



Cleveland Clinic

School of Diagnostic Imaging

**Diagnostic Medical Sonography
Program**

**Policy & Procedure Manual
2022-2023**

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**State of Ohio Board of Career Colleges and Schools
Certificate of Registration Number 2165**

**School of Diagnostic Imaging
25900 Science Park Drive, Beachwood OH 44122**



School of Diagnostic Imaging

This policy and procedure manual has been prepared to provide students, clinical site staff and school staff with information regarding the school policies. The School of Diagnostic Imaging believes in the guidelines described in this manual and final interpretation of these guidelines rest solely with the School of Diagnostic Imaging. The manual does not create a contract, expressed or implied, and should not be relied upon to alter the enrollment relationship with the School of Diagnostic Imaging.

The School of Diagnostic Imaging reserves the right to modify, suspend or eliminate any part of the policies or procedures set forth in the manual at any time, with or without notice. The school reserves the right to supply the final interpretation of all policies. Moreover, the language used in the policy manual is not intended to create, nor is it to be construed to constitute an offer to contract, or a contract, by the School of Diagnostic Imaging and any of Cleveland Clinic employees.

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.

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.

Reports of discrimination on the basis of sex, gender, sexual orientation, gender identity, or gender expression may be made to the Title IX Coordinator: TitleIX@ccf.org. Reports of discrimination based on a disability, may be made to the Section 504 Coordinator, Main Campus NA31. Reports of discrimination based on any other protected characteristic may be made to the program director.

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. Please refer to the Accommodations for Students with Disabilities Policy.

This is to certify that the information contained in this publication is true and correct in content and policy.

Signature: *Gloria A. Albrecht*

Title: Program Director

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

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SCHOOL RESOURCES

Facilities:

The program facilities include two (2) classrooms, and five faculty offices located on the third floor of the Euclid Health Center building. There is also a small computer lab/tutorial room, a lunchroom and a small resource room for quiet study. The program also has a copy room with a multi-functional device. There is also a sonographic scanning lab in the basement of the Health Center Building.

Please note: *There is no elevator access to the third floor.*

Equipment:

The classrooms have HP computers at each work area, with both internet and intranet access. Each of the students also have access to a laptop computer that is utilized in the lab for simulation exercises. Each classroom has a projector and screen with internet access. The program has the following periodicals available for student use: *Journal of Diagnostic Medical Sonography*.

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School of Diagnostic Imaging Cleveland Clinic Diagnostic Medical Sonography Program

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**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

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Genna Gabanic, Student Liaison

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CLEVELAND CLINIC HEALTH SYSTEM POLICIES:

The following policies are published on the Cleveland Clinic Intranet in the Policy and Procedures Manual and reflect the policies and procedures of the entire Cleveland Clinic Health System:

Imaging Department Policies:

- Aseptic Technique for Interventional Radiology Procedure Rooms Standard Operating Procedure
- Cleaning, Disinfection and Sterilization of Ultrasound Probes Standard Operating Procedure
- Completion of Imaging Exam SOP
- Imaging Cleaning for Ultrasound, CT, Mammography, Bone Density, General X-Ray and Imaging Waiting Areas Standard Operating Procedure
- Interventional Radiology Cleaning Standard Operating Procedure
- Medical Physicists Responsibilities in QA Program
- Patient Education Procedure
- Patient Identification Procedure
- Trophon® EPR Safe Operation and Troubleshooting Standard Operating Procedure
- Ultrasound Gel Standard Operating Procedure
- Use of Ultrasound Equipment and Environmental Infection Control for COVID-19 Positive/Suspected/PUI Guideline

Health System Policies:

- Confidential Information Policy
- Equal Employment Opportunity - Workforce Diversity and Inclusion
- Identification Badges
- Non-Discrimination, Harassment or Retaliation
- Non-Smoking Policy
- Personal Appearance
- Social Media Use
- Telephone and Cellular Phone Use

PROFESSIONAL ORGANIZATION INFORMATION:

Links to the websites for the following organizations can also be found on the program website at www.clevelandclinic.org/sdi and on our learning management system.

- CAAHEP Accreditation Process www.caahep.org
- JRCEDMS Standards and Procedures - www.jrcedms.org
- ARDMS www.ardms.org
- SDMS www.sdms.org
- SVU www.svu.org
- AIUM www.aium.org

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Academic Honesty

PAGE: 1 of 2

ORIGINAL DATE: May 14, 2012

LAST REVIEWED: November 10, 2023

REVISED: May 14, 2019

PURPOSE:

Students enrolled in the School of Diagnostic Imaging are to perform their academic work according to standards set by faculty members and allied health education departments. Academic dishonesty at SODI is defined as any conduct that violates the fundamental principles of truth, honesty, and integrity. These actions will result in no credit given and appropriate sanctions are warranted and will be applied according to the corrective action policy.

The following behaviors are identified as academic dishonesty:

- Cheating
- Plagiarism
- Misuse of academic resources
- Falsification
- Facilitating academic dishonesty

CHEATING:

Means to intentionally misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. As defined, cheating includes, but is not limited to:

- Obtaining or retaining partial or whole copies of examination, tests or quizzes.
- Obtaining previous years' developmental exams to prepare for the current developmental exams.
- Using notes, textbooks or other information in examinations, tests and quizzes, except as expressly permitted.
- Obtaining confidential information about examinations tests or quizzes other than that released by the instructor.
- Securing, giving or exchanging information during examinations.
- Presenting data or other material gathered by another person or group as one's own.
- Falsifying experimental data or information.
- Having another person take one's place for any academic performance without the specific knowledge and permission of the instructor.
- Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- Presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other academic work.
- Copying answers directly from the answer key for workbook and classroom assignments.
- Copying tests or other assignments by hand or electronic device.
- Cooperating with another to do one or more of the above.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Academic Honesty

PAGE: 2 of 2

ORIGINAL DATE: May 14, 2012

LAST REVIEWED: November 10, 2023

REVISED: May 14, 2019

PLAGIARISM:

Means to take and present as one's own, a material portion of the ideas or words of another or to present as one's own, an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. As defined, plagiarize includes, but is not limited to:

- The copying of words, sentences and paragraphs directly from the work of another without proper credit.
- The copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials, including recordings, of another without proper credit.
- The presentation of work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers.
- Excessive revising or editing by someone else that significantly changes the final product of the student's work.

MISUSE OF ACADEMIC RESOURCES:

Means to intentionally use resources in a way that they are not meant to be used. For example, if borrowing a textbook or workbook from a former student, the pages with questions should be unanswered and workbook pages should be blank. This also includes unauthorized use of computer accounts such as the sharing of passwords with others, stealing or destroying reference materials or computer programs, and stealing or destroying a classmate's notes or materials.

FALSIFICATION:

Means to lie or present a false impression by submitting a fabricated excuse for an absence, incorrectly documenting attendance or participation in class and/or clinical, fabricating an excuse to get out of a test or an assignment, and reporting data, research, or reports that is different from what actually occurred.

FACILITATING ACADEMIC DISHONESTY:

Means to intentionally or knowingly help another commit one of the above acts of academic dishonesty.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Accommodations for Students with Disabilities **PAGE:** 1 of 1

ORIGINAL DATE: June 11, 2012

LAST REVIEWED: November 10, 2023

REVISED: May 14, 2019

It is the policy of the School of Diagnostic Imaging Diagnostic Medical Sonography Program to grant accommodations, whenever possible, to students with a disability. The Americans with Disabilities Act (ADA) does not require an educational institution to make accommodations if the student/applicant is not otherwise qualified or if the necessary accommodations would substantially alter the course of study or outcome. A disability is defined as a physical or mental impairment, which substantially limits a major life activity (such as learning, seeing, hearing, etc.) Otherwise, qualified is defined as meeting all other requirements of the program.

It is the student/applicant's responsibility to declare his/her disability and seek accommodation(s).

1. Procedure for requesting special accommodations.
 - A. The student/applicant will be required to submit to the program manager written documentation to request special accommodations. The student's request must be accompanied by a letter written by an independent authority (a professional authorized to conclude the need for special accommodations) to include the following information:
 - 1.The nature of the disability and/or specific diagnosis.
 - 2.What diagnostic tests have been completed to determine the disability, and the outcome of these tests.
 - 3.Any treatment undertaken for the disability (medications, therapy, etc.).
 - 4.Specific accommodations requested.
 - B. The Advisory Committee will review the above documentation and determine if the student meets disability criteria.
 - C. If the student/applicant meets the criteria, the Advisory Committee will jointly establish reasonable accommodations. It is the responsibility of the student applicant to request specific accommodations.
 - D. The program manager will determine if the requested accommodation is reasonable, seeking input from the Director, Allied Health Education Partnerships, Education Institute and others as needed.
 - E. The program manager will inform the Advisory Committee of the outcome.
 - F. The Advisory Committee will inform the faculty as applicable and the student applicant of the decision.
2. Information regarding a disability is confidential. However, it may be necessary for individual faculty members to be informed about a disability if the accommodations may impact the structure of the course. Once a student is classified as disabled and receives reasonable accommodations, the student must continue to meet the ADA criteria in order to continue to receive the accommodations.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Admission & Technical Standards

PAGE: 1 of 2

ORIGINAL DATE: June 23, 1983

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

OBJECTIVES:

1. To establish awareness in the communities we serve, that we provide opportunities for qualified students to become a registered diagnostic medical sonographer, regardless of age, sex, race, creed or national origin.
2. To establish guidelines and criteria for candidates applying for admission to the School of Diagnostic Imaging.
3. To define the minimum qualifications that must be met by an applicant.
4. To ensure that qualified students will be selected for admission to this educational program based on ability and without discrimination with regard to age, gender, race, national origin, religion, creed, color, marital status, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, ethnicity, ancestry, veteran status, or any other characteristic protected by federal, state or local law.
5. To assure that Cleveland Clinic administers all programs and services without regard to disability and provides reasonable accommodations for otherwise qualified disabled individuals.

POLICY:

1. Candidates must be high school graduates or earned a certificate of equivalent education recognized by the U.S. Department of Education. If a student has completed high school in another country the student must submit an official translated transcript. Foreign transcripts must be evaluated by the National Association of Credential Evaluation Services (NACES).
2. All candidates must satisfy the following minimum requirements. All courses must be college credit courses with a "C" grade or higher from a regionally accredited college and have a traditional letter grade. The School of Diagnostic Imaging does not accept the pass/no pass grading option.
 - Anatomy & Physiology I & II (To have been completed within the last 10 years)
 - Intro To Medical Terminology
 - Math (Program Manager Approval)
 - Physics (Program Manager Approval)
 - Communications (Program Manager Approval)
3. A minimum cumulative GPA of 2.50.
4. Eight (8) hours of clinical observation must be completed within the first 8 weeks of the program.
5. All candidates must complete an application to the School of Diagnostic Imaging/Diagnostic Medical Sonography Program by meeting the following criteria:
 - Complete and submit to the program manager an application form with payment of a non-refundable \$20.00 application fee. Application forms may be obtained from the School of Diagnostic Imaging or can be downloaded at www.clevelandclinic.org/sdi.
 - Send official high school transcripts or GED and college transcripts to the School of Diagnostic Imaging.
 - Candidates are encouraged to submit the previous documents by February 1st or until the program has sufficient applications that meet the requirements.
 - Candidates may be considered who meet most of the requirements if there is evidence that they will meet the requirements prior to the beginning of the program.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Admission & Technical Standards

PAGE: 2 of 2

ORIGINAL DATE: June 23, 1983

LAST REVIEWED: November 10, 2023

REVISED: May 14, 2019

6. Candidates are required to provide proof of health insurance and current certification in Basic Life Support for Health Care Providers from the American Heart Association.
7. Candidates are required to undergo a complete physical examination and provide documentation to the program officials.
8. Candidates must pass a criminal background check. If a candidate does not pass the criminal background check, they will not be permitted to continue in the program.
9. Candidates accepted into the School of Diagnostic Imaging must submit a \$300 non-refundable tuition deposit which is applied to the first semester tuition.
10. All qualified candidates must participate in a behavior-based interview by the members of the selection committee after completing the application process.
11. The Diagnostic Medical Sonography Program does not accept advanced placement, transfer students, or transfer credits from any college or Diagnostic Medical Sonography program.

