



Cleveland Clinic

Mercy Hospital

A Catholic hospital sponsored by
The Sisters of Charity of St. Augustine

School of Diagnostic Medical Sonography

Policy & Procedure Manual

Policies of Cleveland Clinic Mercy Hospital School of Diagnostic Medical Sonography

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RELEVANT CLEVELAND CLINIC POLICIES- found here:

<http://portals.ccf.org/alliedhealth/Document-Library-Guidelines-and-Procedures>

Criminal Records Background check policy

Disability Accommodation in Education Policy

Equal Employment Opportunity/Workforce Diversity and Inclusion

Identification Badges Policy

General Information Security Policy

Non-Discrimination, Harassment or Retaliation Policy

Non-Employee Bloodborne Pathogen Exposure Standard Operating Procedure

Non-Employee Visitation and Onboarding Standard Operating Procedure

Non-Smoking Policy

Parking Services - Parking Enforcement Standard Operating Procedure

Professional Conduct Policy

Social Media Use Policy

Student Anti-Hazing Policy

STUDENT APPEAL PROCESS

STUDENT GRIEVANCE PROCEDURE

Student Immunization Policy

Telephone and Cellular Phone Use Policy

Weapons and Contraband Policy

Office of Educational Equity

EduEquity@ccf.org

216-317-6494

Main Campus, JJS4-618

Mail Code JJ40

Title IX Office

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Main Campus, JJS4-618

Mail Code JJ40

Cleveland Clinic Mission

Caring for life, researching for health, educating those who serve.

Cleveland Clinic Vision

Our vision for Cleveland Clinic is to be the best place for care anywhere and the best place to work in healthcare.

Values



Mission Statement of Cleveland Clinic Mercy Hospital, School of Diagnostic Medical Sonography

The School of Diagnostic Medical Sonography at Cleveland Clinic Mercy Hospital strives to prepare the student for an entry-level position in the field of Ultrasound as a Sonographer. The graduating student is eligible to apply for the exam given by the American Registry of Diagnostic Medical Sonography. The school strives to prepare competent entry-level abdominal, OB and gyn sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The school strives to ensure that our graduates are prepared to assume responsible positions on the healthcare team and continue Christ's healing ministry by providing quality, compassionate, affordable and accessible care for the whole person.

Cleveland Clinic Mercy Hospital
School of Diagnostic Medical Sonography

Program Goals & Objectives

1. Prepare competent entry-level abdominal, obstetric and gynecologic sonographers in cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.
2. Upon graduation the student shall be able to:
 - 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.
 - Adapted from CAAHEP Standards & Guidelines 2020

Technical Standards for Sonography Students

Skills:

- Organizational
- Verbal
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Read/Comprehend written instructions
- Ability to receive and respond to instructions in clinical settings

Mental and Emotional Requirements:

- Manage stress appropriately
- Make decisions under pressure
- Handle multiple priorities
- Work in areas that are confined and/or crowded

Physical Requirements:

MEDIUM WORK: Exert up to 50-lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly

- Ability to perform work in a stationary position for extended periods
- Ability to travel through the hospital system
- Ability to perform repetitive tasks/motions
- Ability to distinguish colors
- Ability to detect anatomy and pathology on the ultrasound screen
- Ability to respond to alarms, telephone, normal speaking voice
- Ability to operate sonography equipment

ACCREDITATION AND SPONSORSHIP

The School of Diagnostic Medical Sonography is sponsored by:
Cleveland Clinic Mercy Hospital
1320 MERCY DRIVE, NW
CANTON, OHIO 44708

Bruce Stefancik, CRA, RT(R)
Administrative Director of Radiology
330-489-1070

Cleveland Clinic Mercy Hospital is Joint Commission accredited
The Joint Commission
One Renaissance Blvd.
Oakbrook Terrace, IL 60181
Phone: 630-792-5000
Web site: www.jointcommission.org

Christine Gialousis, M.Ed., RT (R) (M) (CT) (MR), MRSO (MRSC™)
Program Director of the School of Radiography
Cleveland Clinic Mercy Hospital

School of Radiography is JRC-ERT accredited

JRCERT
20 N. Wacker Drive, Suite 900
Chicago, IL 60606-2901
Web site: www.JRCERT.org

Susan Bielanski, BS, RDMS
Program Director of the School of Diagnostic Medical Sonography

The Ultrasound Department is ACR accredited
ACR
1891 Preston White Drive
Reston, VA 20191-4397
Phone- (703) 648-8900
Web site: www.acr.org

The School of Diagnostic Medical Sonography is CAAHEP accredited
CAAHEP
9355 - 113th St. N, #7709
Seminole, FL 33775
P:727-210-2350
F:727-210-2354
E: mail@caahep.org
Web site- www.caahep.org

Cleveland Clinic Mercy Hospital
School of Diagnostic Medical Sonography
Canton, OH

SPONSOR'S RESPONSIBILITIES

The following goals have been set out by management of Cleveland Clinic Mercy Hospital and approved by the Board of Trustees as a guide to orderly growth, development, and improvement of health services provided by Cleveland Clinic Mercy Hospital.

The goals exist because of our belief and commitment to the concept that Cleveland Clinic Mercy Hospital exists to insure a healthier community both in body and mind. This concept encompasses a responsibility to require the students and faculty to be of good moral character and use sound judgment and professional ethics in all facets of their work while attending this institution. Furthermore, students and faculty must realize that their behavior outside of this hospital will also reflect the values of this hospital and the school.

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

Cleveland Clinic Mercy Hospital
School of 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 Mercy Hospital
School of Diagnostic Medical Sonography
Canton, OH

PROGRAM DESCRIPTION

The School of Diagnostic Medical Sonography at Cleveland Clinic Mercy Hospital offers a 12-month, CAAHEP accredited program which qualifies the graduate, to apply for the ARDMS abdomen and ob/gyn examinations.

Full time enrollment consists of up to forty (40) hours per week attendance. Students attend 7:00am-3:30pm Monday through Friday. This includes both classroom and clinical experience. Part time enrollment and distance education are not available.

Cleveland Clinic Mercy Hospital
School of Diagnostic Medical Sonography
Canton, OH

PROGRAM ORGANIZATION

The School of Diagnostic Medical Sonography at Cleveland Clinic Mercy Hospital is directed in consultation with the Medical Director. The Program Director has line authority from and accountability to the Radiology Department through the Administrative Director, Radiology Services and The Radiology Schools Manager.

An Advisory Committee is organized for the purpose of establishing policies and giving general direction. The Committee insures that all persons involved in and affected by the program are fairly represented in all major decisions.

Cleveland Clinic Mercy Hospital
School of Diagnostic Medical Sonography
Canton, OH

GENERAL INSTRUCTIONAL FACILITIES

All instructional facilities for the School of Diagnostic Medical Sonography are on the campus of Cleveland Clinic Mercy Hospital. The students are not required to commute to other locations for any portion of their classroom instruction.

CLASSROOM

The MRI conference room is used for most classes. Other conference rooms are located throughout the hospital and may be used occasionally. All rooms seat 10 students easily.

OFFICES

The Program Director's office is located within the Ultrasound Department. Other faculty not having private offices can use the Program Director's office for their own planning, research, counseling, etc. as needed.

Cleveland Clinic Mercy Hospital
School of Diagnostic Medical Sonography
Canton, OH

CLINICAL FACILITIES

The School of Diagnostic Medical Sonography uses the facilities of the Ultrasound Department at Cleveland Clinic Mercy Hospital. The Department equipment consists of Acuson Sequoia units.

Quality Assurance is performed on all equipment on a regular basis by staff, service technicians and the medical physicist.

Cleveland Clinic Mercy Hospital
School of Diagnostic Medical Sonography
Canton, OH

LABORATORY FACILITIES

General Ultrasound rooms in the department are used by students and faculty to conduct experiments and to practice ultrasound procedures. The students are provided with scan lab experience for most exams before they attempt them in the Ultrasound Department on patients.

Cleveland Clinic Mercy Hospital
School of Diagnostic Medical Sonography
Canton, OH

LIBRARY FACILITIES

The technical library for the School of Diagnostic Medical Sonography is located in the Program Director's Office. There are also books for reference kept in the Ultrasound department.

Students and staff may borrow books from the Medical Library as well. The Medical Library keeps Ultrasound resources on reference and in circulation. The Medical Library is accessible by badge swipe system 24-hours a day, 7 days a week. There are several computers available there with internet access.

Students may also take advantage of "Ohio Link" through the medical library in order to obtain texts and other resources that may not be available in our own Medical Library.

