



Diagnostic Medical Sonography Program

Student Handbook

2024

Table of Contents

Program Goals.....	Page 3
Professional Credentials	Page 4
Clinical Externship Requirements	Page 5
School Policies.....	Page 6
Federal Educational Rights and Privacy Act (FERPA).....	Page 11

Diagnostic Medical Sonography

Certificate Program / 121.5 Quarter Credit Hours Day: 76 weeks / Evening: 76 weeks / 1950 Clock Hours

Program Description

The Diagnostic Medical Sonography (DMS) certificate program is programmatically accredited by CAAHEP for the Abdominal – Extended and Obstetrics and Gynecology concentrations. The program is designed to prepare the graduate to become skilled entry-level ultrasound technicians. The program includes training in Abdomen, OB/ GYN and Vascular Sonography. This program includes theory, laboratory and clinical externship courses. Upon graduation, students are eligible to sit for the Abdomen (AB) and Obstetrics and Gynecology (OBGYN) specialty examinations through the ARDMS. Prospective students are encouraged to contact ARDMS directly regarding certification requirements.

Program Goals & Student Learning Outcomes

The programs' primary goal is to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdominal sonography-extended and obstetrics and gynecology concentrations.

Goal 1: Competency in entry-level diagnostic medical sonography skills

- SLO 1: Students will demonstrate proficiency in producing sonography images and performing a wide range of ultrasound imaging procedures.
- SLO 2: Students will analyze and interpret ultrasound images, applying their knowledge to make accurate clinical assessments and assist in patient diagnoses.

Goal 2: Critical Thinking and Problem-Solving

- SLO 1: Students will critically evaluate ultrasound images, recognizing variations from normal anatomy and identifying potential abnormalities.
- SLO 2: Students will demonstrate the ability to adapt imaging techniques based on patient condition, anatomy, and clinical indications, showcasing effective problem-solving skills.

Goal 3: Communication and Patient Care

- SLO 1: Students will effectively communicate with patients, sonographers, physicians and other members of the healthcare team.
- SLO 2: Students will provide clear and concise written and verbal reports of their imaging findings to referring physicians, contributing to accurate patient management.

Goal 4: Professional Development and Ethics

- SLO 1: Students will adhere to ethical standards and professional codes of conduct in their interactions with patients, colleagues, and healthcare facilities.
- SLO 2: Students will be aware of the importance of continuous professional development, staying current with the industry practices, and research.

Professional Credentials

- **The Diagnostic Medical Sonography Program** is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756 www.caahep.org
- **The Cardiovascular Sonography Program** is in the process of attaining programmatic accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756 www.caahep.org

A diagnostic sonographer possesses competency-based certification by successfully passing a credentialing examination in one or more of the three disciplines of the profession.

These disciplines and their related credentials as provided by the American Registry of Diagnostic Medical Sonographers are:

1. Medical Sonography RDMS (Registered Diagnostic Medical Sonographer)
2. Cardiac Sonographer RDCS (Registered Diagnostic Cardiac Sonographer)
3. Vascular Technology RVT (Registered Vascular Technologist)

Minimum entry level for the profession is acquisition of one or more of the professional credentials listed previously. The candidate must pass required examinations to earn the ARDMS credential.

These required examinations are:

1. RDMS= Ultrasound Physics and Instrumentation + Abdomen, or obstetrics and Gynecology, or Neurosonology, or Ophthalmology.
2. RDCS = Cardiovascular Principles and Instrumentation + Adult Echocardiography or Pediatric Echocardiography.
3. RVT = Vascular Physical Principles and Instrumentation + Vascular Technology.

Diagnostic sonographers must obtain continuing medical education or successfully complete an additional ARDMS credentialing examination to maintain active status with the ARDMS.

Professional Registration/Certification

One of the goals of Medical Career Institute is to educate students in their respective health care field so that they are prepared for national certification/registration examinations. Taking these examinations is a student's choice and responsibility. Medical Career Institute does not guarantee that a student will pass these examinations, nor is Medical Career Institute responsible for the expenses incurred by a student as a result of the certification/registration process. Medical Career Institute cannot guarantee that a student will be permitted to sit for an examination (ARRT and ARDMS) and is based on verification of information provided on the application, which may include investigation of criminal record. It is the students' responsibility to check his/her eligibility to sit for the examination.

