Dear Students,

Welcome to the Diagnostic Medical Sonography Program at Rowan College at Burlington County. We are thrilled you have chosen to be a part of our educational process. Our goal is to prepare you to become entry-level general sonographers, who will make positive contributions in the health and wellness of the community. We have built this program to meet the needs of patients and the rapidly changing and innovative medical field. Our priority is to prepare future sonographers to utilize care, safety, and knowledge. We wish you all the success in our program and are committed in delivering all necessary resources for your educational growth. The information in this handbook will assist you in proceeding through this program. Please be familiar with each part and keep as reference during your time in this program.

Sincerely,
Dr. Sepideh Abdollahzadeh, DHSc, RDMS
DMS Program Director
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Mission:
The Rowan College at Burlington County Diagnostic Medical Sonography Program is dedicated to providing quality education for its students in order to promote excellence in the art and science of sonography. Guided by the RCBC mission and CAAHEP standards, the DMS program strives to provide academic and clinical experiences that produce competent and compassionate entry-level sonographers with a commitment to performance of quality imaging while providing excellent patient care and dedication to the pursuit of lifelong learning.

Student Learning Goals:
The RCBC DMS Program’s goal is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates of the RCBC DMS Program will be able to perform, at a minimum, the following objectives:

**Goal 1:** Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.

- **Student Learning Outcomes:**
  - Students will identify the importance of obtaining patient history.
  - Students will interpret patient history.
  - Students will demonstrate application of didactic information necessary for specific DMS study results.
  - Students will correlate pertinent data from a variety of medical sources.

**Goal 2:** Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.

- **Student Learning Outcomes:**
  - Students will use appropriate knobology when scanning to produce optimal images.
  - Students will reproduce scanning protocols for general sonography.
  - Students will utilize critical thinking skills to modify protocols for non-standard patients.
  - Students will perform sonographic procedures appropriately and accurately recording all anatomic and physiologic information for interpretation by a physician.
**Goal 3:** Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.

- Student Learning Outcomes:
  - Students will critique images.
  - Students will demonstrate critical thinking skills necessary to analyze and process diagnostic data.
  - Students will document and present complete and accurate sonographic findings to the interpreting physician and/or clinical instructors in order to facilitate patient diagnosis.

**Goal 4:** Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services.

- Student Learning Outcomes:
  - Students will demonstrate appropriate sonographer-to-patient relationship skills.
  - Students will modify exam positioning and protocols due to patient condition.
  - Students will recognize unique needs in a culturally diverse population.

**Goal 5:** Demonstrate appropriate communication skills with patients and colleagues.

- Student Learning Outcomes:
  - Students will demonstrate oral communication skills necessary to communicate with patients and health care professionals.
  - Students will demonstrate written communication skills necessary to communicate with patients and health care professionals.

**Goal 6:** Act in a professional and ethical manner.

- Student Learning Outcomes:
  - Students will demonstrate understanding of the HIPAA law.
  - Students will exemplify professional manners within recognized ethical and legal standards at all times.
  - Students will consistently manifest a professional attitude and honor the SDMS Code of Ethics.
  - Students will demonstrate a respect for diversity and the ability to work with others and special patient populations.
  - Students will demonstrate workplace behavior conducive to professional advancement.
  - Students will differentiate between the ARDMS and ARRT exam(s), and additional certification opportunities.
  - Students will recognize professional organizations pertaining to the field of ultrasound.
  - Students will illustrate professionalism with acceptable grooming and appearance standards.
**Goal 7:** Provide patient education related to medical ultrasound and promote principles of good health:
- Student Learning Outcomes:
  - Students will summarize the value of life-long learning.
  - Students will participate in personal and professional growth opportunities.
  - Students will verbalize principles of good health.

**Goal 8:** Employ safety practices
- Student Learning Outcomes:
  - Students will demonstrate practices for optimal function of the sonographic equipment.
  - Students will employ a safe work environment.
  - Students will practice ALARA standards.
  - Students will illustrate time management skills while performing abdominal ultrasounds.
  - Students will administer standard infection control standards.
Rowan College and Burlington County
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Diagnostic Medical Sonography Program

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College Policies
In order for students to know their rights and responsibilities, all students are required to review and adhere to all regulations and policies as listed in the Rowan College at Burlington County (RCBC) Catalog and the Student Handbook. All students must follow the same regulations and policies listed on the RCBC Student Handbook while on clinical settings, and they must follow the policies, and regulations for the hospital in which they are a student representing RCBC. These documents can be accessed at http://www.rcbc.edu/publications. All students need to read the RCBC Student Handbook.

Educational Technology Statement
RCBC advocates the use of technology to enhance instruction. Students should assume that classroom and online technology will be used throughout their coursework at RCBC, as it will most certainly be used in their future education and careers. The College provides on-campus facilities for the convenience of the RCBC community. Various college departments, including the Office of Information Technology and the Office of Distance Education, provide technology training and assistance to faculty and students.

Student Success Services
RCBC offers a variety of free services for its students. A list with descriptions of services regarding Everyday Academic Tools, Additional Resources, Office of the Registrar, Academic Advising, Financial Resources, and Academic Support Services can be found in the College Catalog, Student Handbook and on the RCBC website at http://www.rcbc.edu/students.

Transfers
Refer to the RCBC Catalog http://rcbc.edu/publications for transfer of support courses. Due to the uniqueness of each sonography program, it is difficult to accept credits for other programs. For this reason, any Sonography Courses from other institutions will not be accepted.
Transfer to Other Programs
Every effort has been made to design a curriculum that consists of courses that are required in most other college based A.A.S. Diagnostic Medical Sonography programs. Understanding the uniqueness of each sonography program, other programs may not accept credits earned in this curriculum and may necessitate repeating courses.

Transfer to Other Institutions
Every effort has been made to design a curriculum that has transferability to a four-year institution. Please refer to the College Catalog for feasibility of transferring earned credits to a Bachelor’s Program.

Withdraws
Refer to the Rowan College at Burlington County’s web site http://www.rcbc.edu/, and search the College Catalog for the policy and the current Semester Brochure for the applicable dates. The Diagnostic Medical Sonography program is a cohort based, intensive two-year program. In order to gain the necessary skills, knowledge, and behaviors to become an entry-level general sonographer, the student must uninterruptedly attend the program from start to finish.
Leave of absence will be reviewed on a case to case basis, please see program director. Please schedule a meeting with the DMS program director before submitting the withdraw. You must also fill out a withdraw form and turn it in to the Registration department; this must be completed prior to the end of the official withdraw period to receive your appropriate grade. If this is not done during the appropriate time, you will receive a grade of F.

Student Support
RCBC welcomes students with disabilities into the colleges’ educational programs. Access to accommodations and support services for students with learning and other disabilities is facilitated by staff in the Office of Student Support (OSS). To receive accommodations, a student must contact the OSS, self-identify as having a disability, provide appropriate documentation, and participate in an intake appointment. If the documentation supports the request for reasonable accommodations, the OSS will provide the student with an Accommodation Plan to give to the DMS Director and instructors prior to start of program. For additional information, please contact the Office of Student Support at ext. 1208 or http://www.rcbc.edu/studentsupport.
Rowan College at Burlington County
Diagnostic Medical Sonography Program

Change in Demographics Form
Anytime a student has a change in demographics, the student must notify the DMS Director and Registrar in writing.

*** Please fill in pertinent information below for submission within 5 days of occurrence.***

Name: _____________________________________________________

Change effective: _____________________________________________

Reason for change: ____________________________________________

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New name: ___________________________________________________

New address: __________________________________________________

New phone number: _____________________________________________

New next of kin: _______________________________________________

Student signature: _____________________________________________
Sexual Harassment

It is the policy of this program that no member of the college community may sexually harass another. If you believe you are the victim of sexual harassment, a procedure for handling complaints is available from the Sexual Harassment Officer. The Sexual Harassment Officer will discuss this matter with you further and advise you on how to handle your complaint.

The Board policy on sexual harassment is published in the RCBC Student Handbook http://rcbc.edu/publications.

At the Clinical Site

If you believe you are the victim of sexual harassment in the clinical education site, immediately notify the DMS Program Director and DMS Clinical Coordinator and go to the Administrator of the radiology department. The Administrator will direct you to speak with the Sexual Harassment Officer in that clinical education site.

For additional Code of Conduct information, including information on disciplinary actions, please review the RCBC Student Handbook http://rcbc.edu/publications.

Cell Phones

Cell phones must be turned off during class/lab. While students are working at their clinical sites, students are not permitted to carry cell phones on their person. Cell phones should be locked away or left in their cars, except during lunch breaks.

Social Media

Social Media is a term that describes internet-based technology communication tools and refers to venues such as blogs, networking sites, photo sharing, video sharing, microblogging, and podcasts, as well as comments posted on these sites. Rowan College
at Burlington County’s Diagnostic Medical Sonography Program respects the desires of the students to use social media for personal expression. However, student’s use of social media can pose risks to patient’s confidential, proprietary, and sensitive information. Harm of the affiliate’s reputation in the community can occur, which can jeopardize RCBC’s compliance with business rules and laws, including but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and related laws and regulations protecting patient’s protected health information.

The purpose of this policy is to govern the use of social media as it relates to the student’s role at RCBC, and to set forth the guidelines for prohibited and permissible content when utilizing social forums. This policy has been established in order to protect the privacy of all concerned.

This policy includes, but is not limited to, the following specific technologies or sites: personal blogs, personal websites, forum or message boards, Facebook, YouTube, Twitter, Instagram, Pinterest, LinkedIn, Google Plus+, Tumblr, Reddit, Flickr, Vine, Snapchat and Keek. The absence of, or lack of explicit reference to, a specific site does not limit the extent of the application of this policy.

**Recording**

No digital recording, videotaping, or voice recorders permitted during the class/lab/clinical session.

**Program Requirements and Application Criteria**

- Complete all required DMS prerequisites prior to the start of the DMS program
- A rubric system is utilized for the DMS application process
- Criminal history background check, child abuse clearance, PA FBI fingerprinting, and drug screen prior to the start of the DMS program

**Program requirements**

- Students must be present for all didactic and laboratory classes unless excused
- Must notify the course instructor, program director and clinical coordinator prior to absence, tardiness or early dismissal via 1 email with all 3 people as the recipients
- Student must be present for all clinical days / hours required by the DMS program
- Any missed clinical hours must be made up per the clinical handbook policies and procedures
- GPA must be at or above a 2.5 prior to entrance into the DMS program
- DMS courses must achieve a grade of 80 or better for each DMS course
- 1 course less than 80 will result in failure of the course and dismissal from the program with the ability to reapply but not guaranteed acceptance
- 2 or more courses with a grade less than 80 will result in a failure of those courses and dismissal from the program without the ability to reapply
- Non-DMS courses must be a grade of C or better in order to qualify for entrance / continuation and graduation in the DMS program
Post-Acceptance Requirements

- Notification of acceptance into the DMS Program is conditional based on post-acceptance requirements being fulfilled by the due date. Acceptance can be rescinded if post-acceptance requirements are not completed by the outlined due date and/or if there is a positive result for the criminal history background check including PA child abuse clearance, PA FBI fingerprinting and/or drug screen.
- Student must maintain health insurance throughout the duration of the DMS program
- Student must have and maintain CPR BLS for healthcare providers certification from the American Heart Association throughout the duration of the DMS program
- Student must complete a physical within 60 days prior to the start of the DMS program
- Student must complete a criminal history / background check including PA Child Abuse clearance and drug screen prior to the start of the DMS program
  - If any change occurs in, but not limiting to, the students criminal history, child abuse clearance, etc. throughout the duration of the DMS program the student must inform the DMS Program Director immediately or risk being dismissed from the program
- Future criminal history / background checks, child abuse clearances, fingerprinting and/or drug screens may be required throughout the duration of the program at the students expense upon the discretion of the DMS Program Director, Clinical Coordinator, or clinical site affiliates
- HIPPA and OSHA certification

Compliances

We have partnered with American Data Bank (ADB) [http://rcbcccompliance.com](http://rcbcccompliance.com), this company provides a secure platform for students to order background checks, drug screenings, storage of health documentation, and the ability to upload all required documents in the system. ADB will review all information to ensure student compliance.

Health Requirements

All students must complete the following health requirements:

- Physical exam and medical history (within 60 days prior to the start of the program)
- Two-step tuberculosis skin test (PPD) (within 1 year of the start of the program) and a One-step tuberculosis skin test (PPD) annually thereafter
  - Students for whom it is not appropriate to have a skin test done will hand in a chest x-ray report at the start of the DMS program or a QuantiFERON blood test in keeping with CDC guidelines.
  - If a student has had the QuantiFERON gold blood test prior to entering the program, they must have the QantiFERON gold test completed annually thereafter. If a student has had a two-step PPD prior to entering the program, they will be required to have a One-step PPD completed annually thereafter.
- Titers for:
  —MMR
—Varicella
—Hepatitis B
—Tdap (Tetanus, Diphtheria, Pertussis) (within the past ten years)
**When a current titer is negative, the student is required to follow CDC guidelines which may require the student to receive a booster vaccination.**
• Influenza vaccination is required during the Fall semester.

**Change in a TB Report**
If a student converts from a negative to a positive skin test, they must have an appointment with their healthcare provider. The student may not return until American Data Bank has the following on file:
1. Documentation of a negative chest x-ray
2. A physician-signed note stating the student is safe to be in the clinical area
3. The prescribed course of treatment

**Physical Exam Conclusion**
At the end of the physical examination form, the examiner must certify that the student is physically and mentally able to undertake the DMS program. The examiner’s name, address, and telephone number should be clearly printed along with their signature.

**Health Maintenance**
If a student becomes physically or mentally ill while in the program, a note from an appropriate health care provider stating that the student is capable of performing in the didactic, laboratory, and clinical areas is required before the student may return. Any student who is injured while in clinical must report the injury to the clinical instructor immediately. If indicated, the student will be examined and treated at the student’s expense. The RCBC DMS form and Allied Health Follow-up Accident/Incident Report must be completed.

