



Cleveland Clinic

School of Health Professions

Mercy Diagnostic Medical Sonography Program

Supplemental Student Handbook

Policies of Cleveland Clinic School of Health Professions:
Mercy Diagnostic Medical Sonography

SPONSORS RESPONSIBILITY	1.12
DESCRIPTION OF PROFESSION	1.21
PROGRAM ORGANIZATION	1.23
LIBRARY FACILITIES	1.4
COMPETENCY BASED CRITERIA	3.111
REQUIRED CLINICAL COMPETENCY	3.112
COMPETENCY TIME LIMIT	3.113
PROOF OF COMPETENCY	3.12
OVERTIME COMPENSATION	3.130
STUDENT SCHEDULING	3.131
CLINICAL ROTATIONS	3.132
DAILY SHIFT ASSIGNMENTS	3.133
DISTRIBUTION OF CLINICAL EXPERIENCE	3.14
VALIDATION CLINICAL COMPETENCY	3.15
CLINICAL SUPERVISOR	3.2
STUDENT CAPACITY	3.41
ATTRITION RATE	3.42
DIDACTIC CURRICULUM-CONTENT	4.11
CLASS SCHEDULES	4.3
STUDENT STATUS vs EMPLOYEE STATUS	5.41
APPOINTMENT OF STUDENT LIAISON	6.512
ADVISORY BOARD FUNCTIONS	6.513
STUDENT/STAFF SCANNING	7.162
INFECTION CONTROL	7.2
PREGNANCY POLICY	7.3
MERIT/DEMERIT PROGRAM	7.6
PROGRAM POLICIES-SCOPE OF AUTHORITY	7.66
POST-GRADUATION EMPLOYMENT	7.8
PROFESSIONAL DAYS	7.81

1.12

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

SPONSORS' RESPONSIBILITIES

Cleveland Clinic shall develop, operate, manage, and conduct Health profession education programs; including, but not limited to, undergraduate and post-graduate programs for students.

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

DESCRIPTION OF PROFESSION
From CAAHEP Standards & Guidelines 2020

The diagnostic medical sonographer is an individual who provides patient care services using ultrasound and related diagnostic procedures. The diagnostic medical sonographer must be educationally prepared and clinically competent as a prerequisite to professional practice. Demonstration and maintenance of competency through certification by a nationally recognized sonography credentialing organization is the standard of practice in sonography, and maintenance of certification in all areas of practice is endorsed.

The diagnostic medical sonographer functions as a delegated agent of the physician and does not practice independently.

Diagnostic medical sonographers are committed to enhanced patient care and continuous quality improvement that increases knowledge and technical competence. Diagnostic medical sonographers use independent, professional, and ethical judgment, and critical thinking to safely perform diagnostic sonographic procedures.

The sonographer is generally able to perform the following:

- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
- Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
- Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services.
- Demonstrate appropriate communication skills with patients and colleagues.
- Act in a professional and ethical manner
- Facilitate communication and education to elicit patient cooperation and understanding of expectations and responds to questions regarding sonographic examination.

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

PROGRAM ORGANIZATION

The Diagnostic Medical Sonography Program at Cleveland Clinic Mercy Hospital is directed in consultation with the medical director. The program director has line authority from and accountability to the School of Health Professions.

The Diagnostic Medical Sonography Program's Advisory Board serves to address and provide insight on a
Broad range of topics including the program's mission, goals, and objectives, curriculum, outcomes,
Program strengths and areas for improvement in preparing graduates, current and projected community
need for graduates in the field, annual evaluation of program effectiveness, and student, graduate,
Clinical externship affiliate, and employer feedback.

The program's advisory board consists of at least **one current faculty member** and at least one non-employee representative from outside the organization from each of the following communities of interest:

- Student
- Sponsor administration
- Graduate
- Employer
- Physician/medical advisor
- Public member
- A medical advisor attends advisory board meetings and acts as a consultant to the program by participating in goal determination, curriculum development, and outcomes assessment review. The medical advisor is a physician and is currently licensed within a jurisdiction of the United States, licensed, certified by the American Board, of Medical Specialties (ABMS). The medical advisor is board certified in a relevant medical specialty and has knowledge of the use of diagnostic medical ultrasound.

