

SANTA BARBARA CITY COLLEGE

DIAGNOSTIC MEDICAL SONOGRAPHY



STUDENT POLICY AND PROCEDURES 2008-2009

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PREFACE

At Santa Barbara City College, it is felt that if students are given an incentive to learn, and guidance toward the grasp of principles underlying the art and science of Diagnostic Medical Sonography, they have the opportunity to build toward a solid foundation for their future careers.

This handbook is designed to help the student who participates in the Diagnostic Medical Sonography Program. Specifically, it can be used as a reference for Diagnostic Medical Sonography students and faculty.

In general, this handbook presents the policies of the Diagnostic Medical Sonography Program at this college.

MISSION STATEMENT

The mission of the Diagnostic Medical Sonography Program is to provide a career ladder opportunity for existing Radiographic Technologists, Respiratory Therapists, Physical Therapists, Licensed Nurses, those with a Bachelors Degree, MDs and DOs to become competent sonographers who can serve the needs of a diverse patient population in an ethical and compassionate manner. Our basic goals are to:

1. Provide an educational experience that reflects the accepted standards of the profession.
2. Graduate students who are clinically and technically prepared to enter the current job market.

PROGRAM GOALS

1. To graduate students who are clinically and technically prepared with entry level skills reflected in the current job market.
2. To provide an educational experience that reflects the accepted standard of the profession.

FACULTY EXPECTATIONS FOR STUDENT PERFORMANCE

To assist in your success during your stay in the Diagnostic Medical Sonography Program, the following recommendations have been provided as expectations of student behavior.

At the college, the student is expected to:

1. Adhere to all college and departmental policies/procedures
2. Be on time for class and clinical sessions.
3. Complete all assignments for all courses according to the date and time scheduled.
4. Take examinations on the day and time scheduled.
5. Make-up exams automatically by the next class day following the date of the exam.
6. Be prepared to participate in class by preparing assignments and answering objectives prior to the class.
7. Maintain a consistent pattern of professional and ethical behavior by:
 - a. Completing your own work on tests and written exams.
 - b. Not writing assignments for other students.
 - c. Consulting with the instructor of record regarding any material in the course that is misunderstood.

In order for the Diagnostic Medical Sonography student to qualify for the American Registry of Diagnostic Medical Sonographers examination they shall be in good standing at the time of the exam administration. Good standing means students are:

1. Currently enrolled in the terminal courses of the program with a minimum of a "C" average at the time of exam administration.
2. Completed all previously required courses in sequence with a minimum of "C" grade.
3. In good clinical standing by being in the Satisfactory Category.
4. Clinically, a student shall not owe more than two (2) clinical education days (absences).

ETHICAL AND PROFESSIONAL CONDUCT

The student sonographers will accept and uphold the professional and ethical standards established by, but not limited to, the American College of Radiology (ACR), American Registry of Diagnostic Medical Sonographers (ARDMS), Society of Diagnostic Medical Sonographers (SDMS).

- A. Ethical and professional conduct will encompass all students' competence, integrity, appearance and honesty in dealings with co-workers and clients.
- B. Definitions:
 - 1. Ethical Conduct: The thoughtful and reflective application of moral principles and a competent level of knowledge and skills, according to principles and standards established and generally accepted by society and the profession.
 - 2. Professional Conduct: The act, manner or process of carrying out the profession, Department of Imaging expectations, principles and standards.

PROCEDURE

- C. Unethical and Unprofessional Conduct:
 - 1. All students will refer suspected or actual unethical and/or unprofessional conduct to immediate supervisor as soon as the occurrence takes place.
 - 2. The supervisor will investigate occurrence to determine reporting requirements and the necessary action to be taken.
 - 3. Disciplinary action will be consistent with School Policy.

CODE OF ETHICS**FOR THE PROFESSION OF DIAGNOSTIC MEDICAL ULTRASOUND****PRINCIPLE 1**

The Ultrasound Technologist functions efficiently and effectively, demonstrating conduct and attitudes reflecting the profession.

