CENTRAL OHIO TECHNICAL COLLEGE

DEPARTMENT OF HEALTH SCIENCES

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

STUDENT & CLINICAL HANDBOOK

Revised 1/30/13
I, _________________________________ have read the 
(Print Name Above) 

Diagnostic Medical Sonography Student & Clinical Handbook and have been given the opportunity to ask any and all questions relating to the enclosed material.

I hereby agree to follow the policies as outlined in the Handbook.

_________________________________________  __________________________ 
(Signature)  (Date)
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Section I
Diagnostic Medical Sonography
The Profession
Description of the Profession:
The Diagnostic Ultrasound Profession is a multi-specialty field comprised of Diagnostic Medical Sonography (with subspecialties in abdominal, neurosonology, obstetrical/gynecologic, fetal echocardiography and breast ultrasound), Diagnostic Cardiac Sonography (with subspecialties in adult, pediatric and fetal echocardiography), Vascular Technology, and other emerging fields. These diverse specialties are distinguished by their use of diagnostic medical ultrasound as a primary technology in their daily work. Certification is considered the standard of practice in ultrasound. Individuals who are not yet certified should reference the Scope as a professional model and strive to become certified.

Scope of Practice of the Profession:
The Diagnostic Ultrasound Professional is an individual qualified by professional credentialing and academic and clinical experience to provide diagnostic patient care services using ultrasound and related diagnostic procedures. The scope of practice of the Diagnostic Ultrasound Professional includes those procedures, acts and processes permitted by law, for which the individual has received education and clinical experience, and in which he/she has demonstrated competency.

Diagnostic Ultrasound Professionals:
- Perform patient assessments
- Acquire and analyze data obtained using ultrasound and related diagnostic technologies
- Provide a summary of findings to the physician to aid in patient diagnosis and management
- Use independent judgment and systematic problem solving methods to produce high quality diagnostic information and optimize patient care
Overview of the ARDMS

The American Registry of Diagnostic Medical Sonographers (ARDMS), incorporated in June of 1975, is an independent, nonprofit organization in operation to administer examinations and award credentials in the areas of diagnostic medical sonography, diagnostic cardiac sonography and vascular technology.

The ARDMS offers three credentials to eligible sonographers:

- RDMS  Registered Diagnostic Medical Sonographer
- RDCS  Registered Diagnostic Cardiac Sonographer
- RVT   Registered Vascular Technologist

Specialty areas within the sonographer credentials include abdomen, neurosonology, obstetrics and gynecology, fetal echocardiography, musculoskeletal and breast (RDMS); adult, pediatric and fetal echocardiography (RDCS); and noninvasive vascular technology (RVT).

To date, the ARDMS has certified more than 65,000 individuals, becoming the recognized standard for ultrasound certification. The number and types of facility accreditation programs, many requiring documentation of credentialed sonographers and/or vascular technologists, have significantly increased during the past five years. This trend, combined with an increased overall concern by the ultrasound community for high levels of proficiency among the users of the modality, has dramatically enhanced the significance of the "registered" sonographer and vascular technologist.
The ARDMS credentials document personal achievement of a highly recognized professional standard of excellence. Exemplary practices in providing these credentials have earned the ARDMS a Category "A" membership in the National Commission for Certifying Agencies and the support of related professional societies. Credentials awarded by the ARDMS are widely accepted in the medical community and by ultrasound and vascular professional organizations including the American College of Radiology, the American Institute of Ultrasound in Medicine, the American Society of Echocardiographers, the Canadian Society of Diagnostic Medical Sonographers, the International Society for Cardiovascular Surgery, the Society of Diagnostic Medical Sonography, the Society for Vascular Surgery, and the Society of Vascular Ultrasound.

The ARDMS is governed by a Board of Directors that is composed of sonographers, vascular technologists, physicians, research scientists, and a public member. The Board creates the policies, defines the direction; the exam development task forces conduct continuous evaluations of the material contained in the examinations.

The only means of obtaining an ARDMS credential is by examination. Applicants must satisfy at least one of the Examination Prerequisites, being deemed "eligible," before an ARDMS examination will be administered. Eligible individuals are accepted as candidates and are then required to pass two comprehensive examinations: (1) a Sonographic principles and instrumentation examination and (2) at least one corresponding specialty examination - to earn a sonography credential. This structure allows for assessment of these two equally important components of the credential.
The ARDMS Credentials

A candidate is not entitled to use a credential offered by the ARDMS until officially notified that the credential has been earned. Additional credentials may be earned by successfully completing the Sonographic Physics & Instrumentation examination and one (or more) specialty examinations. Eligible candidates may earn all three sonographer credentials, if desired.

## Required Examinations for the RDMS, RDCS, and RVT Credentials

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<th>Physical Principles/Instrumentation Exam</th>
<th>Specialty Examination(s) Options</th>
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<td>Sonographic Physics &amp; Instrumentation (SPI)</td>
<td>Abdomen (AB) or Neurosonology (NE) or Obstetrics/Gynecology (OB/GYN) or Fetal Echocardiography (FE) or Breast (BR)</td>
<td>Registered Diagnostic Medical Sonographer (RDMS)</td>
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<tr>
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<td>Adult Echocardiography (AE) or Pediatric Echocardiography (PE) or Fetal Echocardiography (FE)</td>
<td>Registered Diagnostic Cardiac Sonographer (RDCS)</td>
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<tr>
<td></td>
<td>Vascular Technology (VT)</td>
<td>Registered Vascular Technologist (RVT)</td>
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Effective January 1, 1998, candidates must complete both the SPI and the specialty area examination components within five years (regardless of the sequence in which the examinations are taken). Candidates who do not complete their credential within the five year time frame must retake the examination they had previously passed. This policy does not apply to registrants seeking additional specialties within the same credential area.
The ARDMS Examinations
The Sonographic Physics & Instrumentation examination contains approximately 120 multiple-choice items and is two hours in length. The specialty examinations for the RDMS, RDCS and RVT credentials are three hours in length and contain approximately 120 to 170 multiple-choice questions each. Currently, each exam costs approximately $200-$250.

