



John A. Logan College

Handbook

Adult Cardiac Diagnostic Medical
Sonography Program

2024-2025

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About the Program

Congratulations on your admission to the Adult Cardiac Diagnostic Medical Sonography (DMS) Program! We have excellent job placement, registry pass rates, and employer and graduate surveys for our program. We are one of the few accredited programs in the State of Illinois for Cardiac Medical Sonography and we are eager to share the field of Adult Cardiac Diagnostic Medical Sonography with you!

This packet is designed to serve as a reference and resource for information relating to your student activities during your progress through the program. Please take the time to read the information carefully. If you have any questions that are not answered in this packet, please feel free to contact the program coordinator for clarification or additional information.

Adult Cardiac Diagnostic Medical Sonography is a full-time, twenty-four-month health sciences program. The purpose of the program is to provide didactic education and practical experience as preparation for employment as a sonographer in a medical imaging facility. The student will spend 24-34 hours per week in didactic, laboratory and clinical classes during the majority of the program.

The curriculum consists of laboratory experience, library research, face-to-face or hybrid courses, case studies, video reviews, physician interaction, WebQuests, and clinical practical experience. Physician lectures may be held at off-campus sites. The clinical education experience occurs in affiliate hospitals.

As a student in the Adult Cardiac Diagnostic Medical Sonography Program, you represent John A. Logan College and the sonography profession. The highest ethical and professional standards of conduct will be expected of you at all times. We wish you success as you begin your ultrasound career.

Graduates of the program are awarded an associate degree in Diagnostic Cardiac Sonography.

College Mission, Vision, and Philosophy

Mission

The mission of John A. Logan College is to enrich lives through learning and community engagement.

Philosophy

John A. Logan College believes in the inherent worth and dignity of the individual. Derived from that belief is the concept that education is important to the cultural, intellectual, and social enlightenment of the individual; that high-quality educational opportunities are the right of the citizens to whom the College belongs; and that education is vital to the area's economic growth. Because our citizens have worth, dignity, and potential regardless of their age, economic status, or social station, the College assumes the obligation to serve its citizens through an open-admission concept with lifelong learning opportunities.

Within the limits of the College's ability to attain and maintain a solid financial base, it is ready and eager to provide low-cost traditional and non-traditional education opportunities whenever, wherever, and however they are needed by the citizens to improve the quality of their lives.

Core Values

- **Student-Centered:** We are committed to providing quality learning opportunities and assisting students at each step in their educational journey.
- **Integrity:** We are committed to creating trust and confidence in our college community that acts with honesty and forthrightness, holding ourselves to high academic and ethical standards.
- **Respect:** While recognizing and valuing the dignity and uniqueness of every person, we are committed to creating a positive community where everyone is appreciated and considered for their contributions and performance.
- **Community:** We are committed to cultivating partnerships within the community for the mutual benefit of the College and the southern Illinois region.
- **Optimism:** We are committed to looking at things with a positive eye and an open mind, trying to see the good in things first. Everything we do is with an effort to foster a positive environment, even in the toughest challenges.

Program Philosophy

The faculty, believe that Adult Cardiac Diagnostic Medical Sonography (DMS), adult cardiac concentration, as a vocation can best be taught within the framework of an institution which considers its main function to be providing education for the community of which it is a part. Therefore, the Adult Cardiac Diagnostic Medical Sonography Program and John A. Logan College have philosophies which are interrelated to assist in developing the potential of the student.

This program exists primarily because there is a need for sonography staff in this community college district, state and nation. In addition, there is a need for many individuals to become employable, some of whom desire a health career.

We define sonography as a process of assessing, planning, implementing and evaluating care through cognitive (knowledge), affective (attitude), and psychomotor (skills) techniques. Education received in Adult Cardiac Diagnostic Medical Sonography is competency based. Education in sonography begins by using the online course work to stimulate the students to ask and answer questions, study, take exams, and complete assignments. Problem-based and case study instruction are utilized once the student has the necessary knowledge base. Then student's progress to applying what has been learned in the ultrasound classes by completing competency evaluations with the ultrasound equipment under the direct supervision of the laboratory instructor. Scanning of normal and abnormal pathophysiology on volunteers in the laboratory provide "real life" imaging and problem solving.

The lecture and laboratory learning prepare the student to function in the clinical assignment "on the job". The student must use information learned and apply it to new situations. The student is graded on attitudes, competencies, and performance just as an evaluation of an employee doing a specific job.

The DMS faculty are responsible for providing academic and clinical excellence through student centered learning in a supportive environment dedicated to student advancement. The student's responsibility is to demonstrate interest in and strive toward achievement of the goals and objectives of the program. Students need to be enthusiastic, motivated, and self-directed to succeed in the sonography profession.

The Adult Cardiac Diagnostic Medical Sonography Program at John A. Logan College will provide the district, state and nation with highly skilled and competent cardiac sonographers through competency-based education. The graduates will produce and evaluate ultrasound images according to the national scope of practice and be able to apply for national credentialing. Already practicing sonographers will enhance their skills and career goals through continuing medical education which is required to maintain active status with the credentialing agency.

The Adult Cardiac Diagnostic Medical Sonography Program of John A. Logan College is not static. It reflects national health care trends and meets community needs.

Program Specific Information

Accreditation



The John A. Logan Adult Cardiac DMS program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography.

Goals of the Program

1. Provide students with a quality education in sonography to function in a variety of health care settings.
2. To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for adult cardiac sonography.
3. Enhance the learners' personal and educational goals, and current potential.
4. Provide students the knowledge necessary to pass the national physics and specialty exam for their specialty.
5. Provide quality education to the community so manpower needs are met.
6. Provide educational opportunities for the student who does not plan to complete a four-year program.
7. Encourage staff and program development.

Learning Objectives

Upon completion of this course of study, the graduate diagnostic cardiac sonographer will be able to:

Affective

1. Demonstrate respect for the dignity, worth and comfort of the individual patient.
2. Develop introspection and the ability to make rational decisions.
3. Collaborate with other health care professionals in improving the delivery of health care in the hospital and community.
4. Recognize the need for a progressive and continuing plan for personal and professional education and growth.

Cognitive

1. Demonstrate the ability to function within the national scope of practice as adopted by the Society of Diagnostic Medical Sonography (SDMS).
2. Demonstrate and utilize the physical principles of diagnostic ultrasound.
3. Identify specific anatomy and pathologic conditions in sonograms.
4. Explain the preparation and administration of applications of ultrasonic procedures.
5. Identify the fundamentals of the biologic effects of diagnostic medical sonography.
6. Describe the special requirements of cardiac ultrasonography.

Psychomotor

1. Demonstrate the correct procedure for each level of clinical performance.
2. Provide quality diagnostic sonograms, demonstrating competency in the use of ultrasound equipment.
3. Assume the responsibilities of a competent sonographer with ability and confidence.
4. Demonstrate competency in patient care, communication and organization of the sonography area.

Handbook Purpose

The Adult Cardiac Diagnostic Medical Sonography Handbook is a supplement to the John A. Logan College Board Policy and Administrative Procedures. Policies and procedures unique to the diagnostic medical sonography program will be addressed in this handbook. John A. Logan can alter or amended this handbook at any time and changes will be communicated to the student.

Students with Disabilities

The JALC Adult Cardiac Diagnostic Medical Sonography Program seeks to provide a safe environment for its students and patients in the clinical setting. Students may be required, during the course of the program, to demonstrate their physical and/or emotional fitness to meet the essential occupational requirements of the program. Such essential requirements may include the ability to perform certain physical tasks and suitable emotional fitness. Any appraisal measure used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and ADA Amendments Act of 2008 (ADAAA) so as not to discriminate against any individual on the basis of disability. If special accommodations for disability are needed for a course, contact the College's Student Success Center as soon as possible.

About the Profession

The diagnostic medical sonographer utilizes high frequency sound waves and other diagnostic techniques for medical diagnosis. The professional level of this health care service requires highly skilled and competent individuals who function as integral members of the health care team. The diagnostic medical sonographer must be able to produce and evaluate ultrasound images and related data which are used by physicians to render a medical diagnosis. They must acquire and maintain specialized technical skills and medical knowledge to render quality patient care.

Scope of Practice

The following is the Scope of Practice adopted by the Society for Diagnostic Medical Sonography.

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.

American Registry of Diagnostic Medical Sonographers Examination

Upon successful completion of the Program in Diagnostic Medical Ultrasound, students are able to apply to take the American Registry of Diagnostic Medical Sonographers (ARDMS) examination. Each application is assessed individually for eligibility by ARDMS. Although every student is encouraged to apply and successfully pass the Registry examinations, the decision to take the examination is made voluntarily by the individual student. Examinations incur costs which are the responsibility of the student. Students are reminded that the ability to hold a position as a sonographer may be dependent upon successful completion of credentialing examinations.

Registry fees are the student's responsibility; however, it is a program expectation that students will take the examinations in the specialties for which they qualify.

1. Students will be provided the necessary online site so they can apply for Registry examinations.
2. Students will be counseled by the program coordinator and faculty regarding studying for and successfully passing credentialing examinations.
3. The ARDMS changes their requirements annually. It is the student's responsibility to inquire about the requirements that are in effect at the time of preparing for the exam.
4. The ARDMS has all examinations available on the computer. The ARDMS website, www.ARDMS.org lists available sites for test administration.
5. Information can be obtained from sites other than the ARDMS for registry exams.
6. Upon completion of all educational requirements, the program coordinator provides authorization of completion and notifies the ARDMS on behalf of the student. The program coordinator defines the specialties the student may apply for according to concentration of study.

Accidents

Any accident occurring during scheduled clinical program time must be reported to the clinical instructor. All incidents will ultimately be reported to the program coordinator, the Assistant Dean for Health Sciences, and the John A. Logan College Campus Safety Department.