- 1.1 Responds to patient needs.
- 1.2 Performs tasks competently.
- 1.3 Supports colleagues and associates in providing quality patient care.

PRINCIPLE 2

The Ultrasound Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.

- 2.1 Participates in and actively supports the professional organizations for ultrasound technologists.
- 2.2 Acts as a representative for the profession and the tenets for which it stands.
- 2.3 Serves as an advocate of professional policy and procedure to colleagues and associates in the health care delivery system.

PRINCIPLE 3

The Ultrasound Technologist provides service to patients without discrimination.

- 3.1 Exhibits no prejudice for sex, race, creed, and religion.
- 3.2 Provides service without regard to social or economic status.
- 3.3 Delivers care unrestricted by concerns for personal attributes, nature of the disease or illness.

PRINCIPLE 4

The Ultrasound Technologist practices technology founded on scientific basis.

- 4.1 Applies theoretical knowledge and concepts in the performance of tasks appropriate to the practice.
- 4.2 Utilizes equipment and accessories consistent with the purpose for which it has been designed.
- 4.3 Employs procedures and techniques appropriately, efficiently and effectively.

PRINCIPLE 5

The Ultrasound Technologist exercises care, discretion and judgment in the practice of the profession.

- 5.1 Assumes responsibility for professional decisions.
- 5.2 Assesses situations and acts in the best interest of the patient.

PRINCIPLE 6

The Ultrasound Technologist provides the physician with pertinent information related to diagnosis and treatment management of the patient.

- 6.1 Complies with the fact that diagnosis and interpretation are outside the scope of practice for the profession.
- 6.2 Acts as an agent to obtain medical information through observation and communication to aid the physician in diagnosis and treatment management.

PRINCIPLE 7

The Ultrasound Technologist is responsible for protecting the patient, self and others from unnecessary ultrasound exposure.

- 7.1 Performs service with competence and expertise.
- 7.2 Utilizes equipment and accessories to limit patient examination time.

PRINCIPLE 8

The Ultrasound Technologist practices ethical conduct befitting the profession.

- 8.1 Protects the patient's right to quality diagnostic medical ultrasound examinations.
- 8.2 Provides the public with information related to the profession and its functions.
- 8.3 Supports the profession by maintaining and upgrading professional standards.

PRINCIPLE 9

The Ultrasound Technologist respects confidences entrusted in the course of professional practice.

- 9.1 Protects the patient's right to privacy.
- 9.2 Keeps confidential, information relating to patients, colleagues and associates.
- 9.3 Reveals confidential information only as required by law or to protect the welfare of the individual or the community.

PRINCIPLE 10

The Ultrasound Technologist recognizes that continuing education is vital to maintaining and advancing the profession.

- 10.1 Participates as a student in learning activities appropriate to specific areas of responsibility as well as to the Scope of Practice.
- 10.2 Shares knowledge with colleagues.
- 10.3 Investigates new and innovative aspects of professional practice.

RULES OF CONDUCT

Every organization must have rules and regulations if it is to function effectively. Because of the nature of the services given, hospitals in particular must have very strict adherence to these rules and regulations. The following are some of the violations, which will be considered cause for immediate termination or dismissal from clinical affiliations.

1. Abuse or inconsiderate treatment of patients.
2. Violations of patients' privacy by any unauthorized release of confidential information.
3. Interference with, insubordination, or refusal to obey any supervisor or other duly constituted authority.
4. Possessing, drinking or being under the influence of alcohol or drugs on the hospital premises.
5. Falsifying employment application, attendance records, or any hospital document.
6. Unauthorized handling, possession or use of narcotics or drugs.
7. Theft from the hospital, fellow employees, patients or anyone on hospital property.
8. Immoral or indecent conduct.
9. Any serious misconduct on or off duty that may reflect upon the profession.
10. Accepting monetary tips or gratuities from anyone.
11. Intentionally giving false information in accident or insurance cases.
12. Altering attendance records or intentionally altering another student's records.
13. Absence for three consecutive working days without notice to the program director.