**Liability Insurance**
DMS students are covered under RCBC’s Liability insurance.

**Pennsylvania Fingerprint Information**
For the student’s clinical rotation, they are required to complete an FBI Fingerprint Search due to Act 73 of 2007, which was signed by Former Pennsylvania Governor Edward G. Rendell on December 18, 2007. Information regarding Fingerprinting will be provided to the student in the Spring semester prior to the start of clinical with a specified due date of clear completion.

**Program Requirements**
In addition, all DMS students are required to purchase:
• Required textbooks
• DMS uniform
• Program, laboratory, and clinical fees
DMS Program Tuition
Please refer to RCBC website for the most current tuition and fees information associated with DMS program for Burlington County residents, Out-of-County residents, and Out-of-State residents at (please refer to the health science rate, rates vary on a per program basis):
http://rcbc.edu/businessoffice/tuition-fees

Financial Aid/Scholarships
Please refer to RCBC website for most current Financial Aid and Scholarship information offered by RCBC - http://rcbc.edu/financialaid.

Foundation
“The RCBC Foundation mission, through its leadership initiatives, is to raise money that will create scholarships for RCBC students in order to help them meet their financial requirements while providing them with accessibility to an affordable higher education.”
http://rcbc.edu/foundation

Advising
The purpose of advising is to communicate the expectations of the program and the progression of the students in the program. Advising occurs at several points along the student’s progress.

- Orientation – The 14 students accepted into the program will attend a mandatory orientation approximately 4 weeks prior to the start of the program. The objectives of this meeting are to have the students meet the other members of their cohort, review the handbook and the policies they will need to know for the start of the program, discuss the textbooks they will buy and review assignments they will need to complete. Second year students may also attend to answer any questions from a student’s perspective.

- Semester Conferences – Students enrolled in the program are advised periodically. Depending on the semester, advice will be given on the future endeavors of the student. Advising sessions will be scheduled by the DMS Director.

Student advising shall be conducted to provide positive reinforcement in any area where the student has shown exceptional initiative. The Program Director, Clinical Coordinator and/or other authority shall provide and document all student advising. Student advising should also be provided in the event of problems or concerns in the following areas:

1. Didactic education
2. Clinical education
3. Published policies
4. Professional ethics
5. Discipline
6. Personal
Every student has a right to and is encouraged to seek advice from the instructor and/or the DMS Director if the need arises. Students will have to make an appointment with the instructor and/or the DMS Director for counseling.

Student Remediation Policy

- If help is needed by any student at any time, it is the student’s responsibility to reach out to the DMS Program faculty/staff regarding necessary extra help in didactic, laboratory, or clinical areas of study.
- Any issues or concerns that may arise regarding a student’s success in the program needs to be addressed individually to the program officials/faculty.
- Discussions on behalf of the entire class or a group of students will not be permitted.

Attendance

Students are expected to be present, prepared, and interact in every class. Any absence from didactic or laboratory hours is discouraged. The facilitator presumes that assignments, including reading, will be completed on time prior to the start of class. There is a direct relationship between attendance and academic success, which is valued by the program.

All DMS Courses Except Clinical Practicums I, II, and III:
The policy for attendance of academic classes is outlined in the college catalog. However, because the DMS Program is very intense and provides a large amount of didactic and/or practical education every class meeting, the students are required to be present at each and every class or lab. Unexcused absences, lateness, or early departure will result in a deduction of Professionalism points for that course. An unexcused absence is defined as any absence without proper notification prior to the start of class time and documentation when required by the instructor and/or Program officials. Lateness is defined as arriving to class after the instructor has already started lecture and/or lab. Early departure is defined as leaving prior to dismissal from lecture and/or lab by the instructor.

Clinical Practicum I, II, and III:
The student may be absent only eight hours (excused absence without documentation) during the course; however, the 8 hours must be made up during final exam week only (with the exception of unforeseen circumstances such as extreme weather conditions, College Closing or natural disasters). If the student is absent over 8 hours, they must provide documentation and all missed time must also be made up during final exam week of the semester only. Therefore, the amount of time that a student needs to make up cannot exceed the amount of time available during final exam week of the semester unless previously approved by Program officials.
The student must inform the Clinical Coordinator, Program Director and clinical site instructor (1 email sent to all 3 recipients) of the absence prior to the start time of the clinical day via email. All absences must be made up during final exam week of the semester only. **Students are not allowed to make up missed time during hours in which RCBC courses are not in session** (such as weekends, evenings, holidays, days the college is closed, breaks, etc.). Any absences that are not “made up” will result in a final failing grade for the course.

“Banking” of time is not permitted. Banking is when a student stays late or comes in early at a clinical site with intent to leave early/arrive late on another day to make up clinical hours on another assigned date. The clinical site hours are 8 am to 4:30 pm (8-hour clinical day with a 30-minute mandatory lunch), students are not permitted to stay late or go to clinical early unless previously approved by both the clinical site and the Clinical Coordinator/Program Director. Clinical hours are for the students benefit and schedule adjustments may be made on a per student basis for reasons such as, exposure to different types of cases, specific studies are scheduled, etc. The clinical site/instructor, Program Director and Clinical Coordinator will need to be informed of this prior to staying late or going in early via one email to all three recipients. If a student is stuck in a case until 5 pm or 5:30 pm they are not expected to leave in the middle of the exam, however, that clinical day is still only counted as an 8 hour day (after the 8.5 hours have been completed).

**Procedure:**
In order for a student to be eligible to make up any missed clinical hours (absence, tardiness and/or early departure), the student must contact the Clinical Coordinator, Program Director and clinical instructor prior to the absence via email (one email sent to all three recipients). Failure of proper notification can result in a clinical warning per offence. Tardiness and early departure are unprofessional and unacceptable. Tardiness is defined as arriving fifteen or more minutes late. Early departure is defined as leaving prior to the end of the assigned 8.5 hour clinical day. Failure to be present for the entire length of the course or clinical hours will result in disciplinary action.

Students who clock-in more than 15 minutes late or leave more than 5 minutes early will be required to make up the missed time during final exam week of the semester once prior approval has been obtained, with associated documentation if necessary. Students who arrive or depart to or from the clinical site more than 1 hour (without approved/appropriate documentation) will be considered absent for the day (8 hours) and will be required to make up the entire 8 hours during final exam week of the semester only.

**Professionalism**
Professional conduct and professionalism are important throughout education as well as in the healthcare environment. This policy establishes standards on professionalism and professional behavior for students and faculty at RCBC. Professionalism points will be incorporated into the student’s grade for all DMS courses.

**Professional Conduct/Professionalism**
Professionalism in the DMS Program education is based upon values and interactions
between a students, patients, and faculty.

**Examples of professionalism include, but are not limited to:**

1. Honesty and integrity – confidentiality, commitment to excellence, having strong moral principles, and truthfulness or accuracy of one’s actions.
2. Trustworthiness – reliable, dependable, doing what is right.
3. Empathy – ability to experience or understand another person’s feelings or thoughts, sympathy, compassion.
4. Cultural Diversity – ability to work with and understand the differences between multiple cultures and their beliefs.
5. Communication – through verbal or written form (letters, email, etc.), including but not limited to the proper addressing of faculty (Ms., Mrs., Miss, Mr., Professor, Dr. and last name), clinical staff (first name if permitted or appropriate personal title followed by last name), and students.
6. Ethical standards – ability to consistently demonstrate and adhere to protocols such as a commitment to society, good behavior, trust, fairness, kindness, doing what is right for the patient.
7. Negotiation, compromise, and conflict resolution – ability to recognize problems or issues amongst coworkers, classmates, faculty, clinical affiliates, patients etc., ability to come up with plans of action, discussion, problem solving ideas and/or adjustments to resolve the issue at hand, teamwork and problem resolution as a team.
8. Lifelong improvement and professional competence – continuously trying to better oneself, ongoing learning, personal and professional achievements, ability to perform necessary clinical exams as well as educational exams/boards.
9. Time management and decision-making – making logical use of the time that one has to work with, such as being productive and effectiveness of work, speed, seeking help when necessary, thinking of possible solutions to problems.
10. Appearance – please see the Professional Appearance Code in the DMS Handbook

**Accident, Illness, and Other Policies**

Any student injured at the clinical site must immediately report the occurrence to program authorities. An Incident/Occurrence Report must be completed in accordance with the Clinical Site’s Policy. Failure to complete an Incident Report at the time of the injury may jeopardize the student’s rights. A copy of the report must be provided to the Clinical Coordinator to be placed in the student’s clinical file.

The student may opt to go to the Emergency Room or their personal physician for treatment, or waive treatment. All expenses incurred are the responsibility of the student.
The student is responsible for the completion of all didactic and/or clinical assignments missed as a result.

**Illness on duty**

Any student who becomes ill while on duty must report to program authorities to request permission for early departure. The student may opt to go to the Emergency Room or their personal physician for treatment, or waive treatment. All expenses incurred are the responsibility of the student.

**Periodic physicals**

At any time, program officials may require updated health and clearance forms. The student must be able to continually perform essential clinical education functions throughout the duration of the DMS program. This expense is also the responsibility of the student.

**Infectious disease control**

Communicable disease is defined as an illness due to an infectious agent or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host or vector, or through the inanimate environment.

Communicable disease shall include, but not be limited to:

- AIDS
- Chickenpox
- Conjunctivitis
- Hepatitis A, B, and D
- Infectious Mononucleosis
- Influenza
- Measles
- Meningitis
- Positive HIV antibody status
- Sexually Transmitted Diseases
- Tuberculosis
- Whooping Cough

Students or faculty who contract any communicable disease must notify the Program Director immediately. These persons are to be excluded from classes, labs and clinical activities for the period that their condition may endanger their health and the health of others. This may interrupt the course of study and depending on the length of absence, students may be required to take a medical leave or withdraw from the program. A return to clinical form must be completed by the physician in order for the resumption of class, lab and clinical experiences. Each case and surrounding circumstance may be different and each will be evaluated on an individual basis.

**Accidental needle stick/mucous membrane exposure**

Any student experiencing accidental exposure to blood, body tissues or body fluids, will be evaluated for testing and possible treatment against Hepatitis B and Human Immunodeficiency Virus. The student is required to report the occurrence to the clinical instructor that is in charge of the student at that facility in addition to Program officials or designee and complete an RCBC Incident Report as well as following the clinical site guidelines. A copy of the report will be placed in the student’s clinical file. Evaluation will be done by the Occupational Health Department and/or Emergency Department. Follow-up care will be determined on a case-by-case basis. All expenses incurred may be the
responsibility of the student.

**Clinical Incidents**

Any incident where the health or safety of a patient, student, clinical site personnel and/or college personnel is compromised, then the DMS Program Director, Clinical Coordinator, and clinical representative in charge of the students must be notified immediately. An incident report form will then be completed by the RCBC DMS Program officials and an additional incident report may be filled out by the clinical site if deemed necessary based on clinical site policy/procedure. A copy of the DMS incident report will be placed in the student’s clinical file.

**Contaminated Uniforms**

In accordance with OSHA's Bloodborne Pathogen Standard, students whose uniforms become contaminated will be loaned a scrub set. The contaminated uniform will be taken home and laundered. Students failing to return the scrub set will be charged for the cost of a replacement.

**Substance Abuse**

It is imperative that every student function at full capability during clinical experiences; impaired judgment and/or performance can have an impact on patient safety. Students are responsible and accountable for their behavior in class and at clinical.

If a student who is considered chemically impaired is encountered in the classroom, lab, or clinical, the instructor should remove the student from the class and refer the student to the Dean of Health Sciences.

The College's policy and guidelines on alcohol and other drugs will be followed.

Following is a summary of the College's policy on alcohol and other drug abuse:
- It is strictly forbidden to be under the influence of alcoholic beverages, illegal narcotics, chemicals, psychedelic drugs or other controlled substances by an individual engaged in college-related activities, or while on the college campus, in college facilities or in college vehicles.

A student must notify the instructor before starting any clinical experience if taking a prescribed medication that may impair judgment, cause dizziness or drowsiness, or cause any other adverse effect that may inhibit the student's ability to perform safely. The instructor will determine if the student may remain in the clinical area.

All clinical sites prohibit the manufacture, distribution, dispensing, sale, possession or use of unlawful drugs or alcohol by program students on college or clinical education premises and on program time to the extent that such use adversely affects the student's performance and/or the safety of the students, staff or patients. Students in violation of this policy are subject to dismissal.

**Pregnancy**
Due to ionizing radiation not being involved in ultrasound, a student can participate in all program activities contingent upon the student’s physician approval and completion of the necessary forms provided by the DMS Program Officials. Although pregnancy is not an illness, the student’s ability to meet all course requirements during her pregnancy is still required including didactic, laboratory and clinical exposure. The student is not excused from any course requirements including attendance requirements; however, if a student’s needs special accommodations, they must meet with student services and take the necessary steps.

There are no proven bioeffects to fetuses as a result of ultrasound scanning, however, ALARA precautions are utilized in the DMS laboratory. For more information, please see the following link: http://www.aium.org/resources/guidelines/obstetric.pdf. Students are required to notify program officials of their pregnancy to limit potential risks that could arise to the student or their fetus(s). If a student is pregnant in the program, they as well as their fellow classmates are not permitted to scan the fetus in the laboratory in any trimester.

The student has the option to submit pregnancy notification to the program. If the student chooses to do so, they are required to:

- Fill out the Notice of Pregnancy form and submit it to the DMS program authorities.
- Submit a physician’s approval in writing stating that the student is able to attend the program.
- Submit a Physician Technical Standards form signed by physician.
Notice of Pregnancy

I, ________________________________, hereby notify Rowan College at Burlington County (RCBC) and the Diagnostic Medical Sonography (DMS) Program Director that I am pregnant with an expected delivery date of ________________.

I understand that I am required to submit in writing my physicians’ approval for me to continue to attend the RCBC DMS program.

I understand that I must also submit a Physician Technical Standard form signed by my doctor.

Student Signature ____________________________________________

Student ID #________________________________________

Date ______________________
Physician Approval Form

Purpose: To ensure the health of the student during the course of their pregnancy while they are enrolled in the Diagnostic Medical Sonography Program at RCBC.