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

LIBRARY FACILITIES
PROGRAM OFFICE

The technical library for the Diagnostic Medical Sonography Program is in the program director's office. There are also books for reference kept in the ultrasound department. Information about the Mercy Hospital Medical Library and Ohio Link can be found in the School of Health Professions handbook.

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

POLICY: Competency-based Criteria			POLICY NUMBER: 3.111
EFFECTIVE DATE: November 1999	REVISED: May 2000 Oct 2000 Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: S. Bielanski, BS, RDMS
<p>Minimum acceptable levels of performance have been established for clinical education. These address both quantitative and qualitative standards.</p> <p><u>QUANTITATIVE:</u></p> <p>Minimum numbers and types of procedures are required for each quarterly grading period. Completion of these competencies is necessary to receive a passing grade. The student must successfully complete a minimum of 2 similar, "practice" exams with the clinical instructor, program director or their designee prior to receiving a competency in an exam.</p> <p>All failed competency forms must be turned in to the program director. After 3 failed attempts at competency, the student will be given additional lab instruction/clinical assistance before another attempt for that competency can be made. Two additional "signed practices" must be documented prior to re-attempting that exam for a competency.</p> <p><u>QUALITATIVE:</u></p> <p>Minimum acceptable performance standards for procedures have been established. To be considered competent in performing the procedure, the student must receive an 80% or higher grade. This is the minimum acceptable standard.</p>			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Required Clinical Competencies & Lab Assessments		POLICY NUMBER: 3.112			
EFFECTIVE DATE: November 1999	REVISED: May 2000 April 2008, April 2009, October 2015, May 2016 Feb 2021, Mar 2025 Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: S. Bielanski, BS, RDMS		
<p>During the 12-month education, the student must prove to be competent in performing the some of the following procedures and have knowledge of the following equipment:</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> Achilles tendon* Aorta RUQ /Abd Lim Kidney Bladder Pelvis Transvaginal Breast Abdomen Complete OB 1st, 2nd and 3rd trimester Biophysical profile Thyroid Scrotum Liver Vascular GI/Appendix* Lesions Biopsy/Needle procedure ARFI Renal Doppler* Mesenteric Doppler* Non-cardiac chest Portable Sterile Field* PPE don/doff* Vital signs and venipuncture* </td> <td style="vertical-align: top; width: 50%;"> <p>Equipment Comps:</p> <ul style="list-style-type: none"> Doppler* 3D imaging* Sequoia* GE* Trophon* </td> </tr> </table> <p>*= Lab Assessment</p>				<ul style="list-style-type: none"> Achilles tendon* Aorta RUQ /Abd Lim Kidney Bladder Pelvis Transvaginal Breast Abdomen Complete OB 1st, 2nd and 3rd trimester Biophysical profile Thyroid Scrotum Liver Vascular GI/Appendix* Lesions Biopsy/Needle procedure ARFI Renal Doppler* Mesenteric Doppler* Non-cardiac chest Portable Sterile Field* PPE don/doff* Vital signs and venipuncture* 	<p>Equipment Comps:</p> <ul style="list-style-type: none"> Doppler* 3D imaging* Sequoia* GE* Trophon*
<ul style="list-style-type: none"> Achilles tendon* Aorta RUQ /Abd Lim Kidney Bladder Pelvis Transvaginal Breast Abdomen Complete OB 1st, 2nd and 3rd trimester Biophysical profile Thyroid Scrotum Liver Vascular GI/Appendix* Lesions Biopsy/Needle procedure ARFI Renal Doppler* Mesenteric Doppler* Non-cardiac chest Portable Sterile Field* PPE don/doff* Vital signs and venipuncture* 	<p>Equipment Comps:</p> <ul style="list-style-type: none"> Doppler* 3D imaging* Sequoia* GE* Trophon* 				

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Competency & Lab Assessment time limit policy			POLICY NUMBER: 3.113	
EFFECTIVE DATE: October 4, 2010	REVISED: Oct 2015, May 2016, Feb 2021, Sep 2024, Mar 2025 Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: S. Bielanski, BS, RDMS	

To ensure that patients receive care in a timely manner, bioeffects are minimized, and that students are given an adequate amount of time to complete a competency exam, a time limit will be placed on the competency.