CLINICAL REGULATIONS

While on all clinical education assignments, the Sonography student will be required to:

1. Drive no more than 50 miles each way to the clinical education site.
2. Provide his/her own health insurance and immunizations.
3. Provide his/her own means of transportation to and from the clinical education site.
4. Successfully complete all of the required clinical objectives and assignments of each course, within the assigned semester. A student who is unable to fulfill this requirement shall be placed on academic probation.
5. Maintain records of clinical attendance and evaluations pertinent to clinical assignments.
6. Maintain regular prescribed clinical assignments by reporting:
 - a. On the assigned days.
 - b. At the assigned time.
7. Notify the assigned clinical instructor in event of illness/absence. This must be done before the shift begins. Notifying anyone other than the clinical instructor is unacceptable.
8. Frequent absenteeism will result in counseling with the Clinical Instructor/Clinical Coordinator and, eventually, the Program Chairman/Director. Frequent absenteeism beyond the time allotted may result in clinical probation and the eventual student's withdrawal from the program.
10. Inform the Clinical Instructor if s/he must leave the clinical site prior to the scheduled time.
11. Maintain appropriate behavior and conduct while on clinical assignment. This includes:
 - a. Maintaining respectful behavior towards the clinical faculty and staff.
 - b. Maintaining courteous treatment of patients and visitors.
 - c. Maintaining high standards in the performance of all assigned duties.
 - d. Maintaining patient confidentiality.
 - e. Following the departmental regulations of the clinical affiliate you have been assigned to.
 - f. Providing safety to patients and personnel.
 - g. Avoid using inappropriate or profane language, especially around patients.
 - h. Avoid gambling on the hospital/clinic property.
 - i. Avoid any type of physical altercation on hospital/clinic property.

12. Maintain proper/required dress, appearance and grooming by:
 - a. Wearing the required uniform (see dress code). It must be clean, pressed and in good repair.
 - b. Wearing the prescribed identification name tag so that it is visible.
 - c. Maintaining proper grooming and cleanliness by keeping:
 - Hair clean and off the collar and kept in a neat style.
 - Nails clean and short.
 - Keeping cosmetics on in moderation and wearing perfumes/colognes to a discreet level.
 - Men's beards trimmed and neat.
 - Limiting jewelry to a wedding ring, engagement ring or watch. Small earrings are permissible.
 - Wearing a white lab coat.

STUDENT POLICIES

1. Students shall follow all regulations of the Diagnostic Medical Sonography Program.
2. Students shall meet all the district requirements for the Certificate in Diagnostic Medical Sonography, as well as all the Diagnostic Medical Sonography Program requirements. No student shall sit for any registry exam unless these requirements have been met.
3. No students shall terminate the program with vacation.
4. All courses must be taken when they are offered. No alterations shall be made in any of the following unless permitted by the course leader or Program Director.
5. All special requests in the Diagnostic Medical Sonography Program shall be made through the Diagnostic Medical Sonography Program Director, in writing and in advance (5 days minimum). All requests shall be approved in writing. This shall include any alterations in the clinical education or special leave requests.
6. A grade of "C" shall be maintained in all Sonography courses. A grade of less than this shall require the student to drop from the program.
7. Students are responsible for obtaining all clinical evaluations and documentation of clinical hours. This will be calculated into the clinical grade.

DISCIPLINARY ACTION

A student who does not adhere to the *Code of Ethics, Rules of Conduct, or Clinical Regulations* as outlined in the Diagnostic Medical Sonography Policies and Procedures Manual may be subject to disciplinary probation, suspension, or expulsion from the program. Each specific incident will be reviewed by the program officials and the necessary action is decided upon on the individual basis. Further details regarding disciplinary action and dismissal are explained in the College Catalog.

