# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Program Mission Statement</td>
<td>3</td>
</tr>
<tr>
<td>Program Goals</td>
<td>4</td>
</tr>
<tr>
<td>Program Faculty</td>
<td>5</td>
</tr>
<tr>
<td>Clinical Affiliates</td>
<td>5</td>
</tr>
<tr>
<td>Program Admissions Process &amp; Requirements</td>
<td>6-7</td>
</tr>
<tr>
<td>Worker Characteristics of a Diagnostic Medical Sonographer</td>
<td>8-9</td>
</tr>
<tr>
<td>Program Curriculum</td>
<td>10-11</td>
</tr>
<tr>
<td>Program Degree Plan</td>
<td>12</td>
</tr>
<tr>
<td>Estimated Program Cost Sheet</td>
<td>13</td>
</tr>
<tr>
<td>Program Grading Scale</td>
<td>14</td>
</tr>
<tr>
<td>Program Progression</td>
<td>14</td>
</tr>
<tr>
<td>Program Completion</td>
<td>14</td>
</tr>
<tr>
<td>Program Probation</td>
<td>15</td>
</tr>
<tr>
<td>Program Dismissal</td>
<td>15</td>
</tr>
<tr>
<td>Program Re-admission</td>
<td>16</td>
</tr>
<tr>
<td>Program Transfer</td>
<td>16</td>
</tr>
<tr>
<td>Program Withdrawal</td>
<td>16</td>
</tr>
<tr>
<td>Program Surveys</td>
<td>17</td>
</tr>
<tr>
<td>Student Employment</td>
<td>17</td>
</tr>
<tr>
<td>College Resources</td>
<td>18</td>
</tr>
<tr>
<td>Program Awards</td>
<td>19</td>
</tr>
<tr>
<td>Professional Organizations</td>
<td>19-20</td>
</tr>
<tr>
<td>Lab Policy</td>
<td>20</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>21</td>
</tr>
<tr>
<td>Incident</td>
<td>21</td>
</tr>
<tr>
<td>Insurance</td>
<td>21</td>
</tr>
<tr>
<td>Substance Abuse</td>
<td>21</td>
</tr>
<tr>
<td>Building Rules</td>
<td>22</td>
</tr>
<tr>
<td>Program Uniform Requirements</td>
<td>23-24</td>
</tr>
<tr>
<td>Clinical Education</td>
<td>25-26</td>
</tr>
<tr>
<td>Program Competency Sequence</td>
<td>27</td>
</tr>
<tr>
<td>Clinical Supervision Policy</td>
<td>28</td>
</tr>
<tr>
<td>Clinical Simulation Policy</td>
<td>28</td>
</tr>
<tr>
<td>Sonography Clinical Competency Requirements</td>
<td>29-30</td>
</tr>
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<td>Handbook Acknowledgment Form</td>
<td>31</td>
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INTRODUCTION

This handbook provides an aid to Students, Faculty, Clinical Instructors, and sonographers in the Bacone College Sonography Program. It should be used as a guide for all students during their Sonography training. Policies, rules, rights and responsibilities are established in this handbook.

The students are also governed by the policies as stated in the Bacone College Student Handbook, and the policies and procedures of the clinical education facility where they are assigned.

The Bacone College Radiography Program faculty developed this Student Handbook and it is updated annually to reflect current practice and compliance with Bacone College and clinical sites. The Sonography Program faculty reserve the right to make changes for the betterment of the program and welcome any recommendations for changes.

STUDENT GRIEVANCES:
Student grievances will be handled according to college catalog. (rev 6/26/12)

PROGRAM MISSION STATEMENT

In keeping with the mission of Bacone College, the Sonography Program is committed to providing students with a well-rounded education in the general learning of abdominal, obstetric/gynecologic, and vascular technology. Sonographic practices and principles along with the opportunity for the student to develop advanced medical imaging skills are included and intended to prepare the graduate for employment as Diagnostic Medical Sonographers. The Sonography faculty members are committed to assisting the student toward the greatest academic, personal, and professional potential through quality courses and instruction. This program is to assist in meeting community needs for highly competent sonographers, who give skilled care with respect for individual, cultural, and spiritual differences, while maintaining the college commitment to serving American Indians. This is accomplished through didactic education, offered in a nurturing Christian environment, and clinical education provided at affiliated clinics and hospitals. The combination of theory and clinical practice enables the student to acquire the knowledge, skills, and professional values necessary for the practice of sonography in diverse community and clinical settings.
PROGRAM GOALS

The goals of Bacone College, Associate of Applied Science Degree in Sonography, include:

- Students will be providing with both academic instruction and professional training in general abdominal, obstetric/gynecologic, vascular, and small parts technology in order to meet the employment needs of the individual and the medical community.

- Students will become skilled medical sonographers who actively apply acceptable principles and techniques within the fields of diagnostic medical and vascular technology.

- Students will become graduates that are eligible to apply, take and pass the American Registry of Diagnostic Medical Sonography (ARDMS) certification examinations upon completing the program.

- Students will maintain high academic and professional standards.

- Students will graduate as medical imaging professionals and willing to practice their profession in a culturally diverse population.

- Students will be able to develop effective communication, problem solving, and critical thinking skills.

- Students, faculty, and clinical sites will work together to provide the following values:
  - integrity
  - collaboration
  - accountability
  - consensus

(rev 02/25/14)
# PROGRAM FACULTY

- **Dean of Health Sciences:** Dr. Jonathan Thomason Ph.D.  
  (918)781-7325 thomasonj@bacone.edu
- **Acting Chair of Radiologic Sciences:** Shawn Dixon BS ML, RT(R)(ARRT)  
  (918)781-7317 (Main campus) dixons@bacone.edu  
  (918)496-0800 (Tulsa campus)
- **Clinical Coordinator:** Sandra McConnell, RCS  
  (918)496-0800 (Tulsa campus) Sandra.mcconnell@aimt.edu
- **Administrative Assistant:** (918)781-7310 cch.admin.assist@bacone.edu

