MOREHEAD STATE UNIVERSITY
College of Science
Department of Kinesiology, Health, and Imaging Sciences
Diagnostic Medical Sonography Program

DMS 400 HCE: Diagnostic Medical Sonography Student Handbook and Clinical Education Manual

2015-2016
# Diagnostic Medical Sonography Student Handbook and Clinical Education Manual

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Part I

Student Handbook
ACCEPTANCE OF RESPONSIBILITY

The Diagnostic Medical Sonography Student Handbook has been reviewed with me and I have had the opportunity to clarify information in the handbook. I accept the responsibility for understanding the procedures set forth and for complying with them throughout my enrollment in the Program.

________________________________________________________________________
STUDENT NAME (PRINTED)

________________________________________________________________________
STUDENT SIGNATURE    DATE
Dear Student:

Welcome to the Diagnostic Medical Sonography Program at Morehead State University (MSU). I am pleased that you have selected our program to prepare for your career in sonography.

This Student Handbook is a supplement to the MSU Student Handbook and the Undergraduate Catalog. I encourage you to read it carefully and to clarify any questions you may have, as this information is important to your success at MSU. All students are responsible for reading and adhering to the program policies, rules and regulations as provided in this document.

The faculty and I wish you success in your pursuit of a career in diagnostic medical sonography.

Sincerely,

[Signature]

Wretha G. Goodpaster, MSRS, RT (R) (M) (QM) (CT), RDMS, RVT
Diagnostic Medical Sonography Program Coordinator
SECTION I

DEPARTMENT AND PROGRAM INFORMATION
Administrative and Instructional Personnel

Wayne Andrews, Ed.D.  President
Steve Ralston, Ph.D.  Provost & Vice President of Academic Affairs
Roger McNeil, Ph.D.  Dean, College of Science
Donna Wright, Ed. D.  Chair, Department of Kinesiology, Health, and Imaging Sciences
Wretha G. Goodpaster  Diagnostic Medical Sonography Program Coordinator
  MSRS, RT (R) (CT) (M) (QM), RDMS, RVT  Associate Professor
Marcia J. Cooper  Diagnostic Medical Sonography Clinical Coordinator
  MSRS, RT (R) (M) (CT) (QM), RDMS, RVT  Associate Professor

Department of Kinesiology, Health, and Imaging Sciences Mission Statement

The mission of the Department of Kinesiology, Health, and Imaging Sciences is to prepare qualified graduates in the area of imaging sciences through current educational methodologies. The faculty, in collaboration with internal and external groups, will foster the development of a learning environment that is responsive to local and national trends in health care.

Diagnostic Medical Sonography Program Mission Statement

The Diagnostic Medical Sonography Program, in conjunction with the Department and University’s Mission, is committed to preparing graduates to function as competent entry level sonographers and to provide a foundation for continued lifetime learning designated in diagnostic medical sonography.

Diagnostic Medical Sonography Program Goals

1. Students will be prepared to practice as competent entry level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

2. Students will integrate scientific knowledge and technical skills with effective communication methods to provide quality care and useful diagnostic information.

3. Students will employ critical thinking.
### Diagnostic Medical Sonography Core Curriculum

**Summer II**
- DMS 400  Introduction to Sonography  1
- DMS 402A  Scanning Techniques I  1
- DMS 408  Sonographic Sectional Anatomy  2
  **Total**  4

**Fall Semester**
- DMS 410  Abdominal Sonography  2
- DMS 412A  Scanning Techniques II  1
- DMS 416A  Scanning Techniques III  1
- DMS 418  Genitourinary Sonography  2
- DMS 420  Sonographic Physics and Instrumentation I  2
- DMS 430  Sonography Internship I  6
  **Total**  14

**Spring Semester**
- DMS 426A  Scanning Techniques IV  1
- DMS 428  Obstetrical Sonography  2
- DMS 438  Selected Topics in Sonography  2
- DMS 441  Sonographic Physics and Instrumentation II  2
- DMS 442A  Scanning Techniques V  1
- DMS 450  Sonography Internship II  6
  **Total**  14

**Summer I**
- DMS 470  Sonography Internship III  4
  **Total**  4

**Summer II**
- DMS 490  Sonography Internship IV  3
- DMS 499C  Seminar in Sonography  3
  **Total**  6

**SONOGRAPHY PROGRAM TOTAL**  42
Course Descriptions

DMS 400. Introduction to Sonography. (1-0-1); III. Co-requisites: DMS 402A and 408. Restriction: Admission into the diagnostic medical sonography program. An introduction to diagnostic medical sonography with emphasis on the history of sonography, the professional role of the sonographer, and the correlation of clinical laboratory tests to sonographic procedures. Four hours of didactic instruction per week for four weeks.

DMS 402A. Scanning Techniques I. (0-2-1); III. Co-requisites: DMS 400 and 408. Restriction: Admission into the diagnostic medical sonography program. An introduction to the performance of sonographic procedures. Emphasis is on equipment operation, image production, and basic scanning techniques. Eight hours of laboratory experience per week for four weeks.

DMS 408. Sonographic Sectional Anatomy. (2-0-2); III. Co-requisites: DMS 400 and 402A. Restriction: Admission into the diagnostic medical sonography program. A study of sectional anatomy as visualized by sonographic imaging. Anatomic areas include abdominal viscera and vasculature, superficial structures, male and female pelvis, and fetal anatomy. Eight hours of didactic instruction per week for four weeks.

DMS 410. Abdominal Sonography. (2-0-2); I. Prerequisites: DMS 400, 402A and 408. Co-requisites: DMS 412A, 416A, 418, 420, and 430. Restriction: Admission into the diagnostic medical sonography program. A study of abdominal organs and superficial structures with emphasis on examination protocols, image production and evaluation, normal and pathologic interpretation and relation of laboratory values to pathologic conditions. Four hours of didactic instruction per week for the first eight weeks of the semester.

DMS 412A. Scanning Techniques II. (0-2-1); I. Prerequisites: DMS 400, 402A and 408. Co-requisites: DMS 410, 416A, 418, 420, and 430. Restriction: Admission into the diagnostic medical sonography program. Applied principles of sonographic procedures such as abdomen, superficial structures, and fetal measurements in a dedicated laboratory setting. Emphasis is on examination protocols, equipment operation, and clinical application. Four hours of laboratory experience per week for the first eight weeks of the semester.

DMS 416A. Scanning Techniques III. (0-2-1); I. Prerequisites: DMS 400, 402A and 408. Co-requisites: DMS 410, 412A, 418, 420 and 430. Restriction: Admission into the diagnostic medical sonography program. Applied principles of genitourinary sonography and introductory physics in a dedicated laboratory setting. Emphasis is on examination protocols, instrument controls, and clinical applications. Four hours of laboratory experience per week for the first eight weeks of the semester.

DMS 418. Genitourinary Sonography. (2-0-2); I. Prerequisites: DMS 400, 402A and 408. Co-requisites: DMS 410, 412A, 416A, 420 and 430. Restriction: Admission into the diagnostic medical sonography program. A study of genitourinary sonography with emphasis on examination protocols, image production and evaluation, normal and pathological interpretation and relation of laboratory values to pathologic conditions. Four hours of didactic instruction per week for the first eight weeks of the semester.
DMS 420: Sonographic Physics and Instrumentation I. (2-0-2); I. Prerequisites: DMS 400, 402A and 408. Co-requisites: DMS 410, 412A, 416A, 418, and 430. Restriction: Admission into the diagnostic medical sonography program. The introductory study of sonographic physics and instrumentation with emphasis on sound wave concepts, beam patterns, transducers, pulsed echo instrumentation and image storage and display. Didactic content will be applied in co-requisite scanning sessions. Four hours of didactic instruction per week for the first eight weeks of the semester.

DMS 426A. Scanning Techniques IV. (0-2-1); II. Prerequisites: DMS 410, 412A, 416A, 418, 420 and 430. Co-requisites: DMS 428, 438, 441, 442A, 450 and RSCI 499C. Restriction: Admission into the diagnostic medical sonography program. Applied principles of sonographic procedures of the reproductive organs in the gravid state. Emphasis is on examination protocols, equipment operation, and scanning techniques. Four hours of laboratory experience per week for the first eight weeks of the semester.


DMS 430. Sonography Internship I. (0-24-6); I. Prerequisites: DMS 400, 402A and 408. Co-requisites: DMS 410, 412A, 416A, 418, and 420. Restriction: Admission into the diagnostic medical sonography program. Clinical application of technical and professional aspects of diagnostic sonography in a healthcare setting with emphasis on performance of areas such as gynecology, abdomen, and superficial anatomy. Eight hours of clinical experience per week for the first eight weeks. Forty hours of clinical experience per week for the second eight weeks of the semester.

DMS 438. Selected Topics in Sonography. (2-0-2); II. Prerequisites: DMS 410, 412A, 416A, 418, 420 and 430. Co-requisites: DMS 426A, 428, 441, 442A, 450 and RSCI 499C. Restriction: Admission into the diagnostic medical sonography program. A study of advanced sonographic techniques including topics such as contrast media, physician-guided procedures, and evaluation of the musculoskeletal system. Four hours of didactic instruction per week for the first eight weeks of the semester.

DMS 441. Sonographic Physics and Instrumentation II. (2-0-2); II. Prerequisites: DMS 410, 412A, 416A, 418, 420 and 430. Co-requisites: DMS 426A, 428, 438, 442A, 450, and RSCI 499C. Restriction: Admission into the diagnostic medical sonography program. The advanced study of sonographic physics and instrumentation with emphasis on Doppler instrumentation, spectral analysis, color flow imaging, image characteristics and artifacts, quality assurance, bioeffects and safety considerations. Didactic content will be applied in co-requisite scanning sessions. Four hours of didactic instruction per week for the first eight weeks of the semester.
DMS 442A. Scanning Techniques V. (0-2-1); II. Prerequisites: DMS 410, 412A, 416A, 418, 420, and 430. Co-requisites: DMS 426A, 428, 438, 441, 450, and RSCI 499C. Restriction: Admission into the diagnostic medical sonography program. Applied principles of the advanced study of sonographic physics and instrumentation with emphasis on Doppler instrumentation, spectral analysis and color flow imaging in a dedicated laboratory setting. The student will also gain experience in developing a quality assurance program for an ultrasound department. Four hours of laboratory experience per week for the first eight weeks of the semester.

DMS 450. Sonography Internship II. (0-24-6); II. Prerequisites: DMS 410, 412A, 416A, 418, 420, and 430. Co-requisites: DMS 426A, 428, 438, 441, 442A, and RSCI 499C. Restriction: Admission into the diagnostic medical sonography program. Clinical application of technical and professional aspects of diagnostic sonography in a healthcare setting which continue to build on experiences obtained in preceding sonography courses. Eight hours of clinical experience per week for the first eight weeks. Forty hours of clinical experience per week for the second eight weeks of the semester.

DMS 470. Sonography Internship III. (0-40-4); IV. Prerequisites: DMS 426A, 428, 438, 441, 442A, 450 and RSCI 499C. Restriction: Admission into the diagnostic medical sonography program. A continuation of technical and professional aspects of diagnostic sonography in a health care setting with emphasis on the role of the sonographer as an entry level practitioner. Forty hours of clinical experience per week for four weeks.

DMS 490. Sonography Internship IV. (0-32-3); III. Prerequisites: DMS 470. Co-requisite: DMS 480. Restriction: Admission into the diagnostic medical sonography program. A continuation of technical and professional aspects of diagnostic sonography in a health care setting with emphasis on the role of the student as an independent entry level sonographer. Evaluation includes areas such as abdomen, superficial structures, gynecology, and obstetrics. Thirty-two hours of clinical experience per week for four weeks.

DMS 499C. Seminar in Sonography. (3-0-3); III. Prerequisite: successful completion of previous DMS required courses listed in the curriculum. Corequisite: DMS 490. A review of diagnostic sonography content with consideration of clinical systems, sonographic patterns, and technical aspects. Ten hours of didactic experience per week for four weeks. This course satisfies the integrated component for general education.

CLEP Tests

Credentialled sonographers may elect to take a College Level Examination Program (CLEP) test in their credentialled area. Please refer to the Challenge Exam Policy in Section II of this manual.

Academic Achievement Award

The Academic Achievement Award is presented each year to one student with the highest grade point average. Cumulative grade point average calculations are completed on each student at the end of the fall semester of the program. Presentation of the award to the selected
student will be made during Morehead State University’s Honors Week in the spring semester prior to graduation.

**Graduation**

An Application for Degree form must be submitted to the MSU Registrar's office at least one semester before degree requirements are completed. The form is available on-line at [www.moreheadstate.edu/registrar](http://www.moreheadstate.edu/registrar) and should be submitted in February prior to graduation. A list of degree candidates is posted outside the MSU Registrar's office at least two weeks prior to the end of each term. (For further details see the university catalog). Graduates may go through the May Commencement ceremony prior to their completion of the program.

**Diagnostic Medical Sonography Certification Eligibility Statement**

The Diagnostic Medical Sonography Program graduate may be eligible to sit for the American Registry of Diagnostic Medical Sonography (ARDMS) certification examinations.

To be considered for eligibility for sonography certification, the applicant must not have been convicted of, pleaded guilty, or pleaded nolo contendere to a crime that is directly related to public health or the provision of diagnostic medical sonography/vascular technology services. Additional terms and conditions may apply, please refer to the ARDMS Information and Examination Application Booklet.