Causes for disciplinary action (including suspension and possible termination), include but are not limited to the following:

1. Excessive or unjustified absence or tardiness from classes or clinical rotations.
2. Failure to observe clinical work schedules, including rest and lunch periods.
3. Failure to inform the clinical site promptly when unable to report for clinical assignments.
4. Inefficient or careless performance of duties, including failure to maintain proper standards of workmanship, productivity or clinical competencies.
5. Disorderly conduct on hospital premises, such as fighting, practical jokes, horseplay, etc.
6. Wasting time, loafing or sleeping during clinical hours, or loitering on clinical property at anytime.
7. Failure to observe safety rules and regulations of the clinical site.
8. Failure to report immediately errors, accidents, or "near" accident so occurring on clinical premises.
9. Use of clinical telephones for personal business.
10. Leaving the clinical site or department during working hours without proper permission.

DISCIPLINARY PROBATION

A student will be placed on probation if he/she fails to meet the criteria for retention or fails to adhere to the *Code of Ethics, Rules of Conduct, or Clinical Regulations* outlined in this Policy Manual. The student will be informed of probationary status via a probationary notice and conference with the Program Director.

The probation notice should be specific as to the reason for probation and recommendations made to the student by the Program Director. The Program Director should also document what conditions are necessary to remove the student from probationary status and what circumstances may lead to disqualification. The original probationary notice will be maintained in the student's file in the School Office.

ACADEMIC STANDARDS

The Diagnostic Medical Sonography program is divided in to approximately sixteen week grading periods. At the conclusion of each grading period, the student shall be evaluated, both clinically and didactically, by the Program Director and the Clinical Supervisor. At the end of each evaluation, the student will receive a copy of his/her evaluation.

This evaluation will also allow the student an opportunity to express his/her opinions on the training program. Students should be aware, however, that if he/she is experiencing problems, either academically or clinically, he/she is encouraged to discuss it with the Program Director, Clinical Coordinator and/or Clinical Instructor as soon as possible.

All students must maintain an average of at least 70% in all academic and clinical work. Failure to maintain an average of at least 70% in all academic and clinical work will result in probationary action. Regarding academics, not maintaining an average of at least 70% will result in a probationary period in that subject for the following grading period.

GRADING POLICY

The following grading policy has been adopted by the DMS faculty and shall be utilized for all DMS courses.

A = 90 - 100 B = 80 - 89 C = 70-79 D 60 - 69 F = 0 - 59

A grade designate of "CS" shall indicate a passing evaluation for the clinical portion of the program. A grade of "D" or "F" shall constitute a failure in the didactic portion of the program.

ACADEMIC PROBATION

The probationary period is designed to ensure that a student is able to prove competency in a subject matter previously failed. A student shall be placed on academic probation whenever he/she fails to maintain an average of at least 70% in one subject for any grading period. The conditions to satisfy the probationary period must be established by the student and the appropriate instructor. All makeup work designated by the instructor must be completed with competency, within the following grading period.

DISQUALIFICATION/RETENTION

The Diagnostic Medical Sonography Program reserves the right to dismiss a student at any time during the program if the student is found not qualified or is determined a poor candidate to become a Diagnostic Medical Sonographer.

Inability or failure to maintain the Standards for Retention and Rules of Conduct, insubordination, unprofessional conduct, constitute reasons for dismissal from the program.

Inability or failure to meeting the following established academic standards shall result in immediate dismissal:

Failure to maintain an average of at least 70% in all radiography classes or the clinic within the same grading period,

OR

Failure to satisfactorily complete the clinical competencies or assignments

OR

Failure to satisfactorily complete the designated makeup work during the probationary term,

OR

Probation in any two consecutive grading periods,

OR

Probation once in the past and once again failed to meet the 70% grading standard.

Whenever possible, a student should be placed on probation and receive counseling and a probationary notice before disqualification.

STANDARDS FOR RETENTION

1. Suitable attitudes and personal relationships to the diagnostic medical sonography profession.
2. Satisfactory performance of ultrasound technology skills as evidenced in class work, directed clinical practices and laboratory situations.
3. Understanding and maintenance of ethical conduct.
4. Ability to maintain the physical, mental and emotional health essential to the performance of duties in the ultrasound technology profession.
5. Use of good judgement and ability to make sound clinical decisions.
6. Ability to work well with others in the clinical setting.
7. Ability to maintain professional appearance and grooming.
8. Ability to maintain a continuing 70% average in each diagnostic medical ultrasound course and to meet attendance requirements of the program.