## CLINICAL AFFILIATES (rev 02/25/14)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Clinical Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMO Salina Health Center</td>
<td>900 N. Owen Blvd. Salina, OK 74365</td>
<td>Mandy Tucker, RT(R)(M)RDMS</td>
</tr>
<tr>
<td>(Cherokee Nation)</td>
<td></td>
<td>918-434-8515</td>
</tr>
<tr>
<td>Choctaw Nation Health Care Center</td>
<td>One Choctaw Way Talihina, OK 74571</td>
<td>Rachel Springer, RDMS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>918-367-7000</td>
</tr>
<tr>
<td>Eastar Health System-Main Campus</td>
<td>300 Rockefeller Drive Muskogee, OK 74401</td>
<td>Casey Walker, RDMS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>918-684-3536</td>
</tr>
<tr>
<td>Eastar Health System- East Campus</td>
<td>2900 North Main Street Muskogee, OK 74401</td>
<td>Tina Coleman, RT(R)RDMS,RVT</td>
</tr>
<tr>
<td></td>
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<td>918-684-5684</td>
</tr>
<tr>
<td>Holdenville General Hospital</td>
<td>100 McDougal Drive Holdenville, OK 74848</td>
<td>David Osborne, 405-379-4215</td>
</tr>
<tr>
<td>*inactive</td>
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<td>BSRT,RDMS,RDCS,RVT</td>
</tr>
<tr>
<td>Integris Grove Hospital</td>
<td>1001 E. 18th Street Grove, OK 74344</td>
<td>Melida Winnie, RT(R)(M)RDMS,RVT</td>
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<tr>
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<td>918-787-3700</td>
</tr>
<tr>
<td>Jack C. Montgomery VA Medical Center</td>
<td>1011 Honor Heights Muskogee, OK 74401</td>
<td>Janie Phipps, RT(R)(M)RDMS,RVT</td>
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<td></td>
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<td>918-577-3184</td>
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<tr>
<td>Muskogee Diagnostic Imaging</td>
<td>3300 Chandler Road Muskogee, OK 74403</td>
<td>Misty Craft</td>
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<tr>
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<td>918-684-7226</td>
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<tr>
<td>PK Mobile X-Ray</td>
<td>347 S. 37th E. Ave. Muskogee, OK 74401</td>
<td>Terra Snell</td>
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<td>918-683-9729</td>
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<tr>
<td>Redbird Smith Indian Health Center</td>
<td>301 South JT Stites Blvd. Sallisaw, OK 74955</td>
<td>Bonnie Stites, RT(R)(M)RDMS</td>
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<td>(Cherokee Nation)</td>
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<td>918-774-1420</td>
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<tr>
<td>Tahlequah City Hospital</td>
<td>1400 East Downing Tahlequah, OK 74465</td>
<td>Cindy Cornell, RT(R)RVT</td>
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<tr>
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<td>918-458-2425</td>
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<tr>
<td>Three Rivers Health Center</td>
<td>1001 S. 41st East Muskogee, OK 74403</td>
<td>Julie Smith, RDMS</td>
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<tr>
<td>(Cherokee Nation)</td>
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<td>918-781-6595</td>
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<tr>
<td>Will Rogers Health Center</td>
<td>1020 Lenape Drive Nowata, OK 74048</td>
<td>Erica Allard, DMS</td>
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<tr>
<td>(Cherokee Nation)</td>
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<td>918-273-7584</td>
</tr>
<tr>
<td>Wilma P. Mankiller Health Center</td>
<td>Rt. 6 Box 840 Stilwell, OK 74960</td>
<td></td>
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<tr>
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<td>918-696-8834</td>
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PROGRAM ADMISSIONS PROCESS & REQUIREMENTS
The radiography applicant must meet the following criteria to be considered for admission into the Bacone College Sonography Program.

Application Process:
Applicants may fill out and return an application any time during the year to meet one of the cohort start dates. Cohorts are to begin in August and February at the Tulsa Campus. **There is the possibility that the start dates may change, but applications will be accepted at any time.** The advisor will determine which start date the applicant can enter. It is the applicant's responsibility to ensure that the following documentation is returned to the Admissions Office. For questions contact Admissions at (888)682-5514.

- Selection of and treatment of students while in the program is non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, religion, financial ability and any other protected class.
- Complete application to Bacone College Radiologic Sciences, specifically for Sonography.
- Submit ACT scores and/or all official copies of college transcripts.
- Complete 8 hours of clinical observation and submit form found in packet.
- Complete background check with the information provided in the packet.
  - **Note:** Applicants that have been convicted of a felony, been declared judicially incompetent, or have had a drug problem may not be permitted to take the certification examination and should discuss this with the radiologic science program faculty member upon application process.
- Complete HESI pre-entrance examination.
  - The cost is $33.00 and must be paid by cash, check or money order at the start of the examination.
  - Applicants need to contact Shawn Dixon, Program Director, at (918)781-7317 to schedule an examination date.
  - A study guide is available to applicants at the Bacone College Betts Library for review or one may purchase the study guide at the applicant's expense.

Admissions Requirements:
All of the admissions requirements must be met for acceptance into the Sonography Program. If the requirements are not, it is then recommended the student enter the Pre-Sonography Program and re-apply the following year.

1. HESI pre-entrance examination consists of Math, Reading Comprehension, Vocabulary, Grammar, Biology, Chemistry, Anatomy & Physiology, and Physics. **A comprehensive score of 70% needs to be met with the Math, Reading Comprehension, Vocabulary, and Grammar sections.**
• The scores in science categories are not taken into account for the comprehensive score, but used as an assessment tool for enrollment purposes.
• If the applicant meets the minimum score and is accepted or enters the pre-radiography program, the student will receive a credit on their student accounts ledger.

2. Meet the Worker Characteristics of a Diagnostic Medical Sonographer found in the packet.

3. Prerequisites of English Comp I & English Comp II need to be completed.

**Admissions Process:**
Once the application process and admissions requirements are completed:

• Each applicant will have a completed application review sheet before being considered for admission to the program.

• Class size varies each year according to the number of clinical sites available. Applicants will be granted admission until the class/cohort is filled. An applicant can apply for either the August or February start dates. The selection of cohorts is based on completion of admissions file and the pre-entrance exam score; it is a first-come, first-serve basis.

• Applicants will then be notified via letter and can be admitted with no conditions, conditions, alternate or if declined, enter the pre-sonography program. If conditions are to be met, these have to be completed within the first semester of the program.

