



Southern Illinois
University

**DIAGNOSTIC MEDICAL SONOGRAPHY
PROGRAM**

**STUDENT AND CLINICAL HANDBOOK
FALL 2023 – SPRING 2024**

SIUC SCHOOL CALENDAR

FALL Semester 2023 38 clinical hours per week	
First Day of Clinical	Monday, August 2
Labor Day Holiday	Monday, September 4
SIU Thanksgiving Break	Monday, November 20 – Friday, November 24
Last Scheduled day of Clinical	Friday, December 8
Final Exams Week	Monday, December 11 - Friday, December 15 - Make-up hours and remaining comps must be completed during this week

SPRING Semester 2024 38 clinical hours per week	
First Day of Clinical	Tuesday, January 16
SIU Spring Break	Monday, March 11 – Friday, March 15
Total Solar Eclipse	Monday, April 8
Last Scheduled day of Clinical	Friday, May 3
Final Exams Week	Monday, May 6 – Friday, May 10 - Make-up hours and remaining comps must be completed during this week

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SIUC DIRECTORY

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SIU Registration	(618) 453-2993
SIU Transcript Request	(618) 453-2976 OR 453-3109
SIU Financial Aid	(618) 453-4334
SIU Student Health Program	(618) 536-2391

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Joint Review Committee on Education in Diagnostic Medical Sonography

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Ph: 443-973-2151

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e-mail: ardms.org

Society of Diagnostic Medical Sonographers (SDMS)

2745 Dallas Parkway, Suite 350

Plano, TX 75093-8730

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(800) 229-9506

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WELCOME

Welcome to the Radiologic Sciences Program. You are entering a paramedical career program that is interesting, diversified, and demanding. The program is designed to help you develop the knowledge and skills required to perform in the specialized area of sonography. Many subtle qualities besides knowledge and skills are required to complete the program successfully. An important personal quality that will be closely evaluated throughout your training is your ability to relate with the patient and to provide both physical and emotional support to the patient. Another quality or trait is your ability to work as part of a team and interact successfully with department and hospital personnel. Weaknesses spotted in any area of performance will be expected to be resolved promptly. Counseling will be arranged if problems are significant.

The Radiologic Sciences faculty wish you success in the program. We are here to assist you in pursuing your newly chosen profession.

PURPOSE OF HANDBOOK

This handbook is designed to serve as an informational guide to assist in the orientation of students to the Diagnostic Medical Sonography Clinical experience. General information that applies to all students in the Bachelor of Science in Radiologic Sciences Program is also provided in this handbook. All sections of the handbook are to be read and adhered to.

MISSION STATEMENT OF THE COLLEGE OF HEALTH AND HUMAN SCIENCES AND ARTS

The College of Health and Human Sciences seeks to inspire and cultivate vision through personal involvement of students with faculty toward achieving technical expertise for success in a diverse and changing society.

RADIOLOGIC SCIENCES PROGRAM MISSION STATEMENT

The faculty and staff of the Radiologic Sciences Program provide students the opportunity and resources to enable them to obtain entry-level competencies, recognizing individual differences and needs. We provide an environment that enhances critical thinking, professional behaviors, and life-long learning for the benefit of students, the community and the profession.

To meet this Mission, the goals of the Radiologic Sciences program are:

1. To provide the students with a course of study which will enable them to qualify to take the American Registry Examination in Radiography, and the advanced modalities.
2. To provide the Southern Illinois area health care facilities with a continual source of qualified radiographers and radiation therapists.
3. To provide the student with accurate information concerning employment opportunities.
4. To continually evaluate and modify curriculum requirements to comply with the *Standards* as defined by accrediting agencies specifically responsible for radiography programs and Southern Illinois University Carbondale in general.
5. To insure that all applicants have an equal opportunity to be accepted into the program.
6. To insure that all students have an equal opportunity to succeed when enrolled in the program.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM MISSION

The mission of the Diagnostic Medical Sonography Program offered by Southern Illinois University Carbondale (SIUC) is to provide a quality program integrating education, research, and service in order to

meet the needs of the profession and improve the health care of the people and communities we serve.

PROGRAM PURPOSE

The purpose of the Diagnostic Medical Sonography Specialization is to provide qualified individuals with adequate education opportunities, both in theory and practice, to allow proficiency in the areas of abdominal and obstetric/gynecological ultrasonography.

PROGRAM PHILOSOPHY

The College of Health and Human Sciences seeks to inspire and cultivate vision through personal involvement of students with faculty and staff toward achieving technical expertise for success in a diverse and changing society. The Diagnostic Medical Sonography faculty subscribe and share in the mission of the college in philosophy, goals, and objectives.

