The purpose of this handbook is to acquaint diagnostic medical sonography students with diagnostic medical sonography program conceptual framework, student and graduate outcomes, and health science department policies and procedures. This handbook serves as a supplement to important student information found in Great Basin College’s General Handbook and Great Basin College’s Student Handbook and Calendar. It is the student’s responsibility to be familiar with all the information contained in these and other documents pertaining to their student role. If there is a discrepancy between the DMS handbook and the general handbook, the general handbook will supersede. Diagnostic Medical Sonography faculty believe students successfully attain educational goals through an understanding of their responsibility and an adherence to established policies and procedures.

(Referenced GBC Nursing Program and TMCC Radiology Program Handbooks)
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  Critical Care Area/Patients
  Documents Required For Clinical Participation
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  Emailing
  Faculty Evaluation
  Financial Aid/Scholarships
GREAT BASIN COLLEGE
MISSION AND PHILOSOPHY STATEMENT

The mission of Great Basin College is to provide superior, student-centered, post-secondary education in central and northeastern Nevada. We provide five types of educational opportunities: university transfer courses, occupational and technical studies, developmental courses, community education and selected baccalaureate programs, along with student support services and special business-educational partnerships.

The specific programs we provide in each of these areas respond to the needs of our locale and to our belief that education is the chief means of developing human potential. We believe that the opportunity to learn must be accessible to everyone and that an educated, responsible citizenry best serves our community as a whole. We strive to give individual attention to students and to help them develop critical thinking, problem-solving, communication, analytical, and self-directed learning skills which apply to all aspects of their lives. Great Basin College is committed to providing educational opportunities and access, using the newest distance technologies whenever feasible.

Each of the educational opportunities we provide is equally important to our community. Our university transfer courses provide an alternative channel from high school to a baccalaureate degree. For these people, we provide a broad range of courses to fulfill the requirements of the first two years of a baccalaureate degree. In addition and continuing in the tradition of serving the citizens and the communities at large, GBC offers selected baccalaureate degree programs that meet special needs and that enrich the higher education offerings in northeastern Nevada. Our courses are designed to articulate with the degree programs at other colleges and universities and to stimulate critical, independent, and creative thinking.

Our occupational and technical studies are developed to meet the demands of the local economy. Our programs lead to immediate and meaningful employment for our students. For the employer, we provide short- and long-range training programs that create a productive workforce that knows how to learn and to work in harmony with others.

We collaborate with local and state-wide businesses and industries to create or modify existing technical programs in order to bolster the state’s economic climate. We continuously assess these activities to adapt to the rapidly changing needs of our employers and to assist in the recruitment and economic development efforts of the state.

Through lectures, forums, concerts, plays, exhibits, operas and special programs, our community education programs establish education as a lifelong learning process and provide the locus for the community’s cultural, intellectual, and recreational enrichment.

Through individualized attention and special programs, we provide remedial and developmental education for a host of people who, because of life’s circumstances, have not followed the traditional path of education and who need another entry. We provide a comprehensive range of pre-college level programs for students with limited English proficiency, and for returning adults, enabling them to expand their higher education opportunities.
Equally important to our mission are the student support services we provide. To help our students become more aware of their potential, we provide counseling, academic advisement, placement testing, career planning, job placement, and financial assistance.

Great Basin College is committed to its diverse and changing community by providing an open academic environment where students of all ages and backgrounds can discover their potential and achieve their life goals.
GREAT BASIN COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

OVERVIEW

The Great Basin College Diagnostic Medical Sonography Program is a combination of general education and diagnostic medical sonography courses that prepare the student for entry level diagnostic medical sonography practice in a variety of health care settings. In support of this, the diagnostic medical sonography faculty provides experiences that assist the student to acquire the knowledge, skills, and attitudes needed to achieve the identified student learning outcomes.

The practice of diagnostic medical sonography is continually responding to changes brought about by financial, structural, and regulatory requirements in the health care delivery system. The change necessitates adaptation on the part of the program of diagnostic medical sonography to meet both the educational needs of students and the health care needs of individuals, families, or groups in a manner that addresses both quality and cost.

The diagnostic medical sonography faculty is committed to mobility in diagnostic medical sonography education. Educational mobility provides learners with opportunities to meet their individual educational needs and goals.

**Teaching** - The role of the teacher is to facilitate the learner in the learning process. Teachers are responsible and accountable for creating an environment that stimulates curiosity, creativity, problem solving, critical thinking, and growth while fostering each student’s feelings of respect, worth, and dignity.

The faculty believes that the teaching-learning process is a shared responsibility between students and instructor. The teacher uses methods that encourage the student to assume responsibility for his own learning.

**Learning** is a goal-directed, lifelong process that changes behavior. Learning is most effective when the learner clearly understands the relationship between the learning requirements and the identified learning goals.

Learning takes place more readily in an accepting and stimulation environment where students are encouraged to freely express themselves. The student/faculty interaction is enhanced by the sharing of ideas and experiences between faculty and students. Learning is facilitated by activities that proceed from simple to complex, provide opportunity for practice, and provide satisfaction from the experience.

The uniqueness and diversity of students is reflected in the various rates and styles that characterize learning. The faculty strives to understand individual differences in learning and to adjust instruction through curriculum planning, learning strategies, and teaching methods. The instructor is a manager and facilitator of learning. Learning is evaluated by change in the behavior of the student.
MISSION AND PHILOSOPHY

The mission of Great Basin College’s Diagnostic Medical Sonography Program is to provide quality education that prepares the undergraduate diagnostic medical sonography student for beginning practice and leadership in a variety of health care settings.

The diagnostic medical sonography faculty is committed to providing a learning environment in which critical thinking and problem solving are stimulated and rewarded. The diagnostic medical sonography faculty believes that teaching and learning is a lifelong process and a shared responsibility between faculty members and the student. The diagnostic medical sonography faculty value open, honest communication with students and each other. The diagnostic medical sonography faculty is accountable to those being taught as well as those being cared for, and continually strives to achieve excellence in academic and clinical instruction.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM PHILOSOPHY

The faculty of the Diagnostic Medical Sonography Program at Great Basin College believes and accepts the following department philosophies:

1. The diagnostic medical sonographer is a viable member of the health care team. As a provider of care, the student will demonstrate caring and critical thinking skills by assisting the individual, family or group to identify and meet basic health needs in a wide variety of settings in the continuum of care. The student will assist in the coordination of cost-effective quality care using a culturally competent, collaborative and interdisciplinary approach.

2. Through the development of sound diagnostic medical sonography curriculum, the student will develop entry level skills and knowledge in basic diagnostic medical sonography. Upon completion of the program the student will be eligible to apply to take the American Registry of Radiologic Technologists Examination for Sonographers and/or the American Registry for Diagnostic Medical Sonography Examination and will be prepared to function as an entry level Diagnostic Medical Sonographer.

3. It is the responsibility of the faculty to recognize the individuality of the student and help develop his/her potentiality. We also believe that the student is responsible for his/her own learning and that the faculty serves as a facilitator and resource person.

4. The planning, implementation and evaluation of the diagnostic medical sonography curriculum is the responsibility of the faculty.

PROGRAM GOALS

1. To provide the individual student with the basic education leading to a Certificate of Achievement and meeting the education requirements for certification by the American Registry for Diagnostic Medical Sonography.

2. To develop in each student an awareness of his/her responsibilities as a diagnostic medical sonographer.

3. To develop a life-long student who will feel impelled to continue his/her education.

4. To increase the upward and lateral mobility for the diagnostic medical sonographer.

5. To increase the number of qualified diagnostic medical sonographers to meet the needs of the local and national community.
6. To provide an educational experience of sound academic values balanced between theory and clinical educational experiences.
7. To safely and effectively perform diagnostic medical sonography procedures in a variety of medical situations to meet the needs of the patient, families, physicians and the community.

STUDENT LEARNING OUTCOMES

The Diagnostic Medical Sonography Program graduate should be able to:

1. Use oral and written medical communication.
2. Demonstrate knowledge of human anatomy and physiology.
3. Identify pathology.
4. Anticipate and provide basic patient care and comfort.
5. Perform basic mathematical functions.
6. Operate diagnostic medical sonography equipment and accessory devices.
7. Position the patient and imaging system to perform diagnostic medical sonography examinations and procedures.
8. Modify standard procedures to accommodate for patient condition and other variables.
9. Determine sonographic factors to obtain diagnostic quality sonographic images using ALARA principles.
10. Adapt sonographic factors for various patient conditions, equipment, accessories, disabilities, age and contrast media to obtain an optimal sonographic image.
11. Recognize emergency situations and react accordingly.
12. Evaluate sonographic images for appropriate impression and image quality.
13. Evaluate the performance of sonographic systems, know the safe limits of equipment operation and report malfunctions to the appropriate authority.
14. Demonstrate knowledge and skills relating to quality management.
15. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

PROGRAM THREADS

Common threads are woven through each course and add to the foundation of the diagnostic medical sonography program. The common threads of GBC program are:

1. Safety
2. Communication
3. Diagnostic Medical Sonography
4. Culture
5. Quality Cost Effective Care
ESSENTIAL SKILLS

Effective communication involves the ability to employ therapeutic communication techniques and appropriate interpersonal relationship skills during interactions with instructors, clients, family members, and groups of individuals including health care team members, peers, and supervisors.

Critical thinking is a reasoned, interactive and reflective process focused on deciding what to believe or do. Critical thinking involves the ability to identify and challenge assumptions, the ability to explore and imagine alternatives, as well as the ability to make judgments based on evidence (i.e., fact) rather than conjecture (i.e., guesswork).