• If an applicant accepts, then the “Intent to Accept” letter must be returned with a signature.

• If an applicant declines, then the alternate list will be accessed.

**Criteria following acceptance into the program:**
Once an individual has been accepted:

1. Individual needs to set up an appointment with Shawn Dixon, Program Director, at (918)781-7317 to schedule an advisement time for enrollment and review expectations of the program.

2. Complete the following requirements which are at the student's expense. All documentation is to be turned into Shawn Dixon, Program Director, prior to start of Sonography classes:
   • Physical (dated no more than 1 month before start date)
   • Hepatitis B vaccination series of three or waiver
   • MMR vaccinations series of two or positive titer
   • Varicella vaccination series of two or positive titer
   • Tetanus in last ten years or booster
   • Negative PPD skin test in last 12 months or chest x-ray documentation if positive
   • Negative 10 panel urine drug screen (dated no more than 1 month before start date)
   • CPR licensure: American Heart Association, Healthcare Provider ONLY. The radiography program will offer CPR classes or the student can seek outside sources.
   • Submit proof of health insurance or other medical coverage

(rev 12/19/13)
WORKER CHARACTERISTICS OF A DIAGNOSTIC MEDICAL SONOGRAPHER

The following are essential characteristics for any Diagnostic Medical Sonographer as compiled from observations of a wide variety of job experiences.

A  VISUAL ACUITY:

- Review and evaluate recorded real time images to determine the quality of the images produced.
- Visual acuity to differentiate between shades of gray used in Sonography.
- Read protocol for sonography procedures in the department.
- Perform data entry tasks using digital and computer terminals.
- Must be able to work in dimly lit exam areas

B  HEARING ACUITY:

- Hearing must be sufficient to communicate with others.
- Respond appropriately to equipment signals and other audible sounds.
- Hear and retain pertinent information to relay instructions.
- Hear and respond to patient questions and clinical history while processing a request.

C  SPEAKING ABILITY:

- Speak clearly and loudly enough to be understood by a person in the imaging department or on the phone.
- Good communication skills are also necessary to maintain good interpersonal relationships with patients and peers.

D  DIGITAL DEXTERTITY:

- Grasp and manipulate small objects required to perform job functions such as dials, switches, push buttons, and keyboards.
- Perceiving such attributes of objects/materials as size, shape, temperature, texture, movement or pulsation by receptors in the skin, particularly those of the finger tips.
- Operate a variety of sonography equipment.
- Arms and hands or functional artificial limbs are essential to perform sonographic procedures and transfer patients; full use of hands, wrists, and shoulders.
- Legs and feet or functional artificial limbs are essential to maintain balance to accomplish required duties and transport patients.
E  PHYSICAL ABILITY:

- Walk or stand for about 80% of a normal workday.
- Maneuver through congested area(s) or unit(s) to perform sonography procedures. Position and transport patients.
- Carry, lift, push, and pull 50 pounds or more on a daily basis.
- Bend, stoop, kneel, squat, or sit and reach routinely.
- Control imaging transducer and manipulate equipment weighing up to 500 pounds on wheels.

F  ADAPTIVE ABILITY:

- Complete tasks or job functions within deadlines.
- Complete required tasks/functions under stressful conditions.
- Track and complete multiple tasks at the same time.
- Perform independently with minimal supervision.
- Interact appropriately with diverse personalities.
- Follow verbal and written directions and perform exams in a proper sequence.
- Provide the utmost in patient care.

*Any student whose health, after entering the program, changes his/her ability to meet the physical requirements of the Program will be asked to withdraw from the Program until the problem is corrected.

(rev 02/25/14)
AUGUST PROGRAM CURRICULUM

The Sonography Program is an eighteen month (4 term) consecutive program consisting of 47 credit hours of Sonography courses (didactic and clinical) and 26 credit hours of related general education courses, with a total credit hours of 73. Upon completion of the program, graduates receive an Associate of Applied Science (AAS) in Diagnostic Medical Sonography. The sequencing are as follows:

### TERM ONE
**August- December**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Day</th>
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<tbody>
<tr>
<td>BIO2134 Anatomy &amp; Physiology I w/ Lab*</td>
<td>4</td>
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<tr>
<td>BIO2144 Anatomy &amp; Physiology II w/ Lab*</td>
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<td>ENG1113 Comp I</td>
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<td>TW</td>
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<td>RAD1101 Medical Terminology</td>
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<tr>
<td>REL1003 Introduction to Christianity</td>
<td>3</td>
<td>TW</td>
</tr>
<tr>
<td>DMS1103 Introduction to DMS</td>
<td>3</td>
<td>M</td>
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<tr>
<td><strong>3= 18 credit hours</strong></td>
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**February- August**

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<tbody>
<tr>
<td>DMS2041 Biologic Effects of Ultrasound</td>
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<td>DMS2033 Abdomen Ultrasound</td>
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<td>DMS2043 Abdomen Ultrasound Lab</td>
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</tr>
<tr>
<td>DMS2053 Small Parts</td>
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<tr>
<td>DMS2063 Small Parts Lab</td>
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<td>SPC1713 Speaking &amp; Thinking Critically</td>
<td>3</td>
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### TERM THREE
**September- March**

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<tr>
<td>MTH0223 Intermediate Algebra</td>
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<tr>
<td>DMS2076 Ultrasound Physics &amp; Instrumentation</td>
<td>6</td>
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<tr>
<td>DMS2113 Vascular Sonography</td>
<td>3</td>
<td>WR</td>
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<tr>
<td>DMS2223 Vascular Sonography Lab</td>
<td>3</td>
<td>WR</td>
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<tr>
<td>DMS1133 Clinical I</td>
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<td><strong>3= 18 credit hours</strong></td>
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### TERM FOUR
**March- September**

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<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>DMS2086 OB/GYN/Embryology</td>
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<td>DMS2093 OB/GYN Lab</td>
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<tr>
<td>DMS1333 Clinical III</td>
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<tr>
<td>AIS1103 Introduction to American Indian Studies</td>
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**TOTAL CREDIT HOURS WITH PREREQUISITES= 73**

