Diagnostic Medical Sonography Program
Policy & Procedures Manual
2015-2016
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Welcome

Congratulations on being selected to participate in the UA Fort Smith Diagnostic Medical Sonography (DMS) program. The faculty and staff at UA Fort Smith expect that your progress through the program will provide the knowledge and skills necessary for you to perform competently in your chosen profession.

This manual is designed to serve as a guide to general information pertaining to the Diagnostic Medical Sonography program’s policies and procedures. Please feel free to address questions or concerns you may have with the DMS Program Director or Clinical Coordinator.

Please read this manual carefully. You will be held accountable for all information related to you in this manual. After reading it, you must sign and return the first six (6) forms to the DMS Program Director by the end of the first week of school.
Acceptance of Policy Guidelines

I have thoroughly read the policy guidelines for the Diagnostic Medical Sonography program in the manual of the Bachelor of Science in Imaging Sciences degree at UA Fort Smith. I understand my responsibilities concerning the program. I will comply with the policies and guidelines contained in this manual to the best of my ability. In addition, I understand that I must abide by the policies found in the UA Fort Smith Academic Catalog and the UA Fort Smith Student Handbook & Code of Conduct.

Student Signature: ______________________________

Date: ____________________

NOTE: Please sign and return this sheet to the DMS Program Director, College of Health Sciences, University of Arkansas - Fort Smith.
**Health Insurance Coverage**

Diagnostic Medical Sonography program students must be responsible for any financial coverage if injured in the clinical setting, as there is no worker’s compensation for students.

This requirement is found on page 56 of the *Diagnostic Medical Sonography Policy and Procedures Manual*.

“All students admitted to the Diagnostic Medical Sonography program are expected to carry personal health insurance.”

_____ I am covered by health insurance with the following company/agency:

Company/Agency: ________________________________

I.D. Number: ________________________________

Policyholder’s Name: ________________________________

_____ I am not covered by health insurance, but I will be responsible for any necessary personal health expenses.

Signature: ________________________________ Date: ______________

Name: ________________________________

(Printed)
**Standard Precautions Statement**

I have been given written and verbal information regarding Standard Precautions. I agree to use Standard Precautions during clinical and simulated laboratory practice.

I understand that my failure to use Standard Precautions may result in exposure to blood borne pathogens including Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

In the event that I experience an exposure to HBV or HIV as a result of my failure to follow Standard Precautions, **I hereby release and hold harmless the University of Arkansas – Fort Smith, its board of visitors, officers, and affiliating agents from any and all liability, responsibility, damage or loss, whether known or unknown, existing or potential, that I may ever claim as a result of any contact or consequence that may arise from my exposure.**

Signature: ____________________________ Date: ____________

Faculty/Witness: ____________________________ Date: ____________
Appendix B

Policy for the Prevention and Management of Substance Abuse

Release and Acceptance Form

I, ________________________________, have read and understand the Policy for the Prevention and Management of Substance Abuse for the University of Arkansas – Fort Smith College of Health Science. I understand that I am responsible for the cost of drug screens required due to cause, for MRO (Medical Review Officer) consultation, and/or split sample analysis. I understand, if I’m tested for cause, I am required to arrange for direct mode of transportation (e.g., family or taxi) rather than self-transport.

I agree that the lab used for drug testing is authorized by me to provide results of the test(s) to the CHS Program’s Executive Director. I agree to indemnify and hold the lab harmless from and against any and all liabilities of judgments arising out of any claim related to 1) compliance of the college with federal and state law and 2) the college’s interpretation, use and confidentiality of the test results, except when the lab is found to have acted negligently with respect to such matters.

I understand that an outcome of a positive drug screen will constitute immediate suspension from my CHS program. Re-admittance to my program will follow the Program’s Readmission Criteria and Procedures Policy.

I understand that if I’m readmitted to the program and a positive test for substance abuse is found, I will be dismissed from the program and will be ineligible to return. Furthermore, I will be ineligible to receive a letter of good standing.

______________________________________________________________________________
Student Signature

______________________________________________________________________________
Executive Director or Program Director Signature

______________________________________________________________________________
Date

______________________________________________________________________________
Date
Honor Code

The Diagnostic Medical Sonography Program has adopted the following policies. Please read, sign, date, and return this form. This copy will be placed in your student file.

Exam Policy

I understand that the content of all examinations is confidential. I agree that I will not divulge any questions on any examination to any individual or entity. I understand that the unauthorized possession, reproduction, or disclosure of any examination questions before, during, or after the examination is in violation of university policy. A violation of this type can result in disciplinary action by the educational institution, including the denial of certification and/or completion of the program.

Sign-in Policy

In the event that students must “sign in” to a class, lab, or clinical setting, each student must sign his/her own name. It is unethical and in violation of policy to sign anyone else in for any reason, and to do so will result in disciplinary action. When signing in for class, lab, or clinical after the designated time, it is your responsibility to note the time on the roll next to your name.

Cheating/Plagiarism Policy

Cheating in any form, including plagiarism (stealing and passing off as one’s own, the words or ideas of another) is unethical and will result in disciplinary action in accordance with stated university policy. (See UAFS Academic Catalog). To assist another to cheat is equally unacceptable and can result in the same disciplinary actions.

Signature: ___________________________  Date: ___________________
Name: ________________________________
(Printed)
HIPAA Statement

I have received education regarding the HIPAA regulations which are effective as of April 14, 2003. I have been given the opportunity to ask questions. I have been informed and understand the policy on confidentiality. I will be held accountable for practicing within the regulations set forth by HIPAA.

Signature: _______________________________  Date: _________________
Background Check
Policy

Purpose:
The University of Arkansas - Fort Smith College of Health Sciences is committed to producing graduates who go beyond academic excellence, who are productive, self-sufficient citizens of society, who are responsive to the global community and who maintain high ethical standards in their personal and professional lives. The attainment of this goal is facilitated by partnering with clinical agencies that consent to having faculty and students practice in their facilities. Students must therefore adhere to all agency policies, such as background checks. The purpose of this policy is to describe the terms and conditions under which background checks are conducted.

Policy:
A criminal background check is required of all students accepted into the University of Arkansas - Fort Smith College of Health Sciences Imaging Sciences, Surgical Technology, Dental Hygiene and School of Nursing Programs. A third party vendor will conduct the background checks. The student will be responsible for all fees associated with any components of the background check process. All information will be treated as confidential but will be shared with the Imaging Sciences, Surgical Technology, Dental Hygiene or School of Nursing Executive Director and assigned agencies when requested and will be retained in the student’s health file.

Each clinical agency will independently determine if an adverse or negative outcome on the criminal background check will prohibit a student’s practice in their agency. Students unable to practice in clinical agencies because of an adverse or negative background check will be unable to complete program objectives, halting continued progression in the student’s program of study. Failure to complete the background check process prior to the Friday of the first week of class will result in the student’s inability to complete the program objectives and will therefore halt progression in the student’s program of study.

Students must comply with any additional background checks required by their licensing agency.

General Guidelines:

1. Immediately upon acceptance into a College of Health Sciences Program, the student must authorize the background check by completing the background authorization form provided by the vendor. This form is available to the student upon acceptance into their respective program. The student must also authorize the vendor to send a copy of the results of the background check to their Program Executive Director. **Results must be received by the Friday of the first week of class.**
2. The following background checks shall be conducted by the vendor. Additional requests may be made by an agency.

   Office of Inspector General
   Sex and violent offender check
   Social Security Verification
   Current County of Residence

3. If a background check is returned with unfavorable results, the Executive Director will notify the student and the student’s assigned clinical agencies. The clinical agencies will determine if the student will be allowed to practice as a student in their clinical facility.

4. The student has the option to dispute any inaccurate information with the reporting agency, as a right of the Fair Credit Reporting Act. The student will not be able to complete the program objectives, halting their progression in the program of study, until the dispute is resolved.

5. If the background check is favorable, no further action will be taken.

6. All background check results will be retained in the student’s file.
Introduction

University of Arkansas - Fort Smith

Mission, Role and Scope, Vision, and Values

Mission

UAFS prepares student to succeed in an ever-changing global world while advancing economic development and quality of place.

Role and Scope

Founded in 1928, UAFS has grown in stature, role, and scope over the years into a singularly distinctive, hybrid institution. Organized and focused on teaching and learning, UAFS offers multifaceted academic and technical educational opportunities. The University provides these learning opportunities at times and places convenient to students and clients. Programs include single courses of instruction, certificates of proficiency, technical certificates, and associate and baccalaureate degrees designed to meet a demonstrated demand of the region. Additional upper-division and graduate programs of study leading to select baccalaureate and master’s degrees are offered on campus by other universities through the UAFS University Center.

In addition to certificate and degree programs, UAFS provides a wide range of customized, on-site education and training services – both pre- and post- employment – designed to meet the workforce education and retraining needs of business and service organizations.

UAFS provides a variety of public service activities for the people and organizations within its service area. Included are noncredit courses, seminars, workshops, lectures, travel, telecourses, and teleconferences organized by the University’s Center for Business and Professional Development. UAFS makes campus facilities and resources available to community organizations and enriches the quality of life of the community through sponsored cultural activities and events.

Vision

UA Fort Smith will be a premier regional university, connecting education with careers.

Values

UA Fort Smith holds a set of core values based on the belief that we can and should be the best of learning organizations by centering our focus and efforts on the learner and by practicing and modeling integrity and ethical behavior, responsibility for results, service to our fellow citizens and the communities we serve, and cooperation and collaboration with others in the betterment of the world in which we live.
Mission Statement

The Diagnostic Medical Sonography Program at UA Fort Smith College of Health Sciences was established to serve the needs of the population and health care industry in the community and surrounding area. The program is committed to provide a high-quality education through didactic courses and clinical experiences in diagnostic medical sonography producing competent and registry eligible students with the potential for advancement and leadership, whether the emphasis is education, management, or practice.

Program Goals

Goal 1: Prepare the student to employ basic patient care, professional judgment and communication and adhere to the professional codes of conduct.

Objectives:

1A: At least 75% of program enrollment will successfully complete clinical proficiencies and clinical rotation evaluations assessing patient care with a 75% or above.

1B: At least 75% of program enrollment will successfully demonstrate professional judgment and ethical conduct within the scope of practice with a minimum of a 2 on a 3-point Likert scale on clinical proficiencies.

1C: At least 75% of program enrollment will demonstrate proficiency in oral and written communications with a 75% or higher on clinical rotation evaluations and didactic assignments.

Goal 2: Prepare the student to demonstrate knowledge and understanding of human gross and sectional anatomy, and pathophysiology relevant to the role of the diagnostic medical sonographer.

Objectives:

2A: At least 75% of program enrollment will successfully complete didactic courses in Cross-Sectional Anatomy, Obstetrical/Gynecological Sonography I and II, Abdominal Sonography I and II, Vascular Sonography I and II and Pathological Considerations with a pass rate of a 2 on a 3-point Likert scale in clinical proficiencies.

2B: At least 75% of program enrollment will successfully obtain and evaluate pertinent patient history and physical findings prior to sonographic examination as demonstrated on clinical proficiencies with a minimum of a 2 on a 3-point Likert scale.
Goal 3: Prepare students to perform sonographic examinations using technical knowledge and clinical skills.

Objectives:
3A: At least 75% of program enrollment will demonstrate knowledge and understanding of the interaction of ultrasound and biological effects in human tissue, with a score of 75% or higher in Acoustical Physics and Instrumentation I and II.

3B: At least 75% of program enrollment will demonstrate proficiency in sonographic instrumentation with a 75% or higher in clinical lab practice.

3C: At least 75% of program enrollment will demonstrate the fundamental principles of sonographic quality assurance and maintenance programs with a 75% or higher in Acoustical Physics and Instrumentation II.

Goal 4: Prepare the student to pass the American Registry of Diagnostic Medical Sonographers (ARDMS) examinations.

Objectives:
4A: Following graduation, at least 75% of the enrollment will successfully pass the ARDMS examination in Sonography Principles and Instrumentation and/or one of the three (3) specialty examinations (OB/GYN, Abdominal, and Vascular) over a five-year period.

4B: Maintain an average credentialing pass rate of at least 75% over a five-year period.

Goal 5: To prepare competent entry-level general and vascular sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Objectives:
5A: At least 75% of the program’s graduates actively seeking employment will be employed as sonographers in one of the program’s accredited specialties within six months of graduation.

5B: Employer satisfaction of entry-level graduates’ preparation will average 4 or above in a 5-point Likert scale over a five-year period.

In addition, the program will:

1. Provide an educationally sound environment to all students without discrimination.
2. Provide equal opportunities in the classroom, laboratory, and clinical experiences to all students.
3. Continually review and update the curriculum.
4. Accommodate new technologies and professional responsibilities as required through expansion of the curriculum.
5. Maintain responsibility and accountability to the department, college, and university.
6. Maintain responsibility and accountability to educational and professional accrediting agencies.
7. Maintain responsibility and accountability to professional and health consumer populations.
8. Provide opportunities for the professional development and evaluation of all faculty.
9. Provide equal admission and educational opportunities without regard to race, ethnic background, creed, sex, age, disabling conditions or natural origin.