The student will be given 50% of time over the appointment time.

For exams scheduled as a 30-minute appointment, the student will be given 45 minutes of scan time to complete the competency.

For 60-minute exams the student will be given 90 minutes to complete the competency.

If the student does NOT complete the exam in the allotted time, it will be considered an automatic failure.

30- minute exams include:

RUQ	spleen	kidney	aorta	pelvis
transvaginal	Bio	thyroid	testicles	breast
knee	lesion/mass	POC OB	ARFI	
bladder	GI/Appendix	non-cardiac chest	1 st trimester OB	

60- minute exams include:

Fetal Anatomy	Fetal Growth +	ABD complete	Liver Vascular
Renal Doppler	Mesenteric Doppler		

Biopsy/Needle Procedure competencies have no time limit, as it is mainly dependent upon the Radiologist and patient condition.

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Proof of Competency in Performing Procedures			POLICY NUMBER: 3.12
EFFECTIVE DATE: November 1999	REVISED: May 2000, April 2008 Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: S. Bielanski, BS, RDMS
<p>Under no circumstances will any student be permitted to perform any procedure without immediate supervision prior to being evaluated for competency for that procedure. Competency checks will be performed by a registered staff sonographer, clinical coordinator, or the program director.</p> <p>Competencies and lab assessments may only be performed during normally scheduled clinical hours. (No afternoons or weekends)</p> <p>A list shall be posted in the program director's office indicating all procedures for which a student has been competency checked. This list will be updated on an ongoing basis by the program director.</p>			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Overtime Compensation			POLICY NUMBER: 3.130
EFFECTIVE DATE: November 1999	REVISED: Sept. 2002, May 2000, Mar 2025 Last Reviewed: Mar	AUTHORIZED BY: Advisory Board	PREPARED BY: S. Bielanski, BS, RDMS
<p>All justified overtime will be documented on the student's attendance record. This time will be reviewed on a regular basis and the student will be advised as to available time.</p> <p>Compensatory/Overtime time may not be used to obtain early graduation or to miss scheduled classes. Compensatory time may be applied toward sick time, professional days, or personal business.</p> <p>Compensatory time will be granted at the discretion of the program director. Permission or denial will be based on the policies concerning academic standing, sick time, and class schedule.</p>			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Scheduling - Total Time Allowed			POLICY NUMBER: 3.131
EFFECTIVE DATE: November 1999	REVISED: May 2000 Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: S. Bielanski, BS, RDMS
<p>The total number of hours a student spends in the training program shall not exceed forty (40) hours per week. This will include classroom instruction and clinical experience. No averaging of variable hours or weeks will be permitted.</p> <p>To ensure quality patient care, a student will be permitted to remain past the normal shift ending time. All overtime compensation must be taken according to Policy #3.130.</p> <p>Make up time falls under a different ruling.</p>			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Clinical Rotation Schedules			POLICY NUMBER: 3.132
EFFECTIVE DATE: November 1999	REVISED: Feb 2021 Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: S. Bielanski, BS, RDMS

The clinical rotation schedules are posted in advance. Every effort is made to assure that all students will have equal opportunity to experience all possible clinical learning situations.

*NOTE: No changes will be made in the rotation schedule without permission from the program director, clinical instructor or designate.

Students that have completed all required clinical competencies for the current quarter may request a rotation through another area for educational purposes. These areas include, but are not limited to:

-radiologist	- vascular lab	- cardiac lab	-ultrasound off-site
-radiology	- MRI	-CT	- nuclear medicine
-mammography	-specials	- radiation therapy	-ultrasound off-shifts

The program director will coordinate with other areas to schedule the student's rotation and will inform the student of the scheduled time. Allowed time length of each rotation will be based on the student's clinical performance and the educational value of the rotation. Every effort will be made to accommodate reasonable requests.