PROGRAM GOALS

Based on the above-stated philosophy and available resources, the Diagnostic Medical Sonography Program will strive to attain the following goals:

- **To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the Abdominal Sonography concentration and the Obstetrics and Gynecology concentration.**

All applicants shall have equal opportunity to be accepted into the program.

- All students shall have equal opportunity to succeed when enrolled in the program.
- Acknowledging the dignity, worth, and individuality of the learner, faculty shall assume responsibility for the guidance of the learning activity.

- Faculty shall continually evaluate and modify curriculum requirements to comply with the *Standards* as defined by the accrediting agencies responsible for sonography programs and Southern Illinois University Carbondale.
- Graduates will be cognizant of Sonography as an art and science committed to serving humanity.

PROGRAM OBJECTIVES

Upon completion of the Diagnostic Medical Sonography Program, the student shall possess the technical skills necessary to:

- Obtain, review, and process patient history and clinical data to obtain optimum diagnostic information.
- Perform appropriate sonographic procedures, recording anatomic, pathologic and / or physiologic information pertinent to the requested study.
- Deliver finalized exam to interpreting physician with appropriate oral and /or written summary of technical findings.
- Demonstrate discretion and good judgement in communication skills with both the patient and fellow health-care professionals.
- Promote patient and public information in matters of health and sonography.

TECHNICAL STANDARDS

Diagnostic Medical Sonographers utilize multiple cognitive and psychomotor skills to accomplish the above-stated objectives. Successful completion of the Diagnostic Medical Sonography Specialization demands that with reasonable accommodations, the student must be able to accomplish the following safely, efficiently, and competently.

BEHAVIORAL STANDARDS

- Demonstrate appropriate responses to the critically ill, medical emergencies and death
- Prioritize and manage multiple tasks simultaneously
- Assimilate and appropriately respond to clinical instruction from clinical mentors
- Communicate effectively with patients, families, and other healthcare professionals, reflecting respect, politeness, tact, collaboration, teamwork, and discretion

PHYSICAL STANDARDS

- Lift more than 50 pounds routinely
- Push, pull, bend and stoop routinely
- Have full use of both hands, wrists and shoulders
- Distinguish audible sounds
- Adequately view sonograms, including color distinctions
- Work standing 80% of the time
- Assist patients on and off examining tables
- Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence.

POLICIES AND GUIDELINES OVERVIEW

Students enrolled in the Diagnostic Medical Sonography Program will be responsible for observing rules and regulations as stated in the Diagnostic Medical Sonography Program Student Handbook. In addition, the clinical affiliates used by the program each have their own rules and regulations that the student is expected to follow. Clinical affiliates, while located away from the school campus, are considered an integral part of the program for student clinical assignments. Each student will rotate through various clinical affiliates during their time in the Diagnostic Medical Sonography Program.

The policies and guidelines stated in this handbook represent a contractual agreement between the Diagnostic Medical Sonography Program and the Sonography student for the duration the student is enrolled in the Program. Failure to comply with the policies and guidelines in this handbook will result in dismissal from the Diagnostic Medical Sonography Program. Each student will sign a Student Handbook Acknowledgement form confirming that the handbook has been read.

PREGNANCY AND SAFETY IN THE CLINICAL ENVIRONMENT POLICY

Given potential risks unique to the pregnant student, any enrolled student or applicant who is pregnant or becomes pregnant should notify the Program Director, in writing, as soon as possible. Pregnant students are required to complete normal program and clinical activities, although accommodation will be made to the degree feasible for the program and the institution. The program may request that a pregnant student provide documentation from a medical provider that she is medically capable of performing required program activities and related physical tasks, as outlined in this Handbook.

In keeping with the ALARA Principle (As Low As Reasonably Achievable) on the potential bioeffects of ultrasound, under NO circumstances should a pregnant student be scanned for fetal imaging unless it is a medical procedure ordered by her medical provider.

STUDENT EMPLOYMENT POLICY

Due to the complex content and intense time commitment associated with the curriculum of the program, students are encouraged to limit outside employment. Any employment and work hours required for the student to maintain an income may not interfere with the completion of his/her academic and clinical assignments.

DISCLAIMER: Students who gain employment in a sonography-related position at any medical facility while enrolled in the DMS Program are in no way acting under the supervision of the program while

carrying out responsibilities related to their employment, and they will not receive any clinical credit for examinations or hours performed while functioning as an employee. Students may not, under any circumstances, receive pay or compensation for clinical assignments. Students found in violation of this policy will be subject to disciplinary action, up to and including dismissal from the program.