**Strategies**

In order to achieve its mission, goals, and objectives, the program and its personnel will strive in order to:

1. Cultivate and enhance partnerships with pertinent health care institutions, including institutions offering specialized and/or advanced training in the imaging sciences.
2. Prepare studies for a technologically-changing workplace by providing instruction, equipment, up-to-date resource material, and clinical experiences utilizing current and future technologies.
3. Conduct continuing assessment of student and employer needs in the field of sonography.
4. Appoint and retain high-quality faculty and clinical supervisors.
5. Offer a comprehensive and up-to-date sonography curriculum as suggested by the field’s recognized professional organizations including, but not limited to: ARDMS and SDMS.
6. Address short-term and long-term continuing education needs of current and future imaging science practitioners in the community.
7. Provide opportunities for students to attend and participate in local and regional professional meetings and educational seminars while in the program.
8. Establish interpersonal relationships between students and faculty maximizing open and clear lines of communication, which encourage student success and personal growth as well as a desire for lifelong learning.
9. Regularly and consistently evaluate student competencies in proper scanning techniques and patient care, in addition to the various cognitive and affective domain objectives in the program.

This program makes every effort to structure its curriculum in an effective manner thereby enabling the student sonographer to achieve the objectives set forth above. While every effort is made to provide accurate information in all materials published by this program, the University reserves the freedom to change without notice admission and certificate requirements, curriculum, courses, faculty, policies, fees, regulations, and any other information contained in its publications, should such change be deemed necessary for the improvement of education provided by the University. This aspect of evaluation shall be an on-going monitoring of student progress and performance to determine if objectives are being met. A final evaluation of each student’s ability to meet the program objectives shall be the student’s performance on the American Registry of Diagnostic Medical Sonographer examination, with the determination being a pass/fail score. The results of these examinations shall be a valuable indicator in evaluation of overall program effectiveness, and may be used as a basis for change in the educational format from time to time.
The educational process for this program strives to provide a balance between the didactic and clinical experiences for the student, allowing the student to apply knowledge and skills attained in the didactic portion to development of cognitive psychomotor, ethical and professional skills in the clinical portion in a progressive manner.
University of Arkansas – Fort Smith
Imaging Sciences
Administration and Faculty

Administration

Dr. Paul B. Beran
Chancellor

Dr. Georgia Hale
Provost/
Vice Chancellor for Academic Affairs/Professor

Dr. Carolyn Mosley, PhD, RN, CS, FAAN, ANEF
Dean/Professor, College of Health Sciences

Faculty

Angie Elmore, M. Ed, B.S.I.S., R.T. (R)
Assistant Professor, Imaging Sciences
Executive Director, Imaging Sciences

Jodi Callahan, M.S.R.S., R.T. (R), RDMS, RVT
Assistant Professor, Imaging Sciences
Program Director, Diagnostic Medical Sonography

Alisa Cole, M.S.R.S., B.S.R.T. (R) RDMS
Assistant Professor, Imaging Sciences
Clinical Coordinator, Diagnostic Medical Sonography

Brandy Jones, B.S.I.S., RT(R), CT, RDMS, RVT
Instructor, Imaging Sciences

Dr. Richard Nelson
Medical Advisor
University of Arkansas – Fort Smith
Diagnostic Medical Sonography

Clinical Sites

Cooper Clinic
6801 Rogers Avenue
Fort Smith, AR 72901
Glenda Gholston, R.T. (ARRT) (RDMS)
Administrative Director
Julie Bangs, R.T. (R), RDMS, RVT

Eastside OB/GYN
7001 Rogers Avenue
Fort Smith, AR 72903
Susan Lovell, R.T. (R), RDMS

Fayetteville Diagnostic Clinic
3344 Futrall Drive
Fayetteville AR 72703
Jerry Thomason
Imaging Director
Dawnetta Hellard, RDMS, RVT

Johnson Regional Medical Center
1100 East Poplar Street
Clarksville, AR 72830
Clint Ratcliff, R.T. (R)
Administrative Director
Darcy Hobbs, BSIS, R.T. (R), RDMS, RVT

Mercy Fort Smith Hospital
7301 Rogers Avenue
Fort Smith, AR 72903
Andy Ceniceros, MSRS, R.T. (R), RDMS
Administrative Director
Nancy Duncan, RDMS
Katherine Dement, BSIS, R.T.(R), RDMS,RVT
Courtney Lowers, RDMS, RVT (Vascular)

Mercy Health Systems of Northwest Arkansas
2710 S. Rife Medical Lane
Rogers, AR 72758 Fort Smith, AR 72917
Charlotte Rankin, RN
Administrative Director
Rachel Hawley, RDMS, RVT

Northwest Health System
609 West Maple Avenue
Springdale, AR 72764
Micah Kight B.S., CNMT, RT(N)
Administrative Director
Melissa Carson, RDMS, RVT

Prime Medical Imaging
320 South 9th Street
Van Buren, AR 72956
John Elmore, R.T. (R), (CT), RDMS
Imaging Manager
Martha Coles, R.T. (R), (CT), RDMS

Sparks Medical Center Van Buren
East Main & 20th Street
Van Buren, AR 72956
Karen Dodd, R.T. (R.M.)
Administrative Director
Briana Inman, BSIS, R.T.(R), RDMS

Sparks Medical Plaza
1500 Dodson Avenue
Fort Smith, AR 72901
Karen Dodd, R.T. (R.M.)
Administrative Director
Kim Copeland, R.T. (R), (M), RDMS

Sparks Regional Medical Center
1001 Towson Avenue
Fort Smith, AR 72901
Debbie Lashley, R.T.(R)
Administrative Director
Laura Sanders, BSIS, R.T.(R), RDMS
Nicole Corbin, BSIS, R.T. (R), RDMS, RVT
(Vascular)

Sparks Urology Group
5500 Ellsworth Road
Fort Smith, AR 72903
Amy Anderson, RDMS, AB
Sparks Womens Group
1500 Dodson Avenue
Fort Smith, AR  72901
Jessica Ivy, BSIS, R.T. (R), RDMS, RVT

Washington Regional Medical Center
3215 North Hills Blvd.
Fayetteville, AR 72703
Tracy Bennet R.T. (R)
Administrative Director
Christina Yann, RDMS

Western Arkansas Center for Women’s Health (Mercy OB/GYN)
7303 Rogers Avenue
Fort Smith, Arkansas  72903
Tina Stell
Office Manager
Jalah Fuller, BSIS, R.T. (R), RDMS

Willow Creek Womens Health
609 W. Maple
Springdale, AR  72764
Tyra Bowen R.T. (R)
Administrative Director
Geneen Buech, RDMS, RVT, RDCS
University of Arkansas Fort Smith
Faculty Positions in the Sonography Program

Executive Director of Imaging Sciences

The Executive Director of Imaging Sciences is responsible for the organization, development, and coordination of the didactical and clinical portions of the Imaging Sciences programs. This includes, but is not limited to:

1. Communication between the Imaging Sciences programs and university administration.
2. Assessment of program needs.
3. Official reports and recommendations.
4. Development and revision of curricula and actions to improve effectiveness.
5. Fulfillment of needs for program accreditation.
6. Advisement and counseling of student course and career needs.

Program Director

The DMS Program Director is responsible for the organization, development, and coordination of the didactical and clinical portions of the DMS program. This includes, but is not limited to:

1. Communication between sonography programs and university administration.
2. Assessment of program needs.
3. Official reports and recommendations.
4. Development and revision of curricula and actions to improve effectiveness.
5. Fulfillment of needs for program accreditation.
6. Advisement and counseling of student course and career needs.
7. Establishing clinical guideline and objectives.
8. Serving as a liaison between the academic and clinical faculty.
9. Maintaining communication between the facilities.
10. Assisting the clinical instructor as needed.
11. Integrating and relating curriculum objectives for the classroom and clinical portions to make the education experience as relevant as possible.
12. Observing, counseling, and advising students in the clinical environment.

Clinical Coordinator

The clinical coordinator is given the responsibility for assisting in the organization, supervision, and coordination of the clinical education in each of the affiliated hospitals. This responsibility includes but is not limited to:

1. Establishing clinical guidelines and objectives.
2. Serving as a liaison between the academic and clinical faculty.
3. Maintaining communication between the facilities.
4. Assisting the clinical instructor as needed.
5. Integrating and relating curriculum objectives for the classroom and clinical portions to
make the education experience as relevant as possible.
6. Observing, counseling, and advising the students in the clinical environment

**Clinical Instructor**

In each clinical facility, a sonographer is designated to be the clinical instructor. In addition to their responsibilities for the day-to-day operation of the department, these individuals are responsible for the supervision of the clinical education. This includes, but is not limited to:

1. Instruction in departmental policy and procedures
2. Supervision and instruction of students in clinical participation
   - Scheduling students through appropriate departmental work centers
   - Assuring that student assignments are made by qualified sonographers
   - Available to assist and advise students in clinical situations
3. Evaluation of student progress
   - Complete end-of-the clinical rotation and performance evaluations as needed
4. Collaboration with the University of Arkansas – Fort Smith DMS Program faculty
   - Schedule make-up time, only in extreme cases
   - Discipline according to the rules and guidelines set forth in the policies and procedures manual
   - Attend DMS Advisory Committee meetings
5. Documentation of attendance, tardies, incidences, clinical evaluations of examinations performed and other duties as necessitated for student supervision.
Policies and Procedures

Introduction

All students in the Diagnostic Medical Sonography (DMS) program at UA Fort Smith will assume the responsibility for observing the university rules and regulations as stated in the current university catalog and this program manual. Each clinical affiliate has rules and regulations that must be observed while the student is assigned to a particular affiliate. Failure to comply with these rules will adversely affect student evaluations. Dismissal from the DMS program may result if, after counseling, the student fails to correct the errors.

When accepted as a student in the DMS program, the student has also accepted a commitment for the five (5) semesters to become registry eligible. Please remember that you have been selected for admittance into the program, with limited entry, over others desiring entrance.

All affiliate personnel having a direct role in the education and training of the students are required to observe the policy guidelines contained in the manual. Each hospital and clinic will provide a clinical instructor who will have primary responsibility for student supervision during clinical rotations. All clinical instructors work in conjunction with, and should maintain constant communication with, the clinical coordinator.

The DMS program at UA Fort Smith has been developed following the guidelines set by the Joint Review Committee on Education in Diagnostic Medical Sonography. The university is proud of its high educational standards and expects the DMS program to exemplify this reputation. The responsibility for maintaining these standards lies with the students, clinical instructors, administrative directors, clinical coordinator and ultimately DMS Program Director and the administration of UA Fort Smith.

NOTE: The DMS Program Director and the Executive Director of Imaging Sciences reserves the right to alter or revise policy guidelines at any time.

Student Rights and Responsibilities

UA Fort Smith will establish standards and regulations which will be designed to ensure unimpeded university functions and activities and to maximize the learning environment on campus.

Each student enrolling in the university assumes an obligation to conduct him or her self in a manner compatible with the university’s functions as an educational institution. Conduct which is not compatible is specified in this policy and the student may be subject to disciplinary action for violations of these codes. The goal of disciplinary proceedings, most of which will be conducted as administrative proceedings, will be to help a student avoid further inappropriate behavior and become a responsible member of the university community.
University of Arkansas - Fort Smith Diagnostic Medical Sonography Program

The DMS program has established standards to ensure that all students graduate with a high level of competency and the ability to elevate the public image of the profession.

Each student accepted into the program assumes an obligation to conduct him or her self in a manner compatible with this goal. Conduct which is found not to be compatible with program goals and policies may be subject to disciplinary action.

A. Clinical and Academic Rights

A student will have a right to:

1. Be informed of the policies and procedures of the program and its clinical affiliates.
2. Be informed of specific sonography course requirements.
3. Be evaluated on the basis of his/her academic and/or clinical performance as outlined on the syllabus for a given course.
4. Experience competent instruction, in both the academic and clinical settings.
5. Expect protection against an instructor’s or clinical supervisor’s improper disclosure of a student’s views, beliefs, or other information which may be confidential in nature.
6. Expect protection, through established procedures, against prejudiced or capricious evaluation.

B. Student Academic and Clinical Responsibilities

A student will have the responsibility to:

1. Further inquire about program policies if he/she does not understand them or is in doubt about them.
3. Diligently adhere to the program policies and procedures as outlined in the Diagnostic Medical Sonography Policy and Procedures Manual and Clinical Handbook.
4. Adhere to the policies and procedures of each clinical rotation site to which he/she may be assigned.
5. Pursue the proper grievance procedures as outlined in both the Diagnostic Medical Sonography Policy and Procedures Manual and the University of Arkansas - Fort Smith Student Handbook & Code of Conduct if he/she believes his/her academic or clinical rights have been violated.
6. Complete all program course work and clinical assignments in the specific semester allotted, subject to time and facility constraints, and as outlined in the Diagnostic Medical Sonography Policy and Procedures Manual, Clinical Handbook, and individual course syllabi.
BS-Imaging Sciences-Diagnostic Medical Sonography

Printed Name: ____________________     IDN: ____________________

Major Code: 2066

This degree is not available in a guaranteed 8-semester plan for qualified freshmen. See your advisor to declare your major and sign an official degree plan.

