



# **DIAGNOSTIC MEDICAL SONOGRAPHY**

## **PROGRAM SPECIFIC POLICIES**

Students are provided this document on the STInet, and then sign an acknowledgment of receipt the first day of class with the DMS instructors.

REVISED 2.15|

## DIAGNOSTIC MEDICAL SONOGRAPHY

(Abdominal / OB/GYN Ultrasound)

Associate in Applied Science Degree

Curriculum Sequence Rationale: From the start of the DMS program, students participate in ultrasound scanning labs in conjunction with didactic learning in the classroom. This continues from the first semester through the fourth semester. In the fourth semester, clinical observation hours are added with the didactic and laboratory hours. During the fifth and sixth semesters, students participate in a clinical practicum and didactic course work.

The sequencing of the courses is designed to initially provide a strong anatomy and physics foundation for the program and initiate the student into the basics of ultrasound scanning. As the program continues, more in-depth study of pathology and physiology of the abdominal organs is conducted. The students improve scanning skills, protocol knowledge, and imaging quality throughout the remainder of the program, corresponding with the anatomical area studied in the didactic coursework. Lab skills learned in specific anatomical area are brought forward and applied to further assignments throughout the program. The principles of ultrasound physics and instrumentation are studied concurrently with the abdominal courses.

After study of the abdominal cavity, the didactic and laboratory courses concentrate on pathology and physiology of the female pelvic cavity, fetal development, and Obstetrical ultrasound. Peripheral vascular technology are introduced through didactic and laboratory courses at this point, also. The students continue to concentrate on scanning skills in these areas, as well as continuing to build on previous skill knowledge obtained from prior learning areas. Pathology, physiology and ultrasound scanning of the thyroid, breast, scrotum and neonatal head are also studied in the fourth semester, which continues to refine scanning skills of students and expand didactic learning in these areas.

The didactic, laboratory and shadowing experiences are designed to prepare the students for the clinical experience of the final two semesters. This is the completion process of refining scanning skills, patient interaction, and didactic review.

Students must achieve a grade of C (80%) or higher in any of the program courses and health core courses to continue in the program.

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Semester	Course Title	Hours/week	Credits	Leo/Lab
<b>Prerequisites to DMS:</b>				
HC 108	Certified Nursing Assistant	3		(2-2)
MATH 102T	College Algebra (Preq Plac. Assess)	3		(3-0)
PHYS 100	Applied Physics (Preq. MATH 101)	3		(2-2)
HC 119	Anatomy/Physiology (Coreq HC 117, HC119L)	5		(4-2)
HC 119L	Anatomy/Physiology Lab (Coreq HC 119)			
HC117	Medical Language (Coreq HC 119)	1		(1-0)
		<b>15</b>		<b>(12-6)</b>
<b>First (Fall)</b>				
HC 114	Health Care/Human Relations	3		(3-0)
DMS 100	Introduction to Diagnostic Medical Sonography	2		(2-0)
DMS 101	Cross Sectional Anatomy(Preq HC 117, HC 119)	3		(2-2)
ENGL 101T	Composition (Preq. Placement Assess.)	3		(3-0)
CIS 101	Computer Essentials	2		(1-2)
		<b>13</b>		<b>(9-6)</b>
<b>Second (Spring)</b>				
SOC	Social Science Elective	3		(3-0)
CV 123	Ultrasound Physics(Preq. PHYS 100)	3		(3-0)
DMS 110	Abdominal Sonography I (Preq. DMS 100, DMS 101)	3		(2-2)
DMS 120	Abdominal Sonography II (Preq. DMS 110)	3		(2-2)
DMS 130	Abdominal Sonography III (Preq. DMS 120)	3		(2-2)
		<b>15</b>		<b>(12-6)</b>
<b>Summer</b>				
SPCM 101	Fundamentals of Speech	3		(3-0)
PSYC 101	General Psychology	3		(3-0)
DMS 200	OB/Gyn Sonography I (Preq. DMS 130)	4		(3-2)
DMS 214	DMS Peripheral Vascular I	2		(1-2)
		<b>12</b>		<b>(10-4)</b>
<b>Third (Fall)</b>				
DMS 201	Asepsis for the Sonographer (Preq. DMS 200)	1		(1-0)
DMS 210	Acoustical Physics & Instrumentation (Preq. CV 123, DMS 200)	2		(1-2)
DMS 215	DMS Peripheral Vascular (Preq. CV123,DMS 200 Co-req DMS 210)	2		(1-2)
DMS 220	OB/Gyn Sonography II (Preq. DMS 200)	5		(4-2)
DMS 230	Clinical Sonography I (Preq. DMS 200)	1		(0-4)
DMS 240	Abdominal Sonography IV (Preq. DMS 200)	4		(3-2)
		<b>15</b>		<b>(10-12)</b>
<b>Fourth(Spring)</b>				
DMS 250	Clinical Sonography II (Preq. DMS 210, DMS 220, DMS 230, DMS 240, and Permission of Program Chair)	14		(0-40)
DMS 255	DMS Registry Review (Coreq. DMS 250)	2		(2-0)
		<b>16</b>		<b>(2-40)</b>
<b>Summer</b>				
DMS 260	Clinical Sonography III (Preq. DMS 250 & Permission of Program Chair)	12		(0-40)
		<b>98</b>		<b>(56-110)</b>
<b>TOTAL</b>				
Requirements: Achievement of a grade of "C" or higher for PHYS 100 & all HC, CV, and DMS courses. Clinical placement by Program Chair.				

