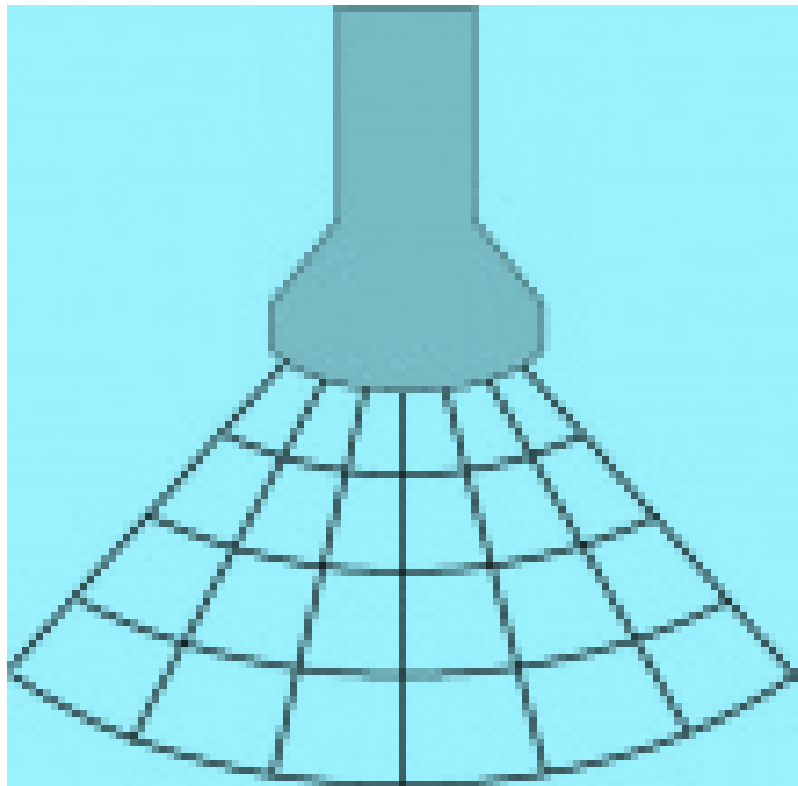


Winchester Medical Center MEDICAL SONOGRAPHY PROGRAM

Student Handbook



2020 - 2022

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Winchester Medical Center MEDICAL SONOGRAPHY PROGRAM

Student Handbook

GENERAL INFORMATION

THE HANDBOOK

This handbook is designed as a reference and a resource to students enrolled in the Winchester Medical Center (WMC) Medical Sonography Program (MSP). Valley Health and Program policies are defined here. This Handbook is not fully inclusive of every possible scenario; information may be modified or additional information may be disseminated through various forms of communication (written and verbal) throughout the program as it is determined suitable for educational enrichment or enhancement of the learning environment.

As an MSP student, you represent the Program, The School of Medical Imaging, WMC and the larger entity of Valley Health in everything you do and everything you say. As such, the highest professional and ethical standards of conduct will be expected of you at all times.

Please direct any questions or concerns to:

MEDICAL SONOGRAPHY PROGRAM

**Winchester Medical Center
220 Campus Boulevard, Suite 300
Winchester, Virginia 22601
Telephone: (540) 536-7935**

DESCRIPTION OF WINCHESTER MEDICAL CENTER

Our system's history goes back to 1901, when our first hospital opened its doors with 36 beds. Winchester Medical Center is now the hub of the non-profit Valley Health System which includes six hospitals, a combined 644 inpatient beds, 166 long-term care beds, and inpatient and outpatient rehabilitation centers, multiple Urgent Care Centers, physician practices, the Valley Health Cancer Center and over 5,300 employees. Over more than a century, Winchester Medical Center and the Valley Health System have grown to meet the diverse medical needs of our region, serving West Virginia, Maryland and the Top of Virginia, committed to providing the highest quality health care with small town compassion.

In support of our commitment to quality, the hospital voluntarily submits to review by the Joint Commission on Accreditation of Healthcare Organizations. The commission has consistently awarded the hospital full accreditation.

Winchester Medical Center is a:

***Level II Trauma Center
Chest Pain Center
Advance Primary Stroke Center
Level 4 Epilepsy Center
Level III Neonatal Intensive Care Unit (NICU)
Magnet Designated Hospital***

The purpose and direction of Winchester Medical Center is as follows:

1. Winchester Medical Center is dedicated to the promotion and improvement of the general health of the population in its service area.
2. Consistent with need and feasibility, Winchester Medical Center is committed to providing a broad spectrum of acute and restorative services on an inpatient, outpatient and outreach basis.
3. Winchester Medical Center is committed to the enhancement of its role as a referral hospital and regional medical center, providing an educational and teaching environment for allied and medical professionals and to its patients as well as providing primary, secondary, and an expanding group of tertiary services as the need is demonstrated.
4. To aid in the development of its role as a regional medical center, Winchester Medical Center subscribes to the concept of developing shared or integrated health systems wherever feasible.

The Winchester Medical Center Mission is:

“Serving our Community by Improving Health.”

Winchester Medical Center is part of Valley Health Systems, a non-profit organization with hospitals and medical facilities throughout West Virginia and the Top of Virginia region. Valley Health is a community partner. Based in Virginia, Valley Health is composed of six core hospitals:

<i>Hampshire Memorial Hospital</i>	<i>Page Memorial Hospital</i>
<i>Shenandoah Memorial Hospital</i>	<i>War Memorial Hospital</i>
<i>Warren Memorial Hospital</i>	<i>Winchester Medical Center</i>

The Valley Health vision is:

**“Inspire hope and promote health as the community’s first
– and best – choice for high quality, safe, and affordable care”**

HISTORY, OWNERSHIP, PROGRAM OFFERINGS AND ENROLLMENT

The Medical Sonography Program (MSP) is owned and operated by the Winchester Medical Center, a part of Valley Health Systems. The program is an additional program offered by the Winchester Medical Center School of Medical Imaging. The School has offered a Medical Radiography Program since 1948 and has expanded its offerings to include both the Medical Sonography Program and a CT program. The Medical Sonography Program is certified by the State Council of Higher Education for Virginia (SCHEV). The Medical Sonography Program is currently not accredited by will make application for accreditation as soon as the program has been opened the appropriate amount of time.

PROGRAM ADMINISTRATION

Winchester Medical Center - Board of Trustees

Responsibilities – Approve budgets

PRINCIPAL ADMINISTRATORS:

Mark H. Merrill, BA MSPH

President and Chief Executive Officer, Valley Health Systems

Responsibilities – Approve budgets and operations

Grady W. Philips, III, FACHE

Senior Vice President, Valley Health – President, Winchester Medical Center
Responsibilities – Approve budgets and operations

James Sherwood, BSN, MS Healthcare Administration

Vice President, Operations and Professional Services, Winchester Medical Center
Responsibilities – Approve budgets and operations

R. Kevin Sale, MBA, RT(R)

Corporate Director, Medical Imaging, Valley Health
Responsibilities - Approve budgets and operations

Terri Settle RT(R), MBA, MEd

Program Director – Medical Radiography Program, Medical Sonography Program
Responsibilities - Create budgets, create master plan of education, hire didactic/clinical instructors, teach classes, and oversee operation of the program

MISSION STATEMENT

The mission statement of the Winchester Medical Center Medical Sonography Program:

“Providing healthcare excellence by educating caring, competent entry level Medical Sonographers.”

PHILOSOPHY

Students learn best when they are active participants in their learning through application of information and problem-solving in real and simulated scenarios. Students are expected to be strongly self-motivated and committed to challenging themselves, and to contribute to a respectful environment of learning for everyone. In this environment, the individuality of all is appreciated, and the efforts of instructors, students and staff are valued. While assessment is necessary to track progress and competency, the student’s primary focus should be on achieving a deep understanding of the materials rather than working for grades. This mastery of knowledge and the ability to apply it through critical thinking is of paramount importance due to the nature of sonography and its impact on the health and well-being of others

GOALS AND OUTCOMES

Goal 1: Upon completion of the program, graduates will demonstrate cognitive and psychomotor skills necessary for clinical competence to enable them to find and retain employment in the medical sonography field.

Outcomes:

- Graduates will provide a level of care to satisfy the needs of patients while in the medical imaging field.
- Graduates will demonstrate adequate clinical competency as an entry-level sonographer.

Goal 2: Students will graduate with the ability to interact as a healthcare worker in a compassionate, ethical and professional manner.

Outcomes:

- Students will demonstrate positive ethical behaviors
- Students will perform tasks in a professional manner
- Students will perform tasks in a compassionate manner
- Students will actively utilize resources from their professional membership in their coursework

Goal 3: Students will graduate with the necessary **oral and written communication skills** to interact with patients and other healthcare providers.

Outcomes:

- Students will demonstrate effective oral communication skills
- Students will demonstrate effective written communication skills

Goal 4: Students will be able to **think critically** and solve problems in their clinical work environment integrating clinical and didactic instruction.

Outcomes:

- Students will develop critical thinking skills
- Students will demonstrate the ability to verbalize solutions to problems regarding suboptimal images
- Students will be aware of patient condition and be able to adapt scanning and machine settings as appropriate

DURATION OF THE PROGRAM

The Winchester Medical Center Medical Sonography Program, according to JRCDSMS recommendation, chooses to follow the National Education curriculum guide for sonography programs. The curriculum has been designed to be completed in 6 semesters to include a 10 week summer semester, four consecutive 16 week semesters and a final 8 week winter semester (approximately 20 months).

JOB PLACEMENT

The Medical Sonography Program does not provide job placement services; however, students should treat every day as though it were a job interview and an opportunity to display their professionalism and dedication to excellence and patient care. On occasion, the school may learn of job openings and will pass this information to senior students or graduates who are seeking job opportunities.

ACCREDITATION

The Medical Sonography Program is certified by the State Council of Higher Education for Virginia (SCHEV).

After the school has been functioning for the required period of time, application will be made through the JRCDSMS for accreditation by CAAHEP.

Our graduates may apply for the American Registry of Diagnostic Medical Sonographers (ARDMS) examination.

Additional information concerning accreditation, certification, curriculum, and profession of Sonography may be obtained from the following websites:

SCHEV: <http://www.schev.edu>

State Council of Higher Education for Virginia

101 N. 14TH St., 10TH FL, James Monroe Bldg.

Richmond, VA 23219

Tel: (804) 225-2600

JRC-DMS: <http://www.jrcdms.org>

Joint Review Committee on Diagnostic Medical Sonography

6021 University Boulevard, Suite 500

Ellicott City, MD 21043

Tel: (443) 973-3251

ARDMS: <http://www.ardms.org>
American Registry of Diagnostic Medical Sonographers
1401 Rockville Pike, Suite 600
Rockville, MD 20852-1402
Tel: (301) 738-8401

SDMS: <https://sdms.org/>
Society of Diagnostic Medical Sonography
2745 Dallas Parkway, Suite 350
Plano, TX 75093
Tel: (800) 229-9506

CCI: <http://www.cci-online.org/>
Cardiovascular Credentialing International
1500 Sunday Drive, Suite 102
Raleigh, NC 27607
Tel: (800) 326-0268

ASE: <http://asecho.org/>
American Society of Echocardiography
2530 Meridian Parkway, Suite 450
Durham, NC 27713
Tel: (919) 861-5574

POLICY OF NON-DISCRIMINATION

The Winchester Medical Center Medical Sonography Program operates on a nondiscriminatory basis. This policy prohibits discrimination on the basis of race, color, creed, sex, national origin, sexual orientation or age toward persons applying for admission to the program or applicants for staff positions within the program. This policy is consistent with our objectives of providing equal education and employment opportunities and high quality health care.

