



UAA College of Health
UNIVERSITY of ALASKA ANCHORAGE

University of Alaska Anchorage

Diagnostic Medical Sonography

Student Handbook

2023-2024



Student Handbook Purpose

This handbook is provided for informational purposes only and should not be construed as the basis of a contract between a student and the University of Alaska Anchorage. Although every effort is made to ensure its correctness, regulations of the university and this program's requirements change from time to time during the period any student is attending the University of Alaska Anchorage; to the extent there is a conflict between this handbook and university policies, regulations, rules, or procedures, the university policies, regulations, rules, or procedures will control.

This handbook applies to students starting term 2023-2024. The information in this handbook may be different for students starting in other years. The Student Handbook may be updated periodically and the newest version will take precedence.

Notice of Nondiscrimination

[\(BOR Policy & Regulation 01.02.020\)](#)

The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status.

When implementing this commitment, the University is guided by Title VI and VII of the Civil Rights Act of 1964 and Civil Rights Act of 1991; Title IX of the Education Amendments of 1972; Executive Order 11246, and Executive Order 11375, as amended; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967 and Age Discrimination Act of 1975; Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act (ADA) of 1990; the Americans with Disabilities Act Amendments Act of 2008; Genetic Information Nondiscrimination Act of 2008; Pregnancy Discrimination Act; Immigration Reform & Control Act; Vocational Rehabilitation Act of 1973 and other federal laws or Alaska Statutes which guarantee equal opportunity to individuals and protected classes within our society.

The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment.

This policy therefore affects employment policies and actions, as well as the delivery of educational services at all levels and facilities of the University. Further, the University's objective of ensuring equal opportunity will be met by taking affirmative action: i.e., making intensified, goal-oriented efforts to substantially increase the participation of groups where their representation is less than proportionate to their availability; providing reasonable accommodations to employees and students with disabilities; and ensuring that employment opportunities are widely disseminated to agencies and organizations that serve underrepresented protected classes.

UAA Diagnostic Medical Sonography Program Handbook

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

University of Alaska Anchorage
Director, Office of Equity and Compliance
3190 Alumni Drive, Suite 352
Anchorage, AK 99508
Phone: 907-786-0818
E-mail: uaa_titleix@alaska.edu
Website: <https://www.uaa.alaska.edu/about/equity-and-compliance/>

UAA Diversity Statement

UAA recognizes and values the diversity of our unique location in Southcentral Alaska, the ancestral homelands of the Dena'ina Athabascan, Ahtna Athabascan, Alutiiq/Sugpiak, and Eyak peoples.

The University fosters an inclusive, welcoming and respectful campus community that promotes diversity, civility, inclusion, and an appreciation for each unique member of our academic community. UAA promotes and celebrates diversity through its academic and community support programs, clubs, committees, and councils. Intellectual honesty, mutual respect, and freedom from discrimination, intimidation, discriminatory harassment, and violence are central to our mission.

We honor diverse experiences and perspectives—including differences in ideas, religion, gender, gender identity, sexual orientation, ethnicity, race, culture, nationality, age, disability, veteran and socioeconomic status—and strive to create welcoming and inclusive learning environments where all are treated with respect.

At UAA, valuing diversity is integral to excellence. Diversity maximizes our potential for creativity, innovation, educational excellence, and outstanding service to our communities.

UAA Diagnostic Medical Sonography Program Handbook

Contents

Program Overview	5
Welcome Statement	5
Program Description	6
Mission, Goals, SLO	6-7
Programmatic Outcomes	Error! Bookmark not defined.
Accreditation Statement	
7Program Contact Information	7Admissions Process and Requirements
8Admission Requirements	8Application Process
8Program Structure	10Academic
Policies	10Program Schedule
10Program Requirements	10Labs/Clinical
Requirements	11Student Resources and Support
11Student Resources	11Grievances
11Other	12Graduation and Credentialing
13Credentialing and licensure	
14Career Information	14Clinical Hand book
15-45	

Program Overview

The Associate of Applied Science (AAS) in Diagnostic Medical Sonography (DMS) is designed for individuals who already have training and experience in a profession that provides direct care or treatment to people. This program prepares competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. Examples of examinations performed by sonographers include abdominal, gynecological, fetal, breast, vascular, small part and superficial structures. Graduates are prepared to sit for a national certification exam in diagnostic medical sonography.

Diagnostic medical sonographers provide patient services in a variety of medical settings assisting physicians with assessing and diagnosing medical conditions as well as monitoring fetal development. Diagnostic medical sonographers use specialized equipment that produces high-frequency soundwaves to create images of organs, tissues and blood vessels within the body.

Welcome Statement

The faculty and staff of the University of Alaska Anchorage (UAA) DMS Program would like to take this opportunity to welcome all new students. We are excited that you have chosen to attend our program and we hope your educational experience with us will be rewarding.

This handbook has been designed to answer questions you may have about the program. Ability, diligence and desire to succeed will determine your progress. Your attitude, skills, professional habits and quality of work will determine your success in the field. Your future is in your hands.

It is our sincere desire that, cooperatively, you will find the program both enjoyable and challenging. Do not hesitate to see your faculty, clinical coordinator or program director when school-related problems arise.

The student is responsible for reviewing the information contained in this handbook and for signing the Evidence of Understanding form. The form is found on the last page of this manual. The signed form must be submitted to the Diagnostic Medical Sonography Program by the end of the first week of class. Otherwise the student will be withdrawn from the program and his/her position will be offered to an alternate.

The handbook is designed to assist you in becoming familiar with various aspects of your chosen degree program. The handbook contains all information regarding clinical practicum placements and policies.

UAA Diagnostic Medical Sonography Program Handbook

Please take the time to familiarize yourself with the contents so that you will know where to locate specific information as it is needed. Use this handbook in conjunction with the UAA Course Catalog. In addition, please take advantage of interacting with the program faculty.

The UAA Diagnostic Medical Sonography Program offers both challenges and rewards. We wish you success in advancing your professional career.

The Diagnostic Medical Sonography Program Faculty

Program Description

University of Alaska Anchorage Mission Statement

The University of Alaska Anchorage (UAA) transforms lives through teaching, research, community engagement and creative expression in a diverse and inclusive environment. Serving students, the state, and the communities of Southcentral Alaska, UAA is a comprehensive, open access, public university established on the ancestral lands of the Dena'ina, Ahtna Dene, Alutiiq/Sugpiaq, Chugachmiut, and Eyak peoples”.

The current UAA Mission statement was adopted in 2021 along with a new 2025 strategic plan. UAA 2025 consists of five key aspirations to be reached by 2025:

1. We put students first.
2. We create a culture of equity and inclusion by embracing our diversity.
3. We embrace our role as a trusted and respected community partner.
4. We positively impact communities and the world through innovation.
5. We accelerate excellence through continuous improvement.

DMS Mission Statement

“To prepares competent entry-level general sonographers in the cognitive, psychomotor, and affective learning domains to meet Alaska’s health needs while promoting excellence in the sonography profession through advocacy, education, and community partnerships.”

Program Goals

- To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains
- To develop competent sonographers who demonstrate proficiency in critical thinking and problem-solving skills
- To develop competent sonographers who demonstrate proficiency in communication skills.
- To develop sonographers who model professionalism

Student Goals and Learning Outcomes

Students graduating with an Associate of Applied Science in Diagnostic Medical Sonography will be able to:

- Demonstrate appropriate technical and effective skills in the clinical setting.
- Demonstrate patient-centered age-specific skills.
- Analyze images to determine diagnostic quality.
- Demonstrate critical thinking and problem-solving skills in both the didactic and clinical setting.
- Apply written communication skills to the construction of documents of record that are established professional guidelines.
- Apply communication skills to the explanation of ideas and scientific terminology.
- Explain cultural diversity and evaluate the role of cultural competency, values, and ethics in the patient care setting.
- Demonstrate proper work ethics.
- Examine the value of leadership, professional development, and growth.

Programmatic Outcomes

Review the current [Diagnostic Medical Sonography Program Data](#) on the UAA website.

Accreditation Statement

There are two types of accreditation for educational programs: regional and programmatic. This program is regionally accredited by the Northwest Commission on Colleges and Universities, but does not have programmatic accreditation at this time.