**SOUTHEAST TECHNICAL INSTITUTE**  
**DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**  
**“Technical Standards”**

As a student in the Southeast Technical Institute Diagnostic Medical Sonography (Abdominal/OB/GYN) program, these typical requirements of a Diagnostic Medical Sonographer are provided for you in order to enhance your understanding of the position, its responsibilities, working conditions and to help you make a more informed decision about pursuing this career. If you have further questions, please contact a program instructor.

**Sonographers are expected to have the ability to:**

- talk and hear as regularly required
- stand, walk, sit, use hands to finger, handle or feel as regularly required
- bend/stoop, kneel and squat as frequently required
- routinely lift and/or move or use pushing/pulling force up to 60 pounds
- have full use of both hands, wrists and shoulders
- assist patients on and off exam tables
- distinguish audible sounds
- distinguish multiple shades of gray and colors
- communicate effectively via speech, reading, and writing

Diagnostic Medical Sonographers use specialized equipment to create images of structures inside the human body to help physicians to make medical diagnosis. The process involves placing a small device called a transducer against the patient’s skin near the body area to be imaged. It sends high frequency sound waves into the body and captures their reflection from internal structures. Sonography is usually performed in small, dark exam rooms, at patient bedsides, in emergency rooms, or operating rooms. Sonographers may be required to work various shifts to provide 24 hour coverage, including early morning, day, evening, and night shifts. Shifts may be 8, 10, or 12 hours in length. Some facilities will also require sonographers to be on call. Sonographers must be able to tolerate physical and emotional stress and continue to function effectively and compassionately with the sick and injured. The Sonographer must be able to conceptualize and comprehend multi-dimensional relationships of anatomic structures and their appearance on a two-dimensional screen. Most facilities will require sonographers to be registered with the American Registry for Diagnostic Medical Sonography (ARDMS).

\*Technical Standard source: [www.sdms.org](http://www.sdms.org) and local job descriptions

## **STUDENT DRESS CODE POLICY**

Whether we like it or not we are judged by our appearance. Health care institutions, providers and patients (customers) expect a level of professionalism by the staff providing their care. The clinical affiliates of Southeast Technical Institute expect a professional, appropriate appearance and demeanor from you that will maintain the organization's public image, promote a productive work environment and comply with health and safety standards.

