

## Table of Contents

Welcome	4
Acceptance of Policy Guidelines	5
Health Insurance Coverage	6
Standard Precautions Statement	7
Substance Abuse Release and Acceptance Form	8
Honor Code	9
HIPAA Statement	10
DMS Opt-Out Scanning Policy	11
Background Check Policy	12
<b>INTRODUCTION</b>	
<hr/>	
UA Fort Smith Mission, Role and Scope, and Vision	14
Mission Statement	15
Program Goals	15
Strategies	17
Administration and Faculty	19
Clinical Sites	20
Campus Directory	20
Faculty Positions	22
<b>POLICIES AND PROCEDURES</b>	
<hr/>	
Introduction	24
Student Rights and Responsibilities	24
Program Degree Plan	26
Program Statement	29
Physical Abilities Requirements	31
Readmission Criteria and Procedure	32
Program and Curriculum Information	33
Degree Awarded	33
Academic Standards	33
Grading System	33
Technology Requirements	34
Registry Eligible	36
Clinical Participation	36
Attendance	38
Tardies	39
Make-up Procedures: Classroom and Clinical	40
Incomplete Make-up Time	40
Advanced Make-up Time	41
Emergency Information	41
Cancellation (Severe Weather)	41
Vacation/Holidays	42
Dress Code	42
Name Badge	43
Service Work	44
Student Pregnancy	44
Insurance Coverage and Accidents	45

University of Arkansas Fort Smith Diagnostic Medical Sonography Program  
2021-2022 Policies and Procedures Manual

Communicable Disease Policy	45
Clinical Laboratory Scanning Policy	46
Campus DMS Laboratory Usage Policy	46
Substance Abuse Policy	48
Map to Testing Center	56
Social Media Policy	57
Serious Illness and Disease	58
Bereavement Leave	58
Accidental Exposure to Blood or Body Fluids	59
Professional Conduct	60
Unprofessional Conduct	61
Probation and Dismissal	63
Grievance Procedures	67
The Disciplinary Action	68
Grievance Process	69
Miscellaneous Policies	70
Contingency Plan	71
<b>FORMS</b>	
Counseling Record	74
Accident Report	75
Medical Options	77
<b>MISCELLANEOUS</b>	
SDMS Position Statement	78
Academic Success Center	81

## **Welcome**

Congratulations on being selected to participate in the UAFS Diagnostic Medical Sonography (DMS) program. The faculty and staff at UAFS expect that your progress through the program will provide the knowledge and skills necessary for you to perform competently in your chosen profession.

This manual is designed to serve as a guide to general information pertaining to the Diagnostic Medical Sonography program's policies and procedures. Please feel free to address questions or concerns you may have with the DMS Program Director or Clinical Coordinator.

Please read this manual carefully. You will be held accountable for all information related to you in this manual. After reading it, you must sign and return the first six (6) forms to the DMS Program Director by the end of the first week of school.

**Acceptance of Policy Guidelines**

I have thoroughly read the policy guidelines for the Diagnostic Medical Sonography program in the manual of the Bachelor of Science in Imaging Sciences degree at UAFS. I understand my responsibilities concerning the program. I will comply with the policies and guidelines contained in this manual to the best of my ability. In addition, I understand that I must abide by the policies found in the UAFS Academic Catalog and the UAFS Student Handbook & Code of Conduct.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** Please sign and return this sheet to the DMS Program Director, College of Health Sciences, University of Arkansas - Fort Smith.

**Health Insurance Coverage**

Diagnostic Medical Sonography program students must be responsible for any financial coverage if injured in the clinical setting, as there is no worker’s compensation for students.

This requirement is found on page 56 of the *Diagnostic Medical Sonography Policy and Procedures Manual*.

“All students admitted to the Diagnostic Medical Sonography program are expected to carry personal health insurance.”

\_\_\_\_\_ I am covered by health insurance with the following company/agency:

Company/Agency: \_\_\_\_\_

I.D. Number: \_\_\_\_\_

Policyholder’s Name: \_\_\_\_\_

\_\_\_\_\_ I am not covered by health insurance, but I will be responsible for any necessary personal health expenses.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

(Printed)

**Standard Precautions Statement**

I have been given written and verbal information regarding Standard Precautions. I agree to use Standard Precautions during clinical and simulated laboratory practice.

I understand that my failure to use Standard Precautions may result in exposure to blood borne pathogens including Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

In the event that I experience an exposure to HBV or HIV as a result of my failure to follow Standard Precautions, **I hereby release and hold harmless the University of Arkansas – Fort Smith, its board of visitors, officers, and affiliating agents from any and all liability, responsibility, damage or loss, whether known or unknown, existing or potential, that I may ever claim as a result of any contact or consequence that may arise from my exposure.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty/Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix B**

*Policy for the Prevention and  
Management of Substance Abuse*

*Release and Acceptance Form*

I, \_\_\_\_\_, have read and understand the Policy for the Prevention and Management of Substance Abuse for the University of Arkansas – Fort Smith College of Health Science. I understand that I am responsible for the cost of drug screens required due to cause, for MRO (Medical Review Officer) consultation, and/or split sample analysis. I understand, if I’m tested for cause, I am required to arrange for alternate mode of transportation (e.g., family or taxi) rather than self-transport.

I agree that the lab used for drug testing is authorized by me to provide results of the test(s) to the CHS Program’s Executive Director. I agree to indemnify and hold the lab harmless from and against any and all liabilities of judgments arising out of any claim related to 1) compliance of the college with federal and state law and 2) the college’s interpretation, use and confidentiality of the test results, except when the lab is found to have acted negligently with respect to such matters.

I understand that an outcome of a positive drug screen will constitute immediate suspension from my CHS program. Re-admittance to my program will follow the Program’s Readmission Criteria and Procedures Policy.

I understand that if I’m readmitted to the program and a positive test for substance abuse is found, I will be dismissed from the program and will be ineligible to return. Furthermore, I will be ineligible to receive a letter of good standing.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Executive Director or Program Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **Honor Code**

The Diagnostic Medical Sonography Program has adopted the following policies. Please read, sign, date, and return this form. This copy will be placed in your student file.

### **Exam Policy**

I understand that the content of all examinations is confidential. I agree that I will not divulge any questions on any examination to any individual or entity. I understand that the unauthorized possession, reproduction, or disclosure of any examination questions before, during, or after the examination is in violation of university policy. A violation of this type can result in disciplinary action by the educational institution, including the denial of certification and/or completion of the program.

### **Sign-in Policy**

In the event that students must “sign in” to a class, lab, or clinical setting, each student must sign his/her own name. It is unethical and in violation of policy to sign anyone else in for any reason, and to do so will result in disciplinary action. When signing in for class, lab, or clinical after the designated time, it is your responsibility to note the time on the roll next to your name.

### **Cheating/Plagiarism Policy**

Cheating in any form, including plagiarism (stealing and passing off as one’s own, the words or ideas of another) is unethical and will result in disciplinary action in accordance with stated university policy. (See *UAFS Academic Catalog*). To assist another to cheat is equally unacceptable and can result in the same disciplinary actions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Printed)



**HIPAA Statement**

I have received education regarding the HIPAA regulations which are effective as of April 14, 2003. I have been given the opportunity to ask questions. I have been informed and understand the policy on confidentiality. I will be held accountable for practicing within the regulations set forth by HIPAA.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**UAFS DMS Opt-Out Scanning Policy**

Please Note: Participation as a scanning model is voluntary. Participation or non-participation will not have an effect on your grade. Grades are based on the criteria published in the syllabi.

\_\_\_ I agree to be a model for scanning: there will be no effect on my grades

\_\_\_ I opt out of being a model for scanning; there will be no effect on my grades

---

Student Signature/Date

---

Program Director/Date

## **Background Check Policy**

### **Purpose:**

The University of Arkansas - Fort Smith College of Health Sciences is committed to producing graduates who go beyond academic excellence, who are productive, self-sufficient citizens of society, who are responsive to the global community and who maintain high ethical standards in their personal and professional lives. The attainment of this goal is facilitated by partnering with clinical agencies that consent to having faculty and students practice in their facilities. Students must therefore adhere to all agency policies, such as background checks. The purpose of this policy is to describe the terms and conditions under which background checks are conducted.

### **Policy:**

A criminal background check is required of all students accepted into the University of Arkansas - Fort Smith College of Health Sciences Imaging Sciences, Surgical Technology, Dental Hygiene and School of Nursing Programs. A third party vendor will conduct the background checks. The student will be responsible for all fees associated with any components of the background check process. All information will be treated as confidential but will be shared with the Imaging Sciences, Surgical Technology, Dental Hygiene or School of Nursing Executive Director and assigned agencies when requested and will be retained in the student's health file.

Each clinical agency will independently determine if an adverse or negative outcome on the criminal background check will prohibit a student's practice in their agency. Students unable to practice in clinical agencies because of an adverse or negative background check will be unable to complete program objectives, halting continued progression in the student's program of study. Failure to complete the background check process prior to the Friday of the first week of class will result in the student's inability to complete the program objectives and will therefore halt progression in the student's program of study.

Students must comply with any additional background checks required by their licensing agency.

### **General Guidelines:**

1. Immediately upon acceptance into a College of Health Sciences Program, the student must authorize the background check by completing the background authorization form provided by the vendor. This form is available to the student upon acceptance into their respective program. The student must also authorize the vendor to send a copy of the results of the background check to their Program Executive Director.

University of Arkansas Fort Smith Diagnostic Medical Sonography Program  
2021-2022 Policies and Procedures Manual

2. The following background checks shall be conducted by the vendor. Additional requests may be made by an agency.

Office of Inspector General  
Sex and violent offender check  
Social Security Verification  
Current County of Residence

3. If a background check is returned with unfavorable results, the Executive Director will notify the student and the student's assigned clinical agencies. The clinical agencies will determine if the student will be allowed to practice as a student in their clinical facility.
4. The student has the option to dispute any inaccurate information with the reporting agency, as a right of the Fair Credit Reporting Act. The student will not be able to complete the program objectives, halting their progression in the program of study, until the dispute is resolved.
5. If the background check is favorable, no further action will be taken.
6. All background check results will be retained in the student's file.

12/18/06  
Rev. 04/14/2011

## **Introduction**

### **University of Arkansas - Fort Smith**

#### **Mission, Role and Scope, and Vision**

##### **Mission**

UAFS prepares student to succeed in an ever-changing global world while advancing economic development and quality of place.

##### **Role and Scope**

Founded in 1928, UAFS has grown in stature, role, and scope over the years into a singularly distinctive, hybrid institution. Organized and focused on teaching and learning, UAFS offers multifaceted academic and technical educational opportunities. The University provides these learning opportunities at times and places convenient to students and clients. Programs include single courses of instruction, certificates of proficiency, technical certificates, and associate, bachelor's and master's degrees designed to meet a demonstrated demand of the region. In addition to certificate and degree programs, UAFS provides a wide range of customized, on-site education and training services – both pre- and post- employment –designed to meet the workforce education and retraining needs of business and service organizations.

UAFS provides a variety of public service activities for the people and organizations within its service area. Included are noncredit courses, seminars, workshops, lectures, travel, telecourses, and teleconferences organized by the University's Center for Business and Professional Development. UAFS makes campus facilities and resources available to community organizations and enriches the quality of life of the community through sponsored cultural activities and events.

##### **Vision**

UAFS will be a national model for preparing students for workforce mobility through education and professional development while serving as the thought leader in the region for workforce training.

## University of Arkansas - Fort Smith Diagnostic Medical Sonography Program

### **Mission Statement**

The Diagnostic Medical Sonography Program at the University of Arkansas Fort Smith College of Health Sciences was established to serve the needs of the population and health care industry in the community and surrounding area. The program is committed to provide a high-quality education through didactic courses and clinical experiences in diagnostic medical sonography producing competent and registry eligible students with the potential for advancement and leadership, whether the emphasis is education, management, or practice.

### **Program Goals**

**Goal 1:** Prepare the student to employ basic patient care, professional judgment and communication and adhere to the professional codes of conduct.

Objectives:

- 1A: At least 75% of program enrollment will successfully complete clinical proficiencies and clinical rotation evaluations assessing patient care with a 75% or above.
- 1B: At least 75% of program enrollment will successfully demonstrate professional judgment and ethical conduct within the scope of practice with a minimum of a 2 on 3-point Likert scale on clinical proficiencies.
- 1C: At least 75% of program enrollment will demonstrate proficiency in oral and written communications with a 75% or higher on clinical rotation evaluations and didactic assignments.

**Goal 2:** Prepare the student to demonstrate knowledge and understanding of human gross and sectional anatomy, and pathophysiology relevant to the role of the diagnostic medical sonographer.

Objectives:

- 2A: At least 75% of program enrollment will successfully complete didactic courses in Cross-Sectional Anatomy, Obstetrical/Gynecological Sonography I and II, Abdominal Sonography I and II, Vascular Sonography I and II and Pathological Considerations with a pass rate of a 2 on a 3-point Likert scale in clinical proficiencies.
- 2B: At least 75% of program enrollment will successfully obtain and evaluate pertinent patient history and physical findings prior to sonographic examination as demonstrated on clinical proficiencies with a minimum of a 2 on a 3-point Likert scale.

**Goal 3:** Prepare students to perform sonographic examinations using technical knowledge and clinical skills.

Objectives:

- 3A: At least 75% of program enrollment will demonstrate knowledge and understanding of the interaction of ultrasound and biological effects in human tissue, with a score of 75% or higher in Acoustical Physics and Instrumentation I and II.
- 3B: At least 75% of program enrollment will demonstrate proficiency in sonographic instrumentation with a 75% or higher in clinical lab practice.
- 3C: At least 75% of program enrollment will demonstrate the fundamental principles of sonographic quality assurance and maintenance programs with a 75% or higher in Acoustical Physics and Instrumentation II.

**Goal 4:** Prepare the student to pass the American Registry of Diagnostic Medical Sonographers (ARDMS) examinations.

Objectives:

- 4A: Following graduation, at least 75% of the enrollment will successfully pass the ARDMS examination in Sonography Principles and Instrumentation and/or one of the three (3) specialty examinations (OB/GYN, Abdominal, and Vascular) over a five-year period.
- 4B: Maintain an average credentialing pass rate of at least 75% over a five-year period.

**Goal 5:** To prepare competent entry-level general and vascular sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Objectives:

- 5A: At least 75% of the program's graduates actively seeking employment will be employed as sonographers in one of the program's accredited specialties within six months of graduation.
- 5B: Employer satisfaction of entry-level graduates' preparation will average 4 or above in a 5-point Likert scale over a five-year period.

In addition, the program will:

1. Provide an educationally sound environment to all students without discrimination.
2. Provide equal opportunities in the classroom, laboratory, and clinical experiences to all students.
3. Continually review and update the curriculum.
4. Accommodate new technologies and professional responsibilities as required through expansion of the curriculum.

5. Maintain responsibility and accountability to the department, college, and university.
6. Maintain responsibility and accountability to educational and professional accrediting agencies.
7. Maintain responsibility and accountability to professional and health consumer populations.
8. Provide opportunities for the professional development and evaluation of all faculty.
9. Provide equal admission and educational opportunities without regard to race, ethnic background, creed, sex, age, disabling conditions or natural origin.