1. Following any incident where a student is involved, two incident report forms must be filled out by the student and clinical instructor involved. A John A. Logan College form as well as a site form needs to be completed. A copy of both forms is to be forwarded to the program coordinator and the Assistant Dean for Health Sciences.
2. Students who have been exposed to any hazardous substances, including blood or body fluids, will report this immediately as well as file incident reports with the program and clinical site.
3. Students are responsible for their personal health and to maintain health care insurance. **John A. Logan College does not provide student health insurance.** The clinical facility is not responsible for student injuries beyond necessary first aid given in the facility unless there are special provisions in an individual clinical facility's policies to do so.

Attendance/Tardiness

Students accepted into the Adult Cardiac Diagnostic Medical Sonography Program are expected to complete all online assignments, case studies, attend clinical days, and attend any other scheduled event that is part of the Adult Cardiac Diagnostic Medical Sonography Program curriculum. Any student unable to attend due to illness or an emergency must follow the procedures outlined below. Students will be responsible for obtaining any information presented during their absence. Students are required to be punctual for both didactic and clinical meetings.

1. Attendance is required for all clinical days.
2. Students are expected to begin clinical rotation on the start day set by the syllabus.
3. Students cannot "bank" time for clinical hours.
4. Students cannot schedule vacation time or days off during clinical rotations. These are considered UNEXCUSED absences.
5. All clinical time missed must be made up. No make-up days are accepted during breaks or scheduled college days off.
6. Students are expected to arrive and leave the clinical site on time. Repeated tardiness reflects inability to organize and be responsible. TWO tardies in a clinical rotation will be counted as ONE day of absence and the hours for a clinical day will be made up. Early departure from the clinical site is counted as a tardy. Students who are tardy will be warned once, verbally. The second time they will be sent home and the day will have to be made up.

In the event of sickness or an emergency that prevents attendance at a course lab, a case study day, a clinical day, or any other scheduled event that is part of the DMS Program curriculum, the student is required to do the following:

1. It is absolutely necessary to report to the clinical instructor at the hospital, clinical coordinator and to the DMS program coordinator prior to missing a clinical day and how the time will be made up. Failure to call each party will result in a 10% reduction in grade, *per occurrence*. The student must call the clinical site and clinical coordinator prior to time the student is schedule to start. Any absence that does not follow these steps will result in an UNEXCUSED absence and the time missed will have to be made up immediately.
2. Students are to request permission from the clinical instructor and the DMS clinical coordinator at least 24 hours prior to the missed day. If either the clinical coordinator or

site feel the student needs to attend and the student is absent, that day will be counted as an absence, that day will be counted as an absence.

3. The student will document the date of the unscheduled absence, the reason for absence, and give the make-up day they have arranged with the clinical instructor on their weekly clinical form. Students who do not make up these days before the end of the semester will receive an incomplete (if 80% of the course is completed). The student will deliver or email this documentation within ONE week of the absence to the program coordinator, which will be placed in the student's program file.
4. Students who are absent for 40 hours of clinic, regardless of make-up time, will have to repeat the clinical. It is the student's responsibility to inform the DMS program coordinator of plans to re-enter the program in writing and an individual completion plan will be created, if the student is eligible.

Class Attendance

All students are expected to attend all classes, labs and clinical. Attendance in theory is essential. Material may be presented in lecture that is not in the textbook. Regardless of whether students are in attendance, they are still responsible for this material. Students are expected to report to all classes, labs and clinical on time. Repeated tardiness reflects an inability to organize and be responsible. Two tardies in any semester will be counted as one day of absence. Early departure will be considered the same as a tardy. There is time during the week for students to schedule personal businesses. If it is absolutely necessary to be absent, it is the student's responsibility to report to the proper instructor prior to missing lab or clinical and arrange to make up the missed session. If the student fails to report to the instructor, it will result in a zero grade for any assignments or tests that day. ***If three absences occur in lecture or lab, a drop in one letter grade will result in that course. A student who misses 9 hours of a 3-credit hour course, 12 hours of a 5-credit hour course, or 18 hours of a 6-credit hour course will have to repeat the course.***

Class Assignments

Assigned readings, slides, and video reviews are to be done prior to class meetings, and the student should be prepared for class, lab, or clinical discussion over this material. Failure to demonstrate being prepared will lower the student's daily grade. In class assignments are to be turned before leaving class.

Assigned laboratory proficiencies must be completed before the student proceeds to the next task. A student will receive a zero grade if they do not turn a proficiency in on time and will still be required to finish the proficiency before proceeding to the next task. Clinical proficiencies will be graded on the amount finished at the time the proficiency is due. All clinical proficiencies in all lab courses must have a 70% pass score for the student to progress.

It is the student's responsibility to keep informed as the course progresses. If assignments, class information or announcements are missed, it is the student's responsibility to make this up. If students do not comprehend course information or they are concerned about their progress in the class, it is the student's responsibility to keep the instructor informed of these concerns.

Scheduled Tests and Quizzes

Scheduled tests and quizzes missed will be made up the day the student returns to school. It is the student's responsibility to contact the instructor to schedule the make-up tests and all missed assignments. If these tests are not made up on the first day of returning to school, the student will lose 10 points. The makeup exam will be fill in the blank, definition, essay and possible multiple-choice questions. Students will have one week upon their return to take the makeup test, at which time, they will receive a zero grade for the test if not completed.

Electronic Devices or Earbuds During Exams

Wired or wireless earbuds, Air Pods, and/or headphones of any type are NOT allowed during any tests or quizzes.

Any electronic device used during any adult cardiac diagnostic medical sonography examination, could be grounds for automatic failure.

Health Insurance Portability and Accountability of 1996

Health Insurance Portability and Accountability ACT (HIPAA) established a set of rules governing privacy and confidentiality of health care information for covered entities under Health Insurance Portability and Accountability Act. The federal government has mandated compliance and student must have Health Insurance Portability and Accountability Act training on privacy and confidentiality. All sonography students will have HIPAA training prior to entering the clinical experience.

Students in the adult cardiac diagnostic medical sonography program are required to maintain strict patient confidentiality at all times. ALL students will review Health Insurance Portability and Accountability Act (HIPAA) requirements prior to clinical rotation and sign and statement agreeing to abide by the clinical/community agency's rules and regulations regarding confidentiality. Any violation of confidentiality will result in disciplinary action so deemed necessary by the faculty, agency, and/or adult cardiac diagnostic medical sonography program. A student breach of confidentiality can impact clinical agency contract agreements with the John A. Logan College Adult Cardiac Medical Sonography Program. Students are reminded patients/clients can pursue legal action should any health professional, including adult cardiac medical sonography students violate confidentiality in any setting. ***Violation of patient/client confidentiality shall result in immediate failure of class/clinical and may result in expulsion from the adult cardiac medical sonography program.***

Students' signature required on **Appendix A - AGREEMENT TO ASSURE CONFIDENTIALITY** to comply with confidentiality regulations.

Viewpoint Screening

All adult cardiac diagnostic medical sonography students entering the adult cardiac diagnostic medical sonography program will be required to access and purchase a Viewpoint Screening package. Viewpoint Screening will be used to hold important healthcare records including immunizations and signed consents to enter and remain in the adult cardiac diagnostic medical sonography program. Viewpoint Screening will also be utilized to run a Background Check and Drug Screening procedure to enter and remain in the adult cardiac diagnostic medical sonography program. The cost of Viewpoint Screening is \$114.00 and is nonrefundable. The Background Check and Drug Screen are included in the cost of the package. Once creating

your account in Viewpoint Screening, you will have access to the health record repository even after the program has completed for your convenience. Please follow the step-by-step directions to create your account and pay with a debit or credit card. There will be a deadline set by the coordinator to access, purchase, and load the information required to enter the adult cardiac diagnostic medical sonography program on time. Any student on a waiting list for the adult cardiac diagnostic medical sonography program entry should **not** purchase Viewpoint Screening until an actual seat is available in the adult cardiac diagnostic medical sonography program.

Adult Cardiac Diagnostic Medical Sonography Program Health Requirements

The John A. Logan College (JALC) Adult Cardiac Diagnostic Medical Sonography program is responsible for assuring students a safe working environment through proof of immunization or immunities from certain diseases. The immunizations, titers, and tests listed below are required to enter the various clinical agencies we use to complete clinical courses within the program.

These include the following:

- Measles (Rubeola) Titer
- German Measles (Rubella) Titer
- Mumps Titer
- TDAP within the last 10 years
- Tuberculosis (yearly)
- Chicken Pox (Varicella) Titer
- Proof of Childhood Polio Vaccine or Titer
- Influenza (Flu) Vaccine (yearly -each fall)
- Hepatitis B Series or opt-out
- COVID-19 vaccine and/or any necessary booster per clinical site request

Health requirements can change according to clinical contract requirements. John A. Logan College Adult Cardiac Diagnostic Medical Sonography Program requires a **physical examination** by a physician or healthcare provider within 3 months of the start of each program. This exam will allow an opportunity for the Health Provider to discuss the physical ability of the student considering adult cardiac diagnostic medical sonography as a profession.

A Respiratory clearance physical examination is required. John A Logan College Adult Cardiac Diagnostic Medical Sonography Program requires a respiratory clearance examination by a physician or healthcare provider to complete clinical rotations. The respiratory clearance paperwork is embedded in the physical examination paperwork. If required by the clinical agency, students may be required to be fit tested for a respirator or N-95 to enter negative pressure isolation environments.

