



Diagnostic Medical Sonography Student Handbook 2025-2026

Revised 2025

Non-discrimination Notice

Disclaimer Clause

Disclaimer Clause The course offerings and requirements of the Diagnostic Medical Sonography (DMS) Program are continually under examination and revision. This Handbook presents the offerings and requirements in effect at the time of publication but does not guarantee that they will not be changed or revoked. Students enrolled in the program will receive notice of any changes, additions, or revocations in writing. This Student Handbook is not intended to state contractual terms and does not constitute a contract between the student and the Diagnostic Medical Sonography (DMS) Program or Bon Secours - Southside Medical Center.

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MISSION STATEMENT

The mission of the SCHS School of Diagnostic Medical Sonography is to graduate students with the entry-level employment competence, knowledge, and skills required of a registered diagnostic medical sonographer.

GOALS

The goal of the program is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

To obtain these goals, the program will:

1. Meet the academic needs of the student through curriculum planning of didactic and laboratory instruction.
2. Successfully prepare the student with the clinical knowledge and competency necessary for an entry-level diagnostic medical sonographer through planning of clinical experience.
3. Meet the needs of the medical profession through assisting the students in career planning and development.
4. Develop a graduate that recognizes the need for life-long learning.
5. Develop a graduate that will be able to practice in a compassionate manner with professional judgment and ethical behavior.

APPROVED CLINICAL SITES

Chester Imaging Center, Chester, VA
Chippenham Medical Center, Richmond, VA
Colonial Heights Emergency Center, Colonial Heights, VA
Colonial Heights OB/GYN, Colonial Heights, VA
Hunter Holmes McGuire VA Medical Center, Richmond, VA
Johnston-Willis Hospital, Richmond, VA
Memorial Regional Medical Center, Mechanicsville, VA
Rappahannock General Hospital, Kilmarnock, VA
Short Pump Emergency Center, Richmond, VA
Southside Medical Center, Petersburg, VA
Southside OB/GYN, Petersburg, VA
St. Francis Medical Center, Midlothian, VA
St. Francis - Richmond OB/GYN, Midlothian, VA
St. Mary's Hospital, Richmond, VA
St. Mary's - Richmond OB/GYN, Richmond, VA
Tri-Cities Hospital, Hopewell, VA
Virginia Women's Center Mechanicsville, VA
Virginia Women's Center Midlothian, VA
Virginia Women's Center Richmond, VA

SUPPLEMENTAL/ANCILLARY CLINICAL AFFILIATE SITES

Southside Medical Center - Cardiovascular Lab, Petersburg, Virginia

LEAD CLINICAL INSTRUCTORS:

Allisa Brooks RDMS (AB, OB/GYN)
Amber Pittman, RDMS (AB)
Brittany Worsham R.T.(S)(AART)
Catherine Nansukusa Lewis, RDMS (OB/GYN)
Donald Hopkins, RDMS (AB), RVT(VT)
Jennifer Castellano, RDMS (AB, OB/GYN)
Jennifer Harris, RDMS (AB, OB/GYN)
Laurie Braxton, RDMS (OB/GYN, BR)
Wendy Kokoris, RDMS (OB/GYN)
Mary Davis, RDMS (AB)
Wendy Kokoris, RDMS (OB/GYN)
Kristin Richardson
Wendy Kokoris, RDMS (OB/GYN)
Lindsey Harrison, RDMS (AB, OB/GYN)
Mary Davis, RDMS (AB)
Michael Shannon, RDMS(AB), RVT(VT)
Rachel Comer, RDMS (OB/GYN)
Rob Kondakor, R.T.(R)(ARRT), RDMS(AB), RVT(VT)
Sabrina Self, R.T.(S)
Sajiha Hassan, RDMS (AB, OB/GYN)
Taylor Barwick, RDMS (AB, OB/GYN)
TiQuila Campbell, R.T. (R)(ARRT), RDMS (AB, OB/GYN)
Shannon Zirk, R.T.(S)(AART)

MEDICAL ADVISOR

Matthew Somerville, MD

ACADEMIC PROGRAM

The Diagnostic Medical Sonography Program combines didactic and clinical study that enables the graduate to function in a variety of healthcare settings as a Diagnostic Medical Sonographer. Coursework included in the Associate of Applied Science in Diagnostic Medical Sonography degree program includes effective communication and patient care skills combined with knowledge of physics, human anatomy, physiology, and pathology; all of which are essential skills in obtaining high quality sonography images. Graduates find employment in hospitals, physician's offices, mobile services, and private clinics. For more information about careers in diagnostic medical sonography, visit the O*NET database of occupational information at <http://www.onetonline.org/link/summary/29-2032.00>.

Classes are admitted annually in the spring semester. The admission deadline is August 1st. Applicants must meet all school and program admission requirements before their application will be accepted for final review. An Associate of Applied Science in Diagnostic Medical Sonography degree is awarded to those who have successfully completed 67 credit hours of coursework. This includes 17 hours of general education credits and 50 sonography credits. The program is a four-semester program of full-time study.