CRITICAL BEHAVIORS

Accountability is the state of being responsible for one’s individual behaviors and their outcomes when assuming the professional role. Accountable means being attentive and responsible to the health care needs of the individual, family, or group. It means providing an explanation to self, to the client, to the organization in which one functions and/or works, as well as to the diagnostic medical sonography profession. The faculty believes that the initial groundwork for accountability is laid during the Diagnostic Medical Sonography Program and continues throughout the student’s professional career. Ideally, continued educational experiences strengthen the student’s ability to further explore, analyze, and test one’s functioning relative to accountability.

Collaboration is defined as the intentional act of professionals working together toward a common goal. In successful collaboration, mutual respect for each professional’s background and commitment to respond to problems as a whole are essential. Fundamental to the concept of collaboration is the ability to independently communicate and make decisions in support of the individual, family or group.

Self-leadership can be described in terms of an individual having a positive self-regard which consists of knowing one’s strengths and weaknesses, allowing oneself to be challenged and strengthened through goal setting, and understanding the fit between one’s ability to contribute to the organization and the organization’s needs. Self-leadership is also the influence that individuals have over themselves to regulate, manage, direct, and/or controls their own behavior.

Examples of how critical behaviors are assessed are described in Table 2.
## ESSENTIAL SKILLS

<table>
<thead>
<tr>
<th>SKILL</th>
<th>HOW ASSESSED</th>
<th>WHEN ASSESSED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. COMMUNICATION ABILITIES</strong>&lt;br&gt;The ability to employ therapeutic communication techniques and appropriate interpersonal relationship skills during interactions with instructors, clients, family members, health care team members, peers, and supervisors.</td>
<td>· Process and evaluate images&lt;br&gt;· Documentation/accessing orders&lt;br&gt;· Procedure exam and prep education&lt;br&gt;· Change of shift reporting&lt;br&gt;· Use of media and/or technology in classroom and clinical setting&lt;br&gt;· Verbal communication&lt;br&gt;· Non-verbal behavior&lt;br&gt;· Classroom participation&lt;br&gt;· Quality of submitted work&lt;br&gt;· Presentations</td>
<td>Ongoing throughout first and second year of coursework and clinical practice.</td>
</tr>
<tr>
<td><strong>II. CRITICAL THINKING</strong>&lt;br&gt;A reasoned, interactive and reflective process focused on deciding what to believe or do.&lt;br&gt;· The ability to identify and challenge assumptions.&lt;br&gt;· The ability to explore and imagine alternatives.&lt;br&gt;· The ability to make judgments based on evidence (fact), rather than conjecture (guesswork).</td>
<td>· Evaluating Orders for examinations&lt;br&gt;· Performing and processing the images&lt;br&gt;· Examinations/Quizzes&lt;br&gt;· Classroom Participation&lt;br&gt;· Formative and Summative Evaluation Process&lt;br&gt;· ARRT and/or ARDMS Examination&lt;br&gt;· Presentations&lt;br&gt;· Clinical Performance&lt;br&gt;—Clinical decision making and problem solving&lt;br&gt;—Ability to self monitor and adjust own learning process</td>
<td>Ongoing throughout first and second year of coursework and clinical practice.</td>
</tr>
</tbody>
</table>

Table 1
## Critical Behaviors

<table>
<thead>
<tr>
<th>Critical Behavior</th>
<th>How Assessed</th>
<th>When Assessed</th>
</tr>
</thead>
</table>
| **Accountability**<br>Being answerable to self, client, organization and/or profession for something one has done. | · Exercises judgment when undertaking assigned tasks<br>· Applies knowledge when undertaking assigned tasks<br>· Accepts responsibility for actions<br>· Is able to answer the following questions in relation to radiology care provided:  

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>Why was this done?</td>
<td></td>
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<tr>
<td>How was the decision made to do this?</td>
<td></td>
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<tr>
<td>What makes this the most effective course of action?</td>
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<tr>
<td><strong>Collaboration</strong>&lt;br&gt;Intentional act of professionals working together toward a common goal.</td>
<td>· Treats others with mutual respect&lt;br&gt;· Identifies potential areas where conflict might arise and works toward reducing/eliminating its occurrence.&lt;br&gt;· Works cooperatively and interdependently with all members/levels of health care team.</td>
</tr>
<tr>
<td><strong>Self-Leadership</strong>&lt;br&gt;The ability to regulate, manages, direct and/or controls one's own behavior.</td>
<td>· Continually identifies strengths and weaknesses in relation to one's knowledge, performance, behavior and attitude.&lt;br&gt;· Sets realistic goals for self.&lt;br&gt;· Recognizes internal/external factors which contribute to and/or reduce stress levels.</td>
</tr>
</tbody>
</table>

Table 2
# GREAT BASIN COLLEGE  
**DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

## METHODS OF EVALUATING LEARNING

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>CMI350</th>
<th>CMI351</th>
<th>CMI352</th>
<th>CMI353</th>
<th>CMI490</th>
<th>CMI491</th>
<th>CMI492</th>
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<tbody>
<tr>
<td>1. Clinical Evaluation</td>
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<td>· Formative - based on single</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>clinical experience</td>
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<td>· Summative - based on a series</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>of clinical experience</td>
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<tr>
<td>· Clinical Competencies</td>
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<td></td>
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<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2. Exams/Quizzes</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>3. Testing</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>4. Evaluation for exam differences</td>
<td></td>
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<tr>
<td>· Adult</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>· Peds</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>5. Class Participation &amp;</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Contribution</td>
<td></td>
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<tr>
<td>6. Class Presentations/Demonstrations</td>
<td></td>
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<td>ACTIVITIES</td>
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<tr>
<td>1. Evaluating Orders</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>2. Projects/Observations</td>
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<tr>
<td>· Hospital</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>· Outpatient Center</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>· Orthopedic or Podiatrist Office</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>· Surgery Suite</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>· Team Leading</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>· Resume Development</td>
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<td></td>
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<td>X</td>
<td>X</td>
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<tr>
<td>3. Image Evaluation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>4. Teaching Experience</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>5. Skills Checklist Completion</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
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<tr>
<td>6. Patient Education</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<td>X</td>
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<tr>
<td>7. Procedure Documentation</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</table>
GREAT BASIN COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

At Great Basin College we will be offering a fifteen-month Certificate of Achievement in Diagnostic Medical Sonography.

Admission to the Diagnostic Medical Sonography Program is a separate process from admission to Great Basin College. Enrollment to the program is limited. Students will be admitted only in the fall semester to begin the four-semester program of courses. Qualified applicants are selected first from the Great Basin College service area. If there are still positions opened, residents from Nevada and then out-of-state applicants will be considered. Students who have applied for and been accepted into the Diagnostic Medical sonography Program are designated diagnostic medical sonography students. Only diagnostic medical sonography students can enroll in courses with the CMI designation, unless prior approval by a diagnostic medical sonography instructor.

As of Fall 2009, an AAS degree in a 2 year allied health program is a prerequisite per ARDMS requirements.

PROGRAM CURRICULUM

<table>
<thead>
<tr>
<th>First Semester-Fall</th>
<th>Fourth Semester-Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMI350</td>
<td>Ultrasound Instrumentation and Physics (4 Credits)</td>
</tr>
<tr>
<td>CMI351</td>
<td>Abdominal Ultrasound (3 Credits)</td>
</tr>
<tr>
<td>CMI352</td>
<td>Obstetrical Ultrasound (3 Credits)</td>
</tr>
<tr>
<td>CMI353</td>
<td>Gynecologic Ultrasound (3 Credits)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester-Spring</th>
<th>Fourth Semester-Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMI490</td>
<td>Clinical Education (8 Credits)</td>
</tr>
<tr>
<td>CMI491</td>
<td>Clinical Education (8 Credits)</td>
</tr>
</tbody>
</table>

Credit Totals:
Sonography- 13 Credits  
Clinical-24 Credits  
Total Course Credits- 37 Credits

To schedule an advisement appointment contact:  
Cherie Jaques  
Diagnostic Medical Sonography Program  
775.753.2019  
cheriej@gwmail.gbcnv.edu

GBC DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM COURSE DESCRIPTIONS

CMI 350 – Ultrasound Physics and Instrumentation (4 Credits)
This course will cover the principles of acoustical physics, Doppler ultrasound, and ultrasound instrumentation.
Prerequisite: Acceptance into the Diagnostic Medical Sonography Program.

CMI 351- Abdominal Ultrasound (3 credits)
This course will cover the recognition and identification of the sonographic appearances of normal anatomical structures, disease processes, pathology, and pathophysiology of the abdomen.
Prerequisite: Admission to the Diagnostic Medical Sonography Program and enrollment into all the concurrent semester program courses.
CMI 352- Obstetric Ultrasound (3 credit)
This course will provide the student with recognition and identification of the sonographic appearance of normal maternal, embryonic, and fetal anatomical structures and obstetric disease processes, pathology, and pathophysiology.
Prerequisite: Admission to the Diagnostic Medical Sonography Program.

CMI 353- Gynecologic Ultrasound (3 credits)
This course will cover the recognition and identification of the sonographic appearance of normal anatomical structures of the female pelvis and gynecological disease processes, pathology, and pathophysiology.
Prerequisite: Admission to the Diagnostic Medical Sonography Program.

CMI 490- Comprehensive Medical Imaging Clinical Education (8 credits)
This course consists of clinical applications of instrumentation, quality control, patient care, and performance of diagnostic imaging procedures at an assigned clinical site. The student will apply knowledge gained in the classroom to work experience while being supervised by a registered diagnostic medical sonographer.
Prerequisite: Satisfactory completion of all didactic coursework in the Diagnostic Medical Sonography Program.

CMI 491- Comprehensive Medical Imaging Clinical Education (8 credits)
This is a continuation of CMI 490. This course consists of clinical applications of instrumentation, quality control, patient care, and performance of diagnostic imaging procedures at an assigned clinical site.
Prerequisite: Satisfactory completion of all didactic coursework in the Diagnostic Medical Sonography Program.

