

COSUMNES RIVER COLLEGE



Diagnostic Medical Sonography

STUDENT HANDBOOK | 2021-2023

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EFFECTIVE ON PUBLICATION



COSUMNES
RIVER COLLEGE

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I. INTRODUCTION

Program Overview

This handbook is created to provide you, the sonography student, with important information to guide you through your educational experience in the CRC DMS program. It contains policies and procedures governing your actions and behaviors from application to graduation. You are responsible for understanding and complying with the policies and procedures contained in this handbook.

The Los Rios Community College District Non-Discrimination Policy

The Los Rios Community College District, in compliance with all pertinent Titles and Sections of the Civil Rights Act of 1964, the Educational Amendments of 1972, the Rehabilitation Act of 1973, Americans with Disabilities Act, and all other applicable federal, state and local laws, does not discriminate on the basis of race, color, marital status, religion, sexual preference, national origin, sex, age over forty, handicap or Vietnam-era veteran status, physical or mental disability, nor shall any student be discriminated against for conversing in a language other than English, in any of its functions or activities, including employment, educational programs and services, admissions and financial aid.

The District further complies with those federal and state laws and the regulations of the Board of Governors of the California Community Colleges, which prohibit sexual harassment.

Such non-discrimination policies extend to all of the functions and activities of the Los Rios Community College District including employment and employment selection, educational programs, services, admissions, and financial aid.

The Cosumnes River College (CRC) Diagnostic Medical Sonography (DMS) Program was initiated in 2010 through partial funding by a Department of Labor grant. The program has since been institutionalized and is the only community college program of its kind in the North Eastern region of California. The program is designed to meet the workforce training needs for sonographers in the Sacramento Metro Area, Sutter, Yuba, Nevada, Butte, San Joaquin, Solano, and Shasta counties. The program's success can be attributed to strong partnerships with clinical partners, highly qualified instructional faculty, and full support from the college's administration.

You have chosen a rigorous and time-intensive course of study requiring your full-time commitment for six (6) consecutive semesters (including 2 summer semesters). This commitment is offset by a strong 10-year employment outlook in the Sacramento Metro Area.

Projections of Employment

In California, the number of Diagnostic Medical Sonographers is expected to grow much faster than average growth rate for all occupations. Jobs for Diagnostic Medical Sonographers are expected to increase by 25.9 percent, or 1,500 jobs between 2016 and 2026.

Estimated Employment and Projected Growth Diagnostic Medical Sonographers					
Geographic Area (Estimated Year-Projected Year)	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Job Openings
California (2016-2026)	5,800	7,300	1,500	25.9	4,900

Source: EDD/LMID Projections of Employment by Occupation

Wages

The median wage in 2020 for Diagnostic Medical Sonographers in California is \$100,174 annually, or \$48.16 hourly. The median is the point at which half of the workers earn more and half earn less.

Change to Hourly Wages

Annual Wages for 2020	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$84,392	\$100,174	\$125,097

Source: EDD/LMID Occupational Employment Statistics Survey, 2020 Wages do not reflect self-employment.

Source [EDD/LMID occupational employment statistics survey](#), 2020. Wages do not reflect self-employment. The Sacramento Metro Area includes El Dorado, Placer, Sacramento, & Yolo Counties.

We believe full disclosure prior to application to the program promotes mutual understanding of expectations and overall student success. A signature sheet attesting to your intention to adhere to the policies and procedures herein is a mandatory part of the Application Packet (see [Appendix A](#)). We are confident you will enjoy this learning experience and will become a successful, employed professional upon completion.

Enrollment Eligibility

To be eligible for enrollment in either the Associate of Science or Certificate of Achievement in Diagnostic Medical Sonography, the student must meet the following criteria:

- Associate in Science degree (human health preferred), or higher, from a U.S. accredited college;
- 400 hours work/voluntary experience hours with a minimum of 200 hours of paid or volunteer patient care experience and a minimum of 200 hours in positions demonstrating ancillary skills of empathy, service, ethics, responsibility, appropriate interaction with clients/patients.
 - Patient care hours must be documented within an official volunteer or internship program or paid position where you report to a licensed/credentialed health care provider (i.e., RD/RDN, PharmD, PT, RN, PA, RDMS, RT, DMD, DDS, MD or DO);
 - Documentation of hours should include the official job title and job description and validation of hours completed (e.g., timesheet and/or pay stub).
 - Patient care is not the same as observing or shadowing. An observer may be directly in the room watching care being provided. Patient care requires interaction with clients/patients and the medical professional.
 - Examples of patient care hours can be completed:
 - Employed as a [Certified Nursing Assistant](#) (CNA)
 - Employed as a [Medical Assistant](#) (MA)
 - Work as a [Hospice Volunteer](#)
 - Work or volunteer as an [Emergency Medical Technician](#) (EMT)

- Some places will allow individuals to volunteer with no experience to start. These include places such as Angel Care, Visiting Angels, and private in-home care businesses. Hospitals also take volunteers through the auxiliary departments. The key is direct patient care. The DMS Program requires basic care for patients such as grooming, feeding, and performing activities of daily living. Caring for a family member or a single patient is not acceptable; the care must be provided to strangers.
- If a pay stub or timesheet is not available, document and submit your work/volunteer hours using [this form](#) (Appendix C) with your application.
- CRC does not have any contracts or agreements with facilities to provide to the applicants. Applicants must seek out and arrange their own volunteer/work experience.
- For any questions on what qualifies as direct patient care, please contact the DMS Program Coordinator at (916) 691-7345.
- Be able to perform the [physical demands](#) in the externship.
- Communicate effectively with English-speaking individuals.
- Complete the application process for enrollment in the DMS program.
- Fulfill all requirements set forth by the CRC Allied Health Practicum Guidelines including but not limited to background clearance, physical examination, CPR Certification, immunization clearance, and drug screening;
- Successfully complete with a **B** or better all **program pre-requisite courses** as outlined:
 - College-level Intermediate Algebra (or higher math course) (MATH 120 Intermediate Algebra or higher at CRC)
 - Interpersonal Communications (or equivalent communications/speech course; COMM 321 Interpersonal Communications, COMM 301 Intro to Public Speaking, COMM 325 Intercultural Communication, COMM 331 Group Discussion, COMM 361 The Communication Experience at CRC)
 - Anatomy & Physiology (one year with lab; BIOL 430 Anatomy & Physiology and BIOL 431 Anatomy & Physiology at CRC)
 - Medical Language/Terminology (AH 110 Medical Language for Health Care Providers at CRC)
 - Human Disease, Pathophysiology, or Human Pathology (AH 120 Human Disease at CRC)
 - Conceptual Physics (PHYS 310 Conceptual Physics at CRC)
 - If you are completing any of the above course during the semester that you are applying to the DMS Program, complete and submit a [current grade status](#) (in [Appendix A](#)) with your application.
- The program prerequisites do not apply to physicians who have an approved foreign transcript evaluation.

Upon acceptance into the DMS Program, students must

- Comply with technical standards and Clinical Experience Requirements section of this handbook upon acceptance;
- Be Cardiopulmonary Resuscitation (CPR) Certified
- Pass a background check and drug screen
- Provide proof of immunization as required by the clinical practice sites
 - The following immunizations must be kept up-to-date for the full 2 years and/or while in the program:
 - A negative result on the TB skin/chest x-ray test
 - Tetanus
 - Diphtheria
 - Pertussis
 - Rubella
 - Rubeola
 - Varicella (or has positive titers)
 - Hepatitis B series
 - Influenza
 - COVID-19 vaccine when available

Application Process

For your application to be considered, all pre-requisite classes, educational degrees, and patient care and ancillary skills requirements must be completed no later than the end of the Spring semester when grades are posted. There are no exceptions.

The official transcripts (unopened) need to be submitted to the College (see below). **An unofficial copy of the transcript needs to be included in the online application packet.** All documents including all items listed in the instructions must be submitted together within the online packet or it will be incomplete and not considered.

All candidates that are accepted into the program will be contacted by the first week of May regarding the next steps.

Please do not call the office regarding a status update, we are not able to release any information until the process is complete.

The online application packet must be submitted **by 5:00 p.m. on April 9, 2021.**

The Application Packet

The online application packet should consist of:

1. Letter of interest
2. The [DMS Application](#) (See [Appendix A](#))
3. The [DMS Application Checklist](#) (includes the Pre-requisite Checklist on page 3; See [Appendix A](#))
4. Transcript (all colleges attended); An official (unopened) transcript must be sent to the college. Please refer to the College's [Official Transcripts Submit by Mail or by Email](#) for the address to send your official transcript.

5. Proof of previous patient care & ancillary skills experience ([example](#), see [Appendix C](#)).
 6. Professional letter of recommendation - recent and specific for this program (limit 2).
 7. Standard Resume - up to the past 10 years of employment.
 8. Proof of other certifications, licenses, and/or credentials you earned i.e. RT, CRT, RN, CNA, LVN, PT, EMT, etc.
- The information requested on the application is voluntary; however, failure to provide key eligibility information may result in you being deemed ineligible to participate in the program.
 - The intent in requesting this information is not to exclude participation in the program, but rather to identify characteristics that may be a factor in determining eligibility.
 - The information provided will be kept confidential.

