

Baker College

College of Health Science

Diagnostic Medical Sonography Program Handbook



2023-2024

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PART I

INTRODUCTION

This handbook contains information regarding the academic policies and procedures that govern the Baker College Health Science programs. Students will read this handbook and keep it with their school records for easy reference. By signing the Acknowledgement located at the end of the handbook, students acknowledge that they have read this handbook and understand the material presented. Students are encouraged to review the [Baker College Student Handbook](#) for detailed information on all Baker College policies.

THE PHILOSOPHY OF BAKER COLLEGE OF HEALTH SCIENCE PROGRAMS

The College of Health Science is committed to excellence through quality academic programs. This is accomplished by providing real-world laboratory and clinical experiences, professionally relevant resources and highly qualified faculty. Our success is evident and transparent as our graduates routinely exceed the national average pass rate on standardized certification exams.

MISSION

The mission of the College of Health Science, through a career focus, is to support the individuals and initiatives of Baker College healthcare programs with the common goal to develop quality, professional and compassionate graduates.

VISION

The College of Health Science aspires to:

1. Strive for excellence in the scientific, professional and humanistic aspects of each chosen profession.
2. Practice in a manner consistent with accepted, evidence-based guidelines, centered on quality, client and community relationships.
3. Modify practices and educational outcomes in response to changing trends in health professions.
4. Uphold high standards of academic performance.
5. Support the mission of Baker College through interaction with the greater community.
6. Adapt programs to meet professional and employer expectations.
7. Promote the value of lifelong learning for faculty, staff and graduates.
8. Foster open and collaborative relationships with other disciplines within and beyond health sciences.

ACADEMIC ADVISING

Health Science students may receive advising from **OneStop**. Once accepted, students may receive guidance from a program official. Any students with program specific questions are encouraged to seek out a program official.

CLASS SCHEDULES

The College reserves the right to change course schedules and/or cancel courses. Should it be necessary to change schedules, students will be notified via Baker email, mail or telephone. Students should check the Baker College Student Handbook on policies related to inclement weather. Additional information will be provided by the campus program official as necessary.

ATTENDANCE

Professional programs at Baker College are demanding and require students to be focused and committed. Important material is gleaned from each academic experience; therefore, regular attendance is crucial to student success. Students are expected to attend and be responsible for content presented in didactic, laboratory and work experiences. Many hours of self-directed study and preparation are required each week. Students are expected to be on time. Tardiness is considered unprofessional behavior.

Students are expected to make the appropriate and necessary arrangements in their work schedule and personal life as needed to meet the program requirements. If an unavoidable absence due to such events as illness or family emergency occurs, students must submit appropriate documentation. Reference the Baker College Student Handbook Attendance Policy for more information.

Attendance at Work Experiences, Clinical Internships or Fieldwork Experiences

Work experiences are based on site availability and determined by the College. If the student does not accept the work experience assigned to them and /or the site removes the student from the clinical experience, the college is not obligated to seek an alternative site. Work experiences may require attendance up to 40 hours per week. Inability to perform at a full-time status may prevent the student from obtaining work experience placement. In the event the student is offered employment while participating in the work experience, a program official must be notified. Hours worked as a paid employee cannot be applied to work experience hours.

Students will abide by the following guidelines:

- Students will attend all scheduled sessions during the semester and will report all absences or tardiness to the work experience site and program official prior to scheduled start time. Students will not leave the work experience setting during their assigned hours unless they have followed appropriate work experience and program policy. Additional documentation may be required per program policy. Excessive absences, tardiness or unauthorized schedule changes may be grounds for withdrawal from the work experience.
- In the event of the student missing clinicals for a medical reason or admitted to the emergency department for treatment during the clinical experience. Documentation from a health provider is required detailing that the student is cleared and able to return to clinical with no restrictions.

- Students will not arrange clinical site placement unless instructed to do so by program officials.
- Students will accommodate didactic and work experience schedules which may follow a non-traditional format. This may include evenings, weekends and holidays.
- Students will arrive at the work experience setting at least 15 minutes before their scheduled time.
- In the event Baker College closes (power outage, weather, etc.), students will report to their work experience unless travel conditions are unsafe. If travel conditions are unsafe, the student must inform the program official and work experience supervisor of the circumstances that prevented attendance. Reference the Baker College Student Handbook Inclement Weather Procedures for more information.
- Any change in a student's schedule must be approved by a program official and work experience supervisor. The student is responsible to notify a program official promptly of any such change.
- Students must request time off for personal days, vacation or interviews. These events must be previously approved by a program official and work experience supervisor.

LEAVE OF ABSENCE

All time missed shall be made up under guidelines set by both the program and clinical site.

Military Leave - Students are allowed to make up any missed time due to military duties.

Bereavement - Students who are absent from a clinical internship as a result of the death of a member of the immediate family will, upon notification and approval of the clinical instructor, will be entitled to release time not to exceed three (3) regularly scheduled days of clinical. Hours and/or competencies missed will be completed at a later date. Immediate family is herein defined as follows:

- Spouse ➤ Sibling
- Child ➤ Grandparent
- Parent ➤ Grandchild

Upon authorization from program officials and/or clinical instructor, bereavement leave may be granted for deceased persons not listed above.

OUTSIDE OBLIGATIONS

Completion of program requirements is demanding and it is recommended students limit outside employment and other obligations. Conflicts with other obligations are not considered sufficient reason for changes in course schedules, academic or clinical assignments.