Clinical Externship Requirements

Clinical assignments are the responsibility of the clinical coordinator of the program. Requests for specific clinical assignments should be directed to the clinical coordinator. The clinical coordinator will have the final say regarding any clinical assignment. You may be required to travel in excess of one hour to some clinical facilities. You will rotate between several facilities during the program.

CPR Certification:

Prior to starting at a clinical site you must become certified in Cardio-pulmonary resuscitation (CPR). This must be CPR for Allied Health Professionals. This course is available on campus throughout the year.

Health Insurance:

All students are required to carry health insurance covering accidental injury and illness.

Medical History:

Student Health Services will require a health history and evidence of a recent physical. This information will be sent to you after acceptance into the program. You will need to verify prior immunizations and be certain that they are all up to date prior to entering the clinical practice. You will be required to complete a clinical clearance sheet through the Student Health Services prior to beginning any clinical assignment.

Hepatitis B Vaccine:

The department requires that you obtain this vaccine prior to starting work in the clinical environment. The risk of exposure to hepatitis for health care workers is high.

Drug Screening/Criminal Background Checks:

At their discretion, clinical sites may require a drug screening and/or a criminal background check prior to allowing students into the clinical setting. (If required, any associated fees will be the responsibility of the student.) Clinical sites may also require random drug testing and/or drug testing for reasonable cause. Testing positive on the drug screening or evidence of tampering with a specimen will disqualify a student from participation from clinical assignment.

In addition to drug screening, for the safety of patients and health care workers, child abuse clearance and criminal background checks are required by some agencies prior to a clinical assignment. Certain criminal activity, as evidenced by a criminal background check, may also disqualify a student from clinical participation.

Students are advised that the inability to gain clinical education experiences can result in the inability to meet program objectives and outcomes. These circumstances may prevent acceptance into and/or continuance in the program.

School Policies

General Appearance and Personal Hygiene

Looking “Professional” helps one to act “Professional”.

1. Practice good personal hygiene, i.e. soap, water, deodorant. Adhere from perfume and cologne
2. Nails must be clean and business length (no wraps nail polish or designs).
3. Long hair must be off shoulder and arranged in neat manner. No head covering, unless required for religious purposes.
4. Men – clean shaven, facial hair neat and trimmed.
5. Jewelry must be moderate and appropriate for a health care professional.
6. Facial piercing, i.e. eyebrow, nose, lip, etc., in most medical environments are not considered appropriate and may be considered hazardous to both the professional and patient.
7. Tattoos shall be covered.
8. Scrub uniforms must be neat and clean, pants hemmed.

Code of Conduct/Professional Behavior Policy:

The following behaviors are unacceptable, will not be tolerated both on school premises or clinical sites and will result in suspension and/or dismissal:

1. All forms of bias including race ethnicity, gender, disability, religion, national origin and creed as demonstrated through verbal and written communication and physical acts.
2. Sexual harassment including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something).
3. All types of dishonesty including cheating, plagiarism, and knowingly furnishing false information to the institution and forgery alteration or use of institution documents for identification with intent to defraud.
4. Intentional disruption or obstruction of teaching learning activities, administration, disciplinary proceedings, public meetings and any other school functions.
5. Physical abuse or behavior that is deemed by faculty or administration as unethical or unprofessional. Intimidation of any person on school premises, externship site or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on school premises.
7. Failure to comply with direction from institutional officials performing their duties.
8. Violation of the law on school premises in a way that affects the school community’s pursuit of its proper educational objectives. This includes, but is not limited to the use of alcoholic beverages, smoking and/or controlled substances on school premises.
9. Unauthorized use of clinical site badges or attendance at clinical site outside of scheduled clinical hours is not allowed.
10. Use of cell phones or texting devices in classrooms during lectures or while performing duties at clinical lab or clinical externship.
11. Noncompliance with dress code.
12. Failure to comply with Federal, State, Agency or School standards.

