



Division of Nursing and Allied Health



Diagnostic Medical Sonography Student Handbook

12/20/2023

BATON ROUGE COMMUNITY COLLEGE

DIAGNOSTIC MEDICAL SONOGRAPHY ASSOCIATE OF SCIENCE PROGRAM

INTRODUCTION

The Baton Rouge Community College Sonography Student Handbook has been compiled by the faculty to provide information pertinent to students enrolled in the Sonography Program offered at BRCC. The faculty and staff wish you success in the pursuit of your educational goals.

The Sonography Student Handbook provides detailed procedures and policies specific to the Sonography Program. This handbook is to be used as a supplement to the Baton Rouge Community College Student Handbook and College Catalog and serves to bridge the overriding policies of the College with the policies specific to this program. The information, policies and procedures set forth in this handbook are designed to support the success of the student.

MISSION STATEMENTS

Baton Rouge Community College

The mission of Baton Rouge Community College is to be the preferred provider of talent for a global marketplace.

Allied Health Department

The mission of the Allied Health department is to educate competent health care professionals who will enhance the quality of life of individuals in a dynamic and diverse society.

Diagnostic Medical Sonography Program

The mission of the Diagnostic Medical Sonography Program at Baton Rouge Community College is to prepare qualified candidates to perform the duties of an entry level diagnostic medical sonographer. The Diagnostic Medical Sonography Program will provide the knowledge, skills, and values essential to the practice of sonography. Graduates will deliver personalized, high-quality healthcare critical to the success of the Health Care Profession while ensuring the dignity of every person through compassion and care of the highest standard.

PURPOSE

The purpose of the Program of Diagnostic Medical Sonography is to provide educational opportunities for individuals to acquire the necessary knowledge, skills, values, and competencies for the practice of sonography. The curriculum is based on the Standards and Guidelines of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), for Graduates of Associate Degree Sonography Programs. Graduates will receive the associate of applied science degree in Diagnostic Medical Sonography and are eligible to sit for the American Registry of Diagnostic Medical Sonography (ARDMS) Examinations in Sonography Principles and Instrumentation, Abdomen, and OB/GYN (RDMS-Abdomen, RDMS-OB/GYN).

SONOGRAPHY PROGRAM OUTCOMES

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
2. Recognize the importance of patient care and comfort.
3. Perform appropriate procedures and record anatomic, pathologic, and physiologic data for interpretation by a physician.
4. Demonstrate measures of fiscal responsibility.
5. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
6. Demonstrate sound clinical judgment in the performance of sonographic and other diagnostic services.
7. Demonstrate appropriate communication skills with patients, families and colleagues.
8. Demonstrate professionalism and ethical behavior.
9. Provide patient education related to medical ultrasound and other diagnostic procedures.

NON-DISCRIMINATION

It is the policy of Baton Rouge Community College not to discriminate on the basis of age, sex, race, color, religion, national origin or disability in its educational programs, activities or employment policies.

TRANSFER CREDIT

BRCC's Office of Enrollment Services evaluates transcripts for degree-seeking students in their first semester at BRCC. Transfer credits from regionally accredited institutions of higher education are recorded on a student's academic record (see BRCC Catalog for details). Sonography courses are generally not transferable from other institutions.

ADMISSION REQUIREMENTS

1. Must have completed BRCC admission requirements (Enrollment Services Office)
2. Applicant must have a minimum GPA of at least 2.5 and a grade of "C" or higher in 30 credit hours of required courses which must include the following courses:

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Hours</u>
MATH 101 or 110	College Algebra	3
ENGL 101	English Composition I	3
PSYC 201	Introduction to Psychology	3
BIOL 230	Human & Anatomy Physiology I	4
BIOL 231	Human & Anatomy Physiology II	4
PHYS 200	Concepts in Physics	3
HLSC 110	Medical Terminology	3
PHIL 225	Biomedical Ethics	3
HUMN ¹	Art or Humanities Elective	3
SONO 1011	Foundations of Sonography	<u>1</u>
		30

