



LEARN WELL. LIVE WELL.



DIAGNOSTIC MEDICAL SONOGRAPHY HANDBOOK

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WELCOME

Dear DMS Student:

Congratulations on your choice to enter the ATA College Diagnostic Medical Sonography program! The faculty of the DMS Program is committed to helping students achieve their goals to become successful sonographers and advance their professional development by providing a practical education including didactic and hands-on instruction via on campus scan lab, and healthcare facility clinical components.

Please refer to the DMS handbook in addition to the college catalog for institutional policies and procedures. These resources provide essential information for student use while attending the DMS program.

If you have additional questions, please consult your DMS faculty so that we may serve you better.

We welcome you to the DMS program at ATA College!

Sincerely,
ATA College DMS Staff

INTRODUCTION

The Diagnostic Medical Sonography (DMS) handbook serves as a guide for the student in decision making and to provide the information needed for his/her success.

Students in the DMS program will follow this handbook and the college catalog for policies and procedures concerning the college's expectations for completion. The DMS handbook is updated annually or as needed. Each update supersedes the policies and procedure of the prior handbook. ATA College and the DMS Program reserve the right to change the DMS handbook as deemed necessary. Students will be issued an updated version, and a signature of receipt will be required.

The DMS Program upholds the mission and objectives of ATA College and seeks to guide students in their knowledge of diagnostic medical sonography. This is accomplished by guiding students in the classroom, labs, and in the clinical settings.

This DMS handbook sets forth additional and/or specific requirements applicable to the ATA College DMS program. The requirements set forth herein are in addition to the requirements set forth in the main body of the College Catalog. In the event of any perceived conflict between provisions of the college catalog and the DMS handbook with respect to a student enrolled in the DMS program, the DMS Program Director should be consulted. The DMS program's overall purpose is to help the student develop the intellectual and technical competencies necessary to function as a competent Diagnostic Medical Sonographer. To become skillful in the technology and application of DMS, the student is provided with clinical and laboratory experiences to integrate and apply classroom learning throughout the curricula. Principles of oral communication are emphasized throughout the curricula to prepare graduates to function as exceptional healthcare professionals.

ATA College reserves the right to change the curriculum and program policies as deemed necessary for the maintenance of a high-quality education. Any changes will be communicated promptly.

ACCREDITATION

The Accrediting Bureau of Health Education Schools (ABHES) accredits ATA College. Students are eligible to apply for the American Registry of Diagnostic Medical Sonography (ARDMS)-Sonography Principles of Instrumentation (SPI) exam, after successful completion of the program's ultrasound physics courses. Graduates of the ATA College DMS program are eligible to apply for the national sonography registry exam through the American Registry of Radiologic Technologists (ARRT). Graduates are eligible to apply for ARDMS specialty registry exams after receiving credentials from ARRT by successful completion of the ARRT-Sonography registry exam.

ABHES
6116 Executive Blvd., Suite 730,
North Bethesda, MD 20852
301.291.7550

ARRT
1255 Northland Drive
St. Paul, MN 55120
651.687.0048

ARDMS
1401 Rockville Pike, St 600
Rockville, MD 20852
301.738.8401

MISSION STATEMENT

ATA College is committed to providing quality instruction, hands-on training and effective career preparation in a comfortable environment that facilitates the learning experience.

DIAGNOSTIC MEDICAL SONOGRAPHY MISSION AND GOALS

The ATA College DMS Program provides quality education for its students to promote excellence in the art and science of sonography. The Program strives to provide academic and externship/clinical experiences that produce competent and compassionate sonographers with a commitment to the performance of quality imaging and the pursuit of lifelong learning.

The DMS program will provide a progressive curriculum which will enable students to approach their career with confidence, passion, and commitment. The DMS Program is committed to providing the healthcare system with sonographers who are competent and compassionate critical thinkers with a goal of continuously learning throughout their career.

PROGRAM OBJECTIVES

The goal of the DMS program at ATA College is to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The goals reaffirm the program's commitment to meet the diverse needs of the students, the college, and the community.

Upon completion of the program, a student will be able to:

- Obtain, review, and integrate pertinent patient history and supporting externship/clinical data to facilitate optimum diagnostic results.
- Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by the interpreting physician.
- Record, analyze, and process diagnostic data and other pertinent observations made during the presentation to the interpreting physician.
- Exercise discretion and judgement in the performance of sonographic and/or other non-invasive diagnostic services.
- Demonstrate appropriate communication skills with patients and colleagues.
- Act in a professional and ethical manner.

PROGRAM DESCRIPTION

The DMS program provides introductory and advanced training in ultrasound procedures. The diagnostic medical sonographer explains the sonographic procedure to the patient, prepares the patient, and performs the procedure. The sonographer assists the physician by providing pertinent anatomical, physiological, and/or pathological sonographic data and images necessary to diagnose a variety of medical conditions and diseases.

This program offers courses in general education to provide a well-rounded set of skills in all aspects of sonography. Students will obtain basic sonography knowledge, understand the different ultrasound specialty areas covered in the program and complete externship/clinical rotations at healthcare facilities.

Graduates from this associate program may gain entry-level sonography positions in various healthcare facilities, including private medical offices, clinics, hospitals, or diagnostic labs that offer sonographic imaging.

Graduates of the program will be able to:

- Apply for national sonography certification exam with The American Registry of Radiologic Technologists (ARRT).
- Implement professional, ethical, communicative, and clinical skills to fulfill responsibilities of an entry level sonographer.
- Recognize and identify the normal sonographic appearance, variants, and findings in the abdomen, small parts, vascular, male, and female reproductive system, and the maternal and fetal structures during each trimester of pregnancy.
- Recognize and identify the normal sonographic appearance, variants, and findings in support of interventional, and therapeutic procedures.
- Acquire and analyze data obtained using sonography to create a preliminary interpretation and summary of findings, provided to the physician for patient diagnosis and treatment.

PROGRAM CURRICULUM

Required Courses in Associate of Applied Science in Diagnostic
Medical Sonography (DMS) Program – Hybrid Program

Course Number		Clock/Quarter Credit Hours
DMS 190	Introduction to Sonography	(40/3.5)
DMS 200	Small Parts Sonography 2	30/3
DMS 201	Ultrasound Physics 1	(40/4)
DMS 202	Ultrasound Physics 2	(40/4)
DMS 203	Abdominal Sonography 1	(50/5)
DMS 203L	Abdominal/Small Parts Scan Lab 1	(120/6)
DMS 205	Small Parts Sonography 1	(30/3)
DMS 206	Abdominal Sonography 2	(50/5)
DMS 206L	Abdominal/Small Parts Scan Lab 2	(120/6)
DMS 208	GYN Sonography	(60/6)
DMS 208L	GYN Scan Lab	(80/4)
DMS 209	OB Sonography	(60/6)
DMS 209L	OB Scan Lab	(80/4)
DMS 210	Vascular Sonography 1	(30/3)
DMS 210L	Vascular Scan Lab 1	(80/4)
DMS 211	Vascular Sonography 2	(30/3)
DMS 211L	Vascular Scan Lab 2	(80/4)
DMS 212	Externship/clinical Rotation 1	(160/5)
DMS 213	Externship/clinical Rotation 2	(160/5)
DMS 214	Externship/clinical Rotation 3	(240/8)
DMS 215	Externship/clinical Rotation 4	(240/8)
MED 100	Medical Terminology 1	(40/4)
MED 120	Medical Law & Ethics	(40/4)
ANA 101	Human Anatomy and Physiology	(40/4)
ENG 101	English	(40/4)
MAT 200	College Algebra	(30/3)
LAS 130	Professional Development	(40/4)
TOTAL		2,050/122.5

