

ALVIN COMMUNITY COLLEGE



ALVIN COMMUNITY COLLEGE

**DIAGNOSTIC CARDIOVASCULAR
SONOGRAPHY**



STUDENT HANDBOOK

2018

Dear Student:

Welcome! The faculty and I congratulate you on your acceptance to the Alvin Community College Cardiovascular Sonography Program. We are proud of our tradition of graduating well-prepared, highly skilled Sonographers and look forward to including you among our many alumni.

We recognize the hard work and effort that it has taken for you to reach this point; however, your work has just begun. During the program you will be challenged both physically and intellectually. You will find that attaining a Cardiovascular Sonography education demands both time and energy.

Hopefully this handbook will make your life a bit easier by providing a source of information on requirements, procedures, and other areas that apply specifically to the program. Please read it carefully. After reading, sign all forms including the Student Agreement/Release of Information Form and return it to the DCVS office.

Good luck to you as you begin the journey to your career!

Sincerely,
Program Director, DCVS

ACC Mission Statement

Vision Statement

“As a premier college that provides high-quality academic, technical and cultural programs, Alvin Community College’s focus will be to promote student success, enhance quality of life and support economic development.”

Mission Statement

“Alvin Community College exists to improve the lives of its constituents by providing affordable, accessible, high quality and innovative academic, technical and cultural educational opportunities for the diverse communities it serves.”

Equal Opportunity Institution (EOI)

Alvin Community College is an equal opportunity institution and does not discriminate against anyone on the basis of race, religion, color, sex, pregnancy, gender equality, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or veteran status.

DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY

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Director of Allied Health

Stacy Ebert, DC

DCVS Program Director

Vacant

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Adult Echo - Patrick Kee, M.D.

Vascular - Pansy Tung, M.D.

DCVS Clinical Director

Suzanne Poston, AAS, RDCS, (AE, PE, FE), RCCS,
RCS, RVS

Adjunct Faculty: Didactic & Clinical

Instructors

Dina Dubose, BAT, RVT, RVS, CCT (Health Fair Coordinator)

Deb Kleinhans, AAS, RVT

Theresa Saenz, AAS, RDCS

Kat Trantham, AAS, RVT, RDMS (AB, OB)

Lynne Bruner, AAS, RDCS (AE, PE)

Office /Phone Numbers

Full Time Faculty:

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Administrative Assistant:

Susan Butler S108D 281-756-5650 sbutler@alvincollege.edu

Please sign student attestation at the end for EACH statement below:

RELEASE OF INFORMATION

I hereby give or refuse _____ permission to the Diagnostic Cardiovascular Sonography Department to give my name and address to hospitals and other health care facilities for the purpose of recruiting and clinical assignments. This means that I will be contacted only for employment possibilities. I am in no way obligated to the contacting agency. In the event that I withdraw from the program, I understand that my name will no longer be made available.

I hereby give or refuse _____ permission to the Diagnostic Cardiovascular Sonography Program to receive the results of my registry exam from either the ARDMS or CCI. Those agencies may release my test results to the college for tracking purposes in compliance with accreditation standards without fear of penalty.

ADA Technical and Professional Standards and Acceptance of Job Description

I have read and understand the ethical, technical, physical, and emotional requirements of the Sonography professional. I believe that I am mentally, physically, emotionally and academically able and ready to complete the Sonography program, provide care to my patients, and perform the duties as listed in this handbook.

SCANNING

I give/refuse _____ permission to be a model during laboratory practice for Sonography procedures, assessment skills, vital signs, or other lab related activities.

List any exceptions, limitations or special requests: _____

I agree to abide by the Sonography lab code of conduct when working with my peers, volunteers, faculty, and patients.

Suspected Pathology and Incidental Findings

I do/do not _____ wish to be notified of suspected pathology and incidental findings identified during laboratory sessions.

I do/do not _____ wish to share findings identified during laboratory sessions with my classmates as a learning opportunity.

I understand that I will make my wishes known verbally in each instance to my instructor and permission can be revoked at any time.

DRUG SCREEN CRIMINAL BACKGROUND CHECK
CONSENT and RELEASE OF INFORMATION

My signature below indicates that I have read the REQUIREMENTS on criminal background and drug screening for the Diagnostic Cardiovascular Sonography program. This form provides my consent for the results of criminal background checks and drug screens to be released to the Alvin Community College program director. I certify that I am not using drugs illegally, I will not be under the influence of drugs or alcohol at class, lab, or clinical, and I do not have any criminal history that would disqualify me from participating in lecture, lab or clinical rotations and if charged or convicted of any major or minor offenses WHILE ENROLLED, I must notify the program director within 3 days of any such convictions. **Failure to notify the DCVS Program of any major or minor criminal convictions while enrolled in the program will result in immediate dismissal.**

Name _____

Signature _____

Photo / Video Release Form

Alvin Community College has permission to use any photograph/video or digital image of me or any family member, which has been taken by an employee or representative of the college, or a fellow student, for college purposes.

Name _____

Signature _____

Address _____

Telephone Number _____

Email address _____

Faculty Reference Authorization Form

I hereby authorize the faculty members of the DCVS program at ACC to provide a professional reference for me upon request of a potential employer and to answer any and all questions that may be asked concerning my performance in the program including: grades, attendance, clinical performance, and personal qualities.

Name _____

Signature _____

STUDENT AGREEMENT

This certifies that I have received a copy (may be paper or digital) of the Alvin Community College Board policies, ACC student handbook and the Diagnostic Cardiovascular Sonography student and clinical handbooks. I will read the policies and handbooks and be familiar with all contents.

<https://pol.tasb.org/home/index/214>

I will uphold ACC student policies and procedures stated in the DCVS handbooks and the technical and professional standards of a sonographer as required by the various Sonography organizations who set standards, such as (ARDMS, CCI, SDMS, AIUM, ASE, SVU). This also includes adherence to the Clinical Practice Standards, Code of Ethics, and official position statements regarding safety. I will also uphold all requirements for professionalism, patient care, safety, and privacy set forth in the clinical affiliation agreements for each clinical site.

If I find that I cannot abide by the requirements, perform the required job functions, and adhere to the college and board policies, I will notify the Diagnostic Cardiovascular Sonography Program Director and withdraw from the program. My act of registering for classes in the DCVS Program implies that I will abide by the requirements set forth in this handbook, each course syllabi, and that of the college. I am able to fulfill the essential job functions of a sonographer.

Student Signature: _____

Print Student Name: _____

Student ID # _____ **Date:** _____

Program Director Signature: _____

**ALVIN COMMUNITY COLLEGE
DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY**

Name _____ Year/Graduation _____

Program: _____AAS _____ATC

Tract: _____ECHO _____VASC _____ PEDI

		Excellent	Above Average	Average	Below Average
I.	Clinical Skills				
	A. Quality of scanning techniques	_____	_____	_____	_____
	B. Quantity of complete procedures	_____	_____	_____	_____
	C. Patient care and privacy	_____	_____	_____	_____
	D. Safety, Infection Control	_____	_____	_____	_____
	E. Professional actions	_____	_____	_____	_____
II.	Personality Characteristics				
	A. Punctuality	_____	_____	_____	_____
	B. Attendance	_____	_____	_____	_____
	C. Self -Motivation	_____	_____	_____	_____
	D. Professional Appearance	_____	_____	_____	_____
	E. Positive Attitude	_____	_____	_____	_____
	F. Accepts responsibility	_____	_____	_____	_____
III.	Additional Comments _____				

Evaluation completed by: _____ Date: _____

Program Director: _____ Date: _____

This evaluation may be given to prospective employers.

* _____
Student Signature

Date

*Please sign this form and return it to the DCVS Program Director. This form will be used by your instructors to evaluate your performance during the program. This form will be sent to requesting employers.

Please tear out each signature page and return to the DCVS office. A copy will be provided to you.

GOALS AND STANDARDS

Program Goal #1

To prepare students for employment within the profession as competent entry-level Diagnostic Cardiovascular Sonographers.

CAAHEP – JRC-DMS Standards

"To prepare competent entry-level adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains" and

“To prepare competent entry-level pediatric cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains” and

“To prepare competent entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

Curriculum Description

Department of Diagnostic Cardiovascular Sonography

The DCVS program curriculum is composed of didactic instruction, hands-on laboratory, practice, individual outside scanning practice, and supervised external clinical experience. Courses cover a broad range of subjects including: basic patient care concepts, patient assessment, medical terminology, medical ethics, professional issues, anatomy, physiology, hemodynamics, pathophysiology, pharmacology, ultrasound physics, instrumentation, electrocardiodiagnostics, echocardiography (adult, pedi, and fetal cardiac) techniques, and non-invasive peripheral vascular techniques. The courses in this curriculum include reading, writing, math, and speech requirements. Student's competency is assessed by written exams, clinical skills competency assessment, final exit exam and a capstone course to determine entry-level competence. SEE current curriculum outlines in the ACC Catalog.

Alvin Community College
Diagnostic Cardiovascular Sonography Program
Summary of Estimated Program Costs

Associate of Applied Science Degree

Tuition and Fees	Credit Hours	ID	OD	NR
Pre-requisites	18	\$1093.00	\$1903.00	\$2803.00
First Year				
Summer Semester	8	\$573.00	\$933.00	\$1333.00
Fall Semester	7	\$521.00	\$836.00	\$1186.00
Spring Semester	9	\$625.00	\$1030.00	\$1480.00
Second Year				
Summer Semester	8	\$573.00	\$933.00	\$1333.00
Fall Semester	7	\$521.00	\$836.00	\$1186.00
Spring Semester	8	\$573.00	\$933.00	\$1333.00
Sub Total:		\$4479.00	\$7404.00	\$10,654.00
The following expenses are estimated costs:				
Books		\$1500.00		
Criminal Background Check		\$ 70.00		
Drug Screen		\$ 40.00		
Physical Exam		\$200.00		
Scrubs		\$200.00		
Supplies		\$150.00		
Various Seminars		\$150.00		
Graduation Fee		\$ 35.00		
Registry Exams		\$400.00		
Parking at clinical sites		\$300.00		
Malpractice Insurance		\$ 34.00		
Lab and Technical Fees		\$800.00		
UltraLinQ		\$550.00		
Trajecsys		\$150.00		
Sub Total:		\$4379.00		
Total Program Costs		\$9058.00	\$11,983.00	\$15,233.00
		ID	OD	NR

Note** ID- In district, OD – Out of District, NR – Non Resident
Residents of Alvin save 50% since they pay ACC tax.
One year of residency in Alvin is required to establish in district status.

Alvin Community College
Diagnostic Cardiovascular Sonography Program

Summary of Estimated Program Costs

Advanced Technical Certificate Degree

Tuition and Fees	Credit Hours	ID	OD	NR
First Year				
Spring Semester	11	\$729.00	\$1224.00	\$1774.00
Second Year				
Summer Semester	9	\$625.00	\$1030.00	\$1480.00
Fall Semester	10	\$677.00	\$1127.00	\$1627.00
Spring Semester	7	\$521.00	\$836.00	\$1186.00
Sub Total:		\$2552.00	\$4217.00	\$6037.00
Books		\$1500.00		
Criminal Background Check		\$ 70.00		
Drug Screen		\$ 40.00		
Physical Exam		\$200.00		
Scrubs		\$200.00		
Supplies		\$150.00		
Various Seminars		\$150.00		
Graduation Fee		\$ 35.00		
Registry exams		\$400.00		
Parking at clinical sites		\$300.00		
Malpractice Insurance		\$ 34.00		
Lab and Technical Fees		\$800.00		
UltraLinQ		\$550.00		
Trajecsyst		\$150.00		
Sub Total:		\$4379.00		
Total Program Costs		\$7131.00	\$8796.00	\$10,616.00
		ID	OD	NR

Note** ID- In district, OD – Out of District, NR – Non Resident
 Residents of Alvin save 50% since they pay ACC tax.
 One year of residency in Alvin is required to establish in district status.

DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY
PROGRAM REQUIREMENTS AND PROCEDURES

Alvin Community College
Diagnostic Cardiovascular Sonography
Drug Screen and Criminal Background Screening

The purpose of this REQUIREMENT is to:

1. Comply with clinical affiliates who require a student background check and drug screening as a condition of their contract.
2. Promote and protect patient/client safety.
3. Prevent and detect illegal substance use.

DEFINITIONS

Positive Drug Test: A positive drug test means a medically acceptable drug test, approved by Alvin Community College, the results of which indicate the use of illegal drugs. **Illegal Drugs:** Illegal drugs include those drugs made illegal to possess, consume, or sell by Texas and Federal statutes. An illegal drug also includes those drugs taken by an individual which exceed the prescribed limits of a lawful prescription or the taking of a prescription drug without a valid prescription.

DRUG SCREEN General Information

Following acceptance into the program, all students without exception, are required to undergo drug screen testing. It is the student's responsibility to undergo this testing upon notification. Failure to complete drug screen upon notification will cause the student to forfeit their place in the program and an alternate will be chosen. Any student with a **positive** drug screen will not be eligible to attend clinical and therefore, must withdraw from the program.

Drug screening will be repeated if a student has a gap in enrollment for a year or longer. Example A: If the student has to withdraw for any reason and would like to return to complete the program, a new drug screen will be required.

Example B: If a current student in good standing wishes to cross-train into a second specialty and who continues with no gap in enrollment will not be required to complete a new drug screen as long as enrollment is continuous.

A student can be removed from lecture, lab, or clinical for suspicion of substance use or any type of impairment; this includes alcohol, and can be required to have random drug testing at the discretion of the college. ***Fees for drug testing are the responsibility of the student. Failure to appear for the initial or any random drug screening requests will result in immediate dismissal from the program. Positive results on any drug screen will result in immediate dismissal from the program.***

DRUG SCREENING PROCEDURE Drug screening is conducted on all student applicants prior to acceptance into the program and a Positive Drug Test will bar admission to the program. The results of the drug test are generally accepted for the duration of the student's uninterrupted enrollment in the program unless allegations are made to support reasonable cause that the student is not free of illegal drug use; with reasonable cause the student may be required to submit to further drug screening at his/her own expense. Alvin Community College is responsible for designating and approving the drug testing procedures. The student must complete drug screening at the scheduled time. An unscheduled drug screen will result in an additional expense to the student and conducted at a time and place designated by the college. The student must pre-pay for the drug screen as directed by the Program. The student is required to complete a release directing the company/agency conducting the drug screen test to send the results directly to the Program Director. When the drug test results are reported by the Medical Review Officer, they are final. Within 10 days of learning of a positive result, a student can request to have their original specimen retested. The request must be stated in writing to Alvin Community College. There will be an additional cost for this process. If the final results change, the student will receive a refund for the requested second testing.

Once the drug screen and the GC/MS (Gas Chromatography / Mass Spectrometry) confirmation are completed, and the Medical Review Officer has reported the results of the second set of testing, those results are final and cannot be appealed.

RESULTS

When the college determines that a student has a positive drug test, the student is not allowed to attend any clinical agency/rotation for a minimum of twelve months. The student with the positive drug test is required to withdraw from the clinical course and all concurrent health, nursing or allied health programs. Students may reapply under certain circumstances. Prior to returning to the program, the student must re-apply and be accepted to the program according to current requirements (including drug screen re-testing), have a negative drug test, and provide satisfactory documentation to the college of successful drug counseling and treatment, all at the expense of the student. When a student with a previously positive drug test is accepted back into the program he/she will be subjected to unannounced random drug screening at their expense.

Criminal Background Check

REQUIREMENT

Background checks will be conducted as a condition of full acceptance into the Diagnostic Cardiovascular Sonography program. The results will be accepted for the duration of the student's enrollment in the program if the participating student has not had a break in enrollment at the college and if the student has had no disqualifying allegations or convictions while enrolled. Alvin Community College will designate the agency selected to do the criminal background screening. Results of the background check will be sent directly to the program director electronically via the secured portal. The student will pay the cost of the background check directly to the agency. The student will sign a form indicating knowledge of this requirement and their belief that they do not have any criminal history that would disqualify them from clinical rotations.

Unsatisfactory Results

A student with a significant criminal background finding will be ineligible to enroll in the Diagnostic Cardiovascular Sonography program. Students have the right to petition the ARDMS to have a minor criminal offense evaluated. Upon clearance from the ARDMS, a student will be allowed to enroll or continue in the program.

All criminal background information will be kept confidential. ACC DCVS does not keep documentation of criminal offenses on campus. Those files are provided by the student to the investigating agency directly. Students are not obligated to share their criminal history or records with the program. A letter of clearance from the ARDMS is all the program requires. A student who is convicted of a criminal offense while enrolled in the program must report the offense to the program director within three days of the conviction, seek clearance from ARDMS, and provide a letter in order to continue in the program. Failure to report an offense while enrolled in the program is grounds for immediate dismissal.

Student Rights

Students sign a release form that gives the program director the right to receive their criminal background information from the agency. If the student believes his or her background information is incorrect, the student is responsible for providing the evidence of the inaccuracy of the information to the investigating agency. The student will not be able to enroll in the Diagnostic Cardiovascular Sonography program until the question is resolved. The inability to participate in a clinical experience could prevent a student from meeting course objectives and result in failure of the course. Furthermore, a criminal background of any nature could prevent the candidate from becoming employed. The determination of employability is based on the individual hiring facility requirements.

STUDENT APPLICATION AND ADMISSION GUIDELINES

Refer to the DCVS program application and the ACC catalog for complete details regarding application and admission. Alvin Community College is an equal opportunity institution and does not discriminate against anyone on the basis of race, religion, color, sex, pregnancy, gender equality, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or veteran status.

PHYSICAL

A physical exam, with documentation of immunizations, color vision, vision and hearing exam, is required by all students upon admission to the program. The physical exam is performed to ensure that students meet the health requirements of the clinical sites and that the specific job functions of a sonographer can physically be performed safely and adequately.

Refer to the physical exam form for complete details. TB skin test (PPD) annually, or if TB is positive, must have a clear CXR or Quantiferon ; HEP B – each injection, 3 doses AND titer, MMR – 2 doses or titer, Varicella – 2 doses or titer, current TDaP with in the past 10 years after the age of 18, and Season Flu each fall as soon as available. NOTICE: See current immunization requirements on DCVS physical form for complete details regarding immunizations.

STUDENT RECORDS

Records for each student and graduate are kept in the DCVS office. Records will include the application, physical exam/health records, evaluations, clinical documentation, counseling records, and major tests or assignments. Student records will be maintained for a minimum of 5 years or as required by CAAHEP and SACS standards. The information in the student file is confidential and should be kept secure at all times. Students are responsible for keeping their information current. CPR cards, TB skin tests, CXR's and immunizations records must be renewed PRIOR to the deadline. Students must maintain their required clinical information on the document tracker portal. Clinical activities and evaluations are maintained in the digital tracking system called Trajecsyst. Student's scans performed during laboratory sessions are uploaded to a cloud based PACS system called Ultralinq. All digital and paper documentation of students' progress are considered official DCVS documentation.

Official documentation - Any document that requires a student signature must be signed by the student upon request. Refusal to sign official documentation is grounds for disciplinary action.

In Clinical - When charting at clinical or in the laboratory, all hospital documentation must include the date, time, and student signature for legal purposes. If a mistake is made, draw one line through it and initial it. The mistake cannot be scribbled out. White out is not allowed. This is required for proper medical record documentation.

In Lab – Documentation in lab includes logging in all procedures, obtaining volunteer consent, completing a technical worksheet, protecting private information (HIPAA) and getting the post scan evaluation completed by the volunteer with faculty review.

Digital Records – The DCVS program uses digital record management for clinical (Trajecsyst and Castle Branch) and for lab (Ultralinq). These are still considered official college documentation. Falsification of any records, failure to complete documentation or improper documentation may result in disciplinary action.

PROGRAM RECORDS

The DCVS program will maintain records of course syllabi, course exams, faculty CV, current credentials, CME's, and clinical schedules for a minimum of 5 years or as required by current SACS/CAAHEP standards.

PROGRAM PROGRESSION

1. Students will abide by the admission and curriculum requirements Alvin Community College and of the DCVS Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the DCVS Program, all DCVS curriculum courses must be completed in the proper sequence (lock-step) as shown in the catalog degree plan, or must have the approval of the Program Director.
3. No grade below a **C** will be acceptable.
4. ALL students must demonstrate competence in affective, cognitive, and psychomotor domains as required by CAAHEP. In order to protect the public students who are not competent by the end of the program will not graduate.
5. Students may be dismissed from the program if class, lab or clinical performance is unsafe or unprofessional as determined by a clinical preceptor, instructor, program or clinical director after the proper sequence of documentation, notification and due process is completed according to ACC Board policy. This action may be taken at any time during the semester or program.
6. In the event a student is asked to leave a clinical affiliate, and not return, the faculty will conduct interviews with the appropriate individuals and the student. Pending completion of the investigation the student may not be allowed to continue in the program depending on the severity of the issue or if patient safety is a concern. Clinical resources are very difficult to maintain and if a student cannot conduct themselves in a professional or safe manner they will not be allowed to return to clinical therefore possibly forfeiting their place in the program.
7. Only two (2) attempts in any DCVS course will be permitted. If a student does not successfully complete a course in the program with two attempts they are no longer able to continue in the program and are not eligible to return.
8. A student requiring hospitalization, serious illness, pregnant or sustaining an injury will be **required** to obtain a written statement from his/her physician verifying that the health status of the student is adequate for performance in class, lab and in the clinical setting. A student may not be allowed to return to the clinical or lab area if he/she is unable to perform the required job tasks or if he/she must be on medications which may interfere with his/her ability to perform satisfactorily or is unable to perform the required job functions.
9. Due to the physical nature of the profession, the technical standards, and job requirements, there is no "light duty" in this program. If a student cannot perform their duties for any reason they will be allowed to withdraw in good standing and return, as soon as they are cleared by their physician, when that course is offered again. A plan for completion will be established that meets the needs of the student and the college time line.
10. Students must complete the program within five (5) years after initial acceptance. If a student returns to complete the program after 5 years they must start over at the very beginning and repeat the whole program.
11. A maximum of 24 hours of credit may be awarded following current Alvin Community College and DCVS guidelines for determining prior learning assessment which may include work experience, credit by exam, professional registry credentialing exams, etc. An assessment of previous learning and training plan will be determined by the program director following current college procedure.