3. The Test of Essential Academic Skill (TEAS) exam is required for all students applying to the Sonography program at BRCC and is one of the criteria used for admission into the program. The TEAS exam is used to assess each student's basic skills in Reading, English usage, Math and Science.
4.
 - a. admission exam fee is incurred by the student.
 - b. The student is allowed to take the TEAS exam once per application cycle. The minimum passing score accepted is 65. The admission exam score is valid for three (3) years. If not admitted during the initial application period, the student will be allowed to use a previous exam score, or they may choose to retake the admission exam. The most recent TEAS exam score will be used for student ranking.
5. The grade for Sono 1011, Foundations of Sonography, will be included in the admission score.
6. The admission ranking will be based on GPA (60%), TEAS score (30%) and Sono 1011 numerical score (10%).

¹ To be selected from the Humanities General Education requirements listed in the current BRCC Catalog.
12/20/2023

HEALTH AND CLINICAL REQUIREMENTS

If accepted to the Sonography program the following requirements must be met, to include:

1. Health history, physical examination, immunizations, and titers must be completed by a personal physician or a healthcare provider. Physical and mental health must be sufficient to perform all duties required in clinic.
2. Urine drug screening must be completed at Total Occupational Medicine. All costs will be incurred by the student.
3. Proof of current immunization status is required as a part of the physical examination before entry into clinical sonography courses. Required immunizations/titers include Measles, Mumps & Rubella (MMR), Tetanus & Diphtheria (Td), Hepatitis B, Varicella and COVID 19.
4. Cardiopulmonary Resuscitation (CPR) for Health Care Providers is required
5. Tuberculosis (Tb) testing is required annually.
6. All completed health and medical records must be submitted to the Sonography clinical coordinator by the published deadline.

Dress Code

Students are required to conform to the uniform regulations as specified.

1. Full uniform is required in clinical settings.

Full uniform includes:

Ladies

- a. Uniform Top: (Landau style: 8210; color: Black)
- b. Uniform Pants: (Landau style: 8320, color, Black)
- c. Uniform Jacket (Landau style: 7535; color: White)
- d. Maternity pant (Landau style: 8373; color: Black)
- e. Solid white closed heel and toe leather shoes
- f. Solid white hose or socks
- g. Official *Baton Rouge Community College* name tag

Men

- a. Uniform Top: (Landau style: 8210; color: Black)
- b. Uniform Pants: (Landau style: 8320; color: Black)
- c. Uniform Jacket (Landau style: 7551; color: white)
- d. Solid white closed heel and toe leather shoes
- e. Solid white socks
- f. Official *Baton Rouge Community College* name tag

2. In cold weather, a long sleeve black round neck t-shirt may be worn under the uniform top.
3. Personal hygiene is expected to be maintained by each student. This includes:
 - a. Clean uniform, clean shoes and shoelaces.
 - b. Neatly groomed hair (hair not extending below the shoulder level).

- c. Long hair must be pulled back and up and held by a neutral color ponytail holder.
 - d. Minimal facial cosmetics.
 - e. Short, clean, and unpolished natural nails (not to extend beyond the fingertips); no artificial nails allowed at any time.
 - f. Body art must not be visible while in uniform.
 - g. No use of perfumes, colognes, after-shave lotions and other body scents; use of fragrance-free deodorants and oral hygiene is required.
 - h. Students who smoke must be free of cigarette odor.
 - i. No noticeable body odor is allowed. Hair and skin will be clean and free of visible soil.
 - j. Jewelry for women limited to a watch with second hand, wedding and/or engagement ring, one pair of small stud type earrings.
 - k. Jewelry for men limited to a watch with second hand and wedding band; one pair of small stud type earrings, no other jewelry is allowed to be worn in the clinical setting.
 - l. No visible body piercings allowed (including tongue piercing).
4. Eating, drinking and chewing gum is prohibited in the skills lab and in clinical areas not designated for eating.
5. Cell phones and personal electronic devices are to be turned off in the clinical setting. **Emergency use only.**

Change of Health, Mental Health Status

Students must inform faculty of any change to the ability to attend class or clinic due to health reasons. To attend clinic, students must have no health limitations. A return to full activity release from a health care provider is required to return to program activities, determined on an individual basis. The Dean of Students will be notified via Maxient of student health issues which may affect attendance.

