

DIVISION OF HEALTH PROFESSIONS

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM STUDENT HANDBOOK

Academic Year: 2009 through 2011

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Diagnostic Medical Sonography Program's Welcome and History of the program

Policies are subject to change

It is with great pleasure that the faculty of Bergen Community College Diagnostic Medical Sonography Program welcomes you and has you as a part of our DMS educational program. I hope these two years will be an enjoyable and successful one for you.

You may find the first few weeks somewhat confusing and bewildering as you adjust to the college structure, the rigors of studying, and learning about this exciting and growing medical imaging field.

Each of you is a representative of a larger group; therefore, your conduct and appearance reflects on the college, as well as all other sonographers.

As an integral part of the orientation process, students receive the DMS handbook, and it is extremely important that you familiarize yourself with this handbook. This handbook is provided to assist you in establishing direction for your conduct and to outline your responsibilities.

On behalf of Professor Henkel, Professor Yurkin the clinical faculty and myself I welcome you to the program and much success in all your educational endeavors!!!!

HISTORY OF THE DMS PROGRAM:

The Bergen Community College graduated its first class in 1989. The program is fully accredited by the Commission on Accreditation of Allied Health Education Programs since 1990. The Diagnostic Medical Sonography Program had a major curriculum revision in 2001.

The program is regionalized utilizing various hospitals throughout New Jersey for the clinical phase of the program. The program currently uses thirty-three clinical educational centers that focus on individualized specialty areas in OB/GYN, Abdominal and Echocardiography. Classes start in September of each year. The students enter the clinical phase during the second semester of the first year. Students begin practicing their clinical skills in the ultrasound lab at the college during the first semester of the first year and continue practicing their skills for each specialty throughout the two years. The program provides the students with a competency based clinical education.

Diagnostic Medical Sonography's Program's Philosophy, Objectives and Role of a Diagnostic Medical Sonographer

Program Mission Statement:

Diagnostic Medical Sonography is a vocation in which the sonographer works in close association with radiologists and physicians to provide quality images to aid in diagnostic interpretation. The knowledge and practice of clinical skills and recognizing the disease-state qualifies him to become a respected member among his peers. These abilities are attained by a correlation of theoretical instruction and clinical experience. The instructors will work closely with the students in both the didactic and clinical phases of the program to develop his/her personal and vocational abilities. They will also attempt to provide a climate that will stimulate the student in the development of concepts and skills enabling him/her to become a competent sonographer and a productive member of the Sonography team.

Objective Statement:

The Diagnostic Medical Sonographer should be a skilled individual qualified by didactic and clinical training to provide services in the ultrasound department under the supervision and responsibility of the interpreting physician. The student, through competency-based education, will develop his/her potential abilities in order to fulfill his/her role as a Sonographer. The school will strive to:

- Develop the knowledge, skills and abilities of the student sonographer to his/her capabilities in caring for the ill patient.
- Develop their skills and efficiency while working in the ultrasound department.
- Develop their ability to promote good interpersonal relations with members of the health team.
- Stimulate the students' motivation for continued personal and educational growth.
- Prepare the students to be successful in taking the examination offered by the American Registry of Diagnostic Medical Sonographers (A.R.D.M.S.).

Role of Diagnostic Medical Sonographer:

Sonographers may be employed in various hospitals and offices in different areas of medicine such as vascular, ob/gyn, abdominal, or cardiac Sonography. Sonographers may also become educators or decide to work in sales. Whatever road the sonographer chooses, he/she must obtain a full understanding of integrating didactic education with correlating clinical education. The sonographer needs to recognize certain pathologies, have the ability to produce these abnormalities utilizing competent clinical skills, and documenting them with quality hard copy images.