**CPR Certification**

It is the responsibility of the student to obtain and maintain certification of Cardiopulmonary Resuscitation for the “Health Care Worker” while enrolled in the Program. These courses are offered by the Allied Health Education Center (AHEC), but students may meet these obligations through courses elsewhere. Students who do not maintain this certification will not progress (See Academic Policy on Progression).

**Health and Physical Requirements**

The student must provide documentation of meeting the programs’ health and physical requirements. The student must keep these records current for the duration of the program. Students who do not maintain these requirements will not be allowed to progress in the program (See Academic Policy on Progression).

**Criminal Background Check and Drug Testing**

Clinical education is a mandatory component of the program. Due to accreditation requirements of the clinical education centers, students are required to obtain a criminal background check and undergo drug testing prior to acceptance to the clinical assignment. Currently this service is provided by Certified Background.Com. Students will be provided an information sheet explaining the on-line registration and testing process. Students must complete the application process by the end of the third week in July. Faculty will notify the students at a later date during the summer session when the drug testing is to be completed. The student is responsible for the incurred cost for the services provided by the testing
company. The incurred cost to the student is approximately $120.00. Any student who fails acceptance into the clinical assignment will be unable to complete the program.

**Student Health Services Fee and Health Insurance**

All students are required to pay a student health services fee as stipulated by the University. This fee will entitle the student to the basic services provided by the office of Counseling and Health Services (for further details see the Undergraduate Catalog and the "Eagle", MSU Student Handbook).

In addition, all students are individually responsible for obtaining adequate health insurance or for paying any bills incurred for medical treatment while on campus or assigned to a Clinical Education Center. Students wishing to purchase health insurance through a group policy available to Morehead State University students may contact the Bureau of Student Affairs office (see MSU Student Handbook for details).

**Clinical Education Experiences**

Students must complete an extensive clinical education curriculum that is designed to develop the student’s potential for becoming a highly qualified sonographer. In addition to didactic and laboratory courses, the student will be assigned to three clinical education centers during the program. These educational experiences will provide the student with many opportunities to apply sonography concepts.

Students may be assigned to a health care facility that requires distant travel or relocation. Clinical experiences and formal lectures may be required during various hours of the day, evening, and night.

These assignments are made by the program, and even though the program may ask students for their preference in assignments, there are no guarantees that students will be assigned to any of their preferences. Assignments may also have to be changed due to situations in a hospital setting or students not being able to progress. The program reserves the right to make any necessary changes in clinical rotations.

While on "internship" at an affiliating hospital, the student will receive instruction on both the equipment operation and the routine procedures performed there. Following instruction and demonstration, students will be evaluated and counseled on their competency in performing standard imaging procedures.

Students will also be evaluated in areas of professional behavior, professional appearance, and upkeep of the assigned room. (For specifics on evaluation procedures see Clinical Code of Conduct; Rules and Regulations and the Clinical Education Manual).

**Clinical Education Centers**

| Baptist Health Lexington       | Lexington, KY |
| Baptist Health Richmond        | Richmond, KY  |
| Cabell Huntington Hospital     | Huntington, WV|
| Cabell Huntington Perinatal    | Huntington, WV|
Clark Regional Medical Center, Winchester, KY
Community Medical Associates, Louisville, KY
Harper OB/GYN, Prestonsburg, KY
Highlands Regional Medical Center, Prestonsburg, KY
King’s Daughters Medical Center, Ashland, KY
Our Lady of Bellefonte Hospital, Ashland, KY
Paul B. Hall Medical Center, Paintsville, KY
Pikeville Medical Center, Pikeville, KY
Pikeville Medical Women’s Care Center, Pikeville, KY
Primary Plus OB/GYN, Maysville, KY
Southern Ohio Medical Center, Portsmouth, OH
Southern Ohio Medical Center OB & GYN, Portsmouth, OH
St. Claire Regional Medical Center, Morehead, KY
St. Joseph Hospital, Lexington, KY
St. Joseph – Mt. Sterling, Mt. Sterling, KY
St. Joseph East, Lexington, KY
Three Rivers Medical Center, Louisa, KY
UK Healthcare Good Samaritan, Lexington, KY
UK Women’s Health OB & GYN, Lexington, KY

Patient Confidentiality

The student must understand that all information regarding the patient must be kept confidential under the provision of state and federal law. Violators of state and federal law may subject the violator to criminal penalties pursuant to the law.

Fees and Expenses

There are fees and expenses specific to the program that is in addition to those required by the University. These are subject to change without prior notification.

They include the purchase of student liability insurance, uniforms with lab coat, clinical shoes, identification name badge, and all housing, parking and transportation expenses incurred during clinical internship assignments. Students are also responsible for all fees, criminal background checks, drug testing, certification examinations and applicable course fees (includes Trajecsys fee of $100 and liability insurance fee).

Student Identification Name Badge

All students must purchase identification name badges, which are to be worn on the uniform while attending clinical affiliate education assignments. The name badges are purchased through the University for an approximate cost of $5.00 per badge.

Liability Insurance

For the protection of the students and the clinical education centers, all students are required to carry individual professional liability insurance while they are enrolled in the program. The
liability insurance utilized by MSU is provided by a group policy written for the Program by Marsh US Consumer, a Service of Seabury and Smith Inc. The liability insurance is purchased through MSU at an annual cost of approximately $20.00 per student. The professional liability protection program named above provides up to $1,000,000 coverage per individual insured or for each medical incident that occurs while students are participating in activities that are part of, and a requirement of, the student's curriculum. The following are highlights of the insurance coverage.

♦ The insurance company shall have the right and duty to defend any suit against the student.

♦ Payment for judgments against the student, including court costs, up to $1,000,000.

♦ Supplementary payments including premiums on appeal bonds and payments up to $25.00 per day for actual loss of earnings.

**Grading Scale**

In program courses, all examinations, quizzes, campus laboratory evaluations, and clinical evaluation grades are carried out to two decimal points. The percentage point grading scale is as follows:

- A = 92.0% - 100.0%
- B = 84.0% - 91.0%
- C = 76.0% - 83.0%
- D = 68.0% - 75.0%
- E = Below - 67.0%

**Program Attendance**

The students are required to attend all classes offered in the didactic and campus laboratory for which they have registered. If there is to be an unavoidable absence, the student must inform the instructor in advance, if possible, and be fully responsible for obtaining material and/or assignments given during the class or laboratory time missed. Deliberate “cuts” are not excused; however, an excused absence from class can be obtained under certain circumstances (for details see the “Eagle”, Morehead State University Student Handbook and the Clinical Code of Conduct).

Students will not be released from clinical education requirements during the hours of 8:00 a.m. to 4:30 p.m. to take additional college courses.

Students will follow the academic calendar as scheduled by the University (See Undergraduate Catalog). Students must take their vacation days only during scheduled university “breaks”. Any student who does not adhere to this regulation, will receive a zero (0) grade for all assigned work, quizzes, and tests that are due or missed during these deliberate “cuts”.


A student may elect to take a leave of absence from the program for one year for personal reasons; however, the reinstatement standard will apply (See Academic Policy on Reinstatement).

Cell phone usage is strictly prohibited in the didactic, laboratory and clinical settings.

**Inclement Weather during Clinical Assignment**

In the case of inclement weather and the students are unable to travel to their assigned clinical, the following options will be available.

1. If road conditions are hazardous and students are not able to drive to their assigned clinical, the time missed will be excused and the student will be allowed to make up clinical course requirements. Clinical instructors and faculty will evaluate each case individually for hazardous road conditions and dates for make-up of course requirements.

2. If Morehead State University cancels classes due to weather conditions, students will be excused in all clinical affiliates for those dates.

In the event that clinical students do not realize that MSU has canceled classes and report to clinical for their assigned shift, the acquired clinical time will accumulate for future excused absences or professional activities such as a job interview. Use of banked time for such events must be pre-approved by the Clinical Coordinator.

**Make-up Examinations**

This regulation applies to the didactic, campus laboratory, and clinical setting. It is the students’ responsibility to notify their instructor prior to test/evaluation time, if possible, that he/she will be absent during the examination. It is the students’ responsibility to request a make-up examination if the instructor deems the absence “excused”. It is the individual faculty member’s right to select the test content, the date, and the time of the make-up examination.

**Professional Meetings and Continuing Education Sessions**

Students are encouraged to become involved in professional organizations such as the Society of Diagnostic Medical Sonographers, American Society of Radiologic Technologists, the Kentucky Society of Radiologic Technologists, International Society of Magnetic Resonance Technologists, and any district (local) Imaging Sciences societies which may be available. These organizations promote the profession and offer numerous benefits including continuing education offerings, professional publications, and networking opportunities. Students who take advantage of these opportunities shall more readily develop a strong background in professional awareness, ethical behavior, and technical knowledge within the health field. For this reason, the faculty believes that involvement in professional organizations will enhance the student's attainment of stated program objectives.
Students who attend educational-related activities and/or verifiable continuing education sessions pertinent to their field may receive credit for clinical hours equal to the time spent in these activities.

Due to the short duration of the clinical rotations and the extensive course requirements, the maximum amount of credit awarded will be two days (16 hours) of clinical time for the duration of the program (pending approval).

The following guidelines must be met:

1. Permission must be granted by the Clinical Coordinator, Program Coordinator, and/or Department Chair (as applicable). Students will not be considered for approval if clinical requirements are not up-to-date.

2. At least one month prior to the scheduled meeting (sooner if possible), the student must present a meeting agenda clarifying the meeting’s offerings to the individuals listed above.

3. Pending approval, the student is required to have the Continuing Education Verification Form (from Section IV of this manual) completed by an official meeting verifier at the professional meeting.

4. To receive credit for the meeting, the original form must be presented to the Clinical Coordinator immediately upon return from the meeting. Faxes or copies with signatures will not be accepted. Additionally, the student must present proof of CEUs earned during the meeting i.e. stamped verification of attendance for each session.

5. It is the student’s responsibility to make all meeting arrangements (registration, transportation, motel, meals, etc.) and to conduct themselves in a professional manner during these activities.

Note: Neither the faculty nor the University shall be liable for the behavior, health, or activities of students attending off-campus professional functions which are not part of the Imaging Sciences curriculum.

**Student Representation on Program Advisory Committee**

The committee is composed of directors and clinical instructors from each affiliated clinical education center, Dean of the College of Science, Chair of the Department of Kinesiology, Health, and Imaging Sciences, Diagnostic Medical Sonography Coordinator, Program faculty, and student representatives.

The student representatives are elected by their peers by secret ballot. The election is held at the beginning of the fall semester. These students who accept their elected appointment as advisory committee representatives have the responsibility of attending each scheduled advisory meeting and presenting, to the best of their ability, the students’ point of view.
pertaining to agenda items for discussion. Student representatives are also responsible for “polling” their fellow classmates concerning program improvements so that he/she can make the appropriate suggestions to the committee.

Student Employment Regulations

Students who are employed must exercise proper judgment in the number of hours they work during the academic calendar when classes are in session. This will help assure that their scholastic standing in the program does not become jeopardized. All students are expected to regard their responsibilities to the program curriculum as their first priority. Employment schedules must not conflict with course enrollment or with assigned clinical schedules.

Students will not be assigned to a clinical education center where they are employed as a staff sonographer.

Students are strictly prohibited from receiving monetary compensation (hourly wages, tips, etc.) for the procedures and duties performed during their clinical education assignments.

Learning Resources

Audiovisual resources such as anatomic models and the program's computer-assisted educational software pertaining to Diagnostic Medical Sonography are available in the Sonography Laboratory located in CHER 402. These resources are recommended for student’s usage to enhance their knowledge and research in this health care profession.

Special Accommodations

Any student who feels that he or she may need an accommodation for any sort of disability should make an appointment to see the program coordinator during office hours as soon as possible.

Americans with Disabilities Act (ADA)

In compliance with the ADA, all students with a documented disability are entitled to reasonable accommodations and services to support their academic success and safety. Though a request for services may be made at any time, services are best applied when they are requested at or before the start of the semester. To receive accommodations and services the student should immediately contact the Disability Services Coordinator in the Office of Academic and Career Services, 204-E ADUC, 606-783-5188, www.moreheadstate.edu/disability

Campus Safety Statement

Emergency response information will be discussed in class. Students should familiarize themselves with the nearest exit routes in the event evacuation becomes necessary. You should notify your instructor at the beginning of the semester if you have special needs or will require assistance during an emergency evacuation. Students should familiarize themselves with emergency response protocols at http://www.moreheadstate.edu/emergency.
Laboratory Rules

The scan lab (CHER 402) contains four completely operational ultrasound machines. Students must adhere to the following rules for use of the scan lab.

1. Other than scheduled laboratory sessions, students must have permission of the Sonography faculty prior to entering the sonography lab. Students enrolled in sonography labs are provided adequate “scan-time” during laboratory sessions and should make good use of that time. Students will not be permitted to use the sonography scan labs outside of lab time except for extenuating circumstances and by the permission of the designated faculty.

2. Students are not allowed to scan without supervising faculty present within the laboratory.

3. Smoking, eating, or drinking in the scan laboratory is strictly prohibited.

4. Students should not be on stretchers, beds or in wheelchairs unless they are being used for classroom work. Abuse of any equipment can warrant dismissal. Any equipment broken may have to be replaced by the student.