A Mantoux Tuberculosis (TB) Test is required each year. Upon entry to the program, students must have a two (2) step tuberculosis test within a 1–3-week period or a QuantiFERON Gold serum blood draw. After the initial two-step with negative results, the student may get a one-step test renewed prior to expiration date. Before students can have any patient/client contact, they must show proof of the test and the appropriate medical follow-up, if needed. In the case of a positive result of previous positive TB skin test, the student shall be asymptomatic, present a current statement from the Health Department TB nurse indicating status is non-communicable. **All** known TB reactors are to complete the “*Known Tuberculosis Reactor Evaluation*” form annually at the local health department. Should the student decide not to follow the Health Department TB Nurse TB Medication Regimen, the student may not attend the adult cardiac diagnostic medical sonography program. Communication from the appropriate

health department TB Nurse will be placed in the student's file along with other immunization information.

A Varicella Zoster/Chicken Pox titer is required. If the Chicken Pox/Varicella titer is negative or equivocal, the student will be required to obtain the varicella booster immunization from their physician.

A Measles (Rubeola), Mumps, and German Measles (Rubella) (MMR) titer is required. If the MMR titer is negative or equivocal, the student will be required to obtain the MMR booster immunization from their physician.

A TDAP (Tetanus, Diphtheria, and Pertussis) vaccine proof within the last 10 years is required. Student must show proof of TDAP within the last 10 years or receive a TDAP vaccine from their physician.

Polio vaccine proof or titer is required. Student will need to provide proof of childhood polio vaccine. If childhood polio vaccine cannot be provided, a titer is required. If polio titer is negative or equivocal, the student will be required to obtain a polio immunization from their physician.

An Influenza (Flu) vaccine is required annually. Students will need to receive and provide proof of yearly influenza vaccination. Students need to adhere to the program deadline set for receiving the influenza vaccination. Re-entry students will need to receive an annual influenza vaccine for program readmission.

COVID Clinical Immunization Requirement:

JALC does not require the COVID vaccination or booster. The Centers for Disease Control and Prevention (CDC), however, recommends a COVID vaccine and/or booster for all healthcare providers as best practice for entering the healthcare profession at <https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>.

JALC has clinical affiliate agreements with multiple healthcare agencies. Some agencies require the COVID vaccination, and others do not. Clinical learning is a requirement of the adult cardiac sonography curriculum. Students will be assigned to clinical sites based on availability and staffing requirements within the program. Students will be informed of the COVID vaccine requirement of their assigned clinical site.

To successfully complete the clinical, students must:

- Comply with the COVID vaccine requirement of that clinical site or
- Request an exemption directly from that clinical site

Options for students selected to go to a clinical facility that requires the COVID Vaccine:

COVID Vaccine Option 1: The student receives the COVID vaccine prior to clinical assignment and uploads proof of vaccination into the Viewpoint Screening repository and is cleared to participate in the clinical experience.

COVID Vaccine Option 2: If the student is unable to comply with a clinical site's COVID vaccine requirements, the student must contact the clinical site's human resource department and follow the exemption process required by the clinical site. It is the student's responsibility to contact and comply with the rules of the clinical site to receive an exemption. If the exemption request is approved by the clinical site, the student can attend the clinical. The adult cardiac diagnostic medical sonography program coordinator will need a copy of the exemption form

provided by the clinical site. If the request is denied by the clinical site, the student will report this information to the adult cardiac diagnostic medical sonography program coordinator. JALC will make every effort to assist the students in clinical placement for on-time degree progression and program completion. Completion of clinical rotations may not be possible without vaccination against COVID by the clinical agency granting an exemption to the student. JALC is not responsible for a student who has been denied a vaccine exemption by the clinical site and cannot receive the clinical experience required for degree completion.

Hepatitis B vaccination series is highly recommended but not required. By nature of the profession, sonographers have a high occupational exposure to blood or other potentially infectious materials which run a risk of acquiring the Hepatitis B Virus (HBV) infection. The JALC Adult Cardiac Diagnostic Medical Sonography Department highly recommends students to receive the Hepatitis B three dose vaccine series. See page 20-21 and Appendix B for information on the Hepatitis B Vaccine series required paperwork for vaccination or opt out to be completed by a physician.

Submission of Required Documents and Health Records to Enter the Adult Cardiac Diagnostic Medical Sonography Program

Students must submit all required documents, including consents, signatures, physical exam, health insurance, car insurance, proof of Driver's license, immunizations and/or titers, CPR card, drug screen into the Viewpoint Screening repository by deadline set by instructor at orientation to remain a potential adult cardiac diagnostic medical sonography student. **Failure to upload information on time will result in forfeiting student position to an alternate student on the waiting list.**

Health Insurance

Students must show documentation that they are covered by health insurance **prior to beginning of the curriculum**. If you drop your health insurance during the program for any reason, you will be exited from the program immediately and cannot reapply for 1 year.

Students are responsible for all costs incurred related to health problems, falls at the hospital, needle sticks, or any ER visits. These expenses are not paid by John A. Logan College. Re-entry students must submit health insurance proof prior to the start of any re-entry course. Health Insurance must be maintained for the length of time the student is in the program.

Automobile Liability Insurance

Students are required to maintain automobile insurance while in the program. In the event that a student is transported by clinical agency personnel, during a clinical rotation, the student may be required to:

1. Sign the release of responsibility form from the agency as required.
2. Elect to drive own vehicle.
3. Students are not allowed to transport patients/clients in their personal motor vehicles.
4. Students must be aware and adhere to any pertinent clinical/community agency policies.

Cardiopulmonary Resuscitation Certification

Cardiopulmonary Resuscitation Certification (CPR), American Heart Association (AHA) is required of all adult cardiac diagnostic medical sonography students in accordance with affiliating agency requirements. Upon entering or re-entering the adult cardiac diagnostic medical sonography program, each student must successfully complete the **American Heart**

Association Basic Life Support (BLS) CPR Provider course (ALH 101). Effective CPR training is required, to enter the clinical settings. Failure to provide validation will result in withdrawal from the adult cardiac diagnostic medical sonography program.

The ALH 101 course is on the DMS program guide and is required to enter the clinical site.

Note: The CPR class required is the **Basic Life Support Provider** course and should include 1- and 2-persons CPR, airway obstruction of the **infant, child, and adult, child and infant CPR, mask-valve ventilation, AED, and Chain of Survival**. Certification involves passing a written test and demonstrating ability to satisfactorily perform each skill before a certified instructor.

Confidentiality

Information concerning patients, faculty, staff, volunteers, clients, or other students is highly confidential and may only be used for legitimate educational purposes. Any disclosure of confidential information regarding a patient, including release of pathology or diagnosis to a patient, will result in dismissal from the program. In many cases, disclosure of confidential information is a violation of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA); please consult your instructor or program coordinator for more information.

Students should never discuss information concerning patients, faculty, staff, volunteers, clients, or other students, or take photographs on or off campus, without written authorization. This includes sharing information on social media platforms regarding patient information, clinical sites, exams, procedures or hospital records. HIPPA violation is a serious infraction of any information or detailed descriptions that compromises patient confidentiality being shared for reasons than education purposes.

1. Any disclosure of confidential information regarding a patient, ***including release of pathology or diagnosis to a patient***, will result in dismissal from the program.
2. Every student will be required to sign the “Confidentiality Agreement.”

Tips for Using Social Media

Adult cardiac diagnostic medical sonography students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior have the potential to enhance or undermine not only the individual’s sonography career, but also the sonography profession.

Principles for Social Networking:

1. Sonographers must not transmit or place online individually identifiable patient information.
2. Sonographers must observe ethically prescribed professional patient-nurse boundaries.
3. Sonographers should understand that patients, colleagues, institutions, and employers may view postings.
4. Sonographers should take advantage of privacy settings and seek to separate personal and professional information online.
5. Sonographers should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.

6. Sonographers should participate in developing institutional policies governing online conduct.

Tips to Avoid Problems with Using Social Media:

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the sonographer-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, JALC faculty, employers, clinical affiliates, co-workers, or fellow students, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Adult Cardiac Diagnostic Medical Sonography Department Social/Electronic Media Policy

This policy applies to students using social media/electronic media while on John A. Logan College premises and also to the use of social media away from the college premises when there is any affiliation to John A. Logan College is identified, known, or presumed. Students wearing John A. Logan College hoodies, T-shirts, hats, etc. are considered an affiliation with the college. Social media's high speed, level of interactivity and global access to any information you publish merits particular consideration.

Use good judgment when using social media. There are consequences to what you write and when posting pictures. You are entering a respected profession. Professionalism will be evaluated in each theory, lab and clinical course. Nudity, revealing inappropriate photos, vulgarity tagged from your personal Facebook/electronic media and sent to college faculty/director/administration will be seriously evaluated by the faculty/program coordinator as a professional deficit which will result in discipline up to and including failing the course(s) and removal from adult cardiac diagnostic medical sonography program for a minimum of one year. When creating an email address it must be professional.

Employees are being terminated in health care settings due to poor judgment with communication/pictures on Facebook/electronic media. The goal of the JALC Adult Cardiac Diagnostic Medical Sonography Department is to educate and evaluate students' judgment while using social/electronic media preparing the student for the professional workforce (JALC Social Media Policy 3368).

Dress Code

Personal appearance is valued as a part of professional development for adult cardiac diagnostic medical sonography students. Student uniforms are worn at all times in scheduled clinical sessions. Students do not need to wear the student uniform on the College campus, except when required by faculty. A student is prohibited from wearing the student uniform while employed. **DO NOT wear contaminated uniform in grocery store or restaurant or any public place.** Hospital bacteria **ARE** on the uniform.