TECHNICAL STANDARDS:

1. Candidates must have good eyesight either naturally or through correction. They must be able to see the printed words in a Sonographic textbook and be able to read and accurately interpret the numbers on a Sonographic technique chart.
2. Candidates must have the ability to hear instructions and be able to respond to verbal requests by patients/customers.
3. Candidates must be able to lift a minimum of thirty (30) pounds and possess the ability to support up to 175 pounds. Sonographers must assist, support and move patients from wheelchairs and carts onto Sonographic examination tables which requires the use of their backs and muscles.
4. Sonographers work while standing, sometimes for hours. Candidates must be able to move around and stand for long periods of time.
5. Sonographers must verbally instruct patients and be able to express concern and empathy for them. Candidates must possess good verbal and nonverbal communications skills as evidenced from the application and interview process. Sonographers must perform data entry with dexterity and accuracy.
6. Candidates must be physically and mentally capable of fulfilling the objectives of the Diagnostic Medical Sonography program. The school will make reasonable accommodations to assist a student with a disability to advance through the program. However, candidates must be aware that the school is located on the third floor of a building with no elevator. Candidates must have sensory function adequate for patient assessment and care. They must possess the physical status needed to provide all aspects of care in a safe manner. *(Please see Special Accommodations for Students with Disabilities Policy)*

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Attendance

PAGE: 1 of 6

ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

This policy establishes standards of appropriate attendance, provides a procedure for notification of absence and tardiness, and establishes guidelines for the discipline and improvement of substandard attendance and tardiness. The ethics and attitudes developed through adherence to this policy will help ensure student success in the future, regardless of their place of employment. Excessive tardiness or absenteeism negatively affects patient care and hospital morale and is therefore unacceptable. Failure to comply with these policies will result in corrective action based on a point system, up to and including expulsion from the program as outlined in this policy and the Corrective Action Policy. **Please note:** *records of attendance and corrective action are retained for a period of seven (7) years after graduation and are reviewable for matters pertaining to employment references, dismissal and reinstatement after dismissal.*

- 1. GENERAL ATTENDANCE AND TIMELINESS:** It is the responsibility of each student to be accountable to the faculty of the school and the clinical preceptors at each clinical site. Please use the following guide for informing the school faculty of any changes to your schedule. Depending on the circumstances, corrective action may result. Please see POINTS #15 of this policy and refer to the Corrective Action Policy for more detail.

Call the Attendance Line:

- If a student is unable to attend class or clinical. Student must call **216-692-9460** no later than 7:00am.
- If a student is running late to class or clinical. Message must include an estimated time of arrival.
- If a student is told to leave clinical for lack of work. Requires documentation from clinical preceptor.
- Any PTO to be used in the morning must be requested **prior to midnight the night before**, or the student will be considered tardy.

Write in the Attendance Book: (after approval by a faculty member)

- If a student knows ahead of time, they will be using PTO for all or part of the day.
- If a student knows ahead of time, they will be absent from class or clinical.
- If there is any change to their schedule.

Call Faculty for Permission:

A. If a student unexpectedly needs to leave clinical early, they shall call a faculty member for permission. **CLASS/LAB SPECIFIC: Class days are 8:00 am – 3:30 pm.** Regular and prompt attendance for Diagnostic Medical Sonography courses and labs is essential for students to meet the educational challenges and to accomplish learning outcomes of the Diagnostic Medical Sonography Program. Due to the progressive nature of the individual courses and the program, attendance and punctuality are seen as essential qualities for a student's success. All classes and labs will begin as scheduled. Please allow for weather, traffic and other circumstances that may cause a delay. In the event of absence or tardy, please see **POINTS #16** of this policy.

- Students must clock in and out in Trajecsys upon arrival and departure from the classroom/lab.
- Students are expected to be in the classroom or lab prior to the official start time.
- A student will be considered tardy if they are 1 minute late or greater.

**School of Diagnostic Imaging
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Diagnostic Medical Sonography Program**

POLICY TITLE: Attendance

PAGE: 2 of 6

ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

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4. If a student has more than two (2) unexcused absences from class, the student's grade will be affected.
5. If a student is absent for 50% or more of a scheduled class or lab session, they are considered absent for that class or lab session.
6. An extended lunch period is considered an incident of tardiness.
7. Severe weather or driving conditions, as deemed by the program director, may be considered an excused absence.

B. CLINICAL EDUCATION SPECIFIC: Clinical days are 8:00 am – 4:30 pm. Attendance and punctuality are seen as essential qualities for your chosen profession. Timeliness is essential at the clinical site as it can be a direct indicator of what type of employee you may become. It is the student's responsibility to inform the school **and** the clinical preceptor if they are running late, will be absent, or have scheduled time off. Clinical days are eight (8) hours in length, not including the lunch break. Please make time allowances for weather, traffic and other circumstances that may cause a delay. In the event of absence or tardy, please see **POINTS #16** of this policy.

1. Students must clock in and out in Trajecsys upon arrival and departure from clinical.
2. Students are expected to be in their assigned area and ready to work at their official start time.
3. If a student leaves the facility for lunch or any other reason, he/she is required to clock out and in.
4. Students are not to clock in more than 15 minutes before their scheduled start time at clinical.
5. Students may not use any device to clock in or out other than the institution's computers. Failure to follow this rule will result in a Category IV corrective action.
6. A student will receive 0.5 point if:
 - They are one minute or more late.
 - They take an extended lunch period.
 - They leave before the end of their scheduled time.
7. A thirty (30) minute lunch break is required when a student is at the clinical site for more than five (5) hours (*some sites allow 45 minutes, must check with clinical site*).
8. If a student wishes to stay longer than eight (8) hours, they need to inform the school of their intentions and receive permission prior to doing so.
9. Students cannot attend clinical in excess of 10 hours per day.
10. Students may **not** exceed 40 hours in a week of clinical and class time (Monday-Friday).
11. Severe weather or driving conditions, as deemed by the program manager, may be considered an excused tardy.

2. SCHEDULED BREAK WEEKS: Students have twelve (12) scheduled break weeks over the length of the program as indicated by the academic calendar. Students who wish to take a vacation, should utilize break weeks for this purpose.

**School of Diagnostic Imaging
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POLICY TITLE: Attendance

PAGE: 3 of 6

ORIGINAL DATE: January 28, 1994

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3. **HOLIDAYS:** Students are scheduled off clinical and class on the following six (6) holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, day after Thanksgiving, and Christmas. Students are not permitted to be at a clinical during scheduled holidays.
4. **EXCUSED ABSENCES:** Bereavement and jury duty are considered excused absences from class or clinical and therefore do not count toward the absences that can cause a course letter grade to drop. Students are responsible for any missed assignments and must make arrangements with their instructor to make up exams and assignments within one week of returning to class. PTO is not needed for excused absences from clinical.
- a. **Bereavement:** Students are permitted up to 3 days off for bereavement due to the death of an immediate family member. Documented evidence must be submitted and includes an obituary notice, proof of relationship and/or proof of funeral dates. For purposes of this policy, immediate family members are defined as current spouse; child; stepchild; mother; stepmother; father; stepfather; mother-in-law; father-in-law; daughter-in-law; son-in-law; sister; stepsister, brother; step-brother; grandmother; grandfather; and grandchild. Clinical time is not required to be made up for bereavement.
- b. **Jury Duty:** A student who is summoned for jury duty at a time which conflicts with class or clinical should carefully read the jury summons and any information on requests for excused absence from jury duty or deferment. If appropriate, the school will request that the court defer jury duty until after the expected graduation from the program; the student shall contact the court regarding the necessary documentation. Clinical time is not required to be made up for jury duty.
- c. If extended time off is needed from class or clinical, the student may request a Leave of Absence (LOA). Please refer to the Leave of Absence Policy for more detail.
5. **PERSONAL TIME OFF (PTO):** In addition to pre-scheduled program breaks and holidays, students are permitted 21 hours of PTO per semester. PTO accumulates and unused PTO will carry over into the next semester. PTO can only be taken in **30-minute increments**. Students should reserve PTO for unforeseen personal or family illnesses or emergencies. All PTO requests must be approved by program faculty.
- Exceeding PTO allowances will require time missed to be made up prior to the end of the 5th semester, to be scheduled during program break weeks and pre-scheduled days off, excluding holidays.
 - Any PTO to be used in the morning must be requested before midnight the night before, or the student will be considered tardy.
 - For planned absence, PTO must be requested and documented in the attendance book **and** the student must also notify the clinical preceptor or designee in advance.
 - Students who wish to leave early, or leave and return to the clinical site, must get verbal permission from program officials by phone.
 - **Interview Day:** One (1) additional day of PTO is permitted during the 5th semester for Cleveland Clinic Diagnostic Medical Sonographer interviews. Documentation is required. Time may be taken as one 8-hour day or two 4-hour days.

**School of Diagnostic Imaging
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POLICY TITLE: Attendance

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ORIGINAL DATE: January 28, 1994

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-
- 6. EARNED PERSONAL TIME OFF (EPTO):** Students may earn PTO by participating in extracurricular activities related to Diagnostic Medical Sonography and/or community service. All activities must be approved by program officials.
- A. EPTO** can be earned by participating in the following community service / professional activities:
1. The DMS education conference attended senior year (1 hour / each educational session attended).
 2. Other approved volunteer opportunities that may arise.
- B. EPTO MAXIMUMS**
1. A maximum of sixteen (16) hours per academic year is permitted to be earned.
 2. Attending the graduation ceremony does not count toward the 16-hour maximum.
 3. Class officers are required to attend specific events and therefore may earn more than 16 hours per academic year.
- 7. EXCEEDING PTO: Exceeding PTO will require time to be made up prior to the end of the 5th semester.** Make-up time is to be completed during program break weeks and pre-scheduled days off between the hours of 8:00am-4:30 pm, excluding holidays. Make-up time must be pre-scheduled and approved by program manager or clinical coordinator, and clinical preceptor. If a student has less than two hours of total make up time, they may add that time to their final week of clinical with program permission.
- 8. SCHOOL CLOSURE:** Class and/or clinical may be canceled by the program director, or designee. Closure of the school as a result of inclement weather or other emergency will be communicated to the students via email. It is the student's responsibility to inform the school of email address changes.
- 9. MAKE-UP TIME:** Make-up time for approved LOA, tardiness, or exceeding PTO must be completed prior to the end of the 5th semester. Make-up time is to be completed during program break weeks and pre-scheduled days off between the hours of 8:00am-4:30pm, excluding holidays. Make-up time must be pre-scheduled and approved by program manager and clinical preceptor. All program policies will remain in effect during any and all make-up time completed. The student may not participate in program graduation until graduation requirements have been met and all make-up time has been completed.
- 10.** Students are not eligible to take the ARDMS (AB) or (OB) examinations until all graduation requirements have been met.
- 11.** Students must adhere to the 8:00am – 4:30pm clinical rotation schedules and are only permitted to stay over in order to complete a procedure.
- 12. DEMAGNETIZED / DAMAGED ID BADGES:** If a student demagnetizes an ID badge in MRI or the ID badge is damaged, the student must notify a school official immediately. Verification forms should be filled out as needed. The student will be directed to take the non-working ID badge to either of the following locations where a new badge will be issued.