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

POLICY: Competency-based Criteria		POLICY NUMBER: 3.111	
EFFECTIVE DATE: NOV. 1, 1999	REVISED: May, 2000 Oct., 2000	AUTHORIZED BY: Advisory Committee	PREPARED BY: S.Black, R.D.M.S.
<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. In order to be considered competent in performing the procedure, the student must receive an 80% or higher grade. This is the minimum acceptable standard.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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	AUTHORIZED BY: Advisory Committee	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: 40%;"> <p>Achilles tendon*</p> <p>Aorta</p> <p>Liver</p> <p>Gallbladder/biliary</p> <p>Pancreas</p> <p>Renals</p> <p>Spleen</p> <p>Pelvis</p> <p>Transvaginal</p> <p>Breast</p> <p>Bladder</p> <p>Abdomen Limited</p> <p>Abdomen Complete</p> <p>OB 1st, 2nd and 3rd trimester</p> <p>Biophysical profiles</p> <p>Thorax</p> <p>Thyroid</p> <p>Testicle</p> <p>Abdomen Doppler</p> <p>Knee</p> <p>GI/Appendix*</p> <p>Lesions</p> <p>Biopsy/Needle procedure</p> <p>3D imaging</p> <p>ARFI</p> <p>Pylorus</p> <p>Renal Doppler*</p> <p>Mesenteric Doppler*</p> <p>Non-cardiac chest</p> <p> *=lab assessment</p> </td> <td style="vertical-align: top; width: 60%;"> <p>Equipment Comps:</p> <p>Sequoia</p> <p>Doppler</p> <p>3D*</p> </td> </tr> </table>				<p>Achilles tendon*</p> <p>Aorta</p> <p>Liver</p> <p>Gallbladder/biliary</p> <p>Pancreas</p> <p>Renals</p> <p>Spleen</p> <p>Pelvis</p> <p>Transvaginal</p> <p>Breast</p> <p>Bladder</p> <p>Abdomen Limited</p> <p>Abdomen Complete</p> <p>OB 1st, 2nd and 3rd trimester</p> <p>Biophysical profiles</p> <p>Thorax</p> <p>Thyroid</p> <p>Testicle</p> <p>Abdomen Doppler</p> <p>Knee</p> <p>GI/Appendix*</p> <p>Lesions</p> <p>Biopsy/Needle procedure</p> <p>3D imaging</p> <p>ARFI</p> <p>Pylorus</p> <p>Renal Doppler*</p> <p>Mesenteric Doppler*</p> <p>Non-cardiac chest</p> <p> *=lab assessment</p>	<p>Equipment Comps:</p> <p>Sequoia</p> <p>Doppler</p> <p>3D*</p>
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SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE:			POLICY NUMBER:	
Competency & Lab Assessment time limit policy			3.113	
EFFECTIVE DATE:	REVISED:	AUTHORIZED BY:	PREPARED BY:	
October 4, 2010	October 2015 May 2016 Feb 2021	Advisory Committee	S. Bielanski, BS, RDMS	

In order to ensure that patients receive care in a timely manner 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:

gallbladder	liver	pancreas	spleen	renals
aorta	pelvis	transvaginal	BPP	thyroid
testicles	breast	knee	lesion/mass	fetal position
OB targeted	ARFI	1 st trimester OB	ABD limited/RUQ	
Bladder	GI/Appendix	non-cardiac chest		

60 minute exams include:

Fetal Age (2 nd and 3 rd trimester OB)	ABD complete	ABD Doppler
Renal Doppler	Mesenteric Doppler	

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

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Proof of Competency in Performing Procedures		POLICY NUMBER: 3.12	
EFFECTIVE DATE: November 1999	REVISED: May 2000 April 2008	AUTHORIZED BY: Advisory Committee	PREPARED BY: S.Black R.D.M.S.
<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 or the Program Director. Any competencies given by a “registry ready” sonographer must be performed under supervision of, checked and undersigned by 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 Department 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>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Overtime Compensation		POLICY NUMBER: 3.130	
EFFECTIVE DATE: November 1999	REVISED: Sept. 2002 May 2000	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black R.D.M.S.
<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 his/her 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. Refer to Policies #4.230, #4.231, #4.232, #4.3, #7.421 and #7.43.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Scheduling - Total Time Allowed		POLICY NUMBER: 3.131	
EFFECTIVE DATE: November,1999	REVISED: May 2000	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black R.D.M.S.
<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 insure 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. Please refer to policy # 7.48</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Clinical Rotation Schedules		POLICY NUMBER: 3.132													
EFFECTIVE DATE: November, 1999	REVISED: Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, BS, RDMS												
<p>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.</p> <p>*NOTE: No changes will be made in the rotation schedule without permission from the Program Director, Clinical Coordinator or designate.</p> <p>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:</p> <table style="width: 100%; border: none;"><tr><td>-radiologist</td><td>- vascular lab</td><td>- cardiac lab</td><td>-ultrasound off-site</td></tr><tr><td>-radiology</td><td>- MRI</td><td>-CT</td><td>- nuclear medicine</td></tr><tr><td>- mammography</td><td>-specials</td><td>- radiation therapy</td><td>-ultrasound off-shifts</td></tr></table> <p>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.</p>				-radiologist	- vascular lab	- cardiac lab	-ultrasound off-site	-radiology	- MRI	-CT	- nuclear medicine	- mammography	-specials	- radiation therapy	-ultrasound off-shifts
-radiologist	- vascular lab	- cardiac lab	-ultrasound off-site												
-radiology	- MRI	-CT	- nuclear medicine												
- mammography	-specials	- radiation therapy	-ultrasound off-shifts												

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Daily Shift Assignments		POLICY NUMBER: 3.133	
EFFECTIVE DATE: November, 1999	REVISED:	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black, R.D.M.S.
<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 School.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Distribution of Clinical Experience		POLICY NUMBER: 3.14									
EFFECTIVE DATE: November 1999	REVISED: January 2006 October 2015 Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, R.D.M.S.								
<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: auto; margin-right: auto;"><tr><td>Abdomen</td><td>44.6%</td></tr><tr><td>Obstetrical/GYN</td><td>35.9%</td></tr><tr><td>Superficial Structures</td><td>19.2%</td></tr><tr><td>MSK</td><td>0.3%</td></tr></table>				Abdomen	44.6%	Obstetrical/GYN	35.9%	Superficial Structures	19.2%	MSK	0.3%
Abdomen	44.6%										
Obstetrical/GYN	35.9%										
Superficial Structures	19.2%										
MSK	0.3%										

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Validation of Clinical Competency Requirements		POLICY NUMBER: 3.15	
EFFECTIVE DATE: November, 1999	REVISED: Feb. 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, R.D.M.S.
<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 standards and guidelines <p>*NOTE: The Program Director is responsible for conducting external validation studies of the Program and reporting to the advisory committee. The program director may seek advice from other personnel either internally or externally.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Clinical Supervision		POLICY NUMBER: 3.2	
EFFECTIVE DATE: November, 1999	REVISED: May 2000 April 2008 Feb 2021 May 24,2023	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, BS, RDMS
<p>A Registered Sonographer shall be present on the premises in the Ultrasound Department at all times for assistance when students are performing exams. This includes exams for which the student has proved competent.</p> <p>Students must have a Sonographer present when performing an exam for which competency has not been proven.</p> <p>In order for students to gain confidence and independence, the students may perform a procedure without the sonographer constantly in the room if all of the following exists:</p> <ul 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.			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Clinical Coordinator		POLICY NUMBER: 3.3	
EFFECTIVE DATE: November, 1999	REVISED: Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, BS, RDMS
<p>The Clinical Coordinator, School of Diagnostic Medical Sonography, shall have the primary responsibility for evaluating student performance in diagnostic sonography.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Student Capacity		POLICY NUMBER: 3.41	
EFFECTIVE DATE: November, 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black, R.D.M.S.
<p>The number of students enrolled in the Program shall not exceed recommendations of the JRC-DMS. The JRC-DMS must be notified if a change in capacity of students is requested.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Attrition Rate		POLICY NUMBER: 3.42	
EFFECTIVE DATE: November, 1999	REVISED: Feb 2021	AUTHORIZED BY: Advisory Committee	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>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Didactic Curriculum - Content		POLICY NUMBER: 4.11	
EFFECTIVE DATE: November, 1999	REVISED:	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black, R.D.M.S.
<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. These are to be open to authorized faculty for their use only.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Class Attendance		POLICY NUMBER: 4.21	
EFFECTIVE DATE: November, 1999	REVISED: May 2000	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black, R.D.M.S.
<p>All scheduled classes must be attended.</p> <p>It is the student's responsibility to arrange for make-up of any classes or exams missed due to illness. Any exams not made up within two days of the student's return will be automatic "Fs. Arrangements may be made with the Program Director.</p> <p>Classes missed due to unexcused absences cannot be made up.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Computation of Grades		POLICY NUMBER: 4.220																													
EFFECTIVE DATE: November, 1999	REVISED: Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, BS, RDMS																												
<p>Grades are computed on a quarterly basis for each course based upon the following grading system:</p> <table style="margin-left: auto; margin-right: auto;"><tr><td style="padding-right: 20px;">A</td><td>(4.0) = Excellent</td><td>(100%-93%)</td></tr><tr><td>B</td><td>(3.0) = Good</td><td>(92%-84%)</td></tr><tr><td>C</td><td>(2.0) = Average</td><td>(83%-75%)</td></tr><tr><td>D</td><td>(1.0) = Poor</td><td>(74%-69%)</td></tr><tr><td>F</td><td>(0.0) = Failing</td><td>(68% & below)</td></tr><tr><td>I</td><td>incomplete</td><td></td></tr></table> <p style="text-align: center;">GPA Grading Legend</p> <table style="margin-left: auto; margin-right: auto;"><tr><td>A = 4.0</td><td>C+ = 2.3</td></tr><tr><td>A- = 3.7</td><td>C = 2.0</td></tr><tr><td>B+ = 3.3</td><td>C- = 1.7</td></tr><tr><td>B = 3.0</td><td>D+ = 1.3</td></tr><tr><td>B- = 2.7</td><td>D = 1.0</td></tr></table>				A	(4.0) = Excellent	(100%-93%)	B	(3.0) = Good	(92%-84%)	C	(2.0) = Average	(83%-75%)	D	(1.0) = Poor	(74%-69%)	F	(0.0) = Failing	(68% & below)	I	incomplete		A = 4.0	C+ = 2.3	A- = 3.7	C = 2.0	B+ = 3.3	C- = 1.7	B = 3.0	D+ = 1.3	B- = 2.7	D = 1.0
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B+ = 3.3	C- = 1.7																														
B = 3.0	D+ = 1.3																														
B- = 2.7	D = 1.0																														

