

**LANSING COMMUNITY COLLEGE
HUMAN, HEALTH & PUBLIC SERVICE DIVISION
Health & Human Services Department**

**DIAGNOSTIC MEDICAL
SONOGRAPHY PROGRAM**

STUDENT HANDBOOK



May 2019

(Leave Blank)

Table of Contents

Preface	5
Administrative Structure	5-6
Application Procedure	6
Areas of Study	7
Graduation Requirements	7
Non-Discrimination Policy	7-8
Mission Statement	8
Program Goals	8
Description of the Profession	9
Program Requirements	9-10
Progression Requirements	10
Program Information	10
Attendance/Punctuality Policy	11
Academic Regulations and Policies	12
Required Training	12
Student Conduct	12-13
Student Code of Conduct	13-14
Student Schedule	14
Promotion	15
Student Infraction Notice Procedure	15-17
Probation	17
Due Process	17-18
Dismissal from the DMS Program	18-19
Incident Report	19
Pregnancy Policy	19-20
Medical Leave of Absence	20-21
Long-Term Leave of Absence	21
Grading Scale	22
Clinical Assignments	22
Test Attendance	22-23
Funeral Leave	23
Vacation Leave	23
Drug Screening	23
Substance Abuse Policy	23-24
Inclement Weather Policy	24-25
Holidays	25
Health Data/Physical Exam Requirements	25

Latex Allergy	25
Student Health	25-26
Cheating and Plagiarism	26
Student Uniforms	26-27
Student Scanning Policy	27
Student Services	27
Attendance at Educational Meetings	27
Liability Insurance	27
Transportation	28
Parking	28
DMS Advising Guide	29-37
Student Handbook Agreement	38-39
HHPS Irregular Incident Report	40-41



PREFACE

The primary objective of this Student Handbook is to provide Diagnostic Medical Sonography students with a ready reference manual for the DMS Program. As such, this handbook is not intended to replace the Lansing Community College Catalog <http://www.lcc.edu/catalog/> or the Lansing Community College Policies and Procedures Manual http://lcc.edu/policies/policies_8.htm or other Official College documents.

All students at Lansing Community College are subject to the rules and regulations in the current Catalog and the Policies and Procedures Manual. In addition to those rules and regulations, there are policies, procedures and guidelines that are specific to DMS students.

This handbook deals specifically with the policies and procedures for the DMS Program and serves to assist DMS students toward successful completion of their course of study. Each student has the responsibility to read thoroughly and review this handbook regularly and to be knowledgeable of its contents.

The Faculty reserves the right to modify, change or delete any or all of these policies and procedures as deemed necessary.

ADMINISTRATIVE STRUCTURE

President	Dr. Brent Knight
Dean HHS	Margherita Clark, MSN, RN, APRN, GNP-BC
HHS Associate Dean	Betsy Burger, RDH, M.A. Ed.

FACULTY DIRECTORY

Jamia Dunckel, MBA, RDMS, RT(R)
DMS Program Director
wilkinj4@lcc.edu
Lansing Community College
515 N. Washington Square
HHS 108
Lansing, Michigan 48901-7210
(517) 483-1412

Denise Drumm, BAS, RDMS, RT(R)
DMS Clinical Coordinator
drumm2@lcc.edu
Lansing Community College
515 N. Washington Square
HHS 108
Lansing, Michigan 48901-7210
(517) 483-1754

Teresa Wells, BHSA, RDMS, RVT, RT(R, M)
wellst5@email.lcc.edu
Lansing Community College
515 N. Washington Square
HHS 108
Lansing, Michigan 48901-7210

Trisha Lennox, BAS, RDMS, RT (R)
lennoxtrishal@gmail.com
Lansing Community College
515 N. Washington Square
HHS 108
Lansing, Michigan 48901-7210

Jim Yeo, AS, RT(R)
yeo@email.lcc.edu
Lansing Community College
515 N. Washington Square
HHS 108
Lansing, Michigan 48901-7210

APPLICATION PROCEDURES

Upon contacting the Health and Human Services Department, interested students can obtain the Sonography packet and Selective Admissions application. There is a \$50 non-refundable fee for Selective Admissions programs (payment of this fee does not guarantee admission to the program). Prospective applicants should call (517) 483-1410 if there are further questions. The DMS Program Director, Jamia Dunckel can also be reached via email at: wilkinj4@lcc.edu.

Individuals will be considered **eligible to apply** for admission to the DMS program when all required prerequisite courses are completed. That being said, students enrolled in required courses during the spring semester **will not** be eligible for that program year (all courses must be completed by the fall of the previous year). Please see the College Catalog for course prerequisite requirements.

Prospective applicants must also submit all official documents—ex. Official transcripts from other college(s) attended and other allied health education transcripts/letters of health work experience. All other letters from physicians, employers and/or instructors are the student's responsibility. Completed **applications must be submitted by April 1st** annually for consideration for admission for that program year. DMS students are notified of their acceptance by mid-May annually.

This is a Selective Admission Program (\$50 fee). Admission to Lansing Community College does not guarantee admission to the Diagnostic Medical Sonography Program. Admission is non-discriminatory in regard to race, creed, color, sex, age, disability or national origin. Those applicants who apply to the sonography program must also apply for admission to Lansing Community College. Please refer to the current College Catalog for information regarding admission requirements, registration, tuition and fees, refund and withdrawal policies, and other pertinent policies at: <http://www.lcc.edu>.

Admission is based on total points and the availability of appropriate clinical sites for student placement. Students accepted to the DMS Program are **required** to attend a DMS Student Orientation **prior** to the summer semester. Alternate students are also encouraged to attend the orientation.

AREAS OF STUDY

1. Human anatomy, physiology, pathology and pathophysiology.
2. Physics of ultrasound and its relationship and relevancy in producing diagnostically accurate images.
3. Obstetrical, gynecological, abdominal and small parts.
4. Sonographic procedures and techniques.
5. Sterilization and disinfection techniques.

GRADUATION REQUIREMENTS

Successful completion of all prerequisite courses (by transfer credit or course completion) with a 2.5 or higher AND completion of all Sonography courses with a **minimum GPA in each course of 2.5 or higher.**

Graduation with a DMS Associate Degree from Lansing Community College:

The successful candidate **MUST** apply in January of the year of intended graduation to the Enrollment Services at (517) 483-1269 (GVT 2236-Gannon Building) and apply for a “Senior Audit.” Students will then be allowed to take part in the Lansing Community College Commencement Exercises that are held at Michigan State University’s Breslin Student Event Center in May (students will not receive their official diploma until all of their clinical hours have been completed in August).