APPLICATION TO THE PROGRAM

APPLICATION PROCEDURE

Applications for admission may be obtained by contacting the Medical Sonography Program or the hospital website at <https://www.valleyhealthlink.com/careers/medical-radiography-program/> Application deadlines are posted on the hospital website.

A non-refundable application fee of \$25.00 and official transcripts must be mailed to:

**Winchester Medical Center
Medical Sonography Program
220 Campus Boulevard, Suite 300
Winchester, VA 22601**

PREREQUISITES

Until the program becomes accredited, the students must meet one of two criteria as required by the American Registry of Diagnostic Medical Sonographers (ARDMS), in order for them to be able to apply to sit for the ARDMS examination upon completion of the program.

Prerequisite 1

Note: All listed items must be met and completed prior to submission.

Education

A single two-year allied health education program that is patient- care related.

Allied health occupations include, but are not limited to, diagnostic medical sonographer, radiologic technologist, respiratory therapist, occupational therapist, physical therapist and registered nurse.

Required Clinical Ultrasound/Vascular Experience

12 months of full-time2 clinical ultrasound/vascular experience.

Note: If you are using your DMS/CVT program for the educational requirement, you still have to document an additional 12 months of full-time clinical ultrasound/vascular experience earned outside the two-year program.

Documentation Required with Application

1. Official7 transcript from a two-year allied health education program as noted in the “Education” requirement of this prerequisite. Must state specific number of credits and indicate quarter or semester based system. Must include graduation information.
2. Copy of education program certificate, certification or license.
3. Letter from a supervising physician, ARDMS-Registered sonographer/technologist or the educational program director indicating a minimum of 12 months of full-time clinical/vascular experience including exact dates of ultrasound experience/successful completion of sonography program.

For required letter content, please visit ARDMS.org/SampleLetters.

Prerequisite 3A

Note: All listed items must be met and completed prior to submission.

Education

Bachelor’s degree (any major) or foreign degree equivalent to a Bachelor’s degree in the U.S. or Canada.

Required Clinical Ultrasound/Vascular Experience

12 months of full-time clinical ultrasound/vascular experience.

Documentation Required with Application

1. Copy of a Bachelor’s degree or an official transcript earned in the U.S. or Canada, or a formal foreign transcript evaluation report indicating that the degree is equivalent to a Bachelor’s degree in the U.S. or Canada.
2. Letter from a supervising physician, ARDMS-Registered sonographer/technologist or an educational program director indicating a minimum of 12 months of full-time clinical/vascular experience including exact dates of ultrasound experience/successful completion of the sonography program. For required letter content, please visit ARDMS.org/SampleLetters.
3. Signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms are available at ARDMS.org/CV.
4. Copy of a non-expired government-issued photo identification (ID) with signature; the first and last names on the ID must exactly match the first and last names in your ARDMS/APCA record.

OBSERVATION & INTERVIEWS

If the prerequisite college or allied health program transcripts demonstrate acceptable grades, applicants will be invited back for a career preview within the WMC Medical Imaging department. This opportunity will confirm interest in the program by allowing the applicant to observe examinations that are offered at our institution.

Following observations, interested, qualified applicants will be interviewed by a panel of school staff, Medical Imaging and Heart & Vascular Leadership. Decisions for admission to the program are based on a point system. Applicants are scored on completion of prerequisites, interaction with the panel, oral communication skills, written communication skills (essay), and other criteria.

Notification of acceptance into the program will be e-mailed to the student within 1 week of the final interview followed by a letter of acceptance.

BACKGROUND CHECK/DRUG SCREEN

Applicants selected for the program must submit to a background check and drug testing. Applicants are responsible for these fees (approximately \$95.00) which are subject to change. **Drug testing and background checks must be completed by May 1. Failure to do so will result in the applicant forfeiting his/her seat in the class.**

Any applicant who receives a positive drug screen will be ineligible to enter the program or to reapply to the program.

This policy is aligned with Valley Health employment policies.

DEPOSIT AND BOOK FEES

Upon acceptance to the program, selected applicants will be required to place a **non-refundable deposit of \$100** to confirm their intention to enter the program. The deposit will be credited toward the first semester tuition fee of **\$1,750** which is due **June 1**.

Book fees are non-refundable. Required texts are purchased by the student. A book order will be placed by the program assistant upon receipt of an acceptance letter from the student and the non-refundable deposit. The cost of books will be based upon the books required and the current price of the texts when the order is placed. Copies of supplemental texts and materials can be purchased by the student at a discounted fee through the Medical Sonography Program.

Book fees which are approximately **\$1,500** (subject to change) are due **May 1**.

COST OF THE PROGRAM

TUITION

Tuition will be charged in the amount of **\$10,000.00** for the program payable on a semester basis (**6 semesters at \$1,750.00 first semester and \$1650 semesters 2 thru 6**). Students owing tuition to the Medical Sonography Program will be required to make payment on or before the first business day of the semester.

SEMESTER	DATE TUITION IS DUE
1	June 1
2	August 1
3	December 1
4	May 1
5	August 1
6	December 1

FAILURE TO MEET PAYMENT DEADLINES WILL BE CAUSE FOR DISMISSAL FROM THE PROGRAM. Fees are subject to change. However, tuition will remain the same once the student has entered the program.

TRUTH IN LENDING POLICY

The Winchester Medical Center, Medical Sonography Program does not extend credit to students. Tuition is required to be paid on the due date. No balances will be carried. Students unable to pay tuition on the due date may be dismissed from the program.

REIMBURSEMENT POLICY

Students, who withdraw from the program prior to the first day of orientation, will be refunded the full tuition minus the \$100.00 non-refundable deposit. Students who withdraw or are asked to leave the program prior to the completion of a semester for which they have paid will be reimbursed based on time completed in the semester. **There will be a \$100.00 non-refundable deposit upon acceptance to the program. This will be applied toward the first semester's tuition.**

PRO-RATED AS BELOW:

<i>Time completed (per semester)</i>	0 - 25%	26 – 50 %	51 – 75 %	76 - 100 %
<i>Institutional Refund</i>	75%	50 %	25 %	0

The prorated amount minus the \$100.00 non-refundable deposit will be paid to the student within 45 days of termination from the program.

EXPENSE CHART

The following chart is an estimate of the total cost of the program to the student. All fees are subject to change and are current as of date of publication of handbook.

Application fee	25.00
Health Assessment - \$230 /Background Check & Drug Screen- \$95	325.00
Tuition	10,000.00
Book Fees	1,500.00
Lab Fees	240.00
Uniforms & Shoes	125.00
SPI Registry Preparation Materials	90.00
SDMS Dues – 2 Years	90.00
Ultrasound Registry Review materials – 2 specialty areas for 2 months	250.00
Trajecsys System Access – 2 Years	150.00
Graduation Fee	100.00
ARDMS Registry Examination Fees (SPI and One Specialty)	475.00
TOTAL REQUIRED EXPENSES	13,370.00
OPTIONAL EXPENSES	
Optional additional registry review seminar. Options, prices and availability vary. Cost given is for off-site, live instruction.	550.00
ARDMS additional registry exam fees – per area	250.00

OTHER EXPENSES

- Health assessment fee - **\$230.00** (subject to change)
- Background Check & drug screen - **\$95**
- Textbook fees - (subject to change) **\$1500**
- Uniforms/Lab Jacket & shoes (noted under dress code – approximately **\$125.00** depending on vendor and number of scrubs purchased)
- Lab fees - **\$40.00** per semester – total **\$240.00**

- Trajecsyst Access – 2 years - **\$150**
- Registry Preparation Materials - **\$90**
- Registry Review materials – 2 specialty areas - **\$250**
- SDMS registration fee (due September 1 of each year) – total **\$90.00**
- Computer/printer/internet access outside of class
- Graduation fee - **\$100**
- ARDMS registry examination fee - **\$225.00 for physics - \$250.00 for specialty exam**
 - **Both exams must be taken to become ARDMS registered**

All fees are subject to change. Some costs are dependent upon vendor and choice of item purchased by student.

OPTIONAL EXPENSES

- Additional textbooks or study materials (depending in price from vendor)
- Optional registry review seminar (approximately \$300.00 plus transportation, room and board)

HOUSING AND MEALS

The program does not provide room or board for its students. Student may contact local real estate companies for information.

Students receive the employee discount (**25%**) at the cafeterias operated at WMC and other Valley Health clinical sites.

STUDENT HEALTH

HEALTH ASSESSMENT

Upon acceptance into the program a health assessment will be scheduled with WMC Employee Occupational Health Services (EOHS). The Hepatitis B vaccinations are included in the health assessment fee. Any additional vaccines required by Employee Health will be the financial responsibility of the applicant. The fee for the health assessment is **\$230** and is due May 1st.

Failure to pay the required fee will result in the applicant being rescheduled for the assessment. On the second occurrence of failure to pay the required fee, the applicant will be denied admittance to the program.

HEALTH AND SAFETY

In order to assure the safety and well-being of the students, copies of their pre-placement exam and all required immunizations must be submitted to the WMC Employee Occupational Health Services (EOHS) prior to the students first day of class. Currently EOHS accommodates the school by administering new student assessments.

Students must fulfill the requirements of the EOHS Policy Duty EHD – MP 02 titled Guidelines for Handling Infectious Conditions Developing among Hospital Personnel. This policy as well as the Students Notice of Reportable Conditions form will be addressed during the students' first weeks of class and orientation.

As part of the Valley Health tuberculosis surveillance program students are required to have a 2-Step Tuberculosis Skin Test (TST) during the first week of class. This testing will be offered through EOHS. The charge for said testing will be covered by student health assessment fee. A Tuberculosis Screening Questionnaire will be given in addition to the 2-Step TST. Chest x-rays will be given to detect tuberculosis in persons with previous positive TST reactions. The cost of the chest x-ray is the responsibility of the student.

The Hepatitis B Vaccine is available to all students as part of the health assessment fee through EOHS.

If a student is unable to provide their immunization record at their pre-placement exam, titers will be drawn for proof of immunity. Should a titer result as negative, the student will be notified by EOHS. It is the responsibility of the student to

take the result of their negative titer to their healthcare provider and receive the proper immunization according to CDC guidelines. Documentation of the immunization will need to be provided to EOHS for the student's file to be updated.

Failure to obtain required immunizations may result in dismissal from the program.

All student health records are maintained by EOHS.