**Minimum ACT of 24 in Science or Human Biology required**

**Minimum ACT of 19 in Math or Intermediate Algebra required (rev 01/15/13)**

rev.02/21/14
# FEBRUARY PROGRAM CURRICULUM

The Sonography Program is an eighteen month (4 term) consecutive program consisting of 47 credit hours of Sonography courses (didactic and clinical) and 26 credit hours of related general education courses, with a total credit hours of 73. Upon completion of the program, graduates receive an Associate of Applied Science (AAS) in Diagnostic Medical Sonography. The sequencing are as follows:

## TERM ONE

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<th>January- May</th>
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<tr>
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<td>RAD1101 Medical Terminology</td>
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<td>REL1003 Introduction to Christianity</td>
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<td>DMS1103 Introduction to DMS</td>
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## TERM TWO

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<th>Credit Hours</th>
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<tr>
<td>DMS2041 Biologic Effects of Ultrasound</td>
<td>1</td>
<td>MT</td>
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<td>DMS2033 Abdomen Ultrasound</td>
<td>3</td>
<td>WR</td>
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<td>DMS2043 Abdomen Ultrasound Lab</td>
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<td>DMS2053 Small Parts</td>
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<td>DMS2063 Small Parts Lab</td>
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<td>MT</td>
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<tr>
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<td>3</td>
<td>MT</td>
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<tr>
<td>SPC1713 Speaking &amp; Thinking Critically</td>
<td>3= 19 credit hours</td>
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## TERM THREE

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<tr>
<th>March- September</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MTH0223 Intermediate Algebra</td>
<td>3</td>
<td>WR</td>
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<tr>
<td>DMS2076 Ultrasound Physics &amp; Instrumentation</td>
<td>6</td>
<td>WR</td>
</tr>
<tr>
<td>DMS2113 Vascular Sonography</td>
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<tr>
<td>DMS2223 Vascular Sonography Lab</td>
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<tr>
<td>DMS1133 Clinical I</td>
<td>3= 18 credit hours</td>
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## TERM FOUR

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<tr>
<th>September- March</th>
<th>Credit Hours</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS2086 OB/GYN/Embryology</td>
<td>6</td>
<td>MT</td>
</tr>
<tr>
<td>DMS2093 OB/GYN Lab</td>
<td>3</td>
<td>MT</td>
</tr>
<tr>
<td>DMS1233 Clinical II</td>
<td>3</td>
<td>WRF</td>
</tr>
<tr>
<td>DMS1333 Clinical III</td>
<td>3</td>
<td>WRF</td>
</tr>
<tr>
<td>AIS1103 Introduction to American Indian Studies</td>
<td>3= 18 credit hours</td>
<td>MT</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS WITH PREREQUISITES= 73**

**Minimum ACT of 24 in Science or Human Biology required**

**Minimum ACT of 19 in Math or Intermediate Algebra required (rev 01/15/13)**

rev.02/21/14
For the Associate of Applied Science in Diagnostic Medical Sonography at Bacone College, the student must have successfully completed 73 credit hours.

The following courses are required:

**COMMUNICATIONS**
- ENG1113 English Comp I
- ENG1213 English Comp II

**CRITICAL THINKING**
- SPEECH103 (3 hrs. required) DONE
- SPC1713 Speaking & Thinking Critically

**RELIGION**
- REL1003 Introduction to Christianity
- REL1013 Sociology of Christianity
- REL2253 The World's Religions
- REL3113 Christian Ethics

**THE SOCIAL**
- AMERICAN INDIAN STUDIES
  - AIS1103

**SCIENCE**
- (8 hours required) DONE
  - *BIO2134 Anatomy & Physiology I
  - *BIO2144 Anatomy & Physiology II

Proof of Math Competence
- (3 hours required) DONE
  - MTH Intermediate Algebra
  - MTH College Algebra
  - ACT Math Score

**DIAGNOSTIC MEDICAL SONOGRAPHY**
- (50 hours minimum required) DONE
  - *RAD1101 Medical Terminology
  - *DMS1103 Introduction to DMS
  - *DMS1133 Clinical I
  - *DMS1233 Clinical II
  - *DMS1333 Clinical III
  - *DMS2033 Abdomen Ultrasound
  - *DMS2041 Biologic Effects of Ultrasound
  - *DMS2043 Abdomen Ultrasound Lab
  - *DMS2053 Small Parts
  - *DMS2063 Small Parts Lab
  - *DMS2076 Ultrasound Physics & Instrumentation
  - *DMS2086 OB/GYN/Embryology
  - *DMS2093 OB/GYN Lab
  - *DMS2113 Vascular Sonography
  - *DMS2223 Vascular Sonography Lab

**PROOF OF COMPUTER LITERACY**
- CIS2113 Information in Modern Society
  - or Test Out Date
  - or Met by HS Transcript Computer Course

**Reading Course Sequence** (requirement based on ACT scores-
gives no credit toward graduation)
- REA0113 Intro to College Reading (required if ACT is 13 or below)
- REA0123 College Reading Improvement (required if ACT is 14 to 18)
- REA0213 Advanced Reading (required if ACT is 19 or 20)

**OUTCOMES ASSESSMENT (CAAP Test)**
Required after completing 60 credit hrs.
(No credit, Required for graduation)

*A grade of “C” or better must be earned in these courses.

Date Review Date ____________________
Total Hours Completed ____________________
Current Enrollment (Hrs) ____________________
Hrs. needed after current semester ____________________
Minimum 73 credit hours and cumulative grade point average of 2.6.