Student Uniform

The student uniform consists of an official galaxy blue uniform scrub set, revolution style, (top and pants or skirt) from Mark's Scrub Shop in Marion, IL. A student patch will also be stitched

on the left sleeve of the uniform top. Student patches will be added to the uniform from Mark's Scrub Shop. The student name badge must be worn on the left front of the student shirt. Additional identification required by specific facilities will be worn per facility policy. Students may wear a plain white undershirt under the official uniform student shirt. The uniform must be clean and neatly pressed. No visible long underwear or printed T-Shirts, etc., are allowed under student shirt or pants. Pants cannot drag floor. Pants must be hemmed 1½ inches off the floor if necessary for professionalism and hygiene. Female students preferring not to wear official scrub pant **must** wear an official uniform skirt with white hose. Flesh colored hose are not allowed.

Shoes

Solid white, black, or brown leather shoes or solid white, black or brown leather tennis shoes with white socks or hose. Only white hose or socks are permitted; hose should not have runs. Sandals, toeless shoes, Crocs, and clogs are not acceptable. Shoes will be clean (including shoelaces) and polished. Bottoms (soles) of shoes should be white, black or gray.

Hair

Hair color should be of a natural appearing shade, i.e., no pink, neon, striped, etc.- Hair will be clean and controlled in a manner that prevents infection transmission and is not a safety hazard. No unkempt or dirty hair. Repeated warnings of unhygienic hair will result in dismissal from program (Board Policy #8311). Long hair is worn up off the collar and away from the face. There are no decorative ribbons or hair decorations worn. Men's facial hair should be neatly trimmed ¼ inch from skin. Facial hair may need to be removed to pass Respiratory Clearance/Fit Testing for N-95 mask usage in the clinical setting.

Jewelry

One simple band ring without stones and one stud earring in each ear lobe may be worn, no other ear jewelry. No jewelry may be worn around the neck unless completely hidden. All visible body piercing jewelry is prohibited including tongue rings, nose rings and all facial piercing in clinical. No wrist jewelry other than a wristwatch with a second hand or a Med Alert bracelet may be worn. No pins may be worn. NO Dermal IMPLANTS below elbows or on face, neck, or arms

Makeup and fingernail polish

No exaggerated makeup or strong perfume may be worn in the clinical setting. Due to infection transmission, fingernails must be clean, filed smooth and rounded, length cannot exceed ¼ inch, with no nail polish in clinical. Acrylic, silk, gel, or other types of supplemental/artificial nails are not permitted in any clinic site.

Tattoos

Tattoos must be completely concealed in clinical.

Ear Lobes

If a potential adult cardiac diagnostic medical sonography student has ear gauges, ear spacers, or effects of spacers and gauges, they need to report to the coordinator immediately. There is a possibility, after meeting with the coordinator, a student cannot be accommodated in a clinical setting due to the size of ear gauge, spacer, or ear disfigurement per clinical agency protocols. If ear gauge size is appropriate for adult cardiac diagnostic medical sonography program, students must wear solid flesh skin tone ear plugs in the clinical and lab setting.

Hygiene

Students are expected to participate in appropriate personal hygiene such as bathing, oral hygiene, use of deodorant, hair washing, and shaving. Dirty, greasy appearance or body odor and/or tobacco odors are considered unprofessional and reason to be sent home from clinic and charged a day of absence.

Picture Badge

No caps or hats for photo ID. No facial piercings or low-cut tops for photo ID. Please follow prior dress requirement for photo ID as directed.

Eye Protection

Students are required to purchase and keep eye protection on them at all times in the clinical setting. Acceptable forms of eye protection are clear safety goggles or a face shield. Prescription eye glasses do not replace the need to wear safety goggles. Student must follow the clinical affiliate policies and procedures on personal protective equipment (PPE) at all times.

Miscellaneous

- Work scrubs should not be worn on campus. The faculty, students, and community assume scrubs are contaminated. Bring your scrubs and change clothes if going to work after class.
- Gum and candy are not allowed in the clinical setting.
- Due to OSHA infection control requirements, stethoscopes are not to be worn around the neck, and stethoscope tubing covers are not acceptable.
- Dress Code is subject to change by the clinical site at any given time.

Dress Code for Students in a Lab Setting

Students will be expected to wear clean uniform scrubs for lab. Students will be asked to change into scrubs for lab. Bring uniform with you, do **NOT** wear all day. Closed-toe shoes are required for the laboratory setting. No sandals, toeless shoes or clogs are permitted.

Criminal Background Checks and Drug Screens for Program Admission

It is the policy of John A. Logan College, herein known as College, to adhere to all policies of clinical facilities with which the College affiliates for student clinical learning experiences. Many of these facilities require drug testing and criminal background screening for all students within the Adult Cardiac Diagnostic Medical Sonography program.

The College has determined that prior to being admitted in any allied health educational program, the student must have completed the criminal background check and possess a current negative drug screen. **Random drug/alcohol screens may be requested and will be paid by students if reasonable suspicion exists.**

Criminal Background Check

1. The student must sign a drug testing and criminal background screening policy acknowledgement forms (Appendix B - Drug Screen and Acknowledgement of Receipt of Drug/Alcohol Abuse Policy and Appendix C - Criminal Background Check).
2. The initial criminal background screening cost is included in the Viewpoint Screening package and will be nonrefundable. The student will be required to upload the

Viewpoint Screening package and follow the directions to complete a Background Check.

3. The criminal background search will encompass a standard federal criminal background search. Positive “hits” on the criminal background must be followed up by the student and cleared through JALC prior to attending the adult cardiac diagnostic medical sonography program.
4. If the background check indicates the student has a criminal conviction that may affect his/her ability to be a member of the sonography profession, he/she will first be given the opportunity to refute the record. A criminal conviction, in and of itself, may not prevent enrollment.
5. Criminal background will also need to be disclosed to the clinical agency per the clinical affiliate contracts. Once a student is accepted into the adult cardiac diagnostic medical sonography program and a clinical facility refuses the student access to the clinical experience at its facility, the coordinator will make reasonable efforts to find an alternative clinical site for the student to complete their clinical experience. JALC does not guarantee a student with a criminal conviction that he/she will be able to complete any clinical experience. A student who cannot be reasonably assigned an alternate clinical site will be dropped from the program.
6. Reasonable efforts will be made to ensure that results of criminal background checks are kept as confidential as possible with a limited number of persons authorized to review results.

Criminal Convictions While in School

If arrested, charged or convicted of a felony while enrolled in the JALC adult cardiac diagnostic medical sonography program, the student will need to report the incident to the coordinator. Depending on the individual situation, the student may not be able to complete the adult cardiac diagnostic medical sonography curriculum until the problem is legally resolved. Hospital administration, personnel, and patients are concerned regarding patient safety and care when charges are publicized and looming. When the charges have been resolved by the court system, the student will be re-evaluated by the coordinator for possible re-entry into the program. Failure to report to the coordinator, any charge, could result in removal from the program.

Drug Testing

As a condition of the adult cardiac diagnostic medical sonography program admission and readmission requirements, the student will be required to submit to a drug test, through Viewpoint Screening and paid for by the student as part of the Viewpoint Screening package.

All drug screening must be conducted in accordance with the procedures of the United States Department of Health and Human Services as outlined in the “Mandatory Guidelines for Federal Workplace Drug Testing Programs” by <https://www.samhsa.gov/workplace/resources>.

1. The student shall provide a urine specimen for the drug screen. The drug screen specimen collection process will be completed through Viewpoint Screening and automatically uploaded into the student Viewpoint Screening account.
2. If a student has a positive drug and/or alcohol screen, he/she may not be admitted into the adult cardiac diagnostic medical sonography program. Drug/alcohol screenings may be requested each semester.

3. If the initial drug test indicates a positive, the student will be given an opportunity to refute the positive.
4. A student with a negative-dilute result will be given the opportunity to repeat the urine drug screen within 48 hours or the result will be considered a positive drug screen and student will forfeit their position in the program.
5. Student shall be subject to the drug and alcohol testing policy and rules of the facility providing the clinical education experience, which may require the student to submit to the additional drug testing, in compliance with that facility's individual policies and requirements.
6. Student shall also be subject to additional testing as required by the Coordinator on either a random or for reasonable suspicious basis, as the sonography faculty and clinical site staff finds necessary to promote student clinical learning and safe patient care.
7. Once a student is accepted into the adult cardiac diagnostic medical sonography program and a random drug screen indicates positive; the clinical facility has the option to refuse the student access to the clinical experience at its facility. The student may receive failing grades for the adult cardiac diagnostic medical sonography classes enrolled in for the semester in which drug screen was a positive. A student with one positive drug screen will be dropped for the program for a minimum of one year. Random drug screening at student's expense will be required for remainder of adult cardiac diagnostic medical sonography program.
8. Student may be asked for a drug/alcohol screen by instructor or director at any time. The test will be paid for by the student.
9. THC (marijuana) is part of the required drug screen prior to admittance into the adult cardiac diagnostic medical sonography program. The passage of Illinois Law (410 ILCS 705) Cannabis Regulation and Tax Act in the State of Illinois does not overrule federal law, which states this is still an illegal substance. All clinical sites require assistance from the federal government for funding therefore do not allow employees to use marijuana (recreational or prescription). JALC must follow clinical affiliate contracts by not allowing marijuana (recreational or prescription) use. Adult cardiac diagnostic medical sonography students testing positive for THC, including prescription marijuana, will not be allowed entrance or re-entrance into the adult cardiac diagnostic medical sonography program. If the clinical site feels a student is under the influence or smells of marijuana, the student will be immediately drug tested and asked to leave the clinical site. Upon a positive drug screen in the clinical setting, the coordinator will issue an "F" for the clinical course and seek student removal from program for one year.

Infectious Disease

All students must wear protective devices, gloves, gowns, masks, etc., when performing examinations on patients with infectious disease.

