

COLLEGE OF HEALTH PROFESSIONS
DIAGNOSTIC MEDICAL SONOGRAPHY

STUDENT HANDBOOK



2024-2025 Academic Year

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The diagnostic medical sonography program at the University of Arkansas for Medical Sciences is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of The Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

JRC-DMS

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Ellicott City, MD 21043
Phone: 443-973-3251
<https://www.jrcdms.org>

CAAHEP

9355 113th St N, #7709
Seminole, FL 33775
Phone: 727-210-2350
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Standards and Guidelines for the Accreditation of Educational Programs in Diagnostic Medical Sonography.

Available at: <https://www.jrcdms.org/pdf/DMSStandards.pdf>

Scope of Practice for the Diagnostic Ultrasound Professional.

Available at: <http://www.sdms.org/positions/scope.asp>.

Code of Ethics for the Profession of Diagnostic Medical Sonography.

Available at: <http://www.sdms.org/about/who-we-are/code-of-ethics>.

MISSION STATEMENT

The mission of the Department of Imaging and Radiation Sciences, Division of Diagnostic Medical Sonography (DMS) parallels and complements that of UAMS and the College of Health Professions. That mission is to provide progressive, quality education to its students through review, development, and applied research. In turn, the Department provides the community and the state with graduates prepared to join health care services in advancing levels of responsibility. As a dynamic program, the Department promotes continued and advanced education for its faculty and the professional community.

CONTINUING RESPONSIBILITIES

While new goals may be established, the DMS Program maintains active efforts toward the maintenance of established responsibilities. Its ongoing responsibilities are to:

GOALS:

The goals of the DMS program, and each of its accredited concentrations, are to:

1. Prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the **Abdominal Sonography-Extended** concentration.
2. Prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the **Obstetrics and Gynecology Sonography** concentration.

3. Prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the **Adult Cardiac** concentration.
4. Prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the **Vascular Sonography** concentration.

OBJECTIVES:

1. Upon completion of the program, all students will demonstrate the ability to comprehend, apply, and evaluate information relevant to the role of the diagnostic medical sonographer.
2. Upon completion of the program, all students will demonstrate entry-level proficiency in all skills necessary to fulfill the role of the diagnostic medical sonographer.
3. Upon completion of the program, all students will demonstrate personal behaviors consistent with professional and employer expectations for the diagnostic medical sonographer.

IN ADDITION, THE DMS PROGRAM WILL:

1. Provide an educationally sound environment to all students without discrimination.
2. Provide equal opportunities in classroom, laboratory, and clinical experiences to all students.
3. Continually review and update the curriculum.
4. Accommodate new technologies and professional responsibilities as required through expansion/modification of the curriculum.
5. Maintain responsibility and accountability to the Department, College, and University.
6. Maintain responsibility and accountability to educational and professional accrediting agencies.
7. Maintain responsibility and accountability to professional and health consumer populations.
8. Provide opportunities for the professional development and evaluation of all faculty.
9. Encourage faculty to engage in applied research in diagnostic medical sonography.
10. Promote and sponsor professional continuing education opportunities throughout the state.
11. Participate in UAMS in-service and resident education programs.
12. It is the policy of the University of Arkansas for Medical Sciences and all of its affiliated colleges and organizations not to engage in discrimination or harassment against any person because of race, color, religion or creed, sex, gender, gender identity, pregnancy, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, veteran status, political beliefs or affiliations, and to comply with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulation

s, including remaining compliant and consistent with the Civil Rights Act; the Americans with Disabilities Act; the Rehabilitation Act of 1973; and Title IX of the Education Amendments of 1972.

UAMS- DMS Curriculum:

In order to maintain high academic standards in a dynamic profession like Diagnostic Medical Sonography, the curriculum must be continuously evaluated and updated. The following page shows the courses that are currently required for completing the Bachelor of Science degree in diagnostic medical sonography. These may change depending upon evaluation by the faculty, but only with written notice to the students.

Bachelor of Science in DMS -- Abd, Ob/Gyn, & Superficial Structures Plus Adult Echocardiography Or Vascular Sonography							
	Fall (1)	Spring (2)	Summer (3)	Fall (4)	Spring (5)		Total
Didactic Courses	Sectional Anatomy (DMSO 32132)	Abdominal Sonography II (DMSO 42143)	Introductory Cardiac & Vascular Sonography (DMSO 43433)	Health Care Systems in America (ISHP 43033)	Cardiovascular Pathophysiology (DMSO 42532)		
	Introductory Physics (DMSO 33133)	Advanced Physics (DMSO 32242)		Doppler Sonography & Advanced Hemodynamics (DMSO 43533)	Current Issues in HealthCare (DMSO 42632)		
	Abdominal Sonography I (DMSO 33143)	Obstetrical Sonography (DMSO 33233)		Intermediate Vas. (DMSO 43543) OR Intermediate Cardiac (DMSO 43553)	Advanced Vascular (DMSO 43633) OR Advanced Cardiac (DMSO 43643)		
	Gynecologic Sonography (DMSO 32232)						
	Basic Patient Care (DMSO 23103)						
Credit Hours	13	7	3	9	7		39
Contact Hours	150	105	45	135	105		585
Methods of delivery	Classroom Lectures Blackboard	Classroom Lectures	Blackboard	Blackboard	Blackboard		
Clinical Education							
Clinical Education	Clinical Education	Clinical I (DMSO 35145)	Clinical II (DMSO 38548)	Clinical III (DMSO 35415)	Clinical IV (DMSO 48438)	Clinical V (DMSO 48548)	
	Credit Hrs	5	8	5	8	8	34
	Contact Hrs	375	600	375	600	600	2550
	Clinical Rotations	2	2	2	2	2	10
						BS SC hours	73
						BS Contact hours	3135

UAMS DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM POLICIES AND PROCEDURES

STUDENT RIGHTS AND RESPONSIBILITIES

I. ATTENDANCE

The Department's policy on attendance is as follows:

The student is expected to:

1. Attend all classes, laboratories, and clinical sessions.
2. Adhere to the schedule for non-classroom, Web-based courses and submit assignments in a timely manner.
3. Be in the scheduled area (class, lab, or clinic) at the specified time.
4. Remain in the scheduled area (class, lab, or clinic) for the specified amount of time.

Violation of expected attendance policies may result in disciplinary action including, but not limited to, written documentation in the student file in the form of an infraction, clinical probation, or academic probation.

Due to the variety of clinical sites available for student training in Central Arkansas and due to the DMS program's needs, students may be assigned to a clinical site located out of the local area, including, but not limited to, clinics in Pine Bluff, Searcy, Hot Springs, Bentonville, Rogers, and Fort Smith.

II. ABSENTEEISM

Students are expected to participate in all scheduled didactic (classroom and Web-based) and clinical educational experiences. Absenteeism is defined as not being present for an assigned educational activity, or not submitting Web-based assignments on time. Students should schedule all appointments during times when they are not participating in didactic or clinical education sessions if at all possible.

Students must notify the DMS Program Office within 24 hours if they are unable to attend class. In addition, students must notify their Clinical Supervisor and the DMS Program Office by 8:30am on the day of the absence (or sooner) if they are unable to attend clinic.

If a student is not present in clinic at the appropriate times, and does not notify both the Clinical Supervisor and the DMS Program office PRIOR TO the program faculty's discovery of the absence, an automatic five (5) points may be deducted from the final clinical practicum grade for each occurrence.

The student will have a total of two (2) personal days off per semester for personal business, illness, or illness within the immediate family. Personal days off may be used in one-hour increments and, with the Program Director's approval, may be carried forward to the next semester. Personal days carried forward may only be used for extended personal sickness or extended illness in the immediate family; they will not be used for vacation, personal time off, etc. In addition, students may not take these days off in advance, i.e. taking time off in the fall by using the spring semester's days off.

Students may miss two (2) additional days of clinic per semester due to inclement weather. Additional days missed (more than 2) due to inclement weather will be made up without a grade penalty.

Clinical absences can affect a student's clinical grade. Excess clinical absences lower the number of cases a student observes, which adversely affects the student's clinical grade since clinical case numbers are included in the clinical practicum grade calculation process. Excess **unexcused** clinical absences will result in a grade penalty for that particular clinical practicum, as explained below:

Students that miss five (5) days of clinic (2 personal days plus 3 additional days) will receive a grade of Incomplete for that particular clinical practicum, will be counseled by the DMS faculty, and will be expected to make up the missed time (3 days) by the end of the following semester. Once the time is made up, the student's grade will be changed from Incomplete to the grade they earned.

Students that miss seven (7) days of clinic (2 personal days plus 5 additional days) will receive a grade of Incomplete for that particular clinical practicum, will be counseled by the DMS faculty, will be placed on Clinical Probation, and will be expected to make up the missed time (5 days) by the end of the following semester. Once the time is made up, the student's clinical grade will be lowered by one (1) letter grade from the grade they would have earned for that semester.

