

BAKER COLLEGE OF OWOSSO

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM



2015 – 2016

**CLINICAL
STUDENT HANDBOOK**

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<p>BAKER COLLEGE</p> <p>DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM</p>

STUDENT HANDBOOK ACCEPTANCE

This is your copy of the Clinical Student Handbook, which contains information about the DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM. Sign the form below verifying that you have received the DIAGNOSTIC MEDICAL SONOGRAPHY STUDENT HANDBOOK. It is important that you comply with these guidelines, policies and procedures. It is expected that each SONOGRAPHY STUDENT will read, understand, accept and comply with the guidelines, policies and procedures of the DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM. If you have any questions, please contact Cindy Higgins.

Students must sign and return the SONOGRAPHY STUDENT HANDBOOK ACCEPTANCE form to the Program Director.

I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE BAKER COLLEGE DIAGNOSTIC MEDICAL SONOGRAPHY CLINICAL STUDENT HANDBOOK AND AGREE TO COMPLY WITH THE GUIDELINES, POLICIES AND PROCEDURES OF THE DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM. I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, ACCEPT, AND RECOGNIZE MY RESPONSIBILITIES TO MEET THE REQUIREMENTS STATED HEREIN.

Print Name

Social Security #

Student Signature

Date

I GIVE MY PERMISSION FOR MY RECORDS TO BE REVIEWED BY AN ACCREDITATION TEAM DURING THE ON-SITE VISIT FOR THE PURPOSE OF ACCREDITATION.

Student Signature

Date

BAKER COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

PROGRAM DEGREE

ASSOCIATE OF APPLIED SCIENCE (A.A.S.)
DIAGNOSTIC MEDICAL SONOGRAPHY

DEFINITION OF THE PROFESSION

The Diagnostic Medical Sonography program prepares the student using academic and clinical training to provide patient care specifically utilizing diagnostic ultrasound equipment. Besides experiencing close patient contact, the sonographer uses the knowledge gained in this program to provide physicians with images necessary to diagnose many conditions and diseases.

1. Apply knowledge of anatomy and physiology, as well as pathophysiology to accurately demonstrate anatomical structures on a sonogram or digital medium.
2. Determine proper technique regarding gain, pre and post processing, energy levels, and scan depth to optimize the ultrasound image.
3. Apply principles of sonographic physics to assess anatomical structures.
4. Recognize sonography's role in the health care environment.
5. Provide patient care and comfort.
6. Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.
7. Detect equipment malfunctions, report same to the proper authority and know the safe limits of equipment operation.
8. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
9. Participate in sonographic quality assurance programs.
10. Provide patient/public education related to sonographic procedures.

MISSION STATEMENT AND PURPOSES

The mission of the Diagnostic Medical Sonography Program is to provide didactic and clinical education that enables qualified students to achieve strong communication, critical thinking and technical skills required to obtain entry-level employment and become a Registered Diagnostic Medical Sonographer.

The purposes of Baker College Diagnostic Medical Sonography program is:

1. To prepare students for competency in today's global economy in allied health careers.
2. To provide general and sonographic science education, which expands the students' horizons, develops strong communication skills, and encourages critical thinking.
3. To educate individuals in the art and science of Sonography.
4. To provide an educational program that encourages students to broaden their vision and promote lifelong learning to enhance their career and opportunities.
5. To develop and expand the students' awareness of the professional role and responsibilities of the Sonographer as a member of the health care team in today's global society.
6. To give students practical experience and training in Sonography to include a variety and volume of training experiences.
7. To encourage social and classroom related activities, which promote both personal and professional growth.
8. To develop, maintain and support collaborative effort with businesses, community leaders, clinical affiliates and the community we serve to ensure student success.
9. To contribute to the community's workforce educational opportunities that build and maintain a competent, highly trained workforce that can successfully compete in the global community.
10. To assist graduates in securing entry level employment as a Sonographic Technologist.
11. To encourage the student to obtain ARDMS registration.

DIAGNOSTIC MEDICAL SONOGRAPHY (ULTRASOUND) ASSOCIATE DEGREE IN APPLIED SCIENCE BAKER COLLEGE

PLACEMENT ASSESSMENT	CREDIT HOURS
___ ENG098B College Reading	4
___ ENG099 English Review	4
___ MTH091 Essential Math Concepts	4
___ MTH099E Pre-Algebra – Prerequisite: MTH099A or Placement Exam	4
___ WPG098 Keyboarding	4

(The above courses must be taken unless students test out of these courses at orientation.)

<u>FIRST YEAR</u>		
<u>Fall Quarter</u>	<u>Prerequisites</u>	<u>Hours</u>
___ SCI101C Human Anatomy & Physiology I		5
___ ENG101 Composition I	ENG099 or Placement Exam	4
___ MTH111 Introductory Algebra	MTH099A or Placement Exam	4
___ INF161 Technology & Society	WPG098	2
		15
<u>Winter Quarter</u>		
___ MED103 Medical Terminology		4
___ MTH112 Intermediate Algebra	MTH111	4
___ SCI102C Human Anatomy & Physiology II	SCI101C	5
___ ENG102 Composition II	ENG101	4
		17
<u>Spring Quarter</u>		
___ HSC105B Patient Care for the Imaging Professional	SCI101	4
___ SCI121 Physics Concepts	MTH112	2
___ SPK201 Oral Communication		4
___ SCI211 Pathophysiology	SCI102C	4
		15
<u>Summer Quarter</u>		
___ DMS210A Ultrasound of the Normal Abdomen & Pelvis	Admission to Program	4
___ DMS201 Sonographic Technique	Admission to Program	4
___ HSC151 Introduction to Electronic Health Records	WPG098	2
___ PSY101/111 Human Relations/General Psychology		4
		14
<u>SECOND YEAR</u>		
<u>Fall Quarter</u>		
___ DMS211A Ultrasound of Abdominal Pathology	DMS210A	4
___ DMS215A Principles of Ultrasound & Instrumentation I	DMS201	4
___ DMS220 Clinical I	DMS210A & DMS201	6
		14
<u>Winter Quarter</u>		
___ DMS212A OB/GYN Ultrasound Normal & Pathology	DMS211A	4
___ DMS216A Principles of Ultrasound & Instrumentation II	DMS216A	4
___ DMS221 Clinical II	DMS220	6
		14
<u>Spring Quarter</u>		
___ DMS213A Small Parts & Specialty Ultrasound	DMS212A & DMS211A	4
___ WRI115 Workplace Communication	ENG102	4
___ DMS222 Clinical III	DMS221	6
		14
<u>Summer Quarter</u>		
___ DMS230 Ultrasound Review	All Previous DMS Courses	2
___ DMS223 Clinical IV	DMS222	6
___ WRK291B Professional Career Strategies	Sophomore status	1
		9
Total Credits 111		

Students must maintain a 2.7 GPA in all classes.

Students who do not follow this rotation schedule exactly might not complete this program in the specified number of quarters, as certain courses are offered only once per year. Adjustments will also have to be made if you attend in summer, do not take 16 credit hours or more per quarter, or are attending nights. Please be sure to check all notations, prerequisites, and co-requisites.

All course offerings are subject to change. Summer course availability is limited.
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DMS PROGRAM OUTCOMES

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

1. The graduate will obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
2. The graduate will perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
3. The graduate will record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. The graduate will exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services.
5. The graduate will demonstrate appropriate human relations and interpersonal communication skills with patients and colleagues.
6. The graduate will act in a professional and ethical manner.
7. The graduate will provide patient education related to medical ultrasound and/or other non-invasive diagnostic vascular techniques, and promote principles of good health.
8. The graduate will obtain an entry-level position as a diagnostic medical sonographer.
9. The graduate will, with entry-level expertise, be able to illustrate a proficiency in the Physics of Ultrasound.
10. The graduate will, with entry-level expertise, be able to illustrate a proficiency in Obstetrics & Gynecologic Ultrasound.
11. The graduate will, with entry-level expertise, be able to illustrate a proficiency in Abdominal and Small Parts Ultrasound.
12. The graduate will demonstrate commitment to professional development by pursuing membership in a professional organization related to diagnostic medical sonography.