PREGNANCY

Should any student suspect pregnancy, they are encouraged to report it immediately to a program official. This is voluntary on the part of the student. However, failure on the part of the student to notify a program official, in writing, of an existing pregnancy, shall absolve both the College and the clinical education center of any responsibility from an assignment to a potentially hazardous environment.

PROFESSIONALISM

Students will abide by the ethics and standards within their chosen career field throughout the program. This includes personal conduct, professional attitude, appropriate dress and the confidentiality of student, client and patient information. Any breach of these standards may result in dismissal from the program.

PROFESSIONAL CONDUCT

Students will adhere to the code of conduct/ethics outlined by the professional standards for each program. Students will address their instructors (didactic and clinical) using honorifics such as Dr., Mr., Mrs., Ms. or Miss at all times while in the program, unless otherwise instructed. See Baker College Students Handbook for additional professional conduct policies.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

HIPAA training will be provided to all undergraduate students in HSC 1010. Individual clinical agencies may also require students to participate and complete HIPAA training as it relates to that facility. Violation of HIPAA policies may result in expulsion from Baker College and/or civil or legal actions against the student.

CONFIDENTIALITY

The principle of confidentiality is one of the central, ethical responsibilities of all health professionals and will apply in all circumstances. Confidentiality regarding HIV/HBV status of students, faculty and staff shall be strictly maintained pursuant to federal and state laws. Confidentiality regarding patient care and information must be strictly upheld. Individual clinical sites may require students and faculty to sign confidentiality statements. Breach of confidentiality policies may result in student failure of the clinical experience, failure of the course or expulsion from Baker College.

SOCIAL MEDIA

Students will abstain from using personal cell phones, electronic devices and computers to take photographs or access social media while in a clinical or laboratory setting. The use of cell phones in the work experience setting may be prohibited by program officials and work experience site policies. Unauthorized use may result in dismissal from the work experience. Students must adhere to the Baker College social networking policy as stated in the Baker College Student Handbook.

ETHICAL CARE RESPONSIBILITIES

Students will provide quality and dignified health care to every patient regardless of their social status, race, ethnic background or diagnosis. Students will apply legal and ethical principles to the caring practice of their chosen field in a culturally diverse society. Client confidentiality is an essential element of ethical care.

APPEARANCE

Professional appearance may require a specified uniform. Student appearance should not be visually distracting or disruptive to the educational or clinical practice experience.

- Students will refrain from wearing low-cut tops and clothing that reveals trunk skin or under clothing when standing or sitting.
- Closed-toe shoes are required for laboratory and clinical settings.
- Hair, sideburns, facial hair and nails are to be neat, clean and trimmed to a length that will not interfere with safety and performance of skills.
- Attempts will be made to cover visible tattoos.
- Facial piercing jewelry may not be allowed in laboratory and clinical settings.
- Students will limit or avoid the use of perfumes, colognes, lotions or other products due to sensitivities and possible triggering of respiratory reactions. Students will not smell of smoke.
- Students will practice proper personal hygiene.
- Students will wear a form of identification at all times within the clinical environment.

If students do not meet the appearance expectations, they may be sent home at the discretion of the work experience supervisor or the program official. Students sent home due to inappropriate appearance are responsible to make up the time missed. See program specific information for more detailed requirements.

SMOKING

Tobacco and smoking-related products are defined as any type of tobacco product or product intended to mimic tobacco products or the smoking or vaping of any other substances. This includes but is not limited to cigarettes, cigars, cigarillos, smokeless tobacco, electronic cigarettes, pipes, bidis and hookahs.

- Students will abide by the Baker College Smoking Policy. Reference the Baker College Student Handbook Smoking Policy for more information.
- Work experience sites may have additional guidelines the student must adhere to during the work experience.
- If students smell like smoke, they may be dismissed from the work experience for the day and will be required to make up the absence.

EMAIL COMMUNICATIONS

Faculty and staff at Baker College will only accept and respond to email communications generated from a Baker College email. Students will have a Baker College Email Account and are responsible for checking on a daily basis for important communications, updates and course changes.

CRIMINAL HISTORY AND BACKGROUND REQUIREMENTS

A criminal background check may be required prior to entering the professional track and/or work experience portion of the program. A report from state, federal and sexual offender databases may be required by clinical sites. Students having certain felony convictions or misdemeanors are not allowed in the clinical settings by law; therefore, students will not be allowed to enter the clinical environment. Credentialing bodies may prohibit individuals with certain criminal histories from taking a licensure exam. Students are urged to research their ability to become licensed in their chosen profession prior to applying to the program.

IMMUNIZATION REQUIREMENTS

Students may be required to provide proof of immunizations, boosters and/or titers, current TB test results and other screenings pertinent to their chosen profession. Effective January 2022, students in limited enrollment programs and open enrollment health science programs with clinical/work experience components in healthcare settings are required to have the COVID vaccination. Immunization requirements must align with specific clinical/work experience site policies.