STUDENT ILLNESS/INJURIES WHILE IN SCHOOL

Students are encouraged to maintain health insurance. Students will assume financial responsibility for **any medical treatment** for illnesses or injuries sustained going to or coming from clinical assignments or in connection with their participation during their educational experiences. Students who become ill or injured while at school may go to their Primary Care Provider, Urgent Care or report to the Emergency Department. Students are required to notify **all staff** prior to leaving for an illness or injury. Injuries sustained while on WMC or Valley Health property must be reported to a clinical instructor to have a risk report completed.

AMERICAN'S WITH DISABILITIES ACT

The purpose of the American Disability Act (ADA) is to ensure that students who may have special needs are provided with reasonable accommodations to help them achieve academic success.

It is important to understand that while this disclosure is voluntary, a student with a disability has the legal responsibility to request any necessary accommodations in a timely manner and to provide the Medical Sonography Program with appropriate, current documentation of the disabling condition.

Students wishing to request accommodations under the Americans with Disabilities Act (ADA) must fill out the request form and return it with the required documentation to the Program Director.

After the needs have been identified, the student will need to meet with the Program Director and all instructors to determine the accommodations that will be provided in the classroom. Ability to be a successful sonographer as well as implications for patient care and safety must be considered when granting accommodations.

Students will be given an Americans with Disabilities (ADA) Voluntary Disclosure form during the first week of the program. Students who wish to disclose a disability and apply for special accommodations will be provided with a student request for accommodations under the Americans with Disabilities Act (ADA) form which must be completed and returned to the Program Director within two weeks of beginning the program.

PROGRAM RECORDS

STUDENT RECORDS

Student records are confidential and maintained by the Winchester Medical Center Medical Sonography Program.

Students are required to report promptly to the Program Assistant any personal data changes:

- **Name**
- **Address**
- **E-mail address**
- **Telephone number**
- **Persons to notify in case of emergency**
- **Emergency contact phone number**

Student records are kept locked in the Program Director's office. Tests and evaluations are locked in the Clinical Instructors' offices.

Student records are subject to review by representatives of the JRC-DMS and SCHEV.

Students are required to sign a release so that Valley Health managers and HR representatives can view records of students applying for positions within Valley Health. Student records are subject to review by HR for any disciplinary problems associated with the educational process.

Transcripts may be copied and mailed to institutions of higher education at the signed request of students. Request forms are available from the Program Assistant.

RECORD RETENTION

The school maintains a file on each student containing:

- Transcript of student's academic/clinic competency coursework
- Record of academic/course progress
- Record of financial transactions (tuition and fees)

These records are maintained permanently and are available to the students upon request. Student records can only be released after the school receives written permission from the student.

ATTENDANCE POLICY

IDENTIFICATION BADGES

Identification badges will be issued by Safety and Security to each new student. Badges must be openly displayed, with photo completely visible (no stickers or markers), above the waist, on the clothing so that they are readily seen when entering or leaving the Valley Health premises or when visiting departments other than one's own.

Due to safety issues, lanyards are not permitted to be used as badge holders. Replacement badges must be obtained from Safety and Security. One replacement badge will be permitted. There will be a charge for lost badges. Identification badges remain the property of Winchester Medical Center and students must return badges to the Program Director upon graduation or dismissal. Identification badges are used to "clock in and out" so there is a record of attendance. Each student must clock him/herself in or out. ***Any student involved in time card fraud will be dismissed immediately from the program.***

Students must clock in using their badges. Students must park in the designated area before clocking in. Students found clocking in and then parking their car, are subject to an **immediate corrective action**.

If a student forgets his/her badge he/she must e-mail the **Program faculty** and leave and get their badge. The time missed will be counted as absent time.

If a student forgets to clock in or clock out, he/she must e-mail the **Program faculty**. Until the student clocks in, the student is considered absent and the time will be counted against their allotted time off. Time missed in excess up to the program limits of allotted time will be made up after graduation.

Students are required to clock out for lunch ***if they leave the campus of any clinical site*** and clock in when they return. Leaving the campus without clocking out will result in a **corrective action**.

MSP ACADEMIC CALENDAR 2020 - 2022

06/15/2020	New Class Begins
07/03/2020 – 07/06/2020	SUMMER BREAK
07/07/2020	Classes resume
08/21/2020	END OF SEMESTER 1
08/24/2020	Classes resume
09/04/2020 – 09/08/2020	LABOR DAY BREAK
09/09/2020	Classes resume
10/09/2020 – 10/12/2020	COLUMBUS DAY BREAK
10/13/2020	Classes resume
11/25/2020 – 11/29/2020	FALL BREAK
11/30/2020	Classes resume
12/18/2020	END SEMESTER 2
12/19/2020 – 01/03/2021	WINTER BREAK
01/04/2021	Classes resume
02/12/2021 – 02/15/2021	PRESIDENT'S DAY BREAK
02/16/2021	Classes resume
04/02/2021 – 04/05/2021	SPRING BREAK
04/06/2021	Classes resume
04/30/2021	END OF SEMESTER 3
05/03/2021	Classes resume

MSP ACADEMIC CALENDAR 2020 - 2022

05/31/2021	MEMORIAL DAY BREAK
06/01/2021	Classes resume
07/02/2021 - 07/05/2021	SUMMER BREAK
07/06/2021	Classes resume
08/27/2021	END OF SEMESTER 4
08/30/2021	Classes resume
09/03/2021 – 09/07/2021	LABOR DAY BREAK
09/08/2021	Classes resume
10/08/2021 – 10/11/2021	COLUMBUS DAY BREAK
10/12/2021	Classes resume
11/24/2021 – 11/28/2021	FALL BREAK
11/29/2021	Classes resume
12/10/2021	END OF SEMESTER 5
12/13/2021	Classes resume
12/18/2021 – 01/02/2022	WINTER BREAK
01/03/2022	Classes resume
02/17/2022 – 02/21/2022	PRESIDENT’S DAY BREAK
03/03/2022	END OF SEMESTER 6
03/04/2022	GRADUATION
06/03/2022	COMMENCEMENT CEREMONY

ATTENDANCE HOURS – DIDACTIC

Classes are scheduled from 8 AM to 4 PM. Occasionally, class times may change. Students are never scheduled in class or clinic more than 10 hours per day or 40 hours per week.

ATTENDANCE HOURS – CLINICAL

Clinical hours will vary with the student's rotation. **Shifts are generally 8:00AM – 4:00PM; 7:00AM-3:30PM**

Students will be expected to be in attendance for their assigned rotations. Clinical and didactic schedules will be e-mailed to the students no later than Friday the week prior.

The student is responsible to be in his/her assigned area at the appropriate time. Strict adherence to schedules of attendance hours is required. Students are only allowed in the clinic on their assigned days unless approval is obtained from a Clinical Instructor or the Program Director.

Students leaving their assigned areas or found in the clinic on days they are not assigned are subject to disciplinary action.

Regular class attendance is essential for satisfactory progression into each level of competency throughout the program. Students absent from class are responsible for notifying instructors of intended absence – see unplanned absence below.

Missed tests and quizzes must be made up the first day of class that the student returns from an absence. ***The student will be scheduled to take the missed test by the instructor.*** If a test is not made up on the day the makeup test is scheduled a grade of **0** will be given for that test.

Missed assignments and/or homework must be turned in on the day the student returns to class. These assignments need to be turned in at **8:00 AM**. A grade of **0** will be issued for any assignments not completed and submitted on the day the student returns to class.

Communication with the instructor is important to obtain handouts, worksheets and assignments and to schedule tests missed during the time the student was absent. It is the responsibility of the student to contact the instructors as soon as the student returns to class to set up a plan to complete missed assignments. Failure of the student to contact the instructor or instructors may result in a grade of 0 for missed assignments.

MANDATORY EVENTS

Periodically there will be a mandatory event at 7:00 AM, such as a continuing education presentation. All students are required to attend these events.

Being on time to these events is a requirement. Students who are more than 5 minutes late will be counted absent from the event.

LUNCH AND BREAK POLICY

Students are eligible for one ten-minute break for each four hours placed in the clinical setting as well as each afternoon or morning class session. Lunch breaks are scheduled by the Department Supervisor in the clinical setting and by the Program Director or Clinical Instructor in the didactic setting. Any problems with breaks should be addressed by or to the clinical instructor. ***Students in the clinical setting who are assigned to technologists should go to lunch and return at the same time as the technologists.***

REPORTING ABSENCES

Students who are going to be **absent or late** are to email all school staff at least **ONE HOUR BEFORE** the time they are expected to appear at the hospital for either clinical or didactic assignments. Failure to follow this policy will result in **disciplinary action**.

Students' failure to notify the proper officials of absence will be considered a **"No Show"** and will result in immediate **corrective action**. Clocking in prior to parking your vehicle is prohibited and will result in **immediate corrective action**.

Notification of anyone other than program officials is not acceptable. Notification by a friend or family member is not acceptable unless the student is physically unable to do so. Any student who is absent for 2 consecutive days without notifying school officials will be dismissed from the program.

Any student who **needs to leave early** for any reason is responsible for **e-mailing ALL staff** members and contacting a faculty member before leaving. Failure to contact a faculty member by phone prior to leaving will result in **corrective action**.

All school staff should be e-mailed to report any **known future absences**, i.e., doctor's appointments, court cases, etc.

DISMISSAL DUE TO EXCESSIVE ABSENTEEISM

Students are permitted to miss **4 days** (32 hours) for each 16 week semester. Absences for the abbreviated summer and winter semesters will be prorated at **2 days** each. Due to the intense nature of the first semester, students missing more than 16 hours may be asked to leave the program and return the following year.

It is recommended that these days be used for emergencies, sickness, and/or other unexpected events that may arise. If a student misses more than the allotted hours in any semester, that time will need to be made up after graduation.

If a student accumulates **100 hours of absenteeism during either half of the program**, that student will go before the Program Director and be asked to repeat the year, or possibly be dismissed from the program. This is determined on a case by case basis at the discretion of the Program Director with input from the Program Faculty.

MANAGEMENT PREROGATIVE

Where a chronic attendance problem is determined to have occurred, the Program Director will consult with the Program Faculty to review the history of occurrences. If it is judged to be a chronic problem with little or no effort by the student to correct the matter the Program Director may elect to dismiss the student based on the total attendance history. Exceptions may be considered on a case by case basis by evaluating the student's clinical and didactic performance.

ABANDONMENT

Students, who fail to report for **two** consecutive didactic/clinical assignments, for any reason, without notifying program staff will be considered to have abandoned their role as a student and will be dismissed from the program. Similarly, students who walk off from didactic/clinical assignments without approval from the Program Director or designee will be assumed to have abandoned their role as a student without notice.

INCLEMENT WEATHER POLICY

The school will follow the direction of Lord Fairfax Community College. If LFCC opens on delay, you are expected to follow their arrival time. If you arrive after this time, missed hours will be taken from your time off allotment. For example, LFCC opens at 10, then you are expected here at 10. If you arrive at 11:00, then 1 hour of your allotted time off will be used. The same is true of school closing. If LFCC is closed, then we are closed. As always, it is recommended that you make sound decisions regarding whether you should attempt to travel.

