

ROWAN COLLEGE AT BURLINGTON COUNTY

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

STUDENT HANDBOOK

2025-2026

Revised 09/2025



Rowan College
at
BURLINGTON COUNTY

ACCREDITATION

The Rowan College at Burlington County Diagnostic Medical Sonography Program
is accredited in the Abdominal-Extended and OB/GYN Concentrations by

The Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 - 113th St. N, #7709, Seminole, FL 33775

Telephone: (727) 210 - 2350

www.caahep.org

And

The Joint Review Committee on Education in Diagnostic Medical Sonography
(JRC-DMS)

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Telephone: (443) 973 - 3251

www.jrcdms.org

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WELCOME

Welcome to the Diagnostic Medical Sonography (DMS) Program at Rowan College at Burlington County (RCBC). Please review the following information regarding the policies and procedures of RCBC and the DMS program. Our goal is to prepare you to become entry-level abdominal extended and ob/gyn sonographers who will make positive contributions to the health and wellness of the community. We have built this program to meet the needs of patients and the rapidly changing and innovative medical field. Our priority is to prepare future sonographers to effectively provide care, safety, and knowledge within the healthcare field.

We wish you all the best of success in the program and are committed to providing you with all the necessary resources to support your educational growth. The information in this handbook will help you navigate the DMS program. Please familiarize yourself with each section of this handbook and keep it as a reference tool throughout the program.

Sincerely,

Ms. Courtney Dyott, RDMS (AB, OB/GYN), RVT

Diagnostic Medical Sonography Program Director

Important Notification About Registering for Clinical Courses: At the time registration for classes opens, we cannot guarantee placements. Times, days, and clinical site placements are all pending. You are registering for a seat within the clinical course, and we hope that the day and time will remain the same; however, the schedule and clinical site locations are subject to change based on clinical facility availability each semester. While we hope that this does not happen, it is a possibility that you need to plan for.

HEALTH SCIENCES DIVISION MISSION, VISION, AND GOALS

The diagnostic medical sonography program at RCBC is part of the health sciences division.

Mission

The mission of the health sciences division of Rowan College at Burlington County is to provide socially relevant health care education to our students while delivering compassionate, competent and safe patient care.

Vision

To be an academic leader through developing innovative health career programs.

Objective: Support the college mission to provide accessible, affordable, quality education leading to student success.

Goals

1. Meet the needs of the community in providing programs that are in-demand and maintain strong enrollment.
2. Support students holistically both to meet industry standards and to succeed as RCBC students.
3. Offer high-quality and up-to-date facilities, methods and modalities to best serve a diverse student community.
4. Provide innovative opportunities for students seeking careers in the health sciences.

DMS PROGRAM MISSION AND GOALS

Mission

The Rowan College at Burlington County Diagnostic Medical Sonography Program is dedicated to providing quality education for its students in order to promote excellence in the art and science of sonography. Guided by the RCBC mission and CAAHEP standards, the DMS program strives to provide academic and clinical experiences that produce competent and compassionate entry-level sonographers with a commitment to performance of quality imaging while providing excellent patient care and dedication to the pursuit of lifelong learning.

Student Learning Goals

The RCBC DMS Program's goal is to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains within the abdominal-extended and ob/gyn concentrations. Graduates of the RCBC DMS Program will be able to perform, at a minimum, the following objectives:

Perform ultrasound examinations in the abdominal-extended and ob/gyn concentrations.

Student Learning Outcomes:

- Students will apply cognitive, psychomotor, and affective techniques to produce quality sonographic images.
- Students will recall and complete appropriate sonographic scanning protocols.
- Students will demonstrate critical thinking skills necessary to analyze and process diagnostic data.
- Students will perform sonographic examinations while accurately recording anatomic,

physiologic, and pathologic findings for interpretation by a radiologist.

Demonstrate effective skills while operating ultrasound equipment

Student Learning Outcomes:

- Students will modify patient positioning, scanning windows, and exam protocols, due to patient conditions and/or limitations.
- Students will utilize appropriate knobology when scanning to produce optimal images.
- Students will establish a safe work environment through the use of appropriate ergonomics and standard infection control procedures.
- Students will practice ALARA (as low as reasonably achievable) standards including the use of appropriate time management skills.

Apply professional, legal, ethical, and patient-centered considerations in outpatient and/or hospital settings

Student Learning Outcomes:

- Students will identify and interpret appropriate patient history with understanding of HIPAA law.
- Students will employ professionalism while following ethical and legal healthcare standards.
- Students will demonstrate understanding of cultural diversity and the ability to work with others.
- Students will utilize critical thinking skills and adaptability to modify protocols and/or sonographic techniques due to patient conditions or limitations.

Relate sonographic findings and communicate effectively in the healthcare environment

Student Learning Outcomes:

- Students will document and present complete and accurate sonographic findings to a radiologist and/or clinical instructor in order to facilitate patient diagnosis.
- Students will demonstrate oral communication skills necessary to communicate with patients and health care professionals.
- Students will demonstrate written communication skills necessary to communicate with patients and health care professionals.
- Students will recognize professional ultrasound organizations and ARDMS credentialing requirements including the value of life-long learning.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM ADMINISTRATION, FACULTY AND STAFF

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900 College Circle
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All staff office hours are by appointment.

HEALTH SCIENCES DIVISION ORGANIZATIONAL CHART

DEAN, HEALTH SCIENCES DIVISION

- Nursing Simulation Coordinator
- Nursing Program Success Manager
- Associate Dean of Health Sciences
- Health Sciences Programs Division Coordinator
- Health Sciences Assistant

VIRTUA

- Office of Clinical Education Administration
 - Director
 - Secretary

DMS

- Program Director
- Clinical Coordinator
- Adjunct Faculty

DENTAL HYGIENE

- Program Director
- Clinical Coordinator
- Adjunct Faculty

PARAMEDIC EMT

- Program Director
- Assistant Director
- Faculty
- Simulation Manager
- Clinical Coordinator
- Adjunct Faculty
- Trainers

NURSING

- Program Director
- Faculty
- Level Coordinator
- Course Coordinator
- Adjunct Faculty

RADIOGRAPHY

- Program Director
- Clinical Coordinator
- Adjunct Faculty

HIT

- Program Director
- Assistant Director
- Adjunct Faculty

ORGANIZATIONAL AND ADMINISTRATIVE PLAN

Internal Organization of the Program

The diagnostic medical sonography program at Rowan College at Burlington County is managed by the diagnostic medical sonography program director and clinical coordinator, who report to the dean of the Division of Health Sciences.

Procedures for Communication with the Governing Body

The diagnostic medical sonography program director, clinical coordinator, and Dean of the Division of Health Sciences are members of the administrative senate and the governance committee of the college. The dean reports to the Senior Vice President/Provost. The Senior Vice President/Provost reports to the college president.

The dean of the Division of Health Sciences is responsible for overseeing all programs within the division and communicates with program directors and faculty. The dean also leads division meetings.

DMS Program Advisory Committee

RCBC believes that the community it serves can fulfill an important role in program development and evaluation through program advisory committees. This committee provides advice and counsel to the college on matters relating to academic programs.

These tasks include, but are not limited to, the following:

- Review program curriculum content to ensure that educational, workforce, or community needs and industry standards are being addressed.
- Assist in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change.
- Suggest new methodologies and programmatic changes to keep the program current with industry standards.
- Promote the program within the community.
- Secure internships/externships and clinical opportunities for students.
- Review safety policies as they relate to industry standards.
- Provide instructional assistance through guest lectures, demonstrations, job shadowing experiences, and field trips.

The Diagnostic Medical Sonography (DMS) program advisory committee convenes every fall and spring to review and discuss the DMS program, workforce issues, and the needs of the community with communities of interest, including but not limited to: students, graduates, faculty, sponsor administration, employers, physicians, and the public.

DMS PROGRAM INFORMATION

DMS Credit Units

Theory/lecture hours are 1 credit to 1 hour.

Lab credit hours are 1 credit to 3 hours.

Clinical credit hours are 1 credit to 8 hours.

Professionalism

Students are expected to conduct themselves professionally in all interactions, both in class, lab, and

clinical experiences. Professional behavior includes punctuality, appropriate communication, honesty, accountability, and respectful treatment of others. Professionalism is about self-conduct: being accountable, ethical, honest, on time, polite, and respectful. Professional behavior requires respectful and courteous treatment of others, an awareness of how others perceive one's behavior, a commitment to honesty and accuracy in communication, openness, flexibility, and an understanding of the thoughts, feelings, and needs of others.

In addition, students in the program are adults and are being educated in a profession that requires them to make clinical judgment decisions related to patients' livelihoods. As such, we expect all students to make their own decisions about their education as well. The course instructors are not expected to answer emails or phone calls from students' parents. Instructors and program administrators are prohibited from discussing student issues with parents and family members under FERPA laws. Students must sign a FERPA release form if they wish to include parents or family members in a meeting related to their course progress. Instructors and program administrators will not meet with parents or guardians without the student being present.

Students are expected to abide by the RCBC Student Code of Conduct at all times, as outlined in the college catalog.

In addition to the behaviors outlined in the RCBC Student Code of Conduct, examples of professionalism expectations include the following:

1. Professional appearance
2. Respectful and appropriate communication
3. Teamwork and collaboration
4. Timeliness and dependability
5. Participation in learning activities
6. Use RCBC email for all email communication with instructors, etc.

Professional behavior is required for progression in the program. Depending on the nature and severity of any professional conduct, ramifications may range from a counseling form with clear objectives to immediate removal from the program.

Program Application Requirements

The DMS program application is available online on the DMS Program website at <https://rcbc.edu/dms/associate-applied-science> during the dates listed below. Students must apply to become an RCBC student before completing the online DMS program application by visiting <https://www.rcbc.edu/apply>. This will provide each student with an RCBC email address and RCBC student ID number, which are required to complete the online application. The admissions process opens on November 1 each year and closes on January 31 each year for students interested in applying to start the following Fall semester.

- Completion of all of the following prerequisite courses with a "C" or above by the application deadline of January 31.
 - BIO 110 Fundamentals of Anatomy and Physiology I
 - BIO 111 Fundamentals of Anatomy and Physiology I Lab
 - ENG 101 College Composition I
 - MTH 107 Introduction to Statistics
 - PHY 107 Fundamentals of Physics
 - BIO 114 Fundamentals of Anatomy and Physiology II
 - BIO 115 Fundamentals of Anatomy and Physiology II Lab

- ENG 102 College Composition II
 - PSY 101 Introduction to Psychology
 - HIT 106 Medical Terminology
- Prerequisite course failures (C-, D, F, ST) that are more than 8 years old will not be recorded on the DMS admission rubric
- BIO 110 Anatomy and Physiology I and BIO 114 Anatomy and Physiology II (Lecture Courses) must be less than 8 years old
 - If the BIO 110/BIO 114 courses are more than 8 years old, the course(s) will need to be repeated for a grade (cannot audit) before the DMS program application deadline
 - The grade earned for the repeated BIO 110/BIO 114 course(s) taken within the last 8 years will be included on the admission rubric (if applicable)
- Cumulative GPA of 3.0 or greater in all college coursework.
- Applicants must attain a minimum age of 18 years by the time of the start of the program
- If any of the above prerequisite courses are taken at an institution outside of RCBC, it is the student's responsibility to have ALL official transcripts from all institutions sent to RCBC for transfer evaluation. These official transcripts can be sent via mail to the Office of Outreach & Admissions (900 College Circle, Mount Laurel, NJ 08054) or electronically to admissions@rcbc.edu. Students are urged to include their RCBC ID number with their transcript if possible. All transcripts must be received by RCBC by the application deadline of January 31
- All required prerequisite courses listed above will be reviewed utilizing a Point Scale within a rubric model
 - Students with the highest points (without any failures and repeats) will be admitted first. This includes students with prerequisite course failures, prior RCBC DMS course failures, and prior RCBC DMS course withdrawals (excluding approved DMS leave of absence when returning within the outlined 1-year leave period)
 - Students with more than one withdrawal (1 course or semester) or more than one administrative withdrawal (1 course or semester) from the DMS program will not be eligible for re-admission into the DMS program due to the competitive nature of the program and limited available seats
- Students with non-repeated failures in the above prerequisite courses will not be admissible
- Students with more than 2 failures in total of any of the above prerequisites will not be admissible
 - Prerequisite failure is considered: C-, D, F, or ST
- Applicants must also attend a Diagnostic Medical Sonography Program mandatory information session for the cycle in which they plan to apply.
- Note: Meeting all admission requirements does NOT guarantee admission
- If a student receives a denial or waitlist letter and would like to be considered in the future, a new DMS online application will need to be submitted during a future application cycle without the guarantee of admission to the DMS program

Program Admission Decisions

- Applicants will be selected according to the total points earned based on the admission rubric. This rubric will evaluate a student's academic performance in the prerequisite courses. Students who repeat prerequisite course(s) will have their score averaged across all grades for that course. This applies to students who are repeating a failed course, as well as those who passed a course and are repeating it for a higher grade.
 - Applicants will be notified of decisions by mid-late April each year via their RCBC

- student email account.
- Students who are admitted into the DMS program are offered conditional acceptance until the following are completed:
 - Purchase of Sentry MD Compliance tracking package (due date will be in the DMS Conditional Acceptance Letter)
 - This will start the criminal history background check, PA child abuse clearance, and drug screening order processes.
 - These results must be clear/negative
 - Students will need to obtain PA Fingerprinting through IndentoGo
 - These results must be clear/negative
 - Students will need to complete a variety of health compliances, including but not limited to (due dates will be in the DMS Conditional Acceptance letter): titers for immunization, boosters, completion of a physical, COVID-19 vaccination based on clinical affiliate requirements prior to clinical placement, proof of health insurance, etc.
 - Attendance to the mandatory DMS New Student Orientation (date of Orientation will be included in the DMS Conditional Acceptance letter).
 - Students who do not complete or do not successfully pass the conditional acceptance requirements will have their seat in the DMS program rescinded.

| DMS Program Application Rubric | | | | | | |
|--------------------------------|--------------|----------------|-------|-----------------------|-------|---------------|
| Required Prerequisites | # of Credits | Semester Taken | Grade | Repeat Semester Taken | Grade | Average Score |
| BIO 110 | 3 | | | | | |
| BIO 111 | 1 | | | | | |
| ENG 101 | 3 | | | | | |
| MTH 107 | 3 | | | | | |
| PHY 107 | 3 | | | | | |
| BIO 114 | 3 | | | | | |
| BIO 115 | 1 | | | | | |
| ENG 102 | 3 | | | | | |
| PSY 101 | 3 | | | | | |
| HIT 106 | 3 | | | | | |
| Total | | | | | | ____/100 |

Transfer from Other Programs

Refer to the RCBC Catalog (<https://catalog.rcbc.edu/>) for information on transfer of courses. Due to the uniqueness of each sonography program, it is difficult to accept credits from other programs. For this reason, any **Sonography Courses from other institutions will not be accepted.** Please see

the following Board Policy #203 in regards to the awarding of transfer credit (formerly advanced standing): <https://rcbc.edu/sites/default/files/2024-08/Board%20Policy%20203%20-%20Awarding%20of%20Transfer%20Credit%20%28formerly%20Advanced%20Standing%29%20.pdf> as well as the Transfer Credit Evaluation webpage for further information: <https://www.rcbc.edu/transfer-students/transfer-credit-evaluation>.