### **Strategies**

In order to achieve its mission, goals, and objectives, the program and its personnel will strive in order to:

1. Cultivate and enhance partnerships with pertinent health care institutions, including institutions offering specialized and/or advanced training in the imaging sciences.
2. Prepare studies for a technologically-changing workplace by providing instruction, equipment, up-to-date resource material, and clinical experiences utilizing current and future technologies.
3. Conduct continuing assessment of student and employer needs in the field of sonography.
4. Appoint and retain high-quality faculty and clinical supervisors.
5. Offer a comprehensive and up-to-date sonography curriculum as suggested by the field's recognized professional organizations including, but not limited to: ARDMS and SDMS.
6. Address short-term and long-term continuing education needs of current and future imaging science practitioners in the community.
7. Provide opportunities for students to attend and participate in local and regional professional meetings and educational seminars while in the program.
8. Establish interpersonal relationships between students and faculty maximizing open and clear lines of communication, which encourage student success and personal growth as well as a desire for lifelong learning.
9. Regularly and consistently evaluate student competencies in proper scanning techniques and patient care, in addition to the various cognitive and affective domain objectives in the program.

This program makes every effort to structure its curriculum in an effective manner thereby enabling the student sonographer to achieve the objectives set forth above. While every effort is made to provide accurate information in all materials published by this program, the University reserves the freedom to change without notice admission and certificate requirements, curriculum, courses, faculty, policies, fees, regulations, and any other information contained in its publications, should such change be deemed necessary for the improvement of education provided by the University. This aspect of evaluation shall be an on-going monitoring of student progress and performance to determine if objectives are being met. A final evaluation of each student's ability to meet the program objectives shall be the student's performance on the American Registry of Diagnostic Medical Sonographer examination, with the determination



University of Arkansas Fort Smith Diagnostic Medical Sonography Program  
2021-2022 Policies and Procedures Manual

being a pass/fail score. The results of these examinations shall be a valuable indicator in evaluation of overall program effectiveness, and may be used as a basis for change in the educational format from time to time.

The educational process for this program strives to provide a balance between the didactic and clinical experiences for the student, allowing the student to apply knowledge and skills attained in the didactic portion to development of cognitive psychomotor, ethical and professional skills in the clinical portion in a progressive manner.

**University of Arkansas – Fort Smith**  
**Imaging Sciences**  
**Administration and Faculty**

**Administration**

Dr. Terisa Riley  
Chancellor

Dr. Georgia Hale  
Provost/  
Vice Chancellor for Academic Affairs/Professor

Dr. Lynn Korvick, MS(N), RN, CNE  
Interim Dean, College of Health Sciences

Angie Elmore, M.Ed., R.T. (R)  
Assistant Professor/Executive Director, Imaging Sciences

**Faculty**

Jodi Callahan, M.S.R.S., R.T. (R), RDMS, RVT  
Assistant Professor, Imaging Sciences  
Program Director, Diagnostic Medical Sonography

Alisa Cole, M.S.R.S., B.S.R.T. (R) RDMS  
Assistant Professor, Imaging Sciences  
Clinical Coordinator, Diagnostic Medical Sonography

Brandy Weidman, DHSc, M.Ed., B.S.I.S., RT(R), CT, RDMS, RVT  
Assistant Professor, Imaging Sciences

Dr. Richard Nelson  
Medical Advisor

**University of Arkansas – Fort Smith**  
Diagnostic Medical Sonography

**Clinical Sites**

**Northwest Arkansas Hospital -- Bentonville**

3000 Medical Center Parkway  
Bentonville, AR 72712

***Tyra Bowen***

Administrative Director

***Matthew Hellwig***, RDMS, RVT

**Clarksville Women's Center**

1100 E Poplar St, Suite A  
Clarksville, AR 72830

***Elizabeth Davis***, BSIS, R.T. (R), RDMS

**Johnson Regional Medical Center**

1100 E Poplar Street  
Clarksville, AR 72830

***Clint Ratcliff***, R.T. (R)

Administrative Director

***Darcy Hobbs***, BSIS, R.T. (R), RDMS, RVT

**The Breast Center - Fayetteville**

55 West Sunbridge  
Fayetteville, AR 72703

***Kathryn Dunn***, BSIS, R.T. (R), RDMS

**Fayetteville Diagnostic Clinic**

3344 Futrall Drive  
Fayetteville, AR 72703

***Jerry Thomason***

Imaging Director

***Timmery Nichols***, BSIS, R.T. (R), RDMS, RVT

**Washington Regional**

3 E. Appleby Road  
Fayetteville, AR 72703

***Christopher Kitchens***, BSIS, R.T. (R), RDMS, RVT

**Washington Regional Medical Center**

3215 North Hills Blvd.  
Fayetteville, AR 72703

***Tracy Bennet*** R.T. (R)

Administrative Director

***Sarah Button***, RDMS, RVT

**Baptist Health Services**

1500 Dodson Avenue  
Fort Smith, AR 72901

***Karen Dodd***, R.T. (R.M.)

Administrative Director

***Katherine Wilmot***, BSIS, R.T. (R), RDMS, RVT

**Baptist Health Fort Smith**

1001 Towson Avenue  
Fort Smith, AR 72901

***Debbie Lashley***, R.T. (R)

Administrative Director

***Ciera Jones***, BSIS, R.T. (R), RDMS, RVT

**Baptist Health Urology Group**

5500 Ellsworth Road  
Fort Smith, AR 72903

***Amy Anderson***, RDMS, AB

**Baptist Health Women's Group**

1500 Dodson Avenue  
Fort Smith, AR 72901

***Jessica Ivy***, BSIS, R.T. (R), RDMS, RVT

**Eastside OB/GYN**

7001 Rogers Avenue  
Fort Smith, AR 72903

***Susan Lovell***, R.T. (R), RDMS

**Mercy Hospital COE (Centers of Excellence)**

Mercy Fort Smith  
7001 Rogers Avenue  
Fort Smith, AR 72903

***Shirley Hyman***, R.T. (R), RDMS, RVT

**Mercy Hospital Vascular Fort Smith**

7301 Rogers Avenue  
Fort Smith, AR 72903

***Elizabeth Smith***, BSIS, R.T. (R), RDMS, RVT

**Mercy OB/GYN**

7303 Rogers Avenue  
Fort Smith, Arkansas 72903

***Renea Buttress***

Office Manager

***Jalah Fuller***, BSIS, R.T. (R), RDMS

**Mercy Health Systems of Northwest Arkansas**

2710 S. Rife Medical Lane  
Rogers, AR 72758

***Charlotte Rankin***, RN

Administrative Director

***Rachel Hawley***, RDMS, RVT

**Mercy Heart and Vascular - Northwest**

2710 Rite Medical Lane  
Rogers, AR 72758

***Grant Jones***, RVT

**The Perinatal Center**

5414 W Pinnacle Point Dr, #300  
Rogers, AR 72758

***Angie Smallwood***, RDMS, RDCS, PE

**Northwest Arkansas Hospital**

609 West Maple Avenue  
Springdale, AR 72764

***Tyra Bowen***, R.T. (R)

Administrative Director

***Bryce Prewitt***, RDMS

**Willow Creek Womens Health**

609 W. Maple  
Springdale, AR 72764

***Tyra Bowen***, R.T. (R)

Administrative Director

***Geneen Beuch***, RDMS, RDCS, RVT

**Baptist Health Van Buren**

211 Crawford Memorial Drive  
Van Buren, AR 72956

***Heather Albertson***, BSRT, (R), (N)

Radiology Manager

***Kellie Deer***, BSIS, R.T. (R), RDMS, RVT

**Prime Medical Imaging**

320 S. 9<sup>th</sup> Street

Van Buren, AR 72956

***Jada Newell***, RDMS, RVT

**Choctaw Nation McAlester Health Clinic**

1127 South George Nigh Expy

McAlester, OK 74501

***Rayna Hubbard***, RDMS

***Julie Warren***, RDMS, RVT

**Heart to Heart Pregnancy Support Center**

417 South 16th Street

Fort Smith, AR 72901

***Katherine Ward***, BSIS, RDMS, RVT

**University of Arkansas Fort Smith  
Faculty Positions in the Sonography Program**

**Executive Director of Imaging Sciences**

The Executive Director of Imaging Sciences is responsible for the organization, development, and coordination of the didactical and clinical portions of the Imaging Sciences programs. This includes, but is not limited to:

1. Communication between the Imaging Sciences programs and university administration.
2. Assessment of program needs.
3. Official reports and recommendations.
4. Development and revision of curricula and actions to improve effectiveness.
5. Fulfillment of needs for program accreditation.
6. Advisement and counseling of student course and career needs.

**Program Director**

The DMS Program Director is responsible for the organization, development, and coordination of the didactical and clinical portions of the DMS program. This includes, but is not limited to:

1. Communication between sonography programs and university administration.
2. Assessment of program needs.
3. Official reports and recommendations
4. Development and revision of curricula and actions to improve effectiveness.
5. Fulfilling needs for program accreditation.
6. Advisement and counseling of student course and career needs.
7. Establishing clinical guideline and objectives.
8. Serving as a liaison between the academic and clinical faculty.
9. Maintaining communication between the facilities.
10. Assisting the clinical instructor as needed.
11. Integrating and relating curriculum objectives for the classroom and clinical portions to make the education experience as relevant as possible.
12. Observing, counseling, and advising students in the clinical environment.

**Clinical Coordinator**

The clinical coordinator is given the responsibility for assisting in the organization, supervision, and coordination of the clinical education in each of the affiliated hospitals. This responsibility includes but is not limited to:

1. Establishing clinical guidelines and objectives.
2. Serving as a liaison between the academic and clinical faculty.
3. Maintaining communication between the facilities.
4. Assisting the clinical instructor as needed.
5. Integrating and relating curriculum objectives for the classroom and clinical portions

to make the education experience as relevant as possible.

6. Observing, counseling, and advising the students in the clinical environment

### **Clinical Instructor**

In each clinical facility, a sonographer is designated to be the clinical instructor. In addition to their responsibilities for the day-to-day operation of the department, these individuals are responsible for the supervision of the clinical education. This includes, but is not limited to:

1. Instruction in departmental policy and procedures
2. Supervision and instruction of students in clinical participation
  - Scheduling students through appropriate departmental work centers
  - Assuring that student assignments are made by qualified sonographers
  - Available to assist and advise students in clinical situations
3. Evaluation of student progress
  - Complete end-of-the clinical rotation and performance evaluations as needed
4. Collaboration with the University of Arkansas – Fort Smith DMS Program faculty
  - Schedule make-up time, only in extreme cases
  - Discipline according to the rules and guidelines set forth in the policies and procedures manual
  - Attend DMS Advisory Committee meetings
5. Documentation of attendance, tardies, incidences, clinical evaluations of examinations performed and other duties as necessitated for student supervision.

## **Policies and Procedures**

### **Introduction**

All students in the Diagnostic Medical Sonography (DMS) program at UAFS will assume the responsibility for observing the university rules and regulations as stated in the current university catalog and this program manual. Each clinical affiliate has rules and regulations that must be observed while the student is assigned to a particular affiliate. Failure to comply with these rules will adversely affect student evaluations. Dismissal from the DMS program may result if, after counseling, the student fails to correct the errors.

When accepted as a student in the DMS program, the student has also accepted a commitment for the five (5) semesters to become registry eligible. Please remember that you have been selected for admittance into the program, with limited entry, over others desiring entrance.

All affiliate personnel having a direct role in the education and training of the students are required to observe the policy guidelines contained in the manual. Each hospital and clinic will provide a clinical instructor who will have primary responsibility for student supervision during clinical rotations. All clinical instructors work in conjunction with, and should maintain constant communication with, the clinical coordinator.

The DMS program at UAFS has been developed following the guidelines set by the Joint Review Committee on Education in Diagnostic Medical Sonography. The university is proud of its high educational standards and expects the DMS program to exemplify this reputation. The responsibility for maintaining these standards lies with the students, clinical instructors, administrative directors, clinical coordinator and ultimately DMS Program Director and the administration of UAFS.

**NOTE:** The DMS Program Director and the Executive Director of Imaging Sciences reserves the right to alter or revise policy guidelines at any time.

### **Student Rights and Responsibilities**

UAFS will establish standards and regulations which will be designed to ensure unimpeded university functions and activities and to maximize the learning environment on campus.

Each student enrolling in the university assumes an obligation to conduct him or her self in a manner compatible with the university's functions as an educational institution. Conduct which is not compatible is specified in this policy and the student may be subject to disciplinary action for violations of these codes. The goal of disciplinary proceedings, most of which will be conducted as administrative proceedings, will be to help a student avoid further inappropriate behavior and become a responsible member of the university community.

### **University of Arkansas - Fort Smith Diagnostic Medical Sonography Program**

The DMS program has established standards to ensure that all students graduate with a high level of competency and the ability to elevate the public image of the profession.

Each student accepted into the program assumes an obligation to conduct him or her self in a manner compatible with this goal. Conduct which is found not to be compatible with program goals and policies may be subject to disciplinary action.

#### **A. Clinical and Academic Rights**

A student will have a right to:

1. Be informed of the policies and procedures of the program and its clinical affiliates.
2. Be informed of specific sonography course requirements.
3. Be evaluated on the basis of his/her academic and/or clinical performance as outlined on the syllabus for a given course.
4. Experience competent instruction, in both the academic and clinical settings.
5. Expect protection against an instructor's or clinical supervisor's improper disclosure of a student's views, beliefs, or other information which may be confidential in nature.
6. Expect protection, through established procedures, against prejudiced or capricious evaluation.

#### **B. Student Academic and Clinical Responsibilities**

A student will have the responsibility to:

1. Further inquire about program policies if he/she does not understand them or is in doubt about them.
2. Adhere to the standard of academic and clinical performance as outlined in the *Diagnostic Medical Sonography Policy and Procedures Manual* and *Clinical Handbook*.
3. Diligently adhere to the program policies and procedures as outlined in the *Diagnostic Medical Sonography Policy and Procedures Manual* and *Clinical Handbook*.
4. Adhere to the policies and procedures of each clinical rotation site to which he/she may be assigned.
5. Pursue the proper grievance procedures as outlined in both the *Diagnostic Medical Sonography Policy and Procedures Manual* and the *University of Arkansas - Fort Smith Student Handbook & Code of Conduct* if he/she believes his/her academic or clinical rights have been violated.
6. Complete all program course work and clinical assignments in the specific semester allotted, subject to time and facility constraints, and as outlined in the *Diagnostic Medical Sonography Policy and Procedures Manual*, *Clinical Handbook*, and individual course syllabi.



# University of Arkansas Fort Smith Diagnostic Medical Sonography Program 2021-2022 Policies and Procedures Manual

UAFS-College of Health Sciences-BS-Imaging Sciences-Diagnostic Medical Sonography

2019-2020 Catalog

IDN: \_\_\_\_\_ Printed Name: \_\_\_\_\_

## BS-Imaging Sciences-Diagnostic Medical Sonography-Major Code: 2066

This degree is not available in a guaranteed 8-semester plan for qualified freshmen. See your advisor to declare your major and sign an official degree plan.