PROFESSIONAL CREDENTIALS

Upon successful completion of the program, students will be eligible to take the American Registry of Diagnostic Medical Sonographers (ARDMS) examinations in the areas of:

- Sonography Principles & Instrumentation (SPI)
- Abdomen (AB)
- Obstetrics and Gynecology (OB/GYN)

To obtain the Registered Diagnostic Medical Sonographer (RDMS) credential, an individual must pass the Sonography Principles and Instrumentation Examination in addition to at least one other specialty exam. The Sonography Principles & Instrumentation (SPI) exam can be taken after completion of Instrumentation I & II. The specialty exam may be taken 60 days prior to graduation. For additional information on sonography credentials, please visit the web site for American Registry of Diagnostic Medical Sonographers at www.ardms.org. SCHS is not responsible for gainful employment of its graduates. It is the graduate's responsibility to seek employment opportunities. **Graduation from the SCHS Diagnostic Medical Sonography Program does not guarantee employability.**

COURTESY AND PROFESSIONAL ETHICS

The student is expected to abide by *Code of Ethics for the Profession of Diagnostic Medical Sonography* approved by the SDMS Board of Directors. The student must always be courteous and demonstrate professionalism when in the clinical setting. This is a top priority during contact with all patients, visitors, and medical staff.

1. All matters relating to the patient's affairs are to be held in confidence.
2. No diagnosis or type of treatment is to be divulged to any person (family, friends of the patients, etc.).
3. The student shall not discuss these matters with the patient except when necessary to determine the proper handling or positioning of the patient.
4. The patient's name, diagnosis or treatment is not to be discussed within hearing of any patient (hallway, waiting area, cafeteria, etc.).
5. Reports from any medical record is not to be divulged to anyone except the patient's attending physician unless permission is granted by the physician or the radiologist.

CODE OF ETHICS FOR THE PROFESSION OF DIAGNOSTIC MEDICAL SONOGRAPHY

*Re-approved by SDMS Board of Directors, effective 02/08/2017
(Originally approved by SDMS Board of Directors, December 6, 2006)*

PREAMBLE

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

OBJECTIVES

1. To create and encourage an environment where professional and ethical issues are discussed and addressed.
2. To help the individual diagnostic medical sonographer identify ethical issues.
3. To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

PRINCIPLES

Principle I: To promote patient well-being, the diagnostic medical sonographer shall:

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

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

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Verifying Agencies (NCCA) or the International Organization for Standardization (ISO).
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials, and recredentialing.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgement or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

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

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues, and yourself.

- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent his/her experience, education, and credentialing.
- E. Promote equitable access to care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.

- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.
- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

LAMBDA NU HONOR SOCIETY

Lambda Nu is the national honor society for radiologic and imaging sciences. Students who have maintained a minimum of 3.50 GPA, have completed at least two semesters as a full-time student, are currently a full-time student, and have demonstrated evidence of professional commitment are eligible for membership. SCHS's chapter, Virginia Omega was chartered in 2002. Members of Lambda Nu with a Cumulative GPA of 3.50 will be issued cords to wear at graduation.

LAMBDA NU HONOR SOCIETY GRADUATION CORDS

Current members of the Virginia Omega Chapter of Lambda Nu with a minimum cumulative GPA of 3.50 will be dressed in maroon and green cords for commencement exercises.

GRADUATION AWARDS

The program reserves the right to award three (3) awards to program graduates:

1. Clinical Excellence Award - presented to the graduate who best demonstrates applied clinical knowledge and ability, professionalism, leadership, and serves as a role model for student sonographers.
2. Academic Achievement Award - presented to the graduate with the highest cumulative sonography grade point average above 3.50.
3. Director's Service Award - presented to the student who best demonstrates knowledge, leadership, and community involvement.

A student found guilty of an Academic Integrity violation, disciplined, or counseled for any violation of program or institutional policies, or previously placed on probation, failed a semester course midterm or final examination is ineligible for Academic Achievement or Director's Service awards and/or graduation honors. A student who has failed a clinical course final or clinical competency is ineligible for the **Clinical Excellence Award**.

PROGRAM GRADUATION OBJECTIVES

Upon completion of the program, the student will be able to:

1. Effectively use oral and written communications.
2. Demonstrate knowledge of human structure, function, and pathology.
3. Anticipate and provide basic patient care and comfort.
4. Apply principles of body mechanics.

5. Perform basic mathematical functions.
6. Operate ultrasound equipment and accessory devices.
7. Position the patient and imaging system to perform ultrasound examinations and procedures.
8. Modify standard procedures to accommodate patient conditions and other variables.
9. Process ultrasound images via the Picture Archiving and Communication System (PACS).
10. Determine proper instrument adjustment to obtain diagnostic ultrasound images with minimal exposure.
11. Adapt factors for various patient conditions, equipment, and accessories to maintain appropriate ultrasound quality.
12. Recognize emergency patient conditions and initiate first aid and basic life-support procedures.
13. Evaluate images for appropriate anatomy, pathology, and image quality.
14. Evaluate the performance of the ultrasound systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
15. Demonstrate knowledge and skills relating to quality assurance.
16. Exercise independent judgment and discretion in the technical performance of ultrasound imaging procedures.
17. Demonstrate successful completion of the required lab competencies.
18. Complete and pass all mandatory clinical competency examinations.

ADDENDUM TO STUDENT HANDBOOK

This Handbook is prepared to provide the student with policies and guidelines which will guide the student successfully through the School of Diagnostic Medical Sonography. The student must be thoroughly familiar with the contents of this handbook and should refer to it throughout the program. The DMS faculty reserves the right to correct, revise, add, or delete any portion of this manual. Written notice of any changes and an opportunity for discussion will be provided. Addendums to this handbook will be available to students on the college website and on the Learning Management System.

TERMINATION CLAUSE

The purpose of this statement is to pledge commitment to the students currently enrolled in the Diagnostic Medical Sonography Program. In the event the Medical Center decides to discontinue the program, the Medical Center pledges to support the current enrolled students with the necessary time and educational resources for the students to successfully complete the program.

ATTENDANCE

To meet course objectives and achieve academic success, regular attendance is necessary. Absences can affect course grades and academic standing/progress. However, it is recognized that occasional absences may be necessary. The student is responsible for all material presented during the absence, including examinations. Make-up for clinical and/or lab competencies is at the discretion of the faculty.