TRANSFER OF DCVS COURSES

1. Students who have completed Sonography courses at another college or diagnostic cardiovascular Sonography program (diploma, associate degree or baccalaureate) must still meet the criteria for admission to the DCVS Program at Alvin Community College.
2. Transfer may only be accepted if the prior Sonography program enrollment was within the past year. Any DCVS course completed more than five (5) years prior to the time the student is accepted will require demonstration of retention of knowledge and skills before being accepted for transfer.
3. Credit by transfer or substitution for DCVS course(s) will be considered only if the course contains similar content with comparable credit and contact hours (classroom, laboratory and clinical) to the course offered at ACC. The transfer student is responsible for providing the catalog course description and course syllabus. The course information provided must match the course listed on the official transcript with a grade of C or better.
4. Course substitution approval will follow current ACC guidelines as stated in the college catalog. WECM (technical) course substitutions will be reviewed by the DCVS program director.
5. Only students who leave their previous school in good standing will be considered for admission to ACC. Letters of reference from the previous program director and at least one didactic, laboratory or clinical instructor are required. ACC DCVS program will not admit a student who was on probation or withdrawn due to unprofessional or unsafe practices. ACC DCVS program will not admit a student who has 2 previously unsuccessful attempts in the prior Sonography program courses.
6. Maximum credit hours for transfer may change from time to time. Consult the current ACC Catalog for requirements. Currently a minimum of 15 credit hours for the AAS degree and 11 credit hours for the ATC are required in house to graduate from ACC.
7. Transfer students are only accepted if there is space (laboratory scanning station and clinical site placement) available within the current cohort.

TRANSFER OF ACADEMIC CREDITS

1. Students who have completed academic courses in another college or university must submit an official transcript to the Admissions Office and a copy of the transcript to the DCVS Department for each school attended. Articulation can be evaluated more efficiently by the records office if students submit official transcripts via electronic method (SPEEDE).
2. Transfer credit is accepted according to the ACC policy as published in the college catalog.
3. ACGM (academic) course substitutions will be reviewed by the appropriate program chair for that discipline.
4. No grade below a C on any pre-requisite course will be accepted for transfer.
5. Courses accepted for transfer must be similar in content and credit to the ACC course(s). This will be determined by examination of the course description and syllabus of each course. The transfer student is responsible for providing the catalog course description and course syllabus.
6. Anatomy and physiology knowledge must be current. If A&P II is older than 5 years the student must take DSAE 2303 PRIOR to acceptance to demonstrate command of anatomy and physiology knowledge.

ADVANCED STANDING/PRIOR LEARNING ASSESSMENT

1. Advanced standing applies to sonographers who are registered and would now like to complete the associate degree program.
2. Sonography professionals with at least two (2) years full-time experience in the field will have the opportunity to challenge DCVS courses.
3. These courses must be challenged in sequence unless permission is otherwise granted by the program director.
4. Not all DCVS courses may be challenged. For each credit hour granted by non-traditional credit, credit by examination or credit by experience or credit for advanced standing may be obtained as follows:
 - A. Academic courses
See catalog for current guidelines.
 - B. DCVS Courses:
Advanced standing for a course in which both the lecture and laboratory are taught on campus may be obtained by passing the written comprehensive challenge examination(s) with a minimum score of 85% **and** by passing the laboratory practical examination(s) with a minimum score of 85% if applicable.

READMISSION OF FORMER ACC DCVS STUDENTS

1. A student who has withdrawn in good standing from the DCVS program and now wishes to re-enter must:
 - a. abide by the current admission and curriculum requirements of the department:
 - b. notify the Program Director by the application deadline for program readmission; Feb 15 for AAS and Oct 15 for ATC.
 - c. provide the DCVS Department with a completed up-to-date physical examination. (form to be supplied by the DCVS Department)
 - d. provide the DCVS Department with an up-to-date transcript of any college work done since previous program enrollment.
 - e. repeat drug screen and criminal background check if the gap in enrollment is more than 1 year.
 - f. renew all required clinical items such as: TB skin test, CPR, Seasonal Flu shot.
 - g. renew all required programs such as: the Document Tracker, UltralinQ and Trajecsys.
2. Students who have withdrawn or failed due to technical or academic deficiencies may be readmitted to the program on a probationary status. If the student fails to maintain a satisfactory grade point average (GPA 2.0), attendance, and class, lab and clinical, and acceptable conduct during the first semester after the readmission, he/she may be dismissed from the program and will not be eligible for readmission at any future date.
3. Students not enrolled for more than one (1) semester must be evaluated on their clinical skills before returning to the clinical site(s). Supervised scanning opportunities will be offered and should be performed to retain skills.

WITHDRAWAL FROM COURSES

A student who wishes to withdraw from a DCVS course must, before the official drop date, follow current college procedures for dropping the course. See instructions on the college web site at www.alvincollege.edu or contact the ESC for assistance.

Non-attendance will not constitute withdrawal. A student who no longer attends classes without officially withdrawing will receive an **F** for the course. Students should keep in mind the 6 drop limit set by the State of Texas.

If a student needs to withdraw from the DCVS program or an individual course they should contact the instructor of record and the program director as soon as possible. (See Exit form) Failure to communicate in a proper manner could result in denial to return.

DCVS PROGRAM GRADING SYSTEM

A= 92-100

B= 83-91

C= 74-82

D = 60-73

F = below 60

All **capstones, clinical competencies, check-off's and exit exams** must be passed with an 85% or higher. All DCVS courses must be passed with a C or better in order to progress to the next level.

Calculation of the grade for each course is described in the individual Syllabus for that course.

GRADE CHANGE REQUEST

The student will follow the process outlined in the ACC Student Handbook concerning grade change requests and academic appeals.

INCOMPLETE GRADES

The student will follow the process outlined in the ACC Student Handbook. If the incomplete is not resolved by the deadline, the student may be required to sit out for several semesters or drop from the program depending on the course involved, prerequisite and co-requisite courses, DCVS course scheduling and the number of attempts at that course.

ATTENDANCE

Students are expected to attend **ALL** classes, labs, and clinical regularly. The student is responsible for being present and on time and for preparing adequately for each class and lab by reading **ALL** assigned material prior to the scheduled time.

A student who accumulates more than four (4) class absences per course during any semester may fail the course and potentially be dropped from the program for non-attendance. All absences are treated the same regardless of reason other than as required by law or when ACC is closed due to inclement weather.

Absences may be excused for attending a Sonography related seminar, SPI or Specialty registry exam day, (approved by the program director with proof of attendance) and severe acts of nature such as hurricanes and flooding when the college closes.

Students are held accountable for all missed work. The student is responsible for contacting each course instructor regarding materials distributed in class, assignments made during class, and make-up assignments for any classes missed.

Each course syllabus spells out the specific requirements for when an exam or quiz is missed. See the specific course syllabus for more details.

The clinical setting has a slightly different attendance requirement. See clinical manual for clinical attendance rules.

CONFERENCES

Students and faculty may attend national ultrasound conferences with an excused absence from class, lab, and clinical provided they attend the meetings and document enough hours to equal those hours that were missed. A CME certificate, signed clinical time sheet or signed SLP form is adequate to document attendance. Time spent at parties, sightseeing, entertainment will not be counted towards the time required to cover the absence.

BONUS POINTS/SERVICE LEARNING POINTS (SLP)

See Attached Bonus Point/SLP Form near the end of this manual.

In order to instill in future Sonographers the desire to pursue educational activities beyond the campus structure, credit will be given for attendance/participation in activities other than classroom or curriculum requirements.

Students, if desiring credit, must document their attendance/participation AT THE TIME OF the activity. Examples of some activities for which credit may be given are: attendance at local, state, or national educational medical programs, involvement with the health fairs, attendance at local organizational meetings, joining the national or local professional organizations.

SLP - See clinical manual for current list and point values.

BONUS - All bonus credit will be applied to the final grade for DCVS lecture classes only NOT including clinical courses. A maximum of two (2) points per course may be applied.

CLINICAL - Bonus points may only be awarded to clinical courses for perfect clinical attendance and for any STAR awards received See clinical manual for information about STAR awards and perfect clinical attendance.

Deadline for bonus points is the last scheduled class day prior to final exams.

Homework Pass In order to use a bonus point as a Homework pass, students must get approval from their instructor, in advance. Homework Passes may be used once per semester, per class, for a classroom assignment, as approved by that instructor. The Homework Pass will be a grade of 95, and it may not be used for any scanning assignments, quizzes, or exams. Homework passes are not accepted for clinical assignments.

Activities can only be used ONCE for ONE thing. Ex: Students may not submit the same activity for bonus points and SLP or homework pass. Any unused bonus points are good for 1 calendar year and expire every December.

ASSIGNMENTS

All assignments are to be completed and turned in on the date specified in class. Five (5) points will be deducted from each assignment for every scheduled class-day that the assignment is late. **Laboratory assignments are due on the day specified in the course/lab schedule. If the lab assignment is not turned in as specified in the syllabus 15 points will be deducted and will only be accepted up to 1 week late.**

Blackboard ASSIGNMENTS

REQUIREMENT: Students must upload all assignments PRIOR to the due date in order to receive assistance or investigation into Blackboard issues to allow adequate time to process requests for BB support tickets and complete a review of any potential BB issues. Once the due date has passed all grades are final.

Assignments are given each semester and listed in detail on Blackboard. Students must log in to BB weekly to upload assignments and complete clinical discussions. Late work is NOT accepted.

Students must make sure to upload assignments in a timely fashion **well before the due date** every time as a matter of habit. It is advised, and has been on many occasions, that students complete and upload documentation as soon as it is finished rather than waiting till the last minute. This is also very important at the end of the semester when there is no time to research or troubleshoot any problems that may arise. IF the student uploads assignments and documentation early there will be plenty of time to check the submission the next day and alert the help desk if there are any issues or reattempt the upload and communicate with your instructor BEFORE the due date.

Once the due date has passed faculty is unable to assist you.

Do not trust your cell phone for important assignments, however, if you do here are some important tidbits of information you need to remember.

- Verify that you are using the current BB Student App to access Blackboard
- If you are using the OLD BB Mobile app you may encounter problems.
- DO NOT simply use the browser on your phone, we do not recommend this.
- Bottom line please be sure that you download and use the BB AP.

Blackboard Troubleshooting Procedure: Students should set a calendar reminder for all due dates at least 2-3 days (1-2 weeks preferred if possible) before the due date. Students must upload all assignments PRIOR to the due date. If an issue with the upload is discovered the student should submit a Blackboard support ticket and communicate with the instructor. The following information is required to complete an investigation:

- Date and time the upload was attempted
- Screen shot or picture of confirmation ticket that assignment was successfully uploaded
- Proof that a BB support ticket was submitted
- Proof of contact and communication with instructor

If these conditions are met the instructor can initiate an investigation into the situation.

MAKE-UP EXAMS and COMPETENCIES

Exams - Students may miss one (1) unit examination per course, which must be made up on the date of return. If a student is absent for an exam for the second time, no make-up exam will be given. The student **MUST** then take a comprehensive final exam to be averaged in place of the missed exam. A third missed exam will result in a zero. For students who miss no more than one exam per class per semester, the cumulative final exam may be used to replace the lowest test score for that class.

Check offs/Competencies – If a student misses the original scheduled day for a check off that will count as their first attempt. If they miss the next scheduled day that will count as the second attempt. Students should make every effort to be in attendance on check off days. Each syllabus may have additional information regarding attendance for competencies and check offs.

Quizzes – Any missed quiz can **NOT** be made up.

Clinical – See Clinical Manual for Clinical make up procedures.