Students must complete all clinical assignments, lab assignments, didactic course requirements and other assignments to receive their diploma and their letter from the DMS Program Director stating that all of the requirements have been met and the student has graduated.

Upon successful completion of the prescribed curriculum, the graduate will be eligible to write the American Registry of Diagnostic Medical Sonography (ARDMS) Certification Exams in Physics, Abdomen and Obstetrics/Gynecology. For a registry application booklet or more information, use the following: <http://www.ardms.org> .

Non-Discrimination Policy

“Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran’s status, or other status as protected by law, or genetic information that is unrelated to the person’s ability to perform the duties of a particular job or position or that is unrelated to the person’s ability to participate in educational programs, courses services or activities offered by the college.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Lori Willett, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1870; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.”

MISSION STATEMENT

In keeping with the mission of Lansing Community College, the Diagnostic Medical Sonography Program is committed to providing its students with a well-rounded education in the General Concentration of Diagnostic Medical Sonography. Included also are the opportunities for the student to develop advanced medical imaging skills to prepare them for employment in the field of Diagnostic Medical Sonography. The faculty members of the Lansing Community College DMS Program are committed to assisting the student toward the greatest academic, personal and professional potential through quality courses and instruction.

The Associate of Applied Science Degree in Diagnostic Medical Sonography (DMS) is a minimum 6 semester course of study with 15 months (four semesters) devoted to the curriculum of Diagnostic Medical Sonography.

The program is designed to train entry level Sonographers for employment in medical imaging departments. Our focus and area of emphasis in DMS is on abdominal, obstetrical, gynecological and small parts. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP*) which provides a peer review process administered by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). The curriculum consists of classroom, laboratory and clinical education coursework in keeping with the ARDMS (American Registry of Diagnostic Medical Sonographers).

*Date of initial accreditation-April 2004; Renewal Awarded July 2017 for 10 years

PROGRAM GOALS

1. To produce skilled medical Sonographers who consistently apply diagnostically appropriate principles and techniques within the field of Diagnostic Medical Sonography.
2. To produce graduates eligible to take and pass the American Registry of Diagnostic Medical Sonographers certification exams upon completion of the program.
3. To provide students with the most current academic instruction and professional training in the field of sonography, in order to meet the employment needs of the individual and the medical community.
4. To maintain the highest academic and professional standards concurrently in the didactic and clinical setting.
5. To serve as an invaluable resource for the hospitals and clinical sites in Michigan and throughout the Midwest.

DESCRIPTION OF THE PROFESSION

The profession of Diagnostic Medical Sonography includes abdominal, obstetrical, gynecological, breast, thyroid, testicular, prostate, vascular and cardiac procedures (in some sites), as well as other imaging subspecialties. The profession requires proper judgment and the ability to provide appropriate health care services. Sonographers are highly skilled professionals qualified by didactic and clinical training to provide patient services using diagnostic ultrasound under the supervision of an interpreting physician. The sonographer may provide this service in a variety of clinical settings, including mobile services where the supervising physician is ultimately responsible for the use and interpretation of each ultrasound study. Sonographers assist physicians in gathering sonographic data necessary to arrive at patient management decisions.

The Diagnostic Medical Sonographer is able to perform a multitude of tasks such as:

1. Obtain, review and integrate pertinent patient history, supporting clinical data and facilitate the optimum diagnostic results.
2. Perform appropriate procedures and record anatomical, pathological and/or physiological data for interpretation by a physician.
3. Record, process or transmit electronically sonographic data, report, and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. Exercise discretion and judgment in the performance of sonographic services.
5. Provide patient education related to diagnostic medical ultrasound and promote principles of good health.
6. Keep accurate records of machine's preventative maintenance information.

PROGRAM REQUIREMENTS

The following criteria must be adhered to in all Diagnostic Medical Sonography courses and clinical rotations in order to receive a grade or evaluation. Failure to meet these criteria may be identified by any DMS program faculty member, both in or out of the clinical facility and will subject the student to immediate and appropriate disciplinary consequences. Each student will:

1. Adhere to all college policies, including the Student Code of Conduct (LCC website @: <http://www.lcc.edu/policies>);
2. Adhere to the student role, as outlined by affiliate contracts;
3. Adhere to the SDMS Code of Ethics for Sonographers: <http://www.sdms.org/about/codeofethics.asp> ;
4. Dress appropriately in accordance with the DMS Uniform code (DMS Clinical Handbook) and/or the assigned clinical affiliate;
5. Follow HIPAA guidelines, regarding patient confidentiality, at all times; <http://www.hhs.gov/ocr/privacysummary.pdf> .
6. Demonstrate respect for patient privacy and individual rights as outlined in the Patient's Bill of Rights; <http://www.aha.org/resource/pbillofrights.html> .
7. Deliver optimum care in a non-discriminatory manner;
8. Document all services provided using proper (Standard American) English (verbal and written);
9. Identify yourself as a student to all patients;
10. Report immediately, any errors of omission/commission to the proper authorities;

11. Be punctual in reporting to the assigned clinical affiliate and classes, as well as in submission of assignments and required paperwork;
12. Adhere to OSHA regulations while in attendance at the clinical affiliate;
<http://www.osha.gov/> .
13. Demonstrate physical, cognitive and psychological competence;
14. Demonstrate a caring, empathetic and non-selfish attitude;
15. Show respect for clinical affiliate staff and college faculty and avoid the use of words or body language that could be construed as derogatory.
16. Be physically able to perform patient care procedures required by the clinical site;
17. Be physically able to perform studies that require portable equipment to be transported to rooms or floors other than those occupied by the ultrasound department.
18. Utilize the internet or websites to search for information pertaining to ultrasound as deemed appropriate by the clinical site;
19. Have reliable means to transport oneself to and from any clinical site within a 220 mile radius from the college;
20. Inform the proper authorities whenever unable to attend/complete a clinical or class assignment;
21. Comply with the clinical affiliate requirements to obtain and pass criminal background checks;
22. Comply with the clinical affiliate requirements to attend site-designated orientation;
23. Comply with the clinical affiliate requirements to obtain and pass a drug/alcohol screening;

PROGRESSION REQUIREMENTS

The Diagnostic Medical Sonography curriculum is dependent upon proper sequencing of courses. The general education courses in the DMS curriculum are to be completed prior to admittance to the program. DMS courses must also be completed in the appropriate sequence. It is the responsibility of each student to meet all pre and co-requisites. A student may be denied registration or be administratively dropped from a course if pre and co-requisites have not been met.