- [Baker College Health Information Form](#), which includes emergency contact information and affirmation that the student's immunizations are complete.
- *Tuberculosis Testing*: T.B. skin test, serological test or chest x-ray results must be submitted on an annual basis. Students will not have active or communicable tuberculosis. (documented 2-step once and then standard TB test annually as applicable to the individual student)
- *Varicella-Zoster Testing*: Provide documentation to verify immune status via serologic testing or documentation of immunization.
- *Measles, Mumps and Rubella Immunization*: Students born after December 3, 1956 will submit a valid immunization record documenting administration of this required immunization (MMR) and/or verification of immune status for measles and rubella via serologic testing. Boosters and/or titers may be required.
- *Tetanus/Diphtheria/Pertussis Immunization*: Students will submit a valid immunization record documenting a primary series and booster dose (Tdap) within the previous ten (10) years.
- *Hepatitis B Immunization Series*: Students will submit documentation of having received or in the process of receiving the Hepatitis B immunization series. A lack of the Hepatitis B series may prevent students from access to some clinical site placement.
- *Influenza Vaccine*: Most clinical locations require students to obtain an annual flu vaccine. This requirement will be enforced to enable students at Baker College to be placed in clinical rotations. Failure to meet this requirement may result in loss of clinical placement and failure to meet course objectives.

- Some clinical agencies may have additional health requirements for students other than those listed in this handbook. Students will be notified of those facilities requiring additional immunization/vaccines prior to the practicum start date.

Immunization Exemption

If certain immunizations conflict with the religious beliefs of students or are medically contraindicated, students should submit a statement of the same to the campus Program Director. Students should also submit a valid immunization record of other administered immunizations.

Clinical affiliates may refuse students who do not have all current immunizations. This may affect clinical assignments and could result in the inability to complete the program.

HEALTH INSURANCE

Students enrolled in the College of Health Science must have health insurance during the time in which they are in any clinical / work / fieldwork experiences. Students are responsible for all associated costs for health insurance. Please go to: <https://www.healthcare.gov/> for more information on securing health insurance.

BASIC LIFE SUPPORT (BLS) CERTIFICATION REQUIREMENTS

Students may be required to obtain and maintain Basic Life Support (BLS) for Healthcare Providers certification from the American Heart Association. Students may be required to provide their clinical facility with a current BLS certificate when requested.

PROFESSIONAL LIABILITY

Professional liability insurance covering students during the Baker College academic related clinical experiences will be provided by the College. This does not prevent students from obtaining their own professional liability insurance if they choose to do so. Students are responsible for all costs associated with background, drug screens, immunizations, health insurance, BLS certification and all other items or services required by the work experience site.

ESTIMATE OF FEES

Item or Service	Average Range of Fees
Background Check – Required. Based on the number of counties of residence.	\$20 - \$50
Drug Screening – If required by a clinical site.	\$25 - \$50
Fingerprinting – If required by a clinical site.	\$68 - \$100
Immunizations/Titers – Required. Varies by student’s past immunization history.	Varies
Immunization Tracking – Required.	\$15 - 25
COVID vaccination - Required (Effective January 2022)	Varies
Clinical Placement Service – If required by Program or Clinical Site.	\$10 - \$25
Standardized Assessment Exam – Required.	\$85 - \$125
Basic Life Support/CPR/First Aid training - Required	\$50 - \$125
Other program associated costs – Varies by program.	Varies

Item or Service varies by program and/or clinical site

TRANSPORTATION

Work experiences occur at a variety of health care facilities that may be an extended distance from home or campus. Some clinical sites may be further than 100 miles away. Relocation may be necessary. Reliable transportation is necessary to assure prompt arrival and attendance. Students will have a backup solution planned in advance in the event their primary mode of transportation fails. If an overnight stay is required for a work experience, the cost will be at the student's expense.

BLOOD BORNE PATHOGENS (BBP)

BBP Training will be given to each student based on program requirements. Reinforcement of the BBP training will be incorporated into lab and other selected courses. All students, faculty and staff have the responsibility to maintain and share the current knowledge regarding these guidelines. See program specific information for procedure to complete this requirement.

LATEX ALLERGIES

The goal of the College of Health Science is to provide a latex safe environment for workers and students. However, because latex can be found in a variety of products (erasers, wallpaper, paint, computer terminals, etc.), it is impossible to ensure a latex free environment. Students with a history of latex allergies or students with a history of allergic reactions should notify their instructors in laboratory courses where latex exposure may occur. If students suspect that they are experiencing a latex allergy while attending Baker College, they should notify the instructor as well as their Program Director. Students with latex allergies should consult with their personal health care provider regarding the impact of this allergy on health careers and treatment options.

Baker College will make all reasonable accommodations to provide latex free products for students who request them.

AFFECTIVE, COGNITIVE and PSYCHOMOTOR DOMAIN REQUIREMENTS

The curricula leading to a degree from the College of Health Science requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential knowledge, skills and functions. Combinations of cognitive, affective, psychomotor, physical and social abilities are required to acquire the knowledge and skills needed to perform the varied roles in healthcare. In addition to being essential to the successful completion of the requirements of a degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers.

The following motor, sensory, communication and intellectual requirements comprise the attributes a student must possess to meet program outcomes. See program specific information for more detailed requirements.

Affective Domain

- The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
- Emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- Capacity to demonstrate ethical behavior, including adherence to the code of conduct of the student's profession, as well as applicable laws and regulations governing the healthcare profession.

Cognitive Domain

- Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze and synthesize material in a timely manner.
- Ability to think critically, prioritize, organize, utilize time management and demonstrate problem-solving skills.

Psychomotor Domain

- Ability to recognize one's own limits, both personally and professionally, as related to one's skill and knowledge.
- Capacity for the development of a mature, compassionate, respectful, sensitive and effective therapeutic relationship with patients and their families, including sufficient emotional and intellectual capacity to exercise good judgment and complete patient care responsibilities promptly and professionally.