Health Insurance

It is highly recommended that all students carry personal health insurance coverage. Students are responsible for all health care costs sustained while enrolled in sonography courses.

Professional Liability Insurance

Proof of professional liability insurance is mandatory for all new and continuing students enrolled in clinical sonography courses. Liability insurance is a form of malpractice insurance and must be in effect for the student to attend.

Health Insurance Portability and Accountability Act (HIPAA) of 1996

Students will abide by the Health Insurance Portability and Accountability Act of 1996 Public Law 104-191 (HIPPA) which protects the privacy and identification of clients in a health care organization.

GRADUATION REQUIREMENTS

To receive the Associate of Applied Science in Diagnostic Medical Sonography degree the student must:

1. Follow the graduation requirement guidelines outlined in the (*BRCC Catalog*)
2. Meet the deadlines for graduation applications as posted in the “Academic Calendar” found in the BRCC Catalog and website.
3. College commencement exercises are voluntary. Diplomas are mailed to graduates once all final college work is evaluated.
4. Students should anticipate the following expenses:
 - a. Regalia is available for purchase online or may be rented from the campus bookstore.
 - b. Any outstanding fees or other debts owed to BRCC must be discharged prior to graduation.

American Registry of Diagnostic Medical Sonography Examination

The examination is designed to test the knowledge, skills and abilities essential to the safe and effective practice of sonography at the entry level. Upon successful completion of these examinations, the graduate becomes registered to practice as a Registered Diagnostic Medical Sonographer, in the specialty examination(s) passed (Abdomen and/or OB/GYN).

Students may sit for Physics (Sonographic Principles and Instrumentation or SPI) upon completion of the Physics curriculum. Abdomen and OB/GYN may be taken up to 60 days (about 2 months) prior to graduation.

FACULTY / STUDENT COMMUNICATION

Communication of Changes

Policies are published and updated as necessary. Changes communicated to students by verbal announcement, written announcement, e-mail, Canvas, and by posting on the Sonography program website page.

Instructor Conferences

1. Faculty may initiate conferences with students at any time. Instances when a conference may be required include, but are not limited to:
 - a. Failure to attain a “C” or better in any sonography course
 - b. Unsatisfactory clinical progress.
 - c. Violation of the BRCC Student Code of Conduct.
2. The student may request a conference during regular office hours, or by appointment.

Course Information

Course syllabi are the primary source of course information. Detailed course syllabi are posted in Canvas and made available to all students. Master course syllabi are available on the college website (www.mybrcc.edu).

STUDENT CONDUCT

Cell Phones and Personal Electronic Devices

1. Cell phones must be off during class lectures, lab, and in clinical areas. Cell phones are for emergency use only. A personal computer is permitted during lecture sessions.
2. Students may not bring personal electronic devices or cell phones into classrooms on test days. Any student found with a cell phone or any other personal electronic device during testing will be asked to leave the room and will receive a “0” on that exam.

Student Organizations

Students are encouraged to participate in professional, departmental and college sponsored clubs, organizations, and activities.

STUDENT RESOURCES

Sonography students should refer to the BRCC website (<http://www.mybrcc.edu/>), the BRCC Student Handbook http://www.mybrcc.edu/attachments/259_brcc_stdhandbook10-12a.pdf), contact the Office of Enrollment Services, or any BRCC counselor for general college information. Baton Rouge Community College provides many student services which include, but are not limited to: Advising and Counseling, Admissions and Records, Computer Facilities, Financial Aid, Library Services and Media Center, Student Programs and Resources (SPAR), and Disability Services.