Candidates, who are unsuccessful in passing an examination, may reapply, completing a new application, to take the examination again. When reapplying, candidates may begin a new eligibility period 60 days from the previous examination date. Current policies do not limit the number of attempts to pass examinations.

Professional Organizations
Several professional organizations for Diagnostic Medical Sonographers exist. All actively work for the advancement of the profession and for continued recognition of quality patient care. Students are encouraged to become active members in professional societies.

National Organizations:

The Society of Diagnostic Medical Sonography (SDMS)
www.sdms.org
Annual meeting held around the country in Fall
Journal published bi-monthly (JDMS)

The American Institute of Ultrasound in Medicine (AIUM)
www.aium.org
Annual meeting held around the country in Spring
Journal published bi-monthly

The Society of Vascular Ultrasound (SVU)
www.svunet.org
Annual meeting held around the country
The American Society of Echocardiographers (ASE)
www.asecho.org
Annual meeting held around the country
Journal published monthly

Local Organizations:

Central Ohio Ultrasound Society (COUS)
Annual meeting held in the fall within the Columbus area
Section II
Program Policies and Procedures
Introduction

Students enrolled in the Central Ohio Technical College Diagnostic Medical Sonography Program will be responsible for observing College rules and regulations as stated in the COTC student handbook available on the COTC web site. All Sonography students are urged to become familiar with the following Sonography Program goals, philosophy, policies, procedures, and requirements. Failure to do so will not exempt or excuse the student from full compliance. Failure to comply with the above will affect student evaluations and will result in dismissal from the Sonography Program.

Questions should be directed to the DMS Faculty, academic advisors, the Academic Dean, or the admissions coordinator depending upon the nature of the inquiry.

Program Goals and Objectives

Upon successful completion of the Diagnostic Medical Sonography Program, the student should be able to:

1. Apply knowledge of anatomy, physiology, pathology, physics, and instrumentation to sonographic imaging techniques.

2. General Major: Accurately analyze sonographic images to determine normal and abnormal abdominal, gynecological, obstetrical and superficial anatomical structures.

   Cardiovascular Major: Accurately analyze sonographic images to determine normal and abnormal cardiac and vascular anatomical structures.

3. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.

4. Perform appropriate procedures recording and processing sonographic data for interpretation by a physician.

5. Provide patient care and comfort.

6. Demonstrate the safe limits of equipment operation and report malfunctions to the proper authority when necessary.
7. Exercise independent judgment and discretion in the technical performance of sonographic procedures.

8. Practice legally and ethically within the framework of the Diagnostic Medical Sonography profession.

**DMS Program Philosophy**

Man is a unique social being who has a biological and cultural inheritance which enables him to utilize internal and external resources to adapt to a constantly changing environment. Respect must be shown for personal worth, dignity, autonomy, and individuality. Man has a right to the health care necessary to maintain and enhance his ability to function as a human being.

Sonography assists man to maintain, regain, and/or attain high-level wellness in whatever environment he finds himself. Sonography involves providing diagnostic services with consideration for human dignity and the uniqueness of man.

The faculty believes that sonography education is concerned with the total system in which it operates. The program of learning should take place in institutions of higher education and that the curriculum should reflect a balance between sonography and general education.

Sonography education focuses on the scientific process of problem solving based on the knowledge and understanding of human behavior, communications, basic science, and sonography in a health care setting. Learning is the intellectual process by which changes are brought about in an individual's response to his environment. Learning occurs in a climate which encourages a spirit of inquiry, offers a cooperative feeling and integrity to the learner,
and provides for on-going evaluation. Learning is facilitated when personal goals are sought and material is relevant to the learner and presented in a manner which is comprehensible.

When these principles of learning are utilized, the faculty believes that education is a dynamic process in which faculty act as facilitators and resource persons thereby assisting students to assume responsibility for self-direction.

As a member of the health team, the graduate functions as a sonographer performing sonographic procedures with a high degree of skill.

The associate degree graduate has a responsibility to belong to professional organizations and participate in educational activities. Benefits derived from these activities should be shared with colleagues to enhance the effectiveness of health care.

**Program Guidelines**

Guidelines have been established by the Diagnostic Medical Sonography (DMS) Program. All enrolling students are urged to become familiar with the following regulations and requirements.

1. Acceptance into the DMS Program is valid only for the semester and year specified.

2. Requirements for advancement in the DMS Program are as follows:
   
   A. All course prerequisites must be met before admission to a course.
   B. A grade of "C" or better is required for all DMS courses.
   C. A student may repeat each DMS course only once.
   D. A student may elect to withdraw from a DMS course only once. Any additional use of the withdraw option must be approved by the Program Director.
   E. A student must adhere to all policies and procedures of the program and the College in order to be eligible for graduation.
3. **Re-admission** to the Diagnostic Medical Sonography Program is determined by the DMS Re-admission Committee. Re-admission is not automatic or guaranteed. Students wishing to request re-admission must apply in writing within two years of leaving the program. The request must be one semester prior to the semester in which the student wishes to enroll. No requests will be taken more than two semesters before the anticipated enrollment. Students must also adhere to the following:

A. The student must submit a letter to the Program Director addressing the reason for the previous failure or withdraw. It is the student's responsibility to prove that the reason(s) for the previous failure/withdraw has been altered and that the student has a strong probability of successfully completing the program at this time.

B. The student must have a minimum cumulative GPA at COTC of 2.00 to request re-admission.

C. The student who has been out for more than one semester must successfully demonstrate proficiency in the clinical skills necessary to meet prerequisite criteria. This will be done by simulations prior to enrollment. Program faculty and/or clinical personnel will serve as evaluators. All competencies previously obtained must be duplicated satisfactorily and include image evaluation depending on the level of clinical skill when failure/withdraw occurred. Admission into the program is contingent upon demonstrating all prerequisites and skills for the clinical sequence. If the student fails to demonstrate proficiency, the student may be required to repeat previously completed clinical rotations.

D. The committee may, at their discretion, request a personal interview with the readmission candidate for clarification.

