# Diagnostic Medical Sonography

## Student Policy and Procedure Handbook

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I ________________________________ have reviewed the Diagnostic Medical Sonography Policy & Procedure Handbook.

__________________________________________  _______________
Student Signature                             Date

__________________________________________  ________________________
Program                                     Semester

During your attendance in the Nursing and Allied Health Unit, you will have many questions. It is important to get the correct answer from the most appropriate source. The policies and procedures written in this handbook are designed to assist students as they progress through the program and answer some of the most frequently asked questions. Contents presented in this handbook are in accordance with the Mt. San Jacinto College Catalog, additional student information is also available in the college catalog.

The Nursing and Allied Health Unit requires all students to check their assigned MSJC Student Email account weekly for important notices and announcements.

There is a Nursing and Allied Health Unit Website and there are several bulletin boards throughout the Nursing and Allied Health Unit placed in the front reception office. You will find current information posted about meetings, educational opportunities, employment opportunities, and scholarships. Please view our website at www.msjc.edu/alliedhealth

This handbook should be read carefully, saved, and used as a reference throughout your attendance of the Nursing and Allied Health Unit program.

IT IS THE STUDENT’S RESPONSIBILITY TO NOTIFY THE NURSING and ALLIED HEALTH UNIT IN WRITING, OF ANY CHANGES IN ADDRESS OR TELEPHONE NUMBER. IF STUDENTS DO NOT KEEP THE NURSING AND ALLIED HEALTH UNIT ADVISED OF CHANGES IN CONTACT INFORMATION, THE DEPARTMENT WILL NOT ACCEPT RESPONSIBILITY/LIABILITY.
Faculty and Support Staff

DEAN

Kathleen Winston, PhD, RN  Dean, Nursing & Allied Health  (951) 639-5560  kwinston@msjc.edu

SUPPORT STAFF

Janet Brandenburg  Clerical Assistant III  (951) 639-5557  jbrandenburg@msjc.edu

Hal Edghill  Instructional Aide II  (951) 639-5577  hedghill@msjc.edu

Janyt Camper  Student Success Coordinator  (951) 639-5577  jcamper@msjc.edu

FACULTY

Deanna Williams, M.ed., RDMS  Program Director, DMS  dewilliams@msjc.edu  951-639-5565

Colleen Saunders, RDMS  Program Chair, DMS  Clinical Coordinator, DMS  (951) 639-5565  csaunders@msjc.edu

Tracy Francis, RDMS, RVT  Associate Faculty, DMS  tfrancis@msjc.edu

Debi Moffatt, RDMS  Associate Faculty, DMS  dmoффat@msjc.edu
Communication

Students have the opportunity to communicate their ideas, suggestions and/or concerns associated with the Nursing and Allied Health Unit by:

1. Speaking directly with the faculty member
2. Speaking directly with the program director
3. Attending the Student/Faculty forum
4. Speaking directly with the Dean of the Nursing and Allied Health Unit.

Chain of Command

STUDENT COMPLAINT PROCEDURE - CHAIN OF COMMAND

If a student has a concern or a problem with an instructor, the student will be expected to approach the involved instructor and arrange an appointment to discuss the issue. Matters relating to the clinical area should be discussed with that particular clinical instructor and those matters dealing with a specific lecture should be discussed with the lecturer.

If the problem cannot be resolved, the student is advised to follow the appropriate chain of command which is: Instructor, Program Director, Dean of the Nursing and Allied Health Unit.

If the problem persists, the student is advised to follow the MSJC Catalog for the STUDENT COMPLAINT POLICY and STUDENT GREIVANCE POLICY.
Associate Degree Diagnostic Medical Sonography Program

Kathleen Winston, PhD, RN
Dean Nursing/Allied Health

Deanna Williams, Med., RDMS
Director, DMS Program

Colleen Saunders, RDMS
Department Chair, DMS Program
Clinical Coordinator, DMS Program

Janet Brandenburg
Clerical Assistant III

Janyt Camper
Enrollment Specialist

Hal Edghill
Instructional Aid

Breann Dedic
Student Success Advisor

Associate Faculty
Tracy Francis, RDMS, RVT
Debi Moffatt, RDMS
Rochelle Combe, RN

Debi Moffatt, RDMS
Rochelle Combe, RN
DMS PROGRAM
The Mission of the Diagnostic Medical Sonography Program at Mt. San Jacinto College is to educate and train any student who desires a career in the ever changing and always challenging field of Diagnostic Medical Sonography. The DMS program will continually strive to provide students with high quality education and excellent clinical training, under qualified supervision, to prepare the student for future employment as a Diagnostic Medical Sonographer. The DMS program is also dedicated to the student preparation for the American Registry of Diagnostic Medical Sonographers exams to become a registered sonographer.
The SDMS Code of Ethics for the Profession of Diagnostic Medical Sonography

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

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

PRINCIPLES

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

Principle II: To promote the highest level of competent practice, diagnostic medical sonographers shall:
A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA); http://www.noca.org/ncca/ncca.htm or the International Organization for Standardization (ISO); http://www.iso.org/iso/en/ISOOnline.frontpage.
C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and recredentialing.

F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.

G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.

H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.

I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

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

A. Be truthful and promote appropriate communications with patients and colleagues.

B. Respect the rights of patients, colleagues and yourself.

C. Avoid conflicts of interest and situations that exploit others or misrepresent information.

D. Accurately represent his/her experience, education and credentialing.

E. Promote equitable access to care.

F. Collaborate with professional colleagues to create an environment that promotes communication and respect.

G. Communicate and collaborate with others to promote ethical practice.

H. Engage in ethical billing practices.

I. Engage only in legal arrangements in the medical industry.

J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.
General Information

Following completion of the pre-requisite courses the Diagnostic Medical Sonography Program curriculum covers four regular semesters and requires an eight week summer session between the first and second years of study. The DMS Program prepares the student to work in an ultrasound department performing abdomen, superficial structural, gynecology, and obstetric ultrasound exams.

Accreditation Status – Not Accredited

Students will be required by ARDMS to document an additional 12 months of full-time clinical ultrasound experience. Full time is defined as 35 hours per week, at least 48 weeks per year.

Admission Information

As a first step for specific information and answers to your questions, plan to attend a DMS Information Workshop. Schedules are available in the Nursing & Allied Health Office on the Menifee Valley Campus, in the Counseling offices of either campus or on the MSJC website; www.msjc.edu/alliedhealth. A certificate of attendance will be issued at the conclusion of the workshop, which must be attached to your application.

All students must successfully complete the coursework for the Associate Degree requirements: General Education Option A. Review the MSJC catalog with a Counselor to determine courses.

Admission Requirements

Note: Meeting admission criteria for the program does not guarantee admission into the program.

The following must be met prior to the application deadlines.

1. Admission to Mt. San Jacinto College.
2. Completion of orientation, assessment and optional advisement.
3. High School Diploma, GED or California Proficiency Exam.
5. Obtain a DMS application form from the Nursing & Allied Health Department or the MSJC/Allied Health website and submit during the application period.
6. Cumulative GPA of at least 2.5 on a 4.0 college scale in the following admission requirement courses.

All courses must be completed with a “C” or better.

*ANAT 101 Human Anatomy & Physiology I 5 semester units.
*ANAT 102 Human Anatomy & Physiology II 5 semester units.
COMM 103 Interpersonal Communication 3 semester units.
PHY 100 Conceptual Physics 3 semester units.
**+MATH 090 Elementary Algebra or higher 4 semester units.

**Math 096 (Intermediate Algebra) is required to receive AS Degree
*These courses have a seven- year recency requirement. Recency may be acquired by taking Special Projects 299 as arranged with the Science Department Chairperson. They may be contacted through the MSJC Instruction Office.
+ These courses require placement from assessment scores.

7. Minimum age of 18 years.
8. Must have own transportation to all affiliated hospitals.
**Transcript Requirements**

OFFICIAL transcripts from all colleges attended must be submitted to the Mt. San Jacinto Enrollment Services. Following submission, you must request to have these transcripts evaluated for admission to the DMS Program, using the formal request included in this brochure. **Note request deadlines: December 1st for the March 1st-March 31st application filing period.**

Note: Transcripts are not required to be submitted to the Nursing and Allied Health Department. Your permission for Enrollment Services to share this information with the Nursing and Allied Health Department will be requested on the Nursing Program application form.

All FOREIGN TRANSCRIPTS including high school documentation must be formally evaluated by the Transcript Evaluation Services, Los Angeles, or the American Education Research Center, West Covina, and then evaluated by an MSJC evaluator for course equivalency. [See Counseling Office for details/application.](#)

**Application Filing Period**

FALL SEMESTER - Application filing period March 1 – March 31. Applications must be received in the Nursing and Allied Health Department by the final filing date.