5. All areas within the laboratory must be kept clean, neat, and orderly at all times. Students are required to assist with this endeavor.

6. Students must conduct themselves in a professional manner at all times when working within the laboratory.

7. Any student who misses a scheduled laboratory session due to an excused absence must make-up the learning activities missed on the day designated by the supervising faculty member.

8. Students are not allowed to operate any of the equipment contained in the laboratory until they have received faculty instruction regarding its usage.

9. All equipment not operating properly must be reported as soon as possible. Quick action can possibly prevent costly repairs at a later date.

10. Students are responsible for returning any equipment they utilize to its proper location.

11. Any equipment breakage that occurs in the campus laboratory must be reported promptly. Students will not be responsible for replacing or repairing the broken equipment unless the breakage has occurred from willful mishandling by the student.

12. Willful mishandling of equipment by the student will result in a conference with the Coordinator to determine the reasons for the incident and the appropriate disciplinary action, if any.
Academic Honesty Regulation

The faculty expects students to maintain a high standard of academic integrity. The program functions best when its members treat one another with honesty, fairness, respect, and trust. Therefore, an individual should realize that dishonesty for the purpose of individual gain is an offense against the program and the profession. Dishonesty includes, but is not limited to cheating, plagiarism, and misrepresentation.

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

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

Misrepresentation is defined as work submitted improperly or falsely to meet course requirements. For example: falsifying records or replacing a student for examination or laboratory evaluation.

A student who commits any of these acts will be disciplined according to the University’s Academic Honesty Policy published in the Undergraduate Catalog.

Verbal Warnings and Student Conference Reports

During program enrollment, each student is responsible for strictly adhering to program policies, rules, and regulations, educational requirements issued by program administration, and hospital policies. Students who fail to meet any of the criteria mentioned above can expect the following action(s) to occur:

1. The student will verbally or in writing receive a warning from the program faculty or Clinical Instructor(s) to correct the deficient behavior(s) and/or practice(s).

2. The student who receives three (3) warnings for the same or separate incidences shall receive a 1-day unexcused suspension from the clinical setting. A fourth occurrence will result in a 3-day unexcused suspension.  
   Note: The documented verbal warnings are cumulative and carry over from one clinical internship assignment to the next.

3. The Student Conference Reports may be waived and the student immediately suspended or dismissed from the clinical education center and/or program if the proven occurrence is a serious violation of hospital or program policies, such as academic dishonesty, misrepresentation of occupational duties by the student to patient
and/or hospital personnel, medical malpractice, serious unethical conduct, theft, mistreatment of patients, breach of patient confidentiality, etc. The decision to suspend a student will be made by a review panel comprised of the Diagnostic Medical Sonography Program Coordinator and faculty, the Chair of the Department of Kinesiology, Health, and Imaging Sciences, and the Dean of the College of Science. Notification of the meeting date will be given to the student so he may be allowed to speak on his own behalf.

Student Due Process

The faculty recognizes the right of students enrolled in the program to express valid grievances, arising from day-to-day working relationships, without fear of recrimination. The following due process procedure has three methods that are to be used by the students. These methods have been developed to instruct the students in the proper communication path to be followed when seeking solutions, examinations, or answers to problems, which may occur between the student(s) and the faculty, or between students and clinical personnel. The method components for the procedure are as follows:

METHOD I: Applies to any sonography student or group of students recognizing a grievance in the clinical education site. The student wishing to seek due process for the problem must pursue the following procedure unless it relates to University Policy PG6, concerning Sexual Harassment.

STEP 1: Clinical Instructor

In order to minimize any misunderstanding, students are required to discuss their problem or complaint concerning the clinical education site with the designated clinical instructor within first two (2) weeks of the occurrence of the situation creating the grievance. The clinical instructor will investigate and obtain all pertinent factual information regarding the problem, and will provide the student(s) with a solution or a decision within three (3) academic days following the receipt of the verbal or written discussion of the problem. A report reflecting the discussion and decisions made will be submitted to the assigned university faculty, the student(s), and the clinical personnel involved.

STEP 2: Assigned University Faculty

If the grievance is not satisfactorily solved by the clinical faculty, the student may appeal verbally or in writing to the assigned university faculty. The assigned university faculty will obtain all pertinent factual information and provide the student(s) with a written or verbal solution or explanation within five academic days following receipt of the problem. A report reflecting the discussion and decisions made will be submitted to the Clinical Coordinator (if the Clinical Coordinator is not the assigned university faculty member), the clinical instructor, the student(s), and the clinical faculty involved.
STEP 3:  Clinical Coordinator

If the grievance is not satisfactorily solved by the assigned university faculty, the student may appeal verbally or in writing to the Clinical Coordinator (if the Clinical Coordinator is the assigned University faculty then move to Step 4). The Clinical Coordinator will obtain all pertinent factual information and provide the student(s) with a written or verbal solution or explanation within five academic days following receipt of the problem. A report reflecting the discussion and decisions made will be submitted to the Diagnostic Medical Sonography Program Coordinator, assigned university faculty, the clinical instructor, the student(s), and the clinical personnel involved.

STEP 4:  Diagnostic Medical Sonography Program Coordinator

If the grievance is not satisfactorily solved by the Clinical Coordinator, the student(s) may appeal in writing to the Diagnostic Medical Sonography Program Coordinator. The Coordinator will review all pertinent factual information and provide the student(s) with a written solution or explanation within five academic days following receipt of a problem. A report reflecting the discussion and decisions made will be submitted to the Chair of the Department of Kinesiology, Health, and Imaging Sciences, the Clinical Coordinator, the assigned university faculty, the clinical instructor, the student(s) and the clinical personnel involved.

STEP 5:  Chair, Department of Imaging Sciences

If the decision of Step 4 does not provide a satisfactory solution to the problem, the student(s) may appeal in writing to the Chair of the Department of Kinesiology, Health, and Imaging Sciences. The Department Chair will review the problem and provide the student(s) with a solution or explanation within five academic days following receipt of the written grievance. A report reflecting the discussion and decisions made will be submitted to the Dean of the College of Science, Diagnostic Medical Sonography Program Coordinator, the Clinical Coordinator, the assigned university faculty, the clinical instructor, the student(s) and the clinical personnel involved. The student will also need to file a Student Grievance Form as stipulated in the Academic Grievance Procedure listed in the University Undergraduate Catalog.

STEP 6:  Dean, College of Science

If the decision of Step 5 above does not provide a satisfactory solution to the problem, the student(s) may appeal in writing to the Dean of the College of Science. The Dean will review the problem and provide the student(s) with a solution or an explanation within five academic days of the receipt of the grievance. A report reflecting the discussion and the decisions made will be submitted to the Department Chair, the Diagnostic Medical Sonography Program Coordinator, the Clinical Coordinator, the clinical instructor, the assigned university faculty, the student(s) and the clinical personnel involved.

STEP 7:  Morehead State University Academic Standards and Appeals Committee
If the decision of Step 6 does not provide a satisfactory solution to the problem, the student(s) may appeal to the University Academic Standards and Appeals Committee within one week following the receipt of the Dean’s recommendation regarding the problem. Requests are to be in writing and made to the Morehead State University Provost. For further details see the Academic Grievance Procedure as stated in the University Undergraduate Catalog.

**METHOD II:** Applies to any sonography student or group of students recognizing a grievance regarding a grade, the instructor, the course content, or any aspect of the Sonography didactic courses and/or campus laboratory sections. The student must pursue the procedure listed in the University Undergraduate Catalog.

**METHOD III.** Applies to any sonography student or group of students recognizing a valid grievance involving a grade, the instructor, the course content, or any aspect of a Morehead State University faculty not employed for the Diagnostic Medical Sonography Program. The student must pursue the procedure listed in the University Undergraduate Catalog to resolve an academic grievance concerning a general education course, a sonography "support" course, or a course required for another program or major.

**Family Educational Rights and Privacy Act Of 1974**

The faculty intends to comply fully with Public Law 93-380; Family Rights and Privacy Act of 1974, which is commonly known as the "Buckley Amendment". This federal law was designed to protect student's privacy regarding educational records, to establish the rights of students to inspect and review their educational records and examinations, and to provide guidelines for the correction of inaccurate or misleading data through informal and/or formal hearings. Specifics of this legislation are stated in MSU’s Student Handbook, the "Eagle". Questions concerning the Family Educational Rights and Privacy Act of 1974 may be referred to the Diagnostic Medical Sonography Program Coordinator, or to the registrar of Morehead State University. Some of the general provisions of this legislation are as follows:

1. All students have the right to inspect and review educational records and tests.

2. All students have the right to review their educational records within a reasonable time, not to exceed 45 days, following the submission of a written request to the appropriate personnel.

3. Students have the right to a response from the school in reply to a reasonable request for explanations and interpretations of the educational records.

4. Students have the right to a hearing to challenge the contents of his or her records, and an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.

5. The school must have written consent from the student to release, or disclose, educational records and personally identifiable information to third parties.
6. Students have the right to designate the third party that is permitted access to, or disclosure of, the student's educational records.

7. Students have the right to file complaints concerning alleged failure by the Diagnostic Medical Sonography Program to comply with the requirements of this act.
SECTION II

Department of Kinesiology, Health, and Imaging Sciences and Diagnostic Medical Sonography Program Policies
MOREHEAD STATE UNIVERSITY
Department of Kinesiology, Health, and Imaging Sciences

ACADEMIC POLICY

A. Academic Standards

PURPOSE: To outline the academic standards for the department.

The student will:

1. Achieve a minimum grade of “C” in all program courses and all required general education and support courses applied toward the degrees.

2. Achieve a minimum cumulative grade point average of 2.0 by the completion of the program as defined by the University.

B. Standards for Progression

PURPOSE: To outline standards for progression in the department.

1. The student will achieve a minimum grade of “C” in all program courses to progress in the program.

2. The student will achieve a minimum grade of “C” in all general education and support courses. However, if the student does not meet this requirement he/she will be permitted to progress in the program courses but must repeat the course to remove the deficiency to meet degree requirements.

3. The student will adhere to the following guidelines with respect to deficiencies:

   a. A program course may only be taken twice to earn the required grade of “C”.

   b. A maximum of two program courses may be repeated.

   c. A student may withdraw from a program course only one time during the program.

   d. Each required general education and/or support course may only be repeated twice to earn the required grade of “C” or above.

   e. A student needing to repeat a program course must submit a written statement stating the desire to repeat the course. This statement must be received no later than one week after the registrar’s office has posted the grades (See Reinstatement Standard).
f. Courses repeated due to failure to achieve a grade of “C” or above does not change the number of failed courses.

4. The student may only be out of sequence for 12 months. If a student is out of sequence for longer than 12 months, the student must reapply for admission and repeat all program courses.

5. The student must provide and maintain current documentation of all required health records, CPR certification, and payment of liability insurance coverage. Failure to submit documentation will result in an inability to progress to clinical courses until documentation is received. The student will be unexcused for the clinical time missed.

6. The BSIS student must provide documentation of ARRT certification in radiography prior to the beginning of the fall semester.

7. A student must meet criteria for acceptance into the clinical education centers.

C. Standards for Reinstatement

PURPOSE: To outline the requirements for reinstatement into the program due to failure to meet academic standards, standards for progression, and leave of absence.

1. For reinstatement into the program, the student must have submitted a written statement of intent to remain in the program prior to the interruption.

2. Reinstatement will only be permitted if space is available in the class. Verification of space availability is the responsibility of the student. It is recommended that the student re-apply the following year for admissions to secure a position in the class.

3. A student who is out of program sequence because of failure to satisfactorily complete a required course(s) may be reinstated into the appropriate program course providing course failure(s) have not exceeded the limits as stated in the Progression Standard.

4. A re-entering student must prove competency in knowledge of all course content and laboratory skills or repeat all courses in the curriculum.

5. A student who fails to submit documentation of passage of the ARRT exam prior to the beginning of the fall semester will be dismissed from the respective advanced imaging program and must re-apply for admission.

6. Exceptions to this policy will be reviewed on an individual basis and final approval must be given by the faculty.
MOREHEAD STATE UNIVERSITY
Department of Kinesiology, Health, and Imaging Sciences

CHALLENGE EXAMINATION POLICY

PURPOSE: To outline the policy for obtaining program course credit by challenge examination.

ELIGIBILITY: Individuals eligible to obtain course credit through challenge examinations include the following:

1. Students transferring from an accredited radiography program.

2. Individuals registered in an advanced imaging modality/specific discipline in which credit is sought. Proof of registration must be submitted. Individuals wishing to challenge advanced imaging courses must have two years experience in the specific imaging modality in which credit is sought.

3. Prerequisite courses must be successfully completed before entry into the determined placement level.

TIME SEQUENCE: 1. Students may take challenge examinations after acceptance into the Bachelor of Imaging Sciences Program.

2. Each challenge exam may be taken once prior to enrollment in the respective course.

CHALLENGE EXAMS: 1. Students may challenge:

   a. Only courses for which challenge exams are provided. Individuals should contact the Coordinator to identify the courses.

   b. Courses successfully completed (grade equivalent to "C" or above) in the program from which he/she is transferring if course equivalency is questioned.