Safety and Security Policies

Medical Career Institute strives to provide a safe facility and learning environment. The following policies are in place to ensure security, safety, and infection control in compliance with applicable local, state and federal regulations.

- 1. Alcohol and Drug:** Medical Career Institute is a drug and alcohol-free environment. This “Alcohol and Drug Policy” applies to all enrolled students. The unlawful possession, use and/or distribution of illicit substances or alcohol are strictly prohibited. This applies to every student on school property or participating in any school activities. Students who require prescription drugs that may impair their school activity should inform the school or their instructor and present the proper documentation.
- 2. Emergency Evacuation:** In the event of fire or smoke conditions, or other emergency situation which requires evacuation of the building, the fire alarm will sound, and the Police and local Fire Department will respond. At the sound of the fire alarm, all faculty, staff and students MUST evacuate the building immediately. Only after the condition has been rendered safe by Police will you be permitted to re-enter the building.
- 4. Firearms and Weapons:** The possession of or the use of any firearm, weapon, deadly weapon or other dangerous or flammable material is strictly forbidden on the property owned or operated by Medical Career Institute. “Deadly Weapon” is defined to be any firearm, knife or substance or thing which, in the manner it is used, is intended to be used or threatened to be used, is known to be capable of producing death or serious bodily injury.
- 3. Hazardous Waste:** All hazardous materials are to be stored and handled in accordance with manufacturers’ specifications. Where necessary, fume hoods, safety gear and other precautions must be employed. The disposal of all hazardous materials must also be handled in a responsible manner. Medical Career Institute maintains a contract with a licensed disposal firm for the removal and destruction of hazardous materials from Medical Career Institute property.
- 5. Material Safety Data Sheet (MSDS):** Each programs laboratory includes a Material Safety Data Sheet (MSDS). Each lab also includes eye wash stations.
- 4. Medical Immunizations:** All students are required to submit their completed Medical Immunizations Forms to the administration one prior to starting lab classes. The medical immunization form is provided to all enrolling students during the admission process.
- 6. Infectious Disease Exposure:** Students or faculty exposed to patients or other students, family members or other individuals with infectious disease (i.e. tuberculosis, hepatitis, meningococcal meningitis, varicella, rubeola, rubella, mumps, COVID-19) the School Administrators should be notified and an incident report should be completed. The incident report may be reported to the NJ Department of Health.
- 7. Exposure to Bloodborne Pathogens:** Students or faculty who sustain puncture wounds, blood splashes or perimucosal contact with blood or body fluids in the classroom or clinical externship should report this to their instructor or the supervisor on site. An incident report should be completed.

Attendance Rules and Regulations

Medical Career Institute records the daily attendance of each student in accordance with state guidelines. Records of student attendance are kept on file and are available for each student's personal review. Regular class attendance is essential to student success. The School recognizes that unforeseen circumstances can arise that may result in student being late or absent from class. However, missing more than 10% percent of the total course time constitutes cause for dismissal. Graduation requirements stipulate that the student must be in attendance at least 90% of the instructional time. It is the student's responsibility to notify the administration by 8:00 a.m. if the student will be late or absent from the class. Attendance for clinical externships during clinical components of a program must be completed at 100% of the assigned hours. In the event of the need for a clinical make-up, arrangements must be made with the clinical site supervisor and the school must be notified of any change in schedule.

Tardiness:

Tardiness is documented as part of attendance. The following table is used to calculate the amount of time that will be deducted from scheduled hours:

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

*** Medical Career Institute encourages students to plan to arrive at school at least 15 minutes before the start of class. Developing good work ethics is an important part of the training at Medical Career Institute. "Arriving late to class causes interruptions for the instructor and other students". Should the class be testing, student is required to report to office and take the exam after classroom hours.*

Class and Class Cuts:

Each instructional day is 5.0 or 6.5 clock hours in length for the day classes and 5.0 clock hours in length for the evening classes. A clock hour is a sixty-minute (60) less a ten-minute (10) break, or fifty-minutes (50) of actual class instructional time. There is a thirty-minute (30) lunch break during morning classes only. Class cutting due to unavoidable documented circumstances will be recorded as absences, and it is the student's responsibility for making up lost time, class-work and assignments arrangements can be made with the instructors and Director's approval. Time and lessons missed must be made up in order to meet the minimal attendance and graduation requirements. (Refer to the Make-up Time/Work Policy)

Satisfactory Academic Progress Policy

The Academic Standard at Medical Career Institute is to maintain a minimum cumulative grade of 75% (C) in each course and complete all required learning activities by the end of each marking period.