Program Contact Information

Program Director: Bridgett Mayorga, MS Ed, RDMS< RVT, RDCS, RT (R)
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uaa.sonography@alaska.edu

Physical Address

UAA School of Allied Health
Allied Health Sciences Building
3500 Seawolf Drive, AHS 148
Anchorage, Alaska 99508

Mailing Address

UAA Diagnostic Medical Sonography
3211 Providence Drive, AHS 148
Anchorage, Alaska 99508

Admissions Process and Requirements

Eligibility Requirements

1. Apply for admission to the University. Students must be considered degree seeking at the University of Alaska Anchorage. Students are encouraged to apply as a Diagnostic Medical Sonography (DMS) pre-major as their first or second degree program choice.
2. Meet with an academic advisor to develop an academic plan and learn more about the Diagnostic Medical Sonography program. Students are required to meet with an academic advisor to learn more about the career, program, application process and develop an academic plan.
3. Complete required courses. Students must meet all prerequisites listed in UAA Catalog for the DMS program with a grade of "C" or better.
4. Complete and submit application to the Diagnostic Medical Sonography Program. The application procedure process is listed below and applications must be complete upon submission. Incomplete applications will not be considered for review. Students are encouraged to review the application checklist prior to submitting their application.

Admission Requirements

- Complete the [Admission Requirements for Associate Degrees](#).
- Complete the following courses with a minimum grade of C:
 - [BIOL A111](#) and [BIOL A111L](#)
 - [BIOL A112](#) and [BIOL A112L](#)
 - [MATH A105](#) or higher
 - [RADT A151](#)
 - [WRTG A111](#) or earn WRTG A1W in transfer
or [WRTG A211](#) or [WRTG A212](#) or [WRTG A213](#) or [WRTG A214](#) or earn WRTG A2W in transfer
- Submit a diagnostic medical sonography program application according to instructions and deadlines on the [program website](#).
- Completion of a minimum of 8 hours of sonographer observation at an imaging facility and documented on the program [observation form](#).

All students will initially be admitted to pre-major status. Admission to pre-major status does not guarantee subsequent admission to the major. As a pre-major, students work with an advisor to assist them in completing pre-major requirements and preparing to apply to the full major. The [program website](#) provides details on the admission requirements, process, and deadlines.

Special Considerations

- Once admitted to the full major, students will be required to submit results of a national-level criminal background check.

UAA Diagnostic Medical Sonography Program Handbook

- Students will be required to physically attend classes at the main Anchorage campus the first year of full major status.
- Students may be required to complete clinical training at sites around the state during the second year to satisfy training and graduation requirements. The travel, lodging, and other associated costs with assignment outside the Anchorage area is at the student's expense.
- Students may be required to show proof of health insurance prior to the start of clinical training.
- Provide documentation of:
 - The following immunizations: Hepatitis B titer showing immunity, Hepatitis A, MMR, TDap, Varicella, COVID-19.
 - Current Basic Life Support (American Heart Association)

Application Process

Department Application Requirements

1. [Interview a sonographer](#) OR complete twelve (12) hours of sonographer observations at two different medical/imaging facilities. Applicants are allowed to interview a sonographer as an alternative to completing clinical observations. Please review the [Sonographer Interview Instructions](#) for more detail. Applicants will upload the sonographer interview response to the application.

If the applicant has already completed the clinical observations, the applicant can still upload a completed and signed Observation Form to the Diagnostic Medical Sonography web application. Observations must be completed within 12 months of the application deadline. Please note: Providence Main Imaging and Providence Imaging Center are now available for Diagnostic Medical Sonography program applicant observations.

Please contact laarni.power@providence.org and specify observation needs for application to the DMS program.

[View/Print Clinical Observation Form](#)

2. Provide contact information for three (3) professional references by non-family members. Applicants will be required to provide names and contact information (phone number and email) for three professional references. References should be someone in a supervisory capacity, such as an employer, teacher, or supervisor from a volunteer position. Applicants must submit the contact information in the online application.

3. Complete required application essay. To evaluate an applicant's interest in diagnostic medical sonography and written communication skills, a two-page essay is required. Essays will

UAA Diagnostic Medical Sonography Program Handbook

be submitted in the application and must incorporate information pertaining to the following application essay requirements:

4. Complete Diagnostic Medical Sonography Web Application by 4:30 p.m. on May 2, 2022. Applicants are encouraged to review the sample application prior to starting the web application. Students are encouraged to review the [application checklist](#) prior to submitting their application.

5. Interviews will now be completed online. Once the program receives the completed application, applicants will be emailed a link to the online interview. Interview questions must be recorded and submitted by May 31, 2022.

Link to application

Program Structure

Academic Policies

<https://catalog.uaa.alaska.edu/undergraduateprograms/coh/diagnosticmedicalsonography/aas-diagnosticmedicalsonography/#text>

<https://catalog.uaa.alaska.edu/academicpoliciesprocesses/>

Program Schedule

<https://www.uaa.alaska.edu/academics/college-of-health/departments/school-of-allied-health/diagnostic-medical-sonography/course-sequence.cshtml>

Program Requirements

- Complete the [General University Requirements for Associate of Applied Science Degrees](#).
- Complete the [General Education Requirements for Associate of Applied Science Degrees](#).
- Complete all DMS major requirement courses with a minimum grade of C or higher.

Program Costs

[UAA tuition and student fees](#) are the major portion of the total program costs.

Additional costs include:

- Textbooks (Textbook affordability is taken seriously by this program. In many cases, one textbook will be used for multiple courses and free resources are used whenever possible.)

UAA Diagnostic Medical Sonography Program Handbook

- Parking
- Clinical expenses and supplies including scrubs
- Background check and fingerprinting
- Basic Life Support (BLS) Certification
- [Immunizations](#) (available at the Student Health Center at a reduced cost) and other immunizations may be required by clinical practicum sites**
- Registry examinations (ARDMS, ARRT)

** The primary purpose of vaccinations is to protect an individual from infectious diseases. Students who are unable or unwilling to obtain one or more of the required vaccinations may be unable to complete their DMS A295A, DMS A295B or DMS A395 Clinical Practicums as many clinical sites are requiring vaccination for student placements.

Labs/Clinical Requirements

Students are required to complete a 12 week summer practical lab in preparation for fall clinical placement. The meets three days a week with additional scanning time required outside of class.

All DMS students are required to complete two (2) full time clinical practicum assignments over the second year of the program. Each placement is approximately six (6) months, running August to February and then February to July. Clinical placements are at various facilities (hospitals, clinics, private offices) around the state. The travel, lodging, and other associated costs with assignment outside the Anchorage area is at the student's expense.

Student Resources and Support

The University of Alaska Anchorage provides extensive academic supports for students, and these supports are there to let students achieve the academic success they are truly capable of.

Student Resources

- [Student Help & Support](#) link in Blackboard
- Student support within the program: open labs
- [UAA Core Tools](#) are free to students and supported by the UAA Technical Support Center
- [Online Class requirements](#) includes what you need in order to participate in online courses
- [Financial Aid Office](#)
- Student forms [reference request form](#)

Grievances

If a student has a complaint or grievance, they may follow the [UAA student complaint and dispute procedures](#). UAA's complaint and dispute resolution processes will be followed to address the complaint.

Other

Please review the current [UAA Student Handbook](#) for policies on children and minors on campus, service animals, and general responsibilities for maintaining a positive learning environment.

The Family Educational Rights and Privacy Act ([FERPA](#)) affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.

In keeping with FERPA, students have the right to expect the information in their MA Program files will be kept confidential. Files may be accessed only by those College of Health personnel involved in advising, instructing or assisting students in an official capacity.

Graduation and Credentialing

Graduation Requirements

- Complete the [General University Requirements for Associate of Applied Science Degrees](#).
- Complete the [General Education Requirements for Associate of Applied Science Degrees](#).
- Complete the following major requirements with a minimum grade of C.