Advising, Counseling, and Career Services (ACCS)

Baton Rouge Community Colleges' Counseling, Advising, and Disability Services office, (ACCS), exists to provide services based on the learner's individual needs. Students are empowered to achieve their academic, career, and personal goals via services consistent with ADA recommendations, using academic/career assessments, referrals from BRCC faculty/staff and current ACCS Standard Operating Procedures. As professional academic advisors licensed professional counselors, and dedicated staff and paraprofessionals, staff exist to empower students to make informed decisions about school, life and work. Academic, personal, and/or vocational services are provided in two basic ways: in response to student request received in person, via telephone or e-mail or initiated by staff in response to data or referral.

Office of Disability Services (ODS)

The Office of Disability Services (ODS) is committed to providing a variety of support services in compliance with Section 504 of the 1973 Rehabilitation Act, the Americans Disabilities Act. The Office of Disability Services' goals are to empower students, foster independence, promote achievement of career and educational goals, and assist students to discover, develop, and demonstrate full potential and abilities. Services are available to any student with a documented learning, physical or psychological disability. In addition, the Office of Disability Services provides a variety of assisting services which gives the student with special needs and circumstances an equal opportunity to succeed but does not compromise academic standards.

Student Financial Assistance

Baton Rouge Community College provides financial aid to assist students; the financial aid program includes scholarships, grants, loans, and part-time employment. The college expects students to make a maximum effort to assist them and provide a portion of their college expenses. Students should view financial aid only as a supplement to the financial resources of the applicant. Students must reapply each year for financial aid and mail applications by the posted deadlines (see current BRCC Student Handbook). Please contact the Financial Aid Office for application deadlines.

Library Facilities

The Magnolia Library offers a diverse collection of books, periodicals, videos, and online resources. As a member of LOUIS: the Louisiana Library Network, we are able to provide access to our Online Public Access Catalog (OPAC) as well as to the OPACs of surrounding institutions. Online resources include over 63,000 full-text books available through the EBSCOhost eBook Collection and a variety of databases to assist students with scholarly research.

The Magnolia Library has open access computers, printers, and copiers available for public use. Tours and bibliographic instruction sessions may be scheduled, and may be tailored to meet the needs of classes and individuals. Virtual tours are available to help students locate library resources. The Reference Desk may be contacted for specific borrowing policies, availability, and equipment offered.

It is the student's responsibility to make themselves aware of the borrowing policies, lending terms, fines and how they are incurred. Details about the library's borrowing policies and fines can be found on the Library Information LibGuide page. The library must receive proof that all fines have been paid at the Bursar's Office before students are able to receive grades or register for classes.

Testing Center

1. All standardized testing will be conducted at the BRCC Testing Center or a designated computer lab.
2. Students are expected to comply with all Testing Center rules and regulations.

Computer Access

1. BRCC offers several open computer labs that are available to assist students by providing computer access and technical support. This includes assistance with homework, research, class projects, and other instructional assignments and the computer labs provide printing access for students.
2. There are currently over 100 computers available for student use at varying times and locations.
3. BRCC has a computer lending program, chromebooks are available from IT. Please contact faculty to initiate the process.

POLICIES

ATTENDANCE POLICY

Credit and Clock Hours

In the sonography program, laboratory contact hours are calculated at a ratio of one (1) credit hour to three (3) laboratory hours (1:3), and the practicum credit at a ratio of one (1) credit hour to eight (8) practicum hours (1:8). Lecture is calculated at a ratio of one (1) credit hour per contact hour.

Class Attendance

Attendance will be recorded daily for each class. Regular and prompt class attendance is regarded as a minimal academic obligation. Documentation is required for any absence or tardiness in excess of one hour. Students are advised that employment potential is negatively impacted by a lack of reliable attendance history (*BRCC Catalog*).