*The prerequisites and corequisites of the degree requirements are subject to change.*

### PRE-PROGRAM REQUIREMENTS: 65 hours

Courses			
English Composition	6 Hours	Note 1	Grade_____
Speech	3 Hours	Note 1	Grade_____
Mathematics	3 Hours	Note 1	Grade_____
Lab Science	8 Hours	Note 1 & 5	Grade_____
Fine Arts	3 Hours	Note 1	Grade_____
Humanities	3 Hours	Note 1	Grade_____
History/Government	3 Hours	Note 1	Grade_____
Social Sciences	6 Hours	Note 1	Grade_____
Credit for coursework in other imaging sciences programs	30 Hours	Note 4	Grade_____

The DMS professional courses are sequential. Admission into the DMS program is required for enrollment into ISS and IS courses.

#### FALL SEMESTER - 11 hours

Courses			
ISS 3103 Acoustical Physics & Instrumentation	3 Hours	Note 2	Grade_____
ISS 3113 Cross-Sectional Anatomy	3 Hours	Note 2	Grade_____
ISS 3102 Clinical Lab Practice	2 Hours	Note 2	Grade_____
IS 3103 Legal and Ethical Considerations in Healthcare	3 Hours	Note 3	Grade_____

#### SPRING SEMESTER – 11 hours

Courses			
ISS 3212 Acoustical Physics & Instrumentation II	2 Hours	Note 2	Grade_____
ISS 3203 Abdominal Sonography I	3 Hours	Note 2	Grade_____
ISS 3213 Clinical Practice I	3 Hours	Note 2	Grade_____
ISS 3223 Vascular Sonography I	3 Hours	Note 2	Grade_____

#### SUMMER TERM – 9 hours (10-weeks)

Courses			
ISS 4303 Obstetrical and Gynecological Sonography I	3 Hours	Note 2	Grade_____
ISS 4323 Clinical Practice II	3 Hours	Note 2	Grade_____
IS 3203 Perspectives in Human Diversity	3 Hours	Note 2	Grade_____

#### FALL SEMESTER - 13 hours

Courses			
ISS 4413 Abdominal Sonography II	3 Hours	Note 2	Grade_____
ISS 4403 Pathophysiology and Special Applications	3 Hours	Note 2	Grade_____
ISS 4434 Clinical Practice III	4 Hours	Note 2	Grade_____
ISS 4433 Vascular Sonography II	3 Hours	Note 2	Grade_____

#### SPRING SEMESTER - 11 hours

Courses			
ISS 4513 Obstetrical and Gynecological Sonography II	3 Hours	Note 2	Grade_____
ISS 4501 Professional Seminar	1 Hour	Note 2	Grade_____
ISS 4544 Clinical Practice IV	4 Hours	Note 2	Grade_____
IS 3113 Patient Information Management	3 Hours	Note 3	Grade_____

**Total Hours: 120** At least 40 hours must be upper level

# University of Arkansas Fort Smith Diagnostic Medical Sonography Program 2021-2022 Policies and Procedures Manual

IDN: \_\_\_\_\_ Printed Name: \_\_\_\_\_

## NOTES

1. General Education Core Requirements, see below on the last page. Follow requirements with these stipulations: mathematics - MATH 1403 or mathematics course with MATH 1403 as a prerequisite; lab science - must take BIOL 2203/2201 and BIOL 2213/2211.
2. These courses are used to determine major courses in residency, see Graduation Requirements section of this catalog. Students must meet admission requirements and be officially admitted into the BSIS-DMS program. Please contact the College of Health Sciences coordinator of academic support services (479) 788-7841 for admission requirements and the application process for the College of Health Sciences.
3. Student must be admitted into an imaging science program.
4. Credit for coursework in other imaging sciences programs will be held in escrow. Student will receive credit upon successful completion of the program.
5. Science courses taken more than five years prior to program application may not be eligible. See advisor for more information and to request a science course evaluation.

A grade of C or better is required in ALL courses applicable to this program.

Prior to graduation students must demonstrate competency in financial literacy by satisfactory completion of FIN 1521 Personal Finance Applications (or an approved substitution) with a grade of C or better, or by a score of 70% or more on a challenge exam for FIN 1521.

## Transfer Course Information

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment of the application of credits for the admissions and degree requirements. Courses transferability is not guaranteed for courses listed in ACTS as "No Comparable Courses." ACTS-Arkansas Course Transfer System <http://acts.adhe.edu> -select Course Transfer. See Acceptance of Transfer Credits section of the current academic catalog for a complete list of transfer provisions.

## Student Degree Program Requirements

A student's degree program requirements are those specified in the catalog in effect at the time of declaration of program major. Students must meet the above program requirements and the graduation requirements as indicated by institutional and college policy. The program can be changed only with the approval of the official advisor. If original courses are eliminated, students may be required to meet new curriculum requirements in the degree program. If students are not enrolled for two or more consecutive terms (excluding summer terms), they must re-enter under the program requirements of the current catalog. Students are responsible for understanding program requirements and changes. This document is not official until signed and dated by both the student and an authorized university representative.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

University of Arkansas Fort Smith Diagnostic Medical Sonography Program  
2021-2022 Policies and Procedures Manual

UAFS-College of Health Sciences-BS-Imaging Sciences-Diagnostic Medical Sonography

2019-2020 Catalog

IDN: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**UAFS General Education Core Requirements (Your degree plan may have specific requirements that are listed above.)**

<p><b>English Composition – one of the following sequences required</b> ENGL 1203 Composition I ENGL 1213 Composition II OR ENGL 1233 Honors Composition RHET 2863 Advanced Composition</p>			
<p><b>Mathematics – one course required</b> MATH 1303 College Mathematics and Quantitative Literacy MATH 1403 College Algebra MATH with MATH 1403 as a prerequisite</p>			
<p><b>Fine Arts – one course required</b> AHIS 2863 Survey of Art History I AHIS 2873 Survey of Art History II HUMN 2563 Humanities Through the Arts HUMN 2663 Intro to Film MUSI 2763 Music Appreciation</p>			
<p><b>History/Government – one course required</b> HIST 2753 US History I HIST 2763 US History II POLS 2753 American National Government</p>			
<p><b>Humanities – one course required</b> ENGL 2013 Intro to Global Literature ENGL 2023 Intro to American Literature PHIL 2753 Intro to Philosophy RELI 2303 World Religions</p>			
<p><b>Social Sciences – two courses, from different areas</b> ANTH 2803 Cultural Anthropology ECON 2803 Principles of Macroeconomics or ECON 2813 Principles of Microeconomics GEOG 2753 World Regional Geography or GEOG 2773 Human Geography HIST 1123 Civilizations of the World to 1500 or HIST 1133 Civilizations of the World since 1500 HIST 2753 US History I* or HIST 2763 US History II* POLS 2753 American National Government* PSYC 1163 General Psychology SOCI 2753 Introduction to Sociology <i>*If not used to meet History/ Government requirement (a course may only be used once)</i></p>			
<p><b>Lab Science – two lecture/lab combinations required</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>BIOL 1153/1151 Biological Science/Lab BIOL 2203/2201 Human Anatomy/Lab BIOL 2213/2211 Human Physiology/Lab BIOL 2303/2301 General Botany/Lab BIOL 2503/2501 General Microbiology/Lab BIOL 2703/2701 General Zoology/Lab CHEM 1303/1301 Chemical Principles/Lab CHEM 1403/1401 College Chemistry I/Lab CHEM 1413/1411 College Chemistry II/Lab GEOG 1253/1251 Physical Geology/Lab PHSC 2503/2501 Fundamentals of Astronomy/Lab</p> </td> <td style="width: 50%; border: none;"> <p>PHSC 2653/2651 Earth Science/Lab PHSC 2713/2711 Physical Science/Lab PHYS 2803/2811 College Physics I/Lab PHYS 2823/2831 College Physics II/Lab PHYS 2903/2911 University Physics I/Lab PHYS 2923/2931 University Physics II/Lab</p> </td> </tr> </table>		<p>BIOL 1153/1151 Biological Science/Lab BIOL 2203/2201 Human Anatomy/Lab BIOL 2213/2211 Human Physiology/Lab BIOL 2303/2301 General Botany/Lab BIOL 2503/2501 General Microbiology/Lab BIOL 2703/2701 General Zoology/Lab CHEM 1303/1301 Chemical Principles/Lab CHEM 1403/1401 College Chemistry I/Lab CHEM 1413/1411 College Chemistry II/Lab GEOG 1253/1251 Physical Geology/Lab PHSC 2503/2501 Fundamentals of Astronomy/Lab</p>	<p>PHSC 2653/2651 Earth Science/Lab PHSC 2713/2711 Physical Science/Lab PHYS 2803/2811 College Physics I/Lab PHYS 2823/2831 College Physics II/Lab PHYS 2903/2911 University Physics I/Lab PHYS 2923/2931 University Physics II/Lab</p>
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## Bachelor of Science in Imaging Science – Diagnostic Medical Sonography PROGRAM STATEMENT

The Diagnostic Medical Sonography Program (DMS) is a part of the College of Health Sciences (CHS) at the University of Arkansas - Fort Smith (UAFS). The DMS Program is accredited by CAAHEP. Students desiring admission to the DMS Program need to be aware of and understand the following information related to admission, progression, and graduation.

### ADMISSION

#### Admission Criteria

To be considered for admission into the program, students must meet the following criteria:

- 1) Complete university admission requirements to include submission of official transcripts from all colleges/universities attended
- 2) Have a minimum 2.50 cumulative grade point average (GPA) for all college course work (including transfer work and excluding developmental courses) and be in good academic standing
- 3) Complete required prerequisite courses for the program with a minimum grade of "C" or higher in each course prior to fall entry
- 4) Submit an official transcript showing successful completion of a Joint Review Committee on Education in Radiologic Technology (JRCERT) approved Associate Degree Program in Radiologic Technology

**OR**

Receive credit by articulation. Registered radiologic technologists who do not possess an Associate Degree may receive 40 imaging sciences credit hours by providing documentation of the following 3 requirements:

- a. Graduation from a JRCERT approved school of Radiologic Technology
  - b. A passing score on the American Registry of Radiologic Technologists certification examination
  - c. Successful academic performance ("C" or better) on 15 semester credit hours in the BSIS general education curriculum
- 5) Hold a current, valid, unencumbered ARRT certification

#### Application

Admission into the DMS Program is competitive. Students who meet the minimum criteria identified above are eligible to submit an application for admission.

- 1) **Application Deadline** - May 15<sup>th</sup> for fall entry into the program
- 2) Eligible students must submit an application for admission to the DMS Program Director prior to the application deadline

#### Selection

Selection is based on the following weighted system:

- 1) Cumulative grade point average for all college level work
- 2) Personal interview
- 3) Selection preference is given to those who are near successful completion of the general education curriculum and the Imaging Sciences core courses.

**NOTE:** In the event that applicants have identical ranking scores, priority will be given to the student with the highest cumulative GPA. The top applicants will be offered positions for the available seats in the DMS Program. **Meeting the minimum criteria for admission or taking courses on the DMS degree plan does not guarantee admission into the program. Students not admitted must reapply to be considered for another semester. Students identified as alternates are not guaranteed a position in the next class.**

University of Arkansas Fort Smith Diagnostic Medical Sonography Program  
2021-2022 Policies and Procedures Manual

**Additional Documentation**

Students admitted into the DMS Program must submit the following additional documentation prior to fall entry:

- Health Care Provider Statement/Medical Release form
- Proof of immunizations
- CPR Certification: American Heart Association Basic Life Support for Healthcare Providers (BLS)
- Criminal Background Check
- Drug Screen

**Note:** Many clinical facilities require a criminal background check and/or drug screen on CHS students and have the authority to deny clinical training in their facility, secondary to outcome of either screening. Students unable to practice in any clinical agency because of an adverse or negative background check will be unable to complete the program objectives, thereby revoking admission into a program or halting continued progression in the student's program of study.

**PROGRESSION**

Science courses taken more than five years prior to entering the program will be evaluated on an individual basis by the DMS Program Director and the Dean of the College of Health Sciences. See your advisor for more information and to request a science course evaluation.

The DMS Program is competency based in skills. In order to continue in the program, a student must have satisfactory clinical performance and 75 percent average through each didactic course. A student dropped for academic or any other reason may apply for readmission if in compliance with the UA FS Student Academic Progress Policy as outlined in the course catalog. A student who discontinues the sequence for academic or any other reason must petition for readmission to the DMS Program. The readmission requirements are found in the DMS Policies and Procedures Manual (see the Readmission Criteria & Procedure Policy). The student is not guaranteed a position for readmission. A student who is readmitted is accountable for the degree requirements in effect at the time of readmission.

A grade of "C" or better is required in ALL courses applicable to the Bachelor of Science in Imaging Sciences – Diagnostic Medical Sonography degree.

**GRADUATION**

To earn a BSIS-DMS degree, a student must earn a grade of "C" or better in all required courses applicable to the DMS Program; earn a minimum of 2.00 cumulative GPA in all course work required for the major and/or minor areas; and earn a minimum of a 2.00 cumulative GPA on all work attempted at the University.

The student must meet with the DMS Program Director to complete the graduation application one year prior to intended graduation.

I have read and understand this program statement.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 8/2014

University of Arkansas Fort Smith Diagnostic Medical Sonography Program  
2021-2022 Policies and Procedures Manual

**University of Arkansas - Fort Smith**  
**College of Health Sciences**  
**Imaging Sciences Programs**  
**Physical Abilities Requirement**

Student Name: \_\_\_\_\_

Semester Applied to Enter: \_\_\_\_\_

R-Regularly	O-Occasionally		
Abilities	R	O	Measurable Descriptor
Vision: Corrected or Normal	X		Ability to read requisitions, physician orders, instructions on equipment, labels, reports
Hearing	X		Hear a patient talk in a normal tone from a distance of 15 feet
Intelligible oral communication	X		Communication with patients, team members
Appropriate non-verbal communication	X		Therapeutic communication with client, rapport and trust with client and health care team
Pushing	X		Lbs/ft: 100, equipment, patient carts with and without pts.
Pulling	X		Lbs/ft: 50, equipment, patient carts
Lifting	X		Lbs/ft: 50, clients, equipment, and supplies
Floor to waist	X		Lbs 75: 3 man lift of patients
Waist to shoulder	X		Lbs 35: equipment and supplies
Shoulder to overhead	X		Lbs 10: equipment and supplies
Reaching overhead	X		Ht/lbs appropriate; equipment
Reaching forward	X		Use of equipment, supplies, and cassettes
Carrying	X		Lbs 40: equipment 50 yds
Standing	X		Long periods, up to eight hours;
Sitting	X		Infrequent and short periods, break and lunch
Squatting	X		Infrequent and short periods; adjusting equipment, cleaning
Stooping/Bending	X		Infrequent and short periods; adjusting equipment
Kneeling/Crouching		X	Infrequent and short periods; adjusting equipment
Walking	X		Long periods of time: up to eight hours;
Running		X	Infrequent, emergency situations
Stairs (ascending/descending)	X		Infrequent, emergency situations
Turning (head/neck/waist)	X		Frequent extended periods; may position for long periods
Repetitive leg/arm movement	X		Frequent, use of equipment
Use of foot or hand controls	X		Short periods, use of equipment

I have read, understand and accept the above working conditions expected of an IS Student in the academic and clinical setting and certify that I am able to meet these requirements.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Readmission Criteria and Procedure**

### **General Information**

A student who has withdrawn or received a failing grade in a sonography course may apply for readmission to the program. A student is limited to one re-enrollment into the program. If the student feels there are extenuating circumstances, he/she may request an exception be made. He/she must write a letter to the admissions committee asking for special consideration. (The Imaging Sciences faculty acts as the admissions committee).