Code	Title	Credits
BIOL A111	Human Anatomy and Physiology I	3
BIOL A111L	Human Anatomy and Physiology I Lab	1
BIOL A112	Human Anatomy and Physiology II	3
BIOL A112L	Human Anatomy and Physiology II Lab	1
DMS A104	Foundations of Sonography and Patient Care	3
DMS A105	Principles and Instrumentation I	3
DMS A107	Abdominal Sonography I	2
DMS A109	OB and Gyn Sonography I	3
DMS A205	Principles and Instrumentation II	3
DMS A207	Abdominal Sonography II	2
DMS A209	OB/Gyn Sonography II	2
DMS A213	Vascular Technology	2
DMS A215	Breast Sonography	1
DMS A217	Fundamentals of Sonography Lab	1
DMS A219	Practical Sonography Lab	3
DMS A221	Pediatric Sonography	1
DMS A295A	Clinical Practicum I	9
DMS A295B	Clinical Practicum II	9

UAA Diagnostic Medical Sonography Program Handbook

Code	Title	Credits
DMS A392	DMS Seminar	3
DMS A395	Clinical Practicum III	3
MA A101	Medical Terminology	3
MATH A105	Intermediate Algebra ¹	3
RADT A151	Radiographic Physics	2
Total 66		66

¹Or a course for which [MATH A105](#) is a prerequisite

A minimum of 75 credits is required for the degree.

Credentialing and licensure

The AAS in Diagnostic Medical Sonography prepares students for the Sonography Principles and Instrumentation, Abdomen, and Obstetrics and Gynecology examinations from the American Registry of Diagnostic Medical Sonographers (ARDMS) and the Sonography examination from the American Registry of Radiologic Technologists (ARRT).

Please go to UAA's [Authorization by State](#) website for information about licensure or certification in a state other than Alaska.

Career Information

The Diagnostic Medical Sonography (DMS) program provides education and training to prepare students for employment as a general sonographer. The program also prepares students for national certification exams from the American Registry for Diagnostic Medical Sonography and the American Registry of Radiologic Technologists, which many health care employers require.

Sonographers use a transmitting device called a transducer to send out high-frequency ultrasound waves into a patient. The reflected sound forms echoes, and those echoes generate a visual representation of the patient's internal organs, vasculature, and other soft tissue structures. The images produced are used to diagnose, treat, and screen for medical conditions. Sonographers work under the supervision of a radiologist or other physician in a variety of medical settings and health facilities.

The diagnostic medical sonography profession has three primary career paths: general sonography (abdominal organs, pregnancy, female reproductive system, and most of the other body systems), cardiac sonography (heart), and vascular technology (blood vessels).

Clinical Handbook

Introduction

The student clinical handbook is designed to provide the student with a clear and concise understanding of the operations, policies and procedures of the clinical practicum portion of the Diagnostic Medical Sonography Program. Policies and Procedures governing the didactic portion of this program can be found in the UAA DMS Student Policy and Procedure Handbook. In order to be successful in sonography, students must learn to perform sonographic duties and examinations. This comes through working under the direct supervision of a sonographer in a health care setting. One of the keys to success in the clinical experience is to establish a rapport with clinical site staff at the beginning. A student's effort will also significantly impact how proficient they will become. Because clinical training is so important, the following expectations and policies have been established. Some of them may seem rigid, but they have been put in place to maximize your learning experience.

Clinical Guidelines and Policies

Professional Conduct

Students shall:

- Review pertinent clinical data, labs & history prior to starting the exam.
- Prepare the exam room and equipment prior to receiving the patient.
- Maintain patient safety and infection control at all times.
- Introduce themselves using the term Intern and their supervising sonographer to the patient.
- Check patient's identification using two qualifiers, name and date of birth.
- Be discrete with regard to patient contact & modesty.
- Confirm they are performing the correct exam on the correct patient.
- Explain the exam to be performed to the patient and answer all patient questions to the best of their ability.
- Bring all issues and concerns regarding patients to the attention of the ultrasound staff.
- Follow the instructions of their clinical educators and supervising sonographers.
- Address all employees and patients using proper titles and names.
- Be respectful and courteous to all employees and patients at all times.
- Adhere to all HIPAA and other privacy rules.
- Never accept any kind of gratuity from a patient or their facility.

UAA Diagnostic Medical Sonography Program Handbook

- Resolve disagreements and conflicts with staff or other students appropriately—the proper manner, time, and place.
- Bring to the attention of the clinical coordinator any unresolved conflicts with staff or students.
- Immediately report to the clinical coordinator any mistreatment, discrimination, or unprofessional behavior by staff or other students.
- Not falsify any clinical forms or other program or hospital documentation.
- Immediately report to the clinical coordinator any injury or exposure to infectious diseases while in the clinical setting.

***Violating any expected conduct mentioned above may result in academic discipline. ***

Clinical Attendance Policy

Attendance to all assigned clinical hours is mandatory

Students must complete the minimum number of hours in each practicum or receive a grade of fail. Clinical hours consist of working 40 hours weekly as assigned by the clinical coordinator and/or program director. A work week is designated as Monday – Friday; some clinical sites may include Saturday or Sunday as a workday. Students may be assigned a Saturday or Sunday if competencies still need to be met. See **Clinical Hour Requirements** under the **General Objectives of Clinical Rotation** for further definition of hours.

Students shall:

- Report to work at least 10-15 minutes before the designated start time, prepared for the 'work' day. Student report times shall be deemed by the clinical sites regular work schedule.
- Not leave while in the process of completing an examination to go to lunch or to leave for the day, even if their scheduled time to leave has come. The only exception is to attend class or go to a medical appointment.
- Not start early or stay late unless requested by the clinical instructor or clinical coordinator.
- Not work evenings, nights, or weekends unless scheduled and approved by the clinical coordinator or program director.
- Not leave the clinical site during hours they are assigned to work except for lunch, to attend class, or go to a medical appointment.
- Not work through their lunch break with the intent to leave work early.
- Not work more hours one day with the intent of working fewer hours on another. Working additional hours is only allowed to make up missed time and must be approved by the clinical coordinator or program director.
- Changes to a student's work schedule (e.g. shift change) must be approved by the clinical coordinator and/or program director.

UAA Diagnostic Medical Sonography Program Handbook

- Take a lunch break equal to the duration established for full-time employees at the clinical facility currently assigned. The lunch break does not count towards the total number of clinical hours and is deducted from the approved hours in Trajecsys. Students may take one 15-minute break before lunch and one 15-minute break after lunch.

Absence

Students are expected to be present during all scheduled clinical times. If an absence occurs due to illness or other circumstances during clinical hours, the student must notify their clinical instructor and clinical coordinator immediately.

For each unapproved absence a written warning will be given. If a student receives more than 3 warnings anytime during the semester of clinical practicum the student will be placed on probationary status and is at risk of failure of the course.

Students are expected to use the Trajecsys Reporting System to clock in/out each day and must follow all instructions to receive credit for attendance. All absences must be recorded in Trajecsys including absences and approved personal leave time. (See instructions under **Trajecsys Reporting System**)

Excessive absenteeism

Students who are absent more than 64 hours of cumulative internship time in one semester will be placed on Probationary status and will not be able to complete the program by the schedule completion date.

Bereavement Leave, Holidays, Sick and Personal Time

Each semester there is a designated number of hours that must be attended by the student per the course syllabus. At the start of the practicum year the program has allotted students 8 personal days beyond the school closure days. Personal days are used for illness, schedule approved leave and appointments. Student are encouraged to be prudent with using these days. If the student has exhausted the 8 days, they are at risk for not completing the program by the scheduled completion date. There are no exceptions.

Requests of personal leave of more than 1 consecutive day outside scheduled school closure days, students' must complete and submit the Leave Request Form and receive approval **no less than** 2 weeks **before** the needed time off.

A medical leave of absence of more than three days requires a physician's release for a student to return to clinical practicum and a negative COVID-19 test.

An extended leave of absence for any reason may require the student to be removed from their clinical site, placed in Deferred Grade Status and/or be delayed in being placed in another suitable site. Students requesting extended leave may not be able to complete the program by the scheduled completion date. Should a student need an extended amount of time off for bereavement, illness or personal time the following will apply: For every 30 consecutive days of

UAA Diagnostic Medical Sonography Program Handbook

leave time from practicum a student will need to attend an additional 40 hours for each segment of 30 days absent. The student will be placed into Deferred Grade status and must make arrangements to return to clinical practicum within one year from the date the leave time began. For a student in deferred status the clinical coordinator will design a written agreement outlining the requirements for completion in which the student must sign. Students returning to practicum may be required to undergo a scanning skills evaluation and to take a written exam to assess their clinical knowledge before receiving a clinical site assignment.

Should the make-up time exceed the one-year limit special arrangements will need to be made with the Program Director for program completion. For further information, see **Clinical Hour Requirements** of the Student Clinical Handbook.