CMI 492- Comprehensive Medical Imaging Clinical Education (8 credits)
This is a continuation of CMI 491. This course consists of clinical applications of instrumentation, quality control, patient care, and performance of diagnostic imaging procedures at an assigned clinical site.
Prerequisite: Satisfactory completion of all didactic coursework in the Diagnostic Medical Sonography Program.
Admission to the radiology technology program is for a two year period. No additional application process is required to continue from the first to the second year. Below is the criteria worksheet that is used for selection.

**Great Basin College**
**Associate of Applied Science**
**Selection Criteria**
**Point System Worksheet**

Qualified applicants must have a minimum 2.5 cumulative GPA for all program prerequisites and will be selected through a point system.

**Students SSN:**

I. Cumulative Prerequisite GPA (Classes considered are: Math 120, Nurs 130, Biol 223/224)
   - 3.6-4.0  10 pts
   - 3.1-3.5  8 pts
   - 2.5-3.0  6 pts

II. Completion of General Education Requirements:
   (Points only given for grades of C or better)
   (Points will also be given for completion of Medical Terminology or Introductory Physics)

<table>
<thead>
<tr>
<th>Course</th>
<th>3pts given for a CLEP Exam</th>
<th>C=2pts</th>
<th>B=3pts</th>
<th>A=4pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government PSC103</td>
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<tr>
<td>English 101 ENG101</td>
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<tr>
<td>English 102 ENG 102</td>
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<tr>
<td>Math 120</td>
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<td>Psy 208</td>
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<td>Phil 102</td>
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<tr>
<td>Biol 223</td>
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<tr>
<td>Biol 224</td>
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<tr>
<td>Below are not required courses:</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Medical Terminology</td>
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<td></td>
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<tr>
<td>Introductory Physics</td>
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</tr>
</tbody>
</table>

Below are not required courses:
III. Work Experience
   (Points will be given for Health Care related work experience upon the approval of the program director.)
   Please submit proof of employment and job description.
   One point will be given for each full year of employment, up to five years.

IV. Health Care Certifications-5pts:
   Points will be awarded towards students who have a current Health Care Credentialing. (CNA, EMT, LPN and others, upon approval of the program director.)

V. A site visit to an affiliate radiology department, with completed signed form.
   (5 pts)

VI. Proof of Nevada residency-5pts

VII. References(2pt for each positive reference-no more than 6pts total

VII. Letter of Intent from student:
   (Pts will be awarded based on content and professionalism of letter. This will be determined by the selection committee. Total number of 5pts possible)

Total Number of Points:
I. Cumulative Prerequisite GBP

II. Completion of General Education Courses

III. Work related Experience

IV. Health Care Certifications

V. Site Visit

VI. Proof of Nevada Residency

VII. Positive Reference Letters

VIII. Letter of Intent from student

TOTAL POINTS GIVEN ___________
STUDENT PROGRAM REQUIREMENTS

Students must complete all diagnostic medical sonography course work by the end of the fifth semester to be eligible for graduation.

Student’s responsibilities include receiving approval from Admission and Records to receive credit for transfer courses and have an official transcript on file one month before graduation. It is also each student’s responsibility to know the status of meeting all course requirements and GPA throughout the program. It is important to remember that the year of admission to the Diagnostic Medical Sonography Program determines catalog year and course requirements.

In the second semester of the second year, students begin the process of applying for the opportunity to sit for the ARDMS registry examination. It is highly recommended that the students sit for the ARDMS examination as close to graduation as possible for retention of the material. Students must also apply to graduate.

ARDMS ELIGIBILITY

Successful completion of the Diagnostic Medical Sonography program and possession of an Associate in Applied Science Degree from Great Basin College or another institute of higher education does not guarantee eligibility for certification with the American Registry for Diagnostic Medical Sonographers. Graduates must apply to the ARDMS to take the certifying examination. The application process requires the graduate to declare previous felony or misdemeanor convictions. Program students who have had previous convictions are encouraged to complete an application for pre-screening by the ARDMS to establish eligibility status. Students may obtain the pre-application request from the ARDMS office, 51 Monroe St, Plaza East One, Rockville, Maryland 20850-2400, (301)738-8401 or (800)541-9754; fax (301)738-0312. Diagnostic Medical Sonographyl Program Faculty having knowledge of infractions of the ARDMS Code of Ethics are required to inform the ARDMS.
GRADING SPECIFIC TO THE RADIOLOGY TECHNOLOGY PROGRAM

1. A minimum cumulative GPA of 2.5 must be maintained throughout the diagnostic medical sonography program. A minimum grade of "C" (75%) is required in diagnostic medical sonography courses that apply toward the certificate of achievement in diagnostic medical sonography.

2. Theory and clinical courses are incorporated into one course and one grade.

3. A formative clinical evaluation is conducted on a bi-weekly basis. Students have the responsibility to review the evaluation tool online weekly. A student is graded satisfactory, needs improvement, or unsatisfactory on the behavioral outcomes listed on the clinical evaluation tool.
   A. A satisfactory rating indicates the student meets the behavioral outcome criteria in the area being evaluated.
   B. A needs improvement rating indicates the student partially meets the criteria in the area being evaluated. A needs improvement rating can be received one time on a specific behavioral outcome.
   C. Unless improvement is demonstrated the student will receive an unsatisfactory the following evaluation. An unsatisfactory rating indicates the student fails to meet the criteria in the outcome being evaluated. If two unsatisfactory ratings are received, the student will be dismissed from the program.

A summative clinical evaluation is written at the completion of each course. To receive a satisfactory summative rating the student must receive an "S" rating in 75% of the total clinical days in each area.

To pass a diagnostic medical sonography course the student must earn:
   A. Satisfactory summative ratings on the clinical evaluation tool for the course.
   B. A minimum grade of "C" (75% or higher) in the theory component of the course.
   C. Satisfactory or better on all clinical assignments

4. Any student who receives less than a 75% grade in the theory component of a course and/or an unsatisfactory and/or less than 2.0 summative averages on the critical criteria requirements in the clinical component of a course will be dismissed from the program.

5. A student who receives an unsatisfactory grade in a sonography course and wishes to reenter must reapply to the diagnostic medical sonography program. Both the theory and clinical portions of a failed course must be repeated.

6. A diagnostic medical sonography course can only be retaken one time.

7. The faculty reserves the right to change certain aspects of the course syllabus, such as the schedule of assignments, grading procedures, or course materials. However, no changes will be made without informing class members in a timely and clear manner. It is not anticipated there would be major changes in the content of a syllabus.
Grading Criteria:
This will be the grading criteria used unless specified differently by the instructor of the class.

All students must maintain a GPA of 2.5 or above to continue in the radiology program. A minimum grade of a “C” (75%) is required in the diagnostic medical sonography program.

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>100-94%</td>
<td>A</td>
</tr>
<tr>
<td>93-90%</td>
<td>A-</td>
</tr>
<tr>
<td>89-87%</td>
<td>B+</td>
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<tr>
<td>86-84%</td>
<td>B</td>
</tr>
<tr>
<td>83-80%</td>
<td>B-</td>
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<tr>
<td>79-77%</td>
<td>C+</td>
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<td>76-75%</td>
<td>C</td>
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<tr>
<td>74-70</td>
<td>C-</td>
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<tr>
<td>69-67%</td>
<td>D+</td>
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<tr>
<td>66-64%</td>
<td>D</td>
</tr>
<tr>
<td>63-60%</td>
<td>D-</td>
</tr>
<tr>
<td>Below 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

9. Criteria for grading will be given to the student in writing at the beginning of each course. It is the student’s responsibility to know his/her grade point average throughout the course. Clinical performance and theory performance will be combined to give the student one overall grade for the course. A passing grade is required in both the clinical and theory component of the course. A passing grade in the theory component is 75%, a passing grade in the clinical component is a satisfactory.

10. Five percent (5%) of a grade will be deducted per day from any test taken later than the scheduled time. For example, if a test is scheduled for Monday morning and is taken later on Monday the test grade will have 5% deducted; taken on Tuesday, 10% deducted, etc., etc..

11. Five percent (5%) of a grade will be deducted per day from any assignment turned in later than the scheduled time. The same example applies as was given in #10.

PROGRAM POLICIES
(Listed alphabetically)

ACADEMIC INTEGRITY

Any violation of academic integrity will result in dismissal from the program. Students who are dismissed from the program for violation of academic integrity are not eligible for readmission into the program. Violations of academic integrity include, but are not limited to; cheating, giving or receiving information related to examination questions and plagiarism. Such behaviors are in violation of Great Basin College Student Conduct Code. The student will be referred to the Vice President for Student Services for appropriate disciplinary action.

ADMISSION

Great Basin College’s Certificate of Achievement Diagnostic Medical Sonography Program consists of a prescribed set of sonography courses. The courses are sequential and may be taken only by those students who have been accepted into the sonography program. Application to the program is done annually and needs to be submitted by May 1st for acceptance into the following fall program. Students are admitted each year in the fall semester only. Admission to the program is for a fifteen month period. No additional application process is required to continue from the first to the second year.

ADVISEMENT

Throughout the fifteen months, students should work closely with the sonography program advisor. The faculty member is available to students for counseling regarding progression through the program as well as for personal concerns. Students should make an appointment with his/her advisor at least once each semester to review their progress. If a student is experiencing any physical, mental or emotion problems which require professional care, he/she will be referred for help outside the Diagnostic Medical Sonography Department.

ATTENDANCE AND ABSENTEEISM

1. A student who has worked a night shift will not be allowed to follow that shift with a student clinical experience. A student who has worked a day shift may not be allowed to follow that shift with an evening student clinical experience.