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Daily Shift Assignments			POLICY NUMBER: 3.133
EFFECTIVE DATE: November 1999	REVISED: Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: S. Bielanski, BS, RDMS
<p>Students will be scheduled forty (40) hours a week. This will include weekdays only and will encompass both clinical time and classes.</p> <p>**NOTE: No changes will be made in the schedule without permission from faculty of the program.</p>			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Distribution of Clinical Experience		POLICY NUMBER: 3.14									
EFFECTIVE DATE: November 1999	REVISED: Jan 2006, Oct 2015, Feb 2021, Jan 2024 Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: S. Bielanski, BS, RDMS								
<p>Clinical assignments include the following approximates for types of clinical experience and are subject to change based on student needs:</p> <table style="margin-left: 40px;"><tr><td>Abdomen</td><td>39.3%</td></tr><tr><td>Obstetrical/GYN</td><td>16.1%</td></tr><tr><td>Superficial Structures</td><td>40.6%</td></tr><tr><td>MSK</td><td>4.0%</td></tr></table>				Abdomen	39.3%	Obstetrical/GYN	16.1%	Superficial Structures	40.6%	MSK	4.0%
Abdomen	39.3%										
Obstetrical/GYN	16.1%										
Superficial Structures	40.6%										
MSK	4.0%										

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Validation of Clinical Competency Requirements		POLICY NUMBER: 3.15	
EFFECTIVE DATE: November 1999	REVISED: Feb. 2021 Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: S. Bielanski, BS, RDMS
<p>The required clinical competencies listed in Policy #3.122 will be reviewed annually by the program director and appropriate faculty. The following criteria should be used in updating clinical requirements:</p> <ul style="list-style-type: none">-Availability of procedures in ultrasound department-Availability of clinical assignments for each student-Difficulty level of required procedures-Time constraints of training process-Requirements of potential employees-CAAHEP and ABHES standards and guidelines <p>*NOTE: The program director is responsible for conducting external validation studies of the program and reporting to the Advisory Board. The program director may seek advice from other personnel either internally or externally.</p>			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Clinical Supervision		POLICY NUMBER: 3.2	
EFFECTIVE DATE: November 1999	REVISED: May 2000, April 2008, Feb 2021, May 2023, Jan 2025 Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: S. Bielanski, BS, RDMS
<p>A registered sonographer shall be always present on the premises in the Ultrasound Department for assistance when students are performing exams. This includes exams for which the student has proved competent.</p> <p>Sonographer preceptors must:</p> <ul style="list-style-type: none">- Hold ARDMS registries in at least Abdomen and OB/GYN- Complete preceptor modules in My Learning- Have at least 3 years' scanning experience <p>Students must have a sonographer present when performing an exam for which competency has not been proven.</p> <p>For students to gain confidence and independence, the students may perform a procedure without the sonographer constantly in the room if all the following exists:</p> <ol style="list-style-type: none">(1) Student has proven competent to perform exam(2) The student is performing a 3rd or 4th quarter exam(3) The registered sonographer is in the room for patient identification prior to beginning the exam.(4) A registered sonographer reviews exam/rescans before patient is dismissed and is immediately available if the student requires assistance.			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Student Capacity		POLICY NUMBER: 3.41	
EFFECTIVE DATE: November 1999	REVISED: March 2025 Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: S. Bielanski, BS, RDMS
<p>The number of students enrolled in the program shall not exceed recommendations of the JRC-DMS and CAAHEP. The JRC-DMS and CAAHEP must be notified if a change in capacity of students is requested.</p>			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Attrition Rate			POLICY NUMBER: 3.42
EFFECTIVE DATE: November 1999	REVISED: Feb 2021 Last Review: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: S. Bielanski, BS, RDMS
<p>The program director will be responsible for conducting attrition studies and exit interviews on a regular basis to help identify reasons for attrition. The program director also may seek advice from personnel within the department of ultrasound, radiology or from personnel within the hospital.</p>			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Didactic Curriculum - Content			POLICY NUMBER: 4.11
EFFECTIVE DATE: November 1999	REVISED: Mar 2025 Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: S. Bielanski, BS, RDMS
<p>A file shall be maintained for all updated course objectives and outlines. This file is open for review by all students and members of the faculty and staff.</p> <p>The program director shall keep copies of all tests, exams, and evaluations in a locked file/secure electronic file. These are to be open to authorized faculty for their use only.</p>			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Class Schedules		POLICY NUMBER: 4.3	