PROGRAM INFORMATION

Successful completion of an Associates of Applied Science Degree in Diagnostic Medical Sonography requires the completion of 60 credit hours in sonography plus an additional 58 credit hours in general education. Developmental or review course requirements may increase the total number of credit hours required for graduation.

In the DMS Program, the clinical experience is continuous for 48wks. During clinical rotation, students will work with patients at clinical affiliate imaging centers and hospitals. These sites are located throughout the state. Students may be required to rotate to more than one clinical site during the course of the program.

Students will be in an observational role in the beginning of their clinical training. Once the students' confidence increases and experience is gained, they will progress to assisting the clinical instructor with pre or post scanning. When the student has demonstrated, to the clinical instructor, that their level of skill is such that they can perform complete exams, then they may be monitored with more indirect supervision. The clinical experience is outcome based, which will provide the student the opportunity for a quality education. The student will be required to demonstrate clinical competency in the performance of specific ultrasound exams prior to graduation.

GRADING POLICY: THEORY AND CLINICAL

1. All Diagnostic Medical Sonography students are required to maintain a 2.7 (B-) grade point for EACH course in the DMS Program.
2. If a Diagnostic Medical Sonography student falls below 2.7(B-), a Warning Notice (see page 22) will be issued during a meeting with program officials.
3. A student who is unable to improve their grade and therefore dismissed from the program, should refer to the Re-Entry Policy (see page 32).

TEST TAKING POLICY

Any student who is unable to take a test on the assigned day must make prior arrangements with the instructor. Students should refer to individual course syllabus for specific details. Failure to communicate with the instructors is discourteous and unprofessional. As you progress through your professional tract into the clinical sites, you will be required to communicate with your clinical instructor in the same manner as your college instructors.

CHEATING

Any student found cheating in any DIAGNOSTIC MEDICAL SONOGRAPHY course may be subject to a failing grade in that course and infraction warning will be issued.

Cheating is defined as:

1. Plagiarism
2. Copying from another individual.
3. Giving answers to others during test situations.
4. Bringing answers to a test situation.
5. Forging competency evaluation forms.
6. Forging or misrepresenting actual clinical hours performed.
7. Misrepresenting image acquisition or evaluation.

Please refer to the Baker College Student Handbook for further details and explanation.

GRADING SCALE DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

PERCENTAGE	NUMERICAL	GRADE
100-94	4.0	A
93-91	3.7	A-
90-89	3.3	B+
88-87	3.0	B
86-84	2.7	B-
83-81	2.3	C+
80-78	2.0	C
77-75	1.7	C-
74-72	1.3	D+
71-69	1.0	D
68-65	0.7	D-
below 64	0.0	F

CLINICAL ENTRANCE REQUIREMENTS

HEALTH INFORMATION

1. The Health Information Form must be completed, and submitted to the Program Director, two months prior to clinical internship.
2. T.B. (Tuberculosis) skin test is required for clinical internship.
3. Hepatitis B Vaccine is recommended while in clinical education. Students may opt to sign a declination form, indicating that the Hepatitis vaccination was declined. These forms will be provided by the College. Students shall recognize declination may severely limit clinical affiliation site selection since most require the vaccination. Counseling is provided.
4. Students are required to provide proof of immunization for, but not limited to the following diseases: Measles, Mumps, Rubella (MMR), Diphtheria, Tetanus, Pertussis (DPT), Varicella Zoster (Chickenpox) and Polio.
5. Students may be required to undergo a physical examination and/or a drug screen if deemed necessary by program officials or the clinical affiliate for placement.

CPR CERTIFICATION

See the DMS Program section of the Health Sciences Catalog Supplement – Requirements for Professional Track

INSURANCE

Medical – See the Health Sciences Catalog Supplement Waiver

Liability – See the Health Sciences Catalog Supplement – Professional Liability Section

ESSENTIAL TECHNICAL FUNCTIONS

Communication skills:

Communicate in English utilizing accurate and appropriate terminology in verbal and written form with patients, families, and members of the healthcare team.

Correctly identify patients and accurately provide patient education.

Utilize electronic equipment and medical record software with or without reasonable accommodations.

Observation skills:

Distinguish blood flow characteristics represented in color on the equipment monitor

Observe variations in skin color, integrity, palpate vascular pulsations, and auscultate blood pressure. Respond appropriately to activation/warning signals on equipment.

Motor skills:

Apply fine and gross motor skills sufficient to operate equipment and obtain quality images and flow patterns.

Maintain prolonged arm and body positions necessary to obtain quality visual images.

Must assist with and/or transfer, lift, move, position, and manipulate the patient with or without assistance.

Move heavy equipment on wheels and transport patients in wheelchairs and on stretchers.

Cognitive skills:

Show integration of diagnostic ultrasound images, laboratory results, patient history and medical records.

Demonstrate critical thinking and problem-solving skills necessary to evaluate, synthesize and communicate diagnostic information to the attending physician.

Behavioral and Professional skills:

Demonstrate critical thinking skills necessary to recognize and correct performance deviations in diagnostic imaging.

Demonstrate ability to perform in a clinical setting that requires prioritization, organization and time-management to deliver timely and accurate patient care.

Demonstrate appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. unstable patient condition, patient in an altered mental state), emergent demands (i.e. stat test orders), and a distracting environment (i.e., high noise levels, complex visual stimuli).

**BAKER COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

CLINICAL GUIDELINES AND POLICIES

SECTION 1: SUPERVISION

- I. All clinical practicum experiences will be under the supervision of a qualified Registered Diagnostic Medical Sonographer, Academic Clinical Coordinator and/or Clinical Instructor.

- II. Department assignments may direct the student to rotate in a particular setting or with a particular person, designed to assist the student through their training with guidance, support and leadership.

- III. According to our Standards, Operational Policies and the Diagnostic Medical Sonography Policies and Procedures supervision is defined as follows:
 - A. ***Direct Supervision***
 1. The qualified Registered Sonographer reviews the requisition for the examination and/or procedure in relation to the student's achievement and the curriculum level completed.
 2. The qualified Registered Sonographer evaluates the condition of the patient in relationship to the achievements and performance level of the student.
 3. The qualified Registered Sonographer reviews and critiques ultrasound images with the student and approves all finished examinations.
 4. After demonstrating competency, students may perform procedures with indirect supervision.

B. *Indirect Supervision*

1. Is supervision provided by a qualified Registered Sonographer who is **IMMEDIATELY AVAILABLE** to assist the student regardless of the level of the student's achievements.
2. "**IMMEDIATELY AVAILABLE**" is the presence of a qualified Registered Sonographer adjacent to the room or location where an ultrasound examination is being performed.

STUDENT CONDUCT

DIAGNOSTIC MEDICAL SONOGRAPHY students are expected and required to conduct themselves in a professional manner at all times.

1. The DMS student must acknowledge the importance of the protection of confidential information concerning patients and their families. Any and all information (official and unofficial) regarding a patient or his/her family is considered to be confidential and privileged information. Any DMS student violating a patient's right to confidentiality may be dismissed permanently from the DMS program upon proof of such violation.
2. The DMS student is required to follow all policies, procedures and regulations of each clinical affiliation to which they are assigned.
3. The DMS student must park their cars in the designated area at their particular clinical site.

