



John A. Logan College

Handbook

*Adult Cardiac Diagnostic Medical
Sonography Program*

2022-2023

Table of Contents

Table of Contents.....	1
About the Program.....	3
College Mission, Vision, and Philosophy.....	3
Mission.....	3
Vision.....	3
Philosophy.....	3
Program Mission, Vision, and Philosophy.....	3
About the Adult Cardiac Diagnostic Medical Sonography Program.....	3
Adult Cardiac Diagnostic Medical Sonography Program Philosophy.....	4
Goals of the Program.....	5
Learning Objectives.....	5
Affective.....	5
Cognitive.....	6
Psychomotor.....	6
Program Specific Information.....	6
About the Profession.....	6
Scope of Practice.....	6
American Registry of Diagnostic Medical Sonographers Examination.....	7
Accidents.....	7
Attendance/Tardiness.....	8
Class Attendance.....	8
Class Assignments.....	9
Scheduled Tests and Quizzes.....	9
Cardiopulmonary Resuscitation Certification.....	9
Communicable Diseases.....	10
Hepatitis B Vaccine.....	10
Confidentiality.....	10
Dress Code.....	11
Criminal Background Checks and Drug Screens for Program Admission.....	11
Criminal Background Check.....	12
Drug Testing.....	12
Infectious Disease.....	13
Infection Control.....	14
Exposure Incident Protocol.....	14
Health Insurance.....	15
Membership in Professional Organizations.....	15
Overtime.....	15
Physical Examinations.....	15
Health Concerns.....	15
Pregnancy.....	16
Re-entry Students.....	16

Scanning Laboratory Waiver	16
Student Shadowing	17
Student Work.....	18
Transfer Students.....	18
Student Code of Conduct.....	18
Offenses.....	18
Grading System	19
Course Syllabi.....	21
Graduation	21
Academic Honor Code	21
What is Academic Dishonesty?	21
Resolution	22
Violence/Intimidation Prevention	22
Human Subjects Research	22
Confidential Information	23
Class Cancellation	23
Board Policies and Administrative Procedures.....	23
Student Guidebook	24

About the Program

The Adult Cardiac Diagnostic Medical Sonography is a full-time, eighteen-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.

College Mission, Vision, and Philosophy

Mission

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

Vision

Looking forward, our **vision** is that, **through innovation and equitable learning opportunities, John A. Logan College will be a College of excellence that inspires growth, cultivates learning, and promotes cultural understanding.**

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.

Program Mission, Vision, and Philosophy

About the Adult Cardiac Diagnostic Medical Sonography 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.

The program requires 18 consecutive months as a full-time student to complete. The curriculum consists of laboratory experience, library research, online 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. The clinical component of the program requires attendance by the student outside the college calendar year.

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.

Adult Cardiac Diagnostic Medical Sonography is a full-time, eighteen-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.

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

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.

The didactic portion of the program covers echocardiography and physics and instrumentation. The specific curriculum is included within this packet.

Adult Cardiac Diagnostic Medical Sonography 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 prepares 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.

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 adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
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.

Program Specific Information

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 Associate Dean for Instruction, 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 are to be forwarded to the program coordinator and the Associate Dean for Instruction.
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.

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. If a course lecture or clinical is to be missed, the student must call or e-mail the program coordinator or clinical coordinator before class and notify them as to their absence.
2. If a clinical day is to be missed, the student must call the clinical site and leave a message for the clinical instructor before the time they are scheduled to start.
3. The student will document the date of the unscheduled absence, the reason for the 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 mail 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 late reporting to their clinical site will be warned once verbally. The second time they will be sent home and the day will have to be made-up.

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. Assignments to be turned in by a certain date will be assigned a zero grade if past the due date.

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 DMS 224 must have a 70% pass score for the student to continue in the lab.

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.