Sonographers function in association with physicians to help aid in diagnostic quality film interpretation. The sonographer should be able to give differential diagnosis when needed, and also know what additional scanning skills need to be performed involving individual care. His/her knowledge of and experience in recognizing disease will be an asset in his/her career. The sonographer should have the essential qualities of intelligence, the ability to relate to people, an orientation towards service to people, and a capacity for calm and reasoned judgment in meeting emergencies. Respect for the patient as a person and respect for the patient's privacy are expected of the sonographer. Patient confidentiality is of extreme importance.

Description of the Program and Clinical Personnel

MEDICAL DIRECTOR\ADVISOR:

The medical director is a licensed physician who is experienced and proficient in the use of medical ultrasound. This individual is actively interested in Bergen Community College's Diagnostic Medical Sonography Program and its students. The Medical Director/Advisor also serves on the program's Advisory Committee. The current Medical Director/Advisor is Dr. Fredrick Ayers.

Dr. Ayers conducts monthly case presentations on campus. Attendance is mandatory for all students while enrolled in the program. At times, these meetings may be scheduled in the evening that class is not in session. Early notification will be given to each class in order to arrange their schedule accordingly. It may also be incorporated into a class, regardless:

IT IS MANDATORY THAT ALL STUDENTS ENROLLED IN THE PROGRAM ATTEND THESE MEETINGS, AND NO EXCEPTIONS WILL BE MADE.

Diagnostic Medical Sonography Program's Faculty/ Description

PROGRAM DIRECTOR:

A program director is a certified sonographer who is responsible for the structure as well as the daily operation of the program.

CLINICAL COORDINATOR:

A clinical coordinator is a certified sonographer who is responsible for the coordination of each student's clinical rotation at the clinical site, and oversees the clinical education of those students. It is the coordinator who assigns the clinical instructor to each student in order to provide appropriate and adequate clinical instruction.

The following are full-time educators for the Diagnostic Medical Sonography's Programs sponsored by Bergen Community College:

Professor Katherine Benz-Campbell, M.A. R.D.M.S.
Associate Professor- DMS Program Director
Phone: 201 447-7939 e-mail: kbcampbell@bergen.edu

Professor Christine Henkel MS. R.D.M.S.
Associate Professor – DMS faculty
E-mail: chenkel@bergen.edu

Linda Yurkin, AAS, RDMS, RDCS RVT
Clinical Coordinator- DMS Clinical Coordinator
E-mail: lyurkin@bergen.edu

CLINICAL FACULTY/LAB INSTRUCTOR/ ADJUNCT FACULTY:

The clinical faculty is a certified sonographer from the College who is responsible for overseeing the clinical education of the students. The clinical faculty visits the clinical sites on a rotational basis.

The Diagnostic Medical Sonography Program is privileged to have the following educators to serve in the capacity of clinical educators:

Ms. Katherine Benz-Campbell, M.A. RDMS.
Mrs. Christine Henkel, M.S, RDMS.
Mrs. Ellen Solinas, A.A.S., RDMS.
Mrs. Rose Marie Loffredo, RDCS, RDMS
Ms. Susan Herbert, RDMS, RVT

Mrs. Susan Price, RDMS
Mrs. Linda Yurkin, A.A.S, RDMS, RDCS, RVT
Mrs. Parinaz Rahwar, RDMS
Ms. Rosemarie Richardson, RDMS

RADIOLOGIST/CARDIOLOGIST:

The radiologist/cardiologist is a licensed physician who is responsible for interpreting the results of procedures performed in the Radiology/Cardiology or Vascular Lab Department. Sonographers and students present their work to the radiologists or cardiologists for interpretation. The students will be introduced to the radiologist or cardiologist at each clinical assignment.

CLINICAL INSTRUCTOR:

The clinical instructor is a hospital staff member or chief sonographer who is available to the students whenever they are assigned to a clinical setting. The clinical instructor provides appropriate clinical supervision and instruction for the students assigned to him/her when the clinical faculty is not on site. Students are given the name of the Clinical faculty at the beginning of each clinical assignment.