2. Because of the critical relationship between time and learning, the diagnostic medical sonography faculty believes students must make full use of clinical and classroom experience. Students are expected to meet all class and clinical requirements. Assignments not completed will reflect on grades. Student progress is monitored throughout the program.

3. Due to the confidential nature of topics discussed and the potential for disruption, children regardless of age and pets are not allowed in the class, laboratory or testing settings.
4. Diagnostic Medical Sonography students are expected to report on time for scheduled clinical experiences and be willing, capable and prepared to participate in assignments. In case of absence, the clinical instructor should be notified BEFORE report time at the start of the clinical experience. Please telephone the instructor at least one hour before your clinical begins. Do not telephone instructors after 9:00 p.m.. It is the student's responsibility to notify the instructor AND the clinical area.

5. Students who are absent from the clinical area for health reasons, for example an injury, surgery, or childbirth, are not allowed to return to the clinical until a written medical release is obtained from his/her physician. Please meet with the diagnostic medical sonography program director to discuss any medical or surgical concerns that might affect your clinical attendance prior to scheduling.

BEREAVEMENT LEAVE

Upon notification to the program faculty and presentation of documentation, the student will be allowed a maximum of three consecutive clinical day’s leave of absence for death in the immediate family. The immediate family is considered to be parents, grandparents, spouse, siblings, or child. This time does not have to be made up and will not be deducted from Personal Leave Time.

BREAKS AND HOLIDAYS

Students do not attend classes or clinical assignments:

1. on college holidays
2. during Spring Break
3. during semester breaks

If a college holiday falls on a day of the week that the student is normally scheduled in clinical, time will not have to be made up. However, that day is only counted as an eight hour day. If the student is scheduled for a ten hour day, two hours will be deducted from Personal Leave as scheduled time.

It is the policy of the Nevada System of Higher Education (NSHE) to be sensitive to the religious obligations of its students. Religion is one area of diversity recognized by GBC. Any student missing class, quizzes, examinations or any other class or lab work because of observance of religious holidays shall, whenever possible, be given an opportunity during that semester to make up the missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor in writing, on the first day of class or no later than 10 days in advance, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. Examples of such holidays are Rosh Hashanah and Yom Kippur.
CANCELLED CLASSES

FACULTY ILLNESS - A notice will be posted on the classroom door to notify students of classes cancelled due to faculty illness. In addition, staff will make an effort to contact students living outside the Elko area by telephone.

WEATHER - When the GBC President closes the campus due to inclement weather, all campus classes will be canceled. Closure of the campus does not affect scheduled clinical experiences. Program faculty will review clinical educational experience missed due to inclement weather on an individual basis. Weather is not considered an excuse for tardiness to the clinical site.

CELLULAR TELEPHONES

Audible pagers (or beepers), and cellular phones are not acceptable in the classroom or clinical setting. Pagers must be in the vibrate mode during class times. Cellular telephones are to be turned off during class times. Violators may face disciplinary action.

CHANGE OF NAME, ADDRESS, OR TELEPHONE NUMBER

Any change of name, address, or telephone number should be reported to the Program Coordinator and the Admissions & Records Office in a timely fashion.

CHILDREN AND PETS

Children and pets will not be allowed to attend classes, clinical experiences, conferences, or workshops.

CLASSROOM CONDUCT

Program faculty is committed to providing a safe environment for students, faculty and staff. Disruptive student conduct is subject to strict disciplinary action as describe in the college catalog. Please refer to the GBC catalog or the web site for the current policy.

CLINICAL:

There will be a clinical guide/handbook given to you with all the forms and clinical information at the start of clinical rotations.

CLINICAL ABSENCES

Students who are unable to attend an assigned clinical session are required to report this information to the clinical education facility AND report that information to the instructor.
of record for the clinical course PRIOR to the beginning of the scheduled clinical experience. It is the responsibility of the student to make the call -- not spouse, parent, friend, or relative.

Students failing to notify the program faculty of clinical absences are considered as “no call /no show” which is classified as unacceptable and will be docked double time for the clinical education time missed.

**IMPACT OF CLINICAL ABSENCES**

- Completing less than 93% of clinical time  
  5 point deduction/verbal warning
- Completing less than 85% of clinical time  
  10 point deduction/written warning
- Completing less than 80% of clinical time  
  Withdrawal/Dismissal from program

In addition, the student may be dismissed from the program due to inability to meet course objectives if excessive clinical experience is missed.

Students who have unacceptable or excessive absences will be counseled regarding personal and professional ethics. If the unacceptable or excessive absences continue, the student may receive a written warning regarding their behavior and recommendations for correcting the behavior. If two documentations regarding unacceptable or excessive absences are filed, the student must meet with program officials to discuss the circumstances surrounding the absences and may be placed on probation. If the problems persist, the student may be dismissed from the program due to unethical behavior.

**Clinical Absences**

**DEFINITIONS**

1. Absence - An absence is one event that may extend over more than one day.

2. Scheduled Absence - prior arrangements have been made with the clinical site and program officials and documented on the appropriate form at least 24 hours in advance. These forms will be provided in the clinical handbook for RAD 225.

3. Unscheduled Absence - the clinical site and program officials are informed less than 24 hours in advance and prior to the beginning of the scheduled clinical rotation.

4. Excessive Absences – Using more than the number of sick days allowed for any one semester, using more than the number of Personal Leave days earned for any semester, or more than three absences in any one month.

5. Unacceptable Absence – Any absence not reported prior to the start of the student’s clinical day.

Excessive absences or unacceptable absences may result in disciplinary actions such as written warnings, probation, or dismissal from the program.
**General Information** - Cleanliness and good grooming are essential. All students are expected to have uniforms and shoes clean and in good repair. If a student doesn’t comply with the above stated dress code, s/he will be considered unprepared and may not participate in the clinical experience. The student will be released to correct the situation and will be docked for the time missed.

**CLINICAL EDUCATION EXPERIENCES**

Clinical instruction is provided in conjunction with classroom theory. This instruction is provided in various locations, such as local hospitals and clinics. Although most clinical experiences take place during the day, the student may be scheduled for other shifts as well. **The student is responsible for assuring that their individual work schedule does not conflict with clinical and didactic commitments.** The program will NOT make adjustments to the clinical or didactic schedules to accommodate the student work or personal schedule.

**CLINICAL EXAMINATION OBLIGATION**

Students are not permitted to leave a patient during the course of an examination even if such completion requires remaining at the clinical site beyond the end of the clinical day. The student is required to complete the examination (this includes QA approval of the examination, all applicable paperwork, and dismissal of the patient). Students remaining longer than the scheduled clinical day may be given compensatory time (see compensatory time). Students that are tardy for clinical experience will not receive clinical time past the scheduled end of the clinical day regardless of the circumstances.

**CLINICAL EXPECTATIONS**

**Dress Code**

1. GBC student diagnostic medical sonography uniform must be the designated uniform. White or flesh colored hose or socks are to be worn with the pant uniform. Shoes will be clean, white shoes. Athletic shoes, white with minimal colored decorations, are acceptable. Canvas or open toed shoes are not acceptable. The maintenance of good personal hygiene and clean, well fitting uniforms is necessary for effective functioning in the clinical areas. The uniforms are specific to the program. They are:
   
   1) Standard Uniform-colors to be determined by starting class.

2. **Hygiene**
   
   **A. Hair**  
   Hair must be worn away from the face. If hair is longer than shoulder length, it must be tied.

   **B. Earrings**  
   For safety reasons, no dangly or loop earrings or visible body piercing rings or objects are to be worn in any clinical area. One earring per ear may be worn.

   **C. Facial Hair**  
   Facial hair must be neatly trimmed.
D. Nails Due to the risk of harboring pathogens, artificial nails are not to be worn in the clinical areas.

3. The GBC insignia is to be sewn two inches below the shoulder seam of the left sleeve, centered on the seam on uniform and lab coat.

4. The name badge is a required part of the uniform. It is worn on a lanyard around the neck. It is to be worn for every clinical rotation unless otherwise state on the uniform requirements.

5. GBC uniforms are to be worn each day to the clinical area unless otherwise specified by the faculty. Do not wear your GBC uniform as your work uniform.

General Information - Cleanliness and good grooming are essential. All students are expected to have uniforms and shoes clean and in good repair. If a student doesn’t comply with the above stated dress code, s/he will be considered unprepared and may not participate in the clinical experience. The student will be released to correct the situation and will be docked for the time missed.

CLINICAL FACILITIES

1. Clinical facilities are utilized to enhance the theory component of the course and provide the opportunity to apply newly acquired skills and knowledge. Every effort will be made by the faculty to provide concurrent experiences. It is the responsibility of the student to utilize each learning opportunity in the clinical facility, skills lab and classroom.

2. Students are subject to the rules and regulations defined in the personnel policies of the facilities with which the GBC nursing program affiliates. It is the student's responsibility to be aware of the facilities' policies.

CLINICAL ROTATIONS:

Please be aware that we are a rural community college. To accommodate enough students to make this program possible we have affiliated with clinical sites out of the city of Elko. Students will be at the same clinical site for an entire year. There are three clinical rotations, for 8 credits each rotation. It is up to the student to secure housing for their clinical rotation at the students cost. Please make plans for this. The sonography faculty will do their best to help you in this endeavor; however, it is ultimately the student’s responsibility.