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Main Campus:

Services: ID Badge, Fingerprinting and Background Screening
Location: JJ North Office Building- Basement Room 400
Hours of Operation: 7:00am - 4:15pm (Monday - Friday)
Phone: 216-444-1208

Administrative Campus (CCAC)

Services: ID Badge, Fingerprinting and Background Screening
Location: Building #2, Level 1, room AC2-1-135
Address: 25875 Science Park Drive, Beachwood, OH 44122
Hours of Operation: 8:00am - 3:45pm
Phone: 216-448-5688 Fax: 216-448-0092

- 13. LOST ID BADGES:** In the event of a lost or stolen badge, the student must immediately request a new badge and notify program officials. The lost or stolen badge must be replaced within three (3) business days. Please note there is a fee to replace an ID badge determined by the Cleveland Clinic. Verification forms should be filled out as needed.
- 14. LACK OF WORK:** If a student is requested to leave **by the clinical site** due to lack of work, PTO will not be used. Documentation is needed from the clinical preceptor or designee for each occurrence.
- 15. VA BENEFITS:** Students receiving full-time VA educational benefits must maintain a minimum of 22 hours of participation each week.
- 16. POINTS:** Points for attendance violations are accumulated accordingly and remain for one (1) rolling year. A rolling year is defined as the 12-month period of active student participation immediately preceding the date of the chargeable occurrence. In the event of a leave of absence (LOA) of more than 21 days, the rolling year will be extended beyond 12 months by the amount of time approved on the LOA. The first two incidents of tardy or failure to swipe in/out are forgiven and will not result in points.

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17. FAILURE TO CLOCK IN OR OUT: For each instance that a student forgets to clock in or out, he/she must provide time verification in Trajecys. See chart below for points for failure to swipe in and out.

Tardy / Leaving Early	.50
Failure to Clock in or Out	.50

18. TWO OCCURENCES OF NO CLOCK IN/OUT WITHIN A DAY: The student is required to provide documentation within one week of the occurrence or will be charged with eight (8) hours of make-up time **and** the incident will be considered a **NO CALL / NO SHOW** requiring a corrective action. Please refer to the Corrective Actions Policy for more detail. Time verification is still required.

19. CORRECTIVE ACTION FOR POINTS: Corrective action for accumulation of points will be initiated according to the chart below. Please see the Corrective Action Policy for more detail. A corrective action will be initiated **each time** a student reaches a point level. Any corrective action (including points for attendance) may affect the student’s clinical grade. See the Grading Procedures Policy for more detail.

CORRECTIVE ACTION	FULL-TIME:
Documented Counseling	4 points
Written Corrective Action	8 points
Final Written Warning / Suspension	10 points
Dismissal	12 points

20. NO CALL/SHOW: This applies when a student does not attend class and fails to report off to the school or when a student does not attend clinical and fails to report off to **both** the school and clinical. Notification received more than **two hours** after scheduled start time is a “NO CALL/NO SHOW.”

**School of Diagnostic Imaging
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POLICY TITLE: Behavioral Objectives

PAGE: 1of 2

ORIGINAL DATE: March 1, 1996

LAST REVIEWED: November 10, 2023

REVISED: June 14, 2017

Personal and professional development starts as a student and continues throughout a Sonographer's career. The work ethic and attitudes developed or influenced during the training period greatly impacts the degree of professional success a Sonographer enjoys.

The student will:

- Show initiative by displaying motivation and energy in starting and completing tasks.
- Demonstrate a professional attitude by displaying and/or creating a positive emotional and psychological environment for patients and co-workers.
- Develop professional interpersonal relationships as evidenced by positive interactions with patients, families and co-workers.
- Possess appropriate patient perception skills by demonstrating the ability to perceive patient's needs and respond to them as needed.
- Be productive, as demonstrated by the volume of work accomplished.
- Perform high quality work, as evidenced by the accuracy and thoroughness of procedure performance.
- Possess organizational skills by demonstrating the ability to perform in a systematic and logical fashion.
- Demonstrate the ability to follow direction by possessing the ability and willingness to listen, reason and interpret tasks.
- Demonstrate flexibility by being willing to be guided and instructed.
- Demonstrate adaptability by being able to adapt procedure to patient.
- Demonstrate self-confidence.
- Demonstrate a professional demeanor.
- Present a professional appearance in accordance with school policy.
- Demonstrate dependability by being reliable and conscientious.
- Demonstrate accountability by taking responsibility for his/her actions and through attendance and punctuality.

**School of Diagnostic Imaging
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POLICY TITLE: Behavioral Objectives

PAGE: 2 of 2

ORIGINAL DATE: March 1, 1996

LAST REVIEWED: November 10, 2023

REVISED: June 14, 2017

CLEVELAND CLINIC IMAGING INSTITUTE’S COMMITMENT TO RESPECT: In addition to the above specifics, we expect students to work toward mastering the principles set forth in the Commitment to Respect. In view of the critical role that communication plays in the successful provision of care to patients and to colleagues, all caregivers of the Imaging Institute will subscribe to the following principles:

- **Patients, their families and significant others are the most important people to the healthcare team**
 - We communicate information that sets appropriate expectations and reduces anxiety
 - We take the time to understand their needs and preferences.
- **We all lead by setting a good example**
- **We make ourselves accessible to others**
 - We give each other the gift of listening
 - We respond to requests in a timely way
 - We are open to the opinions of others, options, and ways of doing things
 - We are on time for patient related commitments
- **We exhibit a personable, pleasant and professional demeanor**
 - We know the people with whom we work and address them by name
 - We acknowledge and make eye contact with others
 - We appreciate similarities and value differences
 - We use “please”, “thank you”, and “I’m sorry” as a significant part of our vocabulary
- **We create a positive environment of support, respect and appreciation**
 - We give and receive open and honest feedback to allow personal and professional growth
 - We praise each other publicly and provide constructive criticism privately
 - We refrain from gossip, rumors and malicious talk about others
 - We avoid indirect communications and speak directly with the person involved
 - We communicate in a clear and consistent manner using appropriate words, body language and facial expressions
- **We are all Caregivers and help each other achieve our potential**
 - We educate each other
 - We recognize value in every member of the care team
 - We select the best people for a role based on their skills, strengths and interests
- **We manage stress appropriately both in the workplace and on a personal level**
 - We manage stress to minimize impact on others
 - We exhibit appropriate non-verbal communications particularly when under stress
 - We take care of ourselves so we can take better care of others
- **We value every member of the care delivery team equally and recognize the “main ingredient for success is the rest of the team” (- J Wooden)**
 - We set and communicate expectations in a collaborative manner
 - We ensure clarity of roles and responsibilities
 - Our actions reflect our commitment to quality, safety and efficiency
 - We recognize and reward people in ways they appreciate

**School of Diagnostic Imaging
Cleveland Clinic
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POLICY TITLE: Caring for Caregivers

PAGE: 1 of 1

ORIGINAL DATE: May 31, 2001

LAST REVIEWED: November 10, 2023

REVISED: June 23, 2016

The School of Diagnostic Imaging is aware that students face a variety of challenges in their daily lives and understands how personal, school, and work stresses can impact the quality of life and the ability to provide skillful and compassionate care. The School of Diagnostic Imaging offers the services of Caring for Caregivers (Employee Assistance Program) to any student who may require assistance.

Caring for Caregivers program offers expert, confidential and free support. The Caring for Caregivers program assists in a crisis, and in helping manage a wide range of issues that include, but not limited to, stress, emotional problems, work problems, alcohol and other substance use, family and marital problems, parenting, loss and bereavement, and financial pressures.

Services include:

- Confidential assessment
- Short-term counseling
- Information and referral services
- Crisis response services / Critical incident stress debriefing
- Supervisor and management consultation
- Education and outreach

Guidelines for using Caring for Caregivers:

1. Students may confidentially contact Caring for Caregivers directly by calling 216-445-6970 or 800-989-8820.
2. The student will be provided with confidential assessment, limited counseling and referral services which are free of charge.
3. The faculty at the School of Diagnostic Imaging may make voluntary referrals to the assistance program by requesting the student to contact Caring for Caregivers Staff and Employee Assistance Programs.
4. Students are advised to schedule appointments outside of scheduled class and/or clinical hours.
5. If the student is unable to attend the appointment as scheduled, the student should inform Caring for Caregivers assistance program.

School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program

POLICY TITLE: Clinical Competency Examination

PAGE: 1 of 2

ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

Competency examinations will be conducted as a means for students to demonstrate competence in performing procedures according to the following guidelines:

1. Students may not complete a competency examination on any procedure prior to educational instruction on that procedure. The curriculum is designed to teach sonographic procedures from simpler exams to the more complex as the student progresses in the program.
2. Competency examinations require an **84%** for the student to be considered competent. In addition, there is a mandatory section that is graded on a pass or no pass (P or NP) basis. A competency examination is not considered complete until a passing grade is obtained. The student is not considered competent on that exam and must repeat the competency examination (*see failed competency section for more detail*).
3. Students must perform each procedure a **minimum** of five (5) times prior to the corresponding competency examination being completed to demonstrate areas of needed improvement prior to competency exam completion.
4. Competency examinations must be filled out using Trajecsys and be electronically signed by the supervising technologist. The clinical preceptor or designee must then electronically approve each competency.
5. Once a student has successfully passed a competency examination on any given procedure, that student is then allowed to perform the procedure under indirect supervision, following the supervision policy. If the student subsequently demonstrates an inability to repeatedly correctly perform the procedure, the program manager can take away the competency and require the student to repeat the competency exam.
6. While performing a competency examination, the student cannot refer to notes or books. This should be done prior to the beginning of the exam and before the patient is brought in the room. Students must inform the technologist prior to the beginning of the procedure that they intend to perform a competency.
7. If a student does not complete the required number of competencies in any given semester, they will receive an incomplete for the clinical semester and their clinical grade will drop one letter grade. For each subsequent week that the requirement is not met, the grade will continue to drop one letter grade. The only exception is when a student is on an approved leave of absence (LOA). The student on an approved leave of absence is given the additional time, equal to their absence, to complete the clinical requirements.
8. Students may not have an elective rotation until they have completed required examination competencies.

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POLICY TITLE: Clinical Competency Examination

PAGE: 2 of 2

ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

FAILED COMPETENCY EXAMS:

1. A failed exam is one that was failed by points (**84%**) or if a **no pass (NP)** was received in the Mandatory Skills section. The student is not considered competent on that exam and must repeat the competency examination until an 84% or better is obtained and all Mandatory Skills have a pass (P). Students must have direct supervision until successfully passing the examination competency exam.
2. All failed competency examinations must have a competency form filled out, signed, and returned to the clinical preceptor by the technologist. The clinical preceptor will then send the failed competency examination to program faculty.
3. Students who fail a competency examination must perform remediation on the specific procedure with a program representative/clinical preceptor. Remediation will consist of a review of the procedure and a successful simulation of the procedure with the clinical preceptor or their designee. A Competency Examination Remediation Form must be completed and signed by the clinical preceptor and returned to program faculty.
4. Any student who fails more than three (3) competency examinations per semester will receive a documented counseling action which may affect their clinical grade. Further failure of an additional (2) two competency examinations within the same semester will require the next corrective action, a written corrective action.
5. Any student who fails more than three (3) competency examinations per semester will receive a documented counseling action which may affect their clinical grade. Further failure of an additional two (2) competency examinations with the same semester will require the next corrective action, a written corrective action. Another two (2) failed competency examinations in the same semester will require suspension or a final written corrective action, and one (1) more failed competency examinations will require dismissal from the program. *See the Corrective Action Policy for more detail.*

**School of Diagnostic Imaging
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POLICY TITLE: Computer, Internet, Social Media,
& Cell Phone Use

PAGE: 1 of 1

ORIGINAL DATE: August 6, 2008

LAST REVIEWED: November 10, 2023

REVISED: May 24, 2021

COMPUTER AND INTERNET:

1. The use of School of Diagnostic Imaging computers is limited to activities related to the curriculum. You may check e-mail and conduct program related internet searches either before or after class.
2. The School of Diagnostic Imaging utilizes the learning management system and if allowed by the clinical site, the student can access their account to check on their classes. This must not be done if there are patients to be taken care of, and only if approved by the clinical site.
3. Hospital computers are *only* to be used for radiology related patient care functions. Students are *not* allowed to access his/her personal e-mail, or the internet during a clinical rotation.
4. The use of personal computers and/or electronic notebooks or tablets is allowed in the classroom if the student is utilizing an e-book version of the textbook. Students are not allowed to utilize their electronic devices during class for anything other than accessing course information.