Any student who is unable to satisfactorily meet curriculum requirements will be unable to progress in the DMS curriculum. DMS students must achieve a 2.5 grade in each class while enrolled in the program. Any student who withdraws from the DMS Program, regardless of the reason, will be subject to readmission criteria as set by the DMS Program Director. Meeting previously established criteria, however, does not guarantee automatic re-entry. Readmission will be granted **one time only**.

PROGRAM INFORMATION

The DMS program is a full-time commitment for 15 months. The clinical hours are 24 hours per week (September to December), 32 hours per week (January to May) and 40 hours per week (May 18, 2020 to August 10, 2020). Classroom work will be done on Mondays in the Fall and Spring Semesters. Times and class dates subject to change based on instructor availability.

ATTENDANCE/PUNCTUALITY

Dependability and punctuality are critical factors to the success of the DMS program. Any absence or tardiness, no matter how legitimate, disrupts the learning experience and the daily functions of the DMS Department. Therefore, in order to competently complete the required clinical/classroom experience these professional standards and guidelines are to be adhered to:

Classroom

1. Each student must attend their academic courses as the schedule dictates
2. Missing more than two class sessions of any of the required DMS classes will result in academic withdrawal according to Lansing Community College's withdrawal policy.
3. Any work that is missed as a result of an absence (regardless of the reason) is due to the instructor by the beginning of the next class meeting.
4. Any missed quizzes/tests must be made up prior to the next class meeting by arrangement with the class instructor.

Clinical

1. Students are allowed a total of 40 hours of personal leave from clinical experience during the entire program (one day Fall, two days each Spring and Summer).
 2. If a student misses more than two (2) clinical assignments during any given semester, the student will be placed on clinical probation; Failure to comply with the terms of this probation will result in expulsion from the DMS program.
 3. If a student misses more than one clinical day due to absence, a Dr's note must be provided to the Clinical Coordinator.
 4. If a student needs to call-in for the day, this call-in must be made to the clinical instructor at the clinical site at least one hour prior to the beginning of the shift; Failure to do so is grounds for dismissal from the DMS program; **Call-in must also be made to the Clinical Coordinator** and an absence form signed by the clinical instructor must also be attached to that month's Hours/Tally sheet.
 5. A student may pre-arrange a change of schedule for a known appointment or mandatory work obligation **if the clinical site will allow** them to work either a later shift or hours on a different day; this should not become habitual!
 6. Tardiness is defined as two (2) or more minutes late for the clinical shift. If a student is tardy more than once per semester, he/she may be given a written incident report, and continual tardiness can result in expulsion from the DMS program.
 7. The clinical grade will drop by .5 for each absence above the two per semester limit explained above (clinical grade of 4.0 with 2 absences above the limit becomes a 3.0).
 8. Clinical time can be taken-off or made-up in 4 hour increments only
 9. Clinical hours must be made-up if they exceed the hours per semester limit; **Making-up the clinical hours does not override the absence itself.**
-
-

ACADEMIC REGULATIONS AND POLICIES

Academic counseling for each student in the Diagnostic Medical Sonography program is available prior to the registration of each semester by the Program Director and/or the Clinical Coordinator. Although academic counseling is intended to provide effective guidance, each student is responsible for his/her own program grades and for meeting degree requirements by the time he/she expects to graduate.

1. Completion of the Diagnostic Medical Sonography Curriculum is required for graduation.
2. A minimum grade of 2.5 is necessary for all IDMS prefixed courses.
3. Eligibility to take the Board Registry Examination as given by the American Registry of Diagnostic Medical Sonographers is granted only as the student fulfills all academic and clinical criteria as established by the DMS program with the approval of the Joint Review Committee on Education in Diagnostic Medical Sonography and the College Academic Committee.

REQUIRED TRAINING

- Each student is required to complete the **Desire2Learn** training prior to starting the DMS program (My Courses Training Tab).
- Students will be required to complete the mandatory OSHA training on Blood borne Pathogens and HIPAA Training found in D2L. There should be time allotted during the Clinical Orientation, but it is the student's responsibility to complete this training **before attending their first day at their clinical site.**
- Each student must complete CPR training for **health care providers** (Red Cross or American Heart Association) and provide documentation of said training (a copy of the card) **before clinical starts.** This card must be kept current for the duration of the DMS program. This is a "hands-on" course and not an online course!!!

STUDENT CONDUCT

Faculty of the LCC DMS Program has an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Sonography students, while representing Lansing Community College at any clinical affiliate, must conduct themselves in an ethical, professional, and safe manner. Sonography students should recognize that high standards are set for those working in Health Care professions.

Professionalism in health care is based on values that include, but are not limited to, moral values (honesty, integrity, and trustworthiness), values specific to Sonography (clinical performance standards, appropriate communication), societal values (commitment to excellence), personal values (self-reflection, maintenance of credentials, interpersonal skills), and humanistic values (empathy and compassion). Patients are confronting illness, disruption of their normal routines in life, and life-changing events, therefore they are anxious about their current condition and future health. Patients rely on health care professionals to address their needs expertly and professionally. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by LCC and clinical affiliate policies during

each clinical experience. Failure to adhere to program specific policies related to professional behavior or safe clinical practice will result in Infraction Notice/Probation as outlined in pages 15-19 of this Handbook.

It is understood that the DMS student is to conduct him/herself with the utmost professionalism and courteousness at all times. The student must acknowledge the importance of the protection of confidential information concerning the patient and their family. **Any and all information is considered to be confidential and privileged information and may not be shared or discussed with anyone.** The student may not research any hospital information unless it directly pertains to the exam they are performing (HIPAA <http://www.hhs.gov/ocr/privacysummary.pdf>).