EFFECTIVE DATE: November 1999	REVISED: Oct 2015 Feb 2021 Last Reviewed: Mar	AUTHORIZED BY: Advisory Board	PREPARED BY: S. Bielanski, BS, RDMS
<p>The master class schedule shall be planned for the school year and provided to all students at orientation.</p> <p>Clinical rotation schedules will be posted in advance.</p> <p>Quarterly class schedules for tests and assignments will be given to the students in the course syllabus. It is the student's responsibility to attend all scheduled classes.</p> <p>No classes shall be scheduled on weekends, evenings, or on days when students are routinely scheduled off. Students requesting days off when classes are scheduled are responsible to make prior arrangements with the instructor.</p>			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Student Status vs Employee Status			POLICY NUMBER: 5.41
EFFECTIVE DATE: November 1999	REVISED: Last Reviewed: Mar	AUTHORIZED BY: Advisory Board	PREPARED BY: S. Bielanski, BS, RDMS
<p>Students may not be employed in the ultrasound department to perform sonographer's functions nor may students be counted on as primary manpower in the function of the department.</p>			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Appointment of Student Liaison		POLICY NUMBER: 6.512	
EFFECTIVE DATE: November 1999	REVISED: Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: Susan Bielanski, BS, RDMS
<p>The student liaison members of the advisory board shall be elected by the student body each year. The advisory board shall reserve the right to object to nominees selected. This objection shall be based primarily on, but not limited to, unacceptable academic or clinical performance.</p>			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Advisory Board Functions			POLICY NUMBER: 6.513
EFFECTIVE DATE: November 1999	REVISED: Nov 2017 Last Reviewed: Mar 2028	AUTHORIZED BY: Advisory Board	PREPARED BY: Susan Bielanski, BS, RDMS
<p>The Diagnostic Medical Sonography Program's Advisory Board serves to address and provide insight on a broad range of topics including the program's mission, goals, and objectives, curriculum, outcomes, Program strengths and areas for improvement in preparing graduates, current and projected community need for graduates in the field, annual evaluation of program effectiveness, and student, graduate, Clinical externship affiliate, and employer feedback.</p> <p>The Advisory Board consists of in-field specialists who are committed to assisting the program's leadership and educators in fulfilling education objectives and improving program effectiveness. The Advisory Board meets a minimum of once per year. Distribution of meeting minutes to the Advisory Board, program personnel, and interested parties is documented prior to the next schedule meeting.</p> <p>The Advisory Board for the Diagnostic Medical Sonography Program shall provide insight and guidance for the following activities concerning the program:</p> <ul style="list-style-type: none"> a. Policy changes b. Organizational changes c. Faculty appointments d. Review faculty effectiveness e. Changes in curriculum f. Appointments to other committees g. Define functions and set guidelines for other committees h. Review student progress in the program o. Review student status based on performance as needed j. Review program outcome data and create action plans 			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Student/ Staff Scanning policy			Policy Number 7.162
EFFECTIVE DATE: June 2000	REVISED: Mar 2021 Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: Susan Bielanski, BS, RDMS
<p>For educational purposes only, students shall be permitted to scan staff sonographers, radiologists, and fellow students, provided the subject has volunteered.</p> <p>All students must sign a waiver form prior to scanning others or being scanned. Under no circumstances should a student, sonographer or radiologist be coerced into volunteering. The scan subject shall volunteer of his or her own free will. A student's choice to volunteer or not shall not affect their grades or learning opportunities. Students are strictly prohibited from performing transvaginal, transrectal, breast or testicular scan on other students.</p> <p>During student scan lab sessions all infection control guidelines must be followed at all times, including but not limited to hand washing, disinfection of probes and disinfection of equipment.</p> <p>The students must understand that there is a possibility that pathology may be found during the educational exam and must be aware that it would be in their best interest to contact their personal physician if something unusual is seen. The students must also realize that pathology may be present and may not be discovered during the educational practice sessions.</p> <p>Students must understand that there is a risk of ultrasound bioeffects, but if ultrasound used properly, the risk is minimal. Students must be aware that even when used properly, the possibility of potential bioeffects still exists.</p>			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Infection Control		POLICY NUMBER: 7.2	
EFFECTIVE DATE: Mar 2025	REVISED:	AUTHORIZED BY: Advisory Board	PREPARED BY: Susan Bielanski, BS, RDMS