You can sign up to receive alerts from LFCC with this link: <http://alert.lfcc.edu>

MAKE-UP TIME

All absent time in excess of the allotted time, 16 hours (2 days) in each semester must be made up. Make up time may not necessarily be completed in consecutive days. Make up time will be scheduled based upon the availability of adequate supervision in the clinical setting. Make up time will begin following the last day of the program in increments of 8 hours. Time must be made up in order for the student to complete the program and be signed off to take the registry examination. Certificates will be issued once the make-up time is completed.

VOLUNTARY HOURS

Students may volunteer to spend extra hours in the clinic in order to obtain a competency grade or to increase their experience and skill level. These hours must be approved by a Clinical Instructor and a form signed by the student requesting additional clinical hours.

Students needing to stay over to finish a case or to obtain a clinical competency grade must e-mail the clinical instructor. This will be documented on a log kept by the clinical instructor. Failure to follow through with requirements of this policy will result in **disciplinary action**.

VACATIONS

Vacations are assigned by the Program Director in coordination with clinical and didactic assignments. An academic calendar with scheduled vacations is given to the student at the beginning of the program.

ABSENTEEISM PRIOR TO OR IMMEDIATELY FOLLOWING VACATION

Unplanned absenteeism just prior to or immediately following scheduled vacation times will require positive proof to justify an illness was present at the time. A physician excuse is acceptable if the student was a patient of the physician who wrote the excuse. Should no acceptable documentation be provided by the student of the presence of illness, a **corrective action** will be issued.

FUNERAL LEAVE

Students are given leave when immediate family members pass away. (Leave begins on the day of death and continues until the day after the funeral). This policy is patterned after the **Funeral Leave policy for Valley Health employees**.

Students will be given **3** days for funeral leave. These **3** days will not be counted against attendance if documentation is received. If the leave needs to be extended, then subsequent days will be counted as a planned absence (students are allowed **16** hours of absence per semester).

Immediate family includes the student's spouse plus the following relatives of either student or spouse: parents, grandparents and great grandparents, brothers and sisters, children, grandchildren and any other family member living in the immediate household of the student. Step relatives of the **student only** are also considered to be immediate family.

Special circumstances may be considered on a case by case basis.

MEDICAL LEAVE OF ABSENCE

Medical leave of absence is granted for students who are in **good standing** in the program and who are considered to be able to maintain their academic standing through electronic delivery of classroom materials. Tests will be given when the student is able to return to the classroom.

The student must be in good academic standing and have completed the majority of their clinical grades for the semester.

The student must keep up with assignments as their condition allows and remain in good academic standing throughout the medical leave in order to continue in the program. If academic standing is not maintained, the student will be dismissed or asked to repeat the year.

It is under the discretion of the Program Director to grant Medical Leave based on the performance of the student in the program up to the point that the Medical Leave is requested and how long the leave will extend. Decisions are based on input from the entire faculty. Students who require an extended absence may be asked to repeat the year.

Upon return to the program and completion of all academic and clinical work, the student will be eligible to be signed off to take the American Registry of Diagnostic Medical Sonographers (ARDMS).

Due to the large amount of didactic material delivered in the first semester of the program, students requiring a leave of absence will be asked to withdraw from the program and will be offered a place in the next class.

STUDENT PREGNANCY POLICY

Students are not required to declare the pregnancy, but should the student become pregnant during the course of the program, all attendance expectations, still apply, ***see below***. Academic and clinical performance and site rotation expectations will not be modified for the student. However, if a medical leave of absence becomes necessary due to pregnancy, the student must submit a formal, written request to the Program Director for a Medical Leave of Absence, ***see above***.

Accommodations are at the discretion of the Program Director and will be based on student's time and academic and clinical performance in the program and time remaining to completion. Students may be asked to leave the program and re-enter a subsequent class, at a point determined by the Program Director, determined from the student's progression in the program at the time of withdrawal, and confidence in ability to successfully complete the program following the leave.

It is the student's responsibility, in these instances, to maintain and retain previously taught information through study and review, while absent from the program. Subsequent classes will not be delayed for, nor will the faculty reteach subjects to the absent student.

SAFETY

MRI SAFETY

MRI SAFETY POLICY

The MRI machine is located in an area accessible with keypad entry. Students do not have unrestricted access to this area.

All students in the medical imaging department are responsible for knowing MRI safety rules.

- ***The magnet is on at all times***
- ***The potential danger involved to personnel and equipment can be life threatening if safety guidelines are ignored***

ULTRASOUND SAFETY

ULTRASOUND SAFETY POLICY

Winchester Medical Center Medical Sonography Program follows these procedures to monitor and ensure appropriate usage of equipment.

- An introduction to the Ultrasound Equipment Safety will be provided during orientation week to the program.
- Students are expected to utilize both Program and Clinic equipment in a safe manner, reporting any deficits in equipment or probes, in the clinic, to their CI or modality leader, and in the Program Lab, to the Program staff.
- Students must report accidental damage caused by the student immediately to be assessed by staff.
- Students are responsible for thorough cleaning of equipment, following approved guidelines.
- Multiple incidents of failure to follow safe equipment practices (e.g. running over electrical cords, pulling plugs by cords, failure to secure probes) will result in **disciplinary action.**
- Intentional abuse of equipment (e.g. pounding keyboards, throwing or hammering transducers) **will result in disciplinary action up to and including dismissal.**

SCANNING LAB USAGE

An introduction to the safe use of equipment will be provided during orientation to the program.

- Lab hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday. Additional lab hours are available at students request with an instructor present.
- The scan lab will be locked until an instructor is present during practice or any other activity.
- The lab is locked each evening.
- The machines should be turned off when not in use.
- A student is only allowed to operate equipment under the supervision of a CI or Program Director.
- **Unauthorized use of the scan lab by a student is grounds for immediate dismissal**

During scanning labs, students will be asked to serve as the “patient”. Each student will be asked to sign a consent form allowing instructors and classmates to scan them for the purpose of demonstration and education.

These scans are not diagnostic. However, if questionable pathology becomes an incidental finding during one of these scanning sessions, the images will be recorded and reviewed with the Medical Director. The students will receive a copy of the images to take to his/her primary care physician. It is the student’s responsibility to follow up on these findings and the cost of any medical appointments or care is the sole responsibility of the student.

The Medical Sonography Program staff are not responsible for diagnosis or outcomes related to findings on educational scanning session.

DIDACTIC INSTRUCTION

HOURS OF INSTRUCTION

Course hours are assigned in conjunction with clinical schedules and are designed to complement those schedules as much as possible. The amount of time it takes to cover particular subject matter varies from one group of students to another. Therefore it is important to recognize the flexibility that is necessary to sometimes accomplish this process. ***Schedules that are given will sometimes need to be changed.***

Faculty members are available to meet with students outside of class hours. Appointments may be scheduled via e-mail to the instructor.

Conferences are held at the middle and end of semester after grades have been issued. These conferences are held to discuss student progress in the program. Following the second semester, students may opt out of mid-semester conferences.

TEACHING METHODS AND EVALUATIONS

Teaching methods will include but not be limited to demonstration, group discussions, lectures, Power Point presentations, models, film, and student projects. These methods will all work together to meet the needs of the visual, kinesthetic, auditory, social and solitary learner.

ASSIGNMENTS

All student assignments will be made in advance of a due date. Narrative assignments must be typed. All assignments, unless otherwise requested, must be submitted as a hard copy. All assignments must be identified with the students' name and date, class and instructor

All written assignments must be legible and written in pencil or pen (black or blue ink only).

Students are required to make electronic copies of all written assignments. At the discretion of the instructor, some assignments will be required to be e-mailed to the instructor.

Students are expected to complete all assignments given. The school faculty is not responsible for assignments not received via email. Failure to complete an assignment will result in a grade of 0.

REQUIRED COURSES BY SEMESTER

Courses by Semester	
Semester 1: 10 weeks	Semester 4: 16 weeks
Intro to Ultrasound Imaging and Techniques	Abdomen III
Intro to Sonography and Patient Care	OB/Gyn III
Intro to Human Anatomy and Physiology	Physics III
Intro to Medical Terminology	Echo III
	Vascular III
Semester 2: 16 weeks	Clinical Rotation III
Abdomen I	Film Critique I
OB/Gyn I	
Physics I	Semester 5: 16 weeks
Echo I	Clinical Rotation IV
Vascular I	Film Critique II/Student Presentations
Clinical Rotation I	Review Class
Semester 3: 16 weeks	Semester 6: 8 weeks
Abdomen II	Intensive Clinical Rotations
OB/Gyn II	Registry Review
Physics II	Film Critique III/Student Presentations
Echo II	
Vascular II	
Clinical Rotation II	

COURSE DESCRIPTIONS

Course hours are assigned in conjunction with the clinical schedules and are designed to complement those schedules as much as possible. The amount of time it takes to cover particular subject matter varies from one group of students to another; flexibility is necessary to sometimes accomplish this process.

The courses in the program follow the NEC curriculum guidelines and is reviewed annually.

1st Semester (10 weeks)

Introduction to Ultrasound Imaging and Techniques: Provides an overview of anatomy, protocol, scanning technique, and knobology as pertains to Echocardiography, General (Abdomen/OB/Gyn), and Vascular. To include active scan time in the classroom.

Introduction to Sonography and Patient Care: Provides essential knowledge and exposure to practical skills to the entry level ultrasound student. Includes communication, safety, medical techniques, clinical assessments, legal and ethical aspects of sonography, and professional development.

Introduction to Human Anatomy and Physiology: Concepts and terminology that provide a foundation for general human anatomy and physiology from cellular to organism level of organization. This provides a foundation for a more in-depth study of Anatomy and Physiology covered in future ultrasound-related units (Echo, General, and Vascular)

Introduction to Medical Terminology: Word building foundation to enhance understanding of common medical terms that pertain to ultrasound and patient care.

2nd Semester (16 weeks)

Abdomen I: Provides a basic understanding of Abdominal ultrasound to include anatomy, physiology, pathophysiology, and pathology. To include active scan time.

OB/GYN I: Provides a basic understanding of OB/Gyn ultrasound to include anatomy, physiology, pathophysiology, and pathology. To include active scan time.

Physics I: Provides a basic understanding of Ultrasound Physics to include knobology. To include active scan time.

Echo I: Provides a basic understanding of Cardiac ultrasound to include cardiac anatomy, physiology, pathophysiology, and pathology. To include active scan time.

Vascular I: Provides a basic understanding of Vascular ultrasound to include vascular anatomy, physiology, hemodynamics, pathophysiology, and pathology. To include active scan time.

Clinical Rotations I: Objective based, practicum in actual patient care setting. Student must pass all associated competency exams.

3rd Semester (16 weeks)

Abdomen II: Continuation of Abdomen I. Instruction to include Abdominal ultrasound anatomy, physiology, pathophysiology, and pathology. To include active scan time.

OB/GYN II: Continuation of OB/Gyn I. Instruction to include OB/GYN ultrasound anatomy, physiology, pathophysiology, and pathology. To include active scan time.