TIME AND ATTENDANCE

ABSENCES

All days of student absence are to be noted on the attendance record. This would include illness, personal days, funerals, etc. All required clinical hours must be accounted for. The accuracy and validity of clinical records are essential towards maintaining accreditation.

In event of clinical tardiness or absence, the student is required to contact the clinical instructor within 30 minutes of their assigned shift on the assigned day.

Students are allowed one (1) clinical absence per semester. Any absences over and above this allotment must be made up in the semester in which the absence/s occur. Under extenuating circumstances and with permission of the Program Chairman, this may be extended.

All absences must be made up at the clinical affiliate/rotation in which the absence/s occur. No absences may be carried over to the next clinical rotation. Arrangements for makeup shall be arranged with the clinical instructor at the clinical affiliate where the student is assigned.

All clinical absences shall be accounted for before students are allowed to sit for the American Registry of Diagnostic Medical Sonography examinations. No student will be permitted to graduate unless all clinical absences have been made up. Instead, the student will be extended an incomplete grade for the clinical portion of the course in which the absence/s occur. The student will then be given a specific designated time period in which to successfully complete all the clinical requirements.

Any absences occurring beyond the allotted number in the college lab will be added to the clinical lab as clinical education hours. The student is permitted one (8) eight-hour day per semester, one lecture, and one college lab session.

Absences in excess of 10 percent in any one semester in didactic or clinical instruction may be justification for dismissal, pending a Diagnostic Medical Ultrasound Program faculty review.

TARDIES:

1. Students are expected to be in their assigned work areas, in proper attire, at the beginning of the scheduled shift (i.e. at 7:00 am for a 7:00 am assignment). If the student is not at their assignment work area at the beginning of the shift they will be considered tardy.
2. If a student is tardy they may be allowed to make up the time lost at the end of the shift. Any lost time will be deducted from their clinical hours. If a student knows they are going to be late, they need to notify the clinical site or Program as soon as possible and include an expected arrival time with the message.

3. The accumulation of 2 tardies during any one time period (two consecutive weeks) the student will be counseled. After 3 counseling sessions for tardiness the student may be suspended or dismissed.

SICKNESS/EXTENDED ILLNESS, ETC.

Three (3) consecutive days of absence will require the completion of the Return From Illness form by the student's attending physician. Students cannot return to the program without it.

Extended illness or acute hospitalization that will break the continuity of a student's program will require the student to withdraw from the program. Each student will be allowed eight (8) days. Beyond this time limit, students will be required to withdraw from the program and consider re-entry at a later date. A Return From Illness form will need to be completed and signed by your attending physician.

CLINICAL MAKE-UP HOURS

1. Any student who has exceeded their sick time or vacation time must make up the time prior to the end of the semester.
2. All make-up time will be scheduled by the Clinical Instructor as soon as possible and before the end of the semester.
3. Approval of make-up time will be scheduled at the discretion and clinical needs of the department as determined by the Clinical Instructor
4. Excess time spent in the department without the direct approval of the Clinical Coordinator will not be credited to the students' hours.
5. In case of a communicable disease, first year students who exceed their sick time may be given an incomplete and allowed to make-up their time during the subsequent session, at the discretion of the Program Director.
6. Second year students who have not completed their clinical hours, will have their training time extended beyond the normal graduation date until the clinical hours have been satisfied.
7. Any student owing in excess of 10% of their clinical hours may be dropped from the program.
8. No student will be permitted to take the registry exam until all scheduled hours are satisfied.

JURY DUTY

Students are encouraged to postpone any jury duty assignments until the program is completed. A lengthy assignment would require the student to withdraw from the program and re-enter at a later date. A letter of support will be written by the Program Chairman to assist you with your postponement request. If the student chooses to serve, a maximum of eight (8) days will be allowed.