***The below form is to be filled out by the Physician after a student has declared their pregnancy***

Patients Name __________________________________________________________

Appointment Information

Date ______________________________ Time ______________________________

The Student/Patient is allowed to continue school/clinical starting on _________________

The above named Student/Patient was seen by

_______________________________       __________________________________
(Physician Print Name)                               (Physician Signature)

Physician Address and Phone Number
Physician Technical Standards

All students admitted to the Rowan College at Burlington County DMS program must meet technical standards and maintain satisfactory demonstration of these standards throughout the program. It is the student’s responsibility to notify the DMS Program Director of any changes in their ability to meet the technical standards.

The Diagnostic Medical Sonographer must be able to:

➢ Routinely lift more than 50 pounds.
➢ Work standing on his/her feet 80% of the time.
➢ Routinely push and pull.
➢ Routinely bend, squat, reach, kneel, balance, sit and stand for prolonged periods of time.
➢ Have full use of both hands, wrists and shoulders.
➢ Be able to routinely lift, turn, and transfer patients and equipment.
➢ Distinguish audible sounds
➢ Adequately view sonograms, including color distinctions. Assistive technology, such as glasses, contact lenses and hearing aides are acceptable to enable the student to achieve functional use of the senses
➢ Have physical ability to perform CPR
➢ Be able to effectively communicate both verbally and in writing utilizing the English language
➢ Interact positively with people from all levels of society including all ethnic and religious backgrounds
➢ Organize and accurately perform the individual steps in a sonographic procedure in
the proper sequence
➢ Adapt to changing environments and be able to prioritize tasks

By signing below, I acknowledge that _______________________________________ is able to perform the general physical and mental requirements for completion of the DMS program.
Physician Name: _______________________________ Date: __________________
Physician Signature: _____________________________________________________

1 As an Equal Opportunity/Affirmative Action institution, Rowan College at Burlington County affords equal opportunity to qualified individuals regardless of race, color, religion, sex, national origin, age, handicap (as defined by Section 504), ancestry, place of birth, marital status or liability for military service in the operation of its programs and activities (including admissions, access to programs and course offerings, physical education, intercollegiate and intramural athletics, counseling, employment, use of facilities, and college-sponsored extracurricular activities). This is in accordance with Title VI of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color, and/or national origin), Title IX of the Education Amendment of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act/ADA (which prohibit discrimination against otherwise qualified handicapped people), and other applicable laws and regulations. Copies of the Dispute Resolution for Students with Disabilities is available from the College Catalog.

2 The DMS Program or its affiliated clinical agencies may identify additional critical behaviors or abilities needed by students to meet program or clinical requirements. The DMS Program reserves the right to amend this listing based on the identification of additional standards or criteria for DMS students.

Grades and Late Assignments

Grading Point Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 –100</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60</td>
</tr>
</tbody>
</table>

No grade of less than 80 will be considered as successful completion of a professionally related course. If the Student has not achieved the grade of 80 or better for any DMS course, then the student will be dismissed from the DMS Program. The individual DMS course cannot be retaken. The student, if interested, must reapply for the entire program. Reapplying for the program does not guarantee the student acceptance. If a student receives a final grade of less than 80 in two or more DMS courses, the student is not eligible to reapply for the program.

The DMS students are required to obtain a final grade of a C or better in all required non-DMS courses and keep their college-wide GPA at a 2.5 or higher. No advancement in the DMS program would be allowed if the applicant’s GPA falls below a 2.5.

Late Assignments:

Late assignments are not accepted in any DMS course and a grade of zero will be assigned. There are no exceptions to this rule.
➢ Students are responsible to obtain any missed content.
➢ Quizzes/tests cannot be made up and will receive a zero.
➢ Midterms and final exams cannot be made up and will receive a zero.
Due Dates and Meetings

Due Dates
As stated in the DMS Late / Missed Work Policy in the DMS Program Handbook, late assignments/projects/term papers are unacceptable and will receive a grade of zero.

Throughout the course of the DMS program there will be assignments and documentation that must be completed by specific due dates. All required assignments that are not submitted on time will receive a grade of zero. Required documentation includes, but is not limited to, clinical paperwork, as well as non-clinical documentation such as signed syllabi, forms, surveys, doctors notes and any other documentation while enrolled in the Diagnostic Medical Sonography Program at RCBC.

Meetings
As stated in the Professionalism Policy in the DMS Program Handbook, all students and faculty in the RCBC Program are expected to demonstrate high standards of professional behavior in all educational settings, including classrooms, laboratories, clinical sites, etc. If a meeting is set with a student and a member of the program faculty, it is the student's responsibility to attend the meeting on the date and time that has been discussed. This includes academic meetings, meetings to go over quizzes or exams, extra laboratory scan time or other DMS Program related meetings or sessions. If a student is unable to attend the scheduled time, they must send an email to all involved parties at least 2 hours prior to the start time stating that they will be unable to attend. If possible, a new meeting date and time will be set, however, this is not guaranteed. If the student does not notify all involved parties at least 2 hours prior to the start time the student may be subject to deduction of professionalism points for the associated course.

Grade Appeals and Due Process

RCBC Board Policy Title: Student Grade Appeals NUMBER 217
The purpose of this policy amendment is to reaffirm and provide technical revision and clarification to Board Policy 217 by explicating the applicable time frame and associated deadline for student grade appeals that are governed by this Policy, and companion Procedure.

The policy applies to all students enrolled in credit bearing courses, offered under any mode of delivery, effective with the start of the regular Fall 2013 term.

The purpose of this policy is to offer students an avenue to discuss and resolve problems, in a timely manner that may arise with his/her educational progress. This document establishes a policy that defines a grade appeal process that provides due process as articulated in Procedure 217, for students in the event of a final grade dispute with a course professor. Grade appeals governed under this policy must be formally initiated by a
student in a timely manner that shall not exceed the conclusion of the next successive semester of the regular academic year or, in the case of a summer term appeal, the next successive Fall semester. Student grade appeals that do not conform to this deadline for appeal shall be considered untimely and without merit. This policy requires a written request for a formal meeting with the course professor related to the grade dispute:
  o (Step 1), a review and recommendation by the divisional Dean
  o (Step 2), and an appeal to the Vice President of Academic Programs who will convene the Grade Appeal Committee
  o (Step 3) to review the records relevant to any dispute and make a recommendation to the President or designee, whose decision will be final.

This policy is designed to outline, for the student, the due process for which any of his/her complaints, misgivings, or grievances can be handled and given prompt consideration until resolved. The student has the right to appeal decisions through the Student Dispute Resolution provision as documented in the RCBC Catalogue and below. The program follows the same procedure as specified for handling disputes regarding a possible violation of Section 504 of the Rehabilitation Act (Administrative Procedure 904a).

**Academic Concerns**

Academic concerns should follow the chain of command. Discuss your concerns with your clinical or class instructor. If not resolved discuss with your DMS Director, if not resolved you may request a meeting with the Dean of Health Sciences by emailing the Health Sciences Division Coordinator.

**Student Records**

**Current students**

Files maintained on current students contain the following:

1. Diagnostic Medical Sonography program course grades
2. Student conference forms
3. Clinical log sheets
4. Clinical competency evaluations
5. Clinical coordinator evaluation forms
6. Clinical instructor evaluation forms
7. All data pertinent to student completion of clinical competency
8. Correspondence
9. Physician's written verification of illness
10. Occurrence reports
11. Student counseling documentation
12. Formal warning notices & associated documentation
13. Letter(s) of reference generated by the program
14. Pre-admission records
   a. application form/documents
b. advising forms  
c. signature page from handbook  
15. Change of vital information form

These records will be maintained for a period of (5) years following a student’s departure from the program.

**Permanent records**
The following records will be permanently maintained:

a. Program application  
b. Course grades  
c. All data pertinent to disciplinary action  
d. All data pertinent to student dismissal  
e. All data pertinent to legal cases between the student and the programs

**Access to records**
The following persons are authorized to access student records:

1. Program Director  
2. Clinical Coordinator  
3. Health Sciences Division Coordinator  
4. Dean of Health Sciences  
5. Accrediting organizations (JRC-DMS, CAAHEP, State of NJ– DEP, Middle States)  
6. Court officials

Prior consent is not required for disclosure of educational records to the parties listed above.

**Maintenance and Access of Records**

A. Records - are identified above  
B. Location - student records are stored in a locked filing cabinet in program official's office area  
C. Procedure - all requests for access of records must be submitted in writing to program officials. Files covered by the act will be made available within 45 days of the request. Under normal circumstances, arrangements will be made for the student to read his/her records in the presence of program authority personnel on campus.  
D. Prior Consent Not Required - for disclosure of educational records to parties as identified above  
E. Prior Consent Required - the program will not release or allow access to any personally identifiable records without prior consent of the student with the exception of parties mentioned above. Unless the disclosure is to the student him/herself a written consent form, signed and dated by the student which specifies the records to be disclosed, identity of the recipient and purpose of the disclosure must be submitted to program officials. Upon request, a copy of the disclosed record will be provided to the student at his/her own expense. The program will maintain each request for disclosure with the permanent record, except:

1. Disclosure to the student
DMS Benchmarks Per Semester

The Rowan College at Burlington County Diagnostic Medical Sonography Program has initiated the following policy in regards to DMS students while enrolled in the DMS Program at RCBC.

Students in the Diagnostic Medical Sonography Program will be required to meet specific benchmarks throughout the course of the program. These benchmarks may take place in the DMS laboratory or while attending clinical rotations through the DMS Program. The DMS Benchmarks for the laboratory are stated in the DMS Benchmarks per semester list and the clinical rotation benchmarks are stated in the Clinical Practicum I, II, and III syllabi in the Test/Competency section.

Laboratory benchmarks will be evaluated through laboratory assignments and testing. If the clinical rotation benchmarks are not met by the end of the designated semester, the student will receive a grade of 0 for that competency but will still have to complete that competency within the assigned semester in order to graduate from the DMS program at RCBC.

If a student does not feel confident that they will meet or exceed the designated benchmark within the time allotted, it is the students responsibility to reach out to the DMS program faculty or assigned instructor to express their concerns and to set up a plan to assist the student in meeting the required benchmarks for the course and/or graduation.

By the end of Fall I
- Complete an Abdominal Doppler
- Complete an Abdominal Aorta
- Complete an Abdomen Complete

By the end of Spring I
- Pelvis Transabdominal

Refer to Rowan College at Burlington County's student handbook, http://rcbc.edu/publications.
● Pelvis Transvaginal phantom
● Breast Phantom
● Transvaginal IUP phantom

**By the end of Summer I**
● Biometric Measurements (OB Volunteer and/or OB Phantom/Simulator)

**By the end of Fall II**
● Lower Extremity Venous
● Carotid

**By the end of Spring II**
● Student must successfully complete an entire OB Anatomy scan in the laboratory and/or at clinical site
● Completed all 13 tests and 16 competencies at the clinical site

**DMS Laboratory and Phantoms and Simulator**

The Rowan College at Burlington County Diagnostic Medical Sonography Program has initiated the following policy in regards to DMS students while scanning in the DMS Laboratory:

Students in the Diagnostic Medical Sonography Program will be asked to scan each other for practice purposes and learning purposes in the DMS Laboratory. The scans that students may perform on each other includes, but is not limited to:

● Abdominal Sonography
  o Abdominal Organs
  o Abdominal Doppler
  o Abdominal Vasculature

● Pelvic Sonography (Transabdominal)
  o Bladder
  o Reproductive Organs
  o Ovarian Doppler

● Small Parts Scanning
  o Thyroid
  o Neck
  o Glands of the Head and Neck

● Vascular Sonography
  o Carotid
  o Lower Extremity Venous
  o Lower Extremity Arterial
Students in the Diagnostic Medical Sonography Program will be asked to also scan sonography phantoms and simulator while in the DMS Laboratory. Some of these phantoms/simulators include, but are not limited to:

- Transvaginal – Ectopic Pregnancy
- Transvaginal – IUP
- Transvaginal – Uterine Fibroids
- 2nd/3rd Trimester OB
- Breast
- Scrotum
- Knee – Musculoskeletal
- Arm – Doppler
- Leg – Doppler
- Thoracentesis
- Medaphor

**At NO point during the DMS program will a DMS student be permitted to perform transvaginal, transrectal, scrotal, female breast, or male breast scans in the DMS laboratory on a fellow student or on a volunteer subject.**

**If a DMS student does not wish to be a subject (patient) for the duration of their time in the DMS Program, this is their choice, and their grade cannot be adversely affected due to this decision. The student who is refusing to be scanned for the duration of their time in the DMS Program must sign the DMS Student consent/waiver. However, the DMS student must participate in laboratory and clinical scanning as it is required for graduation and licensure.**

**Each student is expected to respect the DMS laboratory and laboratory equipment at all times. A DMS instructor must be present in the DMS laboratory when scanning in the lab during and outside of class hours. If a DMS instructor or faculty member is not available to come to the lab the student(s) and volunteer subjects are not permitted in the laboratory. Supplemental lab time with a DMS instructor should be scheduled in advance and at a time when both the student and DMS instructor are available.**

**Appropriate attire is required at all times when in the DMS laboratory as with all science associated laboratories at RCBC. Students are required to have closed toe and closed heal shoes at all times while in the DMS laboratory as well as appropriate clothing. Laboratory equipment is heavy and could cause bodily harm. No low cut tops, no mid-driff tops, shorts should be at an appropriate length and no excessively baggy, tattered or torn clothing. If a student is not in proper attire for the DMS laboratory as per the DMS program administration and/or DMS program faculty the student will receive a zero for that days lab participation and any assignments that were due during that days DMS lab and laboratory times will not be permitted to be made up. The DMS student may also be subject to disciplinary**
actions from the DMS program administration and/or DMS program faculty such as written warning. Students are permitted to bring closed toe/closed heal shoes with them to wear for the time they are in the DMS laboratory. **

Rowan College at Burlington County
Diagnostic Medical Sonography Program

Student Consent

The Rowan College at Burlington County Diagnostic Medical Sonography Program has initiated the following policy in regards to DMS students while scanning in the DMS Laboratory:

Students in the Diagnostic Medical Sonography Program will be asked to scan each other for practice purposes and learning purposes in the DMS Laboratory.

