Table of Contents

I. INTRODUCTION............................................................... 1
   Program Overview......................................................... 1
   Program Curriculum..................................................... 1
   Program Description.................................................... 2
   Associate in Science Degree........................................... 2
   Required Program: Cohort Course Sequence......................... 2
   American Registry of Radiologic Technologists (ARRT)
     Recognition............................................................. 3
   Enrollment Eligibility.................................................. 3
   Application and Selection Process.................................... 3
   Cosumnes River College Accreditation............................. 3
   Cosumnes River College Vision Statement........................ 4
   Cosumnes River College Mission Statement....................... 4
   DMS Program Mission................................................... 4
   DMS Program Goal....................................................... 4
   DMS Program Learning Outcomes..................................... 4

II. PROGRAM COSTS............................................................. 4

III. GENERAL PROGRAM REQUIREMENTS.............................. 5
    Academic Integrity...................................................... 6
    Professional and Ethical Conduct................................... 6
    Attendance.............................................................. 7
      Excessive Absences or Tardiness.................................... 7
      Holidays....................................................................... 7
      Vacations and Sick Leave............................................ 7
      Funeral Leaves......................................................... 7
      Jury Duty..................................................................... 7
      Makeup Time............................................................ 8
    Physical Attributes..................................................... 8
    Essential Functions.................................................... 9
    Personal Phone Calls & Business..................................... 11
    Smoking................................................................... 11
    Visitors and Guests.................................................... 11

IV. CLINICAL EXPERIENCE REQUIREMENTS........................... 11
    Eligibility for Site Assignment....................................... 11
      Background Check...................................................... 11
      Drug Screening........................................................ 12
      CPR Certification...................................................... 12
      Physical Examination and Immunizations......................... 12
      Health Insurance Coverage........................................ 13
      Professional Liability Insurance Coverage....................... 13
    Site Assignment........................................................ 13
      Clinical Hours.......................................................... 14
      Duties and Functions................................................ 14
      Clinical Protocol...................................................... 14
      Clinical Attendance.................................................. 15
        Excessive Absences or Tardiness.................................... 15
        Holidays.................................................................. 15
Table of Contents

Dress and Appearance Standards .................................................. 15
Transportation .............................................................................. 16
Phone Use at Clinical Sites ............................................................. 16
Smoking at Clinical Sites ................................................................. 16
Visitors and Guests at Clinical Sites ................................................. 16
Potential Risk for Students ............................................................. 16
Reporting Health Conditions ......................................................... 17
Confidentiality and Professional Behavior ........................................ 17
Patient Confidentiality / Health Information Portability and Accountability Act ......................................................... 18
Ethical Behavior ........................................................................... 18
Report of Suspected Child or Elder Abuse ....................................... 18
Incident Reporting ........................................................................ 19
Emergency and Safety Procedures .................................................. 19

V. COLLEGE POLICIES AND PROCEDURES ........................................ 19
Incomplete Grades ......................................................................... 19
Withdrawals .................................................................................. 19
  Military Withdrawal ..................................................................... 20
  Medical Withdrawal ..................................................................... 20
College Probation ........................................................................... 20
  Academic Probation ..................................................................... 20
  Progress Probation ..................................................................... 20
  Computation ............................................................................... 20
Removal from CRC Probation ......................................................... 20
College Dismissal ........................................................................... 21
  Academic Dismissal .................................................................... 21
  Progress Dismissal ..................................................................... 21

VI. DMS Program Policies and Procedures ........................................ 21
DMS Grading and Progress .............................................................. 21
DMS Program Probation ................................................................. 22
DMS Program Suspension and/ or Dismissal .................................... 22
DMS Program Dismissal ................................................................. 23
Student Grievance Procedure ......................................................... 23
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 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 a period of six consecutive semesters. This commitment is offset by a strong 10-year employment outlook in the Sacramento Metro Area.

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 29.4 percent, or 1,500 jobs between 2014 and 2024.