Each person seeking readmission will be evaluated on a space available basis. A position is not guaranteed. Students reentering the program are required to follow the sequential structure of the program in the 21-month time frame. Students who successfully completed one full year of the program before withdrawing might be able to enter the beginning of the second year, provided space is available, time lapsed is not more than 12 months, and approval is granted by the admissions committee. A re-admittance examination to evaluate a student's preparedness and/or level of competency will be required. Students re-entering the program due to failure in one or more courses will be required to repeat all co-reqs within that semester.

If a student has received a failing grade in any ISS clinical course, they will be required to pass a scanning examination based upon the level of scanning knowledge prior to the failing grade and being dismissed from the program.

### **Re-Admission Procedure**

A person interested in re-entering the program should begin the enrollment process by scheduling a conference with the DMS Program Director. The director will describe the readmission procedure more fully and answer questions. The individual should then notify the director in writing that he/she does request readmission. The director will then check the student's file for eligibility for readmission.

### **Re-Admission Requirements**

Readmission will be based on the following criteria:

- ✓ Academic and clinical performance status at the time of withdrawal
- ✓ Cumulative GPA at the time of readmission request (minimum of 2.5 GPA)
- ✓ Status of any problems previously identified as interfering with learning
- ✓ Instructor recommendation
- ✓ Interview with program faculty or admissions committee
- ✓ A re-admittance exam to determine student retention of previous learning will be required. The student must show competence for each category at the level of re-admittance.

### Acceptance Procedure

The applicant for readmission will receive notification of acceptance or non-acceptance within two weeks of the committee's decision.

### Transfer Students

Transfer students (from a sonography program other than UA Fort Smith's) will be considered individually. The appropriate advisor will evaluate the general education requirements and the compatibility of the sonography curriculum will be evaluated by the program director. Transfer students are admitted on a space-available basis. A curriculum specific comprehensive evaluation and/or letter of recommendation by the student's former program director may be required to help evaluate a transfer student's level of entry into the UA Fort Smith DMS Program.

## **Program and Curriculum Information**

### Degree Awarded

Bachelor of Science in Imaging Sciences

### Academic Standards

DMS students must maintain a 2.0 ("C" average) cumulative grade point average. Students receiving a grade less than "C" in any course in the DMS curriculum which does not carry the IS or ISS prefix will be required to repeat the course (or an acceptable alternative). If a student receives a grade lower than a "C" in the repeated course, he/she will be subject to dismissal from the program.

Students receiving a grade of less than a "C" (75%) in any course with IS or ISS will be dismissed from the program.

### Grading System

Didactic: Grades for regular college classes will be determined by the appropriate instructors and in conjunction with UA Fort Smith policy. The program instructional staff will determine grades for sonography classes. The University of Arkansas - Fort Smith grading policy is:

100 – 93	A
92 – 84	B
83 – 75	C
Below 75	F



Clinical: The Clinical Coordinator in collaboration with the Clinical Instructor will determine clinical education grades. All clinical grades will be based upon criteria as outlined in the *DMS Clinical Handbook*.

(Students having trouble with grades should discuss them with the instructor as soon as possible in the semester).

### **Technology Requirements**

#### **PURPOSE**

Technology readiness is critical to students' success in the Radiography learning environment. UAFS is a 100% bring your own device university and, while technology products must meet required technical specifications, students are able to select technology products based on preference.

Students should use the following technical requirements to guide their selection of a technology package for use during their academic program at UAFS. Systems purchased new within the past two years will typically come with the following recommended features.

#### **Students should be able to do the following essential computer tasks:**

1. Word processing\*
2. Create a presentation (PowerPoint)\*
3. E-mail
4. Install/update software on their computer
5. Browse the internet
6. Record video on their smartphone or a camera and load that video on their computer or an online service or drive (YouTube, Google Drive)

\*Students may develop some of these skills in required classes as part of their degree.

#### **RECOMMENDED OPERATING SYSTEMS AND DEVICES:**

##### **Operating Systems**

1. Windows 10 (alternate versions, such as Windows RT and Windows iOS, are not supported).
2. Mac 10.14.6 or greater
3. iOS
4. iPod Touch
  - a. iPad 5+, iPad Air, iPod Mini 2+, iPad Pro

##### **Minimum hardware for video, sound, Internet connection, etc.**

**Note:** If you have an unsupported browser or a dial-up connection, you will have difficulties running Blackboard courses.

1. Mouse, keyboard, or laptop touch pad
2. Monitor resolution must be 1280 x 768 or higher
3. Sound Card and Speakers
4. Minimum broadband connection (cable or DSL)
5. Students should have a Broadband Internet connection for running video
6. CD-ROM and/or DVD readable drive, or USB ports and drives
7. A webcam with a built-in microphone
8. A **privacy screen**

9. A computer/USB microphone, if your webcam does not have a microphone
10. A laptop or mobile device with a camera and microphone

### **Supported Browsers**

**Note:** Students are required to have anti-virus software and strongly recommended to have anti-malware software. Students may be held responsible for passing along viruses if they do not have adequate software installed. Some telecommunications providers, Cox Communications for example, provide anti-virus software free of charge in addition to their service. See the provider web site for more information.

1. **Microsoft Internet Explorer** is **NOT** supported
2. **Apple Safari version** 13+ for Macs and 12+ with IOS
3. **Microsoft Edge version** 87+
4. **Mozilla Firefox version** 78+
5. **Google Chrome version** 87+

[https://help.blackboard.com/Collaborate/Ultra/Participant/Get\\_Started/Browser\\_Support](https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started/Browser_Support)

### **Browser Checker**

Students can check to see if their Web browser is supported by Blackboard by clicking the link: [https://help.blackboard.com/Learn/Administrator/SaaS/User\\_Interface\\_Options/Original\\_Experience/Browser\\_Support/Browser\\_Checker](https://help.blackboard.com/Learn/Administrator/SaaS/User_Interface_Options/Original_Experience/Browser_Support/Browser_Checker)

### **Additional System Requirements for Online Proctored (OLP) Assessments:**

1. USB port or USB compatible dongle adapter
2. WIN 10 or Higher/Mac OS 10.14.6 or Higher
3. Hard Drive Remaining Space  $\geq$  20MB
4. Internal Storage  $\geq$  32MB

### **Supported Mobile Technology**

Students can download the **Blackboard (Student) app** for IOS, Android, and Windows mobile devices. The app should be a **free** download for UAFS students on each of these platforms.

### **Other Software**

1. **Plug-ins** - Java (JRE) versions 7 or 8 are recommended
2. **Applications** - UAFS recommends the following applications for online classes:
  - a. Microsoft Word
  - b. Adobe Acrobat Reader
  - c. Microsoft PowerPoint or PowerPoint Viewer (for Web-enhanced courses)
  - d. VLC Media Player

### **Accessibility**

Blackboard recommends the following screen reader combinations:

- a. For Windows systems – Mozilla **Firefox** with the **JAWS** screen reader
- b. For Mac systems – Apple **Safari** with the **VoiceOver** screen reader

### **Exemplify – Minimum System Requirements**

**Note:** Students will be required to take all exams on Exemplify.

Exemplify works with most modern computers, both Mack and Windows operating systems. It

will not run on Chromebooks, Android, or Linux operating systems.

Exemplify does not support touchscreen input devices on Mac or Windows laptops.

### **Registry Eligible**

To be eligible to sit for the ARDMS Registry Exam (American Registry Diagnostic Medical Sonography), all academic requirements for graduation and all clinical criteria must be successfully completed. No student will be recommended to sit for the registry examination until these requirements are met.

### **Clinical Participation**

It is each student's responsibility to achieve the learning objectives by the end of each semester and all that he/she can beyond the objectives. Incomplete objectives will result in an incomplete grade for clinical courses. Clinical instructors and many of the staff sonographers are available and willing to teach and answer questions.

Students will not be required to perform, unassisted, any sonography examination that exceeds their educational or clinical experience. However, it is the philosophy of the program that if a student is ready to expand into an area of sonography, and the clinical instructor believes that the student is capable, the student may undertake more responsibility. Students are encouraged to learn procedures in the hospital as soon as they feel they are capable.

The student's attitude toward work while in the program will **profoundly affect his/her ability to find employment as a sonographer after graduation**. For this reason, students will be expected to abide by the following:

- A. Students must be punctual, attentive, and cooperative in helping the sonography department accomplish its prime objective; providing patient care. Habitual or excessive absenteeism and/or tardiness is a reflection of poor work habits and must be avoided.
- B. Students shall not leave the hospital at the end of a time shift until they have completed the procedure in progress (within reasonable limits), or made arrangements for someone else to take over. Patients are not to be left unattended while examinations are in progress.
- C. Students must report to the clinical affiliate in a professional manner. This means; on time, correctly dressed, and not under the influence of drugs or alcohol, nor have them in their possession. Nor shall students sleep during the assigned clinical hours.
- D. Students should respect the possessions of others. They shall not remove any articles from the clinical affiliate, other students, or employees of the clinical affiliate or the university.

- E. Students shall abide by all rules of personal conduct as stated in each clinical affiliate. No immoral conduct will be tolerated.
- F. A professional attitude shall be displayed toward the patient, fellow students, physicians, technologists, and faculty. Students are required to abide by the *Code of Ethics for the Profession of Diagnostic Medical Sonographer (SDMS)* printed in the Appendix. Each clinical affiliate reserves the right to refuse to allow any sonography student in the department who does not practice ethical and professional behavior or who does not consider the patient to be the most important person in each department. **No immoral conduct will be tolerated.**
- G. **Students must honor patient confidentiality at all times. All information regarding hospital procedures and patient records are confidential in nature. Any requests for information should be directed to the clinical instructor or chief technologist. Any student revealing confidential information will be subject to disciplinary action and/or DISMISSAL from the program. (Refer to HIPAA guidelines as taught).**
- H. Students must display initiative in the following areas:
  - 1. Asking questions if they do not understand something
  - 2. Asking for help when needed
  - 3. Learning about the equipment
  - 4. Practicing scanning, critiquing films, and/ or studying when there is no patient, AND
  - 5. Volunteering to do exams
- I. Students having completed academic and laboratory training and testing and having passed their competency evaluation for a specific examination may not refuse to perform that examination if directed to do so by the clinical instructor or staff.
- J. Any student who reports to the clinical affiliate with improper uniform will be sent home by the clinical instructor and the time will be made up that same day.
- K. Visitors and use of telephones for personal use should be avoided. Both may be allowed at the discretion of the clinical instructor. **Cell phones must be turned off during clinical time.**
- L. Gum chewing and eating in areas that are not designated shall be avoided.

Violations of the above will result in poor clinical rotation evaluations and may lead to probation and/or dismissal from the sonography program.

## **Attendance Policy**

### **Absenteeism**

Students are required to regularly attend all scheduled college classes and clinical assignments. Attendance and punctuality are two of your most important responsibilities as a student sonographer.

#### **Classroom**

Any absence should be avoided. Illness or family emergencies are the only excused absences. (Elective surgery should be scheduled during university breaks). **Schedule doctor appointments outside of class or clinical education hours.** Unless extenuating circumstances are determined by the DMS Program Director, the classroom absences will be treated in the following manner.

1. The third absence from class will result in a warning.
2. The fourth absence from class will result in an instructor/student conference.
3. After the fifth absence from class, the student will be dropped from the program, unless prior arrangements have been made with the program instructor.
4. ALL make-up work and tests are due the day the student returns to class. Ten points will be deducted each day the make-up work is late.

Students must call each day of absence. Notification should be made at least 15 minutes prior to the start of the scheduled class. Sending a message with another student or friend does not meet this requirement. Failure to notify a program official of absence will be considered an unexcused absence and result in a zero for all class work missed during the absence.

#### **Clinical**

A maximum of 12 hours of clinical absence will be allowed each semester due to personal or immediate family illness. An absence for any other purpose will result in a one percentage point deduction for each clinical hour missed (extenuating circumstances may be considered). However, **ALL** clinical times missed will be made up. If absences exceed the 12 hours limit, **ONE** percentage point for every one hour of clinical missed will be deducted from the clinical grade at the end of the semester.

**Students must call clinical site and the Clinical Coordinator each day of absence.** Sending a message with another student or a friend does not meet this requirement. Notification should be made at least thirty minutes prior to the start of clinical.

Failure to notify the clinical site and Clinical Coordinator on the morning of the clinical absence will result in a one percentage point per hour missed deducted from the final clinical grade at the end of the semester.

If a student becomes ill and cannot perform his/her duties or may be contagious, then he/she should stay home. If students become ill at the clinical site, they must notify the clinical instructor immediately, **BEFORE leaving** the facility. Students will make up all time

missed due to illness.

#### NOTE

Failure to clock in, clock out, or not clock in or out will result in the following action:

1. You are NOT permitted to clock in or out on your cell phone or Smart Watch. Clocking in or out on your phone or Smart Watch will be considered a tardy for each occurrence.
2. Failure to clock in on an 8-hour clinical assignment; minus 4 hours clinical time.
3. Failure to clock out on an 8-hour clinical assignment; minus 4 hours clinical time.
4. Failure to clock in and out; minus 8 hours clinical time
5. On partial day clinical assignments, one half of assigned clinical time will be deducted for failure to clock in or out. Failure to clock in and out will require all of the assigned clinical time to be made up.
6. Students who call in sick on clinical days will not be allowed to come later that day. All the time missed must be made up. (Example: If a student calls in at 7 a.m., that student cannot come in at 1 p.m.)

#### Tardies

##### Classroom

For all sonography classroom courses, each tardy after two will result in five points being deducted from the final semester grade. A tardy in the classroom is defined as arriving 5 minutes past the scheduled starting time for class. Arrival time after 20 minutes from the scheduled start time for class will be considered an absence.

##### Clinical

A tardy at the clinical site is considered any arrival time after the assigned clinical check-in time. Students arriving after the assigned time will be marked tardy. Students arriving 10 minutes to 1 hour tardy will make up that time at the end of the assigned shift that same day. A tardy that is more than one hour will be made up at a time determined between the student and clinical instructor/clinical coordinator. The third tardy (and each tardy thereafter) within one clinical rotation will result in a deduction of one percentage point for each tardy from the final clinical grade at the end of the semester.

### **Make-up Procedures**

#### **Classroom**

Only excused absences are approved for make-up. Class work and/or tests scheduled for the day of the absence are due the day the student returns to class. All work assigned the day of the absence may be made up and turned in no later than the next scheduled class period. It is the student's responsibility to ask for make-up work, turn in late assignments (due to the absence), or schedule the make-up test with the instructor the day he/she returns to class. If an excused absence occurs on a scheduled test day, the student should be prepared to take a make-up test which will differ from the test given to the class.

#### **Clinical**

Students are expected to complete **all** required clinical hours prior to the end of each semester. Failure to do this will result in an "incomplete" grade. Unless prior arrangements have been made with the clinical coordinator, a grade of "incomplete" will become an "F". At this point the student will be dropped from the program.

Make up of clinical time should be arranged through the clinical coordinator **as soon as possible** after the missed time. Clinical time will be made up at the clinical site where clinical education was missed. The amount of time to be made up will be determined by the previous policies found in this handbook.