COURSE DESCRIPTIONS

DMSA 190 Introduction to Sonography

40 Contact Hours – 3.5 Credits

This course provides the new student with a basic knowledge of the history and evolution of sonography, a description of career opportunities for sonographers, and an introduction to the vocabulary, scan planes, ergonomics and landmarks used in sonography and demonstrations of basic patient care essentials such as acquiring vital signs and moving patients. Also, the course will provide discussions regarding communication with the patient and infection control.

DMSA 200 Small Parts Sonography 2

30 Contact Hours – 3 Credits

This course provides the student with an understanding of pediatric sonography applications. In addition, the course will provide the student with an understanding of musculoskeletal sonography applications.

DMSA 201 Ultrasound Physics 1

40 Contact Hours – 4 Credits

This course provides students with knowledge for the understanding of diagnostic ultrasound physics and instrumentation, by discussing definitions and relationships of ultrasound wave motion, frequency, and wavelength, and interactions with human tissues. The topics covered include the interactive characteristics of refraction, reflection, scattering, absorption, and attenuation, transducer construction and various types, machine instrumentation, color and spectral Doppler, and bio-effects.

DMSA 202 Ultrasound Physics 2

40 Contact Hours – 4 Credits

This course provides students with knowledge for the understanding of diagnostic ultrasound physics and instrumentation, by discussing definitions and relationships of ultrasound wave motion, frequency, and wavelength, and interactions with human tissues. This covers the interactive characteristics of refraction, reflection, scattering, absorption, and attenuation, transducer construction and various types, machine instrumentation, color and spectral Doppler, and bio-effects. This course, along with the Ultrasound Physics 1 course will provide the student with the knowledge to pass the ARDMS SPI registry.

DMSA 203 Abdominal Sonography 1

50 Contact Hours – 5 Credits

This course will give the student knowledge and an understanding of normal sonographic appearance and anatomy of the abdominal structures. Scanning protocols and pathologic conditions seen in sonographic procedures are covered. This course will include study of the pancreas, gallbladder, biliary tract, abdominal vasculature, and abdominal spaces.

DMSA 203L Abdominal/Small Parts Scan Lab 1

120 Contact Hours – 6 Credits

This is a lab class involving developing hands-on scanning skills for abdominal sonography protocols.

DMSA 205 Small Parts Sonography 1

30 Contact Hours – 3 Credits

This course provides the student with an understanding of the anatomy, physiology, and common pathology, as well as sonographic appearance of the thyroid and parathyroid glands, the male and female breast, the prostate gland, the scrotum, and its contents.

DMSA 206 Abdominal Sonography 2**50 Contact Hours – 5 Credits**

This course will give the student knowledge and an understanding of normal sonographic appearance and anatomy of the abdominal structures. Scanning protocols and pathologic conditions seen in sonographic procedures are covered. This course will cover the urinary tract, adrenal glands, spleen, gastrointestinal tract, liver, abdominal ultrasound guidance procedures, and pleural space sonographic applications.

DMSA 206L Abdominal/Small Parts Scan Lab 2**120 Contact Hours – 6 Credits**

This is a lab class involving developing hands-on scanning skills for abdominal sonography protocols.

DMSA 208 GYN Sonography**60 Contact Hours – 6 Credits**

This course covers transabdominal and transvaginal imaging. Sonographic scanning protocols and scanning techniques will be covered for evaluating the non-pregnant female pelvis. Infertility and oncology will be given special attention.

DMSA 208L GYN Scan Lab**80 Contact Hours – 4 Credits**

This is a lab class that develops hands-on scanning skills for gynecologic sonography protocols.

DMSA 209 OB Sonography**60 Contact Hours – 6 Credits**

This course covers human development, from conception to birth. Origin, normal and abnormal development of organs and tissues are discussed, including common birth defects. Also covered will be the normal and abnormal female reproductive anatomy and sonographic appearance of the pregnant uterus, ovaries, placenta, and fetus at all stages of pregnancy. Transabdominal and transvaginal imaging will be discussed. Dating and clinical stages of pregnancy, complications, and pathologies will also be covered. The course will provide students with an understanding of the timing of specific exams utilized in screening the fetus sonograph for birth defects as well as the role of color Doppler in evaluating the fetus and placenta. Sonographic scanning protocols and techniques will be covered for evaluating the fetus at all stages.

DMSA 209L OB Scan Lab**80 Contact Hours – 4 Credits**

This lab class develops hands-on scanning skills for OB sonography protocols.

DMSA 210 Vascular Sonography 1**30 Contact Hours – 3 Credits**

The anatomy and physiology of the venous and arterial systems of the upper and lower limbs, abdomen, and extracranial and intracranial systems are reviewed, with pathologic processes and ultrasound findings discussed in detail. The course will provide an understanding of hemodynamic flow concepts and sonographic scanning techniques and protocols.

DMSA 210L Vascular Scan Lab 1**80 Contact Hours – 4 Credits**

This is a lab class which develops hands-on scanning skills for the vascular duplex ultrasound exam protocols.

DMSA 211 Vascular Sonography 2**30 Contact Hours – 3 Credits**

The anatomy and physiology of the venous and arterial systems of the upper and lower limbs, abdomen, extracranial and intracranial systems are reviewed, along with pathologic processes and ultrasound findings discussed in detail. The course will provide an understanding of hemodynamic flow concepts and sonographic scanning techniques and protocols.

DMSA 211L Vascular Scan Lab 2**80 Contact Hours – 4 Credits**

This lab class develops hands-on scanning skills for the vascular duplex ultrasound exam protocols.

DMSA 212 Externship/clinical Rotation 1**150 Contact Hours – 5 Credits**

During this course, the student will attend a facility performing diagnostic medical ultrasound procedures (i.e., hospital, imaging clinic, etc.). The student will gain knowledge, via observation and hands-on experience with procedures performed on clinical patients, under the supervision of a physician or experienced sonographer.

DMSA 213 Externship/clinical Rotation 2**150 Contact Hours – 5 Credits**

During this course, the student will attend a facility performing diagnostic medical ultrasound procedures (i.e., hospital, imaging clinic, etc.). The student will gain knowledge, via observation and hands-on experience with procedures performed on clinical patients, under the supervision of a physician or experienced sonographer.