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Incomplete Credit		POLICY NUMBER: 4.211	
EFFECTIVE DATE: November, 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black, R.D.M.S.
<p>An "I" (Incomplete) may be given at the instructor's discretion if course material is not completed on time.</p> <p>The "I" must be replaced with a valid grade no later than six weeks following the end of the quarter.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Transfer Credit		POLICY NUMBER: 4.222	
EFFECTIVE DATE: November, 1999	REVISED: April 2008	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black, R.D.M.S.
<p>To maintain the Program standards of excellence both clinically and academically, transfer credits will not be accepted for courses included in the curriculum for the sonography school.</p> <p>No student will be granted "advanced placement".</p> <p>No credit is given for work experience.</p> <p>*Prerequisites degrees and classes will accepted from appropriately accredited institutions.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE:		POLICY NUMBER:	
Credit Hours		4.223	
EFFECTIVE DATE:	REVISED:	AUTHORIZED BY:	PREPARED BY:
November, 1999	March 2021	Advisory Committee	S. Bielanski, BS, RDMS
Credit hours are assigned to each course based upon the following guidelines:			
<p style="text-align: center;">1.0 credit = 12 clock/contact hours 1.0 credit = 75 clinical clock hours</p>			
Below are the course credits required to complete the program:			
FIRST QUARTER-		Contact Hours	Credit Hours
July —October			
Introduction to Ultrasound		22	1.5
Abdomen		58	4.5
Sectional Anatomy		57.5	4.5
Lab		32	-
Clinical I		310.5	4.0
SECOND QUARTER-			
October- December			
Gyn/OB 1		28.5	2.0
Obstetric 2/3		72.5	6.0
Lab		24	-
Clinical II		355	4.5
THIRD QUARTER-			
January- March			
Superficial Structures		37	3.0
Ultrasound Physics		75	6.0
Lab		12	-
Registry Review (physics portion)		26	4 th quarter grade
Clinical III		330	4.0
FOURTH QUARTER-			
April - June			
Pediatric and Miscellaneous		50.5	4.0
Registry Review (Abd & OB/Gyn)		72 (+physics review)	6.0
Lab		10	-
Clinical IV		347.5	4.5
TOTAL		1920	54.5
<i>Course schedule may be subject to change.</i>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Scholastic Standing		POLICY NUMBER: 4.230	
EFFECTIVE DATE: November, 1999	REVISED:	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black, R.D.M.S.
<p>Scholastic standing shall be defined by the following criteria:</p> <ul style="list-style-type: none">(1) Good Standing: The student is progressing in a satisfactory manner, maintaining at least a 2.0 cumulative GPA, and a passing grade for each class offered.(2) Academic Probation: The student is not performing satisfactorily.<ul style="list-style-type: none">(a) Failure to maintain a 2.0 GPA(b) Failure to pass any course in the curriculum, including clinical(3) Disciplinary Probation: The student exhibits unacceptable behavior patterns. Refer to Student Conduct Policy #7.6.			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Clinical Grades		POLICY NUMBER: 4.231	
EFFECTIVE DATE: November, 1999	REVISED: June 12, 2001 Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, BS, RDMS
<p>The student is expected to complete the required competencies and lab assessments by the end of the clinical quarter. Satisfactory levels of clinical performance must be maintained throughout the four (4) quarters to remain in good standing.</p> <p>Clinical grade is computed as an average of all pass and failed clinical competencies and lab assessments +/- any merits or demerits for that quarter.</p> <p>The clinical grade is based on the merit/demerit system (policy #7.6). the clinical grading scale is as follows:</p> <div style="text-align: center; margin: 10px 0;"><p>100- 93%- A</p><p>92-84%- B</p><p>83-75%- C</p><p>74-69%- D</p><p>Below 68%- F</p></div> <p>Clinical performance is reviewed quarterly. Any student performing below minimum standards shall be placed on probation. Refer to Policy #4.230, Section (2).</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Course Failure		POLICY NUMBER: 4.232	
EFFECTIVE DATE: November, 1999	REVISED:	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black, R.D.M.S.
<p>In the event a student fails a course, either clinical or didactic, the following will occur:</p> <p>The student is placed on probation for three (3) months. At the end of the probationary quarter, all courses must be successfully completed to prevent dismissal.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Academic or Clinical Probation		POLICY NUMBER: 4.24	
EFFECTIVE DATE: November, 1999	REVISED: May 2000 Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, BS, RDMS
<p>Any student not maintaining at least the minimum acceptable grade average in both didactic and or in the clinical will be placed on probation.</p> <p>Probationary period is defined as three (3) months in length. At the end of the probation, the student will be re-evaluated to determine whether sufficient progress has been made to prevent dismissal.</p> <p>Any student having more than one probationary period during training will be automatically terminated.</p> <p>Probationary status at the end of the fourth quarter will disqualify a student from graduating/graduating on time.</p> <p>The Advisory Committee reserves the right to place any student on probation who does not meet requirements of the hospital either didactically or clinically.</p> <p>Minimum acceptable course grade is a C. although D's are given they are considered unsatisfactory and will lead to probationary status.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Class Schedules		POLICY NUMBER: 4.3	
EFFECTIVE DATE: November, 1999	REVISED: October 2015 Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, BS, RDMS
<p>The master class schedule shall be planned in advance for the school year and provided to all students at orientation.</p> <p>Clinical rotation schedules will be posted at least one month 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>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Graduation Requirements		POLICY NUMBER: 4.4	
EFFECTIVE DATE: November, 1999	REVISED: April 2008 Mar 2005 Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, BS, RDMS
<p>In order to be eligible for graduation, the student must</p> <ul style="list-style-type: none">- Satisfactorily complete all clinical requirements (Policy #3.112)- Maintain a satisfactory GPA clinically (Policy #4.231)- Maintain a satisfactory GPA didactically (Policy #4.232)- 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- Facilitates communication and education to elicit patient cooperation and understanding of expectations and responds to questions regarding sonographic examination.- Demonstrate an understanding of ultrasound physics and can identify and correct the causes of artifacts- Complete 12 months of clinical and didactic education- Complete all make up time over 40 hours- Have all costs to the program paid in full			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Budget Process		POLICY NUMBER: 5.11	
EFFECTIVE DATE: Nov. 1999	REVISED: Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, BS, RDMS
<p>The financial needs of the School of Diagnostic Medical Sonography shall be addressed through the regular budget process of the hospital. The Program Director shall submit the School's budgetary needs to the Radiology Administrator.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Fees to Students		POLICY NUMBER: 5.22	
EFFECTIVE DATE: Nov. 1999	REVISED: April 2008	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black, R.D.M.S.
<p>Student fees shall include the following:</p> <ul style="list-style-type: none">(a) Application fee (Policy #7.21)(b) Tuition (Policy #7.22)			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

POLICY: Collection of Tuition		POLICY NUMBER: 5.23	
EFFECTIVE DATE: Nov. 1999	REVISED: February 2004 October 2015	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black, R.D.M.S.

The collection of tuition shall be as follows:

- (1) Upon acceptance, the student must pay a \$100.00 of the tuition which is **non-refundable**.
- (2) \$800.00 is due the first day of class.
- (3) The remainder of the tuition is to be paid prior to graduation if the student is making payments. (see policy 7.22)

Sonography School Tuition:	\$14,000.00
- Tuition due upon acceptance (non-refundable)	\$100.00
- Tuition due on first day of classes	<u>\$800.00</u>
Remaining Tuition=	\$13,100.00

Payment Options:

Per Quarter	Monthly
\$3275.00	\$1091.67

Special arrangements can be made with the Program Director in the event of hardship.

All tuition must be paid in full prior to graduation in order to receive the diploma and approval for registration with the ARDMS.

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Advertising Materials - Guidelines		POLICY NUMBER: 5.31	
EFFECTIVE DATE: November, 1999	REVISED: October 2015	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black, R.D.M.S.
<p>The web site and other advertising materials must be accurate in the reflection of Program costs. All costs must be fairly and accurately stated. Any references to employment or income prospects must be fair and realistic.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Advertising Materials - Approval		POLICY NUMBER: 5.32	
EFFECTIVE DATE: November, 1999	REVISED: October 2015 Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, BS, RDMS
<p>All materials must be approved by the Advisory Committee prior to publication.</p> <p>After approval, the materials shall be submitted through regular hospital channels for approval, proofreading and posting.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Student Status vs Employee Status		POLICY NUMBER: 5.41	
EFFECTIVE DATE: November 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>Students may not be employed in the Department of Ultrasound to perform Sonographer's functions nor may students be counted on as primary manpower in the function of the Department of Ultrasound in Radiology.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Program Director - Qualifications		POLICY NUMBER; 6.11	
EFFECTIVE DATE: November, 1999	REVISED: April 2008 October 2015 Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, BS, RDMS
<p>The Program Director shall be registered in ABD and OB/Gyn Ultrasound by the American Registry of Diagnostic Medical Sonographers and have a minimum of two years of clinical experience as a registered sonographer. The Program Director shall be a full time employee of the Department of Radiology at Cleveland Clinic Mercy Hospital and have a minimum of a Bachelor Degree.</p> <p>According to CAAHEP standards the program director must:</p> <ol style="list-style-type: none">1) possess a minimum of a Baccalaureate degree;2) possess the appropriate credential(s) specific to one or more of the concentration(s) offered;3) have documented experience in supervision, instruction, evaluation, student guidance and in educational theories and techniques; and4) have a minimum of two years of clinical experience as a registered sonographer in the professional sonography field.			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Program Director - Responsibilities		POLICY NUMBER: 6.12	
EFFECTIVE DATE: November, 1999	REVISED: Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, BS, RDMS
<p>There shall be a specific job description for the Program Director designating primary responsibilities to and for the School of Diagnostic Medical Sonography. The job responsibilities shall include, but not be limited to:</p> <ul style="list-style-type: none">• Structure and daily operation of the program• the organization, administration, periodic review and evaluation, continued development and effectiveness of program curricula• maintaining and updating school records and student records required by law• developing class schedules and clinical rotations• assisting in student selection process• developing overall curriculum and objectives• coordinating faculty and instructional resources• counseling students• academic teaching responsibilities• regularly performing student reviews• chairs the Advisory Committee			