I _____________________________ (print) understand the policy of the Diagnostic Medical Sonography Program at Rowan College at Burlington County. I understand that I have the right to refuse to be a subject (patient) for the duration of my time in the DMS program at RCBC and that my grade will not be adversely affected due to my decision to not be scanned. I also understand that if I choose not to be scanned for the duration of my time in the DMS Program, I am still required to scan fellow students in the DMS laboratory as well as phantoms. I will also be required to scan patients in the clinical setting while enrolled in the DMS Program. I understand that it is required for me to perform sonographic scans both in the laboratory and in the clinical setting for both graduation and licensure purposes.

I agree to be a subject (patient) for the duration of my time in the Diagnostic Medical Sonography Program at RCBC and participate in performing scans in the DMS laboratory as well as in the clinical setting.
I refuse to be a subject (patient) for the duration of my time in the Diagnostic Medical Sonography Program at RCBC, however, I understand that I am still required to participate in performing scans in the DMS laboratory as well as in the clinical setting.

Student Signature: ______________________________________________________

Date: __________________________________________________________________

Expectations

Each student is expected to respect lab equipment, fellow students and faculty at all times. Failure to do so may result in disciplinary actions and/or deduction of professionalism points.

Student Expectations:
- Clean transducers after each use.
- Replace used table paper after each use.
- Dust/Swiffer equipment and surrounding area/bay after each use.
- Turn machines off after lab/practice sessions.
- Restock supplies in each scanning bay.
- Report low supplies.
- Follow rotations for scanning. All students must take a turn scanning and being scanned (unless declined student consent waiver is submitted) on the assigned machine.
- No transvaginal, transrectal, female breast, male breast or scrotum exams are to be done in the lab.
- No eating and/or drinking in the lab (disciplinary actions may be taken).
- Consent forms need to be signed by volunteer subjects.
- Obstetric volunteer subjects need to produce a doctor’s written permission in addition to the signed consent form. These patients need to have already had their second trimester anatomy scan completed.
- Students are encouraged to practice outside of lab hours, but may only do so with DMS faculty present.
- Phantoms must be kept clean and safely stored after use.
● Students are expected to participate in upkeep of the laboratory area and instructions will be provided by the DMS faculty
● DMS students will be required to log their name and machine assignments per class as well as during any extra laboratory scan time in the DMS lab log book

Volunteer Subjects Obstetric and Non-Obstetric

The Rowan College at Burlington County Diagnostic Medical Sonography Program has initiated the following policy in regards to non-obstetric volunteer subjects in the DMS Laboratory:
All non-obstetric voluntary subjects in the lab must:
● Have current/valid health insurance
● Sign a copy of the volunteer patient consent form

Students/instructors must:
● Use ALARA standards
  o Obstetric volunteers will not be scanned for longer than 1 hour
● Retain patient notes for one year.
● The student must report any unexpected findings to the Program Faculty immediately, and the program faculty will confirm or deny the finding. If the finding is confirmed and is of clinical significance, the primary physician will be notified through the DMS Director, DMS Clinical Coordinator and/or DMS Program Faculty.
● If there are findings that are not of clinical significance, the student must still notify the Program Faculty immediately and the program faculty will confirm or deny the finding. If the finding is confirmed and is not of clinical significance, the volunteer subject will be informed of the finding by the DMS Director, DMS Clinical Coordinator, and/or DMS Program Faculty and will sign the consent of understanding form stating that they understand that they need to follow up with their primary care physician.

**If there is a finding of clinical significance found by a DMS student, the DMS Program
Faculty will confirm the finding and relay the finding to the primary physician prior to the volunteer subject leaving the college. The DMS program faculty will follow the protocol set forth by the primary physician including, but not limited to, sending the patient to the primary physicians office, nearest hospital, calling for emergency transportation, etc.**

Rowan College at Burlington County
Diagnostic Medical Sonography Program

Volunteer Consent/Waiver

I, _______________________________(please print), am voluntarily participating in a DMS laboratory setting. I realize that I will be scanned by DMS program students using the diagnostic ultrasound equipment.

I realize that the students are not licensed and/or registered Sonographers, therefore, no diagnostic conclusions can be made. There is no professionally trained Radiologist present on the school’s premises, thus, no interpretation of the diagnostic ultrasound scanning can be made, and no results of the scanning may be given to me or my representative(s).

I have been explained about risk factors of Diagnostic ultrasound and acoustic exposure. I fully understand that even though the risks of Diagnostic Ultrasound are minimal, I will not hold the DMS program, Rowan College at Burlington County, DMS Administration, DMS Faculty, and DMS students liable for any damage to me, or my health.

I understand that the procedures done on me at the DMS laboratory cannot and should not substitute any testing prescribed by my physician, and may not alter any treatment directed by my physician.

In addition, I waive the right to keep sonographic images and/or videos taken during the Ultrasound scanning, and I allow the DMS program to use these images and/or videos for the educational purposes of the DMS program as it deems fit. In addition, I confirm that I am at least 18 years old and have current/valid health insurance coverage.
Obstetric Volunteer: I confirm that I have had my 20-week ultrasound and that I have provided the DMS program with a note from my primary obstetrician permitting me to participate in a DMS laboratory setting and to be scanned by a DMS program student.

Non-obstetric Volunteer: I confirm that I have current/valid health insurance and am willing to participate in a DMS laboratory setting to be scanned by a DMS program student.

Date: _____________

Volunteer Signature: _______________________________________________________

Student Name: ___________________________________________________________

Volunteer Representative Name & Signature: ________________________________

Rowan College at Burlington County
Diagnostic Medical Sonography Program

Consent of Understanding

The Rowan College at Burlington County Diagnostic Medical Sonography Program has initiated the following policy in regards to non-obstetric volunteer subjects in the DMS Laboratory in the case that there are findings that are not of clinical significance. If the finding is confirmed by the DMS faculty, the following consent of understanding form will need to be filled out by the non-obstetric volunteer subject.

Volunteer Subject Name: ___________________________________________________

Date of Finding: _____________

DMS Program Faculty that confirmed Finding Name: _____________________________

What is the finding of non-clinical significance that was confirmed by the DMS Program Faculty?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Comments:
________________________________________________________________________
________________________________________________________________________
**I confirm that I have been notified of the finding which is of non-clinical significance and I understand that I have been informed that I should follow up with my primary care physician as soon as possible. Rowan College at Burlington County’s Diagnostic Medical Sonography Program is not liable for any steps that I must take in regards to this finding.

Volunteer Subject Name (Print): ________________________________

Volunteer Subject Signature: __________________________ Date: ________

Volunteer Representative Name & Signature: __________________________

Program Faculty Name (Print): ________________________________

Program Faculty Signature: __________________________ Date: ________

Volunteer Subjects Obstetric

The Rowan College at Burlington County Diagnostic Medical Sonography Program has adopted the guidelines set by the AIUM as follows:

### Guidelines for Hands-on Scanning in Pregnant Subjects During AIUM-Sponsored Educational Activities

Approved October 30, 2016

Subject participation should require appropriate informed consent. The primary obstetrician providing prenatal care should be informed of his/her patient's participation.

The subjects should be afebrile and prescreened to attempt to avoid unexpected findings.

There should be a plan to address unexpected findings should they be observed during the educational course.

There should be no first trimester examinations.

Exposure time, ie duration of “hands-on” teaching session, should not exceed 1 hour per pregnancy.

Exposure to pulsed Doppler should be restricted to instructor scanning for short durations only.

Examinations should be performed in a manner consistent with the As Low As Reasonably Achievable (ALARA) principle, including limiting the TI (≤0.7) and MI (<1.9) as necessary for educational purposes.

Only courses approved for Continuing Medical Education (CME) credit are acceptable.

All voluntary obstetric subjects in the lab must:
- Submit a note from the primary obstetrician giving consent for students to perform hands-on scanning.
- Show proof that they have had a normal anatomy scan.
- Must be in their second or third trimester.
- Must have valid/current health insurance

Students/instructors must:
- Not exceed one hour hands-on scanning per pregnancy.
- Retain patient notes for one year.
- The student must report any unexpected findings to the Program Faculty immediately, and the program faculty will confirm or deny the finding. If the finding is confirmed, the primary obstetrician will be notified through the DMS Director, DMS Clinical Coordinator, and/or DMS Program Faculty.
- Not perform pulsed Doppler. Only M-mode may be used for fetal heart tone.
- DMS student and faculty must maintain appropriate TIS and TIB indices throughout scan per ALARA standards

**If there is a finding of clinical significance found by a DMS student, the DMS Program Faculty will confirm the finding and relay the finding to the obstetric subjects primary obstetrician prior to the obstetric subject leaving the college. The DMS program faculty will follow the protocol set forth by the primary obstetrician including, but not limited to, sending the patient to the primary obstetricians office, nearest hospital, calling for emergency transportation, etc.**

Student Appearance Code

In the classroom/lab: Students must follow the dress code outlined in the RCBC student handbook. In lab, comfortable clothing is advisable. Students will scan each other and should take into consideration that gel will get on their clothing.

At the clinical site: When reporting for clinical experience at the affiliating hospitals, students must be in complete uniform, including:

Acceptable:
- **RCBC DMS scrub top and pants** (set available in the bookstore) neat in appearance-no tears or ragged hems, ironed, pants not worn below the waist. All uniforms must be of reasonable fit to enable the wearer to perform his/her duties and maintain a professional appearance. Uniforms must be free of smoke (cigarette/cigar, etc.). Pants that are too long must be hemmed and not folded up and cuffed.
• Matching scrub jacket (available in the bookstore) **optional** but this will be the only jacket that is allowed to be worn at the clinical sites, no sweatshirts or zip ups will be permitted.
• A short or long sleeved, white, crew neck shirt may be worn under the scrub top.
• White leather sneakers or white nursing shoes (a logo no larger than a quarter is permissible in blue or black). Clogs must have a back.
• White nursing hose or socks.
• Students must be clearly identifiable as RCBC DMS students embroidery denoting the DMS program as well the status as a student, and wear their student I.D.
• A watch, wedding band, and one small post earring per ear lobe are the only acceptable jewelry. No other visible piercings are permitted.
• Hair is to be neatly arranged and secured off the face; no unusual/unnatural colors not found in “nature”. Long hair must be pulled back to avoid injury.
• Beards and mustaches are to be short and neatly trimmed at all times.
• Fingernails should be short and clean for sanitary and safety reasons.
• Students are allowed two piercings per ear. Hoop earrings no larger than a quarter.
• No cologne or perfume is to be worn at clinical sites.
• A pen and small notebook are appropriate for notetaking.

The student’s appearance is a mark of excellence. Students should be neatly dressed for all clinical schedules, which include all patient/non-patient contact. For the safety of the patients, the staff, as well as the student, the preceding code is adopted from standard practices at RCBC and affiliated clinical sites.

**Unacceptable:**
• No eating, drinking, or gum chewing in the clinical areas.
• Jeans of any type or quality are not acceptable.
• Shorts/Capri pants.
• Tank tops, halter tops, midi-shirts, T-shirts with writing of any kind, shirts with writing of any kind.
• Open toe or open heel shoes, sandals, boots, and high heels (including clogs unless they have a backing), slip-ons, or Croc’s).
• Sweatpants.
• Sweatshirts or hoodies.
• Any false fingernails (acrylic, gel, wraps, etc.) and chipped nail polish.
• Bare legs or bare feet anytime.
• Visible body piercings are prohibited. Facial jewelry including tongue rings, nose rings, lip rings, etc. must be removed before beginning the clinical rotation.
• Excessive jewelry. No more than one necklace (short).
• Oversized hair accessories are prohibited.
• Visible tattoos (must be covered).
• Personal pagers, mobile/cellular phones and portable music devices are **prohibited**.

**NOTE:** The student appearance code must remain within the standards of the clinical site dress code. The instructor and/or affiliating agency staff have the right to remove from the clinical setting any student not in compliance with this dress code.

**Disciplinary Actions**
The DMS Program reserves the right to suspend or dismiss a student from the clinical
education center immediately in the event that the health and safety of a patient is affected by the negligent, incompetent, unethical or illegal practice of a student. Should it be necessary to **suspend or dismiss** a student the following procedure will be followed:

- The Clinical Coordinator and the Director of Diagnostic Medical Sonography Program will notify the student involved verbally and in writing of the reason(s) for the suspension or dismissal.
- The student may not return to the clinical education site from a suspension until the Director has reviewed the incident and the suspension is lifted.
- The student may continue to attend all course lectures until disposition of the incident has been rendered.

It is essential that certain necessary regulations be established and maintained by students to better enable us to give the best education possible to each student. In addition, care must be taken to give the best care/safety possible to the patients of our clinical sponsor and affiliates. For this reason, the following are examples but not a complete list of “Just Cause” for disciplinary action, up to and including dismissal from the Program:

**Clinical Performance Guidelines for Unsatisfactory and Unsafe Performance**

Students will perform within the legal and ethical codes of sonography: demonstrate accountability in preparation, provision, documentation, continuity of care, and promote the well-being of the total patient. Unsafe performance is always unsatisfactory. Unsatisfactory performance in clinical will result in a course grade of “F”.

**Examples of Unsafe performance**

But not limited to

- Falsification of application to the Diagnostic Medical Sonography Program at RCBC (discovered anytime).
- Not meeting the hospital performance standards.
- Abuse or inconsiderate treatment of visitors, patients, students, clinical personnel, school faculty and/or staff.
- Improper Professional (RCBC and Clinical Affiliate standards of professional behavior) attitude during clinical/academic assignment.
- The use of profanity.
- Soliciting or accepting tips from patients and/or visitors.
- Leaving patients unattended or unsafely secured during procedures.
- Releasing confidential information without authorization (HIPAA policy).
- Mismanagement of hospital funds or property.
- Violation of departmental or hospital safety rules including patient safety, employee safety.
- Refusal to accept or participate in a reasonable clinical assignment, including competency testing.
- Inability to perform according to hospital or department standards.
- Excessive absences and/or tardiness. See attendance policy.
• Failure to report absences/tardiness/time off promptly.
• Failure to maintain or falsification of required student documents.
• Signing in and out for another student.
• Leaving the clinical area without permission.
• Sleeping on clinical assignment.
• Smoking in areas where it is prohibited.
• Eating in areas where it is prohibited.
• Failure to report to clinical/academic assignment without notification.
• Failure to report to clinical/academic assignment alert and ready to work.
• Failure to report to clinical assignment in proper complete professional attire. (See dress code).
• Insubordination towards a clinical, didactic, or other department or hospital official.
• Failure to participate in academic or clinical projects or assignments.
• Leaving the clinical or academic area early without notification.
• Disruption either verbally, by gesture, or any other action deemed disruptive by the faculty and staff.
• Aggression or behavior considered dangerous to patient safety or hospital personnel.