For Registrar Use Only: Core Credit Hours Core GPA Total Credit Hours Cumulative GPA
Date Graduation Requirements Met: Approved by

Revised 02/21/2014
# ESTIMATED PROGRAM COST SHEET

**Tuition and Fees:**
- Summer Tuition: $335/credit hour
- Summer Fees: $680.00/semester
- Fall/Spring Tuition: $5,675/semester
- Fall/Spring Fees: $1,350/semester

**Books/Laptop:** (Expenses are responsibility of student)
- Books: $800.00/year
- Laptop: $750.00

**Course Material Fees:** (Expenses are figured in with fees)
- Lab Supplies (attached to DMS 2043): $20.00
- Liability Insurance (attached to DMS 1133, DMS 1233, & DMS 1333, $25/each): $50.00
- Pinning: pins (attached to DMS 1333): $60.00

**Uniforms and Supplies:** (Expenses are responsibility of student)
- Scrub Uniforms per year (3): $150.00
- Scrub Logo Patch: $8.00 each
- White or Black Leather Shoes per year (1): $100.00
- Lab Coat: $35.00
- Watch with second hand: $35.00
- Polo Shirt: $20.00

**Miscellaneous Fees:** (Expenses are responsibility of student)
- BSDMS Membership (annual): $10.00
- Lambda Nu (if applicable)(one time fee): $40.00
- Phi Theta Kappa (if applicable)(one time fee): $60.00
- Alpha Chi (if applicable)(one time fee): $60.00

**Graduation Fees:** (Expenses are responsibility of student)
- *SPI/Sonography Principles & Instrumentation examination*: $200.00
- Application for Graduation: $75.00

*if applicable*
PROGRAM GRADING SCALE

The grading scale for the Bacone College Sonography Program is:

93- 100% = A  
84- 92% = B  
76- 83% = C  
67- 75% = D  
Below 66% = F

PROGRAM PROGRESSION

To successfully progress through the sonography program, students must demonstrate safe, responsible, and professional conduct and meet the following academic standards:

- Attendance average of at least a 76%, C in DMS prefix courses.
- Exam average of at least a 76%, C in DMS prefix courses.
- Attendance and exam averages must be at least a 76%, C in DMS prefix courses before any other grade categories will be added for the final course average.
- Final course average of at least a 76%, C in DMS prefix courses.
- Complete all DMS prefix courses each semester in logical sequence with at least a 76%, C.

PROGRAM COMPLETION

The following criteria must be met to successfully complete the sonography program. Once all criteria are met, the Program Director will provide verification of to the registrar for the student to graduate with an Associates of Applied Science in Diagnostic Medical Sonography.

- Submit application for spring graduation to the registrar by published deadline.
- Complete all DMS courses with a grade of “C” or better.
- Complete all required general education courses with a grade of “C” or better.
- Complete all remediation delineated by Program Director and/or Instructor.
- Complete all clinical requirements.
- Submit all film badges, holders and ID badges at final conference.
- Complete an exit interview.
- Submit a current address, e-mail address and phone number.
- Submit to Program Director the date of your scheduled Physics exam (if applicable) and inform Program Director of exam score.
- Satisfy all financial obligations to the college.

(rev 02/27/14)
PROGRAM PROBATION

Students may be placed on program probation as a warning of deficiencies in certain areas. The exact terms of the probation will be specified in writing to the student. A specific probationary period will be allowed for the student to demonstrate improvement. The terms will include the behaviors required to remove the probationary status. If the terms of the probation are not met, the students may be dismissed from the program.

Conduct that may be justification for probation (but not limited to):

- Unprofessional behavior
- Unprofessional appearance in class or clinical
- Personal problems that interfere with class or clinical time
- Use of profane or abusive language
- Lack of organization
- Lack of performance
- Attendance issues
- Late assignments
- Progress report of 76%, C or less
- Course grade of 76%, C or less
- Failing exams
- Not meeting minimum clinical expectations
- Failure to meet the Worker Characteristics of a Diagnostic Medical Sonographer.

PROGRAM DISMISSAL

Students may be dismissed from the program for the following reasons:

- Failure of at least a 76%, C final attendance average in any DMS prefix course
- Failure of at least a 76%, C final exam average in any DMS prefix course
- Failure of at least a 76%, C final course average in any DMS prefix course
- Failure to meet probationary terms
- Reoccurring probation
- Withdrawing from a DMS prefix course
- Clinical unsafeness
- Possession, use, or distribution of mind altering substances at school, clinic, and school functions
- Behavior inconsistent with the American Registry for Diagnostic Medical Sonography (ARDMS)
- Reasons stated in Bacone College Student Handbook

Students must complete an exit interview with the program director in order to be considered for re-admission.

(rev 02/27/14)
PROGRAM RE-ADMISSION

Students who are dismissed or withdrawal from the program and wish to be re-admitted must have an exit interview on file and follow the following criteria:

- Re-apply for admission to Bacone College (if not a current student).
- Re-apply for admission to Sonography Program, then be accepted before being permitted to continue.
- Have a grade point average of 2.6 in course work applying toward the sonography degree.
- Re-admission will be subject to approval of the Admissions Committee and available program space.
- Students may be re-admitted to the Sonography Program one time only.
- Guidelines for re-admittance will be outlined in the exit interview then conditions reviewed upon re-admittance status.
- This should be done at least one full semester prior to the time of the requested re-admission. Please keep in mind the curriculum and course sequence for when classes are offered (twice per year).

PROGRAM TRANSFER

Transfer students will not be permitted to pursue a sonography major at Bacone College if they have been previously enrolled in another sonography program and were not in good standing upon exit or are not admissible to the previous program. All transfer applicants who have been previously enrolled in a sonography program must submit, as part of their application, a letter from the dean or director of that sonography program indicating eligibility status for re-admission.

A student may be admitted by transfer in accordance with the College Catalog. Transfer is subject to available program space.

PROGRAM WITHDRAWAL

A student may withdrawal from any course in accordance with the College Catalog. If a student withdrawals from a DMS prefix course, they will automatically be withdrawn from the program. Students must complete an exit interview with the program director in order to be considered for re-admission.
PROGRAM SURVEYS

Exit/Student Satisfaction Surveys are completed by the graduating class during finals week. All data is collected and tabulated, the results are utilized for program improvement and reflection, and are a part of program assessment.

Employers surveys are completed by facilities that employ Bacone graduates. This survey is completed six months after the employee has graduated. All data is collected and tabulated, the results are utilized for program improvement and reflection, and are part of program assessment.

Graduate surveys are completed by the graduate, six months after graduation. All data is collected and tabulated, the results are utilized for program improvement and reflection, and are part of program assessment.

STUDENT EMPLOYMENT

Students are not discouraged from holding jobs outside the program. Students must realize that no special privileges will be given. The job cannot interfere with academic or clinical responsibilities. If a student is employed in an imaging department, the students may not receive any compensation in relation to their employment while on clinical time, or they may not complete clinical time during their scheduled work shifts. No signatures obtained for clinical competencies will be valid during the students employment. Preference for clinical rotation assignments will not be based on the students place of employment.