Students that miss more than eight (8) days of clinic will receive a grade of "F" for that semester's clinical practicum. A failing grade, defined as anything less than a "C", may result in dismissal from the program.

Bereavement Leave:

Immediate Family Member (Mother, Father, Sibling, Child, Spouse, Mother/Father-in-law): Three (3) days without grade penalty

Grandparent: One (1) day without grade penalty

Birth of Baby:

Mother – As directed and documented by physician – no grade penalty

Partner – Three (3) days without grade penalty. Student may request time off passed the three days and this will be evaluated on a case by case basis.

Students absent more than two (2) days in a row due to personal illness must submit a written physician's certification that the student is fit to resume clinical activities.

Students absent due to an immediate family member's illness requiring hospitalization may miss up to three (3) days of clinic without grade penalty. The Program Director reserves the right to request a physician certification of illness at any time.

Absences in excess of two (2) days per semester will be made up during the following times:

1. Time missed from August through December will be made up during the Christmas Break.
2. Time missed from January through March will be made up during Spring Break.
3. Time missed from March through July will be made up during the Summer Break.

4. During the senior year, time missed after Spring Break will be made up during the Summer Break and will result in delayed graduation until the time is made up by the student.
5. Students must schedule make-up days with DMS faculty. **Failure to attend a scheduled make-up day will result in another clinical absence and that day, plus the original clinical absence day, will have to be made up.**
6. Failure to make up missed clinical time will result in an Incomplete (I) grade for that semester's clinical practicum. Incomplete grades can have a negative effect on any financial aid the student may expect to receive for the next semester. Continued failure to make up the missed clinical time by the end of the next semester will result in an "F" for the final grade. Failure to remain in good academic standing, defined as achieving grades of "C" or better in all professional coursework, may result in dismissal from the program.

During the last semester of the DMS program students may take up to three (3) days off for job interviews. **Each day off will be approved by program faculty before the actual interview.** Out of state interviews (which must be approved by program faculty) may use more than one (1) interview day. Documentation of the student's presence at the interview (letter from interviewer, phone call, e-mail, signed interviewer's business card, etc.) must be provided to program faculty within one (1) week of the interview. Failure to provide proper documentation will result in the missed days being counted against the student's personal days off for that semester.

III. TARDINESS

Students are expected to arrive at their scheduled time to all classroom, laboratory, and clinical assignments. Tardiness is defined as being 15 minutes, or more, late to a clinical assignment, a scheduled class, or a scanning lab. Excessive tardiness is defined as 3 instances in which the students is 15 or more minutes late to a clinical assignment, a scheduled class, or a scanning lab. Excessive tardiness may negatively affect a student's grade for clinical and class. In addition, excessive tardiness noted by clinical staff may negatively affect a student's opportunity for employment at that institution.

IV. STUDENT RESPONSIBILITIES IN THE CLASSROOM AND LABORATORY

A. CONDUCT

1. Come adequately prepared for class.
2. Attend all classes and laboratories as scheduled unless previous arrangements have been made with the Instructors or Program Director.
3. Request instructor/student conferences when needed.
4. Maintain an unbiased, open point of view during class sessions.
5. Request and take make-up examinations (if permitted by the instructor) within the specified period of time for the given course.
6. Act as a favorable role model for your health profession at all times.

7. Assume responsibility for the condition of the instructional area during, and at the completion of, a class or laboratory session.
8. Refrain from smoking anywhere on the UAMS campus; and refrain from eating or drinking in the classroom or in such designated areas during class or laboratory sessions.
9. Maintain and arrange class materials in a form which will be usable in the future as a professional reference.
10. Respect furniture and equipment by careful handling and use. Do not mark on desks.
11. Academic misconduct in any form is a serious matter and will not be tolerated. Students found exhibiting any of the following types of behavior during, or in the preparation of, any quiz, project, report, test, or final examination may receive a score of zero (0) for that assignment. The student academic conduct violation will be referred for administrative review under the provisions of the UAMS Catalog, CHP Student Code of Conduct Policy:
 - a. Cheating, defined as the act of obtaining or providing information, data, or clinical documentation improperly or by dishonest or deceitful means; and,
 - b. Plagiarism, defined as copying or imitating the language, ideas, or thoughts of another author and presenting them as one's original work; the copying of a theme or section from a book or journal without giving credit in a footnote; or copying from the manuscript of another person.
12. Develop an appreciation for high personal standards in conduct and achievements.
13. Refrain from using abusive, provocative, or profane language and/or gestures.
14. Avoid creating, or being party to, a disturbance or physical violence.
15. Observe the principle of mutual respect in contacts with patients, visitors, employees, and in working relationship with faculty and other students.
16. Cell Phones and Texting
 - a. Cell phones may be carried for emergency communications.
 - b. If cell phones are brought to class, lab, clinic, or patient care areas, they must be set to silent or vibrate mode.
 - c. Making or receiving personal calls, or text messaging, is not permitted in patient care areas, class, clinic, or lab. If an emergency call is received in one of these areas, the student will leave that area before answering the call.
 - d. Abuse of this policy will result in a complete ban on cell phones in patient care areas, class, clinic, or lab.
17. Students will observe proper "Netiquette" in all electronic communications with the DMS program's faculty, their classmates, and clinical staff.

- a. Unprofessional communications with program faculty, students, or clinical staff will result in counselling and possible reduction of the final grade for that course.

18. Academic Testing Guidelines

- a. The use of cellular and/or electronic devices in the testing area is not allowed. Students must show that all such devices are powered off before entering the room. This policy will be strictly enforced, but exceptions may be granted for family emergencies.
- b. Laptop computers with Respondus LockDown Browser installed will be allowed in the testing area.
- c. Calculators (if permitted by the instructor) will be inspected before being used in the testing area. Check with your instructor regarding what type of calculator is permitted.
- d. Students will not be permitted to exit and then re-enter the testing area once they have started a test.
- e. Personal items may be kept under the desk or against the wall.
- f. Dishonesty in any form is prohibited, including knowledge of dishonesty by other students and failure to notify the Program Director of such. Violations may result in disciplinary action as determined by the UAMS Student Code of Conduct.
- g. It is the student's responsibility to allow enough time for each test. Students may not continue testing past scheduled closing times.
- h. Students must return all testing materials (including scrap paper) to the instructor.
- i. Students must verify that they have logged out of Respondus LockDown Browser and turned off their laptop computer before leaving the testing area.

Failure to comply with the conduct standards may result in disciplinary action including, but not limited to, documentation of a minor or major infraction, academic probation, or dismissal from the program.

B. GRADES

- All Professional Curriculum courses must be successfully completed for graduation from the DMS program. In order for students to remain in good academic standing, a final grade of a "C" or better must be achieved. Failure to remain in good academic standing may result in dismissal from the program.
2. The student's grades are kept by each program and are available for the student to inspect. Official transcripts must be requested from the UAMS Office of the University Registrar
 3. For additional information regarding grades and academic standing, see policy 6.3.3 on Progression, Academic Probation, and Dismissal in the UAMS Academic Catalog.

C. ACADEMIC REMEDIATION

The goal of remediation is to promote mastery of course content, concepts, and professional skills. This policy outlines remediation procedures to aid students in the on-going development and retention of knowledge and proficiencies.

The remediation process is as follows:

1. Initiation of Remediation

- i. For courses currently in session, the course director will initiate remediation procedures any time a score of 75% or lower occurs on a single section examination.
- ii. Additional remediation procedures may also be initiated if the student has an overall section examination average of 75% or lower, even if the student has a passing score for the course. This would suggest the course quizzes, assignments, etc. are providing a passing score but content mastery is in question with a section exam average below passing.

2. Responsibility and Procedure

- i. Ideally, the course director will try to initiate the remediation process within 48 hours of the student meeting the criteria for remediation. The student will consult with the course director to form a collaborative remediation plan. It is during this initial meeting the Error Analysis Worksheet will be completed and reviewed with the student.
- ii. After meeting with the course director and review of the Error Analysis Worksheet, the student will be instructed to schedule an appointment with the CHP Learning Specialist in the UAMS Educational and Student Success Center. The appointment must be scheduled and completed prior to the next scheduled examination for the course. The student will take the remediation form (given by the course director) to the appointment. The Learning Specialist must sign the form indicating the student participated in the session. Students needing remediation for multiple courses and/or exams in a single course may not be required to the Learning Specialist if the remediation policy is initiated for exams taken close together. A single visit will meet the plan requirements.
- iii. The student will return the signed remediation form to the course director and discuss plans for academic coaching, peer-tutoring, and/or any other tools/options deemed necessary to assist the student.

