techniques to produce diagnostic images.
- Select instrument control factors to achieve optimum imaging quality with minimum acoustic exposure to the patient.
- Analyze sonographic images for appropriate positioning, annotations, measurements and image quality.
- Value and practice the principles of universal precautions for the patient, self, and others.
- Assess patient needs and provide appropriate patient care and comfort, maintaining patient modesty and confidentiality.
- Recognize emergency patient conditions and initiate lifesaving first aid and basic life support procedures.
- Detect and report equipment malfunctions to the proper authority, and operate equipment safely and efficiently.
- Participate in and support departmental quality assurance and quality control programs.
- Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

UPDATED/REVISED: *March 2008*



TECHNICAL STANDARDS



Academic and Technical Standards for Admission and Progression Environment/working Conditions

PURPOSE:

To provide the applicant/student with a clear understanding of the physical demands required of the program which are based on the tasks performed by sonographers.

PROCEDURES:

1. Receives technical standards and a verbal explanation of the technical standards during Career Talk
2. Completes self-appraisal of his/her ability to perform procedures. (Appendix B)
3. Discusses concerns, if any, with Student Disabilities Services.
4. Academic progression is in part based upon the student's ability to continually meet the academic and technical standards as described below.

DESCRIPTION OF WORK ENVIRONMENT AND ACTIVITIES:

Constant public contact and decision-making, constantly moving, communicating, and operating equipment, pushing portable units throughout facility, frequent operation of computers, usage of telephone, pushing wheelchairs and stretchers, turning patients, helping patients walk, lifting patients and assisting patients to sit-up, frequent exposure to blood-borne pathogens and body fluids, particularly while performing invasive procedures.

EXEMPTIONS:

None

NOTE:

Students who believe they may have difficulty performing the technical standards for this program are encouraged to contact the Disability Services office. Accommodations may be made, unless they create a fundamental alteration from actual career requirements.

Technical Standards Specific to the Diagnostic Medical Sonography Program

STANDARD	ISSUE	SOME EXAMPLES OF NECESSARY ACTIVITIES
Communication abilities sufficient for interaction with others in verbal and written form	Communication	Explain sonographic procedures; give directions; acquire and relay patient history; answer patient's questions while positioning/performing procedure; discuss procedure with physicians and/or other health care professionals; verbally and/or through written communication, present cases to educators and physicians. Act upon verbal and/or written directions quickly under pressure. Communicate and interact effectively in a group situation.
The abilities to consistently execute complex mental processes necessary to apply academic information to clinic/lab procedures and equipment.	Cognitive	Immediately adapt to different clinical and lab situations. Ability to retain knowledge of various ultrasound equipment and software. Ability to retain and perform various sonographic procedures and protocols. Ability to retain and apply didactic knowledge to the clinical setting.
Physical abilities sufficient to maneuver in small areas and to maneuver equipment.	Mobility	Move freely and quickly around ultrasound room, patient's room or lab with portable ultrasound equipment, and in work areas; administer CPR; manipulate equipment; work quickly and accurately.
Gross and fine motor abilities sufficient to perform imaging procedures and patient care procedures safely and efficiently.	Motor skills	Independently use body members for grip, speed, and precision work; to start, stop, control, and adjust the progress of machines, equipment, and stretchers within tight crowded places; position patients and equipment. Ability to perform/type data entry via a control panel or computer keyboard.
Physical ability sufficient to remain continuously on a task for several hours while standing, moving, lifting and/or bending.	Physical Stamina	Independently manipulate sonographic equipment including portable machines; assist patients from wheelchairs and stretchers; elevate stretchers of immobile patients for positioning purposes. Stand during long procedures and while performing exams.
Auditory ability sufficient to monitor and assess health needs without visual contact.	Hearing	Hear monitor alarms; equipment audible signals during exposure; emergency signals; voices under protective garb; calls for help.
Visual ability sufficient for observation, assessment, and implementation of patient care and imaging procedures.	Visual	Observe patient responses; read orders; prepare procedure trays; read computer screens and control panel buttons. Distinguish between shades of gray on sonograms/other imaging modalities. Be able to distinguish full spectrum of colors during Doppler procedures.
Tactile ability sufficient for assessment of physical health status and location of body structures with fingertips.	Tactile	Perform palpation of anatomic structures for imaging procedures, assessing patient vital signs, and identifying landmarks used in administration of CPR.
Olfactory senses sufficient for maintaining environmental and patient safety.	Smell	Distinguish smells which are contributory to assessing and/or maintaining patient's health status, i.e. smell smoke.
Demonstration may be required.		

ARDMS ELIGIBILITY STATEMENT

To earn credentials as a Registered Diagnostic Medical Sonographer, a candidate is required to pass (2) at two comprehensive examinations: (1) a physical principles and instrumentation examination, and least one corresponding **specialty** examination. Graduates of the Diagnostic Medical Sonography Program at Greenville Technical College are eligible to take the Abdomen and Obstetrics/Gynecology specialty examinations. These examinations are offered on computer based testing systems and are no longer offered in a written format. Students will apply under prerequisite 2.



Prerequisite 2: Education

Graduate of a program accredited by an agency recognized by the Council for Higher Education Accreditation (CHEA), United States Department of Education (USDOE) or Canadian Medical Association (CMA), which specifically conducts programmatic accreditation for diagnostic medical sonography/diagnostic cardiac sonography/vascular technology. Currently the only organizations that offer programmatic accreditation under the aforementioned associations are the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Canadian Medical Association (CMA).

Required Clinical Ultrasound/Vascular Experience

No additional experience required.

Documentation Required with Application

1. Copy of diploma from ultrasound/vascular program or an official transcript indicating the date the degree was conferred.
2. Original letter signed by program director and/or medical director indicating the date of graduation or successful completion of the program. Program directors must use the mandatory formatted sample letter, available on ARDMS.org/sampleletters.
3. The CV form is not required if the application is submitted and received in the ARDMS office within one year after successful completion of the program. Otherwise an original signed and completed CV for each appropriate specialty area(s) must be submitted. CV forms are available at ARDMS.org/cv.
4. Photocopy of a non-expired government issued photo identification with signature; the name on the identification must exactly match the name under which you are applying for the ARDMS examination

ARDMS uses Scaled Scoring

No matter which examination you take: if your score is 555 or above, you pass. Your scaled score is not a percentage score or percentage of a total score. Rather, it is your raw score (correct answers) converted into a scale from 300-700. Scaled scores do not directly correlate to the traditional number of questions answered correctly.

Scaled scoring is already the industry standard among major allied health and credentialing organizations. Other examinations such as the SAT use scaled scoring. The reporting of scaled scores will make ARDMS scores consistent and easier to understand.

CODE OF ETHICS FOR THE PROFESSION OF DIAGNOSTIC MEDICAL SONOGRAPHY

Approved by SDMS Board of Directors, December 6, 2006

Preamble

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

Objective

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

Principals

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

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

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

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

- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

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

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent his/her experience, education and credentialing.
- E. Promote equitable access to care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.
- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.



POLICIES



Academic Dishonesty Policy

PURPOSE:

To promote ethical judgment as required to be in good standing with the American Registry of Diagnostic Medical Sonographers (ARDMS). As medical imaging professionals, it is imperative that individuals act and uphold high ethical standards including but not limited to proper documentation. As stated in the SDMS Code of Ethics, **“Be truthful and promote appropriate communications with patients and colleagues.”** Therefore, the program will enforce the following policy.

POLICY:

According to the Academic Honesty policy as stated in the College Student Handbook, students should know what activities constitute dishonesty such as cheating, plagiarism, and misrepresentation. Refer to the College Handbook.

Cheating is defined as wrongful giving, taking, altering or fabrication of any course work (examinations, written reports, laboratory experiments, etc.) for the purpose of gain for self or others. For example: a student who supplies information regarding an exam, quiz, or evaluation to another student or students, possess or passes “crib” notes, signals exam/quiz or evaluation answers to another students, or changes answers after the exam/quiz or evaluation has been graded.

Plagiarism is defined as the act of copying, stealing, or using another’s ideas, words, or specific substances as one’s own without giving credit to the source. For example: submitting written work which is not the work of the student; failure to identify in part or in whole the original author; failure to use quotations for an idea which has not been assimilated in the writer’s own language; or paraphrasing (rewording) a passage so it is not grammatically changed.

Misrepresentation is defined as work submitted improperly or falsely to meet course requirements. For example: falsifying information at clinical educational settings such as attendance, clock times, etc.

PROCEDURE:

Due to the nature of the medical profession where proper documentation is essential, if it is determined that a student participated in any form of academic dishonesty he/she is subject to immediate dismissal from the program **without a verbal or written warning**.

Any student who is suspended or expelled due to an act of academic dishonesty will have the right to due process. Refer to the Internal Due Process Policy.

Academic Progression Policy

PURPOSE: In that properly academically and technically prepared students should be able to complete the sonography program in a reasonable time frame, the following policy is established to prevent excessive continuation in the program.

The program is divided into two parts: Phase I (Pre-clinical) and Phase II (sonography core).

During Phase I, all students must maintain a technical GPA of 2.50 and a minimum grade of "C" or better in each course. Phase I courses must be successfully completed without repeating a course more than once.

Once Phase II of the DMS program has begun, failure of ANY core course will result in dismissal from the program.

NOTE: Failure is considered any grade of "D" or "F".

STUDENTS INELIGIBLE FOR RE-ENTRY:

- Students who have been withdrawn from Phase II as a result of being removed from a clinical education center or for other disciplinary reasons will NOT be eligible to apply for re-entry into Phase II of the Associate degree program for a period of one year.
- Students who fail more than one Phase II course are NOT eligible for re-entry into Phase II for a minimum of 12 months during which time they must complete a program of remediation as recommended by program faculty. Once the program of remediation is completed, he/she may re-apply and be considered under the weighted admission criteria implemented for that particular class of students. Therefore, all program admission requirements at the time of application must be met in addition to the remediation.
- Students who were unable to successfully complete the Phase II program requirements more than once are no longer eligible for re-entry into Phase II.

RE-ENTRY PROCEDURE:

A student will be allowed a maximum of two attempts through the core courses to complete the program. This allows for one (1) option of re-entry through the curriculum.

- Students who opt to apply for re-entry into Phase II are required to submit an intent form by May 1 of the year in which they want to be considered for acceptance.
- The admission requirements and deadlines are the same for all students applying for acceptance into Phase II and must have a current Career Talk (2 year expiration).
- Students applying for re-entry are considered with the pool of students applying for Phase II acceptance. Therefore students applying for re-entry are **not guaranteed** acceptance.
- Students who re-enter are subject to any changes made in policies or curriculum courses, and requirements related to such changes.

VALIDATION PROCEDURE FOR DIDACTIC COURSES:

The student accepted for re-entry into Phase II has two options:

1. Register and successfully complete all Phase II classes and including all methods of evaluation per the course syllabi OR
2. Take a validation test equivalent to a course final examination. This option is only available if the student completed the course successfully no more than 6 semesters prior to when the course is being offered. If successful, validation is complete. A **minimum grade of 85% is required**. **Testing must be completed no more than 30 days prior to the beginning of the term and no less than 2 weeks prior to the start of the course.** At no time will a validation exam be given after the start of a course. Tests are to be given by the regularly scheduled course instructor. If unsuccessful, the student must repeat the course according to the course syllabus.

Program grading scales are as follows:

A	=	94 - 100
B	=	85 - 93
C	=	75 - 84
D	=	70 - 74
F	=	<70

ALL courses and final exams must be passed with a grade of "C" or better.

Note: Final Grades will NOT be rounded up to 2 significant digits, i.e. a final grade of 74.9 is a "D", not a "C".

Individual course grading policies (that is - percentage breakdowns) are the responsibility of the course instructor and will be stated in the course outline.

TRANSFER STUDENTS:

Students transferring from another sonography program must meet all Phase I requirements and must validate all DMS course work. (See: VALIDATION PROCEDURE above) Completed DMS course work must have been completed in a JRCDMS or regionally accredited sonography program in order for the student to be eligible for the validation procedure.

Critical Incident/Accident Policy

PURPOSE: To inform students of the approach in the management, reporting and documentation of any occurrence in which there is an accident involving exposure to communicable/infectious disease or a hazardous material.

DEFINITION:

A "critical incident" is defined as any occurrence in which there is an accident involving a student, patient, or faculty member, where there is an exposure to a communicable/infectious disease or a hazardous material.

An "accident" is defined as any occurrence in which there is an injury involving a student, patient, or faculty member, where it does NOT involve a communicable/infectious disease or a hazardous material.

PROCEDURE:

WHEN OCCURRENCE IS IN AN OFF CAMPUS CLINICAL SITE:

1. The student or employee should report the incident to the instructor, clinical preceptor, and/or Department Head.
2. After the assessment of the injury, the instructor and/or Department Head should determine the need for emergency treatment. If needed, the injured person should be treated at that facility if an emergency department is available. If emergency care is not available at the facility, call 911 and have the student evacuated to a facility that can provide emergency care. **College employees are NOT to transport the injured person.**
3. If medical treatment is non-emergent, refer to the protocol regarding Worker's Compensation (found in the INSURANCE section of this manual).
4. The facility will determine if an official agency incident report is warranted and any appropriate follow-up through the facility is necessary.
5. If the occurrence is an **accident**, the GTC accident report (See appendix J) should be completed and turned in as soon as possible to the Dean of HSN and the Dean of Students.
6. If the occurrence is a **critical incident**, the clinical facility's protocol for critical incidents should be followed. GTC's accident report and GTC's critical incident report (Appendix I & K) should also be completed and turned in as soon as possible to the Dean of HSN and the Dean of Students. The critical incidents involving sharps will be recorded in the sharps log in the Dean of HSN office.
7. Students should obtain an insurance claim form as soon as possible from the Dean of Students and return completed form as soon as possible.
8. Follow-up care will be through GTC's worker's compensation carrier.

WHEN THE OCCURRENCE IS ON CAMPUS:

1. The student or employee should report the incident to the instructor and/or Department Head.
2. After assessment of the injury, the instructor and/or Department Head should determine the need for emergency treatment. If needed, call 9-911 and security with the location of the injured person. **College employees are not to transport the injured person.** If medical treatment is non-emergent, the student/faculty may choose to be transported by other appropriate transportation to treatment facility of choice.
3. If medical treatment is non-emergent, refer to the protocol regarding Worker's Compensation (found in the INSURANCE section of this manual) if the occurrence took place during a curriculum activity.
4. If the occurrence is an **accident**, the GTC accident report (see appendix J) should be completed and turned in as soon as possible to the Dean of HSN and the Dean of Students.
5. If the occurrence is a **critical incident**, an accident report and a critical incident report (see appendix I & K) should be completed and turned in as soon as possible to the Dean of HSN and the Dean of Students. The critical incidents involving sharps will be recorded in the sharps log in the Dean of HSN office.
6. Students should obtain an insurance claim form as soon as possible from the Dean of Students and return the completed form as soon as possible.
7. Follow-up care will be through the GTC's worker's compensation carrier.