Physics II: Continuation of Physics I. To include active scan time.

Echo II: Continuation of Echo I. Instruction to include Cardiac ultrasound anatomy, physiology, pathophysiology, and pathology. To include active scan time.

Vascular II: Continuation of Vascular I. Instruction to include Vascular ultrasound anatomy, physiology, hemodynamics, pathophysiology, and pathology. To include active scan time.

Clinical Rotations II: Continuation of Clinical Rotation I. Objective based, practicum in actual patient care setting. Student must pass all associated competency exams.

4th Semester (16 weeks)

Abdomen III: Continuation of Abdomen II. Instruction to include Abdominal ultrasound anatomy, physiology, pathophysiology, and pathology. To include active scan time.

OB/GYN III: Continuation of OB/Gyn II. Instruction to include OB/Gyn ultrasound anatomy, physiology, pathophysiology, and pathology. To include active scan time.

Physics III: Continuation of Physics II. To include active scan time.

Echo III: Continuation of Echo II. Instruction to include Cardiac ultrasound anatomy, physiology, pathophysiology, and pathology. To include active scan time.

Vascular III: Continuation of Vascular II. Instruction to include Vascular ultrasound anatomy, physiology, hemodynamics, pathophysiology, and pathology. To include active scan time.

Clinical Rotations III: Continuation of Clinical Rotation II. Objective based, practicum in actual patient care setting. Student must pass all associated competency exams.

Film Critique I: Course designed to extensively review ultrasound studies and to correlate physics principles, knobology, and ultrasound knowledge to develop critical thinking skills.

5th Semester (16 weeks)

Clinical Rotations IV: Continuation of Clinical Rotation III. Objective based, practicum in actual patient care setting. Student must pass all associated competency exams. To include active scan time.

Film Critique II/Student Presentations: Continuation of Film Critique I. Course designed to extensively review ultrasound studies and to correlate physics principles, knobology, and ultrasound knowledge to develop critical thinking skills. Students will begin presenting case studies.

Review: Course designed to review material in preparation for Registry Review.

6th Semester (8 weeks)

Intensive Clinical Rotations: Continuation of Clinical Rotation IV. Objective based, practicum in actual patient care setting. Student must pass all associated competency exams. Students finishing final senior competency requirements.

Registry Review: Course designed to review all pertinent material to prepare students for the registries they will be eligible to take upon completion of the program. This course is designed as an adjunct to a self-study regimen.

Film Critique III/Student presentations: Continuation of Film Critique II. Course designed to extensively review ultrasound studies and to correlate physics principles, knobology, and ultrasound knowledge to develop critical thinking skills. Students will continue to present their case studies.

GRADING SYSTEM

GRADING SCALE

The grading scale for all courses will be as follows:

96-100	=	A
90-95	=	B
85-89	=	C
0-84	=	F

Students receiving scores below **85%** will be determined to have failed. Students must maintain a passing **overall average of 85% didactically** during each grading period.

Failing overall averages during a grading period will result in academic probation. A failing overall average during the next grading period will result in dismissal.

Failure to obtain and/or maintain a passing overall average of 85% in clinic at the end of a semester will result in dismissal from the program.

GRADING PERIODS

Grading periods occur at the end of the semester. Advisement sessions are held with each student at the end of each grading period to review the student's progress in the program.

END OF SEMESTER GRADES

At the end of the semester grades are weighted as follows:

- Quizzes/Worksheets/Written Assignments = 25% of the final grade.
- Tests = 50% of the final grade.
- The final exam = 25% of the final grade

Evaluation of student performance will be in the form of observations, written quizzes, written examinations, research papers, presentations, clinical simulations, daily evaluations and clinical evaluations.

FAILURE OF ACADEMIC TESTS

Students failing tests **may** be given additional assignments or asked to repeat the test in order to ensure mastery of the material (at the discretion of the instructor). ***Original scores of tests will be placed in the student's file.***

GRADE RECOVERY PROCESS

A grade recovery process will be used whereby all students will complete test correction, immediately following the test, for missed test items. Students will receive $\frac{1}{4}$ point per item to their test grade upon submission of the corrections.

COMPREHENSIVE FINAL EXAMINATIONS

Comprehensive final examinations will be given in each didactic area at the conclusion of each subject area and after completion of the review in each semester.

CLINICAL AND DEVELOPMENT CV

The clinical experience is designed to allow students to successfully demonstrate ability to perform Sonographic Procedures. Each student is expected to submit a portfolio that reflects the outcomes of the clinical experience. The CV should demonstrate completion of established objectives along with evidence of other activities in which the student was involved. Each month an assignment is provided along with a narrative that addresses clinical experience. Clinical and developmental notebooks will be reviewed at the end of each semester. All requirements must be met to receive a grade of **100**; incomplete notebooks will receive a grade of **0**. The grade on the clinical notebook is averaged in with the clinical competency grades to give a clinical grade for the semester.

Clinical notebooks containing grades or evaluations are kept in a locked cabinet in the classroom. Access to these notebooks must be gained from an Instructor to ensure student confidentiality.

CLINICAL OBJECTIVES

Excellent patient care, technical competency and professionalism are central to the development of Sonographer training and to ensuring the student's success.

CLINICAL COMPETENCY TEST FAILURES/ONGOING FOLLOW UP

Students must pass Scanning Lab simulations prior to attempting patient scanning under Direct Supervision. Once proficient, a Competency grade may be requested and conducted under Direct Supervision. Testing for Scanning Lab Simulations and Clinical Competencies may not be attempted in the same week.

Readiness for indirect supervision is at the discretion of the Program Instructor who will inform the Clinical Instructor. Passing a Clinical Competency does not dismiss the student from participation in subsequent, similar exams. It is a principle of the Medical Sonography Program, that perfect practice and exposure enhances the skill set and of the professional.

It is important for the student to understand that a mastery level of less than 85% for a clinical competency will require two repeat performances. One of these performances must be with the original evaluator and the other with a Faculty Clinical Instructor. Competency grades may be given by registered sonographer designated by the Program.

INTRODUCTION TO THE CLINIC

Clinical instructors will structure activities with students to provide a progressive introduction to the clinic. During these activities, students will be introduced to ancillary work areas, sonographic rooms, sonographic equipment, and policies/procedures of both the program and the Medical Center.

ROTATIONS AT OFF CAMPUS SITES

As the program progresses, student may be rotated off campus to any of the following clinical sites to gain experience at a smaller facility. The supervisor at each of these areas will be responsible for orientation to the facility which will include an in-service on the equipment as well as a review of policies and procedures at that facility. **Other rotations may become required as more affiliation agreements are written.**

These off-site rotations are required. Students who are absent during these rotations will be required to make up the time at the location where they were assigned during the absence.

LOCATION OF CLINICAL SITES

Shenandoah Memorial Hospital

Woodstock, VA 22664

Approximately 35 miles from the WMC campus

Warren Memorial Hospital

1000 N. Shenandoah Ave.

Front Royal, VA 22630

Approximately 25 miles from the WMC campus

Hampshire Memorial Hospital

363 Sunrise Boulevard

Romney, WV 26757

Approximately 41 miles from the WMC campus

(cont.)

WAR Memorial Hospital

1 Healthy Way
Berkeley Springs, WV 25411
Approximately 40 miles from the WMC campus

Winchester Cardiology

190 Camus Blvd. Ste. 201, Winchester, VA 22601
Located on the WMC campus

CLINICAL GRADES

Various tools are used to follow the students' clinical progression.

CLINICAL COMPETENCIES

This is a numeric grade given to a student following the completion of an examination on a patient. A clinical competency cannot be completed until a student has been simulated on that examination. Certain exams, as designated by the Clinical Instructors require preliminary competencies prior to obtaining a competency grade. Students may receive clinical competencies from approved staff technologists. No more than **2** clinical competencies from the same technologist will be permitted during a semester. However, there is no limit to the number of competencies that may be obtained from a Clinical Instructor.

Competency forms are filled out completely by the assigned sonographers.

The list of required clinical competencies will be given to the student each semester.

CRITICAL THINKING / DEVELOPMENTAL CV

When in the clinical phase of education, students are required to keep records of all patient examinations observed, assisted or performed to include the exam, patient ID number and date. The purpose of this is to assure the versatility of clinical education and to track exams for the ARDMS requirements.

Due to patient and student confidentiality issues, all Critical Thinking / Developmental CVs need to be kept in a locked cabinet in the classroom and will include:

- Clinical experience log
- Clinical time log
- Critical thinking assignments
- Continuing education certificates
- Commendations written by hospital staff
- Room and ancillary check off sheets
- Other items as designated by instructors

INSTRUCTOR'S EVALUATION

At the end of the semester, an instructor's evaluation of student performance in the clinic is performed.

CLINICAL ROTATIONS

Every effort is made to rotate each student equitably through each clinical area. Student absences and vacations may result in an unequal number of rotations in specific clinical areas.

Semester I

During the first semester the student will be oriented to the clinical setting. A great deal of time is spent observing exams and assisting sonographers. Students will begin to perform exams under **direct supervision***. Students will

be required to complete a specific number of scan lab competencies in the first semester.

Semester II

Students will continue to perform more patient exams improving skill with **direct supervision***.

Semester III

Students will continue to perform exams with **direct supervision*** and may begin performing competencies under **direct supervision***

Semester IV

Students in the fourth semester will continue to perform exams with **direct supervision***, perform competencies under **direct supervision***

Semester V

Students in the fifth semester will work to complete competencies in all specialty area. Once competencies are completed, they may be given permission by Program Staff to perform patient examinations under **indirect supervision***. Students in the fifth semester are required to complete competencies listed.

Semester VI

Students in the sixth semester **will** perform the majority of patient examinations under **indirect supervision*** (when competency is achieved). Students in the sixth semester are required to complete competencies listed.

Note: each student may be assigned off-site rotations during the sixth semester

Indirect supervision in the 5th and subsequent semesters will not begin until competency is achieved on a particular exam. A list of students and exams they have achieved competency on will be communicated to Clinical Instructors on a regular basis. The Clinical Instructors will be responsible for notifying sonographers of a student's status.

SUPERVISION OF STUDENTS IN THE CLINICAL SETTING

DIRECT SUPERVISION

****Direct supervision*** is defined as "student supervision by a qualified practitioner who reviews the procedure in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure. A qualified sonographer is present during student performance of a repeat of any unsatisfactory images."

INDIRECT SUPERVISION

****Indirect supervision*** is defined as "that supervision provided by a qualified sonographer immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified sonographer adjacent to the room or location where a sonographic procedure is being performed. Indirect supervision is **only** used after a student demonstrates competency.

REPEAT IMAGING

A qualified sonographer must be present during the evaluation of images and during the repeat of any unsatisfactory images. Documentation of their presence is indicated by initials on the images as well as in EPIC ***Violations will result in a corrective action.***

GRADING OF STUDENTS IN THE CLINIC

Students are required to obtain specific competency grades each semester.

POLICY FOR CLINICAL COMPETENCIES

At the beginning of each semester a list of required competencies will be given to the student.