**Selection Procedure**

Those eligible will be selected based on highest GPA in admission requirement courses. Those applicants who are not accepted may reapply the following application period. **NO WAIT LIST IS MAINTAINED.** The number of students accepted into the DMS program is based on availability of approved clinical education centers.

**Acceptance Information**

Each student will be notified of their initial acceptance into the program by receiving an electronic letter sent to your MSJC student e-mail within 4-6 weeks after the filing deadline. Final admission is conditional on the student submitting an acknowledgement form, a clear background check, a satisfactory physical exam, and an American Heart Association Healthcare Provider CPR certification. Detailed instructions for this process will accompany the letter of initial acceptance.
**Essential Functions**

All applicants are required to meet the Essential Functions for Success in the DMS Program.

The following are considered to be essential functions for progression, and completion of the DMS Program.

In compliance with the American Disability Act, students admitted to the Nursing and Allied Health Unit programs must be, with reasonable accommodations, physically and mentally capable of performing the essential functions of the program in the classroom, skills lab, and clinical setting.

The essential functions listed are not intended as a complete listing, but a sample of the types of abilities needed by the DMS student, in order to meet the program objectives and requirements.

Please refer to the College Catalog for further information on the ADA policy.

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<th>Physical Demands:</th>
<th>Mental Demands:</th>
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<td>‣ Possess the ability for extremely heavy effort (lift/carry 50 lbs. or more).</td>
<td>‣ Ability to function in a busy environment with shifting and evolving priorities.</td>
</tr>
<tr>
<td>‣ Perform prolonged, extensive, or considerable standing/walking, lifting, positioning, pushing, and/or transferring patients.</td>
<td>‣ Subject to varying and unpredictable situations.</td>
</tr>
<tr>
<td>‣ Perform considerable reaching, stooping, bending, kneeling, and crouching.</td>
<td>‣ Occasional pressure, due to multiple calls and inquiries.</td>
</tr>
<tr>
<td>‣ Possess the ability to perform fine motor movements with hands and fingers.</td>
<td>‣ Subject to many interruptions.</td>
</tr>
<tr>
<td>‣ Perform consistent repetitive function with arm and wrist, work ambidextrously</td>
<td>‣ Handles emergency or crisis situation(s).</td>
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**Sensory Demands:**

| Distance vision: ability to see clearly 20 feet or more* |
| Near vision: ability to see clearly 20 inches or less* |
| Depth perception: ability to judge distance and space relationships* |
| Color vision: ability to distinguish and identify colors. |
| Hearing: able to recognize a full range of tones* |
| (*may be corrected with adaptive devices) |

**Cognitive Demands:**

| Transfer knowledge from one situation to another. |
| Process information. |
| Problem solve. |
| Prioritize tasks. |
| Utilize long and short-term memory. |
| Identify cause and effect relationships. |
| Sequence information. |

**Working Conditions:**

| May be exposed to infectious and contagious diseases, without prior notification. |
| Regularly exposed to the risk of blood borne diseases. |
| Exposed to hazardous agents, body fluids, and wastes. |
| Exposed to odorous chemicals and specimens. |
| Subject to hazards of flammable, explosive gases. |
| Subject to burns and cuts. |
| Contact with patients having different religious, culture, ethnicity, race, sexual orientation, psychological, and physical disabilities, and under a wide variety of circumstances. |
| Handle emergency or crisis situations. |
| Subject to many interruptions. |
| Requires judgment/action sufficient to prevent harm, injury, or death of a patient. |
| Exposed to products containing latex. |
**English Language Skills:**

Although proficiency in English is not a criteria for admission into the nursing program, students must be able to speak, receive, write, and read English to satisfactorily complete classes and to ensure safety of themselves and others.

**Learning Disabilities:**

If any student has been diagnosed and documented with a disability, faculty must be notified. The department is willing to meet any reasonable request for accommodation. However, the responsibility remains with the student to provide relevant and recent written documentation from the DSPS, that such a disability exists, as well as all recommendations by the DSPS for helping the student.

**Student Expenses (These costs are all approximate)**

1. Students pay for tuition, ASB card and a parking permit as stated in the current college catalog.
2. Tuition - $46.00 unit (60 units)
3. Scrubs are required as uniform - $30.00-$40.00 (Color of Scrub TBA)
4. MSJC/DMS Arm Patch - $6.00
5. DMS textbooks and supplies - $400-$600.
6. SDMS membership and journal access - $40 or AIUM student membership -$25
7. CPR course - $40-$60 (Must be American Heart Association BLS)
8. Physical Examination/laboratory tests - $300-$500
9. Background Clearance - $62.00
10. Student Immunization Tracker - $10.00
11. Transportation cost to and from training site- Variable
12. Liability insurance covering students is provided by the college at no cost to the student. (However, students are encouraged to carry their own Malpractice Insurance).
13. After course completion: ARDMS SPI and Specialty Exams - $250 each

When planning expenses students should be aware they may have to limit their hours of employment due to extensive DMS Program requirements. Scholarships, grants and loans are available to those students who qualify through the MSJC Financial Aid office.

**Limitations**

**NOTE:** If you have been subject to revocation, suspension, or disciplinary action by: a) state licensing board; b) federal agency; c) national professional association, and/or are presently charged with, or have ever been convicted or found guilty of, or pleaded nolo contendere to any crime or misdemeanor directly related to public health and safety, and/or the provisions of diagnostic medical sonography or vascular technology services, you will be required to declare this on your national registry application to take the examination. These activities may affect your eligibility to take the national registry examination. You may apply to the ARDMS to determine your eligibility status. All students assigned to a hospital will be required to complete a background check for any felony or misdemeanor.

The Mt. San Jacinto Community College District Board of Trustees has adopted policies and procedures and endorsed practices which provide for the District, its employees and students to be in compliance with all the applicable laws relating to discrimination on the basis of gender, age, race, color, national origin, religion, disability, or sexual orientation.
MT. SAN JACINTO COLLEGE
ASSOCIATE OF SCIENCE DEGREE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

STUDENT EDUCATIONAL PLAN

Name: ___________________ ID# ___________ Date: ___________

<table>
<thead>
<tr>
<th>ADMISSION REQUIREMENTS</th>
<th>Other College Courses</th>
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<th>Completed</th>
<th>In-Progress</th>
<th>Need</th>
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<tr>
<td>High School Diploma, G.E.D., or California Proficiency Exam</td>
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NOTE:
All students must successfully complete the coursework for the Associate Degree requirements: General Education Option A. Review the MSJC catalog with a Counselor to determine courses.

CUMULATIVE G.P.A. OF 2.5 WITH A GRADE “C” OR BETTER IN THE FOLLOWING ADMISSION REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ANAT 101</td>
<td>Anatomy &amp; Physiology I*</td>
<td>5</td>
</tr>
<tr>
<td>ANAT 102</td>
<td>Anatomy &amp; Physiology II*</td>
<td>5</td>
</tr>
<tr>
<td>COMM 103</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>MATH 090</td>
<td>Elementary Algebra or higher**</td>
<td>4</td>
</tr>
<tr>
<td>PHY 100</td>
<td>Conceptual Physics</td>
<td>3</td>
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</table>

* ANAT 101 and ANAT 102 must have seven year recency.
** Math 096 (Intermediate Algebra) is required to receive AS Degree

MAJOR REQUIREMENTS (1st Semester - Fall)

<table>
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<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tr>
<td>DMS 095</td>
<td>Sonography Medical Terminology</td>
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<tr>
<td>DMS 100</td>
<td>Fundamentals of Diagnostic Medical Sonography</td>
<td>2</td>
</tr>
<tr>
<td>DMS 101</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>DMS 103</td>
<td>Sonography Techniques in Patient Care</td>
<td>3</td>
</tr>
<tr>
<td>DMS 125</td>
<td>Ultrasound Physics/Instrumentation I</td>
<td>2</td>
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MAJOR REQUIREMENTS (2nd Semester - Spring)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>DMS 102</td>
<td>Medical Ethics</td>
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<td>DMS 104</td>
<td>Clinical Observation</td>
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<td>DMS 110</td>
<td>Sectional Imaging</td>
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<td>DMS 120</td>
<td>Abdomen Scanning</td>
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<td>DMS 122</td>
<td>Ultrasound Pathology I</td>
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<td>DMS 135</td>
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<td>DMS 114</td>
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<td>DMS 124 Clinical Experience II</td>
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<td>DMS 130 OB/GYN Scanning</td>
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<td>DMS 132 Ultrasound Pathology II</td>
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<td>DMS 140 Introduction to Vascular Scanning</td>
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<td>DMS 134 Ultrasound Seminar</td>
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<td>DMS 136 Clinical Experience III</td>
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The Sonography courses must be taken in a specific sequence. Students must attain a minimum grade of “C” or above in all required courses in order to obtain the certificate.