Attendance Policy

PURPOSE:

In an effort to assure an ample amount of time for learning opportunities for the sonography students and to create a specific policy for didactic (class lectures) as well as clinical assignments, the faculty of the Diagnostic Medical Sonography program has formulated the following guidelines for classroom, clinical, and seminar attendance.

POLICY:

Any absence from didactic or clinical assignments is discouraged. There is a direct relationship between attendance and academic success, which is valued by the program. If an absence is necessary, the following procedure must be followed:

1. The student must contact the didactic course instructor **prior** to the absence if the student wishes to be eligible to make up any work missed. If the student will be late or absent from clinic, the Clinical Instructor at the student's scheduled clinical site as well as the Clinical Coordinator must be notified **before** the student's clinical rotation is scheduled to begin.

NOTE: Students that do not notify the clinical site and the clinical coordinator in advance of their absence or tardiness, will receive a demerit and may be denied approval for additional clinical hours in the future.

2. The program recognizes and will abide by the College and Division attendance policies. The College attendance policy is published in the Student Handbook and is available online at Greenvilletech.com. The Division attendance policy can be found in this manual. In support of these policies, the program restricts absences to the maximum 10% of total contact hours of a course that is allowed by the college. Extended illness may be an exception.
3. If a student's absence in any one course exceeds 10% of the total contact hours (either didactic or clinical), **the student will be ineligible for early release from DMS 167**. (See Early Release from Clinic Policy in the clinical handbook)
4. Individual course instructors may have additional policies governing absences and make-up work - please refer to the course syllabi for specifics.

TARDINESS:

It is understandable that, on occasion, a student may be late or need to leave early for extenuating circumstances. The student should, however, enter or depart the class in progress quietly, without disturbing the class in progress. It is the student's responsibility to obtain any missed information. Individual instructors may have policies that govern any work missed -- please refer to course syllabi. **Students who are tardy to a lab or a test will be given a demerit.**

Clinical Attendance:

See clinical handbook.

Computer Use Policy

PURPOSE:

To establish guidelines and procedures for student use of Medical Imaging Sciences (MIS) computer resources.

POLICY:

Resources include all computer workstations, software, printers, scanners, other input devices and projection equipment. Computer resources are made available in the department for curriculum support.

Computer equipment should only be used for curriculum or class work assignments. Creating, accessing, displaying, printing, or the downloading of offensive, unprofessional, or non-curriculum related materials is prohibited. The occasional use of computers for internet access to check the weather or news is acceptable if it does not disrupt curriculum assignments. Other uses must be approved by the department. Students can lose access privileges if computers are used improperly.

Students must purchase a jump/flash drive for storage of projects and assignments. Jump/flash drives must be identified by student initials/name electronically and with labels. Student files will be deleted from the hard drives periodically. Student files will NOT be stored on departmental computers other than special or group projects.

Students are not permitted to change communication, display, or virus detection software settings on computer workstations without the permission of faculty/staff. On occasion settings must be changed for specific applications. Contact a faculty member.

There are no set times for the computer lab or other areas to open and/or close. The computer lab is used for some classes and is reserved for these times. The lab does not have a lab manager present. Therefore, students must contact faculty or staff for help in using the computer equipment and solving problems. Students should not open equipment cases or operating system folders to correct problems.

Student email is available on department computers for email accounts distributed by the college. Use of free internet email services is not allowed by the campus.

When students are finished using a computer, the computer should be **TURNED OFF**.

Students should remove any jump/flash drives. The department is not responsible for any jump/flash drives that are left in a USB port in a lab computer. In addition, any CD-ROM or floppy disk instructional media should be returned to the file cabinet or faculty member - whichever is appropriate.

Criminal Records and Background Checks

PURPOSE:

To inform students of the college requirement that all students participating in clinical experiences must have a criminal background check prior to or upon entering divisional clinical courses.

POLICY:

Due to a law passed by the State of South Carolina July 2002, Greenville Technical College requires all students participating in clinical experiences to a state and/or federal criminal background check prior to any clinical assignments. (Implementation date: August 2002, revision date: July 2006)

PROCEDURE:

- Students enrolled in Phase II of the Diagnostic Medical Sonography Program must sign a consent form which allows the college to obtain a criminal background check.
- The cost of \$35.00. The cost is paid as a portion of the student's fee attached to the DMS 164 course.
- The student is responsible for completing the information required on the consent form and returning it back to a program official.
- Students are required to disclose any prior criminal record by accurately answering the following question on the authorization form criminal background check release form: "Have you ever been convicted of a crime other than a minor traffic violation? Circle one. YES NO.
- Driving Under the Influence (DUI) and Driving Under Suspension (DUS) are NOT considered minor traffic violations.
- Students are required to disclose if they have lived in one state less than 12 months consecutively or worked in another state other than South Carolina in the past 12 months. Each state that a student has lived in or worked in the past 12 months must have a criminal search. If the student cannot verify residency for 12 months in a consecutive state, FBI finger printing is required. Failure to report may result in withdrawal from the program of study.
- Student information forms will be collected by the department faculty and submitted to the Health Science/Nursing Division's Administrative Assistant for forwarding to the agency designated to perform the criminal background check. Online reports are printed and any reports that contain any criminal information will be forwarded to the Assistant Dean of Health Science/Nursing. These reports will be filed alphabetically in a secure cabinet located in the Dean's office.
- Convictions of, pleas of guilty, pleas of nolo contendere (no contest), or any pending criminal charges during the past seven years are grounds for dismissal from a clinical course of study.
- Any crimes involving violence against a person including but not limited to: murder, manslaughter, use of deadly force, assault and battery (other than simple), sex crimes, abuse of children or the elderly, abduction, or robbery at any time prohibit a student from a clinical course of study.
- Students will be informed of disqualification by the Assistant Dean and will not be allowed to continue in any Health Science/Nursing Division program.
- Students who are not disqualified should not assume that their criminal background check shows no criminal activity. Any crime must be reported to the ARRT and future employers in order to obtain a certification or job. Failure to do so may result in fraud and the inability to receive certification or job.
- Students must report within three (3) calendar days, excluding traffic violations, to the Assistant Dean of Health Sciences/Nursing any arrests and/or criminal convictions filed subsequent to the completion of the criminal background check. Failure to report will make the student subject to administrative withdrawal from the program.
- Any student who does not stay continuously enrolled at Greenville Technical College or changes programs will be required to submit a new South Carolina criminal background check upon re-entry to the Health Science/Nursing Division.
- All background results on Greenville Technical College students will be made available to clinical agencies upon request. Some agencies require submission of the criminal background reports prior to the student's start of clinical rotation.

Documentation of Infractions and Enforcement during the Didactic Course

PURPOSE:

To provide documentation guidelines and enforcement procedures for infractions of established policies and procedures.

POLICY:

The Diagnostic Medical Sonography Program provides for uniform documentation and enforcement of policies. While instructors have the right to remove a student from the education site **on the first action of improper or unethical conduct**, every effort is made to warn and counsel students concerning their actions and behavior.

For infractions which violate the SDMS Code of Ethics and/or policies of this program, demerits will be issued.

PROCEDURE:

1. All incidents of violation will be documented on the demerit report form found in the Appendix. Additionally, a student meeting form may be used for documentation purposes.
2. Demerits will be issued to students who do not follow policies and procedures. Demerits will be applied toward the clinical course in which the student is currently enrolled. The goal of this action is *to promote and ensure excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers* (SDMS Code of Ethics).

Three (3) demerits will result in one (1) grade reduction in the clinical course in which the student is currently enrolled. **Demerits will carry over from one course to the next and will therefore accumulate throughout Phase II of the program.**

3. When necessary the program faculty will evaluate the report, recommend counseling, recommend specific behavioral changes, and provide a means of re-evaluating the student by a specified time period.

Dress Code Policy

PURPOSE:

To identify appropriate dress during **didactic and lab courses**.

POLICY:

Students should dress in a manner that does not pose a safety hazard and that does not result in unnecessary disruption. Additionally, due to the nature of our labs, especially labs when students are participating in hands-on activities, students need to be aware of how they are dressed. Clothing must not be offensive to fellow classmates and faculty.

Therefore, students must abide by the following:

- Tops/blouses must not be revealing in nature.
- The abdomen must be covered in its entirety.
- Shorts may be worn but may not be excessively short in length. Shorts, skirts, and skorts must reach the fingertips when standing with arms extended.
- At no time should underclothing be visible.

Students dressed inappropriately for labs and/or class will minimally be asked to not participate which may affect his/her grade. However in any case, a student may be asked to leave the classroom/lab environment.

Drug Screening with Reasonable Suspicion Policy

Effective June 26, 2006

PURPOSE:

In compliance with the Health Sciences/Nursing Division Student Drug Use Policy, students are subject to drug testing at times in which student actions constitute reasonable suspicion. Factors which may indicate reasonable suspicion for drug testing include but are not limited to:

- Contributing to a clinical or lab accident
- Possession of drug paraphernalia
- Unexplained, abnormal, or erratic behavior
- Arrest or conviction for drug related offenses
- Observance of drug or alcohol use
- Odor of alcohol
- Other behavior that suggest reasonable suspicion.

PROCEDURE:

- Students who display reasonable suspicion will immediately be removed from education experience and required to submit to an immediate drug screening.
- The instructor/clinical instructor will communicate immediately with the Dean, Assistant Dean and/or Program Director in facilitating the screening process.

PROCESS:

1. Immediately remove the student from the educational experience.
2. Determine if any injury has occurred to the student and/or patient(s).
3. Have student sign SR & I Drug Testing Consent Form and the Greenville Technical College Drug Disclosure and Consent Form (appendix G). Refusal to submit to a requested drug screen will result in immediate administrative withdrawal from the program of study.
4. During the following hours:
Monday-Thursday 8:00-5:00, Friday 8:00-1:00
Contact Rocky Watts of SR & I, (864) 232-4144
If the event occurs after 5:00 P.M. Monday – Thursday or after 1:00 P.M. Friday
Contact Primary: R. Watts, (864) 915-6093
Alternate: L. Brock, (864) 915-0504
5. Have the following information at time of contact:
 - Location of Requested Test
 - Point of Contact (POC) at test location (Greenville Tech employee or designated person such as clinical instructor or department supervisor)
 - Type of Test requested: 10 Panel screening or Alcohol screening
 - The number of individuals to be tested
 - Has student consented to be tested in-writing (or orally with witness present if Consent Forms are not immediately accessible).
6. Upon contact, a SR&I certified tester would be dispatched to the appropriate location. The Greenville Technical College Point of Contact (POC) at the test location should be available to meet the tester and receive the test results.
POC will be the supervising Greenville Technical College Clinical Instructor at time of incident. If this is a precepted experience or any clinical experience that does not require the presence of Greenville

Technical College Clinical Instructor at all times, the student preceptor will contact one of the following Greenville Technical College employees: Course Coordinator, Clinical Coordinator, Department Head, Associate Dean, or Dean of program. Once notified, the Greenville Technical College employee will serve as POC.

7. Complete the Clinical Drug Screening with Reasonable Suspicion Protocol Report.
8. Positive findings on a drug screen will result in suspension and immediate removal from the academic/clinical area. The student must designate a family member or friend to be notified to transport the student away from the setting. The Greenville Technical College POC must remain with the student and witness the student's mode of transportation from the site.
9. Positive drug screen samples are labeled per tester by drug screening protocol which includes taping and handling identification. The samples are then sent for confirmation testing in an outside laboratory by a medical review officer. Any student with a positive drug screen and confirmation who desires to have the sample retested must do so at their own expense. If a retest is requested by the student, a hair strand test will be done instead of urine specimen.
10. All confirmed positive drug screens will be handled based on Student Drug Use Policy and any other student policies that may apply to the situation.
11. Cost of on call screening will be \$100 which will be paid by Greenville Technical College using the blanket PO and will be charged to the Dean's account.

Equipment Use Policy

PURPOSE:

Ultrasound equipment is quite fragile and can easily be damaged by those who are not properly trained to use it. The equipment is also very expensive to repair and/or replace. Therefore it is very important to protect you, your peers, and the equipment by enforcing the following rules.

POLICY:

First Semester Students:

1. You must complete an Orientation to equipment.
2. You can practice using the equipment after lab hours or during open labs. However, a sonography instructor or designee **MUST** be notified and available.

All Students:

1. You must insure the safety of yourself and your fellow students by:
 - a. Never letting your partner get on the table unless you have assured that the stretcher is locked correctly.
 - b. Using footstools to get on/off tables or stretchers or lowering the table if appropriate.
 - c. Watching for fingers before moving the machine or stretcher tray.
 - d. Cleaning the transducers properly after use with acceptable cleaning supplies.
 - e. Keeping cords off of the floor and clear of anything that could trap or crush them.
2. Clean up after yourself when you have completed an assignment by returning all equipment and supplies to the proper place. Fill gel bottles and place in warmer.
3. Always report an equipment malfunction or accident involving equipment or supplies immediately to your instructor!

PROCEDURE:

Students who violate the above:

- Minimally may not be permitted to use the lab/equipment outside of normal lab hours.
- Will be disciplined according to the policy regarding Documentation of Infractions and Enforcement of Policies.

Harassment Policy

PURPOSE:

To define various types of behaviors that infringe upon the rights of others (students, faculty, clinical staff, administrative staff). It is the policy of the Medical Imaging Sciences Department and the College to foster an environment free from any form of intimidation or discrimination including racial, ethnic, religious, sexual, age-based, or disability-related harassment. Harassing conduct is strictly prohibited.

Infringement of rights of others is defined to include, but not limited to, the following:

1. Physical or verbal abuse inflicted on another person.
2. Severe emotional distress inflicted upon another person.
3. Theft, destruction, damage or misuse of the private property of members of the college community or non-members of the college community occurring on campus or off campus during any college approved activity.
4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct creates a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, place an individual in such fear.
6. Students should respect their instructors need for class prep time and privacy. Inappropriate and/or repeated contact of instructors will not be tolerated and at a minimum will result in a demerit.

Upon violation of the above conduct, one is subject to one or more of the sanctions specified in the college catalog/handbook.

Anyone subjected to such conduct should report it immediately to a faculty member/supervisor in the department. All information will be kept confidential.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

PURPOSE:

To satisfy the legal and moral obligations of the clinical education centers and the college regarding the confidential nature of patient information in which students have access to. These obligations are driven by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The privacy provisions of HIPAA went into effect April 14, 2003.