Tardiness

Tardiness is unacceptable, students are expected to arrive 10-15 minutes **before** their scheduled start times. If a student is going to be tardy due to inclement weather, a traffic accident, etc., the student must contact the clinical coordinator and the site clinical instructor as soon as possible to notify them of the unavoidable tardiness. Failure to do so will result in the tardiness being unexcused and the unexcused absence policy will be applied.

Unexcused tardiness three times in a semester constitutes a violation of the attendance policy resulting in academic alert and/or probationary status. Tardiness is defined as more than 5 minutes past the scheduled start time.

Illness

If a student becomes ill and cannot attend a scheduled clinical day, they must immediately notify their clinical instructor by the communication that is established by the clinical instructor. They must also notify the clinical coordinator as soon as they are able. A record of the illness must also be logged in Trajecsyst using the time exception feature, see **Trajecsyst Reporting System**. The number of days the student is absent from the illness will be deducted from the 8 personal days.

A medical leave of absence of more than three days requires a physician's release for a student to return to clinical practicum and negative COVID-19 test.

Communicable Disease Policy

Students are to report immediately to their clinical instructor and the clinical coordinator should they become ill from any and all types of infectious/contagious disease. Students with an infectious disease or condition are not permitted to work with patients until they have presented medical documentation from a health care provider to the clinical coordinator and clinical instructor at their assigned clinical site they have been cleared to return to work. Students shall adhere to the infectious/contagious disease policy of their clinical site. This will override any attendance policies in this student clinical handbook.

Dress Code

UAA Diagnostic Medical Sonography Program Handbook

Students are expected to follow the dress code and personal appearance policies of both the site they are assigned and the DMS program when in the clinical environment.

- Students must wear the designated scrubs, under shirts short or long sleeved must be white or black only. Socks should be white or black. Foot wear must be conservative in color and appearance and must meet site requirements.
- ID badges may be clipped or worn using the provided neck lanyard.
- Students may wear a lab coat or warmup jacket authorized by the clinical site.
- Students should maintain good hygiene and present a neat, clean and well-groomed appearance including hair, clothing etc.
- No facial or tongue piercings are allowed during clinical times.
- No fragrances or other offensive odor.
- In addition to the above policies, students are expected to also follow the dress code expectations of the facility they have been assigned.

Cell Phone and Computer Use

- Students are not permitted to make or receive phone calls or send text messages during the hours they are assigned to work. Students may use their phones only during their lunch and breaks.
- If students are given access to a computer for use in the performance of their duties, they may not use it to browse the Internet, email, or play games.
- The use of electronics of any kind is not permissible in any patient care areas for any reason other than exam completions.
- Students may only use an iPad or other tablet computer to reference course texts or other academic information during hours assigned to work. While at assigned practicum sites students are expected to utilize every opportunity to be scanning patients; therefore, students are not permitted to use electronic devices for any reason if there are sonographic duties to be performed.

The receipt of three behavior warnings for any clinical attendance policy violations in a semester will result in academic alert and/or probationary status placement.

Incident Report

Should an incident or injury occur at the clinical site it must be reported immediately to the clinical instructor and clinical coordinator. All policies through the university and clinical site governing incident reporting shall be followed.

Clinical Program Structure

Supervision

Your clinical supervisors are presiding at all times

Direct Supervision is defined as student supervision by a registered qualified sonographer who shall determine students' ability to perform an ordered exam, assess patient condition and presentation, and be physically present during the entire exam.

Indirect Supervision is defined as student supervision by a registered qualified sonographer who assures the student has met competency in the ordered exam and has been cleared by the clinical coordinator. Supervising sonographers shall remain immediately available in an adjacent area to the location where the exam is performed. In the case of indirect supervision, images must be reviewed and the patient must be rescanned by the supervising sonographer before patient dismissal.

****Students will not take the place of a qualified staff sonographer***

Family/Friends working at a Clinical Site

It may be deemed a conflict of interest for a student to be supervised or evaluated by family members or friends employed at their clinical site. If this situation arises, the student should inform the clinical coordinator or program director immediately, so that alternative arrangements can be considered.

Responsibilities of Clinical Instructors and Preceptor Sonographers

Each facility will have a designated qualified clinical instructor who is responsible for overseeing student training at the site. The clinical instructor communicates directly with the clinical coordinator with regard to all performance aspects and competencies.

Responsibilities of the clinical instructor:

- Determines students' ability to perform an ordered exam, assess patient condition and presentation.
- Allows the student as much scanning time as possible without disruption of departmental patient flow.
- Provides student encouragement and constructive criticism in scanning applications, imaging of anatomy and pathology, patient care, departmental employee and physician interactions.
- Discusses strategies with student to improve their clinical experience.
- Reports all serious student deficiencies and concerns to clinical coordinator.
- Understands and practices the SDMS Code of Ethics and Scope of Practice Clinical Standards.
- Provides the student with a consistent protocol to follow while performing exams. We ask that the student be given only one protocol to follow and not be expected to follow other protocols if they differ.
- Complete in a timely manner the time and exam log sheet approvals, performance evaluations and competencies using the Trajecsyst reporting system. Completion dates and times are designated by the clinical coordinator.

Responsibilities of Clinical Coordinator

- The clinical coordinator is responsible for providing program training requirements to the clinical instructors and preceptors.
- Maintains open communication with clinical instructors with regard to student proficiencies.
- Ensures that there are enough clinical sites for students to be placed at during their clinical rotations.
- Makes periodic visits to each clinical facility where a student is assigned.
- Advises and provides tutorial assistance to clinical instructors and preceptors as needed.
- Advises and provides tutorial assistance to students as needed.
- Observes students as they perform tasks and duties related to training periodically.
- Performs periodic student evaluations throughout the semester.
- Maintains student proficiency scores and adjusts clinical rotation as needed based on student competency needs.
- Understands and practices the SDMS Code of Ethics and Scope of Practice Clinical Standards.

Site Visit Policy

Each student will receive a minimum of one to two clinical site visits during the fall & one in the spring semester and one clinical site visit for Capstones during the summer semester.

Additional clinical site visits may be deemed necessary if a student is in need of additional instruction, has been placed in remedial status or at the request of the practicum site staff. In the event the student is at a remote site, clinical visits will vary from one to two days. Each site visit will include the following actions:

- An email will be sent to the clinical instructor and student prior to the visit.
- The length of visit will vary depending on the student's and clinical site's needs.
- The clinical coordinator will make every effort to observe the student perform 3 different types of exams during the site visit.
- A meeting will be arranged with the student and clinical instructors to discuss student's goal setting and performance.
- Any concerns will include a short-term follow-up visit.
- A site visit summary report will be completed and made available for the student as well as placed in the student's record.

Responsibilities of Students

Students are responsible for contacting their designated clinical site prior to 1st clinical day for any required orientations.

Students will:

- Comply with all federal and state laws relevant to the health care service they are providing (i.e. HIPAA and PHI).

UAA Diagnostic Medical Sonography Program Handbook

- Comply with all policies and procedures for the site they are assigned.
- Comply with additional background checks and drug testing required by each site they are assigned.
- Comply with all required documentation, orientation and training for each site they are assigned.
- Students are required to abide by the academic policies of UAA while in clinical training.
- Students are not permitted to work with patients while under the influence of intoxicants, illegal drugs, or prescription medications affecting cognitive and psychomotor capabilities.
- Students may ask preceptors questions that facilitate learning and understanding, but may not quiz them for the sake of evaluating their academic knowledge. However, preceptors are encouraged to quiz students for the sake of evaluating student academic knowledge.
- Report any disagreements with information/instruction from a preceptor, the student will not debate it with the preceptor. The student should get clarification from the clinical instructor and/or the clinical coordinator and let them address the preceptor if any misinformation was given.
- Report any issues or concerns with the involvement or quality of training received from a preceptor should be brought to the attention of the clinical educator (unless they are the same person) and the clinical coordinator/instructor.
- Understand and follow the practices of the SDMS Code of Ethics and Scope of Practice Clinical Standards.
- Treat patients with kindness, courtesy and respect. When getting patients from their rooms or patient waiting areas, students introduce themselves and try to establish a rapport. Once the patient is in the ultrasound room, keep the door or curtain closed. Make sure that undressed patients are properly gowned or covered up.