PROFESSIONAL CONDUCT

1. Professional behavior is expected of all students, especially in the presence of patients.
2. Smoking (except in designated areas), chewing gum, whistling, clowning, and horseplay are prohibited during clinical hours.
3. Students will not leave the Ultrasound/Radiology Department without permission from their immediate clinical supervisor.
4. Students will not accept gratuities from patients.

5. Students will address all patients in the manner in which the clinical affiliate designates.
6. Substance abuse of any kind during the students training can be cause for permanent removal from the clinical site and dismissal from the Diagnostic Medical Sonography program following due process procedure.

ETHICS

1. The student will not divulge information relevant to the patient's medical information or privileged communication relative to the department or hospital business.
2. The student shall judiciously protect the patient's right to privacy, following all HIPAA Guidelines.
3. The student shall not diagnose, but shall provide information for the sonographic impression and patient management.

STUDENT DRESS CODE

The students' dress is a reflection of themselves as well as Baker College and the Clinical Education Center. The student's appearance will reflect good personal hygiene and professional dress during all of their clinical training experiences.

1. The Diagnostic Medical Sonography student uniform will consist of the following:
Scrubs, a white lab coat and white shoes. (Clinical site may designate scrub color or style.)
2. All Diagnostic Medical Sonography students will be issued a name badge which states the college's name, and indicate that they are a student in Diagnostic Medical Sonography.
3. The dress code may vary between clinical education centers. Students are required to adhere to the requirements of the clinical education center.
4. Grooming: Students in uniform are expected to demonstrate professionalism at all times.
 - a. Cleaned and pressed attire.
 - b. Cleaned and polished shoes.
 - c. Clean hands and fingernails.
 - d. Neat and clean hairstyles.
 - e. Excessive jewelry is not permitted.

5. Uniform Dress Code
 - a. NO canvas shoes, deck shoes, and/or open-toed sandals.
 - b. Socks must be worn with closed-toed shoes.
 - c. NO denim Levi pants and/or tank tops.
 - d. Name tag will be worn at all times.
6. Students who do not meet criteria for proper dress code regulations will be dismissed from the facility until compliance with dress code is established.

ASSIGNMENT OF DUTIES

The clinical instructor will make a schedule of students' assignments in order that there will be an orderly workflow and adequate rotation of practical clinical experience for the student at each affiliated Ultrasound Department.

Specifically, the student shall do, and perform, to the best of his or her ability and accept any duty or task as assigned by the clinical instructor or their deputy. If there is a question in regards to this, please discuss the problem with the clinical instructor.

The usual assignment will be for 8½ hours per day with ½ hour allowed for lunch. Break periods are at the discretion of each individual department.

All Diagnostic Medical Sonography students will be under the supervision of the technologist working in the area in which they have been assigned, and their practical clinical application will be evaluated by that technologist or the clinical instructor. The assignment of clinical responsibilities increase, as the training period progresses.

All Diagnostic Medical Sonography students seeking employment in the related field prior to program completion will be advised to have completed the DMS Program Competencies with a passing grade. Any work hours should not interfere with and may not be substituted for the educational program clinical hours assigned.

ATTENDANCE OF CLINICAL PRACTICUM

Full-time attendance is required in the classroom and in the clinical practicum areas. The clinical practicum has been planned on a definite, and scheduled, basis. This has been done in the best interest of the student and of the Ultrasound/Radiology Department.

Promptness for classroom and lecture periods is an essential characteristic needed for advancement within the program. It is also essential that assignments be completed on time and that the student be properly and thoroughly prepared for class. This is the student's responsibility and not that of the DMS faculty or clinical instructor.

If for some **legitimate reasons** the student is unable to be in class or in the department ready for clinical experience at the assigned time, **it is the student's responsibility to notify the faculty or DMS Clinical Coordinator AND on site Clinical Instructor by phone. This notification should be done as soon as possible. If no notification is given, the appropriate program officials will be contacted. There is no exception to this rule.**

ATTENDANCE OF DIAGNOSTIC MEDICAL SONOGRAPHY CONFERENCES

Baker College encourages continuing education. The Diagnostic Medical Sonography Program Director strongly recommends that students participate and attend local, regional, or national, Ultrasound conferences. Students will attend such conferences at their own expense. Clinical credit will be given for each hour of conference attended. Each conference must be approved by the Program Director or Clinical Coordinator prior to attendance if clinical credit hours are expected. Proof of attendance must be received by the program director before hours are applied to the total clinical hours accumulated.

PROGRAM POLICY IN REGARDS TO ABSENTEEISM, TARDINESS, DISMISSALS AND LEAVE OF ABSENCE:

Absenteeism: Is defined as any loss of hours from the clinical setting. The student must notify the clinical affiliate and program officials prior to the beginning of their shift. **Failure to report absenteeism shall result in corrective action.**

Excessive Absenteeism: Is defined as being absent more than two times in one quarter. Excessive absenteeism will reflect on the Clinical Grade, as well as, resulting in corrective action, probation and/or dismissal from program at the discretion of the program officials.

Tardiness: A student will be **considered tardy if he/she** clocks in **one minute after scheduled shift**. The department must be notified prior to a scheduled shift if tardiness will be more than 15 minutes. **Tardiness in excess of 3 instances in one quarter is considered to be excessive** and will reflect on Clinical Evaluation, as well as, result in corrective action. **Continuation of this behavior can result in dismissal from the clinical site and/or the program.**

Violations of any of these policies will result in corrective action. Probation, suspension and/or dismissal from the Diagnostic Medical Sonography program are at the discretion of the Program Director and Clinical Coordinator.

Leave of Absence: Requests for Leave of Absence may be required for lost time of more than 3 consecutive days. Leave of absence may be granted only in exceptional circumstances (medical) and only by arrangement of the program director/clinical coordinator and clinical instructor. Proper documentation may be required prior to returning to the program.

All time missed for any reason, as listed above, shall be made up under the guidelines set by both the DMS program and clinical site. This includes time lost due to inclement weather.

Dismissals: During the clinical portion of this program, the Diagnostic Medical Sonography program, upon recommendation of the affiliated hospital Ultrasound/Radiology Department, may dismiss a student for a specified period of time for any of the following reasons: (the following list represents examples of infractions; corrective action is not limited to just those noted.)

1. Inability to maintain satisfactory levels of performance in clinical practicum.
2. Inability to maintain satisfactory levels of performance in classroom education.
3. Insubordination.
4. Unprofessional behavior
5. Excessive tardiness.
6. Excessive absences.
7. Alcohol or illegal substance abuse.
8. Violation of hospital's policies and procedures.

Bereavement Leave

A Diagnostic Medical Sonography student who is absent from clinical internship as a result of the death of a member of the immediate family shall, upon notification and approval of the clinical instructor, be entitled to release time not to exceed three (3) regularly scheduled days of clinical. Immediate family is herein defined as follows:

1. Spouse
2. Natural or adopted child
3. Natural or adopting parent
4. Adopting step-parent
5. Brother by half or whole blood
6. Sister by half or whole blood
7. Grandparent
8. Grandchild
9. Any near relative who resides in the same household with the intern or any person with whom the intern has made his/her home.
10. Mother-in-law, father-in-law, brother-in-law, sister-in-law

Any DMS student, only upon proper advance authorization from the Program Director, may be granted bereavement leave for deceased persons not listed above.

The make-up policy for any lost clinical hours also applies to a bereavement leave.