STUDENT CODE OF CONDUCT

During the clinical experience and classroom experience the DMS student must not engage in:

1. LCC has enacted a no smoking policy on campus <http://www.lcc.edu/policies> ; Many of the clinical sites have enacted their own nonsmoking policies as well (check with your clinical site)
2. Documented HIPAA violation (<http://www.hhs.gov/ocr/privacysummary.pdf>)
3. Allotted breaks for smoking cannot exceed 10 minutes per break no more than twice each day.
4. The student **must scan every patient** regardless of their compromised state of health, status of communicable disease, race, creed, religion or sexual orientation. Refusal to do so will result in formal reprimand and possible expulsion from the DMS program*.
*the only exception is if the student is being physically harmed or is pregnant and the patient was exposed to rubella, Fifth disease, cytomegalovirus, chickenpox or smallpox.
5. Mistreatment of patients in any manner (physical, verbal, etc.) including abandonment and continuing an exam after the patient has asked you to stop (if a patient asks the student to stop scanning, the student should seek assistance from a clinical preceptor).
6. Excessive absenteeism or tardiness. This includes failure to notify the Clinical Preceptor and Clinical Coordinator of any absence or lateness.
7. Loitering on affiliate premises outside of the assigned clinical area or beyond the program-approved clinical hours.
8. Misuse of confidential information, falsification of information, record and/or reports.
9. Students must be responsible for checking their grades in D2L in all classes. It is the student's responsibility to contact the instructor for an update regarding passing the course.
10. Exhibition of insubordination.
11. Exhibition of degenerate and indecent behaviors.
12. Use of foul language or disrespectful body language aimed to annoy or to undermine any faculty member or clinical instructor.
13. Damage or destruction (misuse) to institutional property, including defamation of character (to patient, fellow student, Clinical instructor, staff, administration, Clinical Coordinator and Program Director).
14. Unauthorized use or possession of affiliate and/or non-personal property.

15. Creation or contribution to unsanitary conditions on affiliate ground, including diagnostic, recordkeeping, dining areas and washrooms.
16. Intimidation or coercion of another student or employee through physical, verbal and/or psychological (implied) threats.
17. Soliciting or gambling in college or affiliate grounds.
18. Alcohol or narcotics used while on affiliate or college grounds and/or reporting to the affiliate while under the influence of drugs and/or alcohol; Clinical sites may require drug/alcohol testing if an infraction is suspected, the cost of which will be borne by the student.
19. Possession of a weapon of any kind while on college, hospital or affiliate grounds.
20. Engage in excessive talking, laughing or other disturbing behaviors including the use of strong perfumes and colognes, etc.
21. Poor personal hygiene; Students must shower, wash hair and brush teeth daily.
22. Failure to report any accident or injury involving student(s), patient(s), affiliate employee(s), equipment, etc.
23. Abandonment of the assigned clinical site without authorization from immediate supervisor.
24. Sleeping or unauthorized "resting"/cigarette breaks while on clinical grounds.
25. Failure to show interest or provide assistance at clinical sites.
26. Non-compliance with the dress requirement at the clinical site or in the scan lab at LCC.
27. Unauthorized use of any communication devices within the clinical premises (personal laptop, PDA or clinical computer).
28. Use of cell phones or other communication devices while taking or performing an exam.
29. Use of cell phones or cameras of any type while at the clinical site is prohibited and use of any pictures obtained at the clinical site on any type of social media (Facebook, Instagram, Twitter etc.) is expressly forbidden. **Phones should not be in view of patients EVER!**

Failure to adhere to these policies is grounds for dismissal from the DMS program as these would all constitute serious infractions.

Note: Each clinical affiliate reserves the right to refuse student re-entry as a result of student misconduct while on clinical affiliate premises.

STUDENT SCHEDULE

Due to clinical requirements of the American Registry of Diagnostic Medical Sonographers, students must follow a full-time schedule. **Clinical hours are 7:30am to 4:00pm with ½ hour for lunch.** Students earn 8 hours for each of these shifts. Some clinical sites follow different time schedules-see your clinical preceptor for more information.

PROMOTION

Program status is determined by your performance in relation to the policies and guidelines of the College, Health & Human Services Department, and the DMS program. As a student in the program, your status will be either “**Good Standing**” or “**Probation.**”

Good Standing signifies that you are eligible to continue your studies. Good Standing includes but is not limited to:

1. Satisfactory academic status within the college (GPA).
2. Satisfactory academic and clinical status within the program.
3. Compliance with all rules and regulations which apply to clinical conduct, attendance and punctuality.

The criteria for promotion are based upon the successful demonstration of theoretical and clinical objectives. You will be promoted from one semester to the next when the following criteria have been met:

1. Satisfactory grade point average in each specific program course (2.5 minimum for each course).
2. Satisfactory performance in clinical courses as outlined in clinical objectives.
3. It is the student’s responsibility to check their grades as they are posted in D2L for each course; Any questions regarding passing each individual course should be directed to the instructor in each course.

STUDENT INFRACTION NOTICE PROCEDURE

LCC DMS students are expected to conduct themselves in a professional manner at all times.

An infraction notice is the **first step of the probation process**. The notice will be issued after the problem is identified (within 72 hours of the infraction).

The criteria for receiving a notice include:

1. **Unsatisfactory achievement of performance level or clinical objectives.**
2. **Failure to establish effective working relationships with health team members in providing patient care.**
3. **Failure to establish effective relationships with patients.**
4. **Violation of JRCDMS/CAAHEP/ARDMS or Lansing Community College codes of ethics.**
5. **The Diagnostic Medical Sonography program does not consider the use of alcoholic beverages or recreational drugs as conducive to the processes of higher education. If a DMS student is suspected to be under the influence of alcohol or illicit drugs during a clinical assignment, the following will occur:**

The student will be removed from the Clinical Site immediately.

The Clinical Coordinator and/or Program Director will be notified immediately. If neither can be reached, then the Associate Dean or Dean of Health and Human Services will be notified. The student will be sent home or to the Program Director’s office. They will not return to the clinical site until directed to do so by the Program Director or Clinical Coordinator. The student can be permanently dismissed from the Clinical Education site and from the DMS program at Lansing Community College.

6. **If unsafe clinical practice(s) have occurred, the DMS student will receive a written notice. It is understood that unsafe practice may include either a combination of several or repetitive examples of the following:**
 - **Errors in recording pertinent clinical data.**
 - **Failure to safely adopt basic patients care skills to actual patient care, resulting in actual or potential patient harm. This is relative to the degree of completion of the Diagnostic Medical Sonography curriculum.**
 - **Failure to demonstrate sound judgment relative to the student's degree of DMS curriculum completion.**
 - **Allowing personal or emotional problems to interfere with the safe and appropriate diagnostic services to the patient.**

7. **Failure to assume the responsibilities of a DMS student such as the following:**
 - a) **Excessive tardiness and/or absenteeism beyond the (5) five allowed days per year.**
 - b) **An unexcused or undocumented absence at the clinical site.**
 - c) **Inappropriate personal appearance or inappropriate clinical behavior.**
 - d) **Unethical or immoral behavior (i.e. lying, cheating, stealing, etc.) Serious violations may warrant immediate dismissal from the program.**
 - e) **Neglecting to follow the chain of command (in classes or in clinical)**
 - f) **Repeated failure to submit required written clinical forms (student signature in the clinical area, hours recorded incorrectly, form not filled out correctly) or repeated lateness in submitting written assignments.**

8. **Failure to meet the "Clinical Guidelines and Competency levels" defined in the Clinical Handbook**

Student's Remediation/Response to the LCC Infraction Notification

The student is expected to reply to the infraction notice in writing within three (3) days of reprimand. The reply must show quantitative evidence of remediation and response to the identified unsatisfactory behavior(s).