Students are expected to follow all infection control policies of Cleveland Clinic. This includes hand hygiene, sterile procedure and proper disinfection of equipment.

Students will wash hands with soap and water:

- When hands are dirty or visibly soiled
- After removing gloves if there has been any contact with blood or other potentially infectious material
- After using the restroom
- Before eating
- When caring for patients with suspected or confirmed *Clostridioides difficile*, Hepatitis A, or Norovirus infections
- After suspected or proven exposure to *Bacillus anthracis* 2.

Alcohol-based hand rub (ABHR) is preferred over soap and water for hand hygiene when hands are not visibly soiled. Hand hygiene with ABHR or soap and water will be performed:

- Before and after direct contact with patients and their immediate environment if hands are not visibly soiled and there has been no contact with blood or other potentially infectious material
- Before inserting indwelling catheters, peripheral vascular catheters, or other invasive devices that do not require a surgical scrub.
- When going from a dirty procedure to a clean procedure on the same patient
- Before donning and after removing gloves if there has been no contact with blood or other potentially infectious material (the use of gloves does not eliminate the need to perform hand hygiene)

Student will complete a sterile procedure competency during scan lab in the 1st quarter. After this, they may set up or actively participate in invasive procedures under the supervision of a sonographer.

All ultrasound transducers/probes must be cleaned and then either disinfected or sterilized between patients per manufacturer's instructions for use (MIFU). Probes used on intact skin must be low-level disinfected (LLD). Probes used on non-intact skin or mucous membranes must be high-level disinfected (HLD) or sterilized. After disinfection, use a sterile probe cover.

Probe cords must be low-level disinfected after each use. Follow MIFU for disinfection if a breach/tear of a probe cover is detected. Low-level disinfect non-critical probes BEFORE and AFTER each use.

Only persons with documented training and competency testing annually can high-level disinfect ultrasound probes. Students receive training and perform a competency on operating the Trophon unit during scan lab in the first quarter. They may HLD the probe under the supervision of a sonographer. The student must wear gloves when reprocessing ultrasound probes:

High-level disinfected probes must be reprocessed if not used within 7 days. Ultrasound machines should be cleaned on a routine basis and when visibly soiled. Follow MIFU instructions for cleaning the machine. Clean machine on a routine basis according to department usage and when visibly soiled.

All ultrasound probes must be cleaned after use, even if a probe cover has been used. Follow MIFU for selection of acceptable pre-cleaning/cleaning products that are compatible with the probe. Do not use hand soap.

Low-Level Disinfection For Probes Used On Intact Skin and for Percutaneous Sterile Procedures Utilizing a Sterile Probe Cover (e.g. central line insertion, breast biopsy) Use an Environmental Protection Agency (EPA) registered disinfectant with a human immunodeficiency virus (HIV)/ hepatitis B virus (HBV) and/or mycobacteriacidal claim as recommended by MIFU. Follow recommended contact time on disinfectant product label.

High-Level Disinfection for Probes Used On Non-Intact Skin or Mucous Membranes (Regardless of Use of Probe Cover) Trophon® Vaporized Hydrogen Peroxide System A. Trophon® system may be used for high-level disinfection per the MIFU. Probe must be pre-cleaned and dried before placing in Trophon®. Use gloves when handling the hydrogen peroxide cartridge. Document the HLD in the HLD log.