Communication

- Ability to effectively communicate in English through speech, hearing, reading, writing and computer literacy using accurate and appropriate terminology with classmates, faculty, patients, their families, members of the healthcare team and individuals of all ages, races, genders, socioeconomic and cultural backgrounds.
- Students with hearing or speech disabilities will be given full consideration. In such cases, use of a trained intermediary or other communication aids may be appropriate if the intermediary functions only as an information conduit and does not serve integrative or interpretive functions.

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The college complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

Students seeking disability accommodations should contact the College Campus Department of Disability Services. The Department of Disability Services will determine a student's eligibility for accommodations and will recommend appropriate accommodations and services.

LIMITED ENROLLMENT APPLICATION AND SELECTION PROCESS

Full acceptance into the professional track of some programs is limited due to clinical or work site availability. Students compete to earn acceptance into these programs. All students having successfully completed the conditional acceptance requirements are eligible to apply. Admittance criteria for all limited enrollment health science programs feature a common set of prerequisite courses prior to acceptance to their selected program. Students have the opportunity to apply to multiple limited enrollment programs due to the common set of required courses used for the selection process.

The first two semesters require the following courses:

FIRST SEMESTER		
Course Code	Course Title	Credit Hours
COM 1010	Composition and Critical Thinking I	3
HSC 1010	Introduction to Health Professions	2
*BIO 1210	Human Anatomy & Physiology I	3
*BIO 1211	Human Anatomy & Physiology I Lab	1
ELECTIVE	General Education Elective	3
MTH 1010	Quantitative Literacy I	3
Total Credits – First Semester		15
SECOND SEMESTER		
Course Code	Course Title	Credit Hours
COM 1020	Composition and Critical Thinking II	3
PSY 2050	Self and Society	3
*BIO 1220	Human Anatomy and Physiology II	3
*BIO 1221	Human Anatomy and Physiology II Lab	1
*BIO 2150	Pathophysiology	3
Total Credits – Second Semester		13
*Indicates courses used for selection with equal weighting		
Total Credits Required for Application to Limited Enrollment Program		28

*The Veterinary Technology program will register for an alternate Anatomy and Physiology course sequence. Student selection is based on the following criteria.

Criterion I

Required, Non-Weighted Courses:

- Required prior to program application and acceptance
- Hold no weight in the GPA calculation for admittance
- Must be satisfactorily completed with a grade of a C (2.0) or better
- HSC 1010 must be completed with a grade of a B- (2.7) or better

Required, Weighted Courses:

- Required prior to program application and acceptance
- Provides significant prerequisite knowledge and skills and therefore holds weight in the GPA calculations for admittance
- Must be satisfactorily completed with a grade of a B- (2.7) or better
 - BIO 1210 Anatomy & Physiology I 3 credits
 - BIO 1211 Anatomy & Physiology I Lab 1 credit
 - BIO 1220 Anatomy & Physiology II 3 credits
 - BIO 1221 Anatomy & Physiology II Lab 1 credit
 - BIO 2150 Pathophysiology 3 credits

Criterion II

Entrance Exam Score: Limited Enrollment programs require applicants to take an assessment test chosen by the College. Students are allowed to test one time per application period. Admission points will be added based on the highest score attained. Exam results are valid for 1 year.

Should two or more students obtain the same points during the selection process and are competing for the last available open seat in the program, students will be selected based on the highest overall GPA.

Reapplication after Non-Acceptance

Students reapplying to a program will complete the program application process including submitting a new application.

Reentry after Voluntary Withdrawal

Students previously awarded a seat in a Limited Enrollment program but voluntarily withdrew due to non-academic reasons, will provide verifiable documentation of mitigating circumstances to be eligible for reentry to the program. Voluntary withdrawal for non-academic reasons will only be approved one time. The Program Director and the Dean must approve program withdrawals to be eligible for reentry. Students may be required to audit previously completed core/major courses in sequence with a cohort. Students are responsible for any associated cost.

ACADEMIC CORRECTIVE ACTION PROCESS

Students who demonstrate unsatisfactory achievement of didactic or clinical performance levels and skills necessary to meet program outcomes will enter the academic corrective action process. This is a graduated process.

1. *Documented Verbal Warning*: A meeting with program officials. This meeting will detail the academic issue and review expectations. If satisfactory progress is not attained after the specified timeframe, students enter Program Academic Probation status.
2. *Program Academic Probation / Written Warning*: A meeting with program officials and the Director of Student Affairs and/or the Dean. This meeting will detail the consequences of failure to make measurable progress or an occurrence of a new or additional concern. A Learning Contract will be created which details the expectations, the method used to evaluate the student's progress and the timeframe for

reevaluation. In the event students have not made significant progress or if an additional academic or performance issue is identified, students will undergo a Sanctions Review by an academic committee.

3. *Sanctions Review*: A formal meeting with program officials, the Director of Student Affairs and/or the Dean will be conducted. This meeting will detail the failure to progress and result in a decision by the Sanctions Review Committee. Where program dismissal is the resulting sanction, the decision is final and not eligible for appeal.

PROFESSIONALISM

Students in the College of Health Science are subject to the Baker College Code of Conduct. Additionally, students will adhere to the code of ethics of their profession. In the event students do not meet expectations, the College of Health Science provides the following policy:

When reports of violations are received, students will be notified and will be required to attend a meeting with the Program Director to discuss the violation. The Program Director, in consultation with other faculty or College administrators when appropriate, will determine specific sanctions to be imposed. In addition to the sanctions listed in the Code of Conduct, program-specific sanctions may be imposed up to and including suspension of clinical responsibility or expulsion from Baker College. In cases of recommended expulsion, the program official will consult with the Campus President and the Dean. Where expulsion is the resulting sanction the decision is final and not eligible for appeal.