NOTIFICATION OF ABSENCE

1. DIDACTIC

A student who is unable to attend a class at its regularly scheduled time must notify the instructor prior to the beginning of class. **REMINDER:** The student is responsible for all classwork/assignments missed during the absence.

2. ABSENCE ON EXAMINATION DAY (excluding final course examination)

The student must contact each instructor prior to the start of the exam or laboratory by leaving a voice message on their office phone, send a message through the Learning Management System, or email. The student must schedule any make-up exam with the Program Director. The Program Director/Instructor has the discretion in requiring the use of personal leave to make up the exam/competency or coming in on a non- class/clinical day to makeup the exam/competency. Failure to notify the Program Director/Instructor will result in a grade of “zero”.

3. ABSENCE ON FINAL COURSE EXAMINATIONS

Make-up final exams may not be rescheduled without prior approval of the Program Director and Course Instructor. The instructor has the discretion in administering a different make-up exam in any format. All make-up exams are subject to additional point deductions.

PREGNANCY NOTIFICATION

It is **not required** that a student declares her pregnancy; however, it is **highly recommended**.

1. It shall be the responsibility of the student to immediately notify the program director and complete a pregnancy declaration statement.
2. The student will assume total responsibility for all didactic course work during the pregnancy and during any pregnancy leave time. The student will be responsible for making arrangements to obtain any and all necessary assignments and to complete all examinations for each course.
3. Feasibility and time frame for making up clinical rotations will be determined by the director and/or clinical instructor.
4. The student will be allowed the normal six (6) weeks postpartum recovery and shall be expected to return to clinical experience after this time. Anytime missed from the clinical rotation must be completed before the student can graduate from the program.

If the student does not return after the six (6) week period (barring complications), she may be dismissed from the program. If a student fails to adhere to an established schedule for make-up assignments and clinical rotations and evaluations or falters academically, the student may be dismissed from the program.

PROTOCOL FOR EXAMINATIONS

- All items will be removed from the desk.
- Cell phones are not permitted on desks during testing.
- Cell phones must be silenced during instruction time. This includes class and lab.

- Upon completion, the student is to submit the test and may quietly leave the room until the examination period is over.
- Students may not return to class until the last student has finished testing.
- No hats, caps, or sunglasses can be worn during a test.
- Grades will be released to students within one week of testing.
- **ALL STUDENTS MUST FOLLOW THE ACADEMIC INTEGRITY POLICY.**

TEST REVIEW

Course instructors will review a course test in the classroom with all students present. Test review can only be performed on the device that was used for the original exam.

The students are **NOT** allowed to have cellphones on their desks. The examination review will consist of the instructor providing the correct best responses to all questions. Discussion of questions/answers will be at the instructor's discretion. **THERE WILL BE NO TEST REVIEW FOR MIDTERM, FINAL, OR MOCK EXAMS.**

RETAKE OF FAILED EXAMINATIONS

All tests must have a passing grade of 80% for course completion. A grade of less than 80% on any Sonography course test requires the student to repeat the test. A notification will also be sent to Academic/Student Success Advising of unsatisfactory test scores. All repeat tests must be scheduled with the Program Director. The first retake test, a grade of 85% must be achieved. If not, on the second retake a grade of 90% must be achieved. Only the first test score will be used to tabulate the course grade. If the student fails to achieve the required passing grade on the second retake; the student must complete a self-study and repeat the exam achieving 90%. An incomplete "I", will be issued as the course grade if all test retakes are not successfully completed by the end of the semester. All test retakes must be successfully completed before subsequent tests are administered. **THERE WILL BE NO RETAKE ON MIDTERM, FINAL, OR MOCK EXAMS.**

LABORATORY COMPETENCIES

Laboratory demonstrations will be scheduled starting the first semester. After receiving laboratory demonstration, the student must document a minimum of two lab practice exams on each laboratory competency with no critical errors (Example: improper identification of anatomy, incorrect annotation, poor image quality, incompleteness of protocol) before attempting the laboratory competency exam.

If the student receives a failing grade (80% or below) on the initial competency, they will be allowed to attempt the laboratory competency two additional times, but the initial grade will stand. On the second attempt, the student must receive 85% or higher. On the third attempt, the student must receive 90% or higher. The student will be scheduled to demonstrate the laboratory competency within a scheduled deadline. Assigned laboratory competencies must be completed by the end of the semester. If the student is absent for the laboratory competency as scheduled, the student must complete the laboratory competency by the next scheduled lab day or receive a zero (0) for the missed laboratory competency. The missed laboratory competency will be rescheduled at the discretion of the instructor. All make-up laboratory competencies are subject

to point deductions. The grades on laboratory competencies are part of the Abdomen and Small Parts, OB/GYN, and Introduction to Vascular courses.

A student must satisfactorily demonstrate the laboratory competency to a faculty member prior to starting the clinical competency process.