EMPLOYMENT

Students are often employed during the time they are enrolled in the DCVS Program at ACC. The work schedule must be adjusted so that the student may attend full-time **BOTH** – academic classes and clinical assignments. The scheduling of DCVS courses must take precedence over that of the employment. If work interferes with academic or clinical performance, the student will be counseled and requested to limit the number of work hours. Each student retains the responsibility for maintaining satisfactory academic status.

If students are employed in an affiliated hospital, the student must work as a hospital employee, not as a student. The student must maintain student status on clinical time (i.e., the student may not perform employee duties when in clinical as a student.)

Students must **NOT** wear the school uniform or ACC DCVS name tag while working in any institution for wages. When working or volunteering, students must arrange for their own liability insurance. Students should not begin working as a sonographer until they have reached a level of competence that assures accurate diagnosis and patient safety. The timing of this may be different for each student. Generally, students could be ready for PRN work with supervision in their last semester of the program. The student and employer should understand that the student is NOT yet credentialed, should be supervised, and is NOT covered under ACC malpractice while at work. Students should not put their professional future at stake by taking a job too soon. When to begin working is at the discretion of the student and their employer.

MALPRACTICE

Students are required to purchase Malpractice student liability insurance when registering for each clinical course. Every Hospital is provided with a copy of the policy annually or upon request. The student should understand that this policy only covers them for professional negligence relating to performance of clinical duties as scheduled. It is not a medical or personal insurance policy. Students are only covered while at an affiliated clinical site during a scheduled clinical day or while performing duties on campus in the lab setting as a student. The Alvin Community College policy will not cover students while working for compensation or volunteering on their own time.

GRIEVANCE PROCEDURE

The student will follow current ACC guidelines as stated in Board Policies, the ACC catalog and ACC Student Handbook.

HEALTH AND ILLNESS

Students are responsible for their own health and the expense of health care. It is required by the clinical sites that health insurance be carried. Students will upload proof of medical insurance to the document tracker portal at the time of admission and update upon change or renewal.

A physical examination is to be completed by the student's physician after acceptance into the DCVS Program. Sophomore students will be required to update their TB test or CXR annually.

Students with potentially communicable conditions, i.e., upper respiratory diseases, GI illness, infected wound(s), etc., should notify their clinical preceptor or instructor prior to patient assignment for possible infection control issues that may result in the student being asked to leave for the day resulting in a clinical, class, or lab absence.

Any student who has contracted a communicable disease, suffered any illness or injury, or has required hospitalization must present a signed physician's release upon return to classes and clinical assignments.

Students who become pregnant during the DCVS program, should discuss their plans for completion of the program with the Director. They must also present a statement from their physician indicating their ability to perform the physical activities required in the DCVS program. The estimated date of delivery should be included and if the student will be allowed to continue with class, lab and clinical during pregnancy and upon delivery we will require an updated note stating the date and ability to return to active duty in the program.

CLINICAL

Please refer to the clinical manual for complete details regarding clinical guidelines.

DCVS GRADUATION REQUIREMENTS

SEE ACC Catalog for current requirements plus the following DCVS specific requirements.

To be eligible for an **Associate in Applied Science Degree in DCVS or Advanced Technical Certificate** from Alvin Community College DCVS PROGRAM, the student must:

1. For each specialty, pass the required psychomotor competency assessments and both cognitive assessment examinations
 - SPI or simulation AND
 - AE, or PE, or VT or EXIT exam)
2. Attend commencement exercises or obtain an excuse from the Program Director.

REQUIRED COMPETENCIES

Cognitive Assessment (Exit Exam)

U.S. Physics – must pass the SPI exam (or simulation with 85% or higher) by the end of the first year

Adult Echocardiography (RDCS AE or RCS or EXIT with 85%)

Vascular Technology (RVT or RVS or EXIT with 85%)

Pediatric Echocardiography (RCCS or EXIT with 85%)

Exit exam – in the event that a student does not pass the registry exam prior to graduation, the student will be required to pass the exit examination with an 85% or higher. The exit exam is currently the clinical final exam in the last capstone course of the program.

Psychomotor Competency Assessments

Pass ALL skills competencies with a minimum score of 85%

Adult Echocardiography

Lab Capstone: Full ASE echo protocol with measurements and calculations in lab on a simulated volunteer patient,

Clinical Comp: Full adult echo scan (using required clinical protocol) on a real adult patient in the clinical setting.

Pediatric Echocardiography

Lab Capstone: Full ASE pedi echo protocol with measurements and calculations in lab on a simulated volunteer patient, AND a fetal echocardiogram on a fetus in the lab.

Clinical Comp: Full pedi echo scan (using required clinical protocol) on a real pediatric patient in the clinical setting. AND full fetal echo scan (using required clinical protocol) on a real fetus in the clinical setting.

Vascular Sonography

Lab Capstone: Full vascular scan protocol with measurements and calculations in lab on a simulated volunteer patient in each of the following areas bilaterally: Carotid Duplex, Arterial Duplex upper and lower, Venous Duplex upper and lower, and Arterial Segmental Physiologic Non-Imaging study.

Clinical Comp: Full vascular scan (using required clinical protocol) on a real patient in the clinical setting in each of the following areas: Carotid Duplex, Arterial Duplex upper and lower, Venous Duplex upper and lower, Venous Reflux, Abdominal Vascular, and Arterial Segmental Physiologic Non-Imaging study.

Pathway to Earning Your Credential prior to graduation!

You must personally review the ARDMS and CCI websites for current information.

Go to www.ardms.org Register as a new user, Get an ARDMS # as soon as you start the program.

CCT EXAM – All DCVS students are encouraged to take the CCT exam after completion of the Fall semester. The CCT credential is a great stepping stone that will provide the student with opportunities for employment in the hospital setting in a cardiovascular department which may help them have a foot in the door upon graduation to easily transfer into positions within the Echo or Vascular labs.

SPI EXAM - As a student of an accredited program you are eligible to sit for the physics portion of the ARDMS registry credentialing examination (SPI) as soon as the US physics course is completed at the end of the spring semester. All students are required to attempt and pass the SPI exam by the end of the summer semester. If the SPI exam is not successfully passed, the student must pass the SPI simulation. It is important for the student to take the SPI exam while the information is fresh on your mind. The deadline is by the end of summer. An extension may be given to the end of fall if a student has to retest. It has been proven time and again that students who wait to take the physics test are more likely to fail and those who take it right away are more likely to pass. Therefore, to encourage students in the program to take and pass the SPI exam as soon as possible, the ACC DCVS program will offer each student a \$100.00 scholarship when the SPI exam is taken and passed PRIOR to graduation AND provide the program with a copy of both pages of the score report. This reimbursement scholarship is on a first come first serve basis while funds last. Funds for this program come from volunteer donations and ACC Symposia so it is vitally important that you remind volunteers that we accept donations to help provide student scholarships. We are unable to provide scholarship reimbursement funds for failing SPI attempts and or if it is taken after graduation, however, we still need the score reports. If the student fails the SPI they should retest as soon as possible. The student will receive an incomplete in the summer course until the SPI is passed. If after a second attempt the student still fails an alternate physics exit exam (SPI Simulation) must be passed with an 85% or higher.

Go to www.ardms.org login with your ARDMS number, complete the online application and provide them with the documentation they require. LOOK it up. It changes often. You MUST go to the website to apply on-line and follow ARDMS current recommendations.

MAKE SURE YOU USE THE NAME AS IT APPEARS ON TWO OFFICIAL FORMS OF ID!!

You could lose your money if you don't! Be sure to apply for the physics ONLY part of the test. You will NOT use Pre-requisite #2 to take the physics test. You do not need a letter from the program director to take the physics test. All you need is your transcript with your name, the college name, and the physics class (General College Physics or Ultrasound Physics, CTEC will not work) listed with a passing grade. Currently, the cost for this exam is \$225 and the college will reimburse you \$100 when you pass and provide a copy of the results including both pages.

SPECIALTY EXAM – As a student of an accredited program you are eligible to take your specialty portion of the ARDMS and CCI registry exams in the last semester PRIOR to graduation. This way you will enter the workforce as a registered sonographer. You will be more likely to pass if you take it sooner, be more marketable entering the job market and you will command a higher pay rate as a result. Therefore, all students are required to take and pass their specialty exam PRIOR to graduation OR pass the clinical final exam with an 85% or better. As an incentive to take the specialty exam PRIOR to graduation the ACC DCVS program will offer each student a \$100.00 scholarship when the RDCS, RCS, RVT, RVS, or RCCS exam is taken and passed PRIOR to graduation. ARDMS or CCI are both acceptable. A check for \$100 will be provided to those students who pass the exam AND provide the program with a copy of both pages of the score report. This reimbursement scholarship is on a first come first serve basis while funds last. Funds for this program come from volunteer donations and the ACC Symposium so it is vitally important that you remind volunteers that we accept donations to help provide student scholarships.

We are unable to provide funds for failing attempts and or if it is taken after graduation but we still need both pages of the score reports. The only exemption to this is for PE and FE exams. Since those tests are windowed and the results are not available until months after graduation, ACC DCVS has a scholarship fund to reimburse (\$100) any student for passing the PE or FE within one year from graduation.

Student should register for the actual ARDMS or CCI specialty exam 60 days prior to graduation to take the specialty test (March – April). The specialty registry exam must be passed prior to graduation or the student will be required to pass the clinical final with an 85% in order to graduate. See graduation requirement.

ARDMS - PD will enter each student into the system in February. Then the student will go to www.ARDMS.org and register for the test in March. Follow all ARDMS instructions. Be sure to use the correct name as it appears on two forms of official ID when applying. **ARDMS COSTS \$250.00** for the specialty Exam.

CCI - Apply to take the CCI exam 2 months prior to graduation at www.cci-online.org. Follow CCI current instructions and provide the documentation they require. Try to schedule your exam as soon as you get permission to take it. DCVS will reimburse you \$100 if you pass and provide a copy of the score report PRIOR to graduation. Remember if you take CCI it includes both physics and specialty content so you need to remember to study for the physics part as well. **CCI COSTS \$365.00** cost of CCI exam.

EXIT EXAM

IF you do not pass your ARDMS or CCI specialty examination prior to graduation– you are REQUIRED to pass the clinical final exam with a score of 85% or better in last clinical course prior to graduation to demonstrate cognitive competency.

As an added incentive and reward for those who pass the specialty exam prior to graduation, if that score is higher than the clinical final EXIT exam grade we will replace it with the higher grade which can boost your clinical average and overall GPA.

Exam Prep

SPI Exam Simulation (CBE – Computer Based Exam) may be ordered from Pegasus Lectures Inc. The physics exam simulation is great for those who think they may have problems passing the exam, with computer based exams, or need help troubleshooting areas of weakness so plan to order the CBE by the end of April.

There are also specialty exam simulations available online and review courses that may be beneficial. Speak to the program director or instructor if these items are needed.