This will include the following:

- 1) The student's perception of the problem/situation.
- 2) The student's awareness of the severity of the infraction notice.
- 3) The method(s) to be utilized to correct the problem.

Resolution of the Infraction Notice

At the end of the established probationary period, the student, Program Director and/or Coordinator will have a meeting to discuss the outcome/effectiveness of the remediation. If it has been determined that the student has made progress, the following steps will occur:

- ❖ **The Notice will be resolved, if the student has shown satisfactory improvement. A written evaluation of the student's progress will be submitted, signed and dated by the Program Director, the Clinical Instructor(s) and the student. This will remain on file until student's graduation from Lansing Community College. A copy will be given to the Dean of Allied Health and Human Services.**

- ❖ **If the behavior or situation reoccurs, the DMS student will be suspended and removed from their clinical site. The steps outlined in the Sonography Handbook will need to be followed if the student wants to apply for re-entry into the program. The decision will be made by the following parties: The HHS Dean, the HHS Associate Dean, the DMS Program Director, the DMS Clinical Coordinator and the Clinical Instructor. The student may be asked to repeat some didactic and/or clinical courses if re-entry into the Diagnostic Medical Sonography program is granted.**

PROBATION

Probation is a status that indicates:

1. Unsatisfactory academic performance
 - a. Failing grades
 - b. Failure to maintain required grade point average in **each** course: (2.50 grade)*. **This only applies to IDMS 234 as receiving a grade below 2.5 in any other class results in dismissal from the DMS Program.**

2. Unsatisfactory or unsafe clinical performance
 - a. Failure to meet clinical performance objectives
 - b. A single, major incident that jeopardizes the safety of a patient or patients.
 - c. Overall behavior, ethical standards, patient relationships or professional integrity are less than program standards require.
 - d. Tardiness at the students' clinical site in excess of twice each semester*.
 - e. Two or more unscheduled absences in one semester for clinical attendance*
 - f. After two or more absences from any course (Fall and Spring), students will receive written notice of expectations and possible academic withdrawal from course (one absence from any course in the first Summer semester)*.
(*This incident can result in expulsion from the program.)

DUE PROCESS

Lansing Community College holds firm to the philosophy that matriculation in college does not deny any rights of citizenship to a student. At the same time, matriculation in college does not relieve a student of the essential responsibilities of citizenship. Thus, the College is constantly aware of the joint responsibilities, shared by the student body and the College, to uphold the principles of "due process" in all disciplinary action.

It is the College's intention to foster and promote an environment of cooperation among faculty, staff, and students. However, conflicts that require third-party intervention sometimes exist. While there are formal processes for resolving conflicts, it is the goal of the College to achieve resolution as rapidly and as close to the origin of conflict as possible through mediation. To this end, the Director of Student Success and the Director of Equal Opportunity are available to assist with mediating situations at their lowest level or to direct the parties involved to the person(s) or department(s) that can best mediate the occurrence. This mediation is predicated on the voluntary agreement of

both parties. Matters that are considered too extreme may require immediate referral to the formal process

Due Process is the guarantee of student civil rights under the Constitution of the United States and the laws and regulations of Michigan and Lansing Community College. Due Process is that process which prevents rights from being taken away from an individual without a fair hearing. Any questions regarding Due Process should be directed to the office of Director of Student Success at (517) 483-9671.

DISMISSAL FROM THE DMS PROGRAM

You will be subject to program dismissal under any one of the following circumstances:

1. Failure to fulfill probationary conditions and procedures.
2. Failure to achieve and maintain an overall grade point average of **2.50 in EACH course** designated by the specific program.
3. Failure to protect a patient's medical information through adherence to HIPAA privacy standards.
4. Failure to achieve and maintain satisfactory and safe clinical performance objectives, (ex, pattern of consistent failure or single major incident.)
5. Failure to maintain professional integrity, standards or appropriate patient relationships.
6. Failure to scan a clinical patient, except if the student is being physically harmed or student is pregnant and patient had a serious communicable disease—see page 15 student conduct.
7. Late attendance at the clinical site more than three times per semester.
(* more than 2 min late per occurrence)
8. ***Dismissal from the clinical site will result in student being dismissed from the didactic coursework component of the DMS Program concurrently.***

If the clinical site requests your removal from the clinical site, you will be removed from the DMS Program!

When dismissed from a Health & Human Services Careers Department program:

1. You will be notified of the program dismissal verbally and/or in writing.
 - a. The reason for dismissal.
 - b. Recommendations.
 - c. The steps necessary for consideration of readmission.
2. Your statement of agreement with or denial of circumstances leading to your dismissal will be required within 72 hours of notice of dismissal.
3. Program faculty will be informed of your dismissal.
4. There will be no refunds of college tuition or course fees.

The Department **reserves the right to request your withdrawal at any time if:**

1. You cannot maintain the required academic standards; 2.50 in each IDMS course or CHSE 120.
2. Continuance would be detrimental to your health or the health of others.

3. Your conduct is not satisfactory to the College, Department, or Program goals/objectives.
4. Documented HIPAA violations.

Students will be ineligible for readmission to the DMS program if their clinical site dismisses them for any of the above reasons. A student has the opportunity to seek readmission to the Diagnostic Medical Sonography Program **one time** after receiving a grade of less than a 2.5 or a “W” (withdrawal failing) in any didactic or clinical course. A returning student will be readmitted under the existing policies of the DMS Program. DMS Admission must be within 18 months of student withdrawal.

When a student desires to return to the program, the student needs to formally apply for readmission following the procedure described below:

1. Submit a letter to the Program Director requesting readmission.
2. Student requests will be reviewed by the faculty.
3. Recommendations will be made by the faculty.
4. Students will be notified of the faculty recommendations.
5. Students may have remediation and other requirements by the DMS faculty.
6. Readmission is on a seat availability basis. If readmission is recommended, the student will be notified when a seat becomes available.

If a student has been out of the program more than one year, additional requirements will be included to bring the student up to an acceptable level for readmission, including repetition on all IDMS courses. The student will be notified by a meeting with the Program Director. Readmission requirements will be discussed and presented in writing to the student. A student requesting readmission will be requested to have a repeat physical examination if the initial physical was more than 12 months ago and will furnish proof of current immunizations and good health.