E. In addition to the letter, the student must also complete and submit to the Program Director a Re-Admission form.

F. Students may apply for re-admission only once to the DMS Program only, regardless of the major (general or cardiovascular). Students dismissed due academic failure or withdrawal may re-apply. Students who are dismissed from the program due to unprofessional conduct are not eligible for re-application.

G. Students will be considered for re-admission based on available space, available clinical facility space and previous didactic and clinical performance.
H. The decision of the committee will be final.

Note: Central Ohio Technical College reserves the right to make changes without notice in the curriculum, policies, and schedules in order to preserve the high standards essential for approval and accreditation of the DMS Program

Technical Standards

Technical standards are defined as the student's ability to accomplish the essential requirements of employment in the Sonography profession or participation in a DMS program. Technical standards for the DMS program include all nonacademic criteria and must be based on tasks performed by a sonographer. They also provide students with an understanding of physical demands required by the program and the profession. This is a requirement of the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The student must possess the following abilities to successfully attain the skills needed to practice in the sonography profession.

Communication Ability

1. Sufficient hearing to assess patient needs and identify equipment signals.
2. Sufficient vocalization skills to instruct a patient relative to sonographic maneuvers and obtain a health history.

Visual Acuity

1. Identify 16 shades of gray from the gray scale provided.
2. Distinguish between the colors of green, blue, black, red and yellow on the color bar provided.
3. Sufficient vision to observe patients, manipulate sonographic equipment, and evaluate image quality.

Physical Ability

1. Sufficient gross motor coordination to exert up to 20 pounds of force occasionally, 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
2. Sufficient fine motor coordination to hold simultaneously a transducer and input data on a sonographic control panel.
**Environmental Requirements**

The work involves risks or discomforts that require special safety precautions, working with sharps (needles, razor blades, scalpels, etc.), chemicals and infectious disease. Employees may be required to use protective clothing or gear such as masks, goggles, and gloves.

**CPR (Cardiopulmonary Resuscitation)**

Students will be learning in the clinical environment and performing sonographic procedures on patients who are in critical condition or have sustained life-threatening injuries. Knowledge of resuscitation techniques is imperative. Therefore, Central Ohio Technical College requires that all sonography students be certified in CPR. Proof of such certification is required prior to the first clinical experience though the remainder of the DMS program.

It is the student's responsibility to keep certification current for the duration of their education. In the event that CPR certification expires during the program, the student will be unable to return to their assigned clinical facility until CPR certification has been renewed. Any absences occurring due to CPR recertification will be subject to grade penalty as outlined in the course syllabus. CPR certification must be approved by the American Heart Association. Upon completion of the CPR course, present your card to the Clinical Coordinator so it may be entered in your record.

The following guidelines have been adopted by Central Ohio Technical College relative to instituting CPR:

1. Whenever possible, the affiliate staff should make the decision to begin CPR on a patient.
2. In the event of a cardiac and/or respiratory arrest, the student will be responsible for
   a. calling for help
   b. placing the patient in a supine position (lowering side rails if in bed)
3. If help does not arrive within one minute, the student will call again for assistance.
4. CPR may be initiated based upon the student's current knowledge of this patient.

**Health Assessment**

Students are required to submit a personal health assessment form to the Clinical Coordinator prior to clinical assignment. These forms will be kept confidential. Students will not be assigned clinically until the above is completed. A physical performed at your expense may be required by clinical sites.

**Pregnancy Policy**

Any student who knows she is pregnant must inform the Program Director as soon as possible. It is the decision of the student whether to continue or withdraw from the sonography program. If the student chooses to continue, she is expected to meet all objectives and clinical competencies of each sonography course. Should the student choose to withdraw from the program, she must follow the re-admission guidelines and re-admission is not guaranteed.

**Alcohol and Drug Dependency Policy**

The Central Ohio Technical College Diagnostic Medical Sonography Program policy prohibits all students from unlawful manufacture, distribution, dispensing, possession, or use of alcohol or controlled substance while on the grounds of the clinical affiliates or the college campus. This policy is in conjunction with an effort of the affiliates and the college to provide a safe and healthy work environment. The abuse of drugs or alcohol is unsafe for both patients and workers.

If any student demonstrates an impaired ability to perform his/her job duties, is suspected of alcohol or drug abuse, or is suspected of violating this policy, he/she will be removed from the patient areas. The student will be immediately required to submit to a medical evaluation and/or a drug or alcohol screening. If any detectable level of
alcohol/drugs not accountable for by prescription, is discovered the student will be required to complete a treatment program for rehabilitation to remain in the program. If the student refuses to obtain treatment, he/she may either withdraw or fail the course. The medical examination may be requested by either program faculty or the affiliate clinical instructor or designated representative.

**Student Employment Policy**

All students have the privilege to obtain any type of employment while enrolled in the Diagnostic Medical Sonography Program. It is recommended that students accepting employment allocate adequate time for academic responsibilities.

1. Students who accept employment at an affiliated clinical site cannot be scheduled as an employee during the same time as normally scheduled clinical assignments.

2. It is the responsibility of the student to avoid conflicts in scheduling. A student may not be paid or viewed as an employee while scheduled in the clinical area as a student. The student is responsible for assuring that this does not happen. If this occurs, the student may be immediately dismissed from the program.

3. A student who is working as an employee is not eligible for competency evaluations. In the event that this occurs, the student may be immediately dismissed from the program.

4. Also, currently employed sonographers who are completing their degree in diagnostic medical sonography at COTC may not be allowed to fulfill their clinical requirements at the department in which they are employed.

5. Violation of this policy constitutes non-compliance with program policies and will result in immediate dismissal from the program.

**Scan Lab and Equipment Usage Policies**

1. The ultrasound machines may only be used when instructed and under direct supervision of DMS faculty. Unauthorized usage or misuse will result in dismissal from the DMS program.

2. Beds and equipment must wiped down after each lab session

3. Gel bottles must be refilled after each lab session
4. Dirty laundry, gloves, papers must be picked up after each lab session
5. No food or beverages are allowed near the lab equipment
Section III
Clinical Success
Essential Abilities for Clinical Success

The DMS Faculty has specified essential abilities they believe are critical to the success of students in the Sonography program. Students must demonstrate these essential abilities to succeed in their clinical rotations.