Blood and body secretions such as semen, saliva, urine, tears, stool, emesis, sputum, wound drainage, bile, and pleural or peritoneal fluid may contain the HIV or hepatitis virus. All should be considered infectious. Any tissue biopsy or patient specimen should also be handled with care, including wearing gloves.

1. All students are **required** to wear protective gloves during **all** ultrasound examinations. **No exceptions.**
2. All students must review requisitions for type of tests for evidence of information regarding necessary precautions.
3. All students will review precautions to be taken with a supervising sonographer before performing an examination on a patient with an infectious disease.

4. Any incidents involving blood or body fluid contamination should be reported to the clinical coordinator, physician, and College officials.

Infection Control

All students enrolled in health care programs which involve a clinical lab component with duties which include “reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious material¹ shall be required to participate in an infection control training program based on Occupational Exposure to Bloodborne Pathogens OSHA standard¹. This training program shall be completed initially upon clinical assignment and before clinical placement and shall include annual updates in items not previously covered.

Documentation of each training program including the dates of completion, the contents of the training program, the trainer’s name and qualifications and the names and social security numbers of the attendees shall be maintained for minimum of three years after the individual training program.”

Students shall complete at a minimum, one part of the Hepatitis B (HBV) vaccination series or have completed a Hepatitis B Vaccine Declination prior to any clinical placement.

Students or faculty who experience an exposure incident shall follow the policies and procedures of the clinical facility. A written release to return to the clinical experience shall be provided by the student to the program coordinator.

Exposure Incident² Protocol

1. The clinical preceptor is also responsible for providing direction on procedures for students to follow if and when an exposure incident occurs. The protocol includes:
 - a. Documentation of the route of exposure, and the circumstances under which the exposure incident occurred. The form “Exposure Incident Report” will be completed.
 - b. Identification and documentation of the source individual, unless the hospital/agency can establish that identification is infeasible or prohibited by state or local law.
 - c. Consent testing of the source individual’s blood as soon as feasible to determine HBV and HIV infectivity. If necessary, the hospital/agency shall establish that legally required consent cannot be obtained. When the source individual’s consent is not required by law, the source individual’s blood, if available, is to be tested and the results documented.
 - d. After consent, results of the source individual’s testing shall be made available to the exposed clinical faculty or student, and that (exposed) individual shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
 - e. Recommendations for post-exposure prophylaxis when medically indicated will be given to the student. A Post-Exposure Checklist will be completed by the DMS Program Coordinator.
2. The exposed individual is required to meet with their own licensed health care provider or other qualified health care provider if there are any recommendations for post-exposure prophylaxis as indicated by the agency in which the exposure incident occurred.

¹ Definition of Occupational Exposure according to the Federal Register (29 CFR Part 1910.1030)

² Exposure incident according to the Federal Register means a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee’s duties.

3. A statement from the health care practitioner who evaluated the exposed individual is required as authorization to return to clinical practice. The written statement is submitted to the coordinator of Diagnostic Medical Sonography.

Communicable Diseases

Students may need to be restricted from clinical work settings during the incubation period of a communicable disease and/or during a known period of communicability. The policy for participation in classes for students with chronic infectious diseases is in the [Student Guidebook](#) under “Infectious Diseases”.

1. Students with a suspected diagnosis of the following diseases must report the infection to the program coordinator. Confirmation and treatment if desired or recommended will be required:
 - chicken pox (required)
 - scabies/lice
 - hepatitis-acute
 - tuberculosis
 - measles (rubeola)
2. During a known period of communicability, students may not work in the clinical setting unless authorized by their physician to do so and with clinical site agreement.
3. Students assigned to clinical settings may require restrictions if diagnosed or suspected of having the following communicable diseases:
 - Conjunctivitis
 - herpes zoster (shingles)
 - hepatitis
 - herpes simplex (cold sores)
 - influenza
 - skin infections
 - herpes Whitlow (finger)
4. Non-immune students who have been accepted into the program should notify the program coordinator following exposure to any of the following communicable diseases:
 - chicken pox
 - rubella
 - mumps
 - herpes zoster
 - hepatitis (acute)
 - measles
5. Any time missed due to illness of any nature is considered an absence and will be handled accordingly.

Student Health Issues: Hepatitis B Vaccine for Health Care Workers

The risk of health care workers contracting HBV and Hepatitis C infection depends on exposure to blood or blood products through percutaneous and mucosal exposures. Any health care of public safety workers may be at risk for the HBV exposure, depending on the tasks performed. If those tasks involve contact with blood or blood contaminated body fluids, then such workers should be vaccinated. Risk is often highest during training periods. Therefore, it is strongly recommended that vaccinations be completed during training in schools of medicine, dentistry, nursing, laboratory technology, and other allied nursing programs. All students must sign a form indicating one of three (3) options; (1) They elect to receive the vaccine and will provide documentation; (2) They have previously completed the series and will provide documentation;

or (3) They refuse the series and sign a waiver (See Appendix B). Students will not be able to attend clinicals if they fail to provide evidence of the series or documentation refusal.

Pregnancy and the Hepatitis B vaccine: The Centers of Disease Control (CDC), states in their guidelines for contraindications the hepatitis B vaccine is safe for pregnant women or those considering becoming pregnant. The decision for taking the Hepatitis B vaccine before beginning clinicals at John A. Logan College will be determined by the student and their health care provider. Should the student decide to wait until after her baby is born to take the vaccine, waiver will be required, **Clinicals will be allowed with doctor's release indicating no restrictions.**

Hepatitis C Information: There are no vaccines against Hepatitis C/Hepatitis C Virus (HCV) or other types of Hepatitis. Health care workers are at risk for exposure from needle sticks and sharps involving HCV positive blood. HCV can be spread during birth to an HCV infected mother. It is possible to spread through sex with an infected person, sharing razors, toothbrushes, and health care invasive procedures.

Membership in Professional Organizations

Society memberships (e.g. Society of Diagnostic Medical Sonography, or SDMS) are strongly encouraged.

Overtime

Students will not be in attendance more than 40 hours per week. Students are expected to finish any case they are involved in at the end of the clinical day. If a student is participating in a procedure, which would be in excess of the period for that day, it is expected that the student will complete the case. The student should receive compensatory time the **next scheduled day**.

Compensatory time **cannot** be accumulated or "saved" and used at the student's discretion.

Health Concerns

1. While performing their clinical training, the student is required to:
 - stoop
 - climb stairs
 - walk (smooth or uneven, level or inclined surfaces)
 - reach above and below the shoulder
 - lift 100 pounds
 - carry 50 pounds
 - be able to push or pull
 - have near and far visual acuity
 - have depth and color perception
 - hear ordinary conversation
 - hear both high and low frequencies
 - do hand coordination activities requiring both hands for gross and fine manipulation
 - twist and grasp
 - power grip and feel

2. Students suffering from any disabilities, such as arthritis or hearing loss or any other condition that might impact their ability to successfully complete the program, are urged to seek medical advice before entering the program.
3. Students are strongly encouraged to have the Hepatitis B vaccination. If they choose not to do so, they will be required to sign a waiver.
4. Students who do not get all their immunizations/tests completed on time may lose their clinical site. Clinical sites must be notified if the student's immunizations are not completed. The clinical site may choose to deny the student a clinical rotation.
5. Ultrasound has been known to cause such conditions as rotator cuff and shoulder tendinitis, elbow pain as in tendinitis, tennis elbow, wrist neuromas, carpal tunnel, repetitive stress syndrome, and numbness in the fingers. Tendencies towards these conditions should be reviewed with your health care provider as to the appropriateness of this career.

Pregnancy

It is the student's responsibility to notify the program and clinical coordinator and the clinical instructor of their site of a pregnancy. The physician's, physician's assistant, or nurse practitioner's signed statement (no substitute signatures by office nurse staff allowed) allowing the pregnant student to continue the clinical/lab component of the program without restrictions.

If the physician orders physical restrictions, it will be necessary for the student to withdraw from the clinical and return to complete the program when a slot in the clinical is available. Should the pregnancy become high-risk, monthly releases from the physician will be required in order to continue clinicals. John A. Logan College faculty and the Dean for Health Sciences are concerned for the health of the pregnant student and the health of the unborn child, as well as, the safety of patients.

1. A pregnant student may not participate in any ultrasound related study which is conducted in a fluoroscopy, angiography, or cardiac catheterization room or perform procedures on patients with radioactive implants.
2. An effort will be made by the program coordinator to ensure that pregnant students are assigned to a "safe" work area.
3. Students need to be aware that the biggest risk to the unborn occurs during the first trimester. Students need to be tested for pregnancy as soon as they feel there is a reason to be so that appropriate adjustments can be made.

Re-entry Students

If a student fails or withdraws from a DMS course they must do the following:

1. They must request to repeat the course, in writing, to the program coordinator. Students are given 3 chances to complete the program. They will be denied entry after the third try has failed.
2. Once a written request is made, the program coordinator meets with the student and develops a plan of action based on time and space availability.

Scanning Laboratory Waiver

In order to have on-campus scanning labs, we use student and public volunteers. Students are asked to volunteer for student practice in the DMS Laboratory courses. If the student does not volunteer, opportunities are provided by John A. Logan College, via a public volunteer list.

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Public volunteers will be called by faculty of the college and will be scheduled during on campus lab times, according to student needs. The instructor for the lab sessions will schedule the volunteer. The practice sessions are to assist the student in their cross-sectional anatomy and sonography scanning techniques. Students' grades and evaluations must not be affected by participation or non-participation in non-clinical volunteer scanning.