### Projections of Employment

<table>
<thead>
<tr>
<th>Geographic Area (Estimated Year-Projected Year)</th>
<th>Estimated Employment</th>
<th>Projected Employment</th>
<th>Numeric Change</th>
<th>Percent Change</th>
<th>Additional Openings Due to Net Replacements</th>
</tr>
</thead>
<tbody>
<tr>
<td>California (2014-2024)</td>
<td>5,100</td>
<td>6,600</td>
<td>1,500</td>
<td>29.4</td>
<td>1,000</td>
</tr>
</tbody>
</table>

Source: EDD/LMID Projections of Employment by Occupation

The median wage in 2018 for Diagnostic Medical Sonographers in California is $92,286 annually, or $44.37 hourly. The median is the point at which half of the workers earn more and half earn less.

### Change to Hourly Wages

<table>
<thead>
<tr>
<th>Annual Wages for 2018</th>
<th>Low (25th percentile)</th>
<th>Median (50th percentile)</th>
<th>High (75th percentile)</th>
</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>$72,149</td>
<td>$92,286</td>
<td>$115,286</td>
</tr>
</tbody>
</table>


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 admissions packet. We are confident you will enjoy this learning experience and will become a successful, employed professional upon completion.

Program Curriculum

Students admitted to the program participate as 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 every odd-numbered year (i.e., 2019, 2021). 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 may not 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 SPI Board exam prior to clinical placement. 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. According to the American Registry for Diagnostic Medical Sonographers (ARDMS)*, sonographers are "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.

Required Program: Cohort Course Sequence

<table>
<thead>
<tr>
<th>1st Summer Semester</th>
<th>1st Fall Semester</th>
<th>1st Spring Semester</th>
<th>2nd Summer Semester</th>
<th>2nd Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>SONOG 200 Intro to Sonography 3 units</td>
<td>SONOG 205 Ultrasound Physics &amp; Instrumentation 3 units</td>
<td>SONOG 215 Clinical Experience I 7</td>
<td>SONOG 225 Clinical Experience II 7</td>
<td></td>
</tr>
<tr>
<td>SONOG 202 Sectional Anatomy for Medical Imaging 3 units</td>
<td>SONOG 210 Abdominal Scanning and Pathology 4 units</td>
<td>SONOG 220 OB/GYN Scanning &amp; Pathology 4</td>
<td>SONOG 228 Advanced OB/GYN Pathology 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SONOG 240 Superficial &amp; Small Parts Scanning 3 units</td>
<td></td>
<td>SONOG 230 Vascular Scanning 4</td>
<td></td>
</tr>
</tbody>
</table>
Students are required to meet with a CRC counselor prior to beginning the DMS Program.

**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 a number of 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.

**Enrollment Eligibility**
- Associate degree in Science, human health preferred, or higher from a U.S. accredited college.
- A minimum of 800 hours of paid or volunteer patient care experience: and paid hours under the supervision of an R.N., P.A., R.D.M.S, R.T., M.D., or D.O.;
- Complete the application process for enrollment in the DMS program;
- English proficiency (it is required for employment);
- Successfully complete with a B or better all pre-requisite courses as outlined below within the last five (5) years:
  - College level intermediate algebra (or higher math course)
  - Interpersonal communications (or equivalent communications/ speech course)
  - Anatomy & physiology (one year with lab)
  - Medical language
  - Human disease or pathophysiology
  - Conceptual physics
- Fulfill all requirements set forth in the Clinical Experience Requirements section of this handbook upon acceptance;
- The program prerequisites do not apply to physicians who have an approved foreign transcript evaluation

Please see the DMS program webpage for more information regarding pre-requisites at [http://www.crc.losrios.edu/areas/ct/sonog/pre-requisite](http://www.crc.losrios.edu/areas/ct/sonog/pre-requisite)

**Application & Selection Process**
Please see the DMS program web page for information on these processes at [http://www.crc.losrios.edu/areas/ct/sonog/application_process](http://www.crc.losrios.edu/areas/ct/sonog/application_process)

**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
To be an exemplary innovative community college that empowers students and employees to strengthen the cultural, social, economic, and environmental well-being of their communities.

Cosumnes River College Mission Statement
CRC is a student centered, open access community college dedicated to preparing students for an ever changing future. CRC courses and programs empower our diverse students to earn certificates or degrees, transfer to other educational institutions, or attain other lifelong academic or career aspirations.