DMSA 214 Externship/clinical Rotation 3**240 Contact Hours – 8 Credits**

During this course, the student will attend a facility performing diagnostic medical ultrasound procedures (i.e., hospital, imaging clinic, etc.). The student will gain knowledge, via observation and hands-on experience with procedures performed on clinical patients, under the supervision of a physician or experienced sonographer.

DMSA 215 Externship/clinical Rotation 4**240 Contact Hours – 8 Credit**

During this course, the student will attend a facility performing diagnostic medical ultrasound procedures (i.e., hospital, imaging clinic, etc.). The student will gain knowledge, via observation and hands-on experience with procedures performed on clinical patients, under the supervision of a physician or experienced sonographer.

MED 101 Medical Terminology 1**40 Contact Hours –4 Credits**

This course provides the student with an understanding of the medical language in the healthcare fields while incorporating body structures and function in health and disease. The student will have an effective understanding of the major body systems, including the musculoskeletal, cardiovascular, respiratory, digestive and Integumentary system.

MED 120 Medical Law & Ethics**40 Contact Hours – 4 Credits**

An overview of the role of the allied health professional in the legal and ethical concerns faced in the medical office; confidentiality of medical records and physicians' licensure requirements are an overview of the role of the allied health professional in the legal and ethical concerns faced in the medical office; confidentiality of medical records and physicians' licensure requirements are covered.

ANA 101 Human Anatomy and Physiology**40 Contact Hours – 4 Credits**

This course covers the study of the human body from the single cell to the coordinated whole, with emphasis on the interaction of all body systems in the maintenance of a stable internal state. The course includes a discussion of pathological conditions and diseases throughout the course.

ENG 101 English 1

40 Contact Hours – 4 Credits

This course emphasizes the development of fluent writing, with attention to clarity of ideas and correct use of standard American English, and the development of each student's academic writing voice. It includes instruction in single-to-complex organization, spelling, sentence diagramming and writing at work.

MAT 200 College Algebra 30

Contact Hours – 3 Credits

This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions, and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included.

LAS 130 Professional Development

40 Contact Hours – 4 Credits

This course is designed to assist the student in developing skills necessary to gain employment. Also covered is a wide range of job seeking skills, including the development of an effective resume, interviewing skills, referral letters, cover letters and other professional areas. In addition, the course covers professionalism in the workplace and the importance of externship/clinical. Certification and licensure requirements will be covered.

All DMS courses are taught in logical and progressive order and sequence.

Prerequisite courses must be successfully completed to advance to the next level course. This is to ensure a student's comprehension of the background and foundational skills necessary for mastering each subject.

HEALTH RECORD REQUIREMENTS

All sonography students must have:

- Verification of immunizations
- Physical exam requirements verification
- Basic Life Support (BLS) certification (must remain current for the program's duration). Offered once/per month on campus. If obtaining from an outside provider must be done in person (not virtually online) and certified by American Heart Association.

The following immunizations are requirements of the DMS program:

- MMR (measles, mumps, rubella) series or Titer
- Varicella (chicken pox) series or Titer
- Tetanus-Diphtheria (Tdap) Within 10 Years
- Hepatitis B series or Titer
- Influenza vaccine (current season)
- Tuberculosis- (TB Gold/Quantiferon blood test): annual renewal required (individual facilities may have other specific requirements)
- COVID-19 Immunization series documentation or completed declination form.

DMS PROGRAM SATISFACTORY PROGRESS

In the DMS program, a C (or 75%) is the minimum passing grade in any core courses designated for the DMS program, and the grade of D does not apply. The grade for any course examination, quiz, homework, lab exercise, and course final grade will follow the following Grading scale:

Grade	Grade Value	Grading Scale
A	4.0	92-100%
B	3.0	83-91%
C	2.0	75-82%
F – Failure	0	
F – Withdrawal Failing	0	
W/I – Withdrawal/Incomplete	0	
TC – Transfer Credit	0	

A student must obtain a 75% or higher score in all DMS core courses, including externship courses.

Students who fail any 2 classes with the DMSA extension will be terminated from the program.

The percentage of the course examinations, quizzes, homework, laboratory, and other assignments that apply toward the course final grade is determined by the program and faculty for each course and are reflected in the course syllabus. These areas and percentages can change as deemed necessary by the program and faculty to improve the course(s) for the student.

Externship/clinical experience grades are represented in the student's cumulative GPA. Students must submit required externship/clinical paperwork and associated assignments as outlined in the course syllabi. Failure to meet course requirement deadlines will result in a failing grade for the course. The designated Clinical Instructor will evaluate student externship/clinical performance.

PROGRAM PROGRESSION

Courses are defined as either core or non-core courses. Core courses are categorized as applied ultrasound sciences and learning concentrations. Non-core courses are categorized as applied/general education and curricular requisites. Students must successfully complete ANA101, DMSA190, ENG101, and MAT200 prior to the scheduling of course courses.

Non-core courses are offered in a logical sequence within the curriculum (professional development, medical terminology, medical law & ethics, etc.).

1. Students are required to meet the following criteria to successfully progress within the DMS program.
 - a. Attend all classes and externship/clinical experiences necessary to meet the criteria of each course.
 - b. Successfully complete each DMS course with a grade of C (75%) or higher.
 - c. Complete all required assignments by the assigned due dates.
 - d. Complete all required externship/clinical competencies.
 - e. Complete all required assessments in the program.
 - f. Be in Good Academic Standing with the college at large.
 - g. Comply with all policies and requirements of the college, DMS Program and externship/clinical sites.
2. Students are required to achieve a minimum grade of C (75%) in each core DMS course. Students must pass each theory and the associated externship/clinical or laboratory assignment to graduate from ATA College. All students must also maintain proper satisfactory academic progress (SAP) and completion of the program within the maximum timeframe or the student shall be withdrawn.
3. DMS scan lab proficiency/competency evaluations consist of the knowledge, skills and affective behavior required of an entry-level sonographer. Students must score 75% or better to pass each competency evaluation. Students must retake any competency evaluation in which they receive a score of less than 75%, thus a failing grade. Students that fail a single competency three (3) times are withdrawn from the course but will be allowed to complete co-requisite courses in the program sequence they are currently enrolled in (i.e. DMS 203 is corequisite for DMS 203L), provided they meet SAP requirements as defined in the college catalog. Students are required to retake the failed course before progressing to the next course sequence level (i.e. DMS206, DMS206L). Additionally, all courses that must be repeated are dependent upon class availability (i.e. scheduling, ratios, etc.). Students will be offered the opportunity to attend the corequisite course(s) at no charge to ensure they are provided with every opportunity for success. Note: Any failed course(s) and completion of the program must be successfully completed within the program maximum time limit.
4. A missed test or competency (due to absence) must be taken on the first day upon returning to school. **There will be an automatic 10% deduction for missed quizzes, tests and competencies.** A zero will be recorded as a permanent grade on the student's record if a missed test is not taken on the day the student first returns to school. **Final exams and competencies must be taken when scheduled, otherwise a zero will be recorded as a final grade.**
5. **There are no retakes allowed for failed quizzes or tests. Students may not complete quizzes, tests, or competencies before the scheduled date, unless extenuating circumstances arise.** Extenuating circumstances require Program Director approval.
6. The student must be present for scan lab or lecture to take a test or quiz as scheduled. If a student is tardy and testing has begun, it is to the instructor's discretion if the student will be able to begin the test upon their arrival or must wait until after the class meeting.
7. Students may be required to attend outside of regularly scheduled classes as part of a remediation plan if deemed necessary by an instructor and program director. The student will follow a detailed action plan with documentation of compliance and successful completion and satisfactory results from post remediation assessment.