Transfer to Other Programs/Institutions

Every effort has been made to design a curriculum that consists of courses that are required in most other college-based A.A.S. Diagnostic Medical Sonography programs. Understanding the uniqueness of each sonography program, other programs may not accept credits earned in this curriculum towards another DMS program, and may necessitate repeating courses.

Every effort has been made to design a curriculum that has transferability to a four-year institution. Please refer to the College Catalog for the feasibility of transferring earned credits to a Bachelor's Program.

Progression Guidelines

Please see the course sequence curriculum menu on the DMS Program website for details regarding the course sequence and credits for each semester. Please also refer to the required grades section below, which must be followed to progress within the DMS program course sequence.

Required Grades

A student must achieve a grade of "B" or better in any diagnostic medical sonography (DMS) course to progress to the next semester of the program. A grade of "B" starts at 80%. This grade threshold has been implemented to align with the ARDMS credentialing exam thresholds. No accommodations, alterations, or exceptions to this passing grade can be made. The grading scale cannot be altered.

Repeating Courses & DMS Program Readmission

Please note that individual DMS courses cannot be retaken and that the letter grade earned for each DMS course is based on the grading scale below, which will be reflected on the student's RCBC official transcript.

- 1 DMS course with a final course grade of less than 80% will be considered non-passing, resulting in dismissal from the DMS program with the ability to reapply, but without the guarantee of acceptance. If granted readmission to the DMS program, the student will need to restart the program from the beginning with a new cohort.
- 2 or more DMS courses with a final course grade of less than 80% will be considered non-passing, resulting in dismissal from the DMS program without the ability to be readmitted into the program.
- Students who obtain non-passing DMS courses with a final course grade of less than 80% for any DMS course within the first semester of the program are not eligible for re-admission.
- Students who are dismissed from the DMS program due to unprofessional and/or unsafe behavior are not eligible for re-admission.

A student must achieve a grade of "C" or better in all required non-DMS courses such as general education and/or prerequisite courses. A student receiving less than a "C" in a non-DMS course must repeat the course before being deemed admissible into the DMS program, and cannot graduate

with a failure in a required course.

| DIAGNOSTIC MEDICAL SONOGRAPHY (DMS) COURSE GRADING SCALE | |
|--|---|
| Passing Grades | Non-Passing Grades |
| A 90-100% B 80-89% | C 70-79% D 60-69% F Less than 60% W* |

** A student who withdraws from the DMS program will need to reapply during a future application cycle if the student is interested in returning. Please note that a DMS withdrawal will be noted on the DMS application rubric as a failure; therefore, students without previous DMS withdrawals will be admitted first. **Exception:** Student withdrawals within the first few weeks of the course before any grades are recorded or exams are administered, or student withdrawals due to a personal or medical leave, will be evaluated on an individual basis.*

The diagnostic medical sonography program instructors round up grades with decimals ending with 0.5 or higher to the next whole number at the end of a course (For example, 84.5 will be rounded to an 85 at the end of the course). The grades are never rounded up “twice” (that is, a test grade of 79.5 is not rounded to an 80 and then the course grade is rounded). Rounding takes place once at the end of the course, when the final grade is calculated.

A passing grade in a diagnostic medical sonography course is a grade of “B”. Grades of “C” and below are not passing for any diagnostic medical sonography (DMS) course. The student will be assigned the numeric grade earned; however, any student earning a grade of “C”, “D,” or “F” will not pass the diagnostic medical sonography course.

Participation Guidelines and Attendance

The diagnostic medical sonography program believes that class participation is essential to succeed in the program. Students are expected to attend all classes, labs, and clinicals. Students are expected to be on time and to be prepared. Students who are not consistently on time and prepared for class, labs, and clinicals may fail due to a lack of professional behavior and an inability to meet course and program goals. Students are evaluated on their attainment of course and program objectives. Please be aware that failure to attend class, lab, and/or clinical sessions may result in the student's inability to meet the course objectives.

Lecture/Lab Courses:

Students are expected to conduct themselves professionally in all interactions. Professional behaviors include class attendance, preparation for class, lab and clinical, and punctuality, as well as other behaviors related to conduct, communication, and performance. The course instructor presumes that all assignments, including readings, will be completed before the start of class.

Students are expected to attend each lecture/lab. Grade penalties will be imposed in accordance with the College's and Diagnostic Medical Sonography Program's policies and procedures.

Lecture/Lab Absences

- Absences are discouraged; however, if a student is going to be absent, late, and/or departing early, they must notify the course instructor, program director, and clinical coordinator before the event via 1 email with all 3 individuals as the recipients.

- Lateness is defined as arriving at class after the instructor has started the lecture/lab.
- Early departure is defined as leaving before dismissal by the instructor.
- Unexcused absences, lateness, or early departure are defined as any absence without proper notification before the start of class time and/or lack of required documentation.
 - Unexcused events will result in a deduction of participation/professionalism points, and the student will not be permitted to make up any work for the course(s) missed.

Lab/Clinical:

Students are expected to attend all clinical experiences. Students are to be present in the assigned clinical department and ready to begin clinical experiences as directed by the clinical coordinator and clinical instructor. Students who are late will be counseled by the clinical instructor and/or by the DMS program clinical coordinator/program director. Students who are more than half an hour late may be sent home at the discretion of the course instructor, on-site clinical instructor, and/or program officials.

Clinical Practicum Course Absences

- Students must be present for the assigned clinical days/hours required by the DMS program. **Any missed clinical hours must be made up according to the clinical syllabus.** Any missed clinical time that is not made up will result in failure of the clinical course and may lead to dismissal from the DMS program.
- Tardiness and early departure are unprofessional and unacceptable
 - Tardiness is defined as arriving 7 or more minutes late
 - Students who clock in more than 7 minutes late will be required to make up the missed time during final exam week once approval has been granted, with documentation as required
 - **If a student is going to arrive more than 30 minutes late to clinical, they are to stay home for the clinical day, as this is unprofessional, and the entire clinical day (8.5 hours) will need to be made up (make-up time policy applies).**
 - Early departure is defined as leaving before the end of the assigned 8.5-hour clinical day
 - **If a student departs early (before their scheduled end time), they will be considered absent for the entire clinical day (8.5 hours) without prior approval/appropriate documentation and will need to make up the entire day.**
 - Failure to be present for the entire length of the course or clinical hours will result in disciplinary action.
- **Make-up Time Policy/Procedure:**
 - For a student to be eligible to make up any missed clinical hours (absence, tardiness, and/or early departure), the student must contact the Clinical Coordinator, Program Director, and clinical instructor before the absence via email (one email sent to all three recipients). In addition to any requirements imposed by the clinical site.
 - Failure of proper notification can result in a clinical warning, disciplinary actions, and/or deduction in participation/professionalism points per offense.
 - For an absence to be excused, a doctor's note may be required. Information such as seen in the office, virtually, etc., may need to be included to align the note to the absence for which the student is seeking an excusal.

- Additional absences will require documentation, and missed clinical time must also be made up.
 - Any unexcused absence will result in the deduction of participation/professionalism points.
- Students will be able to make up missed clinical hours through the last day of the clinical course semester. If a student exceeds the allotted make-up days, additional documentation of absences beyond the allotted make-up days, such as a doctor's note, Healthcare Provider Approval Form, Technical Standards Form, etc. may need to be provided for the additional days to be made up. If the student exceeds the allotted make-up time for the semester, a meeting with program officials will be held to discuss the student's continuation in the program and the student's ability to complete the outstanding clinical hours before the start of the subsequent semester. An incomplete or leave of absence may be necessary. (Please refer to the *DMS Program Leave of Absence* section of this handbook for additional information)
- **Students are not allowed to make up missed time during hours in which RCBC courses are not in session** (such as weekends, evenings, holidays, days the college is closed, breaks, etc.) unless otherwise arranged by the Clinical Coordinator.
- “Banking” of time is not permitted. Banking is when a student stays late or comes in early at a clinical site with the intention of leaving early/arriving late on another day to make up clinical hours on a different assigned date. The clinical site hours are an 8-hour clinical day, with a 30-minute mandatory lunch break.
 - Students are not permitted to stay late or go to clinical early unless previously approved by both the clinical site and the Clinical Coordinator/Program Director. Changes to clinical hours are for the students' benefit, and schedule adjustments may be made on a per-student basis for reasons such as exposure to different types of cases, specific studies are scheduled, etc. The clinical site/instructor, Program Director, and Clinical Coordinator will need to be informed of this before staying late or arriving early via a single email to all three recipients. If a student is stuck in a case until 5 pm or 5:30 pm, they are not expected to leave in the middle of the exam; however, that clinical day is still only counted as an 8-hour day (after the 8.5 hours have been completed).

All clinical absences must be made up. Absences from clinical are made up in the same clinical setting. A student who misses an assigned lab, clinical day, or experience must notify the clinical coordinator, program director, and on-site clinical instructor immediately upon return to class or clinical and arrange a makeup day in accordance with the handbook policy. Clinical makeup for 15-week and 12-week courses will take place in the last week (finals week) of the semester. Refer to *Absences: Clinical/Lab* for details regarding clinical attendance. **Students who have not made up clinical absences will not pass the course.**

Important Notes Regarding Clinical Practicum Courses

No incomplete grades are provided for clinical unless the student has documented personal, military, or medical leave permission, which is provided to the diagnostic medical sonography program director and clinical coordinator and determined to be approved. Incomplete clinical hours must be made up before the start of the following clinical course. The student must realize that their progress in the program may be delayed.

Students who fail clinical due to clinically unsafe behavior or excessive absence unrelated to illness are not eligible for readmission to the DMS program. Requesting a clinical absence in advance will

be reviewed by the DMS Program Director and Clinical Coordinator on an individual basis and is typically only approved in rare instances.

Mandatory Live Events

- At the end of the spring 2 semester, students are required to attend the scheduled, in-person, live, on-campus Clinical Orientation. The date and time of this orientation will be announced during the spring 2 semester of the program, with as much notice as possible provided. Students who do not attend this clinical orientation in its entirety may not be able to continue in the program into the summer semester, as this orientation is a prerequisite for beginning clinical coursework. There is no opportunity to “make up” this requirement. **Students must attend the assigned class date.**
- At the start of the summer semester, students are required to attend the scheduled, in-person, live, on-campus Medical Imaging Bootcamp. The date and time of this event will be announced during the spring 2 semester of the program, with as much notice as possible provided. Students who do not attend this event in its entirety and successfully complete the hands-on requirements by the end of the event may not be eligible to continue the program into the summer semester, as this event is a prerequisite for beginning clinical coursework. There is no opportunity to “make up” this requirement. **Students must attend the assigned class date.**

Trips/Seminars/Special Classes

The diagnostic medical sonography (DMS) program may require or grant permission for groups of students to attend activities outside the DMS program. Permission is granted by the Dean of Health Sciences and the DMS Program Director and is coordinated with program instructors. All expenses and transportation for any activities are the responsibility of the individual student.

DMS PROGRAM PROCEDURES

Course Syllabus

Students are responsible for the information contained in each course syllabus. All forms and documents that students may need for a course, including clinical materials, are posted on the Blackboard site for the course. These forms can be downloaded and printed. Dates of exams and due dates of assignments are delineated in the syllabus/schedule. Please note that course syllabi are subject to change at the discretion of the instructor, and such changes will be announced accordingly. **The course syllabus supersedes items in the Diagnostic Medical Sonography Program Student Handbook.**

Conduct

Lecture/Lab Class

Cell phones should be off or silenced and out of view during class/lab. Phone calls, texting, and/or picture taking during class/lab is not permitted. Professional behavior is expected at all times in the classroom.

No children of students are permitted in the classroom/lab at any time. Children are not permitted to be left unattended in any area of the building when their parent is in class/lab. Children under 18 years of age should not be in the building unless they are college students or are attending a special event in the building, such as “Give Kids a Smile Day” or “Take Your Child to Work Day”.

Exams

Before an exam, students will place all personal items, books, bags, notes, phones, etc., at the front of the classroom at the instructor's discretion. Students must turn off and remove any smartwatches, earbuds, and other electronic devices, and cannot have their phones on their person. Students are not permitted to wear smart glasses at any time during class or clinical courses. Students who are noted to have any of these will be dismissed from testing and will receive a zero for the exam.

All in-person testing is performed either on paper in the classroom or on college computers. Course instructors will inform students if there is a change in the classroom location for an exam.

If an instructor suspects cheating during a quiz, test, and/or exam, the students' quiz/test/exam session will be immediately halted, and a code of conduct report will be filed. The student will receive a zero for the exam. This includes, but is not limited to, instances such as students caught with their phone on during a quiz/test/exam, having other websites/computer tabs open during a quiz/test/exam, videoing or taking snapshots or screenshots during or after a quiz/test/exam, screen recording, etc. This behavior can result in program dismissal.

Quiz/test/exam grades will be posted within one week. Students have up to two weeks following a quiz/test/exam to make an appointment to review the quiz/test/exam with the course instructor. Past quizzes/tests/exams may not be reviewed after the two weeks have passed.

Late Assignments

Late assignments are not accepted in any DMS course, and a grade of zero will be assigned.

- Students are responsible for obtaining any missed content.
- Quizzes/tests cannot be made up and will receive a zero.
- Midterms and final exams cannot be made up and will receive a zero.

Absences

Lecture/Lab Class

- Any student who is absent from class/lab is responsible for the information covered.
- If a student misses an exam, an alternate exam will be given, usually including alternate format questions such as short answers and fill-in-the-blank. Students are subject to exam grading penalties (refer to "Classroom Conduct: Exams") and may be required to provide documentation for the exam to be made up.
- Grade penalties will be imposed on students in violation of the absence policy (refer to "Participation Guidelines: Classroom/Lecture").
- Missed labs must be made up by attending both the morning and afternoon lab classes the following week, as arranged by the program director, clinical coordinator, and lab instructor. If a student misses more than one original lab class, they may fail the course.