INCIDENT REPORT

An incident is anything that happened that is not consistent with the routine operation of the clinical site or routine care of the patient, or campus classroom. It may include a situation, an accident or irregularity which might result in an accident or harm to the patient. Each clinical site may utilize their own incident report and they may use the LCC HHPS Incident Report Form (end of handbook pgs.38-39). The incident must be documented within 48 hours of occurrence to the DMS Program Director or HHPS Associate Dean.

PREGNANCY POLICY

Upon medical verification of her pregnant condition, disclosure of the said condition to the program officials is the student responsibility and is to be initiated voluntarily. Students have the right to refuse disclosure of medical information; however, in the event that a student chooses not to disclose information regarding pregnancy, the student is acknowledging that they are assuming all responsibility for their condition and the potential complications that may arise.

Upon medical verification that a pregnancy exists, and after consultation with the Program Director and Clinical Coordinator, the program will offer two options to the student.

Option #1-Leave of Absence during pregnancy. If the student so decides, she may elect to leave the program under the following requirements:

- a. Student may select this option by notifying the Program Director and Clinical Coordinator immediately.
- b. The student shall re-enter at the beginning of the corresponding semester in which she left. (i.e., if the student left mid-way through the second semester she would be required to re-enter the program at the beginning of the second semester the following year).
- c. All didactic and clinical course work must be completed prior to graduation from the program.

Option #2-Remain in the program throughout pregnancy. If the student so decides, she may continue in the program under the following requirements:

- a. The student shall apply all radiation safety practices.
- b. Upon request, an exposure monitoring device will be issued.
- c. The student shall participate in all scheduled clinical rotation areas as assigned with no special provisions (if the student is limited from duties due to the pregnancy by her physician, then the student will have to apply for a Long-Term Medical Leave of Absence).
- d. The student will present a plan approved by the clinical site preceptor regarding making up any time missed following delivery.

The Clinical Coordinator shall document the student's decision in regard to the two options described above. All documentation shall be entered in the student's permanent personal file.

MEDICAL LEAVE OF ABSENCE

This policy is applicable to students that have incurred an illness, injury, or disability that would temporarily prevent them from performing the essential functions of the clinical and/or didactic education component of the DMS program. In the event of such, all reasonable efforts will be made to meet the student's limitations or restrictions. However, if the student is unable to participate in clinical/didactic education for a period extending beyond **fifteen working days**, a medical leave of absence can be granted providing certain criteria are met.

Conditions for Granting a Medical Leave of Absence:

1. Student must provide written documentation from a physician that they are temporarily unable to actively participate in the clinical education component of the program.
2. The student must be making satisfactory academic, clinical and professional progress at the time of request.
3. The leave of absence will be granted until the start of the next corresponding

- semester in which the leave of absence was granted.
4. In the event that the student is unable to re-enroll after the leave of absence, Re-admission must be obtained through re-application and re-evaluation.
 5. Credit for didactic work will not be given for the semester in which the medical leave of absence is granted. Credit for clinical work will be given on a case by case basis.
 6. The student must notify program officials as soon as possible should they decide not to return after their leave so that another applicant can fill the reserved position.

This policy is enacted for the purpose of:

1. Ensuring that all students meet the required clinical education objectives so that student competency and registry exam eligibility can be documented.
2. Coordinating the clinical component of the program with the didactic portion thereby providing the student with the highest quality educational experience.
3. Affording students who have made satisfactory academic, clinical and professional progress in the program an option for completing their program after a medical leave of absence.

Return from a Leave of Absence:

Once the student is able to resume clinical activities, the student must have a Return to Work/School note from their medical provider. Students are not allowed to return to clinical duties with any restrictions (for example: unable to lift more than five pounds or with a cast)

LONG-TERM MEDICAL LEAVE OF ABSENCE

In the event that a student becomes injured, pregnant or is required to have emergency surgery, any or all of which would cause an indefinite absence, the “special need” situation would have to be discussed with the Program Director and/or Clinical Coordinator at the earliest possible convenience. Each case will be considered on an individual basis depending on circumstances such as the amount of time missed or to be missed, the student’s past academic and behavior performance, etc.

No clinical grade will be given unless the student has completed all of the required clinical hours, evaluation forms and competency requirements. Failure to communicate a scheduled plan for completion of course requirements may result in a grade of F and may disqualify the student from continuing in the program.

Students electing this leave will have to be readmitted to the program in the next program year at the beginning of the corresponding semester in which he/she left. This in no way guarantees re-admittance, as a seat will have to be available. Students desiring to return to the program will need to meet with the Program Director to discuss the possibility. **Students can be re-admitted to the DMS program one time only!**

Return from a Leave of Absence:

Once the student is able to resume clinical activities, the student must have a Return to Work/School note from their medical provider. Students are not allowed to return to clinical duties with any restrictions (for example: unable to lift more than five pounds or with a cast)

GRADING SCALE

The program will exercise the following grade point system unless another is indicated to the class at the beginning of the course by the instructor:

4.0	91-100%
3.5	86-90
3.0	81-85
<u>2.5</u>	<u>76-80 MINIMUM GPA</u>
2.0	71-75
1.5	66-70
1.0	60-65
0.0	59-00

All other grade symbols are used by the program and will concur with the College Catalog.

All incomplete work must be completed before the beginning of the next semester, for all required Diagnostic Medical Sonography courses.

CLINICAL ASSIGNMENTS

Clinical assignments and duration will be determined by the Program Director and Clinical Coordinator. The clinical site may be subject to change at the discretion of the Program Director and Clinical Coordinator. Every attempt is made to maintain consistency and continuity. The JRC-DMS recommends that most of our students participate in a clinical rotation to broaden their clinical experience. These rotations will occur mainly in the Spring semester following the LCC Spring Break.

Students will be expected to follow the hospital department policies and protocols of their clinical site. The hospital/clinical site's Clinical Preceptor will be the immediate supervisor for the clinical courses. **Students are not allowed to seek their own clinical site nor are they allowed to negotiate a different (geographically closer site).** If a student seeks their own site, they may be dismissed from the program.

Information concerning student progress/development will be obtained from clinical staff and recorded by the Clinical Preceptor and forwarded to the DMS Clinical Coordinator/Program Director monthly.