Selection of Applicants

Qualified applicants will be drawn randomly to form a pool of finalists. If there is still space available, 2 additional qualified candidates will be drawn from the original pool as alternates. Alternates gain a seat in the program only if one becomes vacant and only during the first Summer session of odd years. There is no wait-list. Applicants not selected will need to re-apply.

Due to the pandemic, many clinical sites are limiting their acceptance of DMS students to complete their clinical hours/experience. As such, this will limit the number of students we can accept for a cohort.

Acceptance Timeline

1. **Finalist selection:** within 3 weeks after the application due date, students will be notified **by email** of acceptance. Please make sure the email you provide on your application is current and accurate.
2. **Acceptance:** Students must accept or decline admission to the DMS Program within 48 hours. If a response is not received, your position may be given to the alternate and you will lose your spot in the program.

Program Curriculum

Students admitted to the program are part of a cohort. The cohort completes a 6 semester, full-time program that is arranged in a meaningful sequence. The program begins in the summer semester of every odd-number year (i.e., 2021, 2023, etc.). This program is academically, physically, and emotionally demanding. Students should be prepared to manage academic, financial, and personal demands before starting this program. Once clinical education begins, students are expected to scan 24 to 32 hours per week and it may be very challenging to work outside of the program. CRC student services can assist students with securing financial aid, childcare, and other resources in order to commit to being a full-time, non-working student.

The DMS Program includes classroom instruction (lectures and labs), as well as four clinical courses (SONOG 215, 225, 235, and 255) at our affiliated hospitals and clinics. Students must pass the American Registry for Diagnostic Medical Sonographers ([ARDMS SPI Board exam](#)) prior to the clinical placement (before enrolling in SONOG 215). The purpose of the clinical education is to provide students with the opportunity to directly apply theoretical principles, patient care skills, and departmental procedures involving actual patients. The clinical education is supervised by appropriate faculty and credentialed preceptors. This is a critical part of the program. Clinical education assignments are determined by the program coordinator and program director based upon educational needs. Students cannot choose their clinical assignment or refuse their assigned placement. Students may not choose their appointed clinical instructors or refuse to work with any co- preceptors assigned by the facility and approved by the program director.

Program Description

The CRC DMS Program includes didactic, laboratory, and practicum components that are structured to facilitate the achievement of educational and career goals. The [ARDMS](#) describes sonographers as "highly skilled professionals who use specialized equipment to create images of structures inside the human body that are used by physicians to make a medical diagnosis." Sonographers have extensive direct patient contact that may include performing some invasive procedures. They must be able to interact compassionately and effectively with people who range from healthy to critically ill.

Associate in Science Degree

The DMS Associate in Science (A.S.) degree may be obtained by the completion of the required program, plus general education requirements, plus sufficient electives to meet the 60-unit total. See [CRC graduation requirements](#).

DMS Faculty and Staff

Program Director: Dr. Faisal Hikmatjo, RDCS, RVT, RDMS (hikmatf@crc.losrios.edu)
Medical Advisor for DMS: Bijan Bijan, MD, Sutter Medical group. (drbijanbijan@gmail.com) Contact Dr. Bijan only when issues cannot be resolved with CRC faculty, staff, and/or administration.
Allied Health Department Chair: Cori Burns, CMS (AAMA) (burnsc@crc.losrios.edu)
Health & Human Services, Dean: Kris Hubbard (hubbark@crc.losrios.edu)
Health & Human Services, Administrative Assistant: Ian Low (lowi@crc.losrios.edu)
Health & Human Services, Clerk: Denise Sailor (FoxSaiM@crc.losrios.edu)

Required Program: Cohort Course Sequence

Course	Course Title	Units	Pre- or Co-requisite(s)
1st Summer Semester			
SONOG 200	Intro to Sonography	3 units	Co-req: SONOG 202
SONOG 202	Sectional Anatomy for Medical Imaging	3 units	Co-req: SONOG 200
1st Fall Semester			
SONOG 205 [^]	Ultrasound Physics & Instrumentation	3 units	Pre-req: SONOG 202; Co-req: SONOG 210 & 240
SONOG 210 [^]	Abdominal Scanning and Pathology	4 units	Pre-req: SONOG 202; Co-req: SONOG 205 & 240
SONOG 240 [^]	Superficial & Small Parts Scanning	3 units	Pre-req: SONOG 202; Co-req: SONOG 205 & 210
* Sit and pass the ARDMS Sonography Principles and Instrumentation (SPI) board exam after the completion of SONOG 205. Student must pass the SPI before entering the clinical experience course (SONOG 215).			
1st Spring Semester			
SONOG 215 [^]	Clinical Experience I	7 units	Pre-req: SONOG 240; Co-req: SONOG 220
SONOG 220 [^]	OB/GYN Scanning & Pathology	4 units	Pre-req: SONOG 240; Co-req: SONOG 215
2nd Summer Semester			
SONOG 225 [^]	Clinical Experience II	7 units	Pre-req: SONOG 220; Co-req: SONOG 228
SONOG 228	Advanced OB/GYN Pathology	2 units	Pre-req: SONOG 220
2nd Fall Semester			
SONOG 230 [^]	Vascular Scanning	4 units	Pre-req: SONOG 225; Co-req: SONOG 235
SONOG 235 [^]	Clinical Experience III	9 units	Pre-req: SONOG 228; Co-req: SONOG 230
2nd Spring Semester			
SONOG 250 [^]	Sonography Interpretation & ARDMS/AART Exam Review	2 units	Pre-req: SONOG 235
SONOG 255 [^]	Clinical Experience IV	9 units	Pre-req: SONOG 235; Co-req: SONOG 250
Total Units		60 units	

Students are required to meet with a CRC counselor prior to beginning the DMS Program.

Students must earn a "C" (75%) or better in all SONOG courses to remain in the DMS Program.

Also see [DMS Program Map](#) for more information.

[^] These courses are clinical or on-campus lab courses. Please be aware that these courses may be postponed and may result in prolonging your time in the program as a result of sheltering-in-place orders.

American Registry of Radiologic Technologists (ARRT) Recognition

The ARRT, as a primary pathway in sonography, recognizes the CRC Diagnostic Medical Sonography Program. The ARRT provides board examinations to credential sonographers and several diagnostic imaging professionals like radiology, computed tomography (CT), magnetic resonance imaging (MRI), and many more for well over 50 years. The ARRT is not an accrediting organization and they do not accredit DMS programs.

The CRC DMS Program Accreditation

The CRC DMS Program is accredited by the [Commission on Accreditation of Allied Health Education Programs](#) (CAAHEP), located at 9355 113th St. N, #7709, Seminole, FL 33775. (727) 210-2350. CAAHEP is recognized by the [Council for Higher Education Accreditation](#) (CHEA) and is a member of the [Association of Specialized & Professional Accreditors](#) (ASPA)

Cosumnes River College Accreditation

CRC is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC). The ACCJC is located at 10 Commercial Blvd., Suite 204, Novato, CA 94949. The ACCJC is recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Cosumnes River College Vision Statement

Cosumnes River College strives to create an inclusive and equitable environment by recognizing, addressing, and eliminating all forms of racism, discrimination, and oppression. We educate and empower all students and employees to achieve their goals and improve the well-being of their communities.

Cosumnes River College Mission Statement

Cosumnes River College provides an innovative, equitable, and inclusive path for all students in our diverse communities to achieve their educational, career, and personal goals. We promote the timely attainment of associate degrees, certificates, and transfer to other institutions and support the pursuit of individual enrichment and career aspirations. We uphold excellence in teaching and learning through diverse educational opportunities and effective student services.

DMS Program Mission

The CRC DMS Program is dedicated to providing students with quality education in the didactic, laboratory, and clinical knowledge and skills to produce competent and compassionate general sonographers.

DMS Program Goal

The CRC DMS Program is designed

- To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for abdominal sonography-extended concentration.
- To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the obstetrics and gynecology concentration.

DMS Program Learning Outcomes

1. Perform entry-level skills of a general sonographer in the clinical setting.
2. Successfully complete the ARDMS certification examination.
3. Acknowledge and adhere to the scope of practice of a general medical sonographer.

II. PROGRAM COSTS

The DMS Program is a full-time program requiring students to commit 32 - 40 hours of course/clinical work and studies per week. This will make it very challenging for students to maintain employment outside of the program. Students are highly encouraged to apply for financial aid, childcare assistance, and other benefits found on the student services website home page at <http://www.crc.losrios.edu/services>.