Student Health and Safety

PHYSICAL EXAMINATION:

All Bergen Community College Allied Health students, including Diagnostic Medical Sonography students, are required to submit a completed Medical Examination Report form from the Medical Office upon acceptance into the program. Failure to do so will result in a medical hold being placed on the student's record. This action will prevent the student from registering for any classes until the completed form is submitted to the Medical Office. If a student transfers from another program at the college, he/she must check with the Medical Office to see what additional health information is necessary.

STUDENT IMMUNIZATION and HEALTH INSURANCE:

All Diagnostic Medical Sonography students are responsible for keeping immunizations and health insurance up-to-date. Failure to meet these requirements will result in immediate dismissal from clinical. Students will not be readmitted to clinical until clearance by the college medical office and the clinical coordinator. Any clinical time missed will have to be made up.

EFFECTIVE SEPTEMBER 2003 – Students are required to maintain their own copies of all health insurance and immunization records that are on file in the medical office at the college. Certain hospitals will require documentation in order to be in compliance with the clinical affiliate.

STUDENT ILLNESS:

ON CAMPUS: The medical office nursing staff is available for students who need medical attention during the hours that classes are in session. Please check with the college catalog for the location of the medical office on campus.

OFF CAMPUS: If a student needs medical attention due to illness or accident during assigned clinical hours, the hospital will provide initial medical care. The student must pay any bills from the hospital and/or physicians for this treatment.

If a student might have an illness that could jeopardize a patient's health, he/she must be seen by a doctor at the clinical site (or the student's personal physician) immediately for medical clearance (in writing) in order to continue clinical. If the student must miss clinical days due to the illness, the Program Director will determine when the missed time will be made up.

If a student is involved in an accident or incident while performing clinical duties, the student must inform his/her Clinical Supervisor of the details **IMMEDIATELY**. The Clinical Instructor or Program must be notified of the situation as soon as possible. A written report of the situation will be made for future reference.

A new policy has been issued by the institution that requires **ALL** students taking classes at the college have health insurance coverage. It is now mandatory that you have health insurance either privately or through the college. ***Please refer to the college catalog or see the college health nurse for more details.***

RADIATION PROTECTION:

A radiation film badge is issued to each student assigned to a clinical site. Most Ultrasound Departments are located in or near the Radiology Department, where the potential for exposure to very low levels of radiation exists. Film badges are sent out to be read on a monthly basis, and a record of each student's monthly and cumulative exposure is kept on file in the Program Coordinator's office. The Program Coordinator will review the student's film badge report with him/her, if the student wishes to see this information. Students will receive an \$ 8.00 replacement fee for any unreturned badges.

MEDICAL ASEPSIS:

Practicing the principles of medical asepsis is part of being a healthy student and a responsible professional. This means the student has the PERSONAL responsibility of keeping everything he works with CLEAN. This includes such things as:

Personal hygiene (includes daily washing of body and teeth)

Washing the hands between patients

Changing the linens between patients

Cleaning the transducer between patients

Keeping the ultrasound room and equipment clean

A clean uniform and polished shoes

Monitoring lab supplies (sheets, gloves,) and notifying faculty when supplies run low. Remember: this is your ultrasound lab, and keeping it clean reflects your professionalism at the clinical site and future job employment. This includes the ultrasound lab work stations and the clinical affiliates.

HEPATITIS B VACCINATION

It is recommended that all health care workers, including students, receive the hepatitis B vaccine. If the student decides that he/she does not want the vaccine, a signed refusal must be on file in the Medical Office.

Informed consent policy/Scanning Labs

During any DMS classes throughout the program, when clinical practice is offered, whether during an open lab to practice or as a requirement for a lab competency test, students utilized their classmates in the program as patients to practice the objective for the specific clinical competencies. The following consent form below needs to be read and signed before the start of any "hands on" scanning. NO instructors will be a substitute for a student who does not want to participate. A copy of this signed form will be kept in the student's handbook and in the Program Director's office.