LABORATORY COURSE OBJECTIVE

Laboratory Course # and Title	Primary Objective(s) Observation/Degree of Participation	Frequency of Evaluation
DMS 273 Abdominal and Small Parts Scanning Lab	At the completion of this course, the student will be able to: Follow a protocol to achieve the completion of an abdominal ultrasound, as well as small parts scanning while recognizing normal anatomy vs. abnormal anatomy. Students are encouraged to participate in all aspects of the scanning lab which includes hands-on learning. Mandatory competencies must be completed by the end of the first semester for the student to advance.	Weekly feedback is given by the lab instructor. The student must exhibit confidence in the lab and demonstrate proficiency to advance into the clinical setting.
DMS 271 OB/GYN Scanning Lab	At the completion of this course, the student will be able to: Correctly identify, label and measure female pelvic anatomy and growth stage pregnancies with minimal assistance. Students are encouraged to participate in all aspects of the scanning lab which includes hands-on learning. Mandatory competencies must be complete by the end of the second semester for the student to advance.	Weekly feedback is given by the lab instructor. The student must exhibit confidence in the lab and demonstrate proficiency to advance in the clinical setting.
DMS 272 Introduction to Vascular Scanning Lab	At the completion of this course, the student will be able to: Correctly identify vascular anatomy and relate flow dynamics in the detection of abnormalities. Students are encouraged to participate in all aspects of the scanning lab which includes hands-on learning. Mandatory lab practices must be completed by the end of the third semester for the student to advance.	Weekly feedback is given by the lab instructor. The student must exhibit confidence in the lab and demonstrate proficiency to advance in the clinical setting.

STUDENT CONFERENCES

A conference will be held with each student at midterm to evaluate their progress.

The student may also seek advisement from the Program Director and/or faculty members at any time during the program. If the student needs assistance, the student may be referred to contact the college Student Success Advisor or the My Life Expert (Student Assistance/ Wellness Program). **Refer to the Catalog.**

COMPREHENSIVE EXAMINATION

A comprehensive examination will be administered during the middle and again at the end of each course. A comprehensive examination will be administered during the middle and again at the end of each course. These exams are heavily weighted in the courses. The student must achieve a passing grade of 80% in each course. A student who fails to achieve a passing grade and has not completed all program requirements will not be able to participate in graduation exercises, granted a degree, or sit for the ARDMS examination. If the student has taken the board exams within 60 days of graduation and passed, the student will not receive his or her ARDMS certification if all requirements of the program have not been met.

CLINICAL EDUCATION

In support of quality patient care and to provide educationally valid clinical experience, no more than one student will be assigned to a staff sonographer.

CLINICAL EXPECTATIONS

- Students should work only with technologists that are registered sonographers.
- Students can only complete a competency with a sonographer that is registered in the specific modality being tested. (Ex: Abdomen competency graded by abdomen registered sonographer; OB/GYN competency graded by OB/GYN registered sonographer).
- Students must make sure that the dates on their evaluation, clinical experience documentation, clinical procedure performance, competency, and timesheet log are and match the dates entered in Trajecsyst.
- Late or incomplete submission of required documentation in *Blackboard/Trajecsyst* will result in a decreased clinical grade.
- It is recommended that clinical experience documentation be entered in Trajecsyst at the end of each day. In addition, the student will be required to submit the Clinical Competency Checklist in the Learning Management System at the end of each clinical assignment.
- Students are to go to lunch when assigned by the sonographer that they are working with for the day.
- Clinical starts promptly at 8:00 a.m. and ends at 4:30 p.m. unless otherwise specified by the Program Director and/or Clinical Coordinator. When the student arrives, the student must log into *Trajecsyst* to document their time and begin preparing the room for the patients. If the sonographer has not arrived or is unavailable, the student should prepare the room for patient exams with linen and supplies needed for daily operations.
- **Personal cell phones usage is NOT allowed in the clinical sites at any time.**
- Clock in and out times must be recorded daily in the Trajecsyst online system using a designated computer at the clinical site. **Students may not use personal electronic**

devices to document their time. Using any other electronic device to document clinical time will be viewed as falsifying records and can lead to disciplinary action.

- Students can observe or assist in ultrasound studies starting the first day of clinical with direct supervision.
- Students must complete competencies with the instructor in lab before performing exams independently and with indirect supervision. After competency demonstration in the lab, students must complete a clinical competency with a registered sonographer to work independently. Students working independently are at the discretion of the clinical sonographer.
- Uniforms must be worn while at the clinical site. Uniforms must be clean and neat.
- Name badges are part of the uniform and must be worn above the waist.

CLINICAL EDUCATION GOALS

Upon completion of the student's clinical experience, the student will be able to:

1. Perform the tasks of a qualified entry level sonographer with minimal supervision.
2. Possess the incentive to learn more about the field of ultrasound, to build higher professional standards, and to pursue personal profession growth.
3. Be aware of their obligations to patients, physicians, and medical facilities.
4. Be aware of the responsibilities of a sonographer.
5. Recognize and work satisfactorily in all areas of the ultrasound department; and
6. Be efficient and accurate in adjusting instrument controls and transducer selection.

CLINICAL EDUCATION PLAN

The primary clinical objectives are to enable the student to:

1. Produce medical images of any given anatomical region with optimal diagnostic Quality.
2. Perform the necessary diagnostic procedures with a minimal amount of discomfort to the patient.
3. Apply didactic knowledge in the clinical setting under the guidance of the clinical instructor.

The student will be assigned to a clinical rotation schedule for the purpose of achieving an adequate clinical education.

CLINICAL DRESS CODE

Black or white t-shirts with no visible writing may be worn under the scrub top. Shoes must be clean, all black leather or synthetic leather closed heel and toe. Shoelaces must be clean and the same color as shoes.

Solid black socks or black stockings are part of the uniform. The clinical uniform may **only** be worn in the clinical setting and the College while performing SCHS duties. For additional information reference policy ACA 1.04 Student Dress Code on the college website.

PROGRAM CLASS & CLINICAL SCHEDULES

Class and clinical schedules will be provided to the student at least four (4) weeks in advance and

for the duration of one semester.

FUNERAL LEAVE

A student will be allowed (3) consecutive school days of funeral leave in the event of the death of immediate family members (spouse, parent, grandparent, child, grandchild, sibling). Flexibility will be provided based on the student's remaining PTO balance and the clinical hours left in the semester. However, the student is responsible for all instructional and clinical material presented during the absence.