**NOTE:** If arrangements have been made for clinical make-up time and the student fails to attend on that day without calling the appropriate program personnel, he/she will be assessed another unexcused absence.

Make-up days and times will be scheduled at the discretion of the clinical coordinator.

### **Incomplete Make-up Time**

The DMS program faculty at UAFS understands that circumstances beyond a student's control may interfere with completing certain requirements of this program in the time frame given. If this becomes a stumbling block, students should schedule an appointment with the DMS Program Director to discuss possible alternatives. Only under extreme cases will adjustments or other arrangements be made. This decision will rest entirely with the DMS Program Director. In the event a student is given additional time to complete make-up clinical time, the program director and/or clinical coordinator will complete a probation contract to be agreed upon and signed. If the student is unable to fulfill this contract, he/she will be dropped from the program. A sample of this contract is found in the Forms section of this manual.

### **Advanced Make-up Time**

As a general rule, students may NOT accumulate clinical hours in advance for future time off.

The only exceptions to this policy will be:

1. Pregnancy – A student may accumulate hours prior to delivery (see pregnancy policy for additional information on pregnancy).
2. Surgery – If a necessary surgery is scheduled and the student is able to accumulate hours prior to his/her surgery.
3. Other special circumstances – These will be evaluated on a case-by-case basis.

If a student qualified for advanced make-up time, arrangements will be made collaboratively with the student, clinical coordinator, and clinical instructor.

### **Emergency Information**

It is the student's responsibility to provide his/her current address, telephone number, and person to call in case of an emergency to the program faculty. This is necessary for notification of family in case of an emergency or if there is a need to contact the student concerning classes or labs.

### **Cancellations (Severe Weather)**

When the University officially cancels classes due to snow or other severe conditions, the following procedures will be followed:

- A. The students are not required to go in to the clinical site that day; **however** clinical hours cannot automatically be awarded.
  1. If the student is able to reach his/her clinical site, he/she would work the normal number of clinical hours scheduled for that day.
  2. If the student is unable to reach his/her clinical site, he/she **MUST** contact program personnel as outlined under "Absences." Any clinical time missed must be made up by the end of the semester. The student will not be penalized as long as the clinical time is made up.
- B. The students are also not required to attend classes that day. Occasionally, students can expect an extra class to be scheduled to make up for cancellations.



### **Vacations/Holidays**

Students will not be required to work during normal vacation periods. However, vacation periods can, and should be, utilized for make-up purposes. Vacations in the DMS program shall be concurrent with the UAFS academic calendar as published in the current university academic catalog.

Students desiring to take a vacation must utilize vacation periods **only**. Absences due to other than normally scheduled vacations will be subject to the unexcused absence policy described previously.

### **Dress Code**

The student is expected to be neat in appearance with clean uniform and shoes. **Daily Personal Hygiene is Required.** This will include oral hygiene, daily bathing, and use of an effective deodorant. Any deviation is considered improper uniform. If the student is not in the proper uniform, he/she will be sent home and time missed will be made up the same day. The following dress code is required for all students while at the clinical site.

#### **Uniform**

Surgery scrubs will be the uniform for all sonography students. DMS students will have their own distinctive color. A white T- shirt (or sleeveless tank top) may be worn under the scrub top as long as the sleeves do not extend below the scrub top sleeves or extend below the bottom of the top.

#### **Shoes**

White athletic shoes or white nursing shoes are acceptable. Shoes should be comfortable. Shoes should be clean and in good repair at all times. If not in good repair, they should be replaced.

#### **Socks**

White socks are to be worn exclusively.

#### **Hair**

Hair must be clean, neatly arranged and kept off the collar. Extreme hairstyles are inappropriate. Long hair may be secured by a hair clip or barrette (discrete and neutral in color) and off the collar. Extreme hairstyles and colors are inappropriate. Hair should be within the natural range of colors (no trendy colors). Students are to refrain from hair color trends (i.e. purple, blue, red, color stripes, etc.).

#### **Facial Hair**

A mustache or beard is permitted so long as it is kept short and neatly trimmed.

#### **Fingernails**

Nails should not extend beyond the fingertips, and should be kept clean. Nail polish is acceptable

when kept in good repair and restricted to pale pink or clear colors. Artificial nails or overlays are strictly prohibited.

### **Tattoos**

Tattoos must be covered at all times while involved in clinical education, community service or any other activity in which the program is participating.

### **Jewelry**

Limited to a wedding band and/or engagement ring, watch, and one small stud earring in each ear. All other jewelry is not allowed during clinical education hours.

### **Cosmetics and Perfumes**

Cosmetics must be used conservatively and attractively applied. Strive to look professional and career oriented versus nighttime and social. In clinical settings, the use of cologne, fragranced hand lotions, and perfumed bath soaps and powders are inappropriate.

### **Violations of the Dress Code**

Dependent upon the degree and nature of the violation(s) of the dress code, the following may occur:

Steps/Sequence –

1. Verbal warning and documentation in the student's file
2. Written warning placed in the student's file
3. Action – removal from the clinical site until violation is corrected. All clinical time missed will be made up that same day (program administration will determine feasibility), and written documentation will be placed in the student's file.
4. Action – same as above **PLUS** – PROBATION CONTRACT
5. Action – Dismissal

### **Name Badge**

UAFS photo identification name badges will be made during your first semester of the DMS program. Arrangements will be made by your instructor at no cost to you. If for any reason a name badge is lost, the student should report this to a program faculty member who will instruct the student in what they will need to do. Students will wear their name badges during all clinical experiences. Name badges cannot be altered or defaced in any manner.

### **Service Work**

Students in the UAFS- DMS program are eligible to work in a medical imaging department but may **not** skip class or clinical education regardless of employer pressure. DMS class and clinical schedules are available to students at least one semester in advance. Students should work with employers in setting work schedules

The distinction between “on the clock” and “clinical education time” must be strictly adhered to. When on clinical education time, students may **NOT** be substituted for regular staff or paid for clinical education. Consequently, students employed and “on the clock” may **NOT** use any of that time as clinical education time. *Violation of this policy may result in immediate probation.*

### **Student Pregnancy**

Due to the number and variety of courses in the curriculum, and the importance of maintaining a rational schedule through the various assigned areas without interruption, students enrolled in this program are strongly encouraged NOT to become pregnant during the five (5) semesters of their training. However, should a student become pregnant, the student has the right to voluntarily disclose the condition to the DMS Program Director. This disclosure must be in writing. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant.

Following the voluntary written disclosure to the DMS Program Director, the student should:

- A. Submit a statement from her physician verifying pregnancy and expected due date. The statement should include the physician’s recommendation as to which of the following options would be advisable:
  1. Withdrawal from the program
  2. Continued full-time status with no modifications.
- B. Submit in writing the student’s choice of the above options within 48 hours following the presentation of the written disclosure. If withdrawal from the program (option 1) is selected, no other action is required.

If option (2) is chosen, the student will:

- C. Report to the clinical instructor or DMS Program Director if she feels that she is working in an unsafe area or under conditions she feels are detrimental to herself or the fetus.
- D. Be informed that all attendance, absence, and make-up policies will be equally enforced.

### **Insurance Coverage and Accidents**

A. **Liability**

The university maintains liability insurance for all students and staff while working in the clinical education site.

B. **Health**

Students are encouraged to carry their own health insurance. The university does not have health insurance available for students.

C. **Worker's Compensation**

Students enrolled in the DMS Program are not employees of the clinical education site and are, therefore, NOT covered by the Worker's Compensation Act.

D. **Accidents**

If a student is injured at the clinical site, he/she must notify the clinical instructor immediately. Students must fill out a written accident report as soon as possible following any accident or injury (see Forms section). In addition, a hospital accident report form should be completed. Since forms vary in the different clinical education sites, the administrative director and the DMS Clinical Coordinator must be notified no matter how minor it may seem. Sending a copy of the accident report to the DMS Program Director will satisfy this requirement. **Students are responsible for any expenses incurred as a result of injury.** If an injury results in the student being unable to complete his/her shift, make-up time will be assessed.

E. **Emergency Treatment**

Hospital policy will prevail. **All costs for any treatment received will be borne by the student. Students are prohibited from soliciting free medical advice or service by personnel or clinical sites.**

### **Communicable Disease Policy**

Students should use surgical gloves for all procedures in which there may be contact with body fluids (urine, blood, excretion, saliva, etc.). Most contacts will be on patients who have not yet been diagnosed and, therefore, the precautionary procedure of wearing gloves is most important. Students will use strict isolation technique if the patient has been diagnosed as having a contagious disease. Students must follow infection control procedures as outlined in the policy manual at the clinical site.

In addition to these precautions, all students are required to have completed the Hepatitis B vaccine series by the spring I semester. This requirement is for the student's protection and is a result of recent OSHA regulations. Facilities providing the vaccination will be discussed by the program faculty and related to the students. Students are required to either provide documentation of vaccination or sign an affidavit refusing the inoculation. This waiver form is located in the front of this manual.

If a student has been accidentally exposed to a communicable disease, he/she shall report it

immediately to the clinical coordinator and the clinical instructor. Appropriate measures will be taken. The clinical instructor or clinical coordinator will prepare an Incident Report to be signed by the student. Each student is required to adhere to the Communicable Disease Policy at the clinical site to which they are assigned

### **Clinical Laboratory Scanning Policy**

During clinical lab practice courses, students scan each other in order to learn proper scanning techniques, normal anatomy and proper use of sonographic instruments and equipment. Students must scan during scheduled lab times and all students are *encouraged* to participate as the “patient” during scheduled labs. If a student does not wish to be scanned during the scheduled lab times, it is their responsibility to notify the course instructor prior to the scanning lab. **Students’ grades and evaluations are not affected by participation or non-participation as a “patient” during labs.** In addition, any graded lab assignments will be organized by the course instructors to ensure that every student has a model to scan. There is an Opt-Out Scanning Policy that must be signed prior to the first day of ISS 3102 (Clinical Lab Practice)

All students are encouraged to utilize the ultrasound lab for scanning practice. Open scanning labs are available – see the *Campus Diagnostic Medical Sonography Laboratory Usage Policy* (as posted in lab). However, students that require instructor assistance with their scanning practice are encouraged to schedule an appointment in advance, so that the instructor can ensure their availability. All students attending open scanning labs must bring a “patient”. The volunteer must understand the clinical labs are for educational purposes only and are not diagnostic. Before receiving a scan, each volunteer must read and sign a consent form. **If a sonography student finds an abnormality while performing a scan in the clinical lab, the student must not inform the volunteer patient of their findings.** Students must report any abnormal finding(s) to the program faculty. Program faculty will inform the volunteer patient that an official ultrasound should be done for clarification at a medical facility.

Under no circumstances may the sonography students perform an obstetrical scan of any pregnant woman in the UAFS clinical lab without permission of the program faculty. Every pregnant woman scanned in the UAFS clinical lab must have a signed note from their physician that states the pregnant woman has had a normal 2<sup>nd</sup> trimester ultrasound and has permission to have another ultrasound performed by the UAFS sonography students.

### **Campus Diagnostic Medical Sonography Laboratory Usage Policy**

The Diagnostic Medical Sonography (DMS) campus laboratory is for the DMS students to have outside scanning practice. The DMS students are encouraged to use the laboratory as often as possible. The following guidelines must be followed when using the laboratory.

1. Laboratory practice must be booked through the DMS Program Director or the DMS Clinical Coordinator. You must provide the name of the scanning volunteer when scheduling the appointment.

Appointments for the scanning lab are to be scheduled when sonography faculty are available (i.e., instructor's office hours). However, students that require instructor assistance with their scanning practice are encouraged to schedule an appointment in advance, so that the instructor can ensure their availability.

**Note:** Appointments must be scheduled before 5 p.m. as the Pendergraft Health Science Building closes at that time.

2. Each student has the right to refuse to be a volunteer subject for lab practice; however, it is encouraged all students participate.
3. **ALL** OB volunteers **must** have a signed note from their OB doctor stating the volunteer has had a normal 2<sup>nd</sup> trimester ultrasound AND permission that they can have an ultrasound by students at UAFS. This note must be turned in to the DMS Program Director of the DMS Clinical Coordinator **prior** to the sonogram.
4. Should a problem arise with any equipment while in the laboratory, inform the faculty as soon as possible.
5. No eating or drinking in the laboratory.
6. Turn off equipment and accessories before leaving the laboratory.
7. Change the sheet and pillow case before leaving the laboratory.
8. Turn off lights before leaving the laboratory.
9. Pick up after yourself; keep the laboratory clean and orderly at all times.

**University of Arkansas – Fort Smith College of Health Sciences**

***Policy for the Prevention  
and  
Management of Substance  
Abuse***

**Introduction**

The University of Arkansas – Fort Smith, College of Health Sciences (CHS) recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the healthcare profession. We are committed to protecting the safety, health and welfare of faculty, staff, students, and people who come into contact with them during scheduled learning experiences. The CHS strictly prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.

Any CHS student, who is taking pain or other behavior-altering medications, must provide a medical release from the prescribing physician to the Program Executive Director. Any CHS student who exhibits behaviors (as identified in Appendix A) is subject to testing for cause.

Any CHS student who tests positive for illegal, controlled, or abuse-potential substances, and who cannot produce a valid and current prescription for the drug, will be subject to disciplinary action as specified in the Policy for the Prevention and Management of Substance Abuse.

Any CHS student who is aware that another CHS student is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to a CHS faculty member immediately. It is the ethical responsibility of all to ensure that the integrity of the profession and the institution remain in good standing.

The intent of the Policy for the Prevention and Management of Substance Abuse is to identify chemically impaired students. The Policy also attempts to assist the student in the return to a competent and safe level of practice and to achieve his/her educational and professional goal. Emphasis is on deterrence, education, and reintegration. All aspects of the policy are to be conducted in good faith with compassion, dignity and confidentiality.

As a condition of enrollment, each student will sign a Release Form (Appendix B) agreeing to adhere to the Policy for the Prevention and Management of Substance Abuse. Failure to adhere to the conditions specified in this policy will result in dismissal from your CHS program. This Policy is in alignment with the UAFS Philosophy. See University Catalog for further information.

**Substances-**Substance-related disorders are listed in the *Diagnostic and Statistical Manual of Mental Disorders, fourth edition, (DSM-IV)*. Substances of abuse are grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, hypnotics or anxiolytics. The CHS has the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances.

## Testing Procedures

**When Testing May Occur:** The CHS will require a student to submit to drug testing under any or all of the following circumstances:

Upon conditional admission to any CHS program beginning on or after January 1, 2012. Random testing as required by the clinical agencies.

For cause (see Appendix A).

As part of a substance abuse recovery program.

**STUDENTS WHO REFUSE TESTING OR DO NOT SUBMIT TO TESTING IN THE 2 HOUR TIME FRAME WILL BE IMMEDIATELY DISMISSED FROM THE CHS PROGRAM.**

**The student is responsible for the cost of required drug screens, for MRO (Medical Review Officer) consultation, and/or split sample analysis. The student, if tested for cause, will be required to arrange for alternate mode of transportation (e.g., family or taxi) rather than self-transport.**

**Testing Facility:** The CHS has identified Cooper Clinic (a SAMHSA2-approved laboratory) to perform testing utilizing the agency's policies. The clinic is located at 4300 Regions Park Circle (Appendix C). The CHS will use an MRO who will review and interpret test results and assure (by telephone interview with each donor whose test is lab positive) that no test result is reported as positive unless there is evidence of unauthorized use of substances involved.