CLINICAL SITE DISMISSAL

Each clinical site has the right to dismiss a student from that clinical site. If a student is dismissed from a clinical site, the student will be reassigned to another site as soon as possible. Time missed during this process will be made up at the end of the program if applicable. Should the student be requested to leave the second site, the program faculty may make a recommendation for dismissal from the program.
COMPETENCY SECOND OPINION

The student has the right to request a second opinion on any competency evaluation. The procedure for requesting a second opinion on any competency is as follows:

1. A written request must be made to the faculty of record for the clinical course involved and a copy sent to the original evaluator notifying them that a second opinion has been requested. This must be done within one week of the competency evaluation (see form in Appendix A).
2. An instructor other than the original evaluator will review the competency in question.
3. The instructor reviewing the competency will consult with the original evaluator after reviewing the students concerns presented in the written request for a second opinion.
4. The original evaluator will make the final decision regarding the competency based on the consultation.
5. The original evaluator will notify the student in writing of the final outcome of the competency within two weeks of the written request being received.

After the student has successfully completed a competency evaluation, the student will be required to show continued competency of that examination in subsequent semesters. This will demonstrate that the student continues to be competent in the examination after competency has been achieved.

CONDUCT
(Referenced from the GBC Nursing Program Policy)

1. Discriminating on the basis of race, religious creed, color, national origin, age, disability, ancestry or sex in the rendering of nursing services.
2. Performing acts beyond the scope of the practice.
3. Assuming duties and responsibilities without adequate training.
4. Assigning or delegating functions, tasks or responsibilities to unqualified persons.
5. Failing to safeguard a patient from the incompetent, abusive or illegal practice of any person.
6. Practicing diagnostic medical sonography while, with or without good cause, his physical, mental or emotional condition impairs his ability to act in a manner consistent with established or customary nursing standards, or both.
7. Practicing, if any amount of alcohol or a controlled substance or dangerous drug that is not legally prescribed is present in the body of the nurse as determined by a test of the blood, saliva, breath or urine of the student diagnostic medical sonographer while on duty.
8. Failing to respect and maintain a patient’s right to privacy.
9. Violating a patient’s confidentiality.
10. Failing to document properly the administration of a controlled substance.
11. Soliciting services or soliciting or borrowing money, materials or other property, from a:
   (a) Patient
   (b) Family member of a patient;
(c) Person with significant personal ties to a patient

12. Diverting supplies, equipment or drugs for personal or unauthorized use.
13. Inaccurate recording, falsifying or otherwise altering or destroying records.
14. Leaving an assignment without properly notifying the appropriate personnel or abandoning a patient in need of care.
15. Failing to collaborate with other members of a health care team as necessary to meet the health needs of a patient.
16. Failing to observe the conditions, signs and symptoms of a patient, to record the information or to report significant changes to the appropriate persons.
17. Failing to perform radiology functions in a manner consistent with established or customary standards.
18. Causing a patient physical, mental or emotional harm by taking direct or indirect actions or failing to take appropriate actions.
19. Engaging in sexual contact with a patient or client.

In addition to the Conduct, dismissal can result from misconduct in either or both of the following areas:

- **Academic misconduct** – cheating, fabrication, plagiarism, interference with the work or progress of another student, violation of course rules, and academic dishonesty.
- **Personal misconduct** – false accusation against other students or faculty, release of computer passwords, physical or verbal abuse, damage to university property, failure to comply with university regulations, possession or distribution of illegal drugs, and possession of weapons against university regulation.

Also see the GBC General Catalog, 2006-2007, pg 27 for Student Conduct Policy.

**COPYING**

Copying can be done at the library. The copy machine in the office area is for faculty use only. Computer copies made to the printer are $.10 per page. Additional copies of assignment forms are the student’s responsibility.

**CPR CARD**

**Cardio-Pulmonary Resuscitation**

1. Proof of current adult, child, and infant CPR certification must be in the student's record. It is the responsibility of the student to attend a health care provider certification class and be certified before being allowed in the clinical areas. It is also the student's responsibility to maintain current certification throughout the two years.

**CRIMINAL BACKGROUND CHECK**

Certain clinical agencies mandate criminal history background checks for all individuals engaged in patient care and all students must undergo criminal history background checks. These checks are conducted by an external vendor and the information is sent to the college and to the clinical agency requiring this information. Agency personnel will evaluate the information they receive and in their
sole discretion, make the final determination as to each student’s ability to participate in patient care in their agency. **If a student is denied clinical placement by any clinical agency due to positive criminal history information, that student will be dropped from the diagnostic medical sonography program.**

**CRITICAL CARE AREA/PATIENTS**

Students are not allowed to: 1) perform examinations outside the department, 2) perform procedures on patients in critical care areas or 3) perform procedures on patients in critical condition **unless** the student is under the direct supervision of a registered staff diagnostic medical sonographer. Students may perform examinations in the above situations under indirect supervision after having previously proven competence on the particular examination. See **Student Clinical Supervision.**

**DOCUMENTS REQUIRED FOR CLINICAL PARTICIPATION:**

The following are required from students prior to attending any clinical rotation and copies must be placed in the student clinical notebook and taken to clinical daily:

1. Documentation of current health physical-can be documented on a sports form. Need to reference ability to lift.
2. Documentation of immunization records for DT, MMR, tetanus, and Hepatitis B (or declination waiver)
3. Documentation of a negative TB skin test. The test is to be done annually while a program student. The initial test is to have been a 2-step test (to clarify, the 2 step test involves having a second skin test 1 – 3 weeks after the first)
4. Documentation of current CPR certification (health care provider status)
5. Documentation of OSHA orientation meeting attendance
6. Documentation of HIPAA orientation
7. Documentation of Background Check.

Students are responsible for 1) providing copies of the pertinent information to the Health Science office staff, 2) maintaining a personal file of this information, and 3) presenting the file to each clinical education center at the beginning of each clinical rotation. 4) the above needs to be obtained at the student’s expense.

**EMAIL**

Because GBC has many rural clinical sites, email is an important form of communication. All students must have email access. All students are responsible for reading their email for communication from the program faculty.
FACULTY EVALUATION

Students have an important function in faculty evaluation. The University and Community College System Bylaws require each faculty member be evaluated annually to assess the quality of professional performance for each area of academically assigned responsibilities.

Students participate in the evaluation process by objectively rating the faculty's teaching effectiveness in the classroom and clinical settings. Excellence in performance in specified professional responsibilities is a requirement for tenure and merit recognition. Students should be aware of the importance of their role in the faculty evaluation process.

FINANCIAL AID/SCHOLARSHIPS

Radiology technology students are eligible to apply for numerous scholarships through the Financial Aid Office located in Berg Hall. The criteria varies for each program. Awards are made in the fall and spring semesters. Only students who have completed the application will be considered for a scholarship. Information and applications are available in the Financial Aid Office.

GBC GRADUATION CEREMONY

The GBC graduation is the ceremony that celebrates graduation from the college. It is the cap and gown ceremony held at the Convention Center.

GBC GRADUATION DELAY

The student should be aware that long term illness, or a major injury MAY result in an extension of the program accompanied by a delay in the normal graduation date. Each student will be dealt with on an individual basis by the faculty.

Health Status Certification

Documentiation of the following are required and will be maintained in the student's cumulative record:
1. Completion of the physical examination form
2. Measles, mumps and rubella vaccination
   A. If born after 1957, show proof of two MMR vaccination
   B. If born in or before 1957, shows proof of one of the following:
      1. Rubella titer positive or
      2. MMR vaccine injection or
      3. Rubella injection
3. Current tetanus immunization within the last ten years (10 years)
4. Hepatitis B - 3 dose series or positive titer
5. on admission - proof of a negative 2-step TB skin test
   Initial proof of a negative TB skin test or chest x-ray
6. If history of positive TB skin test student must have an initial negative chest x-ray. Additional chest x-rays may be required if signs and symptoms develop.

There are two types of exemptions to the health status certification requirements:
1. Medical - this exemption requires a licensed physician to provide a signed statement that a medical condition precludes the student's ability to comply with this regulation. This statement is kept in the student's cumulative record.
2. Religious - this exemption requires a statement from the student that the vaccines are contrary to his/her religious beliefs. This statement is kept in the student's cumulative record.

GBC NAME TAG
The GBC photo ID must be worn during all clinical education experiences. It is inappropriate to obscure any information on the photo ID with items such as lead markers, film badge, etc

GIFTS
It is the faculty policy that the students shall not purchase gifts for them at the end of a particular course. Please adhere to this policy when thanking faculty for their support and guidance.

INSURANCE
1. GBC diagnostic medical sonography students are partially covered by the University and Community College System's liability insurance. Students may purchase additional malpractice insurance prior to attending clinical rotation.
2. Students are not covered by the SIIS (Workman's Compensation) in any of the clinical facilities.
3. Students are required to have medical insurance. If you are not covered by health insurance, a student plan is available. Yearly proof of medical insurance is required. Documentation is maintained in the student's cumulative record.

LUNCHES AND BREAKS
Diagnostic Medical Sonography students are allowed two fifteen minute breaks (one in the morning and one in the afternoon) and a thirty minute lunch. The lunch break will be commensurate with the practice of the department and area/rotation assignment. The lunch break is required for all students and cannot be used at the end of the clinical day or to make up clinical time. If a student is at a clinical site for more than 5 hours, the student will automatically be accessed a lunch break on their timecard.

Due to the time restriction of the lunch break, it is not recommended that the student leave the
clinical site for lunch. Students wishing to leave the clinical site for lunch are required to: 1) get the approval of the clinical instructor or clinical liaison and 2) check out and in on the time card.

MAKE UP SCHEDULE

Students will make up time at the end of the program only, as an extension of the summer session. The program faculty and the student will jointly identify the specific make up schedule.

MAILBOXES / MACHINES/ TELEPHONE

Each student has a mailbox in the student room. The boxes are private and only you can remove things from your mailbox. If you send a classmate to get something from your mailbox, ask one of the faculty or the administrative assistant to get it. Putting others school related items in mailboxes is OK, but taking anything out, even just to look at and replace it, will result in dismissal from the program.