CELL PHONE / ELECTRONIC DEVICE:

1. **Class Days:** Except for lunchtime, all phones, smart watches, and any other electronic device must be silenced and stored away in the classroom and computer room during class time. If, during a break, a student wants to use their electronic device, they must leave the classroom.
2. **Clinical Days:** The use of personal computers, electronic notebooks or tablets, smart watches, or any electronic device is **not** permitted in the clinical unless the student is on a break or lunch and only in non-patient areas such as the lounge, lunchroom, or locker room. Students are **NOT** permitted to carry cell phones or any electronic device during clinical time. Students who violate this policy will be given a corrective action.

SOCIAL MEDIA:

No student shall email, post, blog or otherwise mention or discuss any Cleveland Clinic business, patient or employee business, information or circumstance on any social media site. Examples include Facebook, Twitter, personal email or any other social outlet. Furthermore, no student shall take photographs within any Cleveland Clinic area or of any patient /patient information and post on any of the above-mentioned social media outlets. This is considered a serious breach of ethics and/or confidentiality and will not be tolerated. A student may be removed from the clinical site and not allowed future access to any Cleveland Clinic site or location.

RECORDING DEVICE:

Audio recording of lectures may be permitted upon permission from the instructor. Video recording of lectures is strictly prohibited.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Confidential Information

PAGE: 1 of 2

ORIGINAL DATE: May 1, 1988

LAST REVIEWED: November 10, 2023

REVISED: August 03, 2015

POLICY:

The School of Diagnostic Imaging is committed to keeping its patients' health information confidential. Recent federal regulations (HIPAA) define privacy and security standards for healthcare organizations and mandate compliance. Hospital, entity and business ethics, as well as statutes and regulations create an obligation to keep in strict confidence all information about patient, including the patient's name, condition, and treatment records. Such information may only be released as necessary and in accordance with relevant statutes and regulations.

During the course of education, students may have access to confidential information concerning business, finances, patients and employees. This information may be in the form of verbal, written, or computerized data. The safeguarding of such confidential information is a critical responsibility and expectation of every student. Students are required to adhere to privacy and information security policies or face strict corrective action up to and including dismissal.

Management will ensure that students understand and adhere to this policy of confidentiality. Casual conversations regarding patients and co-workers are inappropriate. Conversations regarding patient care should take place in a private area with appropriate personnel.

REGULATIONS GOVERNING PATIENT CONFIDENTIALITY:

1. A student is not to discuss a patient's illness with him/her unless specifically ordered by the physician or during the course of professional care. Only the doctor is qualified to tell the patient how sick he/she is or how soon he/she may be expected to recover from his/her illness.
2. A student is not to discuss patients he/she hears about in entity with friends or in public areas inside or outside the entity. This particularly includes discussion of patients in areas such as coffee shops, snack bars, dining rooms, and while traveling to and from work via public transportation. The patient is entitled to complete privacy when he or she is confined to the hospital, and any intrusion upon this privacy may be subject to corrective actions.
3. A student is not to discuss his/her personal illnesses or problems with either hospital interns or residents or visiting physicians. He/she should make arrangements to visit his/her doctor's office for personal medical care.
4. If a student is involved in an incident, argument or accident with a patient, he/she should report the incident immediately to his/her clinical supervisor or department head for his/her review and deposition. School officials must also be notified of any incidents.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Confidential Information

PAGE: 2 of 2

ORIGINAL DATE: May 1, 1988

LAST REVIEWED: November 10, 2023

REVISED: August 03, 2015

5. A student may read a patient's record only if they are directly involved in providing patient care, in checking the quality of patient care or for a legitimate business need. This information may only be discussed with those directly involved in providing or supervising that patient's care.
6. Accessing the records of family, friends, co-workers, acquaintances, neighbors or anyone else if the student is not involved in providing their care or for a legitimate business need, is grounds for dismissal.
7. A student may not access their own medical record. Students must follow the usual process as designated through the Health Information Services (Medical Records) department.
8. Students may not discuss or view confidential and personal matters related to fellow students.

CORRECTIVE ACTIONS:

Deliberate, accidental or careless release of patient information could result in legal liabilities for the student and/or hospital. The acquisition, release, discussion or other use of confidential information for purposes other than to conduct normal authorized business activities is strictly prohibited. Violation of confidentiality is a very serious matter and will be considered grounds for corrective action, up to and including dismissal. Federal law also includes criminal penalties for the misuse of protected health information.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Contingency Plan

PAGE: 1 of 1

ORIGINAL DATE: May 28, 2021

LAST REVIEWED: December 1, 2023

Developed to address any type of catastrophic event that could affect student learning and program operations. For any catastrophic event that would not allow for in person classes, faculty will email the students with instructions to review the Power Point presentation on MyLearning and any other relevant assignments. Upon resolution of the event, faculty will present the didactic course information in person at the school. Any clinical closure will be communicated to the students by the program director and every effort will be made to assist the student in completing required competency exams.

Severe Weather:

1. In the event of severe weather, such as excessive snow or ice, the program director will make a determination regarding closure of the school, to include both classes and clinical.
2. The program director will contact the program faculty and students via text message. The clinical preceptors will be contacted via email.

Fire Plan Rally Point:

The rally point at the Cleveland Clinic Administrative Campus is the southwest corner of Building Two's surface lot. When at the clinical site, the clinical preceptor will review the fire plan with students.

Emergency Codes:

- During the Patient Care class during the first semester, the students are educated on the Emergency Codes and the procedures associated with each code as indicated below.

The image shows a chart titled "Euclid Hospital a Cleveland Clinic hospital" and "EMERGENCY CODES". The chart lists various emergency events and their corresponding codes and colors.

Code	Event
ADAM	Missing Infant or Child
BLACK	Bomb Threat and / or Suspicious Object
BLUE	Adult Medical Emergency
BROWN	Missing Adult
GRAY	Severe Weather
ORANGE	HazMat Spill
PINK	Pediatric / Neonatal Medical Emergency
RED	Fire or Fire Alarm
SILVER	Weapon / Hostage Situation
VIOLET	Violent / Combative Person
YELLOW	Disaster Internal / External
88	Emergency Operator
67688	Security Department
67430	Hospital Command Center
911	Outer Buildings Emergency

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Copyright Infringement

PAGE: 1 of 1

ORIGINAL DATE: July 2, 2010

LAST REVIEWED: November 10, 2023

REVISED: August 03, 2015

The staff of School of Diagnostic Imaging maintains a copyright infringement policy to address sanctions and liabilities that students will face for downloading and distributing copyrighted materials.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Violating this policy will result in a corrective action according to the Corrective Actions Policy.

**School of Diagnostic Imaging
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POLICY TITLE: Corrective Action

PAGE: 1 of 6

ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

OBJECTIVE:

Students enrolled in the Diagnostic Medical Sonography Program must conduct themselves in an appropriate and professional manner and must adhere to the rules and regulations of the school and clinical sites. The purpose of this policy is to provide guidelines to assist with managing student performance or conduct issues that interfere with the safe, orderly, effective and efficient operation of the program and the organization. It provides standards and rules governing performance and a procedure for consistent, non-discriminatory application of the rules in the interest of maintaining the highest quality patient care and educational environment.

RECORD OF CORRECTIVE ACTIONS:

- Records of attendance are retained for a period of seven (7) years and are reviewable for matters pertaining to employment references, dismissal and reinstatement after dismissal.
- Records of corrective actions remain active in the student record for a seven-year period.
- If any further infractions occur within a two-year period, they will be used as a basis for progressive corrective actions. Records of corrective actions within a two-year period may be reviewed in a matter relating to employment.
- Any student receiving a second corrective action suspension within the length of the program, whether the two suspensions are for related or unrelated conduct, shall be dismissed.
- The receipt of any and all corrective action, whether in the capacity as a student or in the capacity as an employee of the Cleveland Clinic (if applicable), may result in denial of access to clinical sites and/or dismissal from the program.
- The School of Diagnostic Imaging Administration reserves the right to fully disclosure any and all issues of corrective action received prior to clinical site reassignment.
- If a student is denied access to the clinical site for any reason, the student cannot be reassigned to another site. This student will not be able to complete the program requirements and is therefore dismissed from the program.

PROCEDURE:

All students are expected to always conduct themselves in a professional and caring manner. In the event that a professional behavior is not exhibited, corrective actions may be implemented up to and including dismissal from the program. When it becomes necessary to implement corrective actions for performance deficiencies, acts contrary to established policies or procedures, or to assure that the school and clinical site best interests are served, reference will be made to the categories below which relate the severity of the offenses to the corrective action. However, categories are not all-inclusive, and students may be disciplined for actions not specifically designated. Students who disagree with the action taken may proceed through steps outlined in the Grievance Procedure Policy. If a student is dismissed from the program, utilizes the Grievance Procedure Policy, and is denied re-acceptance, that student will not be permitted to reapply to the program.

**School of Diagnostic Imaging
Cleveland Clinic
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POLICY TITLE: Corrective Action

PAGE: 2 of 6

ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

POLICY IMPLEMENTATION:

Students who fail to abide by established standards and rules may be subject to corrective action. The step of corrective action may vary depending upon the nature of the infraction, the circumstances surrounding the offense and the student's past records. In the event that a student does not conduct him/herself in a professional manner the following corrective actions may take place. How rapidly a student goes through the following progressive steps, or at what stage the corrective actions will be initiated, will depend upon the seriousness of the offense. The program manager will use their judgment to determine the appropriate step which applies in each circumstance. Regardless of the category in which an offense is listed, a particularly flagrant violation may result in more severe discipline than that which is indicated for that category. Conversely, in the event that mitigating circumstances are judged to exist, less severe discipline may be imposed than would otherwise be indicated for the category of offense involved. Some infractions are not progressive in nature.

The four steps of corrective action are as follows:

- **Step 1: Documented Counseling**

For infractions considered less serious, a documented counseling action may be the first step in the discipline procedure. It consists of a verbal conference with the student and the program manager or education coordinator and will be documented in writing and placed in the students' personal file.

- **Step 2: Written Corrective Action**

The written corrective action is a document summarizing the performance problem or incident. The document and situation will be reviewed with the student outlining the specific problem(s)/incident and warning the student that further behavior will result in further corrective action.

- **Step 3: Suspension or Final Written Corrective Action**

A suspension or final written corrective action may occur when undesirable performance or behavior continues. Depending on the seriousness of the incident or behavior the student may receive a suspension as the first step of the corrective action process. A suspension is generally for a three-day period however, a greater or lesser number may be determined after review of the situation. Suspensions may be scheduled so that consistency and continuity of the learning process is not interrupted more than necessary and as close to the infraction as possible. The program manager has the final decision on whether a suspension or final written corrective action is in the best interest of the student based on the specific infraction.