PROGRAM LENGTH:	15 months
SICK/PERSONAL	Maximum 2 sick days per quarter. Make sure to report all sick/personal time on your weekly report form. All sick/personal time must be made up.
HOLIDAYS:	You are allowed the following holidays off: <ol style="list-style-type: none"> 1. Thanksgiving Day 2. Friday – Day after Thanksgiving Day 3. Christmas Eve 4. Christmas Day 5. New Year’s Eve 6. New Year’s Day 7. Easter Sunday 8. Memorial Day 9. July 4th
HEPATITIS B VACCINE:	This is a mandatory clinical requirement.
REGISTRATION FOR FALL, WINTER, SPRING & SUMMER QUARTERS:	You are responsible for registration of courses. This may be done on designated dates with a program official.
TUITION PAYMENT:	Tuition payment is due when you register.
FINANCIAL AID:	If you receive financial aid, it is your responsibility to see that all forms are taken care of with the Financial Aid Office during your clinical internship.
IMAGE ACQUISITIONS:	See details in the syllabus for each course.
CLINICAL COORDINATOR VISITS:	You will be visited and evaluated by the program director and/or clinical coordinator during each quarter.
WEEKLY LOG:	The log is a record of exams that the student has been involved with during the week. The log also serves as a record of the student’s clinical hours and is signed by the sonographer.

WEEKLY JOURNAL:

The journal is for the student to record an interesting case or a learning situation with a patient/sonographer.

RECORD KEEPING:

1. Weekly Reports: These forms are to be filled out by the student every week. The forms must be signed by the clinical instructor to verify hours and experiences. The student will follow the procedure set by the program director/clinical coordinator for turning in reports each week.
2. Clinical Evaluation Forms: These are to be filled out each quarter by the clinical instructor and brought to campus by the student. They are used to establish a percentage of your clinical experience grade and to provide insight for both instructors and students on areas of strengths and challenges.
3. Clinical Log: Clinical logs are to be filled out every week and submitted weekly as directed by program officials.
4. Weekly Journal: This is to be a record of any experience important to the student that happened during the past week. The experience may be something learned, an unusual exam, etc.
5. Other forms such as time cards or sign in and out forms may be used as specified by each clinical site policy.

Please note all forms sent to Baker College are true documentations of records received. All time is assumed correct when signed by the appropriate parties.

Academic or Clinical Performance Deficiencies

In recognition of the need to maintain acceptable standards for professional clinical performance as well as academic achievement, the following requirements shall apply to all students in the DMS Program.

IN ORDER TO PROGRESS IN THE PROGRAM A STUDENT MUST MAINTAIN:

1. A "B-" (2.7) or better in all DMS courses.

A student with a deficiency in the above requirement will receive a warning notice from the instructor and/or Program Director. The student may petition for a one quarter probationary/trial period to bring their academic record up to the minimum for continuation.

Conditions for this probationary/trial period will be determined by the Program Director and program faculty in conference with the student.

PROGRAM POLICY ON GRADUATION AND REGISTRY REQUIREMENTS

GRADUATION AND REGISTRY ELIGIBILITY: In order to satisfy the number of clinical hours required, completion of the program for all Diagnostic Medical Sonography students will take place at the end of the summer quarter. Baker College graduation ceremony takes place at the end of the spring quarter. Diagnostic Medical Sonography students will participate in the ceremony. However, diplomas will not be received until the final summer quarter of the Sonography program is completed.

DMS students may apply for the Sonography Principles & Instrumentation (SPI) examination prior to graduation. Upon passing the SPI, specialty exams can then be taken. Registry certification is by the American Registry of Diagnostic Medical Sonography (ARDMS). www.ardms.org.

Student Infraction Notice Procedure

DIAGNOSTIC MEDICAL SONOGRAPHY students are expected and required to conduct themselves in a professional manner at all times.

An infraction notice is the first step of the probation process. The notice will be issued soon after the problem is identified. On occasion a student may receive a verbal warning of unsatisfactory performance prior to a written warning.

The criteria for receiving a notice include:

1. Unsatisfactory achievement of performance level or clinical objectives.
2. Failure to establish effective working relationships with health team members in providing patient care.
3. Failure to establish effective relationships with patients.
4. The Diagnostic Medical Sonography Program considers the use of alcohol or drugs to be detrimental to basic patient care and a breach of professional standards. Therefore, if a Sonography student is suspected to be under the influence of alcohol or mind altering drugs at any time during the DMS Program, the following will occur:
 - a. The Program Director or Clinical Coordinator will be notified immediately. If neither of these people can be reached, then the Dean of Health Sciences must be contacted.
 - b. The student will be sent home or to the Program Director's office.
 - c. The student will be required to obtain written verification from a physician that they are no longer chemically dependent.
 - d. Referred to the Baker College Support Services Division Counselor for information regarding treatment programs.
 - e. The student will not return to the clinical site until directed to do so by the Program Director.
 - f. The student may be dismissed from the program after review by program officials.
5. Unsafe clinical practice. It is understood that unsafe practice may include either a combination of several or repetitive examples of the following:
 - a. Errors in recordings of pertinent clinical data
 - b. Failure of safely adopting basic patient care skills resulting in actual or potential patient harm. This is relative to the degree of completion of the Diagnostic Medical Sonography curriculum.

- c. Failure to demonstrate sound judgment relative to the student's degree of DMS curriculum completion.
 - d. Allowing personal or emotional problems to interfere with safe & appropriate diagnostic services to the patient.
6. Failure to assume the responsibilities of a student in the DMS program:
- a. Excessive tardiness
 - b. Inappropriate personal appearance or inappropriate clinical behavior.
 - c. Unethical or immoral behavior, i.e., lying, cheating, stealing, etc. Serious violations may warrant immediate dismissal from the program.
 - d. Repeated failure to submit required written work or repeated lateness in submitting work.
7. Failure to meet the "Clinical Guidelines & Competency Levels" of the Diagnostic Medical Sonography program.
9. Removal of Student - If the college is required to remove a student from an clinical affiliate, the college has the right to temporarily or permanently remove the student from the program.

Student's Response to the Infraction Notice:

The student is expected to reply to the infraction notice within three days, using the Student Reply Form. The students reply must show evidence of problem solving regarding the identified unsatisfactory behaviors. This will include the following:

- a. Students' perception and awareness of the problem.
- b. Methods utilized to correct the problem.
- c. In the case of physical or emotional problems, a release from a professional health care provider may be required.

Resolution of the Infraction Notice:

At the end of the established probationary period, the student, Program Coordinator and the instructor will have a conference to discuss the effectiveness of the corrective action taken. If the student has progressed to another clinical area during this time, the student will be evaluated by the coordinator and instructor who issued the Infraction Notice and the present instructor.

1. If the student shows satisfactory improvement, the Notice will be resolved. A written evaluation of the student's progress will be submitted, signed and dated by both the instructor(s) and the student. A copy of the Infraction Notice will be kept in the student file.
2. If the behavior which elicited the Notice reoccurs after the student has resolved the original Infraction Notice, the student may fail that portion/course of the program.
3. If the student does not show satisfactory improvement after receiving a Notice, the recommendations of the instructor or program official that issued the Notice may be followed. This may include dismissal from the program.

Changes in clinical schedule due to a Infraction Notice:

When issued an Infraction Notice, the student:

1. May incur lost clinical hours due to evaluation and resolution of issues that caused the Infraction Notice to be submitted. The student is responsible for making up all lost clinical hours.
2. May incur lost clinical hours due to a schedule change with a clinical affiliate. The student is responsible for making up all lost clinical hours.
3. May be held back in the program by the Program Director, if alternative clinical affiliate scheduling arrangements are not feasible.

Due Process

All students must follow the due process guidelines as outlined in the Baker College Student Handbook.