3. Expectations

- i. Students can expect course directors to assist the student in remediation. Assistance from the course director can be through a variety of formats including, but not limited to, one-on-one conferences, exam reviews, providing additional resources, and/or identification of student or university resources.
- ii. Students are expected to adhere to the collaborative remediation plan as provided during the remediation process. Failure to complete the remediation

plan and any assigned remedial activities in the defined time period may result in dismissal from the DMS program.

D. ACADEMIC PROBATION

Failure to comply with academic conduct standards, CHP non-cognitive performance standards, or professional conduct standards may result in disciplinary action including, but not limited to, documentation of a minor or major infraction, academic or probation, and/or dismissal from the program;

After administrative review under the provisions of the UAMS Catalog and CHP Student Academic Professional Standards policy, the department may initiate academic probation of the student:

1. Whose performance places others in physical or emotional jeopardy;
2. Who fails to comply with the aforementioned academic conduct standards, and/or CHP non-cognitive performance standards (defined in CHP Policy 02.00.02—Student Academic Professional Standards); or
3. Who misses three (3) or more days per semester without a valid excuse.

E. ACADEMIC WITHDRAWAL

After administrative review under the provisions of the UAMS Catalog, CHP Progression, Academic Probation, and Dismissal policy (6.3.3), the Department may initiate withdrawal of the student:

1. Who receives a course grade of less than a “C” in a course of the Professional Curriculum; or
2. Who fails to meet minimum academic requirements and/or professionalism/behavioral guidelines
- 3.. Who has accumulated five (5) absences from educational assignments; or
- 4.. Who commits four (4) or more minor infractions or two (2) or more major infractions of departmental policy or procedure.

Physical jeopardy is defined as any action or inaction which directly threatens the physical safety or well-being of another person. Emotional jeopardy is defined as any action or inaction which directly threatens the emotional or mental wellbeing of another person.

F. GRADUATION

The specific Departmental requirements for graduation are:

1. A grade of “C” or higher in each course of the Professional Curriculum and an overall GPA of 2.00 or higher.

2. Satisfactory completion of all clinical requirements.
3. No student will graduate until he/she has satisfied all program and college requirements. See the UAMS Academic Catalog for further information.

G. WITHHOLDING OF GRADES AND TRANSCRIPTS

The UAMS Office of the University Registrar is authorized to withhold grades and transcripts and refuse registration to any student or former student who fails to return medical, laboratory, library, or other University property entrusted to his or her care, pay any fees, tuition, room and board charges, fines, or other charges assessed against him or her by a University official or by the campus judicial system, or officially clear campus prior to graduation.

V. STUDENT RESPONSIBILITIES IN THE CLINICAL AREA

The clinical education phase of the program is designed to enhance student learning. This is achieved through observation, assistance, practice, and evaluation of sonographic and patient care principles learned in the classroom and in the lab. The curriculum offers a wide range of learning experiences and patient contacts by providing clinical rotations through many different healthcare institutions.

A. DMS FACULTY & CLINICAL DIRECTORS/COORDINATORS

ASSISTANT PROFESSOR - DMS PROGRAM DIRECTOR

Layla Q. Simmons501-686-6848

ASSISTANT PROFESSOR - DMS PROGRAM CLINICAL COORDINATOR

Megan Lane501-686-6848

ASSISTANT PROFESSOR- DMS ASSISTANT CLINICAL COORDINATOR

Lori Kimbrow.....501-686-6848

B. LOCAL CLINICAL SITE SUPERVISORS

Refer to clinical practicum course shell in Blackboard where “Clinic Contact Information” sheet can be found.

C. DRESS AND APPEARANCE

As a representative of the University of Arkansas for Medical Sciences, the College of Health Professions, and the Diagnostic Medical Sonography program, all students must adhere to acceptable standards of dress and grooming. These standards are based on UAMS’ and various clinical sites’ policies and are necessary to protect the student, clinical staff, and patients. The following procedures are from the DMS program’s Policy Handbook: The wearing of uniforms is required in the clinical and scan laboratory areas. Approved uniforms consist of the following:

Female

1. Caribbean Blue scrub pants and top or Caribbean Blue scrub dress. Contrasting colors and/or trim is not permitted.
2. Hosiery/socks must be worn with appropriate shoes (see item 3). Socks can be anklets (sport socks) or conventional style socks in white, black, brown, or gray colors; hosiery, when worn with scrub dresses/skirts should be in a nude or white color.
3. Hospital shoes should have a closed toe and heel, and be of a predominant color of white, black, or gray without prominent displays of icons or bright colors. Athletic shoes are acceptable with a shoestring color of white, black, or gray.

Male

1. Caribbean Blue scrub pants and scrub top. Contrasting colors and/or trim is not permitted.
2. Plain white, black, or gray conventional socks or sports socks.
3. Hospital shoes should have a closed toe and heel, and be of a predominant color of white, black, or gray without prominent displays of icons or bright colors. Athletic shoes are acceptable with a shoestring color of white, black, or gray.

All Students

The UAMS Student ID badge is considered part of the uniform and must be worn any time you are on campus or in clinic.

The following policies guidelines concerning clinical appearance will be in effect at all clinical sites unless otherwise specified:

1. Uniform tops and pants/skirts will be neat, free of wrinkles, and clean at all times. The pants will have front vertical creases. Sleeves will be creased. The pant length will cover the top of the shoes. Uniforms will remain in good repair. No rips, tears or holes will be tolerated. Uniforms must not be binding or constricting but allow for ease of movement while bending or reaching. Uniforms must be properly buttoned and/or zipped to insure a neat, modest appearance. Conventional undergarments are required. Please refer to UAMS Administrative Guide policy 4.4.21- Dress Code/Appearance for additional information.
2. A white or Caribbean Blue lab coat may be worn as part of the uniform (except at Arkansas Children's Hospital). For ease in hand washing and to reduce the risk of disease transmission, it is strongly recommended that the lab coat have 3/4 length sleeves (hemmed, not rolled) or ribbed-cuff sleeves. Lab coats will be kept clean, white, stain-free, and neatly starched and pressed.
3. Hospital shoes with a closed toe and heel will be predominantly white, black, or gray in color. Athletic shoes are acceptable, but must also be predominantly white, black, or gray, all leather, and low-cut. Regardless of style; footwear must be kept in good repair. Shoestrings will be solid neutral color (no neon colors) and clean at all times.
4. Hosiery/socks as described in section C of this document. Socks should form a smooth line and not be bunched around the ankles.
5. For student and patient safety, no rings may be worn on the hands during the performance of sonographic procedures or during the provision of patient care services,

with the exception of a wedding band that is not encrusted with gems (plain gold or silver band). Other jewelry is discouraged. Nose rings, lip studs, and other visible body piercings are not permitted. Tattoos will be covered.

6. Fingernails must be kept clean and neatly trimmed. To avoid patient injury and to reduce the risk of disease transmission, fingernails may not extend more than 1/2 centimeter beyond the fingertips. The use of clear nail polish is permitted.
7. The hairstyle chosen must be neat and well groomed. For student and patient safety reasons, unless hair is cut short enough to remain close to the head and off the collar, it must be pulled away from the face and secured in such a manner that no strands fall downward onto the shoulders or into the face. Hair will be secured with plain black, brown, Caribbean Blue, or white clasps or elastic bands. Bows or ribbons are not acceptable.
8. Make-up and cologne, if worn, will be applied sparingly.
9. Proper personal hygiene (breath and body) should be practiced at all times.
10. Official identification badges will be worn on the uniform such that the student's identity is readily visible to the patient
11. Scrub suits, other than the uniform, will be worn only when required by the individual rotation or department. Scrub suits of any kind are not for personal use and may not be worn outside the assigned area of use.
12. Students are required to wear Caribbean Blue scrubs in all clinical assignments during their entire time in the DMS program. This is due to UAMS and several of our major clinical affiliates adopting dress code policies that require staff to dress in uniform colors.

D. CONDUCT

The student will demonstrate respect, concern, and courtesy to all patients and their families, all other health care professionals, and the hospital staff. This should be accomplished in a professional and diplomatic manner.

1. The student will be in the assigned clinical area, on time, as scheduled, from 8:00AM to 4:30PM, with a 30-minute lunch break, unless otherwise directed.
2. Upon arrival and departure from the clinical area, the student will clock in and clock out via the Trajecsys program. If necessary, Time Exceptions can be filed by the student if the clinical site's computers are unavailable, the computer network is inoperative, etc. Time exceptions must be filed in a timely manner (during the week it occurred) and the program's Clinical Coordinator must be notified of the time exception. Failure to follow these procedures can result in formal counseling and a 5-point deduction from the student's final clinical practicum grade.
3. The student will not leave the clinical area without the knowledge of the supervising sonographer or the clinical supervisor and/or faculty. For absences of 15 minutes or less the student should notify their sonographer or clinical supervisor. For absences of more than 15 minutes, the student

will get approval from their supervising sonographer and the DMS faculty. Attendance and punctuality will be evaluated by the clinical instructors on the Student Evaluation form in Trajecsys.