(rev 02/27/14)
COLLEGE RESOURCES

BACONE COLLEGE CATALOG:
The following policies can be found in the Bacone College Catalog:
Go to www.bacone.edu, Resources, Forms and Documents, Academic Catalog or
http://www.bacone.edu/files/5613/3970/1183/2012-2013_Catalog.pdf

- General Information
- Admission Information
- Financial Information
- Student Life Information
- Academic Information

BACONE COLLEGE STUDENT AND RESIDENCE LIFE HANDBOOK:
The following can be found in the Bacone College Student and Residence Life Handbook:
Go to www.bacone.edu, Resources, Forms and Documents, Student Handbook or

- Student Life
- Academic Support
- College Policies
- Residential Life Handbook
- Safety
- Other Pertinent Information

OTHER:
Please refer to www.bacone.edu for all other information including:
President's Hotline http://www.bacone.edu/president/hotline/,
Academic Calendar http://www.bacone.edu/files/9913/3593/8576/AcademicCalendar2012-2013.pdf, etc.

ADVISOR:
Each student will be assigned an advisor and each advisor will consult with the student and provide
advisement to guide the student through the enrollment process and towards success in their
educational goals. Sonography students will be assigned to the program director or the clinical
coordinator. Also feel free to contact your Advisor, Program Director, Clinical Coordinator, or
Instructors.

(rev 02/27/14)
PROGRAM AWARDS

Outstanding Student Award:
The recipient of this award is selected by the graduating students. Criteria for selection include: leadership, cooperation, contribution to the Sonography program and Bacone College.

Director's Award:
This award is given to a graduating student who has demonstrated outstanding service to the program, college, and profession. The program director chooses the recipient.

Clinical Excellence Award:
This award is for demonstration of outstanding clinical skills and dedication to promoting professionalism and delivery of patient care.

Perfect Clinical Attendance:
The Perfect Clinical Attendance Award is provided by the Sonography Program to recognize graduating students. To receive this award, a successful candidate must demonstrate perfect clinical attendance. Selection of the recipient is made by the clinical coordinator.

(rev 02/27/14)

PROFESSIONAL ORGANIZATIONS

Students may join professional organizations of their perspective future career. Participation helps prepare students for future growth and development in their profession as well as afford them access to learning experiences through seminars, meetings, and publications. Information and enrollment can be done online and at the student's discretion.

Bacone Society of Diagnostic Medical Sonographers (BSDMS):
There is an annual due of $15.00 due each September. All students are encouraged to join BSDMS. Students will comply with the by-laws of the BSDMS. Attendance at meetings and events is strongly suggested.

Society of Diagnostic Medical Sonographers (SDMS):
This organization is optional for the student. But is does provide insight into the future career of choice.
Lambda Nu Honor Society:
This is a national honor society for radiologic and imaging sciences. Bacone College Sonography is a part of the Oklahoma Delta Lambda Nu. The purpose is to foster academic scholarship at the highest academic levels, promote academic research and investigation in the radiological and imaging sciences, and recognize exemplary scholarship. Students are chosen to be members of this honor society based on GPA.

(rev 02/27/14)

LAB POLICY

- Students will not be allowed to perform a sonogram unless approved by an instructor or unless any instructor is present (in the room or in the building). The laboratory is for teaching purposes only and can not be used for diagnosis.

- Students may use the laboratory to scan other students in free time if instructor is present (in the room or the building). This is strongly encouraged.

- Each student is expected to replace equipment and other teacher aids in their proper locations.
  1. Gel must be put away.
  2. Dirty linen must be put away.
  3. Transducers must be cleaned.
  4. Bed linens must be kept clean and neat.
  5. Lights must be turned off when leaving the lab.
  6. Door to lab must be shut and locked when leaving.

- Food and drinks are not allowed in the laboratory.

- If persons scanned outside of your classmates, you must get the permission form from your instructor. Permission/consent forms must be signed by the person being scanned.

- Only sonography students and instructors are allowed to utilize the laboratory.

(rev 02/27/14)
CONFIDENTIALITY

Health Insurance Portability and Accountability ACT of 1996 (HIPAA) is an act that protects confidential patient information. All students will receive literature and an in service regarding HIPAA regulations. All students are expected to protect patient confidentiality, participate in the in services and sign the required forms. All students are to adhere to the policies of his/her clinical site regarding patient confidentiality. Students should never divulge any information related to patients to any person, with exception of health care providers. This should only be done with health care providers who are necessary in to the care of the patient. Any request for patient information should be directed to your clinical instructor or the technologist that is supervising you. Failure to abide by polices or HIPAA regulations will result in disciplinary action with possible dismissal from the program.

INCIDENT

Within 24 hours of an incident, which occurs at Bacone College or at a clinical facility, students must submit written documentation to the Clinical Coordinator/Program Director. If the Clinical Coordinator/Program Director is not available the documentation of the incident/accident should be submitted to any other health science faculty member. The information included in this documentation should include: Who, Why, What, Where, When and Witness information as applicable. This form should be made available at the clinical facility. If the incident occurred at Bacone College than the College policy is to be followed.

INSURANCE

Health Insurance:
Students are required to provide their own health insurance coverage and are responsible for any medical expenses incurred while enrolled in the Sonography Program. Bacone College does not assume the responsibility for student’s health, whether through illness or injury nor for medical bills incurred while on clinical duty or on campus. Bacone College does provide students with the opportunity to take out a health insurance policy. Written proof of individual insurance is required prior to participating in clinical experiences.

Liability insurance:
Contractual agreements with clinical affiliates require Bacone to carry liability insurance for students. The cost of liability insurance is included in the student fees.

SUBSTANCE ABUSE

If a student is suspected of being under the influence of drug/alcohol while at clinic or school, the local authorities are to be notified and the program faculty contacted.

(rev 02/27/14)
BUILDING RULES

INTRODUCTION:
The C.C. Harmon Health Science Facility, in Muskogee, was built in 1975 to house the Bacone College Nursing Department. In 1988 the building was remodeled and enlarged to make room for the Radiologic Technology Department. This consisted of a new Radiologic Technology classroom, lab, and a student lounge. Many campus activities, in addition to classes, were held in this building. The program officially moved to the Tulsa campus in Fall 2013.

PARKING:
Students are to park in designated areas only.