SCHOOL OF RADIOLOGIC TECHNOLOGY
POLICY

TITLE: Change of Program Director		POLICY NUMBER: 6.13	
EFFECTIVE DATE: November, 1999	REVISED:	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>If there is a change in the Program Director, notification will be made to the JRC-DMS immediately. Upon notification, the curriculum vitae of the new Program Director will be submitted within thirty (30) days. If the new candidate is not selected within this timeframe, continuity of the Program and progress shall be submitted with notification to the JRC-DMS.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Medical Advisor Qualifications		POLICY NUMBER: 6.21	
EFFECTIVE DATE: November, 1999	REVISED: Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, BS, RDMS
<p>The Medical Advisor shall be the Chairman of the Ultrasound Section of Radiology at Cleveland Clinic Mercy Hospital or a board certified member of the radiology medical staff at Cleveland Clinic Mercy Hospital.</p> <p>According to CAAHEP: The medical advisor must be a licensed physician, certified by the American Board of Medical Specialties (ABMS), with relevant experience and knowledge in diagnostic medical sonography.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Medical Advisor - Responsibilities		POLICY NUMBER: 6.22	
EFFECTIVE DATE: November, 1999	REVISED: 2/6/04 Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, BS, RDMS
<p>The Medical Advisor shall:</p> <ul style="list-style-type: none"><input type="checkbox"/> work with the Program Director in the development of goals, standards of performance and objectives of the Program<input type="checkbox"/> provide guidance so that the medical components of the didactic and clinical curriculum meet current and acceptable performance standards<input type="checkbox"/> perform, when needed, limited instructional duties<input type="checkbox"/> be responsible for final Program review of all student health records/reports prior to the first day of classes<input type="checkbox"/> serve as Medical/Radiologist representative on the Advisory Committee			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Change of Medical Advisor		DATE: 6.23	
EFFECTIVE DATE: November 1999	REVISED: May 2000	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black R.D.M.S.
<p>If the Medical Advisor is changed, the Program Director shall notify the JRCDMS. The Program Director shall submit curriculum vitae of the new Medical Advisor within thirty (30) days. If a suitable candidate is not found within that time frame, the Program Director shall notify the JRCDMS to define the problem and express the continuity of the Program.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Clinical Coordinator - Qualifications		POLICY NUMBER: 6.31	
EFFECTIVE DATE: November 1999	REVISED: October 2015 Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, BS, RDMS
<p>The Clinical Coordinator shall be registered by the American Registry of Diagnostic Medical Sonographers in at least Abdomen and OB/Gyn. The Clinical Coordinator shall be an employee of the Radiology Department at Cleveland Clinic Mercy Hospital and work under the director of the Program Director.</p> <p>According to CAAHEP standards the clinical coordinator must:</p> <ol style="list-style-type: none">1) possess an academic degree no lower than an Associate degree and at least equal to that for which the graduates are being prepared;2) possess the appropriate credential(s) specific to the concentration(s) that s/he coordinates;3) have documented experience in supervision, instruction, evaluation, student guidance and in educational theories and techniques; and4) have a minimum of two years of clinical experience as a registered sonographer in the professional sonography field.			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Clinical Coordinator - Responsibilities		POLICY NUMBER: 6.32	
EFFECTIVE DATE: November, 1999	REVISED: Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, BS, RDMS
<p>There shall be a specific job description of the Clinical Coordinator detailing responsibilities to the School of Diagnostic Medical Sonography. The job responsibilities may include any or all of the following:</p> <ul style="list-style-type: none">- be responsible for coordinating clinical education with didactic education as assigned by the program director- evaluate and ensure the effectiveness of clinical experiences for the concentration(s) students are enrolled in- provide clinical instruction and document the evaluation and progression of clinical performance leading to clinical competence.- assists students with identifying weaknesses and correcting their clinical performance- demonstrates and instructs alternative methods of obtaining scans due to patient condition- assists with development of clinical rotation- serves as voting member on the Advisory Committee- assists with development of clinical evaluation tools- maintains clinical records in good order as prescribed by the JRC-DMS- has limited academic teaching responsibilities			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Faculty Qualifications		POLICY NUMBER: 6.41	
EFFECTIVE DATE: November, 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black, R.D.M.S.
<p>All members of the faculty shall be registered sonographers, radiologists, nurses, or hold appropriate degrees/certifications to teach assigned subjects.</p> <p>The faculty members shall demonstrate an ability and willingness to teach assigned course work as stated in Policy #6.44 Faculty Responsibilities.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Appointment of Faculty			POLICY NUMBER: 6.42
EFFECTIVE DATE: November, 1999	REVISED: Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, BS, RDMS
<p>The Program Director shall see that all areas of the curriculum have qualified instructors to instruct the courses. The Program Director is free to use discretion in recruiting Medical Center personnel both within and outside the Department of Radiology.</p> <p>The Program Director shall have the primary responsibility for selection of faculty. Financial commitments and resources outside the hospital must have administrative approval except in such cases involving sales or manufacturing representatives providing educational programs as part of their service to the Department of Radiology.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Faculty Review and Evaluations		POLICY NUMBER: 6.43	
EFFECTIVE DATE: November, 1999	REVISED: October 2015 Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, BS, RDMS
<p>Faculty members shall be reviewed by the Program Director annually. Reviews shall include input from the student body using evaluation instruments as approved by the Advisory Committee and/or the annual JRCDMS student evaluation form.</p> <p>The Program Director and the Medical Advisor are responsible to see that identified areas of weakness are corrected.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Faculty - Responsibilities		POLICY NUMBER: 6.44	
EFFECTIVE DATE: November 1999	REVISED:	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black R.D.M.S.
<p>Members of faculty shall be responsible for providing quality units of instruction that are well-planned and organized. Course outlines, and objectives should be used. Tests will be specific to course content. Test results shall be reported promptly to the Program Director.</p> <p>Each member of the faculty is responsible for maintaining current copies of the following:</p> <ul style="list-style-type: none">-curriculum vitae-course outline-course objectives-evaluation tools			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Faculty - Instructional Loads		POLICY NUMBER: 6.45	
EFFECTIVE DATE: November, 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>Instructional loads shall not be so heavy as to prevent the instructors from performing their administrative, technical or medical duties. Faculty members with primary care responsibilities to patients shall normally be limited to no more than four (4) teaching hours per week.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Continuing Education		POLICY NUMBER: 6.50	
EFFECTIVE DATE: November, 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>The Advisory Committee requires continuing education for the instructional staff. Instructional staff is responsible for maintaining their registered status with the ARDMS</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Advisory Committee Composition		POLICY NUMBER: 6.511	
EFFECTIVE DATE: November 1999	REVISED: April 2008 November 2017 Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski R.D.M.S.
<p>The Advisory Committee for the School of Diagnostic Medical Sonography shall have the following representation:</p> <p>Program:</p> <ul style="list-style-type: none">Medical AdvisorProgram DirectorClinical Coordinator <p>Administration:</p> <ul style="list-style-type: none">Administrative Director, Radiology services or representative <p>Department:</p> <ul style="list-style-type: none">Staff Sonographer/former graduate <p>Student member:</p> <ul style="list-style-type: none">Student Liaison <p>Public:</p> <ul style="list-style-type: none">Public member			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Appointment of Student Liaison		POLICY NUMBER: 6.512	
EFFECTIVE DATE: November, 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>The Student Liaison members of the Advisory Committee shall be elected by the student body each year. The Advisory Committee 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>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Advisory Committee Functions		POLICY NUMBER: 6.513	
EFFECTIVE DATE: November 1999	REVISED: November 2017	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski R.D.M.S.
<p>The Advisory Committee for the School of Diagnostic Medical Sonography shall have the authority and responsibility to oversee the following activities concerning the School:</p> <ul style="list-style-type: none">a. Make and approve policy changesb. Make and approve organizational changesc. Approve all faculty appointmentsd. Review faculty effectivenesse. Approve all changes in curriculumf. Make appointments to other committeesg. Define functions and set guidelines for other committeesh. Review student progress in the Programi. Make changes in student status based on performance as needed			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Admissions Committee Composition and Functions		POLICY NUMBER: 6.511	
EFFECTIVE DATE: November 1999	REVISED: April 2008 November 2017	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski R.D.M.S.
<p>The Admissions Committee for the School of Diagnostic Medical Sonography shall be comprised of at least:</p> <ul style="list-style-type: none">- Program Director- Administrative Director, Radiology services or representative- Staff Sonographer <p>The admissions committee will be responsible for selection of the upcoming class of students.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Curriculum Committee Composition		POLICY NUMBER: 6.531	
EFFECTIVE DATE: November, 1999	REVISED: May 2000 Feb 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, BS, RDMS
<p>The Curriculum Committee for the School of Diagnostic Medical Sonography shall be comprised of the following:</p> <ul style="list-style-type: none">◆ Medical Advisor◆ Staff Sonographer◆ Program director◆ Graduate Sonographer (if available)			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Curriculum Committee Functions		POLICY NUMBER: 6.532	
EFFECTIVE DATE: November, 1999	REVISED: April 2008	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>Duties:</p> <ol style="list-style-type: none">1. Review existing curriculum, goals, objectives and determine validity with regards to:<ol style="list-style-type: none">a. Registry exam resultsb. Graduate capabilities/weaknesses2. Develop changes needed in the curriculum based on:<ol style="list-style-type: none">a. Registry resultsb. ARDMS registry outlinesc. Graduate capabilitiesd. JRCDSMS criteria3. Give approval to all curriculum and objectives prior to submission to the Advisory Committee			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Non-discrimination Policy			POLICY NUMBER: 7.11
EFFECTIVE DATE: November, 1999	REVISED: Nov. 2017 Feb 2021, Feb. 2022	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, BS, RDMS
<p>Selection of students to the program shall be based on the applicant's ability, preparation, attitude, interest and personal qualities indicating potential to successfully meet the terminal goals of the program.</p> <p>Cleveland Clinic is committed to providing a working and learning environment in which all individuals are treated with respect and dignity. It is the policy of Cleveland Clinic to ensure that the working and learning environment is free from discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, pregnancy, marital status, age, national origin, disability, military status, citizenship, genetic information, or any other characteristic protected by federal, state, or local law. Cleveland Clinic prohibits any such discrimination, harassment, and/or retaliation.</p> <p>Any participant in a Cleveland Clinic educational program, including any student, trainee or employee, who may have been subject to discrimination on the basis of a protected characteristic is encouraged to make a report.</p> <p>Reports of discrimination on the basis of sex, gender, sexual orientation, gender identity or gender expression may be made to the Title IX Coordinator. Please visit the Title IX Internet Site for additional information and/or send an email to TitleIX@ccf.org</p> <p>Reports of discrimination on the basis of a disability, may be made to the Section 504 Coordinator, Main Campus NA31.</p> <p>Reports of discrimination on the basis of any other protected characteristic may be made to the Office of Educational Equity at EduEquity@ccf.org.</p> <p>In addition, Cleveland Clinic shall provide reasonable accommodations to any qualified student with a disability in order for the student to have equal access to their program. Students needing a reasonable accommodation in order to apply to or participate in the program should contact the program director as early as possible.</p> <p>Diversity Statement</p> <p>The Center for Health Professions Education and Cleveland Clinic are committed to valuing all people through our organization, regardless of background or culture. A diverse and inclusive environment for students and staff and culturally appropriate care for our patients, are essential to fulfilling our vision to be the best place for care anywhere and the best place to work in healthcare. We welcome students from diverse backgrounds and cultures.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Student Anti-Hazing policy			POLICY NUMBER: 7.112
EFFECTIVE DATE: Feb. 2022	REVISED:	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, BS, RDMS