The prerequisites and corequisites of the degree requirements are subject to change.

<table>
<thead>
<tr>
<th>Pre-Program Requirements:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hrs</td>
<td>Courses</td>
<td>Notes</td>
</tr>
<tr>
<td>6</td>
<td>English composition</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Speech</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
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<td>8</td>
<td>Lab Science</td>
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<tr>
<td>3</td>
<td>Fine Arts</td>
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<tr>
<td>1 &amp; 5</td>
<td>Humanities</td>
<td>1</td>
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<tr>
<td>6</td>
<td>History/Government</td>
<td>1</td>
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<tr>
<td>1</td>
<td>Social Sciences</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Credit for coursework in other imaging sciences programs</td>
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</table>

Total Pre-Program Hours - 65

The DMS professional courses are sequential. Admission into the DMS program is required for enrollment into ISS and IS courses.

<table>
<thead>
<tr>
<th>FALL SEMESTER: 11 hours</th>
<th>SPRING SEMESTER: 11 hours</th>
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<tbody>
<tr>
<td>Hrs</td>
<td>Courses</td>
</tr>
<tr>
<td>3</td>
<td>ISS 3103 Acoustical Physics &amp; Instrumentation</td>
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<tr>
<td>3</td>
<td>ISS 313 Cross-Sectional Anatomy</td>
</tr>
<tr>
<td>2</td>
<td>ISS 3102 Clinical Lab Practice</td>
</tr>
<tr>
<td>3</td>
<td>IS 3100 Legal and Ethical Considerations in Healthcare</td>
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</tr>
<tr>
<td>3</td>
<td>ISS 4423 Clinical Practice II</td>
</tr>
<tr>
<td>3</td>
<td>ISS 3203 Perspectives in Human Diversity</td>
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<tr>
<td>3</td>
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<tr>
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<tr>
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<td>ISS 4501 Professional Seminar</td>
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<td>4</td>
<td>ISS 4544 Clinical Practice IV</td>
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<tr>
<td>3</td>
<td>IS 3113 Patient Information Management</td>
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</table>

Total Hours: 120 At least 45 hours must be upper level

NOTES

1. General Education Core Requirements, see Graduation Requirements section of this catalog. Follow requirements in this degree plan with the following stipulations: Mathematics: MATH 1403/1404 or mathematics with MATH 1403/1404 as a prerequisite; Science—must take BIOL 2203/2201 and BIOL 2213/2211.

2. These courses are used to determine major courses in residency, see Graduation Requirements section of this catalog. Students must meet admission requirements and be officially admitted into the BSIS-DMS program. Please contact College of Health Sciences advising coordinator (479) 788-7841 for admission requirements and the application process for the College of Health Science.

3. Student must be admitted into an imaging science program.

4. Credit for coursework in other imaging sciences programs will be held in escrow. Student will receive credit upon successful completion of the program.

5. Science courses taken more than five years prior to program application may not be eligible. See advisor for more information and to request a science course evaluation.

Prior to graduation students must demonstrate competency in financial literacy by satisfactory completion of FIN 1521 Personal Finance Applications (or an approved substitution) with a grade of C or better, or by score a 70% or more on a challenge exam for FIN 1521.
Transfer Course Information

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment of the application of credits for the admissions and degree requirements. Courses transferability is not guaranteed for courses listed in ACTS as "No Comparable Courses." ACTS-Arkansas Course Transfer System http://acts.adhe.edu -select Course Transfer. See Acceptance of Transfer Credits section of the current academic catalog for a complete list of transfer provisions.

Student Degree Program Requirements

A student's degree program requirements are those specified in the catalog in effect at the time of declaration of program major. Students must meet the above program requirements and the graduation requirements as indicated by institutional and college policy. The program can be changed only with the approval of the official advisor. If original courses are eliminated, students may be required to meet new curriculum requirements in the degree program. If students are not enrolled for two or more consecutive terms (excluding summer terms), they must re-enter under the program requirements of the current catalog. Students are responsible for understanding program requirements and changes. This document is not official until signed and dated by both the student and an authorized university representative.

Student Signature _________________________ Date _________________________
Advisor Signature _________________________ Date _________________________
Bachelor of Science in Imaging Science – Diagnostic Medical Sonography

PROGRAM STATEMENT

The Diagnostic Medical Sonography Program (DMS) is a part of the College of Health Sciences (CHS) at the University of Arkansas - Fort Smith (UAFS). The DMS Program is accredited by CAAHEP. Students desiring admission to the DMS Program need to be aware of and understand the following information related to admission, progression, and graduation.

ADMISSION

Admission Criteria
To be considered for admission into the program, students must meet the following criteria:

1) Complete university admission requirements to include submission of official transcripts from all colleges/universities attended
2) Have a minimum 2.50 cumulative grade point average (GPA) for all college course work (including transfer work and excluding developmental courses) and be in good academic standing
3) Complete required prerequisite courses for the program with a minimum grade of “C” or higher in each course prior to fall entry
4) Submit an official transcript showing successful completion of a Joint Review Committee on Education in Radiologic Technology (JRCERT) approved Associate Degree Program in Radiologic Technology

OR
Receive credit by articulation. Registered radiologic technologists who do not possess an Associate Degree may receive 40 imaging sciences credit hours by providing documentation of the following 3 requirements:

a. Graduation from a JRCERT approved school of Radiologic Technology
b. A passing score on the American Registry of Radiologic Technologists certification examination
c. Successful academic performance (“C” or better) on 15 semester credit hours in the BSIS general education curriculum

5) Hold a current, valid, unencumbered ARRT certification

Application
Admission into the DMS Program is competitive. Students who meet the minimum criteria identified above are eligible to submit an application for admission.

1) Application Deadline - May 15th for fall entry into the program
2) Eligible students must submit an application for admission to the DMS Program Director prior to the application deadline

Selection
Selection is based on the following weighted system:

1) Cumulative grade point average for all college level work
2) Personal interview
3) Place of residence
4) Selection preference is given to those who are near successful completion of the general education curriculum and the Imaging Sciences core courses.

NOTE: In the event that applicants have identical ranking scores, priority will be given to the student with the highest cumulative GPA. The top applicants will be offered positions for the available seats in the DMS Program. Meeting the minimum criteria for admission or taking courses on the DMS degree plan does not guarantee admission into the program. Students not admitted must reapply to be considered for another semester. Students identified as alternates are not guaranteed a position in the next class.
Additional Documentation

Students admitted into the DMS Program must submit the following additional documentation prior to fall entry:

- Health Care Provider Statement/Medical Release form
- Proof of immunizations
- CPR Certification: American Heart Association Basic Life Support for Healthcare Providers (BLS)
- Criminal Background Check
- Drug Screen

Note: Many clinical facilities require a criminal background check and/or drug screen on CHS students and have the authority to deny clinical training in their facility, secondary to outcome of either screening. Students unable to practice in any clinical agency because of an adverse or negative background check will be unable to complete the program objectives, thereby revoking admission into a program or halting continued progression in the student’s program of study.

PROGRESSION

Science courses taken more than five years prior to entering the program will be evaluated on an individual basis by the DMS Program Director and the Dean of the College of Health Sciences. See your advisor for more information and to request a science course evaluation.

The DMS Program is competency based in skills. In order to continue in the program, a student must have satisfactory clinical performance and 75 percent average through each didactic course. A student dropped for academic or any other reason may apply for readmission if in compliance with the UA F5 Student Academic Progress Policy as outlined in the course catalog. A student who discontinues the sequence for academic or any other reason must petition for readmission to the DMS Program. The readmission requirements are found in the DMS Policies and Procedures Manual (see the Readmission Criteria & Procedure Policy). The student is not guaranteed a position for readmission. A student who is readmitted is accountable for the degree requirements in effect at the time of readmission.

A grade of “C” or better is required in ALL courses applicable to the Bachelor of Science in Imaging Sciences – Diagnostic Medical Sonography degree.

GRADUATION

To earn a BSIS-DMS degree, a student must earn a grade of “C” or better in all required courses applicable to the DMS Program; earn a minimum of 2.00 cumulative GPA in all course work required for the major and/or minor areas; and earn a minimum of a 2.00 cumulative GPA on all work attempted at the University.

The student must meet with the DMS Program Director to complete the graduation application one year prior to intended graduation.

I have read and understand this program statement.

Student Signature_________________________________________________________________________ Date______________________________________

Revised 8/2014
University of Arkansas - Fort Smith
College of Health Sciences
Imaging Sciences Programs
Physical Abilities Requirement

Student Name: ________________________________
Semester Applied to Enter: ________________________________

<table>
<thead>
<tr>
<th>Abilities</th>
<th>R</th>
<th>O</th>
<th>Measurable Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td>Ability to read requisitions, physician orders, instructions on equipment, labels, reports</td>
</tr>
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<td>Hearing</td>
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<tr>
<td>Intelligible oral communication</td>
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<td>Communication with patients, team members</td>
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<tr>
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<td>Therapeutic communication with client, rapport and trust with client and health care team</td>
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<tr>
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<tr>
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<td></td>
<td>Lbs 75: 3 man lift of patients</td>
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<tr>
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<td></td>
<td>Lbs 35: equipment and supplies</td>
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<tr>
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<td></td>
<td>Lbs 10: equipment and supplies</td>
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<td></td>
<td>Ht/lbs appropriate; equipment</td>
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<tr>
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<td></td>
<td>Use of equipment, supplies, and cassettes</td>
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<td></td>
<td>Lbs 40: equipment 50 yds</td>
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<tr>
<td>Standing</td>
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<td></td>
<td>Long periods, up to eight hours;</td>
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<tr>
<td>Sitting</td>
<td>X</td>
<td></td>
<td>Infrequent and short periods, break and lunch</td>
</tr>
<tr>
<td>Squatting</td>
<td>X</td>
<td></td>
<td>Infrequent and short periods; adjusting equipment, cleaning</td>
</tr>
<tr>
<td>Stooping/Bending</td>
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<td></td>
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</tr>
<tr>
<td>Kneeling/Crouching</td>
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</tr>
<tr>
<td>Walking</td>
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<td></td>
<td>Long periods of time: up to eight hours;</td>
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<tr>
<td>Running</td>
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<td></td>
<td>Infrequent, emergency situations</td>
</tr>
<tr>
<td>Stairs (ascending/descending)</td>
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<td></td>
<td>Infrequent, emergency situations</td>
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<tr>
<td>Turning (head/neck/waist)</td>
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<td></td>
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<tr>
<td>Repetitive leg/arm movement</td>
<td>X</td>
<td></td>
<td>Frequent, use of equipment</td>
</tr>
<tr>
<td>Use of foot or hand controls</td>
<td>X</td>
<td></td>
<td>Short periods, use of equipment</td>
</tr>
</tbody>
</table>

I have read, understand and accept the above working conditions expected of an IS Student in the academic and clinical setting and certify that I am able to meet these requirements.

Student Signature ________________________________ Date ________________________________
Readmission Criteria and Procedure

General Information

A student who has withdrawn or received a failing grade in a sonography course may apply for readmission to the program. A student is limited to one re-enrollment into the program. If the student feels there are extenuating circumstances, he/she may request an exception be made. He/she must write a letter to the admissions committee asking for special consideration. (The Imaging Sciences faculty acts as the admissions committee).

Each person seeking readmission will be evaluated on a space available basis. A position is not guaranteed. Students reentering the program are required to follow the sequential structure of the program in the 21-month time frame. Students who successfully completed one full year of the program before withdrawing might be able to enter the beginning of the second year, provided space is available, time lapsed is not more than 12 months, and approval is granted by the admissions committee. A re-admittance examination to evaluate a student’s preparedness and/or level of competency will be required. Students re-entering the program due to failure in one or more courses will be required to repeat all co-reqs within that semester.

If a student has received a failing grade in any ISS clinical course, they will be required to pass a scanning examination based upon the level of scanning knowledge prior to the failing grade and being dismissed from the program.

Re-Admission Procedure

A person interested in re-entering the program should begin the enrollment process by scheduling a conference with the DMS Program Director. The director will describe the readmission procedure more fully and answer questions. The individual should then notify the director in writing that he/she does request readmission. The director will then check the student’s file for eligibility for readmission.

Re-Admission Requirements

Readmission will be based on the following criteria:

- Academic and clinical performance status at the time of withdrawal
- Cumulative GPA at the time of readmission request (minimum of 2.5 GPA)
- Status of any problems previously identified as interfering with learning
- Instructor recommendation
- Interview with program faculty or admissions committee
- A re-admittance exam to determine student retention of previous learning will be required. The student must show competence for each category at the level of re-admittance.
Acceptance Procedure

The applicant for readmission will receive notification of acceptance or non-acceptance within two weeks of the committee’s decision.