**Review the MSJC catalog with a Counselor to determine courses**
GENERAL INFORMATION
Mt. San Jacinto College Mission Statement

Mt. San Jacinto College, a California Community College, offers accessible, innovative, comprehensive and quality educational programs and services to diverse, dynamic and growing communities both within and beyond traditional geographic boundaries. We support life-long learning and student success by utilizing proven educational methodologies as determined by collaborative institutional planning and assessment. To meet economic and workforce development needs, MSJC provides students with basic skills, general and career education that lead to transfer, associate degrees and certificates. Our commitment to student learning empowers students with the skills and knowledge needed to effect positive change and enhance the world in which we live.

Approved by the Board of Trustees on September 10, 2009
College Campus Resources

Counseling

The mission of the Mt. San Jacinto College, Counseling Department is to facilitate proactive planning for student success, leadership, and life-long learning through academic, career, transfer, personal, and crisis counseling. Counselors and staff advocate, educate, guide, and empower students’ intellectual and social development within an educational and multicultural environment. [www.msjc.edu/studentservices/counseling](http://www.msjc.edu/studentservices/counseling)

DSPS

Disabled Students Programs and Services (DSP&S) is a student services program that assists students with disabilities in gaining maximum access to college curriculum and programs while attaining their academic, vocational and personal goals in a mainstreamed setting. Students may be referred to DSP&S by instructors, counselors, community agencies, high schools, a parent, or by self-referral. They are eligible for appropriate and reasonable accommodations and support services upon completion of an application, verification of the disability, and an intake interview in DSP&S. [www.msjc.edu/DSPS](http://www.msjc.edu/DSPS)

Enrollment Services

The Enrollment Services Office provides numerous services to students and members of the community. General information about the college is provided. Petitions to enter class late, transcripts, credit by examination and enrollment verification are all initiated in this office. Student academic records, courses taken, units attempted, units earned, grades, grade points, graduation date and other data are maintained in this office. [www.msjc.edu/studentservices/counseling](http://www.msjc.edu/studentservices/counseling)

EOPS

The Extended Opportunity Programs & Services (EOP&S) was established as a result of Assembly Bill 164 passed by the California Legislature in 1969 to increase the enrollment of educationally disadvantaged and low-income students on community college campuses.

EOPS is a student support program funded by the state of California (under Title 5) designed to recruit and retain students who are economically, socially, and educationally disadvantaged by providing them with the tools and resources to help them achieve their educational goals. The services of EOPS are designated to give students individualized attention and support to improve their chances for success. [www.msjc.edu/studentservices/eops](http://www.msjc.edu/studentservices/eops)
Financial Aid

While Mt. San Jacinto College subscribes to and supports the philosophy that primary responsibility for funding college expenses rests with students and their families, the college recognizes that some students and/or their families have limited financial resources and are unable to meet all of the expenses associated with higher education without supplemental assistance. www.msjc.edu/studentservices/financialaid

Puente Project

Puente is an academic, counseling, and leadership program that prepares students to succeed in the university environment. The course curriculum and content is multi-cultural, emphasizing Mexican-American/Latino experiences and literature. The students visit university and college campuses. The program starts every fall and runs through the spring semester. All MSJC students are invited to participate in DESTINO. www.msjc.edu/studentservices/thepuenteprojectatmsjc

Veterans Services

Mt. San Jacinto College is fully approved for the training of students under the various government educational programs for veterans and eligible dependents of deceased or disabled veterans. After filing an application for admission, a veteran wishing to receive one of the VA Educational Benefits should contact the VA representative on the campus of their choice (SJC/MVC).

Matriculation services were mandated in 1986 with the passage of AB3, a bill created to address the high dropout rate of community college students by offering services to assist students in completion of their educational goals.

Job Location Development Program (JLDP) is set-up to assure that students are successful in their education and work-related activities while they remain in the program. Job Placement Services offers several important services:

- Job Opportunities
- Job Skills/Knowledge
- Internship Referrals
- Portfolio Development
- Resume Building
- Employment Resources
- Workshops

The office maintains a wide variety of job listings in all areas, which are posted daily. Students may also do a job search via the Internet using Cal JOBS, Monstertrak, and other websites. A large number of resources to assist students are available on careers, interviewing techniques, resume writing and job market projection. These include computer programs, videos, books, and other written materials. Helpful staffs are always available to get students started on their career exploration / job search.
Student Citizenship

The Federal Personal Responsibility and Work Opportunity Reconciliation Act requires government agencies to eliminate “public benefits” to persons who cannot provide proof of their legal status in the United States. “Public benefit” has been interpreted to include a license issued by the state. This statement means that all applicants for licensure with the ARDMS will be required to submit verification of citizenship or legal residence status in the United States to the ARDMS when applying to take the ARDMS board exams.

Chemical Abuse Policy

The Nursing and Allied Health Unit is in accordance with the Mt. San Jacinto College ALCOHOL/DRUG FREE SCHOOL POLICY found in the MSJC Catalog.

Students attending classes at any location of the MSJC District may be expelled, suspended, placed on probation or given lesser sanction for sale, possession or use of chemical/alcohol substances.

Additionally, the faculty has adopted the guidelines for the Mt. San Jacinto College District schools regarding drug abuse among the students in Nursing and Allied Health programs.

Chemical/Alcoholic substances may not be taken while in class/clinical or within eight hours of reporting for clinical assignments on campus or in the hospital.

Integrity

Integrity may be defined as an uncompromising adherence to a code of moral, artistic, or other personal/professional values. Integrity is also viewed as absolute sincerity, honesty, candor, and the avoidance of deception (Webster’s 3rd New International Dictionary).

The faculty and staff of Mt. San Jacinto College Nursing and Allied Health Unit believe that integrity is one of the fundamental bases for academic and professional nursing and allied health communities. Accordingly, the faculty’s goal is to assist all students in defining acceptable standards of professional behavior.
The following causes shall be sufficient for immediate dismissal:

1. **Professionalism**
   a. Documented and counseled consistent account of poor personal hygiene.
   b. Documented and observed cheating or plagiarism in the classroom and/or clinical practice settings.
   c. Insubordinate attitude or comments to faculty and/or staff
   d. Refusal to sign a prepared Strategic Plan for Success.
   e. Noncompliance with program policies, procedures, and/or strategic plans.
   f. Unethical or inappropriate conduct in the classroom and/or clinical practice settings.
   g. Documentation of behavior consistent with substance abuse.
   h. Use of alcohol or abuse of drugs.

2. **Clinical Performance**
   a. Unsafe performance in the classroom and/or clinical practice settings.
      (See UNSAFE CLINICAL BEHAVIOR CHART WITH EXAMPLES)
   b. Inconsistent performance in delivering patient care.
   c. Unsatisfactory/inappropriate recording and reporting and inaccurate documentation.
   d. At any point in the semester, failure to complete clinical objectives.
   e. Insubordination to clinical professors or clinical faculty staff.

3. **Attendance**
   a. Illness, mental or physical, deemed sufficient to interfere with the student’s ability to complete objectives.
   b. Excessive absence or tardiness, as defined by the Attendance Policy.

4. Any other reason enumerated in the student conduct section of the college catalog.
# Exit Interview Questionnaire

Student Name: _______________________       Date: __________________________

Please rate the following from Poor (1) to Excellent (5)

<table>
<thead>
<tr>
<th>RATE THE FOLLOWING</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td><strong>Student Resources:</strong></td>
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<td>Technical/Computing Support</td>
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<td>Student Services</td>
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<td>Enrollment Management</td>
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<td>Financial Aid</td>
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<td>Center for Writing</td>
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<td>Library</td>
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<td><strong>Course Faculty Advisement:</strong></td>
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<td>Availability</td>
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<td>Career Mentoring</td>
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<td>Academic Advisement</td>
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<td>Encouragement and timely feedback</td>
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<td><strong>College Administration:</strong></td>
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<td>Accessible/available</td>
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<td>Responsive</td>
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<td>Informational</td>
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<td><strong>Coursework:</strong></td>
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<tr>
<td>General Quality of Required NURSING Courses</td>
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<td>General Quality of Skills Lab Courses</td>
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<td>General Quality of Faculty</td>
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<td>Adequacy of training in nursing professional code of conduct</td>
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<td>Adequacy of training in nursing knowledge and theory?</td>
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<td>Adequacy of training in nursing process?</td>
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<td>Adequacy of training in clinical setting?</td>
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<tr>
<td>Adequacy of training in clinical safety?</td>
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<td><strong>Overall assessment of the Program Communication with students:</strong></td>
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<td>Please answer Yes or No to the following:</td>
<td>YES</td>
<td>NO</td>
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<td>Did you experience or observe any type of gender or sexual harassment</td>
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<td>Did you experience or observe any type of racial bias or discrimination</td>
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<td>Did you experience or observe any form of intimidation</td>
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Reason for Exiting the Program: ACADEMIC ☐ PERSONAL ☐
## Diagnostic Medical Sonography Program
### Exit Interview Questionnaire