- **Step 4: Dismissal**

Dismissal will occur as the final step in the corrective action process. Dismissal may occur for serious offenses or for continued performance or behavioral problems.

**School of Diagnostic Imaging
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POLICY TITLE: Corrective Action

PAGE: 3 of 6

ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

A. CATEGORY I:

- 1st Offense: Documented Counseling.
 - 2nd Offense: Written Corrective Action.
 - 3rd Offense: Suspension or Final Written Corrective Action.
 - 4th Offense: Dismissal
1. Attendance related offenses (see Attendance Policy).
 2. Failure to inform the clinical site and the school regarding absence within 2 hours of scheduled start time, whether scheduled or unscheduled (no call/no show) for clinical rotation.
 3. Failure to call the school for a class absence.
 4. Loitering during scheduled working and off-duty hours.
 5. Eating or drinking in unauthorized areas.
 6. Violation of hospital parking regulations.
 7. Sleeping during class or clinical.
 8. Unauthorized extended meal period or breaks.
 9. Failure to get approval from program officials for clinical schedule changes.
 10. Failing score on more than three (3) competency examinations in one clinical semester. (See Competency Policy for details.
 11. Failure to perform in a courteous, conscientious, and caring manner in responding to the needs of patients, visitors, fellow students, or employees.
 12. Unauthorized use of internet, electronic device or cell phone during class, lab or clinical.
 13. Failure to adhere to reasonable standards of personal hygiene, grooming and dress. This includes failure to adhere to established uniform requirements and failure to wear the appropriate CC identification badge.
 14. Copying answers directly from the answer key for workbook and classroom assignments.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Corrective Action

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ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

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B. CATEGORY II:

- 1st Offense: Written Corrective Action.
 - 2nd Offense: Suspension or Final Written Corrective Action.
 - 3rd Offense: Dismissal.
1. Arriving to your assigned area late or leaving your assigned area early.
 2. Conduct prejudicial to the best interest of the hospital and/or school.
 3. Unacceptable or unsatisfactory job performance including causing or contributing to unsanitary or unsafe conditions and performing unsafe procedures.
 4. Profane or unprofessional language.
 5. Careless neglect or improper or unauthorized use of hospital and/or school property or equipment.
 6. Collecting funds or accepting gratuities.
 7. Repeated or chronic infractions of hospital and/or school rules with no evident improvement in performance or conduct.
 8. Failure to observe school policies regarding required supervision and on repeat sonographic images.
 9. Inefficiency, incompetence or negligence in performance of duties.
 10. Reporting to duty in an unfit or unsafe condition to work.
 11. Failure to perform duties at minimally acceptable standards after counseling and guidance.
 12. Repeated failure to pass an additional two (2) competency examinations after failing three (3) competencies in one clinical semester.
 13. Violation of Copyright Infringement Policy.
 14. Unauthorized use of Cleveland Clinic identification badge.
 15. Improper or negligent acts that cause damage to/waste of supplies, equipment or other property.
 16. Any other failure of good behavior or neglect of duty.

**School of Diagnostic Imaging
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POLICY TITLE: Corrective Action

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ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

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C. CATEGORY III:

- 1st Offense: Suspension or Final Written Corrective Action.
 - 2nd Offense: Dismissal.
1. Reporting to school or clinical experience under the influence of alcohol or narcotic as evidenced by: a) inability to perform assigned duties or participate in class, b) demonstration of undesirable characteristics (such as odor of alcohol or other substances, attitude, uncooperativeness toward patients, staff, students, visitors, others).
 2. Refusing to submit to a medical evaluation including testing when reasonably suspected of being under the influence of alcohol or drugs.
 3. Inappropriate treatment of a patient for any reason.
 4. Failure to fulfill responsibilities at clinical to an extent that might reasonably or does cause injury.
 5. Insubordination or refusal to perform a reasonable assignment after having been instructed to.
 6. Immoral or illegal conduct and any acts of dishonesty, including cheating or copying another person's work (plagiarism).
 7. Sale, loan or gift of parking pass.
 8. Any serious failure of good behavior or serious neglect of duty.
 9. Failure to conform to professional ethics.
 10. Fighting or gambling on Cleveland Clinic premises.
 11. Repeated failure to pass an additional two (2) competency examinations after failing five (5) competencies in one clinical semester.
 12. Solicitation and/or distribution of literature in violation of hospital policy.
 13. Posting on social media any information or event regarding patients, visitors, students, or employees that occur at the clinical site or school.
 14. Use of any electronic device other than the institution computers while using Trajecsys for clocking in.
 15. Clocking in and not reporting to your assigned area or leaving your assigned area without permission.

**School of Diagnostic Imaging
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POLICY TITLE: Corrective Action

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ORIGINAL DATE: January 28, 1994

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D. CATEGORY IV:

- Dismissal upon 1st Offense
 1. Possession, use, or sale of alcohol, narcotics or controlled substances on hospital premises.
 2. Threat of or actual physical or verbal abuse of patients, visitors, staff, employees or students.
 3. Falsification of any official hospital or school record.
 4. Any act of academic dishonesty as described in the Academic Honesty policy.
 5. Willful damage to or theft of property of the school, hospitals, patients, visitors, employees or students.
 6. Absence from classes or clinical experience without justifiable reason or without reporting off for three (3) consecutive clinical and/or class days, or three (3) incidents of no-call/no-show in a twelve (12) month period.
 7. Possession of firearms or other weapons on school/hospital premises.
 8. Unauthorized possession, use, copying or revealing of confidential information regarding patients, employees, students, or school/hospital activity including on social media sites.
 9. Sexual, racial or other harassment or verbal or physical threats against a fellow student, employee, visitor or patient.
 10. Conviction of a felony.
 11. Theft, removal of, unauthorized possession, tampering with or use of property belonging to others.
 12. Failing one (1) additional examination competency after failing seven (7) competencies in one clinical semester.
 13. Any conduct seriously detrimental to patient care, fellow students, employees, and the school or Cleveland Clinic operations.
 14. Any other serious failure of good behavior or gross neglect of duty.

The list of offenses contained herein is meant to be illustrative and not all inclusive. Engaging in activity which is inconsistent with ordinary and reasonable standards of behavior necessary to the mutual welfare of the Cleveland Clinic, its employees, patients, and visitors will also subject a student to corrective action.

School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program

POLICY TITLE: Course Descriptions

PAGE: 1 of 6

ORIGINAL DATE: January 1, 2022

LAST REVIEWED: July 18, 2022

REVISED: July 18, 2022

PCS101 - Patient Care for Sonography

This course provides an overview of Diagnostic Medical Sonography in addition to and in combination with the basic concepts of patient care, infection prevention and control, hospital emergency codes, proper patient positioning and transport, and the role of the sonographer as a member of the health care team. Content includes pharmacology, patient assessment, and vital signs. Topics include: critical thinking, history of sonography, professional roles and behavior, professional attitudes and communications. Also included will be hospital and departmental organization, and hospital and program affiliation.

Prerequisite: Admission into the Diagnostic Medical Sonography program.

Typically Offered: Fall Semester.

CSA101 - Cross Sectional Anatomy

This course is delivered in a traditional classroom setting and provides the student with fundamental anatomy and physiology associated with sonography, computed tomography, and magnetic resonance imaging of the head, neck, face, spine, thorax, abdomen, pelvis, upper and lower extremities. The various structures will be demonstrated in the axial, sagittal and coronal imaging planes.

Prerequisite: Admission into the Diagnostic Medical Sonography program.

Typically Offered: Fall Semester.

DMS101 - Introduction to Diagnostic Medical Sonography

LAB101 - Sonography Scanning Lab I

This course provides an overview of Diagnostic Medical Sonography. Topics include: the history and development of Diagnostic Medical Sonography as a profession, professional sonography organizations, professional ethics and legal issues, and proper technique and ergonomics. It will further include an introduction to sonographic terminology, image orientation, proper scanning techniques and protocols, and concepts of ultrasound physics and instrumentation. The basic function, advantages and disadvantages of other various imaging modalities including radiography, computed tomography, and magnetic resonance imaging will also be discussed. The student will participate in corresponding sonography scanning labs.

Prerequisite: Admission into the Diagnostic Medical Sonography program.

Typically Offered: Fall Semester.

**School of Diagnostic Imaging
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Diagnostic Medical Sonography Program**

POLICY TITLE: Course Descriptions

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ORIGINAL DATE: January 1, 2022

LAST REVIEWED: July 18, 2022

REVISED: July 18, 2022

CLE101 - Introductory Clinical Experience I

Supervised sessions emphasizing development of medical imaging skills. Practical application of sonographic scanning with emphasis on orientation to the equipment, proper scanning positions and planes, transducer orientation, and general patient care. Observation of other imaging modalities included. Designed to give the student an introduction to the basics of Diagnostic Medical Sonography in the clinical setting. Clinical experience in hospital environment for 8 weeks, 2 days/week.

Prerequisite: Admission into the Diagnostic Medical Sonography program.

Typically Offered: Fall Semester.

DMS102 - Diagnostic Medical Sonography – ABD I

LAB102 - Sonography Scanning Lab II

Detailed study of normal anatomy, physiology, sonographic appearances, and scanning protocols/techniques of normal and common pathologic conditions of the abdominal vasculature, liver, gallbladder, pancreas, kidneys, urinary bladder, and superficial structures. Identification of general anatomy, image orientation, and common pathologies in each modality with comparisons applied to sonography will also be discussed. The student will participate in corresponding sonography scanning labs.

Prerequisite: Admission into the Diagnostic Medical Sonography program; DMS 101, LAB 101

Typically Offered: Spring Semester.

PHY101 - Ultrasound Physics & Instrumentation I

This course is designed to provide the student an in-depth analysis of the various methods utilized in diagnostic sonography, the physical principles of diagnostic ultrasound as it interacts with human tissue, and the construction and function of single-element and multi-element transducers. This course requires prior knowledge of scientific formulas and metric conversions.

Prerequisite: Admission into the Diagnostic Medical Sonography program; CSA 101, DMS 101, LAB 101

Typically Offered: Spring Semester.

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POLICY TITLE: Course Descriptions

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ORIGINAL DATE: January 1, 2022

LAST REVIEWED: July 18, 2022

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CLE102 - Introductory Clinical Experience II

Supervised sessions emphasizing development of medical imaging skills. Practical application of sonographic scanning with emphasis on the abdominal vasculature, liver, gallbladder, pancreas, kidneys, urinary bladder, and superficial structures. Students are required to successfully complete 15 clinical competency examinations supervised by a Registered Diagnostic Medical Sonographer or clinical preceptor. Clinical experience in hospital environment for 16 weeks, 3 days/week.

Prerequisite: CLE 101 - Introductory Clinical Experience I

Typically Offered: Spring Semester.

DMS103 - Diagnostic Medical Sonography – OB/GYN I

LAB103 - Sonography Scanning Lab III

Detailed study of normal anatomy, physiology, sonographic appearances, and scanning techniques of normal and common pathologic conditions of the female pelvis, early and advanced pregnancy. Identification of general anatomy, image orientation, and common pathologies in each modality with comparisons applied to sonography will also be discussed. The student will participate in corresponding sonography scanning labs.

Prerequisite: Admission into the Diagnostic Medical Sonography program; DMS 102, LAB 102

Typically Offered: Summer Semester.

DMS112 - Diagnostic Medical Sonography – ABD II

Detailed study of the abdomen and small parts, discussing pathologic conditions and their sonographic appearances. The student will participate in corresponding sonography scanning labs.

Prerequisite: Admission into the Diagnostic Medical Sonography program; DMS 102, LAB 102

Typically Offered: Summer Semester.