JURY DUTY

If summoned for jury duty, contact the Program Director immediately.

AUDIO & VIDEO RECORDING

Audio or video recording of any lectures or lab demonstrations is prohibited.

PROFESSIONAL SOCIETIES

Active participation in professional societies is encouraged. Students are recommended to become a member of the American Institute of Ultrasound Medicine (AIUM) and/or the Society of Diagnostic Medical Sonography (SDMS). This will provide students with the opportunity to have access to a multitude of professional journals and scholarship opportunities. With prior approval from the Program Director, a student will be allowed to attend national, state, or local conventions, seminars, and workshops. The student is responsible for expenses and all classroom work during the absence.

CLINICAL INSTRUCTOR POSITION REQUIREMENTS SUMMARY

The clinical instructor will mentor, supervise, and evaluate students in the Diagnostic Medical Sonography program at their clinical sites. The clinical instructor works directly with the clinical coordinator and/or the program director. Other duties include completing evaluation forms on student performance and professional qualities.

RESPONSIBILITIES AND QUALIFICATIONS

- Must be available to students whenever he or she is assigned to a clinical setting
- Must provide appropriate clinical supervision
- Must be responsible for student required clinical documentation
- Must be responsible for student clinical evaluations
- Clinical instructors must have the appropriate credential for the concentration they are teaching.

CORRELATION OF DIDACTIC AND CLINICAL EDUCATION

Didactic education is integrated into the laboratory and clinical curricula throughout the educational process with the student participating in a competency-based education system.

Ultrasound procedures are studied in a didactic setting followed by a laboratory demonstration

of the procedure. The student is then allowed to participate in laboratory practice. Once the student demonstrates the laboratory competency for a procedure, the student is then eligible to perform the procedure in the clinical setting under direct supervision of a registered sonographer. After performing the procedure several times without critical error (Example: improper identification of anatomy, incorrect annotation, poor image quality, incompleteness of protocol) under direct supervision and with documentation of a minimum of two clinical procedure performances (CPPs), the student is eligible to demonstrate clinical competency with the clinical instructor (preceptor). While being evaluated by the clinical instructor, the student must demonstrate competency of the procedure performances based on pre-set standards and protocols set by the clinical site. Once clinical competence has been demonstrated, the student may perform the procedure with indirect supervision by a registered sonographer. Continued competency evaluation of procedures will be required at the discretion of the clinical instructor. Continued competency ensures continued student proficiency of ultrasound and patient care skills.

Cognitive information from all Sonography, patient care, and some general education courses is utilized by the student as they perform and are evaluated on affective and psychomotor skills in the clinical setting. Final clinical competency assessment, written and clinical, is the culmination of the correlation between didactic and clinical education. Final clinical competency assessment evaluations assess the cognitive, psychomotor, and affective skills of a student in a variety of procedures.

CLINICAL COMPETENCY BASED SYSTEM CRITERIA

The following is the procedure for the competency-based system:

1. Didactic instruction of procedure
2. Didactic written test of procedure
3. Successful completion of written test
4. Laboratory demonstration of procedure
5. Laboratory practice of procedure
6. Successful completion of laboratory competency
7. Clinical practice of procedure with direct supervision by a sonographer
8. Successful completion of clinical competency
9. Clinical practice of procedure with indirect supervision
10. Continued competency evaluation of procedure
11. Successful completion of final clinical competency assessment

Students must successfully complete the related lab competencies. Additionally, students are required to meet all established clinical performance levels by observing or assisting with at least 50% of two exams and performing at least 75% of two exams before attempting any Clinical Practice Procedure (CPP) or competency exams in the clinical setting.

PURPOSE: The purpose of performing a clinical competency is to demonstrate on “actual” patients that the student can perform the exams learned in the laboratory setting. The requirements for performing a clinical competency are as follows:

1. The student must have successfully completed the laboratory competency with the instructor.

2. The clinical instructor must know the student's intention to perform the clinical competency from the beginning before the patient is called for. The clinical instructor must be present throughout the entire exam to grade the student appropriately. The student will NOT be able to perform a clinical competency on an exam that has already been started by a technologist or another student.
3. If an exam is performed but the documentation has not been submitted and approved by the sonographer (by the end of the semester), the competency will be discarded, and the student will be required to perform the clinical competency again.
4. If there are any questions regarding clinical competencies, please feel free to ask the clinical instructor at the facility or contact the clinical Coordinator and/or the program director.
5. After the clinical competency is complete and approved, the student may perform the exam with indirect supervision, at the discretion of the clinical instructor.
6. If a student is performing studies with indirect supervision, a registered sonographer must check each study before it is presented to the physician.

CLINICAL SCHEDULE

The final clinical schedule will be posted prior to the first day of the following semester. It will include the clinical sites, rotation dates, and hours for each student. Each student is expected to complete the clinical time as scheduled. Studying of didactic course or registry review materials will not be allowed during clinical time nor will any didactic study or registry review materials be allowed in the clinical area.

CLINICAL ATTENDANCE

A student who is tardy, needs to leave early, or otherwise unable to attend a clinical assignment is required to notify the program director and/or clinical coordinator and clinical site as soon as possible. Otherwise, the day will be considered an unexcused absence. The student may leave a message on the clinical coordinator's voicemail, 804-765-5941 and/or the program director's voicemail, 804-765-6755, which will record the time of the call. Students may also notify faculty via the Learning Management System or GroupMe App. An absence may be deemed unexcused by the clinical coordinator and/or Program Director.