Blood BORNE PATHOGEN EXPOSURE AND PREVENTION POLICY

A student who has exposure to blood, body fluid or other potentially infectious material to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately:

- Wash the area with soap and water
- Flush splashes to the nose, mouth or skin with copious amounts of water
- Irrigate eyes with clean water, saline or sterile irrigates
- Remove soiled personal protective equipment and/or clothing

After washing, flushing and/or irrigating the exposed area, the student must immediately:

- Notify the clinical or supervising faculty
 - o The faculty will alert the appropriate facility staff
- Identify the source of exposure
- Seek medical attention
 - o Medical attention may be sought at the clinical site if appropriate

The student has financial responsibility for any cost associated with evaluation, treatment, and/or counseling that results from an exposure.

Other student responsibilities:

- Complete an incident report as indicated by the faculty or the clinical site
- It is the student's responsibility to make his/her healthcare provider aware of the results of any blood panel drawn as a result of exposure
- It is the student's responsibility to follow up with any counseling recommended by his/her healthcare provider as a result of an exposure
- It is the student's responsibility to follow up with any treatment recommended by his/her healthcare provider as a result of an exposure

COMMUNICABLE DISEASE POLICY

Health care workers and students are at risk of contracting a variety of communicable diseases related due to the nature of the profession. As such, they are also at risk of transmitting communicable disease to other patients and health care workers. If a student contracts a communicable disease, such as: Measles, Mumps, Rubella, AIDS, AIDS-Related Complex (ARC), Chicken Pox, Hepatitis B, Herpes, TB, Mononucleosis, or any other viral, bacterial, or parasitic infection, it is the student's responsibility to inform the Clinical Instructor and Program Director of such disease and treatment. Current program policy and University policy toward communicable diseases will be followed. Students are advised to utilize Universal Precautions at all times, especially in the clinical setting, such as hand washing and use of personal protective equipment to minimize the risk of transmission.

ATTENDANCE & LEAVE OF ABSENCE POLICY

DIDACTIC SEMESTERS

The instructor must be notified prior to class if you are going to be absent. A record of daily attendance is kept. Attendance is mandatory for this course. Each late arrival (>10 minutes) or absence will result in 1 percent, daily, *deducted* from the student's final grade.

If a student is absent for three or more consecutive days due to illness, it is required that he/she obtain a statement from his/her personal physician attesting to the student's illness or injury, and his/her fitness to return to classes and clinical patient contact. The only exceptions to this will be made at the discretion of SIU faculty. If extenuating circumstances are involved, a committee comprised of clinical and SIUC faculty will review the situation and make any recommendations.

In cases of bereavement, up to 3 days of excused absence will be granted. Any additional time off due to bereavement will be considered excused absence(s) but will contribute to the cumulative total absences and will be subject to possible grade reduction.

CHAPTER 1

CLINICAL EDUCATION

CLINICAL EDUCATION

The clinical education received in this program provides the student with the necessary clinical background in the manipulation of equipment and the performance of required ultrasound exams and procedures. Exposure to multiple Radiology departments is required and will provide interactions with a variety of patients, Sonographers, and Radiologists. Each student must become proficient in all areas of these basic skills before the student can successfully complete the program and be eligible to be certified by the American Registry of Diagnostic Medical Sonography.

CLINICAL HOURS

A certain number of clinical hours are required for each semester. These are cumulative hours and are not transferrable between semesters. Unless otherwise advised by SIUC faculty, students are expected to be at clinical during all required hours, **excluding a 30-minute lunch period**. If a student does not complete these hours during the allotted time she/he may be put on Radiologic Sciences Program Probation with the possibility of dismissal from the Program. Individual consideration will be given to the student with a valid excuse after consultation with the Clinical Instructor and designated SIUC faculty.

STUDENT EVALUATION OF CLINICAL EXPERIENCE

At the end of the clinical course, the student is required to complete an evaluation of the respective clinical experience. This is an opportunity for the student to provide an evaluation of her/his clinical experiences. Through candid evaluations, the faculty can identify the strengths and weaknesses of a particular clinical affiliate and utilize this information for continuing program evaluation. This information is also useful in matching students with affiliates that are highly rated in providing clinical experiences that may address potential weaknesses.

CLINICAL EDUCATION REQUIREMENTS

Clinical Education Requirements are designed to help the student learn to adjust to the policies and procedures of the professional workforce.