Clinical Attendance

1. The student is expected to attend ALL clinical experiences.
2. Clinical absence must be approved in advance, on an individual basis. In an emergency, notice must be made to faculty as soon as possible. Failure to notify faculty of missed time will result in a grade penalty, to include dismissal from the program.
3. In the event of an unavoidable clinical absence or delay, the student must:
 - a. Call/email/text the clinical instructor within 1 hour of the scheduled arrival time.
 - b. Call/email/text the clinical site supervisor as soon as possible.
 - c. Provide appropriate documentation of the unavoidable situation.
 - d. If the student has health problems, or is taking medications for health problems during clinical, he / she must inform the clinical instructor with appropriate documentation.
 - e. Details concerning clinical attendance may be found in the course syllabus for Practicum.

TESTING AND GRADING POLICY

Theory Evaluation

1. Students must pass all courses each semester with a grade of “C” or better before progressing to the next semester of courses.
2. Methods of evaluation for grade calculation will be explained in each course syllabus.
3. Unannounced quizzes may be given at any time during the course. A student arriving late will not be allowed to take the quiz. A missed quiz will not be made up and is recorded as a zero.
4. Sonography courses may have a comprehensive final examination.
5. Desktops will be cleared of all papers, books, notebooks, carry-bags, food dishes and all electronics. The only acceptable objects on the desk are a writing device, eraser and a sealable beverage. The owner of any other material on the desktop will not be allowed to test, will receive a grade of zero (0), and under such circumstances, will not be allowed to make-up the exam.
6. All quizzes, tests and exams are retained according to established policy.
8. Grades will be calculated up to 2 decimal points with only one permissible rounding to occur (eg. 76.78% will be rounded to 77%; 76.48% = 76% and will not be rounded to 76.5% and then rounded to 77%).

Grading Scale

The following grading scale will be utilized for all sonography courses:

93 – 100	A
85 – 92	B
77 – 84	C
69 – 76	D
<69	F

Posting Grades

Grades for all examinations will be posted to the student’s Canvas account and/or distributed to the student.

Test Review

Review of completed exams will occur within two weeks of the day of the exam. During the review, correct answers will be available, and discussion of test items will be permitted. During the review, notebooks, binders, books, and any other documentation tools cannot be in the students' possession. Students must make an appointment with the instructor to review the test items within two weeks of the exam date. No review will be conducted after two weeks.

Make-up Examinations

Students are expected to arrive on time for all scheduled course examinations. Only students with excused absences, determined by the course instructor, will be allowed to take a make-up examination. Excuses must be presented to the course instructor prior to the missed examination when possible. True emergencies must be reported in a timely manner. Students who miss an exam without a valid excuse will receive a "0%" for that examination.

Clinical Evaluation

1. Students must receive a grade of "C" or better on the theoretical/didactic component and a grade of "C" or better on the lab or clinical component to pass the course.
2. Failure in either the theoretical/didactic or lab component, or failure of the clinical component will result in failure of the course.
3. Clinical evaluation tools will be used for the clinical component of each course.

Guidelines for Written Work

1. All written work is expected to be neat in appearance.
2. Plagiarism is a form of cheating that involves presenting as one's own the ideas or work of another. Students who plagiarize will be subject to the Academic Integrity Policy of BRCC (*BRCC Student Handbook*).
3. A list of citations and references must be included in written works when appropriate.

College Holidays, Mid-Term and Final Examination Schedules

(see *BRCC Catalog*)

CLINICAL, PRACTICUM POLICY

Clinical Safety

If accidental exposure to blood or body fluid or other potentially infectious material occurs while participating in a scheduled clinical experience, the Clinical Coordinator must be notified immediately. The Deans of Nursing and Allied Health and of Students will also be notified as soon as possible.

The following procedure will be implemented:

1. The student, following the clinical agency's policies and procedures, is to report to the clinical site's emergency room for treatment, initial testing, and care immediately after the incident. The results will be disseminated to the student according to the clinical site's policy.
2. The cost of any emergency medical care or treatment shall be the responsibility of the student receiving the care or treatment.
3. Although it is highly recommended to seek immediate treatment, the student does have the right to refuse treatment.
4. Incident reports are to be filled out to meet both the clinical site and the College's requirements.
5. An incident report is provided to the Dean on Nursing and allied Health.
6. The Sonography program clinical coordinator will send a copy of the report to the Dean of Students via Maxient. Additional information may be required as necessary.
7. The Dean of Students will contact the student as soon as possible following receipt of the incident report.
8. The cost of any medical follow-up care or treatment shall be the responsibility of the student.
9. In the event that a student administers care to a patient who later in their hospitalization, tests positive for communicable disease, it will be the student's responsibility to undergo testing and follow-up as may be recommended by the clinical site.
10. The cost of medical care or treatment shall be incurred by the student.