REQUIREMENTS FOR GRADUATION

Students will pass all professional track courses with the minimum grade requirement to graduate with an undergraduate from Baker College. A minimum grade of B- (2.7) is required for prerequisite Health Science Courses (BIO, HSC). A minimum grade of C (2.0) is required for general education courses. Review program specific information for minimum grade requirements of individual programs.

PART II

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM OVERVIEW

Successful completion in an Associates of Applied Science Degree in Diagnostic Medical Sonography requires the completion of 78 semester credit hours.

In the DMS Program, the clinical experience includes 3 clinical semester courses. During clinical rotation, students will work with patients at clinical affiliate imaging centers and hospitals. These sites are located throughout the state. Students may be required to rotate to more than one clinical site during the course of the program. No clinical site is guaranteed for the duration of their experience.

Students attend clinical classes using their best interest. Best interest takes in regards the location, exams performed, exam workload, clinical instructor availability. Clinical Sites where each student will have the best learning experience is the most important in regards to clinical placement.

Students will be in an observational role in the beginning of their clinical training. Once the students' confidence increases and experience is gained, they will progress to assisting the clinical instructor with pre or post scanning. When the student has demonstrated, to the clinical instructor, that their level of skill is such that they can perform complete exams, then they may be monitored with more indirect supervision. The clinical experience is outcome based, which will provide the student the opportunity for a quality education. The student will be required to demonstrate clinical competencies, at their clinical setting, prior to graduation.

ACCREDITATION INFORMATION

External peer review is the primary means of assuring and improving the quality of higher education institutions and programs in the United States. This recognition is accomplished through program accreditation, approval or certification.

Commission on Accreditation of Allied Health Educational Programs (CAAHEP)
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
(727) 210-2350

Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), (JRC-DMS),
6021 University Blvd., Suite 500,
Ellicott City, MD 21043-6090
(433) 973-3251
jrc-dms@jcahpo.org.
The Higher Learning Commission
230 South LaSalle St., Suite 7-500
Chicago, IL 60604-1411
(800) 621-7440
www.ncahlc.org

Baker College is an Academic Quality Improvement Program (AQIP) participant.

STATE AND NATIONAL ORGANIZATIONS (MEMBERSHIP)

- ARDMS <https://www.ardms.org/>
- SDMS <https://www.sdms.org/>
- Michigan Sonographers Society <https://michigansonographersociety.org/>

MISSION

The mission of the Diagnostic Medical Sonography Program is to provide didactic and clinical education that enables qualified students to achieve strong communication, critical thinking and technical skills required to obtain entry-level employment and become a Registered Diagnostic Medical Sonographer.

PURPOSE

- To prepare students for competency in today's global economy in allied health careers.
- To provide general and sonographic education, which expands the student's horizons, develops strong communication skills and encourages critical thinking.
- To educate individuals in the art and science of Sonography.
- To provide an education program that encourages students to broaden their vision and promote lifelong learning to enhance career and opportunities.
- To develop and expand the students' awareness of the professional role and responsibilities of the Sonographer as a member of the health care team in today's global society.
- To give students practical experience and training in Sonography to include a variety and volume of training experiences.
- To encourage social and classroom related activities, which promote both personal and professional growth.
- To develop, maintain and support collaborative effort with businesses, community leaders, clinical affiliates and the community we serve to ensure student success,
- To contribute to the community workforce educational opportunities that build and maintain a competent, highly trained workforce that can successfully compete in the global community.
- To assist graduates in securing entry-level employment as a Sonographer/Technologists.
- To encourage the student to obtain ARDMS registration or other nationally accepted sonography certifications.

GOALS

- To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.
- To maintain competent Sonography faculty and educators to ensure a quality program reflecting current educational standards and clinical practice.
- To satisfy patients, prospective employers and the sonography community with quality sonography students.
- To provide a curriculum that is current and relevant.

PROGRAM OUTCOMES/PHILOSOPHY

By the end of the program, students will...

- Demonstrate adequate and professional written and oral communication skills.
- Apply patient care methods appropriate to an entry-level sonographer.
- Apply mathematical computations in abdominal, superficial and vascular sonography and Doppler measurements.
- Analyze human gross and sectional anatomy as required in the ultrasound exam.
- Exercise appropriate judgment of machine instrumentation and the use of electronic controls in the optimization of the digital exam.
- Apply the principles of acoustical physics and Doppler ultrasound theory and proficiency to the ultrasound exam.
- Integrate pertinent patient history using supporting scientific and clinical data including observations made during the procedure for presentations to the interpreting physician.
- Recognize abdominal, superficial and vascular pathology and exercise appropriate judgment and critical thinking in obtaining ultrasound images for the interpreting physician.
- Demonstrate professional and ethical judgment and behaviors with the healthcare team, patients and co-workers.
- Apply global and cultural awareness within the community and the health care setting.
- Prepare competent, entry-level general sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

ADVANCED PLACEMENT/TRANSFER POLICY

Students currently enrolled in another accredited Diagnostic Medical Sonography Program, wanting to apply/transfer to the Baker College Diagnostic Medical Sonography program are considered. Program specific courses reviewed by the Program Director and Dean of Health Sciences, taking in consideration all formal assessments completed within said courses.