STUDENT CONSENT FOR SCANNING LABS

AIUM STATEMENT ON CLINICAL SAFETY (revised March 1988)

Diagnostic ultrasound has been in use since the late 1950's. Given its known benefits and recognized efficacy for medical diagnosis, including use during human pregnancy, the American Institute of Ultrasound in Medicine herein addresses the clinical safety of such use:

No confirmed biological effects on patients or instrument operators caused by exposure at intensities typical of present diagnostic instruments have been reported. Although the possibility exists that such biological effects may be identified in the future, current data indicates that the benefits to patients of the prudent use of diagnostic ultrasound outweigh the risks, if any that may be present.

AIUM Safety Statement for Training and Research (revised March 1988)

Diagnostic ultrasound has been in use since the late 1950's. No confirmed adverse biologic effects on patients or instrument operators caused by exposure at intensities and exposure conditions typical of present diagnostic instrument and examination practices have ever been reported. Experiences from normal diagnostic practices may or may not be relevant to extended exposure times and altered exposure conditions. At this time, no hazard has been identified that would preclude the prudent and conservative use of diagnostic ultrasound in education and research.

I have read and understand the AIUM safety statement quoted above. I have asked my instructor for an explanation of any part of these statements that I do not understand.

For all DMS courses that have a scanning component and/or there is an open scanning lab I understand that I may refuse to be scanned at any time and for any reason while I am in the program. If it is my turn to be scanned, I may bring in a volunteer to be scanned for practice only- NOT for diagnosis. This person may not be a DMS student.

Student Signature _____

Date _____

Instructor Signature _____

Date _____

Clinical Assignments/Clinical Rotation Policy

CLINICAL ROTATION POLICY:

The Diagnostic Medical Sonography Program is a regional program that provides education in sonography to all students throughout the state of New Jersey, utilizing approximately thirty-three (33) educational centers. The educational centers range from upstate New York to Southern New Jersey. Students are expected to travel far distances to reach their educational training at least once throughout their clinical rotation. They must provide their own transportation and be in compliance with their clinical assignment. Work and family responsibilities are not considered valid excuses for not attending the hospital which they are assigned. The Program Director and Clinical Coordinator decide where and at what time each student will be placed at a specific clinical site. Their decision is based on the student's educational needs, the opportunities available at each individual site, and input from each clinical site. The student does **NOT** make this decision on his/her own; nor should he/she make contact with any clinical affiliate to ask to be assigned there. **The decision of the Program Director and Clinical Coordinator is final. The Program Director and or Clinical Coordinator have the RIGHT to reassign any student for any reason.**

Not every clinical site offers sufficient scanning practice in all clinical subject areas. Methods, scanning protocol, and patient population vary from hospital to hospital. For a more complete clinical education, the program's policy is that each student will be assigned to at least **TWO** different clinical sites during his/her total clinical experience.

Clinical placement is limited. Students are provided with a clinical seat in accordance to their acceptance and anticipated graduation date. If a student fails a clinical course and has the program director's approval, in writing, to repeat the course, he may only repeat it once. A request to repeat the failed clinical course must also be made **in writing** by the student. If the student has lost his/her clinical seat due to failure, he/she will be reassigned a clinical seat with the intent in mind that current students receive priority placement. The repeat clinical students will be given second priority and will be expected to travel to distant sites for their clinical training.

Each student and their clinical sites will be provided with a clinical rotation schedule at the beginning of each semester. The schedule includes the student's name, length of rotation, college holidays, and available make-up days. Any student who does not complete the required clinical hours for each rotation, as directed in the beginning of the semester, will receive an "Inc" grade until the time is completed, and will not be allowed to enter the next clinical level. An incomplete grade may change to a failure grade, if the student does not fulfill the contract requirements. Each student is required to complete the requirements for each clinical category (abdominal, obstetric and gynecology, and echocardiography). **No exceptions will be made for this policy.**