Rules

1. Prompt attendance in all clinical assignments must be maintained.
2. The student must rotate through all clinical assignments and gain a working knowledge of the equipment, exams, and procedures performed.
3. If time is missed from clinic, the student must have all time made up by the end of finals week. If a prolonged illness or injury occurs which would not allow a student to make up the time prior to the beginning of the next semester, the make-up time will be left to the discretion of the Program Director/Clinical Coordinator. However, all missed time will be made up before graduation.
4. The student must satisfactorily complete all clinic competency objectives on or before the assigned deadlines.
5. The required number of completed clinical evaluations, competencies, timesheets, journal entries, and assignments must be turned in by the assigned deadlines.
6. The student must contribute to the department by assisting in maintaining clean and well-stocked sonography exam rooms. This includes, but is not limited to, cleaning rooms/transducers and stocking linen/supplies.
7. The students must always demonstrate compassion and professional conduct while working with patients.

8. The student must communicate properly with patients.
9. The student must be able to communicate and work with fellow students, hospital staff, Sonographers, and Physicians.
10. Professional conduct and dress will be exhibited by the student at all times while assigned to the clinical area.
11. The student must be able to cope and function during stressful situations.
12. The student must complete the required competencies within the specified time and is expected to retain proficiency.
13. Students will not be permitted in the clinical area except during their scheduled hours. This means students are not to come to clinical during their time off unless approved by their Clinical Instructor.

Any infraction of the above rules will result in the necessary disciplinary actions. The student must display professional behavior at all times.

Each student must demonstrate proof of personal health/ medical insurance prior to attending their clinical rotation. They must also have a current TB test and CPR certification along with a criminal background check and recent drug test. A statement indicating an understanding of all handbook policies must also be signed. These items will be posted to Desire2Learn.

During the clinical rotation, students are assigned to an affiliate hospital/outpatient imaging center for a specific number of hours each week. The shifts may vary per institution. Students are responsible for confirming clinical hours with their clinical instructors prior to the first day of clinical. Students may not exceed assigned hours per week unless it is voluntary to make up missed time. Students may not “bank” hours in advance to take days off. Make-up days are to be completed only during school holidays or during designated make-up times.

HOUSING CONSIDERATIONS

Students in the Diagnostic Medical Sonography specialization of the Radiologic Sciences program sequence who are "off-campus" during their clinic rotations have several decisions to consider regarding housing.

Housing Arrangements:

1. If you utilize University Housing during "on-campus" semesters, you must contact the Housing Contract Supervisor in advance of your "intent to vacate" and your reasons for vacating. (Contact University Housing, at 453-2301.)
2. You must submit to the Housing Contract Supervisor a completed copy of the memo developed by ASA Radiologic Sciences for the purpose of vacating.
3. You must follow the instructions given you for vacating so that you are not assessed any additional charges.

Off-Campus Arrangements:

Students are responsible for making their own off-campus housing arrangements.

CHAPTER 2 CLINICAL POLICIES

POLICY MANUAL

The student is required to read the ultrasound department policy manual at the beginning of the clinical rotation. A form is available on Desire2Learn stating each student has read and understands the Department Policy Manual. The student must complete and sign the document and must then electronically scan and post it in the appropriate drop box on D2L.

ATTENDANCE & LEAVE OF ABSENCE POLICY

CLINICAL SEMESTERS

During each semester, there are scheduled clinical days. **One personal day** may be taken during each semester; *all other absences must be made-up either during breaks or finals week.* Requests for time off or **ANY** change to the predetermined schedule, including the use of a personal day, must be made via the “Request for Schedule Change Form” available on Desire2Learn. Failure to complete and submit the form in the appropriate manner will result in the absence being considered unexcused. Each unexcused absence will result in disciplinary actions and the clinical semester grade will be reduced by one letter grade (the equivalent of 8%). The only exceptions to this will be made at the discretion of SIU faculty.

Any student missing a total of three excused days during the semester will have their clinical semester grade lowered by one letter grade (or 8%). **If a total of six excused days are missed, the grade will be lowered by two letter grades and the student may be dismissed from the program (COVID exceptions may apply).**

If a student is absent for three or more consecutive days due to illness, it is required that he/she obtain a statement from his/her personal physician attesting to the student's illness or injury, and

his/her fitness to return to classes and clinical patient contact. The only exceptions to this will be made at the discretion of SIU faculty. If extenuating circumstances are involved, a committee comprised of clinical and SIUC faculty will review the situation and make any recommendations.