It should be noted that all absences other than funeral leave must be made up in the semester in which they occur. Special circumstances/conditions may be exceptions to this rule through a petition process to the Program Chairman. All absences must be completed at the clinical affiliate in which they occur.

BANKING OF CLINICAL EDUCATION DAYS

Students are permitted to bank up to three (3) days at any one affiliate. These may be used at a later date for illness or other reason approved by the Department Chair. This may be accomplished only if the student makes a formal request in writing to the Radiography Program Chairman. The student may not commence in the banking process until written approval has been received from the Program Chairman. Banking forms are available at the clinical affiliate or through the department at the college.

In the banking process, the student shall not exceed the 40 hours per week requirement. The 40 hours per week requirement is defined as the sum of all lecture, college lab, and clinical lab hours.

All banked days shall be used at the affiliate in which they occur. No banked days may be transferred to a new affiliate. Banked days not used at the affiliate in which they occur shall be voided.

RE: Banking Form – All parties (Clinical Instructor, Department Chair and student) must sign. Each party shall receive a copy.

REQUEST FOR EXCHANGE OF CLINICAL EDUCATION ASSIGNMENT FOR SPECIAL CIRCUMSTANCES.

A student may petition for an exchange of clinical education assignment or site. This shall be done in advance of the event and shall be done in writing to the Radiography Program Chairman. The Chairman will respond to the student accordingly.

Examples of Special Circumstances

1. Military assignment
2. Religious commitment or assignment
3. Business commitments
4. Financial hardship

HOLIDAYS OBSERVED BY SBCC

Labor Day	September
Veterans Day	November
Thanksgiving Holiday	November
Winter Vacation	December/January
Martin Luther King Day	January
Lincoln's Birthday	February
Washington's Birthday	February
Spring Vacation	April
Memorial Day	May
Independence Day	July

First and Second year students will observe the above holidays. Students are allowed to work holidays if they so desire to bank days or make-up missed time.

DRESS CODE

The following policy has been prepared to clearly outline the dress guidelines for students in the School.

POLICY GUIDELINES

1. It is important for the general welfare of the Diagnostic Medical Sonography Program that each student present a professional appearance to patients and the public.

The importance and value of individual expression and freedom, and the fact that styles and fashions change, is recognized. However, people judge an organization not only by the quality of service, but also by the appearance of the people they meet. Therefore, Clinical Instructors and Supervisors are responsible for assuring that students are dressed and groomed in a manner acceptable and appropriate to the hospital environment.

2. Hospital appearance should identify students as professionals in the healthcare field.

2.1 Cleanliness

- 2.1.1 Clothes must always appear fresh and clean.
- 2.1.2 Personal hygiene should be maintained so as not to offend patients or fellow employees.
- 2.1.3 Fingernails must be clean, neatly trimmed and not be longer than 1/4 inch. Nail polish, if worn, must be kept in good condition; extreme colors are not acceptable, i.e., neon, green black, blue.
- 2.1.4 Foot apparel should be clean and polished. Hose or socks must be worn.

2.2 Neatness:

- 2.2.1 Clothing should be well fitting, and not excessively tight or baggy.
- 2.2.2 Makeup should be used to give a natural appearance. Excessive use of perfume, cologne, or after shave should be avoided.

- 2.3 Hairstyles for women should be neat and close to the body. Long hair should be restrained or tied back at the nape of the neck. Barrettes or short tasteful scarves are acceptable to tie the hair back. Afros and naturals must be of moderate size. Wigs and hairpieces must be neat and in keeping with the hospital environment.

- 2.4 Hairstyles for men should be neat and in keeping with your profession. Long style hair is acceptable, if groomed. If it touches the shoulders, it must be tied back. Leather strips, covered elastic or rubber bands are acceptable for this purpose. Afros and naturals must be of moderate size. Wigs and hair pieces must be moderate in style and size.

- 2.5 Beards and mustaches are permitted only if they are kept well groomed. They may not be grown while on the job. Men without beards and mustaches are expected to be clean-shaven each day. Failure to shave will result in being sent home to do so.