GRADING POLICY: THEORY AND CLINICAL

- All Diagnostic Medical Sonography students are required to maintain a B- or better in all program specific courses.
- Any student, who completes a program specific course and falls below a B- will be dismissed from the Diagnostic Medical Sonography Program.
- Upon dismissal from the program, a student may consider a re-entry

RE-ENTRY POLICY FOR DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Students who leave the program, for reasons other than noncompliance with policies and procedures, may be able to apply for readmission one time. The readmission of students is at the discretion of the Dean of Health Sciences, Director of Sonography Programs and any other student advocate Baker College personnel. Re-entry may be dependent on class size and clinical site availability. Students must submit, in writing, their request for re-entry by a designated date set by Baker College personnel.

The Program Director may set specific conditions necessary to bring the student to the proper level of competency prior to re-entry. This may include the need to retake previous courses and/or demonstrate knowledge and competency in regards to their didactic and clinical skills.

PROFESSIONAL REQUIREMENTS AND TECHNICAL SKILLS

This Diagnostic Medical Sonography program prepares the student using academic and clinical training to provide patient care specialty utilizing diagnostic ultrasound equipment. Besides experiencing close patient contact, the sonographer uses knowledge gained in this program to provide physicians with images necessary to diagnose many conditions and diseases.

- Apply knowledge of anatomy and physiology, as well as pathology to accurately demonstrate anatomical structures on a sonogram or digital medium.
- Determine proper technique regarding gain, pre and post processing, energy levels and scan depth to optimize the ultrasound image.
- Apply principles of sonographic physics to assess anatomical structures
- Recognize the sonographer's role in the healthcare environment.
- Provide patient care and comfort.
- Recognize emergency patient conditions and initiate lifesaving first aid and basic life support procedures.
- Detect equipment malfunctions, report to proper authority and know the safe limits of equipment operations.
- Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
- Participate in sonographic quality assurance programs.
- Provide patient/public education related to sonographic procedures.

GRADUATION AND REGISTRY ELIGIBILITY REQUIREMENTS

In order to satisfy the number of clinical hours required, completion for all the Diagnostic Medical Sonography students will take place at the end of the fall semester. Baker College graduation ceremony takes place at the end of spring semester. Diagnostic Medical Sonography students are welcome to participate in the ceremony at this time. However, diplomas are not received until completion of the final fall semester.

DMS students may apply for the Sonography Principles and Instrumentations (SPI) examination upon successful completion of HSC 1810 Acoustical Physics course. Students are eligible to take their Abdomen and OB/GYN boards, 60 days prior to program completion.

ESSENTIAL TECHNICAL FUNCTIONS

Communication skills

- Communicate in English utilizing accurate and appropriate terminology in verbal and written form with patients, families and members of the healthcare team.
- Correctly identify patients and accurately provide patient education.
- Utilize electronic equipment and medical record software with or without reasonable accommodations.

Observation skills

- Distinguish blood flow characteristics represented in color on the equipment monitor
Observe variations in skin color, integrity, palpate vascular pulsations and auscultate blood pressure.
- Respond appropriately to activation/warning signals on equipment.

Motor Skills

Apply fine and gross motor skills sufficient to operate equipment and obtain quality images and flow patterns.

- Maintain prolonged arm and body positions necessary to obtain quality visual images.
- Must assist with and/or transfer, lift, move, position and manipulate the patient with or without assistance.
- Move heavy equipment on wheels and transport patients in wheelchairs and on stretchers.

Cognitive skills

- Show integration of diagnostic ultrasound images, laboratory results, patient history and medical records.
- Demonstrate critical thinking and problem-solving skills necessary to evaluate, synthesize and communicate diagnostic information to the attending physician.

Behavioral and Professional skills

- Demonstrate critical thinking skills necessary to recognize and correct performance deviations in diagnostic imaging.
- Demonstrate ability to perform in a clinical setting that requires prioritization, organization and time-management to deliver timely and accurate patient care.
- Demonstrate appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. unstable patient condition, patient in an altered mental state), emergent demands (i.e. stat test orders) and a distracting environment (i.e., high noise levels, complex visual stimuli).

SUPERVISION REQUIREMENTS

- All clinical experiences will be under the supervision of a qualified Registered Diagnostic Medical Sonographer, Registered Vascular Technologists or any other appropriately qualified registered ultrasound instructor.
- Department assignments may direct the student to rotate in a particular setting or with a particular qualified instructor. This is designed to assist the student with registered instructors for optimal training and experiences.
- According to our Standards, Operational Policies and the Diagnostic Medical Sonography Policies and Procedures supervision is defined as follows:

Direct Supervision

- The qualified Registered Sonographer reviews the requisition of the examination and/or procedure in relation to the student's achievement and the curriculum level completed.
- The qualified Registered Sonographer evaluates the condition of the patient in relationship to the achievement and performance level of the student.
- The qualified Registered Sonographer reviews and critiques ultrasound images with the student and approves all finished examinations.
- After demonstrating competency, students may perform procedures with indirect supervision.

Indirect supervision

- Is supervision provided by a qualified Registered Sonographer who is immediately available to assist the student regardless of the level of the student's achievement.
- Immediately available is the presence of a qualified Sonographer adjacent to the room or location where an ultrasound examination is being performed.

STUDENT CONDUCT

Diagnostic Medical Sonography Students are expected and required to conduct themselves in a professional manner at all times.