**SONOGRAPHY PROGRAM
WARNING NOTICE
ACADEMIC OR CLINICAL PERFORMANCE DEFICIENCIES**

Student: _____

The above named student has been evaluated and counseled regarding deficiencies specifically listed below. This warning constitutes official notice to the student regarding status and improvement required to remove this probationary status.

Specific reason for issuing this notice to the student. _____

Area(s) in which improvement is expected. _____

Recommendations designed to assist student. _____

Duration of warning notice _____

Reasons for this Warning Notice were discussed with me on:

Date

Instructor-Evaluator

Student: _____
Signature

Program Coordinator/Clinical Coordinator

STUDENT CORRECTIVE ACTION REPLY

Student _____ Date: _____

I have been given a written warning notice and counseled that my progress is unsatisfactory.

My perception of the problem: _____

My awareness of the seriousness of the problem: _____

Steps I will implement to correct problem: _____

Student Signature

Date

Program Coordinator/Clinical Coordinator

Date

Student Corrective Action Form due three (3) days after issuance of Written Notice.

**STUDENT CORRECTIVE ACTION
FOLLOW-UP DOCUMENTATION**

Student Name _____ Date _____

STUDENT: Document corrective measure you have implemented.

COORDINATOR or DIRECTOR: Document corrective measure observed.

Statement of problem resolution: _____

Student Signature Date

Program Coordinator/Clinical Coordinator Date

FEDERAL LAW CONCERNING CHEMICAL HAZARDS

Federal law requires that all individuals must be notified about hazardous chemicals present in the workplace. This law applies to all occupations, with the basic purpose of raising the level of consciousness on chemical safety (but not the point of over concern). Obviously, there are safe levels, proper procedures and precautions to be followed when working with any chemical.

Chemical suppliers are required to prepare Material Safety Data Sheets (MSDS) for all chemicals in health care facilities. The MSDS, once available, should be accessible for your review. The Clinical Instructor will provide the student with information regarding chemicals in the Ultrasound/Imaging Department of the facility.

CONFIDENTIALITY OF STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act (FERPA) – See the Baker College Catalog Official Records Section.

INCIDENT REPORTS

An incident is any happening, which is not consistent with the routine operation of the hospital or department, or the routine care of a particular patient. It may be an accident, a happening, or a situation, which might result in an accident.

Each affiliated clinical site will have its specific rules and regulations in reference to accidents, actions to be taken at the time and the reporting routine. These will be made known to you during your orientation period and shall be followed explicitly. Please note the Incident Report Form (see page 26).



**BAKER COLLEGE
HEALTH SCIENCES DIVISION**

Incident/Exposure/Occurrence Report

An incident is any occurrence inconsistent with the routine operation of the facility or in the routine care of a person. In addition to the incident report specific to each clinical site/facility, the following report must be completed following the incident and placed in the student's file at Baker College.

STUDENT NAME: _____

UIN#: _____ PHONE#: _____

CLINICAL SITE/ FACILITY: _____

CLINICAL CONTACT: _____ PHONE#: _____

INCIDENT DATE: _____ INCIDENT

TIME: _____

INCIDENT LOCATION: _____

Description of incident/occurrence (narrative):

If the incident/occurrence involved exposure to blood or body fluids:

Was blood drawn from the source? YES _____ NO _____

Will the results be made available to the person exposed? YES _____ NO _____

Indicate where medical treatment was provided:

_____ Clinical site/facility

_____ Personal Physician

_____ Other

Describe the date and type of treatment that was provided :(narrative): _____

Was follow-up care required: YES _____ NO _____

Physician to provide follow up care: _____

Address: _____ Phone #: _____

Student Signature: _____

Program Director Signature: _____

(One copy to student file and one copy to Campus Safety)

INFECTION CONTROL POLICY

Medical and surgical aseptic techniques are to be used while in the Clinical facilities to protect healthcare personnel, patients and students from transmission by potentially infectious organisms. Proper aseptic techniques will minimize the spread of infection, but it will not eliminate them. The following conditions are symptoms of possible infections; therefore, they are labeled reportable diseases. You should not go to the clinical affiliates if you have a reportable disease, until the condition is resolved. This may include the following reportable diseases:

1. Diarrhea
2. Vomiting
3. Upper respiratory infection
4. Fever
5. Rash (any part of the body)
6. Open sores (any part of the body)
7. Boils
8. Herpes - this includes cold sores on the mouth (Cold sores on the mouth must be heavily scabbed over before the infection reaches the non-contagious stage.)
9. Parasite infestation
10. Strep or staph infection
11. Infectious mononucleosis

COMMUNICABLE DISEASE POLICY

OBJECTIVE: To protect health care personnel from transmission by considering ALL patients as potentially infected with HIV and/or other blood-borne pathogens and to adhere rigorously to infection control precautions for minimizing the risk of exposure to blood, body fluids and moist body substances of all patients.

1. All healthcare workers should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or body fluids.
2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should **routinely** be washed immediately after gloves are removed.
3. All health-care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles and when handling sharp instruments after procedures. Refer to the procedure and policy manual of each clinical site for the specific methods for disposing of the objects mentioned above.
4. To provide a barrier during emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
5. Healthcare workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment until the condition resolves.
6. Pregnant healthcare workers are not known to be at greater risk of contracting HIV infection than healthcare workers who are not pregnant; however, if a healthcare worker develops HIV infections during pregnancy, the infant is at risk of infection resulting from prenatal transmission. Because of this risk, pregnant healthcare workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

7. Body fluids and substances such as feces, urine, airway secretions and wound drainage always contain potentially infectious organisms. Universal Precaution not only protects healthcare workers from transmission of blood-borne pathogens, but also from other infectious agents found in most body substances. Patients are protected from organisms present on the hands of personnel and the staff's hands are protected from acquiring new organisms through proper hand-washing and wearing gloves.

Pregnancy Policy

Due to the importance of maintaining continual practice without interruption, students enrolled in the Diagnostic Medical Sonography program are strongly encouraged NOT to become pregnant during their clinical training. However, should a student have a confirmed pregnancy, they are required to inform the program director as soon as possible.

Upon confirmation of the pregnancy, the student will:

1. Submit a "Notice of Pregnancy" form (see page 34) to the Diagnostic Medical Sonography Program Director.
2. Submit a statement from her physician verifying pregnancy and expected due date. The statement must include the physician's recommendation of the following options:
 - a. Student's status remains unchanged.
 - b. Withdrawal from clinical component of the program.
 - c. A modification of clinical responsibilities.
3. Submit in writing within two days her decision concerning the recommendations of her physician.
4. A leave of absence, not recommended by the physician, will be reviewed on an individual basis by the program director and clinical coordinator.
5. If the pregnant student remains in the Diagnostic Medical Sonography program, she will be required to abide by the following:
 - a. Strict adherence to all safety precautions for protection purposes.
 - b. The student must notify the program director and clinical coordinator of any change in health status during the pregnancy that may affect clinical performance.

- c. If at any time the pregnant student feels she is working in an unsafe area or under unsafe conditions, she must stop immediately and report to the clinical instructor.
6. If the pregnant student withdraws from the Diagnostic Medical Sonography program because of pregnancy during the second year of the program, re-admittance will be under the following conditions:
 - a. The student was in “good standing” academically at the time of withdrawal.
 - b. The student may be able to return to the program after receipt of a medical release from her physician.
 - c. The student will be expected to complete the clinical component of the program to document the hours needed for clinical practice. If necessary, this may require the student to attend beyond the date that the program would have ended.
 - d. The student may need to wait until the following year to re-enter the program because courses are offered only once per year and clinical practice coincides with classroom material.