In cases of bereavement, up to 3 days of excused absence will be granted but must be made up prior to the completion of the applicable semester and will not contribute to the total cumulative absences. Any additional time off due to bereavement will be considered excused absence(s) but will contribute to the cumulative total absences and will be subject to possible grade reduction.

The student is expected to report to the clinical facility at the designated time. Tardiness is not considered responsible, professional behavior. Three late arrivals will be considered the equivalent of one absence for grade determination. It is the student's responsibility to call the Clinical Instructor 30 minutes prior to the beginning of the clinical time period if he/she is not going to be present or will be late. Failure to do this will be considered an unexcused absence for that day.

The following table summarizes the responsibilities of the student, Clinical Instructor and University faculty as they relate toward tardiness and absences from a clinical site.

PARTICIPANT	ACTION-RESPONSIBILITY
Student	<ol style="list-style-type: none"> 1. Tardiness: <ul style="list-style-type: none"> • Notifies Clinical Instructor via predetermined communication method and SIU faculty (via email) as to late arrival prior to 30 minutes from start of scheduled day shift. • Reports to Clinical Instructor upon arrival in clinic area. • If tardiness is less than 1 hour and the department has scheduled patients, the student makes up time at end of day shift. --all other instances of tardiness must be made up according to the SIU DMS program "Attendance" policy. • Any act of tardiness requires the completion and submission of a "Schedule Change Request" form by the end of the same day. 2. Illness, Prolonged Illness or Injury: <ul style="list-style-type: none"> • Notifies Clinical Instructor via predetermined communication method and SIU faculty (via email) as soon as possible of illness/injury. • Communicates daily to notify Clinical Instructor and SIU faculty of prolonged absence. • Notifies Clinical Instructor if taking any medication that will alter total performance/behavior. • Schedules make-up time as soon as health allows.
Clinical Instructor	<ol style="list-style-type: none"> 1. Documents all tardiness/absences on student timesheet (if utilized). 2. Keeps student informed of time to be made up. 3. Counsels and advises students. 4. If necessary, assigns student to noncritical areas. 5. Keeps University faculty informed of student status or of potential problems.
University Faculty	<ol style="list-style-type: none"> 1. Reviews all records. 2. Advises Clinical Instructor, as needed. 3. When necessary, counsels and advises students. 4. Makes final decisions concerning extended/prolonged absences. 5. Makes final decisions concerning disciplinary actions for habitual tardiness.

REQUEST FOR TIME-OFF POLICY

Students requesting time off for personal reasons must follow the SIU DMS “Attendance” Policy.

- All jury duty time must be made up. All time off taken to meet training requirements for any military service (Reserves, ROTC, etc.) must be made up.
- Attendance will be required for special field trips, observations or seminars. Any hours of absence will be treated as course hours missed.
- Students are advised to schedule medical, dental, and other appointments outside of class clinic hours to avoid penalty.
- Students with children are advised to have contingency arrangements made for childcare in case of illness or other unforeseen circumstances.

INCLEMENT WEATHER POLICY

The following guidelines are proposed to assist you in determining student attendance procedures. If bad weather (snow, ice, flooding, tornado, earthquake, etc.) occurs on a clinical day, the student is responsible for finding out if the local university in the clinical site area is closed.

This reference site must be coordinated with your clinical instructor during the first week of

clinical. If they are closed due to hazardous road conditions, then the student is excused from

going to clinical even though SIUC may be open. The student must write “Snow Day” on this/her

Time Sheet, and this absence will be verified by the Clinical Supervisor. Inclement weather days do

not apply toward cumulative absences for grade consideration. However, if the local university is

open but the student chooses not to report to his/her clinical site, then he/she must make up the

day according to the SIU DMS “Attendance” policy and the occurrence will apply toward cumulative

absences for grade consideration.

UNIVERSITY HOLIDAY POLICY

All students will follow the holiday schedule for Southern Illinois University Carbondale as printed in the official bulletin. Clinical Instructors may use their discretion on hospital holidays that are not observed by SIUC.

TRANSPORTATION POLICY

Students are responsible for transportation to and from school and the clinical facilities.

Students may park only in designated areas, both at the University and clinical sites.

EMPLOYMENT POLICY

Due to the concentrated and intensified nature of the Diagnostic Medical Sonography Program, full-time employment is not recommended. If a student must accept employment, this implies that the student will:

- Not accept employment hours that conflict with class/clinical time.
- Students cannot be paid for any hours worked during clinical time.
- Students will be counseled not to work if grades warrant concern.