Clinical Transfer, Suspension and Dismissal Policy

- The Clinical Coordinator, Program Director and Clinical Faculty have the authority to SUSPEND clinical involvement when a student's behavior in the clinical area is deemed to be unethical or it would jeopardize the safety of the patient.
- Students may be subject to clinical suspension/dismissal for excessive infractions of program policies and procedures. The student **MAY NOT** choose the makeup days in which to make up the clinical days they missed. The student **MAY NOT** provide input as far as clinical placement and distance from the clinical site. The student **MAY NOT** decide what section they would like if two sections are offered regarding didactic /clinical in the summer session I and II. The student will be placed in the appropriate section regarding clinical faculty availability and clinical hospital availability. If the student fails didactic/clinical in the first session, he/she **MAY NOT** repeat the course in the second session (SSII) of that year, they must return the following year.

Students will be provided with a clinical handbook and orientation during the clinical educational phase.

Grading Policy/Disciplinary Policies and Procedures

GRADING POLICY AND PROCEDURES

The Diagnostic Medical Sonography Policy and Procedures Committee consists of

- Professor Katherine Benz-Campbell MA RDMS
- Professor Christine Henkel MS RDMS
- Professor Linda Yurkin RDMS, RDCS, RVT
- Professor Steven Toth - Academic Chair/Program Director – Medical Office Assistant Program

The Diagnostic Medical Sonography program has a specific curriculum sequence designed to correlate didactic and clinical courses concurrently in order to provide optimal education in the field. The pre-requisite courses in the catalog are not the only indicators for curriculum sequence. A student who fails either a didactic or clinical course is **out of curriculum sequence** and needs to be under advisement and follow program policy.

The Diagnostic Medical Sonography program policy is as follows:

1. Students must maintain a 2.5 GPA in all core subjects (courses beginning with DMS).
2. Students may fail an ultrasound course **ONCE**. FAILURE OF TWO ULTRASOUND COURSES WILL RESULT IN DISMISSAL FROM THE PROGRAM.
3. Courses taken with final grades of INC cannot be repeated and will result in dismissal from the program.
4. Courses taken with final grades of B, C, D, and F require a written request to the program director or to repeat the course. A student may repeat a course once, and only one ultrasound course may be repeated throughout the program. Failure after the second attempt will result in immediate dismissal from the program.
5. Students will not be allowed to register for the repeated course unless they have met with the Program Director and agreed to the individual terms and agreement for completion of the program.
6. It is the final decision of the Program Director to determine if appropriate seating capacity is available for the student to repeat an ultrasound course. **No student can register for repeated class unless they receive a letter from the program director. There is no deadline for a determination letter.**
7. A student failing any DMS course will be advised to withdraw before the deadline published in the Academic Calendar.
8. Grading Policy and requirements are published on clinical and didactic syllabi.
9. Students MAY NOT audit a class without permission of the program director.

Please refer to the Bergen Community College catalog for additional information on college grading policies.

FINAL GRADE EVALUATION

For all DMS courses, final grades are calculated as follows:

100 to 94 = A	93.9 to 89 = B+	88.9 to 84 = B
83.9 to 79 = C+	78.9 to 75 = C	< 75 = F
INC = INCOMPLETE	E= UNOFFICIAL WITHDRAWL	W= OFFICIAL WITHDRAWL

All grading is “absolute” and will NOT be rounded off.

A "D" GRADE DOES NOT APPLY TO DMS COURSES.

Students who officially or unofficially withdraw from the DMS program may NOT reapply to the program.

DISCIPLINARY POLICIES AND PROCEDURES

1. Diagnostic Medical Sonography students who maintain a GPA of 2.5 or higher are considered to be in satisfactory academic standing.
2. Students whose GPA falls below 2.5 will be notified that they are placed on conditional academic probation will be notified by the registrar of the conditions for reinstatement. These students are required to see a counselor before registration.
3. Students who grades are still unsatisfactory at the end of conditional academic probation will be placed on academic suspension. These students will not be allowed to register for one semester, and will be notified by the registrar of the conditions for reinstatement.
4. Students who have been reinstated, and fail to attain a 2.0 GPA at the end of the semester will be notified that they have received academic dismissal.