CLINICAL PERSONAL TIME OFF (PTO)

To achieve the required level of clinical competency, it is important that the student be present for all clinical assignments. Tardiness is unacceptable in the clinical setting and will result in a point (one) deduction per infraction on the clinical instructor's evaluation of the student and demerits which will affect the semester clinical grade. The student will be allowed the following PTO per semester from clinical experience.

Second semester 16 hours

Third semester 24 hours

Fourth semester 24 hours

PTO is available for situations when the student is unable to attend clinical experience, is unable to arrive at clinical on time for clinical experience or needs to leave early from clinical experience. This could be snow days, illness, appointments, broken vehicles, etc.

Any unused PTO cannot be carried over to the next semester.

INCOMPLETE CLINICAL GRADE DUE TO CLINICAL ABSENCE

An incomplete, “I”, will be issued for a clinical course grade in which the student has not completed or satisfied all course hours, objectives, assignments, and clinical competencies. The incomplete grade must be satisfied before the beginning of next semester. If the student is unable to satisfy course requirements and replaces the “I” with a grade, the grade will become an “F”, and the student will be required to withdraw from the program.

CLINICAL TARDINESS

Tardiness, defined as failing to arrive by the designated clinical start time, is considered unacceptable behavior in the clinical setting. For each tardy, the student will be required to use PTO. Three late arrivals (7 minutes or more after the start of the clinical shift) by a student will result in a demerit. The clinical evaluation rotation grade will be lowered. See demerit system. Time missed cannot be made up at the end of the day.

CLINICAL EXCUSED ABSENCE

An excused absence is one with prior approval, emergency situations, or illness. A student who is ill or has an emergency must notify the program director/clinical coordinator and clinical site ASAP. PTO will be deducted.

CLINICAL UNEXCUSED ABSENCE

Students are required to notify the program director/clinical coordinator. Failure to notify will be deemed an unexcused absence and will affect the clinical grade. One unexcused absence per semester will lower the semester clinical sonography course grade by 1.00 GPA and PTO will be deducted. Two unexcused absences per semester will result in an “F” for the semester clinical Sonography course grade and suspension from the program.

CLINICAL BREAKS

Ten-minute breaks should be taken if the patient schedule permits. Break time should be approved by the student’s assigned clinical instructor. A meal break on clinical days is thirty (30) minutes. Mealtimes will be assigned by the clinical instructor. The day will not be shortened by not taking a meal and/or break. Excessive use of the lounge by a student may result in these areas being always declared off-limits other than scheduled break or mealtimes. Remember to secure all valuables.

CLINICAL TIME DOCUMENTATION

Each student is to appropriately document the time of arrival to and departure from the clinical setting. Documentation must be completed daily by the student in the Trajecsyst online system on a computer in the clinical setting located in the area the student is assigned. Late arrivals and early departures are to be noted by the students in Trajecsyst. As a reminder, Trajecsyst only allows the student to clock in and out once per day. Students must adhere to the scheduled clinical hours. Time exceptions for clinical time documentation should only be used for extenuating circumstances. Students must submit a substantial reason for the time exception and will be required to use PTO.

Three or more-time exceptions per clinical rotation will result in a demerit. Three demerits per semester will lower your GPA. Falsification of time will result in a disciplinary action (one demerit) up to and/or including dismissal. No substitute documentation, written or verbal, will be accepted.

CLINICAL EXPERIENCE RECORDS (TRAJECSYST LOGS)

Each student is required to keep an accurate account of the examinations/procedures that they observe/assist, perform (with direct or indirect supervision) while in the clinical setting. All procedures must be accurately logged in the Trajecsyst online system by the end of each clinical rotation. As stated above, this is an important program requirement and will be monitored closely by the clinical coordinator and/or program director. Failure to properly document clinical examinations/procedures in a timely manner will affect the clinical sonography course grade.

CLINICAL SITES

All students will be required to complete assignments at all clinical sites. The student is responsible for his/her own transportation to and from these facilities. The student may participate in ultrasound exams that are performed during these rotations and must be evaluated by a registered sonographer in the corresponding area. Evaluation forms and objectives will be provided for each rotation. The assigned clinical instructor will be responsible for student supervision and evaluation. Faculty will visit each off-campus site on a regular basis.

CLINICAL SUPERVISION POLICIES

Until the student achieves and documents the required competency in each area or on a given examination, all clinical experience will be directly supervised by a registered sonographer.

Direct supervision is:

1. The qualified sonographer reviews the requisition in relationship to the student's achievements and abilities.
2. The qualified sonographer evaluates the patient's condition in relationship to the student's achievements and abilities.
3. The qualified sonographer reviews transducer selection, control adjustments, and anatomic findings.
4. The qualified sonographer reviews and approves the ultrasound exam.

Indirect supervision is defined as the supervision provided by a registered sonographer to be

immediately available to assist the student at any level of achievement.

“Immediately available” is interpreted as the presence of a registered sonographer adjacent to the room or location where the ultrasound examination is being performed.

UNSAFE CLINICAL BEHAVIOR

Unsafe clinical behavior is when the student exhibits one or more of the following behaviors:
(NOTE: THIS IS NOT AN ALL-INCLUSIVE LIST)

1. Violates and threatens the physical safety of the patient (e.g., fails to provide proper restraints or constraints).
2. Violates or threatens the psychological safety of the patient (e.g., verbal abuse).
3. Uses incorrect patient care procedures (e.g., failure to report incident/bad judgments).
4. Assumes improper independence in actions or decisions.
5. Failure to follow established institutional safety rules.
6. Failure to accept moral or legal responsibility for own action, violating professional integrity (e.g., covers own error; violated patient confidentiality).
7. Violates any regulation, rule, procedure, or protocol set by the clinical site.