ACADEMIC WITHDRAWAL OR DISMISSAL

Once a DMS student is withdrawn from the DMS program, the student/candidate must re-apply to the DMS program during the next enrollment period. Readmission is not guaranteed. The re-entry process must be followed and submitted. All the candidate's documents and previous coursework and student conduct will be reviewed for potential admission. Students re-entering a term with a clinical/externship rotation will be required to perform and pass a hands-on scanning evaluation, with assessment by the Program Director.

HANDS-ON SCAN LAB

Students serve as patients for each other and will perform ultrasound scanning procedures on one another as part of their hands-on training. Instructors will be in close physical contact with students to demonstrate scanning protocols.

COMPLETION OF WORK

To receive final credit for a course, all course work must be completed by the assigned due dates, unless other arrangements have been made.

ATTENDANCE

100% attendance is expected of each student attending programs at ATA College. The school considers punctuality and consistent attendance as mandatory. Students are expected to attend classes, as they would be expected to attend their employment. Students must maintain an attendance of **85% for the Diagnostic Medical Sonography program** to remain in compliance with the minimum attendance standard. Extended absences will result in withdrawal from courses. Failure to rectify substandard attendance will necessitate action on the part of the Campus Director, which may include suspension/dismissal of the student from the school.

ATA College does not recognize a leave of absence. Extended absences are treated as withdrawals.

- In a professional environment, employees are expected to be present and on time. Employees are also expected to report to their employer if they are late or absent. Therefore, clear, and timely communication is a requirement of the DMS program.
- Attendance will be documented in every class, lab, and externship/clinical rotation. A student who is consistently late and/or absent from classes, labs, or externship/clinical rotations may be unable to meet the course requirements and may fail the course. Students who expect to be absent or tardy from class must contact the course instructor at least one hour before the scheduled class starts (if possible) to notify the instructor of their impending absence or tardiness.
- Termination occurs within ten (10) days after the student stops attending scheduled courses or upon official withdraw. Students will be terminated for violation of school policy that rises to the level of severity deemed appropriate for dismissal. Examples of these violations include violation of safety rules, loitering, drinking alcoholic beverages on school premises, evidence of drug use or possession, destruction of school equipment tools or materials, continued violations of school rules, unsatisfactory attendance or unsatisfactory academic progress policy as defined within the ATA College catalog.
- **Any student who does not attend a scheduled class, lab, or externship/clinical is responsible for all announcements, assignments, and examinations during the time missed.**
- A student is tardy if they arrive any time after the assigned meeting time or leave before the assigned end time. If a student expects to be late for a scheduled externship/clinical rotation, the student must notify the clinical instructor at least one hour before the rotation is scheduled to start.

If an instructor deems a student unsafe or unprepared to attend and/or participate (which includes but is not limited to not having their name tag, habitual tardiness or absences, unprofessional behavior, not properly dressed, or under the influence of anything that makes the student unsafe), the student will be sent home resulting in an absence. Such conduct will result in an advisement and possible further action.

SEVERE WEATHER POLICY AND GUIDELINES

There are ATA College policies in place to protect the safety of the students. ATA College students are encouraged to stay informed of the threat of severe weather. Students need to be aware of conditions in their area as well as the location of their externship site, if applicable and make decisions based on their safety. In instances of possible impending severe weather, the college will monitor and announce any early dismissal while students are attending on campus. When attending externship rotations students will typically receive a message via Compass but should also check the local media. ATA College-Tulsa campus will be closed for inclement weather when Tulsa Public Schools close. Additionally, students should monitor their school email to see if classes have resumed or for possible delayed openings. Once the college resumes classes, students should return as regularly scheduled. If classes are not cancelled and a student does not attend as scheduled, an absence will be recorded. Students are encouraged to attend externship/clinical as scheduled if weather conditions permit for their path of travel, however students are not expected to attend externship/clinical if school is closed in the event of inclement weather.

STUDENT NOTIFICATION OF PROGRAM POLICY CHANGE

Any program policy changes initiated by the DMS program are a part of the continuing assessment cycle, to determine whether proposed changes will (a) strengthen the program, and (b) improve the students' learning environment. Any policy changes will be communicated to students, faculty, and the college via email, catalog addendums, and revision of DMS Student's Handbook at the beginning of the following quarter.

SUBSTANCE ABUSE POLICY

Refer to Alcohol and Drug Policy in the college catalog. ATA College receives federal funds, requiring students to follow US federal drug laws. Additionally, healthcare occupations involving direct patient care are considered "safety sensitive" and therefore healthcare facilities will continue to deem a marijuana positive test as failing drug testing requirements and thus will not permit student attendance, which would impact the students program completion. In addition to an initial drug screen completed before enrollment, a student may be subject to random screening or for specific externship facilities. Therefore there are no exceptions for students who are medical marijuana patients.

DRUG SCREENING POLICY

For students to participate in training at externship/clinical facilities, drug screening is required, therefore it is a requirement of attending the DMS program. Random drug screens, after the initial screening may be required by the DMS program or affiliated externship/clinical facilities, at any time. Students may not attend externship/clinical facilities until negative results are received. If a student causes a delay in drug screening, the time missed by the student will result in applicable absence(s).

ATA may discipline and/or terminate any student or employee in the event that ATA discovers that the student or employee has consumed, manufactured, distributed, dispensed, stored, processed, or used illegal drugs or abused prescription or other legal substances off of ATA's premises if ATA believes, in its sole judgment that such action

is in the best interest of ATA. ATA may also refer to the student or employee for prosecution. No student or employee will be considered for readmission or rehire until they have provided satisfactory evidence to ATA that they have received and completed appropriate counseling and treatment.

A student's refusal at any point to be tested for drugs will result in ineligibility to complete the required clinical rotation. Consequently, the student will receive a grade of "F" and be terminated from the program.

All students will be tested for the following drug categories: amphetamines, methamphetamines, barbiturates, benzodiazepines, cocaine and metabolites, marijuana metabolites, opiates, phencyclidine, and propoxyphene. This list of tested drugs is subject to change. Testing for additional substances may occur based on externship/clinical affiliation agreement requirements.