POLICY:

Although HIPAA also deals with other healthcare issues such as health insurance access, the prevention of healthcare fraud and abuse, tax-related issues, and group health plan requirements, this policy focuses upon the confidentiality of patient information. Students participating in the clinical component of the Diagnostic Medical Sonography program have access to information regarding the patients they come into contact with at the clinical education centers. This information is typically obtained through verbal, written, pictorial, and electronic means. These records often contain very sensitive information about a patient. At no time will a radiologic technology student release or discuss, in public, any information contained in a patient's medical record.

- Students, who violate a patient's right to confidentiality, may be subjected to immediate dismissal from the program.
- Additionally, HIPAA establishes both civil and criminal penalties for privacy violations. Wrongful disclosures of any health information may result in sizeable fines and possibly prison time.
- The clinical education center may also receive a civil sanction and fine.

PROCEDURE:

- Patient information should only be released to those individuals or organizations on an official "need to know" basis. Prior to the release of any healthcare information, the student should contact the immediate supervisor in charge at the clinical education center.
- At no time, should patient information be discussed with co-workers or other healthcare personnel unless it affects the care of the patient or the procedure being performed.
- Patient information should never be discussed in public areas of the hospital or outside of the hospital. This includes areas such as elevators, cafeteria, etc.
- Students will receive training on HIPAA requirements prior to beginning his/her clinical experience and annually thereafter. Students must successfully complete the HIPAA module and examination prior to beginning the DMS 164 clinical course.
- Students may also be required to complete training on HIPAA requirements at individual clinical education centers.
- All students must sign a Confidentiality Agreement prior to beginning his/her clinical education (Appendix).
- Other confidentiality agreements may be required based upon clinical education centers.

Inclement Weather Policy

PURPOSE: To provide guidelines to program students regarding scheduled classes/clinicals during inclement weather.

POLICY:

Greenville Technical College will determine its own schedule with regard to cancellation of classes, college activities and other events and any delayed opening during periods of inclement weather. The college will not follow the schedule of the Greenville County School District but will take the public school schedule into consideration.

Greenville Technical College will utilize the following with regard to operating hours:

- Option 1: The College is closed. All day and evening classes, activities and events are cancelled.
- Option 2: All day classes, activities and events are cancelled.
- Option 3: All evening classes, activities and events are cancelled.
- Option 4: Classes are delayed until 10:00 AM – when classes/activities are delayed, students should report to the class they would normally report to then in progress at that time. In other words, if a class normally begins at 9:30 AM and continues until 11:00 AM, students should attend that class beginning at 10:00 AM.

The college will make announcements based on the following schedule:

Monday – Friday

1. Day Classes, College Activities and Events – Announcements regarding a delay or cancellation will be made by 6:00 AM.
2. Evening Classes, College Activities and Events – Announcements regarding cancellation will be made by 2:30 PM. Evening classes and activities are those with a start time of 4:30 PM or later.
3. Saturday – Sunday Classes, College Activities and Events
Announcements regarding the status of daytime Saturday/Sunday classes, college activities and events will be made by 6:00 AM and by 2:30 PM for any evening classes, college activities and events.

Information regarding delay or cancellation can be found through the following sources:

1. TV Outlets
 - a. WYFF – TV 4 (NBC)
 - b. WSPA – TV 7 (CBS)
 - c. WHNS – TV 21 (FOX)
 - d. WLOS – TV 13 (ABC)
2. College Outlets
 - a. Switchboard – 864.250.8000
 - b. Website – www.gvltec.edu
 - c. Student Communication System – An announcement will also be posted on the student communication system.

In the rare event Option 1 is invoked and the college is closed to non-essential personnel, non-essential employees are instructed not to report to work. In the event Option 2, 3, or 4 are invoked and classes, events and activities have been cancelled or delayed, all college employees are expected to report to work. It is understood, however, that by the very nature of their geographic location some individuals will not be able to report for work. Common sense, in this case, would be the only applicable course of action.

Please check your syllabus for additional policies specific to make-up days for the DMS program in the event of cancellation.

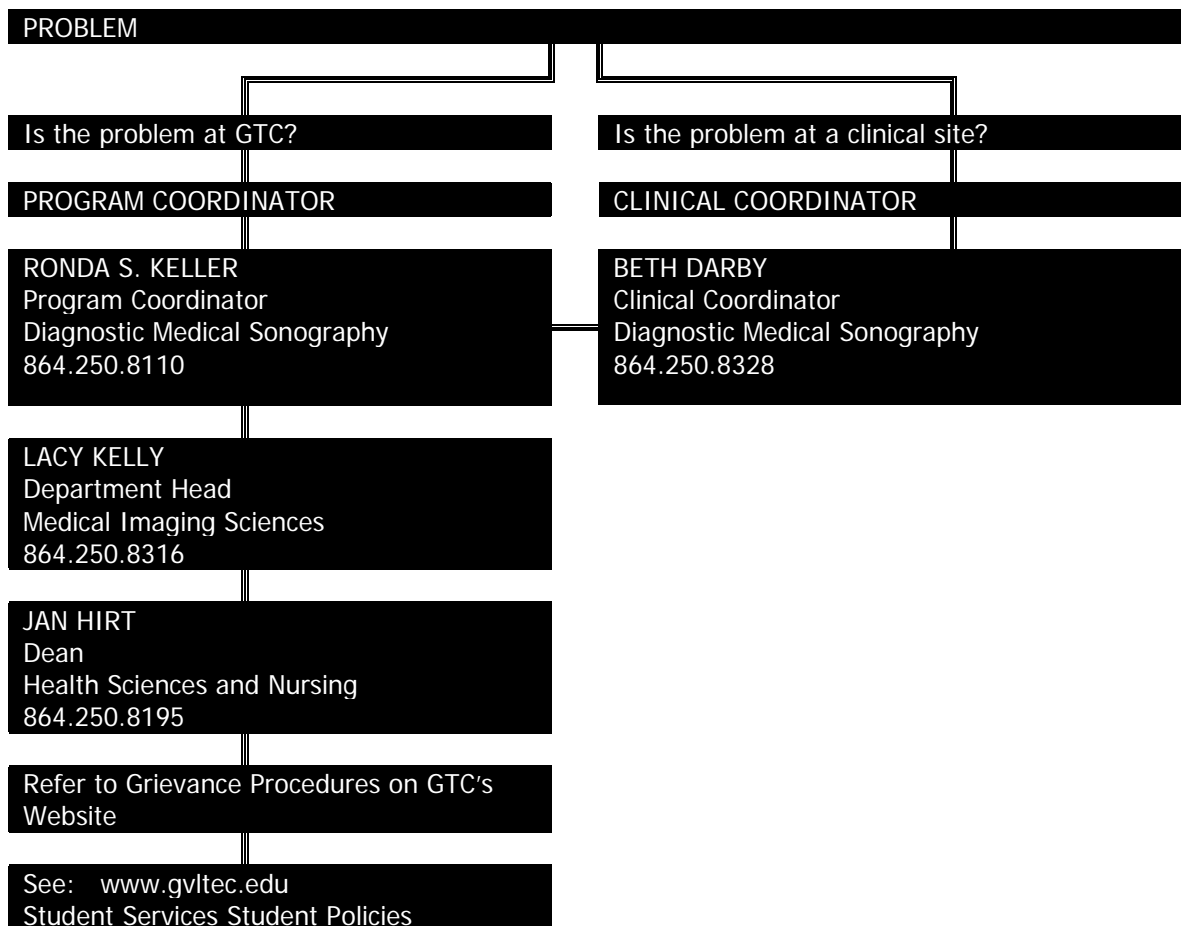
Internal Due Process

PURPOSE:

To provide students with a mechanism to channel student complaints against faculty, staff, and the program.

POLICY:

1. Any student having a grievance should initially discuss the problem **with the individual involved within three (3) school days of the incident**. This is in an effort to resolve the problem with free and informal communications. If, at this point, the problem is not resolved to the mutual satisfaction of both parties, the student should proceed with step II.
2. If the student is dissatisfied with the outcome of his/her discussion with the individual involved, he/she should discuss the matter with the appropriate supervisor (see chart below). **This must occur within ten (10) school days** of the incident. Again, this is in an effort to resolve the grievance in an informal manner among all parties involved. If the student remains dissatisfied with the decision, he/she should refer to the Grievance Procedure as stated in the College Student Handbook.



3. If a student has a complaint against the program, which alleges non-compliance with the JRC-DMS Standards, he/she should submit concerns in writing to the Program Director. Prior to submitting an allegation to the JRC-DMS, a student must follow due process as stated above including the college's grievance procedure. If the issue is not resolved, he/she should submit the complaint in writing to:

JRC-DMS
2025 Woodlane Dr.
St. Paul, MN 55125-2998

A copy of the JRC-DMS Standards is located in the student lounge.

Participation in Professional Organizations

PURPOSE: To introduce and encourage to students to become active members in the professional societies.

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

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

Student Membership

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

Dues

See websites for updated/current fee information

Application

SDMS: www.sdms.org/membership/student.asp

SVU: www.svunet.org/membershipmain/students

NCUS: www.ncus.org/

PROCEDURE:

To attend educational events planned during regularly scheduled class/clinic, the student must:

1. Petition in writing to the Department Head for permission to attend the meeting at least two (2) weeks prior to the event.
2. Be in good academic standing in all courses.
3. Documentation of attendance is required.

Pregnancy Policy

PURPOSE:

The following policy was established to aid the student's progress through the Diagnostic Medical Sonography Program should pregnancy affect participation in didactic courses and clinical training.

POLICY:

If a student becomes pregnant, program continuance is possible but completion may be delayed depending upon the student's status (degree of completion) in the program. **Declaration of pregnancy is voluntary. Students may *un-declare* a pregnancy, in writing, any time after a declaration of pregnancy has been made.**

PROCEDURE:

In order to provide the maximum degree of support and protection for the student and fetus, it is important for the student to:

1. Notify the program coordinator and clinical coordinator as soon as she becomes aware of her pregnancy.
2. Schedule appointments with the program/clinical coordinator and appropriate faculty for counseling related to the ability of the student to participate in all aspects of the program.
3. If a student intends to complete the clinical requirements as scheduled, it is recommended that clinical leave be kept to a minimum. Refer to the Extended Clinical Leave Policy.
4. The student is responsible for material covered in didactic courses including labs **as scheduled**.
5. Student must comply with Academic and Technical Standards at all times during and after pregnancy. (Appendix)

Scanning Labs

PURPOSE:

To establish guidelines and procedures for student participation in hands-on scanning labs.

POLICY:

The study of sonography is very much a "hands-on" training. As such, the students will be required to participate in multiple scanning labs in the Diagnostic Medical Sonography lab at Greenville Technical College. These labs will include sonographic examination of the abdominal and retroperitoneal cavities, abdominal vasculature, liver, gall-bladder and biliary tree, kidneys, pancreas, spleen, stomach, appendix, thyroid, and pelvis.

AIUM Statement on Safety in Training and Research

Diagnostic ultrasound has been in use since the late 1950s. There are no confirmed adverse biological effects on patients resulting from this usage. Although no hazard has been identified that would preclude the prudent and conservative use of diagnostic ultrasound in education and research, experience from normal diagnostic practice may or may not be relevant to extended exposure times and altered exposure conditions. It is therefore considered appropriate to make the following recommendation:

In those special situations in which examinations are to be carried out for purposes other than direct medical benefit to the individual being examined, the subject should be informed of the anticipated exposure conditions, and of how these compare with conditions for normal diagnostic practice.

During our scanning labs, the students normally scan each other. All precautions are taken to ensure that the exposure times and intensities used during training sessions do not exceed those expected during a diagnostic examination. All students are encouraged to participate as both sonographer and "patient" during the scanning labs. If a student does not wish to be scanned during the scanning labs, it is their responsibility to notify the course instructor prior to the scanning lab. **Students' grades and evaluations are not affected by participation or non-participation as being a "patient" during labs.** In addition, any graded labs will be organized by the instructors to ensure that every student has a model to scan.

All students are encouraged to utilize the ultrasound lab for scanning practice. Open scanning labs are available as per the course syllabi. All students attending open scanning labs are encouraged to bring someone to scan. If the student wishes to practice obstetrical scans and brings a pregnant volunteer to the lab, the volunteer must have written permission from their primary physician in order to participate. Students may utilize the ultrasound lab for scanning practice any time that a sonography instructor is available to open the lab (i.e. instructor's office hours). Students that require instructor assistance with their scanning practice are encouraged to schedule an appointment in advance, so that the instructor can ensure their availability.

South Carolina Alpha Chapter of Lambda Nu

PURPOSE:

The South Carolina Alpha Chapter of Lambda Nu is a national honor society for the radiologic and imaging sciences. This chapter has been established at Greenville Technical College. The purpose of this Chapter is to:

- Foster academic scholarship at the highest academic levels.
- Promote research and investigation in the radiologic and imaging sciences.
- Recognize exemplary scholarship.
- Mentor students in the radiological sciences.
- Promote community service.

POLICY:

In order to qualify for membership in this society, students will be required to meet minimum requirements as specified in the by-laws of the Chapter.

Students are eligible for membership in Lambda Nu upon meeting the following criteria in Sections, A, B, C, and J.

Section A. Students are eligible for membership upon meeting the following criteria:

Professional course Diagnostic Medical Sonography GPA 3.25 or higher on 4.0 scale after one semester of the DMS program (fall).

Section B. Enrollment in an advanced level diploma or certificate program in the Imaging Sciences Department at Greenville Technical College.

The chapter formal induction ceremony is held in conjunction with the Radiology Senior Pinning in spring of each year. Students qualifying for membership throughout the academic year may be inducted any time following the semester they qualify.

Section C. Document evidence of professional commitment beyond minimum requirements of the imaging program, including one of the following:

- Membership in a professional organization, as evidenced by student membership in the SDMS, SVU, and/or NCUS.
- clinical-based employment in a radiologic or imaging sciences field

Section J. All students to be inducted into the honor society will be recommended and sponsored by a Faculty Member of the South Carolina Alpha chapter of Lambda Nu.

Race, creed, handicap, sex, nationality or religion shall not be a factor in deciding which students are eligible for membership.

Student Classroom Conduct Policy

PURPOSE:

To establish general guidelines expected of students during classroom and lab instruction as well as during encounters with program faculty, clinical staff and administrative staff.