2. Transfer students must challenge courses completed more than three years prior to admission or repeat the course.

3. The student must demonstrate satisfactory performance of clinical skills required in successfully challenged courses as outlined above. In order to prepare for the challenge exam and skill evaluation, the appropriate course packet should be purchased at the bookstore. An appointment should be made.
with the appropriate instructor / course leader for evaluation of clinical skills.

4. Satisfactory completion of both the written exam and the clinical skills of a course will be indicated by “K” credit.

5. Results of the written exam and satisfactory completion of clinical skills must be submitted to the Academic Counseling Coordinator prior to the course offering in the established sequence.

6. The maximum number of credit hours that may be challenged is ten per degree.

Revised 4-16-04 Faculty
1-16-03/bd
MOREHEAD STATE UNIVERSITY

Diagnostic Medical Sonography Program

PREGNANCY POLICY

PURPOSE: To establish guidelines for the sonography student to follow in cases of pregnancy.

POLICY: Should a student become pregnant while enrolled in the Diagnostic Medical Sonography Program, the student may voluntarily declare her pregnancy to the University in writing. The University will work with the student as much as possible to assist with make-up work.

PROCEDURE:

Once a student has “declared her pregnancy”, the following events will take place:

1. The student will be advised that she may continue her educational program without modification or may elect to interrupt the sequence and re-enter the program one year later. If program interruption is selected, the student must follow the requirements outlined in the Academic Policy listed in the Student Handbook.

2. All excused absences must be made up. A student who has the baby during a scheduled course is responsible for making up missed assignments and/or clinical time upon release from her physician’s care. Depending on the student’s stage in the program and the amount of time missed, the pregnancy/delivery may result in an interruption of program sequence and may delay graduation. Due to the unique nature of our curriculum, students must follow the Academic Policy and cannot continue into the next semester until all requirements for the current semester have been met. If program sequence has not been interrupted, it is the student’s responsibility to contact the instructor to make up any missed assignments/exams and/or clinical time.

3. The student shall review protection practices (ALARA, etc.) with the Diagnostic Medical Sonography Program Coordinator and the Diagnostic Medical Sonography Clinical Coordinator.

4. The student shall adhere strictly to the clinical code of conduct for sonography assignments.

5. The student will not be allowed to participate as a volunteer in campus laboratory sessions on a regular basis.

6. The student will be informed of the following American Institute of Ultrasound Medicine’s clinical safety statement on biological effects:

No confirmed biological effects on patients or instrument operators caused by exposure at intensities typical of present diagnostic ultrasound instruments have ever
been reported. Although the possibility exists that such biological effects may be identified in the future, current data indicate that the benefits of the prudent use of diagnostic ultrasound outweigh the risks, if any, that may be present.

I have read the pregnancy policy and I understand its content.

___________________________________  __________________
Student’s Signature  Date

___________________________________  __________________
Witness Signature  Date
MOREHEAD STATE UNIVERSITY  
Department of Kinesiology, Health, and Imaging Sciences  

POLICY ON INFECTIOUS DISEASES  

The Department of Kinesiology, Health, and Imaging Sciences adheres to Morehead State University’s “Guidelines on Institution Response to AIDS.” Additionally, the following policy will be observed by the faculty and students in the Department of Kinesiology, Health, and Imaging Sciences.

1. Student Assignments In Clinical and Campus Laboratories

Students will be taught the precautions and practices to be taken to prevent the transmission of infectious diseases. These learning activities will be introduced during the first semester of the student’s program of study and reinforced and updated throughout the program. The student will satisfactorily demonstrate skill in standard precautions, prior to assignment to a client.

2. The universal precautions developed by the Centers for Disease Control (CDC) and Occupational & Safety Health Association (OSHA) will be followed in all clinical areas and campus laboratories.

A. Blood and body secretions shall be considered infectious in all cases. Blood and body secretions include visible blood, semen, vaginal secretions, tissue, and cerebrospinal synovial, pleural, peritoneal, pericardial, and amniotic fluids. Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, and vomitus unless they contain visible blood. Universal precautions do not apply to saliva except when visibly contaminated with blood or in the dental setting where blood contamination of saliva is predictable.

1. Hand washing, using a biocidal agent, is the most important precaution to be taken routinely.

2. Latex gloves (non-sterile) are to be worn to avoid direct contact with mucous membranes, open skin lesions, and percutaneous exposure to blood.

3. Gowns are recommended only if soiling of clothing with blood or body fluids is anticipated.

4. Masks are recommended for those who have direct contact with bronchial secretions or with clients who cough extensively or require tracheal or endotracheal suctioning.

5. Protective eye wear (glasses) are recommended in situation where blood and body secretions could be splattered.
B. Life threatening conditions-acute respiratory distress or cardiopulmonary arrest; with oral airway in place- client should be aerated with an ambu-bag rather than mouth-to-mouth resuscitation.

C. Needles and syringes should be disposable and disposed of in a rigid, puncture-resistant container and should not be recapped, purposely bent, broken, or cut.

D. Blood or other specimens should be obtained and handled in accordance with the procedure established for blood and body fluid precautions within the institution. Contaminated specimen containers and specimen spills should be disinfected according to the CDC guidelines for blood borne pathogens precautions using current appropriate disinfectants for that setting.

E. Soiled linens, laundry, and non-disposable articles contaminated with blood or body fluids should be handled according to the procedure established for blood and body fluid precautions within the institution.

F. Non-disposable surgical and invasive client care equipment, ventilator tubing, and laryngoscopes, should be sterilized according to recommendations of CDC and OSHA.

Students Who Are HIV Positive or Have AIDS

The student should be advised that HIV infections may cause immunosuppression and therefore increase the student’s susceptibility to infections potentially acquired from client-student interaction. Precautions should be taken when working with any patient/client who has any contagious disease.

HIV infected students with exudative or weeping skin lesions will not be allowed direct client contact. The determination of whether an infected student who is symptomatic should be excluded from providing direct care shall be made on a case-by-case basis by a team composed of appropriate university faculty/administrators and the student’s physician.

Guidelines For Exempting Students From Clinical Assignment To HIV Positive Client

1. Incompetent Immunological Systems: Students with diagnosed immunological deficiencies are at an increased risk for developing opportunistic infections.

2. Any student with an infectious process could further compromise the already incompetent immunological system of HIV positive client.
3. Confirmed Pregnancy: The risk of transmission of HIV infection to pregnant health care workers is not known to be greater than the risk to those not pregnant, however if a health care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from prenatal transmission. Because of this risk, pregnant health care workers should be especially familiar with, and strictly adhere to, precautions to minimize the risk of HIV transmission.

Based on current information, it may be prudent to excuse pregnant students from caring for HIV positive clients until further data is available.

**Mycobacterium Tuberculosis (TB)**

An estimated 10 to 15 million persons in the U.S. are infected with Mycobacterium tuberculosis. Persons at risk for TB include anyone who has ever had contact with a person with infectious TB.

Mycobacterium tuberculosis is spread through airborne particles, known as droplet nuclei, that can be generated when individuals with pulmonary or laryngeal TB sneeze, cough, speak, or sing. Infections occur when a susceptible person inhales droplet nuclei containing tubercle bacilli and these bacilli become established in the alveoli of the lungs and spread throughout the body.

A person exposed to an individual with infectious TB should be given a tuberculin skin test (Mantoux tuberculin skin test). Individuals with positive tuberculin skin test results should receive a chest X-ray and be evaluated for preventive therapy.

The early identification of individuals with infectious TB is essential. TB should be suspected in all persons who have symptoms consistent with TB (e.g. cough, fever, night sweats, chills, weight loss or loss of appetite). Precautions according to CDC guidelines should be taken to prevent the airborne transmission of infection until TB is diagnosed and treated or ruled out.

The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course. Decisions about longer exemptions (more than one clinical session) will be made in consultation with the student’s physician and appropriate university faculty-administrators.

**Confidentiality**

Individuals involved with health care-giving services that know they are infected with a communicable disease are ethically and legally obliged to conduct themselves responsibly in accordance with the following protective behaviors:

1. Seek medical advice.

2. Follow University and/or agency guidelines when involved in direct client care.
3. Be knowledgeable about the practice measures to prevent transmission of infectious disease.

4. No specific or detailed information concerning complaints or diagnoses will be approved to faculty, administrators, or even parents, without expressed written permission of the individual in each case. This position with respect to health record is supported by amendment to the Family Education Rights and Privacy Act of 1974. Health officials and other institutional officers must remember that all confidential medical/health care information is protected by statues and that any unauthorized disclosure may create legal liability.

Sources:


Center for Disease Control (1994) Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health-Care Facilities


The policy includes three components:

1. **Education**
2. **Immediate evaluation of exposure risk and immediate prophylactic treatment, when indicated, as outlined by the Center for Disease Control (CDC).**
3. **Follow-up**

The goals of this policy are to insure that appropriate post-exposure prophylactic medications be started using the CDC guidelines within two hours of the exposure or less, and that appropriate laboratory work-up, counseling and follow-up be provided. **Expenses incurred are the student’s responsibility.** Students are encouraged to investigate medical insurance as costs may exceed $1,000.00 should intervention be necessary as a result of a needle-stick.

1. **Education**

   All students are taught the precautions and practices to be taken to prevent the transmission of infectious diseases. These learning activities are introduced during the first semester of the student’s program of study and are reinforced and updated throughout the program. The student satisfactorily demonstrates skill in standard precautions prior to clinical assignment.

**Definitions**

- **Exposure incident** means a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials (PIM) that result from the performance of the student’s duties.

- **Source persons** means any individual, living or dead, whose blood or other PIM may be a source of occupational exposure to a student.

- **Immunoaassay** means an approved serological test or group of tests which is currently performed in an accredited clinical laboratory for the determination of HBV and HIV infection.
2. **Evaluation of Exposure Risk**

If you come into contact with another person’s blood or body fluid (e.g. through a needle stick injury or splash to mucous membrane/skin) take the following steps IMMEDIATELY.

A. **PERFORM BASIC FIRST AID:**

1. Clean the wound, skin or mucous membrane IMMEDIATELY with soap and running water. Allow blood to flow freely from the wound. Do not attempt to squeeze or “milk” blood from the wound.

2. If exposure is to the eye, flush eyes with water or normal saline solution for several minutes.

B. **NOTIFY THE SUPERVISING CLINICAL INSTRUCTOR / CLINICAL FACULTY / PRECEPTOR IMMEDIATELY.** Any IS student with school-related blood borne pathogen exposure should be immediately released from his/her rotation and should report to the Emergency Room.

C. **IF AT ALL POSSIBLE, obtain the following information about the source patient and the exposure event:**

- **When:** Approximate time of exposure
- **Where:** Location of exposure (e.g. hospital, office)
- **What:** Source of the exposure (e.g. blood, contaminated instrument, etc)
- **How:** Skin, mucous membrane, percutaneous:
- **How Long:** Time (e.g. seconds/minutes/hours) of exposure.
- **Patient Status:** Negative, Positive or Unknown HIV Status
  - Whether or not a patient is at risk for HIV infection because of:
    - Multiple blood transfusions
    - IV drug user
    - Multiple sexual partners, homosexual activity
    - Significant blood or bodily fluid exposure has occurred.
  (These criteria determine whether the student is a high risk for infection).

1. The goals of the student reporting to the ER are:

   a. To help the student assess whether the exposure is low risk or high risk using the most current CDC guidelines.

   b. To start post-exposure prophylactic medication, four-week regimen, within two hours, if the incident is a high risk.
2. The clinical instructor/clinical faculty/preceptor should notify the Department of Kinesiology, Health, and Imaging Sciences at Morehead State University if a student is involved in an exposure event. Documentation of the incident shall become part of the student’s medical record, and shall include the following:

   a. Route of exposure
   b. Circumstances surrounding the incident, and
   c. HBV and HIV status of the source patient, if known.

3. **Follow-up**

   A. It is recommended that the student seek counseling as necessary.
   
   B. Immunoassay to exposed person.
   
   C. Follow-up immunoassay at six weeks, twelve weeks and six months post-exposure.
   
   D. Medical evaluation of any acute illness that occurs within twelve weeks post-exposure.
   
   E. Use of safe and effective post-exposure measures according to recommendations for standard medical practice.
PART II

CLINICAL EDUCATION MANUAL
Acceptance of Responsibility

The Diagnostic Medical Sonography Student Clinical Education Manual has been reviewed with me and I have had the opportunity to clarify information in the clinical education manual. I accept the responsibility for understanding the procedures set forth and for complying with them throughout my enrollment in the Program.

The Imaging Sciences faculty reserves the right to modify the contents of this manual at any time.

______________________________
Student Name (Printed)

______________________________  __________________
Student Signature               Date
INTRODUCTION

The purpose of the Clinical Education Manual is to outline and explain the rules, regulations, and practices associated with clinical education in Diagnostic Medical Sonography. The student must adhere to all regulations during their assignments to a Clinical Education Center (affiliate). As each affiliated sonography department has granted the students the privilege of learning in their facility, the students are expected to demonstrate professional behavior at all times. The student is individually responsible for his or her own actions and, in addition, must abide by the hospital's policies, rules, and regulations as outlined by the designated clinical instructor. While off-campus on clinical internship assignment, the student is representing the program, profession, and the University to the public and the health care community.
SECTION III

Rules, Regulations, and Requirements
Internship Assignment Regulations

The curriculum is designed to provide sufficient opportunities for the enrolled student to gain professional experiences in the performance of standard sonography procedures. This is accomplished by rotating each student through separate clinical education centers throughout the program.