The student who volunteers for scanning will be required to sign a laboratory waiver. Non-student (public) volunteers for student scanning will also be required to sign a waiver. Ultrasound uses nonionizing energy and does not possess the effects found with ionizing energy such as radiation from x-rays. Although the possibility exists that biological effects may occur with diagnostic medical sonography, the American Institute of Ultrasound in Medicine (AIUM) statement on clinical safety states that within the diagnostic imaging intensity levels, no harmful effects have been known to occur since its use for medical diagnoses in the 1960s on patients or its operators. All scan subjects must be willing volunteers and be no younger than 18 years of age. No visitors younger than 18 years of age are allowed in the scan labs during student scanning time. Only one person will be allowed to accompany the volunteer. The person being scanned is aware that this test is in no way designed to be a diagnostic test for medical purposes. The John A. Logan College DMS program is not responsible for any diagnostic information obtained from scanning.

Student Work

Students will not be paid for work performed while attending as a student of the DMS program. The hours the student puts into their place of employment are not to be included in their assigned hours for clinical education.

Transfer Students

The Adult Cardiac DMS program will evaluate each student transfer request on an individual basis.

Behavior in Classroom

In order to provide a classroom environment that is conducive to teaching and learning, disruptive behavior will not be tolerated. Students are also expected to avoid misuse of personal electronic devices and mobile devices.

If an instructor determines that a student's presence would disrupt the learning process or endanger the physical well-being of other persons in the area, the instructor may:

- Remove the student from the classroom and require a Course Re-entry Agreement with the students before re-entry to the classroom.
- Recommend to the Provost the permanent removal of the student from the class by administrative withdrawal.

Faculty members are authorized to establish reasonable rules of classroom conduct and decorum. Students who violate these rules may be subject to administrative withdrawal – dropped from a class with a grade of “W” without a refund of tuition.

Incivility

Incivility is a growing problem in classroom education and clinical education. It is necessary to bring attention to the problem of incivility and discuss its negative impact on teaching, learning, and patient outcomes. **Patient Safety** is altered from poor communication. Incivility and poor communication many times go hand-in-hand. Students may be highly intellectual and perform adequately in terms of clinical practicum but are grossly lacking in ability to interact in an effective and professional manner. **Your Professional Behavior begins in school!**

Examples of incivility are:

- Inappropriate comments and rudeness toward instructor, JALC staff or other classmates during class, lab, clinicals, hallways or on JALC properties.
- Repeated interruption during class verbally.
- Exiting the class frequently.
- Badgering instructor for grades
- Repeated texts to instructor.
- Eye rolling, coughing excessively, moaning.

Refer to Student Code of Conduct on page 29.

Student Complaint/Appeal Process

John A. Logan College is committed to equal opportunities for all students. The College has established procedures for the fast and fair resolution of student complaints as stated in Administrative Procedure 831 - Student Complaints. Students and organizations have a right to appeal disciplinary sanctions. See Administrative Procedure 832 – Student Appeals.

Credentialing

The DMS program requires the student to sit for two certification exams ARDMS SPI exam and RDCS exam. The ARDMS SPI exam is the first step in earning future ARDMS credentials. The SPI exam tests the requisite physical principles and instrumentation knowledge, skills, and abilities essential to sonography professionals and students. The SPI examination for the RDMS, RDCS, RVT and RMSKS credentials is two hours long, including a three-minute survey, and contains approximately 110 multiple-choice questions.

To earn RDCS you must pass the ARDMS SPI exam and a corresponding specialty examination within five years. After passing the ARDMS SPI exam, you can earn additional credentials without having to retake the SPI exam, provided you maintain active status.

For more information go to ARDMS.org under the credentialed tab.

Student Code of Conduct

Any of the offenses listed here may result in sanctions as described in [Administrative Procedure 826](#). In addition, criminal charges may be filed when appropriate. Any observed violation of this College code of conduct should be reported to an appropriate college official. Please refer to the [Student Guidebook](#) for the most up-to-date version of the Student Code of Conduct.

Offenses

- Academic dishonesty, plagiarism, or willful falsification of scientific, educational data that is represented as scientific or scholarly research, as outlined in the [Academic Honor Code](#).
- Discrimination based on race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation, gender identity, military status, unfavorable discharge from military service, language, pregnancy or genetics.
- Sexual harassment or misconduct.
- Providing false information to John A. Logan College with the intent to deceive, including, but not limited to, embezzlement and fraud.
- Forging, alteration, or misuse of documents, records, or identification cards; forgery may also result in criminal penalties.
- Assaulting or threatening in a menacing manner, striking, or wounding another person.
- Indecent exposure, including exposing sex organs and urination/defecation in public.
- Intentional destruction of, damage or injury to, or unauthorized use of property not one's own, including damaging College property and tampering with safety equipment (such as fire alarms, fire extinguishers, emergency lighting, AEDs, etc.)
- Theft, burglary, or breaking and entering.
- Unauthorized carrying or possession of weapons, ammunition, or other explosives, or creating a clear and present danger to persons or property by the misuse of combustible material; pellet and/or look-alike weapons.
- To assemble with one or more persons with the intent to violate any provisions of this code or failure of an organized group to address clear violations of College policies among their membership.
- Encouraging others to violate College policy.
- Use, possession, or distribution of alcohol, drugs, or other controlled substances (including prescribed marijuana) on any College-owned or supervised property.
- Intentional obstruction or disruption of teaching, research, administration, public service, community events, disciplinary proceedings, or other John A. Logan College activities.
- Intentional and unauthorized obstruction of a free flow of pedestrian or vehicular traffic.
- Unsafe vehicle operation, unsafe use of wheeled devices (e.g. bicycles, skateboards), or parking in violation of parking lot markings and signage.
- Intentional and unauthorized entry into any premises owned or controlled by John A. Logan College.
- Failure to comply with directions of identified John A. Logan College officials acting within the scope of duty, or of any law enforcement officer acting in the performance of his or her duties.
- Conduct of any nature which would be deemed illegal harassment under state or federal law including sexual harassment and sexual violence directed at a person while on John A. Logan College property, attending a College-sponsored event or in settings where the College has a contractual arrangement for education, housing, or transportation.
- Intentional violation of regulations regarding the use of electronic information systems not otherwise covered in this section.
- Attending classes unregistered (without instructor permission).
- Bullying, stalking, or use of threatening language, including off-campus behaviors if they impact a member of the College community.
- Unauthorized use of College trademarks or misrepresenting oneself as a College official.
- Disturbing the peace of the College community, including fighting, quarreling, or the use of disruptive or abusive language.
- Unlawful gambling.

- Participation in or public identification with groups organized to facilitate lawbreaking or intimidation (e.g. gangs, hate groups).
- Participation in hazing as defined by Illinois State Statutes.
- Disruptive use of electronic devices.
- Violation of written syllabus policies.
- Tobacco use or vaping in College buildings or anywhere other than parking lots located more than 15 feet from entrances, exits, windows that open and ventilation intakes.
- Eating or drinking in classrooms while scheduled classes are in session.
- Violation of federal, state, or local laws, or other published College policies.

Grading System

Course grades are assigned by instructors; final grades are used to calculate the grade point average (GPA), which is a measure of academic progress. Grades are described below, along with the value of each when used to calculate GPA:

Grade: A	Grade Points Assigned: 4
Description: Excellent	
Grade: B	Grade Points Assigned: 3
Description: Good	
Grade: C	Grade Points Assigned: 2
Description: Average	
Grade: D	Grade Points Assigned: 1
Description: Poor	
Grade: F	Grade Points Assigned: 0
Description: Failing	
Grade: INC	Grade Points Assigned: 0
Description: Incomplete. May be made up at the discretion of the instructor. The maximum time for making up an "INC" is one semester; otherwise, the student must repeat the course in order to gain credit. The incomplete grade will convert to an F if not completed by the end of the following semester, excluding summer semester.	
Grade: W	Grade Points Assigned: 0
Description: Authorized withdrawal no later than the last day of the fifteenth week of the semester. No grade points/no credit.	
Grade: AU	Grade Points Assigned: 0
Description: Audit; no credit.	
Grade: R	Grade Points Assigned: 0
Description: Repeated course	
Grade: P	Grade Points Assigned: 0
Description: Pass (credit but no grade points).	
Grade: CR	Grade Points Assigned: 0
Description: Denotes credit earned but no grade points awarded.	

A student may repeat a course only one time in an attempt to improve a grade for a given course. In instances where a student repeats a given course, both courses will be recorded on the student's transcript. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade-point average. See [Board Policy 8231](#) for more information.

The program uses a standard 5-point grading scale. Grades are posted on student transcripts in the Admissions Office. The program requires a minimum of "C" in each course.

- Students are provided with opportunities to accumulate their grade through assignments, presentations, tests, midterm, lab proficiencies, and final examinations in each didactic/lab course.
- Students are provided evaluations, clinical proficiencies and a final letter grade in each clinical course. Case studies are performed at the clinical site.
- A grade of less than C in any course is considered a failing grade. All students must maintain a "C" average in all professional courses (all courses with DMS prefix) to advance in the program.
- If a student has a grade of "E" in any DMS course, the student will be required to repeat the course at the next available semester providing space availability before continuing the program.
- For all DMS courses final grades are calculated as follows:
 - 90 - 100 = A
 - 80 - 89.9 = B
 - 70 - 79.9 = C
 - 0 - 69.9 = E

Course Syllabi

For each of your courses, you will receive a course syllabus (plural: syllabi). A syllabus contains key information about your course, including classroom policies and expectations. In addition, each syllabus has a [Syllabus Attachment Page](#) providing information and describing policies relevant to all courses at John A. Logan College. In this program, you are expected to familiarize yourself with each course syllabus. Contact your instructor if you have any questions.

Graduation

Graduation is an important part of completing this program. Students should apply for graduation the semester prior to completing all required coursework for the degree. The College awards degrees each semester, however, there is only one graduation ceremony held each year at the end of the spring semester. A one-time \$10.00 graduation fee will be added to your Bursar account when you apply for graduation. The graduation fee must be paid in order to receive your final transcript and diploma.