BACKGROUND CHECK

The ATA College DMS program requires applicants to complete a background check before enrollment. Additionally, various agencies may require subsequent criminal background checks before a student can be scheduled or attend an externship/clinical facility or take professional licensing, certification, or registration examinations. A conviction or suspension may affect student eligibility.

FOUNDATIONS FOR STUDENT SUCCESS

Students are expected to read and regularly refer to the DMS Program Handbook and AT A Catalog. These manuals describe important School and Program Policies and Procedures. Students are expected to:

- Attend all scheduled class sessions and remain in the class for the entire session. The only excuse for missing class is illness or family emergency (will not result in an unexcused absence). It is expected that students will notify the instructor in advance regarding a pending absence. Class attendance and participation contribute to the final grade in each course.
- Prepare for each class by completing all readings and assignments. Students are expected to take notes during class.
- Engage in classroom discussions and lab activities. Conversations between class members are distracting to the course instructor and other students.
- Maintain organization of all course materials.
- Maintain and regularly update a calendar including due dates for assignments, meetings, externship/clinical obligations, and appointments with faculty.
- Follow instructions and complete all assignments in the allotted time.
- Regularly check school email and respond to any faculty messages promptly.
- Discuss any issue of concern directly with the course instructor first, followed by the program director.
- Maintain the cleanliness and organization of the classrooms and laboratory space.

TECHNICAL STANDARDS

In addition to academic and performance standards students must be able to meet and maintain the following technical standards for the purpose of admission and continuation in the program:

- Communicate Effectively - Ability to interact with patients and healthcare professionals in both written and verbal form. Be able to articulate procedures, instructions, and oral reports clearly.
- Cognitive - Ability to execute complex mental processes. Obtain and retain didactic knowledge including various procedures and protocols with the ability to collect, interpret, and integrate information to make examination-related decisions. Utilize critical thinking skills while performing sonographic procedures to acquire optimal diagnostic information.
- Coordination – Physical coordination such as maintaining balance, hand-eye coordination, arm-hand steadiness, and precision. Dexterity to operate control panel while manipulating transducer simultaneously. Ability to properly grip and manipulate the transducer, allowing for positioning to obtain optimal diagnostic images.
- Visual and Hearing - Ability to distinguish color for vascular/doppler procedures and various shades of gray. Hearing must be adequate to interpret equipment signals and monitor alarms.
- Stamina - Ability to push/pull objects more than fifty (50) pounds. Ability to stand during examinations and long procedures. Lift and transfer patients from wheelchair or stretcher to and from the examination table. Assist patients in proper position for examination.
- Emotional Stability - Ability to adapt and function under stress. Deal with the unexpected and adapt to change. Perform multiple tasks and responsibilities concurrently. Possess a strong work ethic, compassion, and integrity.

PERSONAL HEALTH RESPONSIBILITY

1. The student is responsible for management of personal illness (physical or emotional) or injury. It is **the student's responsibility to report any change in health status** that may place the student or patient at risk and to obtain a note from their primary care provider clearing the student, verifying the student's ability to continue attendance and participation in scheduled classes, scan labs and externship/clinical.
2. Any student who anticipates an extended absence during a given term due to health concerns must be aware that he/she may not be able to meet the requirements of the course. The student should decide in collaboration with his/her attending health care professional and the DMS faculty involved as to the feasibility of continuing attendance and passing the course.
 - a. This decision shall require a statement from the attending health care professional including any limitations.
 - b. Students are responsible for the treatment of illness or injuries incurred during externship/clinical assignments. Payment for treatment will be the student and his/her health insurance provider's responsibility.

ACADEMIC CONDUCT POLICY

Students in the DMS program must display the highest standards of academic integrity. Academic dishonesty is inconsistent with the values and mission of ATA College. Students are expected to be honest and forthright in their academic endeavors. Academic dishonesty demeans an educational environment for all students. Academic misconduct includes but may not be limited to:

- Cheating - Copying from another student; sharing information through electronic devices; deliberately and or knowingly seeking, buying, stealing part or all information for a given project, exam, essay, research; and/or posing or permitting someone to falsify your identity. This would also include falsification of documents or, use of artificial intelligence (AI) for the creation of assigned academic work.
- Plagiarism - Passing off someone's work as your own either through purchase, copying, theft or other means. Any use of other's work should be accurately cited, using APA format. Re-submission of assignment(s) is prohibited from one class to another class.
- Disclosure of confidential information - Discussing confidential information with anyone other than those directly involved in the patient's care.
- Falsification/fabrications - Intentional use of invented information with the intent to deceive.

Students demonstrating academic misconduct will receive an "F" for the course and may be immediately dismissed from the program.

PROFESSIONAL CONDUCT

In today's competitive job market, professional conduct is a critical factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and having a positive attitude. Students will be held accountable for and should report the following violations while on school, or externship/clinical property:

- Theft of, or deliberate destruction, damage, misuse, or abuse of, school property or the property of private individuals associated with the school.
- Insubordination, inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other school activities.
- The use of alcoholic beverages or controlled substances on school or externship/clinical property, including the purchase, consumption, possession, or sale of such items. The use of any tobacco products in the school buildings, and eating or drinking in the hallways, classrooms, or any location other than designated areas. Designated smoking areas are outside the building on the ATA College campus.
- Failure to comply with school officials acting within the scope of their employment responsibilities.
- Failure to comply with any regulation not contained in official school publications but announced as administrative policy by a school official or other person authorized by the campus director.
- Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed onto the school property.
- Violence or threats of violence toward people or property of students, faculty, staff, or the school.

Students committing any of the violations listed above will receive a written warning and may receive disciplinary action up to and including immediate suspension or dismissal based on the severity of the violation.

PREGNANCY POLICY

The student may voluntarily notify the Program Director of her pregnancy. If the student chooses not to disclose her pregnancy information, she is acknowledging and accepting any responsibility for her state and any complications that could arise.

If a student chooses to continue the program throughout pregnancy, the student will complete all didactic and externship/clinical rotations as assigned. Any reasonable accommodation would be considered while in class. However, modifications during externship/clinical rotations cannot be guaranteed as this is up to the externship/clinical supervisor and externship/clinical site per the externship/clinical contractual agreement(s). If a student chooses to withdraw the student would not return until the beginning of the corresponding term in which they withdrew. Availability for reentry is not guaranteed. The program does not offer out-of-sequence courses for pre- and co-requisite classes.

Note: Externship/clinical facilities may require students to fill out pregnancy information for the safety of the mother/fetus during externship/clinical rotations.

CHILD POLICY

Students are not permitted to bring children to class or scan lab while they attend or leave children in another room on the premises.