**Sample Collection:** The collection techniques will adhere to the guidelines in accordance with US Department of Transportation 49 CFR Part 40 following chain of custody protocol. An observed specimen will be collected by the designated lab. If warranted (testing for cause or random), the student will submit appropriate laboratory specimens, within a two-hour time frame, in accordance with the University of Arkansas – Fort Smith CHS Policy for the Prevention and Management of Substance Abuse. The Program Executive Director will be notified of the results within 48 hours.

**Positive Results:** Test results will be considered positive if substance levels, excluding caffeine and nicotine, meet or exceed established threshold values for both immuno assay screening and gc/ms confirmation studies, and the Medical Review Officer Verification interview verifies unauthorized use of the substance. Split samples are saved at the original lab and may be sent to another SAMHSA-2 approved lab for additional testing at the student's expense. If any one laboratory is positive for substances classified in the DSM-IV, the decision will be immediate suspension from the program.

### **Confidentiality**

All testing information, interviews, reports, statements and test results specifically related to the individual are confidential. The Program Executive Director or designee will receive drug test results from the lab, and only authorized persons will be allowed to review this information. Records will be maintained in a safe, locked cabinet and/or password protected electronic



database. While the issues of testing are confidential within the university community, the information regarding substance abuse and rehabilitation may need to be shared with the licensing agency upon application for licensure. (Reference: Confidentiality issues forbid the CHS from disclosing drug/alcohol information about the student according to guidelines of US Department of Transportation 42 CRF Part 2).

### **Treatment, Referral, & Readmission**

The outcome of a positive drug screen will constitute immediate suspension from the CHS program. The Program Executive Director will refer persons identified as having substance abuse problems for therapeutic counseling for substance withdrawal and rehabilitation. A student will not be denied learning opportunities based on a history of substance abuse. The readmission process for a student who has previously tested positive for substance abuse will include:

Demonstrated attendance at AA, NA, or a treatment program of choice from a legitimate substance abuse counselor for a one year period of time. Evidence of participation must be presented to the CHS by the student. Acceptable evidence shall include: a written record with the date of each meeting, the name of each group attended, purpose of the meeting, and the signed initials of the chairperson of each group attended, plus any pertinent information.

Demonstration of at least one year of abstinence immediately prior to application through random drug screening, including drug of choice.

Letters of reference from all employers and sponsor within the last year. A signed agreement to participate in monitoring by random drug screening consistent with the policy of the CHS and the clinical agency where assigned client care. The student is required to pay for testing.

Abstinence from the use of controlled or abuse potential substances (and/or alcohol) except as prescribed by a licensed practitioner from whom medical attention is sought. The student shall inform all licensed practitioners who authorize prescriptions of controlled or abuse potential substances of student's dependency on controlled or abuse potential substances, and student shall cause all such licensed practitioners to submit a written report identifying the medication, dosage, and the date the medication was prescribed. The prescribing practitioners shall submit the report directly to the Program Executive Director or designee within ten (10) days of the date of the prescription.

If a student is readmitted to the nursing program and a positive test for substance abuse is found, the student will be dismissed from the program and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the CHS program.

Readmission to any CHS program will constitute completing the regular admission process to begin any program and acceptance is determined in the same manner as all other students seeking admission.

### **Appeal Process:**

An explanation of the Appeal Process can be found in the UAFS University Catalog at:

<http://academics.uafs.edu/records/undergraduate-academic-catalog>

And/or the UAFS Student Handbook and Code of Conduct

<https://campuslife.uafs.edu/student-handbook>

**University of Arkansas – Fort Smith College of Health Sciences**

***Policy for the Prevention and Management of Substance Abuse***

***Testing For Cause***

Any CHS student who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be subjected to testing. Student behaviors will be observed on campus, in the clinical agencies, and at program-related community activities. The faculty member's decision to drug test for cause will be based on:

Observable phenomena such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a drug.

Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, deterioration of work performance or other behaviors as listed in Appendix "A" of "The Policy for the Prevention and Management of Substance Abuse".

Information that a student has caused or contributed to an accident that resulted in client injury potentially requiring treatment by a licensed health care professional.

Conviction by a court or being found guilty of a drug, alcohol or controlled substance charge. Any student found guilty of criminal use of drug, alcohol, or controlled substance will be suspended from the CHS program.

Testing will be conducted using the following policy/procedure:

1. The faculty member will have an additional faculty member or staff confirm the student's suspicious behavior.
2. The student will be required to leave the area. Accompanied by the faculty member and witness to a location ensuring privacy and confidentiality, a discussion of the situation will ensue. A decision as to whether or not to drug test will be made. The discussion and outcome of the discussion will be documented and forwarded to the Program's Executive Director.
3. If warranted, the student will submit appropriate laboratory specimens, within a two- hour time frame, in accordance with the UAFS CHS Policy for the Prevention and Management of Substance Abuse and clinical agency policies. Failure to submit for testing within the two hour time frame will result in immediate dismissal from the CHS Program.
4. If the clinical agency initiates random or for cause drug screening, the student will follow clinical agency policy on suspected substance abuse.
5. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees, as designated by the Program's Executive Director or the Dean of the CHS.
6. If the laboratory test is negative for substances classified in the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return to class without penalty. Arrangement to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).
7. If any one laboratory test is positive for substances classified in the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV), the student will be immediately suspended from the CHS program.
8. Confidentiality will be maintained.

Appendix A  
**Substance Abuse Behaviors**

	<b>Alcohol</b>	<b>Drugs</b>
<b>Academic &amp; Clinical Performance</b>	<ol style="list-style-type: none"> <li>1. Frequently late and/or incomplete paperwork.</li> <li>2. Unrealistic self-evaluation.</li> <li>3. Lack of participation in group activities and class.</li> <li>4. Fails multiple tests.</li> <li>5. Marginal clinical performance.</li> </ol>	<ol style="list-style-type: none"> <li>1. Frequently late and/or incomplete paperwork.</li> <li>2. Unrealistic self-evaluation.</li> <li>3. Lack of participation in group activities and class.</li> <li>4. Fails multiple tests.</li> <li>5. Marginal clinical performance.</li> </ol>
<b>Preferences in Assignment</b>	<ol style="list-style-type: none"> <li>1. Transfers to less demanding or more independent or isolated assignments;</li> <li>2. Does not volunteer for additional or difficult assignments.</li> </ol>	<ol style="list-style-type: none"> <li>1. Prefers area with high usage of drug choice, decreased patient awareness and lack of supervision; i.e., intensive care unit, orthopedics, anesthesia, nursing homes, or busy surgical units.</li> <li>2. Volunteers for evening or night clinical rotations.</li> </ol>
<b>Absenteeism</b>	<ol style="list-style-type: none"> <li>1. Has frequent absences</li> <li>2. Calls in last minute.</li> </ol>	<ol style="list-style-type: none"> <li>1. Has frequent absences</li> <li>2. Calls in last minute.</li> </ol>
<b>Time on Unit</b>	<ol style="list-style-type: none"> <li>1. Arrives late.</li> <li>2. Departs early</li> </ol>	<ol style="list-style-type: none"> <li>1. Arrives early; leaves late; skips lunch and breaks; appears at unusual hours.</li> </ol>
<b>Disappearances</b>	<ol style="list-style-type: none"> <li>1. Declines offer for meals or breaks with peers; eats on unit or eats alone.</li> </ol>	<ol style="list-style-type: none"> <li>1. Arrives early; leaves late; skips lunch and breaks; appears at unusual hours.</li> </ol>
<b>Decreased Effectiveness</b>	<ol style="list-style-type: none"> <li>1. Displays inconsistent or erratic performance.</li> <li>2. Fails to meet deadlines or schedules.</li> <li>3. Staff complains about student not carrying share of patient assignment.</li> <li>4. Patients and families complain about student's job performance.</li> <li>5. Decreasing ability to make quick judgments or to accomplish routine tasks.</li> <li>6. Requires more structure for assignments and activities</li> <li>7. Experiences difficulty conceptualizing assignments.</li> </ol>	
<b>Charting and Reporting in Clinical Setting (Nursing only)</b>	<ol style="list-style-type: none"> <li>1. Discrepancies are indicated between the patient's and student's reports.</li> <li>2. Administers more medications than other students.</li> <li>3. Omits documenting interventions.</li> <li>4. Handwriting noticeably affected.</li> <li>5. Makes illogical comments; increased errors or omissions.</li> <li>6. Fails to report accidents and to complete incident reports.</li> <li>7. Writes reports which differ from oral reports.</li> </ol>	<p><b>Same as Alcohol plus:</b></p> <ol style="list-style-type: none"> <li>1. Charts as administered, but patients complain of incomplete relief from medications given.</li> <li>2. Records un-witnessed or excessive breakage, waste or loss.</li> <li>3. Signs out several PRN medications at one time; i.e., "I'm going to get all my pre-ops ready now."</li> </ol>

University of Arkansas Fort Smith Diagnostic Medical Sonography Program  
2019-2020 Policies and Procedures Manual

	<b>Alcohol</b>	<b>Drugs</b>
<b>Appearance</b>	<ol style="list-style-type: none"> <li>1. Uses mouthwash or strong perfume to cover alcohol odor on breath and clothing.</li> <li>2. Eyes are red, "bloodshot", or bleary.</li> <li>3. Spider veins appear, especially around nose.</li> <li>4. Face wrinkled, flushed, and puffy.</li> <li>5. Increasing carelessness about personal appearance</li> <li>6. Unkempt; hair lacks luster.</li> <li>7. Avoids eye contact.</li> <li>8. Appears older than age.</li> <li>9. Easily fatigued.</li> <li>10. Leathery skin.</li> <li>11. Thin; fat in front with liver enlargement (weight slightly higher on frame than in obesity, which is in lower abdomen, hips and thighs).</li> </ol>	<ol style="list-style-type: none"> <li>1. Always wears uniform with pockets.</li> <li>2. Uses band-aids on hands and arms.</li> <li>3. Pupils may be constricted (narcotics), or dilated (stimulants), although need to consider multi drug use.</li> <li>4. Runny eyes or nose with clear mucous drainage.</li> <li>5. Malnourished, anorexic, signs of fluid and electrolyte imbalance (edema, dehydration).</li> </ol>
<b>Signs of Withdrawal</b>	<ol style="list-style-type: none"> <li>1. Hand tremors.</li> <li>2. Poor coordination, gait.</li> <li>3. Diaphoresis.</li> <li>4. Headaches, especially in the morning or at the beginning of the shift.</li> </ol>	<ol style="list-style-type: none"> <li>1. Abdominal muscle cramps.</li> <li>2. Diarrhea.</li> <li>3. Irritable; restless manner.</li> </ol>
<b>Illness and Injury</b>	<ol style="list-style-type: none"> <li>1. Frequent minor illnesses; vague somatic complaints (flu, virus, backache, toothache).</li> <li>2. Prone to accidents.</li> <li>3. Gastrointestinal problems.</li> <li>4. Cirrhosis; liver malfunction.</li> <li>5. Peripheral neuropathy.</li> <li>6. Pancreatitis.</li> </ol>	<ol style="list-style-type: none"> <li>1. Requests drug of choice for frequent injuries which require medication or elective surgery.</li> <li>2. Demonstrates low tolerance for pain and high tolerance for drugs.</li> <li>3. Experiences infections, abscesses or scar tissue from intravenous punctures.</li> <li>4. Contracts hepatitis from intravenous punctures.</li> </ol>
<b>Common Characteristics</b>	<ol style="list-style-type: none"> <li>1. Altered states of consciousness.</li> <li>2. Demonstrates wide mood swings.</li> <li>3. Experiences difficulty in all types of relationships.</li> <li>4. Is irritable with staff, patients and family.</li> <li>5. Acts defensive and suspicious.</li> <li>6. Blames others.</li> <li>7. Lies; provides inconsistent information; rationalizes and creates elaborate excuses for behavior.</li> <li>8. Changing to a younger age group; most often observed in ages 40-45.</li> <li>9. Socializes only with persons who drink; alcohol becomes focus of all activities; becomes isolated</li> <li>10. Demonstrates alcohol tolerance</li> <li>11. Experiences blackouts.</li> <li>12. Drinks early in the day, before parties, alones, and sneaks drinks; sensitive to comments about drinking.</li> <li>13. Uses coffee or cigarette excessively.</li> </ol>	

University of Arkansas Fort Smith Diagnostic Medical Sonography Program  
2019-2020 Policies and Procedures Manual

	<ol style="list-style-type: none"><li>15. May have had driver's license suspended or revoked.</li><li>16. Changing to 40-50 age group; most often observed in late 20's age group.</li><li>17. Spends time alone and sleeping; restricted interests.</li><li>18. Preoccupied with obtaining and using drugs.</li></ol>
--	--

**Source: Oklahoma Nurse Assistance Program**  
**6414 No. Santa Fe, Ste. A, Oklahoma City, OK 73116**  
**405-840-3478**

## Appendix B

### *Policy for the Prevention and Management of Substance Abuse*

#### *Release and Acceptance Form*

I, \_\_\_\_\_, have read and understand the Policy for the Prevention and Management of Substance Abuse for the University of Arkansas – Fort Smith College of Health Science. I understand that I am responsible for the cost of drug screens required due to cause, for MRO (Medical Review Officer) consultation, and/or split sample analysis. I understand, if I'm tested for cause, I am required to arrange for alternate mode of transportation (e.g., family or taxi) rather than self-transport.

I agree that the lab used for drug testing is authorized by me to provide results of the test(s) to the CHS Program's Executive Director. I agree to indemnify and hold the lab harmless from and against any and all liabilities of judgments arising out of any claim related to 1) compliance of the college with federal and state law and 2) the college's interpretation, use and confidentiality of the test results, except when the lab is found to have acted negligently with respect to such matters.

I understand that an outcome of a positive drug screen will constitute immediate suspension from my CHS program. Re-admittance to my program will follow the Program's Readmission Criteria and Procedures Policy.

I understand that if I'm readmitted to the program and a positive test for substance abuse is found, I will be dismissed from the program and will be ineligible to return. Furthermore, I will be ineligible to receive a letter of good standing.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

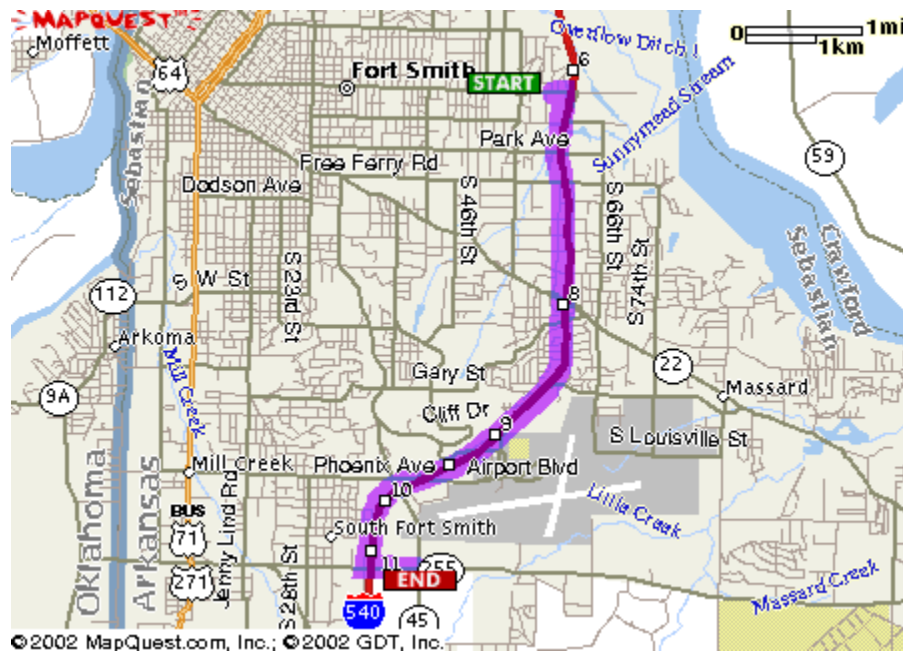
## Map to Testing Center

### Directions Distance

There are 0.42 miles between your starting location and the beginning of your driving directions. Use maps to get from your starting location to the beginning of your route.