4. Eating or drinking is not permitted in the front offices, hallways, or imaging rooms.
5. During periods of inactivity, the reading of textbooks and professional literature is encouraged within the student's assigned imaging room or as specified. Novels or crafts are not permissible in the clinical area. Sleeping in a clinical site will not be tolerated and may result in a student being dismissed from that site.
6. Students should adhere to CHP non-cognitive performance standards. A description of non-cognitive performance standards can be found [here](#). (CHP Policy 02.00.02—Student Academic Professional Standards Policy)
7. The student is not to use phones in the clinical area for personal business. Cell phones will be turned off or set to vibrate during class or clinic. In addition, cell phones **will not** be used in the clinical or classroom setting, except for valid emergencies.
8. At no time, for any reason, will a student leave a patient on a stretcher unattended.
9. Student lunch breaks will be concurrent with the lunch break of the student's assigned staff sonographer.
10. No gum chewing will be allowed while in the clinical area.
11. Students are not to return to the clinical area at night or on weekends, unless for specific pre-approved assignments.
12. All accidents occurring on campus, whether involving a patient and/or student, shall be reported to the DMS Program Director within one (1) hour of the incident. Appropriate medical treatment shall be obtained and the proper UAMS accident forms filled out completely.
13. Smoking is prohibited on the UAMS campus and at many of the DMS program's clinical affiliates.
14. Gratuities may not be accepted from patients.
15. The use of intoxicating drugs or beverages is prohibited in the clinical assignment areas and in other portions of the University as posted.
16. The use of profanity or disrespectful actions is not permitted in the clinical and classroom areas.
17. Students are allowed to work outside of regularly scheduled clinical hours, but such work is outside the purview of the UAMS DMS program. Students will not wear their UAMS student ID badge during periods of outside

employment. In addition, students must be aware that the student liability insurance provided by UAMS is not in effect during periods of outside employment. Students working as “student sonographers” at various clinical sites are not allowed to log any clinical time or clinical cases while on the clock with that institution. In addition, classroom and clinical schedules will not be adjusted to accommodate student sonographer work hours.

E. SAFETY PROCEDURES

1. Immobilizing procedures or devices are to be used whenever possible for patients who cannot cooperate or when the examination requires strict motion control. Hospital personnel, guests, or family may be called on to assist when other restraints are not possible.
2. Clean and neat floors and work benches are not only to be expected in a hospital setting, it is the responsibility of the sonographer in charge of a room to ensure that equipment is clean and in good working condition. Any soiling or unsafe condition, which cannot be immediately corrected, must be reported to the Senior Sonographer on duty.
3. Transducers must be cleaned, treated, and dried at the end of each examination.
4. The quality of examinations and the safety of personnel and patients are of the highest priority; it is the personal responsibility of each member of the staff to identify, notify, and assist in correcting deficiencies as they occur.
5. All patients must be properly identified by checking an armband or by having the patient repeat his or her name and other identifiable data before initiating a sonographic procedure.
6. All students must maintain current cardiopulmonary resuscitation (CPR) certification during enrollment in the program.
7. Patient privacy must be observed at all times. Doors to examination rooms must be closed during all sonographic procedures.

F. STUDENT NEEDLESTICK/SHARPS INJURIES AND BLOOD/FLUID EXPOSURE

Exposure to, or contraction of, infectious diseases and needle stick and sharps injuries must be reported immediately. The student will assume the responsibility of disclosure to minimize the risk of contagion to patients, personnel, and others. Confidentiality will be preserved within the required investigative, treatment, and notification limits of the disease process. **Please refer to UAMS Policy HR 4.01 Needle Stick/Sharps Injuries and Blood/Body Fluid Exposure for more detailed information.**

G. CLINICAL INFECTION CONTROL PROCEDURES

Clinical infection control procedures are printed and are available at each clinical location. Since some variation exists from site to site it is strongly recommended that

the student review the procedures applicable to a given area in order to maintain department policies.

H. CLINICAL COMPETENCY REMEDIATION AND PROBATION

As the clinical education component is competency based and self-directed, students should be aware of their strengths and weaknesses. Identified weak areas may be improved by requesting assistance from any faculty member. However, if improvement does not occur, a formal mechanism must exist to improve performance. After administrative review under the provisions of the UAMS Academic Catalog, Student Academic Professional Standards Policy, a student may be placed on Clinical Probation if there is found to be:

1. Repeated neglect or disregard of the Clinical Conduct policy; or
2. Skill levels persistently below those of the minimum requirement, (refer to the appropriate Clinical Practicum syllabus); or
3. An absence of more than 7 days (2 personal days off and 5 clinical days) per semester.

If a student does not achieve satisfactory evaluation for competency (score of less than 75% on competency evaluation) in any one examination type by the defined deadlines (refer to Clinical Practicum syllabi), this indicates below minimum performance levels in any or all of the following areas:

1. Sonographic scanning technique
2. Protocol compliance
3. Patient care
4. Image or case evaluation

The student will then receive notice to schedule a counseling session with the DMS Program Director and Clinical Coordinator and/or Assistant Clinical Coordinator. Upon completion of the counseling session, the faculty will review the student's record. Recommendations will be made and the student will be informed of the recommendations within 48 hours following the conference. The student will be assigned remedial activities which may include, but not be limited to, any of the following:

1. Sonographic scanning critique
2. Written report of proper protocols
3. Modeling, simulation exercises
4. One-on-one clinical instruction

Upon satisfactory completion of the remedial activities, the student may continue with the clinical competency program and attempt to pass the originally failed/uncompleted competency. Continued unsatisfactory or lack of completion of the competency will result in a counseling session with the Program Director and placement on Clinical Probation.

A student placed on Clinical Probation will have two (2) opportunities to satisfactorily complete the originally failed/uncompleted competency. During this Clinical Probation period, the student's clinical assignment schedule may be revised to limit their clinical participation until such time that the clinical deficiency is corrected.

Should the student be unsuccessful in the two attempts to complete **and** satisfactorily pass the clinical competency during the probation period, the student may not receive a passing grade for the respective clinical practicum course. All Professional Curriculum courses must be successfully completed for graduation from the DMS program. In order for students to remain in good academic standing, a final grade of a "C" or better must be achieved in all clinical practicum courses. Failure to remain in good academic standing may result in dismissal from the program.

VI. INFRACTIONS OF DEPARTMENTAL POLICY AND PROCEDURE

A. Minor infractions may include, but are not limited to:

1. Violation of the dress code.
2. Leaving the clinical assignment without notifying one's supervising sonographer or the faculty.
3. Eating or drinking in patient care areas.
4. Engaging in non-patient activities when patients are waiting to have their examinations performed.
5. Using phones in the clinical or classroom areas for non-emergency matters or using cell phones in the classroom or clinical areas for personal conversations.
6. Chewing gum while providing patient care services.
7. Returning to the clinical area after hours or on weekends without prior approval.
8. Smoking in non-designated areas.
9. Accepting gratuities from visitors, patients, or patient family members.
10. Using abusive, provocative, or profane language or gestures while engaged in assigned student activities.
11. Failing to complete a critical incident report within one hour for Sharps Injuries and within 24 hours for all other incidents.

B. Major infractions may include, but are not limited to:

1. Endangering the physical or emotional well-being of a patient.
2. Endangering the physical or emotional well-being of another student, faculty member, or staff member.
3. Falsifying a document or record.
4. Cheating.
5. Plagiarism.
6. Unprofessional conduct.
7. Use of intoxicating substances on campus or at a clinical site.
8. Creating or being a part of a disturbance or physical violence while on campus or at a clinical site.
9. Administering a medication without the direct supervision of a qualified, registered sonographer.
10. Failing to report intimate exposure to a potentially contagious pathogen.
11. Failing to report pregnancy to the Program Director or Department Chairman in a timely fashion.
12. Performing a procedure on an individual without a physician's expressed order.
13. Failing to wear a personal dosimeter during a clinical assignment, if required.
14. Failing to properly check the identification of a patient.
15. Performing the wrong sonographic examination on a patient.

C. Clinical Probation

After administrative review under the provisions of the CHP Catalog, Student Academic Professional Standards and UAMS Student Code of Conduct policy, a student placed on Clinical Probation will remain on Clinical Probation for the duration of one (1) semester or its equivalent. If the student has committed no minor or major infractions during the period of Clinical Probation, the student will be removed from Clinical Probation.