CLE103 - Intermediate Clinical Experience I

Supervised sessions emphasizing development of medical imaging skills. Practical application of sonographic scanning with emphasis on the abdominal vasculature, liver, gallbladder, pancreas, kidneys, urinary bladder, male pelvis, female pelvis, early and advanced pregnancy and superficial structures. Students are required to successfully complete 15 clinical competency examinations supervised by a Registered Diagnostic Medical Sonographer or clinical preceptor. Clinical experience in hospital environment for 12 weeks, 3 days/week.

Prerequisite: CLE 102 - Introductory Clinical Experience II

Typically Offered: Summer Semester.

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POLICY TITLE: Course Descriptions

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ORIGINAL DATE: January 1, 2022

LAST REVIEWED: July 18, 2022

REVISED: July 18, 2022

DMS204 - Diagnostic Medical Sonography – OB/GYN II

Detailed study of the female pelvis, early and advanced pregnancy. Topics include: the discussion of pathologic conditions and their sonographic appearances, the identification of various gynecologic disease processes, fetal development and various obstetrical, genetic pathologies based on sonographic appearance and clinical history. The student will participate in corresponding sonography scanning labs.

Prerequisite: Admission into the Diagnostic Medical Sonography program, DMS 103, LAB 103

Typically Offered: Fall Semester.

PHY210 - Ultrasound Physics & Instrumentation II

Continuation of Ultrasound Physics and Instrumentation, including Doppler physics, hemodynamics, image processing recording devices, artifacts, biological effects, and quality control.

Prerequisite: Admission into the Diagnostic Medical Sonography program; PHY 101

Typically Offered: Fall Semester.

DMS223 - Advanced Studies in Diagnostic Medical Sonography – Vascular

LAB204 - Sonography Scanning Lab IV

Doppler studies of the extracranial, intracranial, peripheral vascular arterial and venous, and abdomen will be emphasized. Sonography of other current advanced studies will also be discussed. The student will participate in corresponding sonography scanning labs.

Prerequisite: Admission into the Diagnostic Medical Sonography program; DMS 103, LAB 103, DMS 112

Typically Offered: Fall Semester.

CLE201 - Intermediate Clinical Experience II

Supervised sessions emphasizing development of medical imaging skills. Practical application of sonographic scanning with emphasis on the abdominal vasculature, liver, gallbladder, pancreas, kidneys, urinary bladder, male pelvis, female pelvis, early and advanced pregnancy, superficial structures, carotid arteries, and upper and lower extremity arterial and venous duplex. Students are required to successfully complete 20 clinical competency examinations supervised by a Registered Diagnostic Medical Sonographer or clinical preceptor. Clinical experience in hospital environment for 16 weeks, 3 days/week.

Prerequisite: CLE 103 - Intermediate Clinical Experience I

Typically Offered: Fall Semester.

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POLICY TITLE: Course Descriptions

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ORIGINAL DATE: January 1, 2022

LAST REVIEWED: July 18, 2022

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DMS224 - Advanced Studies in Diagnostic Medical Sonography – Pediatrics

LAB205 - Sonography Scanning Lab IV

Sonography of the neonatal head, hips, spinal cord, and specialized examinations of the pediatric abdomen including appendicitis, intussusception, and pyloric stenosis. Musculoskeletal sonography, as well as other current advanced studies will be discussed. The student will participate in corresponding sonography scanning labs.

Prerequisite: Admission into the Diagnostic Medical Sonography program; DMS 223, LAB 204

Typically Offered: Spring Semester.

DMS225 - Diagnostic Medical Sonography as a Profession

This course is designed to provide the student with a fundamental background in healthcare ethics and law. The historical and philosophical bases of ethics as well as the elements of ethical behavior are discussed. The student will examine a variety of ethical issues and dilemmas that occur in clinical practice. An introduction to legal terminology, concepts and principles will also be presented. Topics include: misconduct, malpractice, unintentional and intentional torts, HIPAA standards and compliance, legal and professional standards, RDMS scope of practice, administrative planning, resume writing, job interviewing skills, continuing education and career advancement. The importance of proper documentation and informed consent will be emphasized.

Prerequisite: Admission into the Diagnostic Medical Sonography program; DMS 223, LAB 204

Typically Offered: Spring Semester.

DMS226 - Registry Review

This course provides a review of basic knowledge from previous courses and helps the student prepare for the American Registry of Diagnostic Medical Sonography (ARDMS) Abdominal (AB) and OB/GYN (OB) examinations. Topics include: image production and evaluation; sonographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; infection prevention and protection, patient care and education.

Prerequisite: Admission into the Diagnostic Medical Sonography program; DMS 223, LAB 204

Typically Offered: Spring Semester.

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POLICY TITLE: Course Descriptions

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ORIGINAL DATE: January 1, 2022

LAST REVIEWED: July 18, 2022

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CLE202 - Advanced Clinical Experience

Supervised sessions emphasizing development of medical imaging skills. Practical application of sonographic scanning with emphasis on the abdominal vasculature, liver, gallbladder, pancreas, kidneys, urinary bladder, male pelvis, female pelvis, early and advanced pregnancy, superficial structures, carotid arteries, upper and lower extremity arterial and venous duplex, and pediatric exams. Students are required to successfully complete 20 clinical competency examinations supervised by a Registered Diagnostic Medical Sonographer or clinical preceptor. Students are also required to successfully complete three (3) terminal competency examinations supervised by their clinical preceptor/supervisor. Clinical experience in hospital environment for 16 weeks, 4 days/week.

Prerequisite: CLE 201 - Intermediate Clinical Experience II

Typically Offered: Spring Semester.

**School of Diagnostic Imaging
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Diagnostic Medical Sonography Program**

POLICY TITLE: Course Sequence and Clock Hours

PAGE: 1 of 3

ORIGINAL DATE: January 4, 2022

LAST REVIEWED: August 4, 2022

REVISED: August 4, 2022

1st Semester - FALL		Hours per Week	Number of Weeks	Total Hours
PCS 101	Patient Care for Sonography	2	16	32
CSA 101	Cross Sectional Anatomy	2.5	16	40
DMS 101	Intro to Diagnostic Medical Sonography	2	16	32
LAB 101	Sonography Scanning Lab I	4	16	<u>64</u>
			TOTAL	168
CLE 101	Introductory Clinical Experience I	16	8	128
FALL SEMESTER TOTAL				296
2nd Semester – SPRING				
DMS 102	Diagnostic Medical Sonography – ABD I	4	16	64
PHY 101	Ultrasound Physics & Instrumentation I	4	16	64
LAB 102	Sonography Scanning Lab II	6	16	<u>96</u>
			TOTAL	224
CLE 102	Introductory Clinical Experience II	24	16	384
SPRING SEMESTER TOTAL				608
3rd Semester – SUMMER				
DMS 103	Diagnostic Medical Sonography – OB/GYN I	4	12	48
DMS 112	Diagnostic Medical Sonography – ABD II	4	12	48
LAB 103	Sonography Scanning Lab III	6	12	<u>72</u>
			TOTAL	168
CLE 103	Intermediate Clinical Experience I	24	12	288
SUMMER SEMESTER TOTAL				456

**School of Diagnostic Imaging
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POLICY TITLE: Course Sequence and Clock Hours

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ORIGINAL DATE: January 4, 2022

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REVISED: August 4, 2022

		Hours per Week	Number of Weeks	Total Hours
4th Semester – FALL				
DMS 204	Diagnostic Medical Sonography – OB/GYN II	4	16	64
PHY 210	Ultrasound Physics & Instrumentation II	4	16	64
DMS 223	Advanced Studies in Diagnostic Medical Sonography - Vascular	2	16	32
LAB 204	Sonography Scanning Lab IV	4	16	<u>64</u>
			TOTAL	224
CLE 201	Intermediate Clinical Experience II	24	16	384
FALL SEMESTER TOTAL				608

5th Semester – SPRING				
DMS 224	Advanced Studies in Diagnostic Medical Sonography - Pediatrics	2	16	32
DMS 225	Diagnostic Medical Sonography as a Profession	1	16	16
DMS 226	Registry Review	2	16	32
LAB 205	Sonography Scanning Lab V	2	16	<u>32</u>
			TOTAL	112
CLE 202	Advanced Clinical Experience	32	16	512
SPRING SEMESTER TOTAL				624

	Academic Hours	Clinical Hours
1st Year		
First Semester	168	128
Second Semester	224	384
Third Semester	168	288
2nd Year		
Fourth Semester	224	384
Fifth Semester	112	512
TOTAL	896 Hours	1696 Hours

**School of Diagnostic Imaging
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POLICY TITLE: Course Sequence and Clock Hours

PAGE: 3 of 3

ORIGINAL DATE: January 4, 2022

LAST REVIEWED: August 4, 2022

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Total Didactic Hours	896.0
Total Clinical Hours	1696.0
Total Program Hours	2592.0

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Educational Records

PAGE: 1 of 2

ORIGINAL DATE: May 17, 2007

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

This policy is in accordance with Family Educational Rights and Privacy Act of 1974.

A. You may inspect and/or review any of your official records and files.

Exceptions:

1. Your parents' confidential/financial statement may not be inspected.
2. Confidential letters and recommendations placed in your file prior to January 1, 1975, are not available to you. Right of access to future confidential recommendations in the areas of admission, job placement and awards may be waived by you.
3. Medical, psychiatric or similar records are not accessible to you. A doctor or other qualified professional may inspect your record if you so desire.

B. No one may inspect your record.

Exceptions:

1. Faculty at the School of Diagnostic Imaging who have legitimate academic interests and School secretaries who must work with the students' files.
2. School officials who have legitimate academic interests.
3. Individuals concerned in connection with a student's application for or receipt of financial aid.
4. Representative of State educational authorities.
5. Representative of the administrative head of Cleveland Clinic.
6. Representative of the Comptroller General of the United States.
7. Representative of the Secretary of Education.
8. Representative of the Joint Review Committee on Education in Diagnostic Medical Sonography.
9. Representative of the Ohio State Board of Career Colleges and Schools.

The School of Diagnostic Imaging is not required to notify you that your records have been inspected as listed in exceptions under "B".

C. You will receive prior notice when your records are being inspected, without your consent, in the following situation: Pursuant to a court order or lawfully issued subpoena.

D. You may sign a release of information form to give consent to release your records to other persons or agencies. Such forms are available in the School of Diagnostic Imaging office.

On this form, you must indicate:

1. The records to be released.
2. The reason the records are to be released.
3. To whom the records are to be given.

School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program

POLICY TITLE: Educational Records

PAGE: 2 of 2

ORIGINAL DATE: May 17, 2007

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

- E. All students have a file which is maintained in the School of Diagnostic Imaging office. If you have any questions or concerns about your record, you should discuss such issues with the program manager. Appropriate changes, deletions or corrections will be considered at this time. If this conference does not resolve the differences, you may request that a hearing be held. You have the right to legal counsel at the hearing at your expense. The program manager will provide a written decision and state the reasons for the conclusion. You may add written explanatory materials to your file by submitting such to the program manager.
- F. Student's financial aid records are maintained by the School of Diagnostic Imaging.
- G. All files and required documents, for students receiving veteran's educational benefits, will be maintained in the school office. Such files will be retained for three (3) years. Contents of permanent educational record:
- Official School of Diagnostic Imaging transcript.
 - Official transcripts from all schools attended including high school. GED may be accepted in lieu of a high school transcript.
 - Results of standardized tests, as applicable.
 - Final Summary
- H. Request for Transcripts: Requests for transcripts must be submitted using the Request for Official Transcript form which can be found by accessing the School of Diagnostic Imaging website or requesting a copy from the program. The request must be signed by the student. The average time for transcript requests to be processed is 5-7 working days during the academic term but may take longer at the end of the term. There is a \$5.00 fee for each official copy of a student transcript.
- I. Request for Course Materials: Students are provided with course descriptions, syllabi and other materials for Diagnostic Medical Sonography courses throughout the program. Students are expected to retain such materials for any further use and/or reference. The school is not responsible for providing additional copies for student use.