POLICY:

The faculty recognizes the student as an individual and while enrolled in this program, students may from time to time have questions/concerns about certain aspects of the educational process. Such concerns are welcome but should be discussed with the course instructor, supervising technologist, clinical instructor, clinical coordinator, or other available faculty member in a private setting. This should never occur during a class period or in any other public place. Offensive language, behavior, or literature will **NOT** be tolerated.

Classroom Conduct:

Classes will be conducted in adult fashion. Both instructors and students will be present, on time and prepared to conduct the class in a learning manner and environment. Obviously, the instructor will be in control of the classroom at all times, both in selection of subject matter and learning methods. It is understandable that students may disagree with the instructor on occasion. On these occasions, the necessity and efficacy of the subject material shall be restricted to after class discussions by the student and the instructor so as not to interfere with classroom objectives.

Offensive language, behavior, or literature will NOT be tolerated in the classroom, hallways, labs or other areas on campus. Students who engage in this behavior may, at a minimum, be excused from the classroom/campus and will be given a 'zero' for work and attendance for that day. All other policies enforcing attendance and conduct will still apply.

On-line Conduct:

Conduct through any electronic communication is expected to be courteous. Derogatory statements in the classroom situation (i.e. the bulletin board in WebCT or a chat room) are NOT acceptable. Criticisms or suggestions regarding course content, course delivery, etc. should be handled in a private manner.

Personal communication should also not occur when a class is meeting on-line. It is distracting to other students and faculty. This type of communication should be handled through private mail as well.

Questions that require clarification about course content, test format, etc. should be addressed through the bulletin board or chat room. This allows the other students an opportunity to have access to questions and answers as they would in a traditional classroom situation.

PROCEDURE:

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. Students who exhibit inappropriate behavior during class, lab, or clinic or during any other college related function are subject to disciplinary action up to dismissal from the program. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities. The following steps will occur:

1. The student will be removed from the situation. This means that a student may be sent home from his/her clinical assignment or asked to leave the classroom.
2. Inappropriate behavior during a clinical experience must be documented on the clinical evaluation form. Additionally, the supervising technologist should report the behavior immediately to the program faculty beginning with the clinical coordinator. After normal school hours and weekends when a problem arises with a student, the supervising technologist may reach either the clinical coordinator or department head on the cell numbers provided to report the problem. If the clinical site request in writing that they no longer will allow the student to participate in the clinical component at their site, the student may be withdrawn from the program. Refer to the Dismissal from Clinical Education Policy.
3. Students who become aggressive and threatening to a peer, faculty member, or clinical staff will be escorted from the area via security. Such behavior will be documented and discussed with the Department Head of Medical Imaging Sciences. Additionally, written documentation must be provided to the Dean of Student Services within 5 working days after the behavior has occurred.
4. Students removed from the learning environment will not be permitted back into the environment until the issue has been either resolved by the Department Head or resolved by the Dean of Student Services.
5. Refer to the Rules of Student Disciplinary Procedure and Sanctions located in the college catalog.

Demerits will be issued to students who do not follow policies and procedures. Three (3) demerits will result in one (1) grade reduction for the clinical course in which the student is enrolled. **Demerits will carry over from one course to the next and will therefore accumulate throughout Phase II of the program.**

The following are *examples* of reasons for a student to receive a demerit are listed below. However, this list is **NOT** all inclusive:

Didactic/Lab Courses	
<ul style="list-style-type: none"> • Late to class or leaving class or lab early without prior approval of the instructor. (Outside student employment is NOT an excused absence.) • Inappropriate behavior during class. • Use of cell phones during class. • Inappropriate dress (see dress code policy) • In appropriate conversation within WebCT 	<ul style="list-style-type: none"> • Not placing trash in proper receptacles. • Not returning lab equipment to its proper storage location. • Printing non-school related material on departmental computers. • Intentional damage to equipment. • Inappropriate behavior

Students with Disabilities

PROCEDURE:

All students who have a disability and need accommodations should visit, call, or e-mail Student Disability Services at the beginning of each semester. ***Students are strongly encouraged to obtain their accommodation forms within the first two weeks of class to ensure appropriate services.***

The office is located at the Barton Campus in the Student Center (Building 105), Room 124, and can be reached by phone at 250-8202 or 250-8408 or by email at DisabilityServices@gvltec.edu. The Disability Service Counselor is available to meet with students on satellite campuses by appointment.

Refer to the College Catalog/Student Handbook for additional information.

Student Employment

PURPOSE:

Many students may accept positions in sonography departments while still in the program. The purpose of this policy is for the program to establish guidelines for employment and to clarify the program's position of non-involvement in the employment process of the students.

POLICY:

Student employment must not interfere with didactic or clinical education schedules. In addition, the following guidelines have been established:

1. Student employment, meaning scanning in which the student is paid for their services, may **NOT** be used for clinical education assignments.
2. Students may not be paid as an employee for any clinical education hours.
3. Employee interviews and/or orientations are **not** considered an excused absence.
4. The department faculty will not write letters of recommendation for employment while the student is enrolled in the program. If requested in writing by the student, the faculty can document the level of completion of the program, indicating additional classes required for graduation, but will not state a level of competency until program completion.
5. Student employment (in any field/capacity) must not interfere with didactic or clinical schedules. Deviation from scheduled didactic classes/labs or scheduled clinical hours is regarded as unexcused thereby affecting attendance totals and resulting in a demerit.

Student Health Policy

PURPOSE:

Infection control in health care institutions is essential to the safety of patients, their families, and health care workers. This policy is intended to protect patients, their families, employees, students, and faculty.

Students are taught the concepts and procedures for infection control through Healthstream offered through the Continuing Education Division of the College. This course is required prior to any student beginning a clinical rotation and annually while the student is enrolled in a clinical course. The course includes: hazardous communication, R.A.C.E., infection control, and other pertinent topics.

POLICY:

Students are required to have a physical completed prior to the start of their clinical experience in the program. Students are required to have a documented immunization history. These requirements are as follows:

- Measles/mumps/rubella: Two doses are required. A titer may be drawn to determine history of measles/mumps/rubella.
- Initial and annual tuberculosis (TB) testing. The initial TB test must include the two step process.
- Titer or documentation of chickenpox vaccination.
- Documentation for other vaccinations (polio, tetanus, diphtheria, etc.)

If immunizations are out-of-date, students will be removed from the clinical component of the program. Absences resulting from this will count as unexcused absences and may result in clinical failure.

Although the Hepatitis B vaccine series is not required, it is highly recommended that the student complete this series as students/radiographers are exposed to body fluids placing them at risk to this disease. Students who elect NOT to get the Hepatitis B vaccine must sign a waiver.

Students are **strongly encouraged** to report any infectious/communicable disease to the Clinical Coordinator or Department Head (See the Infectious Disease Policy). Students with a temperature of 100°F or above are strongly encouraged NOT to attend clinical or didactic assignments. The student may be removed from the clinical environment until it is determined that the student is no longer infectious.

It should be noted that absences incurred during the illness will be considered part of the student's overall absences from the total contact hours of the course. Extended absences will be reviewed on an individual basis. Refer to the policies regarding Attendance and Extended Clinical Leave.

Individual clinical education centers may have their own "communicable/infectious disease" policies, which cover regulations and/or procedures not contained in the program policies. These additional policies will be attached when appropriate and students are subject to those policies.

Capstone Teaching Presentation Guidelines—Fetal Pathology

As a student in the Diagnostic Medical Sonography Program at Greenville Technical College, you will be required to present a fetal pathology case on power point. The case should be presented following our standard case-study guidelines, with an expansion of the normal discussion. The project should be presented on power point display with **diagrams, charts, pictures, images**, etc. to enhance the discussion.

Because this is a **teaching project** you should begin your presentation with an **overview** of your discussion along with the **objectives** for your presentation. You may refer to your class notes for ideas on how to incorporate these components.

Remember that the audience is filled with junior students **with no obstetrical knowledge**. You need to explain normal as well as abnormal.

The following is the order of the presentation:

1. **Introductory Information** –You should be very thorough in discussing your pathological process. Statistics and percentages should be used when available. Any correlating processes should also be discussed. If you have a specific example (case) that you are including in your discussion (recommended), it should include a pertinent patient history and should report events in a chronological sequence.
2. **Pertinent Laboratory Data** – List/discuss any clinically significant laboratory data.
3. **Sonographic Findings** – You should present ultrasound images (all must be on PowerPoint) showing all the various components to your pathological process. Images should be labeled as to anatomy and surrounding structures making sure not to obscure the image with the labels. Showing normal vs. abnormal anatomy by using side-by-side images should be utilized when possible. Using images from a case you observed is highly recommended.
4. **Correlating Diagnostic Examinations** – List/discuss any other diagnostic examinations that were performed to correlate information (i.e. radiographs, CT, MRI, nuclear medicine, etc.). Be sure to define any abbreviations the first time you use them in the presentation.
5. **Pathologic Diagnosis/Follow-up** – Include pathology reports from any surgeries or chromosome studies. Know and discuss the typical progression of a pregnancy with said complication: How would the patient (mother and fetus) be treated, how did the mother/fetus respond to treatment, what was the prognosis, etc.
6. **Discussion** – A thorough discussion of the etiology, incidence, course of the anomaly, treatment procedures, and prognosis. (Emphasize the typical sonographic presentation). Include things that would help someone create a differential diagnosis in a case such as the one being presented.
7. **References** – Bibliography of references used in case write-up. Must use a minimum of three references. This should be your last slide.

Important information about your images:

1. If your case contains images from an observed/scanned sonographic examination (recommended): **All identification must be completely removed from information and/or images.**
2. All image slides should be on a black background.
3. The images should clearly demonstrate the pathology or structures being discussed and should be labeled to aid the discussion of the case. Be sure to review web images and remove any patient identification.
4. Side by side images should be provided to demonstrate normal vs abnormal. You may have to flip your image horizontally to match fetal orientation. Do not rush through these slides as you present. The juniors need time and an explanation about the normal side as much as they do the abnormal side. Use arrows and labels.

Goal for Assignment:

That in preparing for this lecture, you will have exposed yourself to a variety of fetal anomalies and their causes. Because this is a research project, you will be systematically increasing your knowledge of subject material in a different manner than that which you typically study in. Your complete grasp of this material will aid you in preparing for and taking your registries as well as increase your skills in differential diagnosis to prepare you for your career in ultrasound.

As with any project, you will get more from the assignment when you embrace the challenge and desire to learn from the process.

Selecting a Topic:

All topics should be approved by me. Students are approved on a 'first come-first served' basis. It is beneficial to you, as well as your fellow students, to present a case that you scanned/viewed as part of your clinical rotation. If you were unable to obtain a case in this manner you should find a topic that you feel you can obtain adequate information on via the internet or other sources. This topic should be approved by me--**it is your responsibility to inform me that you have no direct correlating cases that you observed/scanned when you seek approval.**

Presentation:

Students will be assigned a presentation date based on random drawing or volunteering. All presentations must be **completed by the first scheduled presentation date** (whether you are scheduled to present that day or not). On the first day of scheduled presentations, ALL students must turn in a printed copy of your power point lecture in 'handout' form. This should be in the front of your case study binder. It is preferred that you select '6 slides per sheet of paper' as I do with your class lecture notes. Please note that slide shows should NOT be amended after handouts are turned in. Points will be subtracted for any changes or additions in your lecture. Please remember that you are teaching me as well as fellow students. You should be prepared to answer questions about your presentation. This project counts as a test grade and should be considered a **major research project**. Business attire is required.

Presentation and Grading:

Grading will be based on the parameters on the rubric. **Presentation of content and your complete grasp of your subject matter will be required to earn an A.** Please do not plan to simply read from your slides or read from the screen behind you. You will be expected to know your content and elaborate when possible. You are presenting a topic as an instructor who has full knowledge of the subject. You should speak to your audience as if you are presenting at a major seminar—speaking clearly and facing forward during presentation. You must explain **normal anatomy** and teach what is on each slide. Failing to teach normal vs abnormal will result in a significant grade deduction.

Your lecture should correlate exactly with the handouts that were turned in on the first day of presentations. Please note that the handouts may take considerable time to print due to the size and number of images used. Students should **not** attempt to print their handouts on the day they are scheduled to be turned in. Students who turn in incomplete presentations or fail to turn in the required copies of handouts on the scheduled day will be subject to a grade of 'zero'. Also, students who fail to have their presentation with them/ready on the day of their scheduled lecture will also be subject to a grade of 'zero'. Missing fellow student presentations will result in a reduction of your grade based upon the percentage of missed presentations. For example: If there are 16 presenters total and you miss one presentation, your grade will be reduced by 6.25 points.

Consult rubric to see what is required to earn an A.

Student Travel Responsibilities

PURPOSE:

To establish guidelines and procedures for student travel to and from clinical education sites.

POLICY:

All students enrolled in the Diagnostic Medical Sonography program will be performing clinical rotations at various clinical sites throughout the Upstate. Clinical rotations are determined largely by the student's geographic area of residence. In the case that we have several students requiring clinical rotations in the same geographical area, clinical rotations will be determined by the student's application date. It is the Clinical Coordinator's responsibility to arrange clinical rotations for the students. In most cases, the student's primary clinical site will be within one-hour of travel of their residence. On occasion, the student may be required to travel outside of their geographical area in order to meet competency requirements. The clinical rotation schedules will be provided to the students at the beginning of each semester.

The students are expected to make their own arrangements for travel to and from their clinical sites and, if necessary, locate accommodations at those assignments.

Workplace Hazards Policy

PURPOSE:

To inform students of the potential hazardous chemicals and the location of Material Safety Data Sheets (MSDS or SDS) in the Medical Imaging Sciences Department (MIS) in an effort to comply with the regulations of the Occupational Safety and Health Administration.

POLICY:

A written Hazardous Communication Plan is located in AH-218. This manual provides at minimum:

- A list of known hazardous chemicals located within MIS.
- The material safety data sheets (MSDS or SDS) for the known chemicals within MIS.
- Standard operating procedures for handling hazardous chemicals.

In addition to the Hazardous Communication Plan for the Medical Imaging Sciences Department, each student receives training through the Pre-clinical Healthstream classes offered through the continuing education department at Greenville Technical College. Healthstream classes are required to be updated annually.



INSURANCE

Student Accident Policy

Complete Appendix I, J & K

See Risk Manual

PURPOSE:

To provide students insurance coverage for accidents which occur on campus.

Greenville Technical College maintains a no-fault accident insurance policy that covers all students who are enrolled in credit and non-credit courses. The student is responsible for paying a \$25.00 deductible, then the insurance covers up to \$3500.00 of covered medical expenses.