Clinical

- All missed clinical days must be made up in accordance with the clinical course syllabus, including portions of days.
- Clinical make-up occurs during final exam week during scheduled clinical time, unless otherwise arranged with the clinical coordinator and program director.
- It is the students' responsibility to initiate the discussion with the clinical coordinator, program director, and on-site clinical instructor to schedule a clinical makeup day.

College Closing and Emergency Message Notification

College Closing

In the event of weather-related emergencies, check RCBC's website www.rcbc.edu, for news of school closings. Students should also check their RCBC email for any notifications from program officials.

Emergency Messages

RCBC has a contract with a multi-modal mass communication system to deliver time-sensitive notifications to the entire college community. RCBC's public safety professionals can reach all students and staff with important safety information and weather-related closings through text messages, emails, and phone calls.

When changing phone numbers or email addresses, students must ensure that their contact information in Self Service is updated.

Withdrawal from the DMS Program

Notify the diagnostic medical sonography program director through email if you are withdrawing from the DMS program. You must also fill out a withdrawal form (<https://www.rcbc.edu/forms>) and submit it to the registration department. This must be completed before the end of the official withdrawal period (which can be found on the RCBC Academic Calendar) to receive your appropriate grade. If this is not done during the appropriate time, you will receive a grade of "F."

A student who withdraws from the DMS program will need to reapply during a future application cycle if they are interested in returning. Please note that a DMS withdrawal will be noted on the DMS application rubric as a failure; therefore, students without previous DMS withdrawals will be admitted first.

The Diagnostic Medical Sonography program is a cohort-based, intensive 21-month program. To gain the necessary skills, knowledge, and behaviors to become an entry-level abdominal extended and ob/gyn sonographer, students must attend the program uninterruptedly from start to finish.

Please note: Students cannot "withdraw" from the program after failing out of the program. They are dismissed.

Audit

Students are not permitted to audit courses in the diagnostic medical sonography program.

DMS Program Leave of Absence

Leave of absence requests will be reviewed on a case-by-case basis. Please email the program director to arrange a meeting if you are interested in being considered for a leave of absence. Please note that a leave of absence will be for one year, as the DMS program courses are only offered once a year. Additionally, a meeting does not guarantee approval of a leave of absence request.

If a student is granted a leave of absence, they understand that they will only be permitted to return the following year if a seat is available in the Cohort of students they would be joining. If the student does not contact the Program Director by the time outlined during their initial meeting, they will receive a dismissal letter and will not be permitted to return. It will be the student's responsibility to stay current on all material prior to the leave of absence. If the student begins the leave of absence during an active semester, they will need to start that semester from the beginning upon their return. The student will be required to complete certain compliances before returning to the DMS program, which will be at the student's expense. These compliances include, but are not

limited to, criminal history background checks, drug screening, physical examinations, etc.

Students who do not return to the DMS program after their 1-year leave of absence, or who do not contact the Program Director as outlined in the leave of absence meeting, will be dismissed from the DMS program.

Bereavement

Students are permitted a maximum of 3 (three) consecutive days when a death occurs in their immediate family (including spouse, child, parent, brother, sister, grandparent, parent-in-law, grandparent-in-law, or family member living in their household).

Bereavement leave may be requested by contacting the Program Director via email, and documentation must be provided, such as a copy of the obituary, funeral card, death certificate, etc.

The student will also need to contact all course instructors, including clinical instructors, to inform them of the approved absence dates.

Any clinical time missed due to bereavement will still need to be made up at the end of the semester.

Pregnancy

Since ionizing radiation is not involved in ultrasound, students can participate in all program activities, contingent upon their physician's approval and completion of the necessary forms provided by the DMS Program Officials. Although pregnancy is not an illness, the student's ability to meet all course requirements during her pregnancy remains a requirement, including didactic, laboratory, and clinical exposure. The student is not excused from any course requirements, including attendance requirements. However, if a student needs pregnancy or pregnancy-related accommodations, they must meet with Student Services and take the necessary steps.

There are no proven bioeffects to fetuses as a result of ultrasound scanning; however, ALARA precautions are utilized in the DMS laboratory. For more information, please see the following links: [https://www.aium.org/resources/official-statements/view/as-low-as-reasonably-achievable-\(alara\)-principle](https://www.aium.org/resources/official-statements/view/as-low-as-reasonably-achievable-(alara)-principle) and <https://www.aium.org/resources/official-statements/view/prudent-use-and-safety-of-diagnostic-ultrasound-in-pregnancy>. Students are required to notify program officials of their pregnancy to limit potential risks that could arise to the student or their fetus(es). If a student is pregnant in the program, they, as well as their classmates, are not permitted to scan the fetus(es) during class time within the laboratory without a note from their OB following the OB volunteer guidelines.

The student will need to submit a pregnancy notification to the program due to the rigorous physical activity involved in the DMS program and the student's inability to be scanned in the DMS laboratory without approval from their OB physician, as per the OB volunteer guidelines.

The student is required to:

- Fill out the Notice of Pregnancy Form and submit it to the DMS Program Director and Clinical Coordinator
- Submit a Healthcare Provider Approval Form, which will state that the student can participate in the requirements of the program per the student's primary physician providing prenatal care.
- Submit a Technical Standards Form signed by the OB physician, which will also state that the student can participate in the requirements of the program.

Military Deployments

A student who is a National Guard member that is called to report for an active duty tour member of the Armed Forces of the United States and who is unable to complete a DMS course at Rowan College at Burlington County because the student is called to active duty shall be entitled to the following options: (a) receive a grade of incomplete if able to make up the course requirements within three months, (b) be withdrawn from the course, (c) be able to return to the program and course without reapplication. The student must send a letter of intent to return to the DMS program director.

Personal Information Changes

If you have a change in name, address, or phone number, please notify the registrar and provide a completed Change in Demographics Form (located in the Forms section of this handbook) to the Diagnostic Medical Sonography (DMS) program director. The record information is sent by the DMS program to the American Registry for Diagnostic Medical Sonography (ARDMS) no more than 60 days before graduation from the DMS program in order for students to apply for their abdomen and/or ob/gyn registry exams.

Cell Phones/Smart Watches & Recording

Class and Lab

- NO digital recording, videotaping, or voice recorders are permitted during class/lab. Cell phones and smart watches must be turned off.

Clinical

- While students are at their clinical sites, students are not permitted to carry cell phones on their persons or wear smartwatches.
- Cell phones/smart watches should be locked away or left in their cars, except during lunch break.
- NO digital recording, videotaping, or voice recorders are permitted during clinical.

Violations will result in disciplinary action:

- A deduction of participation/professionalism points will result every time the student uses their cell phone or smart watch in class &/or lab.
- If a cell phone/smart watch or video recording device is used during a quiz, test, competency, or exam, the assignment/test/exam will be confiscated and given a grade of zero. No exceptions will be made.
- If a student is found using a cell phone/smart watch or video recording device during clinical, the student will receive a participation/professionalism grade deduction, as well as face disciplinary action, and may be sent home from clinical with the entire 8.5-hour day needing to be made up.

DMS Student Advising

The purpose of advising is to communicate the program's expectations, student progress within the program, and address any student concerns.

- Orientation – The 14 students accepted into the program will attend a mandatory orientation before the start of the program. The objectives of this meeting are for the students to meet the other members of their cohort, review the handbook and policies they will need to know for the program's commencement, and discuss the required textbooks.
- Semester Conferences – Students enrolled in the program are advised each semester.

Student advising shall be conducted to provide positive reinforcement in any area where the student

has shown exceptional initiative, as well as notify the student of areas in need of improvement. The Program Director, Clinical Coordinator, and/or other authority shall provide and document all student advising. Student advising should also be provided in the event of problems or concerns in the following areas:

1. Didactic education
2. Clinical education
3. Published policies
4. Professional ethics
5. Discipline
6. Personal

Every student has the right to and is encouraged to seek advice from the instructor and/or the DMS Director if needed. Students will have to make an appointment with the instructor and/or the DMS Director for counseling.

Student Remediation Policy

- If help is needed by any student at any time, it is the student's responsibility to reach out to the DMS Program faculty/staff regarding necessary extra help in didactic, laboratory, or clinical areas of study.
- Any issues or concerns that may arise regarding a student's success in the program need to be addressed individually to the program officials/faculty

Student Records

The following personnel are authorized to access student records: Program Director, Clinical Coordinator, Health Sciences support staff, Dean of Health Sciences, Accrediting organizations (JRC-DMS, CAAHEP, State of NJ – DEP, Middle States), and Court officials.

Prior consent is not required for disclosure of educational records to the parties listed above.

Current Students

Files maintained on current students contain the following:

1. Diagnostic Medical Sonography program course grades
2. Student conference forms
3. Clinical log sheets (Trajecsys)
4. Clinical competency evaluations (Trajecsys and Clinical Test/Comp Booklet)
5. RCBC Staff evaluation forms
6. Clinical instructor evaluation forms
7. All data pertinent to student completion of clinical competency
8. Correspondence
9. Physician's written verification of illness
10. Occurrence reports
11. Student counseling documentation
12. Formal warning notices & associated documentation
13. Letter(s) of reference generated by the program
14. Pre-admission records
15. Application form/documents
16. Advising forms
17. Change in Demographics Form

**These records will be maintained for a period of (5) years following a student's departure from the program.

Previous students

The following records will be maintained for the duration of the next accreditation cycle or 7 years, whichever is longer:

1. Program application
2. Course grades
3. All data pertinent to disciplinary action
4. All data pertinent to student dismissal
5. All data pertinent to legal cases between the student and the program
6. All clinical and lab-related documentation

Maintenance and Access to Student Records

- A. Records - are identified above
- B. Location - student records are stored in a locked filing cabinet in the program official's office area
- C. Procedure - all requests for access to records must be submitted in writing to program officials. Files covered by the act will be made available within 45 days of the request. Under normal circumstances, arrangements will be made for the student to read his/her records in the presence of program authority personnel on campus.
- D. Prior Consent Not Required - for disclosure of educational records to parties as identified above
- E. Prior Consent Required - the program will not release or allow access to any personally identifiable records without prior consent of the student, except for parties mentioned above. Unless the disclosure is to the student him/herself, a written consent form, signed and dated by the student, which specifies the records to be disclosed, identity of the recipient, and purpose of the disclosure, must be submitted to program officials. Upon request, a copy of the disclosed record will be provided to the student at his/her own expense. The program will maintain each request for disclosure with the permanent record, except:
 1. Disclosure to the student
 2. Disclosure permitted by the student's written consent
 3. Disclosure to program officials
 4. Disclosure to the State of New Jersey (see below)
 5. Disclosure to Accrediting organizations

Refer to RCBC's student handbook: <https://rcbc.edu/handbook>

DMS LABORATORY & CLINICAL INFORMATION

Confidentiality HIPAA

Students are responsible for practicing within HIPAA guidelines. Patient information is confidential. Students must complete a HIPAA training module before starting clinical rotations as part of their clearance process. Students also take other training modules as required by each clinical agency.

- Do not discuss a patient's history in any public place.
- All information within a patient's chart is confidential. No photos or photocopying of any part of a patient's information is permitted.
- No cell phones/smart phones, iPads/tablets, smart watches, smart glasses, or other electronic devices are permitted in the clinical area.
- No photos may be taken in the clinical area or in uniform.

- No identifying pictures showing the clinical agency, patients, or other personnel may be taken or posted.

HIPAA violations will result in immediate dismissal from the program and may lead to legal action at the clinical site/affiliate's discretion.

Clinical Experiences

Transportation to/from Clinical Agencies

Each student is responsible for providing their own transportation to and from the assigned clinical site and other health-related facilities as required for the course. The student is responsible for additional fees (if applicable) to the site (i.e., parking, tolls, etc.)

Clinical Guidelines and Expectations

- Clinical guidelines and expectations for clinical courses are outlined within the respective clinical course syllabus
- The DMS program currently uses Trajecsyst for clinical tracking and evaluations. Details regarding Trajecsyst will be discussed further during the mandatory clinical orientation held during the Spring 1 semester of the DMS program.

Diagnostic Medical Sonography Lab

Any student experiencing difficulty with a scanning skill/area in the sonography lab or during clinical rotations should speak with the lab instructor or clinical coordinator as soon as possible. It is the students' responsibility to seek assistance as questions/concerns arise.

Laboratory Scanning

Students in the DMS Program will be asked to scan each other, phantoms, and simulators for practice purposes and learning purposes in the DMS Laboratory.

The scans that students may perform on each other include, but are not limited to:

- Abdominal Sonography
 - Abdominal Organs
 - Abdominal Doppler
 - Abdominal Vasculature
- Pelvic Sonography (Transabdominal)
 - Bladder
 - Female Pelvis
 - Ovarian Doppler
 - Male Pelvis
- Small Parts Sonography
 - Thyroid
 - Neck
 - Glands of the Head and Neck
 - Appendix
- Vascular Sonography
 - Carotid
 - Lower Extremity Venous
 - Lower Extremity Arterial
 - Upper Extremity Venous
 - Upper Extremity Arterial

Students in the DMS program may also be asked to scan sonography phantoms/simulators while in

the DMS Laboratory.

Some of these phantoms/simulators include, but are not limited to:

- Transvaginal – Ectopic Pregnancy
- Transvaginal – Intrauterine Pregnancy
- Transvaginal – Uterine Fibroids
- 2nd/3rd Trimester OB
- Breast
- Scrotum
- Thoracentesis
- MedaPhor Scantrainer

Laboratory Policies

- At NO point during the DMS program will a DMS student be permitted to perform transvaginal, transrectal, scrotal, female breast, or male breast scans in the DMS laboratory on a fellow student or volunteer.
- If a DMS student does not wish to be a subject (patient) for the duration of their time in the DMS Program, this is their choice, and their grade cannot be adversely affected due to this decision. The student who refuses to be scanned for the duration of their time in the DMS Program must sign the DMS Student Consent/Waiver declining to be scanned. However, the DMS student must participate in laboratory and clinical scanning, as it is required for graduation and licensure.
- Each student is expected to respect the DMS laboratory and laboratory equipment at all times. A DMS instructor must be present in the laboratory when students are scanning. If DMS faculty are not available to come to the lab, the student(s) and volunteer subjects will not be permitted in the lab. Supplemental lab time with a DMS instructor should be scheduled in advance.
- Appropriate attire is required at all times when in the DMS laboratory, as with all science-associated laboratories at RCBC. Students are required to wear their DMS scrub top, DMS scrub pants, and approved white leather footwear at all times while in the DMS laboratory. Laboratory equipment is heavy and could cause bodily harm. If a student is not in proper attire for the DMS laboratory, as required by the DMS program and/or faculty, they will receive a deduction in participation/professionalism points. Any assignments due during that day's lab will receive a score of zero, and the student will be asked to leave the DMS lab for the remainder of the day. The DMS student may also be subject to disciplinary actions from DMS program officials, such as, but not limited to, a written warning.