DMS Programs Costs (subject to change)		
Item	Textbooks & Fees	In-state Tuition Cost*
SONOG 200: Intro to Sonography (3 units)	\$80	\$138
SONOG 202: Sectional Anatomy for Medical Imaging (3 units)	\$150	\$138
SONOG 205: Ultrasound Physics & Instrumentation (3 units)	\$130	\$138
Additional SPI board review materials	\$150	
SONOG 210: Abdominal Scanning and Pathology* (4 units)	\$360	\$184
SONOG 220: OB/GYN Scanning & Pathology* (4 units)	*3 book-set for SONOG 210, 220, & 240	\$184
SONOG 240: Superficial & Small Parts Scanning* (3 units)		\$138
SPI Board Fee - ARDMS (pre-clinicals)	\$200	
Trajectory Fee for Clinical Experiences (for SONOG 215, 225, 235, 255)	\$150	
SONOG 215: Clinical Experience I (7 units)	N/A	\$322
SONOG 225: Clinical Experience II (7 units)	N/A	\$414
SONOG 228: Advanced OB/GYN Pathology (2 units)	(recommended) \$150	\$92
SONOG 230: Vascular Scanning (4 units)	\$150	\$184
SONOG 235: Clinical Experience II (9 units)	N/A	\$332
SONOG 250: Sonography Interpretation & ARDMS/AART Exam Review (2 units)	\$250	\$92
SONOG 255: Clinical Experience IV (9 units)	N/A	\$414
SDMS Student Member 2years @ \$45/year (recommended)	\$90	
Uniforms (scrubs)	\$150	
Miscellaneous supplies, study materials	\$100	
ARDMS exams (abdomen and obstetrics, \$250 ea.)	\$500	
ARRT Board Exam	\$200	
Background clearance & drug screening	\$160	
Liability insurance for 2 years (estimated)	\$40	
Sub totals	\$3010	\$2770
TOTAL PROGRAM COST (MINIMUM ESTIMATE)**		\$5780

Additional Required Expenses:

Cost of Medical Clearance - Varies greatly depending on individual health insurance plans

Cost of Travel to Clinics - Varies greatly depending on assignment

Textbook and other fees subject to change by vendors.

* Refer to the [Tuition and Fees page](#) for information on out-of-state and international student fees.

****All costs to participate in clinical assignments are the sole responsibility of the student. Students are assigned to clinical sites by the Program Director and the Clinical Coordinator strictly for educational purposes. Students cannot choose the location of their sites.**

III. GENERAL PROGRAM REQUIREMENTS

All DMS students accepted into the program are required to:

1. Pass all SONOG prerequisite courses and concurrently enroll in all required courses.
2. Earn a grade of C (defined as 75%) or better for program progression. Students who drop or are dropped from a co-requisite class due to inability to pass before the deadline to drop, will be dropped from the companion course as well.
3. Be responsible for all academic costs, transportation, and personal living expenses. Please be advised to make financial arrangements well in advance of the start of the program to assist with your success.
4. Demonstrate mature judgment, motivation, excellent communication, and interpersonal skills in all aspects of the academic, professional, and patient and interaction.
5. It is highly recommended that students minimize employment for the duration of the program. Working while enrolled in the CRC DMS Program will significantly strain your ability to be successful. Further, requiring students to work 40 hours or more (didactic and clinical hours combined) is prohibited by program policy. Because the program requirements are so close to the 40-hour limit, working outside of the program will be challenging.
6. Sit and pass the [ARDMS Sonography Principles and Instrumentation \(SPI\) board exam](#) following SONOG 205: Ultrasound Physics and Instrumentation. Passing the exam is required to continue and obtain a clinical rotation assignment (enrolling in SONOG 215).

Students who do not pass the SPI Exam will be placed on probation, attend a Remediation Conference with the DMS Program Director to develop a Remediation Plan within 2 weeks of notification (See [Appendix B](#)), and asked to sit for the exam again. Students who do not pass the first time must wait 60 days before they can retake the SPI examination but can reapply after 3 days of the first exam. Not passing the exam the first time may delay a student's progress in the program. Students who do not pass the SPI exam a second time will be dismissed from the program and will need to reapply to the program and enter the lottery for admission with the next cohort. Students are responsible for paying the ARDMS board exam fees. [See Section II: Program Costs for more information.](#)

Academic Integrity

If the instructor has evidence that a student has committed an act of lying, cheating, or plagiarism, the student will be counseled, and the event will be documented and placed in the student's file. If the incident involves cheating on an exam, paper, or other homework assignments, no credit will be given, and the student will not be allowed to repeat the assignment. This could severely affect the student's grade and progression in the program. Students should familiarize themselves with the College's policy on [Student Behavior and Academic Integrity](#).

Professional and Ethical Conduct

Students will interact with other students, faculty, practitioners, staff, and patients throughout the program. Common courtesies and professional conduct must be practiced at all times. Professional conduct is critical and is important to learn and demonstrate the behaviors that are expected of those in the industry and profession. Professional conduct includes, but is not limited to:

1. Complying with the rules, regulations, policies, and standards of the American College of Radiology ([ACR](#)), American Institute of Ultrasound in Medicine ([AIUM](#)), American Registry for Diagnostic Medical Sonography ([ARDMS](#)), Society of Diagnostic Medical Sonographers ([SDMS Code of Conduct](#), [SDMS Scope of Practice](#)), DMS Program, clinical facility, and CRC.
2. Demonstrating ethical and professional conduct that encompasses competence, integrity, appearance, and honesty.
3. Complying with state regulations that prohibit being under the influence of intoxicants. Students and healthcare workers cannot be under the influence of any controlled substances in the workplace. Students or healthcare workers must take time off work or rotation if it is necessary to take controlled substances for a period of time.
4. Complying with Health Insurance Portability and Accountability Act (HIPAA) rules and regulations protecting the confidentiality of personally identifiable patient health information (HIPAA will be taught and discussed in the coursework and at clinical sites). HIPAA applies to everyone.
5. Assisting patients/clients to feel comfortable and secure.
6. Respecting the rights of patients/clients and their family members by treating them with dignity.
7. Establishing effective rapport with clinical and college personnel and peers.
8. Seeking appropriate clarification about responsibilities from appropriate sources.
9. Asking for assistance when uncertain about how to proceed.
10. Following through with assignments in a timely manner.
11. Practicing and reflecting on learned skills.
12. Striving for adaptability and flexibility.
13. Performing tasks that are within their scope of practice and are necessary for the assigned area. If directed to perform any procedure outside the student's level of confidence, the student should inform the instructor and/or supervisor at the clinical rotation and the CRC DMS program director.
14. Maintaining the cleanliness and safety characteristics of the work area and stocking appropriate supplies for lab and clinical assignments as requested.
15. Attending classes, meetings, and clinical experiences as scheduled. Being prompt and remaining throughout the scheduled time.

16. Complying with the clinical dress code, use of cell phones, and computers.
17. Being prepared for class or clinical coursework upon arrival.
18. Contributing to class discussions
19. Exhibiting the highest standards of integrity and honesty.
20. Exhibiting behavior that inspires the confidence of patients, peers, and supervisors.
21. Treating patients, staff, faculty, and others with kindness and courtesy and maintain privacy.
22. Maintaining the highest standards of professional ethics at all times.
23. Maintaining the highest standards of health, welfare, and safety for patients, faculty, staff, colleagues, and students.
24. Speaking calmly and kindly to patients and staff.
25. Accepting feedback and critiques as constructive feedback; not arguing with professors or preceptors.
26. Take the initiative for your own learning at the clinical site; be proactive.

Attendance

Regular attendance and punctuality are mandatory for all enrolled students. Students will be advised of the attendance policy at the beginning of each course or clinical experience. Due to the rigor and accelerated training of the DMS Program, students are expected to attend all courses lectures, laboratories, and clinical hours. A student's presence is critical for the achievement of successful performance and application of the knowledge required for the board examination.

Excessive Absences or Tardiness

Students are required to be punctual and present during assigned hours. A student will be issued a remediation plan if either the clinical personnel or faculty feel that actions should be taken to address the issue. Quizzes or exams are not lengthened for students who arrive late to class. Students should not disrupt class to ask questions or clarification on lectures or activities/discussions covered when they are late or absent.

Vacations and Sick Leaves

Students will not be provided with personal accrued clinical vacation hours/days or sick leave. Personal vacations should be scheduled only during times when classes, including clinical experiences, are not in session. All hours used for sick leave must be made up according to Makeup Time Policy approved by the clinical instructors in this handbook. The program director must also be notified.

Funeral Leaves

Students will be excused for funeral leaves when appropriate. Requests should be submitted to the program director and clinical coordinator in writing. Excused leave will be provided for immediate family, including grandparents and siblings. As a rule, all clinical hours must be made up within the same academic semester that the leave is taken.

Jury Duty

This is a civic obligation and responsibility. Should students be called to serve,

it is recommended they request a deferral of service until graduation. Students who must be absent from class/clinic for jury duty must follow the steps below.

1. Report the summons to the program director as soon as possible.
2. The program director and faculty will inform the student of the academic material that needs to be completed during the absence. All lab practicums must be completed successfully within the academic semester.
3. Clinical experience hours missed must be made up. Coordinate with the program director and clinical coordinator/ preceptor to make a plan to make up the hours within the academic semester. Be sure your plan is approved.

Makeup Time

Makeup time may be completed before or following a leave, with all the hours being made up during the current semester. Special consideration for clinical hours may be required for situations such as jury duty as described above. If all of the clinical hours have not been made up by the end of the semester, an **incomplete grade** will be assigned pursuant to the Incomplete Grade Policy outlined in the [Grades and Grade Point Averages](#) on the CRC webpage.