Any student who wishes to Appeal his/her student status is to follow the procedure outlined in the Bergen Community College Catalog. Any student who is disruptive in either class or clinical will be subject to college disciplinary action. Students are subject to immediate dismissal from the clinical site for the following reasons:

- Engaging in illegal activity.
- Disobeying hospital and/or departmental rules and regulations.
- Engaging in activity that is harmful, or potentially harmful, to himself, his patients, or the hospital staff.
- Insubordination.
- At the request of the Clinical Instructor/ Faculty
- Gross incompetence.

The Diagnostic Medical Sonography Committee will review all cases that do not comply with program policy and procedures. The student has the right to disagree with the committee's decision and discuss their situation through the proper administrative channels at the institution.

Pregnancy Policy

PREGNANCY

The Program Director must be notified if a student is pregnant. The Director will meet with the student to review recommendations. A doctor's note giving his approval for the student to be in the clinical setting is required.

The student may have the following options: withdrawal from the program immediately, withdrawal from clinical and didactic, request a leave of absence from the program, returning in the appropriate semester, continue with the didactic and clinical components until the pregnancy terminates.

More detailed policy is provided in the Clinical Handbook in the spring semester which will be signed by student.

Accident/ Incident Reports

- ✓ Students must report any accident, incident or unusual occurrence involving a patient/and or student to the Clinical faculty or Clinical instructor
- ✓ Students should document the incident in his/her own words, making sure to include the following information:
 - a) Patient's name,
 - b) Date, time and place of the incident
 - c) Names of others involved
 - d) Names of witnesses to incident
 - e) Name(s) of the ultrasound personnel notified of the incident
- ✓ Whenever an incident report is filed at the hospital, a BCC incident report must be completed and forwarded to the Clinical Coordinator.
- ✓ Students should NOT sign the hospital document before the Clinical Coordinator reviews it.
- ✓ This applies also to the lab component on campus.

Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

- ❖ **The Diagnostic Medical Sonography Program** informs students of the Family Educational Rights and Privacy Act of 1974.
- ❖ This Act, which the College complies fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, to prevent disclosure, and to secure a copy of the College policy.
- ❖ Students also have the right to file complaints with the Family Educational Rights and Privacy Office (FERPA), Department of Education, Room 4511, Switzer Building, Washington D.C. 20202, Telephone: (202) 655-4000, concerning alleged failures by the College to comply with the Act.

INDIVIDUAL STUDENT PROGRESS CONFERENCES

Individual Student Progress Conferences

During the third semester of the program, the Clinical Coordinator will set up an appointment schedule for individual student progress conferences. Each student will have the opportunity to review his progress with the Program Director and faculty closely connected with each student's didactic and clinical progress. Clinical performance and individual student goals will be discussed at this conference.

LEAVE OF ABSENCE POLICY

Leave of Absence Policy

The DMS program at Bergen Community College is designed to be completed in 24 months and is time sensitive. It is expected that students pursue their didactic and clinical education in a systematic and logical manner. The college recognizes that there may be circumstances due to medical, financial, military duty or family care that may interrupt this process.

In such cases, a student must request in writing a Leave of Absence (LOA). The LOA may not exceed one year except in the case of military deployment up to a maximum of two years due to approved educational reasons and for circumstances beyond a student's control. Students, who considered they to have "special circumstances", may make a request to the DMS faculty to return to the program if it is past the official withdrawal date. Each case will be handled on an individual basis. Individual didactic and clinical progress will be taken into consideration. The student will require to supported documentation regarding special circumstances. The student has the right to go through the proper chain of command if they are opposition to the decision of the DMS faculty.