- 1: Start out going East on GRAND AVE. 0.09 miles
- 2: Take the I-540 W ramp. 0.24 miles
- 3: Merge onto I-540 W. 4.42 miles
- 4: Take the AR-255/ZERO ST. exit - exit number 11. 0.19 miles
- 5: Turn LEFT onto AR-255. 0.46 miles

Total Estimated Time: 8 minutes and Total Distance: 5.41 miles



**ORIGIN:**  
5210 Grand Ave  
Fort Smith, AR  
72904-7362 US

**DESTINATION:**  
Cooper Clinic Occupational Medicine  
4300 Regions Park Circle  
Fort Smith, AR 72903  
479-484-4665

Privacy Policy & Legal Notices: © 2002 MapQuest.com, Inc. All rights reserved.

<http://www.mapfinder.com/>

## **Social Media Policy**

### **Purpose**

To communicate potential problems and liabilities associated with the use of the Internet and electronic communication systems.

### **Definitions**

Electronic communication systems – websites or web-based services that users may join, view, and/or post information to, including but not limited to weblogs (blogs), internet chat rooms, online bulletin boards, and social networking sites including but not limited to Facebook, MySpace, Twitter, iTunes, YouTube, LinkedIn, and Flickr.

### **Policy**

1. Individuals may not share confidential information in violation of HIPAA or FERPA related to UAFS business on electronic communication systems, including but not limited to, personnel actions, internal investigations, research material, or patient/student/faculty information. This includes sharing photos or partial information even when names of patients, students, faculty, or employees of clinical agencies are not used. This includes any activity that would cause UAFS to not be in compliance with state or federal law.
2. Individuals assume personal liability for information they post on electronic communication systems, including but not limited to personal commentary, medical advice, photographs, and videos. UAFS does not endorse or assume any liability for students' personal communications.
3. Individuals should exercise appropriate discretion in sharing information, with the knowledge that such communications may be observed by patients, faculty, students and potential employers.
4. Individuals should not post defamatory information about others, activities or procedures at UAFS, other institutions, or clinical sites through which they rotate.
5. Individuals should not represent or imply that they are expressing the opinion of UAFS, other institutions, or clinical sites through which they rotate.
6. Individuals should not misrepresent their qualifications or post healthcare advice.
7. Since information posted on the Internet is public information, UAFS and other interested parties may review electronic communication systems for content regarding current students.
8. Employers, organizations, and individuals may monitor and share information they find posted on electronic communication systems.



9. If potentially inappropriate material has been posted on an electronic communication system, the person who discovered the material should discuss the finding with the Executive Director of Imaging Sciences.
10. Students should never refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.
11. Disciplinary actions will occur in compliance with UAFS Diagnostic Medical Sonography Program Professional Conduct.

### **Serious Illness and Disease**

- A. The student must inform the program faculty as soon as a serious illness or communicable disease is detected. A serious illness is considered to be any sickness that continues for more than two (2) weeks. A communicable disease is any disease that can be transmitted from one person to another.
- B. The longevity and seriousness of the illness is evaluated to determine if the student will be able to continue with the course of study.
- C. After the student is released from the doctor's care to return to school, a plan between the student and program faculty will be made for continuation of educational activities.

### **Bereavement Leave**

Up to three (3) days' bereavement leave may be granted when a death occurs in your immediate family. Immediate family is defined as: Spouse, children, parents, mother-in-law, father-in-law, brother, sister, stepparent, step-child, grandparent, grandchild, and great-grandparent.

One day bereavement leave may be granted when death occurs in your family to include: step-sister, step-brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, step-parent-in-law, aunt, uncle and cousin.

### **Accidental Exposure To Blood Or Body Fluids**

Exposure is defined as a percutaneous injury, contact of mucous membranes, or contact of non-intact skin with blood or other body fluids or tissues that may potentially contain blood borne pathogens.

In the event of accidental exposure of students or faculty, the following steps are to be instituted:

1. Wound Care/First Aid
  - a. Clean wound with soap and water
  - b. Flush mucous membranes with water or normal saline solution
  - c. Other wound care as indicated
2. The exposure will be documented on the incident form that is used by the agency in which the exposure occurred.
3. The completed incident report form will be submitted to the appropriate agency representative.
4. The person who is exposed to blood or body fluids will be referred for medical care and/or appropriate testing; however, the decision to obtain medical care or testing will rest solely with the person experiencing the exposure. The health care options available for students or faculty include, but are not limited to:
  - a. the emergency or outpatient department of the agency in which the exposure occurred (at personal expense);
  - b. the county health department;
  - c. the private physician of the individual's choice;
  - d. Arkansas AID's Foundation.

It is vital the **students understand that they are responsible financially for any expenses incurred in the course of treatment or testing. Neither UA Fort Smith nor the clinical agency will assume any liability (financial or otherwise), regarding the exposure incident.**

5. If the exposed individual chooses to seek medical care and/or testing, all pre and post testing counseling will be provided by the health care provider conducting the testing.

## **Professional Conduct**

### **Cell Phones and Electronic Devices**

**NO CELL PHONES or ELECTRONIC DEVICES (including Smart Watches or devices similar to) in class or clinic.** Cell phones and electronic devices such as Smart Watches are to be on vibrate or turned off and must not be audible at any time during class, lab, or clinical. Active use (texting or verbal) of a cell phone or electronic device such as a Smart Watch if in class, lab, or clinical will result in disciplinary action. For the first incident, the student will receive a counseling record and be placed on probation. Subsequent incidents will result in dismissal.

If students need to communicate to someone outside the class and it is urgent or may be an emergency situation, please inform the instructor/clinical coordinator so that accommodations to this policy may be made.

### **Classroom**

Students are expected to perform on an adult level. Each student must take the responsibility for his/her own actions, successes, and failures. If a student disagrees with the instructor, that student should ask questions in a non-challenging manner. Students should be seeking information in order to learn and understand and not to challenge the instructor's authority.

***Anyone caught*** cheating or falsifying information, whether on a test, assignment, clinical documentation, or written ***and/or verbal disclosures***, will receive a zero for a test or assignment and will be immediately ***placed on probation. Other intentional misrepresentations will be addressed on an individual basis with consequences dependent upon the severity of the infraction. Actions may include immediate dismissal.***

Students are expected to come to class and/or lab prepared for that day's lesson. Preparedness includes reading the assigned material, preparing assignments on time, and bringing necessary books and materials to class or lab. Tardiness will not be tolerated. Habitual tardiness is a sign of a poor attitude. Tardy students disrupt the class and can interrupt the learning of other students.

### **Clinical**

The clinical site reserves the right to refuse acceptance of any student who is involved in any activity not considered professional or conducive to proper patient care. **Students are expected to conduct themselves in a professional manner at all times. Undue conversation, excessive noise, dirty jokes, gossip, and loitering are unprofessional behaviors and should be avoided.** Do not discuss personal problems with patients or staff. No personal telephone calls are to be made or received during clinical hours unless it is an emergency. **Do not seek free medical advice for yourself or family while in clinicals.** Do not chew gum while in clinicals.

**REMAIN BUSY!** Take initiative to find something to do. Cleaning and stocking of the examination rooms or filing are helpful jobs. Be courteous to your patients and staff. **Maintain a cooperative and uncomplaining attitude.** Professional attitude and behavior are factors considered in

recommendations for future employment. Do **NOT** compare one clinical site to another. Each facility has its own uniqueness.

All hospital and clinical records are kept confidential. Any request for information concerning a patient should be referred to the clinical instructor. Do not discuss patients and their problems with anyone else unless authorized by the clinical instructor.

The student who is preparing to be a health care professional is expected to conform to certain standards. The following guidelines for professional conduct are expected to be demonstrated by all sonography students. Each student is expected to:

- 1) Demonstrate **responsibility** and **accountability for decisions and actions**.
- 2) Apply **knowledge of legal and ethical** aspects in implementing patient care.
- 3) Seek guidance and assistance when personal limitations are reached.
- 4) Be **responsive to constructive criticism** and attempt to **alter behavior**.
- 5) Demonstrate **punctuality** for both classroom and clinical education.
- 6) Demonstrate **preparedness** for both classroom and clinical education.
- 7) Recognize the **patient's rights** to privacy, confidentiality, and dignity.
- 8) Demonstrate **self-direction** and professional growth through exploration and utilization of available resources.
- 9) Demonstrate a **positive attitude (verbally and nonverbally) in the clinical and academic setting**.
- 10) Perform any exam when "asked" or instructed to do so by the clinical staff **under direct or indirect supervision according to the student's competency level**.
- 11) Demonstrate preservation of health, welfare, and safety of patients, hospital staff, instructors, or other students and/or self.

#### **Unprofessional Conduct**

The following behaviors are considered unprofessional conduct and will place the student in the counseling pathway that may result in dismissal from the program.

- 1) Lying or cheating.
- 2) Disrespect toward program faculty, classmates, clinical staff, UA Fort Smith faculty/staff, or patients.
- 3) Unauthorized possession of an exam.
- 4) Plagiarism.

- 5) Inaccurate recording, falsifying or altering of patient information and/or wrongful conduct relating to drugs.
- 6) Illegal possession, sale, or distribution of drugs or other wrongful conduct relating to drugs.
- 7) Illegal possession of weapons.
- 8) Theft.
- 9) Charges and/or conviction of a felony.
- 10) Excessive tardiness or absenteeism.
- 11) Violating the confidentiality of information or knowledge concerning the patient.
- 12) Use of profanity in clinical area.
- 13) Undue conversation, excessive noise, dirty jokes, gossip, and loitering.
- 14) Repeated violation of the dress code.
- 15) Any activity that would jeopardize the health safety, and/or welfare of the patient, the hospital staff, instructor, other students, or self.
- 16) Being under the influence of mind-altering drugs, use of illegal drugs, and/or the use of alcohol while in class, the clinical area, or representing the University or DMS program in public.
- 17) Misappropriation of supplies, equipment, and drugs.
- 18) Leaving a clinical assignment without properly advising appropriate personnel and instructor.
- 19) Discriminating in the rendering of services as it relates to human rights and dignity of the individual.
- 20) Committing an act that a reasonable and prudent student would not perform at his/her level in the program.
- 21) Omitting an act that a reasonable and prudent student would be expected to perform at his/her level in the program.
- 22) Failure to disclose errors to the hospital responsible party and clinical instructor.
- 23) Conduct detrimental to public interest.
- 24) While caring for a patient, engaging in conduct with a patient that is sexual or may be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient, or engaging in sexual exploitation of a patient.

25) Violation of the Social Media Policy.

26) Violation of the Cell Phone/Electronic Device Policy. This policy includes the use of electronic devices such as Smart Watches, tablets, and laptops.

**NOTE: Students in the sonography program are subject to the academic and disciplinary rules and regulations of UAFS.**

### **Grounds For Probation And Dismissal**

Students in the DMS program are required to strive to do their best and to display the professional attitude necessary to promote a positive image of sonography to patients, fellow students, technologists, physicians, the university, and the general public. However, if a student fails to abide by the policies and procedures of this manual, they have failed to promote a positive image of their would-be profession, and thus may become subject to probation and/or dismissal.

### **Removal from a Clinical Education Center**

A student may be removed from a clinical education center at the request of the clinical instructor and the administrative director of the affiliate. The request must be in writing and must contain the following items:

1. Objective reason(s) for the request.
2. Documentation of efforts to correct the situation.
3. The results of these efforts, and
4. Any other information supporting the request.

The following reason(s) may be considered as grounds for removal from a clinical affiliate:

1. The student has received three incident reports while at that clinical education center.
2. The student has demonstrated flagrant abuse of hospital policies and procedures.
3. Alcohol and drug abuse while at the clinical site will also result in dismissal from the program.
4. Irreconcilable personality difference.
5. Chronic poor performance which may be characterized by an excessive repeat rate, failure to progress, poor listening and communication skills, and/or consistent failure to follow directions and departmental routines, excessive absences, or
6. Any other circumstances which demonstrate poor student performance overall.

### **Probation Guidelines**

A student may be placed on probation if an infraction of any of the various manual policies occurs. An "Unsatisfactory Performance Contract" (probation form) will be completed by the student, the faculty, the clinical coordinator, and the DMS Program Director. (See the Forms section of this manual).

Probation will extend to the length of time designated on the contract and/or the satisfaction of the conditions of the contract agreed upon by the parties above.

The following infractions will cause the student to be placed on probation:

1. The student receives less than a “C” in a course in the DMS curriculum not containing an IS or ISS prefix.
  - Probation will extend one semester during which time the student must repeat the course (or its equivalent) and earn a “C” or better.
2. The student receives a clinical rotation evaluation of less than 75%.
  - Probation will extend through the following semester and the completion of the subsequent semester’s, and clinical rotation evaluations of 75% or above.
3. A student receives a semester evaluation of less than 75%.
4. A student is removed from one clinical affiliate due to unsatisfactory performance at the request of the clinical instructor and the administrative director (request must be made in writing).
  - Probation will extend until completion of the DMS Program in this instance.
5. A student is performing below standards in one or more areas of his/her training, both academically and clinically, which includes but is not limited to student’s clinical rotation, evaluations, and annual student evaluations.
  - Probation will be applied and extended at the discretion of the clinical coordinator and /or DMS Program Director.
6. Chronic poor performance in either the clinical or didactic aspects of a student’s education which may include:
  - 2 or more clinical site complaints
  - excessive absenteeism/tardies
  - poor communication skills, including undue conversation, excessive noise, dirty jokes, gossip, etc.
  - lack of respect toward program faculty, university faculty and staff, clinical staff, patients, and fellow classmates
  - or other circumstances which inhibit successful completion of the program.
7. Any situation outlined in the *University Student Handbook and Code of Conduct* stating grounds for probation.

### **Dismissal Guidelines**

A student may be removed from the program based on various infractions of policies outlined in the *Diagnostic Medical Sonography Program Policy and Procedure Manual* and the *Clinical Handbook*. The authority to dismiss a student from the program rests solely with the DMS Program Director.