Makeup hours will be accrued during non-scheduled times through prior arrangement with the affiliate's clinical preceptor and the college's program director to ensure adequate supervision during makeup time.

When making up time, no student may work more than a 40-hour workweek of combined clinical and class hours. Leaves of absence must be approved by the program director and the Dean of Health and Human Service. Note: leaves of absence are challenging to keep up with clinical hours and may result in late graduation. SONOG courses are not offered every year. Students must work with the program director in the event an emergency arises to complete hours on time.

Physical Attributes

A sonographer and sonography student must be able to:

- lift more than **50 pounds** routinely.
- push and pull routinely.
- bend and stoop routinely.
- have full use of both hands, fingers, wrists, and shoulders
- distinguish audible sounds
- adequately view sonograms, including color & greyscale distinctions
- work standing on his/her/their feet 80% of the time
- maintain prolonged arm positions necessary for scanning
- interact compassionately and effectively with the sick or injured
- assist patients on and off examining tables
- communicate effectively with patients and other health care professionals
- organize and accurately perform the individual steps in sonographic procedures in the proper sequence
- use critical thinking skills making adjustments.
- safely execute procedures to prevent occupational injuries.
- demonstrate consistent and continuous improvement

Essential Functions

The CRC Diagnostic Medical Sonography Program is covered by two federal laws that prohibit discrimination against persons with disabilities: The Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Under these laws, the Program may not discriminate against a “qualified student with a disability”, which is defined as a student with a disability who meets the academic and technical standards requisite for admission or participation in a post-secondary educational program or activity. One or both of these laws also apply to most employers of Diagnostic Medical Sonographers. Covered employers are prohibited from discriminating against a “qualified individual with a disability”, which is defined as an individual with a disability who (1) is able to satisfy the general skill, experience, education, and other job-related requirements of the position, and (2) can perform the essential functions of the job, with or without reasonable accommodation.

“Essential Functions” are the job duties that an employee must be able to perform, based on factors such as the reason the position exists, the number of other employees available to perform the function or among whom the performance of the function can be distributed, and the degree of expertise or skill required to perform the function. In order to successfully complete program requirements, achieve full competence as a diagnostic medical sonographer, and be eligible for employment after program completion, students must demonstrate that they can perform essential functions commonly performed by diagnostic medical sonographers, with or without reasonable accommodation. The Society of Diagnostic Medical Sonography ([SDMS](#)) defines these [essential functions](#) in their model job description outlined below.

- Prepare exam room and ultrasound equipment to conduct sonography examinations in accordance with infectious disease, sterilization, and patient safety protocols, policies, and procedures.
- Assume responsibility for the safety of the patient during the sonographic examination.
- Review patient medical history and supporting clinical information.
- Ensure that the sonography examination order is complete, contains relevant information, and meets the standard of “medical necessity.”
- Evaluate any contraindications, insufficient patient preparation, and the patient’s inability or unwillingness to tolerate the examination and associated procedures.
- Communicate with the patient in a manner appropriate to the patient’s ability to understand.
- Use proper patient positioning tools, devices, equipment adjustment, and ergonomically correct scanning techniques to ensure patient comfort and safety, and to prevent compromised data acquisition and musculoskeletal injury to the sonographer.
- Conduct patient clinical assessment and perform the diagnostic medical sonography examination ordered by the supervising physician in accordance with professional and facility protocols.
- Apply independent, professional, ethical judgment, and critical thinking to safely

perform diagnostic sonography procedures.

- Apply independent judgment during the sonography examination to ensure that appropriate anatomical, pathological, and clinical conditions are accurately captured in the examination images.
- Except as authorized by written facility policies and procedures, refer specific diagnostic, treatment, or prognosis questions to the appropriate physician or healthcare professional.
- As necessary, acquire additional ultrasound imaging to facilitate optimum diagnostic results for the interpreting physician.
- Identify and document any limitations to the sonography examination.
- Review examination images, synthesize examination results and prepare the preliminary findings.
- Except as authorized by written facility policies and procedures, refer specific diagnostic, treatment, or prognosis questions to the appropriate physician or healthcare professional.
- Maintain patient privacy and confidentiality in accordance with privacy laws (e.g., HIPAA) and facility policies, and procedures.
- Adhere to accepted professional and ethical standards.
- Provide patient services consistent with the Scope of Practice and Clinical Standards for the Diagnostic Sonographer.

Other Responsibilities

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

Please note students will be exposed to external sonographic transducers in areas that are routinely used as scanning landmarks. During the process of learning sonographic scanning and positioning, the faculty and/or fellow students may touch students. All touching should be appropriate for the intent and purpose of properly executing the scanning procedure. Students are not graded on their participation in volunteering as a client. Yet a student who declines to volunteer to be scanned is responsible to provide his or her own volunteer. At all times in the lab, faculty and credentialed sonographers will be present observing all scans

CRC will make every effort to provide appropriate and reasonable accommodations for students whenever possible. Students need to meet the physical demands of the profession. Students in need of accommodation are encouraged to consult with CRC's [Disability Support Program and Services \(DSPS\)](#) to discuss appropriate and reasonable accommodations.

Personal Phone Calls & Business

Students are expedited to arrive to class and to clinical sites prepared to work. Except during breaks and approved times, usage of cell phones, text devices, etc. is prohibited during class or clinical hours. If it is necessary to receive an emergent message during class or during clinical assignments, please arrange with the instructor before receiving the message or taking a call. Students are not allowed to record lectures per CRC policy. The instructor may allow laptops or cell phones to be used for educational purposes only; students will be advised when this is allowed.

Smoking

CRC is a smoke, tobacco, and vape-free campus. The use of any of these products on campus is prohibited. It is also prohibited at medical facilities and clinics.

Visitors and Guests

Students are not allowed to invite visitors/guests into the classroom or laboratory without specific permission from the instructor. In addition, students cannot invite visitors or volunteers to clinical sites.

IV. CLINICAL EXPERIENCE REQUIREMENTS**Eligibility for Site Assignment**

Students must complete all of the requirements outlined in this section to be eligible for site assignment.

Background Check

Clinical sites require all students to complete a background check prior to beginning the clinical experience. The students are responsible for the cost of the background check. Students will be required to complete the background check by August 1st, in the event the results disqualify a student from continuing in the program or participating in clinical training.

Procedures:

- Students will submit the required information (may include blood/ urine test) to the Corporate Screening system utilized by the college.
- The Dean of Health and Human Services will review the confidential background information and only forward the names to the faculty of those who have passed the background check.
- The Dean will contact each student who does not pass the background check with an explanation for why the student cannot participate in the practicum course. Students will be dropped from the class if they cannot rectify the issue in a timely manner.
- Each case of a failed background check will be evaluated on its own merits based on the requirements of the health facility.
- An automatic failed background check includes violent misdemeanors and all felony convictions.
- The instructor will not have access or knowledge of any information regarding the results of the background check except who passes. Reasons for passing or not passing will be kept private and confidential with the Dean of Health and Human Service.
- Any clinical facility may also require a current background clearance. It is the student's responsibility to pay for any additional screening required by the clinical facility.

Drug Screening

A drug screening is required upon acceptance to the CRC DMS Program. Failure to pass this screening will result in dismissal from the program. The clinical facilities will also require a current drug screen. Clinical sites will prohibit students from placement who do not test clean. There is no retesting for a failed drug screen and some clinical sites may require students to complete additional or random drug testing. Drug screens are the financial responsibility of the student.

CPR Certification

Students are required to have a current Health Care Provider Basic Life Support (BLS) certification card from the American Heart Association (AHA) by August 1. Many facilities and CRC do not accept the American Red Cross CPR certification because it may not include automated external defibrillator (AED) training.

Students are advised when taking a private course to be certain it is the AHA CPR BLS with AED card for Healthcare Providers. This card is good for 2 years. Students who already have a CPR card are responsible for renewing it before the expiration date.

We recommend students without a CPR card obtain it soon after the SONOG 200 course. This timing will maximize the valid certification period ensuring it is active during the entire program and a couple of months after graduation. This is helpful for having an active card after graduation; this is a plus when applying for employment as a sonographer. Should you need to take the Health Care Provider BLS certification course, plan for reviewing material prior to the course and spending one day on the training itself. The card is typically issued on the same day as successful course completion. Online CPR courses do not meet program or employment requirements. Students will receive more information about this requirement during the first semester in the SONOG 200: Introduction to Sonography Course.

Physical Examination and Immunizations

Students beginning clinical rotations must receive a physical examination and provide proof of immunization as required by the site by August 1st. Costs associated with the physical exam and immunizations are the responsibility of the student. A Medical Doctor, a Doctor of Osteopathic Medicine, a physician's assistant, or a nurse practitioner, may perform the examination. Students must use the CRC physical form provided to sonography students. The CRC Health Center provides TB tests for a small fee.