A student returning from LOA due to a medical condition, must fill out a readmission form available through the Office of Enrollment Service which is an incomplete "N" contract form. This is stated in the college catalog and the DMS program requires that the form must be submitted within the filing period that is agreed upon from both parties. A student must have a healthcare provider's clearance before re-entering the program. The student will be expected to resume normal activities and clinical responsibilities without limitations. Individual assessment of the student's clinical educational skills will be performed upon return from the LOA. Remediation may be required based on the assessment. Students will be competent at the appropriate program level, before returning to the clinical setting.

Professional Organizations

Accrediting Agencies:

1. JRC-DMS Joint Review Commission on Diagnostic Medical Sonography
2025 Woodlane Drive
St. Paul, Minnesota 55125-2998

The Diagnostic Medical Sonography Program complies with the Guidelines and Standards in order to maintain an on-going accreditation in general and cardiac concentration. The JRC oversees student capacity, approves additional clinical sites and is updated yearly on any didactic or clinical changes made in the program.

2. The American Registry of Diagnostic Medical Sonographers
51 Monroe Street, Plaza East 1
Rockville, Maryland 20850-2400 Phone (301) 738-0312/0313
www.ardms.org

The Diagnostic Medical Sonography Program at Bergen Community College is a two-year accredited program. Any student who graduates from this program in either July or August is eligible under prerequisite #2 to take the ARDMS exam in abdomen, ob/gyn, and/or echocardiography on the computer as early as one day upon completion of the program. IT IS EXPECTED that the student will sit for the exam, in no less than two specialties, directly upon graduation. Students may have their completed application sent to the ARDMS sixty days prior to their expected graduation, enabling them to have a ninety-day grace period directly upon graduation.

Student eligibility to take the Boards includes (1) Completion of the program in two years. (Anticipated graduation is in August during the second year), and (2) A verification letter-of-completion from the Program Director.

3. Society of Diagnostic Medical Sonography (SDMS) www.sdms.org

Students currently enrolled in the Diagnostic Medical Sonography Program are eligible to receive funds through the society. An application can be obtained from the SDMS. Their address is:

SDMS Education Foundation
2745 N Dallas Pkwy Ste. 350
Plano, TX, 75093-8729 (214)-473-8057
Fax (214) 473-8563

Students are required to join the Society at the student rate while enrolled in the program.

Bergen Community College Academic Award

ACADEMIC ACHIEVEMENT AWARD

At the end of the spring semester, Bergen Community College presents an Academic Achievement Award to one outstanding graduating student in the Diagnostic Medical Sonography Program. The criteria for receiving this award are as follows:

1. The student must be eligible for an AAS degree in Diagnostic Medical Sonography from Bergen Community College.
2. Must have a 3.0 overall GPA or better.
3. Must have a 3.5 GPA in all Ultrasound courses.
4. Must demonstrate excellent achievement and leadership in clinical assignments.
5. Must have completed all technical courses (DMS) within 2 years.

Mandatory Insurance/Criminal Background Check

Malpractice Insurance

Each student is **REQUIRED** to carry student malpractice insurance. The fee is approximately \$35.00 per year. The student will fill out the form, mail it, and when the policy is returned to the student, the student will provide the Program Director with two (2) Xerox copies of the front page. The student must have this completed and returned by the time clinical begins; therefore, it is to be mailed in as soon as possible.

Criminal Background Check

Effective fall 04- The Joint Commission on Accreditation of Healthcare Organization (JACHO), the primary accrediting body for clinical agencies, requires criminal history background checks for all individuals engaged in patient care. Students who have engaged in criminal activity in the past will be ineligible to participate in clinical practice and will be dropped from the Diagnostic Medical Sonography Program.

Sterling Info systems are the company that will do the Criminal History Background Check (CHBC). Effective for fall 2009 admissions, the policy for the criminal background policy has been changed.

Students before being accepted into the health professions division will be required to complete a Criminal Background Check. Once the applicant is cleared, the student will be accepted into the program.