DRESS CODE POLICY (unless determined otherwise by the CI / Hospital policy)

1. All clothing and jewelry must be consistent with the assigned clinical site's guidelines. If no such dress code guidelines are in place, students must wear solid maroon scrubs and solid-color lab coats (no open-toe shoes).
2. All students must wear the SIU student name badge each clinical day. For facilities that supply the student with a separate badge, the identification badge must be worn so that the picture, name, and department are easily visible at all times.
3. Hair, including beards and mustaches, is to be clean, neatly groomed, and

kept in such a way as not to interfere with student duties or safety. Hair that is longer than the collar on males, or longer than the shoulder on females, is to be pulled back and fastened to prevent contamination and to decrease the spread of microorganisms such as pseudomonas and staphylococcus.

4. Perfume, cologne, scented body lotions/sprays, etc. should not be applied on clinical days to prevent triggering adverse patient reactions.
5. Fingernails are to be clean, trimmed, and extend no further than 1/4" beyond fingertips. Clear or conservative nail polish may be worn. Most hospitals do not allow artificial nails to be worn.

MOBILE TECHNOLOGY POLICY

Unless authorized by the Clinical Instructor or SIU Faculty for a specific date/situation, mobile devices are to be used only during the designated lunch break and are not to be accessed during clinical hours. Any student accessing a personal mobile device during clinical hours will be instructed to leave for the remainder of the day. Regardless of the time of day of the infraction, the entire day will be considered an unexcused absence and will be subject to grade reduction and must be made up prior to completing the clinical semester. Each unexcused absence will result in disciplinary actions and the clinical semester grade will be reduced by one letter grade (the equivalent of 8%). The only exceptions to this will be made at the discretion of SIU faculty. This policy includes but is not limited to, cell phones and smartwatches.

STUDENT SUPERVISION IN THE CLINICAL SETTING POLICY

Purpose:

To ensure adequate and proper supervision during all clinical assignments.

Policy:

Students must perform medical imaging procedures under direct or indirect supervision of a qualified sonographer. Students shall not take the responsibility or the place of qualified staff. A student is never to perform a clinical examination without either the direct or indirect supervision of their assigned sonographer.

Indirect supervision- The student will perform an imaging study with the assigned sonographer, both student and sonographer will scan the patient. The sonographer may not be present in the exam room for the entire length of the exam, however, the sonographer will be immediately available to assist the student. The sonographer is ultimately responsible for the exam.

Direct supervision- The student will perform an imaging study with the assigned sonographer, both student and sonographer will scan the patient. The sonographer will be present in the exam room for the entire length of the exam. The sonographer will always be present to assist the student. The sonographer is ultimately responsible for the exam.

It is encouraged that students perform diagnostic examinations under direct supervision of a qualified sonographer until clinical competency is achieved (this does not include pre or post-scanning as practice). As the student improves his/her knowledge of ultrasound, anatomy, physiology, pathology, pathophysiology, and clinical competency the clinical instruction may become more indirect to allow the student time to perfect their scanning skills and gain confidence. The assigned sonographer will always be immediately available and is always responsible for the exam in progress.

DUE PROCESS AND GRIEVANCE PROCESS

The Diagnostic Medical Sonography Program Director must address issues in which the student fails to follow the university policies or sonography curriculum guidelines.

If issue is related to curriculum or clinical policy,

- Program Director determines the necessary course of action and presents to student.
- If student wishes to appeal the Program Director's decision, the student may contact the Director of the School of Allied Health at 618-453-8860. The Grievance procedures that will be followed are for the College of Applied Sciences and Arts.
- The University Grievance Procedure is outlined in SIUC's Undergraduate Catalog.

WORKPLACE HAZARDS, HARASSMENT, COMMUNICABLE DISEASES, AND SUBSTANCE ABUSE POLICY

In the event that a student is concerned with workplace hazards, harassment, communicable diseases, or substance abuse, he/she should contact the Program Director or faculty immediately. The Program Director will work with the facility to ensure the safety of the student.

GENERAL INFORMATION

For information about admission policies, transfer credit, tuition and fees, refund policies, academic calendars, academic policies, graduation requirements, and student services please see SIUC's website at www.siuc.edu. All grading policies are available on each course syllabus.