Lab Expectations & Infection Control

- Students should wash their hands and/or utilize hand sanitizer before and after every scan performed
- Clean transducers and cords after each use with designated transducer-safe disinfectant (i.e., wipes or spray)
- Put the transducer(s) back in their appropriate location, and make sure cords are off the floor/untangled.
- Wipe the ultrasound bed down with a disinfectant after each use.
- Replace used table paper after each use.
- Dust/Swiffer equipment and the surrounding area/bay after each use.
- Turn machines off after lab/practice sessions.
- Restock supplies in each scanning bay.

- Refill gel bottles and return to warmers.
- Report low supplies.
- Follow rotations for scanning. All students must take a turn scanning and being scanned (unless a declined student consent waiver is submitted) on the assigned machine.
- No eating and/or drinking in the lab (disciplinary actions may be taken).
- Consent forms need to be signed by volunteer subjects.
- Obstetric volunteer subjects need to produce a doctor's written permission in addition to the signed consent form. These patients must have already had their second-trimester anatomy scan completed.
- Students are encouraged to practice outside of lab hours, but may only do so with DMS faculty present.
- Phantoms must be kept clean and safely stored after use.

Volunteer Subjects

The Rowan College at Burlington County Diagnostic Medical Sonography Program has initiated the following policy regarding volunteer subjects in the DMS Laboratory:

All volunteer subjects must:

- Have current/valid health insurance
- Be at least 18 years of age or older
- Sign a copy of the *Volunteer Patient Consent Form*

OB Volunteer subjects must also:

- Be in their second or third trimester
- Have already had a normal anatomy scan
- Submit a note from their obstetrician giving consent to obtain an ultrasound for educational purposes.

Non-Ob Volunteers will be scanned in accordance with the AIUM Official Statement on Safety in Diagnostic Ultrasound Educational Activities Using Nonpregnant Participants:

<https://www.aium.org/resources/official-statements/view/safety-in-diagnostic-ultrasound-educational-activities-using-nonpregnant-participants>

Ob Volunteers will be scanned in accordance with the AIUM Official Statement on Safety in Diagnostic Ultrasound Educational Activities Using Pregnant Patients:

<https://www.aium.org/resources/official-statements/view/safety-in-diagnostic-ultrasound-educational-activities-using-pregnant-patients>

Students/instructors must:

- Use ALARA standards
 - Obstetric volunteers will not be scanned for longer than 1 hour
 - Only M-mode may be used for fetal heart tone
 - DMS students and faculty must maintain appropriate TIS and TIB indices
- Retain patient notes for seven years.
- The student must report any unexpected findings to the Program Faculty immediately, and the program faculty will confirm or deny the finding.
 - If the finding is confirmed and is an emergent finding, the primary physician/obstetrician will be notified by DMS Faculty before the volunteer subject leaves the college. The DMS program faculty will follow the protocol set forth by the physician, including, but not limited to, sending the patient to the physician's office, nearest hospital, calling for emergency transportation, etc.
 - If the finding is confirmed and is non-emergent, the volunteer subject will be

informed of the finding by DMS Faculty and will sign the Consent of Understanding Form (stating they understand they need to follow up with their physician).

Student Dress Code

Lab

The DMS program uniform is required, including a DMS scrub top, DMS scrub pants, and all-white leather footwear. Students will scan each other and should take into consideration that gel will get on their clothing.

Clinical

When reporting for clinical experience at the affiliating hospitals, students must be in their complete RCBC DMS clinical uniform, including:

Acceptable

- **RCBC DMS scrub top and pants** (set available in the bookstore), neat in appearance, no tears or ragged hems, wrinkle-free, pants not worn below the waist. All uniforms must be of a reasonable fit to enable the wearer to perform his/her duties and maintain a professional appearance. Uniforms must be free of smoke (cigarette/cigar, etc.). Pants that are too long must be hemmed and not folded up and cuffed. The matching scrub jacket is the only jacket allowed to be worn at the clinical sites; no sweatshirts or zip-ups will be permitted.
- A short or long-sleeved, white, crew-neck shirt may be worn under the scrub top. The short-sleeved shirt should not hang out past the sleeve, and neither short nor long-sleeved shirts can hang past the hem.
- White leather sneakers or white nursing shoes (a logo no larger than a quarter is permissible in blue or black). Clogs must have a back.
- White socks.
- Students must be clearly identifiable as an RCBC DMS student. Embroidery denoting the DMS program must be on the scrub top, and the student must wear their RCBC and/or hospital-issued student ID.
- A watch (smart watches not permitted), one ring per hand, and two piercings per ear (hoop earrings no larger than a nickel) are the only acceptable jewelry. No other visible piercings are permitted.
- Hair is to be neatly arranged and secured off the face; no unusual/unnatural colors not found in “nature”. Long hair must be pulled back to avoid injury.
- Beards and mustaches are to be short and neatly trimmed at all times.
- Fingernails should be short and clean for sanitary and safety reasons.
- No cologne or perfume is to be worn at clinical sites.

Students should be neatly dressed for all lab and clinical courses, which include all patient/non-patient contact. For the safety of patients, staff, and students, the following code is adopted from standard practices at RCBC and affiliated clinical sites.

Unacceptable

- No eating, drinking, or gum chewing in the clinical areas.
- Jeans of any type are not acceptable.
- Shorts/Capri pants.
- Tank tops, halter tops, mini-shirts, shirts with writing of any kind.
- Open toe or open heel shoes, sandals, boots, and high heels (including clogs [unless they have a backing], slip-ons, or Crocs).
- Sweatpants, sweatshirts, or hoodies.

- Any false fingernails or colored nail polish. No artificial fingernails – application of a product to the nail to include but not limited to acrylic, gels, overlays, tips, or silk wraps. Nail jewelry – items applied to the nail for decoration, including, but not limited to, items glued to or pierced through the nail.
- Bare legs or bare feet anytime.
- Visible body piercings are prohibited. Facial jewelry, including tongue rings, nose rings, lip rings, and other visible body jewelry, such as dermal piercings, must be removed before beginning the clinical rotation.
- Excessive jewelry. No more than one necklace (short).
- Oversized hair accessories are prohibited.
- Visible tattoos (must be covered).
- Mobile/cellular phones and smart watches are **prohibited**.

NOTE: The student's appearance code must adhere to the standards of the clinical site's dress code. The instructor and/or clinical affiliate staff have the right to remove a student from the clinical setting if they are not in compliance with the dress code.

Technical Standards

Students admitted to the Rowan College at Burlington County diagnostic medical sonography program must meet technical standards and maintain satisfactory demonstration of these standards for progression through the program. It is the students' responsibility to notify the instructor, program director, and clinical coordinator of any changes in their ability to meet technical standards at any point throughout the program. Changes to a student's ability to safely provide patient care and meet the technical standards of the program may require additional documentation such as the Healthcare Provider Approval Form and the Technical Standards Form, to be completed and submitted to the DMS program in the event of circumstances, including, but not limited to: injury, illness/quarantine, hospitalization, and/or pregnancy-related conditions, to promote student and patient safety.

Please review the technical standards form at the end of this handbook for specifics.

Students may not enter the class, lab, or clinical setting while under the influence of prescription or non-prescription pain medications or opioids, alcohol, marijuana, or any other substance that may impair cognitive functioning and judgment, regardless of its legal use.

Please note:

All students must have a clear drug screen before starting the program. Students may be tested at random while in the program and/or as required or requested by the clinical affiliates. Testing positive for any legal or non-legal substance that may impair performance or cognitive functioning, including alcohol and marijuana, at any time while in the program, is cause for dismissal.

Clearances for Clinical

Students are required to meet all clinical guidelines for compliance/clearances and must log on and create an account for the required compliance provider database. This requires an annual fee, and students must renew each year while in the program. Students who do not pay the yearly fee cannot attend clinical, as all services are not accessible without payment.

Students who do not have clearances completed by the week before clinical will be dropped from the DMS courses and will not be able to enter the clinical setting. Students whose clearances expire during the program will not be permitted to attend clinical until they become compliant. Newly

admitted students must have all clearances satisfactorily met by the date specified within their acceptance documentation. Students who have not completed their clearances by the due date will have their admission rescinded. See section under *Health Requirements*.

Compliances

All students in the Diagnostic Medical Sonography Program at Rowan College at Burlington County must be compliant throughout the duration of their enrollment in the DMS program. Students are required to purchase the Adam Safeguard/Sentry MD platform and pay annually until graduation for compliance tracking purposes. Students who fail to comply will not be permitted to attend clinical sessions. Please note that the compliance requirements are to be completed at the students' expense.

Mandatory compliance requirements include, but are not limited to:

- Health requirements
- CPR certification with the American Heart Association (BLS)
- Annual physical examination
- HIPAA and OSHA certification
- Annual criminal background check with clear results
- PA FBI fingerprinting with clear results
- PA child abuse clearance with clear results
- Drug screening with negative results - random and/or additional drug screenings may be required throughout the program at the students' expense
 - If the student has a "negative dilute" result, the student must purchase a new drug screening and repeat the procedure at the student's expense
- Current health insurance must be maintained throughout the duration of the program
- Cybersecurity training

Students who are not compliant cannot enter any clinical facility until their compliance status is restored. Student non-compliance may result in the student being dropped from DMS courses and/or the inability to attend clinical sessions, which could lead to the student's inability to complete clinical coursework by the end of the semester and/or dismissal from the DMS program.

Please note: The diagnostic medical sonography program and its clinical affiliates reserve the right to request a random drug test at any time throughout the program, which will be at the student's expense.

Health Requirements:

To meet the requirements of the clinical agencies/affiliates, all students must have completed the following health requirements:

- Physical exam, titers, boosters, etc.
 - Physicals must be completed annually
 - QuantiFERON gold blood test for Tuberculosis screening before entering the program and annually thereafter, or PPD Skin Testing for Tuberculosis before entering the program
 - Two-step Tuberculin skin test (PPD) - within 1 year of the start of the program
 - One-step Tuberculin skin test (PPD) - annually thereafter
 - If the student has a positive PPD, they will need to submit a note from their physician along with the negative chest x-ray results stating that they do not

- have active tuberculosis and that the student is safe to be in the clinical area.
- Titers for:
 - MMR
 - Varicella
 - Hepatitis B
 - Tdap (Tetanus, Diphtheria, Pertussis) - within the last 10 years
 - When a current titer is negative or equivocal, the student is required to follow CDC guidelines, which may require the student to receive a booster vaccination.
- Influenza vaccination is required by October 15 annually
- COVID-19 vaccination and booster(s) based on the compliance requirements of the clinical affiliate at the time of clinical placement. This requirement is subject to change at the discretion of the affiliate agency
 - Students must be compliant with the vaccination requirements of the affiliate agencies where they are placed. If a student does not meet the compliance requirements for the agency they are placed at, they will not be permitted to attend clinical at the agency, and a new clinical placement at a different agency is not guaranteed.
- Please note that students may be exposed to individuals who have tested positive or are suspected to be positive for communicable diseases/infections; therefore, testing, quarantine, and/or additional vaccinations may be required in compliance with the clinical affiliate requirements.
- If any changes occur to the required compliances, such as criminal history, child abuse, etc., throughout the duration of the DMS program, the student must inform the DMS Program Director immediately or risk being dismissed from the program and/or risk the ability to obtain licensure following program completion.
- Health Maintenance
 - If a student becomes physically or mentally ill while in the program, a note from an appropriate health care provider stating that the student is capable of performing in the didactic, laboratory, and clinical areas is required before the student may return to the DMS program.
 - The student will have the Healthcare Provider Approval Form (located in the Forms section of this handbook) completed, which must clear the student to return with no restrictions. Please note that students are not permitted in the lab or clinical with any assistive devices.

DMS Clinical Practicum Courses

The three clinical courses offered during the second year of the DMS program are:

DMS 220 – Clinical Practicum I

Course Description

This course is designed to integrate didactic and clinical coursework in order to develop the student's ultrasonic skills in a diagnostic environment and may include scanning in campus laboratories, private offices, hospital rotations, and outpatient radiology centers. Includes experience in abdominal, pelvic, obstetrical, and small parts scanning.

Course Information

This is a twelve-week, three-credit course. Each credit correlates to eight clock hours of clinical training. Therefore, the DMS students are required to attend their assigned clinical site three days

per week. The program faculty outlines the days and times (8.5 total to include a 30-minute lunch) per clinical semester.

Course Learning Outcomes

Upon completion of this course, the student will be able to:

1. Employ laboratory tools and equipment in a beginner clinical setting to differentiate normal from abnormal findings.
2. Relate the skills acquired during lectures to evaluate sonographic pathologies in a beginner clinical setting.
3. Formulate and support verbally diagnostic conclusions as they relate to a beginner clinical setting.
4. Apply accepted procedures and protocols for all learned sonographic studies to a beginner clinical setting.
5. Illustrate time management skills while performing sonographic examinations in a beginner clinical setting.

DMS 230 – Clinical Practicum II

Course Description

This course is designed to develop and improve upon the students' independent ultrasonic skills in a diagnostic environment and may include scanning in campus laboratories, private offices, hospital rotations, and outpatient radiology centers. Includes experience in abdominal, pelvic, obstetrical, small parts, and vascular scanning.

Course Information

This is a fifteen-week, four-credit course. Each credit correlates to eight clock hours of clinical training. Therefore, the DMS students are required to attend their assigned clinical site four days per week. The program faculty outlines the days and times (8.5 total to include a 30-minute lunch) per clinical semester.

Course Learning Outcomes

Upon completion of this course, the student will be able to:

1. Employ laboratory tools and equipment in an intermediate clinical setting to differentiate normal from abnormal findings.
2. Relate the skills acquired in lectures to evaluate sonographic pathologies in an intermediate clinical setting.
3. Formulate and support verbally diagnostic conclusions as they relate to an intermediate clinical setting.
4. Apply accepted procedures and protocols for all learned sonographic studies to an intermediate clinical setting.
5. Illustrate time management skills while performing sonographic examinations in an intermediate clinical setting.

DMS 240 – Clinical Practicum III

Course Description

This course is designed to increase the students' confidence and competency within their ultrasonic skills in a diagnostic environment and may include scanning in campus laboratories, private offices, hospital rotations, and outpatient radiology centers. Includes experience in abdominal, pelvic, obstetrical, small parts, and vascular scanning.

Course Information

This is a fifteen-week, four-credit course. Each credit correlates to eight clock hours of clinical training. Therefore, the DMS students are required to attend their assigned clinical site four days per

week. The program faculty outlines the days and times (8.5 total to include a 30-minute lunch) per clinical semester.