YOU will need to request a copy for your records and needed during the clinical education of the program. You can do so by going to their website homepage and click on college payment on the sidebar and request a copy.

Student Work Policy

STUDENT WORK POLICY

EMPLOYMENT AS A SONOGRAPHER:

The students do not receive payment, either by the College or the hospital, for work done during scheduled clinical hours. However, some students may be offered jobs in sonography before completion of the program.

Students may be employed in a clinical setting outside regular educational hours provided the work does not interfere with their regular academic responsibilities. The work must be non-compulsory, paid, and subject to employee regulations.

Student Expenses

ADDITIONAL EXPENSES TO EXPECT (Excluding tuition & Fees)

1.	Clinical uniform (2 pair - white) approx.	\$100.00
2.	Shoes (white)	\$ 40.00
3.	Uniform name pin	\$ 10.00
4.	Student malpractice insurance	\$ 35.00
5.	Books (varies according to specific year's requirements)	\$275.00
6.	National Exam Fee (upon completion of program the student is eligible to sit for exam) approximate cost	\$600.00
7.	Physical examination (inoculations, vaccines, etc.) done by personal physician - paid by student).	
8.	Travel costs - The student is responsible for the cost of travel to and from the college and clinical affiliates, as well as providing his/her own transportation.	
9.	The "Leading Edge" conference in Atlantic City -The student is eligible to attend a two-day ultrasound conference in the second year of the program. The registration fee is waived, however, the student is responsible for hotel expenses. (optional)	
	(Approximate cost :)	\$150.00
10.	Criminal Background check	\$100.00

Fair Practices Statement

Bergen Community College is an equal opportunity educator. Federal and State laws prohibit discrimination in employment or educational opportunities because of race, color, religion, sex, age, national origin, or physical disability. No question on this application is asked for the purpose of limiting or excluding any applicant's consideration for acceptance on the basis of the above.

The program offers equal opportunity to students regardless of race, creed, color, sex, age, religion, physical disability or national origin. The program believes in a fair and equitable system and fully intends to give all applicants an even opportunity for admission... Please feel free to contact the program director if you have questions or concerns regarding the pre-selection criteria.

Program Graduation Requirements

Graduation from the Diagnostic Medical Sonography Program is CONTINGENT UPON SUCCESSFUL Completion of the following requirements:

- ✓ All didactic courses in DMS
- ✓ All clinical education courses
- ✓ Liberal arts and Science courses

GRADUATION POLICY

A student may attend the May graduation, if he/she has successfully completed all the courses in the Diagnostic Medical Sonography curriculum. **NOTE:** If the student only has Clinical V remaining, and no other courses to take, he/she will be permitted to attend the graduation ceremony, and will receive the actual certificate in the mail after Clinical V is completed.

If there are any other courses not completed, the student can graduate following course completion. IT IS THE RESPONSIBILITY OF THE STUDENT TO APPLY FOR A DEGREE BY COMPLETING AN "APPLICATION FOR DEGREE" form, which is obtained from the Office of Registration and Records. REFER TO THE ACADEMIC CALENDAR FOR DEADLINE DATES. Failure to submit this application on time could make the student ineligible for the Registry exam that year.

EXIT EXAMS

Exit exams in the General and Echocardiography concentrations will be administered at the end of the second year in the program following a comprehensive review. Upon successful completion of all four exams, you will receive a letter of program completion from the Program Director, which is required in order to register for the A.R.D.M.S. registry exams.

CONCLUSION

We are proud of our reputation for producing quality sonographers. We hope you will work hard and enjoy the program. We hope that you are as happy to be here, as we are with having you. Be relaxed, but have a good professional attitude. You are expected to know and perform your job well, and take pride in it. If you have any questions, please see your instructors. We are looking forward to the next two years. Good Luck!

Professor Katherine Benz Campbell, AAS, BS, MA, RDMS
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(201) 447-7944 Allied Health Office (for appointments, schedule and mail)

**** Policies are subject to change without notice.**