1. First minor infraction: student receives a written notice.
2. Second minor infraction: student receives a written notice and is placed on Clinical Probation.
3. Third minor infraction: student receives a written notice and remains on Clinical Probation.
4. Fourth minor infraction: student receives a written notice and is dismissed from the program. Consideration for reapplication in the future may be considered for a student on a case-by-case basis.
5. First major infraction: student receives a written notice and is placed on Clinical Probation.
6. Second major infraction: student receives a written notice and is dismissed from the program.

D. Clinical Suspension

A student who commits a major infraction of departmental policy and procedure of such magnitude that causes an immediate physical injury or results in placing another individual in immediate personal or emotional jeopardy shall be immediately removed from all clinical assignments until such time as the incident can be reviewed under the provisions of the UAMS Student Code of Conduct and CHP Academic Professional Standards and a decision of resolution can be made. A student placed on Clinical Suspension will receive a written notice of the suspension. Disciplinary actions may include, but are not limited to, clinical probation, clinical remediation, or dismissal from the program. If the decision is made for the student to be placed on clinical probation and they continue in the program, any missed clinical time as a result of the suspension will be made up. The DMS Program Director, in consultation with the Associate Dean of Academic Affairs and the DMS Clinical Coordinator, will determine the appropriate course of action.

VII. GUIDELINES FOR PROFESSIONALISM

A. Professionalism/Appearance

To look and conduct oneself in a manner perceived as positive by others. To create a work environment and work ethic that communicates excellence.

Key areas:

- Self-presentation
- Dress code
- Managing emotions and stress
- Equipment handling
- Work area
- Record keeping

- Report presentation

B. Knowledge/Expertise

To be perceived as knowledgeable and up-to-date in the field of medical imaging and in the services offered by the institution.

Key areas:

- Keep up-to-date in the field
- Knowledge of the services offered
- Ability to describe efforts to others
- Established reputation
- Professional memberships
- Advanced certifications
- Equipment knowledge
- Networking with others

C. Communication/Projection

To communicate positively with patients, visitors, physicians, and staff, and to project, through communication, professionalism, knowledge, and high standards.

Key areas:

- Be prepared
- Show energy and enthusiasm
- Be positive and friendly
- Know what you are talking about
- Be confident
- Speak up
- Possess integrity
- Conform to a code of ethics
- Respect others
- Use effective delivery and tonal quality

D. Customer Focus

To understand the service customer's needs and wants to the degree they expect.

Key areas:

- Communication of a positive image
- Know what your customers want
- Don't just satisfy - delight the customer
- Be a key link in the patient care effort
- Market your profession
- Think in terms of service excellence
- Educate others about your profession

E. Standards

To set and adhere to high work standards that are noticed and regarded positively by others.

Key areas:

- Ownership of work and accountability
- Goal and purpose orientation
- High levels of perfection
- Know standards
- Pride in one's work and profession

F. Patient Relations

To have a keen sense of patient feelings and needs and to be perceived by patients and others as a knowledgeable, understanding, helpful, and caring resource.

Key areas:

- Understand what the patient is going through
- Exhibit sensitivity and a caring attitude
- Ensure that patients can understand you
- Make patients feel special

VIII. PROFESSIONAL RESPONSIBILITIES

Because students in Diagnostic Medical Sonography are training for a professional career as health care providers, they are expected to adopt a professional attitude and code of ethics. To this end the following responsibilities are encouraged for all DMS students:

1. Join the local, state, and national professional organizations.
2. Attend the local professional meetings and the state professional meetings, whenever possible.
3. Attend professional seminars held locally.
4. Devote a scheduled amount of time each month to the reading of professional literature and technological advances in Diagnostic Medical Sonography.
5. Devote a scheduled amount of time each month to the reading of professional literature in other health care disciplines, i.e. nursing, medicine, etc.

IX. DMS SCHOLARSHIP AND AWARD OPPORTUNITIES

Each year various awards are given to graduating seniors who meet certain criteria. Among those awards for DMS students are the:

Faculty Gold Key: Awarded for outstanding achievements in academics, professional involvement, and service to others.

Terry J. DuBose Endowed Scholarship: This scholarship was established in 2010 in honor of Mr. Terry J. DuBose, a retired faculty member and Associate Professor Emeritus, and his long-time service to the College of Health Professions. Mr. DuBose developed the

first educational program in Arkansas for Diagnostic Medical Sonography in 1996. He was the founding director of the Division of Diagnostic Medical Sonography in the Department of Imaging and Radiation Sciences until his retirement in 2010. Mr. DuBose was recognized nationally and internationally for his contributions to the field of sonography, especially on obstetrical sonography. The scholarship is awarded annually to one outstanding student in the Division of Diagnostic Medical Sonography.

CHP Scholarships: All DMS students are encouraged to apply for any CHP scholarships for which they are qualified.

X. UAMS CAMPUS AND COLLEGE OF HEALTH PROFESSIONS POLICIES AND PROCEDURES

All accepted applicants must consent to a criminal background check and drug screen prior to enrollment. Background checks and drug screens are required by most clinical sites during the didactic and clinical phase of the program. Matriculation into the program is contingent upon acceptable background check and drug screen results. Adverse results of a background check will be considered on an individual basis and may result in an inability to matriculate into the program. Enrolled students may be randomly drug tested throughout the curriculum and clinical sites may require an updated background check.

All students enrolled in the program are required to have professional liability insurance. This cost of the coverage is included in the student fees. Please see the Tuition and Fees section on the website for further information.

The policies and procedures as set forth for sonography student conduct incorporate those established at all clinical affiliate sites and in the courses. Violation of any of these policies can result in disciplinary action. Further offenses may result in dismissal from the program. Particularly severe, egregious, flagrant or dangerous violations may result in immediate dismissal from the program.

CHP POLICIES

All CHP policies are found in the UAMS Academic Catalog on the CHP/UAMS website ([UAMS Academic Catalog](#)). The following are policies to specifically bring attention to:

PRIVACY AND CONFIDENTIALITY POLICY (HIPAA)

The Diagnostic Medical Sonography program adheres to the UAMS HIPAA Education and Training Policy 2.2.15. The purpose of the policy is to ensure that the University of Arkansas for Medical Sciences ("UAMS") Workforce is properly educated and trained to protect the privacy and security of patients' health care information. The policy can be found using the following link:

<https://hipaa.uams.edu/wp-content/uploads/sites/136/2020/12/2-1-15-HIPAA-Education-and-Training-Dec-2020.pdf>

SCHOLASTIC INTEGRITY AND PLAGIARISM

Scholastic Integrity: The College of Health Professions has established guidelines for scholastic integrity, which are published in the CHP Catalog. Scholastic integrity, including plagiarism, giving or receiving any form of aid on quizzes or examinations that is not expressly permitted by the

instructor, or falsification of any report, experimental results, or research data, is subject to disciplinary action, including probation, suspension, or dismissal from the College. The complete CHP policy on Scholastic Integrity can be found [here](#). (CHP Policy 01.00.02- Scholastic Dishonesty Policy)

The College of Health Professions subscribes to a Web-based plagiarism detection and prevention system that is used by colleges and universities nationwide. The system works by scanning the submitted document and matching the document against databases of texts, journals, and Web and other electronic sources including Web sites that sell or distribute pre-written essays and/or term papers. As your course instructor, I am informing you via this syllabus that I reserve the right, at my discretion, to use this plagiarism detection system for this course by submitting students' written work to the system for the purpose of determining if a document has been plagiarized.

Note: All work submitted for this course is required to be original work developed for class assignments and should not have been submitted for assignments made as part of previous and/or concurrent courses without the instructors' prior knowledge and approval; to do otherwise constitutes scholastic dishonesty and will be addressed as such in this course.

Non-Discrimination Policy

Title IX, Sex Discrimination, Sexual Harassment, Sexual Assault, Sexual Misconduct, Sexual Violence, Stalking, Gender-Based Harassment and Retaliation Policy (Administrative Guide 3.1.48)

UAMS is committed to providing an environment that emphasizes the dignity and worth of every member of its community. Members of the UAMS community have the right to an environment free of sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, genderbased harassment and retaliation, and this behavior will not be tolerated. This right is protected by Title VII of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972 Act, the Clery Act, the SaVE Act, and the Violence Against Women Act. No person at UAMS will be subjected to sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, genderbased harassment or retaliation under any employment, academic, educational, extracurricular, or other program of UAMS, whether these programs take place in UAMS facilities, in transportation, at a class, training program, or event sponsored by UAMS at another location or elsewhere. All complaints or any concerns about conduct that may violate this policy and retaliation must be filed with the Campus Title IX Coordinator or a Deputy Title IX Coordinator.