**Essential judgment skills to include**: the ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem solving and coming to appropriate conclusions and/or courses of action.

**Essential neurological functions to include**: the ability to use the senses of seeing, hearing, touch, and smell to make correct judgments regarding patient conditions for the purpose of demonstrating competence in the practice of Sonography and patient care. Behaviors that demonstrate essential neurological functions include, but are not limited to observation, listening, understanding relationships, writing, and psychomotor abilities.

**Essential communication skills to include**: the ability to communicate effectively with fellow students, faculty, patients, and all members of the health care team. Skills include verbal, written, and non-verbal abilities consistent with effective communication.

**Essential emotional coping skills to include**: the ability to demonstrate the mental health necessary to safely engage in the practice of Sonography as determined by professional standards of practice.

**Essential intellectual/conceptual skills to include**: the ability to measure, calculate, analyze, synthesize, and evaluate to engage competently in the safe practice of Sonography.

**Other essential behavioral attributes to include**: The student must demonstrate responsibility and accountability for actions as a student in the DMS program and as a developing professional.

Students may be dismissed from the program if the faculty determines the student is unable to meet these essential abilities even if reasonable accommodations are made.

Clinical Goals

Sonography students at Central Ohio Technical College will attend the multiple semesters of clinical experience in order to:

1.0 Acquire proficiency in a wide variety of diagnostic sonography procedures by applying classroom theory to the actual practice of technical skills on specified levels of competency.

2.0 Develop and practice professional work habits and appropriate interpersonal
relationships with patients and other members of the health care team.

**Clinical Objectives**

The following are the recommended list of clinical objectives per semester. These objectives have been established in conjunction with the classroom lecture and laboratory objectives. Students are strongly encouraged to obtain competencies early, if qualified, since waiting until the end of the semester may add difficulty.

**Summer Session Clinical Rotation**

1. An introductory experience to the clinical setting in which students have an opportunity to observe and practice techniques related to sonographic imaging and patient care. Students will function under the close supervision of qualified sonographers in hospitals and other health related facilities. Students will gain experience in the following:
   a. Evaluate the patient requisition for sonographic examinations.
   b. Prepare the sonography facility for patient examinations and safety.
   c. Establish a patient/sonographer relationship with various types of patients.
   d. Demonstrate medical aseptic techniques at all times when in the clinical setting.
   e. Practice safe body mechanics when moving patients in the ultrasound department.
   f. Demonstrate the ability to perform basic film processing skills.
   g. Develop reception and filing skills needed in the ultrasound department.
   h. Identify the various components of the ultrasound machine.
   i. Select factors necessary for a routine examination.
   j. Operate the basic controls for the ultrasound machine.
   k. Identify various characteristics of the transducer.
   l. Demonstrate proper orientation of the transducer while scanning.

**Fall Semester Clinical Rotation**

1. Given the standard sonography room with basic equipment, the student should be able to perform the following tasks with no less than 80% accuracy:
   a. Identify the various components of the ultrasound machine.
   b. Select factors necessary for a routine examination.
c. Operate the basic controls for the ultrasound machine.
d. Identify various characteristics of the transducer.
e. Demonstrate proper orientation of the transducer while scanning.

2. Given a routine procedure, the student should be able to complete the following tasks with no less than 80% accuracy:

a. Read and extract valuable information from the patient's chart.
b. Assist patient to the examination area.
c. Transfer patient to exam table and properly drape patient.
d. Enter patient information in ultrasound machine to begin exam.
e. Identify normal anatomy on the screen.
f. Show initiative in scanning.

3. Given a patient and a requisition for an ultrasound examination, the student may choose to attempt a practice exam. However, at this time in the clinical experience, the student is expected to perform at the introductory level.

4. Given a requisition for an ultrasound examination, the student should be able to detail the steps necessary for the requisition to be appropriately processed through the department with no less than 80% accuracy.

5. Given a completed ultrasound examination, the student should be able to route the images appropriately with no less than 80% accuracy.

6. The student should be familiar with film processing and/or recording with no less than 100% accuracy.

7. The student should be able to locate specific supplies for the ultrasound area with no less than 80% accuracy.

8. Given the term "emergency, code, or crash cart" the student should be able to immediately locate the nearest cart in the department.

9. The student should know the emergency code telephone number for the institution with no less than 100% accuracy.

10. Given a patient under isolation precautions, the student should interact appropriately and exercise the necessary precautions with no less than 100% accuracy.

Spring Semester Clinical Rotation

1. The student is expected to continue to refine those skills defined in previous
clinical objectives. By completion of this clinical experience, the student is expected to have completed any objectives and all required competencies. Requirements for successful completion of the entire clinical experience are outlined in the competency section of this manual.

2. Given a patient and a requisition, the student should be able to complete the following with no less than 80% accuracy:
   a. Identify patient
   b. Check for proper chart
   c. Note pertinent laboratory values
   d. Note patient history
   e. Prep the patient and explain exam
   f. Follow examination protocol in scanning
   g. Process images
   h. Present exam to physician with staff sonographer

3. Given a patient and a requisition for an ultrasound exam, the student should be able to attempt to perform procedures whenever possible. The student may attempt practice exams and competencies in completing requirements as outlined in the competency section of this manual.

Clinical Assignments

Students enrolled in the Central Ohio Technical College Diagnostic Medical Sonography Program are scheduled and rotated through the various clinical affiliations by the program faculty in consultation and agreement with the clinical affiliates. Assignments are made based on student clinical needs and site availability. While student drive to the clinical site may be considered, it is not the sole weight of the decision. Distance to clinical facilities is based on the distance to the facility from COTC Newark Campus, travel to some clinical facilities may be up to 1 ½ hours one way.