PROFESSIONAL ATTIRE, APPEARANCE, AND BEHAVIOR

DMS students are beginning a professional career. With this commitment comes the responsibility to project an image that generates patient trust and confidence. In addition to being competent in the field, students must maintain a proper image through appropriate, mature, and dignified behavior. All interactions with faculty, staff, peers, and patients will demonstrate respect and dignity for all individuals. It is expected that students respect the privacy of all individuals. Students are expected to resolve interpersonal conflicts in a professional manner. Students shall always maintain the confidentiality of patient information. A professional demeanor is always expected, e.g., not talking loudly, not chewing gum, or eating at the externship/clinical site, not conducting personal business in the class, lab, and externship/clinical site. Proper attire and appearance also increase your credibility as a professional. All students must wear scrubs to class, lab and externship/clinical.

ATA COLLEGE DMS UNIFORM

ATA College uniforms are required for every class, lab, and externship/clinical experience. When in ATA College uniform, students should be mindful of comfort, proper fit, safety, and infection control as well as maintaining an overall professional appearance, including appropriate footwear.

1. Below are specific ATA College uniform requirements:
 - a. If a student wears a jacket, it must be an ATA College issued lab jacket (with school logo).
 - b. Black pants or skirt (must be below the knee)
 - c. ATA College student badge
 - d. Clean and comfortable, closed-toe, facility approved shoes (may differ per externship/clinical facility)
 - e. White or skin-toned hose or socks
 - f. Undergarments that do not show
 - g. If an undershirt is worn, it must be solid color and approved by the facility

2. Scrubs must NOT be tight or low rise or drag the floor. Uniform should be big/long enough so that midriff or undergarments do not show when sitting, standing, lifting, or bending.
3. NO tattoos or henna designs may be visible (cover them with clothing or flesh colored bandage).
4. Natural hair colors only.
5. A male student's facial hair should be well groomed and/or clean shaven.
6. The only visible jewelry permitted at externship/clinical sites are wedding bands, watches, and one pair of stud earrings (students should not be receiving notifications or using smart watches while in class, scan lab or externship/clinical).
7. No other visible body-piercing or tongue piercing jewelry is permitted. A student will be dismissed for the day if this policy is not observed and an absence recorded.
8. Fingernails should be trimmed and short – no longer than 0.25 inches. If nail polish is used, it should be colorless and not chipped. No acrylic, gel, powder, or shellac polish. Long nails can injure patients and can harbor bacteria.
9. Artificial eyelashes are prohibited.
10. NO sweatshirts or hoodies may be worn.
11. No head coverings (i.e., caps, hats, etc.)
12. No perfume
13. ATA t-shirts may be worn in replace of your scrub top while on campus, not to externship.

Students will be sent home if any part of the dress code is violated with applicable reflection in attendance recorded. This could result in the student's not being able to complete the externship/clinical assignment which could result in his or her failing the externship/clinical course.

PERSONAL ELECTRONIC DEVICES

To maintain a focused and professional learning environment, the use of personal electronic devices is strictly regulated.

Cell Phones, Smart Watches, Smart Glasses, and Similar Devices • The use of cell phones, smart watches, smart glasses, and similar personal devices is prohibited during scheduled class, lab, and externship/clinical hours, except during designated break times and in approved areas. • All devices must remain silenced and out of sight during instructional and clinical periods. • Violations of this policy will result in the student being dismissed for the day, which will negatively impact attendance records. • During testing, all such devices must be placed in a designated storage area as directed by the instructor or staff. • Students are expected to notify family members, childcare providers, and others of their schedules in advance to minimize disruptions. For emergencies, individuals may contact the school directly at (918) 496-0800. Earphones and Earbuds • The use of earphones or earbuds is not permitted during class, lab, or clinical hours unless explicitly approved for educational purposes. Other Personal Electronic Devices (e.g., iPads, Laptops) • Personal devices such as iPads, laptops, or tablets may only be used for school-related activities during class, lab, or at clinical sites. • Students may access the school's wireless network for completing assignments or other academic tasks. • The school is not responsible for lost, stolen, or damaged personal property. Students are advised to secure their belongings appropriately

GRADUATION REQUIREMENTS

A candidate for graduation must:

1. Have successfully completed all credits or hours and all specific programmatic requirements for the program.
2. Earn a cumulative grade point average of at least 2.0 for required courses.
3. Have met all financial obligations to ATA College.
4. Successfully complete all coursework in the curriculum within 150% of the stated program length as per the catalog.

STANDARD OF ETHICS

Professional behaviors are always expected when involved in any education-related setting or activity. Professional standards and ethics define behavior that applies values and moral standards to activities within a profession. One of the DMS program faculty's roles is to help students become safe, professional, and ethical clinicians. Students will be held accountable for safe behaviors by established code of ethics and conduct along with professional standards of behavior that will help the students meet the criteria expected by the profession.

Professionalism will be supported through program policy/practices, education on ethics, classroom discussion, advisement and role modeling. Students who do not demonstrate appropriate professional behaviors may compromise the educational experience for the student or their peers. In such cases, the student will work with faculty to address any concerns.

The DMS program curriculum consists of an integration of didactic, laboratory and externship/clinical experiences, each playing a vital role in the education of the student enrolled in the DMS program. The SDMS Code of Ethics is founded in this curriculum. This program adheres to the SDMS Code of Ethics.

CODE OF ETHICS FOR THE PROFESSION OF DIAGNOSTIC MEDICAL SONOGRAPHY

Re-approved by SDMS Board of Directors, effective 02/08/2017 (originally approved by SDMS Board of Directors, December 6, 2006) <https://www.sdms.org/about/who-we-are/code-of-ethics>

PREAMBLE

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

OBJECTIVES

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

PRINCIPLES

Principle I

To promote patient well-being, the diagnostic medical sonographer shall:

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

Principle II

To promote the highest level of competent practice, diagnostic medical sonographers shall:

1. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
2. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA) or the International Organization for Standardization (ISO).
3. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
4. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for actions.
5. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and re-credentialing.
6. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
7. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
8. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
9. Be accountable and participate in regular assessments and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

Principle III

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

1. Be truthful and promote appropriate communications with patients and colleagues.
2. Respect the rights of patients, colleagues, and yourself.
3. Avoid conflicts of interest and situations that exploit others or misrepresent information.
4. Accurately represents experience, education, and credentialing.
5. Promote equitable access to care.
6. Collaborate with professional colleagues to create an environment that promotes communication and respect.
7. Communicate and collaborate with others to promote ethical practice.
8. Engage in ethical billing practices.
9. Engage only in legal arrangements in the medical industry.
10. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention, and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.
11. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.
(<http://www.sdms.org/about/codeofethics.asp>)

EXTERNSHIP/CLINICAL

Students will attend an externship/clinical seminar prior to attending their first scheduled rotation at a healthcare facility, which will include more detailed information regarding applicable processes.

Benefits of Externship/Clinical

- Advancement of skills- Externship/clinical rotations offer practical experience in the healthcare facility setting, caring for patients, under the mentorship of registered sonographers.
- Networking with healthcare professionals. Students who perform well while attending externship/clinical rotations may earn recommendations from experienced sonographers, imaging department managers or radiologists, leading to employment opportunities.