<table>
<thead>
<tr>
<th>NAME:</th>
<th>DATE:</th>
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</thead>
<tbody>
<tr>
<td>COURSE:</td>
<td>PROFESSOR:</td>
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<tr>
<td>NUMBER OF SSP’s:</td>
<td>INTERVIEWER:</td>
</tr>
<tr>
<td>Eligible for Readmission: Y OR N</td>
<td>Readmission App due date:</td>
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<tr>
<td>Reason for Exit:</td>
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<tr>
<td>Summary:</td>
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</table>

Student Signature: ___________________________ Date: ______________________

Director Signature: ___________________________ Date: ______________________
Criteria for Unsafe Clinical Behavior

Criteria for Unsafe Clinical Behavior may include, but is not limited to the following:

<table>
<thead>
<tr>
<th>Safety (S)</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Violates or threatens the physical safety of the client.</td>
<td>Comes unprepared to clinical; injures a client; fails to properly position client; does not appropriately utilize side rails/restraints; functions under the influence of substances affecting performance.</td>
</tr>
<tr>
<td>B. Violates or threatens the psychosocial safety of the client.</td>
<td>Repeatedly uses non-therapeutic techniques; attacks/degrades the individual's beliefs or values.</td>
</tr>
<tr>
<td>C. Violates or threatens the microbiological safety of the client.</td>
<td>Fails to recognize and correct violations of medical asepsis technique/sterile technique; does not wash hands appropriately when caring for clients; does not maintain standard precautions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ultrasound Exam Process</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inadequately and/or inaccurately</td>
<td>Unable to identify basic human needs; fails to observe/report/chart critical client data; uses poor judgment and/or makes decisions resulting in ineffective care.</td>
</tr>
<tr>
<td>A. Assesses the client.</td>
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<tr>
<td>B. Plans the care for the client.</td>
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<tr>
<td>C. Evaluates client care</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills (SK)</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Unable to perform expected clinical performance objectives and/or skills.</td>
<td>First semester of clinical training student fails to meet objective of completing an abdominal ultrasound. Second semester of clinical training student fails to show improvement in scanning knowledge and skills.</td>
</tr>
</tbody>
</table>
**Decision Making (DM)**

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Assumes inappropriate independence in action or decisions. Performs procedures not yet evaluated; fails to appropriately seek assistance.</td>
</tr>
<tr>
<td>B. Fails to recognize own limitations, incompetence and/or legal responsibilities. Refuses to admit error; fails to complete assigned sonographer responsibilities, cannot identify own legal responsibility in specific sonographic situations.</td>
</tr>
</tbody>
</table>

**Professional Accountability (PA)**

<table>
<thead>
<tr>
<th>Examples</th>
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<tbody>
<tr>
<td>A. Fails to accept ethical and legal responsibility for his/her own actions thereby violating professional integrity as expressed in the DMS Department and SDMS code of Ethics. Fails to conduct self in professional manner; falsifies records; does not follow school/hospital policies and procedures; participates in cheating and/or plagiarism.</td>
</tr>
<tr>
<td>B.Violates client confidentiality Removes printed client data from the facility; shares client information with individuals outside the health team.</td>
</tr>
</tbody>
</table>

**English Language Skills:**

Although proficiency in English is not a criteria for admission into the DMS Program, students must be able to speak, receive, write, and read English to satisfactorily complete classes and to ensure safety of themselves and others.

**Learning Disabilities:**

If any student has been diagnosed and documented with a disability, faculty must be notified. The department is willing to meet any reasonable request for accommodation. However, the responsibility remains with the student to provide relevant and recent written documentation from the DSPS, that such a disability exists, as well as all recommendations by the DSPS for helping the student.
Students with Special Needs

STATEMENT RELATED TO STUDENTS WITH SPECIAL NEEDS

Students with documented disabilities are required to submit the documentation to the MSJC College Disabled Students Services Department in order for the Nursing and Allied Health Unit to provide accommodations.

Students with disabilities who may need accommodations should discuss options with their instructor during the first two weeks of class.

Should a student feel that there has been an inappropriate restriction of access to employment or educational opportunities for one or more qualified persons with one or more disabilities, students may follow the procedures outlined by the MSJC College Catalog written under: “Americans with Disabilities Act”
To comply with Joint Accreditation Commission Hospital Organization (JACHO), state and local regulations regarding background checks for healthcare providers, the Faculty of Mt. San Jacinto College Nursing and Allied Health Unit has implemented this position statement to be effective Fall 2005:

**POLICY:**
- Students are required to complete a background check through CertifiedBackground.com by the specified Nursing and Allied Health Unit deadlines for the Fall and Spring semesters.
- The background check is not a prerequisite for application or acceptance to the nursing programs; but, must be completed after an invitation for admission is received.
- The background check information will be maintained by the respective Program Director and designated program faculty.
- The background check cost is assumed by the student. The cost is subject to change.
- Background check results with infractions will be shared with the Human Resources specialist at the student’s assigned hospital. Convictions listed below may render students ineligible to attend clinical.
- Students may be denied access to clinical facilities based on offenses appearing on the criminal record which may have occurred more than seven years ago.
- Students will be required to provide documentation regarding clearance of background check infractions. Failure to provide sufficient proof of rehabilitation to the Boards may result in denial of licensure.
- Students that are determined to be ineligible for clinical placement will be unable to meet clinical objectives of the Diagnostic Medical Sonography program curriculum and therefore will not be allowed to continue in the DMS program.
- The background check done as a requirement for the program or course participation in clinical learning may not be used for licensure purposes.
- Credit checks are not performed on students.

**Background checks will minimally include the following:**
- Seven year history
- Address verification
- Sex offender database search
- Two names (current legal and one other name)
- Three counties
- OIG search
- Social Security Number verification

**Students will be unable to attend clinical facilities for the following convictions:**
- Murder
- Felony assault
- Sexual offenses/sexual assault
- Felony possession and furnishing (without certificate of rehabilitation)
- Felony drug and alcohol offenses (without certificate of rehabilitation)
- Other felonies involving weapons and/or violent crimes
- Class B and Class A misdemeanor theft
- Felony theft
- Fraud
CertifiedBackground.com Instructions

WWW.CERTIFIEDBACKGROUND.COM

STUDENT INSTRUCTIONS FOR MT. SAN JACINTO COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

CertifiedBackground.com is a service that allows students to order their own background checks online. Information collected through CertifiedBackground.com is secure, tamper-proof and kept confidential. The services performed are based on guidelines provided by your school, so you know you will receive all the information you need from one source. Your results will be posted on the CertifiedBackground.com website where the student, as well as the school, can view them.

➢ Required Personal Information
  ◦ In addition to entering your full name and date of birth, you will be asked for your social security number, current address, phone number and email address.

➢ Immunization
  ◦ Immunization Trackers provide secure, online storage for all of your important documents. At the end of the background check order process, you will be prompted to visit a secure website to upload specific documents required by your school for immunization, medical or certification records.

➢ Payment Information
  ◦ At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turnaround time.

Go to: www.CertifiedBackground.com, click on “Students” & enter package code:
MT60 - Background Check and the Immunization Tracker
MT60BT - Background Check Only
MT60TX - Immunization Tracker Only

After placing your order on CertifiedBackground.com, you will receive a confirmation email that will contain the password needed to access your results and view any missing information required to process your order.

Go to: www.CertifiedBackground.com, enter the password provided, and then click “View”. On the next screen, enter the last 4 digits of your social security number to access your information. Although 95% of background check results are completed within 3-5 business days, some results may take longer. To see your order status, return to CertifiedBackground.com with your password. Your order will show as “In Process” until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.
Students with Prior Convictions

All applicants are advised that they will be required under law to report all misdemeanor and/or felony convictions to the Department of Health Services, and when completing their application for ARDMS licensure. Failure to provide sufficient proof of rehabilitation to the ARDMS may result in denial of licensure.

If students have any questions regarding their arrest and conviction record, all students are strongly urged to check with the California Department of Health.