Store HLD critical probes in a clean probe cover with a tag indicating date and initials of personnel who performed high-level disinfection and the expiration date.

Student should wear proper personal protective equipment (PPE) when involved with patients. Wear gloves for anticipated contact with blood, body fluids, secretions, excretions, mucous membranes, and non-intact skin or touching contaminated items or surfaces. Remove gloves immediately after use and perform hand hygiene.

Wear a clean, non-sterile fluid-resistant gown to protect skin and to prevent soiling or contamination of clothing during procedures and patient-care activities when contact with blood, body fluids, secretions, or excretions is anticipated. Remove and dispose of gown at completion of task before exiting patient's room and perform hand hygiene.

Wear masks and protective eyewear or face shields if splashing, spraying, spattering, or aerosolization of droplets of blood, body fluids, secretions, or excretions may be generated and eye, nose, or mouth exposure can be reasonably anticipated. Remove masks and protective eyewear after patient contact. Do not reuse disposable face masks.

Clean and low-level disinfect reusable protective eyewear.

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Pregnancy		POLICY NUMBER: 7.3	
EFFECTIVE DATE: November 1999	REVISED: Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: Susan Bielanski, BS, RDMS
<p>Pregnant students are entitled to reasonable accommodations related to their pregnancy and childbirth. Students seeking accommodations should contact their program director or student services program manager. A student is not required to disclose their pregnancy or to seek or accept accommodations.</p>			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Merit/Demerit Program			POLICY NUMBER: 7.6				
EFFECTIVE DATE: Nov 2001	REVISED: Mar 2021 Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: Susan Bielanski, BS, RDMS				
<p>The demerit system was designed to assure that sonography students comply with program and hospital rules and objectives. Demerits can only be issued by the program director or the clinical instructor. Certain violations, as listed below, will warrant a verbal warning first. If the student violates the same a second time, a demerit will be issued. Other violations, as listed below, will be an automatic demerit with no verbal warning. Any demerit given in a quarter will be a deduction of 2 points off the final clinical grade.</p> <p>The merit system was designed to reward students for exceeding expectations required by the program. A merit is worth 2 hours of clinical time or plus 2 points on their clinical grade (if it will increase their final letter grade for the quarter). Merits may only be given by the program director or the clinical instructor.</p> <p>A verbal warning (documented) will be issued first followed by a demerit for any further violations for the violations listed below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> 1. Dress code violations times 2. Neglecting room duties class 3. Not participating in exams 4. Leaving clinical area without informing sonographer 5. Not turning in log sheets/clinic forms </td> <td style="width: 50%; vertical-align: top;"> 5. Taking longer than allotted lunch 6. Early departure or late return from class 7. Forgetting to clock in or out 8. Tardy </td> </tr> </table> <p>Automatic 2-point demerits:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> 1. Eating in non-designated areas 2. Not calling off prior to start time for illness 3. Not having images checked by staff 4. Not following professional standards or objectives </td> <td style="width: 50%; vertical-align: top;"> 5. Not turning in failed competencies 6. Not wearing ID badge </td> </tr> </table> <p>Merits will be given for the following:</p> <ol style="list-style-type: none"> 1. Perfect attendance in a quarter 2. Written thanks from a physician, staff member, or patient 3. Repeated exceptional competency evaluations, compliments from staff, observed acts of kindness. 4. QI slip for an exceptional exam from a Radiologist 				1. Dress code violations times 2. Neglecting room duties class 3. Not participating in exams 4. Leaving clinical area without informing sonographer 5. Not turning in log sheets/clinic forms	5. Taking longer than allotted lunch 6. Early departure or late return from class 7. Forgetting to clock in or out 8. Tardy	1. Eating in non-designated areas 2. Not calling off prior to start time for illness 3. Not having images checked by staff 4. Not following professional standards or objectives	5. Not turning in failed competencies 6. Not wearing ID badge
1. Dress code violations times 2. Neglecting room duties class 3. Not participating in exams 4. Leaving clinical area without informing sonographer 5. Not turning in log sheets/clinic forms	5. Taking longer than allotted lunch 6. Early departure or late return from class 7. Forgetting to clock in or out 8. Tardy						
1. Eating in non-designated areas 2. Not calling off prior to start time for illness 3. Not having images checked by staff 4. Not following professional standards or objectives	5. Not turning in failed competencies 6. Not wearing ID badge						