Examples of Unsafe behaviors
Including but not limited to:
• Inappropriate actions during any assigned clinical experience, such as not reporting known errors, falsifying documents, signature or assignments.
• Incorrect or omission of prescribed care, such as, procedure errors or scanning bodily regions that have not been prescribed by the ordering physician.
• Physical or psychological abuse of patients.
• Coming to clinical under the influence of alcohol or other drug.
• Lying, stealing and/or cheating.
• Failing to have a licensed technologist in the area while performing exams.
• Patient safety is of paramount

 Unsatisfactory behaviors
Including but not limited to:
• Inappropriate interpersonal relations with staff, peers or faculty member.
• Failure to maintain confidentiality of patient information and records.
• Unexcused tardiness or early dismissal to or from clinical assignments.
• Failure to notify the clinical site/instructor/clinical coordinator of tardiness, early dismissal and/or absence.

Disclosure of Patient Information and HIPAA
Disclosure of Patient Information

Disclosure of Patient Information prohibited. “Patient Information” is defined as any information relating to a patient or patient encounter, including, but not limited to patient records, patient images, videos, or recordings, personal patient information such as name, date of birth, address, or family names, conversations and interactions with patients, any information about a patient’s health condition, medications, admission/discharge, treatment, diagnosis, payment, or financial information, etc. Patient Information is confidential as may not be disclosed whether it includes personally identifiable information. It is prohibited to photograph, interview, videotape, record or publish information, statement or images of any patient.

Due to the potential of issues such as HIPAA breaches, invasion of privacy (patient, families or students), sexual or other harassment, confidential or proprietary information, video-taping, photographing, or recording (including via personal cell phones) is prohibited in any clinical institution where the student is assigned. No photographs should be taken in any area of the clinical institution as this can identify the student with that institution. Students should not take cell phones into clinical sites.

**HIPAA**

Students are responsible for practicing within HIPAA guidelines. Patient information is confidential. When referring to a patient for any of your papers, only list the patient’s gender (if known) and age. Do not discuss a patient’s history in any public place. No cell phones are permitted in the clinical sites. No photos may be taken in the clinical or in uniform. All patient information on charts, films, etc. is confidential. All students must submit a signed HIPAA agreement and complete the HIPPA e-training on American Data Bank. Any unauthorized use or disclosure of such information may result in disciplinary action including, but not limited to, immediate dismissal of program, fines, and/or incarceration.
Rowan College at Burlington County  
Diagnostic Medical Sonography Program  

HIPAA Confidentiality Statement

Students participating in the clinical component of the DMS program at Rowan College at Burlington County have access to information regarding the patients they come into contact with at the clinical education sites. This information is typically obtained through a verbal, written, pictorial, and electronic means. These records often contain very sensitive information about a patient. At no time will a sonography student release or discuss, in public or private, any information contained in a patient’s medical record.

I understand that personal health information belongs to the patient. I hereby agree and pledge that I will access only that patient data which is necessary to perform a diagnostic sonography exam. I agree not to disclose, communicate, or use any patient information in any manor other than that which is necessary for the provision of the exam. Information within the scope of diagnostic imaging will be released only to those who have signed confidentiality agreements and have a need to know.

I understand that my obligation outline above will continue after my graduation with Rowan College at Burlington County.

I also understand that unauthorized use or disclosure of such information may result in disciplinary action including, but not limited to, immediate dismissal of program, fines, and/or incarceration.

My signature below attests to the fact that I have read, understand, and agree to abide by the terms of this agreement.
Clinical Practicum
The three clinical courses offered during the second year of the DMS program are:

DMS 220 – Clinical Practicum I

Course Description
This course is designed to integrate didactic and clinical coursework in order to develop the student’s ultrasonic skills in a diagnostic environment and may include scanning in campus laboratories, private offices, hospital rotations, and outpatient radiology centers. Includes experience in abdominal, pelvic, obstetrical, and small parts scanning.

Course Information
This is a twelve week, three-credit course. Each credit correlates to eight clock hours of clinical training in a week. Therefore, the DMS students are required to attend the clinical site assigned by the Director of DMS program three days a week. The students are required to be at their assigned clinical sites Monday, Wednesday, and Friday 8:00 am to 4:30 pm with ½ hour daily lunch breaks, unless otherwise arranged by the clinical site and DMS program Clinical Coordinator.

Course Learning Outcomes
Upon completion of this course, the student will be able to:
1. Employ laboratory tools and equipment in a beginner clinical setting to differentiate normal from abnormal findings.
2. Relate the skills acquired during lectures to evaluate sonographic pathologies in a beginner clinical setting.
3. Formulate and support verbally diagnostic conclusions as they relate to a beginner clinical setting.
4. Apply accepted procedures and protocols for all learned sonographic studies to a beginner clinical setting.
5. Illustrate time management skills while performing sonographic examinations in a
DMS 230 – Clinical Practicum II

Course Description
This course is designed to develop and improve upon the students’ independent ultrasonic skills in a diagnostic environment and may include scanning in campus laboratories, private offices, hospital rotations, and outpatient radiology centers. Includes experience in abdominal, pelvic, obstetrical, small parts, and vascular scanning.

Course Information
This is a fifteen week, three-credit course. Each credit correlates to eight clock hours of clinical training in a week. Therefore, the DMS students are required to attend the clinical site assigned by the Director of DMS program three days a week. The students are required to be at their assigned clinical sites Monday, Wednesday, and Friday 8:00 am to 4:30 pm with ½ hour daily lunch break, unless otherwise arranged by the clinical site and DMS program Clinical Coordinator.

Course Learning Outcomes
Upon completion of this course, the student will be able to:
1. Employ laboratory tools and equipment in an intermediate clinical setting to differentiate normal from abnormal findings.
2. Relate the skills acquired in lectures to evaluate sonographic pathologies in an intermediate clinical setting.
3. Formulate and support verbally diagnostic conclusions as they relate to an intermediate clinical setting.
4. Apply accepted procedures and protocols for all learned sonographic studies to an intermediate clinical setting.
5. Illustrate time management skills while performing sonographic examinations in an intermediate clinical setting.

DMS 240 – Clinical Practicum III

Course Description
This course is designed to increase the students’ confidence and competency within their ultrasonic skills in a diagnostic environment and may include scanning in campus laboratories, private offices, hospital rotations, and outpatient radiology centers. Includes experience in abdominal, pelvic, obstetrical, small parts, and vascular scanning.

Course Information
This is a fifteen week, four-credit course. Each credit correlates to eight clock hours of clinical training in a week. Therefore, the DMS students are required to attend the clinical site assigned by the Director of DMS program four days a week. The students are required to be at their assigned clinical sites Monday, Tuesday, Wednesday, and Friday 8:00 am to 4:30 pm with ½ hour daily lunch breaks, unless otherwise arranged by the clinical site and DMS program Clinical Coordinator.

Course Learning Outcomes
Upon completion of this course, the student will be able to:

1. Employ laboratory tools and equipment in an advanced clinical setting to differentiate normal from abnormal findings.
2. Relate the skills acquired during lectures to evaluate sonographic pathologies in an advanced clinical setting.
3. Formulate and support verbally diagnostic conclusions as they relate to an advanced clinical setting.
4. Apply accepted procedures and protocols for all learned sonographic studies to an advanced clinical setting.
5. Illustrate time management skills while performing sonographic examinations in an advanced clinical setting.

** The amounts of required competencies as well as the due dates of the competencies will be determined by the DMS Program Director and DMS Clinical Coordinator. Please see the appropriate syllabi for the Clinical Practicum course for more information**

### Graduation Requirement / Competencies

**Purpose:** As a graduation requirement, competencies and tests are required to be completed in Clinical Practicum I, Clinical Practicum II and Clinical Practicum III.

**Requirements:** Students must demonstrate competence in all TWENTY-NINE (13 tests and 16 competencies) exams identified as mandatory. Students must successfully complete exam test(s) before being eligible to complete the associated exam competency. At least THREE tests must be successfully completed in Clinical Practicum I. At least TWELVE tests/competencies must be successfully completed in Clinical Practicum II. Of these twelve tests/competencies, at least SIX must be tests. The remaining tests/competencies for Clinical Practicum II must be successfully completed according to the competencies outlined in the mandatory Test / Competency list chart. For Clinical Practicum III, FOURTEEN tests/competencies must be successfully completed. Of the fourteen, there is a minimum of SIX competencies and ONE test that must be completed as outlined in the mandatory test / competency list chart. By the end of Clinical Practicum III, ALL twenty-nine tests and competencies required for graduation must be successfully completed. All tests and competency exams must be performed at the clinical site. Each clinical site’s institutional protocol will determine the required images used for each procedure.

### Mandatory Test / Competency List

<table>
<thead>
<tr>
<th>Exam</th>
<th>Clinical Pract. I</th>
<th>Clinical Pract. II</th>
<th>Clinical Pract. III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdomen Complete</td>
<td>1 Test</td>
<td>1 Test</td>
<td>1 Competency</td>
</tr>
<tr>
<td>Abdominal Aorta</td>
<td>1 Competency DURING CP I, CP II OR CP III</td>
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<td></td>
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<tr>
<td>Renal</td>
<td></td>
<td>1 Test</td>
<td>1 Competency</td>
</tr>
<tr>
<td>Scrotal</td>
<td>1 Test</td>
<td>1 Competency</td>
<td></td>
</tr>
<tr>
<td>OB 1st Trimester Transabdominal and/or Transvaginal</td>
<td>2 DURING CP I, CP II OR CP III (1 Test and 1 Competency)</td>
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<td></td>
</tr>
<tr>
<td>OB Anatomy</td>
<td></td>
<td>2 DURING CP II OR CP III (1 Test and 1 Competency)</td>
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<tr>
<td>OB Measurements</td>
<td></td>
<td>2 DURING CP II OR CP III (1 Test and 1 Competency)</td>
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<tr>
<td>Exam</td>
<td>Clinical Pract. I</td>
<td>Clinical Pract. II</td>
<td>Clinical Pract. III</td>
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</tr>
<tr>
<td>Thyroid</td>
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<td>1 Test</td>
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<td></td>
<td>(1 Test and 1 Competency)</td>
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<tr>
<td>Pelvis Transabdominal Complete</td>
<td>1 Test</td>
<td>1 Test</td>
<td>1 Competency</td>
</tr>
<tr>
<td>Pelvis Transvaginal Complete</td>
<td>1 Test</td>
<td>1 Test</td>
<td>1 Competency</td>
</tr>
<tr>
<td>Non-Cardiac Chest (Evaluate for Pleural Effusion)</td>
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<td></td>
<td>1 Competency DURING CP I, CP II OR CP III</td>
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<tr>
<td>Soft Tissue (Palpable lumps, evaluate for hematoma, abscess, fluid collection, lymph nodes, etc.)</td>
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<td>1 Competency DURING CP I, CP II OR CP III</td>
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<tr>
<td>Male Pelvis (Bladder and Transabdominal Prostate)</td>
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<td>1 Competency DURING CP I, CP II OR CP III</td>
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<tr>
<td>Interventional Procedure (must document usage of a sterile tray)</td>
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<td></td>
<td>1 Competency DURING CP I, II OR CP III</td>
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<tr>
<td>Ovarian Doppler</td>
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<td></td>
<td>1 Competency DURING CP II OR CP III</td>
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<tr>
<td>Testicular Doppler</td>
<td></td>
<td></td>
<td>1 Competency DURING CP II OR CP III</td>
</tr>
</tbody>
</table>

**Guidelines:**

- All tests must be completed (if assigned) and passed for the associated study prior to the student being able to complete the required competency for that exam.
- A test/competency attempt must be discussed and agreed upon with the clinical instructor at the clinical site prior to the start of the exam.
- The clinical instructor must be a registered diagnostic medical sonographer in the specialty of the test/competency to be attempted.
- The test/competency must be performed under direct supervision with the conducting clinical instructor/clinical coordinator in the room.
- The supervising clinical instructor must fill out the Clinical Instructor Test or Competency Evaluation form. Any unsuccessful attempts must be documented on this form as well.
- All tests and competencies must be completed at the clinical site and NO images are to leave the clinical site property. Any images or patient related information that is found to leave the clinical site by any student will cause the student to face disciplinary action as outlined in the student handbook.
- It is the responsibility of each student to submit the required number of tests/competencies per deadline to be graded during the semester.
- If the student fails to complete the required number of tests/competencies by the end of Clinical Practicum III, an “F” will be given. A student who fails to meet these requirements will not be eligible to graduate.
- No grade less than an 80 will be considered passing. A student must pass all tests/competencies in order graduate.
• All Clinical Instructor Test and Competency Evaluation forms must be submitted to the Clinical Coordinator by the due dates/submission dates stated in the Clinical Practicum I, II, and III syllabus.

• All tests will be graded by designated clinical instructors at each site, that are registered in the specialty area that is being evaluated. Students must complete the test on their own with no assistance from the clinical instructor and all findings must be agreed upon by the clinical instructor.

• The clinical coordinator will grade all competencies at the clinical site either while the student is completing the competency or from the previously completed competency images at the clinical site. Students must complete the competency on their own with no assistance from the clinical instructor/Clinical Coordinator and all findings must be agreed upon by the clinical instructor and/or Clinical Coordinator.