Contact the perspective boards and for further information:

ARDMS
51 Monroe Street
Plaza East 1
Rockville, MD 20850
1-800-541-9754
www.ardms.org
questions@ardms.org

California Department of Health
C.N.A. Enforcement Unit
Sacramento, CA 94244-2100
www.dhs.ca.gov

Student may be denied access to clinical facilities based on offenses appearing on the criminal record, which may have occurred more than seven years ago. Students must provide school with information allowing the school access to the background check. If the student’s record is not clear, the student will be responsible for obtaining documents and having the record corrected. If this is not possible, the student will be unable to attend clinical rotations. Clinical rotations are a mandatory part of Diagnostic Medical Sonography education; therefore the student will be ineligible to continue in the Nursing and Allied Health programs.
**BLS/CPR Certification**

**Health Care Provider/CPR Certification**

Evidence of current certification in cardio-pulmonary resuscitation (CPR) techniques will be required for all students before the first clinical session each semester. No student may enter the clinical area without a current CPR card on file in the Nursing and Allied Health Department. **The CPR card is considered to be a level “C”/Health Care Provider from the American Heart Association (hands-on adult, child and infant). No on-line course certification will be accepted.**

New students will be informed of the requirement for current CPR certification at the time they are notified of admission to the program. On-going certification will be checked each semester. Students unable to be certified because of disability will be referred to the Program Director/Dean, Nursing & Allied Health. It is the student’s responsibility to keep this card current. If a CPR card has expired, the student must submit a renewal card. Failure to do so will prevent the student from entering a clinical setting.

If a respiratory or cardiac arrest appears to have occurred, and no hospital staff member is present, we expect the MSJC student to initiate the appropriate basic life support measures, or follow the policy of clinical site.
Delivery of Health Care

The Department of Health Services supports the right of all consumers to receive dignified and competent health care consistent with the law and prevailing standards of care, including the right to participate in and make decisions regarding their health care. The Board also supports the right of the sonographer to know the patient’s diagnosis/suspected diagnosis in a timely fashion in order to make an appropriate examination care plan.

The implementation of infection control procedures known as standard precautions is basic in all health care. Standard precautions are regarded by the Board as a common standard of medical practice necessary to protect both patients and health care workers from disease transmission.

Although the sonographer is not expected to take life-threatening risks in caring for clients, it is not acceptable to abandon any patient, nor is it acceptable to refuse to treat any person on the basis of age, religion, sex, national origin, sexual orientation, or disability. Decisions regarding the degree of risk involved in patient care should be based on current scientific knowledge.

Information on issues related to communicable disease is available from the U.S. Centers for Disease Control and from agencies in the State Department of Health Services and County and City Health Agencies.
The American Hospital Association has adopted the Patient Bill of Rights. This document is presented in all entry allied health courses. Exam questions assess the student’s level of understanding of this document. The Patient’s Bill of Rights states, “The client has the right to considerate and respectful care.” Additionally, the Mt. San Jacinto College Allied health programs support the right of all consumers to receive dignified and competent health care, as outlined in Section 1443.5 of the Administrative Code.

Failure to care for a client, based on the client’s disease process violates this right. Sonographers and student sonographers do not have the right to refuse treatment of a client; because, of the client’s disease process. Failure to accept a client assignment as a student sonographer may be interpreted as insubordination and grounds for immediate dismissal from the sonography program.

The college faculty and program students are not expected to take life-threatening risks in caring for clients. Decisions regarding the degree of risk involved in client care should be based on current scientific knowledge. Students, in the role of health care provider, have a right to take any and all necessary precautions to minimize the risk of contracting or spreading disease. In the event that inconsistent implementation of necessary precautions present a risk for the student or faculty person, the clinical instructor and the student will carefully evaluate the benefit versus the risk of the assignment.
Medical history and examination cannot reliably identify all clients infected with viral or other blood-borne pathogens. Therefore, blood and body-fluid precautions should be consistently used for all clients. This approach is referred to as "universal blood and body-fluid precautions" or "standard precautions," and is recommended by the MSJC faculty in conjunction with the Centers for Disease Control (CDC).

1. All health care students and faculty should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any client is anticipated.

2. Gloves should be worn when touching blood, blood products, mucous membranes, and body fluids (urine, feces, saliva, and wound drainage). For your convenience, it is recommended that you carry a pair of gloves in your uniform pocket at all times.

3. Gloves should be changed after contact with each client.

4. Hands should be washed prior to and immediately after every client contact, even when gloves are worn. Hands or other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands must also be washed before and after practicing each procedure involving another person as a client.

5. As there is increasing evidence from the CDC that artificial nails are more likely than natural nails to harbor pathogens that can lead to nosocomial infections, artificial nails and nail extenders may not be worn in the clinical area.

6. Masks and protective eyewear or face-shields must be worn during procedures that are likely to generate droplets of blood or other body fluids to protect exposure of mucous membranes of the mouth, nose, and eyes.

7. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids. Contaminated gowns are to be discarded per hospital policy.

8. Disposable articles contaminated with blood, blood products, wound drainage or body secretions/excretions should be disposed of per hospital policy.

9. All health care students and faculty should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleansing used instruments; during disposal of used needles; when handling sharp instruments after procedures.

10. To prevent needle-stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
11. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal. Large-bore reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.

12. Health-care students or faculty who have open lesions or weeping dermatitis may be required to utilize appropriate protective measures (such as double gloving) or, depending on the extent and location of lesions, refrain from all direct client care and from handling equipment until the condition resolves.

13. Although saliva has not been implicated in HIV transmission, minimize the need for emergency mouth-to-mouth resuscitation by making resuscitation bags, mouthpieces and ventilation devices available in client care areas where the need for resuscitation is predictable.

14. Although pregnancy is not known to create a greater risk of contracting HIV infection, health-care providers who develop HIV infection during pregnancy may place the infant at risk of infection resulting from perinatal transmission. Additionally, several of the opportunistic diseases associated with HIV infection may be hazardous to the unborn fetus. For these reasons students and faculty who are pregnant should refrain from direct care of patients with known HIV infection.
Hand Hygiene Policy

- Improved adherence to hand hygiene (i.e. hand washing or use of alcohol-based hand rubs) has been shown to terminate outbreaks in health care facilities, to reduce transmission of antimicrobial resistant organisms (e.g. methicillin resistant staphylococcus aureus) and reduce overall infection rates.

- In addition to traditional hand washing with soap and water, The Centers for Disease Control (CDC) is recommending the use of alcohol-based hand rubs by health care personnel for patient care because they address some of the obstacles that health care professionals face when taking care of patients.

- Hand washing with soap and water remains a sensible strategy for hand hygiene in non-health care settings and is recommended by CDC and other experts.

- When health care personnel’s hands are visibly soiled, they should wash with soap and water.

- The use of gloves does not eliminate the need for hand hygiene. Likewise, the use of hand hygiene does not eliminate the need for gloves. Gloves reduce hand contamination by 70 percent to 90 percent, prevent cross-contamination and protect patients and health care personnel from infection. Hand rubs should be used before and after each patient just as gloves should be changed before and after each patient.

- When using an alcohol-based hand rub, apply product to palm of one hand and rub hands together, covering all surfaces of hands and fingers, until hands are dry. Note that the volume needed to reduce the number of bacteria on hands varies by product.

- Alcohol-based hand rubs significantly reduce the number of microorganisms on skin, are fast acting and cause less skin irritation.

- Health care personnel should avoid wearing artificial nails and keep natural nails less than one quarter of an inch long if they care for patients at high risk of acquiring infections (e.g. patients in intensive care units or in transplant units).
Student Injury, Illness or Pregnancy

Injury is defined as any act, event, or condition that results in a physical or physiological change or renders the student unable to complete the Diagnostic Sonography requirements/activities.

Following an Instructor’s assessment, it is up to an Instructor’s professional discretion to remove the student from the specific setting.

Students experiencing any type of injury in a classroom, clinical, or skills laboratory setting must immediately notify the instructor. Students will be required to complete documentation “Report of Accident Involving Personal Injury”. In addition, Clinical site forms may require completion as mandated by the specific facility’s policies and procedures.

The instructor may recommend that the student be evaluated by a physician, either in the emergency room, urgent care, or the student’s own personal physician. In this case, a written clearance, on physician’s letterhead, will be required for resumption of learning activities. Students will receive these services at their own expense.

The appropriate Program Director and the Dean, Nursing/Allied Heath, shall be informed of any injury by the appropriate instructor.

For the protection of students, clients, clinical personnel and faculty, the following policies must be adhered to:

1. Any student with a visible injury or illness involving a potential communicable disease will be required to furnish a clearance statement from the physician before returning to the class or clinical setting. Examples of the above include: conditions requiring casts, canes, crutches, slings, elastic bandages, skin rashes, sore throats and draining wounds.