Students will be entering the professional clinical environment within the program. Preparation of this transition includes observing the following items of the dress code policy. These items are in addition to the dress code policy as outlined in the Health Handbook.

### **Dress code while attending any DMS, CV, or HC course:**

- STI specific 'Scrubs' are required.  
Scrubs are to be sufficiently sized to allow patient care to be given without exposure.  
Necklines and backsides are to be properly covered.  
Scrubs should be clean, non-wrinkled, and in good repair.
- No caps of any kind are allowed.
- Limited and conservative jewelry and cosmetics may be worn.  
No dangling earrings or necklaces  
No artificial nails
- Exposed body piercing, facial piercing, tongue studs, or ear gauges are not allowed.
- Any visible tattoos are to be covered.
- Personal hygiene should limit body odor, including perfumes and colognes.
- Smoke odor should not be detectable.

### **Additional Requirements for Dress Code in any STI LAB and 'Clinical' courses:**

- STI Scrubs are required in the lab. (No sweatshirts/sweaters, etc. may be worn over scrub top. Students may wear long or short sleeve white T-shirt under scrubs, and or add lab coat if cold.)
- Sturdy closed-toe shoes with socks must be worn. (No "uggs" or slippers, etc.)
- Long hair should be drawn back in a neat pony-tail during lab.
- STI Student ID badge is to be worn during lab.
- Students are required to have a lab coat available for lab sessions and for any Clinical course.

***Students in violation of dress code will be asked to correct their transgression in order to join the classroom, lab, or clinical session.***

## **DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM GENERAL INFORMATION AND EXPECTATIONS:**

- Clinical placement is determined only after the student has been observed safely and consistently performing all required procedures in specified time frames.
- Clinical Placement requires successful completion of all courses listed on the curriculum schedule prior to the start of the clinical internship courses. The DMS Clinical Internship courses are: DMS 250, DMS 255, and DMS 260.
- The number of clinical sites in the Sioux Falls area and the state of South Dakota is extremely limited. This means the student will more than likely have to move away from this area for the clinical internship portion of this program.
- Required relocation for the Clinical Internship may be great distances from Southeast Technical Institute. For example, Alaska, Virginia, Arkansas, and Nevada are locations likely to be included in the available clinical site list.
- Students are expected to complete the clinical internship portion of the program with their original cohort, unless the student is dismissed from the program for academic, behavioral, or other administratively determined causes. Not accepting a clinical site that is available is considered as a withdrawal from the program by the student.
- Moving and living expenses incurred are the responsibility of the student.
- No preference is given to students for any reason, for example, family situations, owning houses, etc., in the clinical site selection process. Students must be prepared to move to distant locations to complete the clinical internship.
- Students may have to compete with other students for desired clinical site positions. Selection of students for site placement is determined by the personnel at the clinical site through an interview process. Interview expenses are the responsibility of the student.
- Students are not to have any contact with any potential clinical sites until given permission by the program director. Any contact or solicitation of clinical sites by family or friends is also prohibited. Contact with clinical site personnel for purposes of securing a clinical internship position may result in the student forfeiting the opportunity to apply at that site, and may also result in dismissal from the program if this infraction results in a particular clinical site declining or withdrawing from the site list.
- Criminal Background Checks and Drug Screening are required before admission to the program as part of the application process. Another background check will be required prior to the start of the clinical internship at the student's expense. Drug Screens may be requested at any time during the clinical internship.
- Physicals will be required before clinical placement.
- Immunization records including Hepatitis B, Measles, Mumps, and Rubella (MMR), Tetanus and Diphtheria and (Tdap) or titers will be required. A Titer, or immunization for, Varicella (Chicken Pox) will be required. A current TB test will also be required. All immunizations and TB tests need to be completed prior to the start of the fall semester of the second year when student shadowing occurs. Current seasonal influenza vaccination will be required by November 1<sup>st</sup>.
- Valid CPR "Health Care Provider CPR" Certification through the clinical internship will be required. A copy of a valid CPR card must be submitted.
- Health Insurance coverage will be required during the clinical internship. Proof of insurance must be submitted.