A telephone has been placed in the student room so you can make calls without having to go across campus to the pay phones. However, the telephone company set it up in such a way it will make only local calls. It will not make long distance calls or accept incoming calls.

If you bring a cell phone to class, it must be turned off while in class.

MANDATORY IN SERVICE

All program students are required to attend annual mandatory blood borne pathogens, OSHA, AND HIPAA in-service sessions. This will be scheduled prior to your clinical rotations. This is a requirement by the hospitals prior to you being allowed to perform clinical rotations.

PERSONAL LEAVE TIME

Personal leave time (PLT) is designed for students in the radiography program at GBC to be able to schedule time off from clinical in order to take care of personal needs such as doctors appointments, car repairs, child care problems, mental health days or circumstances which may arise that are not able to be scheduled outside of program parameters (also see clinical absences). PLT is not designed to provide a “vacation” for the student. PLT is earned according to the student’s clinical abilities and may be used or saved for later use within the parameters of the programs policies. Personal leave days are prearranged days off or may be used as an option for early release from the clinical component of the program.

The following chart identifies sick time given to the students and how PLT is earned per semester. The number of PLT hours earned is based on having all competencies (mandatory or elective and continued) completed before the last week of the semester. Following this chart are
the consequences or rewards for actions taken by the student and how ethical behavior may be monitored.

<table>
<thead>
<tr>
<th></th>
<th>Sick Given To Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester II</td>
<td>8 hrs sick time w/o Dr. Excuse</td>
</tr>
<tr>
<td>Spring 1st year</td>
<td></td>
</tr>
<tr>
<td>Semester III</td>
<td>8 hrs sick time w/o Dr. Excuse</td>
</tr>
<tr>
<td>Summer 1st year</td>
<td></td>
</tr>
<tr>
<td>Semester IV</td>
<td>8 hrs sick time w/o Dr. excuse</td>
</tr>
<tr>
<td>Fall 2nd year</td>
<td></td>
</tr>
</tbody>
</table>

**Regulations for Sick days and PLT**

1. Sick time (less than 24 hour notice)  
   **“Calling off” policy.**  
   a. Call the clinical site: Get name of the person you talked to regarding “calling off”.  
   b. Call faculty member: Call instructor of record for specific clinical course and leave a message about “calling off” and identify the person you talked to at the clinical site.  
   c. Double time will be deducted from the student’s time for failing to contact both the hospital and the faculty member.  
   d. Calling in sick with no sick days remaining for the semester may require a Dr.’s excuse. Calling in sick may result in disciplinary action if more sick days are used than given for the semester. Sick days are accumulated and may be used for early release.

2. Personal Leave Time (PL) - 24 hour notice  
   **Personal leave policy**  
   Taking personal leave:  
   a. Time must be scheduled with faculty member a minimum of 24 hours in advance as well as notifying clinical instructor/liaison. (PL form must be completed or other acceptable form of written request. i.e. e-mail, fax. and etc.) This form will be in your clinical handbook.  
   b. PLT may not be taken during the last week of the semester unless all competencies and continued competencies are completed.

**Disciplinary Actions**

1. First infraction may result in a written warning.  
   Infractions:  
   a. Calling off after the scheduled rotation starts  
   b. Not calling clinical site and faculty member
c. Calling off more than the number of sick days for the semester. (PLT must be scheduled.) The number of sick hours missed due to using more time than allowed will be subtracted from the total given each semester. If the total number of sick hours is more than those given in the program a negative number may exist.

2. Second infraction may result in probation. (See infractions listed above) Probation (Terms of the probation will be outlined in writing as well as the consequences.) Undue hardship may be reviewed on a case by case basis. (i.e., child care, extended illnesses, etc.)
   a. Probation lasts for 8 clinical weeks.
   b. An infraction of the terms of probation may result in dismissal or extension of the probationary time
   c. If you are on probation you can not take PLT.
   d. If you are on probation you can not request early clinical release.

3. Third infraction may result in probation or dismissal from the program due to unethical behavior.

4. Fourth infraction - automatic dismissal from the program for unethical behavior

Special Circumstances - Circumstances such as extended illness, medical conditions or other events will be reviewed on an individual basis. The program faculty must be notified before violation of the PLT policy in order to be considered for special circumstances.

Additional Notes
1. Students must complete at least 75% of clinical time each semester in order to receive a grade for that semester and not receive a “W”.
2. All hours missed over the number of sick days and PLT accumulated must be made up at the end of the program.

PHYSICAL

Student must provide evidence of a satisfactory physical examination within six weeks of the start of the clinical rotation (between March 15 and May 15), validating that they are able to meet the demands of the program without compromising the patient or themselves. In addition, the following psychomotor requirements must be validated:
1. Manipulate equipment necessary to assist the individual, family and/or group to desired outcomes.
2. Lift and move individuals and/or groups of individuals to provide safe care and emergency treatment.
3. Perform cardiopulmonary resuscitation.
4. Perform independently of others.
5. Possess cognitive abilities to measure radiation dose, reason and analyze situations.
PREGNANCY

Student disclosure of suspected or confirmed pregnancy is strictly voluntary. Students choosing to inform the program faculty of a pregnancy **MUST DO SO IN WRITING** and must include the projected delivery date.

PROBATION

A student may be placed on probation for any infraction of the policies in this handbook. Written documentation will be given to the student outlining appropriate means to correct the situation and return to good standing in the program. Probation may result from clinical or academic problems. **NOTE:** Personal leave cannot be taken while on probation.

PROFESSIONAL MEETINGS

The students may be offered compensatory time or extra credit for attending scheduled professional meetings, conferences, field trip or seminars as identified by the program faculty.

PROGRAM BLOOD BORNE PATHOGEN EXPOSURE POLICY

Diagnostic Medical Sonography program students represent a group of individuals who are "reasonably anticipated" to be at risk for contact with blood and other potentially infectious materials while in the clinical setting. This policy is established to: 1) ensure that students who are at risk are educated to prevent or reduce such exposure incidents and 2) address the procedures to follow in the event of a blood borne exposure incident.

**Education**

Program students will be required to attend an annual orientation session. This orientation will include explanations of the OSHA standard for Blood borne Pathogens, epidemiology and symptomatology of bloodborn diseases, modes of transmission of bloodborne diseases, control methods used to control exposure to bloodborne pathogens, the use of personal protective equipment, biohazard labeling, and recommendations for post-exposure follow-up. Students will be issued a training certificate at the conclusion of each orientation session. Students missing the annual orientation session will be given an additional assignment in order to obtain this information.

**Prevention**

Program students are required to have Hepatitis B vaccination prior to entry into the clinical setting. A copy of the dates of Hepatitis B vaccination will be kept on file in the Health Science office for all students. Students may be exempted from this requirement for medical or religious reasons only. The student will sign a declination form and this waiver will be kept on file in the Health Sciences office. All program students are required to have major
medical insurance coverage. A copy of the current medical insurance card will be kept in the student's file each semester.

**Exposure**

An exposure incident is defined as a specific occupational incident involving eye, mouth, other mucous membrane, non-intact skin, or potential contact with blood or other potentially infectious materials, including saliva. The most common example is an injury from a contaminated sharp. All exposures to blood or other potentially infectious materials occurring in the clinical setting need to be reported immediately to the clinical supervisor or instructor. A college incident report as well as agency incident report will be completed. The employee health service at the agency is also to be notified.

Program students are responsible for all costs, which result from an exposure incident. The college or health care agency is not responsible for any costs incurred as a result of a bloodborne exposure incident. Post exposure protocol would include a confidential medical evaluation and follow-up that includes collection and testing of student and source blood, medically indicated prophylaxis, counseling, and evaluation of subsequent reported illness.

**CDC Recommendations**

Disease-specific precautions are one of two isolation systems recommended by the CDC. With disease-specific isolation precautions, each infectious disease is considered individually. With category-specific isolation precautions, the body systems affected, i.e., wound and skin, respiratory, enteric, etc., categorize infectious diseases.

Because the specific pathogen is not always identified to the student and many communicable diseases may have no visible symptoms, the student is required to treat all human blood and body fluids as if they were known to be infected with HIV, HBV, or other blood borne pathogens. It is the responsibility of each student to minimize transmission of communicable diseases.

Students are expected to follow current guidelines for standard precautions, formerly known as universal precautions, recommended by the Center for Disease Control (CDC). Personal protective equipment (PPE) protects you from contact with potential infectious materials. This equipment includes gloves, gowns, masks, aprons, lab coat, face shields, goggles, mouthpieces, resuscitation bags or other ventilation devices. Under normal work conditions, protective equipment will prevent potentially infectious materials from making contact with the student's clothing, skin, and mucous membranes. The type of equipment appropriate for a given task is dependent upon the degree of exposure reasonably anticipated. If the student is unsure of which equipment is needed for a particular examination, they must consult a staff radiographer, clinical instructor, clinical site liaison, or staff supervisor. Policies for specific precautions are available at each clinical education site.
General rules on PPE

1. The student must be trained to use the equipment properly.
2. PPE must be appropriate and readily available for the task.
3. Appropriate PPE must be used in performing each task.
4. Equipment must be free of physical flaws that could compromise safety.
5. PPE, especially gloves, must fit properly.
6. If when wearing PPE, if it is penetrated by blood or other potentially infected materials, remove it as soon as feasible.
7. Before leaving the work area, remove all protective equipment and place it in the designated area or container for washing, decontamination or disposal.

PROGRAM COSTS

The costs over the fifteen months will vary from year to year. Fees are added to courses utilizing lab supplies. Uniforms are purchased prior to entering the spring semester of the first year. The majority of diagnostic medical sonography textbooks used throughout the two years are purchased at the beginning of the program, approximately $500 total. The cost of relocation to clinical sites is the responsibility of the student. The clinical rotations will be a minimum of one year and could be as far away as Carson City, Nevada.