Course Learning Outcomes

Upon completion of this course, the student will be able to:

1. Employ laboratory tools and equipment in an advanced clinical setting to differentiate normal from abnormal findings.
2. Relate the skills acquired during lectures to evaluate sonographic pathologies in an advanced clinical setting.
3. Formulate and support verbally diagnostic conclusions as they relate to an advanced clinical setting.
4. Apply accepted procedures and protocols for all learned sonographic studies to an advanced clinical setting.
5. Illustrate time management skills while performing sonographic examinations in an advanced clinical setting.

Liability Insurance

DMS students are covered under RCBC's Liability insurance, which is paid for through their DMS program tuition. Students are only covered under this liability insurance during assigned clinical hours.

Clinical Test/Competency Information

The Rowan College at Burlington County (RCBC) Diagnostic Medical Sonography (DMS) Program has implemented the following:

- Students in the DMS Program are required to meet specific benchmarks throughout the course of the program. The DMS clinical rotation benchmarks are stated in the Clinical Practicum I, II, and III syllabi in the Test/Competency requirements for graduation chart.
- If the clinical rotation benchmarks are not met by the due date within the designated semester, the student will receive a grade of 0 for that test/competency. All required tests/competencies must be completed during the assigned semester (unless accommodations have been made in advance with program officials). If not successfully completed/passed, the student will be dismissed from the DMS program. If a student misses the due date and a grade of 0 is applied to that test/competency, the test/competency must still be completed; however, the grade of 0 will not be changed.
- If a student does not feel confident that they will meet or exceed the designated benchmark within the time allotted, it is the student's responsibility to reach out to the DMS program faculty to express their concerns so a plan can be made to assist the student in meeting the required benchmarks for the course and/or graduation.
- Students must successfully complete all items in the Graduation Requirements Checklist (see DMS Program Graduation & Registry Information section for outlined requirements)

Purpose: As a graduation requirement, competencies and tests must be completed in Clinical Practicum I, Clinical Practicum II, and Clinical Practicum III.

Requirements: Students must demonstrate competence in all TWENTY-NINE (12 tests and 17 competencies) mandatory exams. Students must successfully complete exam test(s) before being eligible to complete the associated exam competency. Students cannot test and comp simultaneously on the *same exam*.

- At least FOUR tests must be successfully passed in Clinical Practicum I.
- At least ELEVEN tests/competencies must be successfully completed in Clinical Practicum II. Of the eleven, at least FOUR must be tests, and ONE must be a competency.
- For Clinical Practicum III, FOURTEEN tests/competencies must be successfully completed.
- Tests/competencies must be completed as outlined in the RCBC Clinical Test/Competency Requirements for Graduation chart (see below).
- By the end of Clinical Practicum III, ALL twenty-nine tests/competencies required for graduation must be successfully completed. All tests and competency exams must be performed at the clinical site.

CAAHEP Standards require that all clinical instructors providing student training possess the appropriate credentials applicable to the exams they are instructing

- **Any of the following credentials from ARDMS are accepted for clinical instructors in the following areas:**
 - Abdomen and Small Parts Scanning: RDMS (AB)
 - OB/GYN: RDMS (OB/GYN)

Therefore, any test/competency form *MUST* be filled out in its entirety by a sonographer who is *REGISTERED IN THAT SPECIALTY!* If it is completed by someone who is not registered in that particular specialty or is not completed in its entirety, it will result in an automatic zero for that test/competency. The test/competency must still be successfully completed by the end of the assigned semester; however, the grade of zero will remain unchanged.

Guidelines:

- All tests must be completed (if assigned) and passed for the associated study before the student can complete the required competency for that exam.
- A test/competency attempt must be discussed and agreed upon with the clinical instructor at the clinical site before the start of the exam.
- The clinical instructor must be a registered diagnostic medical sonographer in the specialty of the test/competency to be attempted.
- The clinical instructor must be registered for a minimum of 1 year to fill out a test/competency for a student.
- The test/competency must be performed under direct supervision with the conducting clinical instructor/clinical coordinator in the room.
- The supervising clinical instructor must fill out the Clinical Instructor Test or Competency Evaluation form. Any unsuccessful attempts must also be documented on this form.
- All tests and competencies must be completed at the clinical site, and NO images are to leave the clinical site property. Any images or patient-related information that is found to leave the clinical site by any student will result in disciplinary action as outlined in the student handbook.
- It is the responsibility of each student to submit the required number of tests/competencies per deadline to be graded during the semester.
- If the student fails to complete the required number of tests/competencies by the end of each Clinical Practicum course, an “F” will be given for that course. A student who fails to meet these requirements will not be eligible to continue/complete the DMS program.
- No grade less than an 80 will be considered passing. A student must pass all tests/competencies in order to graduate.
- All *Clinical Instructor Test and Competency Evaluation* forms must be submitted to the

Clinical Coordinator by the due dates/submission dates stated in the Clinical Practicum I, II, and III syllabi.

- All tests will be graded by designated clinical instructors at each site who are registered in the specialty area that is being evaluated.
- The clinical coordinator will grade all competencies at the clinical site either while the student is completing the competency or from the previously completed competency images. Students must complete the competency independently, and all findings must be agreed upon by both the clinical instructor and/or the Clinical Coordinator.

Grading:

- The grade for each test is obtained solely from the clinical instructor's assessment.
- The grade for each competency is obtained from a combination of the clinical instructor's assessment (20%) and the clinical coordinator's assessment (80%), unless otherwise specified.
- Please see forms within the DMS Clinical Testing Booklet.

Clinical Placements

If a DMS student is requested to be removed from a clinical site for a reason other than unsafe practices, the DMS program will attempt to place the student at a new site to complete the remaining clinical hours within the allotted timeframe for completing clinical requirements.

If a new clinical site placement is given and the student is requested to be removed from another clinical affiliate, regardless of the semester, the student will be dismissed from the DMS program and will not be eligible for re-admission into the RCBC DMS program.

If a new clinical site placement is not available within the semester, the student will need to take a leave of absence from the DMS program, with the option to return the following academic year, pending the availability of a clinical site. All currently enrolled students will be placed first. If a clinical site remains unavailable or there are insufficient placements for the student to return, the student will be dismissed from the program and will need to reapply during a future application cycle, without guarantee of acceptance.

Clinical Affiliates/Agencies

The DMS program clinical affiliates are subject to change based on the availability of placements each semester. If you have questions regarding the current clinical affiliates for the DMS program, please contact the DMS Program Director and/or Clinical Coordinator for further information.

Clinical Site Requirements

All DMS students are required to complete the DMS program compliances stated previously, which must be kept up to date throughout the program. Some clinical affiliates may require additional documentation, which will be communicated to the student(s) assigned to that site prior to the start of the clinical semester.

Sexual Harassment at Clinical

If you believe you are the victim of sexual harassment in the clinical education site, immediately notify the DMS Program Director and DMS Clinical Coordinator and go to the Administrator of the radiology department. The Administrator will direct you to speak with the Sexual Harassment Officer at the appropriate clinical education site.

For additional Code of Conduct information, including details on disciplinary actions, please refer to the RCBC Student Handbook at <https://rcbc.edu/handbook>.

Accident or Injury at Clinical

Any student injured at the clinical site must immediately report the occurrence to program authorities. An Incident/Occurrence Report must be completed in accordance with the Clinical Site's Policy. Failure to complete an Incident Report at the time of the injury may jeopardize the student's rights. A copy of the report must be provided to the Clinical Coordinator for placement in the student's clinical file.

The student may opt to go to the Emergency Room or their personal physician for treatment, or waive treatment altogether. All expenses incurred are the student's responsibility.

The student is responsible for completing all missed didactic and/or clinical assignments, and may need to submit additional documentation to the program, such as the Healthcare Provider Approval Form and Technical Standards Form, to promote student and patient safety.

Illness at Clinical

Any student who becomes ill while on duty must report to program authorities to request permission for early departure. The student may opt to go to the Emergency Room or their personal physician for treatment, or waive treatment. All expenses incurred are the responsibility of the student.

The student is responsible for completing all missed didactic and/or clinical assignments, and may need to submit additional documentation to the program, such as the Healthcare Provider Approval Form and Technical Standards Form, to promote student and patient safety.

Communicable Diseases

A communicable disease is defined as an illness caused by an infectious agent or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate host, vector, or inanimate environment.

Communicable disease shall include, but not be limited to:

| | |
|--------------------------|-------------------------------|
| AIDS | Measles |
| Chickenpox | Meningitis |
| Conjunctivitis | Positive HIV antibody status |
| COVID-19 (coronavirus) | Sexually Transmitted Diseases |
| Hepatitis A, B, and D | Tuberculosis |
| Infectious Mononucleosis | Whooping Cough |
| Influenza | |

Students or faculty who contract any communicable disease must notify the Program Director immediately. These persons are to be excluded from classes, labs, and clinical activities for the period that their condition may endanger their health and the health of others. This may interrupt the course of study, and depending on the length of absence, students may be required to take a medical leave of absence. A *Healthcare Provider Approval Form* must be completed by the physician for the resumption of class, lab, and clinical experiences. Each case and surrounding circumstance may be different, and each will be evaluated on an individual basis.

Bloodborne Pathogens

Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in

humans. These pathogens include, but are not limited to,

- Hepatitis B
- Hepatitis C
- Human Immunodeficiency Virus (HIV)

Any student experiencing accidental exposure to blood, body tissues, or body fluids will be evaluated for testing and possible treatment for Hepatitis B, Hepatitis C, and Human Immunodeficiency Virus (HIV). The student is required to report the occurrence to the clinical instructor in charge of the student at that facility, as well as to Program officials or their designee, and complete a DMS Incident Report Form. Additionally, the student must follow the clinical site guidelines. A copy of the report will be placed in the student's clinical file. Evaluation will be done by the Occupational Health Department and/or Emergency Department. Follow-up care will be determined on a case-by-case basis. All expenses incurred may be the responsibility of the student.

Contaminated Uniforms

In accordance with OSHA's Bloodborne Pathogen Standard, students whose uniforms become contaminated will be loaned a scrub set by the clinical affiliate. The contaminated uniform will be taken home and laundered. Students failing to return the scrub set to the clinical affiliate may be charged for the cost of a replacement.

Clinical Incidents

Any incident where the health or safety of a patient, student, and/or college personnel is compromised, the DMS Program Director, Clinical Coordinator, and clinical representative in charge of the student must be notified immediately. A *DMS Incident Report Form* will then be completed by the RCBC DMS Program officials. An additional incident report may be filled out by the clinical site if deemed necessary, based on the clinical site's policy/procedure. A copy of the DMS incident report will be placed in the student's clinical file.

Disciplinary Actions

The DMS Program reserves the right to suspend or dismiss a student from the clinical education center immediately if the health and safety of a patient is compromised by the negligent, incompetent, unethical, or illegal practice of a student.

Should it be necessary to **suspend or dismiss** a student, the following procedure will be followed:

- The student could be asked to leave the clinical site by the clinical affiliate staff or RCBC DMS program faculty, and repercussions will vary based on the severity of the incident, including, but not limited to, suspension, dismissal, and/or criminal charges.
- The Clinical Coordinator and the Director of the Diagnostic Medical Sonography Program will notify the student involved verbally and in writing of the reason(s) for the suspension or dismissal.
- The student may not return to the DMS courses or clinical education site from a suspension until the Director has reviewed the incident and the suspension is lifted.

Clinical Performance Guidelines for Unsatisfactory and Unsafe Performance

Students will adhere to the legal and ethical codes of sonography, demonstrating accountability in preparation, provision, documentation, and continuity of care, while prioritizing the well-being of the entire patient. Patient safety is of paramount importance.

Unsafe performance is always unsatisfactory. Unsatisfactory performance in clinical will result in a

course grade of “F” and dismissal from the DMS program, with no opportunity for readmission.

If a student is removed from a clinical site at the request of the clinical affiliate because of unsafe performance/practice, the student will be dismissed from the DMS program.

Examples of Unsafe Performance

But not limited to

- Falsification of application to the Diagnostic Medical Sonography Program at RCBC (discovered anytime).
- Not meeting the hospital performance standards.
- Abuse or inconsiderate treatment of visitors, patients, students, clinical personnel, school faculty, and/or staff.
- Improper Professional (RCBC and Clinical Affiliate standards of professional behavior) attitude during clinical/academic assignment.
- The use of profanity.
- Soliciting or accepting tips from patients and/or visitors.
- Leaving patients unattended or unsafely secured during procedures.
- Releasing confidential information without authorization (HIPAA policy).
- Mismanagement of hospital funds or property.
- Violation of departmental or hospital safety rules, including patient safety and employee safety.
- Refusal to accept or participate in a reasonable clinical assignment, including competency testing.
- Inability to perform according to hospital or department standards.
- Excessive absences and/or tardiness. *See attendance policy.*
- Failure to report absences/tardiness/time off promptly.
- Failure to maintain or falsification of required student documents.
- Signing in and out for another student.
- Leaving the clinical area without permission.
- Sleeping on a clinical assignment.
- Smoking in areas where it is prohibited.
- Eating in areas where it is prohibited.
- Failure to report to clinical/academic assignment without notification.
- Failure to report to clinical/academic assignment alert and ready to work.
- Failure to report to clinical assignment in proper, complete professional attire. (See dress code).
- Insubordination towards a clinical, didactic, or other department or hospital official.
- Failure to participate in academic or clinical projects or assignments.
- Leaving the clinical or academic area early without notification
- Disruption, either verbally, by gesture, or any other action deemed disruptive by the faculty and staff.
- Aggression or behavior considered dangerous to patient safety or hospital personnel.
 - Violation of Code of Ethics for Sonography (SDMS Ethics
<http://www.sdms.org/about/who-we-are/code-of-ethics>)

Examples of Unsafe/Unsatisfactory Behaviors

Including but not limited to:

- Inappropriate actions during any assigned clinical experience, such as not reporting known

errors, falsifying documents, signatures, or assignments.

- Incorrect or omission of prescribed care, such as procedure errors or scanning bodily regions that have not been prescribed by the ordering physician.
- Physical or psychological abuse of patients.
- Attending clinical under the influence of alcohol or other drugs.
- Lying, stealing, and/or cheating.
- Failing to have a licensed technologist in the area while performing exams.
- Inappropriate interpersonal relations with staff, peers, or faculty members.
- Failure to maintain confidentiality of patient information and records (HIPAA).
- Unexcused tardiness or early dismissal to or from clinical assignments.
- Failure to notify the clinical site/instructor/clinical coordinator of tardiness, early dismissal, and/or absence.