Purpose: The purpose of this policy is to prohibit student hazing and to provide for penalties in compliance with applicable state law.

Policy Statement: Cleveland Clinic is committed to maintaining a safe, healthy and efficient working and learning environment for its students, trainees, employees, patients and visitors. Consistent with the spirit and intent of this commitment, Cleveland Clinic prohibits hazing as defined in this policy.

Definitions: Cleveland Clinic United States locations: Includes the main campus, Avon, Euclid, Fairview, Hillcrest, Lutheran, Marymount, Medina, South Pointe, Children’s Hospital for Rehabilitation, Cleveland Clinic Florida, Cleveland Clinic Hospital (Weston), Coral Springs Ambulatory Surgery Center, and all Family Health Centers, Physician practice sites, Nevada practice sites, Emergency Departments, Express Care Centers, Urgent Care Centers and Ambulatory Surgical Centers reporting to these facilities.

Cleveland Clinic Premises: All Cleveland Clinic buildings, other buildings where Cleveland Clinic employees work, parking garages, parking lots or other open areas owned or under control of Cleveland Clinic, in any Cleveland Clinic vehicle, or at any other location while on Cleveland Clinic business.

Affiliate School: An educational institution with which Cleveland Clinic has an affiliation agreement through which enrolled students of the institution participate in Cleveland Clinic’s educational programs or activities.

Affiliate Student: An affiliate student is a participant in a Cleveland Clinic educational program or activity who is enrolled in an affiliate school.

Educational Program or Activity: Any program or activity offered at Cleveland Clinic or by Cleveland Clinic employees in the scope of their duties that is educational in nature beyond on the-job training, general interest, or routine continuing education programs. Factors in determining whether a program or activity is educational include whether it is structured through a particular course of study; whether participants earn academic credit toward a degree or certificate, or qualify to sit for professional exams; or whether a program provides instructors, exams or other evaluation process. Educational programs and activities include, without limitation, degree- or certificate-granting programs offered by Cleveland Clinic and affiliated colleges and universities; clinical rotations for degree- or certificate-granting programs; medical and other residency programs; research and medical fellowships; internships; and educational programs offered to middle school, high school, college and university students.

Hazing: Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse.

Program Leadership: For the purposes of this policy, refers to the administrators of a student’s educational experience or program. Program leadership includes program directors, education coordinators, preceptors and other Cleveland Clinic employees with the authority to address misconduct in a program/educational experience.

Student: For the purposes of this policy, a student is a person enrolled in a Cleveland Clinic educational program or activity who is not employed by Cleveland Clinic. The term “student” includes affiliate students and trainees who are not employed by Cleveland Clinic.

Policy Implementation

Scope: This policy applies to students as that term is defined in this policy. This policy applies to conduct that takes place on or off Cleveland Clinic premises and that involves two or more people who are affiliated with the Educational Program or Activity. Hazing directed toward or by individuals other than students falls under the

Professional Conduct Policy.

Procedure: Individuals who become aware of any student engaged in hazing shall report the conduct to the student's program leadership. The student's program leadership shall investigate the report, as appropriate, in accordance with the disciplinary process for the program. Where the hazing conduct may constitute a crime, program leadership shall report it to the appropriate law enforcement agency.

Violation of Policy: Any student who is found to be in violation of this policy is subject to disciplinary action up to and including dismissal from their program/educational experience. A student may be suspended from participation in their program/educational experience pending the outcome of an investigation. An affiliate student's program leadership will inform an affiliate school of any actions taken under this policy.

Programs of Education, Prevention, Treatment and Support: Cleveland Clinic shall make anti-hazing education available to students, administrators, faculty members and other caregivers.

Regulatory Requirement/References: Ohio Revised Code Section 3345.19, Anti-hazing policy.

Oversight and Responsibility: Education Institute is responsible to review, revise, update, and operationalize this policy to maintain compliance with regulatory or other requirements. It is the responsibility of each hospital, institute, department, educational program and activity and discipline to implement the policy and to draft and operationalize related procedures to the policy if applicable.

Other Background Information

Issuing Office: Education Institute Approved by: Dr. James K. Stoller, Chairman, Education Institute

Reviewed by: Susan Hastings, Esq., Deputy Chief Legal Officer

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Criteria for Admission		POLICY NUMBER: 7.12			
EFFECTIVE DATE: November, 1999	REVISED: May 2000, 2/4/04, Jan.2006, April 2008, July 2009, August 2010 March 2013 May 2023	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, BS R.D.M.S.		
<p>The following shall be used for determining the acceptability of a candidate for admission to the Program:</p> <p>Applicant must be a graduate of a 2-year AMA Allied health education program that is patient care related OR a 4-year Bachelors Degree with:</p> <ul style="list-style-type: none">• GPA of at least 2.5• Current BLS certification• Satisfactory completion of the following prerequisites: <table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top;">General Physics Communicating skills /College Composition Medical Terminology Human Disease Algebra 101, or higher level college Math</td><td style="width: 50%; vertical-align: top;">Human Anatomy and Physiology Human Anatomy and Physiology II (or Human Structure & Function or Human Biology)</td></tr></table> <p>Meeting application requirements does not guarantee admission into the program.</p>				General Physics Communicating skills /College Composition Medical Terminology Human Disease Algebra 101, or higher level college Math	Human Anatomy and Physiology Human Anatomy and Physiology II (or Human Structure & Function or Human Biology)
General Physics Communicating skills /College Composition Medical Terminology Human Disease Algebra 101, or higher level college Math	Human Anatomy and Physiology Human Anatomy and Physiology II (or Human Structure & Function or Human Biology)				