Purpose: The purpose of this policy is to establish that the University of Arkansas for Medical Sciences (UAMS) is committed to the principle and practice of nondiscrimination and equal opportunity in all areas of employment and other services that affect employees, students, and the general public. The principle and practice of nondiscrimination includes acknowledgment of and training on cultural humility and implicit bias. All UAMS employees will complete annual cultural humility and implicit bias training.

Scope: All UAMS employees, students, non-employees (contractors, vendors, delivery persons, and volunteers), applicants, and visitors.

Policy: The ability of UAMS to meet its mission will increasingly depend on, and be strengthened by, incorporating constructive diversity and inclusion in its employees and students. Any form of racism, bigotry, or discrimination subverts the mission of UAMS and its core values. UAMS is committed to providing a wholesome environment where comprehensive educational, research and employment opportunities are offered to employees, students, and applicants. In both obvious and subtle ways, racism, bigotry, and discrimination adversely affect an individual's ability to function at

optimal level. They also have a harmful effect on one's ability to study, work, and engage in leisure activities within the University community.

The University of Arkansas for Medical Sciences abhors and condemns all forms of bigotry and racism. Such behavior is a violation of an individual's human rights and is also unlawful. UAMS will comply with and enforce Titles VI and VII of the Civil Rights Act of 1964 (as amended), Executive Order 11246 (as amended), Title IX of the Educational Amendments of 1972 (as amended), the Rehabilitation Act of 1973 (Sections 503 and 504) (as amended), the Vietnam Era Veterans' Readjustment Assistance Act of 1974, (as amended), the Age Discrimination in Employment Act (as amended), the Americans With Disabilities Act of 1991, the ADA Amendments Act of 2008 (as amended), Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008, U.S. Federal Court Decree in the Adams Cases of 1973 and Acts 99 and 962 of the Arkansas General Assembly.

UAMS shall recruit, retain, promote and graduate students without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), status as a protected veteran, sex, age, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.

Specifically, UAMS will not discriminate on the basis of race, color, religion, national origin, creed, service in the uniformed services, status as a protected veteran, sex, age, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation as a criterion in deciding against any individual in matters of admission, placement, transfer, hiring, dismissal, compensation, fringe benefits, training, tuition assistance, and other personnel or educationally-related actions. Therefore, the policy of UAMS is that members of the University community neither commit nor condone acts of bigotry, racism, or discrimination. Actions on the part of any employee or official of the University contrary to this policy will be addressed promptly and appropriately, according to current UAMS disciplinary procedures. To ensure compliance with this adopted policy of nondiscriminatory behavior, UAMS will operate under the following guidelines

UAMS shall institute an on-going program designed to familiarize UAMS personnel with the fundamental principles of cultural humility, implicit bias, and inclusive excellence.

UAMS will require in-person cultural humility and implicit bias training for all employees and offer distributive learning options as part of an **annual training requirement**. The Division for Diversity, Equity, and Inclusion (DDEI) Office of Intercultural Education will provide UAMS employees with the knowledge and skills to help the University foster inclusive excellence and reach its important goals set forth in Vision 2029 related to diversity, equity, and inclusion.

In accordance with Vision 2029, DDEI, in partnership with Human Resources, will prepare and implement the appropriate education and training to satisfy the annual training requirement.

Deans and division heads, in conjunction with the DDEI Office of Intercultural Education, will lead the implementation of educational programs in their respective areas. The DDEI Office of Intercultural Education will be available, as a primary resource, for consultation in all areas of program development. The DDEI Office of Intercultural Education and DDEI Training and Strategy Advisory Council will lead the development, coordination, and presentation of educational programs. DDEI will ensure that all appropriate employees and management are knowledgeable of the various opportunities for education and training. All promotional programs designed to solicit funds, provide customer information, or create community goodwill, shall reflect the diversity and inclusion of the University community and the general public. The appropriate dean/division head, or designee, shall review such material **prior** to publication to ensure the above standard is met.

Production of all faculty handbooks, student handbooks, employee handbooks, as well as any other communication designed to publicize policy and procedure, or any other information, must be written

in a manner to promote nondiscriminatory and tolerant behavior. The appropriate administrative personnel shall review such material prior to publication to ensure the above standard is met as well as compliance with applicable laws referenced above.

Any questions or uncertainty regarding the education requirements should be directed to the DDEI and/or Human Resources, Employee Relations.

Discrimination Policy Violations: If an employee believes they are the victim of discriminatory behavior, they should talk to their department head or report the incident to the Office of Human Resources, Employee Relations, as soon as possible. Employee Relations will hear your claim and investigate the issue. All complaints or allegations of slurs, inscriptions, jokes, or other offensive behavior based on race, color, religion, national origin, creed, service in the uniformed services, status as a protected veteran, sex, age, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation which occur in the workplace or are related to the workplace are violations of this policy.

Employees and residents may contact the Office of Human Resources, Employee Relations, should the complainant feel uncomfortable in reporting the incident to the department head. Students should also report complaints to the Associate Dean of their respective college.

Discrimination Policy Violations: If an employee believes they are the victim of discriminatory behavior, they should talk to their department head or report the incident to the Office of Human Resources, Employee Relations, as soon as possible. Employee Relations will hear your claim and investigate the issue. All complaints or allegations of slurs, inscriptions, jokes, or other offensive behavior based on race, color, religion, national origin, creed, service in the uniformed services, status as a protected veteran, sex, age, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation which occur in the workplace or are related to the workplace are violations of this policy.

Employees and residents may contact the Office of Human Resources, Employee Relations, should the complainant feel uncomfortable in reporting the incident to the department head. Students should also report complaints to the Associate Dean of their respective college.

Violations of this policy will result in disciplinary action in accordance with the Employee Disciplinary Policy, Administrative Guide Policy 4.4.02, Employee Discipline. Training courses in the Academy for Inclusive Excellence **may** also be required for those found to be in violation of this policy

Employment: UAMS is an equal opportunity employer. UAMS will not discriminate and will take measures to ensure against discrimination in employment, recruitment, and advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.

Monitoring: DDEI will collaborate with HR to track mandatory training compliance.

Annually, the **Division for Diversity, Equity, and Inclusion** will review and report to the Chancellor on the University's progress in the above areas of operation. This will be accomplished by review of the University's Affirmative Action plans, reports of accomplishments submitted by division heads, reports submitted to the Chancellor, and any other documented activities designed to accomplish the goals set out in this policy.

References:

Administrative Guide Policy 4.4.02, Employee Discipline Academic Affairs Policy 2.2.1, Student Grievance Procedure

Title IX Policy

The University of Arkansas for Medical Sciences (UAMS) does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by UAMS (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence.

The Associate Dean for Academic Affairs is the Title IX Deputy Coordinator for the College of Health Professions. The Coordinator is available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the university's complaint process, including the investigation process; how confidentiality is handled; available resources (both on and off campus); and other related matters. You may contact the deputy coordinator at 501-686-5730. You may also contact the UAMS Police Department, 501-686- 7777 (non-emergency) or 911 (emergency). If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.

The United States Department of Education's Office of Civil Rights ("OCR") is responsible for enforcing Title IX, as well as other federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial aid. Inquiries and complaints may also be directed to OCR at 1-800-421-3481 or ocr@ed.gov.

Student Conduct of Conduct Policy & Student Academic Professional Standards

The Diagnostic Medical Sonography program adheres to the UAMS Student Code of Conduct Policy 2.2.14. The Student Code of Conduct Policy sets forth behavioral standards for students to follow as they live, study, work, and pursue their educational goals in a safe and secure learning environment at the University of Arkansas for Medical Sciences. The Code reflects expectations based on values essential to a flourishing academic environment, such as honesty, integrity, respect, and fairness. The policy can be found at the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2023/12/2.2.14-Student-Code-of-Conduct-2023.11.17-1.pdf>.

The Diagnostic Medical Sonography program adheres to the College of Health Professions Student Academic Professional Standards Policy 02.00.02. The Student Academic Professional Standards encompass principles that embody the ethical foundation of health professions practice. Students are expected to maintain unwavering integrity in all professional interactions. To achieve this, students should show a dedication to fulfilling their professional duties and adhering to ethical principles. The policy can be found using the following link: https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2024/01/Academic-Prof-Standards-Policy_FINAL_1-11-24.pdf.

Psychological Evaluation and/or Counseling for Students of Concern Policy

The Diagnostic Medical Sonography Program Psychological Evaluation and/or Counseling for Students of Concern Policy is in accordance with the College of Health Profession's Policy (Policy #02.00.07) and is as follows:

Department Program Directors/Program Directors or the Dean's Office of the College of Health Professions may determine that a student should undergo psychological evaluation and/or counseling based on a student's behavior which indicates reasonable concern for the health and well-being of the student or other members of the university community that come in contact with the student. In the event that a student presents behaviors of concern to department Program Directors/program directors or members of the CHP Dean's Office, the student will be referred to the

Student Wellness Program and expected to undergo the requested psychological evaluation and/or counseling. In the event that a student refuses to seek the evaluation or services required in a timely manner, emergency administrative action may be taken.