Travel Expenses

Travel to the clinical education center is the responsibility of each student. A student may not have the opportunity to rotate through the closest facility. Students must realize the potential exists for extended travel to/from clinical sites (up to 1 and a half hours one way) simply due to the number of students selected by the program.
Lunches/Breaks

Students may purchase meals in the facility cafeteria at employee rates. To receive this benefit, uniforms with appropriate name tags must be worn. Coffee breaks and lunch schedules will be assigned at the discretion of the clinical supervisor. Students will be given a one-half hour lunch break.

Health Insurance

Neither Central Ohio Technical College nor the clinical affiliates assume responsibility for medical expenses that may be charged to you for incidents occurring during your clinical experience. Therefore, you are urged to purchase personal health insurance. If you already have a policy, check the details of the coverage. If an injury occurs while the student is participating in clinical education, the emergency room facilities will be made available to him/her. However, the student will be billed for services rendered.

Malpractice Insurance

Due to direct patient contact, it is mandatory that students have professional liability insurance. This coverage is arranged by the college, currently at no cost to the student.

Communicable Diseases

Sonography is a health care field and occasional contact with patients having communicable disease is likely. Students are expected to become knowledgeable of infection control procedures and take appropriate precautions and follow recommended steps. Students may at any time and for any procedure or duty, elect to wear disposable gloves. This is especially recommended if the student has exudative lesions or weeping dermatitis. Gloves must be changed between each patient and hands washed.

Students exposed to a known case of an infectious disease through direct contact of infective serum or plasma by: needle stick, cuts or abrasions, or mucous membrane exposure; should be evaluated serologically as soon as possible. The Center for Disease Control recommends if the source patient is negative there is no need for follow up. If the source patient is positive or unknown then repeat tests should be
conducted in 6 weeks, 3 months, 6 months, and 12 months following exposure. The Student will follow the protocol recommended by the clinical facility. Neither the college nor the clinical affiliate assumes responsibility for the cost of the testing procedures. Students are expected to contact their personal physician.

Any student who suspects or who has been exposed to any communicable disease must notify the clinical instructor and Program Director immediately. An incident report should be completed and submitted to the Program Director. Appropriate safety and health measures will then be taken for all persons involved.

**Occurrence Reporting**
An occurrence is a variance in events not consistent with desired operation or care of a patient. All occurrences/incidents which occur during clinical assignment resulting in patient, hospital personnel or personal injury and/or damage to equipment must be reported immediately to the clinical instructor and/or Program Director. In addition, a hospital occurrence/incident report must be filed with program and hospital officials. Students are responsible for complying with all safety procedures. Incidents will be reviewed and appropriate action will be determined by program faculty.

**Attendance**
Diagnostic Medical Sonography is an applied science, and clinical education provides an opportunity to become proficient. You cannot perfect your skills if you are not in the clinical environment. Therefore, Central Ohio Technical College supports the following attendance policy.

- Students will attend all clinical assignments as scheduled by the Clinical Coordinator in cooperation with the affiliate clinical instructor.
- Each student will have a time sheet provided for documentation of clinical attendance. The student is responsible for maintaining an accurate record.
Falsification of time sheets will be dealt with in accordance to the "Code of Student Conduct" as indicated in the student handbook available on the COTC website. The appropriate hours spent at the clinical site must be entered on the time sheet by the student. The clinical instructor at the site should sign the time sheet at the end of each week to verify the student's attendance. These sheets will be checked periodically by the program faculty during routine clinical visits. The attendance sheet must be turned in to the Clinical Coordinator at the end of each semester to receive a passing grade. A clinical day is defined as an 8 ½ day with a ½ hour lunch break.

- If unavoidable circumstances result in tardiness or absence, students are required to notify the clinical facility via phone at the affiliate and the program faculty as soon as possible. Notifying the DMS faculty of an absence via text messaging is not acceptable. All tardiness and absenteeism must be made up prior to the end of the semester for the student to be considered for a passing grade. Failure to notify faculty of an absence will result in a 5% reduction in the overall grade.
- An absentee form must be completed and submitted to the clinical coordinator the day you return to campus.
- Due to the limited availability of clinical sites for make-up rotations, only three (3) absences per semester are permitted. All absences must be made up by the end of the quarter. COTC holidays or breaks, when the campus is closed, are not permitted to be used as make up days or clinical hours. For each additional day absent after 3 days, a 5% reduction in overall grade will be applied.
- Campus closures: If Newark COTC/OSU campus is closed due to severe weather, such as snow or ice, students are excused from clinical hours. However, if Newark COTC/OSU campus is closed due to a power outage, sewer/water problem, gas leak, etc. students are not excused from clinical hours.
- Habitual tardiness and/or absenteeism may result in dismissal from the
Diagnostic Medical Sonography Program. Absences of three or more consecutive days for reasons of illness will require a physician's statement regarding student capability to resume clinical assignment.

**Exam Log Sheets**

Each student is required to complete exam log sheets recording the clinical examinations observed or performed. It is the student's responsibility to maintain an accurate and current record. Log sheets will be distributed to students at the beginning of each semester. Additional log forms are available from the Clinical Coordinator. All completed forms will be submitted to the Clinical Coordinator at the end of each semester.

**Clinical Evaluation**

Each student will be evaluated at least twice per semester by the clinical instructor at the clinical education site. Clinical evaluations will account for a significant portion of your clinical grade. A student must receive a grade of 75% or higher on the clinical evaluation(s) each semester to continue in the DMS Program. It is the student’s responsibility to familiarize themselves with the criteria in each evaluation. The evaluation is submitted to the Clinical Coordinator. It is the student’s responsibility to be sure this has been completed and submitted on time.

**Clinical Grading**

The student must maintain a grade of "C" or better in all clinical education courses. A grade of less than "C" will prevent the student from continuing in the DMS Program. The final grade awarded to the student will be determined by the grades earned on various clinical assignments including film critiques, competencies achieved and clinical instructor evaluations***.

*** Clinical evaluation grades must be 75% or greater in order to achieve a passing
grade for the clinical course. Students receiving less than 75% on a clinical evaluation will be dismissed from the DMS Program.

Additional criteria for a passing grade include:

1. Attendance of all regularly scheduled clinical assignments with any missed hours made up as arranged by the student, program faculty, and clinical instructor.