DMS Program Mission
The CRC DMS Program is dedicated to providing students with quality education in 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 general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

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

As emphasized, this program requires students to be unemployed, full-time students, committing to 32 - 40 hours of work and studies per week. 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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Textbooks &amp; Fees</th>
<th>Tuition Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>SONOG 200: Intro to Sonography (3 units)</td>
<td>$80</td>
<td>$138</td>
</tr>
<tr>
<td>SONOG 202: Sectional Anatomy for Medical Imaging (3 units)</td>
<td>$150</td>
<td>$138</td>
</tr>
<tr>
<td>SONOG 205: Ultrasound Physics &amp; Instrumentation (3 units)</td>
<td>$130</td>
<td>$138</td>
</tr>
<tr>
<td>Additional SPI board review materials</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>SONOG 210: Abdominal Scanning and Pathology* (4 units)</td>
<td>$360</td>
<td>$184</td>
</tr>
<tr>
<td>SONOG 240: Superficial &amp; Small Parts Scanning* (3 units)</td>
<td>$138</td>
<td></td>
</tr>
<tr>
<td>SPI Board Fee - ARDMS (pre-clinicals)</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>Trajecsys Fee Clinical Experiences (SONOG 215, 225, 235, 255)</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>SONOG 215: Clinical Experience I (7 units)</td>
<td>N/A</td>
<td>$322</td>
</tr>
<tr>
<td>SONOG 225: Clinical Experience II (7 units)</td>
<td>N/A</td>
<td>$414</td>
</tr>
<tr>
<td>SONOG 228: Advanced OB/GYN Pathology (2 units)</td>
<td>(recommended) $150</td>
<td>$92</td>
</tr>
<tr>
<td>SONOG 230: Vascular Scanning (4 units)</td>
<td>$150</td>
<td>$184</td>
</tr>
<tr>
<td>SONOG 235: Clinical Experience III (9 units)</td>
<td>N/A</td>
<td>$332</td>
</tr>
<tr>
<td>SONOG 250: Sonography Interpretation &amp; ARDMS/AART Exam Review (2 units)</td>
<td>$250</td>
<td>$92</td>
</tr>
</tbody>
</table>
**SONOG 255: Clinical Experience IV** (9 units) | N/A | $414  
SDMS Student Member 2 years @ $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  
**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 |  
**II. 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 as follows:  
   
   SONOG 200 & 202  
   SONOG 205 & 210 & 240 (pre-requisite 200 & 202)  
   SONOG 215 & 220 (pre-requisite 205, 210, & 240)  
   SONOG 225 & 228 (pre-requisite 215 & 220)  
   SONOG 230 & 235 (pre-requisite 225 & 228)  
   SONOG 250 & 255 (pre-requisite 230 & 235)  
   
   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 contact and interaction.  
   
   5. Not maintain employment or seek 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 is not possible.  
   
   6. Sit and pass the ARDMS Sonography Principles and Instrumentation (SPI) board exams following SONOG 205: Ultrasound Physics and Instrumentation. Passing the exam is required to continue and obtain a clinical rotation assignment.
Students who do not pass will be placed on probation and asked to sit for the exam again. Students who do not pass the SPI exam a second time will be dismissed from the program. 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 assignment, no credit will be given and the student will not be allowed to repeat the assignment. Students should familiarize themselves with the College's policy on [Student Behavior and Academic Integrity](#) published in the CRC College Catalog.

**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), 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 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.

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 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 lecture or activities/discussions covered when they are late or absent.

**Holidays**
All students will follow the approved [CRC Academic Calendar](#) for that semester including any legal holidays, flex days, and semester breaks for all classroom courses.

**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 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 time 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 CRC College Catalog.