While on "internship" at an affiliated clinical education center, the student will receive instruction and demonstration on both the equipment operation and the routine procedures performed in sonography. Following instruction and demonstration, students will be required to complete learning objectives developed for each room/machine (if applicable), and after an appropriate length of time will be evaluated and counseled on their competency in performing standard sonography procedures. Students will also be evaluated in areas of professional behavior, professional appearance, and maintaining the assigned clinical area. For specifics on evaluation procedures see Clinical Code of Conduct: Responsibilities, Rules and Regulations in this manual.

Students will be assigned to affiliated clinical education centers associated with the program. The Clinical Coordinator makes decisions on sonography internship assignments with input from the sonography faculty. These decisions are based upon the student's clinical education needs. The students’ preference for clinical assignments will be taken into consideration.

Students are responsible for arranging their own housing in the assigned clinic locations and providing their own transportation to and from the assigned facility. The sonography personnel within the assigned facility may be able to assist you in obtaining information regarding housing.

Criminal Background Check and Drug Testing

Clinical education is a mandatory component of the program. Due to accreditation requirements of the clinical education centers, students are required to obtain a criminal background check and undergo drug testing prior to acceptance to the clinical assignment. Currently this service is provided by Certified Background.Com. Students will be provided an information sheet explaining the on-line registration and testing process. Students must complete the application process by the end of the third week in July. Faculty will notify the students at a later date during the summer session when the drug testing is to be completed. The student is responsible for the incurred cost for the services provided by the testing company. The incurred cost to the student is approximately $90.00. Any student who fails acceptance into the clinical assignment will be unable to complete the program.

Influenza Vaccination

Due to accreditation requirements or policies of the clinical education centers, students may be required to obtain an influenza vaccination.
Scheduling Regulations for Clinical Internship Assignments

The following regulations apply to students assigned to Morehead State University's clinical education centers:

1. Students will be assigned to the hospital for 40 hours per week, typically five separate 8-hour shifts occurring Monday through Friday. Some of the program’s clinical affiliates are obstetric offices in which hours of operation may vary from this schedule (for example, 9:00 a.m. – 5:00 p.m.) Students assigned to these facilities will follow the office schedule, but will not exceed 40 hours per week. Students will not be permitted to deviate from the clinical schedules without permission.

   Note: Only sonography clinical instructors or campus faculty may modify clinical hours should emergencies or special student needs arise.

2. Students are not to be assigned to assist with the department’s "on-call" services.

3. Students cannot receive compensation for work performed during scheduled clinical hours.

4. Students are required to attend sonography or related “in-service” programs as deemed necessary by the sonography manager.

5. When scheduling the student, please keep in mind that only sonographers who are credentialed in the correlating area may complete evaluations on a student.

6. The Morehead State University faculty member who is assigned to your facility is your contact person should questions or concerns arise.

Procedures for Attending Special Campus Events

The student may attend specially scheduled university events held on campus for which didactic (campus) classes and laboratories have been canceled, i.e. MSU Founder's Day. If the clinically assigned student so chooses to attend the event, they must first notify their assigned clinical instructor(s) and the Clinical Coordinator to make the necessary arrangements (attendance at the entire event must be verified). After receiving permission to attend, the student must make his or her own travel arrangements. Only the time spent attending the university event will be excused and the student shall receive credit for clinical hours equal to the time spent in these activities. Travel time to and from the event must be re-scheduled as clinical make-up time.

Note: Neither Morehead State University nor the faculty shall be liable for any incident nor resultant injuries which may occur during student travel to and from the campus or clinical education center (affiliate).
Clinical Code of Conduct: 
Responsibilities, Rules and Regulations

Section A: Clinical Rules, Attendance, Dress, Professional Behavior, and Pregnancy

1. Upon arriving in the sonography department, the student will clock in using the Trajecsys online recording system. At the end of the shift and prior to leaving the sonography department, the student will clock out using the Trajecsys system. If the student is tardy or must leave early, a “time exception” must be entered on Trajecsys. All time entries must be approved on Trajecsys by the clinical instructor.

Note: Students are not to clock in or out from the parking lot or anywhere other than the sonography department. Students misrepresenting their time will be subject to the sanctions outlined in the Academic Honesty Regulation and Verbal Warnings and Student Conference Report Regulations.

2. Students are allowed 30 minutes for meals during their eight and a half hour daily clinical education assignments. On the rare occurrence that a student is unable to eat meals during clinical hours due to an excessive patient load or an unforeseen circumstance in the department, the student must enter a time exception and document "no lunch/dinner" and this must be approved by the supervising sonographer.

3. Students are allowed a 10-minute break period per four hours for each sonography assignment. Students must obtain permission from their supervising sonographer for these breaks.

4. A student who has permission from the faculty member or clinical instructor to leave clinical at an appointed time must inform their supervising sonographer at the beginning of the assigned shift.

5. When it is time for the student to leave clinical for the day, he/she may do so if:

A. the clinical instructor/supervising sonographer is properly informed and gives their permission for the student to leave. (Remember students – ask, don't tell!)

B. the required evaluations (if any) have been completed.

Note: In the event the assigned station has a difficult patient or is performing a special procedure, the student must see the exam through to completion unless excused by the supervising sonographer or clinical instructor.

6. Students are not to eat or drink in sonography rooms or patient care areas. These activities are allowed only in the departmental lounge and/or designated areas as allowed by the clinical education center.
7. Students are expected to attend clinical as scheduled by their clinical instructor.

8. The student will conduct himself/herself in a professional manner as prescribed by the SDMS Code of Ethics in Appendix B.

9. Students may be excused from assigned clinical education areas for the following reasons:

A. Illness
B. Death in the family
C. Doctor or dental appointments; provided the student informs the clinical instructor in advance of the appointment and the student’s absence is approved. (The student should try to make the doctor's appointment so that it does not interfere with clinical assignments.)
D. Excused absences at the discretion of the sonography faculty.

10. Students who are ill and have to miss clinical must call the clinical instructor, department supervisor, or an authorized person at least 30 minutes prior to the clinical session starting time. The student enters the absence as a “Time Exception” and marks the reason “Absent” with an explanation in the comment section. Upon returning to clinical, the student must present to the clinical instructor evidence of their illness by a written excuse from their physician (if applicable). If the student becomes ill during clinic, they are first to contact the clinical instructor who may excuse the student or direct them to emergency first aid care as required.

11. Students who are absent from clinical during assigned times for legitimate reasons, must make up the clinical hours unless authorized by faculty. Unless there is a documented extensive illness, students who are behind in their clinical hours at the end of the semester will receive a reduction of their final clinical average (See the attendance section of the appropriate clinical course outline). Only time for excused absences may be made up.

12. Students are required to complete the total number of clinical education hours identified for each clinical rotation. A student who is lacking clinical education hours at the end of the semester will receive the following reduction in the clinical internship final grade:

A. 1 or more clinical hours lacking will result in a 5 percentage point reduction.
B. 8 or more clinical hours lacking will result in a 10 percentage point reduction.
C. 16 or more clinical hours lacking will result in a 15 percentage point reduction.

D. 24 or more clinical hours lacking will result in a 20 percentage point reduction.

E. 32 or more clinical hours lacking will result in a 25 percentage point reduction.

F. 40 or more clinical hours lacking will result in a 30 percentage point reduction.

13. Punctuality is strictly enforced. Any student shall be considered excessively tardy for a clinical session five minutes after the time for the clinical assignment to begin and must complete a “time exception” on Trajecsys reflecting the tardy.

Note: All tardies are cumulative, meaning they are carried over from one clinical internship to the next throughout the program.

Three documented tardies is equal to one unexcused absence. The fourth tardy will result in a student conference report being filed, followed with a three-day suspension from the clinical affiliate. These dates will be unexcused absences and the time may not be made up.

14. All students enrolled in clinical education courses and assigned to an affiliated hospital must strictly adhere to the following student dress and appearance code as stated below:

**Females must wear:**

A. Solid dark gray professional dress or pant uniforms (color must match Cherokee brand of “pewter”). Dresses must come to the top or middle of knee in length. Sweatshirt or knit material is not acceptable. Pants must be hemmed to meet top of shoe. Rolled or banded pants, jumpsuits, and split skirts are not permitted.

B. Nylon hose must be worn with dress uniforms. Knee-high hose may be worn with pant uniforms. Sport socks are not allowed.

C. Black or white professional duty shoes.

D. Student identification name badge that identifies you as a MSU-DMS student.

E. A dark gray (pewter) lab coat must be worn over uniforms.
Males must wear:

A. Dark gray (must match Cherokee brand of “pewter” color) uniform pants (no jeans) and professional uniform tops. Colored T-shirts are not permitted underneath uniform tops.

B. Black or white professional duty shoes.

C. Identification name badge that identifies you as a MSU-DMS student.

D. A solid dark gray lab coat must be worn over uniforms.

Note: Students cannot wear lab coats alone with uniform pants or street clothes.

The following rules for all student dress and appearance also apply:

A. Uniforms must be clean and appear pressed.

B. Black or white shoes must be clean and polished.

C. Hair must be clean, neatly styled, and worn off the collar. Hair must not fall onto face when bending forward. (If applicable, beards, mustaches, and long sideburns must be neatly trimmed.)

D. Fingernails must be trimmed, short, and well groomed. (If applicable, only pastel or clear nail polish may be worn.) Due to risk of infection, artificial nails are not permitted.

E. Body piercing jewelry is not permitted in the clinical setting.

F. Body art (tattoo) must be covered by clothing.

G. Jewelry, if worn, must consist of no more than a watch (with a second hand preferably), no more than one ring per hand (unless a wedding ring set), and for students with pierced ears, small conservative stud earrings may be worn (one per ear).

H. Perfumes and aftershave can be used in moderation only. Strong scents must be avoided which may be offensive to patients and colleagues.

I. If applicable, only a conservative amount of make-up can be worn.

J. Breath must be free of any offensive odors.

K. Hands must be kept cleaned and washed after each patient.
L. Gum chewing is not allowed during clinical education sessions.

15. All hospital and patient records and/or information are strictly confidential in nature. Students are expected to maintain the confidentiality of all patients. Personal requests for information concerning a patient should be referred to the supervising sonographer.

16. Cell phones are not permitted for general use in the clinical education setting. Students may clock in or out on Trajecsys only if the GPS locator has been activated. Students caught using their cell phones during clinical time for anything other than Trajecsys (texting, social media, Pinterest, etc.) will be written up with a conference report and may sent home for the day with the time being unexcused.

17. Students shall follow Morehead State University's academic calendar and shall take their vacation times only when the student is not registered to attend scheduled program courses.

18. While in the clinical setting, the student shall follow the policies listed in the Student Handbook and shall be responsible for following specific hospital policies designated by the affiliate's Sonography clinical instructors.

19. The following general rules of safety apply:

   A. By practicing medical asepsis, the student simultaneously provides both a clean and safe environment for the patient.

   B. The student should learn to watch for any water, other fluids, or objects spilled or dropped on the floor. They should be wiped up or picked up immediately to protect the patient, hospital staff, and others from unnecessary accidents.

   C. The student should remember to walk on the right side of the corridors and pass through doors on the right side. This prevents obstruction of pedestrian traffic.

   D. When transporting patients, the student should have a firm hold on the stretcher or wheelchair; move slowly, and with special care, around corners and up and down ramps.

   E. The preceding two rules apply when maneuvering Sonography equipment for the completion of mobile exams. Movable objects on mobile units should be locked and positioned properly to ensure safe transport and storage.

   F. Cords should be placed in a safe position so as not to interfere or obstruct movement of hospital staff, patients, or equipment.
G. All personnel within a hospital should observe the "No Smoking" rules and other fire laws when applicable. The student should know the location of the fire extinguisher in their department and, in case of fire, the exit of choice through which to help the patients to safety.

H. The student should always ascertain patient identity by identification bracelet.

I. The student should be sure that there are always enough personnel to assist with a procedure and should evaluate safety precautions according to the age and condition of the patient. Should an accident occur (involving a patient, hospital employee or visitor), an incident report should be filed.

J. The student should not attempt any repairs to sonography equipment. This could result in mechanical or electrical hazard or injuries.

K. All frayed wires and fuses are to be reported to the department supervisor.

L. All items identified as disposable are to be used only once and then discarded.

M. Needles and syringes are to be disposed of after use. The used syringe and needle must be placed, needle first, into the correct receptacle. Needles are not recapped.

Section B: Student Responsibilities during Clinical Assignments:

1. On a daily basis, the student is responsible for periodically checking the workload and supplies for their clinical station. This will ensure that all procedures will be completed as soon as possible.

2. The student should not leave the department at any time during their daily clinical assignment; but if the need should arise, the student must ask permission of their supervising sonographer before departure.

3. When the student has completed their responsibilities for the day or has an inadequate patient load, the student must utilize their clinical time by:

   A. Assisting in another station (if available).

   B. Simulating standard procedures with supervisory staff or another available student.

   C. Practice and utilize all equipment within the sonography rooms.
4. During their clinical educational experience, the student will endeavor to aid and assist whenever possible the patients and other appropriate hospital personnel.