A student who demonstrates unsafe behavior(s) in the clinical site will be asked to leave the clinical site immediately and will receive a minimum of three demerits (**3 demerits will ultimately lower the semester clinical grade 1.0 GPA**). The student will not receive credit for the clinical day and will be required to make up the time. **The behavior, depending on its severity, may result in immediate termination from the program.**

CLINICAL GRADING

A letter grade of “C” is required in all clinical Sonography courses. Anything less than a “C” is considered unsatisfactory performance and will be recorded as a letter grade of “F”. The students are aware of all requirements to be successful in clinical. This information is included in each clinical Sonography course syllabus, which the students have access via the Learning Management System at the beginning and throughout of each semester.

CLINICAL EVALUATION

At the end of a clinical assignment, the clinical instructor will evaluate the student’s performance. All final clinical documentation must be completed and entered in the Trajecs online system by the end of the clinical assignment. This includes, but not limited to, clinical logs, evaluations, and/or competencies. The clinical coordinator and/or program director will review the documentation and record the grade in the Learning Management System. The student’s clinical evaluation and the Performance Evaluation for the CI and Department Staff must be completed at the end of each clinical rotation.

CLINICAL COMPETENCIES

Each student must demonstrate clinical competency in a specific examination to perform studies independently and with indirect supervision.

Prior to performing a competency exam, the student must have the following documentation listed in advance on their clinical experience logged in the Trajecs online system documenting

the participation level in the exact order for each study:

- **2 Observe/ Assist (50%)**
- **2 Perform (75%)**
- **CPP 1 (90%)**
- **CPP 2 (90%)**

If a CPP is performed but the documentation has not been submitted and approved by the sonographer (by the end of the semester), the CPP will be discarded, and the student will be **required to perform the CPP** again. The ultrasound department is kept aware of the student's clinical progress in the program, thus, the level of supervision required is communicated to the department sonographers and supervisors.

CLINICAL COURSE OBJECTIVES

Clinical Course # and Title	Primary Objective(s) Observation/Degree of Participation	Evaluation Method
DMS 250 Clinical Education I	<ol style="list-style-type: none"> 1. Produce diagnostic quality abdominal and small parts ultrasound images with minimal supervision. 2. Perform the necessary diagnostic procedures with a minimal amount of discomfort to the patient; and 3. Apply didactic knowledge in the clinical setting under the guidance of the clinical instructor. <ul style="list-style-type: none"> • The student may observe or participate in an exam with direct supervision from a registered sonographer until competency is completed in the lab and in the clinical setting. The student may then perform the exam independently and with indirect supervision at the clinical instructor's discretion. 	Clinical and performance evaluation forms are to be filled out by the clinical Instructor.

DMS 253 Clinical Education II	<ol style="list-style-type: none"> 1. Produce medical images of any given anatomical region with optimal diagnostic quality. 2. Produce diagnostic quality trans-abdominal and transvaginal ultrasound images with minimal supervision Gain experience in all stages of obstetrical ultrasound through the clinical setting. 3. Perform the necessary diagnostic procedures with a minimal amount of discomfort to the patient. 4. Apply didactic knowledge in the clinical setting under the guidance of the clinical instructor. <ul style="list-style-type: none"> • The student may observe or participate in an exam with direct supervision from a registered sonographer until competency is completed in the lab and in the clinical setting. The student may then perform the exam independently and with indirect supervision at the clinical instructor's discretion. 	Clinical and performance evaluation forms are to be filled out by the clinical instructor.
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DMS 254 Clinical Education III	<ol style="list-style-type: none"> 1. Perform the tasks of a qualified entry level sonographer with minimal supervision. 2. Possess the incentive to learn more about the field of ultrasound, to build higher professional standards, and to pursue personal and professional growth. 3. Be aware of obligations to patients, physicians, and medical facilities. 4. Be aware of the responsibilities of a sonographer. 5. Recognize and work satisfactorily in all areas of ultrasound. 6. Be efficient and accurate in adjusting instrument control and transducer selections. <ul style="list-style-type: none"> • The student may observe or participate in an exam with direct supervision from a registered sonographer until competency is completed in the lab and in the clinical setting. The student may then perform the exam independently and with indirect supervision at the clinical instructor's discretion. 	Clinical and performance evaluation forms are to be filled out by the clinical instructor.
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DEMERIT SYSTEM

Definition: An appropriate action taken for inappropriate behavior with numerical documentation which will affect the student's semester class, lab, and/or clinical grade.

The following infractions will result in the student receiving a minimum of one demerit point:

1. Insubordination.
2. Rude or discourteous behavior to fellow students, staff, or patients.
3. Failure to notify the program director or clinical coordinator of an absence.
4. Excessive absences in class, lab, and/or clinical experience.
5. Excessive tardiness in class, lab, and/or clinical experience.
6. Leaving the school and/or clinical setting without permission.
7. Falsification of time for clinical experience and/or failure to submit complete attendance record (including absences).
8. Failure to adhere to dress code.
9. Lying or cheating.
10. Sleeping while scheduled in the clinical setting.
11. Failure to comply with parking regulations.
12. Excessive personal telephone calls (incoming or outgoing).
13. Abusing break times.

14. Infractions of the assigned clinical site's policies, procedures, protocols, or regulations.
15. Inappropriate behavior while participating in or attending school activities or functions.
16. Other behavior deemed inappropriate by the program director and/or faculty.

*School or program "activities or functions" refers to on-campus or off-campus official school or program sponsored activities, including field trips, meetings, conferences, or workshops, but not to student-sponsored social activities or to self-paid professional meetings.

THREE demerits per semester will lower the course grade by 1.0 GPA.