2. Students who are pregnant must notify the Director of Diagnostic Medical Sonography education as soon as pregnancy is confirmed and submit a letter from their physician stating any restrictions on their activities and estimated date of delivery.

3. Letters from physicians regarding student illness, surgery, injury or pregnancy must include specific limitations or restrictions as well as a statement defining classroom and clinical activities allowed. Any exclusion must be followed up by a written release from the physician before returning to full activity.

4. In any or all clinical situations, alternative assignments and/or rotation to specialty units is up to the discretion of the instructor.

5. In all circumstances, students must be able to meet learning objectives, with consideration of the restrictions stipulated by the physician, to remain in good standing in the Diagnostic Medical Sonography Program.
6. **Please Note:** Nursing and Allied Health Unit may require an additional written medical clearance to ensure student and client safety.

7. **Returning to School**
   Any injury or illness necessitating a three (3) or more day absence will require a physician or nurse practitioner's release to return to school. A standardized form **will not** be accepted. The physician or nurse practitioner must state these exact words: "(Name) ‘may resume any and all duties of a student nurse, including lifting and moving, with no restrictions.'" This release statement must be on an official prescription pad or physician's or nurse practitioner's letterhead stationery. Students are not able to participate in clinical activities while wearing splints, casts, braces, or bandages.
Latex Sensitivity Policy

Latex-sensitive students must have a letter from a physician documenting the latex sensitivity and the treatment that will be required in the event of an adverse reaction prior to engaging in any clinical or laboratory practicum in the first semester of the Diagnostic Medical Sonography Program. The student must keep the emergency medications with them at all times when involved with school related functions or school related activities throughout the entire DMS program.

Latex-sensitive students will use only non-latex supplies. Latex free gloves must be provided by the student during the on-campus laboratory practicum. During clinical, students may use hospital latex-free gloves supplied by the hospital.

All students with evidence of latex sensitivity will be responsible for obtaining and wearing a medical alert bracelet, carry non-latex gloves and emergency medical instructions, including emergency medications if applicable.
MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT
Report of Accident Involving Personal Injury

Any accident must be immediately reported to the supervisor of your activity. □ STUDENT □ VISITOR □ SINGLE □ MARRIED □ MALE □ FEMALE
This form should be completed as soon as practicable after the accident.

REQUIRED INFORMATION

1. Injured party □ Mr.  □ Mrs.  □ Miss
   Last                                      First                                      Middle

2. Home address
   Number                                      Street                                      City                                      Zip Code


5. Birth date ______________________

6. Parent or Guardian □ Mr. □ Mrs.
   (If injured party is a minor ONLY)
   Address ________________________________  Phone __________________
   (If different from above)

7. Other insurance
   a. Name of other insurance company ________________________________

   b. Insurance address ________________________________

   c. Policy number ________________________________ □ Group Policy □ Individual Policy

8. Accident Time and Date ______________________ □ AM □ PM
   Month                                      Day                                      Year                                      Time

9. Description of accident and apparent injuries

   ____________________________________________________________________________

10. Where on campus accident happened ________________________________
    a. If off-campus, what facility? ________________________________

   ____________________________________________________________________________
11. Action taken by District’s representative

________________________________________________________________________

12. Names and addresses of witnesses, if any

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
<td>Address</td>
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<tr>
<td>Number Street City Zip</td>
<td>Number Street City Zip</td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
</tbody>
</table>

Completed by

Name ________________________ Title ________________________ Date ____________

SUPPLEMENTARY INFORMATION IF KNOWN:

13. Parents notified by: ________________________________

14. Action taken by parents: ________________________________

15. Police notified by: ________________________________

16. Police action: ________________________________

17. Did injured party receive medical treatment?  □ Yes □ No  ____________________________

18. Was injured party admitted to the hospital?  □ Yes □ No  ____________________________

19. Present location of injured party: ________________________________

20. How was injured party transported to doctor, hospital or home: ________________________________
ACADEMIC POLICIES
&
PROCEDURES
Attendance Requirements

Students are expected to attend all classes in which they are enrolled. Experience demonstrates that absence and tardiness contribute to academic failure. Absence interferes with the instructional process; the legitimacy of the reason for absence in no way mitigates the incurred loss.

Missing any class or clinical time places an extra burden on the student to make up the deficient objectives. Therefore, the student should carefully evaluate whether an absence is necessary. Students are strongly advised to make any appointments at times that do not conflict with nursing classes. This course of study has been planned along a strict time frame. Absences should not be used for non-illness reasons.

NURSING & ALLIED HEALTH UNIT

The Attendance Policy for the Mt. San Jacinto College, Nursing & Allied Health Unit provides the following additional guidelines:

Absences

Lecture Absence
It is expected that students notify instructors of a lecture absence. Instructor notification is required for a lecture absence.

Clinical Absence
Students **must** notify the clinical instructor and clinical site preceptor one half hour before the scheduled time of the rotation for each day they will be absent. Each course syllabus will contain instructions for notifying the clinical instructor.

Make-Up

Lecture Absence:
Lecture classes are extremely difficult to make up due to the nature of the material presented. The student is responsible for the missed lecture content, including obtaining any handout materials. Individual instructors may require make-up of missed lecture time. See course syllabi regarding make-up for missed lecture sessions and exams.

Missed Exam:
You must call and notify the instructor to have an exam placed in the Learning Center. **It is your responsibility.** The instructor will not automatically do this. Exams must be made up in the Learning Center on the **first** day back from an absence. **Make-up quizzes and exams may receive a penalty.** Excessive absences will necessitate the initiation of a **Strategic Plan for Success.** Excessive absences may jeopardize the student continuing in the program.
Clinical Absence:
All clinical absences **MUST** be made-up! Clinical absences will be made up by either one of the following, as determined by the lead instructor:

1. By attending clinical on an alternate day within two (2) weeks of the missed clinical day.

Tardiness

For Theory, arrival any time past the appointed starting time of a class is considered a tardy. There are **NO** grace periods. Three (3) tardies to Theory will be calculated as an absence, and make up work will be required.

Students are expected to arrive **on time as scheduled** to the clinical area. If late to clinical, the student will add the time to the end of the day. Absences must be satisfactorily made up to receive a course grade.

Excessive Absences

1. Excessive absences are defined as absences that will result in the inability of a student to meet theory/clinical/conference objectives for the course. In accordance with the College catalog: "Each instructor will ...establish ...the standards for attendance in each class."

2. Therefore, the faculty has determined that a total of **three (3)** individual or consecutive absences in a semester course are excessive. The absences in theory and clinical are counted together, not separately. Missing a portion of the day will be counted as one (1) day absence.

3. To facilitate student awareness, a “Deficiency Notice” will be initiated after **two (2)** absences in a semester course.

4. When students have accumulated **three (3)** or more absences in a semester course, they will meet with the Instructor and Program Director. At this time, the Instructor and Program Director will determine the student's eligibility to remain in the program. Continued evidence of excessive absences will result in dismissal from the program.

**Attendance requirements in support courses (non-core) are stated in each course syllabus.**

Emergency Absences

Any consecutive absences due to extenuating circumstances (personal injury, death of an immediate family member, court proceedings), will receive individual consideration and evaluation by the Department of Diagnostic Medical Sonography faculty. Any consecutive absence will receive individual faculty consideration or feasibility of meeting deficient objectives and continuing in the program. Initiation of a “Deficiency Notice” may be **modified** or **waived**. The Diagnostic Medical Sonography faculty will determine how the number of days of a consecutive absence will be counted.

**Regardless of this decision, all clinical hours must be met by the end of the current semester.**
Breaks and Lunches

Breaks and lunches will occur during the clinical rotation and REQUIRE THAT THE STUDENT BE ON SITE DURING THIS TIME. Each course syllabus will contain instructions for breaks and lunches relevant to each clinical rotation.
Classroom/Clinical Expectations

1. Give undivided attention in a classroom. (There will be no conversation verbal/non-verbal when any person has been recognized.) Remember: An instructor is always recognized. Behavior that demonstrates a lack of interest will be asked to leave the classroom and will be marked absent.

2. *Gum chewing is not allowed* in the classroom or the clinical setting. If you are late, please enter the classroom quietly, and take a seat in the rear of the classroom.

3. *Sleeping in class is not tolerated.* If sleeping occurs, the student will be asked to leave, and marked absent.

4. *Electronic devices must be silenced in classroom and/or clinical settings.*

5. During class, no text messaging or exchanging electronic information is permitted.

6. The student will need to comply with additional conduct requirements contained in individual course syllabi.

At Mt. San Jacinto College the established policy is no eating or drinking in the classrooms. In recognition of the Diagnostic Medical Sonography department’s lengthy classes, the faculty and administration is willing to make adjustments.