PROCEDURE:

- The student must go to the Student Affairs office and complete an Insurance Claim form before a claim can be submitted on the student's behalf.
- If the student is covered by another medical policy, claims must be filed with the issuer of the primary policy first. After the primary insurance has paid, the accident policy will pick up where the primary policy left off.
- If additional information is needed, contact the secretary to the Dean of Student Services at 250-8102.

What to do in case a student has an accident:

1. Have someone stay with the student. Try to determine what, if anything, caused the accident.
2. Call 911 if the student is seriously injured.
3. *Call Public Safety at x.8150, 419-9929 (cell phone) or 419-9980 (cell phone).
4. *Call Student Affairs/ Dean of Students at 8102 or 8104
5. *Complete the Accident Report Form and send it to the Dean of Students' Office in the Student Center room 135 and send a copy to the Campus Police. See appendix.
6. Advise the student to go to the Dean of Students' office as soon as possible (to fill out an Insurance Claim form) if medical attention is sought on the date of the accident or at any time thereafter.

*These steps **MUST** be followed regardless of whether or not the student seeks or is given medical attention.

Worker's Compensation

PURPOSE:

To define the responsibilities of the College and the student concerning worker's compensation.

PROCEDURE:

Students of high schools, state technical schools, and state-supported colleges and universities while engaged in work study, distributive education, or apprentice programs on the premises of private companies are covered by the provisions of the Worker's Compensation Act.

In the event that there is an injury during the posted clinical hours or during a curriculum activity on campus, the student is the injury immediately to his/her supervising technologist and the clinical coordinator or course instructor. This is the student's responsibility and failure to do so may prohibit the benefits of this service.

ALL incidents regardless of how minor should be reported.

The College has its own physician for all claims and will retain the right to have the student examined and treatment given unless emergency treatment is required.

WORKER'S COMPENSATION INJURY PROTOCOL

- Call CompEndium at 1-877-709-2667
- Give your name and company name (Greenville Technical College) and tell the operator that you have an injury to report.
- A medical manager nurse consultant will take your call and ask the name of the injured worker and specific questions about the accident.
- CompEndium will assist the injured worker in selecting a physician and scheduling an appointment or will direct the injured worker to the emergency room (ER).
- CompEndium will notify the physician or the ER of the injury and the arrival of the injured worker.
- The physician or the ER will call CompEndium before the injured worker leaves the facility to receive authorization for treatment.
- Immediately following, the medical manager nurse consultant will call with a report on the status of the employee's condition and work status.
- The physician's report/case notes will be faxed within 24 hours of receipt of treatment.
- CompEndium Nurses are available 24 hours a day – 7 days a week at 1-877-709-2667 Fax 1-877-710-2667.

**Complete Appendix I, J & K
See Risk Manual**

Student Liability Insurance

PURPOSE:

To explain the requirement for and basic coverage of students participating in clinical rotations.

PROCEDURE:

Students pay a fee for liability insurance in the fall semester. This fee includes all clinical education courses for that academic year. **Students cannot attend clinic unless they are officially registered for a clinical course and are scheduled to be at assigned site.** All incidents must be reported immediately following the Critical/Clinical Incident Reports Policy.

Students may obtain additional insurance from Healthcare Provider Services Organization via the internet at www.HPSO.com

Note: Some clinical affiliates require additional liability insurance. Information on additional liability insurance will be provided to individual students upon assignment to their primary clinical site.



HEALTH & WELLNESS DIVISIONAL POLICIES



DIVISIONAL ATTENDANCE POLICY

PURPOSE:

This policy is a divisional attendance policy, which serves as a basis for the program attendance policies.

POLICY:

The Health Science/Nursing Division fully subscribes to the College Attendance Policy outlined within the Student Handbook. This college-wide policy establishes a mechanism whereby a student may be administratively withdrawn from a course or courses if more than 10% of the contact hours of any given courses are missed. Included in this are class, laboratory and clinic hours. The Health Science/Nursing Division urges all of its students to be aware of this, for action may be taken by faculty if attendance is poor. In all cases, we will provide warnings to students about absences and seek student explanations. However, the decision to administratively withdraw a student rests with the faculty and will be made with the student's best educational interest in mind.

It is important to note that this 10% limit included all absences, excused and unexcused. This application to all student situations reflects the belief that success in any course is questionable if more than 10% of the contact hours are missed. It serves to bring to the attention of students who abuse attendance requirements and protect those students who have legitimate reasons for their absences. In all cases, faculty will attempt to assist the student to make up work missed and keep up. However, if in the opinion of the faculty the work/skill mastery cannot adequately or safely be made up, administrative withdrawal may result.

The Health Science/Nursing Division also recognizes that our students are adults with multiple responsibilities (family, work, etc.) and that periodically there are issues that warrant student attention (children sick, major transportation problems, etc.). While the faculty certainly recognizes these everyday situations, they do not necessarily excuse students from meeting the performance minimums for the course and, in the case of labs and clinicals, addressing patient safety issues/requirements. Students are expected to keep up and make the necessary arrangements with faculty to make up work. However, even under the best circumstances, some students may not be able to continue if too much work is missed and/or competencies are not mastered. Students must recognize that in those cases, an administrative withdrawal may be the best course of action.

Because the Health Science/Nursing Division is very dependent on mastery of skills, and in most programs requires a great amount of time in clinical settings, there are often additional and more restrictive attendance requirements in some programs. These are driven by our external accreditations, State Boards, and by binding legal agreements we have with area clinical agencies. Therefore, there is not a lot of flexibility available to faculty when we are addressing absences and considering make up work in some situations. In many cases, the work and time missed cannot be made up. As a result, if faculty feels the course requirements cannot be effectively or safely met, administrative withdrawal may result.

The following applies to divisional programs, and it is the responsibility of all students to be aware and/or adhere to these guidelines:

- Attendance policies for class, labs, and clinical are clearly outlined for each program in the Program Policy Manual;
- Specific course attendance policies are outlined in the course syllabus for each course;

- In some cases, students should be aware that lost clinical time may not be made up;
- Tardiness to class, lab, and in particular, clinical is clearly outlined in program policy manuals and individual course syllabi;
- Attendance **will** be taken and a record kept at each class, lab and clinical session. These records will be used if a decision is needed regarding administrative withdrawal;
- Faculty will make referrals to division counselors when attendance issues arise. Students will be expected to follow through with these referrals. Any decision involving administrative withdrawal will involve the counseling service.

The Health Science/Nursing Division feels very strongly that attendance is critical to success in school. There is a direct relationship of performance to attendance. Abuse or lack of attention to attendance requirements will result in some type of departmental action up to and including administrative withdrawal. Students should realize that attendance behaviors also relate to professional expectations of employers after graduation. The development of good work ethic practices, including attendance, begins at school.

DIVISIONAL CELL PHONE AND OTHER PERSONAL ELECTRONIC DEVICES POLICY

Effective Date: June 2015

POLICY:

The use of cell phones, pagers, and other personal electronic devices is allowed on all Greenville Technical College campuses; however, users of these devices must be attentive to the needs, sensibilities, and rights of other members of the college community. To avoid any unnecessary disruption of College function, the ringers on these devices must be turned off and, in consideration of Greenville Technical College's Emergency Communication Plan, vibrate mode is acceptable in all academic settings, including classrooms, laboratories, clinical/externship settings, study spaces, and computer labs. At no time may these devices be used near classroom doors or hallways while classes are in session. Students participating in off-campus, course-related activities must follow the electronic devices' policies of the agency or organization where they are visiting or working.

Beyond the basic college policy stated herein, departments or faculty members, at their discretion, may formulate more restrictive policies related to personal electronic devices as long as these policies do not conflict with Greenville Technical College's Emergency Communication Plan. This provision is intended to provide and maintain a classroom environment that is conducive to learning and respectful of others.

Any additional policies must be stated in the course syllabi and may include penalties for student violations. Disruption of class by any electronic device may result in an instructor's dismissal of the student for the remainder of class period. Other specified procedures for disruptive classroom behavior may apply as well. If any personal electronic device is used inappropriately for the purpose of academic dishonesty, the student will be penalized appropriately under the Academic Honesty Policy of Greenville Technical College.

DIVISIONAL PROGRAM STUDENT CHANGE OF MAJOR POLICY

(Student Policy)

Effective Date: June 2015

POLICY:

Students who intend to complete certain associate degree programs within the Health and Wellness (H&W) Division are required to complete a Supplemental Admissions Process once accepted into the college and prior to beginning the clinical component of such programs. The programs that require a Supplemental Admissions Process include Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Technician, Health Information Management, Medical Laboratory Technician, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Radiologic Technology, and Respiratory Care.

In an effort to better track and advise GTC students in the pre-clinical portion of their curriculum (those taking developmental or general education courses), pre-clinical students will be coded AS.SCI.

PROCEDURE:

1. Once accepted to the College, the student who applied as one of the above H&W student is considered a pre-clinical student in that major.
2. Students who have already graduated from the AS.SCI major will be coded as undecided and will need to meet with his/her advisor to discuss further options.
3. Once accepted into the clinical component of the student's intended major, a program update form will be completed by the student and program director or designee to change the student's major to the specific H&W program.

NOTE: This change CANNOT be made in Student Records or Admissions and can only be handled by program officials.

4. Students may elect to retain the AS.SCI major along with his/her H&W major.
5. If a student falls out of progression from an H&W program of study, a program update form must be completed to change the student's major. Students out of progression will be coded as an Undecided Student or in a major of his/her choice with the exception of those listed above. This process is also handled by the Program Director or designee. Students out of progression should consult with his/her advisor for further discussion and with Financial Aid Office to understand how his/her financial aid may be impacted.
6. A program update form may be completed by the program officials without the student's signature if a student falls out of progression.

DIVISIONAL CRIMINAL BACKGROUND CHECK POLICY:

Revision Date: Jan 2013

PURPOSE:

This policy is designed to protect the Greenville Technical College (GTC) community of health care consumers from services provided by students who have documented illegal and unethical behaviors. These requirements also allow the Health & Wellness (H&W) Division programs to be in compliance with the clinical affiliation agreements.

POLICY:

Students enrolled in programs within the H&W Division are required to have crime free background for seven years prior to entering any H&W program of study. Also student backgrounds should not contain any acts of violence.

PROCEDURE:

1. A multi-state record check will be conducted for all students for at least seven years prior to admission. The criminal background check will occur during the following courses:
 - PCT Students - NUR 151
 - ADN Students - NUR 139
 - Nursing Transition Students - NUR 201
 - Surgical Technologist Students - SUR 101
 - Pharmacy Technician Students - PHM 101
 - Medical Laboratory Technician Students - MLT 101
 - Occupational Therapy Assistant Students - OTA 103
 - Emergency Medical Technology Students - EMS 105 or 150
 - Dental Hygiene/Assisting Students - DHG 161, DAT 154
 - Physical Therapist Assistant Students - PTH 102
 - Health Information Management Students - HIM 110
 - Respiratory Therapy Students – RES 101
 - Massage Therapy Students – MTH 120
 - Animal Studies Students – VET 104, 111, 133
 - Personal Trainer Students – SFT 109
 - Medical Imaging Science Students - RAD 130, DMS 164, MRI 152,(MAM) RAD 295, (CT) RAD 140
2. A criminal background check fee will be charged for the above courses and collected with tuition and fees by the Business Office. In the event a student transfers into a program, the fee will be charged prior to starting the first course. The student will be required to make payment in full at the Business office prior to entering his/her first course of study.
3. Students are required to disclose any prior criminal record by accurately answering the following question on the authorization for criminal background check release form: HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN MINOR TRAFFIC VIOLATION? (CIRCLE ONE) **YES NO**
Please note that Driving Under the Influence (DUI) and Driving Under Suspension (DUS) are NOT considered minor traffic violations. Failure to disclose may result in withdrawal from the program of study.
4. Students are required to disclose if they have lived in one state less than 12months consecutively or worked outside the state South Carolina in the past 12 months. Each state that a student has lived or

worked in the past 12 months will be included in the criminal search. An FBI fingerprint may be required on students who cannot verify residency in a single state for 12 consecutive months. Failure to report may result in withdrawal from the program of study.

5. Student Information forms will be collected by H&W Division faculty and forwarded to the agency designated to perform the criminal background check.
6. Convictions of, pleas of guilty, pleas of nolo contendere (no contest), or any pending criminal charges during the past seven years will prevent the student from meeting the requirements. However, crimes involving violence against a person including but not limited to: murder, manslaughter, use of deadly force, assault and battery (other than simple), sex crimes, abuse of children or the elderly, abduction, or robbery and/or any crimes involving cruelty against animals including but not limited to: neglect, mistreatment, abandonment, fighting or baiting, stealing animals, or malicious injury at any time will prohibit a student from a Health & Wellness program of study.
7. The Assistant Dean of the H&W Division will inform any disqualified student and the student will not be allowed to continue in any H&W Division program.
8. Students who are not disqualified should not assume that their criminal background check shows no criminal activity. The student should report any convictions to the appropriate licensing or registry boards at least three months prior to the examination date.
9. Each student must report within 3 business days to the Department Head and the Assistant Dean of H&W any arrests and/or criminal charges or convictions filed subsequent to the completion of the criminal background check. Failure to report will make the student subject to administrative withdrawal from the program.
10. Any student who changes programs or stays out of HSN program for 12 months will be required to submit a new criminal background check upon re-entry to the H&W Division.
11. All background results on Greenville Technical College students will be made available to Clinical agencies upon request. Some agencies require submission of the criminal background reports prior to the student's start of clinical rotation.

DIVISIONAL DISMISSAL/RE-ADMITTANCE POLICY:

Effective Date: June 2015

PURPOSE:

Students enrolled in programs within the Health and Wellness (H&W) Division are expected to exemplify professional behavior at all times. The professional attributes minimally include attentiveness, maturity, cooperation, responsibility, professional personal appearance, communication, judgment, ethics, honesty, morality and respect for authority, peers, patients, and other members of the healthcare team.

POLICY:

Any student dismissed from any GTC Health and Wellness (H&W) program for behavioral/disciplinary reason(s) will not be eligible to re-apply to that program or any program within the division for a period of one academic year.

PROCEDURE:

1. The Program Director must notify the Divisional Dean within one week of any student dismissal for behavioral/disciplinary reasons.
2. If, when the student was dismissed from a program, a remediation plan was developed, the student must have met and completed all requirements within the remediation plan in order to be eligible to apply to any H&W program.
3. If the student was denied access to a clinical site while enrolled in any H&W program, this may prevent admittance into a program indefinitely as clinical sites and therefore clinical space for student experiences are limited.
4. If a student re-applies to the program in which he/she was dismissed, or applies to another H&W program and is in the grievance process, he/she must be considered for acceptance. If the student qualifies for acceptance, he/she will be accepted contingent upon the outcome of the grievance procedure. If the dismissal is upheld by the grievance committee, the student will not be able to progress in the program and will not be eligible to apply to any H&W program for a period of one year. If the student is contingently accepted into an H&W program and is in the midst of a grievance procedure, the grievance procedure must be resolved no later than two weeks prior to the start of the program to be eligible to start the program.