Additional expenses in the second year are the costs of the ARDMS exam and the graduation ceremonies.

Pinning/Graduation approximate costs:

- Graduation fee (done in January) – $15.00
- Pinning ceremony announcements – $0.25 each
- Pinning ceremony uniform individual amount
- School pin (ordered in February) – $35.00-200.00
- GBC graduation announcements – $1.00 each
- Cap and gown – $25.00

PROGRAM RE-ADMISSION

Prior to being granted re-admission status, the student will be required to schedule a re-admission conference with the program faculty to document resolution of problem areas identified in the exit interview.

Re-admission in a “nut-shell”:

- Re-admission is not guaranteed
- Students may be re-admitted one time only
- Re-admission is on a space available basis
- Re-admission is limited to a two year window
- Students must have successfully completed at least the first semester program credits
- Students completing less than the first semester program credits successfully must go through a re-application process to return to the program.
After the two year time frame the student may reapply to the program and must follow admission policies outlined in the current GBC catalog and the reapplication policy of the RT program.

PROGRAM RE-APPLICATION

Prior to being able to reapply to the program, the student will be required to schedule a re-application conference with the program faculty to document resolution of problem areas identified in the exit interview. Students reapplying must meet all current GBC and program application and admission policies.

PROGRAM WITHDRAWAL

All students withdrawing from or being withdrawn from the program are required to make an appointment with the program coordinator for an exit interview. The exit interview is an integral part of the re-admission and reapplication process.

PROGRESSION WITHIN THE DIAGNOSTIC MEDICAL SONOGRPAHY PROGRAM

1. Maintenance of 2.5 cumulative grade point average in all courses earned toward an Associate of Applied Science Degree, a minimum grade of 'C' in all general education courses earned toward a Certificate of Achievement in Diagnostic Medical Sonography, and achievement of a minimum grade of 'C' or higher in each nursing course are required for progression within the nursing program.

2. Students may have to withdraw from the diagnostic medical sonography program for academic or nonacademic reasons. The following criteria are used for allowing students to return to the diagnostic medical sonography program:

   A. All students must submit a new application.
   B. Students who have been out of the program for less than one year will be considered for readmission on a space available basis. Students are not guaranteed readmission to the program and would then need to follow item C.
   C. Students who have been out of the program for more than one year must go through the application and admission process with all other applicants.
   D. Any student requesting readmission to the program will be required to demonstrate competency in diagnostic medical sonography skills already performed.

PROCEDURE FOR STUDENT APPEAL

1. The timeline for student appeal differs from the general GBC appeal (See the NSHE code). In keeping with the Student Bill of Rights, the radiology technology faculty supports the concept of the right of appeal. However, the faculty has a greater obligation to safeguard clients; therefore, a
student in the appeal process will not be allowed to continue in the clinical component of a course until the appeal is resolved.

2. The student's rights for grievance shall be forfeited if the complaint is not initiated through the Official Review Process within five (5) calendar days of the alleged occurrence.

3. Each of the steps of the Official Review Process shall be initiated within five (5) calendar days.

SERVICES FOR STUDENTS WITH DISABILITIES

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. If you need special accommodations due to a disability please contact the faculty.

SEXUAL HARASSMENT

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the NSHE will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal.

No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance.

It is expected that students, faculty and staff will treat one another with respect. Refer to the GBC catalog on the web for the entire policy.

STUDENT ADVISEMENT AND COUNSELING

1. Each student is assigned an advisor from the diagnostic medical sonography department. The advisor is available to the student for counseling regarding progression through the program as well as personal concerns. The student will see his/her advisor at least one time per semester. Faculty office hours are posted each semester.

2. It is the student's responsibility to make certain all graduation requirements are met. Failure to will result in a delay in your application to take the examination offered by the American Registry of Diagnostic Medical Sonographers. The Office of Admission and Records uses the year of your admission to the diagnostic medical sonography program to determine catalog year and course requirements for graduation.

4. If a student displays physical, mental or emotional problems, which requires professional care he/she may be referred for help outside the radiology technology department.
STUDENT CLINICAL SUPERVISION

**Direct Supervision**
Direct supervision indicates a qualified diagnostic medical sonographer: reviews the request in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the examination and will intervene if inappropriate judgment or actions are evident, AND reviews and approves the radiographs.

**Indirect Supervision**
Indirect supervision is defined as that supervision provided by a qualified diagnostic medical sonographer "immediately available" to assist the student regardless of the level of student achievement. "Immediately available" is interpreted as the presence of a qualified diagnostic medical sonographer adjacent to the room or location (same department) where the diagnostic medical sonographer procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

STUDENT GOVERNMENT ASSOCIATION

Diagnostic Medical Sonography students are encouraged to be an active part of the ASB. A variety of activities are provided throughout the school year. Students have the opportunity to participate individually or as a group.

STUDENT INJURY

In case of student injury:
1. Notify immediate supervisor.
2. Fill out appropriate forms for clinical site.
3. Notify instructor.

STUDENT RECORDS
1. A cumulative record on each student is kept in the diagnostic medical sonography department.

2. Records of individual student conferences will be read and signed by the student and instructor prior to this record becoming a part of the student's cumulative record.

3. Following each clinical rotation, the student and clinical instructor will review and sign the clinical evaluation form. This form then becomes a part of the permanent record.

STUDENT REPRESENTATIVES

Student representation is requested and appreciated on radiology technology department committees and boards. Two representatives from each class are selected from volunteers. They will attend the monthly radiology technology board meetings. These students are asked to bring questions, comments and concerns of their class and take information back to the group. Student representatives have both a voice and vote in making decisions on issues discussed in faculty meetings. These representatives also act as spokespersons for their group.

STUDENT TIME COMMITMENT

The student’s time commitment to the clinical portion of the diagnostic medical sonography program will be 40 hours/week, and at least 48 weeks per year. These are the prerequisites set by the ARDMS. Clinical and work experience cannot overlap.

TARDINESS

Program faculty is committed to starting class sessions on time. The students’ obligation is to be punctual for scheduled classes and lab sessions. Tardiness is inconsiderate, disruptive to the class and will be dealt with individually.

Students that are tardy for clinical experience will be docked double time for the time missed. Time missed will be deducted from Sick Time (See Sick Leave policy). Students who are tardy are not allowed to make up the time missed at lunch or the end of the clinical day. Weather is not an excuse for tardiness (see weather under Cancelled Classes). After 3 late arrivals during a clinical rotation a verbal official reprimand will be given. After a total of 5 late arrivals, a written reprimand will be given. After 7 total late arrivals at clinical sites, the student will be placed on probation. After 8 total late arrivals at clinical sites, the student will be dismissed from the program.

TB SKIN TEST

All program students are required to provide results of a TB skin test on an annual basis. The initial TB skin test must be a two step test. Documentation of a one step negative TB skin test is required one year later. Students having had a positive TB skin test and a chest x-ray reported as negative must complete a health questionnaire annually.

TERRORIST ALERT

If the state of Nevada’s Office of Homeland Security places the Elko area in a level red alert, students in the clinical education sites will be released from clinical until the red alert has been lifted. GBC faculty or staff approval to leave the clinical education site is not required.

TIME CARDS

Clinical time is reported on time cards supplied to the student at the beginning of each semester.
of clinical rotation. The student will present the time card to a staff technologist (or other authorized person). The staff technologist will note the current time and initial the card. The student must submit time cards to the appropriate faculty member each week. Time cards that are more than one week late are subject to penalties as outlined in the course syllabus. Time recorded on anything other than the supplied time cards will not be accepted.

TUBERCULOSIS

Students are not allowed to perform radiographic examinations on patients with known active tuberculosis.

TRANSPORTATION

Students are responsible for transportation to and from school and clinical facilities. Some clinical facilities may require as much as forty (40) minutes traveling time from campus. Many of the students have been able to meet their transportation needs by making arrangements with others in the class.

VOLUNTARY WITHDRAWL

Students who for personal reasons need to voluntarily withdraw from the program must notify their instructor verbally and in writing. It is the student’s responsibility to withdraw formally from the course. Instructors have the option of assigning a failing grade to a student who neglects to formally withdraw from a course within the allotted timeframe. If a student withdraws from a radiology course they will be dropped from the program. Each course must be completed in the program to advance. The student has the option once they have withdrawn from the program of reapplying the following year.

WORKING AS A TECHNOLOGIST AIDE

The program faculty will not provide a written or verbal reference for a student seeking employment in a technologist aide position. Work schedules should not jeopardize the student's status in the program by working excessive hours and/or shifts that prohibit the student from attending scheduled classroom or clinical experience. While working as a technologist aide, the college is not responsible for the actions of the student. The student uniform (including the name tag) cannot be worn while working for pay.

WORKING WHILE IN PROGRAM

The Diagnostic Medical Sonography program is physically, emotionally, and academically demanding. Students may work during the program, but it is recommended that they do not work full time since it is virtually impossible for students to work full-time and successfully complete the program. Students are encouraged to apply to the financial aid office to determine their eligibility. If employment is interfering with meeting the objectives of the program, faculty may recommend that a student with a heavy work schedule modify their working commitments.
GENERAL INFORMATION

GLOSSARY OF TERMS

ACCOUNTABILITY - the state of being responsible for one’s behaviors and their outcomes when assuming the professional role. This is a critical behavior of the program.

ACCREDITATION - a voluntary, self-regulating process that assist programs in meeting and exceeding standards and criteria for educational quality.

ARDMS - American Registry for Diagnostic Medical Sonographers. The regulatory body for Diagnostic Medical Sonographers.