PEDI ECHO STUDENTS

The pedi echo registry from ARDMS is no longer offered on demand (any time). They only have windowed administration which means that there is a limited time the exam is available and you have to wait for 2 months after you take the test to find out if you have passed. Due to the dates allowed for administration and score reporting, we no longer recommend that you take the ARDMS exam until after you take the CCI exam due to the delay in getting your credential. Students would not get a credential until sometime in NOVEMBER. This could have an adverse effect on potential employment. For this reason ACC DCVS recommends that all pedi echo students take the CCI RCCS registry exam to fulfill the cognitive graduation requirement. Once you pass the CCI registry and earn your RCCS credential you can always go back and get the ARDMS credentials (PE and FE) when that test is offered later in the year. You have 5 years from the date of your SPI exam to pass the PE or FE to earn your ARDMS credential or you must re-take the physics part. Therefore, you must take and pass the SPI exam like all the other AE and VT students AND take and pass your RCCS exam prior to graduation or pass your clinical final EXIT exam with an 85% or higher. PE and FE passing scores should still be provided and will be eligible for reimbursement for up to one year from graduation.

FOR ALL scholarship reimbursements – we MUST have both pages of your final score report and the paid exam receipt. Thanks and good luck!!

CODE OF ACADEMIC INTEGRITY AND HONESTY
See ACC Catalog and ACC Student Handbook
Additional DCVS Integrity Requirements

Written Papers

The College subscribes to turnitin.com plagiarism detection services. If a student is caught they will be subject to course failure and possible dismissal from the program. All disease papers and clinical case study papers will be turned in to the instructor, submitted via email as a word document.

Exams

Written Exam security is extremely important. Students may not share information regarding any exam with classmates under any circumstances. Students may not take notes regarding the exam, download, print, copy, photography, record or have any form of duplication of any DCVS exam. Recording devices, cell phones, smart devices, smart watches and advanced calculators are not allowed while taking or reviewing exams. Desks must be clear and faculty must be present when exams are in the hands of students. NO student may have their phone out when DCVS exams are being taken or reviewed.

Capstones/Competencies

Capstones, Check Offs and Competency Assessments are considered exams and fall under the jurisdiction of our academic integrity expectations. Students are NOT allowed to use ANYTHING to assist them while performing skills or scan tests of any kind. Students may not have anything with them while they are testing and this includes but is not limited to the following: No phones, No backpacks, No purses, No books, No notes, No cards, No lists, No protocols, No talking to classmates, nothing will be allowed while you are testing. The program expects students to know the procedure, protocol, formulas and any and all pertinent information in order to get the job done. If you need a pad to write information and values on while performing the procedure, the pad must be BLANK. No writing on the pad of any kind before you start. The only thing we will allow in the room with the student while performing a skill or scan test is the supplies needed, the patient's chart, patient consent form, a blank pad or paper and the student report or hospital worksheet. This includes lab and clinical assessments. Additionally, students who are scanning or getting checked off on each other may not help each other, motion to each other, hint to each other, or position themselves or do anything to help their classmate in any way. As the patient, you need to do exactly as you are told when you are told and not before. The program has to be sure that each and every student is fully capable of explaining and performing procedures on patients without assistance from anyone. If you were the real patient you would have the same standard.

Taking and Reviewing Exams

1. All purses, backpacks, materials, and phones will be packed up, zipped up and placed in the storage room during exams and when graded tests are being returned for review.
2. Desk tops will be completely empty during exams with only a pen/pencil and blank sheet of paper to keep test covered at all times while taking the exam. Desk will also be cleared while reviewing graded

exams. Nothing (no paper, no pencils/pens) should be on the desks or in the student's possession while reviewing tests.

3. When graded exams are being handed out for review students will come to the front of the classroom as their name is called out to pick up the tests so the instructor does not have to turn their back on anyone in the classroom while the exams are out.
4. A web camera may be used to record all test taking and reviewing sessions in order to deter any possible cheating.
5. Students are not allowed to have their exams without an instructor present at all times. Once the exam or review is finished the instructor should take the exams to the DCVS faculty office and lock the door.
6. All measures and precautions should be followed to prevent students from obtaining copies of tests including: secure electronic sources of exams, log off computers when not in use, secure printed copies of tests behind locked doors, all completed exams will be kept in a locked file cabinet.
7. Students should not discuss the exam with other students near the classroom when students are inside still working on the test. Students should not discuss the exam with any student who was absent and has not taken the exam. Students who are absent on test day should have no contact or discussions with their classmates pertaining to the exam until all parties have completed testing.

In addition to the ACC policy on academic dishonesty, cheating on written exams is defined as sending, sharing, or receiving information pertaining to tests, copies of tests, or test questions in any format including but not limited to texts, photos, copies, handwritten, or verbally transmitted information.

Any student found cheating, involved in cheating, or participating in any way in cheating will face serious disciplinary action. Students aware of cheating will report it immediately or face the same consequences.

HIPAA REQUIREMENTS

All students, staff and faculty are expected to understand and uphold HIPAA rules and regulations in the performance of duties, scanning, patient care skills and completing assignments in all settings including classroom, laboratory and clinical.

Background Information can be found at the Department of Health and Human Services website.

Purpose: To improve the efficiency and effectiveness of the health care system, the [Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)](#), Public Law 104-191, included Administrative Simplification provisions that required HHS to adopt national standards for electronic health care transactions and code sets, unique health identifiers, and security. At the same time, Congress recognized that advances in electronic technology could erode the privacy of health information. Consequently, Congress incorporated into HIPAA provisions that mandated the adoption of Federal privacy protections for individually identifiable health information.

All students, staff, and faculty are trained, according to HIPAA privacy standards, how to properly safeguard PHI (Protected Health Information).

Procedure: All students, faculty and staff sign a HIPAA privacy statement when visiting the ACC scanning lab during their professional observations to ensure the privacy of students and patient volunteers. Students complete a HIPAA training module during Introduction to Sonography and must pass a written HIPAA test. Each student is then provided with a HIPAA certificate documenting their knowledge and understanding of the rules/laws governing patient privacy of information.

What Information is protected?

Protected Health Information. The Privacy Rule protects all "*individually identifiable health information*" held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. The Privacy Rule calls this information "protected health information (PHI)." ¹²

"Individually identifiable health information" is information, **including demographic data**, that relates to:

- the individual's past, present or future physical or mental health or condition,
- the provision of health care to the individual, or
- the past, present, or future payment for the provision of health care to the individual,

and that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual. ¹³ Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number). Additional information could be medical record number, room number, name of facility, physician, care giver/sonographer information, date of exam or dates of service. The NIH National Institute of Health has further defined demographic information in more detail which is provided to students prior to clinical rotations.

DCVS HIPAA STANDARD: Violation of this standard will result in immediate disciplinary action which may range from a written warning to a HIPAA research paper, up to and including dismissal from the program depending on the severity of the disclosure, the probability of identification, and other consequences administered by the clinical site.

No identifiable medical records will be removed from any clinical site or ACC laboratory under any circumstance.

Students should not provide the results of medical tests to the patient or the patient's family members, discuss the patient's findings with the sonographer in front of the patient, or disclose sonographic results to any other unauthorized individuals.

Students should not discuss private patient information with unauthorized individual or anyone who is not directly involved in that patient's care, or in a location where the conversation could be overheard by unauthorized individuals (such as break room, dining facility or elevators for example).

The DCVS program utilizes a secured cloud based PACS system called Ultraling as digital repository for all scans. Ultraling is HIPAA compliant per medical standards. Students and faculty should safeguard the visibility of monitors and paper documentation at all times. Scans that are downloaded to be copied for volunteers should be immediately deleted from the hard drive.

De-Identified Health Information. There are no restrictions on the use or disclosure of de-identified health information.¹⁴ De-identified health information neither identifies nor provides a reasonable basis to identify an individual.

Notes, files, images, graphs or reports must be **completely redacted and de-identified prior** to removal from the clinical site to be used for case studies, clinical interpretations or any college related assignment. Appropriate de-identification can include changing the study to an anonymous or teaching file, cutting off headers, black out with a marker as long as the identifying information cannot be seen. Any identifiable reports or headers must be placed in a confidential shred bin or securely disposed of according to hospital policy.

PENALTIES by LAW

Civil Money Penalties: OCR may impose a penalty on a covered entity for a failure to comply with a requirement of the Privacy Rule. Penalties will vary significantly depending on factors such as the date of the violation, whether the covered entity knew or should have known of the failure to comply, or whether the covered entity's failure to comply was due to willful neglect. Penalties may not exceed a calendar year cap for multiple violations of the same requirement. Penalty amount \$100 to \$50,000 per violation or more or \$1,500,000 calendar year cap.

Criminal Penalties: A person who knowingly obtains or discloses individually identifiable health information in violation of the Privacy Rule may face a criminal penalty of up to \$50,000 and up to one-year imprisonment. The criminal penalties increase to \$100,000 and up to five years imprisonment if the wrongful conduct involves false pretenses, and to \$250,000 and up to 10 years imprisonment if the wrongful conduct involves the intent to sell, transfer, or use identifiable health information for commercial advantage, personal gain or malicious harm. The Department of Justice is responsible for criminal prosecutions.

Definition of Breach: **A breach is, generally, an impermissible use or disclosure under the Privacy Rule that compromises the security or privacy of the protected health information.** An impermissible use or disclosure of protected health information is presumed to be a breach unless the covered entity or business associate, as applicable, demonstrates that there is a low probability that the protected health information has been compromised based on a risk assessment of at least the following factors:

- 1. The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;**
- 2. The unauthorized person who used the protected health information or to whom the disclosure was made;**
- 3. Whether the protected health information was actually acquired or viewed; and**
- 4. The extent to which the risk to the protected health information has been mitigated.**

Covered entities and business associates, where applicable, have discretion to provide the required breach notifications following an impermissible use or disclosure without performing a risk assessment to determine the probability that the protected health information has been compromised.

There are three exceptions to the definition of "breach." The first exception applies to the unintentional acquisition, access, or use of protected health information by a workforce member or person acting under the authority of a covered entity or business associate, if such acquisition, access, or use was made in good faith and within the scope of authority. The second exception applies to the inadvertent disclosure of protected health information by a person authorized to access protected health information at a covered entity or

business associate to another person authorized to access protected health information at the covered entity or business associate, or organized health care arrangement in which the covered entity participates. In both cases, the information cannot be further used or disclosed in a manner not permitted by the Privacy Rule. The final exception applies if the covered entity or business associate has a good faith belief that the unauthorized person to whom the impermissible disclosure was made, would not have been able to retain the information.

DCVS program officials will notify the appropriate individuals and entities if a significant HIPAA violation occurs based on the risk assessment or when all copies of the identified records are not located and destroyed.

DCVS Procedure: If a faculty member discovers a student HIPAA violation they should take immediate action to document all issues surrounding the incident, notify the student, request the proper destruction of all copies of identified records and notify the program director. Once the risk assessment is performed the student will be notified of any disciplinary action that may be required.

For more information. <https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>

Training videos are available at the follow site. <https://www.hhs.gov/hipaa/for-professionals/training/index.html>

SOCIAL NETWORKING Guidelines

See ACC Student Handbook and DCVS clinical manual for more specific guidelines for clinical.

DISCIPLINE PLAN

Discipline: Alvin Community College DCVS Program will abide by Board Policy regarding discipline. All Alvin Community Board Policies can be found at <https://pol.tasb.org/home/index/214>. Discipline will be handled by the Dean of Student services in conjunction with DCVS faculty and directors after appropriate interviews, documentation and investigations are reviewed.