DIVISIONAL PROGRAM COMPLIANCE PROCEDURES:

Effective Date: June 2015

POLICY:

Admission into a program within the Health and Wellness Division (H&W) does not guarantee acceptance into a clinical rotation at an affiliate health care facility or externship, which is required for graduation. Affiliate sites supporting the H&W programs require that students have background checks, drug screens, and a completed Greenville Technical College health form prior to placement in clinical/externship rotations. Random and discretionary background checks and drug screens may also be conducted at the request of the clinical/externship site. These checks will be done at the expense of the student. The College may also conduct random screenings.

Results of background checks, drug screens, physical exams, immunization records, titers, and 2-step PPDs will also be shared with designated personnel at the affiliate clinical/externship site as requested. To be accepted for clinical/externship placement, all findings must be satisfactory to all participating clinical/externship sites and the H&W Divisional requirements. Students must be eligible for clinical/externship placement at all affiliate sites associated his/her program of interest. Students not accepted for clinical/externship rotations will not be able to successfully complete the program of study.

PROCEDURE:

In signing below, I understand that it is my responsibility to read and comprehend the information pertaining to the requirements of the H&W Division and my program of interest. Information can be obtained by visiting the following webpage: <http://gvltec.edu/HSN/> . Information regarding specific program requirements can be obtained by the appropriate link located on the above webpage.

I also understand that it is my responsibility to contact the Program Director of my program of interest for assistance should I have any questions regarding the information contained with the webpage(s).

Print Student's First Name

Middle Name

Last Name

Student's Signature

Date

Student ID#

Program of Interest

DIVISIONAL STUDENT DRUG TESTING POLICY

Revision Date: July 2014

PURPOSE:

This policy is designed to protect the Greenville Technical College (GTC) community of health care consumers from services provided by students who engage in the inappropriate use of drugs. These requirements also allow the Health and Wellness (H&W) Division programs to be in compliance with the clinical affiliation agreements.

POLICY:

Initial Drug Screening

Greenville Technical College Health and Wellness Division students are strictly prohibited from being under the influence of alcohol or any drug/medication which alters behavior or appearance of capability while engaged in any portion of their formal educational experience. To insure compliance each student will be required to submit to drug screening at any time during the clinical programs. A variety of specimen collection methods may be utilized some of which may include but are not limited to: blood, urine, hair, saliva and breath.

Procedure for Testing

- An agency specializing in drug testing will be employed to conduct the drug testing. The agency will be determined by the College.
- Drug testing dates will not be announced.
- Students are required to disclose all medications they take including prescription and over the counter medications.
- Students are required to provide the requested specimen for the tester.
- Any student that leaves during the drug testing without providing an adequate specimen is considered to have a positive result and will be removed from the program.
- Any specimen that is tampered with or does not register body temperature is considered to be a positive specimen and the student will be removed from the program.
- Any specimen that test positive for a substance for which the student does not have a prescription will be sealed and taped in front of student. Chain of custody forms will be completed and signed by student.

- The fee for drug testing is included in tuition as a course lab fee.
- Any student out of the program for greater than 6 months or any transfer student will be drug tested prior to entering clinical program of study.

Procedure for Initial Drug Screening for Distant Expansion Campus Programs

For students enrolled at expansion campuses out of Greenville County, drug screening will be done at a Labcorp facility near the expansion campus. Department Heads at these campuses will hand out drug screening packets and have the students sign and turn in the **Drug Disclosure and Consent Form**. The **Drug Disclosure and Consent** form will be forwarded by the Department Head to the Assistant Dean of H&W for review. The students are expected to go on their own to the designated Labcorp facility within 24 hours of receiving the drug screening packet. There they will provide a picture ID, turn in the packet and

provide the specimen. The results will be sent to the Assistant Dean of H&W for review and results will be filed in the student health folders.

Procedure for Initial Drug Screening for Distant On-line Learning Programs

For students enrolled in distant education programs that do not live within a reasonable driving distance of the Greenville campus, the student must complete the required drug testing within 72 hours of receiving the drug testing information packet in the mail. The student must inform the program instructor prior to the start of the clinical program of their correct mailing address.

The **Drug Disclosure and Consent Form** must be completed and mailed to:

Assistant Dean of H&W, Lydia Dunaway
Greenville Technical College
PO Box 5616
Greenville, SC 29606

Upon completion of drug testing the student is to notify the Assistant Dean and the Program Director that the testing is complete via email. Results will be sent to the school.

Positive Findings

It is unacceptable for students to have detectable levels of illegal drugs in their system, to be under the influence of alcohol, to be impaired by prescription medications in the lab or clinical setting or to have detectable levels of legal drugs which are not disclosed and/or for which no prescription can be produced. If there is a positive finding, the specimen will be sent for confirmation. Upon confirmation of a positive finding, or if the student refuses to submit to a requested drug screen, the student will immediately be removed from his/her program of study. Confirmation is the final appeal.

Students who do not provide a specimen for testing, will not be offered a second opportunity for testing and will be removed from the program.

Random Drug Screening

Random drug screening may be required of student at any time throughout the program. Random drug screenings may be done with or without reasonable suspicion. The expense of random drug screens will be at the expense of the College.

Random Drug Screening with Reasonable Suspicion

Students are subject to drug testing at times in which student actions constitute reasonable suspicion. Factors which may indicate reasonable suspicion for drug testing include but are not limited to:

- Contributing to a clinical or lab accident
- Possession of drug paraphernalia
- Unexplained abnormal or erratic behavior
- Arrest or conviction for drug related offenses
- Observance of drug or alcohol use
- Odor of alcohol beverages
- Other behavior that gives reasonable suspicion

Students who display reasonable suspicion will immediately be removed from education experience and required to submit to an immediate drug screening. Students will be given a timeframe by which they must arrive at the testing center. If a student is late arriving, the test will not be performed and the student will be considered positive. The instructor will communicate immediately with the Dean, Assistant Dean and/or Program Director in facilitating the screening process.

Reapplication after Removal from Program of Study

Students removed from any program of study for drug related issues are not eligible to recycle and may not reapply to any Health and Wellness program for 12 months and must provide documentation of substance abuse rehabilitation that has been preapproved by the Assistant Dean of H&W.

DIVISIONAL IMMUNIZATION POLICY:

Effective Date: Fall Semester, 2010

PURPOSE:

Because of their contact with patients/clients or infectious material from patients/clients, HSN students and faculty are at risk for exposure to and possible transmission of vaccine-preventable diseases. Maintenance of immunity is therefore an essential part of prevention and infection control. The following defines the HSN divisional policy as it relates to immunizations for HSN faculty and students.

POLICY:

All HSN faculty and students who come into contact with patients and/or clients must document proof of the following immunizations:

- Two (2) measles/mumps/rubella (MMR) vaccines: *positive titers will be accepted unless clinical agencies/externships do not accept titers.
- Tetanus within the past ten (10) years
- Varicella (chicken pox) vaccine: history is not sufficient, therefore must have documentation of the two (2) vaccines or a *positive titer unless clinical agencies/externships do not accept titers.
- Tuberculosis skin test: a 2-step skin test is required initially and a single skin test is required annually thereafter.
- Hepatitis B Series: This series of vaccines is not required but strongly recommended. All students are required to sign the Hepatitis B Information Sheet.
- Other vaccines as required by clinical agencies/externships according to facility requirements.
- Students and faculty within the Animal Studies programs are only required to have documentation of the Tetanus within the past ten (10) years.
- Although strongly recommended, Massage Therapy students and faculty are not required to prove documentation of the Tetanus vaccination unless it is required by a clinical/externship site. However, those who choose not to maintain a current Tetanus vaccine will be required to sign a statement of declination.
- Vaccines must remain current throughout the program of study.

*Students and faculty with documentation of negative or equivocal titers will be required to receive appropriate vaccine(s).

PROCEDURE:

1. Due dates for documentation will be determined by the program.
2. HSN faculty, staff, and students may request a **medical exemption from vaccination** based on guidelines from the Centers of Disease Control (CDC). Those CDC guidelines can be located on the CDC website (<http://www.cdc.gov/vaccines/vpd-vac/should-not-vacc.htm>). Documentation from a physician will be required. **No other reason(s) for exemption will be made.** Health exemption requests will be reviewed on a case by case basis.
3. Restrictions or limitations consistent with CDC suggestions or guidelines and those mandated by clinical agencies/externships may be required for those with approved health exemptions.
4. Those without an approved exemption, who fail to maintain current immunizations, or who with an approved exemption fail to comply with any applicable restrictions will not be allowed to participate in activities involving patient/client care. Failure to comply will result in disciplinary action up to and including termination of employment for faculty or the inability to progress through an academic program for students.
5. Although faculty and students may receive approved medical exemption from the College, participation in academic activities at clinical education centers and/or externships may not be

permitted according to signed affiliation agreements between the outside facilities and Greenville Technical College. Such circumstances may result in a change in faculty course assignments or the inability to progress through an academic program for students.

DIVISIONAL SOCIAL NETWORKING POLICY

Effective Date: June 2015

PURPOSE:

With the increased usage of social networking and multimedia communication tools, and the continued need to be mindful of privacy regulations, the Health and Wellness (H&W) division is establishing this policy to guide both students' and faculty's internal and external electronic media communications.

POLICY:

This policy will establish general guidelines regarding internal and external communication using social networking, emailing, texting and other forms of electronic recording and communication. The absence or lack of explicit reference to a specific situation does not limit the application of this policy. Students and faculty should use appropriate professional judgment, where no guideline exists, and take the most prudent and professional action possible. Please consult with faculty or supervisor if you are uncertain for clarification.

GUIDELINES:

This policy refers to communication using social networking sites such as MySpace, Facebook, Twitter, Yahoo, YouTube, blogs, Wikipedia, college electronic communication system and texting. Student or Faculty communication that may come under scrutiny can occur either internal or external to Greenville Technical College or its associated websites. Disregard for this policy may result in disciplinary action including but not limited to dismissal from the H&W Program.

1. Internet posting or other forms of communication should not contain any confidential information. This includes, but is not limited to, any type of patient or staff information such as name, photograph, social security number, address, diagnosis, treatment, date of admission or any other information which might be protected by Health Insurance Portability and Accountability Act of 1996 (HIPAA). Business related information and policy of any clinical education center should not be disclosed publicly through internet postings or other forms of communication.
2. Internet posting or other forms of communication should not contain any confidential information related to students, faculty, clinical preceptors, or other employees of the clinical facility.
3. If on your communication forum, you acknowledge your affiliation with a Greenville Technical College Health and Wellness Program, then all communication on that network should reflect a professional persona as you would in a professional network. You should also post in a prominent location the following: "*The posts on this site, including but not limited to images, links, and comments left by readers, are my own and do not necessarily represent Greenville Technical College's position, strategies or opinions*".
4. Please be aware that it may be construed as inappropriate for students to seek networking friend relationships with faculty, preceptors, or other employees of the clinical facility. If faculty and preceptors are going to network with students, the forum should allow all students access to join.
5. No form of electronic digital photography, videotaping or recording (including PowerPoint presentations) of a faculty course lecture or lab activity is permitted to be posted on any social networking or electronic media sites without prior written authorization of the instructor.

DIVISIONAL STUDENT FEES FOR CERTIFICATION EXAMS

Effective Date: June 2015

PURPOSE:

The following defines the financial responsibility of the College and students as it relates to fees collected from students enrolled in a program within the Health and Wellness Division for professional certification examinations.

POLICY:

Greenville Technical College will pay the fee for the professional certification examination for a student's/graduate's first attempt. Subsequent financial responsibilities for such exams will be the responsibility of the student/graduate.

PROCEDURE:

1. Student fees must be applied to a course by the program and paid by the student (to the Business Office) to cover the expense of a professional certification exam.
2. Once the student meets the eligibility requirements to attempt the certification exam, the College will pay the expense of the certification exam ONE time only.
3. The College will pay only the cost of the exam and will NOT cover other expenses such as travel.
4. The student's first attempt at the certification exam must be made within four (4) months of graduation. Students who do not test within the four (4) month time-frame will be responsible for all fees associated with the exam.
5. If the student is required to repeat a certification exam or if the window period for eligibility expires, the student is responsible for all expenses incurred to take the certification exam.
6. The student must be in good standing with the business office of the College. If a student has outstanding debt, the cost of the certification exam will NOT be paid by the College.
7. Student fees are NOT refundable. Therefore, if a student does not complete a program of study and/or is not eligible to attempt a certification exam, the student forfeits any fees paid to the College.

DIVISIONAL STUDENT PROGRESSION POLICY

Effective Date: Fall Semester, 2008
Policy Name Change: Fall Semester 2010

PURPOSE:

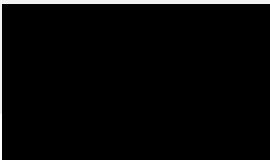
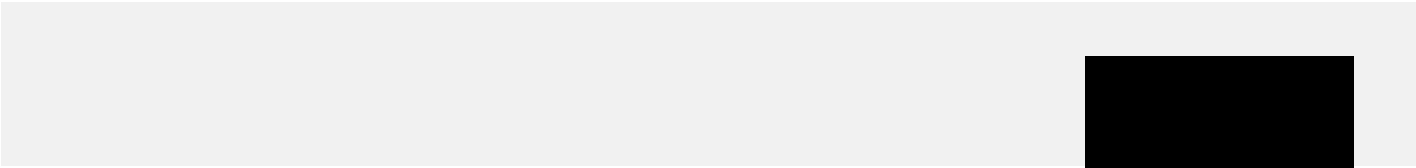
Students enrolled in programs within the Health Science/Nursing (HSN) Division are expected to exemplify professional behavior at all times. The professional attributes minimally include attentiveness, maturity, cooperation, responsibility, professional personal appearance, respect for authority, peers, patients, and other members of the healthcare team, communication, judgment, ethics, honesty, and morality.