**BAKER COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

Notice of Pregnancy

I, _____, hereby notify Baker College and the Director of the Diagnostic Medical Sonography program that I am pregnant with an expected delivery date of _____. My physician has made the following recommendations concerning my status as a clinical student:

Signed _____

Date _____

RE-ENTRY INTO PROGRAM

Students who leave the program, for reasons other than noncompliance with policies and procedures, may be able to apply for readmission one time. The readmission of the student is at the discretion of the Program Director and may be dependent on class size and/or clinical site availability. Students must submit, in writing, their request for re-entry by a designated date determined by the Program Director

The Program Director may set specific conditions necessary to bring the student to the proper level of competence prior to re-entry. This may include the need to retake previous courses and/or demonstrate knowledge and competency in regards to their didactic and clinical skills.

GRADING POLICY

All DMS courses are sequential and must be completed with a minimum grade of 2.7 (B-) to remain in the program. Failure to do so may result in program probation and/or dismissal from the program. This is at the discretion of the program coordinator/director.

GRADING SCALE DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

PERCENTAGE	NUMERICAL	GRADE
100-94	4.0	A
93-91	3.7	A-
90-89	3.3	B+
88-87	3.0	B
86-84	2.7	B-
83-81	2.3	C+
80-78	2.0	C
77-75	1.7	C-
74-72	1.3	D+
71-69	1.0	D
68-65	0.7	D-

**BAKER COLLEGE SONOGRAPHY PROGRAM
CLINICAL EVALUATION FORM
DMS220 – FALL QUARTER – Week 10**

Intern: _____ Hospital: _____

3 points	<u>Effectively Meets Standards</u> – Performance which is consistently at acceptable levels . No MAJOR areas of necessary improvement can be cited. A high degree of proficiency is shown in certain aspects of performance.
2 points	<u>Does Not Meet Standards Consistently</u> – Performance which is inconsistent, meets minimum standards only periodically, and/or in certain areas . * Ratings in this category must be supported by comments, identified specific area of unacceptable performance with guidelines for improved performance .
1 point	<u>Below Required Standards</u> – Performance which is consistently below an acceptable level . Immediate improvement is required. * Ratings in this category must be supported by comments , identified performance, along with notification to the student of the consequences if this performance continues.
N/A	Not applicable

ATTITUDE	3 Points	2 Points*	1 Point*	N/A
1. Projects a positive self-image.				
2. Exhibits a genuine interest in choice of vocation.				
3. Seeks active involvement in clinical experiences.				
4. Demonstrates attentive participating manner.				
5. Puts to good use suggestions for improvement Given by physicians or technologists.				
6. Interprets constructive criticism in a positive manner.				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				
COMPREHENSION OF MATERIAL	3 Points	2 Points*	1 Point*	N/A
1. Correlates clinical information with observed procedure.				
2. Asks appropriate questions based on previously gained knowledge.				
3. Retains information without need for repeated explanation.				
4. Demonstrates knowledge of technical components regarding machine operation.				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				

PROFESSIONALISM	3 Points	2 Points*	1 Point*	N/A
1. Displays a well-groomed appearance.				
2. Demonstrates poise and self-confidence when communicating with radiologist.				
3. Avoids involvement with gossip about patients and/or personnel.				
4. Projects a pleasant disposition (smiles, addresses patient by name, etc.)				
5. Communicates in an effective professional manner with others (physicians, nurses, management, etc.)				
6. Communicates an attitude of genuine care and concern for other's needs.				
7. Protects all patients' right of confidentiality.				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				
RELIABILITY				
	3 Points	2 Points*	1 Point*	N/A
1. Reports promptly as scheduled.				
2. Avoids frequent absences.				
3. Initiates duties without supervision.				
4. Operates effectively within the team concept.				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				
ADAPTABILITY				
	3 Points	2 Points*	1 Point*	N/A
1. Conforms to various styles of different technologists as scheduled.				
2. Uses knowledge gained to meet changing patient conditions and/or circumstances.				
3. Adjusts easily to changes in scheduling (number of exams, types, add-ons, etc.)				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				

RECORD KEEPING	3 Points	2 Points*	1 Point*	N/A
1. Accurately and completely, fills out patient history sheets.				
2. Keeps accurate time sheets.				
3. Understands importance of completing departmental records in an acceptable manner (log books, etc.)				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				
PATIENT MANAGEMENT	3 Points	2 Points*	1 Point*	N/A
1. Talks in a respectful and considerate manner with patients.				
2. Identifies with the needs of the patient.				
3. Communicates effectively with the patient.				
4. Performs duties with minimum discomfort to the patient.				
5. Provides for the patients safety (correct ID, methods of transfer, equipment related accidents, etc.)				
6. Handles patient questions in a tactful manner according to department policy.				
7. Avoids conversations which are not-patient oriented while in their presence.				
8. Insures for the patients privacy and modesty.				
9. Handles patient's belongings with care according to department policy.				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				
COMPETENCY	3 Points	2 Points*	1 Point*	N/A
1. Performs assigned scan tasks with appropriate supervision for clinical level				
2. Avoids total reliance on supervising technologist.				
3. Learning equipment with regards to its proper function.				
4. Recognizes mistakes and is able to initiate corrective action.				
5. Avoids making repeated technical errors				
6. Analyzes exam results for accuracy of technique.				
7. Operates effectively under stressful or difficult conditions.				
8. Identifies sonograms with correct annotations.				
9. Acquires diagnostic images of the technically easy patient.				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				

CARE AND EFFICIENCY	3 Points	2 Points*	1 Point*	N/A
1. Complete assigned scan tasks in a timely manner appropriate for clinical level.				
2. Accepts responsibility in maintaining supplies or reports lack of same.				
3. Maintains a clean and orderly work area.				
4. Receives directions and is able to act without delay.				
5. Utilizes his/her time to best advantage.				
6. Organizes clinical assignments in a logical sequential order.				
7. Reports equipment malfunctions according to department policy.				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				

Performance/Behavioral Evaluation Date: _____

Total Score: _____

Letter Grade: _____

Instructor Comments:

Student Comments:

Student Signature

Date

Instructor Signature

Date

**BAKER COLLEGE SONOGRAPHY PROGRAM
CLINICAL EVALUATION FORM
DMS221 – WINTER QUARTER – WEEK 10**

Intern: _____ Hospital: _____

3 points	<u>Effectively Meets Standards</u> – Performance which is consistently at acceptable levels . No MAJOR areas of necessary improvement can be cited. A high degree of proficiency is shown in certain aspects of performance.
2 points	<u>Does Not Meet Standards Consistently</u> – Performance which is inconsistent, meets minimum standards only periodically, and/or in certain areas . * Ratings in this category must be supported by comments, identified specific area of unacceptable performance with guidelines for improved performance .
1 point	<u>Below Required Standards</u> – Performance which is consistently below an acceptable level . Immediate improvement is required. * Ratings in this category must be supported by comments , identified performance, along with notification to the student of the consequences if this performance continues.
N/A	Not applicable

ATTITUDE	3 Points	2 Points*	1 Point*	N/A
1. Projects a positive self-image.				
2. Exhibits a genuine interest in choice of vocation.				
3. Seeks active involvement in clinical experiences.				
4. Demonstrates attentive participating manner.				
5. Puts to good use suggestions for improvement given by physicians or technologists.				
6. Interprets constructive criticism in a positive manner.				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				
COMPREHENSION OF MATERIAL	3 Points	2 Points*	1 Point*	N/A
1. Correlates clinical information with observed procedure.				
2. Asks appropriate questions based on previously gained knowledge.				
3. Retains information without need for repeated explanation.				
4. Demonstrates knowledge of technical components regarding machine operation.				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				