Disciplinary action may be required as a result of a student's substandard performance and/or violation of college policies or DCVS program procedures and rules concerning classroom, laboratory, and clinical conduct or unprofessional behavior. Disciplinary action is intended to inform, counsel and mentor students and to provide them with the opportunity to improve his/her work performance before dismissal becomes necessary. Adherence to professional standards, requirements, policies, procedures, and rules is vitally important to those entering the workforce in a healthcare profession where patient safety is the primary objective. Students may be subject to a verbal counseling, written warning, or if further issues continue, the problem is severe, or patient safety is a concern, then possible dismissal may result.

If dismissal is warranted, it can occur at any point during the program. If the student's actions result in a recommendation for dismissal, the student has the right to follow the college's grievance procedure according to the correct chain of command starting with the Director of Allied Health, then the Dean of Legal and Health Sciences, and then the Vice President of Student Services. If not resolved to the student's satisfaction students the right to appear before the appropriate appeal committee according to college policy. Students may not be allowed to continue to attend class, lab or clinical pending the

findings of the hearing depending on the seriousness of the issue or if safety is a concern. If a student is allowed to return to the program before or after the hearing is conducted, then arrangements will be made to assist the student with a completion plan or to attend the class, lab, or clinical that was missed as soon as it is offered again. Conditions for returning to the program will be made in writing and students will follow those conditions with no further infractions or they will be removed from the program permanently. If a student is dismissed they will no longer have access to DCVS laboratories, classrooms, Ultralinq, Trajecsyst digital clinical record system, or clinical facilities.

SCANNING

Scanning is a critical component of this program. Scanning skills are gained through practice. Students will perform scans with supervision in lab and in clinical. Students are encouraged to gain scanning practice each semester. Open lab times are available at different times each semester and a master schedule with lecture, lab and open lab times will be sent to all students.

Guidelines and requirements for students and faculty to ensure a safe scanning environment for all students, volunteers, and patients:

1. Students generally scan each other in the first few semesters as freshmen. Volunteer models are not scheduled at the very beginner level since the student is not able to perform a complete scan at that time.
2. If a student is not able to partner with and be scanned by other students they should plan to bring their own models to lab.
3. Volunteers are recruited for labs after the initial scanning semester is completed and will be provided when available. There is no guarantee that scheduled models will be present during lab. In those instances, students will scan each other or a model they bring to lab with them. Check the volunteer schedule before bringing in your own model to prevent overbooking.
4. Appointments for all volunteer models are scheduled to ensure an even spread of models across all students, specialties and lab times. The DCVS assistant maintains the volunteer schedule.
5. The schedule should be reviewed at the beginning of lab by each student and the faculty member. The scans are divided among the students on a rotating basis so that all students have an opportunity to work with models.
6. All scanning must be supervised by DCVS faculty. During regular lab hours the faculty member is in the lab instructing, assisting and supervising. During open lab times the faculty member must be nearby in the building readily available to assist and supervise as needed.
7. All volunteers must sign a consent form prior to the scan. The consent form must be complete and signed by all parties including the student and faculty member before the procedure begins.
8. Students and repeat volunteers need only sign one consent form per year.
9. All scans must be logged into the DCVS log book prior to beginning the scan. The log book and consent forms are reviewed by the faculty member and signed off.
10. All scans will be evaluated by the volunteer/model/patient including classmates. (See volunteer/peer evaluation form)
11. All scans will be sent to Ultralinq. Assigned scans will be reviewed, feedback provided, and a grade assigned by faculty
12. The completed volunteer evaluation will be reviewed by both parties, and attached to that particular scan in Ultralinq.
13. All official lab courses will be supervised by an appropriately registered sonographer for that specialty.
14. All lab volunteers must have at least one faculty supervised back scan who is registered in that specialty to ensure patient safety, appropriate images and waveforms are obtained and as a reference for evaluating the student's scan for that model.

15. Open labs may be staffed by faculty with a range of credentials. For that reason, when open labs are available the student can only bring in a volunteer who has a documented faculty backscan for labs when the faculty may not be registered in their specialty.
16. All scans should reference the back scan ID/MR number so the faculty member can easily pull the study up for comparison prior to reviewing the student's current scan to check faculty images and to evaluate for any changes from baseline.
17. Students or volunteers who need an official faculty back scan should schedule those appointments during regular sophomore lab hours.
18. The patient has the right to refuse to be scanned. This is also true in the lab setting. Students have the right to not be scanned. The student's grade is not affected in a positive or negative way by their willingness/unwillingness to be scanned as a model/volunteer patient.

Identification of Pathology or Incidental findings

Often times when performing assessment practice, sonographic exams, electrocardiograms, vital signs, and other diagnostic procedures on students and volunteers mild to serious pathology could be discovered. If this happens, the student or volunteer will be informed in private to seek medical attention. A diagnosis or official interpretation is not provided.

Open Lab Time

Students may only scan during faculty supervised open lab time. A schedule of available supervised lab times will be provided each semester. Students should end their activities, clean the area, and be ready to leave by the end of lab or open lab times as required.

Volunteer Evaluation of Students - SCAN Evaluation (volunteer and peers)

All scanning sessions in lab will be evaluated by the model. The Evaluations will be reviewed with the student and faculty member. The evaluation form will be uploaded and attached to that scan in UltraLinq. The evaluation will be graded and counts towards the scan grade and as a portion of the overall course grade. **Grading scale:** Excellent 95, Very good 85, Good 80, Needs improvement 75, Poor 0-50, Missing – 0. See form: Volunteer/Peer Evaluation of Scan for more details.

SONOGRAPHY LAB CODE OF CONDUCT

Refer to: AIUM Journal of Ultrasound in Medicine article titled Incidental Findings in Student Ultrasound Models. 2017; 36:1739-1743 by Seigel-Richman and Kendall

Ultrasound Patient Bill of Rights

The "ultrasound patient" may include other students in the program, volunteers from the community, family members, college faculty and staff, and other models who are willing to serve as the patient for learning purposes in the Sonography student lab.

1. Patients shall be treated with respect by the ultrasound operator and observers at all times.
2. Operators shall maintain respect for the patient's personal space.
 - a. Parts of the body that may be imaged include chest (excluding breasts), abdomen, head, neck, extremities, and transabdominal pelvis.
 - b. At no time will any intracavity or transesophageal probes be placed in a body cavity.

- c. There will be no ultrasound of the breasts or genitals. If an ultrasound patient is uncomfortable with the part of the body being touched, he or she should notify the operator immediately and stop the procedure
 - d. If unexpected contact or discomfort arises, the operator should be informed, the exam should be ended and the instructor notified.
 - e. If an operator does not comply with these guidelines, students are told to stop the procedure immediately and notify the course instructor or lab personnel immediately.
3. Ultrasound operators shall maintain respect for the patient's pain limits.
- a. Ultrasound patients should not be placed in uncomfortable positions for an extended period of time. If a patient tells the operator that he or she is uncomfortable or hurting, then the operator should immediately stop the exam and take all necessary steps to ensure comfort. Only resume scanning when the patient is comfortable and ready.
 - b. If a student finds that the operator is pushing too hard on the probe, or the scanning procedure is otherwise distressing, then the patient should tell the operator and any necessary accommodations should be made to adjust for comfort or the operator can be asked to end the scan.
4. Volunteer patients should be informed ahead of time what to expect.
- a. You will be asked to lie supine or on your side.
 - b. The operator will place a transducer with gel firmly against your body in the area being scanned and move it back and forth to obtain the correct images. You may feel pressure.
 - c. Wear loose clothing. You may be asked to remove some clothing. A gown, blanket, sheet and or towels will be provided for comfort and privacy.
 - d. Maintain good hydration, avoid caffeinated and carbonated beverages.
 - e. There is no special prep unless the abdomen is being scanned. In that case, do not eat or drink for at least 4 hours prior to the exam.
 - f. Know your limits. Speak up if any discomfort arises.
 - g. This is not a true medical test. The scan is for educational purposes. It is not intended to be a substitute for proper medical care by a licensed physician.
 - h. Volunteer patients will not be provided "results" or reports.
 - i. Volunteers will be informed upon request if there are suspected findings that may warrant further evaluation and be asked to seek medical attention.
 - j. Patients have the right to refuse to have the procedure performed, to stop the procedure at any time and to refuse disclosure of incidental findings.
5. Patients are responsible for knowing their medical conditions and limits.
- a. If a patient is not feeling well enough to participate in the scan, he or she must notify the operator and the instructor.
 - b. If a patient has a medical condition that might affect their ability to participate, they must notify the instructor in advance.
 - c. Ultrasound lab patients must notify the operator and instructor if there is any chance they may be pregnant; OB/Gyn permission is then required in order to participate.
6. Ultrasound lab patient's information is confidential
- a. File naming should maintain confidentiality of volunteers unless they are requesting a copy of the scan to take to their physician then the volunteer patient's name must be entered into the system.
 - b. All efforts will be made to protect privacy of information per HIPAA law and guidelines as stated in the HIPAA section of this manual.
7. Incidental or pathological findings will be handled discretely.
- a. If the ultrasound operator or faculty member sees something that could be an incidental finding or pathology it should not be mentioned in front of the other students.

- b. The instructor will notify the patient in a private manner to follow up with their primary care physician for further evaluation.
- c. EXCEPTION If the instructor believes the findings place the patient in danger and may require emergency care, he or she should call 911 and have emergency medical services handle the situation. The instructor should then also follow college procedure for medical emergencies and notify the program director.

EVALUATION

Students are evaluated on an ongoing basis. Scanning is evaluated on a regular basis both in lab and in clinical. Ongoing evaluation is documented by the mid-term evaluation conducted each fall and spring semester to assess overall progress in the program. The assessment includes the current grade, strengths, weakness, attendance, tardiness, absences, and instructor/student comments. End of semester evaluations are also completed at the end of each clinical. Remediation is discussed at these times if necessary (see below). Also, each clinical semester, the students perform a self-evaluation of skills and knowledge to identify any issues they feel need attention. At the completion of the program students are evaluated by each of the instructors and program director on both professional attributes and technical proficiency.

Students evaluate all courses, faculty, clinical sites, and clinical preceptors each semester. Student evaluation of instruction is reviewed each semester.

Please see Mid-Term Evaluation, End of Semester evaluation, End of Program evaluation and Student Self Evaluation form in appendix.

REMEDIATION

Remediation is not punitive. Remediation is a plan to help a student meet their educational and professional goals. If a student is failing academically, technically or having trouble in a course a remediation plan may be implemented if all parties agree that remediation will be beneficial. The plan could include but is not limited to: additional reading, additional scanning, additional cases, take home work, and referral to counseling center. A date to re-evaluate the students' progress will be set and follow up will also be performed. Remediation may be part of the student's regular evaluations or if a more formal plan is needed the remediation form may be used. Faculty will complete this form with the student if formal remediation is needed.

FAILURE TO PROGRESS

Sonography programs are unique in that knowledge and skills build upon each other from semester to semester which requires mastery and integration of information and ability. In order to be successful in each subsequent semester the student must reach certain milestones and retain skills and knowledge for academic and technical performance. Therefore, the student is required to pass each course with a C or better and successfully pass the capstone scan test in lab and scanning competencies in clinical. If students are not successful in the required number of attempts or time then the student may fail a particular course. If the student is in good standing in all other areas, the student can repeat that course the next time it is offered and then continue in the program after successful completion of that course. If they do not return during the specified semester they will have to re-apply with the next admitting class. Only 2 attempts at any DCVS course is allowed.