Professional Behavior

Faculty of Baton Rouge Community College and the Sonography program have an academic, legal and ethical responsibility to protect members of the public and the health care community from unsafe or unprofessional practices. Sonography students, while representing Baton Rouge Community College at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by BRCC and clinical agency policies during each clinical experience. Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Policy outlined in the Sonography Student Handbook.

Professional Ethics and Confidentiality

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal (HIPPA) and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

Unsafe Clinical, Practicum Practices

The Sonography Program identifies safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of Progressive Discipline as described below. The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive:

Physical Safety: Unsafe behaviors include but are not limited to:

- failure to correctly identify patient(s) prior to initiating care.
- failure to perform pre-procedure safety checks of equipment or patient status.
- Failure to use equipment such as wheelchairs etc., properly.

Biological Safety: Unsafe behaviors include but are not limited to:

- performing actions without appropriate supervision.
- failure to seek help when needed.
- attending clinical while ill.
- Failure to apply universal precautions.

Emotional Safety: Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver, or bystander fearful.
- providing inappropriate or incorrect information.
- performing actions without appropriate supervision.
- failure to seek help when needed.
- evidence of unstable emotional behaviors.

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions (including but not limited to postings on social media sites), or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards.
- Behavior which interferes with or disrupts teaching/learning experiences.
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting.
- Breach of confidentiality in any form.
- Falsifying data in a patient health record.
- Misrepresenting care given, clinical errors, or any action related to the clinical experience.
- Recording, taping, taking pictures in the clinical setting without expressed consent.

- Leaving the clinical area without notification of faculty and clinical staff or supervisor.

Progressive Discipline Procedure

Faculty is committed to assisting students to be successful in the program. Therefore, Sonography students who are not meeting course objectives in class, clinical/practicum or lab will be apprised of their performance status using the progressive discipline process.

Step 1: Verbal Counseling

The instructor provides the student with verbal counseling or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to utilization of peer study groups, tutors, computer-assisted instruction, and seeking assistance from BRCC counselors. At the discretion of the instructor and depending on the situation, this step may be omitted.

Step 2: Written Counseling

The student meets with the instructor in a formal conference to review the performance deficit. A written report will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful. If at any time the student does not comply with all terms outlined in the conference, the student may be placed on probation or dismissed from the program.

Step 3: Probation

Probation action is implemented for:

- Unsatisfactory clinical performance.
- Unsatisfactory clinical attendance and punctuality.
- Inability to maintain physical and mental health necessary to function in the program.
- Unethical, unprofessional behavior, and/or unsafe clinical practice.
- Refusal to participate in a procedure.
- Unsafe or unprofessional clinical practice that compromises patient or staff safety.
- Behavior which compromises clinical affiliations.
- Failure to comply with all terms outlined in the conference report.

Probation is a period in which the student must improve or be dismissed from the program. The student will meet with the instructor and/or program director. The student and faculty will review and sign documentation describing expectations that must be followed during the probationary period.

Step 4: Dismissal

If at any time during the probation period, the student fails to meet any of the conditions of probation contract, the student may be dismissed from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance as outlined in the probation contract, the student will be dismissed from the program.

A student who is placed on probation for unsafe or unprofessional conduct may be dismissed for subsequent safety or professional conduct violations at any time during the program.

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of the occurrence. Incidents of this nature may require the student to be immediately placed on probation or dismissed from the program.

Examples of these include, but are not limited to:

- Violations of patient confidentiality.
- Academic dishonesty.
- Falsification of documentation.
- Unprofessional behavior/unsafe behavior that seriously jeopardizes patient, student, staff, or preceptor safety.
- Unprofessional behavior that seriously jeopardizes clinical affiliations.