**Eating:**

No eating in the classrooms or skills lab areas. If the presence of food supports the curriculum or daily lesson plan, exceptions can be made by the instructor. It will then be the responsibility of the students and those faculty members to see that the environment is habitable for other faculty and students. All trash must be cleared out of the room. Wastebaskets will not overflow.

**Drinking:**

During long classes, the need for hydration is acknowledged. All beverages must have a tight seal. No paper cups with plastic lids, and no cans. It is the responsibility of students to clean-up any spills.
Academic Dishonesty and Plagiarism

Plagiarism:

The term “plagiarism” includes, but is not limited to: the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also included the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.” (College Catalog)

Cheating:

“The term “cheating” includes, but is not limited to:
1. Use of any unauthorized assistance in taking quizzes, test, or examinations;
2. Use of the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
3. The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
4. Collaboration with other students that results in a shared intellectual product without the express permission of the instructor of record.” (College Catalog)

Collusion:

Any student who knowingly or intentionally helps another student to perform any of the above acts of cheating or plagiarism is subject to disciplinary action for academic dishonesty. There is no difference between students who cheat and plagiarize and those who willingly allow it to occur. Some instructors permit group work of collaboration between students; all students should write up their work independently of one another, unless the instructor has given explicit approval for a common write-up. If there are any questions about collaboration, students are strongly urged to ask their instructor about the appropriate procedures for the course.

Note: Be advised that faculty may use the opportunity to use turnin.com or another tracker to check plagiarism.
APA Policy

Beginning with the freshman classes of Fall 2010 all Nursing & Allied Health students must purchase the sixth (6th) edition of the APA Manual. All students currently enrolled will continue using the fifth (5th) edition of the APA Manual until completion of their individual program.

Workshops will be announced.

Unless otherwise determined, continuing students do not have to attend.

When grading APA assignments, the following is the instructor’s choice to follow either of these decisions:

For assignments requiring the APA format:

A minimum of one infraction or omission in the major criteria column of the APA Minimum Checklist, will receive a 75% or 75% of the allotted points.

or

For assignments requiring the APA format:

A minimum of one infraction or omission on the APA Minimum Checklist, the paper will receive a deduction of 10% or 10% of the allotted points.

Students losing points, percentages or receiving a 75% must attend an APA Workshop the following semester. Guidelines are available to facilitate student success.

Faculty may choose to return incomplete APA assignments ungraded.
APA Minimum Checklist

One error in the Major column will result in receiving 75% or minus 10 pts (%), despite content.

Two or more errors on the Minor column will result in receiving 75% or minus 10 pts (%), despite content.

**MAJOR:**
- 12 pt. font, Times New Roman  
- Title appears on second page
- If applicable, proper use of headings
- If applicable, proper use of quotes
- Correct use and formatting citations
- More than three different type errors on Reference page
- Follows assignment criteria on amount of current references
- Except for personal communication, sources in text correspond with sources on Reference page
- Paraphrases correctly without plagiarism

**MINOR:**
- Except for bottom of page, margins are 1 inch
- Does not use the word “Introduction”
- Proper use of abbreviations
- Title Page centered in middle of page
- Title Page has header and page number “1” with correct spacing
- Title Page has all identifying information
- All references listed in alphabetical order
- All references in hanging indent style
Students in the Nursing and Allied Health Programs are graded in two areas. The theoretical and clinical will be assessed and evaluated using one letter grade.

The Universal Grading Policy for all Nursing and Allied Health courses will be:

<table>
<thead>
<tr>
<th>PERCENT GRADE</th>
<th>LETTER GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>91-100</td>
<td>A</td>
</tr>
<tr>
<td>83-90</td>
<td>B</td>
</tr>
<tr>
<td>75-82</td>
<td>C</td>
</tr>
<tr>
<td>74 or Less</td>
<td>F</td>
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</tbody>
</table>
Rationale:

Comprehensive final exams incorporate subject material from the course objectives throughout the semester. It is expected that the student will have a comprehensive understanding of the sonographic scientific theory, presented in each semester, to advance to the next semester. Obtaining less than 75% on the final exam demonstrates the student does not retain the minimum proficiency in theory knowledge to advance to the next, more complex semester.

ABSENCES RELATED TO EXAMINATIONS

Students are expected to be present for all examinations. If a student is going to be late or absent from a scheduled exam, the Diagnostic Medical Sonography department must be notified, prior to the scheduled exam time.

If a student misses an exam and has called in to report the absence, the student must take the exam on the first day back to campus. The maximum score attainable will be 75%. However, if the student does not call in the absence, he/she will not be permitted to take the exam and the score for that exam will be recorded as a zero. Extenuating circumstances causing absences will be evaluated on an individual basis by the faculty teaching that course.
An example of the Strategic Plan for Success document can be found in the Appendix of the MSJC Department of Nursing and Allied Health Student Handbook.

The faculty of Mt. San Jacinto Nursing and Allied Health Department is committed to assisting students to achieve their maximum potential. However, there are times when certain factors prohibit/prevent students from achieving their goal. In order to afford the student due process and time for remediation and improvement the following sequence of events will be observed. All reference to standards is based on the current editions of the following documents:

- Student Policy and Procedure Manual
- Relevant Course Syllabus
- SDMS Standards
- Mt. San Jacinto Student Disciplinary Policy

1. The student or faculty recognizes unresolved or ongoing difficulties in any of the following areas: professional conduct, clinical proficiency, excessive absence or tardiness, as defined by the current student policy and procedure manual and relevant course syllabus.

2. An instructor will develop a Strategic Plan for Success Guidelines identifying the deficiency and a Strategic Plan for Success. The following steps will be implemented:
   a. Following a meeting of relevant involved parties, the student may be suspended from the clinical setting for up to three (3) days, as determined by the instructor, to allow time for further collection and verification of information.
   b. The instructor will contact the Program Director.
   c. The Strategic Plan for Success will be ready for the student’s signature within five (5) work days from the identification of the deficiency.

3. Within five (5) workdays, the instructor and the Program Director will meet with the student to define details of the Strategic Plan for Success for completion. The plan may include referral to:
   a. Theory and/or Clinical Instructor for the course.
   b. The college Counseling Department for solution of personal problems interfering with learning.
   c. The college Learning Center for assessment of possible learning disabilities and/or remediation works in deficient areas and tutorial support.

4. An instructor may schedule weekly meetings with the student during the term of the Strategic Plan for Success to review progress.
5. At the conclusion of the improvement date identified in the Strategic Plan for Success, the student and instructor will meet. Progress will be reviewed; however, all Strategic Plan for Success is maintained throughout the remainder of the program.

If, in the professional assessment of the faculty and the Program Director/Dean of Nursing/Allied Health, the student has not satisfied the terms of the Strategic Plan for Success, the student will be notified verbally and in writing during a meeting with the lead instructor and the appropriate Director. The student will be unable to attend the clinical portion of the course. Within three (3) working days, a meeting will be scheduled to determine the student’s eligibility to continue in the course/program. During this meeting, students may respond in writing regarding the reasons having not satisfied the terms of the Strategic Plan for Success.

This final meeting will include, but not limited to the instructor, appropriate Director, and the student. The student may have a maximum of two (2) student peers present to give additional input. A decision will be provided to the student, in writing, within five (5) working days.

6. After the above process, if the issue is still unresolved, the student may request a meeting with the Dean of Nursing/Allied Health, to review the findings and student input.

7. The Dean of Nursing & Allied Health may, after consideration of the circumstances, recommend the issues be brought to MSJC mediation. This mediation team will include the Dean, Nursing/Allied Health, and a trained co-mediator member of the MSJC faculty, the student, and the instructor(s).

8. Students are expected to follow the guidelines identified in the STUDENT COMPLAINT and STUDENT GRIEVANCE policies in accordance with the MSJC Catalog.
Student Civility Policy

According to the American Nurses Association, “incivility” is described as:
“Incivility may be exhibited through behaviors such as rudeness, open disdain, passive aggressiveness, bullying, psychological abuse, or deliberate undermining of activities. These types of incivility may lead to a non-supportive organizational climate in which students feel pressured by peers to look the other way, and thus fail to support the person experiencing such incivility.”

Article four, of the California Nurse Practice Act from the Board of Registered Nursing, “Grounds for Discipline, Disciplinary Proceedings, and Rehabilitation” states:

§1444 Substantial Relationship Criteria: A conviction or act shall be considered to be substantially related to the qualifications, functions or duties of a registered nurse if to a substantial degree it evidences the present or potential unfitness of a registered nurse to practice in a manner consistent with the public health, safety, or welfare. Such convictions or acts shall include but not limited to the following:

- Assaultive behavior or any action that is threatening or demeaning to another
- Failure to comply with mandatory reporting requirements
- Theft, dishonesty, fraud, or deceit
- Any conviction or act subject to an order of registration into Section 290 of the Penal Code

Students in the Nursing and Allied Health Unit at Mt. San Jacinto College are expected to be civil in their actions towards each other, college faculty, and staff. Civility entails being polite, courteous, and showing regards for others. Such actions may be demonstrated in both verbal and non-verbal behaviors.