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Application for Admission		POLICY NUMBER: 7.13	
EFFECTIVE DATE: November, 1999	REVISED: May 2000, 2/4/04 April 2008 May 2023	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, BS, R.D.M.S.
<p>The following materials must be received by the School before an application can be considered:</p> <ul style="list-style-type: none">▪ Completed application form▪ Transcripts from colleges attended▪ Two completed recommendation forms▪ \$25.00 non-refundable application fee▪ BLS certification▪ Degree or certificate of graduation from a 2-year Allied Health Education program OR 4-year Bachelors Degree <p>Completed applications must be submitted by April 1 along with the \$25.00 application fee.</p> <p>One class of students will be admitted in July of each year.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Interview and Acceptance Procedure		POLICY NUMBER: 7.15	
EFFECTIVE DATE: November, 1999	REVISED: April 2008 Jan. 2005 Sept. 2002 May 2000 May 2023	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, BS, R.D.M.S.
<p>All applicants interviewed for admission will be informed of the Committee's decision to accept or deny admission.</p> <p>Interview scores are based on two portions.</p> <ul style="list-style-type: none">• <u>Application score</u> (based on courses taken, grades, degree and healthcare experience)• <u>Panel Interview</u> (based on average score of panel members on a set of pre-determined questions, which are the same for all applicants, asked in the same order for all applicants. <p>All applicants not meeting requirements shall be notified by telephone or letter.</p> <p>Final class selection will be made by approximately April 30th of each year.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Pre-entrance Medical Examination		POLICY NUMBER: 7.16	
EFFECTIVE DATE: November, 1999	REVISED: April 2016	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>Accepted students are required to have a physical examination prior to commencement of training. The student's physician must sign the health history sheet as well as the technical standards form to ensure the student is fit for clinical duties. The student is required to submit evidence of immunizations.</p> <p style="margin-left: 40px;">A. Health requirements to be completed PRIOR to hospital clinical experience:</p> <ol style="list-style-type: none">1. Health history (including childhood disease history) questionnaire2. Immunizations:<ul style="list-style-type: none">Tetanus. Although protective for 10 years, tetanus immunization must afford you protection throughout your affiliation.<ul style="list-style-type: none">* Tetanus/Diphtheria/Pertussis immunization is STRONGLY RECOMMENDED.MMR Immunization (2 doses)<ul style="list-style-type: none">* Laboratory evidence of immunity (screen or titer) for Measles, Mumps and Rubella can be substituted for immunization.Varicella Immunization (2 doses)<ul style="list-style-type: none">Laboratory evidence of Immunity (screen or titer) can be substituted for immunizationHepatitis B Vaccine<ul style="list-style-type: none">Hepatitis B IgG Antibody Titer or signed declination form assuming the risk of exposureInfluenza Vaccine – required of all students assigned to clinicals during flu season – normally November 1st thru April 1st yearly and is provided by the hospital.A negative two-step Mantoux test (TB test), QuantiFERON®-TB Gold test, or T-Spot test within 1 year before the start date of the clinical rotation with annual updates while in the clinical portion of training. If positive reactor, a copy of chest X-ray (within one year) must be attached. <p>The medical reports are reviewed by the Medical Director of the School and placed in the student's file. Reports are retained in the student's permanent file.</p> <p>Costs incurred to complete the requirements are the responsibility of the student.</p> <p>*Please also see attached Cleveland Clinic Student Immunization Policy: https://ccf.policytech.com/dotNet/documents/?docid=61072</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Student/ Staff Scanning policy		Policy Number 7.161	
EFFECTIVE DATE: June 2000	REVISED: March 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. 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>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Exposure to Infectious Disease		POLICY NUMBER: 7.1662	
EFFECTIVE DATE: December 1999	REVISED: April 2016 March 2020	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, BS, RDMS
<p>Student shall visit their personal physician for completion of their pre-entrance medical exam. The Sonography School Medical Director will review the completed form prior to students beginning their clinical rotations.</p> <p>For their safety and well-being sonography students shall not participate in exams on patients with an active contagious disease requiring the use of N95 masks such as, but not limited to, COVID 19 and TB. Other situations will be evaluated on a case by case basis by the program director or clinical coordinator/instructor</p> <p>Students of the Sonography program shall follow the Cleveland Clinic Mercy Hospital Infection Control program policies. The applicable student health and exposure policies are located in the Appendix section.</p> <p>.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Withdrawal from Program		POLICY NUMBER: 7.17	
EFFECTIVE DATE: November, 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>A student planning to withdraw voluntarily should arrange for a conference with the Program Director and submit an official letter of resignation. Students exiting without official notification to the faculty will be dropped from training through the policy of voluntary termination because of non-attendance.</p> <p>An absence of three consecutive scheduled days without proper notification is considered voluntary termination.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Readmission to Program		POLICY NUMBER: 7.18	
EFFECTIVE DATE: November, 1999	REVISED: April 2016	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>A former student, who had a valid reason for withdrawing from the Program, may apply for readmission. The student's past performance will be evaluated to determine the potential for success or failure if readmission is granted. No advanced placement will be granted.</p> <p>Areas that will be evaluated include academic and clinical performance and past behavioral problems.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Application Fee		POLICY NUMBER: 7.21	
EFFECTIVE DATE: November, 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>A \$25.00 application fee must accompany the application when submitted. The application fee is non-refundable.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Tuition		POLICY NUMBER: 7.22	
EFFECTIVE DATE: November, 1999	REVISED: June 12,2001 2/4/04 October 2015	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black, R.D.M.S.
<p>Tuition for the course in Diagnostic Ultrasound may change and the prospective students will be informed.</p> <p>\$100.00 of the tuition is payable by the candidate upon acceptance. The \$100.00 acceptance fee is non-refundable.</p> <p>\$800 will be collected on the first day of class. The student is responsible for payment of the remaining tuition in lump sum or by monthly or quarterly payments. In the event of hardship, every effort will be made to arrange a special payment schedule.</p> <p>The balance of the tuition is due prior to graduation and is a requirement of graduation.</p> <p>If a student withdraws from the Program, tuition will be refunded as follows: Student withdraws during the: 1st quarter- 25% of tuition is due. Refund amount in excess 2nd quarter- 50% of tuition is due. Refund amount in excess 3rd quarter- 75% of tuition is due. Refund amount in excess 4th quarter- 100% of tuition is due. Refund amount in excess</p> <p>The hospital reserves the right to change tuition after review on an annual basis.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Fees and Expenses		POLICY NUMBER: 7.23	
EFFECTIVE DATE: November, 1999	REVISED: March 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, BS, RDMS
<p>Students shall be responsible for paying for the following:</p> <ul style="list-style-type: none">a. Uniforms to meet the dress code.b. Maintaining uniforms in accordance with the dress code.c. Textbooks.d. Notebooks, paper and other school supplies.e. Housing and living expenses.f. Registry Exams			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Probationary Period for New Students		POLICY NUMBER: 7.25	
EFFECTIVE DATE: November, 1999	REVISED:	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p><u>POLICY:</u></p> <p>Every effort is made by the School to carefully screen, select and place the proper candidate for each student position; however, proper placement can only be made by the use of a "trial" or probationary period. During this period, the student and the faculty will communicate on an ongoing basis to assure that continued long-term student status is in the best interest of both the School of Diagnostic Medical Sonography and the student.</p> <p><u>PROCEDURE:</u></p> <p>1. NEW STUDENTS</p> <p style="margin-left: 40px;">A. The first month (30 days) of education shall be considered a probationary period.</p> <p style="margin-left: 40px;">B. During the initial probationary period, a student may be subject to termination without notice. If at any point during this period it becomes clear that the student is not suited for the Program or if the faculty is convinced the student is not suited for the Program, either party can terminate the student status immediately.</p> <p style="margin-left: 40px;">C. The student will be closely monitored during the probationary period to determine adjustment to Departmental routine and compliance with School policies. The Corrective Action policy will be enforced with students after the probationary period is completed.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Pregnancy		POLICY NUMBER: 7.321	
EFFECTIVE DATE: November, 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>Although a student is not legally required to report her pregnancy, the student is encouraged to inform the Program Director of a suspected pregnancy.</p> <p>Clinical restrictions will apply to the student technologist the same as they would to the Staff Sonographer. Under no circumstances will a student be dismissed from training due to pregnancy. Should the student need to take a leave of absence, there can be an extension in the length of training.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Personal Time, Sick Time		POLICY NUMBER: 7.411	
EFFECTIVE DATE: November, 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>The student is allotted 5 days (40 hours) of personal time during the education period of 12 months.</p> <p>* This time can be used for illness, personal appointments, doctor visits, etc.</p> <p>* Any time used that is beyond the allotted 40 hours will be made up at the student's convenience.</p> <p><u>Suspensions:</u></p> <p style="padding-left: 40px;">Any student suspended for either clinical infractions, academic infractions or both is a standard three-day suspension. These three days must be extracted from the student's vacation time.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: <div style="text-align: center; padding-top: 10px;">Absence and Tardiness</div>		POLICY NUMBER: <div style="text-align: center; padding-top: 10px;">7.412</div>	
EFFECTIVE DATE: <div style="text-align: center; padding-top: 10px;">November, 1999</div>	REVISED: <div style="text-align: center; padding-top: 10px;">May, 2000</div>	AUTHORIZED BY: <div style="text-align: center; padding-top: 10px;">Advisory Committee</div>	PREPARED BY: <div style="text-align: center; padding-top: 10px;">Susan Black, R.D.M.S.</div>
<p>Absence and tardiness shall be classified under three (3) categories: Excused, unexcused and excused with permission.</p> <p>Excused: An absence that is due to a valid reason satisfactory to the Program Director Example: Illness, jury duty, physician appointments, and military leave.</p> <p>Unexcused: An absence that is not due to a valid reason satisfactory to the Program Director. Example: Sleeping in, suspensions.</p> <p>Absent with Permission: Absences arranged in advance with Program Director. These absences will not be counted toward the student's available sick time. Examples: Funeral leave and attendance at professional meetings.</p> <p>Suspensions: Any student suspended for either clinical infractions or academic infractions. It is a standard three day suspension. These three days must be extracted from the student's vacation time and are more severe than a normal absence.</p>			

DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Reporting an Absence		POLICY NUMBER: 7.413	
EFFECTIVE DATE: November, 1999	REVISED: March 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, BS, RDMS
<p>When reporting an absence, the student must notify program personnel by calling 330-580-4740. The student may also call or text the program director.</p> <p>An absence of three (3) consecutive scheduled days without notification shall be considered voluntary termination.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Excessive Absence and Tardiness			POLICY NUMBER: 7.414
EFFECTIVE DATE: January 11, 2010	REVISED:	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black, R.D.M.S.

Excessive absence and/or tardiness are grounds for disciplinary action. Excessive absence is defined as three (3) or more incidents within 30 days or five (5) or more incidents within 180days. Consecutive days missed for the same illness constitute one (1) incident.

If the student exceeds the allowable number of incidents within the time period, they will be referred to progressive corrective action. Please see policy # 7.61.