RAD 409 - SONOGRAPHY CLINICAL ROTATION Tentative Schedule

WEEK	ASSIGNMENTS
1	<i>Department & Facility Orientation paper and forms due</i>
2	Scan protocol paper due
3	<i>Knobology paper due</i>
4	1 st Personal/Professional Growth Assessment due
5	
6	Total of at least 4 clinical competencies must be documented in Gradebook
7	
8	<i>2nd Personal/Professional Growth Assessment due</i>
9	
10	
11	Total of at least 8 clinical competencies must be documented in Gradebook
12	<i>3rd Personal/Professional Growth Assessment due</i>
13	
14	
15	
16	<i>4th Personal/Professional Growth Assessment due</i>
17	FINALS / MAKE-UP WEEK. All comps due by due date.

*Daily, Weekly, and Monthly logs & timesheets should be kept by the student and uploaded to D2L.

**Weekly Journal entries completed by due date.

*** ALL ACCREDITATION-MANDATED CLINICAL DOCUMENTS MUST BE SUBMITTED ONTO D2L PRIOR TO THE END OF THE SEMESTER IN ORDER TO PASS THE COURSE.

SIU Online (Desire 2 Learn) Assignments

All assignments are due TBA throughout the semester. To access:

Log-on to <https://online.siu.edu/>. NOTE: Login/Password is your SIUxxxxxxxx/password

RAD 409 final grade will be derived accordingly:

Clinical competencies	45%
Personal/Professional Assessment	40%
Journal Entries, Assignments, Required Paperwork	<u>15%</u>

Total = 100%

Grading scale for RAD 409:

93 - 100 = A — Exceptionally high achievement

85 - 92 = B — Satisfactory achievement

77 - 84 = C — Unsatisfactory achievement - removed from program

70 – 76 = D — Unsatisfactory achievement - removed from program

Below 70 = F — Unsatisfactory achievement - removed from program

Any competency (performance standards), not completed will result in a semester grade of an “F”.

Therefore, the student will not successfully continue in/graduate from the program.

If a student is removed from a clinical site for behavioral reasons, they must leave immediately and will not be allowed to continue the Diagnostic Medical Sonography Program. If a student is removed for poor growth evaluations, failing competencies, absenteeism or not making satisfactory progress, a grade of an “F” will be given for the semester they are removed.

To successfully advance within the program, one must receive a “B” or better for RAD 409.

CLINICAL COMPETENCIES

The sonography student is assigned to one or more clinical sites for the entire semester. The clinical internship is designed to provide clinical experience necessary to develop skills in preparation for entry-level abdomen/small parts and ob-gyn sonography. The clinical instructor is responsible for providing adequate observation, guidance, and scanning opportunities. The clinical instructor(s) shall be available to the student, provide appropriate clinical supervision, and be responsible for the student's clinical evaluation. When the intern has independently demonstrated competent scanning skills, a competency evaluation form shall be completed by the clinical instructor or assigned RDMS who is appropriately credentialed in that area. This competency shall reflect the intern's ability as demonstrated on a mutually agreed upon patient exam. **The intern shall not perform a complete ultrasound exam without direct supervision until proof of competency has been documented.**

The competency form is available on Desire2Lern and **must** be electronically signed and dated by the clinical instructor. In addition, to promote academic honesty, the competency signature log must be signed and dated by the clinical instructor for each submitted competency. The intern may request to be re-evaluated at a later date for a better score, however, a maximum of 3 competencies may be submitted for each organ and the average score will be calculated for a final grade. ***All comps must be submitted by the due date and receive a minimum score of 77% to be accepted.***

Competencies must be submitted for EACH OF THE FOLLOWING during the FALL semester: (Specific exam protocol is determined by your clinical site requirements)

- Aorta
- IVC
- Gallbladder
- Liver
- Pancreas
- Spleen
- Kidneys
- Bladder
- Thyroid
- Transabdominal non-gravid pelvis

Competencies must be submitted for EACH OF THE FOLLOWING during the SPRING semesters: (Specific exam protocol is determined by your clinical site requirements)

- Abdomen complete
- Abdomen limited/RUQ
- Kidneys and Bladder
- Scrotum
- Transabdominal non-gravid pelvis
- Transvaginal non-gravid pelvis
- Pleural space/Non-cardiac chest

OBSTETRIC SEMESTER COMPETENCIES (only required during your OB semester):

- 1st trimester gravid pelvis/limited OB
- 2nd trimester biometric measurements
- 2nd trimester head anatomy & measurements
- 2nd trimester anatomy
- 2nd trimester placenta, AFI, maternal cervix, and adnexa
- 3rd trimester biophysical profile

ELECTIVE SEMESTER COMPETENCIES (only required during your ELECTIVE semester):

- Aorta with Doppler
- Main Portal Vein with Doppler
- Ultrasound Guidance of Procedure