No more than two retakes of any examinations are permitted during the course. A final exam may be retaken only once. Any retake of an exam is restricted to achieving a maximum grade of "C. Compliance with all school policies is required prior to the assignment of a final grade in any course. Failure to meet the terms of Satisfactory Academic Progress will result in Academic Probation.

Maximum Time Frame

The maximum time frame for students to complete their Academic Program may not exceed 150% of the published length of the program, measured in weeks. For example, if the published length of program is 15 weeks, the maximum time frame to complete the program is 22.5 weeks ($15 \times 1.5 = 22.5$). Students not

completing a program within 150% Maximum Time Frame will be suspended from the program and can re-enroll under a new contract.

Leave of Absence Policy

Leave of absence is a temporary interruption in a student's program of study and reflects the limited time period during a program when a student is not in attendance. The leave of absence can only be given for Medical Condition (including pregnancy), Family Care (children issues, unexpected medical care or loss of family member), Military or Jury Duty.

The following guidelines must be adhered to by student for granting a leave of absence:

1. Leave of Absence Application (form available) must be submitted to the Director of Education.
2. The request must have the date that the student will begin the leave of absence, and the expected date of return to class.
3. The total off time requested cannot exceed 180 days cumulative in a calendar year and the student must return to class within time frame allowed for graduation of 150% of total program length.
4. Leave of Absence will always be honored within the upcoming class. Should a request take the student beyond this particular period, they may be subjected to reentry under a new contract.
5. If the student does not reenter within the planned period, the student contract will be terminated and he/she will be granted a refund according to the Refund Policy of the catalog.

*** Because tuition costs and syllabus may change with each new term, it might be necessary for the student to make arrangements with administration before being re-admitted to class.*

Grievance Policy and Procedures

The administration, faculty, and staff of Medical Career Institute maintain an atmosphere of open dialog and problem solving policy for students. If student would like to dispute a grievance or appeal a dismissal, the following procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a civil, professional manner.
2. If the grievance cannot be settled at this level, the student may ask for the intervention of the School Director or Educational School Director to attempt to mediate, arbitrate, or rectify the situation. In most cases, grievance can be settled at this level.
3. If the satisfactory result cannot be accomplished at this level, a written detailed description of the grievance can be directed to the School Director within fourteen (14) calendars days. The written request should include the following information:
 - a) Student's full name and current address
 - b) State all details of the grievance or dispute including dates, times, instructors or other students involved.
 - c) The letter must be dated and signed by the student
 - d) The student might have to provide three (3) potential dates in which they will be available to meet with the School Director and/or Review Committee if necessary.

The School Director will evaluate the grievance and gather information. The student will be kept informed by the School Director as to the status of the grievance as well as the resolution of the problem. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a Review Committee composed of Director and/or Educational Director, Program Supervisor/Faculty Clinical Coordinator and/or Career Counselor will hear the concerns and will be asked to assist in bringing resolution to concerns and appeals.

The student will be notified in writing of the outcome of meeting within fourteen (14) calendar days. The decision of the Review Committee is final.

Clinical Site/Agency-Related Injuries

Whenever injury or illness occurs at the clinical site, the student must immediately notify the site supervisor so that the appropriate procedures can be followed. The student shall be provided with emergency medical care at the site if necessary. Should the facility not cover necessary expenses, the student shall be responsible for expenses incurred. If a student is accidentally injured or exposed to a patient's body fluids, the patient whom the student had contact with may have to be tested to assess risk to the student. This might include testing of the patient for hepatitis, HIV, or other infectious diseases. In situation where the clinical facility does not cover the cost of these tests, the student will be responsible for these expenses.