Clinical Affiliates Rights and Responsibilities

Each clinical affiliate in the DMS program has a right to:

- Be informed of program procedures, policies and accreditation requirements.
- Have representation at each regularly held advisory board and clinical instructor meeting.
- Have open and objective communication from program faculty.
- Expect students to respect patients, property, staff technologists and other personnel while at their facility.
- Expect students to follow all practicum site policies and procedures.

Each clinical affiliate has a responsibility to:

UAA Diagnostic Medical Sonography Program Handbook

- Inquire about program procedures and requirements, if its staff does not have the information or does not understand it.
- Provide input and guidance via avenues such as the advisory committee and clinical instructor trainings.
- Provide students with adequate department orientation and up to date procedure manuals.
- Provide an environment which promotes learning and embodies the professional attitude that students are striving to emulate.
- Provide the student with adequate opportunities to apply his/her learning.
- Takes measures to insure the safety of the student from harm while he/she is at their facility.

General Objectives of Clinical Rotation

Clinical Assignments/Rotations

The rotation schedule is set by the clinical coordinator and/or the program director with every effort made to provide a variety of rotations in order to meet competencies. Due to clinical circumstances, a student's rotation maybe changed at any time. Assignments to clinical training sites will not be determined by student preference nor altered to accommodate personal schedules. Assignments are intended to provide the student with a comprehensive clinical education as deemed appropriate by the faculty. Selection for students' clinical assignment will be based on their knowledge and skill level at time. The site chosen for the student is to assure they are directed toward reaching the highest level of competency in sonography and success in program completion. If a student declines to accept the clinical site being assigned, they will not be able to complete the program. In rare instances, an exception may be made by the clinical coordinator and or program director for matters such as student safety.

Clinical Hour Requirements

Required clinical hours is a total of 1680 hours during the entire practicum year. These hours are based on 40 hour workweeks until complete. Therefore, in order for the student to achieve the required number of hours the DMS clinical rotation does not participate in the no class days that occurs during each semester. It is understood that each clinical site may have departmental closures that may affect the students' ability to achieve the needed hours in each semester. In order for students to reach the required 1680 hours the following schedule has been developed for each semester: Both fall & spring semesters students will be in practicum for 17 weeks and during summer semester will be in practicum for 11 weeks. This schedule allows for 8 personal/sick days and students are encouraged to use these days prudently. Students requesting personal days must follow the guidelines designated under the Personal Time policy stated within this handbook. Achieving 1680 clinical hours will qualify the student to receive a program completion letter needed to take their registry and for graduation. Lunches and breaks will not be considered a part of clinical hours. Should a student achieve

1680 hours before the scheduled end date of the final semester they will still be expected to attend practicum until the end of the final semester. If the student is unable to achieve the required 1680 hours in practicum due to unforeseen circumstances, they will receive a Deferred grade and be placed in incomplete status until such time they have completed the 1680 hours of requirement.

Assignment of Student Duties

Students will be responsible for:

- Performing all examinations assigned to them by staff sonographers.
- Checking and stocking all supplies in the area to which they are assigned.
- Keeping assigned areas neat and clean.
- Maintaining a professional attitude at all times.
- Following the administrative policies established by their clinical sites.
- Maintaining a professional behavior which is not limited to patients but extended to and reflective in the way you communicate with physicians, supervisors, co-workers and fellow students.
- Offering their assistance as support staff when no assignments are available.

Clinical Competency Plan and Grading

Performance

- Students must not attempt or perform any procedure for which they have not received instruction.
- Students are required to follow the Supervision policy at all times.
- Students who do not follow the performance standards will be at risk for not achieving a passing grade for the semester and completing graduation requirements.
- Exceptions for not completing competencies by the required time period will ONLY be given in cases when the students' patient case load does not support the required number of exams performed to make the competency available in the Trajecsyst Reporting System.

Semester Expectations

Each semester the student will:

- Maintain a clinical weekly time log and exam worksheet in the Trajecsyst Reporting System of the hours present at the clinical site and all sonographic examinations they observe, assist with and perform.
- Daily record exam participation in Trajecsyst under the daily log sheet recording the level of participation.

UAA Diagnostic Medical Sonography Program Handbook

- Record time clock in and out using Trajecsyst under the clock in/out feature.
- Create and review a monthly goal sheet with their clinical instructor and submit a copy to Blackboard by the deadline date. At the end of the month they will review with the clinical instructor their improvement and success at completing their goal and will submit a copy to blackboard by the deadline date.
- Perform a monthly self-assessment by reviewing at least 3 prior exams that they have performed. The self-assessment must have the name of the supervising sonographer that was present for that exam and submitted to Blackboard by the deadline date.
- During the practicum year every student will have monthly clinical performance evaluations conducted by the clinical instructor.
- Be responsible for monitoring their exam numbers for competency eligibility and to perform and complete competencies within a reasonable amount of time after achieving the required number.
- For additional semester expectations see the syllabus for each of the clinical practicum courses, A295A, A295B and A395.

Clinical Performance Evaluations

During the course of each semester students will be evaluated on the following:

- Oral and written communication
- Basic patient care and comfort
- Knowledge and understanding of human gross and sectional anatomy
- Knowledge and understanding of acoustic physics, Doppler principles and instrumentation
- Professional judgment and discretion
- Quality assurance and self-monitoring
- Continuing education
- Employment of correct ergonomics and scanning techniques
- Demonstrates the ability to perform sonographic examinations of the abdomen, superficial structures, gravid and non-gravid pelvis, general and procedural sonography. And recognize sonographic appearances of normal and abnormal anatomy
- Demonstrates the ability to recognize, identify and appropriately document sonographic appearances of disease, pathology and pathophysiology
- Demonstrate knowledge and understanding of a sonographer's role in performing interventional/invasive procedures
- Understands biological effects and the practice of ALARA

Each month performance evaluations will be completed on the practicum student by the clinical instructor via the Trajecsyst Reporting Systems. Students are expected to maintain a level of 80% or better with each performance evaluation. If at any time a student receives a failing grade on a performance evaluation the student will receive a written academic alert. The student will be given the opportunity to achieve a passing grade on the next monthly

evaluation, if the student remains in failed status on the next performance evaluation the student will then be placed in a probationary status and policies found within this handbook for probationary status will remain in effect until the student completes the semester.

Clinical Progress Evaluations

A minimum of one to two times within each semester the clinical coordinator will visit the student and observe them performing a minimum of three exams at their clinical site. During this visit the clinical coordinator will complete a progress evaluation designed to check student performance in the areas designated above to assure the student is progressing at a reasonable pace towards the goal of completing the DMS program. Student's must receive a passing grade of 80% or better on progress evaluations.

Evaluations for Competency

A multi-tiered competency has been designed to assure that the student receives an adequate amount of clinical experience in each exam category to gain the necessary knowledge to perform a quality sonographic exam, along with recognition and evaluation of sonographic pathology.

Adjustments to the competency schedule below may be deemed necessary by the clinical coordinator based on a student's clinical site and availability of exams. Students are required to perform a competency in an exam within a reasonable amount of time once they are eligible.

For successful completion of the Diagnostic Medical Sonography program a student shall demonstrate competency in the 19 mandatory and 3 elective exams plus receive a successful Capstone evaluation.

Initial Competencies – Students are required to achieve the initial six core competencies designated in the 1st column on the Competency Matrix List by the first week of December. Additionally, students shall receive initial competencies in the other eight areas of general sonography competency designated in the 1st column within a reasonable amount of time upon receiving eligibility or before the end of their 1st rotation. In order to successfully complete the A295A course students must perform Initial competency exams with a minimum score of 80% or better on each evaluation.

Mid-Level Competencies – Students are required to achieve mid-level core competencies in the four areas designated in column two of the Competency Matrix List upon receiving eligibility. To be eligible students must have passed the initial competencies with a grade of 80% or greater and have the required number of exam totals from columns 4 & 5 in the Trajecsyst Reporting System. Students must receive a minimum score of 80% or greater on each exam evaluation to complete the mid-level competencies.

Final Level Comps – To be eligible students (if required) must have passed the initial and mid-level competencies with a grade of 80% or better and/or have the required number of exam

UAA Diagnostic Medical Sonography Program Handbook

totals from columns 5 in the Trajecsyst Reporting System Final competencies must be completed no later than the last week in April.