- *The Diagnostic Medical Sonography program is accredited through the Commission on Accreditation of Allied Health Education Programs. Therefore, the student will be eligible to take the American Registry of Diagnostic Medical Sonography exams just prior to graduation. Successful completion of the ARDMS Registry Board exams (both Abdomen and Obstetrics/Gynecology) is an expectation of the Diagnostic Medical Sonography program at Southeast Technical Institute. (Refer to The American Registry of Diagnostic Medical Sonography or [www.ardms.org](http://www.ardms.org) for details of eligibility.)*
- *The ARDMS application fee is currently \$200 for the SPI exam, and \$250 for each specialty exam. The ARDMS requires an additional fee (minimum \$150) for any applicant that has any criminal offenses at the time of first application. Students are expected to apply for and complete the ARDMS SPI Exam immediately after successful completion of the Ultrasound Physics course at their own expense.*
- Job opportunities in the immediate region are typically very limited. Nationally, employment prospects are good.

### **CLINICAL SITE SELECTION PROCESS**

1. A list of approved sites shall be presented to the students upon its completion.
  - a. The list shall contain the number of sites no fewer than the number of students in the program specialty.
  - b. At the very least, a *tentative* list shall be released no later than September 30 of the year prior to the clinical period.
2. Site selection for the list is based on:
  - a. Specialty advisor approval with consideration on the number and variety of procedures, the amount and types of equipment, and staffing.
  - b. Sites interest in having a student and in teaching.
  - c. Sites within the same cities as existing sites (from any of the programs).
  - d. Sites willing to take more than one student. This may be in more than one specialty area, or in the same area. This will be subject to instructor approval of each specialty involved.
3. Changes in the list once it has been presented will be made only if an approved site needs to withdraw. Replacement will be based on selection criteria set forth in this policy.
4. The student is to make **no** contact with the department at the clinical site until approved by their advisor. Failure to comply with this policy may sacrifice the student's opportunity to apply at the site.
5. Placement is determined by selection of the clinical site through an interview process.
  - a. The interview/placement process will begin at a time designated by the program director (all programs may not be on the same schedule).
  - b. The student is free to select any site from the list they wish as first choice. The student may be competing with other students for that site.
  - c. Some sites may wish that the selection be made by the school. In this situation, it will be made by luck of the draw. The student(s) not selected will go into the second stage.
  - d. Once the process begins, the student is expected to schedule their interview within two weeks and complete it within no more than four weeks (to avoid competition with others at a different placement stage.) These time frames may be adjusted by the Program Director based on unforeseen circumstances that may arise during the application process. Special exceptions due to distance may be made, however, at a sacrifice of what selection round the student returns to if they are turned down by the site, or they turn the site down.
6. Application for placement:
  - a. Student must have successfully passed all completed and required courses at the time the list is handed out.
    - (1) Students must have successfully completed the ARDMS SPI exam to be eligible for the first round of clinical application.