UAMS Student Wellness Clinic

UAMS Student Wellness Clinic is a preventative service created to provide short term, confidential assistance for students who are actively enrolled at UAMS. Students may seek help for depression, anxiety, grief, relationship conflicts, academic difficulties and numerous other issues interfering with their maximal functioning. Seeking care through the service is absolutely confidential. For short term treatment, there is no financial cost to students seeking care. The Student Wellness Clinic can be reached between 7:15 AM & 4:30 PM Monday through Friday. To schedule a confidential appointment, call (501) 686-8408 for Little Rock students or 479-713-8313 for Northwest Campus students. The Student Wellness Clinic in Little Rock is located at 201 Jack Stephens Drive, on the street level and -at 1100 Woolsey Street on the NW Campus. Parking is available.

Student Leave of Absence Policy

The Diagnostic Medical Sonography Program Student Leave of Absence Policy is in accordance with the UAMS Academic Affairs Policy (Policy #2.2.10)

A Leave of Absence (LOA) is an officially approved period of time during which a student is not enrolled in regular coursework, but is not discontinued from a program of study, and has a predetermined date of anticipated return to regular study. An LOA may have significant implications not only for student academic progression, but also for institutional reporting, financial aid and veterans' benefits. This policy defines three categories of LOA and helps to ensure consistent practice, compliance with federal student aid guidelines, and accurate enrollment reporting to state and national agencies

Background Check and Drug Screens for Applicants and Students

The purpose of this policy is to establish guidelines and procedures for conducting criminal background check(s) and drug screens for applicants who have been offered admission or students enrolled in a College of Health Professions program. The policy can be found at the following link: <https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2021/10/policy-library-02.12.02-background-check-policy-revised-2021-10-13.pdf>.

UAMS Student Health Insurance Requirement

Students enrolled at the University of Arkansas for Medical Sciences are required by University of Arkansas Board policy (Policy 1260.1) to have health insurance coverage at all times. The proof of personal health insurance process is required every semester in which a student is enrolled. The responsibility for obtaining health insurance coverage rests with the student. The policy can be found at the following link: <https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2018/12/UAMS-Student-Health-Insurance-Requirement.pdf>

Student Immunization Requirements

In order to participate in educational programs at UAMS students are required to receive specific immunizations and tuberculosis (TB) tests to safeguard the health of students and protect patients

and others from being infected with vaccine- preventable diseases or TB. Immunizations and a negative 2- Step TB Skin test (2- TB skin test placements and 2 TB skin test reads) or IGRA/T-spot (Blood draw) must be completed by the student prior to matriculation. The requirements have been established according to the CDC Healthcare Personnel Vaccination Requirements and are detained in UAMS Academic Affairs Policy 1.4.2 Student Health Screening.

In order for students to register for classes, they must be fully vaccinated for COVID-19 or have an approved exemption from UAMS Student and Employee Health Services. Fully vaccinated is defined as either (1) both doses of a multi-dose vaccine or (2) the only dose of a single-dose vaccine. For information on requesting an immunization exemption refer to UAMS Administrative Guide Policy 3.3.02 Covid-19 Vaccination Policy.

Basic Life Support Requirements

All students, faculty, and staff involved in the direct provision of patient care must be continuously certified in basic life support procedures, including healthcare provider cardiopulmonary resuscitation with an Automated External Defibrillator (AED). Students must present the Department Program Director with proof of CPR certification by October of the first semester of the program. CPR certification must be maintained throughout the student's enrollment in the dental hygiene program. Students who do not maintain current CPR may not attend clinic (to include all rotation sites) until the certificate is renewed. Unexcused absences will accrue. It is the student's responsibility to maintain his/her certifications.

Students with Disabilities Policy

The Diagnostic Medical Sonography Program Students with Disabilities Policy is in accordance with the UAMS Academic Affairs Policy (Policy #2.2.5).

The University of Arkansas for Medical Sciences (UAMS or University) is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to their disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities. The purpose of this policy is to define the process students should follow if accommodations in an academic setting are needed due to a disability.

The complete Students with Disabilities Policy 2.2.5 is accessible online via Compliance 360.

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Diagnostic Medical Sonography program adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA), UAMS Policy 2.1.2. FERPA affords all students in higher education institutions certain rights with respect to their education records. Some of these rights are only applicable to students over 18 years of age. The policy can be found using the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2022/09/2.1.2-UAMS-FERPA-Policy-2022.09.12.pdf>

Social Media

The Diagnostic Medical Sonography Program is in accordance with the UAMS Academic Affairs Policy (Policy #2.1.1: Use of Social Networking Sites).

The Diagnostic Medical Sonography Program recognizes the interest that students have for using social networking sites such as Facebook, Twitter, Instagram, Snapchat, YouTube, GroupMe, etc. Students are cautioned to utilize extreme care when using this form of media. Future employers, clinical preceptors, faculty members can access your page and information. Certain information could jeopardize future opportunities in the dental hygiene profession. Individuals who you have allowed access to your page can not only post to your site but can take your pictures and information and post them elsewhere on the internet. Students should set high privacy settings, be cautious of what is on their site and manage access to their sites carefully. Remember, once information is on the internet, it is impossible to recall.

The complete UAMS Academic Affairs Policy #2.1.1: Use of Social Networking Sites is accessible online via Compliance 360.

Complaint Policy

If a student has a non-academic complaint that is not covered under one of the policies listed below, then they would follow the process for non-academic complaints described in Academic Affairs Policy 2.2.9 Formal Complaint Resolution Policy. If the efforts to resolve a complaint informally are not successful, students must file a formal complaint within 30 days following the incident via the [online complaint form](https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2022/11/2.2.9-Formal-Complaint-Resolution-Policy-2022.11.10.pdf). This form is only for student complaints. The policy can be found at the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2022/11/2.2.9-Formal-Complaint-Resolution-Policy-2022.11.10.pdf>

Artificial Intelligence Generative Tool Use Policy

The Diagnostic Medical Sonography program adheres to the UAMS Artificial Intelligence Generative Tool Use Policy 2.1.6. The policy aids in clarifying the use and misuse of artificial intelligence generative tools at UAMS. The policy can be found at the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2024/02/2.1.6-UAMS-AI-Policy-2024.02.09.pdf>

Travel to Clinical Experiences

Students will be required to travel to clinical rotation sites or service-learning activities during the program. Students are required to have transportation to these educational activities. Students may not switch clinical rotation assignments without first consulting the clinic coordinator.

Student Parking

Student parking is provided at War Memorial Stadium and Ray Winder Field and a shuttle bus can transport you to campus. After hours parking is available in Parking 2 A deck. Students are not allowed to park in the visitor/patient parking decks.

Code Active Shooter

In the event of an emergency situation requiring a secured campus, a Code Active Shooter Alert will be issued. Code Active Shooter may be called for an active shooter, hostage situation, terroristic threatening, and other scenarios that include violent events or the threat of such events. Any threat or act of violence witnessed or experienced by a member of the campus community (including

students) must be promptly reported to UAMS Police. Those reporting a threat or act of violence should call 686-7777 immediately. Information the caller should provide the dispatcher includes:

Caller's name and location
Description of assailants and location of the incident
Number of assailants (if known)

A Code Active Shooter Alert is issued over the public address system in all buildings and through the external sirens. The announcement will be as follows or similar to:
The UAMS campus is now in a Code Active Shooter status. Everyone should immediately move out of any hallway or other open areas into the nearest office, patient room, or classroom. Close and lock the door. Do not leave the building. Do not enter stairwells or hallways until further notice. If you are currently off campus, do not come to campus.

Upon determination by the UNIFIED COMMAND the campus no longer needs to operate within Code Active Shooter status, the public address system will broadcast the following announcement three times. Code Active Shooter all clear, Code Active Shooter all clear, please return to normal operations.

Inclement Weather Policy

The Diagnostic Medical Sonography Program abides by the UAMS Inclement Weather Policy. Notifications will be emailed to students, communicated through local media and posted on the front pages of www.uamshealth.com, www.uams.edu, and the UAMS intranet. Please refer to the UAMS Academic Catalog for more information.

Email

Students are provided with a UAMS e-mail account. The University, College, and Diagnostic Medical Sonography faculty and administration use student e-mail to disseminate information and establish communication with students. Students are responsible for checking their UAMS e-mail accounts regularly. Not being aware of announcements or updates because one's UAMS e-mail was not checked is not acceptable. If a student has a problem accessing their email, please call 501-686-8555 for assistance.