Grading
The grade for each test is obtained from the clinical instructors assessment of the images obtained by the student using the appropriate rubric. The clinical instructor test form will be utilized for grading all clinical tests (solely graded by clinical instructor).

The grade for each competency is obtained from the clinical coordinator's assessment of the images using the appropriate rubric (80% of total competency grade), and the clinical instructor competency evaluation form will be graded per competency as outlined in the rubric on the form (20% of total competency grade).

**RCBC Clinical Test / Competency Requirements for Graduation**

<table>
<thead>
<tr>
<th></th>
<th>Total Number: 29</th>
<th>CP Semesters to be Completed (Check off when completed)</th>
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<tbody>
<tr>
<td></td>
<td>13 Tests</td>
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<td>16 Comps</td>
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<tr>
<td>Abdomen Complete</td>
<td>2 Tests</td>
<td>____ I  ____ II</td>
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<td></td>
<td>1 Comp</td>
<td>____ III</td>
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<tr>
<td>Abdominal Aorta</td>
<td>1 Comp</td>
<td>____ I – III</td>
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<tr>
<td>Renal</td>
<td>1 Test</td>
<td>____ II</td>
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<td></td>
<td>1 Comp</td>
<td>____ III</td>
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<tr>
<td>Scrotal</td>
<td>1 Test</td>
<td>____ II</td>
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<td>1 Comp</td>
<td>____ III</td>
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<tr>
<td>OB 1st Trimester TA and/or TV</td>
<td>1 Test</td>
<td>____ I – III</td>
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<td></td>
<td>1 Comp</td>
<td>____ I – III</td>
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<tr>
<td>OB Anatomy</td>
<td>1 Test</td>
<td>____ II – III</td>
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<td>1 Comp</td>
<td>____ II – III</td>
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<tr>
<td>Test Type</td>
<td>Total</td>
<td>CP Semesters to be Completed</td>
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<tr>
<td>OB Measurements</td>
<td>1 Test</td>
<td>_____ II – III</td>
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<td>1 Comp</td>
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<tr>
<td>Thyroid</td>
<td>2 Tests</td>
<td>_____ I        _____ II</td>
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<td></td>
<td>1 Comp</td>
<td>_____ III</td>
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<tr>
<td>Pelvis TA</td>
<td>2 Tests</td>
<td>_____ I        _____ II</td>
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<td>1 Comp</td>
<td>_____ III</td>
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<td>Pelvis TV</td>
<td>2 Tests</td>
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<td>1 Comp</td>
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<tr>
<td>Non-Cardiac Chest</td>
<td>1 Comp</td>
<td>_____ I – III</td>
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<td>Soft Tissue</td>
<td>1 Comp</td>
<td>_____ I – III</td>
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<tr>
<td>Male Pelvis</td>
<td>1 Comp</td>
<td>_____ I – III</td>
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<tr>
<td>Interventional Procedure (Must</td>
<td>1 Comp</td>
<td>_____ II - III</td>
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<td>utilize a sterile tray)</td>
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<tr>
<td>Ovarian Doppler</td>
<td>1 Comp</td>
<td>_____ II – III</td>
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<tr>
<td>Testicular Doppler</td>
<td>1 Comp</td>
<td>_____ II – III</td>
</tr>
</tbody>
</table>

****Please see Note below regarding test and competency completion.****

NOTE:

1. Abdomen Complete must include main portal vein grayscale, color, and PW Doppler
2. Abdominal Aorta must include grayscale with and without measurements, color, and PW Doppler (prox, mid, and dist along with Right and Left Common Iliac Artery)
3. Scrotal must include grayscale, color, and PW Doppler of each testicle (centrally located venous and arterial) and images of the epididymal head sag and trv with and without measurements
4. OB Anatomy may be completed in separate sections and all combined to equal one anatomy scan.

Separate sections MUST be followed as below:

- Head (choroid plexus, cerebellum, cisterna magna, ventricles, posterior fossa)
- Chest (4 chamber heart, RVOT, LVOT, diaphragm)
- Abdomen (stomach, portal vein, abdominal cord insertion, kidneys)
- Spine (sag and trv cervical, thoracic, lumbar and sacral)
- Placenta and placenta cord insertion, LUS, cord vessels (sag and trv placenta, placenta tip / internal os relationship, placenta cord insertion, LUS including fetal presentation, 3 vessel cord trv, 3 vessel cord with bladder)
• Long bones (extremities: 2 arms 2 legs)

5. OB Measurements must include the following (with and without measurements)
   • BPD – Biparietal Diameter
   • HC – Head Circumference
   • AC – Abdominal Circumference
   • FL (most anterior) – Femur Length
   • HL (most anterior) – Humeral Length
   • AFI – Amniotic Fluid Index
   • FHM (m-mode) – Fetal Heart Motion
   • Cervix

6. Transabdominal and Transvaginal Pelvis must include grayscale, color, and PW Doppler (centrally located venous and arterial) of each ovary
7. Male pelvis must include bladder pre and post void with volume measurement and without measurements, bladder jets, bladder wall measurement, prostate with volume measurement and without measurement
8. Interventional Procedure must include sterile technique and proper disposal of drained fluid or sample assistance if applicable. This evaluation is to be completed by the clinical instructor.

9. Ovarian and Testicular Doppler must demonstrate venous and arterial color and PW Doppler centrally located bilaterally.

***Please follow clinical site facility protocol regarding each of the above exams. Example if a facility does not routinely perform ovarian Doppler venous and arterial on pelvic ultrasounds, unless specifically ordered by the physician, it will not required for the associated test/competency.***

Clinical Instructors Permitted for Competencies
CAAHEP Standards require that all clinical instructors providing student training possess the appropriate credential applicable to the exams they are instructing on a 1:1 ratio. Any of the following credentials from ARDMS, ARRT and CCI, are accepted for clinical instructors in the following areas:
   1. Abdomen: RDMS (AB), RT(S);
   2. OB/GYN: RDMS (OB), RT(S);
   3. Breast: RDMS (AB), RDMS (BR), RT(S);
Clinical Instructor Test Form

Student Name: ________________________________   Exam Date: __________

Test Type: ___________________________ Attempt #: __________

Clinical Site: __________________________________________

Clinical Instructor Name Proctoring Exam: ________________________________

Directions: Please use the following key to complete the table below: 5 = Exceeds Expectations 4 = Meets Expectations, 3 = Satisfactory, 2 = Requires Some Improvement, 1 = Unsatisfactory, 0 = No Image

<table>
<thead>
<tr>
<th></th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student exhibited appropriate patient care (affective/cognitive), prepared room prior to study and cleaned up after exam was completed (psychomotor); identified patient and explained test to patient (cognitive)</td>
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<tr>
<td>Student properly obtained patient history including any previous reports (cognitive)</td>
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<tr>
<td>Student utilized appropriate ergonomics while scanning (psychomotor)</td>
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<td>Student expressed appropriate knowledge of knobology, transducer selection, machine preset, etc. (cognitive/psychomotor)</td>
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<tr>
<td>Student followed appropriate exam protocol (cognitive)</td>
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<tr>
<td>Student showed adaptability based on patient body habitus or technical limitations (cognitive)</td>
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<tr>
<td>Student was able to perform exam successfully and independently and within a timely manner dependent on exam type (cognitive/psychomotor)</td>
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<tr>
<td>Student use of appropriate depth throughout exam (cognitive/psychomotor)</td>
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<tr>
<td>Student use of appropriate overall gain/TGC’s throughout exam (cognitive/psychomotor)</td>
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<tr>
<td>Student use of appropriate focal zone throughout exam (cognitive/psychomotor)</td>
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<tr>
<td>Overall quality of images throughout exam (cognitive/psychomotor)</td>
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<tr>
<td>Student utilizes appropriate annotation per site protocol throughout exam (cognitive/psychomotor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Score 0</td>
<td>Score 1</td>
<td>Score 2</td>
<td>Score 3</td>
<td>Score 4</td>
<td>Score 5</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>Student needed verbal assistance from sonographer (cognitive)</td>
<td>&gt;25% or any hands on assistance</td>
<td>0-25% verbal assistance only</td>
<td>No assistance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student images appropriate anatomy for study being performed (cognitive/psychomotor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student able to perform appropriate measurements/calculation packages necessary for study (cognitive/psychomotor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student utilizes different scanning windows / switches scanning windows throughout exam (cognitive/psychomotor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student is able to recognize normal anatomical variants vs. pathology (cognitive)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student able to verbalize normal vs abnormal findings to assigned clinical instructor and/or Radiologist not in front of patient (cognitive)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Points Earned = _________/90

Proctoring Clinical Instructor Comments: ____________________________________________________________

______________________________________________________________________________________________

Proctoring Clinical Instructor Signature: __________________________________________________________

Rev 16 Aug 2018
# Clinical Instructor Competency Evaluation

**Student Name:** ________________________________  **Exam Date:** __________

**Competency Exam:** ____________________________  **Attempt #:** __________

**Clinical Site:** __________________________________________

**Clinical Instructor Name Proctoring Exam:** ________________________________________

---

**Directions:** Please use the following key to complete the table below: 5=Exceeded Expectations, 4=Meets Expectations, 3=Satisfactory, 2=Requires Some Improvement, 1=Unsatisfactory, 0=No Image

<table>
<thead>
<tr>
<th>Behavior</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student prepared room prior to study and cleaned up after exam was completed (psychomotor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student properly identified patient and explained test to patient (cognitive)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student utilized appropriate ergonomics while scanning (psychomotor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student exhibited appropriate patient care (affective/cognitive)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student properly obtained patient history including any previous reports (cognitive)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student followed appropriate exam protocol (cognitive)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student expressed appropriate knowledge of knobology (cognitive/psychomotor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student showed adaptability based on patient body habitus or technical limitations (cognitive)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student properly positioned patient, using multiple positions as necessary (cognitive/psychomotor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student was able to perform exam successfully and independently (cognitive/psychomotor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Points Earned = __________/50**

**Proctoring Clinical Instructor Comments:** ________________________________________

____________________________________

**Proctoring Clinical Instructor Signature:______________________________**

Rev 16 Aug 2018
# Clinical Practicum Total Breakdown for Graduation

<table>
<thead>
<tr>
<th>STUDY</th>
<th>AMOUNT OF TESTS DUE FOR GRAD.</th>
<th>AMOUNT OF COMPS DUE FOR GRAD.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABDOMEN COMPLETE</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>ABDOMINAL AORTA</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>RENAL</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>SCROTAL</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>OB 1ST TRIMESTER TRANSABDOMINAL AND/OR TRANSVAGINAL</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>OB ANATOMY</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>OB MEASUREMENTS</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>THYROID</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>PELVIS TRANSABDOMINAL</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>PELVIS TRANSVAGINAL</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>NON-CARDIAC CHEST</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>SOFT TISSUE</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>MALE PELVIS</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>INTERVENTIONAL PROCEDURE</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>OVARIAN DOPPLER</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>TESTICULAR DOPPLER</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL TESTS:** 13  **TOTAL COMPS:** 16  

**GRAND TOTAL:** 27 TESTS/COMPS
<table>
<thead>
<tr>
<th><strong>Part 1:</strong> Scanning Technique</th>
<th><strong>Image Quality / Anatomy</strong></th>
<th><strong>Annotation</strong></th>
<th><strong>Depth</strong></th>
<th><strong>Gain (Overall and TGC’s)</strong></th>
<th><strong>Focus</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Image quality is undiagnostic, misidentified anatomy, cannot find organ</td>
<td>Image is not annotated</td>
<td>Necessary anatomy is not visualized due to organ/area is cut off of screen</td>
<td>Image is washed out or unacceptably hyperechoic/hypoechoic overall and is considered of non-diagnostic quality</td>
<td>Focus is not adjusted at all during the scan</td>
</tr>
<tr>
<td>1</td>
<td>Poor image quality, poor ability or unable to identify certain organ parts</td>
<td>Poor image annotation – ex. Image labeled wrong side, image labeled wrong structure</td>
<td>Poor depth due to most of the organ/area is cut off of the screen</td>
<td>Image is poor, still too hyperechoic/hypoechoic overall but some structures can be identified</td>
<td>Poor image because focus is not used frequently throughout scan to optimize the image</td>
</tr>
<tr>
<td>2</td>
<td>Fair image quality, fair ability to identify organ parts but unable to display the parts clearly</td>
<td>Fair image annotation – student consistently forgets to changes annotation between sagittal and transverse but labels structures correctly</td>
<td>Fair depth, image is not being cut off the screen but is not well visualized because the organ/area is small due to depth too deep</td>
<td>Image is fair, is unnecessarily hyperechoic/hypoechoic in certain areas but some structures can be identified</td>
<td>Fair image focus is used frequently but focus is not in appropriate location to optimize the image</td>
</tr>
<tr>
<td>3</td>
<td>Good image quality, good ability to identify and display anatomy</td>
<td>Good image annotation – student changes annotation between sagittal and transverse most of the time but labels structures correctly</td>
<td>Good depth, the organ/area is bordering near cut off or depth is slightly too deep, some areas of recommended improvement</td>
<td>Image is good, with appropriate overall and TGC gains, with some areas of recommended improvement</td>
<td>Good image focus is used appropriately for most images to optimize the image quality</td>
</tr>
<tr>
<td>4</td>
<td>Excellent image quality and identification and display of anatomy</td>
<td>Excellent image annotation – student consistently changes between sagittal and transverse labels and labels structures correctly</td>
<td>Excellent use of depth with the entire organ/area displayed at an accurate depth with clear visualization of all necessary anatomy</td>
<td>Image is excellent with appropriate use of both overall and TGC gains with little to no need for improvement</td>
<td>Excellent image focus is used appropriately for all images to optimize the image and study quality</td>
</tr>
<tr>
<td>Part 1: Scanning Technique</td>
<td>Part 2: Student Knowledge / Application</td>
<td>Image Quality / Anatomy</td>
<td>Annotation</td>
<td>Depth</td>
<td>Gain (Overall and TGC’s)</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------------------</td>
<td>-------------------------</td>
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<td></td>
<td>----------------------------------------</td>
<td>-------------------------</td>
<td>------------</td>
<td>------</td>
<td>-------------------------</td>
</tr>
<tr>
<td></td>
<td><strong>58</strong></td>
<td><strong>Part 1:</strong> Scanning Technique</td>
<td><strong>Part 2:</strong> Student Knowledge / Application</td>
<td><strong>Annotation</strong></td>
<td><strong>Depth</strong></td>
</tr>
<tr>
<td><strong>Inadequate</strong> Transducer grip/control, wrong Transducer direction, inappropriate table height, right forearm not resting on patient/table, left hand not on freeze button inadequate posture, legs crossed not meeting safe requirements for a sonographer at start of scan</td>
<td><strong>0</strong></td>
<td><strong>Ergonomics</strong></td>
<td><strong>Patient Positioning</strong></td>
<td><strong>Patient Instructions</strong></td>
<td><strong>Knobology</strong></td>
</tr>
<tr>
<td>Student does not ask patient to change positions to utilize scanning windows when necessary</td>
<td>Student does not give any instructions to patient and does not identify patient using 2 patient identifiers - ex. Patient name and DOB, exam details / explanation, breathing, change in position, etc.</td>
<td>Student does not demonstrate knowledge of knobology and utilization of controls or non-use of necessary controls during scan</td>
<td>Student did not show understanding or methodical order of the necessary scanning protocol</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Poor</strong> Transducer grip/control, poor table height, poor right forearm placement on patient/table, left hand not near freeze button, poor posture, not meeting safe requirements for a sonographer at start of scan</td>
<td><strong>1</strong></td>
<td><strong>Patient Positioning</strong></td>
<td><strong>Patient Instructions</strong></td>
<td><strong>Knobology</strong></td>
<td><strong>Exam Protocol</strong></td>
</tr>
<tr>
<td>Student rarely asked the patient to change positions to utilize scanning windows when necessary</td>
<td>Student gives minimal instructions to patient and only identified patient using 1 patient identifier – ex. Patient name and DOB, exam details/explanation, breathing, change in position, etc.</td>
<td>Student demonstrates poor knowledge of knobology and utilization of controls with many mistakes</td>
<td>Student showed poor understanding or poor methodical order of the necessary scanning protocol</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fair</strong> Transducer grip/control, fair table height, fair right forearm placement on patient/table, left hand near freeze button, fair posture, adjusted to meet safe requirements for a sonographer during the scan.</td>
<td><strong>2</strong></td>
<td><strong>Patient Instructions</strong></td>
<td><strong>Knobology</strong></td>
<td><strong>Exam Protocol</strong></td>
<td></td>
</tr>
<tr>
<td>Student occasionally asked the patient to change positions to utilize scanning windows necessary</td>
<td>Student gives some instructions to patient and did identify the patient using 2 patient identifiers – ex. Patient name and DOB, exam details/explanation, breathing, change in position, etc.</td>
<td>Student demonstrates fair knowledge of knobology and utilization of controls with some mistakes</td>
<td>Student showed fair understanding or fair methodical order of the necessary scanning protocol</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Any student found utilizing the auto optimize feature during competency examinations or clinical observations will receive an automatic zero for the associated competency or observation**
**Rowan College at Burlington County**  
**Diagnostic Medical Sonography Program**