- Semester 1 scan lab competencies will be completed in the scan lab
- Semester 2 – 5 Students will work to complete all required course competencies
- Semester 6 Students should have completed all core competencies and should be ready for release to indirect supervision
- If an exam becomes available in an area and the student assigned to that area has been graded on that exam, the examination ***may be*** offered to another student to perform for a grade. A clinical instructor should be contacted and the names of all students working in the nearby areas should be entered into a drawing to be offered the examination.
- At least 2 competencies per course per semester must be completed with a Program Instructor
- ***No student should be removed from an ongoing examination to receive a grade on another patient. No patient should be made to wait for the availability of a student to perform the examination. Students must remain in an assigned clinical area unless requested to move to another area by a clinical instructor.*** A clinical member of the program faculty should be contacted if a question or conflict arises.
- Near the end of the semester the program clinical faculty will review the exams needed by each student and adjust schedules accordingly. Students must be aware that it is their responsibility to take advantage of available examinations as the opportunity to receive a competency grade on some exams may be limited.
- Students are required to fill out the upper portion of the grade sheet and give the sheet to the technologists prior to beginning the examination for a competency grade. **Failure to do so will result in the grade being voided.**
- Sonographers grading a student must be present with the student and observe the entire examination. The sonographer must be with the student and patient from the beginning of the examination until discharge of the patient. The sonographer's initials must be placed on at least one of the images and their initials entered into EPIC along with the student's initials. **Failure to do so will result in the grade being voided.**
- Sonographers will check off each step of the procedure on the competency sheet, designated **SONOGRAPHER**, the remaining portion designated **FACULTY** will be completed by a program instructor and the final grade will be assigned.
- Only students assigned to the clinic during program hours or make-up time are eligible to be graded. ***Students will not be excused from class to receive a competency grade unless approved by a Clinical Instructor.***
- Grades should be submitted the day they are given. **Grades received after 8 AM the following day will not be counted.**

It is important that these rules are followed so that all students have an equal opportunity to learn, practice and receive grades. This is a SCHEV standard and must be upheld.

WMC-MSP REQUIRED CLINICAL COMPETENCIES

All exams require demonstration of proficiency imaging normal anatomy, and recognition of abnormal findings and modifications for those findings. Competency testing exams may be required of any of the exams below.

ABDOMEN, BREAST, SUPERFICIAL STRUCTURES

INSTRUMENTATION

Demonstrate function of machine controls

GALLBLADDER AND BILIARY SYSTEM

ABDOMINAL VESSELS

Aorta and major branches

IVC and major tributaries

LIVER

PANCREAS

SPLEEN

URINARY TRACT

SCROTUM

THYROID/PARATHYROID

BREAST

PARACENTESIS/THORACENTESIS SETUP; STERILE TECHNIQUE

SOFT TISSUE MASS

COMPLETE ABDOMINAL STUDY

ELECTIVE COMPETENCIES:

LYMPH NODE SURVEY

BIOPSY PROCEDURE – LIVER/KIDNEY

RENAL TRANSPLANT

BREAST BIOPSY

OB/GYN

GYN – TRANSABDOMINAL

GYN – ENDOVAGINAL

1ST TRIMESTER OB

2ND TRIMESTER – OB – MEASUREMENTS

2ND TRIMESTER – OB - HEAD AND THORAX ANATOMY

2ND TRIMESTER – OB - ABDOMEN AND EXTREMITY ANATOMY

2ND TRIMESTER – OB - FULL SCAN

3RD TRIMESTER – OB - MEASUREMENTS

3RD TRIMESTER - OB - HEAD AND THORAX ANATOMY

3RD TRIMESTER - OB - ABDOMEN AND EXTREMITY ANATOMY

3RD TRIMESTER – OB – FULL SCAN

ELECTIVE COMPETENCIES:

BIOPHYSICAL PROFILE

AFI

AMNIOCENTESIS

TRANSLABIAL SCAN

NUCHAL TRANSLUCENCY <13 WEEKS GESTATION

NASAL BONE 11-13 WEEK 6 DAYS GESTATION

CERVICAL ASSESSMENT

VASCULAR STRUCTURES

CAROTID DOPPLER

RENAL ARTERY DOPPLER

PVR/ABI

UPPER EXTREMITY VENOUS DOPPLER (DVT)

LOWER EXTREMITY VENOUS DOPPLER (DVT)

SCROTAL DOPPLER (R/O TORSION)

STUDY DEMONSTRATING AN UNDERSTANDING OF DOPPLER TECHNOLOGY AND SETTINGS, INCLUDING: GATE PLACEMENT AND SIZE, ANGLE, BASELINE, PRF AND OTHER SETTINGS, AND VALID QUANTITATIVE ASSESSMENTS

UPPER EXTREMITY ARTERIAL DOPPLER

LOWER EXTREMITY ARTERIAL DOPPLER

ELECTIVE COMPETENCIES:

VENOUS INSUFFICIENCY

VEIN MAPPING

PORTAL VEIN DOPPLER

TIPS EXAM

NEONATAL / PEDIATRIC

NEONATAL CRANIAL

PEDIATRIC URINARY TRACT

ELECTIVE COMPETENCIES:

PEDIATRIC ABDOMEN

PEDIATRIC FEMALE PELVIS

GI – PYLORUS

GI-APPENDIX

CARDIAC

BASIC ECG SET UP AND INTERPRETATION

TRANSTHORACIC ADULT ECHO

TRANSTHORACIC ADULT ECHO WITH CONTRAST/BUBBLE

TRANSESOPHAGEAL ECHO

SET UP

RECOGNITION OF ANATOMY

ELECTIVE COMPETENCIES:

STRESS ECHO – EXERCISE

STRESS ECHO – PHARMACOLOGICAL

NOTE: THIS IS NOT A COMPLETE LIST - CHANGES MAY BE MADE AS APPROPRIATE

CONFLICT OF INTEREST

This policy is designed to protect the fairness and integrity of the learning process for the student. Each student should have an equal and unbiased experience when being evaluated by a technologist, faculty member or Program Director.

Students will not receive evaluations, clinical and didactic grades from **family members** or persons with whom they have close **personal relationships**. This policy is designed to eliminate the opportunity and/or the appearance of bias in student evaluations, clinical and didactic grades.

STUDENTS WITHDRAWING FROM PROGRAM

Students who withdraw from the program are required to have an exit interview with the Program Director. A student is asked to complete a form indicating his/her reasons for withdrawing and how the program could have assisted the

student to remain in the program. Information from this document is used for program improvement. Tuition is reimbursed as prorated.

OUTSIDE EMPLOYMENT

Students are encouraged not to seek outside employment while attending the program; however, there are times when students must work. It is suggested that the student be very careful when seeking a job. Employment hours may interfere with the educational process.

It is not the responsibility of the program personnel to arrange test schedules to accommodate work or social activities. Students employed by the hospital will not be allowed to wear school uniforms during employment hours.

If employed by Valley Health, all personal work-related business during school hours must be approved by program staff and the student will be required to clock out during that time missed from school. Students employed by Valley Health must inform the Program Director of their employment status.

Any student who is terminated as an employee of Valley health and not eligible for rehire, will be dismissed from the program. (This is due to the fact that the student would not be able to complete clinical assignments. All clinical rotations are through Valley Health.)

REFERENCE LIBRARY

A library is available within the classroom for student use. No books will be permitted out of the classroom without approval of a program official (Director, Faculty Member, or Program Assistant). Students must check with the radiologists in order to remove any materials from their library.

Students also have access to an on-line library through the Valley Health Intranet Website.

FINANCIAL ASSISTANCE

Currently, no financial assistance is available through the Medical Sonography Program.

STUDENT CONDUCT

At all times, students must strive to put forth their best effort. ***Habits developed as a student radiographer carry over into the role as a staff radiographer.*** In order to meet obligations to oneself, the patient, and fellow associates, it is necessary to maintain optimal standards of professionalism at all times, in the clinic and the classroom.

As representatives of the Winchester Medical Center and Valley Health, students are expected to convey an image of professionalism. This includes presenting a neat, clean, well-groomed appearance according to the dress code set forth in the student handbook. Students are expected to conduct themselves in a professional manner in their interactions with patients, co-workers, other students, and program faculty treating them with respect, compassion, and dignity. Loud conversations and the use of profane language will not be tolerated.

Students are expected to follow the guidelines for professional ethics set forth in the student handbook as well as the ASRT code of ethics. *Any breach of professionalism will result in immediate **corrective action** and depending on the severity of the infraction, could lead to **suspension or dismissal**.*

HARASSMENT/WORKPLACE ANTI-VIOLENCE

The program's policy for harassment follows the Valley Health policy.

The school is committed to providing a safe and secure workplace and an environment free from physical violence, threats and intimidation.

Sexual Harassment - is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when: (1) Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All Other Forms of Harassment - Any physical and/or verbal conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment is also prohibited. (HR 513 – Harassment/ HR 527 Workplace Anti-Violence)

The following are some examples:

- Belittling gestures, e.g., deliberate rolling of eyes, folding arms, staring into space when communication is being attempted. (Body language designed to discomfort the other).
- Verbal abuse including name calling, threatening, intimidating, dismissing, belittling, undermining, humorous 'put-downs'.
- Gossiping (destructive, negative, nasty talk), talking behind the back, and backbiting.
- Sarcastic comments.
- Slurs and jokes based on race, ethnicity, religion, gender, or sexual orientation

These behaviors will not be tolerated. *Students exhibiting these behaviors will be subject to **disciplinary action***

STUDENT PARKING POLICY

During orientation week, students will file a form with safety and security and be given a parking sticker.

This sticker must be **affixed** to the back window or back bumper of the car. When assigned to the Winchester campus, all students must park on the 5th floor of the parking garage.

Safety and Security will ticket students who fail to park in the designated area. Students who are observed by school staff parking in other than the designated area will be subject to **disciplinary action**.

Off-campus parking will be addressed at the orientation to each facility. Students are expected to park in the areas designated for students in those areas.

INTERNET USE

Unauthorized use of the hospital internet is prohibited. Students are provided with an e-mail address that is accessible without internet access through the hospital intranet. Students will be given a copy of the internet policy to sign prior to receiving an e-mail account and internet password.

Activity on the hospital intranet and internet sites is monitored by Valley Health Information Systems. Failure to follow the internet policy will result in immediate corrective action. Abuse of this privilege by students is grounds for disciplinary action up to and including dismissal.

Any use of foul language, distasteful jokes or derogatory comments against the program, the medical center or staff transmitted through e-mail is prohibited. Students are prohibited from using computers in the clinic for accessing the internet. Documentation of misuse of the hospital intranet and internet is subject to **corrective action, suspension, and/or dismissal** from the program. Intranet and internet use is monitored by Information Systems.

TOBACCO/NICOTINE-FREE ENVIRONMENT

The Winchester Medical Center is a smoke-free institution. Valley Health premises includes but is not limited to: buildings, parking garages, parking lots and anywhere else considered property of Valley Health. Smoking is prohibited for all students and any other persons transacting business in all Valley Health facilities. (HR 114). Failure to follow the policy will result in **immediate corrective action**.