School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program

POLICY TITLE: Employment Guidelines for Students

PAGE: 1 of 1

ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

The School of Diagnostic Imaging does *not* attempt to control whether a student works part-time, or the number of hours worked. Should a student be hired as a technologist assistant (or any other position) at a clinical site, time as an employee *cannot* be used as clinical experience.

Clinical competencies cannot be performed during hours worked as a technical assistant, technologist aide or any other employment position within the hospital. All clinical competencies must be completed during scheduled program clinical hours.

The school will not change rotation schedules, objectives, test dates or other requirements to accommodate a student's employment schedule.

School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program

POLICY TITLE: Evaluations & Counseling

PAGE: 1 of 1

ORIGINAL DATE: July 18, 2022

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

1. Students are required to have their technologists complete the required number of student evaluation forms per semester. (See policy titled ***Grading Procedures***) These student evaluation forms must be given to the clinical preceptor at each facility by the technologist, who will review them with the student, sign and date them, and send them to the School of Diagnostic Imaging office. All evaluations must be turned in promptly and not all at the end of the semester.
2. Counseling sessions will be conducted throughout the semester as needed to review:
 - a. Summary of student evaluation forms
 - b. Student competency examination summary form
 - c. JRC-DMS mandatory and elective summary form
 - d. Semester grades
 - e. Attendance
 - f. Additional counseling sessions will be conducted if the program manager, education coordinator or clinical preceptor finds them necessary.
3. Students are responsible for compliance and corrective actions may be imposed for non-compliance.

**School of Diagnostic Imaging
Cleveland Clinic
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POLICY TITLE: Full Time, Transfer
& Advanced Placement

PAGE: 1 of 1

ORIGINAL DATE: January 28, 1994

LAST REVIEWED: April 8, 2024

REVISED: April 8, 2024

A student may request placement from the 21-month program into a part time status temporarily due to extenuating circumstances. It should be noted, however, that courses are taught only once a year. All course work and clinical time must be completed prior to graduation. See the Course Sequence and Clock Hours Policy for class and clinical hours.

FULL TIME STUDENT:

Full-time students are those students who attend the Diagnostic Medical Sonography Program.

TRANSFER STUDENT:

The program does not accept transfer students.

TRANSFER CREDIT:

Classes may not transfer as credit courses to an institute of high learning. Other courses may be added at the school's discretion. The Cleveland Clinic School of Diagnostic Imaging reserves the right to change course offerings or course content.

ADVANCED PLACEMENT STUDENT:

The program does not accept advanced placement students.

School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program

POLICY TITLE: Grading Procedures

PAGE: 1 of 2

ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

REVISED: November 23, 2022

1. The following grading scale is used:

93 -100	A	4.0
84 - 92	B	3.0
75 - 83	C	2.0
67 - 0	F	0.0

2. Students must maintain a "C" grade or better in each academic and clinical course in the Diagnostic Medical Sonography Program. Students not satisfying this minimal academic requirement will be dismissed from the program.
3. If a student does not complete all required course assignments by the end of the semester, they will receive an incomplete grade. Incompletes must be resolved within 5 weeks into the next semester, or the grades converts to an "F", or failing grade.
4. Students are counseled as needed throughout the semester regarding academic grades, clinical grades, attendance, tardiness, evaluations, semester GPA, cumulative GPA, and other pertinent information regarding student progress.
5. Course grades are reviewed by the instructor and students are counseled as needed throughout the semester. At mid-semester the program manager identifies students who are at risk of not passing a class and sends an email for them to meet and discuss what approach to take to improve the grade.
6. Students who are dismissed for academic reasons may utilize the **Grievance Procedure Policy**.

CLINICAL GRADE PURPOSE:

To encourage students to fully participate in the clinical experience, and to provide students and the school, a means of evaluating the quantity and quality of participation.

POLICY:

Students will be given an established number of points for each clinical experience. Each semester clinical grade will be determined by:

- a. The number of evaluations turned in by the end of the semester. Four points will be deducted from the established number of clinical points for each missing evaluation.
- b. The number of competency evaluations completed by the end of the semester. Eight points will be deducted each week that the competencies are not turned in.
- c. The number of failed competency examinations each semester as outlined in the Competency Examination Policy.
- d. Observance of program and department policies and practices. Each corrective action will deduct a percentage of points based on the level of corrective action received.
- e. Only one student clinical evaluation per two-week rotation will be accepted.

**School of Diagnostic Imaging
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POLICY TITLE: Grading Procedures

PAGE: 2 of 2

ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

REVISED: November 23, 2022

Clinical evaluations are reviewed when received by the coordinator. The coordinator meets privately with each student who has a score of 2 or less or comments on the evaluation that need to be discussed.

The following worksheet will be used to determine clinical grades:

1st Semester Clinical Experience (8-hour observation):

Evaluations					4 points off for each one not turned in by end of semester
Radiology Department Orientation Check List					8 points off if not completed
Program/Department Policies & Practices					4% off - documented counseling 10% off - written corrective action 16% off - final written or suspension

Fall & Spring Semester Clinical Experiences:

Evaluations					4 points off for each one not turned in by end of semester
# of Comps Completed (<i>see Competency Evaluation Policy</i>)					8 points off, each week comps are not completed after semester ends
Program/Department Policies & Practices					4% off - documented counseling 10% off - written corrective action 16% off - final written or suspension

Summer Semester Clinical Experience:

Evaluations					4 points off for each one not turned in by end of semester
# of Comps Completed (<i>see Competency Evaluation Policy</i>)					8 points off, each week comps are not completed after semester ends
Program/Department Policies & Practices					4% off - documented counseling 10% off - written corrective action 16% off - final written or suspension action

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Graduation

PAGE: 1 of 2

ORIGINAL DATE: March 4, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

PURPOSE:

This policy provides the student with guidelines regarding graduation requirements. All students must meet the following criteria for graduation. Students graduate from the School of Diagnostic Imaging with a certificate in Diagnostic Medical Sonography after completing 5 semesters of education.

CRITERIA:

1. Satisfactory completion of all program courses.
2. All competencies must be completed as outlined in the Competency Examination Policy.
3. All required JRC-DMS mandatory & elective competencies must be completed.
4. All required JRC-DMS general patient care procedures must be completed.
5. All required Developmental Examinations and corrections must be completed.
6. All regular and make-up hours must be completed.
7. Tuition payment and fees must be paid in full.
8. All reference books or other material must be returned, including any resources from the CC Library.
9. ID badge must be returned. A fee will be charged for missing ID badge. All fees must be paid prior to graduation.
10. Graduation survey must be completed.
11. Employer release form must be signed.
12. Satisfactorily write a short paper on professionalism.

REQUEST FOR LETTER OF RECOMMENDATION:

To request a letter of recommendation from a faculty member of the Cleveland Clinic School of Diagnostic Imaging, a student must fill out and submit the Student Request for a Letter of Recommendation or Verbal Reference form found at <http://ccf.org/sdi>. It is recommended that this form be submitted four weeks in advance of the due date. If it is submitted within two weeks of the due date, completion of the letter is not guaranteed. The program faculty reserves the right to deny any request for any reason.

REQUEST FOR OFFICIAL TRANSCRIPT:

A student may request an official transcript from the Cleveland Clinic School of Diagnostic Imaging by filling out and submitting the Official Transcript Request form found at <http://ccf.org/sdi>. Please be aware that there is a \$5.00 processing fee that must be paid before the request is processed. Also, 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 obligations to the School of Diagnostic Imaging (financial, academic, or administrative) must be cleared before a transcript request can be processed.

School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program

POLICY TITLE: Graduation

PAGE: 2 of 2

ORIGINAL DATE: March 4, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

Graduating students who are attending the ceremony are not required to attend clinical on that day. If a student is not attending the graduation ceremony, they are expected to be at clinical or they can use PTO.

POST GRADUATION CERTIFICATION AND LICENSURE:

1. American Registry of Diagnostic Medical Sonography (ARDMS) Examinations
 - a. Sonographic Principles & Instrumentation - SPI
 - b. RDMS – Abdomen
 - c. RDMS – OB/GYN

PROGRAM AWARDS AT GRADUATION:

- A. ACADEMIC AWARDS:** Academic awards are based on the final cumulative grade point averages achieved by graduates.
 - A graduate with a GPA 3.5 - 3.99 will be commended as graduating with *Academic Honors*.
 - A graduate with a GPA of 4.0 will be commended as graduating with *Academic Distinction*.
- B. JRC-DMS AWARD OF EXCELLENCE:** The School of Diagnostic Imaging presents this award to one graduate of the Diagnostic Medical Sonography Program who has been selected by the program faculty. The faculty selection is based on the following criteria:
 - Academic excellence.
 - Excellence in clinical practice.
 - Participation in activities related to student and community welfare.
 - Demonstration of Cleveland Clinic values including the Imaging Institute’s Commitment to Respect.
- C. EXCEPTIONAL GRADUATE AWARD:** The Diagnostic Medical Sonography Program presents this award to one graduate that has been selected by the program faculty based on the following criteria:
 - Academic achievement.
 - Clinical achievement.
 - Involvement in extracurricular activities.
 - Service to others through volunteerism.
 - Leadership.
 - Demonstration of Cleveland Clinic values including the Imaging Institute’s Commitment to Respect.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Grievance Procedure

PAGE: 1 of 2

ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

GRIEVANCE PROCEDURE POLICY STATEMENT:

The School of Diagnostic Imaging recognizes that students have the right to due process in academic and non-academic matters.

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.

ELIGIBILITY:

This procedure is available to any student enrolled in a Cleveland Clinic enterprise in-house allied health education program, who does not have any affiliation with a college / university.

PROCEDURE:

The student must submit in writing, a description of why they were dismissed from the program, what steps they will take to change their behavior, and what changes will occur to allow them to continue in the program. 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:

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 manager. If the program director is the basis of the complaint, the student may initiate the formal grievance procedure. The Director, Center for Health Sciences Education, will be notified immediately by the program manager of an impending formal grievance.

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 Education.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Grievance Procedure

PAGE: 2 of 2

ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

SATISFACTORY ACADEMIC PROGRESS:

Any student who is appealing a corrective action or grade using the program Grievance Policy may be allowed to continue with the program with the approval of the program director until the grievance procedure has concluded. Students may file an appeal as described below.

Steps:

1. The first step of appeal should involve discussion with the program director. Every effort should be made to resolve the issue at this step of the process. The program director has five (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 is an appeal to the administrator of the Imaging Institute. The Imaging Institute administrator has five (5) business days to respond to the student 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 two committee members will review each appeal. The decision and recommendations at this step are final. The Health Professions' Education Council has ten (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 Sciences 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 ten (10) business days after receipt of the reviewing party's response. Email is acceptable. The Center for Health Sciences 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 manager, program's medical director, system-wide education coordinator, director, Allied Health Educational Partnerships or to the Chairman, Education Institute as it relates to the student's appeal.
8. At the discretion of the program director, the student may continue in the program until the appeal process is completed. The school faculty reserves the right to suspend clinical experience and class attendance during the appeal process. In such an event that the appeal is granted, any time missed must be completed.

School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program

POLICY TITLE: Harassment

PAGE: 1 of 2

ORIGINAL DATE: May 17, 2007

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

PURPOSE:

To provide an academic environment throughout the School of Diagnostic Imaging that is free of harassment of any kind so that students are afforded the opportunity to perform to the best of their abilities. Sexual harassment is a form of sex discrimination covered under Title VII of the Civil Rights Act of 1964, which prohibits sex discrimination in employment, and Title IX of the Educational Amendments of 1972, which prohibits sex discrimination against students and employees in educational institutions receiving Federal funds.