3. Identification:

- 3.1 ID Badge: An identification badge will be issued from the school.. ID's must be worn while on hospital premises, clearly visible and without markings or defacement.

4. Additional Guidelines:

4.1 Male Students

- 4.1.1 Scrubs are acceptable in the following colors, only: navy blue or teal green. Scrubs must be worn as matching sets and be thick enough not to be seen through.
- 4.1.2 Sandals and excessive boot styles are not acceptable. White tennis/gym shoes are acceptable, preferably WHITE AND CLEAN. Socks must be worn.
- 4.1.3 White lab coats or jackets must be worn over scrubs or other attire. T-shirts with slogans or advertising are NOT acceptable. All lab coats must be laundered and ironed. There are many different styles of lab coats and smocks available.
- 4.1.4 Casual or dress pants may be worn (no jeans). Collared shirts must be worn with pants.

4.2 Female Students

- 4.2.1 Scrubs are acceptable in the following colors, only: navy blue or teal green. Knee length skirts or dresses or casual slacks may be worn in place of scrubs. Scrubs must be worn as matching sets and be thick enough as not to be seen through.
- 4.2.2 All clothing must be of an opaque material. T-shirts with slogans or advertising, low-cut necklines, short, halter or tube tops are NOT acceptable. All tops must be long enough to be tucked in.
- 4.2.3 White lab coats or jackets must be worn over scrubs or other attire. All lab coats must be laundered and ironed. There are many different styles of lab coats and smocks available.
- 4.2.4 Some type of hose must be worn with the dress style you choose.
- 4.2.5 White shoes may be worn. White tennis/gym shoes are acceptable, preferably WHITE AND CLEAN. Low heeled shoes with closed toes may be worn.
- 4.2.6 Jewelry, such as rings and earrings are acceptable, but should not be excessively large. Students MAY NOT wear more than two (2) earrings in each ear. No other body rings, such as lip, nose or eyebrow rings may be worn in the clinics.

3. Tattoos and Body Piercing:

If student has visible tattoos on the arms or legs, they must be covered with a lab coat or pants at all times while in the clinic. Nose rings, eyebrow rings, tongue balls, lip rings and belly rings are not permitted in the clinical sites as part of the uniform.

- ** Any questions as to the acceptability of a clothes item or appearance item should be brought to the attention of the Clinical Instructor before you begin to wear it to be sure that your appearance is in compliance with the appropriate dress standards. Each Clinical Site has specific dress standards that must be adhered to while at the site. This may vary slightly from the School Dress Code.

SEXUAL HARASSMENT

Sexual harassment of students in the workplace is considered a form of behavior that is unacceptable and not tolerated by the Diagnostic Medical Program or Santa Barbara City College.

1. All Diagnostic Medical Sonography employees and students, whether management or non-management, are expected to refrain from any behavior or conduct which could be interpreted as sexual harassment toward any other employee, student, patient or visitor.
2. Management and supervisory personnel take prompt, corrective action whenever they become aware of sexual harassment in the workplace.
3. Corrective action will include discipline which may include termination of the offending employee(s) or student(s).
4. All incidence of sexual harassment should be reported to the Program Director or Clinical Supervisor immediately.
5. All students should familiarize themselves with the SBCC policy on Sexual harassment. In the case of Sexual Harassment the Diagnostic Medical Sonography Program will abide and uphold the SBCC policy.

HEPATITIS/HIV PRECAUTIONS

The Health Technologies and Human Services faculty agrees with and adopts the National Center for Disease Control's guidelines for control of the spread of the human immunodeficiency virus and Hepatitis B, and related hepatitis viruses.

All students as health care and service providers need to know and practice precautions to protect themselves and their patients from exposure to the Hepatitis viruses and the human immunodeficiency virus (HIV) which causes AIDS and AIDS Related Complex (ARC). Blood and body secretions from all individuals are considered potentially infectious. Therefore, preventive measures will be taught throughout the HT/HS programs.