TEST ATTENDANCE/MAKE-UP ASSIGNMENTS

Students shall make every effort to be present on scheduled test dates. Make-up tests shall be administered by individual instructors at their discretion. Although prompt attendance is expected on all face-to-face class days, attendance on test days is of the **greatest importance!** Test dates are made known to all students in advance by announcement or on the course syllabus. It is the student's responsibility to be aware of these dates and prepare accordingly. Each instructor will make their make-up policy known as well as the procedure to notify the instructor in their course syllabus.

Tests that have to be made-up must be completed before the next face-to-face meeting in order to allow the students taking their tests as scheduled the opportunity to review the test and go over the correct answers.

Tests are scheduled for administration by the faculty for specific periods of time. Late arrivals diminish the amount of time available to the student to complete the test. If a student arrives late, it is the instructor's decision whether or not the student will be allowed to take the test or schedule a make-up. If a make-up is assigned due to late arrival, **it must be completed the same day** or be subject to loss of all credit.

FUNERAL LEAVE

A maximum of three (3) days excused absences will be granted in the event of the death of a member one's immediate family. Immediate family includes husband, wife, child, mother, father, brother, sister, mother-in-law, father-in-law or grandparent. The student is responsible for completing the required forms and for making arrangements with faculty concerned and with their clinical preceptor to make up missed clinical time.

VACATION LEAVE OF ABSENCE

Students' progress in the DMS program shall not be interrupted by vacations or leaves of absence during class sessions.

Vacations and other personal activities should be planned to coincide with break periods (Christmas and Spring Breaks).

Students who take time off during semesters are responsible for all information missed, for completing tests, clinical hours and clinical competencies according to schedule, and for reporting these absences as required by the program policy.

DRUG SCREENING

Rationale

Health care providers are entrusted with the health, safety, and welfare of patients/clients. The safety and welfare of patients/clients cared for by our students is of primary concern in all Health Sciences programs and the clinical affiliates that provide essential clinical experiences for the students. The clinical agencies require a drug screen prior to the first clinical assignment to ensure that their facility is in compliance with The Joint Commission (TJC) standards.

Successful completion of the ten (10) panel drug screen is required within thirty days of beginning clinical.

The Ten Panel Drug Screen includes testing for:

- Cocaine Metabolites
- Amphetamines
- Barbiturates
- Benzodiazepines
- Marijuana metabolites
- Opiates
- Phencyclidine
- Propoxyphene metabolite
- Methadone
- Methaqualone

Positive Drug Screen

A positive drug screen is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel. Any student with a positive drug screen will be withdrawn from the program and will be ineligible for reapplication until the next program year and with a negative drug screen. **

** Allowances are made for certain prescribed medications that are noted in the students Health and Physical Form

SUBSTANCE ABUSE POLICY

Alcohol or narcotics used while on affiliate or college grounds and/or reporting to the affiliate while under the influence of drugs and/or alcohol is strictly forbidden. Clinical sites may require drug/alcohol testing if an infraction is suspected, the cost of which will be borne by the student. Students testing positive for the presence of drugs or alcohol while at clinical will be dismissed. Refusing to submit to testing will also result in dismissal.

Students will be asked to submit to a drug screening by their clinical preceptor in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, marijuana or alcohol odors.
2. Possession of drugs, apparent paraphernalia or alcoholic beverages.
3. Detailed, factual and persistent reports of misuse by multiple colleagues.
4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
5. Involvement in suspicious accidents.
6. Apparent lapses in judgment or memory.
7. Unusual lethargy.

Any of these circumstances will be reported to the LCC DMS Clinical Coordinator and/or Program Director immediately!

INCLEMENT WEATHER POLICY

In the event that Lansing Community College should be closed due to weather conditions such as snow, sleet, ice or any other emergency, an announcement will be made as early as possible on area radio stations and the LCC website. If an announcement is not made before the student must leave for the college or assigned clinical affiliate, the student must exercise his or her best judgment in making an attendance decision. This policy applies to day and evening classes/clinical and all students are expected to follow through with the appropriate calls to program faculty indicating any potential lateness or absence.

If the student lives *more than 60 miles* (one way) from their clinical site and their clinical site has inclement weather, they will be excused from their clinical rotation for the day. This must be verified by their Clinical Preceptor. Students that live close to their clinical site are expected to attend clinical. Hours missed from clinical due to inclement weather will not be deducted from the student's personal leave time unless time missed results in more than one day per semester or unless deemed by their Clinical Preceptor. **Students are allowed one day in the Fall and one day in the Spring semesters specifically for inclement weather-you may not use your inclement weather day for anything other than bad weather that impedes your ability to go**

to your clinical site!!! Feeling “under the weather” does not count toward your inclement weather day!!

Finally, when the college has announced an official closing due to inclement weather, students are not required to report to their classes nor are they required to report to their clinical affiliates (they do need to call their preceptor to let them know the college is closed). Such missed hours will not affect the total hours, provided the schedule for clinical requirements is met.

HOLIDAYS

Student schedules will follow the College calendar with respect to holidays. Legal holidays shall include: Martin Luther King Jr., Memorial Day, July 4th (the legal holiday, not the days before or after), Labor Day, Thanksgiving Day and the day following Thanksgiving-(Friday).

HEALTH DATA AND PHYSICAL EXAM REQUIREMENTS

Sonography students must possess the physical abilities and characteristics required to meet the technical standards for their health sciences program. **Therefore, all DMS students are required to have a health assessment performed by a physician or other approved licensed health professional within six months of their clinical experience.** The form for this physical will be provided during DMS Orientation in May of the Program Year in which the student is accepted.

LATEX ALLERGY

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years especially among healthcare workers NIOSH. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products. Most clinical sites offer non-latex alternatives for gloves and other equipment utilized by their sonographers and sonography students. Students will also fill-out a Latex Sensitivity Form (provided during orientation) that will remain a part of their student record.

STUDENT HEALTH

Students will not be permitted to begin clinical assignments until all of the required health forms and documentation have been submitted including proof of TB testing, a preliminary physical exam, the Hepatitis B informational forms, the Latex sensitivity informational form and any other forms required by the Department. Standard Precautions as taught in the required OSHA class are to be used while in the clinical area for the well-being of both patients and the student. Proper aseptic techniques will reduce the spread of infection but it will not eliminate it. The following conditions are symptoms of possible infectious disease; therefore, they are labeled reportable diseases. You should not go to the clinical without permission if you have a reportable disease:

Diarrhea
Vomiting
Upper respiratory infection
Fever (101 or higher)
Rash (any part of the body)
Open sores or boils (any part of the body)
Herpes - this includes cold sores on the mouth (Cold sores on the mouth must be heavily scabbed over before the infection reaches the non-contagious stage.)
Parasitic infestation including scabies and lice
Streptococcus throat or staph infection
Infectious mononucleosis

CHEATING AND PLAGIARISM

Refer to the sections of the LCC Catalog for specific policy related to cheating and plagiarism. Cheating in the DMS Program includes:

- Copying from another student or giving answers to a student during or after a quiz/test.
- Cutting and Pasting directly from an article and submitting as your own opinion
- Plagiarism. (This includes not citing an author or article in a footnote/bibliography)
- Forging competency evaluations or misrepresenting actual clinical hours.
- Forming a closed social media group to share classroom answers to tests, quizzes or discussion questions-this is still cheating!!!