2. Completion of the minimum number of required clinical competencies for a given semester.

3. Maintain and submit the daily log sheets indicating the number and types of exams in which you have observed or performed.

4. Submit the Clinical Instructor Evaluation(s) of student performance to the Clinical Coordinator.

A non-passing grade may result from:

1. Failing to attend all the regularly scheduled clinical assignments and/or make up any missed clinical hours.

2. Failing to complete the minimum number of competencies for a given semester.

3. Failing to maintain and hand in the weekly log sheets listing the number and types of exams you have observed or performed.

4. Receiving more than two reports relating to the same type of conduct and/or personal appearance for a given clinical rotation.

5. Failing to adhere to published college and/or program policies.

6. Displaying unprofessional conduct as identified in Section IV: Professional Conduct.

7. Performing practices which are unsafe to patients, personnel, other students, or self. These habits must be documented by program faculty and sonographers. When this professional judgment is made, the student involved will be removed from the patient contact area and counseled relative to future options.

8. Failing to submit the Clinical Instructor Evaluation(s) of student performance to the DMS faculty.
Students are reminded that in order to advance within the Central Ohio Technical College DMS Program, a grade of "C" or better must be maintained in all sonography courses.

**General Policies**

1. Students may bring textbooks and study material to the assigned clinical facility, however, study material must be stored such that the normal operation of the department is not interrupted. Students may not study when examinations are scheduled or available to observe in your assigned areas.

2. Central Ohio Technical College contracts with area sonography departments to provide clinical education opportunities for students. Students enrolled in the program shall comply with all policies and procedures of each affiliate.

3. Students are expected to demonstrate interest in keeping the department clean and efficient by reporting any deterioration, breakages, malfunction of equipment or depletion of supplies that come to your attention. This will facilitate prompt repair and re-stocking.

5. Whenever situations arise in which students are unable to handle or have questions/concerns, seek advice before proceeding further.
Section IV
Professional Conduct
Uniforms and Appearance

The personal appearance and demeanor of the sonography students at Central Ohio Technical College reflect both the college and professional standards and are indicative of the student’s interest and pride in their profession.

While on clinical assignment your attire will be clean and neatly presented. Your uniform will consist of ceil blue or white scrubs, a lab coat and primarily white shoes. If religious beliefs require head coverings, facial covering or non-traditional uniforms, clinical placement is dependent on the clinical facility to accept students wearing non-traditional uniforms.

Any student reporting to the clinical assignment in an improper uniform or attire, or in soiled or untidy attire will be sent home by the clinical instructor/supervisor and missed time must be made up. Remember, if you want to be treated as a professional, look professional. When in the clinical areas, all students shall observe the following guidelines:

1. All students will wear a name badge and COTC patch (to be purchased by the student).

2. Appropriate footwear, predominantly white, shall be worn, no bare legs.

3. Hair will be clean and neat at all times. Unnatural, bold hair colors are not permitted (pink, purple, blue etc.).

4. Discreet use of makeup will be required.

5. Students must maintain personal hygiene. Perfumes and aftershave lotions will be used in moderation. Clinical facilities have the right to dismiss students presenting with an offensive odor.

6. Students are permitted to wear wedding, engagement or class rings, earrings and watches. No costume or oversized jewelry will be permitted. No visible body piercing other than earrings will be permitted.
7. No artificial nails or long natural nails will be permitted. It is recommended that natural nails be no longer than ¼ inch past the fingertip.

8. Tattoos should be covered whenever possible. If tattoos cannot be covered, clinical facilities have the right to dismiss students presenting with visible tattoos.

**Patient Identification**

Always check identification bands on all in-house and emergency patients to assure proper identification. This should be done at the following times: when transporting a patient from his/her room to the department; when bringing a patient into the sonography room; and before the examination begins.

When summoning an outpatient from a waiting or dressing area, ask them to state their name. Do not ask "are you Mrs. Smith?" Too often patients will answer yes, thinking they will get finished faster. Always correlate both first and last names of individuals with the examination order.

**Patient Confidentiality**

All hospital and patient records are confidential in nature. Do not discuss a patient, his illness or his private affairs with anyone, publicly or privately. Students are expected to maintain confidentiality in a professional manner. Breech of this confidentiality will subject the student to dismissal from the program.

**Patient's Modesty**

The modesty of the patient must be respected at all times. Patients should receive ample gowns, robes, blankets to cover their body and protect their privacy.

**Patient's Bill of Rights**

1. The patient has the right to considerate and respectful care.

2. The patient has the right to obtain from his physician complete current information concerning his diagnosis, treatment, and prognosis in terms that
patient can be reasonably expected to understand. When it is not medically advisable to give such information to the patient, the information should be made available to an appropriate person in his behalf. He has the right to know, by name, the physician responsible for his care.

3. The patient has the right to receive from his physician information necessary to give informed consent prior to the start of any procedure and/or treatment. Except in emergencies, such information for informed consent should include, but not necessarily be limited to, the specific procedure and/or treatment, the medically significant risks involved, and the probable duration of incapacitation. Where medically significant alternatives for care or treatment exist, or when the patient requests information concerning medical alternatives, the patient has the right to such information. The patient also has the right to know the name of the person responsible for the procedures and/or treatment.

4. The patient has the right to refuse treatment to the extent permitted by law and to be informed of the medical consequences of his action.

5. The patient has the right to every consideration of his privacy concerning his own medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have the permission of the patient to be present.

6. The patient has the right to expect that all communications and records pertaining to his care should be treated as confidential.

7. The patient has the right to expect that within its capacity, a hospital must make reasonable response to the request of a patient for services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically permissible, a patient may be transferred to another facility only after he has received complete information and explanation concerning the needs for and alternatives to such a transfer. The institution to which the patient is to be transferred must first have accepted the patient for treatment.

8. The patient has the right to obtain information as to any relationship of his hospital to other health care and educational institutions insofar as his care is concerned. The patient has the right to obtain information as to the existence of any professional relationships among individuals, by name, who are treating him.