The following infractions are grounds for removal from the program:

1. Academic Dishonesty:  
This includes cheating, plagiarism, or any other attempt to use someone else's work as one's own. Any student guilty of this may also be subject to expulsion from the university.
2. The student receives a grade of less than a "C" in any course in the Diagnostic Medical Sonography program with an IS or ISS prefix.
3. The student receive a second clinical rotation evaluation of less than 75%.
4. A student is removed from a second clinical affiliate at the written request of the clinical instructor and the administrative director due to unsatisfactory performance.
5. The failure to respect patient confidentiality (HIPAA).
6. Documented patient endangerment.
7. The failure to satisfactorily complete the conditions outlined in an "Unsatisfactory Performance Contract." (complete for probation status)
8. The failure to earn a grade of "C" or better in a sonography curriculum course (not an IS or ISS prefix) on the second attempt.
9. More than two consecutive incomplete grades given in the DMS curriculum.
10. Drug and/or alcohol abuse.
11. Any infraction resulting in expulsion from the university.
12. Violation of any DMS policy while on probation.
13. Two or more documented complaints of undue conversation, excessive noise, dirty jokes, gossip and/or loitering.



## **Grievance Procedures**

If a student feels he/she has been unfairly treated or evaluated, he/she has the right to have the matter investigated further through informal and formal grievance procedures. Grievance procedures should not be requested frivolously and should be followed in the correct sequence outlined below.

### **Informal Grievance**

Informal grievance procedures should usually be the first method employed to rectify any problems a student has specific to the program.

The following general guidelines should be used by students and program personnel when dealing with procedural problems:

1. If possible, address the problem at its source first. For example, if a misunderstanding arises between a student and a staff sonographer, or a student and another student, steps should be taken by one of the involved parties to rectify the situation independently without any further intervention.
2. If no success is met employing Step #1 above, the student should take the problem to his/her clinical instructor or faculty member, outlining the situation as objectively as possible. The clinical instructor will document and/or rectify the situation at his/her discretion.
3. If a student is still not satisfied with the results, he/she may request input from the clinical coordinator. The clinical coordinator will attempt to gather information from all involved parties. He/she may also choose to document the situation at his/her discretion, depending on the seriousness or sensitiveness of the occurrence.
4. If all of the above channels have been exhausted, the student can request a hearing with the DMS Program Director. At this level, all such hearings will be documented and kept in the student's personal file at the university. In general, the DMS Program Director's decision is final. If the student still is not satisfied, formal grievance procedures must be employed. (See Formal Grievances below).
5. If a student is unhappy with an academic grade he/she has received, he/she should discuss this with the appropriate instructor first, entering into the informal grievance process at the appropriate step.

## **Formal Grievances**

Formal grievance procedures are to be used when informal procedures have been exhausted or are inappropriate. The student filing a formal grievance must follow these procedures sequentially. The general guidelines are provided below:

To begin formal grievance proceedings in the DMS program, the student must submit a request for a formal hearing (in writing) to the DMS Program Director within three working days following the final action taken through informal proceedings. This letter should contain the following items:

1. The specific injury to the student.
2. The date(s) on which the injury occurred.
3. Name(s) of person(s) involved.
4. Measures taken by the student to rectify the particular incident being grieved, and
5. Any other information which may be pertinent to the situation.

The DMS Program Director will review the formal request to determine its merit and to ensure that all other avenues have been exhausted by the student. An answer and/or decision will be issued to the student in writing within seven working days after receiving the written request. Copies of all correspondence will be maintained in the student's program personal file.

If the student wishes to pursue the matter further, he/she is required to follow the formal grievance proceedings listed below. Each step should be initiated with a written request for a formal hearing within three working days of the previous action taken to each individual in the "chain of command."

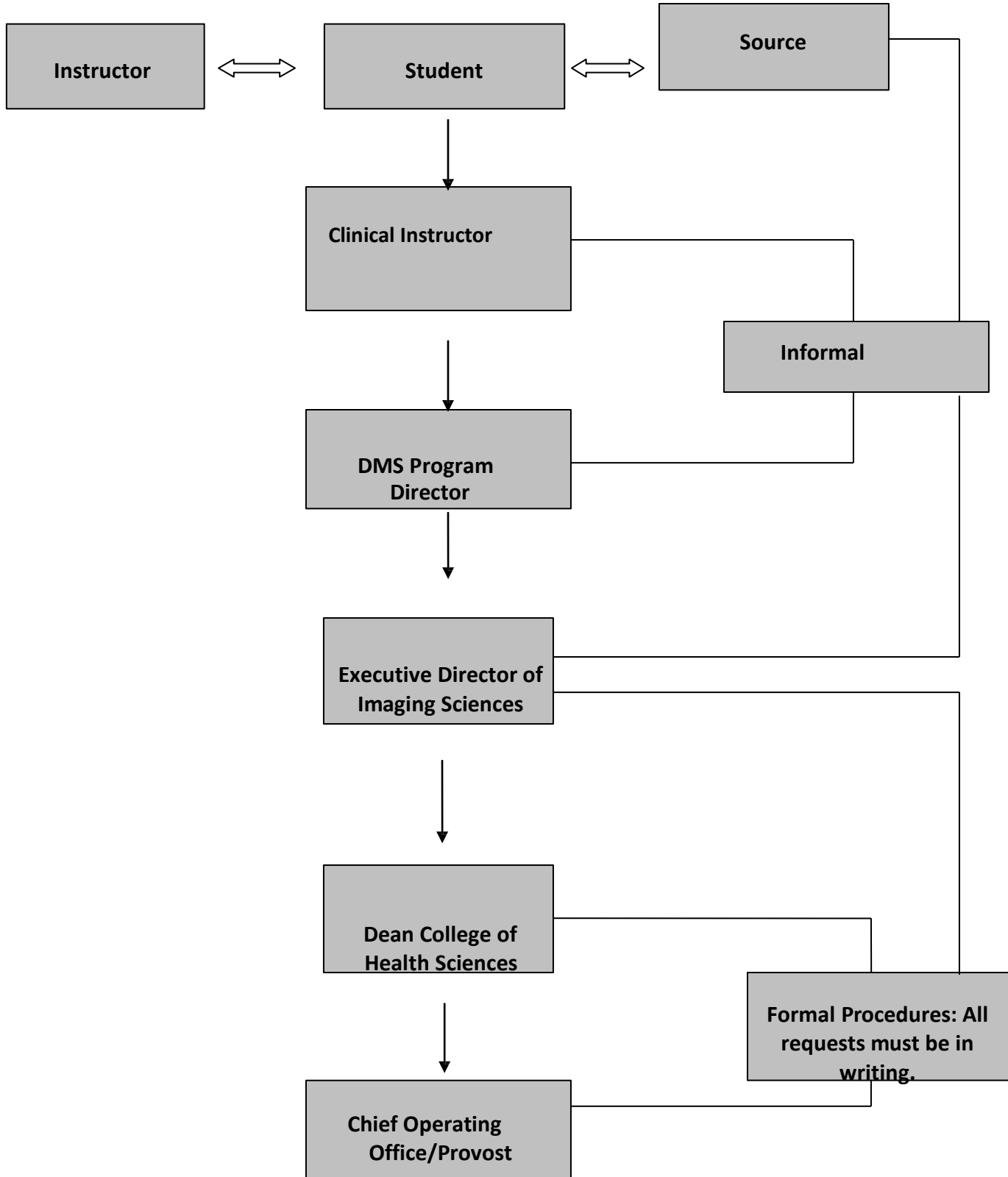
1. DMS Program Director
2. Executive Director of Imaging Sciences
3. Dean of the College of Health Sciences
4. Provost/ Vice Chancellor for Academic Affairs

### **The Disciplinary Action**

All levels in the disciplinary action process are documented and kept in the student's personal file.

1.      Removal from Clinical Education Site  
Form: Written letter  
Required Signatures: Clinical Instructor or Administrative Director  
To: DMS Program Director  
Guidelines: Contained on Page 61 of this manual  
Use: Clinical Performance Problems
  
2.      Probation  
Form: Unsatisfactory Performance Contract  
Required Signature: DMS Program Director of Clinical Instructor (if applicable)  
Guidelines: Contained on Page 61 of this manual  
Use: Clinical and Didactic Performance Problems
  
3.      Dismissal  
Form: Written report by DMS Program Director with supporting documents  
Required Signatures: Executive Director of Imaging Sciences  
Guidelines: Contained on Page 63 of this manual  
Use: Clinical and Didactic Problems

## THE GRIEVANCE PROCESS



### **Miscellaneous Policies**

Policy guidelines for the following issues are outlined in the *UAFS Student Handbook & Code of Conduct* and will be maintained by this program. <https://campuslife.uafs.edu/student-handbook>

#### Policy

1. Alcohol and Drugs (substance and abuse)
2. Misuse of Technology
3. Abuse of Student Conduct System
4. Firearms/Weapons
5. Property
6. Rights of Others
7. Sexual Misconduct (Title IX)

## CONTINGENCY PLAN

Whenever an emergency affecting the education of students enrolled in the Program reaches proportions that cannot be handled by routine measures, the following contingency guidelines may be implemented by the Program Director, Dean, or University Administration.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate the contingencies of various types and magnitudes.

- Unable to continue with in-classroom didactic education
- Unable to participate in patients' exams in the clinical sites
- Provide an extension for graduation dates until students are able to fulfill their didactic and clinical education
- Consider delaying admissions to enable the currently enrolled students the opportunity to matriculate

### POLICY

The program will follow the University Emergency Operations Plan regarding any catastrophic event that could affect program operations, including institutional closure. The UAFS Emergency Action Plan can be found at:

[https://uafs.edu/sites/default/files/Departments/UPD/2019\\_eap.pdf](https://uafs.edu/sites/default/files/Departments/UPD/2019_eap.pdf)

### Program policy

#### Classroom Education

- A. Students will be notified immediately that classroom instruction must be altered or discontinued.
- B. Faculty will adjust lesson plans to accommodate distance education delivery. Students will need to have reliable access to both the internet and a computer to complete coursework. Classes will be held at the scheduled time/synchronously and students will be required to attend.
- C. Students will return to in person classes when it is deemed safe.

#### Clinical Education

- A. Clinical rotations will continue as scheduled if possible.
- B. If possible, clinical labs may continue in a controlled environment under the supervision of the Faculty member.
- C. If clinical rotations are halted, students will return to clinical sites when the faculty/administration deems it safe.
- D. This may mean that students could be reassigned to a different clinical facility or site, or to a non-traditional shift, such as evenings and weekends.
- E. The Program will adhere to the supervision policies.
- F. The Program will review and possibly revise the clinical education plan to assure that all students are provided equitable learning activities regardless of the type of facility.

University of Arkansas Fort Smith Diagnostic Medical Sonography Program  
2019-2020 Policies and Procedures Manual

The program will work with its affiliates to assure they are aware of the steps being taken to ensure student safety and to keep them apprised of the program's plan for the students' education.

Your education is of utmost importance to us. We will do everything in our power to ensure that you graduate on time. However, extenuating catastrophic circumstances may extend the program requirements beyond the expected graduation date.

## **FORMS**

All forms included in this section may be photocopied for use if the form is not immediately available at the Clinical Education Site. Please check to be sure each appropriate party receives a copy as indicated for those forms requiring distribution.





University of Arkansas Fort Smith Diagnostic Medical Sonography Program  
2019-2020 Policies and Procedures Manual

Timeframe for correction of conduct to occur: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Consequences of non-compliance with guidelines: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(The signature only verifies I have been counseled regarding the above conduct, not that I agree.)

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have satisfactorily met the conditions of this contract. I am aware that I may remain in the program until that time in which I might again fail to meet the objectives and goals of the program.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have not met the conditions of this contract. I am aware that this results in  placement on probation  or dismissal from the program.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**University of Arkansas - Fort Smith  
Diagnostic Medical Sonography Program**

**Accident Report**

This report is to be used to record ALL details of an accident or mishap involving a student. This report should be completed immediately so that the circumstances surrounding the event will be documented accurately. After completion of this report a copy should be sent to the DMS Program Director. The clinical site's administrative director and the DMS Program Director should be notified regardless of how minor it may be.

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Description of the event:

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(If a patient was involved)

Patient's Name \_\_\_\_\_ Hospital ID \_\_\_\_\_

Age \_\_\_\_\_ Doctor \_\_\_\_\_

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Actions taken and/or persons notified:

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This report was discussed with me:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Clinical Instructor \_\_\_\_\_ Date \_\_\_\_\_

Administrative Director \_\_\_\_\_ Date \_\_\_\_\_

**Statement Of Medical Options Following Exposure To Body Fluids**  
**Complete After Exposure**

You have been exposed to blood or body fluids. Realizing that several diseases, including HIV and Hepatitis, are transmitted via blood and body fluids, we the faculty of the DMS Program, strongly recommend that you seek medical care. Medical care options include, but are not limited to:

1. the emergency or outpatient department of the agency in which the exposure occurred (at personal expense);
2. the county health department;
3. the private physician of your choice;
4. the Arkansas AIDS Foundation.

It is vital that you understand that YOU ARE RESPONSIBLE FINANCIALLY FOR ANY EXPENSES INCURRED IN THE COURSE OF TREATMENT OR TESTING. NEITHER UA FORT SMITH NOR THE CLINICAL AGENCY WILL ASSUME ANY LIABILITY (FINANCIAL OR OTHERWISE) REGARDING THE EXPOSURE INCIDENT.

I have read the above and understand the options and financial responsibilities.

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Signature

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Date

## **SDMS Position Statement**

### **Code of Ethics for the Profession of Diagnostic Medical Ultrasound**

#### **Preamble**

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

#### **Objectives**

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

#### **Principles**

##### **Principle I: In order to promote patient well-being, the diagnostic medical sonographer shall:**

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

##### **Principle II: To promote the highest level of competent practice, diagnostic medical sonographers shall:**

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.

- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA); [www.credentialingexcellence.org](http://www.credentialingexcellence.org) or the International Organization for Standardization (ISO); <http://www.iso.org/iso/en/ISOOnline.frontpage>.
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and recredentialing.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval or investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

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

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent his/her experience, education and credentialing.
- E. Promote equitable access to care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.

University of Arkansas Fort Smith Diagnostic Medical Sonography Program  
2019-2020 Policies and Procedures Manual

- I. Engage only in legal arrangements in the medical industry.
  
- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

*Approved by SDMS Board of Directors, December 6, 2006*

### **The Gordon Kelley Academic Success Center**

The concern of UAFS for the individual student is reflected in the Gordon Kelley Academic Success Center (ASC), which provides programs designed to meet individual student needs not met through the general curriculum. Faculty supplemental materials, free tutoring for many UAFS courses through drop-in tutoring, writing center, or Tutor.com for online tutoring, motivational programs, and learning programs are all provided to encourage student success. Time management, self-discipline, and motivational programs are provided for the student who wants to improve study skills and grades. Learning programs focus on specific strategies to understand, retain, and apply new information, as well as traditional study skills techniques. Learning programs are individually designed to meet student needs and are free to any University student.

An academic coach is available to meet and assist students to set academic goals and enhance academic success. Academic coaching sessions can be held face-to-face on campus or virtually through Blackboard online video chat. The academic coach works individually with students to help examine academic concerns and perceived barriers to success. This provides students with academic support in areas such as time management, self-discipline, procrastination, test preparation, note taking, balancing school/work/family, and other effective strategies. For fall or spring hours follow the link here: <https://academics.uafs.edu/academic-success/academic-success-center>

#### **Contact**

Vines 202

479-788-7675

or email [asc@uafs.edu](mailto:asc@uafs.edu)



University of Arkansas Fort Smith Diagnostic Medical Sonography Program  
2019-2020 Policies and Procedures Manual