Number of Incidents	Reason
½	Forgot Badge/ Forgot to clock in or out
½	Tardy
½	Home early after working at least 4 hours of shift
½	Not clocking in or out
1	Home early without working at least 4 hours of shift
1	Late without working at least 4 hours of shift
1	Call-off within procedure guidelines
1 ½	Late call-off not within procedure guidelines
2	Failure to call-off or appear for shift

Other Related policies
 Make up time # 7.48
 Class Attendance # 4.21

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Return to School Certificate		POLICY NUMBER: 7.422	
EFFECTIVE DATE: November, 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>The student must obtain a doctor's excuse to return to school after five (5) consecutive days of illness. The note must certify fitness to return to clinical rotation.</p> <p>If the physician has indicated that the student must be on light duty, then the student will be excused from tasks that are beyond his/her physical capability.</p> <p>NOTE: The Program Director reserves the right to request a physician's note from a student after two (2) consecutive days of illness.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Time Cards		POLICY NUMBER: 7.44	
EFFECTIVE DATE: November, 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p><u>EARLY CLOCK IN</u></p> <p>Students may clock in prior to their scheduled start time however, they will not accrue overtime. Time cards will be edited to reflect the scheduled start time. Also, they are not permitted to perform exams prior to their scheduled start time.</p> <p><u>EARLY CLOCKING OUT</u></p> <p>Clocking out early without prior approval is considered grounds for progressive corrective action.</p> <p><u>RECORDING OVERTIME</u></p> <p>All overtime recorded will be evaluated by a faculty member.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Leave of Absence		POLICY NUMBER: 7.45	
EFFECTIVE DATE: November, 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>A student may request a leave of absence for medical reasons if advised by his/her private physician. The maximum single granted amount of time will be thirty (30) days.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Make-Up Time		POLICY NUMBER: 7.48	
EFFECTIVE DATE: November, 1999	REVISED: May 2000	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>The student must make up all hours exceeding 40 hours sick time during their training. If the student wishes to make up the time prior to graduation, he/she may volunteer for extra hours on day or evening shifts. The program director must approve all make up times and dates prior to the student completing it.</p> <p>Student will NOT be allowed to attempt competencies during make up time after 3:30pm on weekdays or on weekends because the clinical instructor and program director are not available for supervision or review of the competency.</p> <p>Suspensions have a different ruling. Please refer to policy 7.411. Suspensions are considered more severe and the days will be taken from the student's vacation time depending on the time of the occurrence.</p> <p><u>The following provision is made for extended illness not habitual absenteeism:</u></p> <p>An absence of thirty (30) days or more during the twelve (12) month training period will disqualify the student from graduating with the class. The student will be asked to complete an amount of time equivalent to the time missed in excess of the 40 hours sick time before the Program Director will sign for the registry application.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Vacations		POLICY NUMBER: 7.52	
EFFECTIVE DATE: November, 1999	REVISED: Jan. 2005	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>Students are given two (2) weeks vacation during the one-year Program scheduled one week at a time by the Program Director. The distribution will be as follows:</p> <p style="text-align: center;">Five days during December Five days for Spring Break</p> <p>*Vacations may not be used to achieve early graduation.</p> <p>*Vacations may be used to make up previous sick time used.</p> <p>* Scheduling of vacation is at the discretion of the scheduler.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Discounts for Students/ Student Benefits		POLICY NUMBER: 7.54	
EFFECTIVE DATE: November 1999	REVISED: March 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, BS, RDMS
<p>Discounts:</p> <p>Students are allowed the same discount on personal prescriptions and cafeteria purchases as the employees of the hospital (requires ID badge).</p> <p>Availability of this benefit is subject to continuing approval of hospital Administration.</p> <p>Benefits:</p> <p>Free flu shot Free counseling through EAP Free parking Resume writing assistance</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Academic Counseling		POLICY NUMBER: 7.551	
EFFECTIVE DATE: November, 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>The students shall have their grades reviewed at the end of each grading period by the Program Director. The student's strengths, weaknesses and progress will be evaluated.</p> <p>Students are encouraged to meet with individual instructors to review progress any time throughout the classes.</p> <p>Clinical evaluations will be reviewed with the students as soon as possible after they are received.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Personal Counseling		POLICY NUMBER: 7.552	
EFFECTIVE DATE: November, 1999	REVISED: March 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, BS, RDMS
<p>Students are encouraged to discuss any problems affecting their performance in the Program with the Program Director or other faculty personnel.</p> <p>Students may also request the services of the Employee Assistance Program for help with personal problems. The Program Director may refer the student when it becomes apparent that personal problems are interfering with the student's performance.</p> <p>Students dealing with domestic violence can be referred to HAVEN or the ED.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Merit/Demerit Program		POLICY NUMBER: 7.6																			
EFFECTIVE DATE: November 5, 2001	REVISED: March 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. 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 a second, 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 letter grade). Merits may only be given by the Program Director or the Clinical Instructor.</p> <p>A verbal warning 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%;">1. Dress code violations</td> <td style="width: 50%;">5. Taking longer than allotted lunch times</td> </tr> <tr> <td>2. Neglecting room duties</td> <td>6. Early departure or late return from class</td> </tr> <tr> <td>3. Not participating in exams</td> <td>7. Forgetting to clock in or out</td> </tr> <tr> <td>4. Leaving clinical area without informing sonographer</td> <td>8. Tardy</td> </tr> <tr> <td>5. Not turning in log sheets/clinic forms</td> <td></td> </tr> </table> <p>Automatic 2 point demerits:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Eating in non-designated areas</td> <td style="width: 50%;">5. Not turning in failed competencies</td> </tr> <tr> <td>2. Not calling off prior to start time for illness</td> <td>6. Not wearing ID badge</td> </tr> <tr> <td>3. Not having images checked by staff</td> <td></td> </tr> <tr> <td>4. Not following professional standards or objectives</td> <td></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	5. Taking longer than allotted lunch times	2. Neglecting room duties	6. Early departure or late return from class	3. Not participating in exams	7. Forgetting to clock in or out	4. Leaving clinical area without informing sonographer	8. Tardy	5. Not turning in log sheets/clinic forms		1. Eating in non-designated areas	5. Not turning in failed competencies	2. Not calling off prior to start time for illness	6. Not wearing ID badge	3. Not having images checked by staff		4. Not following professional standards or objectives	
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SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Progressive Corrective Action		POLICY NUMBER: 7.61	
EFFECTIVE DATE: November, 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>The Progressive Correction Action follows in a four-step sequence:</p> <ol style="list-style-type: none">1. Verbal warning2. Written warning3. Suspension4. Dismissal <p>The Program Director has the option to use any step or to skip steps in the process due to the severity of the infraction.</p> <p>A student may be dismissed without any other steps for serious violations at the discretion of the Advisory Committee. The student has the right to appeal according to the Appeals Policy #7.7.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Dress Code		POLICY NUMBER: 7.62	
EFFECTIVE DATE: November, 1999	REVISED: September 26,2001 April 2008 February 2016 October 2019	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, RDMS
<p>Students are expected to dress professionally and conservatively. Good judgment in clothing is expected. Failure to adhere to the dress code may result in Progressive Corrective Action up to and including dismissal. The following is the School dress code:</p> <p><u>Hair:</u> Hair should be clean, well-groomed. If shoulder length or longer hair must be pulled back so as not to fall on patients.</p> <p><u>Make-up:</u> Cosmetics must be soft or subdued colors, nail color must be neutral or moderate shades.</p> <p><u>Beards:</u> Beards or mustaches must be clean and trimmed, otherwise clean shaven.</p> <p><u>Cologne:</u> Cologne must be kept to a minimum. Excessive fragrance will not be permitted.</p> <p><u>Jewelry:</u> Jewelry will be limited for the safety of the employee and the patient. No visible body piercings are permitted with the exception of earrings (see below)</p> <p><u>Earrings:</u> Earrings will be limited to two per ear. No hoop earrings are permitted.</p> <p><u>Necklaces:</u> Visible necklaces will not be permitted; however, they may be tucked into clothing.</p> <p><u>Bracelets:</u> Bracelets of any type are not permitted.</p> <p><u>Watches:</u> A wristwatch may be worn.</p> <p><u>Rings:</u> One ring may be worn on each hand.</p> <p><u>Pins:</u> Photo ID badges must be worn. Only one seasonal pin will be permitted.</p> <p><u>Tattoos:</u> No visible tattoos are permitted.</p>			

TITLE: Dress Code		POLICY NUMBER: 7.62	
EFFECTIVE DATE: November 1999	REVISED: April 2021 October 2019 February 2016 April 2008 Sept.26,2001	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, RDMS

Uniforms: **Uniform scrub pants must be navy in color. Scrub tops and lab coats must be white with no designs.**
Under garments should be chosen so as not to be obvious under the scrubs.
Jeans or sweat pants are not permitted.
Skirts must be knee length or longer.
Opaque white or navy hose will be worn with skirt. Socks over hose are not permitted.

Shoes: Must be white, black, dark blue or gray hospital shoes or tennis shoes. Small bits of color are acceptable. Bright colored shoes are not permitted.

Students not complying with the dress code will be sent home to change. Sick time hours will be used for this purpose.