**Section C: Student Clinical Evaluation and Mandatory Requirements**

1. At the end of the first eight weeks (DMS 430 and 450 only), the clinical instructor must complete the **“First Eight Weeks Clinical Evaluation”** on the student.

2. Students must also be evaluated on their knowledge and ability to utilize the ultrasound machines. A sample of the equipment evaluation form is located in Section IV of this manual. The **Equipment Evaluation** must be completed prior to the student performing competencies.

3. Students are required to complete **Clinical Objective Evaluations** (COEs or “competencies”) during each clinical rotation.

   A. The number of COEs required for each clinical rotation is:
      - DMS 430 – 6 COEs
      - DMS 450 – 6 COEs
      - DMS 470 – 3 COEs
      - DMS 490 – 3 COEs

      Didactic instruction must take place before a “competency” evaluation of a procedure may be performed. This means students are only allowed to perform a competency exam on the procedures for which they have received instruction during the sonography courses taken prior to or simultaneously with the clinical internship. For specific exams, refer to the specific internship syllabus and the COE Check-off Sheet located in Section IV of this manual. Students should observe, simulate, and satisfactorily perform the procedure under direct supervision before attempting a COE on a patient.

      Failure to complete the required number of COEs will result in a ten percent reduction of the final course grade for each missing COE. See Clinical Objective (COE) Evaluation Procedure for further details.

   B. Mandatory competencies are designated by an asterisk and must be completed by the end of the program to meet graduation requirements.

   C. Students must also complete a required minimal number of clinical procedures by the end of the program to meet graduation requirements.

      The required minimal numbers are:
      - 600 abdomen/small parts
      - 100 gynecologic procedures
      - 200 obstetrical procedures

4. The student should be evaluated **bi-monthly** on their overall clinical performance.
The evaluation may be completed by a credentialed sonographer who has worked with the student or by the clinical instructor with input from staff sonographers.

5. It is the responsibility of the student to ensure the appropriate evaluations are completed in a timely manner.

6. At the end of each clinical rotation, the Clinical Instructor should complete the **Student Affective Behavior Evaluation** (may be viewed in Section IV of this manual).

7. The assigned MSU faculty will complete the **Faculty Clinical Evaluation** on the student at the end of each clinical rotation.

8. ONLY sonographers who are registered with the ARDMS (American Registry of Diagnostic Medical Sonographers) or the ARRT (American Registry of Radiologic Technologists) in the correlating sonographic specialty may fill out student evaluations (of any type). For example, the sonographer must be credentialed in OB/GYN to complete a pelvis competency.

**Direct and Indirect Supervision**

**Direct Supervision** requires a qualified sonographer to:

- Review the procedure in relation to the student’s achievement;
- Evaluate the condition of the patient in relation to the student’s knowledge;
- Be present during the conduct of the procedure;
- Review and approve the procedure.
- Without exception, a staff sonographer must always scan the patient either before or after the student’s scan.

**Indirect supervision** requires a qualified sonographer to:

- Review the procedure in relation to the student’s achievement;
- Evaluate the condition of the patient in relation to the students knowledge;
- Be immediately available to assist student regardless of the level of student achievement.
- Without exception, a staff sonographer must always scan the patient either before or after the student’s scan.

**Clinical Logs**

1. It is the student’s responsibility to document on the Trajecsys system the sonography examinations in which they were involved each day. Students should record logs daily and should not attempt to enter all information at one time.
2. Information the student must enter:

- The level of involvement:
  ♦ Observation only
  ♦ Minimal scanning performed during procedure (few or no images obtained by student)
  ♦ Scanned with some assistance (obtained some images)
  ♦ Scanned patient and obtained images without assistance from sonographer (sonographer still must scan either before or after the student)

- Normal or abnormal study (if abnormal, identify pathology that was present or suspected)
- Supervising sonographer
- Approximate amount of time it took to complete each procedure

3. Failure to keep logs current will result in a 5% reduction for the clinical log component.

Clinical Objectives Evaluation (COE) Procedure

Clinical objectives evaluations (COE / “competencies”) are conducted to evaluate the student's ability to perform standard sonography procedures. The student must demonstrate professional ability and knowledge in proper patient care practices, instrument manipulation, scanning techniques and image perception, and proper professional behavior with patients, peers, and visitors. The faculty and clinical instructors will work individually with each student to assist them in the achievement of satisfactory results in the educational process.

All students are required to successfully complete a variety of COEs during the clinical internship assignments. Students may perform a competency exam only on the procedures in which didactic instruction has been presented. Students MUST meet all requirements for clinical competencies prior to graduation.

Competencies may be completed on exams not listed on the COE Check-off sheet. The student must obtain approval from the Diagnostic Medical Sonography Clinical Coordinator before the exam will be included in the required number of competencies.

Steps for Completing a Clinical Objective Evaluation

1. The student notifies the supervising sonographer that they want to perform a competency exam on a particular exam and patient. Only sonographers credentialed in the appropriate area may complete a competency evaluation. For example: for a liver competency, the sonographer MUST be credentialed in abdomen; for a pelvis, he/she must be credentialed in OB/GYN.
2. The sonographer reviews the patient condition and the student’s skill level to determine if the competency request is appropriate.

3. Providing the answer to the above step is yes, the student must perform the entire procedure independently. The supervising sonographer must still scan the patient either before or after the student.

4. After the exam is completed, the supervising sonographer completes the competency evaluation for the corresponding exam on the TrajeCSys system.

5. The clinical instructor should “approve” the competency on TrajeCSys.

6. A score of less than 85% is considered failure for the competency. The student must repeat the procedure on a different patient and the two scores should be averaged for the competency grade.

7. The student may review their competency evaluation at any time on the TrajeCSys system and should sign via the comment section to verify review.
SECTION IV

Clinical Education Forms
Clinical Education Evaluations

All clinical evaluations are accessed and completed using the Trajecsys online system. The following section provides a paper “sample” of each evaluation used to document the student's performance throughout the sonography clinical education process. It is the student's responsibility to ensure evaluations are completed as required by the due date (as applicable). If the student or clinical staff member has questions regarding utilization of Trajecsys, he/she should contact the assigned MSU sonography faculty member and/or the Clinical Coordinator.

Students are asked to review and acknowledge all graded evaluation forms on the Trajecsys system. The student's electronic comments act as a signature to verify that the student has reviewed the completed evaluation and does not necessarily indicate that the student agrees with the evaluation. If a student disagrees with the evaluation or the grading process, they have the right to document their concerns in the comment section of the online form.
MOREHEAD STATE UNIVERSITY  
Diagnostic Medical Sonography Program  
Continuing Education Verification Form

This is to certify that _____________________________________________, a student enrolled in Morehead State University's Diagnostic Medical Sonography Program has furthered his/her professional knowledge by attending the following educational program:

Subject Title: ____________________________________________

Lecture: ________________________________________________

Offered by: ______________________________________________

Organization/Institution

Location: _________________________________________________

Date (s) _________________________________________________

Lecture Time: ____________________________________________

Length of Lecture: _________________________________________

Signed by: _______________________________________________

Attendance Verifier's Signature

(To be filled in by Clinical Coordinator)

----------------------------------------------------------------------------------------------------------------------

Clinical Assignment: ___________________________________________

Clinical Credit Given: _____yes _____no

Number of Hours Awarded ________________

_________________________________________________________________

Clinical Coordinator Signature
MOREHEAD STATE UNIVERSITY  
Diagnostic Medical Sonography Program  

Student Conference Report  

Student: ____________________________________________________________  

Clinical Education Center(s): ____________________________________________  
(if applicable)  

Sonography Faculty/Clinical Instructor: ____________________________________  

Method of Conference:  Letter _____  Phone _____  Meeting ______  

Date(s) of Incident/Documented Verbal Warnings:  
1. ________________  
2. ________________  
3. ________________  

Date of Conference: ________________________________________________  

Persons Present:  
1. ____________________________________________  
2. ____________________________________________  
3. ____________________________________________  

Reason for Conference: ________________________________________________  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________  

Reaction/Comment of Student: ____________________________________________  
________________________________________________________________________  
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________________________________________________________________________  

Action Taken: _________________________________________________________  
________________________________________________________________________  
________________________________________________________________________  

Student Signature  ___________________________  Date  ________________  

Sonography Faculty  or Clinical Instructor Signature ___________________________  
Date  ________________
## Daily Clinical Log

Date: __________________________

<table>
<thead>
<tr>
<th>Examination</th>
<th>Observation Only</th>
<th>Assisted - minimal or no scanning</th>
<th>Scanned with some assistance</th>
<th>Scanned without assistance</th>
<th>Normal Study</th>
<th>Indicate Pathology Present</th>
<th>Supervising Sonographer</th>
<th>Amount of Time Procedure Took</th>
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<tbody>
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</table>
### MOREHEAD STATE UNIVERSITY
Diagnostic Medical Sonography Program

#### Equipment Evaluation

**Affiliate:** _______________________________

**Name:** _______________________________  **Course:** __________________

**Date:** ________________________________  **Equipment:** __________________

**Score:** _______________________________  **Sonographer:** __________________

<table>
<thead>
<tr>
<th>Performance Duties and Objective</th>
<th>Student’s Initials &amp; Date</th>
<th>Sonographer Initials &amp; Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of linens and supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turn machine on and off</td>
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<td>Enter patient information</td>
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<td>Select appropriate transducer</td>
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<tr>
<td>Annotate patient position and image plane</td>
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<tr>
<td>Identify machine locks for mobile procedures</td>
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<tr>
<td>Manipulation of control settings:</td>
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<tr>
<td>- Gain: depth gain, overall gain</td>
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<tr>
<td>- Enable color flow</td>
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<tr>
<td>- Enable Doppler, color Doppler</td>
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<td>- Manipulate Doppler angle correction</td>
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<td>- Adjust baseline</td>
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<td>- Adjust focus depth</td>
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<td>- Activate multi-focus</td>
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<td>- Use calipers</td>
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<td>- Use ellipse</td>
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<td>- Activate M-Mode</td>
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<td>- Use calculation package</td>
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<tr>
<td>- Access and print OB report</td>
<td></td>
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<tr>
<td>Location and use of accessory equipment i.e. biopsy guides, stirrups, foley catheter kits, amniocentesis trays, paracentesis/thoracentesis trays, etc.</td>
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<tr>
<td>Procedure for assisting physician with invasive examinations</td>
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<tr>
<td>Procedure for cleaning/sterilizing transducers</td>
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<tr>
<td>Stocking of supplies</td>
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<tr>
<td>Load sonography cassettes, laser printer, etc.</td>
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<tr>
<td>Identify emergency procedures for this clinical affiliate</td>
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<td></td>
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</tbody>
</table>
# MOREHEAD STATE UNIVERSITY
Diagnostic Medical Sonography Program

**First Eight Weeks Clinical Evaluation**

Student Name: ___________________________ Course: ____________

Use the scale below to indicate the response which best reflects the student’s performance.

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>Performance is excellent</td>
</tr>
<tr>
<td>3</td>
<td>Performance is good</td>
</tr>
<tr>
<td>2</td>
<td>Performance is fair</td>
</tr>
<tr>
<td>1</td>
<td>Performance is poor</td>
</tr>
<tr>
<td>0</td>
<td>Fails performance</td>
</tr>
</tbody>
</table>

**INITIATIVE AND DEPENDABILITY:**

1. Reports to assigned clinical area promptly each day
   - 4 3 2 1 0
2. Begins activities immediately upon arrival
   - 4 3 2 1 0
3. Is absent only when there is a valid reason
   - 4 3 2 1 0
4. Attempts to answer the phone and learn the computer system for the “work-up” of patients
   - 4 3 2 1 0
5. Takes initiative to research information he/she is unsure of
   - 4 3 2 1 0
6. Looks ahead for what needs to be done and attempts to perform tasks without needing to be asked
   - 4 3 2 1 0

**PATIENT CARE:**

1. Takes an active role in getting patients in and prepared for exams
   - 4 3 2 1 0
2. Politely introduces oneself to the patient and informs the patient of the procedure
   - 4 3 2 1 0
3. Attempts to communicate with and assist the patient throughout the exam
   - 4 3 2 1 0
4. Attempts to answer patient questions in a professional manner
   - 4 3 2 1 0
5. Acts professionally when dealing with difficult patients
   - 4 3 2 1 0

**FLEXIBILITY:**

1. Attempts to adapt and work with all sonography staff
   - 4 3 2 1 0
2. Attempts to handle unusual conditions and circumstances
   - 4 3 2 1 0

**ATTITUDE:**

1. Appears interested in career choice
   - 4 3 2 1 0
2. Attempts to make the most of the clinical experience
   - 4 3 2 1 0
3. Shows respect toward patients, fellow students, and other members of the medical profession
   - 4 3 2 1 0
4. Is open to suggestions for improvements without making excuses
   - 4 3 2 1 0
5. Makes an effort to use suggestions to improve ability
   - 4 3 2 1 0

**KNOWLEDGE AND PERFORMANCE:**

1. Attempts to become familiar with departmental protocol
   - 4 3 2 1 0
2. Attempts to apply didactic concepts to clinical practice
   - 4 3 2 1 0
3. Can identify anatomy when observing or scanning
   - 4 3 2 1 0
4. Can recognize pathologies when observing or scanning
   - 4 3 2 1 0
5. Can recognize sonographic artifacts when observing or scanning
   - 4 3 2 1 0
6. Is careful in use of equipment 4 3 2 1 0
7. Maintains a clean and orderly work area 4 3 2 1 0
8. Takes responsibility in monitoring and stocking supplies 4 3 2 1 0
9. Conscientious of time constraints and attempts to improve scan time 4 3 2 1 0

PROFESSIONAL ETHICS:
1. Follows published dress code at all times 4 3 2 1 0
2. Refrains from gossip 4 3 2 1 0
3. Keeps patient records and information confidential 4 3 2 1 0

Clinical Instructor(s) Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Clinical Instructor(s) Signature

________________________________________________________________________
________________________________________________________________________

Student Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Signature:

________________________________________________________________________

Total Points_____ / 120 = _____ %
MOREHEAD STATE UNIVERSITY  
Diagnostic Medical Sonography Program  

Clinical Objectives Evaluation 

Name:_____________________________   Date:_______________    Affiliate:___________________  
Examination Performed:________________  Patient ID#______________________________________  
Evaluating Sonographer:________________________________  Credentialled in: ____AB ____OB/GYN  

Directions: Mark the area which best represents the degree of proficiency the student demonstrated while 
performing the identified tasks. The performance evaluation is to be completed by the supervising 
sonographer. 