- (2) Students taking any Special Studies courses related to Program Prerequisite courses may not apply for clinical internship until they have successfully completed those courses. (Fall Semester).
  - b. Student must have a “C” or better in current Program courses at the time the Advisor contacts the site to announce the student’s interest.**
  - c. Students must be free and clear from any school or program probation, academic or otherwise (i.e. documented attendance concerns). Students may not apply for clinical internship until concerns have been resolved.
  - d. At such a time when delays for application for clinical internship have been resolved the student may choose:
    - (1) To wait until the beginning of the next stage.
    - (2) Choose from any available site on the list that currently:
      - (i) Does not have a student in the current stage applying for it.
      - (ii) Does not have a student going into the stage applying for it.
  - e. Applications for placement must be turned in directly to the Program Director, at a time set by the Program Director.
    - (1) Students failing to return their applications within the designated time frame will not be allowed to apply to a site that another student has applied to. They may select another site without waiting for the next stage in the placement process.
7. Placement stages:
- a. First stage occurs after the list is first handed out. The Program Director will designate the amount of time that the students have to select a site as their first choice.
  - b. The student will be given the name of the contact for that site. They will have two weeks to arrange their interview date. This time frame may be adjusted by Program Advisor based on the unforeseen circumstances that may arise during the application process.
  - c. If more than one student selects the site, they will be competing for the position, unless the site requests it be done by a draw.
  - d. Students not selected or decide to turn the site down move to the next stage of the selection process. Students in the later stage may not compete for a site against a student in the previous stage, unless the advisor deems that those in the previous stage have taken too long to arrange or complete their interview as set forth in section 5.d. of this policy.
  - e. Once all students have completed the current stage (1<sup>st</sup>, 2<sup>nd</sup>, etc.), the process starts over at 6.a., for those who were not selected or chose to turn down the site. The site list will be consisting of those sites that do not have a student in place. Special exceptions may be made when someone who is at a later stage may be allowed to select another site prior to everyone completing the current stage.
  - f. Once all students have confirmed placement, the sites are closed and may not be opened up again if for any reason that student does not go to clinical.
  - g. Once a student has confirmed placement, they may not reapply for a site that may have become available due to the fact that the student, that the site selected, is not going on to their clinical internship.
  - h. In the situation of multiple sites in one city and there are an equal or fewer number students wanting that city, the advisor may designate a site to a student in an attempt to better match the student’s personality with what they know of the site’s personality. This may be done to insure the best clinical experience for all students.
8. The student will need at time of submission of first choice:
- a. Cover letter appropriate to site.
  - b. A current resume`.
  - c. Three letters of recommendation (from other than their program advisors.)

## **PROFESSIONAL BEHAVIOR/SOCIAL MEDIA POLICY**

As students enter the health care professions, it is necessary to understand the effect social media has on them personally and professionally. Communications that may have taken place in students' juvenile years may not be appropriate for their professional educational term or employment. In preparation for the professional work place, the DMS program has adopted the following policies:

Student "friending" of faculty, preceptors, clinical instructors, clinical site sonographers, and ultrasound lab assistants is prohibited.

Students expect evaluations from all instructors to be accurate and fair. "Friending" in a social media may result in an inaccurate evaluation or a biased placement.

Students posting comments regarding clinical experiences is considered unprofessional behavior and may be a violation of HIPAA criteria. This behavior is prohibited.

Socializing with faculty, preceptors, clinical instructors, clinical site sonographers, and ultrasound lab assistants while enrolled as a sonography program student is also prohibited outside the normal educational environment 'on-campus' and in a clinical setting.

It is important for health care students to behave in a professional manner and realize that their behavior may be misinterpreted by those they serve. Unprofessional behavior may include, but is not limited to communications (verbal, voice inflections, non-verbal actions or stances, postings, etc.) which may potentially compromise the health care relationship with patients, family members, staff, or physicians, or which may compromise the clinical affiliation relationships, or those that may violate legal or ethical standards.



**SOUTHEAST TECHNICAL INSTITUTE  
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM  
SPECIFIC PROGRAM POLICY ACKNOWLEDGEMENT SIGNATURE PAGE**

I have received a copy of the following DMS Program Policies for my records; I have read them and they have been explained to me:

- DMS Program curriculum rationale and required courses.
- DMS Technical and Physical Standards acknowledgement.
- DMS Program processes and expectations.
- DMS Student Dress Code Policy.
- DMS Program Policy for Clinical Site Selection Process.
- DMS Professional Behavior/Social Media Policy.

I understand the program policies as they relate to all areas of my Sonography Education. I understand the requirements and working conditions typically associated with Diagnostic Medical Sonography. In signing this policy statement, I hereby agree to abide to all policy requirements.

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*Print first and last name*

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*Student's Signature*

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*Date*