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 work week of combined clinical and class hours. Leaves of absence must be approved by the program director and the Dean of Careers and Technology. 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 & grey scale distinctions
- work standing on his/her 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 a 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 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. 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 infections disease, sterilization, and patient safety protocols, policies, and procedures.
- Assume responsibility for the safety of the patient during the sonographic examination.
- Review patient medical history and supporting clinical information.
- Ensure that the sonography examination order is complete, contains relevant information, and meets the standard of “medical necessity.”
- Evaluate any contraindications, insufficient patient preparation, and the patient’s inability or unwillingness to tolerate the examination and associated procedures.
- Communicate with the patient in a manner appropriate to the patient’s ability to understand.
- Use proper patient positioning tools, devices, equipment adjustment, and ergonomically correct scanning techniques to ensure patient comfort and safety, and to prevent compromised data acquisition and musculoskeletal injury to the sonographer.
- Conduct patient clinical assessment and perform the diagnostic medical sonography examination ordered by the supervising physician in accordance with professional and facility protocols.
- Apply independent, professional, ethical judgment, and critical thinking to safely
perform diagnostic sonography procedures.

- Apply independent judgment during the sonography examination to ensure that appropriate anatomical, pathological, and clinical conditions are accurately captured in the examination images.

- Except as authorized by written facility policies and procedures, refer specific diagnostic, treatment or prognosis questions to the appropriate physician or healthcare professional.

- As necessary, acquire additional ultrasound imaging to facilitate optimum diagnostic results for the interpreting physician.

- Identify and document any limitations to the sonography examination.

- Review examination images, synthesize examination results, and prepare the preliminary findings.

- Except as authorized by written facility policies and procedures, refer specific diagnostic, treatment or prognosis questions to the appropriate physician or healthcare professional.

- Maintain patient privacy and confidentiality in accordance with privacy laws (e.g., HIPAA) and facility policies, and procedures.

- Adhere to accepted professional and ethical standards.

- Provide patient services consistent with the Scope of Practice and Clinical Standards for the Diagnostic Sonographer.

Other Responsibilities

- Provide preliminary report of sonography examinations for use by the interpreting physician.

- Assist with the daily operation of the sonography facility.

Please note student 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 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. are 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. 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 the 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 disqualifies 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 Careers and Technology 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 Careers and Technology.
- 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 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, 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 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 illness 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 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 cancelled 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 monitor students’ time sheets. 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 emergency, the student must notify 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, rest room 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 material. 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 to the clinical site, the student is put on program probation.

**Holidays**
The clinical experience will also adhere to the CRC Academic Calendar. Students are not required to attend clinic on college holidays, however, all required clinical experience hours must be completed within the academic semester as assigned. Students are not allowed to attend clinical sites during winter break, legal holidays, and periods in which students are not enrolled in the clinical courses (between semesters) regardless of a need to make up hours. Yet some minor holidays, spring break, flex days or days the hospital or clinic is fully staffed may be used for makeup hours. All make up days must be approved by the program director and clinical site in advance.

**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 arrangement for transportation, childcare, personal business, etc., to attend all assigned clinical facilities and meet requirements of the program, including attending mandatory meetings or trainings. 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 into 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 degrees, physical injury or conditions transmitted via close contact such as 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 ability to perform assigned tasks, the student must notify his/ her 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 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 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 confidentiality of any previous site(s). Student 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 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

**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 HIPAA. All students will receive training in these rules in class and at clinical sites. For example:

- Case reviews must not contain personal 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 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 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 blood borne 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 on site, the clinical instructor(s), and 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**

\[
\text{GPA} = \frac{\text{Total GPA earned}}{\text{Total units attempted with a letter grade}}
\]

\[
\text{Progress Probation} = \frac{\text{Total units earned with } "W","I","NC","NP"}{\text{Total units attempted}}
\]

**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.

**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.

**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 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 rotation. 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.

- Failure to transfer classroom knowledge to the clinical experience.
- Failure to adhere to the clinical, college or program policy.
- Failure to follow generally accepted rules of personal cleanliness/grooming.
- Failure to follow professional ethics and conduct.
- Failure to achieve minimum academic standards.
- Failure to demonstrate knowledge, skill and judgment at the expected level.
- Failure to effectively communicate with clinical instructors or staff on site.
- Failure to progress as required.

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 on site or if the clinical supervisors on site request the college 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 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 Careers and Technology.

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.