RETENTION, PROGRESSION, DISMISSAL, READMISSION POLICY

Retention, Progression

To progress and be retained in the sonography program, the student must meet the following criteria:

1. Maintain a minimum GPA of 2.0 in all pre- and co-requisite courses outlined in the sonography curriculum. Failure to achieve a “C” or better in any required course in the program will delay progression.
2. Achieve a minimum grade of 77% in all coursework and clinical evaluations. A failing clinical grade will result in failure of the course.
3. Maintain clinical sites’ requirements - to include but not limited to: CPR certification, annual TB test, liability insurance, and health status documentation.

Dismissal

A student will be dismissed from the sonography program after:

- a. Failure to pass any sonography course (W, D, or F). This includes withdrawal or failure.
- b. Failure to complete a probation contract, a serious violation of safety guidelines or the code of conduct. BRCC Student Conduct Code and Student Regulations and Rules of Conduct, ⁽⁰⁰⁰⁾BRCC Academic Integrity Policy, Sonography program policies (*BRCC Student Handbook*; *Sonography Program Student Handbook*).

Readmission

Students who withdraw or fail a sonography course will not automatically be accepted into the next class. Students who wish to return will be considered for readmission based upon availability of faculty resources, clinical resources, available seats in the course, and academic standing of the student.

1. The student will notify the Program Manager in writing of the intent to gain readmission.
2. A return to the program will be determined based on the above considerations as well as the reason for the departure from the program.
3. On an individual basis, the student may be scheduled for readmission prior to leaving the program.

Appeal Process

Students who wish to appeal the Retention, Progression, Readmission and Dismissal policies must follow the guidelines provided below:

1. The appeal must be submitted within ten working days after the end of the semester in which the grade was received.
2. Once received, the sonography faculty and the Dean of Allied Health will meet and provide a response to the appeal within five working weeks.
3. Decisions of the faculty and the Dean of Allied Health may be appealed to the Dean of Students.

SUBSTANCE ABUSE AND DRUG TESTING POLICY

Substance Abuse

The well-being of patients and clients cared for by our students is of primary concern. The Sonography program has adopted a substance abuse testing program wherein a student who is participating in clinical courses can be tested randomly and also for cause when there is reasonable suspicion that the student is under the influence of alcohol and/or drugs. Clinical affiliates require a preliminary drug screening prior to clinical practice in their facility.

Students will be recommended for drug testing by their clinical instructor at the expense of the student in situations to include, but not limited to:

1. Observable indication of actual use, or impairment such as slurred speech, lack of coordination, incoherency, marijuana or alcohol odors.
2. Possession of drugs, apparent paraphernalia or alcoholic beverages.
3. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggest the possible influence of drugs or alcohol.

Substance Abuse Testing Procedure

1. Document student's behavior. If the incident occurs at a clinical site, the supervisor of the clinical site will submit a written statement. If in class at a BRCC facility, the instructor involved will submit a written statement. The Dean of Nursing and Allied Health and the Dean of Students will be notified immediately of the request for a student to be drug tested.
2. The student must report to an approved testing facility within one (1) hour. If they are at an off-campus facility two (2) hours may be acceptable.
3. The student will incur the cost of transportation to the testing facility. If the student is deemed incapable of driving, the student's emergency contact will be notified.
4. If the student refuses to consent to drug screening, the student will be recommended for dismissal from the Sonography program.
5. The student will be excluded from all clinical activities pending test results.
6. Drug test findings will be interpreted by the designated testing facility and results will be sent to the Program Director where they will be kept confidential.
7. All positive drug tests will be reviewed by the Program Director and Deans as indicated. During the review process the student will have the opportunity to:
 - a. Explain the cause of the positive drug screen.
 - b. Provide the name of the physician authorizing any prescription medications.
8. If the drug screen is negative, the student will be immediately reinstated in clinical by the program director and will be provided an opportunity to make up any missed work. The student will be subject to all other objectives related to safe behavior and care of clients.