Performance Evaluation (30% of C.O.E.)  

<table>
<thead>
<tr>
<th>INDICATE THE STUDENT’S ABILITY TO:</th>
<th>Excellent</th>
<th>Good</th>
<th>Marginal</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ascertain patient identity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate requisition for the patient’s name, age, BD, transportation mode, exam(s) ordered, and examination priority</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain &amp; record the patient’s history (Ex: patient’s signs, symptoms, LMP)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Correlate prior or current diagnostic information relevant to exam(s) ordered (Ex: lab values, Nuclear Medicine, CT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Properly prepare the room for the patient. (Ex: room &amp; bed properly cleaned, clean linen obtained, and necessary supplies)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explain the procedure to the patient prior to performing the exam (Ex: approximate length of exam, purpose of exam, patient movements required, breathing instructions)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correctly enter patient data into computer, select appropriate transducer for exam</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Communicate politely &amp; effectively with the patient and gives accurate instructions throughout the examination</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Effectively meet the patient’s specific needs (Ex: specific handicapped conditions, severe trauma, emotional &amp; psychological needs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Given the condition of the patient, complete the examination in an acceptable time frame</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrate accurate scanning methods in a sequential and logical method</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manipulate controls on the instrumentation panel to produce optimum diagnostic images (Ex: gain, Doppler, color)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Remaining Portion Of This C.O.E. Sheet Is For Clinical Instructor Evaluation Only.
(Clinical Instructor evaluation of C.O.E calculates 70% of grade)

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Marginal</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Points:</strong></td>
<td>7.78</td>
<td>6.54</td>
<td>5.91</td>
<td>0</td>
</tr>
</tbody>
</table>

**SCANNING TECHNIQUES & IMAGE EVALUATION**

**Indicate The Student’s Ability To:**
- Evaluate image quality (i.e. gain, depth, focus, transducer orientation, artifact recognition, and recommendations for improvement)
- State the anatomical structures which are or should be visualized based on this exam
- Use proper sonographic terminology and abbreviations during scans and for technical impressions

**KNOWLEDGE AND PERFORMANCE LEVEL**

**Indicate The Student’s Ability To:**
- Apply knowledge of ultrasound theory and concepts as relevant to this exam
- Independently scan the patient
- Produce images of optimal diagnostic quality
- Appropriately manipulate equipment controls while performing the examination
- Measure structures appropriately
- Annotate correctly according to structure, patient position and body plane

Condition of Patient: ____________________________________________________________

Sonographer’s comments: _________________________________________________________

Clinical Instructor’s Signature: _________________________ Credentialed in _____AB _____OB

Grade: _________ Student Signature: ____________________________________________
For DMS 470/490 only, if the student has completed all required competencies and all other available procedures listed, they may then perform repeats to meet the course requirements.

To meet program requirements, students must complete all competencies designated by an asterisk and must obtain a minimum program total of:
- 600 abdomen procedures, 200 obstetric procedures, 100 gynecologic procedures

<table>
<thead>
<tr>
<th>PROCEDURE</th>
<th>DMS 430 COE SCORE</th>
<th>DMS 450 COE SCORE</th>
<th>DMS 470/490 COE SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Abdomen</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Liver</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Gallbladder/biliary system</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Pancreas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Spleen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Aorta</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>*Kidneys</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Urinary bladder</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prostate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Abdominal Pathology 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdominal Pathology 2 (different organ)</td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Obstetrics/Gynecology</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>*Transabdominal pelvis</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>*Transvaginal pelvis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Abnormal pelvis (TA or TV)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; trimester measurements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROCEDURE</td>
<td>DMS 430 COE SCORE</td>
<td>DMS 450 COE SCORE</td>
<td>DMS 470/490 COE SCORE</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
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<td>------------------</td>
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</tr>
<tr>
<td>*1\textsuperscript{st} trimester pregnancy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2\textsuperscript{nd} or 3\textsuperscript{rd} trimester fetal measurements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*2\textsuperscript{nd} or 3\textsuperscript{rd} trimester pregnancy</td>
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<tr>
<td>Abnormal 1\textsuperscript{st} trimester pregnancy</td>
<td></td>
<td></td>
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<tr>
<td>Abnormal 2\textsuperscript{nd} or 3\textsuperscript{rd} trimester pregnancy</td>
<td></td>
<td></td>
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<tr>
<td>Biophysical profile</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Multiple gestations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Superficial Structures:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Scrotum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Thyroid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breast</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soft Tissue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Physician-Guided Procedures</strong> – Must complete one COE from the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liver biopsy</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Thyroid biopsy</td>
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<td></td>
<td></td>
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<tr>
<td>Breast biopsy</td>
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<tr>
<td>Thoracentesis</td>
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<td></td>
</tr>
<tr>
<td>Paracentesis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renal biopsy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cyst aspiration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amniocentesis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sonohysterogram</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MOREHEAD STATE UNIVERSITY
Diagnostic Medical Sonography Program

Bi-Monthly Clinical Evaluation

Name______________________________________ Date__________________ Score_____________

Use the scale below to indicate the response which best reflects the student’s performance.
4 = Performance is excellent  3 = Performance is good  2 = Performance is fair
1 = Performance is poor  0 = Fails performance

ASSESSMENT:
1. Properly ascertains patient identity  4  3  2  1  0
2. Introduces oneself in a polite and courteous manner  4  3  2  1  0
3. Gives thorough explanation of the procedure  4  3  2  1  0
4. Evaluates requisition with physician’s order  4  3  2  1  0
5. Correlates any diagnostic exams relevant with ordered exam  4  3  2  1  0
6. Documents patient history  4  3  2  1  0
7. Addresses patient questions appropriately without revealing diagnostic information verbally or through body actions  4  3  2  1  0

SCANNING ABILITY:
1. Exhibits proper handling of the transducer  4  3  2  1  0
2. Demonstrates desired anatomy for required examination  4  3  2  1  0
3. Correctly annotates during scans  4  3  2  1  0
4. Recognizes pathologic findings  4  3  2  1  0
5. Properly adjusts equipment controls during scans  4  3  2  1  0
6. Completes required exams in an appropriate timeframe  4  3  2  1  0

EQUIPMENT USAGE:
1. Demonstrates knowledge in proper transducer selection  4  3  2  1  0
2. Is careful in all use and care of equipment  4  3  2  1  0
3. Cleans transducers accordingly after each usage  4  3  2  1  0
4. Is familiar with machine controls  4  3  2  1  0

IMAGE QUALITY/TECHNICAL IMPRESSIONS:
1. Images are interpretable for technical impression and physician reading  4  3  2  1  0
2. Images are annotated correctly for imaging plane, and patient position  4  3  2  1  0
3. Images reflect the real-time portion of the scanning examination  4  3  2  1  0
4. Student uses proper terminology in the writing of technical impressions  4  3  2  1  0
5. The imaging sequence of the examination is in logical order  4  3  2  1  0
6. Appropriate measurements are obtained  4  3  2  1  0

MOTIVATION:
1. Reports to assigned clinical area promptly each day  4  3  2  1  0
2. Begins activities immediately upon arrival  4  3  2  1  0
3. Shows interest in clinical education  4  3  2  1  0
4. Participates in or performs procedures without being coaxed 4 3 2 1 0
5. Attempts to answer phone and assist with departmental tasks (as appropriate) 4 3 2 1 0
6. Takes initiative to research information he/she is unsure of 4 3 2 1 0
7. Looks ahead for what needs to be done and attempts to perform tasks without being asked 4 3 2 1 0

**CHARACTER TRAITS:**
1. Is conscientious in attendance 4 3 2 1 0
2. Is properly attired 4 3 2 1 0
3. Adheres to patient confidentiality 4 3 2 1 0
4. Demonstrates a positive attitude 4 3 2 1 0
5. Reacts to constructive criticism in a positive manner 4 3 2 1 0

Total Points _____ / 140 = ____%

___________________________ Credentialed in: _____AB   _____OB
Student Signature          Sonographer Signature

Sonographer’s Comments:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Student Comments:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
**Clinical Instructor’s Final Evaluation**

Student: ____________________________  Affiliate: ____________________________

Evaluation Period: ___________________  To: ________________________________

Clinical Area Assigned: _______________  DMS Course: ________________________

Please list at least three (3) strengths of the student.  Please list at least three (3) weaknesses of the student.

1.  ___________________________________  1.  ___________________________________

2.  ___________________________________  2.  ___________________________________

3.  ___________________________________  3.  ___________________________________

Rating Scale:

- **A** = 139.5 pts - 150.0 pts.
- **B** = 129.0 pts - 139.4 pts.
- **C** = 114.0 pts - 128.9 pts.
- **D** = 90.0 pts - 113.9 pts.
- **E** = 0.0 pts - 89.9 pts.

**Directions**: Indicate the student’s performance by placing a check mark in the appropriate columns. Please provide comments under specific sections as needed for explanation of grade. The evaluation is to be completed by the clinical instructor(s).

### A. INITIATIVE AND DEPENDABILITY (10 points possible)

<table>
<thead>
<tr>
<th>Amount of Time:</th>
<th>&gt;93%</th>
<th>86%</th>
<th>76%</th>
<th>&lt;75%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points:</td>
<td>1.43</td>
<td>1.20</td>
<td>1.09</td>
<td>0</td>
</tr>
</tbody>
</table>

**The Student:**

- Eagerly performs assigned tasks
- Personally seeks more responsibility and additional assignments
- Remains later than scheduled to see exams to completion (as applicable)
- Is absent only when there is a good reason
- Reports to assigned clinical area promptly each day
- When arriving in the assigned area, starts activities immediately
- When leaving assigned area, tells sonographer why they are leaving and reports back as soon as possible

Points Received

Evaluator’s Comments: ____________________________________________________________

__________________________
__________________________
### B. FLEXIBILITY (5 points possible)

<table>
<thead>
<tr>
<th>The Student:</th>
<th>Amount of Time:</th>
<th>&gt;93%</th>
<th>86%</th>
<th>76%</th>
<th>&lt;75%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Points:</td>
<td>2.50</td>
<td>2.15</td>
<td>1.90</td>
<td>0</td>
</tr>
</tbody>
</table>

Evaluator’s Comments: ____________________________

### C. ATTITUDE (10 points possible)

<table>
<thead>
<tr>
<th>The Student:</th>
<th>Amount of Time:</th>
<th>&gt;93%</th>
<th>86%</th>
<th>76%</th>
<th>&lt;75%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Points:</td>
<td>1.67</td>
<td>1.40</td>
<td>1.26</td>
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</tbody>
</table>

Evaluator’s Comments: ____________________________

### D. KNOWLEDGE AND PERFORMANCE (30 points possible)

<table>
<thead>
<tr>
<th>The Student:</th>
<th>Amount of Time:</th>
<th>&gt;93%</th>
<th>86%</th>
<th>76%</th>
<th>&lt;75%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Points:</td>
<td>3.33</td>
<td>2.80</td>
<td>2.53</td>
<td>0</td>
</tr>
</tbody>
</table>

Evaluator’s Comments: ____________________________
E. GENERAL MANNER OF DEALING WITH PATIENTS (10 points possible)

<table>
<thead>
<tr>
<th>Amount of Time:</th>
<th>&gt;93%</th>
<th>86%</th>
<th>76%</th>
<th>&lt;75%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points:</td>
<td>2.0</td>
<td>1.68</td>
<td>1.52</td>
<td>0</td>
</tr>
</tbody>
</table>

**The Student:**
- Is polite and considerate in speech and mannerisms with patients
- Tries to perform duties with minimum discomfort to the patient
- Is sensitive to the needs and emotions of the patient
- Gives explicit instructions, is pleasant, and has a well controlled voice
- Makes an effort not to reveal diagnostic information to the patient through body language, facial expressions, or tone of voice

Evaluator’s Comments: ____________________________________________________________