AND

TWO OF THE FOLLOWING ELECTIVE COMPETENCIES:

- Transvaginal non-gravid pelvis
- Ultrasound-guided procedure
- Intraoperative ultrasound guidance

- OB 2nd/3rd trimester limited or follow-up
- OB 1st trimester transvaginal
- Carotid duplex
- Unilateral lower extremity venous
- Bilateral lower extremity venous
- Unilateral lower extremity arterial
- Breast
- Scrotum
- Thyroid
- Prostate
- Ankle/Brachial Index
- Appendix
- Pylorus
- MSK
- Soft tissue mass (Baker's cyst, lipoma, etc.)
- Neonatal/ Pediatric (head, spine, hips, etc.)

Each area of anatomy on the Electives list can only be comped on once, and only if it is not on the required comp list for that semester, it cannot be scanned for an elective comp and a required comp in the same semester.

***All students will scan ABD/SM Parts, GYN BOTH semesters and will determine specialty concentration (Obstetrics or Electives) at the time of clinic site selection.**

***If a student is at a site that performs OB scans during the fall semester, they are required to comp on OB during that semester, regardless of where they are going for the spring semester**

****A maximum of 3 competencies may be submitted for each organ. The average score will be calculated for a final grade.**

Clinical Site Assignments

- If your clinical experience involves more than one site, assignments submitted should include Information from each site.
- Assignments are **not to be worked on during clinical hours**
- **ALL ACCREDITATION-MANDATED CLINICAL DOCUMENTS MUST BE SUBMITTED TO D2L PRIOR TO THE END OF THE SEMESTER IN ORDER TO PASS THE COURSE AND CONTINUE THE PROGRAM.**

Orientation Paper

1. Describe and evaluate your orientation process.
2. List the name(s), title(s), registries, and sonography program attended by those persons with whom you, as an ultrasound intern, will be interacting.
3. How does the ultrasound department interrelate with the other diagnostic imaging areas?
4. What information did you receive enabling you to become a contributing member to the ultrasound imaging team?
5. **Along with the orientation paper assignment, upload the following completed Forms onto D2L:**
 - Film Badge Policy
 - Acknowledgement of Understanding Clinical Handbook
 - Ultrasound Department Procedure & Protocol Form
 - Hospital Policy Manual & Department Orientation Form
 - Understanding of Clinical Responsibilities
 - Student Clinical Semester Information sheet- submit one for each site
 - Student-Hospital Employment Agreement (This form must be submitted regardless of hospital employment status.)

Protocol Paper

State the protocol for all exams that have a required competency in Abd/Small Parts, OB/GYN, and Vascular (only include exams that you will be scanning this semester). This information should be made available to you from the departmental manual. This exercise is intended to be a learning tool for you and is to be uploaded onto D2L in legible handwritten form.

Knobology Paper

Identify the ultrasound unit you will be using the most and obtain the manufacturer's manual for the unit. Explain the function of each selection of the instrument panel and how to engage it. Also, describe the transducers available for the unit and what types of exams are most ideally suited for each transducer. Also, **submit a picture or hand-drawn diagram of the instrument panel that you have labeled**. Paper may be typed and if you go to 2 sites, just 1 paper for main site is required.

Class Zoom Sessions & Video Journal Entries

Beginning the second month of each clinical semester, program faculty will be hosting class Zoom sessions. These group meetings are not mandatory, however, all students are encouraged to attend. If you are not able to be present for the Zoom session, you will be required to upload a video journal (within 1 week from the Zoom session) to update us on your clinical progress. These sessions will concentrate on student clinical experiences and allow each of you to ask questions relating to the semester requirements.

Please make your CI/supervising sonographer aware of these Zoom sessions and plan your Day accordingly. This is considered excused time from clinical and you will be returning to clinical after the Zoom session to complete your daily hour requirements. If these Zoom sessions fall on a day that you are not at clinical, you can still participate in the session or complete the video journal. Please let us know prior to each session if you are not able to attend. Zoom links will be posted prior to each session.

Late Assignments

Assignments submitted after the assigned due date will only be accepted with the discretion of SIU Faculty, grade penalty may apply.

ALL ACCREDITATION MANDATED CLINICAL DOCUMENTS MUST BE SUBMITTED ONTO D2L PRIOR TO THE END OF THE SEMESTER IN ORDER TO PASS THE COURSE AND CONTINUE THE PROGRAM

SIUC Radiologic Sciences COVID Monitoring Plan (subject to change at any time)

-Each student should follow their clinic site's Covid-19 Policy if infected