Transfer Students

Transfer students (from a sonography program other than UA Fort Smith’s) will be considered individually. The appropriate advisor will evaluate the general education requirements and the compatibility of the sonography curriculum will be evaluated by the program director. Transfer students are admitted on a space-available basis. A curriculum specific comprehensive evaluation and/or letter of recommendation by the student’s former program director may be required to help evaluate a transfer student’s level of entry into the UA Fort Smith DMS Program.

Program and Curriculum Information

Degree Awarded

Bachelor of Science in Imaging Sciences

Academic Standards

DMS students must maintain a 2.0 (“C” average) cumulative grade point average. Students receiving a grade less than “C” in any course in the DMS curriculum which does not carry the IS or ISS prefix will be required to repeat the course (or an acceptable alternative). If a student receives a grade lower than a “C” in the repeated course, he/she will be subject to dismissal from the program.

Students receiving a grade of less than a “C” (75%) in any course with IS or ISS will be dismissed from the program.

Grading System

Didactic: Grades for regular college classes will be determined by the appropriate instructors and in conjunction with UA Fort Smith policy. The program instructional staff will determine grades for sonography classes. The University of Arkansas - Fort Smith grading policy is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 – 93</td>
</tr>
<tr>
<td>B</td>
<td>92 – 84</td>
</tr>
<tr>
<td>C</td>
<td>83 – 75</td>
</tr>
<tr>
<td>F</td>
<td>Below 75</td>
</tr>
</tbody>
</table>
Clinical: The Clinical Coordinator in collaboration with the Clinical Instructor will determine clinical education grades. All clinical grades will be based upon criteria as outlined in the *DMS Clinical Handbook*.

(Students having trouble with grades should discuss them with the instructor as soon as possible in the semester).

**Registry Eligible**

To be eligible to sit for the ARDMS Registry Exam (American Registry Diagnostic Medical Sonography), all academic requirements for graduation and all clinical criteria must be successfully completed. No student will be recommended to sit for the registry examination until these requirements are met.

**Clinical Participation**

It is each student’s responsibility to achieve the learning objectives by the end of each semester and all that he/she can beyond the objectives. Incomplete objectives will result in an incomplete grade for clinical courses. Clinical instructors and many of the staff sonographers are available and willing to teach and answer questions.

Students will not be required to perform, unassisted, any sonography examination that exceeds their educational or clinical experience. However, it is the philosophy of the program that if a student is ready to expand into an area of sonography, and the clinical instructor believes that the student is capable, the student may undertake more responsibility. Students are encouraged to learn procedures in the hospital as soon as they feel they are capable.

The student’s attitude toward work while in the program will **profoundly affect his/her ability to find employment as a sonographer after graduation**. For this reason, students will be expected to abide by the following:

A. Students must be punctual, attentive, and cooperative in helping the sonography department accomplish its prime objective; providing patient care. **Habitual or excessive absenteeism and/or tardiness** is a reflection of poor work habits and must be avoided.

B. Students shall **not** leave the hospital at the end of a time shift until they have completed the procedure in progress (within reasonable limits), or made arrangements for someone else to take over. **Patients are not to be left unattended while examinations are in progress.**

C. Students must report to the clinical affiliate in a professional manner. This means; on time, correctly dressed, and not under the influence of drugs or alcohol, nor have them in their possession. Nor shall students sleep during the assigned clinical hours.

D. Students should respect the possessions of others. They shall not remove any articles from the clinical affiliate, other students, or employees of the clinical affiliate or the university.
E. Students shall abide by all rules of personal conduct as stated in each clinical affiliate. No immoral conduct will be tolerated.

F. A professional attitude shall be displayed toward the patient, fellow students, physicians, technologists, and faculty. Students are required to abide by the Code of Ethics for the Profession of Diagnostic Medical Sonographer (SDMS) printed in the Appendix. Each clinical affiliate reserves the right to refuse to allow any sonography student in the department who does not practice ethical and professional behavior or who does not consider the patient to be the most important person in each department. **No immoral conduct will be tolerated.**

G. **Students must honor patient confidentiality at all times.** All information regarding hospital procedures and patient records are confidential in nature. Any requests for information should be directed to the clinical instructor or chief technologist. Any student revealing confidential information will be subject to disciplinary action and/or **DISMISSAL** from the program. (Refer to HIPAA guidelines as taught).

H. Students must display initiative in the following areas:

1. Asking questions if they do not understand something
2. Asking for help when needed
3. Learning about the equipment
4. Practicing scanning, critiquing films, and/or studying when there is no patient, AND
5. Volunteering to do exams

I. Students having completed academic and laboratory training and testing and having passed their competency evaluation for a specific examination may not refuse to perform that examination if directed to do so by the clinical instructor or staff.

J. Any student who reports to the clinical affiliate with improper uniform will be sent home by the clinical instructor and the time will be made up that same day.

K. Visitors and use of telephones for personal use should be avoided. Both may be allowed at the discretion of the clinical instructor. **Cell phones must be turned off during clinical time.**

L. Gum chewing and eating in areas that are not designated shall be avoided.

Violations of the above will result in poor clinical rotation evaluations and may lead to probation and/or dismissal from the sonography program.
**Attendance Policy**

**Absenteeism**

Students are required to regularly attend all scheduled college classes and clinical assignments. Attendance and punctuality are two of your most important responsibilities as a student sonographer.

**Classroom**

Any absence should be avoided. Illness or family emergencies are the only excused absences. (Elective surgery should be scheduled during university breaks). **Schedule doctor appointments outside of class or clinical education hours.** Unless extenuating circumstances are determined by the DMS Program Director, the classroom absences will be treated in the following manner.

1. The third absence from class will result in a warning.
2. The fourth absence from class will result in an instructor/student conference.
3. After the fifth absence from class, the student will be dropped from the program, unless prior arrangements have been made with the program instructor.
4. **ALL** make-up work and tests are due the day the student returns to class. Ten points will be deducted each day the make-up work is late.

Students must call each day of absence. Notification should be made at least 15 minutes prior to the start of the scheduled class. Sending a message with another student or friend does not meet this requirement. Failure to notify a program official of absence will be considered an unexcused absence and result in a zero for all class work missed during the absence.

**Clinical**

A maximum of 12 hours of clinical absence will be allowed each semester due to personal or immediate family illness. An absence for any other purpose will result in a one point deduction for each clinical hour missed (extenuating circumstances may be considered). However, **ALL** clinical times missed will be made up. If absences exceed the 12 hours limit, **ONE** point for every one hour of clinical missed will be deducted from the clinical grade at the end of the semester.

**Students must call clinical site and the Clinical Coordinator each day of absence.** Text messaging is not acceptable. Sending a message with another student or a friend does not meet this requirement. Notification should be made at least thirty minutes prior to the start of clinical.

Failure to notify the clinical site and Clinical Coordinator on the morning of the clinical absence will result in a one point per hour missed deducted from the final clinical grade at the end of the semester.

If a student becomes ill and cannot perform his/her duties or may be contagious, then he/she should stay home. If students become ill at the clinical site, they must notify the clinical
instructor immediately, **BEFORE leaving** the facility. Students will make up all time missed
due to illness.

**NOTE**

Failure to sign in, sign out, or not sign in or out will result in the following action:

1. Failure to sign in on an 8-hour clinical assignment; minus 4 hours clinical time
2. Failure to sign out on an 8-hour clinical assignment; minus 4 hours clinical time
3. Failure to sign in or out; minus 8 hours clinical time
4. On partial day clinical assignments, one half of assigned clinical time will be
deducted for failure to sign in or out. Failure to sign in or out will require all
of the assigned clinical time to be made up.
5. Students who call in sick on clinical days will not be allowed to come later that
day and all the time missed must be made up. (Example: If a student calls in
at 7 a.m., that student cannot come in at 1 p.m.)

**Tardies**

**Classroom**

For all sonography classroom courses, each tardy after two will result in five points being
deducted from the final semester grade. A tardy in the classroom is defined as arriving 5 minutes
past the scheduled starting time for class. Arrival time after 20 minutes from the scheduled start
time for class will be considered an absence.

**Clinical**

A tardy at the clinical site is considered any arrival time after the assigned clinical check-in time.
Students arriving after the assigned time will be marked tardy. Students arriving 10 minutes to 1
hour tardy will make up that time at the end of the assigned shift that same day. A tardy that is
more than one hour will be made up at a time determined between the student and clinical
instructor/clinical coordinator. The third tardy (and each tardy thereafter) within one semester
will result in a deduction of one percentage point for each tardy from the final clinical grade at
the end of the semester. More than 5 tardies in one semester will be considered excessive.

**Make-up Procedures**

**Classroom**

Only excused absences are approved for make-up. Class work and/or tests scheduled for the day
of the absence are due the day the student returns to class. All work assigned the day of the
absence may be made up and turned in no later than the next scheduled class period. It is the
student’s responsibility to ask for make-up work, turn in late assignments (due to the absence), or
schedule the make-up test with the instructor the day he/she returns to class. If an excused
absence occurs on a scheduled test day, the student should be prepared to take a make-up test
which will differ from the test given to the class.

Clinical

Students are expected to complete all required clinical hours prior to the end of each semester. Failure to do this will result in an “incomplete” grade. Unless prior arrangements have been made with the clinical coordinator, a grade of “incomplete” will become an “F”. At this point the student will be dropped from the program.

Make up of clinical time should be arranged through the clinical coordinator as soon as possible after the missed time. Clinical time will be made up at the clinical site where clinical education was missed. The amount of time to be made up will be determined by the previous policies found in this handbook.

NOTE: If arrangements have been made for clinical make-up time and the student fails to attend on that day without calling the appropriate program personnel, he/she will be assessed another unexcused absence.

Make-up days and times will be scheduled at the discretion of the clinical coordinator.

Incomplete Make-up Time

The program faculty at UA Fort Smith understands that circumstances beyond a student’s control may interfere with completing certain requirements of this program in the time frame given. If this becomes a stumbling block, students should schedule an appointment with the DMS Program Director to discuss possible alternatives. Only under extreme cases will adjustments or other arrangements be made. This decision will rest entirely with the DMS Program Director. In the event a student is given additional time to complete make-up clinical time, the program director and/or clinical coordinator will complete a probation contract to be agreed upon and signed. If the student is unable to fulfill this contract, he/she will be dropped from the program. A sample of this contract is found in the Forms section of this manual.

Advanced Make-up Time

As a general rule, students may NOT accumulate clinical hours in advance for future time off.

The only exceptions to this policy will be:

1. Pregnancy – A student may accumulate hours prior to delivery (see pregnancy policy for additional information on pregnancy).

2. Surgery – If a necessary surgery is scheduled and the student is able to accumulate hours prior to his/her surgery.

3. Other special circumstances – These will be evaluated on a case-by-case basis.

If a student qualified for advanced make-up time, arrangements will be made collaboratively with the student, clinical coordinator, and clinical instructor.
Emergency Information

It is the student’s responsibility to provide his/her current address, telephone number, and person to call in case of an emergency to the program faculty. This is necessary for notification of family in case of an emergency or if there is a need to contact the student concerning classes or labs.

Cancellations (Severe Weather)

When the University officially cancels classes due to snow or other severe conditions, the following procedures will be followed:

A. The students are not required to go in to the clinical site that day; however clinical hours cannot automatically be awarded.

1. If the student is able to reach his/her clinical site, he/she would work the normal number of clinical hours scheduled for that day.

2. If the student is unable to reach his/her clinical site, he/she MUST contact program personnel as outlined under “Absences.” Any clinical time missed must be made up by the end of the semester. The student will not be penalized as long as the clinical time is made up.

B. The students are also not required to attend classes that day. Occasionally, students can expect an extra class to be scheduled to make up for cancellations.

Vacations/Holidays

Students will not be required to work during normal vacation periods. However, vacation periods can, and should be, utilized for make-up purposes. Vacations in the DMS program shall be concurrent with the UA Fort Smith academic calendar as published in the current university academic catalog.

Students desiring to take a vacation must utilize vacation periods only. Absences due to other than normally scheduled vacations will be subject to the unexcused absence policy described previously.
Dress Code

The student is expected to be neat in appearance with clean uniform and shoes. Daily Personal Hygiene is Required. This will include oral hygiene, daily bathing, and use of an effective deodorant. Any deviation is considered improper uniform. If the student is not in the proper uniform, he/she will be sent home and time missed will be made up the same day. The following dress code is required for all students while at the clinical site.

Uniform
Surgery scrubs will be the uniform for all sonography students. DMS students will have their own distinctive color. A white T-shirt (or sleeveless tank top) may be worn under the scrub top as long as the sleeves do not extend below the scrub top sleeves or extend below the bottom of the top.

Shoes
White athletic shoes or white nursing shoes are acceptable. Shoes should be comfortable. Shoes should be clean and in good repair at all times. If not in good repair, they should be replaced.

Socks
White socks are to be worn exclusively.

Hair
Hair must be clean, neatly arranged and kept off the collar. Extreme hairstyles are inappropriate. Long hair may be secured by a hair clip or barrette (discrete and neutral in color) and off the collar.