WHEN YOU NEED TO SEE YOUR INSTRUCTOR, ADVISOR, PROGRAM DIRECTOR, OR THE DEAN OF HEALTH SCIENCES:
It may be necessary to meet with an instructor, your advisor, Program Director, or the Dean of Health Sciences. When you need to see a Health Sciences Faculty member, you must schedule an appointment before or after class, by telephone or by email.

TELEPHONES:
The School does not have the personnel to handle personal calls for all of its students, and can take only emergency phone calls for the students. Please inform your family and friends of this. The telephone in the main reception area is for business only. Students may use cell phones on breaks, or in the case of emergency during class, the student may be excused to answer the phone.

COPY MACHINE:
Students are to make copies in the library.

BULLETIN BOARDS:
All posted items must be approved in advance by the Campus Director, Program Director, or Dean of Health Sciences.

USE OF TOBACCO PRODUCTS:
The use of tobacco products inside the building is prohibited. If you smoke, please use the designated smoking area.

FOOD AND DRINKS:
Food and drinks are permitted in the student lounge. Food and drinks are prohibited in the classrooms with the exception of bottled water.

GUESTS:
Guests in the classroom are prohibited without the instructor’s permission. Please do not bring your children or other guests to the building and leave them unattended. Children or guests can be disruptive to the classes or may be injured. Children are not allowed in the classroom.

(rev 12/19/13)
PROGRAM UNIFORM REQUIREMENTS

If any part of the uniform requirements are not met in entirety, the student may be sent home. It is advised that students contact the Clinical Coordinator if their uniform requirements are not met to receive instructions.

When students are not engaged in a Bacone College clinical activity, they may not represent themselves as Bacone College sonography students.

UNIFORM:
The clinical uniform is a solid black, two piece scrub suit, simple design with pockets, and of appropriate professional appearance. The uniform should be clean and properly fitting. Under garments should not be visible through the uniform. Students may wear a solid white or black, short or long sleeve t-shirt under their uniform top. T-shirt may not go past the shirt sleeves of the uniform and must be tucked into uniform pants at all times. The only jacket permitted is a clean, white warm-up/lab jacket. Once uniforms are purchased the scrub top is to be brought in for the Bacone Sonography insignia to be sewn on the left sleeve.

When representing Bacone Sonography and the clinical uniform is not required, a professional uniform will be required. The professional uniform consists of a black polo shirt with the Bacone Sonography insignia and nice pants. The white warm-up/lab jacket will also be part of the professional uniform at times, including the Pinning Ceremony.

All uniform requirements are at an additional expense of the student. All items are to be purchased by the student with exception of the black polo and insignia.

SHOES and SOCKS:
Shoes must be solid/mostly white or black while in the clinical area. The shoes must be all leather, clean, polished, well-supporting and with clean laces; no open toes, open heels, or holes. Flip flops, sandals, mesh or canvas are not permitted. Socks are to be worn at all times.

HAIR:
Hair must be clean and well controlled so that it does not hang in eyes, around face, or on shoulders while in clinical uniform. Extreme hairstyles or hair colors are not permissible in the clinical area. Hair bows, barrettes, and clips must be sized appropriately. Beards and mustaches should be neatly trimmed.

PERSONAL GROOMING:
Personal cleanliness is essential including; bathing, the use of deodorant and oral hygiene. Moderate use of makeup, mild perfume, mild cologne and/or shaving lotion is acceptable. Nails must be clean, well trimmed, smooth and fairly short. A natural/ clear color nail polish may be worn if not chipped or cracked. Artificial nails, tips, or fills are prohibited.
JEWELRY:
The only jewelry permitted to be worn in the clinical area is a wedding band, which may need to be removed at times, and one pair of small, plain stud/post/button earrings.

TATTOOS and BODY PIERCINGS:
Tattoos must be covered or not visible in the clinical area. Body piercings (other than earrings) and gauging of body parts must be covered, removed, or not visible in the clinical area.

REQUIRED EQUIPMENT:
The following are required during clinicals:
- Name Badge(s)
- Clinical Badge (if applicable)
- Clinical forms- competencies, time sheet, etc.
- Notepad
- Ink Pen

All of the following are to be on the student and visible at all times while at clinic. The name badges will be provided to the student.
CLINICAL EDUCATION

Sonography students have experiences in a number of institutions. It is important that students be constantly aware, in these settings, that they represent Bacone College and the Sonography profession. Some clinical facilities have an employee handbook that will be made available to the students. It is to be stressed that sonography students are not eligible for any benefits due the employees of the clinical institution, but are bound by their rules and regulations, since you will be encountering patients on their premise. The imaging department has set up rules in addition to those established by the clinical institutions that you, as students, are responsible for reading, understanding and following.

CLINICAL ORIENTATION:
Students complete an introductory overview of the field, as well as the necessary entry-level requirements necessary prior to clinical involvement with patients. This takes place during their first clinical course titled, Introduction to DMS (DMS 1103). Students will also participate in a clinical orientation session for each clinical facility that includes clinical policies and procedures; including hazards, emergency preparedness, medical emergencies, HIPPA, and Standard Precautions.

CLINICAL PLACEMENT:
Clinical placement is non-discriminatory, determined by the Clinical Coordinator/Program Director with geographical locations taken into consideration.

TRANSPORTATION:
The sonography student, himself/herself, is solely responsible for transportation to and from college and any facility used for clinical education. Students will not transport clients in their own automobiles.

CLINICAL ROTATIONS:
Students will rotate through multiple clinical settings which will provide a wide range of imaging settings (hospitals, clinics, and imaging centers) with a wide range of examinations (abdomen/pelvis, superficial, gynecology, obstetrics, interventional, and scanning techniques) and patients (outpatient, inpatient, critical, pediatric, and geriatric). Rotations will be in increments of eight and sixteen weeks. All students will be provided with equitable learning opportunities with the rotations.

CLINICAL ASSIGNMENTS:
Clinical assignments will be followed as outlined on the rotation schedule by the Clinical Coordinator, then followed by the Clinical Instructor assignments at each facility. Student clinical assignments such as file room, reception area, and patient transfer should be limited. Students are not replacements for employees/techs. The ratio of the clinical instructor to students never will be greater than 10:1. The ratio of registered staff radiographers to students will be 1:1.
CLINICAL HOURS:
The program operates on traditional program hours of Monday-Friday, 5:00 a.m. - 7:00 p.m. No more than ten (10) clinical hours will be scheduled in one day; with a total of didactic and clinical hours not exceeding forty (40) hours per week. Each clinical facility's hours will be outlined on the clinical rotation schedule.