9. The patient has the right to be advised if the hospital proposes to engage in or perform human experimentation affecting his care or treatment. The patient has the right to refuse to participate in such research projects.
10. The patient has the right to expect reasonable continuity of care. He has the right to know in advance what appointment times and physicians are available and where. The patient has the right to expect that the hospital will provide a mechanism whereby he is informed by his physician or a delegate of the physician of the patient's continuing health care requirements following discharge.

11. The patient has the right to examine and receive an explanation of his bill, regardless of source of payment.

12. The patient has the right to know what hospital rules and regulations apply to his conduct as a patient.
Unprofessional Conduct

The Diagnostic Medical Sonography Program faculty of Central Ohio Technical College considers the following to be examples of unprofessional conduct. Students exhibiting any of the following conduct will be dismissed from the Diagnostic Medical Sonography program.

1. Possessing drugs or alcohol, or engaging in their use while on clinical assignment.
2. Sleeping on clinical assignment.
3. Engaging in theft of any article from the clinical affiliation.
4. Engaging in any immoral conduct while on clinical assignment.
5. Habitual or excessive tardiness and/or absenteeism from clinical assignment.
7. Falsification of attendance records of any kind.
8. Refusing to accept assignments by the clinical instructor commensurate with student capabilities.
9. Smoking in areas where it is prohibited.
10. Eating in areas not specifically designated for that purpose.
11. Loitering in the sonography department at times not specified for clinical assignment.
12. Acceptance of any type of gratuity from a patient or a patient's family.
13. Receiving competency evaluation while working as an employee.
14. Scheduling employment concurrent with student clinical experience.
15. Using a cell phone (including texting) during patient exams, while performing patient exams or in an area at the clinical facility where cell phone use is prohibited.
16. **Any** student behavioral/technical issues that result in the clinical site requesting student removal. Students requested to be removed or dismissed from a clinical facility, for any reason, are subject to dismissal from the program.
17. Unprofessional communication or conduct with a patient or in the presence of patient, with a clinical educator, or clinical site staff member.

18. Any communication on social networks divulging patient information, detailed clinical interactions or public expressions of malcontent with a specified clinical facility.

19. Insubordinate behavior or actions directed toward COTC faculty, clinical instructors or clinical facility staff members.

20. Knowingly providing or receiving information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations;
I, ______________________________________ have read the Diagnostic Medical Sonography Professional Conduct Guidelines and I have been given the opportunity to ask any and all questions relating to conduct requirements.

I hereby agree to follow the policies as outlined in the DMS Handbook.

________________________________________________
(Signature)  ________________________________
(Date)
Section V
Clinical Competency System
Three-Tiered Competency System

As a requirement through the JRC-DMS in accrediting Sonography programs, a competency-based clinical system must be maintained in order for students to become proficient in performing sonographic procedures. The DMS Program's three-level or tiered competency system was introduced to aid in tracking student progress and attempt to standardize competency achievement. Students will be attaining competency at advancing levels throughout the clinical experience. This type of a tiered competency system allows students to develop confidence and skill advancement.

Once achieving a basic knowledge of an examination protocol and basic scanning skills, the student may attempt a Level I Practice Examination. Successful completion of a Level I Practice Exam requires the student to perform 50% of the examination. It also requires the student to produce diagnostic quality imaging for that portion of the exam.

The student may attempt a Level II Practice Exam when successfully completing 75% of the examination. Again, the imaging will need to meet the diagnostic quality criteria for successful completion. A specific number of Level I and Level II Practice exams are required for each type of sonographic procedure. A student may not advance to Level II until all Level I practice exams are completed for that procedure.

Once all practice exams have been achieved the student may attempt a clinical competency. The Clinical Competency requires the student to perform the entire procedure from beginning to end with little to no assistance. A student may challenge a clinical competency at any time. The student may wish (and is encouraged) to obtain more than the minimum number of competencies required per semester.
Removal of Competency

In the event that a student is observed to not be competent in a procedure that he/she had previously performed satisfactorily as a competency, the competency in question must be repeated after proper documentation is provided to the program faculty. A grade for the repeated competency shall be recorded, but shall not count toward the student's minimum number of competencies for the semester. The following procedure is to be followed when a clinical instructor or program faculty deems a student to be performing in an incompetent manner on a procedure in which the student has previously received a satisfactory clinical competency rating.

1. The observer must document in writing those tasks in the sonographic examination which were deemed performed incompetently by the student in question.

2. The observer must present the documentation to the student in a counseling session and allow the student to read and sign the document. Such a signature only indicates that the student is aware of the reasons for the proposed change in competency status of the procedure.

3. The observer shall forward the document to the Clinical Coordinator for consideration.

4. The Clinical Coordinator shall discuss the issue with the observer and the student.

5. After consultation with the Program Director and other program faculty, the Clinical Coordinator shall make a decision and write the recommendation to the student in question and the observer.

6. Should the student be deemed acting in an incompetent manner, the student shall have to repeat the procedure in accordance with the established guidelines in the Clinical Handbook.

7. The DMS faculty's decision shall be final, and all must abide by the decision as all parties had an opportunity to have address the question.
**Competency and Practice Exam Log**

The Competency and Practice Exam Log Form outlines the number of Level I and Level II practice exams needed for each procedure prior to obtaining the clinical competency. The log form is kept by the student and exams recorded by the student. All completed practice exams and competency forms are to be submitted to the Clinical Coordinator where a master log form is also kept for each student. Documentation must be submitted for each practice exam and clinical competency to the Clinical Coordinator in order for the requirement to be recognized. If a form is lost or misplaced and does not exist in the student’s clinical file for any reason, the exam must be repeated in order for the requirement to be met.