- The DMS student must acknowledge the importance of the protection of confidential information concerning patients and their families. All personal information regarding a patient or his/her family is considered confidential. Any DMS student violating a patient's right to confidentiality may be dismissed permanently from the DMS program upon proof of such violation.
- The DMS student is required to follow all Baker College policies and procedures listed in the student handbook.
- If the student is removed from the clinical site by Baker College or at the request of the clinical site, the student will be dismissed from the program. A student being removed from the clinical site is not appealable and Baker College is not obligated to find the student an additional placement due to the removal.
- The DMS student must park their cars in the designated area at their assigned clinical site.

ASSIGNMENT OF DUTIES

The clinical instructor will assist in making a schedule of student's assignments in order for an orderly workflow and adequate rotation of practical clinical experience.

Specifically, the student will perform, to the best of his/her ability and accept any duty or task assigned by the clinical instructor. If there is a question in regards to this, please contact the Program Director, Clinical Coordinator or Clinical Instructor.

Daily clinical contact time is at the discretion of each specified clinical facility. Clinical instructors determine break times during the student's assigned clinical day.

All Diagnostic Medical Sonography students will be under the supervision of a qualified sonographer. The assignment of clinical responsibilities increases, as the training period progresses. All Diagnostic Medical Sonography students seeking employment to program completion will be advised to have completed all program clinical competencies. Any employment obtained prior to program completion, will not be counted as clinical time. All work hours should not interfere with program requirements and may not be substituted for the educational program clinical hours assigned.

ATTENDANCE OF CLINICAL EXPERIENCE

Full-time attendance is required in the classroom and in the clinical experience. The clinical experience is planned on a definite and scheduled basis. Clinical assignments are in the best interest of the student to assure competency success for students.

Promptness for the classroom is an essential characteristic needed for advancement within the program. It is important that all assignments are completed on time and that students are properly prepared for class. These responsibilities are that of each individual student.

If a student is unable to be in class or attend their clinical experience, it is the student's responsibility to notify the appropriate instructor. This notification needs to be done ASAP. If no notification is given, the appropriate program officials will be contacted. Not attending clinical requires a minimum of two contacts; Clinical Instructor at the assigned facility and the Baker College Clinical Coordinator.

EXCUSED ABSENCES FROM CLINICAL

Excused absence refers to time away from clinical, in which those hours do not need to be made up in a clinical setting prior to course completion.

- One Sonography Conference (promoting continuing education), 8 clinical hours.
- Approval of Conference is needed from the Program Director.
- Proof of attendance must be returned to the Program Director
- Cultural Diversity (example: Baker College Black History Month Expo), 8 clinical hours
- All cultural diversity events must be approved by the Program Director.
- Baker College Graduation
- Summer Lab Assistance with New Students; 16 clinical hours.
- Holidays specified by the Baker College System in which the campus is closed.

PROGRAM POLICY ABSENTEEISM, TARDINESS, DISMISSAL AND LEAVE OF ABSENCE

Absenteeism: Is defined as any loss of hours from the clinical setting. The student must notify the clinical affiliate and program official prior to the beginning of their shift. Failure to report absenteeism shall result in corrective action.

Excessive Absenteeism: Is defined as being absent more than two times in one semester. Excessive absenteeism will reflect on corrective action, probation and/or dismissal from the program at the discretion of the Dean of Health Sciences and Baker College Director of Sonography Programs.

Tardiness: Excessive Tardiness is unacceptable in the Diagnostic Medical Sonography Program, both for on ground courses and in the clinical setting. Sadly, this behavior can also result in dismissal from the clinical site and/or the Diagnostic Medical Sonography Program. Excessive Tardiness is defined as being tardy more than two times in one semester.

Violations of any of these policies will result in corrective action; to include probation and or dismissal from the Diagnostic Medical Sonography Program.

Leave of Absence: Request for Leave of Absence is required for lost time of more than 3 consecutive days. Leave of absence may be granted only in exceptional circumstances (medical) and only by arrangements made with the Program Director. Proper documentation is required prior to returning to the program.

All time missed for any reason, as listed above, shall be made up under the guidelines set by Baker College and an assigned clinical affiliate. This includes lost time due to inclement weather.

Bereavement Leave

A Diagnostic Medical sonography student who is absent from their clinical experience as a result of a death in their immediate family (or life network) shall, upon notification and approval of the clinical instructor, be entitled to a release time, not to exceed (3) scheduled days. The make-up policy for all lost clinical hours also applies to bereavement leave.

FEDERAL LAW CONCERNING CHEMICAL HAZARDS

Federal law requires that all individuals must be notified about hazardous chemicals present in the workplace. This law applies to all occupations, with the basic purpose of raising the level of consciousness on chemical safety. Obviously, there are safe levels, proper procedures and precautions that must be followed when working with any chemicals.

Chemical supplies are required to prepare Material Safety Data Sheets (MSDS) for all chemicals in health care facilities, The MSDS sheets are available and accessible for review in student ultrasound labs. Once in a clinical setting, the clinical instructor can provide students with chemicals listed in their department.