The common immunization requirements are:

- A negative result on a TB skin/ chest x-ray test (may require two steps)
- Diphtheria
- Tetanus
- Rubella
- Rubeola
- Varicella (or have a positive titer)
- Hepatitis B series (have the second injection completed by the start of the clinical assignment or a signed waiver for non-compliance for Hepatitis B)

Health Insurance Coverage

Each DMS student is required to have an active major medical health insurance policy. Accidents or illnesses may occur by coming in contact with the clinical and laboratory environment. Medical evaluation, treatment, and follow-up care are the financial responsibility of the student. Proof of current medical health insurance coverage is required by both CRC and clinical facilities; proof must be submitted and kept current for the duration of the program. The insurance may be provided through a parent's policy or purchased through the student's own carrier. When students purchase insurance, it is important to be aware that some insurance plans are primarily for wellness care and do not cover treatment and follow-up care after an illness/ incident; such policies are insufficient. Each student must sign the *Acknowledgment of Health Insurance Form (Appendix D)* and return it to the program director.

Professional Liability Insurance Coverage

The college offers professional liability insurance coverage for all students enrolled in the clinical courses. The student is required to pay a fee once per year to initiate this coverage. This insurance covers the student during officially assigned clinical experiences.

If a student becomes uninsurable or the policy is canceled due to any disciplinary, ethical, and or clinical procedure violations, the student will be dismissed from the program.

Site Assignment

Clinical experience hours are required for each student beginning with the 3rd semester (1st spring semester). Students will receive a clinical assignment before the start of the first clinical experience course, SONOG 215: Clinical Experience I. The program director, clinical coordinator, and/or faculty will make clinical assignments. Students can only be assigned to CRC clinical affiliate locations with which the college has a current affiliate agreement. It is not possible for students to choose their assignment or their primary preceptor. During the four sequential clinical experience courses (SONOG 215, 225, 235, & 255), students may be rotated to a different site for educational purposes.

The clinical assignments are located in a variety of counties ranging from Sacramento to Shasta. All sites are excellent training and teaching facilities and have experienced clinical instructors. Students may not refuse any assignment. Every student must be prepared financially and with proper transportation to accept their clinical assignment and shift.

The DMS Program Director must approve any rotation or change in clinical assignment, location, hours, and/or days. Failure to obtain proper approval could be cause for program probation and/or program dismissal.

Clinical Hours

Clinical experience hours and days can be scheduled for day, evening, weekend, or holidays, consistent with the facility hours of operation and the assigned primary preceptor schedule. Students are required to work with the assigned staff sonographers/preceptors. All students are expected to strictly follow the clinical assignment schedules. Changes or exceptions must be approved with the site and discussed with the clinical coordinator before they occur. The expectation is if a student stays over scheduled hours to

participate in a case, this is not a schedule change. In this event, the student will simply clock out at the actual time on **Trajecsys**. The clinical coordinator and/or program director regularly monitors students' timesheets. Students may not exceed 40 hours of combined didactic and work experience per week.

Duties and Functions

During the clinical hours, the students will be expected to assist and/ or perform sonographic imaging exams and procedures. In addition, the students may be expected to participate in processing images, cleaning of ultrasound systems, stocking and taking inventory of room supplies, transporting patients, and performing other office procedures and sonographer tasks.

Clinical Protocol

Students are responsible for following all clinical policies and procedures for the safety of the student as well as the safety of patients and staff. Students will operate within their competence and scope of practice. Students are to notify the clinical coordinator of any concerns before accepting the clinical assignment.

Students are to notify the preceptor of concerns regarding working with any patient before providing patient care. Abrupt refusal to continue patient care could be perceived as patient abandonment. A student may not refuse to care for a patient or participate in a laboratory exercise unless the student is not physically able. In such a case, the student must provide documentation from a health care provider.

Clinical Attendance

Arriving late to a clinical site could be cause for site dismissal and dismissal from the program. Regular attendance and punctuality are mandatory for all enrolled students. Students will be advised of the attendance policy at the beginning of each clinical experience. In case of illness or other emergencies, the student must notify the clinical site instructor and the program director at least one hour before the time he/ she is to report to the clinical site. Failure to notify the site in an urgent, unavoidable tardy or absence prior to expected start time, will result in program probation and possible program dismissal pending circumstances. Following the absence, the student will send an email to the program director addressing the mechanism by which the clinical hours will be made up. All missed hours must be completed during that particular rotation. This document becomes part of the student's file. Please note that the program director keeps track of all students' programmatic hours. Prolonged illness or injury requiring longer absence from the clinic requires a doctor's note and release to return to the clinical training.

Students must never leave during a patient examination, even if they are only observing unless the clinical preceptor asks them to step out or assist in a function related to this patient. It is unprofessional to ask to take a phone call, restroom break, or conduct any personal activity during a patient's exam. It is considered poor patient care if staff or students cause patients to feel they are not of primary interest during their exam. Students are not to leave their assigned areas without notifying the preceptor or instructor and taking the appropriate steps to complete the assigned task (working with a patient, restocking, etc.).

Students not performing course-related assignments are not permitted in clinical

sites without permission. Students who are not currently assigned at a site are not allowed to return to a previous facility without permission.

It is the student's responsibility to make up class hours and materials. Arrangements must be made with the instructor for any missed lecture/lab and/or the clinical preceptor for any missed clinical education/hours. All scheduled changes must be approved by the DMS Director or the Clinical Coordinator.

Students arriving late or leaving class early will be regarded as absent. Habitual tardiness is not professional, will not be tolerated, and can be a cause for program dismissal. Each clinical site shall determine what is considered excessive. Students are advised to schedule personal appointments/ vacations around the clinical and/ or classroom ours.

Excessive Absences or Tardiness

Students are required to be punctual and present during assigned hours. A student will be issued a remediation plan if either the clinical personnel or faculty feel that actions should be taken to address the issue.

1. Students who are late reporting to their clinical site will be warned once verbally. Some clinical sites have a zero-tolerance for tardiness and absenteeism.
2. The second time a student is tardy or absent from the clinical site, the student is put on program probation.

Dress and Appearance Standards

DMS students are required to present a clean, neat appearance when entering clinical sites. This includes a clean, pressed, regulation uniform, and student or clinical site photo ID or badge. Personal cleanliness and good grooming are mandatory. Students must be dressed according to the standards established by the clinical coordinator. These requirements include:

- Bathing daily and using deodorant
- Refraining from using products with strong odors such as perfume, lotion, or hairspray
- Wearing shoes that are in good condition, safe, and appropriate for the work site
- Having clean hair that is off the face or restrained at the nape of the neck
- Maintaining a clean and neatly trimmed beard and mustache.
- Limiting the amount of jewelry worn or allowed by the clinical site
- Keeping fingernails clean, neat, and trimmed short. Nail polish may be limited to clear or neutral shades, depending on the clinical site policy. Unnatural nail coverings are not allowed including acrylic, gel, or fake nails.

Other requirements:

- Students are responsible and accountable for observing the dress and grooming standards at their assigned clinical site(s).
- Students are responsible for adjusting their attire before entering an assigned clinical experience such as isolation or surgery.
- Inappropriate dress and/ or grooming will be discussed with the student by the clinical preceptor and/ or college faculty. A verbal warning will be given for the first infraction. Subsequent infractions will result in exclusion from the clinical education for the remainder of the day that must be made up with approval from the clinical site/ staff.

Transportation

Students are expected to make appropriate arrangements for transportation, childcare, personal business, etc., to attend all assigned clinical facilities and meet the requirements of the program, including attending mandatory meetings or training. Students are responsible for all transportation costs. Students who know they will be unable to access a clinical site due to limited transportation must discuss this concern with the clinical coordinator immediately.

Phone Use at Clinical Sites

Handling any personal business while at a clinical site is prohibited. Students will follow the cell phone policy at each individual site as instructed. Departmental telephones may not be used for personal use. Taking pictures is strictly prohibited.

Smoking at Clinical Sites

Smoking is prohibited. The employee smoking policy at the clinical facility shall apply to CRC students. It is the student's responsibility to understand the clinical site's smoking policy and to adhere to it.

Visitors and Guests at Clinical Sites

Students are not allowed to invite visitors or guests, including other students to the clinical site.

Potential Risk for Students

Students entering the DMS Program may face certain risks that are standard when providing patient care. Should pregnancy occur during the course of study, the unborn child will also be exposed to these risks. These risks include but are not limited to: exposure and contact with infectious/ communicable diseases, radiation or hazardous material, and/ or physical injury. Students entering the DMS Program accept the risks involved in dealing with patients with infectious/ communicable diseases.

Each student must complete, sign, and submit the *Hold Harmless and Assumption of Risk Form* located on **Trajecsys** and submit the signed form to the program director. Instructions are given in class and this must be signed prior to beginning any clinical assignments. Students who encounter those with infectious/ communicable diseases will be advised and must adhere to the clinical site's protocol for follow up.

Reporting Health Conditions

Students must notify the instructor/clinical coordinator of any existing health conditions that may warrant special consideration in the clinical setting including but not limited to exposed herpetic lesions, temperature exceeding 100.2 F°, physical injury, or conditions transmitted via close contacts such as COVID-19, rubella, measles, mumps, or TB. Failure to notify the instructor/clinical coordinator may result in disciplinary action. Students with any health conditions that may compromise patient care will be required to immediately leave the site and provide a medical release prior to returning to the clinical site. Students who report and knowingly compromise patient care may be dismissed from the program.