APPENDICES

Appendix 1

BRCC DIAGNOSTIC MEDICAL SONOGRAPHY ASSOCIATE DEGREE PROGRAM

CORE PERFORMANCE STANDARDS

Diagnostic Medical Sonography is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on these requirements the following list of "Core Performance Standards" has been developed. Each standard has an example of an activity or activities, which a student will be required to perform while enrolled in the Sonography Program. These standards are a part of each Sonography course and of the professional role expectation of a Sonographer.

CRITERIA	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
CRITICAL THINKING	Critical thinking ability sufficient for safe clinical judgment.	<ul style="list-style-type: none"> Identify cause-effect relationships in clinical situations. Evaluate sonograms to ascertain that they contain proper identification and are of diagnostic value. Select exposure factors and accessory devices for all Sonographic procedures with consideration of patient size, age, and extent of disease. Assess patient's condition and needs from a distance of at least 20 feet. Initiate proper emergency care protocols, including CPR, based on assessment data.
INTERPERSONAL	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"> Establish rapport with patients, families, and colleagues. □ Display compassion, empathy and concern for others □ Demonstrate a high degree of patience. Work with other healthcare providers in stressful situations
COMMUNICATION	Communication abilities sufficient for interaction with others in verbal and written form.	<ul style="list-style-type: none"> Communicate in English to the patient in order to: converse, instruct the patient, relieve anxiety, gain their cooperation during procedures, understand the patient when communicating symptoms of a medical emergency. Read the patient's medical chart and/or physician's orders. □ Legibly write patient history. Documents own actions and patient responses as indicated.
MOBILITY	Physical abilities sufficient to move from room to room and maneuver in small spaces.	<ul style="list-style-type: none"> Assist all patients, according to individual needs and abilities, in moving, turning, transferring from transportation devices to the scanning table. Be able to push, pull, and lift 50 pounds. Push a stretcher, wheelchair or other transportation device without injury to self, patient, or others. Push an ultrasound machine (approximately 500 lbs.) from one location to another, including turning corners, getting on and off of an elevator, and manipulating it in a patient's room.
MOTOR SKILLS	Gross and fine motor abilities sufficient to provide safe and effective care.	<ul style="list-style-type: none"> Ability to maintain prolonged arm positions necessary for scanning. Accurately draw up sterile contrast media and other solutions without contaminating the syringe and/or needle, etc. Physically be able to administer emergency care including performing CPR. Be able to stand for periods as long as 2 hours and to walk a distance of 2 miles during a normal work day. Ability to seize, grasp, grip, hold, turn, or otherwise work with hands. Work fingers to manipulate switches, dials, and other equipment controls Input data into computer
HEARING	Auditory abilities sufficient to monitor and assess patient needs, and to provide a safe environment.	<ul style="list-style-type: none"> □ Hear a patient talk in a normal tone from a distance of 20 feet. □ Hear monitor alarm, emergency signals, and cries for help.

VISUAL	Visual ability sufficient for observation and Assessment necessary in the operation of equipment and care of patients.	<ul style="list-style-type: none"> • Observe the patient in order to assess the patient's condition and/or needs from a distance of, at least, 20 feet. • Can see numbers, letters, calibrations, etc. of varying sizes located on equipment utilized by a sonographer.
TACTILE	Tactile ability sufficient for patient assessment and operation of equipment.	<ul style="list-style-type: none"> • Perform palpation, tactile assessment, and manipulation of body parts to insure proper body placement and alignment. • Manipulate dials, buttons, and switches.

Appendix 2

BATON ROUGE COMMUNITY COLLEGE DIAGNOSTIC MEDICAL SONOGRAPHY

Student Counseling Report

Student: _____

Date: _____

Faculty: _____

Synopsis of Issue: from Site Student:

Student Perspective: _____

Faculty Recommendations: _____

Resolution of Issue: _____

Student: _____ Faculty: _____

Date: _____

Date: _____