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Conduct and Infractions			POLICY NUMBER: 7.63
EFFECTIVE DATE: November, 1999	REVISED: November 2010 March 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, BS, RDMS
<p>The student is expected to observe good standards of conduct and practice. The following violations will result in Progressive Corrective Action up to and including dismissal from the Program:</p> <ul style="list-style-type: none">a. Negligence or inconsiderate treatment of patients, visitors, or employees.b. Habitual absences or tardiness without cause.c. Absence of three consecutive days without notification.d. Willful destruction of property.e. Insubordination.f. Possession of, or drinking of, liquor or alcoholic beverages on hospital premises or while representing the hospital off site.g. Illegal use or possession of a controlled substance.h. Immoral, rude, or disorderly conduct.i. Sleeping or loitering while on duty.j. Willful violation of any hospital policies.k. Theft.l. Breach of confidential information.m. Cheating or plagiarism of any kind.n. Posting comments or images on social media taken at the hospital or while wearing your badge which are detrimental to the image and values of Cleveland Clinic Mercy Hospital (refer to hospital policy 102.147)o. Other infractions not addressed by school policy but follow hospital policy.			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Confidential Information		POLICY NUMBER: 7.64	
EFFECTIVE DATE: November, 1999	REVISED: 2/6/04 March 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Bielanski, BS, RDMS
<p>The hospital assumes an obligation to keep in confidence all information that pertains to a patient. The responsibility is assumed by every person in any capacity in the hospital.</p> <p>Whether on or off duty, the student is to refrain from discussing a patient's medical, social, or any other condition.</p> <p>HIPAA regulations will be followed per hospital policy.</p> <p>Violation of this policy may subject the student to immediate dismissal and may involve legal proceedings if a suit is presented for disclosing confidential information.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Program Policies-Scope of Authority		POLICY NUMBER: 7.65	
EFFECTIVE DATE: November 1999	REVISED: March 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black R.D.M.S.
<p>Policies of the School of Diagnostic Medical Sonography supersede the policies of the hospital for all matters concerning students of the program. Cleveland Clinic Mercy Hospital policies apply in all matters not addressed in School Policies.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Appeals and Grievance Policy		POLICY NUMBER: 7.7	
EFFECTIVE DATE: November, 1999	REVISED: Sept. 2002	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>PURPOSE: The Appeal Mechanism provides a thorough, timely and objective assessment and resolution of student concerns and assures that students are treated in a fair, reasonable and nondiscriminatory manner. An appeal can be any concern or complaint asserted by a student regarding interpretation, application or breach of any policy, practice or procedure.</p> <p>ELIGIBILITY: This procedure is available to any student enrolled in a Cleveland Clinic enterprise internal health professions education program, who does not have any affiliation with a college/university.</p> <p>PROCEDURE: The Cleveland Clinic desires to resolve student grievances, complaints and concerns in an, expeditious, fair, cordial and professional manner. A student may resolve a grievance by initiating the following steps:</p> <p>Informal Process: The student is advised to discuss the grievance informally with the person who is the source of the grievance. If the parties resolve the grievance, it is deemed closed. If the grievance is not resolved at this level, the student may request an informal review by the program director. It is expected that most problems or complaints of concern to students will be discussed and resolved in a timely fashion informally between the student and the program director. If the response from the program director is unacceptable to the student, or if the program director is the basis of the complaint, the student may initiate the formal grievance procedure. The Medical Director, Health Professions Educational Partnerships, Center for Health Professions Education, will be notified immediately by the program director of an impending formal grievance.</p> <p>Formal Grievance Procedure: The formal grievance procedure begins when a dated written complaint is submitted to the program director. The written complaint may be submitted via email. An appeal must be initiated within 5 business days of the date on which cause of the appeal is known. A copy of the appeal must be sent to the Center for Health Professions Education.</p> <p style="text-align: center;">STEPS</p> <ol style="list-style-type: none"> 1. The first step of appeal should involve discussion with the department director/ chairperson or the program's medical director if the program director is also department director. Every effort should be made to resolve the issue at this step of the process. The director/chairperson or program's medical director has 5 business days to respond to the student in writing following the initial appeal request by the student as to the decision rendered. 2. If the decision rendered at the first step is deemed unacceptable by the student, the second step of appeal should involve the system-wide Education Director/Manager for the discipline. If no Education Director/Manager has been appointed, the Medical Director, Health Professions Educational Partnerships, Center for Health Professions Education, should be notified. The Education Director/Manager or Director, Health Professions Educational Partnerships, has 5 business days to respond to the student in writing following notification of appeal as to the decision rendered. 			

3. If the decision rendered at the second step is deemed unacceptable by the student, the third step of the appeal involves the Health Professions' Education Council's Student Appeals Committee. The committee chairperson and one committee member will review each appeal. The decision and recommendations at this step are final. The Health Professions Education Council has 10 business days to respond to the student in writing following notification of appeal as to the decision rendered.
4. An appeal should be filed with the Center for Health Professions Education Office. The education office will assign someone to assist the student throughout the appeal process.
5. The student shall have the opportunity to appear in person before the reviewing party at each step of the appeal process. 6. Appeals at each step must be made in writing by the student within 10 business days after receipt of the reviewing party's response. Email is acceptable. The Center for Health Professions Education must be copied on all communications at each step of the appeals procedure. 7. The Human Resources and Legal Departments are available, in a consultative capacity, to the Program Director, Program's Medical Director, system-wide Education Coordinator, Medical Director, Health Professions Educational Partnerships or to the Chairman, Education Institute as it relates to the student's appeal.

Rev. 3/19/12, 6/20/13, 4/9/15, 5/16/22

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Post-Graduation Employment		POLICY NUMBER: 7.8	
EFFECTIVE DATE: November 1999	REVISED: Jan 2006 March 2021	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Bielanski, BS, RDMS
<p>If there is a position to be filled in the Department of Ultrasound, graduating students will be 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 should submit an application through the hospital's website.</p> <p>The Department of Radiology and Cleveland Clinic Mercy Hospital do not guarantee graduating students employment.</p> <p>The hospital employs only registered and registry ready Sonographers</p> <p style="padding-left: 40px;">If a graduating student is hired, it is as "Registry Ready". He/she is given one year to pass the Registry. If he/she fails to do so, he/she is automatically dismissed. If one exam of the registry has been passed, then the employee will be given a 3 month extension. If they are not registered by the deadline, they will be terminated.</p> <p>The School does not have a formal placement service. All known available jobs are posted.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Professional Days		POLICY NUMBER: 7.81	
EFFECTIVE DATE: November, 1999	REVISED: March 2021	AUTHORIZED BY: Advisory Committee	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).</p> <p>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 will 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>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Content of Permanent Student File		POLICY NUMBER: 8.111	
EFFECTIVE DATE: November 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black R.D.M.S.
<p>Permanent records shall be maintained for each student accepted into the Program. The School of Diagnostic Medical Sonography shall retain the following items for the student's permanent file:</p> <ol style="list-style-type: none">1. Application for admission2. Interviewing material or sheets3. Prior Allied Health Program transcripts4. Record of fees paid5. Health records of the student6. Attendance records and sheets7. Transcripts from training8. Counseling summaries9. Anecdotal forms (if any)10. Date of graduation12. Student Rules Agreement Sheet			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: FERPA, Review of Student Files and Recommendations			POLICY NUMBER: 8.121
EFFECTIVE DATE: November, 1999	REVISED:	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>In accordance with the Federal Family Educational Rights & Privacy Act (FERPA) of 1974 and subsequent amendments, academic records cannot be released without the student's consent. All outstanding financial, academic or administrative obligations to the Cleveland Clinic (CCF) must be absolved before a transcript can be processed for release.</p> <p>Any student wishing to review his/her permanent file may do so by contacting the Program Director.</p> <p>Any student wishing to obtain information from his/her file; such as transcripts or attendance records, must fill out a Request for Transcripts form which may be obtained in the School of Diagnostic Medical Sonography office or on line: http://author.portals.ccf.org/alliedhealthed/Document-Library#13529812189-request-forms</p> <p>Student who would like a recommendation for employment must complete a "Student Request for a Letter of Recommendation or Verbal Reference" form: http://author.portals.ccf.org/Portals/38/Documents/Student%20Recommendation%20Request%20-%20fillable.pdf?ver=2022-02-09-123501-913</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Record of Curriculum - Maintenance			POLICY NUMBER: 8.21
EFFECTIVE DATE: November, 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>The Program Director is responsible to maintain a complete copy of the curriculum to include:</p> <ul style="list-style-type: none">A. Description of all coursesB. Course outlines for all coursesC. Course objectives for all courses			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Record of Curriculum - Instructor's Duties			POLICY NUMBER: 8.22
EFFECTIVE DATE: November, 1999	REVISED:	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>Each instructor is responsible to submit the following items to the Program Director for each course taught:</p> <ol style="list-style-type: none">1. Course description2. Course outline3. Course objectives4. Evidence that evaluations correlate with the objectives <p>These items will be reviewed annually and updated as needed.</p>			

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

TITLE: Student Handbook/Policy manual			POLICY NUMBER: 8.31
EFFECTIVE DATE: November, 1999	REVISED: 	AUTHORIZED BY: Advisory Committee	PREPARED BY: Susan Black, R.D.M.S.
<p>A Student Handbook/ policy manual shall be printed 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 benefits <p>The Student Handbook will be reviewed the first week of School and the signed Student Rules Agreement will be placed in the student's permanent file.</p>			

SCHOOL OF RADIOLOGIC TECHNOLOGY
POLICY

TITLE: Periodic Program Evaluation		POLICY NUMBER: 9.10	
EFFECTIVE DATE: November 1999	REVISED: 2/4/04 March 2011	AUTHORIZED BY: Advisory Committee	PREPARED BY: S. Black RDMS
<p>Ongoing Program evaluation will be conducted with the following tools:</p> <ul style="list-style-type: none">- Graduate surveys- -annually- Employer surveys- annually- Student surveys- 4th quarter- Faculty survey- 4th quarter- Attrition/graduation rates- annually- ARDMS registry results- annually <p>The results will be used to gauge the effectiveness of the Program, highlight weaknesses in the Program and act as a mechanism of change for areas of weakness.</p>			