***** It is strongly recommended that students carry their own health insurance to cover any illness or injury that may occur at the school or clinical education site.***

Clinical Site/Agency Dismissal

Students who are suspended or dismissed from the clinical site may appeal in writing for reinstatement within fourteen (14) calendar days from the notice of suspension. The appeal letter must be addressed to the Educational School Director explaining in full details the basis for appeal, including any extenuating circumstances and a plan for successful completion of the course. The appeal for reinstatement will be evaluated by the Review Committee panel composed of Director and/or Educational Director, Program Supervisor/Faculty Clinical Coordinator and/or Career Counselor. The decision of the Review Committee panel is final and the student will be notified of outcomes in writing within fourteen (14) calendar days from the Committee meeting. Students who have not appealed the suspension within fourteen (14) calendar days will be automatically dismissed. Immediate clinical site dismissals that may result from breach of clinical sites' policies, rules and regulations and codes of conduct can not be appealed and the student will be dismissed from the Program.

Conditions for Dismissal of Student

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

1. Not adhering to the school's rules, regulations, policies and code of conduct.
2. Missing more than 10% of instructional time recorded as an absence.
3. Not maintaining the minimum grade C (75%).
4. Actions that exhibit poor judgment or jeopardize patient safety.
5. Exceeding Maximum Time Frame allowed for graduation.
6. Not meeting financial responsibilities to the school.

Graduation Requirements

- Successful completion of all on-campus courses with a minimum grade point of C (75%).
- An overall on-campus attendance rate of a minimum of 90%.
- Successful completion of all clinical training with 100% of clinical hours completed.
- Fulfillment of all current financial obligations to the school.

Withdrawal from School

To withdraw, a student must obtain a copy of the Withdrawal /Cancellation Form from the administrative office, fill it out sign and return to Medical Career Institute within one week of withdrawal. A student who

withdraws from Medical Career Institute before the midpoint term of the program or within thirty (30 days) will be given a grade of WD (withdrawal) from the program. This withdrawal will not be computed for any grade average. Withdrawal after the midpoint of the program will result in a grade of WP (Withdrawal Passing) or a WU (Withdrawal Unsatisfactory) depending on student's performance. It is the responsibility of the student to withdraw officially by contacting Medical Career Institute. Students who withdraw with a WU are required to repeat the course. Students who withdraw with WP will be evaluated on an individual basis as to the course of action to be taken. Students will be advised about Maximum Graduation Time frame at the time of withdrawals.

It is the responsibility of the student to withdraw officially from the Medical Career Institute. Failure to withdraw formally may result in failing grades, dismissal and additional financial obligations. If student is unable to submit withdrawal form in person they may be able to fax it.

Honor List

A student earns a place on Medical Career Institute's Honor List if she/he has earned both;

A) GPA of 3.8 or higher (95%-100%) and **B)** Attendance of 95% or higher.

Academic Integrity

Medical Career Institute defines academic integrity in terms of commitment to five fundamental values and principles: **honesty, trust, fairness, respect, and responsibility**. Academic integrity in our view is also the commitment to stand up for those five values even in the face of adversity.

Library Use

Any student may use Library during his/her breaks, lunch time, before or after the school hours. All students are required to sign in before using computers and follow posted Library Rules and Regulations and hours. All computers are the property of Medical Career Institute. Internet access is permitted for job search, educational study or research only. Any student caught configuring any computers belonging to the school will be subject to immediate disciplinary action. Any student accessing any sites that is not within scope of job research or their course of study will be subject to disciplinary action.

*** Violation of these rules will subject the student to reprimand, probation, suspension, and/or outright dismissal. Medical Career Institute reserves the right to assess all penalties. The student in question has the right to appeal the decision following the grievance protocol.*

FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA protects the privacy rights of students and students have the right to:

- Inspect and review education records
- Seek amendment of education records
- Consent to the disclosure of education records
- Obtain a copy of the FERPA policy from school's administration
- File a complaint with the FERPA office in Washington, D.C.