SIX demerits per semester will result in a grade of "F" and dismissal from the program.

APPENDIX A

GLOSSARY OF TERMS

Clinical Education	The portion of the educational program conducted in a health care facility that provides the opportunity for students to translate theoretical and practical knowledge into cognitive, psychomotor, and affective skills necessary for patient care.
Competency	Identified ultrasound knowledge and skills a student must master to successfully complete program requirements.
Competent	The student's ability to successfully perform a series of designated ultrasound exams with the indirect supervision and assume those duties and responsibilities according to course and clinical objectives
Competency Evaluation	The procedure by which a student's performance is evaluated according to the program's prescribed standards. Competency evaluations consist of the knowledge, skills and affective behavior required of an entry level sonographer.
Didactic Education	The portion of the educational program in which knowledge is presented and evaluated in a classroom setting.
Laboratory Practice	The portion of the educational program conducted in a simulated or dedicated laboratory that provides students with the opportunity for practical application, practice and evaluation under the direct supervision of an instructor.

Appendix B

Program Curriculum Schedule

Term	Term Length	Course Number	Description	Credits	Lecture Hours	Lab Hours	Extern Hours
Semester I	15 weeks	DMS 200	Introduction to Sonography	2	30		
		DMS 220	Cross Section Anatomy	2	30		
		DMS 260	Ultrasound Instrumentation I	3	45		
		DMS 273	Abdominal and Small Parts	5	45	60	
	Total			12	150	60	
Semester II	14 weeks	DMS 250	Clinical Education I	4			180
		DMS 261	Ultrasound Instrumentation II	3	45		
		DMS 271	OB/GYN Imaging	5	45	60	
	Total			12	90	60	180
Semester III	15 weeks	DMS 240	Advanced Imaging	3	45		
		DMS 253	Clinical Education II	8			360
		DMS 272	Introduction to Vascular Sonography	3	30	30	
		DMS 290	Ultrasound Seminar I	2	30		
	Total			16	105	30	360
Semester IV	15 weeks	DMS 254	Clinical Education III	8			360
		DMS 291	Ultrasound Seminar II	2	30		
	Total			10	30		360

Clinical times may vary between institutions. Lunch break on clinical days is thirty (30) minutes and will be assigned by the clinical instructor.

Appendix C

COMPETENCY LIST

MANDATORY LAB COMPETENCIES

First Semester:

- Instrument Controls
- Gallbladder
- Liver
- Aorta
- Renal
- Pancreas
- Spleen
- RUQ
- Breast
- Scrotum
- Thyroid
- Superficial Structures
- Abdomen Complete
- FAST

Second Semester:

- Pelvic Transabdominal Phantom
- Pelvic Transabdominal Classmate
- Pelvic Transvaginal
- OB 1st Trimester
- OB 2nd Trimester

MANDATORY LAB PRACTICES

Third Trimester:

- Venous
- Carotid
- Popliteal

MANDATORY CLINICAL COMPETENCIES

Second Semester:

- Abdomen
- Renal
- Thyroid

Third Semester:

- Transabdominal Pelvis
- Transvaginal Pelvis
- OB 1st Trimester
- Scrotum (3rd or 4th Semester)
- 4 Electives (minimum)

Fourth Semester:

- Non-Cardiac Chest
- Biophysical Profile
- OB 2nd Trimester and/or 3rd Trimester (28-32 weeks)
- Final Competency Assessment
- 6 Electives (minimum)

Total Clinical Competencies required at the end of the program = 21

ELECTIVE COMPETENCIES

Aorta, Breast, Biopsy, Thoracentesis, Paracentesis, Drainage, Superficial Structure, FAST, Limited Abdomen (RUQ and/or LUQ [Spleen]), Pancreas, Popliteal, Pediatric and/or Neonatal Studies, Biophysical Profile, S/P Hysterectomy, Abdominal Wall, and Prostate, Abdominal Doppler (ex: Portal vein, Liver Doppler).

SUPPLEMENTAL COMPETENCIES

Venous Leg Doppler, Carotid (Not to be included in the required number of electives) Required clinical competencies assigned for Clinical Education I, II, and III must be completed by the end of each clinical rotation. Once the clinical competencies are done, students may work independently at the clinical instructor's discretion.

APPENDIX D

ULTRASOUND TRAINING PROGRAM STUDENT- VOLUNTEER RELEASE & WAIVER FOR ULTRASOUND SCANNING

School of Diagnostic Medical Sonography

Students in the Ultrasound Training program voluntarily perform ultrasound examinations of the abdomen, pelvis, and vascular system on other students and to allow other students to perform these same examinations on them during laboratory sessions. Students will not perform intracavitary or obstetrical scans on each other.

Abnormal findings are occasionally discovered. Students will be informed of any abnormal findings and advised to contact their physician for any necessary follow-up examinations. Students who become aware of any abnormal findings in a fellow student must respect patient confidentiality as outlined under HIPAA.

The American Institute of Ultrasound in Medicine (AIUM) Safety statement for Training and Research of March 1997 states:

“Although no hazard has been identified that would preclude the prudent and conservative use of diagnostic ultrasound in education and research, experience from normal diagnostic practice may or may not be relevant to extended exposure times and altered exposure conditions. It is therefore considered appropriate to make the following recommendations:

In those special situations in which examinations are to be carried out for purposes other than direct medical benefit to the individual being examined, the subject should be informed of the anticipated exposure conditions, and of how these compare with normal diagnostic practice.”

“I have read the above safety statement and voluntarily consent to being scanned by other students within the laboratory portion of the program. I release SCHS for any unforeseen events that may occur.”

Signature: _____ Print Name: _____

Date: _____