In the event a student is under the care of a physician and is taking a prescribed medication that might impair his/her/their ability to perform assigned tasks, the student must notify his/her/their instructor *in advance* of starting clinical work. It is at the instructor's discretion as to whether the student may continue to perform the assignments, be assigned non-safety sensitive duties, or must leave the clinical site. Controlled substances taken by students must be authorized prescriptions approved by the FDA and at all times cannot impair a student beyond the reasonable or safe levels based upon the observation and judgment of the clinical instructor. If authorized prescription medications impair or alter a student's ability to function normally as observed by the clinical instructor(s) or staff, the student could lose the clinical rotation assignment and not be reassigned. Losing one's clinical site will cause the student to be dismissed from the program.

If a student has any condition requiring the use of controlled substances for treatment, it is highly recommended the student discuss a makeup time assignment with the college clinical coordinator and not report to duty during that time. The use of controlled substances, even with a prescription, is not suitable for student learning during clinical work. Most hospitals do not allow patient care employees to work during a time when this type of medication is required.

Confidentiality and Professional Behavior

At any time, a clinical site change is made for educational purposes. Students will respect every aspect of the confidentiality of any previous site(s). Students will not gossip or share information other than collaboration directly related to sonography education. This includes discussions at the sites where there could be more than one student. Students are not allowed to discuss the progress or performance of another student in any situation where the student was not directly involved. If at any time clarification is needed,

The student may ask the faculty, the clinical coordinator, or program director.

Students must be aware of their responsibility as well as potential legal implications in respecting the rights and privacy of others. Do not discuss information about any patient, other health care member, or faculty as it may infringe on someone's right to privacy.

Students are also responsible for demonstrating appropriate workplace behavior at the clinical sites. This includes:

- maintaining respectful communication with staff, patients, and fellow students
- being on time and remaining throughout the scheduled rotation
- addressing issues or concerns with a staff member privately and appropriately
- taking ownership of their own behavior and concerns rather than blaming others
- demonstrating flexibility and good judgment at all times
- modeling successful work habits
- understanding own role and responsibility as a student
- demonstrating respect for the health profession

Patient Confidentiality / Health Information Portability and Accountability Act (HIPAA)

Students working in clinical settings have access to patients' protected health information. Students must maintain the privacy and confidentiality of patient health information and personal information such as age, address, telephone, marital status, pursuant to federal law. This federal law is known as the Health Insurance Portability and Accountability Act ([HIPAA](#)). All students will receive training in these rules in class and at clinical sites. For example:

- Case reviews must not contain personally identifiable patient information.
- Acknowledging a fellow student as a patient of a clinical facility is a violation of that student's personal health information.
- Patient information may not be removed from the clinical facility. Photocopying of patient records is not permitted.
- Any list identifying a patient by name must remain at the clinical site.

Violating these rules could result in significant civil and criminal penalties for the student, particularly if an improper disclosure of information is done knowingly or resulting in personal gain. Violation of these rules will result in discipline up to and including termination from the DMS Program, even for a first offense.

Disclosure of health information to anyone other than the patient typically requires the patient's express written authorization and such requests should be directed to the preceptor or clinical coordinator. Students are required to complete HIPAA training and sign the HIPAA Letter of Instruction before beginning any clinical work. Most clinical facilities will also include additional online HIPAA training through the facility at pre-assignment orientation.

Ethical Behavior

Students are expected to operate within the ethical boundaries of the health profession. Students are to exercise the philosophy "Do No Harm" when working with those entrusted to their care. Students are expected to make the well-being of patients their primary concern, even above their own personal needs.

Report of Suspected Child or Elder Abuse

California state law requires a student working with patients to immediately report suspected child or elder abuse or neglect to the preceptor or clinical coordinator. This includes physical or mental injury of a non-accidental nature, sexual abuse or exploitation, or negligent treatment or maltreatment. Anyone who fails to report these conditions is guilty of a misdemeanor. The instructor, clinical coordinator, and preceptor will advise students on the signs of abuse and the steps to take to file a report.

Incident Reporting

All accidents, injuries, incidences, and unusual occurrences are to be reported immediately to the preceptor, instructor, or clinical coordinator, no matter how minor they may seem. If an incident occurs during class, notify the instructor, and complete an Incident Report (the instructor supervising the class or lab will provide an Incident Form). Each clinical site has a protocol and a form for reporting accidents and incidences. The incident report will be filed with the clinical site and a report sent to the college. Medical evaluation, treatment, and follow-up care following an accident or incident are the financial responsibility of the student. Student accidents, injuries, incidences are not "work-related" and cannot be reported as such. They will not be covered under the clinical site or college's worker's compensation program. The program director will require documentation of treatment or follow-up care provided by the student from their own medical care provided (MD or DO) following an exposure to bloodborne pathogens or an accident as evidence the student is released to return to clinical training.

Emergency and Safety Procedures

Students are responsible for knowing and adhering to the appropriate procedures for handling safety issues and emergencies at each clinical site. The preceptor onsite, the clinical instructor(s), and the faculty clinical coordinator will provide this information to the student. The student will attend an orientation at each clinical site. The student will follow proper policy and protocol for emergencies and safety issues specific to each hospital or clinic.

V. COLLEGE AND PROGRAM POLICIES AND PROCEDURES

Incomplete Grade

An incomplete grade, "I" may be assigned by the instructor, when in the judgment of that instructor, the student is unable to complete the course requirements before the end of the semester due to unforeseeable, emergency, and justifiable circumstances. To receive credit for the course, the incomplete work must be finished no later than one year from the end of the semester in which it was assigned. A final grade will be assigned with the incomplete work has been finished and evaluate, or when the time limit for completing the work has elapsed. A student receiving an incomplete may NOT re-enroll in the course. A student may petition for a time extension due to extenuating circumstances. See the [college catalog](#) for more details.

Withdrawals

California Code of Regulations, Title 5 §55024, governs withdrawals. A student may drop a class without notation (a "W" grade) prior to the point in which 20% of the class has occurred per the [college catalog](#) and [Los Rios Regulation R-7252](#). Students are responsible for knowing important enrollment dates by checking each semester's [academic calendar](#). Students withdrawing after this time and before the point in which 75% of the class has occurred, shall receive a "W" notation on the permanent academic record/ transcript. A student may be withdrawn from a course by the instructor when the students' absences exceed 6% of the total hours of class time as per [Los Rios Regulation R-2222](#). If a student is dismissed from a clinical site, the student will be withdrawn from the clinical course and any co-requisite course.

A "W" grade on the permanent academic record/transcript is used for determining Progress Probation and Progress Dismissal. Students are not allowed to withdraw from a course during the last 25% of the course (beyond the last day to drop with notation) except due to extenuating circumstances (verified cases of accidents, illness, or other circumstances beyond the control of the student). Students may petition to drop during this time period for verifiable extenuating circumstances. After consultation with the instructor and with administrative approval the withdrawal may be recorded as a "w" on the permanent academic record/transcript rather than as a less than satisfactory or failing grade. In all other cases, after the 75% date, a student will receive a grade in the course. See the [college catalog](#) for additional information.

Military withdrawal is available when supporting documentation showing orders compelling a withdrawal is provided along with a student petition. Military withdrawal is available for students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses. See the [college catalog](#) for more information.

Medical withdrawals may be considered when supporting documentation is provided along with a student petition. See the [college catalog](#) for more information.

College Probation

There are two types of college probation; these are academic probation and progress probation.

Academic probation is defined in [Los Rios Regulation R-2231](#) as a student who has attempted at least 12 semester units and has earned a grade point average below 2.0 in all units that were graded with a letter grade. All students who earn such a GPA must be placed on academic probation ([Title 5 §55031, subd.\(a\)](#)).

Progress probation is defined in [Los Rios Regulation R-2231](#) as a student who has enrolled in at least 12 semester units and the student's "W," "I," "NC," and "NP" grades comprise 50% or more of all units in which the student has enrolled. All students who earn such a percentage must be placed on progress probation ([Title 5 §55031, subd.\(b\)](#)).

Computations

GPA = Total GPA earned ÷ Total units attempted with a letter grade Progress

Probation = Total units earned with "W," "I," "NC," and "NP" ÷ Total units attempted

Removal from CRC Probation

A student on Academic Probation is removed from probation and achieves good standing when the student's cumulative GPA reaches 2.0 or higher.

A student on Progress Probation is removed from probation and achieves good standing when the cumulative units graded with "W," "I," "NC," and "NP" drops below 50%.

Students are encouraged to familiarize themselves with all college and academic regulations found in the [college catalog](#). Students finding themselves in academic or

progress probation should review the interventions available to them in [R-2231 2.0](#) and take advantage of all appropriate [student services](#).

College Dismissal

There are two types of college dismissal; these are academic dismissal and progress dismissal.