Included on each log form are lists of procedure types. List 1 includes all procedures of each major which are considered to be primary (commonly performed) procedures. List 2 includes all procedures considered to be secondary (not routinely performed) procedures. List 3, if applicable, is also considered to be secondary procedures.
### Diagnostic Medical Sonography Program
#### General Major
#### Competency and Practice Exam Log Form

**List 1**

<table>
<thead>
<tr>
<th>Competency</th>
<th>LEVEL I</th>
<th>LEVEL II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liver*</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Gallbladder*</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Renal*</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Pancreas*</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Pelvis - Transabominal*</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Pelvis - Transvaginal*</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>OB - 1st Trimester*</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

**List 2**

<table>
<thead>
<tr>
<th>Competency</th>
<th>LEVEL I</th>
<th>LEVEL II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spleen</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Thyroid</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Testicular</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Prostate</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Biliary(S/P Cholecystectomy)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Neonatal Head</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Invasive Procedure</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Aorta</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Breast</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

**List 3**

<table>
<thead>
<tr>
<th>Competency</th>
<th>LEVEL I</th>
<th>LEVEL II</th>
</tr>
</thead>
<tbody>
<tr>
<td>OB - 2nd/3rd Trimester</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

Students must obtain all seven primary competencies (*) and 2 competency from List 2 to complete the program.
Diagnostic Medical Sonography Program  
**Cardiovascular Major**  
Competency and Practice Exam Log Form

<table>
<thead>
<tr>
<th>List 1</th>
<th>Level 1 (50%)</th>
<th>Level II (75%)</th>
<th>Comp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carotid Artery</td>
<td>7</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Lower Extremity Venous</td>
<td>7</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Ankle/Brachial Index</td>
<td>5</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Adult Echo</td>
<td>8</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Competencies in all List 1 exams are required for program completion

<table>
<thead>
<tr>
<th>List 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LE Arterial Duplex</td>
<td>4</td>
</tr>
<tr>
<td>LE Segmental Arterial</td>
<td>4</td>
</tr>
<tr>
<td>Upper Extremity Venous</td>
<td>4</td>
</tr>
<tr>
<td>Upper Extremity Arterial</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Competency in 2 of the List 2 exams is required for program completion

<table>
<thead>
<tr>
<th>List 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vein Mapping</td>
<td>4</td>
</tr>
<tr>
<td>Arterial Mapping</td>
<td>2</td>
</tr>
<tr>
<td>Bypass Grafts</td>
<td>3</td>
</tr>
<tr>
<td>Renal Doppler</td>
<td>3</td>
</tr>
<tr>
<td>Transesophageal Echo</td>
<td>3</td>
</tr>
<tr>
<td>Stress Echo</td>
<td>2</td>
</tr>
<tr>
<td>Aorta</td>
<td>3</td>
</tr>
</tbody>
</table>

*Competency in 1 of the List 3 exams is required for program completion

**Competency Requirements**

A minimum number of competencies must be satisfactorily completed each semester to qualify a student to receive a passing grade for the clinical course. The number of competencies required per semester for the general major students and the cardiovascular students will vary.

In addition to competency requirements, students must also fulfill program completion
clinical requirements in order to be considered eligible for graduation. Program completion requirements include the following:

- **General Major DMS Students:**

  A total of nine (9) competencies must be satisfactorily completed prior to graduation. The combination of primary and secondary competencies must include the seven (7) primary competencies. General students who obtain the required competencies will receive clinical verification upon graduation to take the RDMS (AB) ARDMS specialty examination.

- **General Major DMS Students Obstetrical Specialty & OB Clinical Internship**

  A general student who successfully obtains the OB 2\textsuperscript{nd}/3\textsuperscript{rd} trimester competency during regular clinical assignments or through an OB internship will be eligible to receive the clinical verification upon graduation to take the OB/GYN ARDMS specialty examination.

- **Cardiovascular Major DMS Students:**

  A total of eight (7) competencies must be satisfactorily completed prior to graduation. The combination of primary, secondary and tertiary competencies must include no less than six (4) primary competencies, two (2) secondary/tertiary competencies and one (1) competency from list 3.

  Cardiovascular students who obtain the required competencies will receive the clinical verification upon graduation to take the RDCS & RVT ARDMS specialty examinations.

**General Major DMS Students Obstetrical Internship Selection Process**

- After successful completion of fall semester, students may apply to be chosen for an obstetrical clinical internship with additional, specialized training in 2\textsuperscript{nd} & 3\textsuperscript{rd} trimester obstetrical sonography. The criteria for selection is as follows:

  **Spring Semester OB Clinical Internship:**
- Any general DMS student who has successfully obtained 5 competencies by the end of Fall Semester is eligible to apply to complete an OB clinical internship during the 3rd clinical rotation in Spring Semester.
- The number of students selected is based solely on clinical site availability, so the number of students selected will vary and is not guaranteed.
- If the number of eligible students applying exceeds the number of available clinical sites, selection will be based on PROGRAM GPA, with students with the highest GPA seated first.
- Any general DMS student who has successfully obtained all 9 competencies by the 7th week of Spring Semester, will be eligible to apply for an OB clinical internship during the 4th clinical rotation in Spring Semester.
- The selection criteria and process will be the same as delineated above.
- Obtaining competency in 2nd/3rd trimester OB/GYN is not a requirement for program completion or for graduation, but is required to receive clinical verification upon graduation to take the OB/GYN ARDMS registry examination. Those students not obtaining this competency during the program will be eligible to take the OB/GYN ARDMS registry examination after receiving additional clinical training and hands-on experience through employment as a sonographer. Your employer and/or registered sonographer and/or physician will be responsible for awarding you clinical verification to sit for the examination after graduation.
Cardiovascular Major DMS Students Pediatric Internship Selection Process

- After successful completion of fall semester, students may apply to be chosen for a pediatric clinical internship with additional, specialized training/observation of pediatric echocardiography. The criteria for selection is as follows:

  Spring Semester Pediatric Echocardiography Clinical Internship:

  - Any CV DMS student who has successfully obtained 5 competencies by the end of Fall Semester is eligible to apply to complete a 2 week clinical internship during Spring Semester.
  - The number of students selected is based solely on clinical site availability, so the number of students selected will vary and is not guaranteed.
  - If the number of eligible students applying exceeds the number of available clinical sites, selection will be based on PROGRAM GPA, with students with the highest GPA seated first.
Final Note

Central Ohio Technical College reserves the right to make changes without notice in the sonography curriculum, scheduling, and policies in order to preserve the high standards for approval and accreditation of the Diagnostic Medical Sonography Program.