CONFIDENTIALITY OF STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act (FERPA) – See the Baker College Student Handbook; Official Records

INFECTION CONTROL POLICY

Medical and surgical aseptic techniques are to be used while in the clinical setting to protect healthcare personnel, patients and students from transmission of potentially infectious organisms. Proper aseptic techniques will minimize the spread of infection, but it will not eliminate them. The following conditions are symptoms of possible infections and labeled reportable diseases. Students should not attend a clinical, if they have a reportable disease, until the condition is resolved. This may include any the following:

- Diarrhea, vomiting, upper respiratory infection, fever, rash, open sores, boils, herpes, parasite infestation, strep or staph infection, infectious mononucleosis

Please see out communicable disease policy

INCIDENT REPORTS

An incident is any happening, which is not consistent with the routine operation of the hospital or department, or the routine care of a particular patient. It may be an accident, a happening or a situation, which might result in an accident. Each affiliated clinical site will have its specific rules and regulations in reference to accidents, actions taken at the time of the reporting routine. These are made known to students during orientation period and shall be followed explicitly.

In addition to all requirements of reporting incidents in a clinical setting, a Baker College Incident form must all be completed.

COMMUNICABLE DISEASE POLICY

Objective: To protect health care personnel from transmission by considering ALL patients as potentially infected with HIV and/or other blood-borne pathogens and to adhere rigorously to infection control precautions for minimizing the risk of exposure to blood, body fluids and moist body substances of all patients.

- All healthcare workers should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or body fluids.
- Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should routinely be washed immediately after gloves are removed.
- All health-care workers should take precautions to prevent injuries caused by needles, scalpels and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles and when handling sharp instruments after procedures. Refer to the procedure and policy manual of each clinical site for the specific methods for disposing of the objects mentioned above.
- To provide a barrier during emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
- Healthcare workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment until the condition resolves.
- Pregnant healthcare workers are not known to be at greater risk of contracting HIV infection than healthcare workers who are not pregnant; however, if a healthcare worker develops HIV infections during pregnancy, the infant is at risk of infection resulting from prenatal transmission. Because of this risk, pregnant healthcare workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.
- Body fluids and substances such as feces, urine, airway secretions and wound drainage always contain potentially infectious organisms. Universal Precaution not only protects healthcare workers from transmission of blood-borne pathogens, but also from other infectious agents found in most body substances. Patients are protected from organisms present on the hands of personnel and the staff's hands are protected from acquiring new organisms through proper hand-washing and wearing gloves.

PREGNANCY POLICY

Due to the importance of maintaining continual practice without interruption, students enrolled in the Diagnostic Medical Sonography program are strongly encouraged NOT to become pregnant during their clinical training. However, should a student have a confirmed pregnancy, they are encouraged to inform the program director.

Upon confirmation of the pregnancy, the student will:

- Submit a "Notice of Pregnancy" form to the Diagnostic Medical Sonography Program Director.
- Submit a statement from her physician verifying pregnancy and expected due date. The statement must include the physician's recommendation of the following options:
 - Student's status remains unchanged.
 - Withdrawal from the clinical component of the program.
 - A modification of clinical responsibilities.
- Submit in writing within two days her decision concerning the recommendations of her physician.
- A leave of absence, not recommended by the physician, will be reviewed on an individual basis by the program director and clinical coordinator.
- If the pregnant student remains in the Diagnostic Medical Sonography program, she will be required to abide by the following:
 - Strict adherence to all safety precautions for protection purposes.
 - The student must notify the program director and clinical coordinator of any change in health status during the pregnancy that may affect clinical performance.
 - If at any time the pregnant student feels she is working in an unsafe area or under unsafe conditions, she must stop immediately and report to the clinical instructor.
- If the pregnant student withdraws from the Diagnostic Medical Sonography program because of pregnancy during the second year of the program, re-admittance will be under the following conditions:
 - The student was in "good standing" academically at the time of withdrawal.
 - The student may be able to return to the program after receipt of a medical release from her physician.
 - The student will be expected to complete the clinical component of the program to document the hours needed for clinical practice. If necessary, this may require the student to attend beyond the date that the program would have ended.
 - The student may need to wait until the following year to re-enter the program because courses are offered only once per year and clinical practice coincides with classroom material.

CURRICULUM DESIGN - SEQUENCING OF COURSES

https://my.baker.edu/ICS/My_Services/Program_Information/

ASSESSMENT AND COMPETENCIES

Required with the 1504 hours of clinical are 11 assessments and 9 competencies.

CLINICAL HOURS

In the DMS Program, the clinical experience includes 3 clinical semester courses. During clinical rotation, the student will complete a total of 1480 clinical hours. Holidays that are observed during the clinical rotation: Memorial Day, July 4th, Labor Day and Thanksgiving.

Fall Semester: 304 clinical hours.

Spring Semester: 672 clinical hours

Summer Semester: 504 clinical hours

ACKNOWLEDGEMENT

I have read and understand the contents within the Baker College Diagnostic Medical Sonography 2023-2024 Program Handbook. I understand that I am responsible for the information it contains regarding the Diagnostic Medical Sonography Program.

I further understand that it is my responsibility to contact an advisor or the Program Director if I have any questions regarding admission into, remaining in or re-entering my program.

I agree to abide by the policies and requirements as stated in this 2023-2024 handbook.

I understand that I must abide by the professional ethics and standards accepted by professionals in my career choice. Confidentiality of health care information is a must. Adherence to the dress code, personal conduct and professional attitude are professional requirements.

The policies and procedures within the Baker College Diagnostic Medical Sonography Program Handbook are subject to change to better meet educational needs. Any changes will be communicated to the student. I understand that I am responsible to adapt to any changes that are made to the Program Handbook.

I understand that I may need to undergo a criminal background investigation in order to enter and complete the Diagnostic Medical Sonography Program.

Print Name

Student Number

Student Signature

Date

College Representative

Date