**GRADUATION REQUIREMENTS CHECKLIST**

**STUDENT NAME:** ____________________________________________________

**COHORT:** _________________________________________________________

<table>
<thead>
<tr>
<th>FOR STUDENT FILE</th>
<th>FACULTY INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passed all courses with a grade of 80</td>
<td>_______ _______________</td>
</tr>
<tr>
<td>Passed all tests with a grade of 80 (13)</td>
<td>_______ _______________</td>
</tr>
<tr>
<td>Passed all competencies with a grade of 80 (16)</td>
<td>_______ _______________</td>
</tr>
<tr>
<td>Participated in a total of <strong>800</strong> cases</td>
<td>_______ _______________</td>
</tr>
<tr>
<td>Participated in <strong>160/800</strong> additional cases from AB, Gyn, and/or OB areas</td>
<td>_______ _______________</td>
</tr>
<tr>
<td>Participated in <strong>320/800</strong> abdominal exams</td>
<td>_______ _______________</td>
</tr>
<tr>
<td>Participated in <strong>250/800</strong> gyn cases</td>
<td>_______ _______________</td>
</tr>
<tr>
<td>Participated in <strong>70/800</strong> OB cases</td>
<td>_______ _______________</td>
</tr>
<tr>
<td>Advanced to assisted scanning from observational scanning with a minimum of <strong>100</strong> assisted scans by the end of clinical practicum II</td>
<td><em><strong><strong><strong>/#</strong></strong></strong></em>__ _______________</td>
</tr>
<tr>
<td>Advanced to performed scanning from assisted scanning with a minimum of <strong>60</strong> performed scans by the end of clinical practicum III</td>
<td><em><strong><strong><strong>/#</strong></strong></strong></em>__ _______________</td>
</tr>
</tbody>
</table>

**Clinical Logs Policy**

By the end of Clinical Practicum III the student will have participated in a minimum of 800 total ultrasound related cases. Of the 800 total cases it is required for the student to participate in a minimum of 200 cases during the course of Clinical Practicum I, a minimum of 275 cases during the course of Clinical Practicum II, and a minimum of 325 cases during the course of Clinical Practicum III.

**Total Participated Cases:** ____________
Clinical Affiliates

**Cape Regional Medical Center:**
  2 Stone Harbor Boulevard  
  Cape May Court House, NJ 08210  
  Report to Mr. Dave Guay, Ultrasound Department Supervisor

**Capital Health System:**
  Fuld Campus:  
  750 Brunswick Avenue  
  Trenton, NJ 08638  
  Report to Ms. Cathy Hansbury, Manager Ultrasound Department and Ms. Susanne Harris, Lead Sonographer  
  Hopewell Campus:  
  1 Capital Way  
  Pennington NJ 08534  
  Report to Ms. Cathy Hansbury, Manager Ultrasound Department and Ms. Susanne Harris, Lead Sonographer  
  Maternal Fetal Medicine Hopewell Campus  
  Report to Ms. Victoria Tway, Manager Maternal Fetal Medicine Ultrasound Department

**Hospital University of Pennsylvania:**
  3400 Civic Center Boulevard  
  Philadelphia, PA 19104  
  Report to Mr. Christopher Iyoob, Ultrasound Department Supervisor and Ms. Bridget Buehner, Clinical Instructor

**Main Line Health System:**
  Paoli Hospital Maternal Fetal Medicine  
  255 W Lancaster Avenue  
  Paoli, PA 19301  
  Report to Ms. Heather Zmistowski, Education Coordinator

**St. Mary Medical Center:**
  1201 Langhorne-Newtown Road  
  Langhorne, PA 19047  
  Report to Mr. Matt Maurizi, Radiology Manager and Mr. Shawn Dieterle, Lead Sonographer
Temple University Hospitals:
   Main Campus:
      3401 N. Broad Street
      Philadelphia, PA 19140
      Report to Ms. Lateefah Harris, Lead Sonographer
   Episcopal Campus
      100 E Lehigh Avenue
      Philadelphia, PA 19125
      Report to Ms. Lateefah Harris, Lead Sonographer
   Northeastern Campus
      2301 E Allegheny Avenue
      Philadelphia, PA 19134
      Report to Ms. Lateefah Harris, Lead Sonographer

Virtua Health System:
   Virtua Marlton
      90 Brick Road
      Marlton, NJ 08053
      Report to Mr. Donald Walter, Lead Sonographer and Ms. Elizabeth Sandberg, Clinical Instructor
   Virtua Memorial
      175 Madison Avenue
      Mt. Holly NJ 08060
      Report to Ms. Jeannette Bonto, Clinical Instructor
   Virtua Memorial Maternal Fetal Medicine
      Report to Ms. Patricia Demarco, Manager MFM Department and Ms. Laurie Miller, Lead Sonographer
   Virtua Voorhees
      100 Bowman Drive
      Voorhees Township, NJ 08043
      Report to Mr. Donald Walter, Lead Sonographer and Ms. Elizabeth Sandberg, Clinical Instructor
   Virtua Voorhees Maternal Fetal Medicine
      Report to Ms. Patricia Demarco, Manager MFM Department and Ms. Laurie Miller, Lead Sonographer
   Virtua Washington Township Maternal Fetal Medicine
      239 Hurffville-Cross Keys Road, STE 245
      Sewell, NJ 08080
      Report to Ms. Patricia Demarco, Manager MFM Department and Ms. Laurie Miller, Lead Sonographer
Clinical Site Requirements

The following are the requirements that need to be completed in order to attend clinical sites. Requirements vary from institution to institution. Any documentation that needs to be submitted must be given to the clinical coordinator and uploaded to American Data Bank by the designated due date before the start of clinical. Students must keep their own copies of all documentation. It is the student’s responsibility to check American Databank routinely to make sure that they are compliant. The Clinical Coordinator will determine clinical placements for each student per semester which will be communicated via RCBC email.

**All Clinical Sites**
1. Copy of driver’s license
2. Student cell phone number / number to be contacted at
3. Post acceptance health requirements
4. Flu vaccine (vaccination should be done during outlined time frame communicated to students by program officials)
5. CPR  BLS through the American Heart Association
6. Criminal History Background Check
7. Drug Screen
8. PA Child Abuse Clearance
9. PA FBI Fingerprinting
10. RCBC email address
11. Health Insurance
12. Clinical site associated documents that are required by the clinical site the student is attending (this will be on an individual basis)

**Any/all of the above requirements may need to be completed again while in the program, per clinical site and/or program officials. If this occurs, the cost will be at the student’s expense.**

**All students records are kept confidential, in locked cabinets on campus, and in the American Data Bank tracking system. If the clinical site requests any of these documents, it will be shared with the site in a confidential manner.**

**Virtua**
1. Online modules that need to be completed
   - Virtua Compliance Training – details will be communicated by Clinical Coordinator
   - Confidentiality Agreement - details will be communicated by Clinical Coordinator

**Capital Health**
1. Read and sign the last page of the Mandatory Education Book for: Clinical Non-Employees
2. **IF** at MFM, a meeting with Ms. Victoria Tway needs to be scheduled 3 weeks before the first day. Once the date is finalized, the clinical coordinator needs to be informed of the date and time of the meeting.

**Main Line Health**
1. FIT testing – details will be communicated by clinical Coordinator (will need to be paid for by student(s))
2. Read and sign Statement of Responsibility and Confidentiality

It is mandatory that students report any changes in status of criminal history background check, drug usage, health insurance or physical abilities that effect ability to perform duties be reported to the DMS Director immediately.
Technical Standards

Purpose: To establish a minimum technical standard required for RCBC DMS students to be able to work in the field of diagnostic medical sonography.

All students admitted to the Rowan College at Burlington County DMS program must meet technical standards and maintain satisfactory demonstration of these standards throughout the program. It is the student’s responsibility to notify the DMS Program Director of any changes in their ability to meet the technical standards.

The Diagnostic Medical Sonographer must be able to:

➢ Routinely lift more than 50 pounds
➢ Work standing on his/her feet 80% of the time
➢ Routinely push and pull
➢ Routinely bend, squat, reach, kneel, balance, sit and stand for prolonged periods of time
➢ Have full use of both hands, wrists and shoulders
➢ Be able to routinely lift, turn, and transfer patients and equipment.
➢ Distinguish audible sounds
➢ Adequately view sonograms, including color distinctions. Assistive technology, such as glasses, contact lenses and hearing aides are acceptable to enable the student to achieve functional use of the senses
➢ Have physical ability to perform CPR
➢ Be able to effectively communicate both verbally and in writing utilizing the English language
➢ Interact positively with people from all levels of society including all ethnic and religious backgrounds
➢ Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence
➢ Adapt to changing environments and be able to prioritize tasks

1 As an Equal Opportunity/Affirmative Action institution, Rowan College at Burlington County affords equal opportunity to qualified individuals regardless of race, color, religion, sex, national origin, age, handicap (as defined by Section 504), ancestry, place of birth, marital status or liability for military service in the operation of its programs and activities (including admissions, access to programs and course offerings, physical education, intercollegiate and intramural athletics, counseling, employment, use of facilities, and college-sponsored extracurricular activities). This is in accordance with Title VI of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color, and/or national origin), Title IX of the Education Amendment of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act/ADA (which prohibit discrimination against otherwise qualified handicapped people), and other applicable laws and regulations. Copies of the Dispute Resolution for Students with Disabilities is available from the College Catalog.
Illness, Injury or Procedure

**Purpose:** To ensure the health of the student when they have been out of the clinical setting due to illness or injury.

**Reasoning:**
- To ensure that the patient's safety under the student's care whom may need to be lifted or protected from a fall is not compromised due to student limitations
- To educate the student's physician regarding the physical expectations of the student engaging in clinical activity

**When needed:**
- The student comes to clinical with any type of limiting device on their body (braces, wraps, etc.)
- The student has had surgery or a procedure of any kind.

**Procedure:**
1. When returning after an illness (cold, flu, infection) present a return to school/clinical form from your physician to the clinical coordinator
2. When returning after an injury or procedure/surgery – present a Technical Standards signed form by the student's physician to the clinical coordinator
3. The physician should perform the Technical Requirement Assessment to ensure that any protective devices do not limit the student's ability to meet the technical standards of the program.

*All clinical time missed from an illness, injury, procedure must be made up.*
*See policy on Attendance.*
Rowan College at Burlington County
Diagnostic Medical Sonography Program

Return from Illness

Purpose: To ensure the health of the student when they have been out of the clinical setting due to illness.

***The below form is to be filled out by the Physician prior to returning school/clinical after an absence due to illness (cold, flu, infection etc.)***

Patients Name __________________________________________________________

Appointment Information

Date ____________________________ Time __________________________________

The Student/Patient may return to school/clinical on _________________________
The above named Student/Patient was seen by

__________________________________       __________________________________

(Physician Print Name)                            (Physician Signature)

Physician Address and Phone Number

Physician Phone Number

Physician Comments

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Diagnostic Medical Sonography Technical Standards

All students admitted to the Rowan College at Burlington County DMS program must meet technical standards and maintain satisfactory demonstration of these standards throughout the program. It is the student’s responsibility to notify the DMS Program Director and Clinical Coordinator of any changes in their ability to meet the technical standards. 