Students are expected to conduct themselves ethically, honestly, and with integrity as responsible members of the MSJC Nursing and Allied Health community. This requires the demonstration of mutual respect and civility in academic and professional discourse. An institute of higher education, such as MSJC, is a place of where ideas are openly shared. In the search for truth, it is essential that freedom exists for contrary ideas to be expressed. Accordingly, students are expected to respect the rights and privileges of others and to foster an environment conducive to learning. Students are accountable for their actions and are required to work independently, as well as collaboratively with teams, in achieving learning goals and objectives.

Conduct, either on or off-campus, that is determined to impair, interfere, or obstruct the opportunities of others to learn or that disrupts the mission, processes, or orderly functions of the MSJC Nursing and Allied Health Unit will be deemed misconduct and shall be subject to appropriate disciplinary action.

Please refer to the MSJC Student Code of Conduct Policy for disciplinary actions should incivility occur within the Nursing and Allied Health Student Handbook.
Readmission Policy

STEP 1: Exit Interview
A student exiting the DMS program for any reason must complete an Exit Interview Form with the director or designee to qualify for readmission. The Exit Interview Form must include the performance on exams during the program. The student must bring with them a copy of their transcript evaluation, and all coursework and exams with them to the Exit Interview. The DMS Director and/or designee reserves the right to deny a request for readmission if the student was dismissed for issues relating to academic integrity, unsafe patient care, inappropriate conduct, or other serious violation of professional standards/ethics. **Readmission is not guaranteed.**

STEP 2: Readmission Eligibility Criteria
A student may be granted only ONE readmission if the student meets readmission eligibility criteria including:

- a. Space availability
- b. No previous admissions granted or requested
- c. **Current readmission criteria is met including but, not limited to:**
  - i. Repeat academic courses
  - ii. Work experience
  - iii. Completion of assigned ATI remediation work
  - iv. Counseling
  - v. Activities to promote program completion and student success
- d. Compliance with the Exit Interview readmission requirements, including completion of the Exit Interview Form
- e. Approval of the Associate Degree DMS Program Director

STEP 3: Readmission Application

- a. **All students exiting the DMS program that plan to return to the program must complete a Readmission Application**
- b. If the student is requesting readmission after exiting the program during or upon completion of first or second semester, the student will be considered for admission into the first or second semester.
- c. If the student is requesting readmission after exiting the program during or upon completion of third or fourth semester, the student will be considered for admission into the third or fourth semester.
- d. If two semesters have passed since the student exited the program, the student must apply as a new student into the first semester for first and second semester readmissions, or third semester for students seeking readmission into fourth semester.
- e. The DMS Director and/or designee reserves the right to select the semester of readmission depending on student’s reason for exiting the program and previous courses completed in a DMS program.

*The DMS Director and/or the designee reserves the right to approve an admission or readmission for a student in good standing who has to defer or withdraw for an unexpected personal life event, including but not limited to: illness/injury, and/or military deployment.*
CLINICAL POLICY
&
PROCEDURES
## Clinical Ten Mandatory Elements

<table>
<thead>
<tr>
<th>Action</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Check the physician's orders.</td>
<td>1. All of the skills presented require a physician's order. The physician's order may give guidance or identify limitations for carrying out the skills.</td>
</tr>
<tr>
<td>2. Wash hands before and after the procedure. Assemble equipment.</td>
<td>2. Hand washing is the single most effective measure to decrease the transmission of microorganisms from one person to another. Assemble equipment before entering the client's room in order to perform the skill in an efficient and organized manner.</td>
</tr>
<tr>
<td>3. Identify the client by checking the arm band and bed tag, and by asking the client to state his or her name.</td>
<td>3. Prevents the error of performing the skill on the wrong client.</td>
</tr>
<tr>
<td>4. Introduce yourself to the client.</td>
<td>4. Identifies you to the client and helps to establish rapport with the client.</td>
</tr>
<tr>
<td>5. Provide for privacy needs and confidentiality. Abide by all HIPAA regulations in maintaining patient privacy.</td>
<td>5. Demonstrates respect for the individual. Demonstrates legal and ethical responsibility</td>
</tr>
<tr>
<td>6. Explain the procedure to the client using developmentally appropriate language and technique. Be sensitive to cultural differences.</td>
<td>6. Prepares the client for the procedure, decreases client anxiety, and elicits client cooperation and assistance.</td>
</tr>
<tr>
<td>7. Use standard/universal precautions at all times.</td>
<td>7. Standard/universal precautions protect you from contact with blood or body fluids.</td>
</tr>
<tr>
<td>8. Use proper body mechanics at all times.</td>
<td>8. Protects the sonographer and client from injury.</td>
</tr>
<tr>
<td>9. Refer to the textbook and skills checklists to accompany textbook for the steps of the skill you are performing, maintaining safety considerations at all times.</td>
<td>9. Promotes safe/optimal care for the client.</td>
</tr>
<tr>
<td>10. If abnormal responses are noted, notify your Clinical Preceptor. Document the skill and client response.</td>
<td>10. Abnormal responses may warrant further documentation. This provides a way to communicate with other members of the health care team and provides a legal record of care given to the client.</td>
</tr>
</tbody>
</table>
The Patient Bill of Rights identifies the clients’ right to confidentiality. The Mt. San Jacinto College Student Policy and Procedure Manual addresses safeguarding the confidential information acquired from any source regarding clients and considering all information obtained. The client’s status is strictly confidential, and is not to be discussed with anyone except instructors, student peers, and significant hospital personnel in the appropriate settings.

The Health Insurance Portability and Accountability Act (HIPAA) privacy rules are designed to protect the way client information is stored, conveyed, and revealed.

Hospital guidelines exist to safeguard the security of client data that is electronically transferred (e-mail, fax, etc.). Specific clinical facility policies and procedures will be discussed.

To assure compliance with HIPAA and facility regulations, learners in the DMS program at Mt. San Jacinto College will not be permitted to Xerox any portion of a patient’s medical record in any clinical setting.

Learners will not electronically transmit any portion of a client’s medical record.

Failure to abide by this policy will result in dismissal from a DMS program, without benefit of a Strategic Plan for Success.

A copy of the article, “How HIPAA Will Change Your Practice” is available in the Nursing Skills lab. All learners are required to read the article.
Clinical and On-Campus Lab & Uniform Dress Code

The student is expected to maintain a professional appearance while in the clinical setting. Excesses in makeup, perfume/cologne or jewelry, hairstyles which compromise the sterile environment, and the wearing of ill-fitting uniforms, may make it difficult for the student to be regarded by others as a professional. Ultimately, the decision concerning a student's professional appearance will rest with the clinical instructor.

**Uniforms**
School-specified clean uniform. Undergarments must not be visible under uniforms. Uniforms must be washed daily. Uniforms may not be worn outside of school sanctioned clinical activities.

**Patch**
The MT San Jacinto College Diagnostic Medical Sonography Student Patch must be affixed to the left upper sleeve of each uniform and lab coat.

**ID Badge**
The picture identification name badge must be worn and clearly visible during all clinical activities. Facilities will require students to be sent home if ID badge is not evident.

**Lab Coats**
School-specified lab coat; (sweatshirts and sweaters are not permitted while performing client care).

**Shoes**
Clean leather oxfords or slip-on leather shoes with closed toes. All-leather athletic shoes are acceptable. Clogs must have strap around the heel.

**Personal Hygiene**

**Bathing**
A daily bath or shower and use of a body deodorant are highly recommended.

**Scents**
The use of perfumes, scented lotions, colognes, or aftershave is not allowed due to possible client sensitivity or allergy.

**Hair**
Hair color must fall within naturally occurring shades, be neat, clean, and up off the collar or secure back. Facial hair must be clean and neatly trimmed.

**Nails**
Fingernails must be clean, neat, and fingertip length only. Clear polish may be worn. No artificial or acrylic nails or components thereof are permitted. (Refer to Universal Precautions Policy).

**Makeup**
May be worn in moderation.

**Jewelry**
Only wedding rings or plain, simple rings are permitted (maximum – one ring per hand).

**Piercing**
No piercing or jewelry/hardware may be evident except for one small stud earring in each ear.

**Tattoos**
All tattoos must be covered at all times.

**Adherence to the Dress Code is mandatory.** Students must leave the clinical site, if not appropriately attired or well-groomed, resulting in a clinical absence.