Students who cheat and/or plagiarize will be immediately reported to the Director of Student Compliance at Lansing Community College. The Program Director and Department Chairperson will be informed of the student's status after the allegation is investigated. This is grounds for dismissal from the DMS program.

STUDENT UNIFORMS

Students are required to wear class approved scrub top to Monday classes for the fall semester.

All students are required to follow the dress code⁺ set by the clinical affiliate. The student must be identified as an LCC student by a student identification card worn near the neck or pocket. These are available from Parking Services on campus for a nominal fee. Multi colored scrub pants are not recommended. The student can contact the DMS Clinical Coordinator for their clinical site's dress code.

- No visible facial/ tongue piercings or ear gauges will be allowed. Only 1 earring per ear is allowed with dangling earrings prohibited (male or female).
- Tattoos must not be visible.
- Students are required to practice good physical hygiene including bathing/showering/wearing deodorant daily.
- Undergarments must be worn and should not be visible through uniform.
- No excess perfume or makeup should be worn.

- Nails should be clean and trimmed. Many hospitals have a “no acrylic” nail policy.
- No denims, tank/halter tops or open-toed shoes or shoes with black soles are allowed and *socks must be worn*.
- Scrubs must be clean, free of stains and wrinkles, fit appropriately and in good repair (no holes or visible patchwork).

Failure to adhere to the DMS dress code or the individual facility’s dress code will result in the student losing the clinical day if they are asked to go home by their Clinical Instructor. This time lost due to clinical uniform must be made up promptly.

STUDENT SCANNING POLICY

Students *are not required to be scanned (themselves)* for demonstration purposes. If students agree to be scanned, it is of their own free will. They must sign a waiver form opting to be scanned, and the College accepts no responsibility.

STUDENT SERVICES

Students are encouraged to apply for tuition grants, scholarships and assistance from the Student Resource Center or Student Financial Aid at 483-1296 or the Women’s Resource Center at 483-1199. It is the student’s responsibility to have all forms completed and on time for grant/scholarship consideration.

ATTENDANCE AT EDUCATIONAL MEETINGS

Students may be granted time off to attend educational meetings and seminars deemed worthwhile by the Program Director and Clinical Coordinator. All expenses are the responsibility of the student. Attendance at these events may or may not be counted as clinical hours and will be judged on a case by case basis. Be advised that travel to and from educational meetings is done at the student’s expense and that Lansing Community College is not responsible for the students’ safety and well-being.

LIABILITY INSURANCE

Lansing Community College provides liability insurance on each student while they are in attendance at their clinical site. This insurance is partially funded by course fees and only covers the student during the hours that they are in attendance at the clinical site. Further, this insurance does not absolve the student of responsibility in the event of gross negligence in carrying out clinical duties.

This insurance is not health insurance and does not cover the student or their family for health services. Students are strongly urged to carry their own health insurance.

TRANSPORTATION

All students shall provide their own independent transportation to and from the college and the assigned clinical affiliates.

In order to maintain good attendance, students must have a reliable form of independent transportation. Problems associated with transportation are often identified as a reason for absence or late arrival. Such problems are understandable on occasion, but if they occur frequently, they can severely affect a student's progress and standing in the program.

Public transportation is NOT recommended. Bus schedules or routes are not always convenient for class or clinical assignments. In addition, some clinical affiliates are not readily accessible to public transportation. **Students must be prepared to accept assignments to any clinical affiliate.** Clinical assignments of students who do not have their own independent transportation will only be modified at the discretion of the Clinical Coordinator and on the basis of clinical site availability.

PARKING

At each clinical affiliate, parking facilities and regulations will vary. The student is responsible for becoming familiar with assigned institution's guidelines upon commencement of their clinical rotation. Under no circumstances will Lansing Community College be held responsible for transportation and/or parking fees incurred by any student.

Parking is available at Lansing Community College in the parking ramp, at several city lots and at parking meters around the campus. For more details on parking are located at www.lcc.edu/maps/campus.htm .

Students should be aware that unpaid citations for parking violations can put a hold on the student's account and impede the graduation process.

LANSING COMMUNITY COLLEGE
Diagnostic Medical Sonography Program
MEMORANDUM OF AGREEMENT

I have read the *Diagnostic Medical Sonography Program Student Handbook* in its entirety and I am familiar with its contents. I understand that any violation could result in appropriate action.

I understand that it is my responsibility to review the appropriate sections of the Handbook when confronted with a specific problem or concern, and contact the Program Director any time I would like clarification of program expectations.

I understand all information regarding a patient or former patient is confidential and is to be used only for educational purposes in the instructional setting.

I understand that my human relations skills including compassion, empathy, respect and customer service skills are critical to my obtaining positive employment references from the faculty and staff.

I understand that I will be a guest in the Clinical Affiliates (Educational Centers) and will conduct myself accordingly. All known rules and regulations will be followed.

I understand that the Clinical Affiliates may vary in location and all students are expected to meet the same requirements, therefore distance and weather do not change the program schedule unless classes are canceled.

I understand that I may not function independently as a sonographer and the Clinical Preceptor will determine and provide appropriate supervision for the duration of the DMS program.

I understand that I will receive a syllabus for each professional course in the curriculum and will abide by the requirements for each course as outlined.

I understand, as a student in the Lansing Community College Diagnostic Medical Sonography Program, I represent not only the College but also the Clinical Affiliate in my contact with patients, visitors and members of the community. The impression I leave with each person is very important to the affiliate and all the people involved in the healthcare team as well as my fellow students. I understand the clinical affiliate reserves the right to refuse admission to any student who is involved in any activity not considered professional or conducive to proper patient care.

I hereby acknowledge that I have received a copy of the LCC DMS Student Handbook and I agree to comply with the guidelines, policies and procedures of the program. I acknowledge that I have read, understand, accept and recognize my responsibilities to meet the requirements stated herein.

Student Signature

Date

(Print Name)

(Blank)