Facial Hair
A mustache or beard is permitted so long as it is kept short and neatly trimmed.

Fingernails
Nails should not extend beyond the fingertips, and should be kept clean. Nail polish is acceptable when kept in good repair and restricted to pale pink or clear colors. Artificial nails or overlays are strictly prohibited.

Tattoos
Tattoos must be covered at all times while involved in clinical education, community service or any other activity in which the program is participating.

Jewelry
Limited to a wedding band and/or engagement ring, watch, and one small stud earring in each ear. All other jewelry is not allowed during clinical education hours.

Cosmetics and Perfumes
Facial cosmetics used in moderation are acceptable. In clinical settings, the use of cologne and perfumed bath soaps and powders are inappropriate.
Violations of the Dress Code

Dependent upon the degree and nature of the violation(s) of the dress code, the following may occur:
Steps/Sequence –

1. Verbal warning and documentation in the student’s file
2. Written warning placed in the student’s file
3. Action – removal from the clinical site until violation is corrected. All clinical time missed will be made up that same day (program administration will determine feasibility), and written documentation will be placed in the student’s file.
4. Action – same as above PLUS – PROBATION CONTRACT
5. Action – Dismissal

Name Badge

UA Fort Smith photo identification name badges will be made during your first semester of the DMS program. Arrangements will be made by your instructor at no cost to you. If for any reason a name badge is lost, the student should report this to a program faculty member who will instruct the student in what they will need to do. Students will wear their name badges during all clinical experiences.
Student Employment

Students in the UAFS- DMS program are eligible to work in a medical imaging department but may not skip class or clinical education regardless of employer pressure. DMS class and clinical schedules are available to students at least one semester in advance. Students should work with employers in setting work schedules.

The distinction between “on the clock” and “clinical education time” must be strictly adhered to. When on clinical education time, students may NOT be substituted for regular staff or paid for clinical education. Consequently, students employed and “on the clock” may NOT use any of that time as clinical education time. Violation of this policy may result in immediate probation.

Student Pregnancy

Due to the number and variety of courses in the curriculum, and the importance of maintaining a rational schedule through the various assigned areas without interruption, students enrolled in this program are strongly encouraged NOT to become pregnant during the five (5) semesters of their training. However, should a student become pregnant, the student has the right to voluntarily disclose the condition to the DMS Program Director. This disclosure must be in writing. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant.

Following the voluntary written disclosure to the DMS Program Director, the student should:

A. Submit a statement from her physician verifying pregnancy and expected due date. The statement should include the physician’s recommendation as to which of the following options would be advisable:

   1. Withdrawal from the program
   2. Continued full-time status with no modifications.

B. Submit in writing the student’s choice of the above options within 48 hours following the presentation of the written disclosure. If withdrawal from the program (option 1) is selected, no other action is required.

   If option (2) is chosen, the student will:

C. Report to the clinical instructor or DMS Program Director if she feels that she is working in an unsafe area or under conditions she feels are detrimental to herself or the fetus.

D. Be informed that all attendance, absence, and make-up policies will be equally enforced.
Insurance Coverage and Accidents

A. Liability
The university maintains liability insurance for all students and staff while working in the clinical education site.

B. Health
Students are encouraged to carry their own health insurance. The university does not have health insurance available for students.

C. Worker’s Compensation
Students enrolled in the DMS Program are not employees of the clinical education site and are, therefore, NOT covered by the Worker’s Compensation Act.

D. Accidents
If a student is injured at the clinical site, he/she must notify the clinical instructor immediately. Students must fill out a written accident report as soon as possible following any accident or injury (see Forms section). In addition, a hospital accident report form should be completed. Since forms vary in the different clinical education sites, the administrative director and the DMS Clinical Coordinator must be notified no matter how minor it may seem. Sending a copy of the accident report to the DMS Program Director will satisfy this requirement. **Students are responsible for any expenses incurred as a result of injury.** If an injury results in the student being unable to complete his/her shift, make-up time will be assessed.

E. Emergency Treatment
Hospital policy will prevail. **All costs for any treatment received will be borne by the student. Students are prohibited from soliciting free medical advice or service by personnel or clinical sites.**

Communicable Disease Policy

Students should use surgical gloves for all procedures in which there may be contact with body fluids (urine, blood, excretion, saliva, etc.). Most contacts will be on patients who have not yet been diagnosed and, therefore, the precautionary procedure of wearing gloves is most important. Students will use strict isolation technique if the patient has been diagnosed as having a contagious disease. Students must follow infection control procedures as outlined in the policy manual at the clinical site.

In addition to these precautions, all students are required to have completed the Hepatitis B vaccine series by the spring I semester. This requirement is for the student’s protection and is a result of recent OSHA regulations. Facilities providing the vaccination will be discussed by the program faculty and related to the students. Students are required to either provide
documentation of vaccination or sign an affidavit refusing the inoculation. This waiver form is located in the front of this manual.

If a student has been accidentally exposed to a communicable disease, he/she shall report it immediately to the clinical coordinator and the clinical instructor. Appropriate measures will be taken. The clinical instructor or clinical coordinator will prepare an Incident Report to be signed by the student. Each student is required to adhere to the Communicable Disease Policy at the clinical site to which they are assigned.
Clinical Laboratory Scanning Policy

During ISS 3102 (Clinical Lab Practice), students scan each other in order to learn proper scanning techniques, normal anatomy and proper use of sonographic instruments and equipment. Students must scan during scheduled lab times and all students are encouraged to participate as the “patient” during scheduled labs. If a student does not wish to be scanned during the scheduled lab times, it is their responsibility to notify the course instructor prior to the scanning lab. Students’ grades and evaluations are not affected by participation or non-participation as a “patient” during labs. In addition, any graded lab assignments will be organized by the course instructors to ensure that every student has a model to scan.

All students are encouraged to utilize the ultrasound lab for scanning practice. Open scanning labs are available – see the Campus Diagnostic Medical Sonography Laboratory Usage Policy (as posted in lab). However, students that require instructor assistance with their scanning practice are encouraged to schedule an appointment in advance, so that the instructor can ensure their availability. All students attending open scanning labs must bring a “patient”. The volunteer must understand the clinical labs are for educational purposes only and are not diagnostic. Before receiving a scan, each volunteer must read and sign a consent form. If a sonography student finds an abnormality while performing a scan in the clinical lab, the student must not inform the volunteer patient of their findings. Students must report any abnormal finding(s) to the program faculty. Program faculty will inform the volunteer patient that an official ultrasound should be done for clarification at a medical facility.

Under no circumstances may the sonography students perform an obstetrical scan of any pregnant woman in the UAFS clinical lab without permission of the program faculty. Every pregnant woman scanned in the UAFS clinical lab must have a signed note from their physician that states the pregnant woman has had a normal 2nd trimester ultrasound and has permission to have another ultrasound performed by the UAFS sonography students.

Campus Diagnostic Medical Sonography Laboratory Usage Policy

The Diagnostic Medical Sonography (DMS) campus laboratory is for the DMS students to have outside scanning practice. The DMS students are encouraged to use the laboratory as often as possible. The following guidelines must be followed when using the laboratory.

1. Laboratory practice must be booked through the DMS Program Director or the DMS Clinical Coordinator. You must provide the name of the scanning volunteer when scheduling the appointment.

   Appointments for the scanning lab are to be scheduled when sonography faculty are available (i.e., instructor’s office hours). However, students that require instructor assistance with their scanning practice are encouraged to schedule an appointment in advance, so that the instructor can ensure their availability.

   Note: Appointments must be scheduled before 5 p.m. as the Pendergraft Health Science Building closes at that time.
2. Each student has the right to refuse to be a volunteer subject for lab practice; however, it
   is encouraged all students participate.

3. **ALL OB volunteers must** have a signed note from their OB doctor stating the volunteer
   has had a normal 2nd trimester ultrasound AND permission that they can have an
   ultrasound by students at UA Fort Smith. This **note must be turned in** to the DMS
   Program Director of the DMS Clinical Coordinator **prior** to the sonogram.

4. Should a problem arise with any equipment while in the laboratory, inform the faculty as
   soon as possible.

5. No eating or drinking in the laboratory.

6. Turn off equipment and accessories before leaving the laboratory.

7. Change the sheet and pillow case before leaving the laboratory.

8. Turn off lights before leaving the laboratory.

9. Pick up after yourself; keep the laboratory clean and orderly at all times.
Introduction

The University of Arkansas – Fort Smith College of Health Sciences (CHS) recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the healthcare profession. We are committed to protecting the safety, health and welfare of faculty, staff, students, and people who come into contact with them during scheduled learning experiences. The CHS strictly prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.

Any CHS student, who is taking pain or other behavior-altering medications, must provide a medical release from the prescribing physician to the Program Executive Director. Any CHS student who exhibits behaviors (as identified in Appendix A) is subject to testing for cause.

Any CHS student who tests positive for illegal, controlled, or abuse-potential substances, and who cannot produce a valid and current prescription for the drug, will be subject to disciplinary action as specified in the Policy for the Prevention and Management of Substance Abuse.

Any CHS student who is aware that another CHS student is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to a CHS faculty member immediately. It is the ethical responsibility of all to ensure that the integrity of the profession and the institution remain in good standing.

The intent of the Policy for the Prevention and Management of Substance Abuse is to identify chemically impaired students. The Policy also attempts to assist the student in the return to a competent and safe level of practice and to achieve his/her educational and professional goal. Emphasis is on deterrence, education, and reintegration. All aspects of the policy are to be conducted in good faith with compassion, dignity and confidentiality.

As a condition of enrollment, each student will sign a Release Form (Appendix B) agreeing to adhere to the Policy for the Prevention and Management of Substance Abuse. Failure to adhere to the conditions specified in this policy will result in dismissal from your CHS program. This Policy is in alignment with the UA FS Philosophy. See University Catalog for further information.

Substances-Substance-related disorders are listed in the Diagnostic and Statistical Manual of Mental Disorders, fourth edition, (DSM-IV). Substances of abuse are grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylocyclohexylamines and sedatives, hypnotics or anxiolytics. The CHS has the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances.
Testing Procedures

When Testing May Occur: The CHS will require a student to submit to drug testing under any or all of the following circumstances:

Upon conditional admission to any CHS program beginning on or after January 1, 2012. Random testing as required by the clinical agencies.
For cause (see Appendix A).
As part of a substance abuse recovery program.

STUDENTS WHO REFUSE TESTING OR DO NOT SUBMIT TO TESTING IN THE 2 HOUR TIME FRAME WILL BE IMMEDIATELY DISMISSED FROM THE CHS PROGRAM.

The student is responsible for the cost of required drug screens, for MRO (Medical Review Officer) consultation, and/or split sample analysis. The student, if tested for cause, will be required to arrange for alternate mode of transportation (e.g., family or taxi) rather than self-transport.

Testing Facility: The CHS has identified Cooper Clinic (a SAMHSA2-approved laboratory) to perform testing utilizing the agency's policies. The clinic is located at 4300 Regions Park Circle (Appendix C). The CHS will use an MRO who will review and interpret test results and assure (by telephone interview with each donor whose test is lab positive) that no test result is reported as positive unless there is evidence of unauthorized use of substances involved.

Sample Collection: The collection techniques will adhere to the guidelines in accordance with US Department of Transportation 49 CFR Part 40 following chain of custody protocol. An observed specimen will be collected by the designated lab. If warranted (testing for cause or random), the student will submit appropriate laboratory specimens, within a two-hour time frame, in accordance with the University of Arkansas – Fort Smith CHS Policy for the Prevention and Management of Substance Abuse. The Program Executive Director will be notified of the results within 48 hours.

Positive Results: Test results will be considered positive if substance levels, excluding caffeine and nicotine, meet or exceed established threshold values for both immuno assay screening and gc/ms confirmation studies, and the Medical Review Officer Verification interview verifies unauthorized use of the substance. Split samples are saved at the original lab and may be sent to another SAMHSA-2 approved lab for additional testing at the student’s expense. If any one laboratory is positive for substances classified in the DSM-IV, the decision will be immediate suspension from the program.

Confidentiality

All testing information, interviews, reports, statements and test results specifically related to the individual are confidential. The Program Executive Director or designee will receive drug test results from the lab, and only authorized persons will be allowed to review this information. Records will be maintained in a safe, locked cabinet and/or password protected electronic database. While the issues of testing are confidential within the university
community, the information regarding substance abuse and rehabilitation may need to be shared with the licensing agency upon application for licensure. (Reference: Confidentiality issues forbid the CHS from disclosing drug/alcohol information about the student according to guidelines of US Department of Transportation 42 CRF Part 2).