For each exam type the clinical instructor will complete an evaluation using the Trajecsyst Reporting System, the student must also sign the competency evaluation and provide any necessary comments in the Trajecsyst Reporting System. Students must follow all instructions on the clinical competency evaluations in order to receive credit. The student may choose any qualified sonographer to evaluate them including the clinical coordinator. The qualified sonographer must be registered in the area that they are requesting the competency in. In light of special circumstances when a sonographer registered in the area of the competency is not available an interim registered sonographer may be appointed.

Exceptions for not completing competencies by the required time period will ONLY be given in cases when the students' patient case load does not support the required number of exams performed to make the competency available in the Trajecsyst Reporting System.

Capstone Evaluation – The Capstone evaluation emphasizes knowledge integration, demonstrating development of life-long skills and enduring values, and training for effective transition from school to career. The course consists of several requirements:

- First, students complete a substantial clinical practicum experience that integrates the clinical experience in diagnostic medical sonography with coursework specific to the AAS in Diagnostic Medical Sonography major.
- Second, students must have completed A295A & A295B with a passing grade of 80% or better and be enrolled in the course A395.
- Third, students participate in activities to facilitate the planned transition from undergraduate study to post-graduate careers.
- Fourth, students will have successfully completed all 20 program mandatory competencies prior to June 1st. Students will have their capstone evaluation completed by the clinical coordinator or program director at the clinical site they are assigned sometime during the DMS A395 practicum course. Capstone evaluations may take 2-3 separate visits to conduct. Capstones will consist of observation of exam performance as well as patient care, clinical operations and communications with various staff members of an imaging department.

Capstone evaluations begin June 1st provided the student has received competencies in all required areas and has maintained a level of 80% or better on all exam competencies and performance evaluations.

Capstones will be conducted at the students assigned practicum sites either by the program director or the clinical coordinator.

UAA Diagnostic Medical Sonography Program Handbook

Competency Matrix

Number in () under initial & mid-level comps is the total number of exams from columns 4&5 found on the Trajecsyst skill sheet required to be eligible to request a competency.

Number in () under final comps represent the total number of exams from columns 5 found on the Trajecsyst skill sheet required to be eligible to request a final competency. Besides the mandatory exams, 3 **ELECTIVES** are required to complete the program.

EXAM TYPE	INITIAL COMP 1ST SEMESTER	MID LEVEL AT ELIGIBILITY	FINAL COMP AT ELIGIBILITY	CAPSTONE
Abdomen Complete 3 comps total year	OR RUQ (10) REQUIRED OR RUQ	OR RUQ (20) REQUIRED OR ABD	MANDATORY (20 Performed)	
RUQ may replace two of the three for Abdomen	OR ABD (10) REQUIRED OR ABD	OR ABD (20) REQUIRED OR ABD	May not be used for final competency	
Abdominal Wall 1 comps total year			MANDATORY (5 Performed)	
Aorta 1 comps total year	May count these on a completed abdomen if aorta is evaluated to iliacA		MANDATORY (5 Performed)	
Appendix (GI Tract) 1 Comp total year			ELECTIVE (5 Performed)	
Prostate 1 Comp total year		May count these on a renal exam if the prostate is demonstrated	ELECTIVE (5 Performed)	
Renal 3 comps total year	(10) REQUIRED	(15) REQUIRED	MANDATORY (15 Performed)	
Non-Cardiac Chest 1 comp total year			ELECTIVE (5 Performed)	
Female Pelvis TV 3 comps total year	(10) REQUIRED	(15) REQUIRED	MANDATORY (15 Performed)	
Female Pelvis TA 3 comps total year	(10) REQUIRED	(15) REQUIRED	MANDATORY (15 Performed)	
1st Tri OB 2 comps total year Must have complete	(5) OR 2nd SEM comps on Female Pelvis TAorTV first		MANDATORY (5) Performed	
2nd/3rd OB 2 comps total year	(10) 1st OR 2nd SEM		MANDATORY (20 Performed)	
Biophysical Profile 1 comp total year			ELECTIVE (5 Performed)	
Breast 2 comps total year	(5) 1st OR 2nd SEM		MANDATORY (10 Performed)	
Lymph Nodes 1 comp total year			ELECTIVE (5 Performed)	

UAA Diagnostic Medical Sonography Program Handbook

MSK 1 comp total year			ELECTIVE (5 Performed)	
Salivary Glands 1 comp total year			ELECTIVE (3 Performed)	
Scrotal 2 comps total year	(5) 1st OR 2nd SEM		MANDATORY (5 Performed)	
Superficial Structures 1 comp total year			MANDATORY (5 Performed)	
EXAM TYPE	INITIAL COMP 1ST SEMESTER	MID LEVEL COMP AT ELIGIBILITY	FINAL COMP	CAPSTONE 3RD SEMESTER
Thyroid 2 comps total year	(5) REQUIRED		MANDATORY (10 Performed)	
Venous Lower 2 comps total year	(5) 1st OR 2nd SEM		MANDATORY (10 Performed)	
Carotids 2 comps total year	(5) 1st OR 2nd SEM		MANDATORY (10 Performed)	
Pediatric Head 1 comp total year			ELECTIVE (5 Performed)	
Pediatric Hips 1 comp total year			ELECTIVE (5 Performed)	
Pediatric Spine 1 comp total year			ELECTIVE (5 Performed)	
Pediatric Pylorus 1 comp total year			ELECTIVE (5 Performed)	
Interventional 1 comps total year			MANDATORY (5 Performed)	
Sterile Technique 1 comps total year			MANDATORY (5 Performed)	
Portable 1 comp total year	1st or 2nd semester		MANDATORY (5 Performed)	
Patient Care 1 comp total year	1st or 2nd semester		MANDATORY (5 Performed)	
Equipment Care 1 comp total year	REQUIRED		MANDATORY (5 Performed)	

Trajecsys Reporting System

Trajecsys is the DMS programs' online time clock, exam log and clinical performance evaluation program. It is used by the student, clinical instructors and clinical coordinators to track student's clinical time, exam performance levels and clinical performance levels.

Clocking In/Out

Log on to www.trajecsys.com using the clock in/out feature choose your site and clock in/out. This should be done when you arrive at your facility and before you leave. The Trajecsys Reporting System has GPS tracking which will record your location in the time record. Students

UAA Diagnostic Medical Sonography Program Handbook

will only be permitted to clock in/out when physically present at their assigned site. The student's location is only recorded when using the clock in/out feature of Trajecsys. Students are permitted to use their cellular phone or their tablets to access Trajecsys for this feature. Should a student have difficulty with the clock in/out or internet is not available students must contact the clinical coordinator using the Trajecsys email system as soon as possible and provide a detailed explanation of why they were unable to use clock in/out.

Time Exceptions

This feature should only be used for the following: Recording absences, scheduled personal leave requests, working past the scheduled clock out time, make up days and forgot to clock in/out. Choose the date, enter in a clock time (using military time recording), select reason for the time exception and provide a detailed explanation if necessary ie. stayed over to finish a patient, be sure to clock out if you are absent or recording make up days. If you are recording a makeup day under explanation provide the date 00/00/00 of the day you are making up.

Daily Log Sheets

At the end of each practicum day students must record the exam, number of exams, participation level, pathology seen, supervising sonographer and the time spent on each exam. Participation levels are as follows:

Observed: Student did not participate on any level during the exam

Full Assistance: Student performed either partial or all of the exam with 75% or more assistance from the supervising sonographer

Minimal Assistance: Student performed partial or all of the exam with less than 25% assistance from the supervising sonographer

Performed: Student performed all of the exam with only observation by the supervising sonographer. It is understood that some clinical sites may have policy that they take some images. The exam can still be considered performed.

Reports

Students will be able to view time totals, exam participation, pathologies and evaluations under this feature.

Competency Evaluations

Under this feature students will be able to view their competency evaluations, provide comments and sign their competency.

Evaluations

Under this feature students will be able to view their performance evaluations; sign and provide any comments they feel are necessary to the evaluation.

At the end of the clinical rotation students will complete an evaluation for both the clinical site and instructor. In the event the student has been assigned multiple sites, they will complete an evaluation for each individual site and instructor.

Student Site Reports and Practicum Rotation Evaluations

At the end of each clinical rotation each student will:

- Write and submit an internship report for each clinical site they have been assigned. This report is to be submitted at the end of each rotation in Blackboard by the deadline date.
- Complete a clinical site and clinical instructor evaluation for each clinical site they have been assigned using the Trajecsys Reporting System. ravel, equipment, retention, remediation, expectations, workload, etc.