F. EFFICIENCY (15 points possible)

<table>
<thead>
<tr>
<th>Amount of Time:</th>
<th>&gt;93%</th>
<th>86%</th>
<th>76%</th>
<th>&lt;75%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points:</td>
<td>5</td>
<td>4.30</td>
<td>3.8</td>
<td>0</td>
</tr>
</tbody>
</table>

**The Student:**
- Maintains a clean and orderly work area (Including cleaning transducers, changing linens after each patient, etc.)
- Receives directions and is able to act immediately
- Organizes work assignment (single or multiple) to save time, patient stress, and personal stress

Evaluator’s Comments: ____________________________________________________________

G. PERSONAL RELATIONSHIPS (5 points possible)

<table>
<thead>
<tr>
<th>Amount of Time:</th>
<th>&gt;93%</th>
<th>86%</th>
<th>76%</th>
<th>&lt;75%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points:</td>
<td>1.67</td>
<td>1.43</td>
<td>1.27</td>
<td>0</td>
</tr>
</tbody>
</table>

**The Student:**
- Creates a comfortable communicative feeling in others
- Accepts constructive criticism and is able to follow through in a positive manner
- Shows respect toward patients, fellow students, and other members of the medical profession

Evaluator’s Comments: ____________________________________________________________

H. PROFESSIONAL ETHICS (10 points possible)

<table>
<thead>
<tr>
<th>Amount of Time:</th>
<th>&gt;93%</th>
<th>86%</th>
<th>76%</th>
<th>&lt;75%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points:</td>
<td>2.5</td>
<td>2.1</td>
<td>1.9</td>
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</tr>
</tbody>
</table>

**The Student:**
- Is neat appearing and properly attired at all times following published dress code
- Refrains from gossip
- Handles patient questions in a manner acceptable to the department
- Keeps patient records and information confidential

Evaluator’s Comments: ____________________________________________________________
I. INDEPENDENCE (25 points possible)

<table>
<thead>
<tr>
<th>Amount of Time:</th>
<th>&gt;93%</th>
<th>86%</th>
<th>76%</th>
<th>&lt;75%</th>
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</thead>
<tbody>
<tr>
<td>Points</td>
<td>6.25</td>
<td>5.38</td>
<td>4.75</td>
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</tbody>
</table>

The Student:
- Evaluates patient chart and physician order in correlation to ordered examination
- Can perform sonographic exams with little or no assistance from supervising sonographer
- Can accurately write technical impressions
- Establishes a professional rapport with radiologist

Points Received

Evaluator’s Comments:
________________________________________________________________________
____________________________________________________________________________

J. IMAGE EVALUATION (30 points possible)

<table>
<thead>
<tr>
<th>Amount of Time:</th>
<th>&gt;93%</th>
<th>86%</th>
<th>76%</th>
<th>&lt;75%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>4.29</td>
<td>3.6</td>
<td>3.26</td>
<td>0</td>
</tr>
</tbody>
</table>

The Student:
- Produces quality diagnostic images in a logical sequence
- Is knowledgeable of sectional anatomy
- Is able to identify sonographic artifacts
- Recognizes and appropriately demonstrates pathology
- Investigates further as relevant to ultrasound findings
- Produces images that accurately reflect real-time portion of the exam
- Appropriately annotates and measures structures according to protocol

Points Received

Evaluator’s Comments:
________________________________________________________________________
____________________________________________________________________________

TOTAL POINTS RECEIVED

Date of Form Completion:

Clinical Instructor(s) Signature(s):

Student Signature:

Student Comments:
Morehead State University™
Diagnostic Medical Sonography Program

Faculty Clinical Evaluation

Student _____________________________ Date __________ Course _________

Use the scale below to indicate the response which best reflects the student’s performance.
4 = Performance is excellent  3 = Performance is good  2 = Performance is fair
1 = Performance is poor  0 = Fails performance

ASSESSMENT:
1. The student ascertains proper patient identity. 4 3 2 1 0
2. The student introduces oneself and gives thorough explanation of the procedure. 4 3 2 1 0
3. The student evaluates requisition with physician’s order. 4 3 2 1 0
4. The student documents patient history. 4 3 2 1 0

SCANNING ABILITY:
1. The student exhibits proper handling of the transducer. 4 3 2 1 0
2. The student demonstrates desired anatomy for required examination. 4 3 2 1 0
3. The student recognizes pathologic findings. 4 3 2 1 0
4. Scanning ability and knowledge is appropriate for this stage of clinical. 4 3 2 1 0
5. The student completes required exam in appropriate timeliness. 4 3 2 1 0

EQUIPMENT USAGE:
1. The student demonstrates knowledge in proper transducer selection. 4 3 2 1 0
2. The student is familiar with machine components (e.g. color, Doppler, etc.) 4 3 2 1 0
3. The student utilizes appropriate equipment settings. 4 3 2 1 0
4. The student is careful in all use and care of equipment. 4 3 2 1 0

IMAGE QUALITY/TECHNICAL IMPRESSIONS:
1. Images are interpretable for technical impression and physician reading. 4 3 2 1 0
2. Images are annotated correctly for imaging plane and patient position. 4 3 2 1 0
3. Images reflect the real-time portion of the scanning examination. 4 3 2 1 0
4. Student uses proper terminology in the writing of technical impressions. 4 3 2 1 0
5. The imaging sequence of the examination is in logical order. 4 3 2 1 0

MOTIVATION:
1. The student seems interested in clinical education. 4 3 2 1 0
2. The student strives to perform beyond what is required for the grade. 4 3 2 1 0
3. The student independently seeks additional responsibilities. 4 3 2 1 0

CHARACTER TRAITS:
1. The student is properly attired. 4 3 2 1 0
2. The student adheres to patient confidentiality. 4 3 2 1 0
3. The student demonstrates a positive attitude. 4 3 2 1 0
4. The student reacts to constructive criticism in a positive manner. 4 3 2 1 0

Faculty Signature_____________________________ Total Points ______ /100 = ______ %
MOREHEAD STATE UNIVERSITY
Department of Kinesiology, Health, and Imaging Sciences
Diagnostic Medical Sonography Program

Clinical Instructor
JOB DESCRIPTION

POSITION SUMMARY

Under the direction of the Diagnostic Medical Sonography Program Coordinator, the Clinical Coordinator, and the clinical affiliate’s supervisor, the sonography clinical instructor provides clinical instruction and supervision to the assigned sonography students according to the sonography program’s policies, procedures, regulations, and clinical education course objectives. The clinical instructor implements the health care agency’s responsibilities as outlined in the Memorandum of Agreement.

QUALIFICATIONS

1. Certified as a Registered Diagnostic Medical Sonographer in Abdomen and/or Obstetrics/Gynecology by the American Registry of Diagnostic Medical Sonographers or certified in Sonography by the American Registry of Radiologic Technologists.

2. A minimum of one year full-time clinical experience as a practicing diagnostic medical sonographer.

3. Possesses proficiency in sonographic clinical instruction and student evaluation through experience or by pursuing related continuing education courses pertinent to the profession.

4. Knowledge of the Commission on Accreditation of Allied Health Education Programs’ (CAAHEP) Standards and Guidelines for an Accredited Educational Program for the Diagnostic Medical Sonographer.

5. Effective communication and interpersonal relationship skills.

6. Physical and emotional capabilities necessary to fulfill the responsibilities of the position.

RELEASE TIME

Maintain the equivalent of 2 hours release time per week for each student assigned to the hospital/agency for performance of clinical education responsibilities. Release time may involve assisting a student with patients and clinical processes during times of routine sonographer duties.
RESPONSIBILITIES

Clinical Course

1. Systematically evaluates student’s comprehension of didactic and clinical education course content as applicable.

2. Evaluates the student’s performance on a regular and timely basis.

Program

1. Implements program policies, procedures, and regulations as outlined in the Student Handbook and Clinical Education Manual.

2. Maintains standards of clinical education as outlined by the CAAHEP Standards and Guidelines for an Accredited Educational Program for the Diagnostic Medical Sonographer.

3. Provides direct and/or indirect supervision of assigned students as applicable.

4. Securely maintains student records and reports required by the University for conducting the sonography education process.

5. Provides student orientation to the health care agency and departmental physical facilities, policies, and procedures, and where appropriate, to the needs of individuals and/or groups with which the students will be assigned.

6. Monitors and supervises the clinical instruction practices of the health care agency personnel.

7. Arranges opportunities for observation and practical experience in sonography or in other areas of educational benefit to the student.

8. Prepares and implements a schedule of student clinical education assignments (according to clinical education courses criteria and program regulations regarding scheduling) in cooperation with the Diagnostic Medical Sonography Program Clinical Coordinator.

9. Counsels students on a regular basis regarding clinical education progress.

10. Conducts film critique sessions with students assigned to the health care agency.

11. Reports clinical education grades to the assigned program’s faculty member.

12. Attends on-campus educator workshops, seminars, and clinical education meetings as designated by the program.
13. Functions as a liaison between the hospital’s sonography service areas and the program faculty.

14. Participates on the Advisory Committee as a voting member.

PROFESSIONAL

1. Maintains clinical expertise.

2. Maintains certification as a Registered Diagnostic Medical Sonographer with the American Registry of Diagnostic Medical Sonographers or as a Sonographer with the American Registry of Radiologic Technologists.

3. Serves as a role model for students in professional dress and behavior.

Revised 02/09/wgg
APPENDIX B
Society of Diagnostic Medical Sonography (SDMS) Position Statement
Code of Ethics for the Profession of Diagnostic Medical Ultrasound

PREAMBLE

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

OBJECTIVES

To create and encourage an environment where professional and ethical issues are discussed and addressed. To help the individual practitioner identify ethical issues. To provide guidelines for individual practitioners regarding ethical behavior.

PRINCIPLES

Principle I:

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

A. Provide information to the patient about the purpose, risks, and benefits of the ultrasound procedure and respond to the patient's questions and concerns.
B. Respect the patient's autonomy and the right to refuse the procedure.
C. Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
D. Promote the privacy, dignity and comfort of the patient (relatives and significant others) by thoroughly explaining procedure protocols and implementing proper draping techniques.
E. Protect confidentiality of acquired patient information.
F. Strive to ensure patient safety.

Principle II:

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

A. Obtain appropriate ultrasound education and clinical skills to ensure competence.
B. Achieve and maintain specialty specific ultrasound credentials. Ultrasound credentials must be awarded by a national sonography credentialing body recognized by the Society of Diagnostic Medical Sonography (SDMS) Board of Directors.
C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.

E. Maintain continued competence through continuing education and/or recertification.

F. Perform only medically indicated studies, ordered by a physician or their designated health care provider.

G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.

H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.

I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results.

**Principle III:**

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

A. Be truthful and promote appropriate and timely communications with patients, colleagues, and the public.

B. Respect the rights of patients, colleagues, the public and yourself.

C. Avoid conflicts of interest and situations that exploit others or misrepresent information.

D. Accurately represent his/her level of competence, education and certification.

E. Promote equitable care.

F. Collaborate with professional colleagues to create an environment that promotes communication and respect.

G. Recognize that well-intentioned healthcare providers can find themselves in ethical dilemmas; communicate and collaborate with others in resolving ethical practice. Report deviations from the SDMS Code of Ethics for the Profession of Diagnostic Medical Sonography to supervisors, so that they may be addressed according to local policy and procedures.

H. Engage in ethical billing practices.

I. Engage only in legal arrangements in the medical industry.
APPENDIX C
Scope of Practice for the Diagnostic Ultrasound Professional

Preamble:
The purpose of this document is to define the Scope of Practice for Diagnostic Ultrasound Professionals and to specify their roles as members of the health care team, acting in the best interest of the patient. This scope of practice is a "living" document that will evolve as the technology expands.

Definition of the Profession:
The Diagnostic Ultrasound Profession is a multi-specialty field comprised of Diagnostic Medical Sonography (with subspecialties in abdominal, neurologic, obstetrical/gynecologic and ophthalmic ultrasound), Diagnostic Cardiac Sonography (with subspecialties in adult and pediatric echocardiography), Vascular Technology, and other emerging fields. These diverse specialties are distinguished by their use of diagnostic medical ultrasound as a primary technology in their daily work. Certification is considered the standard of practice in ultrasound. Individuals who are not yet certified should reference the Scope as a professional model and strive to become certified.

Scope of Practice of the Profession:
The Diagnostic Ultrasound Professional is an individual qualified by professional credentialing and academic and clinical experience to provide diagnostic patient care services using ultrasound and related diagnostic procedures. The scope of practice of the Diagnostic Ultrasound Professional includes those procedures, acts and processes permitted by law, for which the individual has received education and clinical experience, and in which he/she has demonstrated competency.

Diagnostic Ultrasound Professionals:

- Perform patient assessments
- Acquire and analyze data obtained using ultrasound and related diagnostic technologies
- Provide a summary of findings to the physician to aid in patient diagnosis and management
- Use independent judgment and systematic problem solving methods to produce high quality diagnostic information and optimize patient care.

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1 An example of credentials: RDMS (registered diagnostic medical sonographer), RDCS (registered diagnostic cardiac sonographer), RVT (registered vascular technologist); awarded by the American Registry of Diagnostic Medical Sonographers,® a certifying body with NCCA Category "A" membership.

2 Credentials should be awarded by an agency certified by the National Commission for Certifying Agencies (NCCA).