**Treatment, Referral, & Readmission**

The outcome of a positive drug screen will constitute immediate suspension from the CHS program. The Program Executive Director will refer persons identified as having substance abuse problems for therapeutic counseling for substance withdrawal and rehabilitation. A student will not be denied learning opportunities based on a history of substance abuse. The readmission process for a student who has previously tested positive for substance abuse will include:

- Demonstrated attendance at AA, NA, or a treatment program of choice from a legitimate substance abuse counselor for a one year period of time. Evidence of participation must be presented to the CHS by the student. Acceptable evidence shall include: a written record with the date of each meeting, the name of each group attended, purpose of the meeting, and the signed initials of the chairperson of each group attended, plus any pertinent information.
- Demonstration of at least one year of abstinence immediately prior to application through random drug screening, including drug of choice.
- Letters of reference from all employers and sponsor within the last year.
- A signed agreement to participate in monitoring by random drug screening consistent with the policy of the CHS and the clinical agency where assigned client care. The student is required to pay for testing.
- Abstinence from the use of controlled or abuse potential substances (and/or alcohol) except as prescribed by a licensed practitioner from whom medical attention is sought. The student shall inform all licensed practitioners who authorize prescriptions of controlled or abuse potential substances of student’s dependency on controlled or abuse potential substances, and student shall cause all such licensed practitioners to submit a written report identifying the medication, dosage, and the date the medication was prescribed. The prescribing practitioners shall submit the report directly to the Program Executive Director or designee within ten (10) days of the date of the prescription.
- If a student is readmitted to the nursing program and a positive test for substance abuse is found, the student will be dismissed from the program and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the CHS program.
- Readmission to any CHS program will constitute completing the regular admission process to begin any program and acceptance is determined in the same manner as all other students seeking admission.

**Appeal Process:**
An explanation of the Appeal Process can be found in the UAFS University Catalog at:


And/or the UAFS Student Handbook Code of Conduct

http://www.uafortsmith.edu/attach/Life/Index/CodeofConduct.pdf

http://www.uafortsmith.edu/attach/Academics/Index/handbook.pdf
University of Arkansas – Fort Smith College of Health Sciences

Policy for the Prevention and Management of Substance Abuse

Testing For Cause

Any CHS student who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be subjected to testing. Student behaviors will be observed on campus, in the clinical agencies, and at program-related community activities. The faculty member’s decision to drug test for cause will be based on:

  Observable phenomena such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a drug.
  Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, deterioration of work performance or other behaviors as listed in Appendix “A” of “The Policy for the Prevention and Management of Substance Abuse“.
  Information that a student has caused or contributed to an accident that resulted in client injury potentially requiring treatment by a licensed health care professional.
  Conviction by a court or being found guilty of a drug, alcohol or controlled substance charge. Any student found guilty of criminal use of drug, alcohol, or controlled substance will be suspended from the CHS program.

Testing will be conducted using the following policy/procedure:

1. The faculty member will have an additional faculty member or staff confirm the student’s suspicious behavior.
2. The student will be required to leave the area. Accompanied by the faculty member and witness to a location ensuring privacy and confidentiality, a discussion of the situation will ensue. A decision as to whether or not to drug test will be made. The discussion and outcome of the discussion will be documented and forwarded to the Program’s Executive Director.
3. If warranted, the student will submit appropriate laboratory specimens, within a two-hour time frame, in accordance with the UAFS CHS Policy for the Prevention and Management of Substance Abuse and clinical agency policies. Failure to submit for testing within the two hour time frame will result in immediate dismissal from the CHS Program.
4. If the clinical agency initiates random or for cause drug screening, the student will follow clinical agency policy on suspected substance abuse.
5. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees, as designated by the Program’s Executive Director or the Dean of the CHS.
6. If the laboratory test is negative for substances classified in the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return to class without penalty. Arrangement to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).
7. If any one laboratory test is positive for substances classified in the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV), the student will be immediately suspended from the CHS program.
8. Confidentiality will be maintained.
### Appendix A

#### Substance Abuse Behaviors

<table>
<thead>
<tr>
<th>Academic &amp; Clinical Performance</th>
<th>Alcohol</th>
<th>Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Frequently late and/or incomplete paperwork.</td>
<td>1. Frequently late and/or incomplete paperwork.</td>
<td></td>
</tr>
<tr>
<td>3. Lack of participation in group activities and class.</td>
<td>3. Lack of participation in group activities and class.</td>
<td></td>
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<tr>
<td>4. Fails multiple tests.</td>
<td>4. Fails multiple tests.</td>
<td></td>
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<table>
<thead>
<tr>
<th>Preferences in Assignment</th>
<th>Alcohol</th>
<th>Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Transfers to less demanding or more independent or isolated assignments;</td>
<td>1. Prefers area with high usage of drug choice, decreased patient awareness and lack of supervision; i.e., intensive care unit, orthopedics, anesthesia, nursing homes, or busy surgical units.</td>
<td></td>
</tr>
<tr>
<td>2. Does not volunteer for additional or difficult assignments.</td>
<td>2. Volunteers for evening or night clinical rotations.</td>
<td></td>
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<table>
<thead>
<tr>
<th>Absenteeism</th>
<th>Alcohol</th>
<th>Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Has frequent absences</td>
<td>1. Has frequent absences</td>
<td></td>
</tr>
<tr>
<td>2. Calls in last minute.</td>
<td>2. Calls in last minute.</td>
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<thead>
<tr>
<th>Time on Unit</th>
<th>Alcohol</th>
<th>Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Arrives late.</td>
<td>1. Arrives early; leaves late; skips lunch and breaks; appears at unusual hours.</td>
<td></td>
</tr>
<tr>
<td>2. Departs early</td>
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<thead>
<tr>
<th>Disappearances</th>
<th>Alcohol</th>
<th>Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Declines offer for meals or breaks with peers; eats on unit or eats alone.</td>
<td>1. Arrives early; leaves late; skips lunch and breaks; appears at unusual hours.</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Decreased Effectiveness</th>
<th>Alcohol</th>
<th>Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Displays inconsistent or erratic performance.</td>
<td>Same as Alcohol plus:</td>
<td></td>
</tr>
<tr>
<td>2. Fails to meet deadlines or schedules.</td>
<td>1. Charts as administered, but patients complain of incomplete relief from medications given.</td>
<td></td>
</tr>
<tr>
<td>3. Staff complains about student not carrying share of patient assignment.</td>
<td>2. Records un-witnessed or excessive breakage, waste or loss.</td>
<td></td>
</tr>
<tr>
<td>4. Patients and families complain about student’s job performance.</td>
<td>3. Signs out several PRN medications at one time; i.e., &quot;I'm going to get all my pre-ops ready now.”</td>
<td></td>
</tr>
<tr>
<td>5. Decreasing ability to make quick judgments or to accomplish routine tasks.</td>
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<tr>
<td>6. Requires more structure for assignments and activities</td>
<td></td>
<td></td>
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<tr>
<td>7. Experiences difficulty conceptualizing assignments.</td>
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<table>
<thead>
<tr>
<th>Charting and Reporting in Clinical Setting (Nursing only)</th>
<th>Alcohol</th>
<th>Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Discrepancies are indicated between the patient's and student’s reports.</td>
<td>Same as Alcohol plus:</td>
<td></td>
</tr>
<tr>
<td>2. Administers more medications than other students.</td>
<td>1. Charts as administered, but patients complain of incomplete relief from medications given.</td>
<td></td>
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<tr>
<td>3. Omits documenting interventions.</td>
<td>2. Records un-witnessed or excessive breakage, waste or loss.</td>
<td></td>
</tr>
<tr>
<td>4. Handwriting noticeably affected.</td>
<td>3. Signs out several PRN medications at one time; i.e., &quot;I'm going to get all my pre-ops ready now.”</td>
<td></td>
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<tr>
<td>5. Makes illogical comments; increased errors or omissions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol</td>
<td>Drugs</td>
<td></td>
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</tbody>
</table>
| **Appearance** | 1. Always wears uniform with pockets.  
2. Uses band-aids on hands and arms.  
3. Pupils may be constricted (narcotics), or dilated (stimulants), although need to consider multi drug use.  
4. Runny eyes or nose with clear mucous drainage.  
5. Malnourished, anorexic, signs of fluid and electrolyte imbalance (edema, dehydration). |
| 1. Uses mouthwash or strong perfume to cover alcohol odor on breath and clothing.  
2. Eyes are red, “bloodshot”, or bleary.  
3. Spider veins appear, especially around nose.  
4. Face wrinkled, flushed, and puffy.  
5. Increasing carelessness about personal appearance  
6. Unkempt; hair lacks luster.  
7. Avoids eye contact.  
8. Appears older than age.  
9. Easily fatigued.  
10. Leathery skin.  
11. Thin; fat in front with liver enlargement (weight slightly higher on frame than in obesity, which is in lower abdomen, hips and thighs). | |
| **Signs of Withdrawal** | 1. Abdominal muscle cramps.  
2. Diarrhea.  
3. Irritable; restless manner. |
| 1. Hand tremors.  
2. Poor coordination, gait.  
3. Diaphoresis.  
4. Headaches, especially in the morning or at the beginning of the shift. | |
| **Illness and Injury** | 1. Requests drug of choice for frequent injuries which require medication or elective surgery.  
2. Demonstrates low tolerance for pain and high tolerance for drugs.  
3. Experiences infections, abscesses or scar tissue from intravenous punctures.  
4. Contracts hepatitis from intravenous punctures. |
| 1. Frequent minor illnesses; vague somatic complaints (flu, virus, backache, toothache).  
2. Prone to accidents.  
4. Cirrhosis; liver malfunction.  
5. Peripheral neuropathy.  
6. Pancreatitis. | |
| **Common Characteristics** | 1. Altered states of consciousness.  
2. Demonstrates wide mood swings.  
3. Experiences difficulty in all types of relationships.  
4. Is irritable with staff, patients and family.  
5. Acts defensive and suspicious.  
6. Blames others.  
7. Lies; provides inconsistent information; rationalizes and creates elaborate excuses for behavior.  
8. Changing to a younger age group; most often observed in ages 40-45.  
9. Socializes only with persons who drink; alcohol becomes focus of all activities; becomes isolated.  
10. Demonstrates alcohol tolerance  
11. Experiences blackouts.  
12. Drinks early in the day, before parties, alone, and sneaks drinks; sensitive to comments about drinking.  
13. Uses coffee or cigarette excessively.  
14. Prone to auto accidents. |
15. May have had driver’s license suspended or revoked.
16. Changing to 40-50 age group; most often observed in late 20’s age group.
17. Spends time alone and sleeping; restricted interests.
18. Preoccupied with obtaining and using drugs.

Source: Oklahoma Nurse Assistance Program
6414 No. Santa Fe, Ste. A, Oklahoma City, OK 73116
405-840-3478
Appendix B

Policy for the Prevention and Management of Substance Abuse

Release and Acceptance Form

I, ____________________________, have read and understand the Policy for the Prevention and Management of Substance Abuse for the University of Arkansas – Fort Smith College of Health Science. I understand that I am responsible for the cost of drug screens required due to cause, for MRO (Medical Review Officer) consultation, and/or split sample analysis. I understand, if I’m tested for cause, I am required to arrange for a different mode of transportation (e.g., family or taxi) rather than self-transport.

I agree that the lab used for drug testing is authorized by me to provide results of the test(s) to the CHS Program’s Executive Director. I agree to indemnify and hold the lab harmless from and against any and all liabilities of judgments arising out of any claim related to 1) compliance of the college with federal and state law and 2) the college’s interpretation, use and confidentiality of the test results, except when the lab is found to have acted negligently with respect to such matters.

I understand that an outcome of a positive drug screen will constitute immediate suspension from my CHS program. Re-admittance to my program will follow the Program’s Readmission Criteria and Procedures Policy.

I understand that if I’m readmitted to the program and a positive test for substance abuse is found, I will be dismissed from the program and will be ineligible to return. Furthermore, I will be ineligible to receive a letter of good standing.

______________________________  ______________________________
Student Signature                  Executive Director Signature

______________________________  ______________________________
Date                             Date
Map to Testing Center

Directions Distance

There are 0.42 miles between your starting location and the beginning of your driving directions. Use maps to get from your starting location to the beginning of your route.

1: Start out going East on GRAND AVE. 0.09 miles
2: Take the I-540 W ramp. 0.24 miles
3: Merge onto I-540 W. 4.42 miles
4: Take the AR-255/ZERO ST. exit - exit number 11. 0.19 miles
5: Turn LEFT onto AR-255. 0.46 miles

Total Estimated Time: 8 minutes and Total Distance: 5.41 miles
Social Media Policy

Purpose

To communicate potential problems and liabilities associated with the use of the Internet and electronic communication systems.

Definitions
Electronic communication systems – websites or web-based services that users may join, view, and/or post information to, including but not limited to weblogs (blogs), internet chat rooms, online bulletin boards, and social networking sites including but not limited to Facebook, MySpace, Twitter, iTunes, YouTube, LinkedIn, and Flickr.

Policy

1. Individuals may not share confidential information in violation of HIPAA or FERPA related to UAFS business on electronic communication systems, including but not limited to, personnel actions, internal investigations, research material, or patient/student/faculty information. This includes sharing photos or partial information even when names of patients, students, faculty, or employees of clinical agencies are not used. This includes any activity that would cause UAFS to not be in compliance with state or federal law.