At John A. Logan College, we value the opportunity to celebrate our students' achievements at the graduation ceremony in May. However, it is not necessary to participate in the graduation ceremony to receive your degree and have your degrees noted on your official transcript.

Always apply for graduation even if you do not intend to participate in the graduation ceremony!

To be eligible for graduation with an Associate of Applied Science in Cardiac Diagnostic Medical Sonography, the student must meet all the guidelines of John A. Logan College:

- Complete required credit hours as prescribed in the curriculum.
- Attain a grade of "C" or better in sonography courses (defined as courses with a DMS prefix).
- Satisfy requirements for a certificate degree as outlined in the current College Bulletin.

Program Handbook: Adult Cardiac Diagnostic Medical Sonography Page 28

- Pass lab proficiencies and complete all clinical proficiencies and hours.

Academic Honor Code

Academic honesty is vital to building a community of trust that advances the mission of the College and helps students achieve their personal and professional goals. Academic dishonesty erodes that trust and has long-lasting corrosive effects on individuals and the institution. Our policies and procedures provide serious consequences for academic dishonesty, but also allow students and faculty to rebuild trust when it is lost.

What is Academic Dishonesty?

Every student at John A. Logan College has a responsibility to avoid all forms of academic dishonesty including, but not limited to, the following:

- **Plagiarism:** The intentional or unintentional use of another source of written words or ideas as one's own. Unintentional plagiarism usually results from inadequate documentation of sources.
- **Multiple Submission:** Submitting the same or significantly similar academic work for credit multiple times without instructor permission.
- **Cheating:** An attempt (successful or not) to gain an unfair advantage in academic endeavors, or to assist or protect someone else who has cheated.
- **Falsification, fabrication, or misrepresentation:** The creation or alteration of data, research, or resources/citations in connection with an academic assignment or records.
- **Copyright infringement:** The unauthorized or unlawful use of copyrighted work. Such as when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.
- **Lying:** Intentionally making false or misleading statements.
- **Outside Sourcing:** Submitting any paper or academic work that was purchased or otherwise obtained from an outside source, which includes (but is not limited to) a commercial vendor of research papers, a file of research papers or tests maintained by a student organization or other body or person, or any other source of papers or of academic work that was authored or prepared by a person other than the student who submitted it.
- **Complicity:** Aiding another person in committing an act of academic dishonesty.

Resolution

When an instructor identifies any form of academic dishonesty (as defined above), the instructor will inform the student of the violation by completing the Violation of Academic Honor Code form. The instructor shall determine the appropriate sanction(s) for the particular offense.

The following three sanctions, alone or in combination, may be imposed by the instructor for offenses or violations of the Academic Honor Code:

1. Reprimand/Warning
2. Rewriting/Redoing the assignment
3. Failing Grade. Student may receive a failing grade on the assignment, for a component of the course, or the entire course.

If the student acknowledges his/her actions and accepts the instructor-imposed sanctions, the matter shall be resolved, and documentation of the incident will be forwarded to the Assistant Provost for Student Affairs for record keeping.

More serious sanctions may be recommended by the instructor under the College's Student Disciplinary Action process. See [Board Policy 8313](#) and [Administrative Procedure 823](#) for more information.

Violence/Intimidation Prevention

Violence and intimidation are not tolerated in any John A. Logan College program. Specific examples of forbidden behavior are described in the Student Code of Conduct (see above). Violent or intimidating conduct may result in disciplinary action or referral to law enforcement. These rules also apply when students are at off-campus sites while participating in a college-sanctioned activity (clinical sites, externships)

Human Subjects Research

Any research involving human subjects, include student collaboration with other institutions, requires advance research approval. Never begin research on human subjects without documentation of research approval or waiver of research approval. Full approval from any collaborating institutions must be obtained before starting a study. Contact the Office of Institutional Effectiveness & Research for more information.

Confidential Information

Information concerning patients, faculty, staff, volunteers, clients, or other students is highly confidential and may only be used for legitimate educational purposes. Any disclosure of confidential information regarding a patient, including release of pathology or diagnosis to a patient, will result in dismissal from the program. In many cases, disclosure of confidential information is a violation of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA); please consult your instructor or program coordinator for more information.

Students should never discuss information concerning patients, faculty, staff, volunteers, clients, or other students, or take photographs on or off campus, without written authorization.

Class Cancellation

The JALCtext system is a convenient way to stay informed about campus closings; visit [JALCtext](#) to setup your account. Campus closings will also be announced through Volmail email and local media outlets.

There are three categories of closures:

- Class cancellation: Students are not required to attend lectures, tests, or other sanctioned activities that require a physical presence on campus.
- Suspended operations: All campus offices are closed. Staff and faculty are encouraged to avoid campus. Essential employees must report to work if notified by their supervisor.
- Total closure: All classes are canceled, all campus operations are suspended, and all personnel are prohibited from being on campus, except emergency personnel needed to maintain life, safety, and security of JALC property.

Board Policies and Administrative Procedures

Board Policies and Administrative Procedures provide overall guidance for the administration of John A. Logan College. To the extent that a particular policy or part of a policy conflicts with Illinois or Federal law, the applicable law shall take precedence. To the extent that a policy conflicts with a collective bargaining agreement provision to which the Board of Trustees is a party, the agreement shall take precedence.

The online version of the [Board Policies and Administrative Procedures](#) are the official versions and contain the most up-to-date information.

Questions or comments regarding Board Policy or Administrative Procedure may be submitted to comments@jalc.edu.

Student Guidebook

The John A. Logan College [Student Guidebook](#) is a one-stop resource to guide students to key information and to enhance the accessibility of John A. Logan College student policies. Please refer to the [Student Guidebook](#) whenever you have questions about a College policy, procedure, or available resource. The online version of the [Student Guidebook](#) is the official version and contains the most up-to-date information.

Appendix A: AGREEMENT TO ASSURE CONFIDENTIALITY

I understand that all information regarding clients and clients' families must be kept confidential and may only be accessed on an assigned need to know basis. I understand that the information may only be used for clinical and learning purposes within the Health Sciences and Nursing programs at John A. Logan College. Such information must always be communicated and used in a professional manner. I am aware that violation of the requirement of confidentiality will result in failure of the clinical course and may result in dismissal from the program. By my signature below I indicate I understand the above statements and agree to assure the confidentiality of the information I receive from others or obtain from my own observation regarding clients and clients' families.

Signature

Date

Appendix B: DRUG SCREEN AND ACKNOWLEDGEMENT OF RECEIPT OF DRUG/ALCOHOL ABUSE POLICY

Drug Screen Information

My signature below indicates that I have read the Drug Testing Policy of the Health Sciences and Nursing Programs at John A. Logan College, and have been provided with a copy of the same. I understand that the results of the drug testing are to be used for the purposes of determining my eligibility for acceptance into the health sciences and nursing programs and also clinical educational experience in my field. By this form I provide my irrevocable consent for the results of the drug screening checks to be released to the Health Sciences and Nursing programs at John A. Logan College and if accepted into the program who in turn may share said information with the clinical agency with whom I am being assigned for a clinical experience.

Acknowledgement of Drug and Alcohol Abuse Policy

I hereby acknowledge receipt of John A. Logan College's policy governing the use and/or abuse of drugs and alcohol, its intention to test for such substances, and the possible penalties for violation of that policy. I understand the purpose of the policy is to provide a safe working environment for person (patients, students, hospital staff, and school staff) and property. Accordingly, I understand that prior to participation in the clinical experience, I may be required by the clinical agency to undergo drug screening of my blood or urine. I further understand that I am subject to subsequent testing based on such that it impairs my ability to perform competently the tasks required of me. I agree to be bound by this policy and understand that refusal to submit to testing or a positive result from testing under this policy may affect my ability to participate in a clinic experience and may also result in dismissal from the Health Sciences and Nursing Programs.

Additionally, I understand any physician, laboratory, hospital or medical profession retained by John A. Logan College to conduct such screening and provide the results to John A. Logan College. I thereby release John A. Logan College from any claim or liability arising from such tests, including, but not limited to, the testing procedure, the analysis, the accuracy of the analysis or the disclosure of the results. I understand all costs of testing will be paid by me. I understand that alternate transportation must be available as needed to transport me to be tested. I also understand that I am subject to the terms of the general student social disciplinary policy of John A. Logan College and to the Drug-Free Schools and Communities Policy of John A. Logan College as well as federal, state and local laws regarding drugs and alcohol.

Signature

Date

Appendix C: CRIMINAL BACKGROUND CHECK

I hereby authorize John A. Logan College, or qualified agent or clinical facility to receive the following in connection with my application process and clinical educational experience for the health sciences and nursing program: criminal background information including copies of my past and present law enforcement records. This criminal background investigation is being conducted for the purpose of assisting John A. Logan College and the clinical facility in evaluating my suitability for a career in health science and/or nursing and all clinical experiences. The release of information pertaining to this criminal background investigation is expressly authorized. **If records are expunged legally – Do Not Discuss.**

I understand that information contained in the criminal background report may result in my being denied acceptance into the program and/or clinical rotation. If negative information is contained in my report, I understand that I will be notified by John A. Logan College and understand that I have the right to contest the accuracy of the report.

I hereby give John A. Logan College permission to obtain and release the criminal background report to facilities to which I may be assigned for clinical experience prior to beginning the assignment. I hereby release the college and personnel, or any of the clinical facilities, from any liability of damage in providing some or acting on, such information. I hereby agree that a copy of this authorization may be accepted with the same authority as the original.