POLICY:

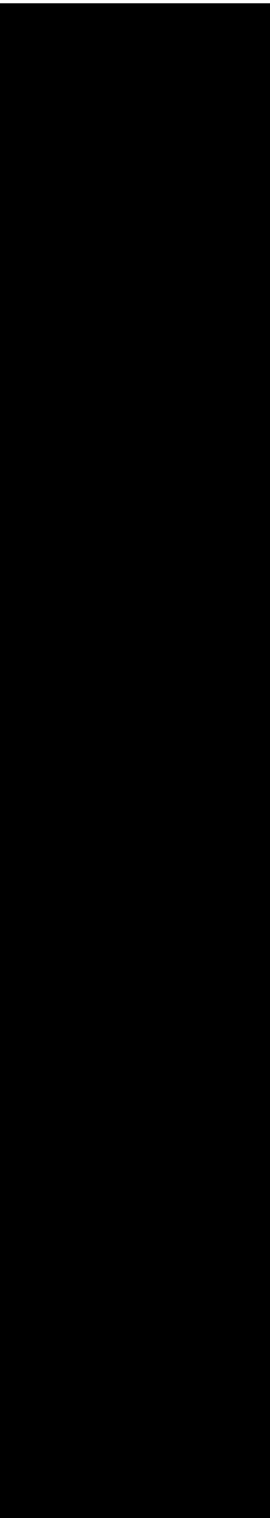
Any student dismissed from any GTC Health Science/Nursing (HSN) program for behavioral/disciplinary reason(s) will not be eligible to re-apply to that program or any program within the division for a period of one academic year.

PROCEDURE:

1. Notification of dismissal for behavioral/disciplinary reason(s) must be made to the divisional dean within one week by the Department Head. The Department Head must notify the Divisional Dean within one week of any student dismissal for behavioral/disciplinary reasons.
2. If a student re-applies to the program in which he/she was dismissed, or applies to another HSN program and is in the grievance process, he/she must be considered for acceptance. If the student qualifies for acceptance, he/she will be accepted contingent upon the outcome of the grievance procedure. If the dismissal is upheld by the grievance committee, the student will not be able to progress in the program and will not be eligible to apply to any HSN program for a period of one year. If the student is contingently accepted into a HSN program and is in the midst of a grievance procedure, the grievance procedure must be resolved no later than two weeks prior to the start of the program.
3. If, when the student was dismissed from a program, a remediation plan was developed, the student must have met and completed all requirements within the remediation plan in order to be eligible to apply to any HSN program.
4. If the student was denied access to a clinical site while enrolled in any HSN program, this may prevent admittance into a program indefinitely as clinical sites and therefore clinical space for student experiences are limited.



APPENDIXES



Appendix A - Roadmap

(Total Credit Hours: 83)

Associate in Health Science Major Diagnostic Medical Sonography GENERAL EDUCATION AND PREREQUISITE Courses

1st Semester:	Summer	Lecture	Lab	Credits
ENG 101	English Composition I	3.0	0.0	3.0
AHS 102	Medical Terminology	3.0	0.0	3.0
Total Hours		6.0	0.0	6.0

*** Math 120 will NOT be accepted in lieu of Math 109/110 ***

2nd Semester	Fall	Lecture	Lab	Credits
BIO 210	Anatomy & Physiology I	3.0	3.0	4.0
MAT 109	College Algebra/Modeling	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
SPC 200/205/209	Speech Course	3.0	0.0	3.0
Total Hours		12.0	3.0	13.0

3rd Semester:	Spring	Lecture	Lab	Credits
BIO 211	Anatomy & Physiology II	3.0	3.0	4.0
PHY or RAD 107	College Level Physics	3.0	3.0	4.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
Humanities Elective College Transferable	Recommend: SPA 101&102 or REL 201 (students can earn points for these)	3.0	0.0	3.0
Total Hours		12.0	6.0	14.0

DMS Program Courses

4 th Semester:	Fall	Lecture	Lab	Credits
DMS 101	Ultrasound Physics & Instrumentation	2.0	0.0	2.0
DMS 105	Sonographic Anatomy of the Abdomen	3.0	3.0	4.0
DMS 164	Introduction to Clinical Education	0.0	6.0	2.0
DMS 100	Patient Care for Sonography	1.0	3.0	2.0
DMS 117	Gynecology	2.0	0.0	2.0
		7.0	15.0	12.0
5 th Semester:	Spring	Lecture	Lab	Credits
DMS 102	Ultrasound Physics & Instrumentation II	3.0	0.0	3.0
DMS 116	Abdominal Ultrasound	3.0	3.0	4.0
DMS 165	Clinical Education II	0.0	24.0	8.0
DMS 118	Embryology and First Trimester Ultrasound	2.0	0.0	2.0
		8.0	27.0	17.0
6 th Semester:	Summer (based on a 10 week semester)	Lecture	Lab	Credits
DMS 166	Advanced Clinical Education	0.0	31.5	7.0
DMS 200	Seminars in Sonography	2.0	0.0	2.0
		2.0	31.5	9.0
7 th Semester:		Lecture	Lab	Credits
DMS 130	Selected Topics in Sonography	2.0	0.0	2.0
DMS 124	OB/Gyn Sonography II	2.0	0.0	2.0
DMS 167	Imaging Practicum	0.0	24.0	8.0
		4.0	24.0	12.0

Appendix B - Academic & Technical Standards for Admissions and Progression Environmental/Working Condition

PURPOSE: To provide the applicant/student with a clear understanding of the physical demands required of the program based on the tasks performed by the graduate sonographer.

Description of Work Environment and Activities:

Constant public contact and decision-making, constantly moving, communicating, and operating equipment, pushing portable units throughout facility, frequent operation of computers, usage of telephone, pushing wheelchairs and stretchers, turning patients, helping patients walk, lifting patients and assisting patients to sit-up, frequent exposure to blood-borne pathogens and body fluids, particularly while performing invasive procedures.

Procedures:

Applicant/Student:

1. Receives technical standards and a verbal explanation of the technical standards during Career Talk.
2. Completes self-appraisal form of his/her ability to perform procedures.
3. Discusses concerns with Student Disabilities Services.

TECHNICAL STANDARDS:	ISSUE	SOME EXAMPLES OF NECESSARY ACTIVITIES
Communication abilities sufficient for interaction with others in verbal and written form	Communication	Explain sonographic procedures; give directions; acquire and relay patient history; answer patient's questions while positioning/performing procedure; discuss procedure with physicians and/or other health care professionals; verbally and/or through written communication, present cases to educators and physicians. Act upon verbal and/or written directions quickly under pressure. Communicate and interact effectively in a group situation.
The abilities to consistently execute complex mental processes necessary to apply academic information to clinic/lab procedures and equipment.	Cognitive	Immediately adapt to different clinical and lab situations. Ability to retain knowledge of various ultrasound equipment and software. Ability to retain and perform various sonographic procedures and protocols. Ability to retain and apply didactic knowledge to the clinical setting.
Physical abilities sufficient to maneuver in small areas and to maneuver equipment.	Mobility	Move freely and quickly around ultrasound room, patient's room or lab with portable ultrasound equipment, and in work areas; administer CPR; manipulate equipment; work quickly and accurately.
Gross and fine motor abilities sufficient to perform imaging procedures and patient care procedures safely and efficiently.	Motor skills	Independently use body members for grip, speed, and precision work; to start, stop, control, and adjust the progress of machines, equipment, and stretchers within tight crowded places; position patients and equipment. Ability to perform/type data entry via a control panel or computer keyboard.
Physical ability sufficient to remain continuously on a task for several hours while standing, moving, lifting and/or bending.	Physical Stamina	Independently manipulate sonographic equipment including portable machines; assist patients from wheelchairs and stretchers; elevate stretchers of immobile patients for positioning purposes. Stand during long procedures and while performing exams.
Auditory ability sufficient to monitor and assess health needs without visual contact.	Hearing	Hear monitor alarms; equipment audible signals during exposure; emergency signals; voices under protective garb; calls for help.
Visual ability sufficient for observation, assessment, and implementation of patient care and imaging procedures.	Visual	Observe patient responses; read orders; prepare procedure trays; read computer screens and control panel buttons. Distinguish between shades of gray on sonograms/other imaging modalities. Be able to distinguish full spectrum of colors during Doppler procedures.
Tactile ability sufficient for assessment of physical health status and location of body structures with fingertips.	Tactile	Perform palpation of anatomic structures for imaging procedures, assessing patient vital signs, and identifying landmarks used in administration of CPR.
Olfactory senses sufficient for maintaining environmental and patient safety.	Smell	Distinguish smells which are contributory to assessing and/or maintaining patient's health status, i.e. smell smoke.
Demonstration may be required.		

I, the undersigned, do hereby testify that I have read and understand the Technical Standards for Admission to the Diagnostic Medical Sonography Program. In signing this form I confirm that I can perform the above standards and will contact a special needs counselor if I become unable to perform or maintain these technical standards.

Applicant's Signature

Date

Telephone Number

STUDENT SURVEY FOR MEETING TECHNICAL STANDARDS DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Indicate below by checking the appropriate area, your ability to perform the necessary functions required to perform the duties of a diagnostic medical sonographer. If accommodations are necessary, indicate and explain.

COMMUNICATION:

- I am capable of meeting these requirements I am not capable of meeting these requirements*
 I am capable of meeting these requirements with the following accommodations: *

COGNITIVE:

- I am capable of meeting these requirements I am not capable of meeting these requirements*
 I am capable of meeting these requirements with the following accommodations: *

MOBILITY:

- I am capable of meeting these requirements I am not capable of meeting these requirements*
 I am capable of meeting these requirements with the following accommodations: *

MOTOR SKILLS:

- I am capable of meeting these requirements I am not capable of meeting these requirements*
 I am capable of meeting these requirements with the following accommodations: *

PHYSICAL STAMINA:

- I am capable of meeting these requirements I am not capable of meeting these requirements*
 I am capable of meeting these requirements with the following accommodations: *

HEARING

- I am capable of meeting these requirements I am not capable of meeting these requirements*
 I am capable of meeting these requirements with the following accommodations: *

VISUAL:

- I am capable of meeting these requirements I am not capable of meeting these requirements*
 I am capable of meeting these requirements with the following accommodations: *

TACTILE:

- I am capable of meeting these requirements I am not capable of meeting these requirements*
 I am capable of meeting these requirements with the following accommodations: *

SMELL:

- I am capable of meeting these requirements I am not capable of meeting these requirements*
 I am capable of meeting these requirements with the following accommodations: *

I, the undersigned, do hereby testify that I have read and understand the Technical Standards for Admission to the Diagnostic Medical Sonography Program and the above statements, as indicated, are true. Demonstration may be required.

Applicant's Signature _____ Date _____ Phone Number _____

*indicates that applicant is to make an appointment with the Student Disabilities Services by calling 250-8408 between the hours of 8 a.m. and 5:30 p.m. to determine reasonable accommodations. Or, email DisabilityServices@gvltec.edu.

Appendix C - COURSE EXEMPTION APPLICATION

Name _____

Social Security #: _____ Major _____

Address _____

Phone Number _____

I understand that I must provide documentation of the following before I will be allowed to attempt to earn exemption credit.

- Training documentation as evidenced by: *ARDMS Clinical Verification Form*, completed and signed by supervising sonographer or physician.

Signature of Applicant

Date

Signature of Faculty

Date

Appendix D - AUTHORIZATION FOR RELEASE OF INFORMATION FOR INVESTIGATIVE CONSUMER REPORT

PRIVACY ACT STATEMENT

In compliance with the Privacy Act of 1974, the following information is provided: Basic authority for collecting the requested information is contained in E.O. 12450; 5 USC 1303-1305; 42 USC 2165 and 2455; 22 USC 2585 and 2519; and 5 USC 3301. This form will be furnished to individuals and organizations for the purpose of obtaining information from them about you and your activities in connection with an official background investigation concerning: (1) fitness for employment, (2) clearance to academic program, (3) security clearance or access to sensitive materials, or (4) any other legitimate purpose within the scope of employment responsibilities. Furnishing the requested information is voluntary, but failure to provide all or part of the information may result in a lack of further consideration for enrollment, clearance or access, or in the termination of your academic enrollment.

Name of College: Greenville Technical College Program/Department: Diagnostic Medical Sonography

In relation to my academic enrollment/participation, I authorize Surveillance, Resources and Investigations, LLC (SR&I, LLC) to construct an investigative consumer report with information pertaining to my background, reputation or disposition, including, but certainly not limited to, facts involving my employment, education, social security number authentication, driving record, consumer credit history, criminal record history and/or additional public records history. I authorize all parties to release all information applicable to this investigation. I release from liability all persons, governmental agencies, as well as other companies and agencies disclosing any and all information. In addition, I authorize that photocopies of this form may be considered as an original.

I have read, comprehended and authorize, any person, company or other entity contacted by Surveillance, Resources and Investigations, LLC (SR&I, LLC), to provide the information stated above.

THIS FORM WILL NOT BE ACCEPTED IF ILLEGIBLE, ALTERED OR INCOMPLETE.

Signature	Social Security # (xxx-xx-xxxx)	Date of Birth (MM/DD/YYYY)
Print Last Name	First Name	Middle Name
Maiden Name /Other names	Driver's License #	Issuing State
Current Street Address	From Date	Gender
		Present
	To Date	
City	State	Zip
		County of Residence

HAVE YOU RESIDED WITHIN SOUTH CAROLINA FOR 12 MONTHS? YES / NO

HAVE YOU RESIDED WITHIN TWO DIFFERENT STATES WITHIN THE LAST 12 MONTHS? YES / NO

HAVE YOU WORKED WITHIN TWO DIFFERENT STATES WITHIN THE LAST 12 MONTHS? YES / NO

IF YES, LIST STATES: _____

PRIOR ADDRESSES FOR PAST TEN YEARS (ATTACH ADDITIONAL PAGES IF NEEDED)

City	State	County	Dates: From	To
City	State	County	Dates: From	To

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN MINOR TRAFFIC VIOLATION? YES / NO

Appendix E - CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement governs the undersigned student access to and use of confidential information including all hardware, software, data and patient information accessed by students during their clinical education. Student access to confidential information is contingent upon continuous observance of the confidentiality obligations described below.

1. For purpose of this Agreement, "Confidential Information" means any and all information , knowledge or data relating to the clinical education center, its business operations, computing facilities including hardware and software either licensed or developed by the facility, patient care activities including all parts of the patient's medical record, finances including pricing schedules and patient accounts, and other activities as may be determined for "Official Use Only", which the student may acquire or obtain by virtue of work performed at the clinical education center.
2. Student agrees not to use any Confidential Information for personal gain. Student also agrees not to divulge Confidential Information to others to the detriment of the clinical education center, its patients, employees or agents, as is required under the following policies or any other applicable policy of the clinical education center unless disclosure or its use is authorized by the Administration of the facility.
3. Students shall at all times observe the requirements of the clinical education centers' policy regarding "Confidentiality of Information", keeping all Confidential Information concerning the business and patient care activities of the facility strictly confidential as outlined in the policy.
4. Students shall at all times observe the requirements of the clinical education centers' policy regarding "Release of Information from the Patient's Medical Record", respecting all patients' rights to privacy by keeping all Confidential Information pertaining to patients strictly confidential and referring all requests for disclosure of Confidential Information to the Medical Records Department.
5. Students shall at all times observe the requirements of the clinical education centers' policy regarding "Computer Security and Data Access", protecting the corporate data and equipment on which Confidential Information is processed.
6. Student understands and agrees that any actual or threatened unauthorized use or disclosure of Confidential Information will result in the immediate revocation of the students' access to information as described in this agreement. Additionally, the student may be subjected to legal action and the costs of any such action, including attorney fees, barring the student from the actual and continued use of disclosure of Confidential Information, and/or seeking monetary damages against student for the breach or anticipated breach of this Confidential Agreement.
7. Student understands the HIPAA standards and agrees to abide by them pertaining to any information or situation while engaged in any activity during his/her clinical education.