2. Individuals assume personal liability for information they post on electronic communication systems, including but not limited to personal commentary, medical advice, photographs, and videos. UAFS does not endorse or assume any liability for students’ personal communications.

3. Individuals should exercise appropriate discretion in sharing information, with the knowledge that such communications may be observed by patients, faculty, students and potential employers.

4. Individuals should not post defamatory information about others, activities or procedures at UAFS, other institutions, or clinical sites through which they rotate.

5. Individuals should not represent or imply that they are expressing the opinion of UAFS, other institutions, or clinical sites through which they rotate.

6. Individuals should not misrepresent their qualifications or post healthcare advice.

7. Since information posted on the Internet is public information, UAFS and other interested parties may review electronic communication systems for content regarding current students.

8. Employers, organizations, and individuals may monitor and share information they find posted on electronic communication systems.
9. If potentially inappropriate material has been posted on an electronic communication system, the person who discovered the material should discuss the finding with the Executive Director of Imaging Sciences.

10. Disciplinary actions will occur in compliance with UAFS Diagnostic Medical Sonography Program Professional Conduct.

**Serious Illness and Disease**

A. The student must inform the program faculty as soon as a serious illness or communicable disease is detected. A serious illness is considered to be any sickness that continues for more than two (2) weeks. A communicable disease is any disease that can be transmitted from one person to another.

B. The longevity and seriousness of the illness is evaluated to determine if the student will be able to continue with the course of study.

C. After the student is released from the doctor’s care to return to school, a plan between the student and program faculty will be made for continuation of educational activities.

**Bereavement Leave**

Up to three (3) days’ bereavement leave may be granted when a death occurs in your immediate family. Immediate family is defined as: Spouse, children, parents, mother-in-law, father-in-law, brother, sister, stepparent, step-child, grandparent, grandchild, and great-grandparent.

One day bereavement leave may be granted when death occurs in your family to include: step-sister, step-brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, step-parent-in-law, aunt, uncle and cousin.
HIV and HBV

Human Immunodeficiency Virus and Hepatitis B

In order to reduce the possibility of exposure to Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) to students, faculty, and patients, the Diagnostic Medical Sonography program will adhere to the following policy. All students are to be vaccinated for HBV and receive instructions on universal precautions and other preventive techniques for HIV.

Hepatitis B Virus – Vaccination

Students in allied health programs and faculty involved in clinical courses must present to the executive director a health record that includes one of the following:

1) evidence of immunization against Hepatitis B;
2) evidence of receipt of at least two doses of the vaccine for Hepatitis B followed later with documentation that all three doses of the vaccine have been received within eight months of the first dose;
3) a confirmed prior illness with Hepatitis B;
or
4) a signed “Hepatitis B Vaccine Waiver.”

One of the above must be presented to the DMS Program Director before the individual will be permitted to participate in clinically related learning experiences.

Guidelines for HIV Testing

A student who believes himself/herself to be at risk has an ethical responsibility to know his or her HIV status and therefore has an obligation to be tested for HIV antibody, HbeAg or HbsAg.

Testing will be voluntary, yet there may be circumstances in which the clinical agency may request testing. Confidentiality will be maintained.

Guidelines for Prevention and Management of HIV

Students will receive written and verbal information and instructions on universal precautions for blood borne pathogens in accordance with applicable CDC guidelines prior to any exposure to patients. Failure to use universal precautions may result in exposure to blood borne pathogens including Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV).

HIV Positive

If it is determined that a student is sero-positive for HIV and/or clinically demonstrating ARC (Aids related complex) or AIDS, the student should meet with the DMS Program Director and...
an attending physician to determine the health care needs of the student and the progression in
the program. Every case will be individually evaluated and confidentiality will be maintained.
Every student enrolled in the program must meet all the objectives and adhere to the class
and clinical attendance policy. Therefore, it will need to be determined that the HIV sero-positive
student can meet course objectives, perform procedures and tasks, and take care of clients who
could be a real threat to the student’s health. Also, the possible threat of HIV a sero-positive
student could pose on patients must be considered. Some students may be counseled to pursue
another career because of health risks.

**HIV-Post Positive**

Immediate antiseptic procedures should be followed after possible exposure.

If an accidental exposure occurs, faculty and students should follow the CDC guidelines for
occupational exposure. If needle stick, test for HIV to establish seronegativity first, then retest at
6 weeks, 3 months, 6 months, 1 year.

A significant occupational exposure is defined as:

1) A needle stick or cut caused by a needle or sharp that was actually or potentially
   contaminated with blood or body fluids.

2) A mucous membrane (i.e. splash to the eye or mouth) exposure to blood or body fluids.

3) A cutaneous exposure involving large amounts of blood or prolonged contact with
   blood – especially when the exposed skin was chapped, abraded, or afflicted with dermatitis.

**Accidental Exposure To Blood Or Body Fluids**

Exposure is defined as a percutaneous injury, contact of mucous membranes, or contact of non-
intact skin with blood or other body fluids or tissues that may potentially contain blood borne
pathogens.

In the event of accidental exposure of students or faculty, the following steps are to be instituted:

1. Wound Care/First Aid
   a. Clean wound with soap and water
   b. Flush mucous membranes with water or normal saline solution
   c. Other wound care as indicated

2. The exposure will be documented on the incident form that is used by the agency in which
   the exposure occurred.

3. The completed incident report form will be submitted to the appropriate agency
   representative.
4. The person who is exposed to blood or body fluids will be referred for medical care and/or appropriate testing; however, the decision to obtain medical care or testing will rest solely with the person experiencing the exposure. The health care options available for students or faculty include, but are not limited to:

   a. the emergency or outpatient department of the agency in which the exposure occurred (at personal expense);
   b. the county health department;
   c. the private physician of the individual’s choice;
   d. Arkansas AID’s Foundation.

   It is vital the students understand that they are responsible financially for any expenses incurred in the course of treatment or testing. Neither UA Fort Smith nor the clinical agency will assume any liability (financial or otherwise), regarding the exposure incident.

5. If the exposed individual chooses to seek medical care and/or testing, all pre and post testing counseling will be provided by the health care provider conducting the testing.
Professional Conduct

Classroom

Students are expected to perform on an adult level. Each student must take the responsibility for his/her own actions, successes, and failures. If a student disagrees with the instructor, that student should ask questions in a non-challenging manner. Students should be seeking information in order to learn and understand and not to challenge the instructor’s authority.

Anyone caught cheating or falsifying information, whether on a test, assignment, clinical documentation, or written and/or verbal disclosures, will receive a zero for a test or assignment and will be immediately placed on probation. Other intentional misrepresentations will be addressed on an individual basis with consequences dependent upon the severity of the infraction. Actions may include immediate dismissal.

Students are expected to come to class and/or lab prepared for that day’s lesson. Preparedness includes reading the assigned material, preparing assignments on time, and bringing necessary books and materials to class or lab. Tardiness will not be tolerated. Habitual tardiness is a sign of a poor attitude. Tardy students disrupt the class and can interrupt the learning of other students.

Clinical

The clinical site reserves the right to refuse acceptance of any student who is involved in any activity not considered professional or conducive to proper patient care. Students are expected to conduct themselves in a professional manner at all times. Undue conversation, excessive noise, dirty jokes, gossip, and loitering are unprofessional behaviors and should be avoided. Do not discuss personal problems with patients or staff. No personal telephone calls are to be made or received during clinical hours unless it is an emergency. Do not seek free medical advice for yourself or family while in clinicals. Do not chew gum while in clinicals.

REMAIN BUSY! Take initiative to find something to do. Cleaning and stocking of the examination rooms or filing are helpful jobs. Be courteous to your patients and staff. Maintain a cooperative and uncomplaining attitude. Professional attitude and behavior are factors considered in recommendations for future employment. Do NOT compare one clinical site to another. Each facility has its own uniqueness.

All hospital and clinical records are kept confidential. Any request for information concerning a patient should be referred to the clinical instructor. Do not discuss patients and their problems with anyone else unless authorized by the clinical instructor.
The student who is preparing to be a health care professional is expected to conform to certain standards. The following guidelines for professional conduct are expected to be demonstrated by all sonography students. Each student is expected to:

1) Demonstrate **responsibility** and **accountability for decisions and actions**.

2) Apply **knowledge of legal and ethical** aspects in implementing patient care.

3) Seek guidance and assistance when personal limitations are reached.

4) Be **responsive to constructive criticism** and attempt to **alter behavior**.

5) Demonstrate **punctuality** for both classroom and clinical education.

6) Demonstrate **preparedness** for both classroom and clinical education.

7) Recognize the **patient's rights** to privacy, confidentiality, and dignity.

8) Demonstrate **self-direction** and professional growth through exploration and utilization of available resources.

9) Demonstrate a **positive attitude (verbally and nonverbally) in the clinical and academic setting**.

10) Perform any exam when “asked” or instructed to do so by the clinical staff **under direct or indirect supervision according to the student’s competency level**.

11) Demonstrate preservation of health, welfare, and safety of patients, hospital staff, instructors, or other students and/or self.

**Unprofessional Conduct**

The following behaviors are considered unprofessional conduct and will place the student in the counseling pathway that may result in dismissal from the program.

1) Lying or cheating.

2) Disrespect toward program faculty, classmates, clinical staff, UA Fort Smith faculty/staff, or patients.

3) Unauthorized possession of an exam.

4) Plagiarism.

5) Inaccurate recording, falsifying or altering of patient information.
6) Illegal possession, sale, or distribution of drugs or other wrongful conduct relating to drugs.

7) Illegal possession of weapons.

8) Theft.

9) Charges and/or conviction of a felony.

10) Excessive tardiness or absenteeism.

11) Violating the confidentiality of information or knowledge concerning the patient.

12) Use of profanity in clinical area.

13) Undue conversation, excessive noise, dirty jokes, gossip, and loitering.

14) Repeated violation of the dress code.

15) Any activity that would jeopardize the health safety, and/or welfare of the patient, the hospital staff, instructor, other students, or self.

16) Being under the influence of mind-altering drugs, use of illegal drugs, and/or the use of alcohol while in class, the clinical area, or representing the University or DMS program in public.

17) Misappropriation of supplies, equipment, and drugs.

18) Leaving a clinical assignment without properly advising appropriate personnel and instructor.

19) Discriminating in the rendering of services as it relates to human rights and dignity of the individual.

20) Committing an act that a reasonable and prudent student would not perform at his/her level in the program.

21) Omitting an act that a reasonable and prudent student would be expected to perform at his/her level in the program.

22) Failure to disclose errors to the hospital responsible party and clinical instructor.

23) Conduct detrimental to public interest.

24) While caring for a patient, engaging in conduct with a patient that is sexual or may be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient, or engaging in sexual exploitation of a patient.

25) Violation of the Social Media Policy.
NOTE: Students in the sonography program are subject to the academic and disciplinary rules and regulations of UA Fort Smith.

Grounds For Probation And Dismissal

Students in the DMS program are required to strive to do their best and to display the professional attitude necessary to promote a positive image of sonography to patients, fellow students, technologists, physicians, the university, and the general public. However, if a student fails to abide by the policies and procedures of this manual, they have failed to promote a positive image of their would-be profession, and thus may become subject to probation and/or dismissal.

Removal from a Clinical Education Center

A student may be removed from a clinical education center at the request of the clinical instructor and the administrative director of the affiliate. The request must be in writing and must contain the following items:

1. Objective reason(s) for the request.
2. Documentation of efforts to correct the situation.
3. The results of these efforts, and
4. Any other information supporting the request.

The following reason(s) may be considered as grounds for removal from a clinical affiliate:

1. The student has received three incident reports while at that clinical education center.
2. The student has demonstrated flagrant abuse of hospital policies and procedures.
3. Alcohol and drug abuse while at the clinical site will also result in dismissal from the program.
4. Irreconcilable personality difference.
5. Chronic poor performance which may be characterized by an excessive repeat rate, failure to progress, poor listening and communication skills, and/or consistent failure to follow directions and departmental routines, excessive absences, or
6. Any other circumstances which demonstrate poor student performance overall.

Probation Guidelines

A student may be placed on probation if an infraction of any of the various manual policies occurs. An “Unsatisfactory Performance Contract” (probation form) will be completed by the student, the faculty, the clinical coordinator, and the DMS Program Director. (See the Forms section of this manual).

Probation will extend to the length of time designated on the contract and/or the satisfaction of the conditions of the contract agreed upon by the parties above.
The following infractions will cause the student to be placed on probation:

1. The student receives less than a “C” in a course in the DMS curriculum not containing an IS or ISS prefix.
   - Probation will extend one semester during which time the student must repeat the course (or its equivalent) and earn a “C” or better.

2. The student receives a clinical rotation evaluation of less than 75%.
   - Probation will extend through the following semester and the completion of the subsequent semester’s, and clinical rotation evaluations of 75% or above.

3. A student receives a semester evaluation of less than 75%.

4. A student is removed from one clinical affiliate due to unsatisfactory performance at the request of the clinical instructor and the administrative director (request must be made in writing).
   - Probation will extend until completion of the DMS Program in this instance.