Specific recommendations based on CDC guidelines are:

Use appropriate barrier precautions routinely to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient/client is anticipated. (These substances include vaginal, seminal, pleural, synovial, cerebrospinal, oral secretions, feces, pericardial and amniotic fluid and any body tissue.)*

Wear latex gloves for touching blood and body fluids, mucous-membranes, or non-intact skin of all patients/clients, or for handling items or surfaces soiled with blood or body fluids, including linen that may be soiled with secretions. Gloves should be changed using correct asepsis after contact with each patient/client, and hands washed thoroughly and immediately.

Wear mask and protective eyewear during procedures likely to generate droplets of blood or other body fluids to prevent exposure of mucous-membranes of the mouth, nose and eyes. Gowns should be worn during procedures likely to generate splashes of blood or other body fluids. Wash hands and other skin surfaces immediately and thoroughly if contaminated with blood or other body fluids.

Take precautions to prevent injuries caused by needles, scalpels and other sharp instruments. To prevent needlestick injuries, do not recap needles by holding needle cap in hand; rather direct needle into cap on instrument tray. Do not purposely bend or break needles by hand, remove from disposable syringes, or otherwise manipulate by hand. After use, place all sharp instruments in puncture-resistant container for disposal, located as close as possible to the use area. (If syringes are used for repeated injections, do not recap after use, but rather place the unsheathed needle into a "sterile field" between injections, and dispose in appropriate "sharps" container.)

Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, have mouth pieces, resuscitation bags, or other ventilation devices available for use in areas where the need of resuscitation is predictable.

Although pregnant women are not known to be at greater risk of contracting HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant women should be especially familiar with and adhere strictly to precautions to minimize risks.

Check your hands for any cuts, abrasions or breaks in skin and cover with water-proof dressing. Refrain from direct patient/client contact if you have an exudative lesion or weeping dermatitis until the condition resolves.

If accidental contact occurs, an immediate evaluation of the patient/client within legal parameters must be made for AIDS or Hepatitis B. If AIDS is confirmed, AZT treatment should be initiated. H-BIG (Hepatitis B immune globulin) is indicated to provide immediate protection from Hepatitis B. Hepatitis B vaccine, Heptavax-B, or Recombivax HB are available to provide active immunity to Hepatitis B infection. Clinical studies have shown that 85 to 96 percent of those vaccinated evidence immunity. Side effects have been minimal in vaccine trials. The most common complaint has been arm soreness; a few individuals have reported rash, nausea, joint pain and low-grade fever. No long-term reactions to the vaccine have been reported.

* Though the CDC does not include nasal secretions, urine and vomitus (unless contains visible blood), barrier precautions are required whenever working in a dental operatory, diapering young children, or in acute care setting handling these body secretions.

STUDENT HEALTH

Prior to admission into the program, all students are required to pass a physical examination. Any student who does not meet the health standards required by the sponsoring institution will not be admitted into the program.

Once enrolled in the Diagnostic Medical Sonography Program, health care is available to the student through the Student Health Center and Workman's Compensation. Health insurance and medical expenses incurred during training are not covered by the hospital. Students are responsible for their own primary care, hospital coverage, pharmaceuticals, dental and eye care.

SUBSTANCE ABUSE

Santa Barbara City College has clear policies regarding substance abuse. The Radiology Program adheres to the campus polity regarding substance abuse for both students and faculty.

AGREEMENT TO ABIDE BY POLICIES

This is to certify that I, the undersigned, have read and completely understand all policies described in the Student Policy and Procedures Manual. In signing this document, I agree to abide by the patient's right to confidentiality as well as all the policies listed and described in the manual. I understand that failure to adhere to the policies can result in disciplinary actions and/or expulsion from the Diagnostic Medical Sonography Program.

I understand that the program undergoes continuous review and self-evaluation. In an effort to improve student outcomes, it may be necessary to periodically modify the curriculum. In addition, policies and/or procedures may be revised or added during the training period. I agree to adhere to these changes as implemented and communicated by the Program Director.

STUDENT NAME (PRINT)

STUDENT SIGNATURE

DATE

WITNESS

DATE