I hereby further release John A. Logan College, their agents, and employees from any and all claims, including but not limited to, claims of defamation, invasion of privacy, negligence or any other damages of or resulting from or pertaining to the collection of this information. **I understand the College will not cover criminal background investigating fees.**

My signature below certifies that I do not have a criminal history that should disqualify me for consideration for a clinical rotation.

Signature

Date

Date of Birth

Print current name and any names you have used in the past.

Appendix D: SOCIAL/ELECTRONIC MEDIA POLICY

This policy applies to students using social media/electronic media while on John A. Logan College premises and also to the use of social media away from the college premises when there is any affiliation to John A. Logan College is identified, known, or presumed. Students wearing John A. Logan College hoodies, T-shirts, hats, etc. are considered an affiliation with the college. Social media's high speed, level of interactivity and global access to any information you publish merits particular consideration.

Use good judgment, there are consequences to what you write and pictures posted. You are entering a respected profession. Professionalism will be evaluated in each theory, lab and clinical course. Nudity, revealing, inappropriate photos, vulgarity tagged from your personal Facebook/electronic media and sent to college faculty/director/administration will be seriously evaluated by the Dean for Health Sciences and Nursing as a professional deficit which will result in discipline up to and including failing the course(s) and removal from program for a minimum of one year.

Employees are being terminated in health care settings due to poor judgment with communication/pictures on Facebook/electronic media. The goal of the JALC Health Sciences and Nursing Department is to strongly educate, evaluate students' judgment while using social/electronic media to better prepare the student for the healthcare field.

Harassment policy applies to use of social media during class/clinical hours and non-class/clinical hours.

Signature

Date

Print Name

Appendix E: EMERGENCY MEDICAL INFORMATION

Student Information

Name: _____
Last Name, First Name, Middle Name, (Maiden Name)

Address: _____ City/ State: _____

Phone Number: _____ Zip Code: _____

Emergency Contact Information:

Name: _____ Phone: _____
Relationship: _____

Name: _____ Phone: _____
Relationship: _____

List any allergies, medications, or health conditions that may be pertinent for emergency treatment:

1. _____
2. _____
3. _____

Appendix F: STUDENT HANDBOOK AGREEMENT

I _____, certify that I have received, read and understand the student handbook policies and procedures specific to the Health Sciences and Nursing program I am enrolled in.

Signature _____ Date: _____

I _____, acknowledge that if my immunization packet and vaccinations required **are not submitted by the deadline**, I will jeopardize my status in the program.

Signature _____ Date: _____

I _____, give authorization to the Director and faculty at John A. Logan College's Health Sciences and Nursing Department permission to release student performance information for potential scholarships or to potential employers.

Signature _____ Date: _____

I _____, understand a reason for failure (lab, lecture, or clinical) will be wearing contaminated (dirty) scrubs and shoes from work to JALC Campus. A professional health science and nursing student does not contribute to community acquired bacteria spread from the workplace.

Signature _____ Date: _____

I _____, give John A. Logan College Health Sciences and Nursing department permission to release medical documentation including but not limited to, immunizations, immune testing, etc. about myself requested by the clinical site affiliate for purposes of attending clinical. I understand this information will be used strictly for hospital requirements and will be held as confidential information.

Signature _____ Date: _____

Appendix G: PHYSICAL EXAMINATION FORM AND TB SKIN TEST FORM

**JALC Health Sciences and Nursing Program
PHYSICAL EXAMINATION FORM**

To be completed by the student:

Name: _____
Street Address: _____ DOB: _____
City/State/Zip: _____ Phone: _____

To be completed by the student's healthcare provider:

Allergies: _____

Explain any activity restriction during the past year: _____

Are you presently under a physician's care of a chronic condition, please explain?

Discuss any counseling or treatment for mental illness or substance abuse.

Physical Exam:

Weight: _____ Height: _____
Vital signs: T _____ P _____ B/P _____ R _____ Spo2% _____
Skin: _____
Neurological: _____
Visual acuity: R _____ L _____ Glasses/Contacts: _____
Ears: R _____ L _____ Hearing devices: _____
Nose and Throat: _____
Lymph/glands: _____
Heart/Lungs: _____
Abdomen: _____
Genitalia: _____
Extremities: _____
Back: _____

List recent illnesses or injuries within the last year:

List prescribed medications currently being taken:

List any past medical and/or surgical hospitalizations (use separate sheet of paper if necessary):

LIMITATIONS - Indicate performance standards described below.	
	Please explain any limitations
Mobility: Physical abilities include, but not limited to: transfers, turning, limb holding, repositioning, ambulation, standing, sitting, lifting, squatting.	
Motor Skills: Gross and fine motor abilities sufficient to provide safe and effective care and/or satisfactory operation of equipment essential to the program.	
Hearing: Auditory ability sufficient to monitor and assess client's needs, and to provide a safe environment.	
Visual: Visual ability sufficient for client assessment, operation of equipment including, but not limited to visual acuity, differentiation of colors/color changes.	
Tactile: Tactile ability sufficient for client assessment and operation of equipment.	
Cognitive: Abilities to include analyzing, interpreting, and implementing orders, read and comprehend course materials/documents, facility policies and procedures. Also possess verbal and non-verbal skills adequate for transmitting/receiving information.	
Do you feel this applicant displays adequate physical and mental health to participate in the nursing/health sciences program at John A. Logan College?	Yes or No

Respiratory Medical Questionnaire

Medical History	Yes	No	Comment
Sex: M____ F____ DOB: _____ Age: _____ Height: _____ in. Weight: _____ lbs. Race: _____ Job Title: Student Respirator to be used: _____			

	Medical History	Yes	No	Comment
1.	Have you worn a respirator? If yes, what type(s)			
2.	Do you currently smoke tobacco, or have you smoked tobacco in the last month?			
3.	Have you ever had any of the following conditions?			
	Seizures			
	Diabetes (sugar disease)			
	Allergic reactions that interfere with your breathing			
	Claustrophobia (fear of closed-in places)			
	Trouble smelling odors			
4.	Have you ever had any of the following pulmonary or lung problems?			
	Asbestosis			
	Asthma			
	Chronic bronchitis			
	Emphysema			
	Pneumonia			
	Tuberculosis			
	Silicosis			
	Pneumothorax (collapsed lung)			
	Lung cancer			
	Broken ribs			
	Any chest injuries or surgeries			
	Any other lung problem that you've been told about			
5.	Do you currently have any of the following symptoms of pulmonary or lung illness?			
	Shortness of breath			
	Shortness of breath when walking fast on level ground or walking up a slight hill or incline			
	Shortness of breath when walking with other people at an ordinary pace on level ground			
	Have to stop for breath when walking at your own pace on level ground			
	Shortness of breath when washing or dressing yourself			
	Shortness of breath that interferes with your job			
	Coughing that produces phlegm (thick sputum)			
	Coughing that wakes you early in the morning			
	Coughing that occurs mostly when you are lying down			
	Coughing up blood in the last month			
	Wheezing			
	Wheezing that interferes with your job			
	Chest pain when you breathe deeply			
	Any other symptoms that you think may be related to lung problems.			
6.	Have you ever had any of the following cardiovascular or heart problems?			
	Heart attack			
	Stroke			
	Angina			
	Heart failure			
	Swelling in your legs or feet (not caused by walking)			
	Heart arrhythmia (heart beating irregularly)			
	High blood pressure			
	Any other heart problems that you've been told about			

	Medical History	Yes	No	Comment
7.	Have you ever had any of the following cardiovascular or heart symptoms?			
	Frequent pain or tightness in your chest			
	Pain or tightness in your chest during physical activity			
	Pain or tightness in your chest that interferes with your job			
	In the past two years, have you noticed your heart skipping or missing a beat			
	Heartburn or indigestion that is not related to eating			
	Any other symptoms that you think may be related to heart of circulation problems			
8.	Do you currently take medication for any of the following problems?			
	Breathing or lung problems			
	Heart trouble			
	Blood pressure			
	Seizures			
9.	If you've used a respirator, have you ever had any of the following problems? (If you've never used a respirator, check "NO" and go to question 10.			
	Eye irritation			
	Skin allergies or rashes			
	Anxiety			
	General weakness or fatigue			
	Any other problems that interfere with your use of a respirator			
10.	Would you like to talk to the health care professional about your answers to this questionnaire?			
11.	Has this person been cleared to wear a respirator other than SCBA (self-contained breathing apparatus)?			
Additional Comments:				

Students will need titers drawn, with result and lab reference range of the titer for the student's health record. If the titer is negative or equivocal, the student will be required to obtain a booster immunization.

- 1-MMR (Rubeola, Rubella & Mumps) Titer
- 2-Chicken Pox/Varicella Titer
- 3-Proof of Childhood Polio Vaccine or Titer
- 4-TDAP (within the last 10 years)
- 5-Hepatitis B series or declination
- 6-Two-step tuberculosis skin test or serum QuantiFERON level

Following the performance of a physical exam, limitation questions, I verify the information to be true.	
Healthcare provider printed name	
Signature of Healthcare provider (MD, DO, PA, NP)	Date

JALC Health Sciences and Nursing Program Tuberculosis – TB Skin Testing Form

Student Name: _____

Date	Given By	Lot #	Results	Date Read	Read By	Comments
			____mm			

Date	Given By	Lot #	Results	Date Read	Read By	Comments
			____mm			

TB skin testing must be done annually.

2. A **two-step** skin test must be completed unless opting to do the QuantiFERON serum sample.
3. Positive reactors with symptoms of TB must have treatment and physician clearance before attending clinical rotation.
4. Previous positive reactors should have documentation of freedom from signs and symptoms of TB by physician on physical examination form. **County TB Nurse Assessment Form must be in students' file annually.**

Franklin-Williamson Bi-County Health Department (618) 993-8111

Please call or visit <https://bicountyhealth.org> for information regarding TB testing days, times, and locations.