5. A student is performing below standards in one or more areas of his/her training, both academically and clinically, which includes but is not limited to student’s clinical rotation, evaluations, and annual student evaluations.
   - Probation will be applied and extended at the discretion of the clinical coordinator and/or DMS Program Director.

6. Chronic poor performance in either the clinical or didactic aspects of a student’s education which may include:
   - 2 more clinical site complaints
   - excessive absenteeism/tardies
   - poor communication skills, including undue conversation, excessive noise, dirty jokes, gossip, etc.
   - lack of respect toward program faculty, university faculty and staff, clinical staff, patients, and fellow classmates
   - or other circumstances which inhibit successful completion of the program.

**Dismissal Guidelines**

A student may be removed from the program based on various infractions of policies outlined in the *Diagnostic Medical Sonography Program Policy and Procedure Manual* and the *Clinical Handbook*. The authority to dismiss a student from the program rests solely with the DMS Program Director.

The following infractions are grounds for removal from the program:

1. **Academic Dishonesty:**
   This includes cheating, plagiarism, or any other attempt to use someone else’s work as one’s own. Any student guilty of this may also be subject to expulsion from the university.

2. **The student receives a grade of less than a “C” in any course in the Diagnostic Medical Sonography program with an IS or ISS prefix.**

3. **The student receive a second clinical rotation evaluation of less than 75%.**

4. **A student is removed from a second clinical affiliate at the written request of the clinical instructor and the administrative director due to unsatisfactory performance.**

5. **The failure to respect patient confidentiality (HIPAA).**

6. **Documented patient endangerment.**

7. **The failure to satisfactorily complete the conditions outlined in an “Unsatisfactory Performance Contract.” (complete for probation status)**

8. **The failure to earn a grade of “C” or better in a sonography curriculum course (not an IS or ISS prefix) on the second attempt.**

9. **More than two consecutive incomplete grades given in the DMS curriculum.**

10. **Drug and/or alcohol abuse.**

11. **Any infraction resulting in expulsion from the university.**

12. **Violation of any DMS policy while on probation.**

13. **Two or more documented complaints of undue conversation, excessive noise, dirty jokes, gossip and/or loitering.**
Grievance Procedures

If a student feels he/she has been unfairly treated or evaluated, he/she has the right to have the matter investigated further through informal and formal grievance procedures. Grievance procedures should not be requested frivolously and should be followed in the correct sequence outlined below.

Informal Grievance

Informal grievance procedures should usually be the first method employed to rectify any problems a student has specific to the program.

The following general guidelines should be used by students and program personnel when dealing with procedural problems:

1. If possible, address the problem at its source first. For example, if a misunderstanding arises between a student and a staff sonographer, or a student and another student, steps should be taken by one of the involved parties to rectify the situation independently without any further intervention.

2. If no success is met employing Step #1 above, the student should take the problem to his/her clinical instructor or faculty member, outlining the situation as objectively as possible. The clinical instructor will document and/or rectify the situation at his/her discretion.

3. If a student is still not satisfied with the results, he/she may request input from the clinical coordinator. The clinical coordinator will attempt to gather information from all involved parties. He/she may also choose to document the situation at his/her discretion, depending on the seriousness or sensitiveness of the occurrence.

4. If all of the above channels have been exhausted, the student can request a hearing with the DMS Program Director. At this level, all such hearings will be documented and kept in the student’s personal file at the university. In general, the DMS Program Director’s decision is final. If the student still is not satisfied, formal grievance procedures must be employed. (See Formal Grievances below).

5. If a student is unhappy with an academic grade he/she has received, he/she should discuss this with the appropriate instructor first, entering into the informal grievance process at the appropriate step.

Formal Grievances

Formal grievance procedures are to be used when informal procedures have been exhausted or are inappropriate. The student filing a formal grievance must follow these procedures sequentially. The general guidelines are provided below:
To begin formal grievance proceedings in the DMS program, the student must submit a request for a formal hearing (in writing) to the DMS Program Director within three working days following the final action taken through informal proceedings. This letter should contain the following items:

1. The specific injury to the student.
2. The date(s) on which the injury occurred.
3. Name(s) of person(s) involved.
4. Measures taken by the student to rectify the particular incident being grieved, and
5. Any other information which may be pertinent to the situation.

The DMS Program Director will review the formal request to determine its merit and to ensure that all other avenues have been exhausted by the student. An answer and/or decision will be issued to the student in writing within seven working days after receiving the written request. Copies of all correspondence will be maintained in the student’s program personal file.

If the student wishes to pursue the matter further, he/she is required to follow the formal grievance proceedings listed below. Each step should be initiated with a written request for a formal hearing within three working days of the previous action taken to each individual in the “chain of command.”

1. DMS Program Director
2. Executive Director of Imaging Sciences
3. Dean of the College of Health Sciences
4. Provost/ Vice Chancellor for Academic Affairs
The Disciplinary Action

All levels in the disciplinary action process are documented and kept in the student’s personal file.

1. Removal from Clinical Education Site
   Form: Written letter
   Required Signatures: Clinical Instructor or Administrative Director
   To: DMS Program Director
   Guidelines: Contained on Page 61 of this manual
   Use: Clinical Performance Problems

2. Probation
   Form: Unsatisfactory Performance Contract
   Required Signature: DMS Program Director
   Clinical Instructor (if applicable)
   Guidelines: Contained on Page 61 of this manual
   Use: Clinical and Didactic Performance Problems

3. Dismissal
   Form: Written report by DMS Program Director with supporting documents
   Required Signatures: Executive Director of Imaging Sciences
   Guidelines: Contained on Page 63 of this manual
   Use: Clinical and Didactic Problems
THE GRIEVANCE PROCESS

Instructor → Student → Source

Clinical Instructor

DMS Program Director

Executive Director of Imaging Sciences

Dean College of Health Sciences

Chief Operating Office/Provost

Informal

Formal Procedures: All requests must be in writing.
**Miscellaneous Policies**

Policy guidelines for the following issues are outlined in the UA Fort Smith *Student Handbook & Code of Conduct and* will be maintained by this program.

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FORMS

All forms included in this section may be photocopied for use if the form is not immediately available at the Clinical Education Site. Please check to be sure each appropriate party receives a copy as indicated for those forms requiring distribution.
COUNSELING RECORD

STUDENT NAME: ___________________________ DATE: _________________

FACULTY NAME: ___________________________ COURSE: _________________

On ________________, I met with the faculty to evaluate my conduct. The conditions of possible further disciplinary action or the conditions to remain in the program have been discussed with me.

This written statement is a (n):

☐ Academic Alert  ☐ Oral Warning  ☐ Written Warning  ☐ Critical Incident  ☐ Probation Contract

Conduct/Violation of Program Policy: __________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Guidelines to Correct Conduct: ________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

__________________________________________________________________________
Timeframe for correction of conduct to occur: __________________________________________
________________________________________
________________________________________

Consequences of non-compliance with guidelines: ______________________________________
________________________________________
________________________________________
________________________________________
________________________________________

Student Comment: _________________________________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

Student’s Signature: ___________________________________________ Date: ________________
(The signature only verifies I have been counseled regarding the above conduct, not that I agree.)

Faculty Signature: ___________________________________________ Date: ________________

Program Director Signature: ___________________________________________ Date: ________________

I have satisfactorily met the conditions of this contract. I am aware that I may remain in the program until that time in which I might again fail to meet the objectives and goals of the program.

Student's Signature: ___________________________________________ Date: ________________

Faculty Signature: ___________________________________________ Date: ________________

Program Director Signature: ______________________________________ Date: ________________

I have not met the conditions of this contract. I am aware that this results in: [ ] placement on probation or [ ] dismissal from the program.

Student’s Signature: ___________________________________________ Date: ________________

Faculty Signature: ___________________________________________ Date: ________________

Program Director Signature: ______________________________________ Date: ________________
University of Arkansas - Fort Smith
Diagnostic Medical Sonography Program

Accident Report

This report is to be used to record ALL details of an accident or mishap involving a student. This report should be completed immediately so that the circumstances surrounding the event will be documented accurately. After completion of this report a copy should be sent to the DMS Program Director. The clinical site’s administrative director and the DMS Program Director should be notified regardless of how minor it may be.

Date_________________ Time_____________ Location____________________

Description of the event:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

(If a patient was involved)
Patient’s Name__________________ Hospital ID _______________________
Age___________ Doctor______________________________

Actions taken and/or persons notified:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

This report was discussed with me:

Student Signature__________________________ Date________________________

Clinical Instructor________________________ Date________________________

Administrative Director____________________ Date________________________
University of Arkansas Fort Smith Diagnostic Medical Sonography Program

**Statement Of Medical Options Following Exposure To Body Fluids**

**Complete After Exposure**

You have been exposed to blood or body fluids. Realizing that several diseases, including HIV and Hepatitis, are transmitted via blood and body fluids, we the faculty of the DMS Program, strongly recommend that you seek medical care. Medical care options include, but are not limited to:

1. the emergency or outpatient department of the agency in which the exposure occurred (at personal expense);

2. the county health department;

3. the private physician of your choice;

4. the Arkansas AIDS Foundation.

It is vital that you understand that YOU ARE RESPONSIBLE FINANCIALLY FOR ANY EXPENSES INCURRED IN THE COURSE OF TREATMENT OR TESTING. NEITHER UA FORT SMITH NOR THE CLINICAL AGENCY WILL_ASSUME ANY LIABILITY (FINANCIAL OR OTHERWISE) REGARDING THE EXPOSURE INCIDENT.

I have read the above and understand the options and financial responsibilities.

________________________________________________________________________
Signature                                Date
SDMS Position Statement

Code of Ethics for the Profession of Diagnostic Medical Ultrasound

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

1. To create and encourage an environment where professionals and ethical issues are discussed and addressed.
2. To help the individual diagnostic medical sonographer identify ethical issues.
3. 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:

A. Provide information to the patient about the purpose of the sonography procedure and respond to the patient’s questions and concerns.

B. Respect the patient’s autonomy and the right to refuse the procedure.

C. Recognize the patient’s individuality and provide care in a non-judgmental and non-discriminatory manner.

D. Promote the privacy, dignity and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.

E. 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).”

F. Promote patient safety during the provision of sonography procedures 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:

A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
B. 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); http://www.noca.org/ncca.ncca.htm or the International Organization for Standardization (ISO); http://www.iso.org/en/ISOOnline.frontpage.

C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.

D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.

E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and recredentialing.

F. Perform medially indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.

G. Protect patients and/or study subjects by adhering to oversight and approval or investigational procedures, including documented informed consent.

H. Refrain from the used of any substances that may alter judgment or skill and thereby compromise patient care.

I. 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:

A. Be truthful and promote appropriate communications with patients and colleagues.

B. Respect the rights of patients, colleagues and yourself.

C. Avoid conflicts of interest and situations that exploit others or misrepresent information.

D. Accurately represent his/her experience, education and credentialing.

E. Promote equitable access to care.

F. Collaborate with professional colleagues to create an environment that promotes communication and respect.

G. Communicate and collaborate with others to promote ethical practice.

H. Engage in ethical billing practices.

I. Engage only in legal arrangements in the medical industry.
J. 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.

Approved by SDMS Board of Directors, December 6, 2006
The Gordon Kelley Academic Success Center

The concern of UAFS for the individual student is reflected in the Gordon Kelley Academic Success Center, which provides programs designed to meet individual student needs not met through the general curriculum. Supplemental materials, free group tutoring for many UA Fort Smith courses, core-skills instruction, motivational programs, and learning programs are all provided to encourage student success. Faculty members provide the supplemental materials, which may consist of class notes and sample tests, textbook-based CDs and DVDs, and additional forms of computer-aided instruction. Free group tutoring is provided for many UA Fort Smith credit courses. Time management, self-discipline, and motivational programs are provided for the student who wants to improve study skills and grades.

Learning programs focus on specific strategies to understand, retain, and apply new information, as well as traditional study skills techniques. Learning programs are individually designed to meet student needs and are free to any University student. The Gordon Kelley Academic Success Center is located in the Vines Building, room 202.

The Gordon Kelley Academic Success Center also provides academic support for students who are on academic probation. Individualized guided study and self-assessment instruments are used to develop a formal plan of action to succeed in college. Students taking advantage of this service will learn usable techniques for academic success.

Contact
Vines 202
479-788-7675
or email asc@uafs.edu

Hours
Fall/Spring Hours

<table>
<thead>
<tr>
<th>Open Hours:</th>
<th>Vines 202</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon-Thurs</td>
<td>7:45 a.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:45 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m. – 1:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:00 p.m. – 6:00 p.m.</td>
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Summer Hours

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<thead>
<tr>
<th>Open Hours:</th>
<th>Vines 202</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon-Thurs</td>
<td>7:45 a.m. – 8:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:45 a.m. – 4:30 p.m.</td>
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<tr>
<td>Saturday</td>
<td>9:00 a.m. – 1:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:00 p.m. – 6:00 p.m.</td>
</tr>
</tbody>
</table>