RCBC AND DMS PROGRAM POLICIES/PROCEDURES

To ensure students understand their rights and responsibilities, all students are required to review and adhere to the regulations and policies outlined in the Rowan College at Burlington County (RCBC) Catalog and the Student Handbook. All students must adhere to the regulations and policies outlined in the RCBC Student Handbook when attending clinical settings, and they must also comply with the policies and regulations of the hospital where they are representing RCBC as students. These documents can be accessed at <https://rcbc.edu/handbook>. All students need to read the RCBC Student Handbook.

Social Media

Social Media is a term that describes internet-based communication tools and refers to venues such as blogs, networking sites, photo-sharing, video-sharing, microblogging, and podcasts, as well as comments posted on these sites. Rowan College at Burlington County's diagnostic medical sonography (RCBC's DMS) program respects the desire of students to use social media for personal expression; however, students' use of social media can pose risks to patients' confidential, proprietary and sensitive information, can harm affiliates' reputation in the community and can jeopardize RCBC compliance with business rules and laws, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and related laws and regulations protecting patients' protected health information.

The purpose of this guideline is to govern the use of social media as it relates to the student's role at RCBC, and to set forth the guidelines for prohibited and permissible content when utilizing social media forums. This guideline includes, but is not limited to, the following specific technologies or sites: personal blogs, personal websites, forums or message boards, Facebook, YouTube, Twitter, Instagram, Pinterest, LinkedIn, TikTok, Snapchat, etc. The absence of, or lack of explicit reference to, a specific site does not limit the application of this guideline.

Disclosure of patient information is prohibited. "Patient information" is defined as any information relating to a patient or patient encounter, including, but not limited to, patient records, patient images, videos, or recordings, personal patient information such as name, date of birth, address or family names, conversations and interactions with patients, any information about a patient's health condition, medications, admission/discharge, treatment, diagnosis, payment or financial information, etc. Patient information is confidential and may not be disclosed, regardless of whether it includes personally identifiable information. It is prohibited to photograph, interview, videotape, record, or publish information, statements, or images of any patient.

Due to the potential for issues such as HIPAA breaches, invasion of privacy (patient, families, or students), sexual or other harassment, confidential and proprietary information, videotaping, photographing, or recording (including via personal cell phones) is prohibited in any clinical institution where the student is assigned. No photographs should be taken in any area of a clinical institution as this can identify the student with that institution. Students should not take cell phones into clinical settings.

The National Council of State Board of Nursing has developed a Nurse's Guide to the Use of Social Media, with additional information, and it can be found at https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf

In addition, the college has a social media policy that can be found here: <https://www.rcbc.edu/policies-procedures>

Academic Integrity/Fraud/Dishonesty

The college policy on Academic Integrity can be found here <https://www.rcbc.edu/policies-procedures>. Academic fraud consists of any action that serves to undermine the integrity of the academic process, including computer fraud, unauthorized inspection or duplication of test materials, cheating, attempting to cheat or assisting others to cheat in a classroom test, take-home examination, or final examination, post-test alteration of examination response, plagiarism, or comparable acts. Academic fraud will result in failure of the course and other sanctions as determined by the college. Please note: If a faculty member suspects a student of cheating, the incident involving the student will be reported to the Student Conduct Committee, which includes Public Safety. A public safety officer will conduct the investigation.

All students must adhere to the college's policies related to behavior, as outlined in the RCBC Student Handbook, available at <https://www.rcbc.edu/handbook>.

Academic dishonesty includes, but is not limited to, the following:

Cheating

Giving or receiving unauthorized assistance in any academic exercise or examination, or using or attempting to use any unauthorized materials, information, or study aids in an examination or academic exercise, including but not limited to:

1. Copying from others, with or without their knowledge and/or consent, or allowing others to copy from one's own work.
2. Possessing or using a "cheat sheet" or study guide, or other notes, or written information not specifically authorized for use by the instructor.
3. Possessing or using notes or other information in a programmable calculator or other electronic device without explicit instructor permission.
4. Possessing or using a cell phone, iWatch, tablet, or any electronic device to send or obtain unauthorized information.
5. Taking an exam for another student or permitting someone else to take an exam for you. Students must wear their RCBC ID when coming in for an exam, and all IDs must be checked by proctors.
6. Providing or receiving information about all or part of an exam, including answers; for example, telling another student what was on an exam he or she has not yet taken, or requesting this information.
7. Gaining or providing unauthorized access to examination materials, such as unsupervised entrance to a faculty office/area, taking pictures of an exam, or a screenshot of an online

exam.

Plagiarism

Using the ideas, information, or language of another without specific or proper acknowledgment, including but not limited to:

1. Using text or information from a source, whether print or electronic (that is, books, periodicals, websites, or online databases, etc.) without correctly documenting the source.
2. Using direct quotation from a source without quotation marks, even if the source has been cited correctly.
3. Paraphrasing or summarizing the ideas or text of another work without documenting the source.
4. Modifying text from sources, for example, substituting a word or phrase for the original, while maintaining the original sentence structure or intent of the passage.
5. Using graphics, visual imagery, video, or audio without permission of the author or acknowledgment of the source.
6. Translating text from one language to another without citing the original work.
7. Obtaining packaged information, foreign language translation, or a completed paper from an online or other commercial source and submitting it as one's own work without acknowledgment of the source.
8. Presenting the work of another student as one's own, with or without permission.
9. Creating false data or citing nonexistent or false sources.
10. The Publication Manual of the American Psychological Association is the approved style for appropriate referencing and citations.
11. All student papers will be submitted through "SafeAssign" or the current Blackboard-provided site. Papers will be reviewed for plagiarism. Students who have been found to have copied papers will receive a zero for the assignment.

Other Forms of Academic Dishonesty

Misrepresenting or falsifying academic achievement, gaining unfair advantage, or engaging in or facilitating academic dishonesty, including but not limited to:

1. Misrepresenting or falsifying academic accomplishments, such as altering computer or print records.
2. Deceiving an instructor or creating false excuses to obtain special consideration or an extension. This includes inaccurately reporting an illness, such as COVID-19, or exposure to an illness/infection, such as COVID-19, or misreporting symptoms, to try to gain extra time before a class, lab, clinical, or course examination.
3. Continuing to work on an exam when the time allotted has elapsed.
4. Forging a signature.
5. Falsifying or inventing any information, data, or citation in an exam, essay, or other academic exercise.
6. Submitting substantial portions of any academic exercise more than once for credit without the prior authorization and approval of the current instructor.
7. Facilitating any of the above actions, or otherwise performing or completing work which another student then presents as his or her own.
8. Interfering with the ability of a fellow student or students to perform assignments.

Adapted from: *University of Pennsylvania Code of Academic Integrity* (<http://www.vpul.upenn.edu/osl/acadint.html>). "Sample Honor Code." (Josephson, Michael and Melissa Mertz. *Changing Cheaters: Promoting Integrity and Preventing Academic Dishonesty*. Los

Angeles: Josephson Institute of Ethics, 2004. 32-33)

Resolving Academic Concerns/Student Grievances

Academic concerns should follow the chain of command. Discuss your concerns with your instructor, whether it be in your class, lab, or clinical setting. If not resolved, discuss your concern with the DMS program director. Finally, if there is a continued concern after following the above procedure, students may reach out to the Health Sciences Division Coordinator to set up a meeting with the Dean of Health Sciences.

Rowan College at Burlington County (RCBC) seeks to provide a campus environment free from all forms of harassment and discrimination. The RCBC Title IX Procedures outline the type of behaviors covered under Title IX regulations and prohibited through college policies. While not every situation will meet the Title IX regulation requirements, any reported incident will be investigated.

Any incident involving behaviors listed below must be reported to the Title IX coordinator:

- Quid Pro Quo Sexual Harassment
- Sexual Harassment
- Sexual Assault
- Domestic or Dating Violence
- Stalking
- Retaliation related to the Title IX procedure, supporting policies, or processes

Pregnant and Parenting students have rights under both Title IX and NJ State law. For more information and resources, visit <https://rcbc.edu/pregnancy>.

All concerns must be reported directly to the college's designated Title IX coordinator. The procedure and guidelines can be found here: <https://www.rcbc.edu/titleix>.

Complaints regarding the RCBC diagnostic medical sonography program may be sent to the accrediting body, CAAHEP (address in the front of the handbook).

Grade Appeals / Dispute Resolution

The student grade appeal policy applies to all students enrolled in credit-bearing courses, regardless of the mode of delivery. The student grade appeal policy provides students with an opportunity to discuss and resolve issues related to their educational progress in a timely manner. Board Policy No. 217 defines a grade appeal process that provides due process for students in the event of a final grade dispute with a course professor. Grade appeals governed under this policy must be formally initiated by a student in a timely manner that shall not exceed the conclusion of the next successive semester of the regular academic year or, in the case of a summer term appeal, the next successive fall semester. Student grade appeals that do not conform to this deadline for appeal shall be considered untimely and without merit.

This policy requires: 1. A written request for a formal meeting with the course professor related to the grade dispute. 2. A review and recommendation by the divisional dean, and 3. An appeal to the provost, who will convene the grade appeal committee to review the records relevant to any dispute and make a recommendation to the President or designee, whose decision will be final.

RCBC's diagnostic medical sonography program follows the student dispute resolution as outlined through the office of Student Support, found here <https://www.rcbc.edu/student-support>

Substance Abuse

It is essential that every student function at full capacity during clinical experiences. Impaired judgment and/or performance impact patient safety. Students are responsible and accountable for their behavior in class/lab, and clinical settings. If a student who is considered chemically impaired is encountered in the classroom, lab or clinical setting, the instructor should notify public safety (if on campus) and ask the student to leave the class or the DMS program director, clinical coordinator, and clinical preceptor/department lead if the student is at clinical and ask the student to leave the clinical facility or be sent for evaluation based on the clinical affiliate requirements. The college's guidelines on alcohol and other drugs will be followed. See RCBC's Student Code of Conduct <https://rcbc.edu/conduct/policy>.

The following is a summary of the college's guidelines on alcohol and other drug abuse:

It is strictly forbidden to be under the influence of alcoholic beverages, illegal narcotics, chemicals, psychedelic drugs, or other controlled substances by an individual engaged in college-related activities, or while on the college campus, in college facilities, or in college vehicles.

A student must notify the instructor and course coordinator before starting any clinical experience if taking a prescribed medication that may impair judgment, cause dizziness or drowsiness, or cause any other adverse effect that may inhibit the student's ability to perform safely.

DMS CLUB & HONOR SOCIETY

Diagnostic Medical Sonography (DMS) Club

The primary function of the club is to enable DMS students to organize fundraising events and other health science-related activities on RCBC college campuses, utilizing the college's advertising and organizational resources. To participate in the DMS club, DMS students must elect the President, Vice-President, Secretary, and Treasurer of the class. The elected officers of the class must contact the senior class officers as well as the Office of Student Activities at ext. 1238.

Lambda Nu National Honor Society

Lambda Nu is a national honor society for the radiologic and imaging sciences. Its objectives are to:

- Foster academic scholarship at the highest academic levels
- Promote research and investigation in the radiologic and imaging sciences
- Recognize exemplary scholarship

The criteria are:

- Possess a GPA of 3.7 or higher on a 4.0 scale after three semesters of the DMS program
- Evidence of professional commitment beyond minimal requirements of the program (Such as, but not limited to)
 - Active membership in a professional organization (ex, SDMS or AIUM)
 - Holding college office or committee appointments
 - No academic or clinical disciplinary actions on file during the duration of the program
 - No student remediation needed throughout the duration of the DMS program
 - Advising and tutoring are not considered types of remediation

Invitation

Individuals meeting the criteria will be sent/given an invitation, an application, and a copy of the

bylaws during the 4th semester of the DMS program.

Application

The application must be completed by the student and signed by the program director. The application is accompanied by a check made out to Lambda Nu National Honor Society for the associated fee, which must be paid by the student.

Induction

Induction into Lambda Nu Honor Society will occur in October or November during the student's senior year of the DMS Program at RCBC.

The graduate of the Associate's in Applied Sciences Degree in Diagnostic Medical Sonography is educated to function as an entry-level general sonographer in a variety of settings, such as hospitals, imaging centers, and private offices. The graduate integrates the component of Radiological sciences as a member of the health care team. Ongoing professional development as a member of the discipline is an expected behavior of associate degree graduates. Participation in continuing education for sonographers is required. Demonstration of accountability to peers and consumers of sonographic services, as well as contributions to improving the delivery of healthcare, is also expected.

RCBC AND DMS STUDENT RESOURCES

Tutoring

Students who need assistance should first contact their course instructor. Students may also make an appointment with the DMS program director and/or clinical coordinator for tutoring. Any student who receives a failing grade on a quiz, test, or exam should make an appointment with their instructor to review the exam and to request further assistance as needed.

Student Success Services

RCBC offers a variety of free services for its students. A list of descriptions for services related to Everyday Academic Tools, Additional Resources, Office of the Registrar, Academic Advising, Financial Resources, and Academic Support Services can be found in the College Catalog and on the RCBC website at <http://www.rcbc.edu/students>.

Student Support and Accommodations

OFFICE OF STUDENT SUPPORT AND DISABILITIES SERVICES: RCBC welcomes students with disabilities into the college's educational programs. Access to accommodations and support services for students with learning and other disabilities is facilitated by staff in the Office of Student Support (OSS). To receive accommodations, a student must contact the OSS, self-identify as having a disability, provide the necessary documentation, and participate in an intake appointment. If the documentation supports the request for reasonable accommodations, the OSS will provide the student with an Accommodation Plan to be shared with instructors and the DMS Director before the start of the program/semester. Contact the Office of Student Support at 856-222-9311, ext. 1208, or visit the website at: <https://rcbc.edu/student-support>

Financial Aid/Scholarships

Please refer to the RCBC financial aid website for the most current information on financial aid and scholarships offered by RCBC: <https://rcbc.edu/financial-aid>. Please make sure to complete a FAFSA each year to see if you qualify for aid.

Tuition & Fees

A breakdown of the tuition & fees for the Diagnostic Medical Sonography Program at RCBC can be found on the RCBC Tuition Charts website: <https://www.rcbc.edu/tuition> . Tuition and fees are determined by the student's residency status, which includes Burlington County Residents, Out-of-County Residents, and Out-of-State Residents. This information can be calculated for all of the DMS program prerequisite courses. The tuition and fees for the DMS program courses will be calculated using the Health Sciences Tuition and Fees information and residency status as listed above.

The DMS program is part of the ACCESS program, which is available through the bookstore and incorporates students' course materials into their tuition/fees. This includes textbooks, scrub sets for associated courses, and the Trajecsyst clinical tracking system utilized for clinical courses. If you would like additional information about the ACCESS program, please contact the bookstore, as the fees and course details vary.