The Diagnostic Medical Sonographer must be able to:

➢ Routinely lift more than 50 pounds
➢ Work standing on his/her feet 80% of the time
➢ Routinely push and pull
➢ Routinely bend, squat, reach, kneel, balance, sit and stand for prolonged periods of time
➢ Have full use of both hands, wrists and shoulders
➢ Be able to routinely lift, turn, and transfer patients and equipment.
➢ Distinguish audible sounds
➢ Adequately view sonograms, including color distinctions. Assistive technology, such as glasses, contact lenses and hearing aides are acceptable to enable the student to achieve functional use of the senses
➢ Have physical ability to perform CPR
➢ Be able to effectively communicate both verbally and in writing utilizing the English language
➢ Interact positively with people from all levels of society including all ethnic and religious backgrounds
➢ Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence
➢ Adapt to changing environments and be able to prioritize tasks

By signing below, I acknowledge I have read the above information and am able to perform the general physical and mental requirements for entrance/completion of the DMS program.

Student Print Name: ___________________________ Date: ________________

Physician Name: ___________________________

Physician Signature: ________________________

1 As an Equal Opportunity/Affirmative Action institution, Rowan College at Burlington County affords equal opportunity to qualified individuals regardless of race, color, religion, sex, national origin, age, handicap (as defined by Section 504), ancestry, place of birth, marital status or liability for military service in the operation of its programs and activities (including admissions, access to programs and course offerings, physical education, intercollegiate and intramural athletics, counseling, employment, use of facilities, and college-sponsored extracurricular activities). This is in accordance with Title VI of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color, and/or national origin), Title IX of the Education Amendment of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act/ADA (which prohibit discrimination against otherwise qualified handicapped people), and other applicable laws and regulations. Copies of the Dispute Resolution for Students with Disabilities is available from Ms. Stacy Jankewicz, Title IX and Section 504 Coordinator, located in the Parker Building, Room 401 on the Pemberton Campus or by calling her at (609) 894-9311, ext. 1523.

2 The DMS Program or its affiliated clinical agencies may identify additional critical behaviors or abilities needed by students to meet program or clinical requirements. The DMS Program reserves the right to amend this listing based on the identification of additional standards or criteria for DMS students.
Diagnostic Medical Sonography Program

Return from Injury or Procedure

**Purpose:** To ensure the health of the student when they have been out of the clinical setting due to injury or procedure/surgery.

***The below form is to be filled out by the Physician prior to returning school/clinical after an absence due to injury or procedure/surgery***

Patients Name ______________________________________________________

Appointment Information
Date __________________________Time ___________________

Date of Injury / Procedure / Surgery (Circle One)
____________________________________________________________________

The Student/Patient may return to school/clinical on
____________________________________________________________________

The Student/Patient may return to Full Duty or Restricted Duty (Circle One) (See Preceding Page for job requirements to meet Full Duty Release)

☐ Temporary Restriction ☐ _____ Days ☐ 2 to 4 weeks

☐ Permanent Restriction ☐ Less than 2 weeks ☐ Over 4 weeks

Date of Next Appointment (Indicate N/A if Not Applicable)
____________________________________________________________________

The above named Student/Patient was seen by

____________________________________________________________________

(Physician Print Name) (Physician Signature)

Physician Address
____________________________________________________________________

Physician Phone Number __________________________

Physician Comments ____________________________________________________

____________________________________________________________________

Rowan College at Burlington County
**Diagnostic Medical Sonography Program**

**Return from Injury or Procedure**

**Technical Requirement Assessment**

**Purpose:** To ensure the health of the student when they have been out of the clinical setting due to injury or surgery/procedure.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Push/Pull</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bend</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Squat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reach</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kneel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full use of both hands</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full use of both wrists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full use of both shoulders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lift</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turn/Twist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distinguish Audible Sounds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Hearing Aides</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate Vision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Glasses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Contact Lenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to distinguish between colors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verbal Communication (English)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Communication (English)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Name ________________________________ Date ________________

Student Signature ______________________________________________________

Physician Name _______________________________________________________

Physician Signature ____________________________________________________
# Incident Report Form
Rowan College at Burlington County | Diagnostic Medical Sonography Program

## Incident Form

<table>
<thead>
<tr>
<th>Students Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Form Completion:</td>
<td></td>
</tr>
<tr>
<td>Date of Incident:</td>
<td>Time of incident: AM / PM</td>
</tr>
<tr>
<td>Location of Incident:</td>
<td>Clinical Site RCBC Campus</td>
</tr>
<tr>
<td>(If Applicable) Clinical Site Location Name:</td>
<td></td>
</tr>
<tr>
<td>Location of Incident (Classroom, Ultrasound Room, Hallway, Restroom, etc.):</td>
<td></td>
</tr>
<tr>
<td>Description of Incident (Who, What, Where, When, etc.):</td>
<td></td>
</tr>
<tr>
<td>Injury (Type, Location, etc.):</td>
<td></td>
</tr>
<tr>
<td>Immediate Action to Ensure Health &amp; Welfare of Individuals:</td>
<td></td>
</tr>
<tr>
<td>Disciplinary Action (If Applicable):</td>
<td></td>
</tr>
<tr>
<td>Student Name (Print):</td>
<td>Student Signature</td>
</tr>
<tr>
<td>Clinical Coordinator Name (Print):</td>
<td>Clinical Coordinator Signature:</td>
</tr>
<tr>
<td>Program Director Name (Print):</td>
<td>Program Director Signature:</td>
</tr>
</tbody>
</table>
Letter of Recommendation

Any student requesting a recommendation from an instructor is expected to follow the appropriate procedure.

- The student will need to request a letter of recommendation via email to the instructor they are inquiring about.
- If the instructor agrees to give the student a recommendation letter, it is the student's responsibility to complete The Letter of Recommendation Form.
- Process time is a minimum of two weeks.
Rowan College at Burlington County
Diagnostic Medical Sonography Program

Request for Letter of Recommendation*

This form does not take place of an email request to see if the instructor is willing to write a letter of recommendation for a student. Please allow a minimum of two weeks to receive a thoughtful recommendation letter. In order to receive an individualized letter, please provide the following information. Please print.

Your name ____________________________________________________________

Your phone number (with area code)________________________________________

Your email address______________________________________________________

Course you are currently enrolled __________________________________________

To whom the letter should be addressed and their title
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Their complete address :
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Their email address______________________________________________________

The position you are applying for
(include specific clinical area)______________________________________________

List your specific skills and strengths relevant to the position you are seeking
(the more detail you provide the more individualized the letter of recommendation can be)
List areas needing improvement___________________________________________

*Please remember the person you ask has the option to decline.
The DMS club was organized by DMS Class of 2010. The main function of the club is to allow the DMS students to organize fund-raising events and other health science related activities on RCBC college campuses while using the advertisement and organizational resources of the college. To participate in DMS club the DMS students have to elect the President, Vice-President, Secretary, and Treasurer of the class. The elected officers of the class must contact the senior class officers as well as the office of student activities at ext. 1238.

Each year RCBC honors its most outstanding students at the Academic Awards Ceremony. This award is given out at the Awards Ceremony. All faculty members and Program Directors select a student based on the criteria below to receive the award for its program. Program Director will receive the memo from the Academic Dean with a list of students eligible for award.

The program director will verify that the student:
1. Has an overall GPA of 3.5 or greater
2. Is currently attending RCBC or graduated in the current academic year
3. Has completed 48 credits or more (including the current semester)
4. Has also demonstrated exceptional patient care in the clinical setting

Those students who meet the above criteria will be forwarded to DMS instructors, who will be asked to submit the name of the student they believe should receive the award. (Highest GPA does not guarantee the student nomination). All aspects of the student’s performance both on campus and in their clinical courses will be considered, not just their final course grades. How did they interact with other students? How did they interact with the instructor? Quality of work completed.

The following criteria will be taken into consideration in the event of a tie:
- One or more grades of “D” or “F” on transcript
- More than one semester with one or more grades of “X”
- Academic Amnesty or Administrative Withdrawals

Lambda Nu

Lambda Nu is a national honor society for the radiologic and imaging sciences. Its objectives are to:
- Foster academic scholarship at the highest academic levels
- Promote research and investigation in the radiologic and imaging sciences
- Recognize exemplary scholarship
Criteria
Individuals who have achieved academic honors are welcome to apply for acceptance into Lambda Nu. The criteria are:

- Possess a GPA of 3.7 or higher on a 4.0 scale after three semesters of the DMS program
- Evidence of professional commitment beyond minimal requirements of the program
  (Including but not limited to)
  - Active membership in a professional organization (ex: SDMS or AIUM)
  - Holding college office or committee appointments
  - No academic or clinical disciplinary actions on file during duration of program
  - No student remediation needed throughout duration of DMS program
    - Advising and tutoring are not considered types of remediation

Invitation
Individuals meeting the criteria will be sent an invitation, an application, and a copy of the bylaws approximately in September via the US Postal Service.

Application
The application must be completed by the student and signed by the program director. The application is accompanied with a check made out to The National Lambda Nu Organization for the associated fee which must be paid by the student.

Induction
Induction into Lambda Nu Honor Society will occur in the month of November during the student’s senior year of the DMS Program at RCBC.

The graduate of the Associates in Applied Sciences Degree in Diagnostic Medical Sonography is educated to function as an entry-level general sonographer in a variety of settings, such as hospitals, imaging centers and private offices. The graduate integrates the component of Radiological sciences as a member of the health care team. Ongoing professional development as a member of the discipline is an expected behavior of associate degree graduates. Participation in continuing sonography education is required of all registered sonographers. Demonstration of accountability to peers and consumers of sonographic services and contributions to improving the delivery of health care are also expected.

Graduation Requirements
To be eligible for program graduation, the student must:

1. Meet all didactic education requirements
2. Meet all clinical education requirements
3. It is the students responsibility to apply for graduation through WebAdvisor by the dates outlined on www.rcbc.edu/graduation and follow instructions given (it is necessary to apply for graduation to receive a diploma whether attending the ceremony or not)
4. Obtain pins for pinning ceremony at the RCBC bookstore
5. Meet all RCBC obligations
6. Earn a minimum of 66 credits with a GPA of 2.5 or better. The 66 credit hours must satisfy the curriculum specified by the program.

**ARDMS Eligibility**

**National Registry**

Graduates of the RCBC DMS program are eligible to sit for registry exams provided by:

- American Registry for Diagnostic Medical Sonography (www.ardms.org)

Students are eligible to sit for ARDMS registry exams prior to graduation. Information regarding ARDMS eligibility and registering for examinations will be given by the DMS program officials.

Students are eligible to sit for the SPI Physics Registry upon successful completion of the second Ultrasound Physics course in the RCBC DMS Program. The specialty registry (AB and/or OB/GYN) can be taken as early as up to two months prior to graduation. If the student successfully passes both the SPI Physics and specialty registry examinations for licensure, their credentialing is not valid until they have met all program requirements and have successfully graduated from the RCBC DMS Program.

All students by the completion of the program need to have completed a minimum of 800 cases (breakdown listed on the Graduation Requirements Checklist) and 1064 hours in order to sit for the board exams.

***Upon successful completion of the DMS Program, the student will have sonography experience academically and clinically enabling them to successfully become entry-level general sonographers, with a commitment of providing excellent patient care and dedication to lifelong learning. The DMS Program at RCBC does not guarantee job placement after graduation or guarantee that the student will pass their board examination(s). It is the student’s sole responsibility to obtain their physics and specialty examination through the ARDMS within the allotted time-frame and to obtain employment on their own. ***
Program Policy Acknowledgments

This form must be signed and submitted to American Data Bank. Each student is responsible for the information contained in this handbook. Please read the following statements carefully to assure yourself that the information contained in the statement is true and understood by you before signing at the bottom. Your initials are to be entered in the space provided at the end of each statement.

Student Name (please print): _____________________________________________

Student ID # _______________________________

Students Handbook Acknowledgment
I have received the DMS Student Handbook (rev. 1/2019), have read and understand the contents of the handbook, and agree to abide by all policies, procedures and rules contained in the handbook.
Your initials: __________

RCBC Student Handbook and Catalog Acknowledgment
I have researched the RCBC online student handbook and catalog (2018-19), have read and understand the contents of the catalog, and agree to abide by all policies, procedures, and rules contained in the catalog.
Your initials: __________

HIPAA Confidentiality Statement Acknowledgment
I have read, understand and signed the HIPAA Confidentiality Statement. I agree to uphold the confidentiality policy as stated in the DMS student handbook. I understand and agree that in the pursuance of my work as a student in the DMS program of Rowan College at Burlington County I must hold all medical information with regard to specific patients, healthcare workers and healthcare facilities in confidence. I understand that I will be privy to such information in the clinical affiliations sites. I also understand that all medical information regarding specific patients, healthcare workers and healthcare facilities, whether it is obtained in written, verbal, or any other format, is considered a privileged communication between the patient and the patient’s physician and as such, may not be released without the patient’s written consent. I further understand that any violation of the confidentiality of medical information will result in dismissal from the DMS program as well as possible legal action against me.
Your initials: __________

If I unlawfully access or misappropriate patient information, I agree to hold harmless Rowan College at Burlington County from any and all claims, demands, actions, suits, proceedings, cost, expenses, damages, and liabilities, including reasonable attorney’s fees arising out of, connected with or resulting from such unlawful use.
Your initials: __________

Criminal Background Check, Child Abuse Clearance, Drug Screening and PA Fingerprinting
I agree to have a Criminal History Background Check, Child Abuse Clearance, submit a urine sample for a drug screen, and complete PA Fingerprinting prior to my start in the DMS program at RCBC and/or during the time I am enrolled in the DMS program at RCBC. I understand if, at any time, any of these screenings are not satisfactory, I will not be permitted to participate in the RCBC Diagnostic Medical Sonography Program.
Your initials: __________

I have read and understand each of the above statements individually, as indicated by my initials, and I agree to abide by these statements.

Student Full Signature________________________ Date Signed: ________________