PROFESSIONALISM	3 Points	2 Points*	1 Point*	N/A
1. Displays a well-groomed appearance.				
2. Demonstrates poise and self-confidence when communicating with radiologist.				
3. Avoids involvement with gossip about patients and/or personnel.				
4. Projects a pleasant disposition (smiles, addresses patient by name, etc.)				
5. Communicates in an effective professional manner with others (physicians, nurses, management, etc.)				
6. Communicates an attitude of genuine care and concern for other's needs.				
7. Protects all patients' right of confidentiality.				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				
RELIABILITY				
	3 Points	2 Points*	1 Point*	N/A
1. Reports promptly as scheduled.				
2. Avoids frequent absences.				
3. Initiates duties without supervision.				
4. Operates effectively within the team concept.				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				
ADAPTABILITY				
	3 Points	2 Points*	1 Point*	N/A
1. Conforms to various styles of different technologists as scheduled.				
2. Uses knowledge gained to meet changing patient conditions and/or circumstances.				
3. Adjusts easily to changes in scheduling (number of exams, types, add-ons, etc.)				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				

RECORD KEEPING	3 Points	2 Points*	1 Point*	N/A
1. Accurately and completely, fills out patient history sheets.				
2. Keeps accurate time sheets.				
3. Understands importance of completing departmental records in an acceptable manner (log books, etc.)				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				
PATIENT MANAGEMENT	3 Points	2 Points*	1 Point*	N/A
1. Talks in a respectful and considerate manner with patients.				
2. Identifies with the needs of the patient.				
3. Communicates effectively with the patient.				
4. Performs duties with minimum discomfort to the patient.				
5. Provides for the patients safety (correct ID, methods of transfer, equipment related accidents, etc.)				
6. Handles patient questions in a tactful manner according to department policy.				
7. Avoids conversations which are not-patient oriented while in their presence.				
8. Insures for the patients privacy and modesty.				
9. Handles patient's belongings with care according to department policy.				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				
COMPETENCY	3 Points	2 Points*	1 Point*	N/A
1. Performs assigned scan tasks with appropriate supervision for clinical level				
2. Avoids total reliance on supervising technologist.				
3. Learning equipment with regards to its proper function.				
4. Recognizes mistakes and is able to initiate corrective action.				
5. Avoids making repeated technical errors				
6. Analyzes exam results for accuracy of technique.				
7. Operates effectively under stressful or difficult conditions.				
8. Identifies sonograms with correct annotations.				
9. Acquires diagnostic images of the technically easy patient.				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				

CARE AND EFFICIENCY	3 Points	2 Points*	1 Point*	N/A
1. Complete assigned scan tasks in a timely manner appropriate for clinical level.				
2. Accepts responsibility in maintaining supplies or reports lack of same.				
3. Maintains a clean and orderly work area.				
4. Receives directions and is able to act without delay.				
5. Utilizes his/her time to best advantage.				
6. Organizes clinical assignments in a logical sequential order.				
7. Reports equipment malfunctions according to department policy.				
TOTAL POINTS:				
Comments: (1-2 points require comments – see above directions)				

Performance/Behavioral Evaluation Date: _____

Total Score: _____

Letter Grade: _____

Instructor Comments:

Student Comments:

Student Signature

Date

Instructor Signature

Date

**BAKER COLLEGE SONOGRAPHY PROGRAM
CLINICAL EVALUATION FORM
DMS222 – SPRING QUARTER – Week 10**

Intern: _____ Hospital: _____

4 points	<u>Exceeds Minimum Standards</u> – Performance which frequently exceeds normally expected levels . A high degree of proficiency is shown in all aspects of performance.
3 points	<u>Effectively Meets Standards</u> – Performance which is consistently at acceptable levels . No MAJOR areas of necessary improvement can be cited. A high degree of proficiency is shown in certain aspects of performance.
2 points	<u>Does Not Meet Standards Consistently</u> – Performance which is inconsistent, meets minimum standards only periodically, and/or in certain areas . * Ratings in this category must be supported by comments, identified specific area of unacceptable performance with guidelines for improved performance .
1 point	<u>Below Required Standards</u> – Performance which is consistently below an acceptable level . Immediate improvement is required. * Ratings in this category must be supported by comments , identified performance, along with notification to the student of the consequences if this performance continues.
N/A	Not applicable

ATTITUDE	4 Points	3 Points	2 Points*	1 Point*	N/A
1. Projects a positive self-image.					
2. Exhibits a genuine interest in choice of vocation.					
3. Seeks active involvement in clinical experiences.					
4. Demonstrates attentive participating manner.					
5. Puts to good use suggestions for improvement given by physicians or technologists.					
6. Interprets constructive criticism in a positive manner.					
TOTAL POINTS:					
Comments: (1-2 points require comments – see above directions)					
COMPREHENSION OF MATERIAL	4 Points	3 Points	2 Points*	1 Point*	N/A
1. Correlates clinical information with observed procedure.					
2. Asks appropriate questions based on previously gained knowledge.					
3. Retains information without need for repeated explanation.					
4. Demonstrates knowledge of technical components regarding machine operation.					
TOTAL POINTS:					

Comments: (1-2 points require comments – see above directions)					
PROFESSIONALISM	4 Points	3 Points	2 Points*	1 Point*	N/A
1. Displays a well-groomed appearance.					
2. Demonstrates poise and self-confidence when communicating with radiologist.					
3. Avoids involvement with gossip about patients and/or personnel.					
4. Projects a pleasant disposition (smiles, addresses patient by name, etc.)					
5. Communicates in an effective professional manner with others (physicians, nurses, management, etc.)					
6. Communicates an attitude of genuine care and concern for other's needs.					
7. Protects all patients' right of confidentiality.					
TOTAL POINTS:					
Comments: (1-2 points require comments – see above directions)					
RELIABILITY	4 Points	3 Points	2 Points*	1 Point*	N/A
1. Reports promptly as scheduled.					
2. Avoids frequent absences.					
3. Initiates duties without supervision.					
4. Operates effectively within the team concept.					
TOTAL POINTS:					
Comments: (1-2 points require comments – see above directions)					
ADAPTABILITY	4 Points	3 Points	2 Points*	1 Point*	N/A
1. Conforms to various styles of different technologists as scheduled.					
2. Uses knowledge gained to meet changing patient conditions and/or circumstances.					
3. Adjusts easily to changes in scheduling (number of exams, types, add-ons, etc.)					
TOTAL POINTS:					
Comments: (1-2 points require comments – see above directions)					
RECORD KEEPING	4 Points	3 Points	2 Points*	1 Point*	N/A

1. Accurately and completely, fills out patient history sheets.					
2. Keeps accurate time sheets.					
3. Understands importance of completing departmental records in an acceptable manner (log books, etc.)					
TOTAL POINTS:					
Comments: (1-2 points require comments – see above directions)					
PATIENT MANAGEMENT	4 Points	3 Points	2 Points*	1 Point*	N/A
1. Talks in a respectful and considerate manner with patients.					
2. Identifies with the needs of the patient.					
3. Communicates effectively with the patient.					
4. Performs duties with minimum discomfort to the patient.					
5. Provides for the patients safety (correct ID, methods of transfer, equipment related accidents, etc.)					
6. Handles patient questions in a tactful manner according to department policy.					
7. Avoids conversations which are not-patient oriented while in their presence.					
8. Insures for the patients privacy and modesty.					
9. Handles patient's belongings with care according to department policy.					
TOTAL POINTS:					
Comments: (1-2 points require comments – see above directions)					
COMPETENCY	4 Points	3 Points	2 Points*	1 Point*	N/A
1. Performs assigned scan tasks with appropriate supervision for clinical level					
2. Avoids total reliance on supervising technologist.					
3. Learning equipment with regards to its proper function.					
4. Recognizes mistakes and is able to initiate corrective action.					
5. Avoids making repeated technical errors					
6. Analyzes exam results for accuracy of technique.					
7. Operates effectively under stressful or difficult conditions.					
8. Identifies sonograms with correct annotations.					
9. Acquires diagnostic images of the technically easy patient.					