Academic dismissal is defined in [Los Rios Regulation R-2231](#) as a student who remains on academic probation for three consecutive semesters. All students who achieve such status shall be subject to dismissal ([Title 5 §55033](#)).

Progress dismissal is defined in [Los Rios Regulation R-2231](#) as a student who remains on progress probation for three consecutive semesters. All students who achieve such status shall be placed on progress dismissal ([Title 5 §55033](#)).

Tuition Refunds

For all semester-long courses, enrollment tuition, and capital outlay fees are refundable through the Friday of the second week of instruction. Short-term courses are refundable through The Friday of the first week of instruction. Students who withdraw from a course prior to the point in which 20% of the course has occurred shall receive a refund of tuition paid. See the [college catalog](#) for additional information.

VI. DMS PROGRAM POLICIES AND PROCEDURES

DMS Grading and Progress

Students are not only held to college policies for academic and progress probation, but they must also comply with DMS program policies for academic achievement. A minimum of a "C" (75%) grade must be achieved in each sonography course. An overall GPA of 2.35% must be maintained at all times. A grade of "D" or "F" will prevent the student from continuing with the program. A grade of No Pass (NP) in the clinical course is equivalent to a "D" or "F." The student will not be permitted to continue in the program with an NP grade in any clinical course.

It is the student's responsibility to be aware of his/her/their academic progress throughout each semester. Each instructor is available either during office hours and/or before or after class. Instructors are also available via email. Students need to contact the instructors to discuss any issues/ concerns regarding academic progress.

DMS Program Probation

Students are required to make satisfactory progress in their courses and in all clinical rotations. If the student does not complete the required hours for the clinical rotation, he/she will be put on probation with the possibility of dismissal from the program. Should the student exhibit any of the following, a conference shall be called between the instructor, program director, and/or clinical coordinator/preceptor and the student.

- Does not transfer classroom knowledge to the clinical experience.
- Does not adhere to the clinical, college, or program policy.
- Does not follow generally accepted rules of personal cleanliness/ grooming.
- Does not follow professional ethics and conduct.
- Does not achieve minimum academic standards.
- Does not demonstrate knowledge, skill, and judgment at the expected level.
- Does not effectively communicate with clinical instructors or staff on site.
- Does not progress as required.
- Does not pass the ARDMS Sonography Principles and Instrument Board Exam

A conference will be held within 2 weeks after identification of unsatisfactory progress. The conference will address:

- Correcting the cause of the failure(s).
- Development of a remediation plan of action which will be put in writing documenting the cause of the probation, the terms of the probation, the length of the probation, and the time identified for improvement reevaluation.
- Ensuring students acknowledge receipt of the remediation plan by signing the document. A copy will be placed in the student's file.

DMS Program Suspension and/or Dismissal

A student will be immediately dismissed when an extremely serious infraction of the rules has occurred. When this develops the student will be dismissed from the clinical environment and/or classroom/laboratory. Examples of actions that may lead to dismissal from the program are:

- Reporting to class/clinical environment under the influence of drugs or alcohol
- Physical or verbal abuse to patient, visitor, personnel, students, faculty, or staff
- Petty theft
- Sexual misconduct
- Unsafe clinical practice of any kind
- Break of confidentiality (HIPAA)
- Verbally informing a patient of exam results or giving medical advice
- Failure to notify clinical sites directly of tardiness or absence from scheduled hours
- Failure to follow policy set by the facility (i.e., entering marked restricted areas)

Students found guilty of misconduct will be dismissed and will not be eligible to reapply to the DMS Program.

DMS Program Dismissal

At any time, if a student is dismissed from a clinical site and cannot continue in the clinical experience due to poor or inconsistent clinical performance, unprofessional behavior, failure to progress in skills, unprofessional participation in gossip or drama onsite or if the onsite clinical supervisor requests the college does not reassign the student to the site due to inability to cohesively and professionally get along with their staff, the student will be dismissed from the program. The CRC DMS Program and all clinical affiliates adhere strictly and consistently to the SDMS [Scope of Practice and Clinical Standards](#) and [Code of Ethics](#) to ensure high standards and top patient care. Clinical site dismissal is taken very seriously due to the fact that a student who is dismissed from a site or asked not to return, is dismissed from the program and highly unlikely to be employed in this field.

The program director, instructor, or clinical coordinator/preceptor will make the final decision regarding student dismissal after consultation with the Dean of Health and Human Services.

Student Grievance Procedure

DMS students may follow the CRC [Student Grievance Procedure](#) as stated in the CRC College Catalog. DMS students are encouraged to first seek resolution to any concerns especially those related to the DMS Program or clinical rotations by contacting the instructor, the clinical coordinator, or the program director immediately. The DMS Program Director can best help the student with early resolution when concerns are reported at the time they occur and not after additional issues may have developed.

Appendix A: DMS Application Packet



COSUMNES
RIVER COLLEGE
HEALTH & HUMAN SERVICES

8401 Center Parkway | Sacramento, CA | 95823-5704

Phone: 916.691.7391

www.crc.losrios.edu

2021 Diagnostic Medical Sonography (DMS) Application Instructions

Complete the digital DMS application form, print it and submit it in your application packet. Please read, check-off, print and sign the application checklist; then submit it in your application packet.

The deadline to submit/email an application packet is **5 pm on April 9, 2021.**

IMPORTANT: All applications must be complete, or they will not be considered. Please see the itemized checklist. **All transcripts must be OFFICIAL (unopened) and [sent to the college](#).**

Please ensure your contact information is accurate.

Once submitted, the Application Packet becomes the property of Cosumnes River College. Applications will not be retained or returned for candidates who are not accepted into the June 2021 class. Please retain a copy for your records.

Candidates being considered for the 2021 DMS program will be contacted no later the first week of May 2021.

The application packet consists of the following documents, **assembled in this order:**

1. 2021 DMS Application, signed and dated; four (4) pages
2. 2021 Application Checklist (including the Prerequisite Checklist) signed and Dated; three (3) pages
3. Letter of Interest, maximum one (1) page typed, double spaced
4. Unofficial transcript. Please [send official transcripts, unopened, to the college](#).
5. Proof of other certifications, licenses and/or credentials
6. Proof of previous patient care experience and ancillary skills
7. Standard resume
8. Professional letter of recommendation, recent & specific for this program, maximum of two (2)

All applications MUST be submitted in one FULL APPLICATION PACKET.

Please read the instructions carefully and take note that applications for candidates will NOT be reviewed until after the application deadline in April 9, 2021. There is NO consideration or preference applied to any application submitted prior to the submission date. This submission period is for the benefit of the 2021 applicants to gather and present a completed application packet.

Please note the following recommendations as you begin to prepare:

1. Order your official transcripts from every college/university you attended, as soon as possible. These can take time depending on the location. It is recommended you order two (2) copies of your official transcripts from each institution and have them mailed to you. Submit one set of sealed, official transcripts to [CRC Admissions & Records](#) and keep the second set for your records. NO portions of the application packet will be returned regardless of program admission status. Once submitted your application packet becomes the property of Cosumnes River College. You will submit an unofficial copy of your transcript with your application package.
2. Proof of prerequisite completion, with dates completed and grades earned, must be included in your checklist. If you obtained a course substitution waiver for *any* prerequisite, you must include a signed copy of that form in your application packet. NO prerequisite course substitution(s) waiver(s) will be accepted AFTER the application packet has been submitted. Students must earn a "B" or better in ALL pre-requisite courses, including courses substituted for the listed pre-requisites that have been approved prior to submission of the application.
3. Prepare your letter of intent. This letter must be a maximum of one page typed, double spaced, and addressing your specific interest in Diagnostic Medical Sonography. You are encouraged to include your plan on how you will be successful as a full-time DMS student. Please address your letter to the DMS Selection Committee, Cosumnes River College, Health & Human Services Career and Academic Community.
4. Prepare a standard resume including all education and work history pertaining to this program.
5. Obtain and submit only original and recent **professional** letters of recommendation (i.e., from a direct supervisor, employer, or teaching faculty) specific for this program. *Personal* letters of recommendation are not acceptable. Professional recommendation letter should highlight the applicant's motivation, communication skills, interpersonal skills, academic skills, quality of patient contact and interaction, and/or maturity in judgement. Only two (2) letters will be accepted.
6. Consider your contact information. IF you are not yet a Cosumnes River College Student or do not yet have a Los Rios Community College student email please be sure to have an active email address with settings that will accept email from crc.losrios.edu. It is important to submit current contact information including email, mailing address, and phone number at the time you submit the application. If there are changes to any contact information after submission, it is critical the

applicant report this by email to the Program Director, at hikmatf@crc.losrios.edu. Updated information will then be forwarded to the DMS Selection Committee.

7. The application packet must be emailed to the Program Director Dr. Faisal Hikmatjo (hikmatf@crc.losrios.edu) and Health & Human Service Clerk, Denise Sailor (foxsaim@crc.losrios.edu) **by 5:00 p.m. on April 9, 2021.**

Please avoid contacting the Department to inquire about your application status. No information will be given to anyone until the process is completed for all applicants.