Grading Policy

Clinical Practicum courses are graded on a Pass/No Pass basis.

Students must maintain an 80% or better throughout the semester to receive a grade of Passing. Students who fall below 80% will be placed in academic alert status. The student must increase to a minimum grade of 80% by the next scheduled evaluation or risk being placed on probationary status. At any time during probationary status if the student falls below an 80% grade the student may be removed from practicum, be at risk for not completing the course and program requirements for graduation. Students removed from practicum at any time during a practicum year are at risk for failure to meet graduation requirements of the DMS program.

Academic Alert/Probation/Deferred Grade/Suspension/Dismissal

In order to be successful in sonography, students must learn to perform sonographic duties and examinations. Students are required to make every effort to do their best and to display a professional attitude, necessary to promote a positive image of sonography to patients, fellow students, supervising sonographers, facility employees, physicians, the university and the general public. If a student fails to abide by the policies and procedures established within this handbook, they have failed to promote a positive image of the Diagnostic Medical Sonography profession and thus may become subject to the actions stated below.

Academic Alert will result from

- Receiving a score of less than 80% on any performance evaluation
- Failure to maintain a grade of 80% throughout practicum
- Performing poorly in one or several areas of his/her training
- Excessive Tardiness/Absenteeism
- Missing more than 64 consecutive hours of scheduled practicum time

UAA Diagnostic Medical Sonography Program Handbook

- Failure to accomplish competency levels at the designated times, exceptions would be if a student has been placed at a clinical site that does not offer the student a specific exam type ie. Vascular, OB

Academic alert will remain in place until the next performance evaluation. If a student is placed on Academic Alert two consecutive times during any semester the second alert will automatically place the student in Probationary Status. An Academic Alert form will be completed by the clinical instructor, clinical coordinator and the student. A follow up visit will take place preceding the next scheduled performance evaluation.

Probationary Status

- A second academic alert has been received
- Receiving a score of less than 80% on any performance evaluation
- Failure to maintain a grade of 80% throughout practicum
- Excessive Tardiness/Absenteeism
- Missing more than 64 consecutive hours of scheduled practicum time
- Performing poorly in one or several areas of his/her training and has not made an effort to improve
- Failing to complete competency levels with a passing grade
- Reports of/or removal from a clinical site for unacceptable performance or behaviors
- Any situation outlined in the University Student Handbook and Code of Conduct

Probationary status will remain until the completion of the DMS course. A Probationary Status form will be completed by the clinical coordinator and the student. A follow up visit will take place proceeding each scheduled performance evaluation until the student has demonstrated marked improvement in the areas of deficiency.

Deferred Grade Status

A Deferred Grade status may be given for a student who has not been able to complete competencies based on unavailability of exam types or have not been able to complete their required practicum hours due to circumstances beyond their control such as facility holiday closures.

If a student has received an accepted request for extended leave time for certain circumstances beyond their control the student will receive a Deferred Grade status and an outline of course requirements for completion will be drafted for the student to sign from the program director and/or the clinical coordinator. The student may or may not be assigned the same clinical site that they attended at the time of their leave and may be placed at a clinical site outside the universities or student's home area. (For further clarification on extended leave time see Attendance section of this Handbook)

Suspension/Dismissal

- Any further probationary or academic alert notices while on probation
- Receiving a score of less than 80% on any performance evaluation

UAA Diagnostic Medical Sonography Program Handbook

- Failure to maintain a grade of 80% throughout practicum while on probation
- Excessive Tardiness/Absenteeism
- Performing poorly in one or several areas of his/her training and has not made an effort to improve
- Failing to complete competency levels with a passing grade after one additional attempts while on probationary status
- Performing an exam on the wrong patient or performing the wrong exam on a patient
- Any negligent activity that could lead to patient harm or injury
- Breach of patient confidentiality or HIPPA violations
- Removal from a clinical site for unacceptable performance or behaviors
- Unsafe practices
- Any situation outlined in the University Student Handbook and Code of Conduct

Should a student be placed on suspension or be dismissed from the program, established University protocols and guidelines will be followed. Student program suspension or dismissal will be overseen by the program director and the clinical coordinator.

SITE SHARING POLICY

In order to provide a well-rounded experience for all students, sites may be asked to share students and to determine an appropriate rotation schedule. It is up to each site to determine whether or not they are willing to be a shared site with another facility. Common reasons for sharing sites are as follows:

- A certain specialty is in short supply at some sites. We find this to be especially true with OB and Vascular.
- Students may not be able to perform in-patient or emergency care at certain sites.
- Students may not be exposed to physician interaction, interventional procedures, or other experiences that are essential to prepare a student for entry level employment.
- Each site should work to communicate to the benefit of the student.

SUMMARY

The clinical coordinator/instructor is responsible for enforcing the policies outlined above, and determining the appropriate course of action for violations. This includes any behaviors implied by a stated policy. The clinical coordinator reserves the right to make changes to the Student Clinical Handbook, to include adding new policies. Students and clinical instructors will be notified in writing via email of any changes. If a policy has been added or changed, it will go into effect the third calendar day from the date the notification was sent. Students are responsible for knowing the information in this handbook, and should request clarification on any information they don't understand prior to beginning practicum to ensure compliance.

Some policy violations carry different consequences. Some result in receiving a grade of No Pass, an academic alert, probationary status and suspension/dismissal from the practicum and

UAA Diagnostic Medical Sonography Program Handbook

the DMS program. Dismissal from the practicum and/or receiving a grade of No Pass will impact a student's ability to continue and graduate.

Dismissal from clinical sites and/or the program may cause a student to be ineligible to continue or reenroll in the program in the future.

Clinical Education Affiliates

Alaska Native Medical Center & Alaska Native Primary Care Center 4315 Diplomacy Dr. Anchorage, AK 99508 907 563-2662	Alaska Regional 2801 DeBarr Road Anchorage, AK 99508 907 276-1131
Alyeska Vascular Surgery 4001 Laurel Street, Suite 204 Anchorage, AK 99508 907-562-8346	Advanced Sonograms 4200 Lake Otis Pkwy, Anchorage, AK 99508 (907) 562-3111
Aurora Maternal Fetal Medicine 4120 Laurel St STE 203, Anchorage, AK 99508 (907) 677-2636	
Bartlett Regional Hospital 3260 Hospital Dr Juneau, AK 99801 907-796-8800	Central Peninsula Hospital 250 Hospital Place Seward, Ak 99669 907-714-4404
Center for Vein Restoration 2550 Denali St. #1307 Anchorage, Ak 99503 907-375-8787	Capstone 3122 E Meridian Park Loop, Wasilla, AK 99654 (907) 357-9590
Chief Andrew Isaac 1717 Cowles St Fairbanks, AK 99701 907-451-6682	Diagnostic Health Alaska – Anchorage 4100 Lake Otis Pkwy #102 Anchorage, AK 99508 907-729-5800
Fairbanks Memorial Hospital 1650 Cowles St Fairbanks, AK 99701 907-458-5447	Hawaii Radiologic Associates 75-5653 Kuakini Hwy #110 Kailua-Kona, HI 96740 808-329-7314 670 Ponahawai St, Hilo, HI 96720 (808) 933-2540

UAA Diagnostic Medical Sonography Program Handbook

JBER 673rd Joint Base Elemendorf Richardson	Kona Community Hospital 79-1019 Haukapila St, Kealahou, HI 96750 (808) 322-9311
Mat Su Regional Medical Center 2500 S. Woodworth Loop Palmer, AK 99645 907-861-6000	Norton Sound Health Corporation PO Box 966 Nome, AK 99762 907-443-3311
Real Time II 1700 Bogard Rd., Suite A200 Wasilla, AK 99654 907-357-2158	
Providence Alaska Medical Center 3200 Providence Dr. Anchorage, AK 99508 907-562-2211	Providence Imaging Center 3340 Providence Dr. Anchorage, AK 99508 907-212-5866
Providence Maternal Fetal Medicine 3200 Providence Dr. Anchorage, AK 99508 (907) 212-3470	
South Peninsula Hospital 4300 Bartlett St. Homer, AK 99603 907-235-0362	Yukon-Kuskokwim Health Corporation PO Box 287 Bethel, AK 99559 907-543-6000 x6373