TOTAL POINTS:					
Comments: (1-2 points require comments – see above directions)					
CARE AND EFFICIENCY	4 Points	3 Points	2 Points*	1 Point*	N/A
1. Complete assigned scan tasks in a timely manner appropriate for clinical level.					
2. Accepts responsibility in maintaining supplies or reports lack of same.					
3. Maintains a clean and orderly work area.					
4. Receives directions and is able to act without delay.					
5. Utilizes his/her time to best advantage.					
6. Organizes clinical assignments in a logical sequential order.					
7. Reports equipment malfunctions according to department policy.					
TOTAL POINTS:					
Comments: (1-2 points require comments – see above directions)					

Performance/Clinical Evaluation Date: _____

Total Score: _____

Letter Grade: _____

Instructor Comments:

Student Comments:

Student Signature **Date**

Instructor Signature **Date**

**BAKER COLLEGE SONOGRAPHY PROGRAM
CLINICAL EVALUATION FORM
DMS223 – SUMMER QUARTER**

Intern: _____ Hospital: _____

4 points	<u>Exceeds Minimum Standards</u> – Performance which frequently exceeds normally expected levels . A high degree of proficiency is shown in all aspects of performance.
3 points	<u>Effectively Meets Standards</u> – Performance which is consistently at acceptable levels . No MAJOR areas of necessary improvement can be cited. A high degree of proficiency is shown in certain aspects of performance.
2 points	<u>Does Not Meet Standards Consistently</u> – Performance which is inconsistent, meets minimum standards only periodically, and/or in certain areas . * Ratings in this category must be supported by comments, identified specific area of unacceptable performance with guidelines for improved performance .
1 point	<u>Below Required Standards</u> – Performance which is consistently below an acceptable level . Immediate improvement is required. * Ratings in this category must be supported by comments , identified performance, along with notification to the student of the consequences if this performance continues.
N/A	Not applicable

ATTITUDE	4 Points	3 Points	2 Points*	1 Point*	N/A
1. Projects a positive self-image.					
2. Exhibits a genuine interest in choice of vocation.					
3. Seeks active involvement in clinical experiences.					
4. Demonstrates attentive participating manner.					
5. Puts to good use suggestions for improvement given by physicians or technologists.					
6. Interprets constructive criticism in a positive manner.					
7. Cooperates and works well with other members of the department.					
8. Exhibits an obvious compassion for patients.					
TOTAL POINTS:					
Comments: (1-2 points require comments – see above directions)					
COMPREHENSION OF MATERIAL	4 Points	3 Points	2 Points*	1 Point*	N/A
1. Correlates clinical information with observed procedure.					
2. Asks appropriate questions based on previously gained knowledge.					
3. Retains information without need for repeated explanation.					
4. Demonstrates knowledge of technical components regarding machine operation.					
TOTAL POINTS:					
Comments: (1-2 points require comments – see above directions)					

PROFESSIONALISM	4 Points	3 Points	2 Points*	1 Point*	N/A
1. Displays a well-groomed appearance.					
2. Demonstrates poise and self-confidence when communicating with radiologist.					
3. Avoids involvement with gossip about patients and/or personnel.					
4. Projects a pleasant disposition (smiles, addresses patient by name, etc.)					
5. Communicates in an effective professional manner with others (physicians, nurses, management, etc.)					
6. Communicates an attitude of genuine care and concern for other's needs.					
7. Protects all patients' right of confidentiality.					
TOTAL POINTS:					
Comments: (1-2 points require comments – see above directions)					
RELIABILITY	4 Points	3 Points	2 Points*	1 Point*	N/A
1. Reports promptly as scheduled.					
2. Avoids frequent absences.					
3. Initiates duties without supervision.					
4. Operates effectively within the team concept.					
TOTAL POINTS:					
Comments: (1-2 points require comments – see above directions)					
ADAPTABILITY	4 Points	3 Points	2 Points*	1 Point*	N/A
1. Conforms to various styles of different technologists as scheduled.					
2. Uses knowledge gained to meet changing patient conditions and/or circumstances.					
3. Adjusts easily to changes in scheduling (number of exams, types, add-ons, etc.)					
TOTAL POINTS:					
Comments: (1-2 points require comments – see above directions)					
RECORD KEEPING	4 Points	3 Points	2 Points*	1 Point*	N/A
1. Accurately and completely, fills out patient history sheets.					
2. Keeps accurate time sheets.					
3. Understands importance of completing departmental records in an acceptable manner.					
TOTAL POINTS:					
Comments: (1-2 points require comments – see above directions)					

PATIENT MANAGEMENT	4 Points	3 Points	2 Points*	1 Point*	N/A
1. Talks in a respectful and considerate manner with patients.					
2. Identifies with the needs of the patient.					
3. Communicates effectively with the patient.					
4. Performs duties with minimum discomfort to the patient.					
5. Provides for the patients safety (correct ID, methods of transfer, equipment related accidents, etc.)					
6. Handles patient questions in a tactful manner according to department policy.					
7. Avoids conversations which are not-patient oriented while in their presence.					
8. Insures for the patients privacy and modesty.					
9. Handles patient's belongings with care according to department policy.					
TOTAL POINTS:					
Comments: (1-2 points require comments – see above directions)					
COMPETENCY	4 Points	3 Points	2 Points*	1 Point*	N/A
1. Performs exams with appropriate supervision for clinical level.					
2. Avoids total reliance on supervising technologist.					
3. Regards equipment as to its proper function.					
4. Recognizes mistakes and is able to initiate corrective action.					
5. Avoids making repeated technical errors					
6. Analyzes exam results for accuracy of technique.					
7. Operates effectively under stressful or difficult conditions.					
8. Identifies sonograms with correct annotations.					
9. Acquires diagnostic images of the technically easy, average, and difficult patient.					
10. Is able to identify pathology when present.					
TOTAL POINTS:					
Comments: (1-2 points require comments – see above directions)					
CARE AND EFFICIENCY	4 Points	3 Points	2 Points*	1 Point*	N/A

1. Completes exams in a timely manner appropriate for clinical level.					
2. Accepts responsibility in maintaining supplies or reports lack of same.					
3. Maintains a clean and orderly work area.					
4. Receives directions and is able to act without delay.					
5. Utilizes his/her time to best advantage.					
6. Organizes clinical assignments in a logical sequential order.					
7. Reports equipment malfunctions according to department policy.					
TOTAL POINTS:					
Comments: (1-2 points require comments – see above directions)					

Performance/Behavioral Evaluation Date: _____

Total Score: _____

Letter Grade: _____

Instructor Comments:

Student Comments:

Student Signature

Date

Instructor Signature

Date

DMS Program—Baker College of Owosso—Weekly Clinical Log

Student Name: _____ Site Name: _____ Date: _____ Week #: _____

Date/ Role	Type of Study & Pre- senting Signs/Symptoms	Pathology Observed/ Comments	Date/ Role	Type of Study & Pre- senting Signs/Symptoms	Pathology Observed/ Comments

Totals:	ABD	OB	PELV	THY	VASC	TEST	BR	MISC

Day/Date	Start Time	End Time	Hour Total (Minus Lunch)
TOTAL HRS:			

CLINICAL INSTRUCTOR INITIALS:

CLINICAL COORDINATOR INITIALS:

ROLES: Observe (O), Scan Partial (SP), Scan Complete (SC), Pre-Scan (PR-SC), Post-Scan (PO-SC), Procedure Prep (PP)