Externship Policies

Externship/clinical education is a mandatory component of the program. Students must complete requirements promptly to be eligible for externship/clinical assignment. Please refer to the Clinical Policies signed during the enrollment process.

- Students may be assigned to externship/clinical facilities other than those in the immediate area. Transportation to and from any externship/clinical setting is the responsibility of the student. Facility personnel are prohibited from transporting students.
- The clinical instructor has the right to dismiss a student from the externship/clinical area for lack of professional judgment, unpreparedness for externship/clinical experience, evidence of physical or mental health impairments that prohibit the provision of safe care, or if the student exhibits unprofessional behavior in the externship/clinical site, if the student is not in the proper uniform or lacking evidence of proper identification.
- If a student is not permitted to return to a specific externship/clinical site due to misconduct, ATA College may not be able to provide an alternate assignment, resulting in the need for withdraw from the program.

Confidentiality/HIPAA

The following procedures pertain to all oral and written materials related to assigned patients in the externship/clinical facility: students are responsible for maintaining strict confidentiality of patient information, including electronic documentation systems utilized by the hospitals. The Health Insurance Portability and Accountability Act (HIPAA) is a Federal Law that prohibits the unauthorized disclosure of private patient information. HIPAA provides both civil and criminal penalties for violations that can range up to fines of \$250,000 and 10 years in prison.

1. Remove names initials, DOB, or other data that identifies an individual patient from all written documents related to patient assignments.
2. No photocopies of the patient record are ever to be made by sonography students.
3. Handwritten notes regarding patient care should not include identifying information, such as patient name, initials, DOB, social security number, address, or telephone numbers.
4. Violation of patient confidentiality will result in permanent dismissal from the program.

Areas of Assessment

The clinical instructors will be paying attention and there will be consequences for the student, school and future students based on several areas of assessment, including but not limited to:

- Professionalism
- Patient interaction and/or customer service
- Patient/healthcare team interaction
- Practical skills performance
- Written assignments/reports
- Following instructions
- Time management
- Attendance/Timeliness

Clinical Competencies

- Students must successfully complete specific externship/clinical competencies to satisfy ATA College DMS program and ARRT requirements for the sonography registry eligibility.
- All Externship/clinical Competencies are to be completed at the externship/clinical facilities. Students are required to complete multiple competencies per externship/clinical rotation. (at least 5-6)
- If a student receives a failing score, (less than 75%) for an externship/clinical competency, the student must collaborate with a DMS program official to create a plan for remediation before retaking the exam. Successful completion of all competencies is a requirement for ARRT eligibility and graduation from the DMS program.

Externship/Clinical Schedule

4 Rotations Total: Each 10-weeks in Length (1 rotation per term)

- Rotation: 1 & 2: Attend Externship/Clinical 2 days per week, on campus 2 days per week
- Rotation: 3 & 4: Attend Externship/Clinical 3 days per week, on campus 2 days per week

*Students may remain at the same site for more than one rotation.

*Students do not set their hours or alter their schedule without formal approval from school and site

*Students should not request a Clinical Instructor for an altered schedule.

Externship/Clinical Attendance

- Students should make every effort to attend all scheduled externship/clinical dates and hours.
- Excessive absences leave a bad impression on prospective references and employers.
- A student should not attend externship/clinical or school if they have a fever or have experienced within the past 24 hours.
- Students must contact externship/clinical sites and school to report impending tardy or absences. The same applies for leaving early.
- Messaging via a classmate or social media is not sufficient.
- If a student calls in and is unable to reach someone or must leave a message, the student should note time called, person spoke to and call back to verify with clinical (site) instructor
- Absences from externship/clinical due to illness will require submission of a physician's release statement upon their return to school, stating the student can perform all externship/clinical expectations, without limitations.
- Make up time may or may not be possible. Any make-up time must be requested and approved by the ATA Clinical Coordinator and site instructor. (time must be made up at externship/clinical site and not school)
- If a student attends their externship/clinical site, they will be expected to participate in all typical duties.
- If a student is unable to participate in all typical externship/clinical duties, a physician's note stating their limitations and the period the student will be unable to participate (release to resume normal duties) will be required.
- Any extenuating circumstances should first be discussed with the Program Director/Clinical Coordinator first (Student may not be able to attend site).
- If a student fails to attend a scheduled externship/clinical site without properly informing the site or school, immediate withdraw may result.

STANDARD BLOOD AND BODY SUBSTANCE PRECAUTIONS

An exposure incident is described as: Contact with blood, body fluids, or other potentially infectious material by splattering onto your eyes, mouth, mucous membranes, or non-intact skin. All sticks from a used needle or used sharp object also qualify as exposure.

Standard precautions for health care workers should be practiced, including routine use of appropriate barrier precautions (PPE) to prevent skin and mucous membrane exposure when in contact with blood or other body fluids.

In the event of accidental exposure, the student should inform their clinical instructor immediately. An incident report will be filed. The DMS program Clinical Coordinator or Program Director should also be informed for documentation purposes.

INCIDENTS

An incident is any injury, unprotected exposure to a pathogen, or accident that occurs during externship/clinical attendance. Promoting student and patient safety is the priority in responding to incidents.

DMS students are encouraged to carry health insurance. It is helpful if students keep health insurance coverage information with them during externship/clinical practice and if they submit information about coverage along with their health history information. Students are encouraged to keep emergency notification information current so that accurate, and prompt notifications of family members may be made in the case of an emergency.

Externship/Clinical Incident Procedures

1. Any injury requiring immediate emergency care should be treated at the nearest emergency facility. Please notify the clinical instructor as soon as possible; the clinical instructor is responsible for contacting the DMS Program Director or Clinical Coordinator as soon as possible to report the incident and to make emergency contact for the student, if requested.
2. When a student is exposed to a blood or body fluid pathogen, the agency, clinical instructor, agency employee health, and the DMS Program Director are to be notified immediately. If an employee health department is available, follow hospital/agency guidelines for immediate treatment. If an employee health department is not available, contact the nearest emergency department for immediate treatment guidelines. Students are responsible for treatment costs incurred.
3. Institute any necessary treatments that should be carried out on site.
4. Students should contact their own health care provider for recommendations for follow-up treatment.
5. An ATA College incident report and agency incident report must be completed by the clinical instructor and the injured party. Copies of both should be given to the injured party, and the DMS Program Director. The agency should be provided with a copy of their incident report. The ATA College incident report should document the date, type of incident, individuals present, response/treatment, notification and documentation sequence and any additional information, which may be pertinent.
6. The incident report will be maintained in a confidential file stored in the student's school file.

BLOOD-BORNE PATHOGENS AND OTHER COMMUNICABLE DISEASE ACKNOWLEDGEMENT

I have been given the opportunity to ask questions, and I understand that compliance with the requirements is mandatory and that the failure on my part to comply may result in removal from the program. I assume the risk, including financial responsibility, of infection inherent to the profession I have chosen.

In addition, I HEREBY RELEASE ATA College, Externship/Clinical Affiliates, their administration, and instructional staff from all liability resulting therefrom.