Student's Signature including middle initial

Student's SS#

Print Name as signed above

Date

Appendix F - DOCUMENTATION OF DEMERITS

Name _____

Demerits will be issued to students who do not follow policies and procedures. Three (3) demerits will result in one (1) grade reduction for the clinical course in which the student is enrolled. Demerits will carry over from one course to the next and will therefore accumulate throughout Phase II of the program. Examples of reasons for a student to receive a demerit are listed in the DMS Policy Manual. *Please note this list is **NOT** all inclusive.*

Date of Incident: _____

Infraction: _____

Total Number of Infractions: _____

Counseling Form: _____

*** A copy of this form will be filed in the student's folder ***

Appendix G - Health & Wellness Division Drug Disclosure and Consent Form

(Print clearly in Ink)

Name _____ Date _____

SSN _____ Gender _____

List all prescription and/or over-the-counter medications you are presently taking or ones you have taken within the past week. This could include drugs such Tylenol, Advil and allergy medications. Remember any drug!

I understand that I am to advise Greenville Technical College of any prescription or over-the-counter medications that I have taken in the past week subsequent to my completing this form. A positive drug screen or failure to report any prescription medication may result in dismissal from the clinical program. Proof of a legal prescription from a board certified physician/certified nurse practitioner may be required.

I understand that the above information will be used to conduct a drug test and hereby give my permission for this check to be done. The drug screen is part of the clinical program. In the event of a positive screen, there will be no reimbursement of the course fee that includes the cost of the drug screen.

I also understand that in the event I have a positive drug screen, that Greenville Technical College is obligated by law to disclose this information to certain state board agencies regulating clinical practice.

Signature

Date

Appendix H - Clinical Drug Screening with Reasonable Suspicion

Name: _____ Today's Date: _____

Date of Drug Screening: _____ Time Of Screening: _____

Exact Location Where Reasonable Suspicion & Drug Screening Occurred:

Explanation of How Reasonable Suspicion Was Determined:

Tech Employee Who Witnessed Reasonable Suspicion (If Any):

Other Witnesses:

Name of College Official to Whom This Accident Was Reported:

Name of Point Of Contact (POC):

Did Student And/or Patient Sustain Any Injuries As A Result Of The Occurrence(s)? ____Yes__No

If Yes, State the Nature of the Injuries:

Did Student Seek or Receive Medical Attention? ____Yes __No

If Yes, Must Complete Student Accident Form and Notify CompEndium for Worker's Compensation.

Name & Address of Physician/Health Care Facility Who/Which Treated Student and/or Patient:

Name/Address/Phone of Family/Friend Who Transported Student Away From the Site:

Other Comments:

Signature of person completing form _____

Appendix I - CRITICAL INCIDENT REPORT FORM

Name: _____ Time & Date: _____

_____1. Bloodborne Pathogen Exposure (complete back of form)

_____2. Other

Description of Incident:

Action Taken:

Location:

To Whom Reported:

Student: _____ Instructor: _____

Appendix J - Clinical Incident Report / Anecdotal Form

Student: _____ Clinical Site: _____ Date: _____

Incident or Behavior (factual-objective description and in chronological order):

Interpretation (opinion of person reporting-subjective, feelings, etc.)

Reported by: _____ Date: _____

Recommendations:

Follow-up (include date(s) of observations, etc.)

Student's Signature _____ Date _____

Faculty Signature _____ Date _____

Faculty Signature _____ Date _____

Faculty Signature _____ Date _____

Appendix L - Diagnostic Medical Sonography Scanning Lab Student Release Form

Ultrasound energy is considered "safe" for use in imaging. Although there are no known risks to the use of ultrasound for diagnostic purposes, it is impossible to guarantee that previously unidentified undesirable effects could occur. The AIUM, American Institute for Ultrasound in Medicine is a nationally recognized organization that sets standards for the field of ultrasound. They promote the safe and effective use of ultrasound in medicine through its educational, scientific, literary, and professional activities. The AIUM has issued several statements concerning the safe use of ultrasound.

The following AIUM statements are focused on the biological effects and safety of diagnostic ultrasound:

Safety in Training and Research

Approved April 1, 2012

Diagnostic ultrasound has been in use since the late 1950s. There are no confirmed adverse biological effects on patients resulting from this usage. Although no hazard has been identified that would preclude the prudent and conservative use of diagnostic ultrasound in education and research, experience from normal diagnostic practice may or may not be relevant to extended exposure times and altered exposure conditions. It is therefore considered appropriate to make the following recommendation:

When examinations are carried out for purposes of training or research, ultrasound exposures should be as low as reasonably achievable (ALARA) within the goals of the study/training. In addition, the subject should be informed of the anticipated exposure conditions and how these compare with normal diagnostic practice. Repetitive and prolonged exposures on a single subject should be justified and consistent with prudent and conservative use.

As Low As Reasonably Achievable (ALARA) Principle

Approved March 16, 2008

The potential benefits and risks of each examination should be considered. The ALARA (As Low As Reasonably Achievable) Principle should be observed when adjusting controls that affect the acoustical output and by considering transducer dwell times. Further details on ALARA may be found in the AIUM publication "Medical Ultrasound Safety."

Safeguards

The health and safety of patients, students, and faculty associated with the educational activities of the students are adequately safeguarded. All activities required in the program are educational and students are not substituted for staff. The program does ensure voluntary and prudent use of students or other human subjects for non-clinical scanning. **Students' grades and evaluations are not affected by participation or non-participation as being a "patient" during labs.** The combined total didactic/clinical involvement of the student in the program must not exceed 40 hours per week.

I, give permission to GTC-DMS Students and Ronda S. Keller and Beth M. Darby (Instructors) to perform ultrasound examinations for educational and training purposes. I have read the AIUM statement on the Safety of Ultrasound Use and ALARA Principle and have had the opportunity to ask questions. I fully understand that scanning other students/and or volunteers; and myself being scanned is being performed for educational purposes only. I further understand that this is not a diagnostic examination and that films will not be reviewed by a radiologist or qualified physician. I also acknowledge that I will treat my fellow students and or volunteers with the same respect and confidentiality as patients in the clinical setting. I recognize the same guidelines that regulate our clinical experience are also implemented in our lab sessions.

Signature

Date

Revised: 2013

Appendix M - GREENVILLE HOSPITAL SYSTEM CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement governs the undersigned Student's/Faculty's access to and use of GHS confidential information including all hardware, software, data and patient information accessed by students. Student access to GHS' confidential information is contingent upon continuous observance of the confidentiality obligations described below.

In consideration of the issuance of a GHS computing facilities personal access code ("Log-on ID") to Student/Faculty, Student/Faculty agrees to abide by the following confidentiality obligations:

1. For purpose of this Agreement "Confidential Information" means any and all information, knowledge or data relating to GHS, its business operations, computing facilities (including hardware and software either licensed or developed by GHS), patient care activities (including all parts of the patient's medical record), finances (including pricing schedules and patient accounts), and other activities as may be determined for "Official Use Only", which Student/Faculty may acquire or obtain by virtue of work performed at GHS or otherwise.
2. Student/Faculty agrees not to use the Confidential Information for or divulge Confidential Information to himself/herself or others, or to the detriment of GHS, its patients, employees or agents, as required under the following policies or any other applicable policy of GHS, unless disclosure or use is authorized by GHS Administration.
3. Student/Faculty has reviewed and shall at all times observe the requirements of GHS Policy S-10-7 "Confidentiality of Information", as amended from time to time, keeping all Confidential Information concerning the business and patient care activities of GHS strictly confidential as outlined in this Policy.
4. Student/Faculty has reviewed and shall at all times observe the requirements of GHS Policy S-50-7 "Release of Information from the Patient's Medical Record" as amended from time to time, respecting all patients' rights to privacy by keeping all Confidential Information pertaining to GHS patients strictly confidential and referring all requests for disclosure of Confidential Information to the Medical Records Department as outlined in this Policy.
5. Student/Faculty has reviewed and shall at all times observe the requirements of GHS Policy S-10-14 "Computer Security and Data Access", as amended from time to time, protecting the corporate data and equipment on which Confidential Information is processed. Student/Faculty has reviewed and shall at all times observe the requirements of the attached "Computer Security & Data Access Notification" relative to the issuance, use and cancellation of Log-on ID's by GHS through its Information Services Department.
6. Student/Faculty understands and agrees that any actual or threatened unauthorized use or disclosure of Confidential Information will result in the immediate revocation of Students/Faculty Logon ID. Additionally, student/faculty may be subjected to legal action and the costs of any such action (including attorney's fees) barring Student/Faculty from the actual and continued use of disclosure of Confidential Information, and / or seeking monetary damages against Student/Faculty for the breach or anticipated breach of this Confidentiality Agreement.

Date: ____ / ____ / ____

Print: Student or Faculty Name (**full name**-first, middle initial, last)

Name of Academic Institution

Signature: Student or Faculty (**full name**-first, middle initial, last)

Faculty signature

Student/Faculty School ID (or last 4 digits of SS #)

Appendix N - DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM ACADEMIC PROGRESSION

According to program policy, I understand that I must meet the following academic requirements in order to be eligible to apply to Phase II of the Diagnostic Medical Sonography Program:

- I must obtain a grade of "C" or better in the ten (10) required general education courses.
- I must meet the above requirement successfully without repeating a course more than once.
- I must have an overall *technical GPA of 2.50.

*Technical GPA is computed using the grades earned in the ten (10) general education courses only.

<p>I understand that if I am unsuccessful in the next attempt at completing: (Course) _____, I will no longer be eligible to apply to the Phase II component of the Diagnostic Medical Sonography Program.</p>

A student who was unsuccessful in an attempt to complete the general education courses two or more years ago, may re-attempt the course(s) a maximum of two times.

Student' Printed Name

Student ID Number

Student's Signature

Date

Advisor/Program Director Signature

Date

Requirement	Distinguished (25 pts)	Proficient (20 pts)	Unsatisfactory (10 pts)
Content & Research	<p>Offers ample information to explain and promote understanding and comprehension of the topic. Full explanation of normal vs. abnormal, treatment plan and follow-up. Presents definition of concepts and abbreviations. Shows that the student put forth time and dedication to project</p>	<p>Offers sufficient information to explain the topic. Presented with good understanding of subject material Student product shows need for improvement in content or subject material. Limited discussion of treatment plan or follow-up. Failure to adequately define some necessary technical concepts and abbreviations.</p>	<p>Insufficient information presented to explain the topic. Lack of sufficient content in presentation. Inaccuracies in data being presented. No (poor) discussion of treatment plan or follow-up. Failure to define technical concepts and abbreviations. Project does not demonstrate dedication to the project.</p>
Presentation, Organization & Neatness	<p>Formal Presentation. Demonstrates professional mastery of subject material. Appropriate dress as a key-note speaker. Speaks clearly with proper grammar. Proper pronunciation of terms. Able to answer questions. Presents and explains objectives to audience. Prepared in a logical and orderly sequence to promote understanding and comprehension. Slides are neat and easy to read and view</p>	<p>Informal Presentation. Adequate delivery of facts. Informal dress. Minor grammar errors. Faces audience and presents case audibly. Mispronounced terms (minor error). Able to handle questions being directed at speaker. Brief mention of objectives to audience. Generally and appropriately presented. Informal delivery of information. Slides busy or hard to read.</p>	<p>Poor presentation. Fails to speak clearly and loud enough. Grammar errors. Fails to face audience. Reading from notes or PowerPoint. Multiple mispronounced terms. Failure to answer questions accurately. Failure to present and explain objectives to audience. Inadequate presentation. Issues with organization. Slides have small font and/or too much information packed into small space.</p>
Accuracy of Information	<p>Information is portrayed correctly and informatively. Thorough and accurate use of statistical data with references Accurate and thorough use of labels. Proper spelling.</p>	<p>Information is portrayed adequately. Minimal mistakes Provides some references for statistical data. Limited use of/and accuracy of labels. Limited use of statistical data. Less than three (3) spelling errors.</p>	<p>Information contains inaccuracies. Failure to provide statistical data or failure to provide references for data. Improper use of terms and/or labels Three (3) or more spelling errors.</p>
APA Documentation & Images	<p>The audiovisual material is of excellent quality and supports and enhances the presentation. Ample uses of images to support, define, and represent subject material. References provided for all images Proper APA citations in PowerPoint. At least four (4) references provided in APA format—no more than 5 references on a slide. References all listed in proper APA format</p>	<p>Adequate use of images. Missing or improper (APA) references for images. Minimal use of APA citations in PowerPoint and/or minor errors in APA citations in PowerPoint. Total of three (3) references provided in proper APA format or more than 5 references per slide. Minor errors: References not listed in proper APA format .</p>	<p>Lacked necessary images for an adequate presentation of topic. Weak documentation of facts. Failure to reference images with proper APA format Failure to use or Multiple errors in APA citations Less than three (3) references or more than 5 references per slide Significant or repeated errors: References not listed in proper APA format</p>

Appendix O - DIAGNOSTIC MEDICAL SONOGRAPHY STUDENT POLICY AGREEMENT SIGNATURE PAGE

I have read the 2014-2015 Greenville Technical College Diagnostic Medical Sonography Program Policy Manual. I have had ample opportunity to discuss and question any part of these policies, and I fully understand their content and meaning. I also understand that the policy manual is accessible on the Greenville Technical College webpage. By signing below, I agree to follow all policies of the College, Program, and the Clinical Education Centers. Failure to review and refer to these policies does not exempt me from the expectations and requirements included therein.

Signature

Date

I, **the instructor**, have presented the DMS policy manual to the students. Students are aware that this policy manual is available on the Greenville Technical College website. I have instructed the above students to read and comply with the policies and information located in this manual so that they may successfully complete the Diagnostic Medical Sonography program.

Instructor Signature

Date