Applicants are responsible to respond upon request. Failure to respond could disqualify candidates' applications to the DMS program. The DMS Program Director will contact all applicants about their status by 1 week after the application due date.

All qualified applicants will be scheduled for an informational session. The 2021 candidate selection is based upon a lottery system from the pool of qualified applicants. Selected applicants must attend a mandatory orientation meeting (via Zoom), in June 2021. The inability to attend this meeting could disqualify your application for the 2021 program.

On behalf of the CRC Diagnostic Medical Sonography program, we wish everyone the best in their educational and career goals while pursuing the dynamic and fascinating field of Diagnostic Medical Sonography.

CRC Selection Committee
DMS Program
Cosumnes River College
Health & Human Services Career and Academic Community



2021 DMS Application

Read the directions thoroughly before completing the application.

Enter your application information in the space provided, [in this fillable PDF](#). When finished, print (2) two copies and include one copy of this form with your original signature as indicated.

None of the application materials can or will be returned to you. ALL forms and documents must be submitted as **one single packet**. Please be certain your entire packet is complete. After submitting your packet, the DMS Selection Committee cannot provide you any updates regarding the status of your application.

PERSONAL INFORMATION

Last Name: _____

First Name: _____

Date of Birth (mm / dd / yyyy): _____

Los Rios Student ID: W (if applicable): _____

EMAIL (primary): _____

EMAIL (secondary): _____

Phone Number 1: () _____

Phone Number 2: () _____

Street Address where you can be reached

Apartment #/Suite #: _____

City: _____

Zip Code: _____

Emergency Contact (optional):

1. Name and Relationship: _____

2. Method of Contact (email or phone number): _____

This is for urgent use only.

EDUCATION

List all of the colleges/universities you have attended, with the **most recent first**. You will need to include an unofficial transcript for each college listed here with this application if you want it to be considered as qualification for the DMS applicant pool. **Official copy of your transcript(s) must be [sent to the CRC Admission & Records office](#).** For additional colleges/universities, please list on a separate, typed sheet.

Name of Institution:

City, State: Major:

Degree and Year Received:

Name of Institution:

City, State: Major:

Degree and Year Received:

Name of Institution:

City, State: Major:

Degree and Year Received:

List any current credentials, licenses, or registries in healthcare:

Patient Care - a minimum of 200 hours of paid or volunteer patient care experience. For additional description and/or patient care facilities, please list/describe on a separate, typed sheet and add to this application. **Please include the job description and timesheet with this application.**

Name of Facility and City:

Type of Patient Care:

Description of Duties demonstrating patient care:

Name of Facility and City:

Type of Patient Care:

Description of Duties demonstrating patient care:

Ancillary Skills -a minimum of 200 hours in positions demonstrating ancillary skills of empathy, service, ethics, responsibility, appropriate interaction with clients/patients. For additional ancillary skills facilities, please list/describe on a separate, typed sheet and add to this application. **Please include the job description and timesheet with this application.**

Name of Facility and City:

Type of Patient Care:

Description of Duties demonstrating ancillary skills:

Name of Facility and City:

Type of Patient Care:

Description of Duties demonstrating ancillary skills:

Print the four (4) pages of this application, along with the [Application Checklist](#), job descriptions, time sheets, and include them in your application packet. **Both documents** must be signed and submitted together with any supporting attachments (i.e. official transcripts, additional pages). Documents submitted separately will result in an incomplete application and will not be considered for the applicant pool.

By signing below, I attest that all information is correct and complete to the best of my knowledge. I further understand that late or incomplete application packets will not be accepted.

Applicant Signature _____ Date: _____

Applicant Name, *Printed* _____



2021 DMS APPLICATION CHECKLIST

Use this checklist to ensure your 2021 DMS Application Packet is **assembled in this the following order** and is complete.

- ☐ 2021 DMS Application, signed and dated; four (4) pages
- ☐ 2021 DMS Application Checklist (including the Prerequisite Checklist), signed and dated; three (3) pages
- ☐ Letter of Interest, maximum one (1) page typed, double spaced
- ☐ Official transcripts, unopened
- ☐ Proof of certifications, licenses and/or credentials
- ☐ Proof of previous patient care experience
- ☐ Standard resume
- ☐ Professional letter of recommendation, maximum of two (2)

Acknowledgments

- ☐ Once submitted, my application and all supporting documents are the property of Cosumnes River College and will not be returned.
- ☐ The CRC DMS Program is a full-time, two (2) year program. **Working during the program is not possible**, due to accreditation standards. I understand that the financial implications are my sole responsibility.
- ☐ If I am accepted to the program, I agree to adhere to all program requirements including, but not limited to, the physical and mental health clearances, a thorough background check, and random drug testing, as required.
- ☐ If my application packet is deemed qualified, I will attend the pre-selection, informational session, prior to the lottery selection of candidates. If I am selected, I will then attend the mandatory orientation meeting in mid-May, 2021.

- ☐ I understand that the inability to attend these meetings could disqualify myself from the 2021 DMS Program.
- ☐ My contact information is correct. My email and USPS addresses are clear and legible.
- ☐ My signature verifies that I will respond to the DMS Selection Committee by phone, email, or by USPS, as requested by the Committee.
- ☐ I verify that, if selected, I am available to begin the program in June 2021.
- ☐ By signing below and submitting my application packet to the 2021 DMS Selection Committee, I understand the application process and acknowledge that this is ***not*** an indication of acceptance to the DMS Program.

Applicant signature and date

Applicant's full, legal name (print clearly)

DMS PROGRAM PREREQUISITE CHECKLIST

Prerequisite Course	College or university where completed and date completed.	Grade	Completed or Waiver?* (enter C or W)	Currently in Progress?** (enter Y or N)
Intermediate Algebra (or equivalent)				
Interpersonal Communication (or speech, group communication)				
Anatomy & Physiology (with lab) 1st semester				
Anatomy & Physiology (with lab) 2nd semester				
Human Disease, Pathophysiology or Human Pathology.				
Conceptual Physics				

*For all courses approved with equivalent course waivers, enter a 'W' and attach a copy of the signed waiver with the application.

**For 'Currently in Progress' courses, they must be completed by the end of Spring Semester, 2021, with a grade of 'B' or better to qualify. Use the Current Grade Status form (next page) and submit it with the application.



CURRENT STUDENT GRADE STATUS

For DMS APPLICATION

Student Name _____ Student ID# _____

Current Class Enrolled _____

Class Instructor Name _____

College/University Course is taken at _____

Current Grade as of: (Date) _____

Current Grade: _____

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Disclaimer:

The student's Diagnostic Medical Sonography application is contingent on the FINAL posted grade from the above named pre-requisite class. If the FINAL grade is below the allowed grade, the application will be incomplete and will not be accepted.

Appendix B: Remediation Plan



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Department of Diagnostic Medical Sonography Student Remediation Plan

This form is to be completed when a student has been notified about deficiencies or concerns in their progress in the Diagnostic Medical Sonography Program. It is to be reviewed with the student during the Remediation Conference and signed by the student, program director, and where pertinent, course instructor, clinical coordinator, and/or clinical instructor.

The following presenting concern(s) have been identified that warrants a remediation conference and plan. The associated action plan for remediation were discussed and agreed upon by all parties involved.

Description of the Presenting Concern(s):

Action Plan for Remediation:

This action plan specifies the parties to be involved, responsibilities that each party will perform and the timeframe for the completion of these tasks. A copy of this completed form will be provided to each party involved.

Student Name/Student ID	Tasks	Deadline Date(s)
Faculty/Instructor/Clinical Coordinator/Clinical Instructor Name(s)	Interventions	Deadline Dates(s)

Signatures:

Student _____ Date _____

Program Director _____ Date _____

Others (title: _____) _____ Date _____

Appendix C: Sample Documentation of Direct Patient Care Hours

Official Company Letterhead



Street Address,

City, ST

ZIP Code

Telephone Email

Date

Dear DMS Application Selection Committee,

The following applicant (APPLICANT'S FULL NAME) started with our organization on (DATE). The following is a list of the duties required for the Direct Patient Care portion we provide to our patients:

(List each duty that involved Direct Patient Care)

The total number of paid/volunteer hours submitted to date _____.

Warm regards,

Reporting RN or MD Signature

Printed name,

Title

Contact Phone Number

E-Mail Address



Appendix D: Acknowledgement of Health Insurance Form



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Each DMS student is required to have an active major medical health insurance policy. Accidents or illnesses may occur by coming in contact with the clinical and laboratory environment. Medical evaluation, treatment, and follow-up care are the financial responsibility of the student. Proof of current medical health insurance coverage is required by both CRC and clinical facilities; proof must be submitted and kept current for the duration of the program. The insurance may be provided through a parent's policy or purchased through the student's own carrier. When students purchase insurance, it is important to be aware that some insurance plans are primarily for wellness care and do not cover treatment and follow-up care after an illness/ incident; such policies are insufficient.

Please sign this *Acknowledgment of Health Insurance Form* and return it to the program director by the first day of each summer semester while in the program.

Name of Health Insurance

Coverage Period (month/year to month/year)

Print Name

Student ID

Signature

Date