Student Name (Print): _____

Signature of Student: _____ Date: _____

SCAN LAB PROFICIENCY/COMPETENCY POLICY

Diagnostic Medical Sonography students will be required to successfully perform hands on sonographic procedures as part of the DMS program curriculum.

To successfully complete a scan proficiency/competency, a student must earn a score of 75% or higher. If a student makes a score lower than 75%, thus failing the exam, the instructor will review the exam with them, discussing mistakes made and demonstrating correction techniques.

After review and advisement, the student will be given the opportunity to practice performing the exam, before performing the exam again, in attempt to raise their score to a passing grade.

Students **must** retake a failed scan proficiency/competency to progress in a DMS scan lab course or move forward to subsequent DMS lab courses in the program or clinical rotations. Students are allowed a **maximum of 3 total attempts** to perform the exam to raise their grade to a passing score. If a student earns a 75% or higher grade on a retaken exam, the maximum score the student can receive is 75%, regardless of the average achieved.

If a student fails to earn a minimum passing score with all 3 attempts, they are withdrawn from the lab course but will be allowed to complete co-requisite courses in the program sequence currently enrolled in (i.e. DMS 203 is co-requisite for DMS 203L), provided they are meeting SAP requirements as defined in the college catalog. Students are required to retake the failed course before being allowed to progress to the next course sequence level (i.e., DMS206, DMS206L). Additionally, all courses that must be retaken are subject to class availability (i.e., scheduling, ratios, etc.).

The signature below confirms my receipt, understanding and agreement to the DMS lab proficiency/competency policy:

Student Name (Print): _____

Signature of Student: _____ Date: _____

DIAGNOSTIC MEDICAL SONOGRAPHY STUDENT HEALTH CONFIDENTIALITY AGREEMENT

This Health Information Privacy and Confidentiality Agreement ("Agreement") applies to the student whose signature appears below ("Student") and who has access to protected health information ("PHI") maintained, received, or created by externship/clinical facilities where the student receives training. This Agreement shall be effective from the date listed below (the "Effective Date") until the student completes training at every applicable facility. Please read all sections of this Agreement, in, before signing below. The student may also be required to review and agree to individual facilities privacy and confidentiality policy statements. Healthcare facilities have a legal and ethical responsibility to safeguard the privacy of all patients and to protect the confidentiality of their health information. During your training at the externship/clinical site facilities, you may hear information that relates to a patient's health, read, or see computer or paper files containing PHI and/or create documents containing PHI. Because you may have contact with PHI, you are required to review, understand, and agree to the following as a condition of your training:

- I understand that all health information which may identify or relate to a patient's health must be maintained confidentially. I will regard confidentiality as a central obligation of patient care.
- I agree that, except as required for training purposes or as directed by the healthcare facility, I will not at any time during or after my training speak about or share any PHI with any person or permit any person to examine or make copies of any PHI maintained by the healthcare facility.
- I understand and agree that personnel who have access to health records must preserve the confidentiality and integrity of such records, and no one is permitted access to the health record of any patient without a necessary, legitimate, work or training-related reason.
- I shall not permit anyone to inappropriately examine, photocopy a patient record or remove it from the facility.
- When PHI must be discussed with other healthcare practitioners during my training at the healthcare facility, I shall make reasonable efforts to avoid such conversations from being overheard by others who are not involved in the patient's care.
- I understand that when PHI is within my control, I must use all reasonable means to prevent it from being disclosed to others, except as otherwise permitted by this Agreement.
- I will never reveal to anyone my confidential access codes to the healthcare facility information systems, and I will take all reasonable measures to prevent the disclosure of my access codes to anyone. I also understand that the healthcare facility may, at any time, monitor and audit my use of the electronic/automated patient record and information systems.
- Protecting the confidentiality of PHI means protecting it from unauthorized use or disclosure in any form: oral, fax, written, or electronic. If I keep patient notes on a handheld or laptop computer or other electronic device, I will ensure that my supervisor knows of and has approved such use. I agree not to send patient identifiable health information in an email, or email attachment, unless I am directed to do so by my supervisor.

- I certify that I shall abide by the healthcare facility's policies and procedures governing the protection of PHI.
- If, as part of my training, I must take PHI off the premises of the healthcare facility, I shall ensure that I have explicit permission to do so. I shall protect the PHI from disclosure to others, and I shall ensure that PHI, in any form, is returned to the healthcare facility or destroyed in a manner that renders it unreadable and unusable by anyone else.
- I understand that my unauthorized access or disclosure of PHI may violate state or federal law and cause irreparable injury to the healthcare facility and harm to the patient who is the subject of the PHI and may result in disciplinary and/or legal action being taken against me, including termination of my training at the healthcare facility.
- I understand that I am not authorized to share or disclose any PHI with or to anyone who is not part of the healthcare facility workforce, unless otherwise permitted.

By my signature below, I agree to abide by all the terms and conditions of this Agreement.

Student Name (Print): _____

Signature of Student: _____ Date: _____

PREGNANCY POLICY

Undeclared Pregnancy

A pregnant student may choose not to declare pregnancy. The declaration of pregnancy by a student is voluntary and not required. If the student chooses not to disclose her pregnancy information, she is acknowledging and accepting any responsibility for her state and any complications that could arise.

A student may choose any of the options below at any time during her pregnancy.

Declare Pregnancy and Continue in the Program

A pregnant student may declare pregnancy and continue in the program and externship/clinical rotations as assigned. Reasonable accommodation will be considered, however; program and externship/clinical rotation modifications cannot be guaranteed. Externship/clinical rotation modification decisions are up to the clinical supervisor and externship/clinical site per the externship/clinical contractual agreement(s). Reasonable accommodation must be requested in writing and provided to the DMS Program Director.

Program Withdrawal

A student may request to withdraw from the program. Please refer to the ATA College Catalog for information on the program withdrawal and re-entry process.

Student Name (Print): _____

Signature of Student: _____ Date: _____

RECEIPT AND ACKNOWLEDGEMENT OF HANDBOOK

Please read this handbook and the college Catalog carefully, then sign below and return this page to the Diagnostic Medical Sonography department on the first day of class. Keep this handbook and the college catalog for reference throughout the program. If you have any questions, please contact the DMS Program Director.

I, _____ certify that I have received and will read the Handbook and understand this DMS Student Handbook and the ATA College catalog and agree to comply with all rules, regulations, policies, restrictions, and requirements contained therein and in any future amendments or modifications to this handbook provided to me in writing. I understand this handbook applies to all future course work in this DMS Program.

Signature of Student: _____ Date: _____



Louisville, KY Campus
10200 Linn Station Road, Suite 125, Louisville, KY 40223
502.371.8383

Tulsa, OK Campus
4608 S. Garnett Road, Suite 300 Tulsa, Oklahoma 74146
918.496.0800

ata.edu/programs/diagnostic-medical-sonography/



Accredited by the Accrediting Bureau
of Health Education Schools