CLINICAL ABSENCES:
Each student will have two personal days in the fall and spring semesters, but any missed days in the summer semester will be make-up time. Any absences past the two personal days will be make-up time and three tardies equals a make up day. See each clinical syllabus for attendance policy.

CLINICAL MAKE-UP TIME:
Clinical make-up time will be made-up only during school breaks after the approval of the Clinical Coordinator and the Clinical Instructor. Clinical make-up time will not be allowed on the actual holiday of a break or through the week while school is in session.

CLINICAL CONFERENCES:
Students will have scheduled clinical conferences with the Clinical Coordinator every eight-weeks to discuss progress. See clinical syllabi for details.
PROGRAM COMPETENCY SEQUENCE

1. Classroom
   a. Lecture
   b. Didactic Testing

2. Laboratory
   a. Demonstration/Practice
   b. Lab Testing

3. Clinical Participation
   a. Observe
   b. Assist
   c. Perform

4. Clinical Competency
   a. Initial Competency
   b. Continued Competency
   c. Terminal Competency

CLASSROOM:
Classroom instruction is provided through lectures, followed by didactic testing examination of the material covered.

LABORATORY:
Laboratory instruction is provided with demonstration and practice of positioning and scanning skills, followed by lab testing while simulating the examination.

CLINICAL PARTICIPATION:
Clinical participation consists of observation, assistance, and performance phase of clinical education. Three observed examinations under direct supervision must be logged before any initial competency for a mandatory competency.

CLINICAL COMPETENCY:
Clinical competency consists of initial, continued, and terminal competencies:
- Initial Competency: The first competency evaluation of a specific sonographic examination.
- Continued Competency: A competency evaluation that assesses the on-going competence in previously completed semesters.
- Terminal Competency: A random competency examination from various categories used to demonstrate the student’s overall competence. The clinical instructor, clinical coordinator, or program director will select these. The four exams will be selected from different categories that include:
  - abdomen/ pelvis, OB/GYN, vascular, interventional, superficial, and elective exams

(rev 02/27/14)
CLINICAL SUPERVISION POLICY

The clinical instructor at each facility is the primary supervisor/person responsible for students during their rotation at the clinical facility.

DIRECT SUPERVISION:
Direct supervision assures patient safety and proper educational practices. Direct supervision is student supervision by a qualified sonographer who:
- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

This is the supervision required before the student has successfully completed an initial competency, or if the student regardless of competency status needs to repeat a film.

INDIRECT SUPERVISION:
Indirect supervision promotes patient safety and proper educational practices. Indirect supervision is supervision provided by a qualified sonographer immediately available to assist students regardless of the level of student achievement. “Immediately available” is interpreted as the physical of a qualified sonographer adjacent to the room or location where a sonographic procedure is being performed.

This is the supervision permitted only after the student has been deemed competent.

CLINICAL SIMULATION POLICY

A simulation may be performed when a student is short on the total competencies required for the clinical semester. A letter, e-mail, or phone call needs to given by the clinical instructor stating that exams being used for simulations were not available at that time. A student may simulate on a maximum of two simulations without a deduction in grade. After the two simulations, a deduction in the grade will occur.

To perform a simulation, the student performs the sonographic examination on a model (fellow student or technologist) or phantom (not a patient).

Simulations must meet the following criteria: (a) the student is required to competently demonstrate skills as similar as circumstances permit to the cognitive, psychomotor, and affective skills required in the clinical setting; (b) the qualified sonographer is confident that the skills required to competently perform the simulated task will generalize or transfer to the clinical setting.
Sonography
Clinical Competency Requirements

As a part of their educational program, students must demonstrate competence in the clinical activities identified in the following pages. Demonstration of clinical competence means that the program director or designee has observed the student performing the procedure, and that the student performed the procedure independently, consistently, and effectively. Students must demonstrate competence in the areas listed below:

- **Mandatory Patient Care Requirements:**
  - Vital signs (temperature, pulse, respiration, blood pressure)
  - CPR
  - O2 Administration
  - Universal (standard) precautions
  - Sterile technique
  - Monitoring level of consciousness
  - Verification of informed consent

- **Mandatory Sonographic Examinations**
  - *Abdomen/Pelvis*
    - Liver
    - Spleen
    - Pancreas
    - Biliary Tract/Gallbladder
    - Kidneys
    - Aorta
    - Inferior vena cava
    - Vasculature (carotid and venous of lower extremities)
  
  - *Superficial Structures*
    - Scrotum and testis
    - Thyroid
    - Breast

  - *Gynecology*
    - Uterus/Ovaries Trans Abdominal
    - Uterus/Ovaries Trans Vaginal

  - *Obstetrics*
    - First trimester obstetrics
    - Second trimester obstetrics
    - Third trimester obstetrics
*Interventional Procedures*
Biopsy
Aspiration
Drainage Procedures

*Scanning Technique*
Doppler
M-mode
Harmonic

- **Elective Sonographic Examinations**

Students must demonstrate competency for 5 out of 10 procedures below. The student, in conjunction with his or her Program Director/Clinical Coordinator, may determine which of the procedures are to be chosen to fulfill this requirement. These must be completed for program completion:

- GI Tract (appendix, pyloric stenosis)
- Adrenals
- Prostate
- Abdominal Wall
- Breasts
- Superficial Mass
- Musculoskeletal
- Fetal Biophysical Profile
- Amniocentesis
- Pediatric or Neonatal Studies (any sonographic examination)

All student competencies must be completed.

All 24 mandatory competencies must be performed on a patient and must be completed for program completion; simulations will be at the discretion of Program Director/Clinical Coordinator.

(rev 02/27/14)
I, ________________, acknowledge that I have read and understand the Sonography Student Handbook. The policies and procedures have been reviewed and questions have been answered by either the Program Director or Clinical Coordinator.

Student- print: ____________________________________________

Student- signature: _________________________________________

Date: ______________