Clinical Attendance

1. Attendance is required for all clinical days.
2. All clinical time missed must be made up. Each absence will decrease the student's grade by 1% per absence.
3. Students are expected to arrive and leave the clinical site on time. Repeated tardiness reflects an inability to organize and be responsible. Two tardies in clinical will be counted as a day of absence and the hours for a clinical day will have to be made up. Early departure will be considered a tardy.
4. It is absolutely necessary to report to the clinical instructor at the hospital and to the DMS clinical coordinator prior to missing a clinical day and how the time will be made up. Failure to call either party will result in a 10% reduction in grade per occurrence.

Cardiopulmonary Resuscitation Certification

Cardiopulmonary Resuscitation Certification (CPR), American Heart Association (AHA) or American Red Cross is required of all sonography students in accordance with affiliating agency requirements (face to face). Upon entering clinical, each student must show proof of successfully completing the CPR Health Care Provider Course or its equivalent. Failure to provide validation will result in withdrawal from clinical courses. Online CPR certification is not accepted.

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.

Hepatitis B Vaccine

DMS students will be informed of the availability of the Hepatitis B vaccine.

1. All students will be required to either receive the Hepatitis B vaccine or sign the declination.
2. All students are strongly urged to take this vaccine to protect them during their clinical training.

Confidentiality

Information concerning patients is highly confidential and is not allowed to be discussed or passed on in any form for any purpose other than education. 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 “Pledge to Maintain Confidentiality.”

Dress Code

Students accepted into the program must wear either the clinical sites assigned scrubs or royal blue scrubs covered by a long-sleeved lab coat at all times during clinical assignments. Shoes are to be black, brown, or white uniform shoes. Clinical students are expected to act professionally and wear name tags in the clinical setting.

1. Students with long hair styles must wear it tied back, and hair must not interfere with patient contact. Hair must be clean.
2. Nails must be short.
3. Men must always be clean shaven; mustaches and beards must be neat and well trimmed.
4. Once assigned to a clinical site, the student is responsible for asking what type of name tag is acceptable to the site. Student badges will be provided and are to be worn at the clinical site at all times. Students are to use the term “student” on the badge unless instructed otherwise by the clinical site.
5. Where a hospital dress code has additional requirements, the student is expected to comply with these requirements.

Do not wear during clinical:

1. Loud stripes, prints, floral or neon colors.
2. Colored or patterned hose or socks.
3. Sandals or open-toed shoes or athletic footwear with contrasting colors, brand names, large logos, or stripes.
4. T-shirts, jeans, jean-styled slacks, denim, fleece.
5. More than one earring in each ear.
6. Excessive amounts of makeup, cologne, aftershave, colored nail polish.
7. No gum chewing, eating, or drinking in front of the patient.
8. No visible body piercing except the ear.

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 consent form" provided by the College.
2. The initial criminal background screening cost will be approximately \$30.00 \$50.00 added to the Student's billing statement and will be nonrefundable. At the time the student completes the application process, the criminal background check will be executed.
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 Search Company prior to attending clinical. The criminal background must be cleared through John A. Logan College Search Company before attending clinical.
4. If the background check indicates the student has 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 and appeal to the Health Professions Review Committee. A criminal conviction, is and of itself, may not prevent enrollment. This committee will review convictions before making a final ruling on entry.
5. Once a student is accepted into a sonography program and a facility refuses the student access to the clinical experience at its facility, the Program Director will make reasonable efforts to find an alternative site for the student to complete their clinical experience. The College 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 a clinical site will be dropped from the program.

Drug Testing

As a condition of the admission requirements, the student will be required to submit to a drug test by a party selected by the College and facility, and ***paid for by the student***.

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".

1. The student shall provide a urine specimen for the drug screen. The specimen itself shall be collected at SIH Workcare, under that facility's procedures and control. Drug screen results must be sent to the Program Director to be added with all application materials. Re-entry students must submit clear drug screen prior to clinical consideration or enrollment.
2. Drug and alcohol Screening and Gas Chromatography/Mass Spectrometry (GC/MS) confirmation for all categories will be required as established in the aforementioned DHHS guidelines. All drugs and alcohol including the following, plus others.