Students have the right to decline the ACCESS program for their textbooks, scrubs, etc., and if interested in doing so, must contact the RCBC bookstore as soon as possible.

Refund of Tuition & Fees

Students interested in obtaining a tuition and fee refund should visit the Student Accounts Policies website: <https://www.rcbc.edu/student-accounts/policies>. Students are eligible to receive a refund if they drop a class before the drop deadline (which can be found on the Academic Calendar).

Academic Calendar

The RCBC Academic Calendar can be found at <https://www.rcbc.edu/academic-calendar>. The academic calendar shows important academic dates for current and prospective students. All dates are subject to change without notice; therefore, students are encouraged to check this calendar regularly to ensure no changes have occurred. The calendar provides information on the different term lengths available each semester at RCBC, including the date registration opens, the first and last day of each term, course add/drop deadlines, withdrawal deadlines, student breaks, and more.

DMS PROGRAM GRADUATION & REGISTRY INFORMATION

DMS Benchmarks Per Semester

The Rowan College at Burlington County Diagnostic Medical Sonography Program has implemented the following policy regarding DMS students while enrolled in the DMS Program at RCBC. Students in the DMS Program will be required to meet specific benchmarks throughout the program in the DMS laboratory (tests/proficiencies) as well as at clinical (clinical tests/competencies).

Laboratory benchmarks will be evaluated through laboratory proficiencies and testing throughout the program in the DMS lab. The laboratory tests are graded and input into the gradebook for each assigned course. Lab proficiencies must be completed and passed with a minimum grade of 80% or they will need to be repeated and passed.

Students are assigned a specific number of clinical tests/competencies that need to be completed during each clinical practicum course. If a student does not complete a required exam by the end of the semester, it will be assigned a score of 0, and the student will not be able to progress in the DMS program. If the student completes the required exam but does not achieve a minimum pass rate of

80%, they are required to retake the exam and score 80% or above before the end of the assigned semester. Failure to do so will result in their inability to progress in the DMS program. The original grade obtained will remain in the gradebook for the exam.

If a student does not feel confident that they will meet or exceed the designated benchmark within the time allotted, it is the student's responsibility to reach out to the DMS program faculty or assigned instructor to express their concerns and to set up a plan to assist the student in meeting the required benchmarks for the course and/or graduation.

By the end of Fall I

- Complete an Abdomen Complete (broken down into organ segments)

By the end of Spring I

- Pelvis Transabdominal
- Pelvis Transvaginal phantom
- Transvaginal Intrauterine Pregnancy Phantom
- Breast Phantom
- Scrotal Phantom
- Thyroid and Neck
- Appendix Proficiency

By the end of Summer I

- Biometric Measurements (OB Volunteer and/or OB Phantom/Simulator)
- Fetal Anatomy (OB Volunteer and/or OB Phantom/Simulator)
- 4 Tests Completed in the Clinical Setting

By the end of Fall II

- Upper and Lower Extremity Venous
- Carotid
- Upper and Lower Extremity Arterial Duplex
- Hepatic Abdominal Doppler Proficiency
- Mesenteric Doppler Proficiency
- Renal Artery Doppler Proficiency
- 11 Tests/Competencies Completed in the Clinical Setting

By the end of Spring II

- 14 Tests/Competencies Completed in the Clinical Setting

| RCBC Clinical Test / Competency Requirements for Graduation | | |
|--|--|--|
| | Total Number: 29 12 Tests 17 Comps | CP Semesters to be Completed (Check off when completed) |
| Right Upper Quadrant | 1 Test | _____ I |
| Abdomen Complete | 1 Test 1 Comp | _____ II _____ III |
| Abdominal Aorta | 1 Comp | _____ I – III |
| Renal | 1 Test 1 Comp | _____ I _____ II |
| Scrotal | 1 Test 1 Comp | _____ I – III _____ I – III |

| | | |
|--|-------------------|------------------------------------|
| OB 1 st Trimester TA and/or TV | 1 Test 1 Comp | _____ I – III _____ I – III |
| OB Anatomy | 1 Test 1 Comp | _____ II – III _____ II – III |
| OB Measurements | 1 Test 1 Comp | _____ II – III _____ II – III |
| OB Biophysical Profile | 1 Comp | _____ II – III |
| Thyroid | 2 Tests 1 Comp | _____ I _____ II _____ III |
| Pelvis TA | 2 Tests 1 Comp | _____ I _____ II _____ III |
| Pelvis TV | 1 Test 1 Comp | _____ II _____ III |
| Pleural Space | 1 Comp | _____ I – III |
| Soft Tissue | 1 Comp | _____ I – III |
| Male Pelvis | 1 Comp | _____ I – III |
| Interventional Procedure (Must utilize a sterile tray) | 1 Comp | _____ I – III |
| Ovarian Doppler | 1 Comp | _____ I – III |
| Testicular Doppler | 1 Comp | _____ I – III |

Graduation Requirements Checklist

| ** <u>TO BE FILLED OUT BY PROGRAM FACULTY ONLY</u> ** | FACULTY CHECK OFF UPON COMPLETION | FACULTY INITIALS |
|---|--------------------------------------|---------------------|
| Passed all courses with a grade of 80% | | |
| Passed all tests with a grade of 80% (12) | | |
| Passed all competencies with a grade of 80% (17) | | |
| Participated cases below include assisted and performed cases only | | |
| Participated in a total of <u>600</u> cases | | |
| Participated in <u>320/600</u> abdominal-extended cases | | |
| Participated in <u>150/600</u> gyn cases | | |
| Participated in <u>70/600</u> OB cases | | |
| Participated in <u>60/600</u> additional cases from AB, GYN, and/or OB areas | | |
| Pass all proficiencies with a minimum grade of 80% (4) | | |

| | | |
|---|---|-------------------------|
| Appendix (GI) completed in DMS 131 Pediatrics and Small Parts Lab (Spring I) | | |
| Hepatic, Mesenteric, & Renal Abdominal Vascular Doppler Assessment completed in a simulated lab environment (Fall II) | | |
| Advanced to assisted scanning from observational scanning, with a minimum of <u>100</u> assisted scans by the end of Clinical Practicum II | <div>_____ /#_____</div> <div>(Assist CP I / Participated Total for CP I)</div> <div>_____ /#_____</div> <div>(Assist CP II / Participated Total for CP II)</div> | |
| Advanced to performed scanning from assisted scanning, with a minimum of <u>70</u> performed scans by the end of Clinical Practicum III | <div>_____ /#_____</div> <div>(Perform CP III / Participated Total for CP III)</div> | |
| Clinical Logs | | |
| <p>By the end of Clinical Practicum III, the student will have participated in a minimum of 600 total ultrasound-related cases. Of the 600 total cases, students are required to participate in a minimum of 90 cases during the course of Clinical Practicum I, a minimum of 240 cases during the course of Clinical Practicum II, and a minimum of 200 cases during the course of Clinical Practicum III.</p> <p>**Testicular Doppler and Ovarian Doppler studies must be logged in addition to the scrotum and/or pelvic exam when completed. However, the Doppler exams will not be included in calculating clinical log totals**</p> <p style="text-align: right;">Total Participated Cases: _____</p> | | |
| Scanning Technique Proficiency Checklist | | |
| **<u>TO BE FILLED OUT BY PROGRAM FACULTY ONLY</u>** | FACULTY CHECK OFF UPON COMPLETION | FACULTY INITIALS |
| Gastrointestinal Tract Assessment (Appendix) | | |

| | | |
|--|--|--|
| Hepatic Abdominal Doppler Assessment | | |
| Mesenteric Doppler Assessment | | |
| Renal Artery Doppler Assessment | | |
| <ul style="list-style-type: none"> • The above proficiencies will be demonstrated in a simulated laboratory environment within the DMS Lab on RCBC's campus. • The Gastrointestinal Tract Assessment (Appendix) proficiency will be evaluated in the DMS 131 Pediatrics and Small Parts Laboratory Course (Spring Semester I) as a Laboratory Test, utilizing the rubric within the DMS 131 Course Syllabus. This test will be administered on a designated lab day and will be graded by the course instructor. • The Hepatic Abdominal Doppler Assessment, Mesenteric Doppler Assessment, and Renal Artery Doppler Assessment will all be evaluated in the DMS 219 Introduction to Ultrasound Vascular Laboratory Course (Fall Semester II) as Laboratory Tests, utilizing the rubric within the DMS 219 Course Syllabus. These three tests will be administered on a clinical day and will be graded by the DMS Clinical Coordinator and/or the DMS Program Director. • All 4 of the above Proficiencies must be successfully completed with an 80% or above. If proficiency is not completed with an 80% or above, the student will need to repeat the proficiency until an 80% is achieved to demonstrate proficiency. The original grade earned will be recorded in the gradebook for the course, but the student must still successfully repeat and pass the proficiency before the end of the semester with a grade of 80% or above. | | |

Graduation - AAS.DMS Degree

The Rowan College at Burlington County Associate of Applied Science in Diagnostic Medical Sonography degree program requires 65 credits (42 DMS program credits and 23 general education/prerequisite course credits) for graduation with an AAS.DMS degree. It is the student's responsibility to review their graduation audit and keep track of the courses required for graduation. Students who have completed a minimum of 45 credits towards their major will be contacted by the Office of the Registrar regarding their expected graduation date.

See www.rcbc.edu/graduation for more details. Pinning takes place during the graduation ceremony in May and is not a separate event.

To be eligible for program graduation, the student must:

- Meet all didactic education requirements
- Meet all clinical education requirements
- Obtain a pin at the RCBC bookstore (if desired)
- Meet all RCBC obligations

RCBC currently holds a graduation ceremony in May for Health Science Division graduates, which includes AAS.DMS degree-seeking students.

Academic Awards Ceremony

Scholastic achievement is recognized and honored by RCBC at the annual spring Academic Awards Ceremony. Diagnostic Medical Sonography and the Division of Health Sciences awards are

presented at this ceremony.

American Registry for Diagnostic Medical Sonography (ARDMS)

ARDMS Eligibility

Graduates of the RCBC DMS program are eligible to sit for registry exams provided by:

- American Registry for Diagnostic Medical Sonography (www.ardms.org)

Students are eligible to sit for ARDMS registry exams before graduation. Information regarding ARDMS eligibility and registering for examinations will be given by DMS program officials.

Students are eligible to sit for the Sonographic Principles and Instrumentation (SPI) Exam upon successful completion of the second Ultrasound Physics course within the DMS program. The specialty registry exam(s) (AB and/or OB/GYN) can be applied for up to sixty days before graduation. If the student successfully passes both the SPI and specialty examinations for licensure, their credentials will not be confirmed or released until they have successfully graduated from the RCBC DMS program.

***Upon successful completion of the DMS Program, the student will have sonography experience academically and clinically, enabling them to successfully become entry-level abdominal-extended and ob/gyn sonographers, with a commitment to providing excellent patient care and dedication to lifelong learning. The DMS Program at RCBC does not guarantee job placement after graduation or ensure that students will pass their board examination(s). It is the student's sole responsibility to obtain their physics and specialty examinations through the ARDMS within the allotted time frame and to secure employment independently. ***

The following information has been obtained from the American Registry for Diagnostic Medical Sonography (ARDMS). Additional information regarding applications for examination and examination resources can be found on the ARDMS website and will also be provided to students closer to the time of exam eligibility. <https://www.ardms.org/get-certified/application-and-exam-resources/>

The ARDMS SPI exam is the first step in earning future ARDMS credentials. The SPI exam tests the requisite physical principles and instrumentation knowledge, skills, and abilities essential to sonography professionals and students.

To earn RDMS credential (which students are eligible for through successful completion of the DMS Program at RCBC), students must pass the ARDMS SPI exam and a corresponding specialty examination within five years. After passing the ARDMS SPI exam, students can earn additional credentials without retaking the SPI exam, provided they maintain active status.

The Abdomen (AB) examination tests the requisite abdomen knowledge, skills, and abilities essential to Sonography Professionals.

The Obstetrics and Gynecology (OB/GYN) examination assesses the requisite knowledge, skills, and abilities in obstetrics and gynecology essential for Sonography Professionals.

ARDMS Managing Personal Information

Through the ARDMS website, registrants can organize and update their personal information to ensure that their name and contact details are accurate. This information is available online at <https://www.ardms.org/maintain-certification/registrant-support/manage-personal-information/>

Any Registrants, Applicants, or Candidates who change their name and/or address must notify

ARDMS immediately to eliminate potential complications in Pearson VUE examination entry.

For security reasons, address changes can only be made by logging into My ARDMS <https://myardms.ardms.org/en-us> account.

How to make a name change:

- You can change your middle name by logging in to MY ARDMS and clicking on “My Profile.”
- To change your first and last name,
 - Submit your request to ARDMS
 - Include a completed Name Change Request Form
 - Provide legal documentation verifying the change of name

Your request and documentation may be uploaded through your MY ARDMS account or scanned and emailed to NameChanges@inteleos.org. When uploading to your MY ARDMS account, you can click on “My Profile” at the top of the page and click “No” below the question, “Is your name shown above correct?”. Or you can upload the Name Change Request Form and required supporting legal documentation under the “My Resources” tab and click on “Upload Documents”. Then, select 'File Type', 'Name Change', and proceed to upload the documents.

All documentation submitted must be legible. You can verify the update by logging on to MY ARDMS 48 business hours after the request is received.

Supporting legal documentation required must include:

- Photocopy of a non-expired government-issued photo identification with signature
- Be advised that by law, we cannot accept photocopied or digitized IDs such as U.S. military or certain secure access IDs

AND

- Photocopy of marriage certificate, or
- Photocopy of divorce decree, or
- Photocopy of name change decree

PROGRAM FORMS



Rowan College at Burlington County Diagnostic Medical Sonography Program

CHANGE IN DEMOGRAPHICS FORM

Whenever a student experiences a change in demographics, they must notify the DMS Director and Registrar in writing.

***** Please fill in pertinent information below for submission within 5 days of occurrence. *****

Name: _____

Change effective: _____

Reason for change: _____

New name: _____

New address: _____

New phone number: _____

New next of kin: _____

Student signature: _____

For internal use only

Form received: _____ Filed: _____



**Rowan College at Burlington County
Diagnostic Medical Sonography Program**

HEALTHCARE PROVIDER APPROVAL FORM

This form may be filled out by the healthcare provider in order to ensure that the primary care provider understands the clinical requirements and that the program cannot provide anything such as “light duty” or accommodations or restrictions in the clinical setting, as this may impact the delivery of safe patient care.

Patient Name: _____

Is able to provide safe patient care without restrictions while in the clinical and clinical lab setting in the Diagnostic Medical Sonography program.