Tobacco use in any form and vaping is prohibited and will result in **immediate corrective action**.

TELEPHONE POLICY

The purpose of the policy on personal telephone calls is to ensure that telephones are used exclusively to conduct Medical Center business. The use of Medical Center telephones for personal matters is discouraged. Personal calls should be made on personal phones during free time. **Personal calls may be made during breaks or meal time.**

Communication will be sent using the hospital e-mail. Students are required to check their e-mail accounts at the beginning and end of each shift.

CAUSES FOR DISCIPLINARY ACTION

Disciplinary actions are conducted to make the student aware that rules have not been followed and to help the student adjust their behaviors so that they may be compliant with the requirements. The following reasons for disciplinary action are not all-inclusive. **Rules apply to both clinic and classroom settings.**

DRESS CODE VIOLATIONS (HR 506)

Personal appearance plays an essential role in the public's perception of healthcare workers and healthcare as a profession. In almost no other business are personal dress, cleanliness, conduct and appearance as relevant as they are in the healthcare field. Therefore, all employees of Valley Health are expected to maintain a well-groomed, professional appearance which creates a favorable impression and consistently conveys to patients, visitors and colleagues the therapeutic role, professionalism and scope of responsibility.

- Badges must be worn and visible at all times. Stickers or markers are not allowed on the front of the badges. Badges must be worn at the neckline.
- Hair (including facial hair) must be clean, neat, and contained in such a manner that it does not come in contact with patients. No unnatural hair color such as blue, fuchsia or green is permitted.
- Hair must be pulled back from the face and kept off the shoulders when in the clinic, due to Infection Control Policy.
- Cosmetics may be used in moderation. The student should use the necessary precautions with regular bathing, deodorants and good dental hygiene to avoid offending patients and staff with body and breath odors. No fake eyelashes, including eyelash extensions

- No perfumes, cologne, strongly scented lotions, powders, hand sanitizers or oils are permitted.
- Fingernails must be kept short, clean and manicured. Nail length should not extend beyond the fingertips. Artificial nails including acrylic, silk, gel, overlay and wrap are prohibited per Infection Control Policy.
- Visible body art that depict offensive or controversial language or images (e.g., skulls, snakes, nudity, political affiliation, illegal substances, weapons, and excessive body art on legs, neck, face and arms such as full and half sleeves) will be required to cover them with the appropriate uniform, clothing, or material (e.g. bandage or other dressing) unless such covering creates a safety or infection control concern.
- No scarves, caps and other headwear except when ordered by a physician or safety or religious reasons. Approval of headwear must be obtained from Infection Control.

Jewelry

- Wearing of pierced earrings is limited to two piercings per ear and stud earrings only.
- Visible body piercing is not permitted and must be removed or covered if unable to remove.
- Tongue piercings must be removed and replaced with a clear plastic stud.
- Gauges are not permitted.
- No bracelets (1 watch is allowed); medical alert bracelet is the only exception.
- Only one ring on each hand or a wedding band and engagement ring together will be allowed.
- Jewelry is limited to a watch, ring set, necklace and earrings.
- No dark glasses.
- No lanyards for ID badges.
- No jewelry of any kind is permitted during OR rotations.
- No ear buds at any time

Attire

The program selects the entire acceptable uniform (color and style in accordance with Valley Health policy). All uniforms must be clean and neatly pressed. Cotton uniform scrub jackets are the only acceptable attire for warmth in the clinic. A pewter gray fleece jacket is acceptable in the classroom. No hoodies or sweatshirts are permitted in any setting at any time.

- Clothing must be modest, reasonably fitted, and allow for comfortable ease of movement.
 - The School has the right to deem uniform styles inappropriate for the clinic and classroom
- No low cut or low rise pants.
- No cropped shirts (no visible anterior or posterior cleavage).
- Only white, black or gray tee shirts can be worn under scrubs. Tee shirts must be tucked in.
- No open heel or toe shoes, clogs or crocs
 - Clogs with closed toes and backs are acceptable
- Minimal neon colored accents on shoes.

- No radiology t-shirts in the classroom or clinic
- No blankets in the classroom or clinic
- Dress codes to specific clinical rotation (such as the OR) must be followed.
- Casual day attire will be business casual:
 - No jeans
 - No shorts
 - Leggings only with thigh length top
 - No flip-flops, slippers, cowboy boots, or rain boots
 - No ripped/torn clothing
 - No overly tight or revealing clothing

Students improperly attired may be sent home to change clothes. Times missed will count as an unexcused absence. The student will be subject to disciplinary action.

ELECTRONIC DEVICE VIOLATIONS

Cell phones, iPods, tablets, laptop computers, and other personal electronic devices:

- iPods, tablets, or personal laptop computers are **NOT** permitted in the clinic. Cell phone use is prohibited in the clinic. **Cell phones in the clinic are a HIPAA violation.**
- Students found with any personal electronic device or observed using a cell phone in the clinic will be given an **immediate corrective action**; if there is a **second occurrence**, the student will be **dismissed** from the program.
- **NO** cell phone use is permitted in the classroom during scheduled class time. Cell phones ringing during class will be documented as an **immediate corrective action**. Use of cell phones in the classroom during class periods is grounds for **immediate corrective action**.
- Electronic devices may not be used to record lectures or photograph classroom material (including board lectures, worksheets, quizzes, or tests). Recordings or photographs made in the classroom will result in **immediate dismissal**. Exceptions may be made by the instructor in the classroom.
- Cell phones, iPods, tablets, computers, smart watches, or other electronic devices found in use by a student **during a test will be grounds for dismissal. NO EXCEPTIONS!**
- Students found using tablets, phones, smart watches, or computers during class for anything other than the current class will be subject to **immediate corrective action**
- All electronic devices, including smartwatches, must be in backpacks/lockers during a test or quiz until all tests or quizzes are completed. Failure to do so will result in **disciplinary action**.

Personal Belongings:

- School items should be stored in lockers provided, not left in the classroom or any clinical area (Neither the program or hospital will be responsible for the theft of any items)
- Lunch items should be stored in the staff lounge refrigerators in the clinic and the break room refrigerators while in class. Lunch should be taken in provided break areas – not the classrooms.

CLINICAL SETTING VIOLATIONS

- Any use of foul language, distasteful jokes or derogatory comments against the program, the medical center staff and/or other students **transmitted through e-mail** is prohibited. Documentation of misuse of the hospital intranet and internet is subject to **corrective action, suspension, and/or dismissal** from the program. Intranet and internet use is monitored by Information Systems.
- **Food is prohibited in the clinical setting. Students found eating in the clinical setting outside of designated areas are subject to corrective action (Hospital Infection Control Policy).**
- Students needing to repeat an image for any reason must perform the repeat in the presence of a registered radiographer or clinical instructor. Failure to do so will result in **immediate corrective action**.
- Students are **not** allowed to perform a portable exam alone; to do so will result in **immediate corrective action**.
- Students are **not** allowed to return an ED patient to their room alone; to do so will result in **immediate corrective action**.
- Students are **not** allowed to work alone in the OR; to do so will result in **immediate corrective action**.
- Students are not permitted to administer contrast. This will result in an **immediate corrective action**.
- The student must be under direct supervision when setting up a sterile tray.
- Students are not allowed to hold patients during radiographic exposures. To do so will result in **immediate corrective action**.
- Students are **not** allowed to work under the supervision of another student or a recent graduate who is not yet registered to do so will result in disciplinary action.
- Students are required to use hospital approved hand sanitizer and hand lotion.
- Gossiping: Any student found gossiping in the clinic (regarding the program, program staff or another student, or any other inappropriate communication) will immediately receive a **corrective action and be suspended for the remainder of the day. On the second occurrence, the student will be suspended from the program for 3-days.**
 - **Student concerns must be addressed professionally with the school faculty.**

Repeated violations are subject to progressive disciplinary action, including corrective action, suspension, and/or dismissal.

DIDACTIC SETTING VIOLATIONS

- Students must arrive on time for all classes.
- Students are required to stay alert during lectures. If a student goes to sleep in class, he/she will be asked to leave for the day and counted absent. Repeat offenses could result in **corrective action and/or suspension**.
- Disruptions in class, in the form of excessive talking and bantering, will not be tolerated. Students engaging in this disrespectful conduct will be asked to leave for the day. Written documentation will be placed in the student's file. Repeated offenses could result in **corrective action and or dismissal**.

BREACH OF PROFESSIONAL ETHICS

Any of the following items will be grounds for dismissal:

- Failure to follow ALL HIPAA regulations at all times.
- Failure to adhere to patient, student, staff, and technologist confidentiality.
- Clocking another student in or out. Each student is responsible for clocking him/herself in and out.
- Falsification of patients' medical records.
- Falsification of students' clinical or didactic records.
- Plagiarism.
- Cheating
- Photographing tests, or any unauthorized instructional materials.
- Mistreatment or disrespect shown to the patient or patient's family member, staff, classmates, physicians, faculty, or anyone encountered on Valley Health premises.

Employees who induce or assist students in violating work rules, policies, performance standards, or organization values will be reported to their managers.

It must be stressed that the above list is not all-inclusive. Students will be subject to discipline for any inappropriate conduct. Infractions involving safety, respect for co-workers, faculty, managers, and above all, respect and care for persons we serve, are of particular concern to Valley Health.

Breach of ethics will be addressed by the School of Medical Imaging and Valley Health.

Students may be brought in at any level of disciplinary action depending on frequency, severity, and combination of inappropriate behaviors. An established pattern of disregard for rules can result in dismissal from the program.

STUDENT COUNSELING/ADVISEMENT

The staff of the educational program will provide necessary counseling for students. Advisement sessions will be held at the end of a grading period to review the student's grades and identify any areas that need to be improved.

Advisement /counseling session will be documented and a copy of the documentations will be given to the student and a copy will be placed in the student's file. The student and staff members involved will sign the document.

If a problem is noticed with a student's relationships with any of the student's peers, staff technologists and or program faculty, an immediate session will be arranged with the program staff or the Program Director to discuss this problem. Problems with the student's clinical performance will warrant a counseling session as well.

Counseling sessions will take place with a minimum of two members of the program staff.

The program faculty is here to assist students in the education and adjustment to a health career. Program staff members are available to meet with students during program hours. Occasionally special meetings need to be conducted between the student and one or more of the program staff. In this case an appointment must be scheduled by e-mail.

If additional counselling is needed by a student, the Program Director can provide a list of local services the student may contact. Any fees for these services are the responsibility of the student.

ADDITIONAL INSTRUCTION/TUTORING

Tutoring is available for any students needing additional help.

Students requiring help with a subject must:

- Contact the instructor by e-mail to set up a tutoring session
- The e-mail must contain the class they need help with and specific questions or the topic they are requesting help with.
- The instructor will respond with a date and time which they are available.
- Counselling sessions will generally take place during normal operational hours. Depending upon the schedule, the student may be pulled from clinic for these sessions.
- Requests for after-hours help may be accommodated per the instructor's availability. For off-hours requests a minimum of 1 weeks' notice is required.