EXIT FORM

If a student feels they need to drop from the program, they should contact the program director first to discuss options and develop a plan for completion. If a student fails or drops out of the program, an exit interview will be conducted to determine the reason and to discuss requirements for returning to the program if eligible. If a student fails to personally contact the program director, complete formal notification and the exit form in a timely manner (within one week of notification) they will not be eligible to return. **Faculty will provide student with the necessary form as needed.**

DRESS CODE

Dress code for classroom is casual. Please bring a sweater. The room is cool because the ultrasound machines can overheat.

Dress code for Lab is professional casual: prefer nice black or khaki slacks or very nice jeans. ACC DCVS t-shirt, polo or scrub shirt with student ID badge is required when working with patients/volunteers. No shorts, flip-flops or beach sandals are allowed to be worn during lab time.

Clinical dress code – refer to clinical manual.

Tattoos and Body Piercing – **Students must refrain from displaying tattoos and body piercings during laboratory and clinical sessions. This could have a potential negative impact on the professional image and many hospital policies forbid employees from having visible tattoos and/or piercings.**

For clinical and laboratory: Students must keep any visible tattoos covered and remove visible body piercing (except for a maximum of two ear-rings in each ear - **NO Gauges, Bars, or Spikes allowed**)

Hair Color – Students should only have hair that is a natural color. Highlights, overall hair color, and perms are acceptable as long as they are a color that could normally occur naturally in humans. Please no loud or drastic colors.

SCHOLARSHIP AND FINANCIAL AID

For additional scholarship information – see the Financial Aid Department. Or go to www.alvincollege.edu click on financial aid.

Students must fill out the FASFA in order to be considered for financial aid and some scholarships.

ALVIN COMMUNITY COLLEGE
DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY SCHOLARSHIP
DEADLINE October 15th each year

1. As ACC Institutional funds are made available, scholarship(s) will be awarded to full and/or part-time Diagnostic Cardiovascular Sonography students who meet the diagnostic cardiovascular sonography scholarship requirements. The funds will be awarded for the spring semester to be used to cover the costs of tuition, books, and supplies not to exceed \$750.00 per semester. One scholarship will be awarded for each program: Vascular, Pedi Echo, and Adult Echo
2. Students must apply through the Diagnostic Cardiovascular Sonography Director.
3. A full-time or part-time student will be eligible to apply when he/she:
 - Has completed at least twelve (12) semester hours in the Diagnostic Cardiovascular Sonography Program including pre-requisites.
 - Has a grade point average of 3.0 and no grade lower than a C on transcripts.
 - Is currently passing in all courses.
 - Has maintained average or above average program and clinical evaluations.
5. Students may not be on probation or have disciplinary reprimands in their file.
6. Recipient(s) of the scholarship(s) for this department will be selected by the DCVS Scholarship Committee which does not include any of the DCVS faculty. This committee selects the recipient(s) based on the following additional criteria:
 - Any student who is receiving VA benefits will not be eligible for this scholarship.
 - Any student who is receiving any other major scholarship or funding will not be eligible for this scholarship.
 - Any student who actively participates in extracurricular activities on campus and/or in the community will be selected over those who do not participate. A letter or essay is required to document student's involvement.
 - Student essay and reference letters are considered.
 - GPA in DCVS courses
 - If these grades do not discriminate between the applicants, then the overall GPA will be evaluated.
 - A student's financial need should not be the only factor in determining the recipient(s).

This is to certify that I have read and understand these guidelines.

Student

DCVS Faculty

Chairperson, DCVS Scholarship Committee

ALVIN COMMUNITY COLLEGE
DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY
SCHOLARSHIP APPLICATION

DIRECTIONS: This application must be filled out completely and accurately. PRINT or TYPE all information called for on this form. Applications are to be submitted to a Diagnostic Cardiovascular Sonography Director. A complete transcript is a part of this application.

I. STUDENT INFORMATION

Name _____
Last First Middle

Social Security # _____

Are you a U.S. Citizen? Yes _____ No _____

Are you a Texas Resident? Yes _____ No _____

Present Mailing Address _____

Home or Permanent Address _____
Street

City/County/State/Zip

II. EDUCATIONAL RECORD

Date you enrolled at ACC _____

Expected Graduation Date _____ Course of Study _____

What is current over-all college Grade Point Average (GPA)? _____

Name of School or College
(Beginning with HS)

Address

Years of
Attendance

Degree/
Diploma

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

III. FINANCIAL ASSISTANCE

Are you receiving VA benefits? Yes _____ No _____

Are you receiving another scholarship? Yes _____ No _____

If Yes, which one? _____

IV. ACTIVITIES - SPECIAL RECOGNITIONS

List chronologically, beginning with high school, activities through which you gained special recognition; such as publications, club work, student government, athletics, honor society, community service, etc.

<u>School Year</u>	<u>Activity</u>	<u>Office(s) Held (if any)</u>
--------------------	-----------------	--------------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please submit the follow documents which may add to or substantiate information given in this application.

_____ Print out of unofficial transcript

_____ Essay including reason to choose Sonography as a profession, additional statements or description of need and details of community service.

_____ Letters of recommendation

Student Signature: _____

Date: _____

ALVIN COMMUNITY COLLEGE
DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY (DCVS) SCHOLARSHIP
In Memory of Eutiquio “Tico” Perez

1. As ACC foundation funds are made available, scholarship(s) may be awarded to full and/or part-time students who plan to enroll in the Diagnostic Cardiovascular Sonography Program who are working on completing the academic and pre-requisite courses required for the DCVS program. Students must meet cardiovascular sonography scholarship requirements as listed below. The funds will be awarded for the fall or spring semesters to be used to cover the costs of tuition and fees and or books and supplies purchased in the ACC College store. The minimum amount of this award will be \$300.
2. This scholarship was found in honor and memory of Eutiquio “Tico” Perez who was the father of Donna Lewis, former ACC DCVS Clinical Director. Tico passed away due to complications from an Abdominal Aortic Aneurysm. This scholarship was created to raise awareness of cardiovascular disease and to assist in the educational needs of future Sonographers who are trained to detect these types of conditions. The funds for this award come from donations made by the friends and family of Mr. Perez. Anyone is welcome to contribute to this fund. Donations to this scholarship may be made to the ACC Foundation with DCVS “Tico Perez” Scholarship in the memo. Mail checks or money orders to ACC Foundation 3110 Mustang Rd. Alvin, TX 77511
3. A full-time or part-time student will be eligible to apply when he/she has **enrolled in OR completed** at least eight (8) semester hours of pre-requisite or general academic courses to be applied to the Diagnostic Cardiovascular Sonography Program, which must also include at least 1 of the following courses: DMSO 1210 Introduction to Sonography and/or DSAE 2303 Cardiovascular Concepts.
4. Minimum (GPA) grade point average of 3.0 (B) or better in all courses.
5. Recipient(s) of this scholarship(s) will be selected by the DCVS Scholarship Committee which includes DCVS faculty and the Perez family. This committee selects the recipient(s) based on the following additional criteria:
 - A. Any student who is currently receiving any other major scholarship (in excess of \$3000) will **not be eligible** for this scholarship.
 - B. Any student who actively participates in any extracurricular activities on campus and/or in the community will be selected over those who do not participate.
 - C. A minimum 2 page essay is required and should include the following:
 1. Reason for need
 2. Why the student is deserving of the scholarship
 3. Description of extracurricular activities and community service
 4. Why the student is choosing Diagnostic Cardiovascular Sonography as their career choice.
 - D. GPA in all courses is considered including DCVS core courses and pre-requisite courses when determining the recipient(s).
 - E. Applicants must have taken or be enrolled in either DSAE 2303 OR DMSO 1210 to be eligible.
 - F. 1 letter of reference from a recent teacher or professor.

ALVIN COMMUNITY COLLEGE
DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY
Eutiquio "Tico Perez" SCHOLARSHIP APPLICATION

DIRECTIONS: This application must be filled out completely and accurately. PRINT or TYPE all information called for on this form. Applications are to be submitted to the DCVS Program Director in S108D.

Documents Required: Scholarship application, complete academic transcripts with proof of DSAE 2303 OR DMSO 1210, Essay, Documentation of community service and extracurricular activities, 1 letter of reference.

I. STUDENT INFORMATION

Name _____
Last First Middle

Student ID # _____

Are you a U.S. Citizen? Yes _____ No _____

Are you a Texas Resident? Yes _____ No _____

Present Mailing Address _____

Home or Permanent Address _____
Street

City/County/State/Zip

II. EDUCATIONAL RECORD

Date you plan to apply for the DCVS program _____

Expected Graduation Date _____

What is current over-all college Grade Point Average (GPA)? _____

Name of School or College (Beginning with HS)	Years of Attendance	Degree/ Diploma/Courses

III. FINANCIAL ASSISTANCE

Are you receiving another scholarship? Yes _____ No _____ \$ _____

If Yes, which one? _____

IV. ACTIVITIES - SPECIAL RECOGNITIONS

List chronologically, beginning with high school, activities through which you gained special recognition; such as publications, club work, student government, athletics, honor society, volunteer work, etc. If you have a community service or activity log you may attach it instead.

<u>School Year</u>	<u>Activity</u>	<u>Office(s) Held (if any)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

A transcript of all previous college work must be attached or submitted if the applicant is transferring from high school (dual credit) or another college or program. Attach additional statements or letters of recommendation which may add to or substantiate information given in this application.

Please submit the follow documents which may add to or substantiate information given in this application.

_____ Print out of unofficial transcript

_____ Essay including reason to choose Sonography as a profession, additional statements or description of need and details of community service.

_____ Letters of recommendation

V. This is to certify that I have read and understand these guidelines.

Student Sign and Date

Chairperson, DCVS Scholarship Committee

PROFESSIONAL ETHICS AND PATIENT'S RIGHTS

For Sonography specific Ethics and Professional Standards go to
www.sdms.org

A PATIENT'S BILL OF RIGHTS

The patient has the right to considerate and respectful care.

The patient has the right to obtain from his physician complete current information concerning his diagnosis treatment, and prognosis in terms the patient can be reasonably expected to understand. When it is not medically advisable to give such information to the patient, the information should be made available to an appropriate person on his behalf. He has the right to know, by name, the physician responsible for coordinating his care.

The patient has the right to receive from his physician information necessary to give informed consent prior to the start of any procedure and/or treatment. Except in emergencies, such information for informed consent should include, but not necessarily be limited to, the specific procedures and/or treatment, the medically significant risks involved, and the probable duration of incapacitation. Where medical significant alternatives for care or treatment exist, or when the patient requests information concerning medical alternatives, for care or treatment exist, or when the patient requests information concerning medical alternatives, the patient has the right to such information. The patient also has the right to know the name of the person responsible for the procedures and/or treatment.

The patient has the right to refuse treatment to the extent permitted by law, and to be informed of the medical consequences of his action.

The patient has the right to every consideration of his privacy concerning his own medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in this care must have the permission of the patient to be present.

The patient has the right to expect that all communications and records pertaining to his care should be treated as confidential.

The patient has the right to expect that, within its capacity, a hospital must make reasonable response to the request of a patient for services. The hospital must provide evaluation, service and/or referral as indicated by the urgency of the case. When medically permissible, a patient may be transferred to another facility only after he has received complete information and explanation concerning the need for an alternative to such a transfer. The institution to which the patient is to be transferred must first accepted the patient for transfer.

The patient has the right to obtain information as to any relationship of his hospital to other health care and educational institutions insofar as his care is concerned. The patient has the right to obtain information as to the existence of any professional relationships among individual, by name, which are treating him.