Clinical Forms Checklist

Forms to be completed by the Student

- Student Clinical Handbook Acceptance Form Via Blackboard
- Daily Time Log via Trajecsyst Reporting System
- Daily Log Sheet via Trajecsyst Reporting System
- Monthly Student Self Evaluation Form via Blackboard
- Monthly Student Goal Sheet via Blackboard
- Mandatory Competencies via Trajecsyst Reporting System signed by Student
- Monthly Performance Evaluations via Trajecsyst Reporting System signed by Student
- Progress Evaluations conducted by Clinical Coordinator signed by Student
- Student Evaluation of Clinical Instructors via Trajecsyst Reporting System
- Student Evaluation of Clinical Site via Trajecsyst Reporting System
- Request for Leave Time/Absence Form via Blackboard

Forms to be completed and/or signed by the Clinical Instructor

- Daily Time Log via Trajecsyst Reporting System
- Daily Exam Log Sheet via Trajecsyst Reporting System
- Clinical Performance Evaluations Monthly via Trajecsyst Reporting System
- Exam Competencies as designated via Trajecsyst Reporting System

Forms to be completed by Clinical Coordinator

- Clinical student progress evaluation
- Clinical Competency Weekly Plan
- Clinical Visit Summary Report
- Capstone Evaluation

Acknowledgments/References

Infraction Notice and Procedure Policies were abstracted from Laramie County Community College DMS Sonographer Student Clinical Handbook, pp 25 – 27, 2015-2016

Baker College

Bellevue College

University of Arkansas

San Jacinto College

Code of Ethics and Scope of Practice were taken directly from the Society of Diagnostic Medical Sonography

Appendix I

Society of Diagnostic Medical Sonography (SDMS) Code of Ethics

Students are required to adhere to the Code of Ethics for the Profession of Diagnostic Medical Sonography Approved by SDMS Board of Directors, December 6, 2006

<https://www.sdms.org/about/who-we-are/code-of-ethics>

PREAMBLE

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing, the integrity of the profession of diagnostic medical sonography will be maintained.

OBJECTIVES

To create and encourage an environment where professional and ethical issues are discussed and addressed.

1. To help the individual diagnostic medical sonographer identify ethical issues.
2. To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

PRINCIPLES

Principle I: In order to promote patient well-being, the diagnostic medical sonographer shall:

1. Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
2. Respect the patient's autonomy and the right to refuse the procedure.
3. Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
4. Promote the privacy, dignity and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
5. Maintain confidentiality of acquired patient information, and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
6. Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

Principle II: To promote the highest level of competent practice, diagnostic medical sonographers shall:

1. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
2. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a

national organization which accredits credentialing bodies, i.e., the [National Commission for Certifying Agencies \(NCCA\)](#) or the [International Organization for Standardization \(ISO\)](#).

3. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
4. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
5. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and re-credentialing.
6. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
7. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
8. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
9. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

Principle III: To promote professional integrity and public trust, the diagnostic medical sonographer shall:

1. Be truthful and promote appropriate communications with patients and colleagues.
2. Respect the rights of patients, colleagues and yourself.
3. Avoid conflicts of interest and situations that exploit others or misrepresent information.
4. Accurately represent his/her experience, education and credentialing.
5. Promote equitable access to care.
6. Collaborate with professional colleagues to create an environment that promotes communication and respect.
7. Communicate and collaborate with others to promote ethical practice.
8. Engage in ethical billing practices.
9. Engage only in legal arrangements in the medical industry.
10. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

*See more at: <https://www.sdms.org/about/who-we-are/code-of-ethics#sthash.y8MKtfcN.dpuf>

Appendix II

Society of Diagnostic Medical Sonography (SDMS) Scope of Practice

Students are required to follow to the Scope of Practice for the Profession of Diagnostic Medical Sonography Approved by the SDMS, April 13, 2015

<https://www.sdms.org/pdf/2015SDMSScopeofPracticeandClinicalStandards.pdf>

Appendix III

Student Monthly Goal Sheet

Student Name:

Clinical Site:

Part 1: Goal Setting

Sonographers need to be able to recognize problems and challenges during their exams and be able to improve their imaging for proper diagnosis. For continued development and progress, it is important for you to define areas of focus that you need to improve on. It is also important for you to reassess your progress after a period of time to see if you met your goal.

Discuss with your clinical instructor an improvement goal to be met over the next month. Use the following guidelines to assist you in deciding upon a goal:

The goal should be achievable within 1 month and appropriate for a student sonographer.

Address areas in which you see you need improvement.

Set a specific task which is measurable, be detailed. I.e. Instead of stating "will improve on scan time, state "will reduce thyroid exam time to 15 minutes".

Write your goal below:

Part 2 Follow up:

At the end of one month, discuss with your clinical instructor your improvement and success in meeting your goal.

Has your goal been met?

If no, write a short action plan to discuss why your goal was not met and what your action plan is to achieve this goal. If yes write a short summary of what you did to accomplish your goal.

Clinical Instructor Name

Date

Body text

Appendix IV

Student Self Evaluation Form

Student Name:

Clinical Site:

Exam Critiqued:

Pt IDN:

Date exam performed:

Date of critique:

Instructions: Please select 3 exams that you have performed from the last 4 weeks and critique your images for each exam using the criteria set below. This is an excellent opportunity for evaluating yourself and your progress. You will need a **new form** for each evaluation. Enter the name of the sonographer that supervised you while you performed this exam. All questions must be answered in order to receive points. **Any missing items are an automatic ZERO.**

Is the patient information entered correctly?		Did you obtain all pertinent information ie. labs, prior studies etc?	
Are all the images annotated correctly?		Are all the annotations visible?	
Is the area of interest centered in my image?		Is the anatomy adequately demonstrated?	
Is the anatomy in proper orientation for measurements?		Are the measurement calipers correctly placed?	
Is the anatomy demonstrated in both orientations?		Did you select the proper transducer for the exam?	
Are you at the most optimum frequency?		Is there adequate penetration?	

UAA Diagnostic Medical Sonography Program Handbook

Is the focus in the correct position for optimal imaging?		Is the TCG and gain set correctly?	
Is the depth correct?		Is the Doppler gate set at the proper angle?	
Is the Doppler gate set in the correct location?		Is the color properly propagated?	
Is the color box the correct size and angle?		Did I use all my tools in my tool box?	
Is the Worksheet filled out correctly and signed by my supervising sonographer?		Did I see and evaluate any pathology? If not please address in your comments	

Did you do the best job you could on this exam?

What could you have done better?

What did you learn from this critique?

Printed Name of Supervising Sonographer

Appendix V

Request for Leave Time/ Student Absence Form

Student Name:

Date:

Clinical Site:

Dates Absent:

Date of Return to Clinical:

Reason for Absence:

Student Signature/Date

Clinical Coordinator Signature/Date

Program Director Signature/Date

(Required for Extended Leave of Absences Only)

Notes:

Appendix VI

Missed Clinical Make Up Plan Form

Student Name:

Date:

Clinical Site:

Dates Absent:

Date of Return to Clinical:

Intended plan for clinical hour make up:

Student Signature

Date

Clinical Coordinator Signature

Date

Program Director Signature

Date

Notes:

Appendix VII

Remedial Counseling Plan

Student Name: _____ Date: _____

Clinical Coordinator: _____ Clinical Site: _____

This written statement is a(n):

Written warning

☐

Academic Alert

☐

Probationary Contract

☐

A meeting between the faculty and above named student was conducted to inform the student of unacceptable performance or conduct.

Actions/Reasons student has been placed in remediation:

Guidelines for student to correct performance or conduct:

Timeframe for student to correct performance or conduct:

Consequences of non-compliance to remediation plan and guidelines:

Student Comment:

On / / I met with the faculty to evaluate my performance and/or conduct. The conditions of possible further disciplinary action or the conditions to remain in the program have been discussed with me. My signature below verifies I have been counseled but does not signify that I agree or disagree.

Student Signature Date

Clinical Coordinator Signature Date

Program Director Signature Date

Appendix VIII

Remedial Counseling Plan

Student Name:

Date:

I have satisfactorily met the condition of this contract. I am aware that I remain in the program unless again my performance or conduct is unacceptable.

Student Signature

Date

Clinical Coordinator Signature

Date

Program Director Signature

Date

I have not met the conditions of this contract. I am aware that this results in:

☐ placement of probationary status or ☐ suspension from the program or ☐ dismissal from the program

Student Signature

Date

Clinical Coordinator Signature

Date

Program Director Signature

Date