DISCIPLINARY ACTIONS

Disciplinary actions include *verbal warnings* (face to face or through e-mails), *written documentation with counseling*, and *Corrective Actions*. Documentation of infractions will be cumulative. 3 infractions, no matter what the cause, will be subject to **corrective action**. Some infractions as noted in the handbook require an **immediate corrective action**. ***Some disciplinary actions may lead to suspension and or dismissal depending on the severity of the infraction and the number of occurrences.***

Corrective Actions are written warnings to the student that current behavior patterns are unacceptable. The student will receive the Corrective Action by the program official who has reported the incident(s) in the presence of the Program Director. Documentation is signed by the person reporting the incident and the student. Documentation is retained in the student file.

SUSPENSION

Students requiring disciplinary action may be subject to suspension. Suspensions are issued based on the severity of the infraction. All suspensions are issued under the discretion of the Program Director. Any time missed from school as a result of suspension must be made up after the program ends. Quizzes missed as a result of suspension will receive a grade of "0". Tests will be made up on the day the student returns from the suspension, or as scheduled by the instructor for that class. The student is responsible for obtaining missed handouts and assignments from each instructor and for scheduling a time to take any missed tests.

Students are required to report suspensions to the American Registry of Diagnostic Medical Sonographers (ARDMS) when applying to take the credentialing examination. Students sign a consent under FERPA to allow the ARDMS to communicate freely and openly with the Program Director regarding reasons for suspension and whether a not it involved an ethics violation.

PROBATIONARY STATUS

The following are reasons for placing a student on probation:

- If a student has below 85% overall didactic average at mid-semester, or end of a semester, he/she will be placed on **academic probation**.
- If a student receives **two corrective actions** within a semester he/she will be placed on **probation**.

A student who is put on probation will remain there until the next grading period when the student's case will be reviewed. At that time, if logical progression hasn't occurred or the student has showed non-compliance, he/she will be

required to appear before the program staff and the Program Director. **Failure to progress or additional corrective actions given during a probationary period may be grounds for dismissal.**

REASONS FOR DISMISSAL FROM THE MEDICAL SONOGRAPHY PROGRAM

- Any **four** Corrective Actions during the program.
- Any **two** Probations.
- Any **two** suspensions during the program.
- The conviction and/or known use, distribution of, or possession of illegal drugs or controlled substances.
- Intoxication or consumption of alcohol during scheduled hours. If a student is unable to function in the clinic or the didactic portion of the program he/she will be asked to consult with employee health. (An alcohol or drug screen may then be required. If a drug screen is required it will be ordered by the Medical Director of the program). Refusal of compliance will be evidence of guilt and grounds for dismissal.
- **Two** (2) consecutive absences without notification to the program.
- Breach of professional ethics.
- Cheating/plagiarism
- Excessive absenteeism

The above list is not all inclusive. Individual cases will go before the Program Director, Program Faculty and the Director of Medical Imaging for a final decision.

GRIEVANCE POLICY FOR STUDENTS

The purpose of the grievance procedure is to afford a fair method for resolution of disputes which may arise between the Program and students or department staff and students. A **grievance** shall be a complaint or dispute of a student regarding the application, meaning or interpretation of policies or procedures as they affect the total educational activity of the student. **Days** as used in this policy shall be scheduled days for clinical and/or didactic for the student and working days for the program or staff representative involved.

GRIEVANCE PROCEDURE FOR STUDENTS

Step one

A student who wishes to file a grievance shall present the grievance orally to the Program Director or designee. The grievance will be presented within **ten days** of occurrence. The Program Director will reply to the grievance within **three days** of the day following the **step one** meeting.

Step two

If the Program Director's reply is not acceptable to the student, he/she shall reduce the grievance to writing and request a meeting with the Program Director, program faculty, and the Medical Advisor. The request for the **second step** meeting shall be made within **three days** of the receipt of the Program Director's reply, and the second step meeting shall be held within **three days** following such a request.

The Director shall reply in writing to the grievance within **three days** following the **second** meeting (based on the consensus of the program faculty, the Medical Advisor for the Medical Sonography Program, and the Program Director).

Step three

If the Program Director's reply is not acceptable to the student, he/she may request a meeting with an Administrator from the Winchester Medical Center, specifically, the Vice President of Operations and Professional Services. Such a request for a **third step** meeting shall be made within **three days** of the receipt of the Program Director's reply, and the **third** meeting shall be held within **three** days following such a request. The administrator shall reply to the grievance within **three days** following the **third step** meeting. The decision of the administrator is final.

The grievant, the Program, and the department staff member may have, at every step, internal witnesses and evidence required, which specifically pertain to the grievance. Failure to process a grievance by the grievant within the time limits, or agreed upon extension, shall constitute termination of the grievance.

Grievances are between the student and the program. At no time will outside parties, not directly involved in the issue, be a part of the grievance procedure.

Students will not be subject to unfair actions as a result of filing a complaint.

In addition to the program grievance procedures, students have the right to file a complaint with The State Council of Higher Education for Virginia (SCHEV).

SCHEV can be contacted at:

State Council of Higher Education for Virginia
101 North 14th St., 10th FL. James Monroe Bldg.
Richmond, VA 23219 Phone: 804-225-2600
<http://www.schev.edu>

COMMUNICABLE DISEASES

To ensure continued high-quality patient care while maintaining a safe work environment for student and employees, the Infection Control Committee has established policies which provide the means for reporting and preventing infections of communicable disease. The policies regarding students who are exposed to or infected with any virus are available either in the work area or are available for review with the Employee Health Nurse in the Human Resources Department. Students must be familiar with these policies and adhere strictly to protocol. **IT IS IMPORTANT FOR THE STUDENT TO REMEMBER THAT STANDARD PRECAUTIONS NEED TO BE TAKEN WITH ALL PATIENTS.**

HANDWASHING POLICY/INFECTION CONTROL

Hand washing is the most important step in preventing the spread of hospital acquired infections. In order to protect our patients, fellow students and staff members, it is vital that we wash our hands before and after each exam we perform. Hand washing with soap should be a minimum of 15 seconds. The hospital provides an alcohol-based waterless antiseptic. Washing hands with soap and water must be done after caring for a patient on contact precautions for C-difficile and when hands are visibly soiled. Hand washing with the use of alcohol-based waterless antiseptic must be done in front of the patient.

The only acceptable hand lotions, sanitizer and soap are provided by Valley Health and **must** be used by the students and staff according to Valley Health Policy

Failure to follow this policy will result in **disciplinary action**.

OBTAINING TWO PATIENT IDENTIFIERS

It is a requirement that two patient identifiers be obtained from our patients prior to doing their exam. Two patient identifiers consist of the patient stating the full name and date of birth. This information should be given in the exam room, **not** in the hallway or patient holding bay. Obtaining these identifiers helps ensure that we are doing the **correct** exam on the **correct** patient.

Failure to follow this policy resulting in the wrong patient being examined or the wrong exam being performed will result in **an immediate corrective action**.

TERMINAL COMPETENCIES

The Essentials and Guidelines of an Accredited Educational Program for the Sonography define terminal competencies as "terminal evaluations which serve as a reliable indicator of the effectiveness of instruction and course design."

"Criteria for successful performance should be equitably applied without discrimination, and provision for dismissal from the program should be made for students who do not make satisfactory progress according to these criteria."

Terminal competencies shall include, but not be limited to, the following list.

The graduate shall be able to:

1. Anticipate and provide basic patient care and comfort, recognize emergency patient conditions, and initiate first aid and basic life support.
2. Operate sonographic equipment, positioning the patient to perform sonographic examinations and procedures, while practicing radiation protection for the patient, oneself and others.
3. Determine correct transducer and machine setting to obtain diagnostic quality sonograms with minimum acoustic exposure.
4. Utilize critical thinking skills to modify standard procedures to accommodate for patient condition and other variables.
5. Evaluate sonographic images for appropriate positioning, quality and thorough interrogation of the body part. Demonstrate knowledge and skills relating to quality assurance including the knowledge of safe limits of equipment operation.

Student must have completed the program with an overall average of 85% in each semester in both clinical and didactic courses.

GRADUATION

A certificate will be awarded during commencement ceremonies following the successful completion of the sixth semester. The ceremony will be conducted in conjunction with the exercises for the WMC Medical Radiography Program. A check-off sheet will be given to the student prior to graduation to ensure that all criteria for graduation have been met.

Students lacking competency grades or required make-up time may be allowed to participate in the commencement ceremonies but will not receive a certificate until all criteria for graduation is met.

Students who have received a suspension, may not be eligible to participate in commencement depending upon the reason for the suspension and if the student has completed all didactic and clinical work.

All time missed due to suspension must be made up at the end of the program. Certificates will be issued upon completion of make-up time.

COLLEGE CREDIT

Courses from a certification sonography program are usually not transferred for college credit.

It is entirely up to the institution to give credit for this program.

THE AMERICAN REGISTRY OF DIAGNOSTIC MEDICAL SONOGRAPHERS EXAMINATION

To become eligible to sit for the National Registry Examination given by the American Registry of Diagnostic Medical Sonographer (**ARDMS**), it is necessary to have completed one year of scanning/clinical experience in addition to a two year Allied Health program or a BS degree in any major.

RESPONSIBILITIES OF THE APPLICANT

It is the sole responsibility of the applicant to complete the requirements of the application for certification process once he/she has received the application and on-line instruction and has met the primary deadlines (as previously indicated) highlighted by the Program Director or designee.

Those responsibilities of the applicant include (but are not limited to):

- Reading the application and on-line instructions.
- Completing the application form.
- Submit application fees as required.
 - **The current registry examination fee is \$225 for the physics exam and \$250 for a specialty exam. Additional specialty exams are \$250 each.**
 - **Application fees for the registry examination are subject to change.**
- Obtaining appropriate letters documenting scanning experience
- Submitting the application.
- Providing documentation to substantiate the ARDMS qualifications for clinical competency.
- Providing documentation to substantiate ARDMS prerequisite requirements (BS degree or Allied Health transcripts).
- Providing any additional documentation to satisfy ARDMS requirements.
 - Explanation of any suspensions that occurred during the program
 - Explanation of any felonies charged to the applicant
- Schedule testing date.

The applicant for the ARDMS examination must meet all requirements of the Medical Sonography Program and the ARDMS prerequisites in order to be able to sit for and receive the results of the examination. Failure to follow policy and procedure may result in the applicant incurring penalty fees and retaking the examination.

CONTINUING CERTIFICATION

Certification is renewable yearly and is the responsibility of the sonographer.

The sonographer must obtain 30 continuing education credits within each 3 year period (triennium) to be eligible for registry renewal.

Upon receipt of registered status, it is suggested that the sonographer join local, state, and national professional associations for sonographers if he/she has not participated as a student. These organizations offer continuing education and scholarship opportunities that should prove useful to technologists.

POLICY CHANGES

Over the period of the school term, it may be necessary to change or add policies to the handbook. When this occurs, students will be notified and documented with signatures of the students on the new policy.

PROGRAM OFFICIALS

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