The patient has the right to be advised if the hospital proposed to engage in, or perform human experimentation affecting his care or treatment. The patient has the right to refuse to participate in such research projects.

The patient has the right to expect reasonable continuity of care. He has the right to know in advance what appointment times and physicians are available and where. The patient has the right to expect that the hospital will provide a mechanism whereby he is informed by his physician, or a delegate of the physician, of the patients continuing health care requirements following discharge.

The patient has the right to examine and receive an explanation of his bill regardless of source of payment.

The patient has the right to know what hospital rules and regulations apply to his conduct as a patient.

(Adopted by American Hospital Assoc., Nov. 1972)

ADA and TECHNICAL STANDARDS

SPECIAL ATTRIBUTES OF THE DIAGNOSTIC CARDIOVASCULAR SONOGRAPHER

Overall Attributes Sonographers must be caring, compassionate and confident. Sonographers are committed to the well-being of their patients.

Physical Requirements Sonographers must have excellent vision, hearing and manual dexterity in order to see the machine controls in dimly lit rooms, listen and distinguish Doppler signals, and manipulate probes and hand-held equipment in various ways.

They should be physically fit enough to move heavy ultrasound systems for portable exams; move, lift, transfer and transport patients in wheelchairs on stretchers and hospital beds.

Sonographers should use good body mechanics because we often must hold the probe in awkward positions for prolonged periods of time.

Mental Requirements Cardiovascular sonographers must be able to think critically, analyze data, make decisions, work independently with little supervision, and communicate effectively with patients and other health care members. Have excellent organizational skills in order to prioritize and complete heavy workloads and be able to carry themselves as a professional. Computer skills are a must because all ultrasound systems are computer-based. Sonographers must read, write, and speak English fluently to be able to communicate effectively, write technical reports, and read charts and other medically-related documentation.

Sonographers must be able to fulfill the essential job functions with minimal accommodation.

Requirements	Standards	Examples
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	<ul style="list-style-type: none">• Identification of cause/effect relationships in clinical situations• Use of the scientific method in the development of patient care plans• Evaluation of the effectiveness of medical interventions
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	<ul style="list-style-type: none">• Establishment of rapport with patients/clients and colleagues• Capacity to engage in successful conflict resolution• Peer accountability
Communication	Communication adeptness sufficient for verbal and written professional interactions	<ul style="list-style-type: none">• Explanation of diagnostic and treatment procedures, initiation of health teaching.• Documentation and interpretation of diagnostic examinations, patient/client responses

Mobility	Physical abilities sufficient for movement from room to room and in small spaces	<ul style="list-style-type: none"> • Movement about patient's room, work spaces and treatment areas • Administration of rescue procedures- cardiopulmonary resuscitation
Requirements	Standards	Examples
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective care	<ul style="list-style-type: none"> • Calibration and use of equipment • Positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	<ul style="list-style-type: none"> • Ability to hear monitoring device alarm and other emergency signals • Ability to discern auscultatory sounds and cries for help • Ability to discern Doppler shift
Visual	Visual ability sufficient for observation and assessment necessary in patient care	<ul style="list-style-type: none"> • Ability to observe patient's condition and responses to diagnostics • Ability to read and interpret monitors and dials • Ability to see fine detail and make small measurements. • Ability to distinguish color
Tactile Sense	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> • Ability to palpitate in physical examinations and various interventions • Ability to reach and manipulate controls on instrumentation

References

Liebert, D. (2003). Access to Higher Education for the Mentally Ill: A Review of Trends, Implications and Future Possibilities for the Americans with Disabilities Act and the Rehabilitation Act. International Journal of Psychosocial Rehabilitation. 7, Retrieved on February 18, 2010 from http://www.psychosocial.com/IJPR_Liebert.html



Model JOB Description: Staff sonographer

Position Summary

The Staff Sonographer functions as a healthcare provider who, working under the delegated authority of the supervising physician, serves as a medical imaging professional providing clinically relevant information to assist the physician with the diagnosis and treatment of patients. The Staff Sonographer role and responsibilities include providing diagnostic medical sonography services and its various clinical specialties. The Staff Sonographer activities are performed consistent with their education and training, and in accordance with facility policies and procedures and applicable professional standards.

The Staff Sonographer essential functions are categorized as:

- **Primary Responsibilities** (core competencies and/or skills that typify the work of the Staff Sonographer); and
- **Other Responsibilities** (optional functions that may also be required of the Staff Sonographer).

Qualifications

Qualifications for the Staff Sonographer position include:

- Sonography education, training, and experience in the specialty area(s) to be performed.
- Demonstrated competence in the specialty area(s) to be performed, including sonographer certification by the American Registry for Diagnostic Medical Sonography (ARDMS), American Registry of Radiologic Technologists (ARRT), and/or Cardiovascular Credentialing International (CCI).
- Demonstrated commitment to professional growth and lifelong learning (e.g., continuing medical education in the specialty area(s) performed, higher education, research, staff training, etc.).
- Demonstrated proficiency with computer skills and software programs used for documentation activities and report generation.
- State sonographer licensure, where applicable.

Essential Functions

Performance of Sonography

Primary Responsibilities

- Prepare exam room and ultrasound equipment to conduct sonography examinations in accordance with infection disease, sterilization, and patient safety protocols, policies, and procedures.
- Assume responsibility for the safety of the patient during the sonographic examination.
- Review patient medical history and supporting clinical information.
- Ensure that the sonography examination order is complete, contains relevant information, and meets the standard of "medical necessity."
- Evaluate any contraindications, insufficient patient preparation, and the patient's inability or unwillingness to tolerate the examination and associated procedures.

- Communicate with the patient in a manner appropriate to the patient's ability to understand.
- Use proper patient positioning tools, devices, equipment adjustment, and ergonomically correct scanning techniques to ensure patient comfort and safety, and to prevent compromised data acquisition and musculoskeletal injury to the sonographer.
- Conduct patient clinical assessment and perform the diagnostic medical sonography examination ordered by the supervising physician in accordance with professional and facility protocols.
- Apply independent, professional, ethical judgment, and critical thinking to safely perform diagnostic sonography procedures.
- Apply independent judgment during the sonography examination to ensure that appropriate anatomical, pathological, and clinical conditions are accurately captured in the examination images.
- Except as authorized by written facility policies and procedures, refer specific diagnostic, treatment or prognosis questions to the appropriate physician or healthcare professional.
- As necessary, acquire additional ultrasound imaging to facilitate optimum diagnostic results for the interpreting physician.
- Identify and document any limitations to the sonography examination.
- Review examination images, synthesize examination results, and prepare the preliminary findings.
- Except as authorized by written facility policies and procedures, refer specific diagnostic, treatment or prognosis questions to the appropriate physician or healthcare professional.
- Maintain patient privacy and confidentiality in accordance with privacy laws (e.g., HIPAA) and facility policies, and procedures.
- Adhere to accepted professional and ethical standards.
- Provide patient services consistent with the Scope of Practice and Clinical Standards for the Diagnostic Sonographer.

Other Responsibilities

- Provide preliminary report of sonography examinations for use by the interpreting physician.
- Assist with the daily operation of the sonography facility.

Equipment Use and Maintenance

Primary Responsibilities

- Perform quality control procedures to ensure that the ultrasound equipment operates at optimal levels.
- Exercise responsibility to ensure that the ultrasound equipment is functioning accurately.

Other Responsibilities

- Assume responsibility for the preventive maintenance program for ultrasound equipment.

Documentation and Reporting

Primary Responsibilities

- Document any incidental findings that might impact patient safety or patient care and provide that information to the interpreting physician.
- Operate the Picture Archiving and Communication System (PACS).

Other Responsibilities

- Exercise responsibility for the maintenance and accuracy of facility reports, database records and logs.

Quality Assessment/Quality Improvement

Primary Responsibilities

- Ensure that the sonography examination results meet the facility standards for Quality Assurance before findings are released for interpretation.
- Work with the appropriate staff to ensure quality patient care.

Other Responsibilities

- Carry out Quality Assurance protocols and Quality Improvement measures within the facility.

Health Care Team Interaction

Primary Responsibilities

- Establish and maintain collaborative working relationships with co-workers, administrators, and members of the health care team.
- Foster a collaborative atmosphere with other members of the healthcare team.

Other Responsibilities

- Assist with the education and training of sonography students and physician residents.

TECHNICAL STANDARDS for DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY

PHYSICAL STANDARDS		Freq*
LIFT:	up to 50 pounds to assist moving patients	F
STOOP:	to adjust equipment	F
KNEEL:	to perform CPR	O
CROUCH:	to locate and plug in electrical equipment	F
REACH:	to manipulate diagnostic equipment	C
HANDLE:	small and large equipment, transducers, US system	C
GRASP:	Transducers, cables, PPE	C
SIT	Sit to scan patients or complete documentation	F
STAND:	for prolonged periods of time (may scan standing or sitting)	F
FEEL:	to palpate pulses, skin temperature, assess patient	C
PUSH/PULL:	large, wheeled equipment e.g. 500+ lbs. US System, stretchers, wheelchairs, position bariatric patients	C
WALK:	for extended periods of time to all areas of a hospital to pick up patients and do portables	F
MANIPULATE:	knobs, dials associated with diagnostic devices	C
HEAR:	verbal direction, patient, peer communication	C
HEAR:	Doppler signals	C
	alarms	C
	through a stethoscope for BP, bruits or heart sounds	C
SEE:	patient conditions per assessment	C
	black and white and color, US display, small details	C
	while working in dimly lit rooms	C
TALK:	to communicate in English procedures to patients	C
READ:	typed, handwritten, computer information in English	C
WRITE / TYPE:	to communicate in English pertinent information (e.g., patient evaluation data, history and technical reports)	F

MENTAL/ATTITUDINAL STANDARDS	Freq*
Function safely, effectively, and calmly under stressful situations.	F
Maintain composure while managing multiple tasks simultaneously.	F
Prioritize multiple tasks, work independently	C
Exhibit social skills necessary to interact effectively with patients, families, supervisors, and co-workers of the same or different ages and cultures such as respect, politeness, tact, collaboration, teamwork, discretion.	C
Maintain personal hygiene consistent with close personal contact associated with patient care. Consistent adherence to infection control and patient safety policies.	C
Display attitudes/actions consistent with the ethical standards of the profession.	C

Frequency Key: O = occasionally 1-33%; F = frequently 34-66%; C = constantly 67-100%

PROFESSIONAL ORGANIZATIONS

Student can join the following professional organizations. Membership benefits include:

- free Journal,
- discounted insurance offers,
- discounts at national conferences,
- discounted examination prep and other materials
- discounts on Sonography pride items
- eligibility to apply for their student scholarships,
- examination grants to help pay for registry exams
- CME's which can be used as bonus points, homework passes, SLP, or clinical make up hours.
- joining is worth 1 bonus point each.

Go to each specific website to obtain the current student application. Some offer student discounts and require program director letter or signature.

Society for Diagnostic Medical Sonography www.sdms.org

American Registry of Diagnostic Medical Sonographers www.ardms.org

Cardiovascular Credentialing International www.cci-online.org

American Institute of Ultrasound in Medicine www.aium.org

American Society of Echocardiography www.asecho.org

Society of Vascular Ultrasound www.svunet.org

Greater Houston Society of Echocardiography and Vascular www.ghse.org