COLLABORATION - intentional act of professionals working toward a common goal. A critical behavior of the program.

COMMUNICATION - is the ability to employ therapeutic communication techniques and appropriate interpersonal relationship skills during interactions with instructors, clients, family members, health care team members, peers, and supervisors. Effective communication is an essential skill of the program.

CONCEPTUAL FRAMEWORK - is the visual model that is the systematic guide to successful student and program outcomes.

CRITICAL THINKING - is a reasoned, interactive and reflective process focused on deciding what to believe or do. This is demonstrated by the ability to: 1) identify and challenge assumptions, explore and imagine alternatives, make judgments based on evidence (fact), rather than conjecture (guesswork). This is an essential skill of the program.

CULTURE - is a learning process that begins at birth and continues throughout the lifespan. It is a guide in determining individual, family and group values, beliefs and practices. Culture effects interactions and response to the health-care system.

CURRICULUM - all courses and planned activities designated for completing the Certificate of Achievement in Diagnostic Medical Sonography.

ENVIRONMENT - is the world in which the person functions.

FAMILY - is the fundamental unit of society composed of individuals.

GENERAL EDUCATION - non-sonography courses that are foundational to the sonography courses and the AAS degree and certificate, also called cognate courses.

GOALS/OBJECTIVES - desired general outcomes of the programs of Great Basin College and/or the sonography unit.

GROUP - a community of individuals cared for in a variety of settings. This is one element of the conceptual framework.
**HEALTH** - is the adaptive interaction of the person and the changing environment.

**ILLNESS** - is the ineffective adaptive interaction of the person and the changing environment.

**INDIVIDUAL** - the patient and client cared for in a variety of settings. This is one element of the Conceptual Framework.

**LEARNING** - is a goal-directed, lifelong process which changes behavior.

**MISSION/PHILOSOPHY** - the institutional and program statement which designates fundamental characteristics and provides guidance and direction for the program and the services offered.

**OUTCOMES** - documented performance indicators which provide evidence as to the effectiveness of the program and the graduates.

**SELF-LEADERSHIP** - the positive regard individuals have for themselves which, in turn, influences self-behaviors. A critical behavior of the program.

**STUDENT LEARNING OUTCOMES** - documented performance indicators which provide evidence as to the effectiveness of the student in the roles of: Provider of Care, Teacher, Manager of Care, Future Member of the Profession and an Advocate for Others.

**TEACHING** - The role of the teacher is to facilitate the learner in a positive manner.
I have read, understand and agree to abide by the policies stated in the Great Basin College Diagnostic Medical Sonography 2009-2010 Student Handbook.

Signed

Date
APPENDIX A

FORMS
GREAT BASIN COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

NOTICE OF STUDENT INJURY

STUDENT COMPLETES:

NAME:
___________________________________________________________________________

DEPARTMENT:_______________________________________________________________

INSTRUCTOR:_____________________________________________________________

DATE AND TIME OF
ACCIDENT:_______________________________________________________________

DATE AND TIME REPORTED TO INSTRUCTOR:
___________________________________________________________________________

DESCRIPTION OF HOW AND WHERE THE ACCIDENT HAPPENED:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

TYPE OF INJURY:

___________________________________________________________________________

ACCIDENT WITNESSED BY:

WHERE WERE YOU TREATED? In ER or name of Physician seen:

___________________________________________________________________________

STUDENT SIGNATURE _________________________________ DATE _______________________

NOTE TO STUDENT: Emergency first aid treatment may be given by the clinical faculty.
However, neither the affiliated clinical agencies nor the college assumes the cost of the
treatment and students should report to their own physician for care as needed.
INSTRUCTOR COMMENTS:

WHAT CAUSED THE ACCIDENT?

What needs to be done to prevent this from happening again?

Instructor signature ________________________________

Date __________________________
Great Basin College
OFFICIAL REPRIMAND

Student’s Name _______________________________________ Interview Date ________________

NOTICE OF UNSATISFACTORY PERFORMANCE IS ISSUED FOR THE FOLLOWING REASONS:

* Skills * Appearance Professional Growth

* Departmental Procedure * Dependability Other _____________

* Patient Care * Attitude

* Academic Performance

FACTUAL EXPLANATION AND OR DOCUMENTATION OF THE ABOVE:

INSTRUCTOR SIGNATURE:_____________________________DATE______________

STUDENT COMMENTS:

STUDENT SIGNATURE __________________________ DATE ______________

ACTION TAKEN:
I, ________________________________, wish to voluntarily complete more than 40 hours of clinical experience per week in an effort to make up some missed clinical experience in a short period of time.

______________________________
Student signature

______________________________
Date
I, ____________________________, understand that graduation from the GBC Diagnostic Medical Sonography program does not guarantee certification as a Diagnostic Medical Sonographer. Certification is granted by the American Registry for Diagnostic Medical Sonographers and they have the final determination of eligibility or ineligibility to take the ARDMS examination for sonographers. I also understand that prior felony or misdemeanor conviction(s) may affect my eligibility status and that it is my responsibility to request and submit a pre-application screening by the ARDMS regarding prior felony or misdemeanor conviction(s).

______________________________  ____________________________
Student Signature               Date

______________________________  ____________________________
Program Faculty Signature       Date
I, ________________________________, give the DMS program permission to do the following:

- Release my training information (OSHA, HIPAA, Blood Borne Pathogens), immunization information, CPR expiration date, and insurance verification to the clinical education facilities as mandated by the facility contract.
- Release my name and social security number to the clinical education site when needed for clinical site security access.
- Post clinical schedules in the clinical site which will include my name, initials, and clinical hours.
- Include my name with other students on clinical education site schedules which will be released to other DMS program students, DMS program clinical sites, and DMS program faculty.

________________________________________  ________________________________
Student Signature                              Date

________________________________________  ________________________________
Program Faculty Signature                      Date
NEVADA SYSTEM OF HIGHER EDUCATION  
GREAT BASIN COLLEGE  
RADIATION MONITORING INFORMATION REQUEST

<table>
<thead>
<tr>
<th>1. NAME (Last) (First) (Middle) (Maiden)</th>
<th>2. Birth date</th>
<th>3. SSN.</th>
</tr>
</thead>
</table>

4. Have you previously had a film badge or been on a radiation monitoring program at the University of Nevada System/GBC? YES _____ NO _____

5. Have you worked with or have you received occupational exposure to non-ionizing radiation? YES ____ NO _____ (If yes, please complete the back of this form)

6. Have you worked with radioactive materials or with radiation producing equipment or in areas requiring the wearing of a radiation measuring device at locations other than at the University of Nevada System/GBC? YES ____ NO _____

7. If you checked YES above, list the organization(s) where radioactive work was done. Please print and provide COMPLETE mailing address including zip code. Do not abbreviate.

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>MAILING ADDRESS/ZIP CODE</th>
<th>Period of Employment</th>
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8. I certify that the above information is correct and complete to the best of my knowledge. I HEREBY AUTHORIZE RELEASE BY FORMER EMPLOYERS OF MY OCCUPATIONAL RADIATION EXPOSURE HISTORY (FROM INTERNAL AND/OR EXTERNAL SOURCES) TO THE UNIVERSITY OF NEVADA STATE SYSTEM/TMCC.

Signature ____________________________
Date ________________________________

The above information is used to develop a data of your exposure history. The information is used for your protection, is confidential and is released to others under controlled circumstances. Personal information (name, age, Social Security Number, etc.) will be used to develop an accurate and unique identification.
NEVADA SYSTEM OF HIGHER EDUCATION
Great Basin College

Complete this form only if you have had previous occupational exposure to radiation.

Date:_____________________

REQUEST FOR REPORT OF PREVIOUS RADIATION EXPOSURE

To Whom It May Concern:

You are hereby authorized to release my radiation exposure records to the University of Nevada System, Great Basin College, Radiology Technology Program, 1240 Chilton Cr, Elko, NV 89801. Please include any records of radiation exposure you may have accumulated concerning my previous employment.

Please supply the radiation exposure records for the individual indicated below. He/She has reported working at your installation for the period ___________ to ___________. Thank you for your cooperation.

Sincerely,

_____________________________________
Signature and date

Name: ___________________________________________________________

Social Security No: ____________________ Birth date: _____________________

Date(s) of employment
at your institution: ________________ to ________________

Department in which employed: ________________________________________
GREAT BASIN COLLEGE
STATEMENT OF UNDERSTANDING

Diagnostic Medical Sonography Program Handbook 2009-2010.

TO: Program Coordinator
   Radiologic Technology Program

☐ I have read the Diagnostic Medical Sonography Program Handbook.
☐ I have had an opportunity to seek clarification regarding the Diagnostic Medical Sonography Program Handbook.
☐ I understand the Program Handbook.
☐ I agree to abide by the policies contained within.
☐ I agree to activate my GBC e-mail address and be responsible to check and manage my mailbox on a regular basis knowing that all communications from the DMS program will be sent to my GBC e-mail instead of other e-mail addresses that I may have.

_________________________________________  __________________________
Student Signature  Date

_________________________________________
Print Name

_________________________________________
Address

_________________________________________
City  State  Zip

Home Phone  _______________________________

Work Phone  _______________________________

STUDENT COPY
GREAT BASIN COLLEGE
STATEMENT OF UNDERSTANDING

Radiologic Technology Program Handbook  2006-2007

TO: Program Coordinator
Radiologic Technology Program

☐ I have read the Radiologic Technology Program Handbook.

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☐ I understand the Program Handbook.

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________________________________________  ______________________
Student Signature                        Date

________________________________________
Print Name

________________________________________
Address

________________________________________
City  State  Zip

________________________________________
Home Phone

________________________________________
Work Phone

PROGRAM COPY