The student is permitted to continue school/clinical starting on _____.

The above-named student was seen by (prefer that this form is filled out by the primary physician providing care to the patient):

Provider Print Name: _____

Provider Signature: _____

Date: _____

Physician Address & Phone Number (or Physician stamp)

Provider Comments



**Rowan College at Burlington County
Diagnostic Medical Sonography Program**

NOTICE OF PREGNANCY FORM

I, _____, hereby notify Rowan College at Burlington County (RCBC) and the Diagnostic Medical Sonography (DMS) Program that I am pregnant with an expected delivery date of _____.

I will submit my healthcare provider's approval to continue to attend the RCBC diagnostic medical sonography program without any restrictions (can meet all technical standards) to limit potential risks that could arise to myself and/or my fetus(es). I understand that I, as well as my classmates, are not permitted to scan the fetus(es) during class time within the laboratory without a note from my OB following the OB volunteer guidelines.

I understand that I must meet all course requirements during my pregnancy, including didactic, laboratory, and clinical coursework, and that I am not excused from any course requirements, including attendance requirements, due to the rigorous nature of the program. I understand that if pregnancy or pregnancy-related accommodations are needed, I must meet with Student Services and take the necessary steps.

I realize that I must be able to continue in the clinical and laboratory setting without restrictions, regardless, and that my clinical instructor cannot provide an accommodation. Therefore, I must be able to perform all activities associated with safe patient care.

Student Signature _____

Student ID # _____

Date _____



**Rowan College at Burlington County
Diagnostic Medical Sonography Program**

TECHNICAL STANDARDS FORM

All students admitted to the Rowan College at Burlington County diagnostic medical sonography program must meet technical standards and demonstrate a satisfactory level of proficiency in these standards throughout the program, in both clinical, classroom, and laboratory settings. It is the student's responsibility to notify the Diagnostic Medical Sonography Program Director of any changes in their ability to meet the technical standards.

The diagnostic medical sonography student **must** be able to:

- **Lift in order to care for patients and position, transfer, and assist with mobilization as required.**
- **Stand and sit in order to care for patients safely and provide necessary care**
- **Visually be able to interpret patient cues as necessary for providing safe care and assessing the patient and environment (assistive technology such as glasses or contact lenses is acceptable to achieve functional vision)**
- **Visually be able to distinguish colors as necessary for performing and evaluating sonographic exams and images**
- **Audibly be able to understand, interpret, and provide responses to the patient as necessary to assess and provide safe care (assistive technology such as hearing aids is acceptable to achieve functional hearing)**
- **Physically be able to lift, push, pull, bend, squat, kneel, and balance in order to provide safe care and all interventions required**
- **Physically be able to perform CPR accurately and safely**
- **Physically be able to walk and stand to care for patients without assistive devices for care (such as crutches, canes, splints, casts, boots) and with the full use of hands and arms to turn, lift, assist, and move patients as necessary for care and treatments**
- **Verbally be able to effectively and professionally communicate to patients their required care and interventions, including full explanation of procedures and information necessary to agree to participate in care, utilizing the English Language.**
- **Verbally and physically be able to interact positively, professionally, and in a culturally sensitive manner with patients, staff, and peers from all ethnic and religious backgrounds, demonstrating emotional intelligence.**
- **Critically be able to think and act to prioritize care in order to assure patient safety**
- **Physically and cognitively be able to adapt quickly to changing circumstances within the healthcare environment in order to assure safe patient care**

By signing below, I acknowledge that _____ is able to perform the general physical, cognitive, and affective requirements for completion of the diagnostic medical sonography program.

Physician Name: _____

Physician Signature: _____ Date: _____

Physician Address & Phone Number (or Physician stamp)

1 As an Equal Opportunity/Affirmative Action institution, Rowan College at Burlington County affords equal opportunity to qualified individuals regardless of race, color, religion, sex, national origin, age, handicap (as defined by Section 504), ancestry, place of birth, marital status or liability for military service in the operation of its programs and activities (including admissions, access to programs and course offerings, physical education, intercollegiate and intramural athletics, counseling, employment, use of facilities, and college- sponsored extracurricular activities). This is in accordance with Title VI of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color, and/or national origin), Title IX of the Education Amendment of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act/ADA (which prohibit discrimination against otherwise qualified handicapped people), and other applicable laws and regulations. Copies of the Dispute Resolution for Students with Disabilities is available from the college catalog. 2 The Diagnostic Medical Sonography Program or its affiliated clinical agencies may identify additional critical behaviors or abilities needed by students to meet program or clinical requirements. The Diagnostic Medical Sonography Program reserves the right to amend this listing based on the identification of additional standards or criteria for Diagnostic Medical Sonography students.



**Rowan College at Burlington County
Diagnostic Medical Sonography Program**

HIPAA CONFIDENTIALITY STATEMENT

Students participating in the clinical component of the DMS program at Rowan College at Burlington County have access to information about the patients they encounter at the clinical education sites. This information is typically obtained through verbal, written, pictorial, and electronic means. These records often contain very sensitive information about a patient. At no time will a sonography student release or discuss, in public or private, any information contained in a patient's medical record.

I understand that personal health information belongs to the patient. I hereby agree and pledge that I will access only the patient data necessary to perform a diagnostic sonography exam. I agree not to disclose, communicate, or use any patient information in any manner other than that which is necessary for the provision of the exam. Information within the scope of diagnostic imaging will be released only to those who have signed confidentiality agreements and have a need to know.

I understand that my obligation outlined above will continue after my graduation from Rowan College at Burlington County.

I also understand that unauthorized use or disclosure of such information may result in disciplinary action, including, but not limited to, dismissal from the program, and potential legal action at the clinical site/affiliate's discretion.

My signature below attests that I have read, understood, and agree to abide by the terms of this agreement.

Print Name _____

Signature _____

Date _____



**Rowan College at Burlington County
Diagnostic Medical Sonography Program**

DMS INCIDENT REPORT FORM

| | |
|---|---------------------------------|
| Student Name: | |
| Date of Form Completion: | |
| Date of Incident: | Time of incident: |
| AM / PM | |
| Location of Incident: | Clinical Site |
| RCBC Campus | |
| (If Applicable) Clinical Site Location Name: | |
| Location of Incident (Classroom, Ultrasound Room, Hallway, Restroom, etc.): | |
| Description of Incident (Who, What, Where, When, etc.): | |
| Injury (Type, Location, etc.): | |
| Immediate Action to Ensure Health & Welfare of Individuals: | |
| Disciplinary Action (If Applicable): | |
| Student Name (Print): | Student Signature |
| Clinical Coordinator Name (Print): | Clinical Coordinator Signature: |
| Program Director Name (Print): | Program Director Signature: |



**Rowan College at Burlington County
Diagnostic Medical Sonography Program**

STUDENT CONSENT FORM

The Rowan College at Burlington County Diagnostic Medical Sonography Program has initiated the following policy regarding DMS students while scanning in the DMS Laboratory:

Students in the Diagnostic Medical Sonography Program will be asked to scan each other for practice purposes and learning purposes in the DMS Laboratory.

I _____ (print) understand the policy of the Diagnostic Medical Sonography Program at Rowan College at Burlington County. I understand that I have the right to refuse to be a subject (patient) for the duration of my time in the DMS program at RCBC and that my grade will not be adversely affected due to my decision to not be scanned. I also understand that if I choose not to be scanned for the duration of my time in the DMS Program, I am still required to scan fellow students in the DMS laboratory as well as phantoms. I will also be required to scan patients in the clinical setting while enrolled in the DMS Program. I understand that it is required for me to perform sonographic scans both in the laboratory and in the clinical setting for both graduation and licensure purposes.

☐

I agree to be a subject (patient) for the duration of my time in the Diagnostic Medical Sonography Program at RCBC and participate in performing scans in the DMS laboratory as well as in the clinical setting.

☐

I refuse to be a subject (patient) for the duration of my time in the Diagnostic Medical Sonography Program at RCBC; however, I understand that I am still required to participate in performing scans in the DMS laboratory as well as in the clinical setting.

Student Signature: _____

Date: _____



**Rowan College at Burlington County
Diagnostic Medical Sonography Program**

VOLUNTEER CONSENT FORM

I, _____ (please print), am voluntarily participating in a DMS laboratory setting. I realize that I will be scanned by DMS program students using the diagnostic ultrasound equipment.

I realize that the students are not licensed and/or registered Sonographers; therefore, no diagnostic conclusions can be made. There is no professionally trained Radiologist present on the school's premises; therefore, no interpretation of the diagnostic ultrasound scan can be made, and no results of the scan may be given to me or my representative(s).

I have been informed about the risk factors associated with diagnostic ultrasound and acoustic exposure. I fully understand that, although the risks of Diagnostic Ultrasound are minimal, I will not hold the DMS program, Rowan College at Burlington County, the DMS Administration, the DMS Faculty, or the DMS students liable for any damage to me or my health.

I understand that the procedures done on me at the DMS laboratory cannot and should not substitute any testing prescribed by my physician, and may not alter any treatment directed by my physician.

In addition, I waive the right to keep sonographic images and/or videos taken during the Ultrasound scanning, and I allow the DMS program to use these images and/or videos for the educational purposes of the DMS program as it deems fit. In addition, I confirm that I am at least 18 years old and have current/valid health insurance coverage.

Obstetric Volunteer: I confirm that I have had my 20-week ultrasound and that I have provided the DMS program with a note from my primary obstetrician permitting me to participate in a DMS laboratory setting and to be scanned by a DMS program student.

Non-obstetric Volunteer: I confirm that I have current/valid health insurance and am willing to participate in a DMS laboratory setting to be scanned by a DMS program student. I attest that to the best of my knowledge, I am not pregnant.

Date: _____

Volunteer Signature: _____

Student Name: _____



**Rowan College at Burlington County
Diagnostic Medical Sonography Program**

CONSENT OF UNDERSTANDING FORM

The Rowan College at Burlington County Diagnostic Medical Sonography Program has initiated the following policy regarding non-obstetric volunteer subjects in the DMS Laboratory in the case that there are findings that are non-emergent. If the finding is confirmed by the DMS faculty, the following consent of understanding form will need to be completed by the non-obstetric volunteer subject.

Volunteer Subject Name: _____

Date of Finding: _____

DMS Program Faculty that confirmed Finding Name: _____

What is the non-emergent finding that was confirmed by the DMS Program Faculty?

Comments:

****I confirm that I have been notified of the non-emergent finding and understand that I should follow up with my primary care physician as soon as possible. **** Rowan College at Burlington County's Diagnostic Medical Sonography Program is not liable for any steps that I must take regarding this finding.

Volunteer Subject Name (Print): _____

Volunteer Subject Signature: _____ Date: _____

Program Faculty Name (Print): _____

Program Faculty Signature: _____ Date: _____



Rowan College at Burlington County
Diagnostic Medical Sonography Program
AY 2025-2026

ACKNOWLEDGMENT PAGE

THIS TWO-PAGE FORM MUST BE SIGNED AND SUBMITTED TO THE ONLINE COMPLIANCE SITE.

Each student is responsible for the information contained in this handbook. Please read the following statements carefully to assure yourself that the information contained in the statement is true and understood by you before signing at the bottom. Your initials are to be entered in the space provided at the end of each statement.

Student Name (please print): _____

Student ID # _____

**DIAGNOSTIC MEDICAL SONOGRAPHY STUDENT HANDBOOK
ACKNOWLEDGMENT**

I have received the DMS Student Handbook (rev. 09/2025), read, and understand the contents of the handbook, and agree to abide by all policies, procedures, and rules contained therein.

Initials: _____

**CRIMINAL BACKGROUND CHECK, FBI FINGERPRINTING, PA CHILD ABUSE, AND
DRUG SCREENING**

I agree to have a Criminal History Background Check, FBI Fingerprinting, PA Child Abuse Clearance, and submit a urine sample for a drug screen. I understand that all screenings must be clear or negative to be satisfactory. I understand that if I have a positive background, fingerprinting, child abuse clearance, or urine drug screening that is not clear, my admission to the RCBC DMS program will be rescinded, and I will not be permitted to participate. **The Diagnostic Medical Sonography Program reserves the right to request a random drug test at the students' expense at any time during the program.**

Initials: _____

COMPLIANCE

I understand that if I am not compliant with all DMS program requirements at all times, I will be unable to enter any clinical facility and will be removed from the DMS courses. I understand that I must be compliant for the duration of the program in order to attend both lab and clinical courses. Compliance includes paying for Adam Safeguard/Sentry MD compliance tracking on an annual basis.

Initials: _____

AY 2025-2026 ACKNOWLEDGEMENT PAGE CONTINUED

FAIL, WITHDRAWAL, AUDIT

I understand that DMS students must achieve a minimum final grade of 80% or above for each DMS course and that individual DMS courses cannot be retaken. I understand that one or more DMS course failures within the first semester of the DMS program will make me ineligible for readmission. I also understand that one DMS course failure (after the first semester) will result in dismissal from the DMS program, with the option to reapply; however, acceptance is not guaranteed. If granted readmission, I will need to restart the DMS program from the beginning with a new cohort. I also understand that two or more DMS course failures (after the first semester) will result in dismissal from the DMS program without the ability to be reaccepted into the program.

I also understand that a student who withdraws from the DMS program will need to reapply during a future application cycle. If the student is interested in returning, this will be noted on the application rubric as a failure; therefore, students without previous DMS withdrawals will be admitted first.

I also understand that I may not audit courses in the DMS Program.

Initials: _____

CONFIDENTIALITY STATEMENT

I understand and agree that in the pursuance of my work as a student in the Diagnostic Medical Sonography Program of Rowan College at Burlington County, I must hold all medical information with regard to specific patients, healthcare workers, and healthcare facilities in confidence. I understand that I will be privy to such information on the clinical affiliations' sites. I also understand that all medical information regarding specific patients, healthcare workers, and healthcare facilities, whether it is obtained in writing, verbally, or any other format, is considered a privileged communication between the patient and the patient's physician and, as such, may not be released without the patient's written consent. I further understand that any violation of the confidentiality of medical information will result in dismissal from the DMS program, as well as possible legal action against me. If I unlawfully access or misappropriate patient information, I agree to hold harmless Rowan College at Burlington County from any and all claims, demands, actions, suits, proceedings, costs, expenses, damages, and liabilities, including reasonable attorney's fees, arising out of, connected with, or resulting from such unlawful use.

Initials: _____

I have read and understand each of the above statements individually, as indicated by my initials, and I agree to abide by these statements. By signing this acknowledgement page, I also confirm that I have read the RCBC Diagnostic Medical Sonography Handbook in its entirety and will abide by its contents.

Full Signature: _____

Date Signed: _____