Blood Alcohol	.02	.0
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3. If a student has a positive drug and alcohol screen, he/she may not be admitted into the sonography program.

4. If the initial drug test indicates a positive, the student will be given an opportunity to refute the positive. At the student's expense, he/she may request extensive testing on the **same** specimen by the party selected by the College who performed the initial test. If the student should not be able to refute the positive drug test, or the subsequent test again evidenced a positive test, the student will be prohibited from entering the sonography 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 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 Sonography Department, 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 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. A student with a positive drug screen will be dropped from the program for **a minimum of one year**. The re-entry process will include the ATI testing of successfully completed classes with a minimum of Level II score, step test at national average prior to re-entry consideration. The student will fall into the 'as space is available' category. Random drug screening at student's expense will be required for remainder of the program. The Program Director will make reasonable efforts to find an alternative site for the student to complete their clinical experience. The College does not guarantee a student with a positive drug screen that he/she will be able to complete any clinical experience. ***A student with a positive drug screen will be dropped from the program for a minimum of one year. The re-entry process will include the ATI testing of successfully completed classes with a minimum of Level II score, step test at national average prior to re-entry consideration. The student will fall into the 'as space is available' category. Random drug screening at student's expense will be required for remainder of nursing program.***
8. Student may be asked for a drug/alcohol screen by the instructor or program director at anytime. The test will be paid by the student.

Note: Students not in compliance will be asked to leave.

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 instructor, 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
 - f. indicated will be given to the student. A Post-Exposure Checklist will be completed by the DMS Program Coordinator.

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.

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.
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.

Health Insurance

Students must show documentation that they are covered by health insurance prior to beginning and at the beginning of each clinical class. 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.

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.

Physical Examinations

Students will have a physical examination upon acceptance into the program. This examination includes many immunizations/titers.

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.

1. The student must receive written permission from their physician to continue the program. All information will be held in strict confidence.
2. 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.
3. An effort will be made by the program coordinator to ensure that pregnant students are assigned to a "safe" work area.
4. 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. 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 Shadowing

Students must spend forty hours concurrently observing sonography at a clinical site in the summer semester prior to beginning the program in August.

The student must have their physical examination including TB, Hepatitis and other immunizations and titers complete prior to observing at the clinical site. The student is to wear scrubs or dress slacks with a shirt and lab jacket.

The students will be responsible for their mileage and meals while attending the clinical site.

Students must plan their observation time by or on Orientation Day. They must plan to shadow at the clinical site prior to beginning the program in August.

Students are to do minimal scanning and are to mainly observe. When they shadow for the week, time throughout the hospital, ICU, ER, and scheduling should be experienced. They need to realize all of the aspects of health care and not just the isolated activity in a sonography department for the week they attend. They should see patients who are critically ill, chronically ill, and disagreeable. They should see the difficulties of scheduling and overtime.

The shadowing form must be turned in to the Program Director at the completion of their shadow time and prior to starting the core curriculum in August. The clinical instructor of the hospital is to sign and comment on this form.

Other suggestions of how non-allied health students could be introduced to the field include:

- a. Volunteering in a hospital setting preferably with patient contact.
- b. Voluntary completion of an EMT course.

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 does not accept core courses transferred into the didactic or clinical portions of the program. Exceptions will be considered for DMS 200, Physics and Instrumentation, and DMS 104, Diagnostic Ultrasound Foundation. These exceptions will be evaluated on an individual basis.

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 a Associate of Applied Science in Cardiac Diagnostic Medical Sonography, the student must meet all the guidelines of John A. Logan College:

- Complete 50 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.
- 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.

You may be required to sign a confidentiality agreement to participate in this program.

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.