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Program Policies-Scope of Authority			POLICY NUMBER: 7.66
EFFECTIVE DATE: November 1999	REVISED: Mar 2021 Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: Susan Bielanski, BS, RDMS
<p>Policies of the Diagnostic Medical Sonography (Mercy) and School of Health Professions shall supersede the policies of Cleveland Clinic for all matters concerning students of the program. Cleveland Clinic policies apply in all matters not addressed in program policies.</p>			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Post-Graduation Employment			POLICY NUMBER: 7.8
EFFECTIVE DATE: November 1999	REVISED: Jan 2006 Mar 2021 Last Reviewed: Mar2025	AUTHORIZED BY: Advisory Board	PREPARED BY: Susan Bielanski, BS, RDMS
<p>Graduates of the sonography program are eligible to apply for the American Registry for Diagnostic Medical Sonography (ARDMS) Abdomen and OB/GYN registries for certification.</p> <p style="text-align: center;">ARDMS 1401 Rockville Pike Suite 600 Rockville, MD 20852-1402 P: (301) 738-8401 T: (800) 541-9754 F: (301) 738-0312 www.ardms.org</p> <p>Students are highly encouraged throughout their training to apply to sit for the ARDMS Abdomen and OB/Gyn registries as soon as possible for the greatest chance of success. Obtaining ARDMS certification is desirable to potential employers and may help students obtain employment after graduation.</p> <p>If there is a position to be filled in Mercy Hospital's ultrasound department, graduating students will be notified and considered for the opening. Selection will be based upon scholastic and clinical performance during the one year of education. Graduating students seeking employment by the hospital or by other Cleveland Clinic facilities should apply through the Cleveland Clinic website.</p> <p>The Diagnostic Medical Sonography program does not guarantee graduating students' employment.</p> <p>The Mercy Hospital employs only registered sonographers. Recent graduates may be hired if they attended a CAAHEP-accredited program and are given one year to become registered or employment will be terminated.</p> <p>The program does not have a formal placement service, but all known available jobs are posted.</p>			

Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Professional Days			POLICY NUMBER: 7.81
EFFECTIVE DATE: November 1999	REVISED: Mar 2021 Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: Susan Bielanski, BS, RDMS
<p>Sixteen (16) hours is allotted to each student as "Professional Days". These days are reserved for professional use only (job orientation, interviews, pre-employment medical exams).</p> <p>Absence with Permission Students attending continuing education meetings sponsored by a professional sonography organization will be granted clinical hours equivalent to the length of the meeting. The student may be required to bring the CME form or program as proof of attendance.</p> <p>Students taking an ARDMS registry examination will be granted the day off on the day they are taking the exam. The student must bring a copy of their results to the program director to receive the day off without personal time.</p>			

D Cleveland Clinic School of Health Professions
Mercy Diagnostic Medical Sonography
Canton, OH

TITLE: Student Handbook/Policy manual			POLICY NUMBER: 8.31
EFFECTIVE DATE: November 1999	REVISED: Last Reviewed: Mar 2025	AUTHORIZED BY: Advisory Board	PREPARED BY: Susan Bielanski, BS, RDMS
<p>A policy manual or student handbook shall be distributed to students that will include:</p> <ul style="list-style-type: none">a. Attendance policiesb. Conduct policiesc. Dress codesd. Academic standardse. Graduation requirementsf. Clinical performance standardsg. Probationary policyh. Employmenti. Student benefitsj. Appeals & Grievance procedures <p>The School Catalog and supplemental handbook will be reviewed in orientation or the first week of school and the signed Student Rules Agreement will be placed in the student's permanent file.</p>			