Blackboard

Blackboard is an online system for all of the courses in the diagnostic medical sonography program. The majority of the PowerPoint lecture presentations will be posted before the scheduled lecture. A syllabus, course outline, lecture and lab objectives, lecture modules and miscellaneous documents and folders will be posted for each course. To log in to Blackboard type in the URL address of: <https://uams.blackboard.com/>.

It is recommended that you save the document onto the hard drive of your computer. Most students will save the document, open it in PowerPoint and type into the notes section of the document during lecture. Some students will print the document and take notes by hand

Blackboard Lectures

The lectures posted onto Blackboard are the property of the faculty and guest lecturers. The lectures are available for you to enhance your learning experience. Copies of the lectures are not to

be shared with anyone outside of the program or to be utilized for any personal presentations. Inappropriate use of a lecture presentation is a violation of the Scholastic Dishonesty Policy

University of Arkansas for Medical Sciences
College of Health Professions
Department of Imaging and Radiation Sciences
Division of Diagnostic Medical Sonography Program

**Scan Lab/Non-Clinical Scanning Policy
DMS (Diagnostic Medical Sonography)**

DMS students can volunteer to be scanned by other DMS students or faculty in the DMS lab or a clinical education site. This type of scanning is “non-clinical,” which means it is for educational purposes only. It will not be used to diagnose any medical condition. No student, faculty member, or clinic instructor will give a diagnosis based on any non-clinical scan. If a faculty member or clinic instructor accidentally notices a medical issue, the DMS scanning lab instructor/clinic instructor will talk with the student in private about the findings policy and may suggest a doctor be seen.

Scanning performed by DMS students, faculty, or clinic instructors on another student will not include any invasive scanning including, but not limited to, endovaginal scanning, scrotal scanning, breast scanning, and echocardiographic scanning without proper under garments.

Any DMS student can opt-out of being scanned in the DMS lab or at a clinical education site with no grade or clinical performance evaluation penalty. The information shared above relates only to non-clinical scanning and does not apply to students scanning patients at a clinic site.

Policy regarding AIUM Statement on Safety in Training and Research.

The UAMS DMS program is cognizant of the need to have students learn the art of scanning in an instructional environment prior to practice scanning in a clinical environment. It is customary practice throughout the ultrasound education community that students learn these scanning techniques by practicing on their fellow classmates as well as volunteers. At UAMS, our future sonographers are expected to practice in a responsible manner and within the guidelines recommended by the American Institute of Ultrasound in Medicine regarding the potential bio-effects of sound waves on human tissue.

The statement approved in April 2012 is as follows:

“Diagnostic Ultrasound has been in use since the late 1950s. No confirmed adverse biological effects on patients resulting from this usage have ever been reported. Although no hazard has been identified that would preclude the prudent and conservative use of ultrasound in education and research, experience from normal diagnostic practice may or may not be relevant to extended exposure times and altered exposure conditions. It is therefore considered appropriate to make the following recommendation:

In those special situations in which examinations are to be conducted for purposes other than direct medical benefit to the individual being examined, the subject should be informed of the anticipated exposure conditions and how these compare with conditions for normal diagnostic practice.”

The risks of bio-effects are considered low when utilizing 2D gray scale, Doppler, Color Doppler, M-mode and exposure time is limited to 30-45 minutes per student/ volunteer per scanning rotation. Use minimum output power and maximum amplification to optimize image quality. (ALARA- As low as Reasonably Achievable).

**Policy Handbook: Scan Lab/Non-Clinical Scanning Policy
May 2023**

University of Arkansas for Medical Sciences
College of Health Professions
Department of Imaging and Radiation Sciences
Diagnostic Medical Sonography Program

Scan Lab Consent Form DMS (Diagnostic Medical Sonography)

Check **Yes** or **No**, and sign below.

- Yes**, I am volunteering to be scanned by DMS students or faculty in the DMS lab or a clinical education site. I know that this scan is “non-clinical,” which means it is for educational purposes only. It will not be used to diagnose any medical condition. No student, faculty member, or clinic instructor will give a diagnosis based on my scan. If a faculty member or clinic instructor incidentally notices some medical issue, the DMS scanning lab instructor/clinic instructor will talk with me in private about the findings policy and may suggest I see my doctor.

By checking this box, I understand all scanning by DMS students, faculty, or clinic instructors will not include any invasive scanning including, but not limited to, endovaginal scanning, scrotal scanning, breast scanning, and echocardiographic scanning without proper under garments.

By checking this box, I agree to tell the instructor any relevant medical history including, but not limited to, diseases and imaging results.

Someone explained the information on this form to me. I had the opportunity to ask questions. I fully understand. I can revoke my consent at any time by sending a signed letter to the DMS Program Director saying that I no longer want to be a DMS model.

- No, I do not** want to be a model for the DMS lab. I am **opting out** of being a volunteer patient in DMS scan labs. I understand that opting out will not affect my grade in any way while in I am in the DMS program

Student Signature

Date

Program Director Signature

Date

Please Fax This Form To (501) 526-7975, ATTN: Tammy Brooks
THIS FORM IS KEPT IN THE STUDENT'S DEPARTMENTAL FILE.

University of Arkansas for Medical Sciences
College of Health Professions
Department of Imaging and Radiation Sciences
Diagnostic Medical Sonography Program

DMS Scan Lab- Incidental Findings Policy Statement

All volunteer patients, to include students and other DMS models, must read and sign a DMS Scan Lab Consent Form prior to being a DMS scanning model for any on-campus scan lab associated with the UAMS DMS program. Scans associated with the DMS program are meant for educational purposes only. In the event pathology is incidentally found, the volunteer patient will be notified in private only that there has been an abnormal finding and referred to their primary care physician. If the volunteer does not have a primary care physician, a list of local providers should be provided. DMS faculty may print or save images for the volunteer to take to their physician. No diagnosis or opinions should be offered by DMS faculty to volunteer patients.

The DMS Program Director should be notified as soon as possible when incidental findings are discovered in a volunteer patient.

University of Arkansas for Medical Sciences
College of Health Professions
Department of Imaging and Radiation Sciences
Diagnostic Medical Sonography Program

Virtual Classroom Netiquette (Zoom® or Blackboard Collaborate Ultra)

Netiquette, simply defined, is the manner in which one behaves in an on-line environment. Just as social norms exist in traditional face-to-face interactions, there are similar standards of acceptable behavior in the on-line environment. The following guidelines are recommended in an effort to achieve effective communication in a positive distance-learning environment:

- Use your real name.
- Be on time. Lectures will occur at regularly scheduled times and dates.
- Find a quiet space, free of distractions (others, pets, TV, washer/dryer, music, etc.).
- Be presentable as if you were in an actual classroom.
- Be respectful. This includes staying in front of the camera at all times, sitting upright, paying attention, and allowing others to finish speaking.
- Video and audio must be connected using a computer or iPad (no cellphones).
- Be ready for your class meeting. Gather any materials you need ahead of time.
- Mute your microphone if you are not speaking.
- Close unneeded applications on your computer to keep the video optimally functioning.
- You may want to use a headset with an external mic for best hearing and speaking capabilities.
- You can ask questions and make comments silently if desired using the "Chat" feature. Only post chat messages relevant to the lesson.
- Be mindful of your background lighting. If you are sitting in front of a window, you may be completely darkened by the light coming through the window. Your overhead light might need to be turned off or dimmed to optimize lighting.

System requirements

- An internet connection – broadband wired or wireless (3G or 4G/LTE)-WIRELESS is NOT recommended for the IPE Activities. We encourage you to join with a wired connection.
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in
- Or, a HD cam or HD camcorder with video capture card

Supported operating systems

- macOS X with macOS 10.9 or later
- Windows 10*
Note: For devices running Windows 10, they must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
- Windows 8 or 8.1
- Windows 7
- For further system requirements, please click here for additional information: <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>

STUDENT PREGNANCY POLICY

If a student becomes pregnant while enrolled in the educational program, she must inform the Program Director or Department Chairman immediately. Such disclosure will allow observation of proper radiation safety practices for the fetus by restricting some clinical rotations during pregnancy. Exposure to the unborn child needs to be kept as low as practicable. Under the supervision of the Program Director, or Department Chairman, and the Radiation Safety Officer clinical rotations will be assigned to ensure that exposure to the mother will not exceed 500 mRem during the period of pregnancy. At the student's request, information about the pregnancy will be held in confidence, and will be limited to the Program Director, Department Chairman, and Radiation Safety Officer. The student should be aware that pregnancy might delay the student's graduation date. Review full policy here: [Pregnant Employees Working with Radiation Full Policy](#)

(Student Name – PLEASE PRINT) (Date)

(Student Signature) (Estimated Delivery Date if applicable)

Refer to UAMS Administrative Guide Number 11.4.10 Pregnant Employees Working with Radiation for the full policy