POLICY:

The School of Diagnostic Imaging prohibits harassment in any form, including harassment based on race, sex, religion, sexual orientation, gender identity or expression, national/ethnic origin and/or disability. The School of Diagnostic Imaging is committed to providing an environment free of any conduct or communication constituting harassment in any form defined by the state and/or federal law. Any violation(s) of this policy may result in corrective action based upon a review of the circumstances, the nature of the event and the context in which the alleged incidents occurred. Such corrective action may include dismissal from the Diagnostic Medical Sonography Program, prosecution and/or civil action.

HARASSMENT:

Harassment is an assault on an individual's dignity and worth. It can include, but is not limited to:

- Offensive jokes
- Ridicule
- Racial, religious, sexual or ethnic slurs
- Unwelcome advances, requests or demand for favors, verbal abuse or joking that is distasteful
- Discussion, gossip, rumors or comments regarding an individual's personal life, relationships and/or preferences

SEXUAL HARASSMENT:

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as any unwelcome sexual advances and/or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student status.
- Submission to or rejection of such conduct is used as a basis for decisions affecting that individual regarding employment or to student status (e.g., grades, references, assignments, etc.) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile or offensive work and/or educational environment.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Harassment

PAGE: 2 of 2

ORIGINAL DATE: May 17, 2007

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

If you are a student who believes you have been subjected to (1) sexual harassment by Cleveland Clinic program faculty, staff or employee; or (2) any other form of gender discrimination under Title IX, you may report such misconduct or file a formal complaint with the Title IX Coordinator in the Education Institute, Administration Office, Main Campus, NA22. Complaints must be submitted in writing.

If you are a student who believes you have been or are the victim of sexual harassment, including sexual assault, sexual violence or other misconduct by another student, you may report such conduct or file a complaint under Title IX with the Title IX Coordinator in the Education Institute, Administration Office, Main Campus, NA22. Complaints must be submitted in writing.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Hazing

PAGE: 1 of 2

ORIGINAL DATE: July 18, 2022

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

PURPOSE:

To prohibit student hazing and to provide for penalties in compliance with applicable state law.

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: 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 education institution with which Cleveland Clinic has an affiliation agreement through which enrolled students of the institution participate in Cleveland Clinic’s educational program or activities.

Affiliate Student: An affiliate student is a participant in a Cleveland Clinic education 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 program 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 residence programs; research and medical fellowships; internships; and educational programs offered to middle school, high school, college, and university students.

Hazing: Doing any act of 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.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Hazing

PAGE: 2 of 2

ORIGINAL DATE: July 18, 2022

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

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, program managers, education coordinators, preceptors, and other Cleveland Clinic employees with the authority to address misconduct in a program/education experience.

Student: For the purposes of this policy, a student is a person enrolled in a Cleveland Clinic education 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 the 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.

Program 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, education program and activity, and discipline to implement the policy and to draft and operationalize related procedures to the policy if applicable.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Health Requirements

PAGE: 1 of 2

ORIGINAL DATE: May 3, 2012

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

POLICY & PROCEDURE:

The School of Diagnostic Imaging/Cleveland Clinic recognizes that personal health maintenance is important, and it is the responsibility of the individual students to follow the required process to ensure that they are medically cleared to participate in the clinical experience. Students are responsible for submitting the documentation to the program officials by the specified date or they will not be able to continue in the program. Students are responsible for all cost incurred for health requirements. The School of Diagnostic Imaging follows the CDC Guidelines for Adult Immunization.

N95 PARTICULATE RESPIRATOR: Students are not fit-tested for N95 particulate respirators and therefore cannot assist on exams where respirators are required.

MRI SCREENING FORM: A completed MRI screening form must be completed and reviewed prior to attending clinical experience.

ADMISSION HEALTH REQUIREMENTS:

Listed below are the requirements that are used for medical clearance:

- Signed physical exam by a Physician (MD)/Certified Nurse Practitioner (CNP) or Physician's Assistant (PA) required for ALL entering students and performed within the last 6 months.
- Documented immunity status for the following childhood diseases:
 - Rubella, Rubeola, Varicella and two doses of the measles, mumps & rubella (MMR) vaccine
- Tuberculosis testing (Double Mantoux or Quantiferon) within three months of program start date
 - Current health care workers who receive annual TB testing must provide documentation
- Hepatitis B (not required) is highly suggested due to risk of exposure to blood and bodily fluids
- Tetanus Diphtheria booster is recommended if it has been more than seven years
- Students must either receive the Covid-19 vaccine or receive religious or medical exemption from the Cleveland Clinic.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Health Requirements

PAGE: 2 of 2

ORIGINAL DATE: May 3, 2012

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

ANNUAL HEALTH REQUIREMENTS:

A. TB Screening:

- The School of Diagnostic Imaging, Cleveland Clinic students are required to be screened annually for tuberculosis (TB). The testing schedule will follow CDC/OSHA guidelines.
- The School of Diagnostic Imaging shall maintain a roster of students requiring annual TB screens.
- Students who fail to complete TB screens may be subject to a corrective action up to and including dismissal. In addition, students who have not completed the necessary TB screens will not be scheduled at the clinical site until the screen is completed. The time missed must be made up after graduation.
- The School of Diagnostic Imaging will notify the student when they are required to have their TB screening completed.

B. Influenza vaccination:

- Annual seasonal flu vaccine is *mandatory*.
- Influenza season typically occurs between October and March. The exact dates are determined annually when influenza is identified in the community.
- The Cleveland Clinic will consider religious and/or medical conflicts with the vaccine. Exemption requests should be submitted to the program manager. Students who do not receive the seasonal flu vaccine will not be permitted to participate in clinical experience during influenza season.
- Students must either receive the Covid-19 vaccine or receive religious or medical exemption from the Cleveland Clinic.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Healthcare Coverage, Workplace Injury & Illness **PAGE:** 1 of 1

ORIGINAL DATE: February 3, 2005

LAST REVIEWED: November 10, 2023

REVISED: August 3, 2015

POLICY:

The School of Diagnostic Imaging/Cleveland Clinic recognizes that personal health maintenance is the responsibility of the individual students. Students are responsible for the cost of their own health care insurance while enrolled in the School of Diagnostic Imaging. The school has information available regarding student health insurance plans. Students are required to submit proof of health insurance coverage upon acceptance into the program. All students must complete annual TB testing and seasonal flu vaccine. Students who do not comply will not be allowed to attend clinical.

PROCEDURE:

Students experiencing a work-related needle stick or blood/body fluid splash should report to the Center for Corporate Health at their clinical facility as soon as possible (refer to Infection Control Policy). Any work-related injury is not covered by the Cleveland Clinic and the student should follow the procedure outlined below. An incident report is required to initiate a visit to the Center for Corporate Health. The student will supply the School of Diagnostic Imaging a copy of their incident report detailing their injury.

WORK RELATED INJURY:

If a student incurs an accidental injury while at the clinical site other than a needle stick or blood/body fluid splash, they may visit the emergency department, be sent home, or report to their own private physician for care. The student is responsible for any cost incurred for treatment.

NON-WORK-RELATED ILLNESS:

A student who becomes ill while on duty at the hospital with a non-work-related illness must report to their clinical preceptor or supervisor, and the School of Diagnostic Imaging. The clinical preceptor, supervisor, or program official may elect to send the student home and the student may elect to see their own physician.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Infection Control

PAGE: 1 of 1

ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

REVISED: December 28, 2020

Students are provided educational courses designed to inform them that there is the potential for hospital acquired infections as a result of exposure in the department. Many patients are of an undiagnosed nature when diagnostic workups are performed. All patients should be considered potentially infectious and therefore require that Standard Precautions be followed. Hand washing between patient contacts is essential in preventing the transmission of infection. Personnel and students must have a basic knowledge of how diseases are spread and the precautions that must be taken in order to contain them. In this way, imaging services can be provided around the clock without compromise to the patient and with a minimum of risk for all.

Students should observe all policies as outlined in the Infection Control Manual of each of the clinical sites as made available during orientation to each site. These policies demonstrate concern for patients and co-workers and affords the student prompt medical attention should the need arise.

- Hand washing between patient contacts is essential. The hospital's hand washing policy must be followed.
- Students are to observe the prescribed dress code for the clinical and the operating room.
- Eating and drinking are prohibited in the Radiology Department except in the designated areas.

When isolation procedures are necessary, portable equipment will be used in the patient's room when possible. Students are to be thoroughly familiar with the hospital's isolation policies. When certain procedures are essential to the patient's care, we have an obligation to perform those services. These patients are entitled to the same high-quality care that we administer to other patients.

If a student is exposed to blood/body fluids or needle stick during their clinical rotation, they are to follow the individual hospital guidelines for exposure. At the Main Campus the student or their clinical preceptor/supervising technologist should contact the Exposure Hotline at **216-445-0742** and visit the Infection Control Website at <http://intranet.ccf.org/qpsi/infection/post.asp> . If the student is at a regional hospital, the student would report to the Center for Corporate Health during their hours of operation. If the incident occurs after hours and the patient is a high-risk patient (i.e., infectious blood condition) the student should go to the emergency department. If the patient is **not** high risk, the student would report to the CFCH the next business day. In either case, all students must complete a SERS report at <http://intranet.ccf.org/sers/> to report all work-related injuries/illnesses, exposures to blood/body fluids or needle sticks.

To provide caregivers with enhanced infection prevention during a respiratory viral pandemic to minimize the risk of transmission of pathogens (e.g., COVID-19, Influenza) spread by direct, or indirect contact, with respiratory droplets from symptomatic, pre-symptomatic and asymptomatic caregivers and patients. Symptomatic, asymptomatic and pre-symptomatic individuals may pose an infection risk to caregivers and patients during recognized outbreaks of respiratory viral infections. The CDC recommends universal source control measures such as universal use of personal protective equipment. During times of moderate to substantial community COVID-19 transmission, caregivers will wear eye protection in addition to a face mask to ensure the eyes, nose and mouth are all protected. A full-face shield will be the preferred eye protection used by caregivers in the clinical areas as this eye protection offers an advantage of covering and protecting the mask.

School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program

POLICY TITLE: Lab Practical Examination

PAGE: 1 of 2

ORIGINAL DATE: May 5, 2023

LAST REVIEWED: November 10, 2023

REVISED: May 5, 2023

Lab practical examinations will be conducted as a means for students to demonstrate competence in performing procedures according to the following guidelines:

1. Students may not complete a lab practical examination on any procedure prior to educational instruction on that procedure. The curriculum is designed to teach sonographic procedures from simpler exams to the more complex as the student progresses in the program.
2. Lab practical examinations require an **84%** for the student to be considered competent. A lab practical examination is not considered complete until a passing grade is obtained. The student is not considered competent on that exam and must repeat the lab practical examination (*see failed lab practical examination section for more detail*).
3. Lab practical examinations must be filled out and signed by the supervising faculty member. The program manager or designee must also review and sign each lab practical attempted or completed.
4. Once a student has successfully passed a lab practical examination on any given procedure, that student is then allowed to perform the procedure under indirect supervision, following the supervision policy. If the student subsequently demonstrates an inability to correctly perform the procedure, the program manager can take away the lab practical and require the student to repeat the lab practical exam.
5. While performing a lab practical examination, the student cannot refer to notes or books. This should be done prior to the beginning of the exam.
6. If a student does not complete the required number of lab practical examinations in any given semester, they will receive an incomplete for the semester and their lab grade will drop one letter grade. For each subsequent week that the requirement is not met, the grade will continue to drop one letter grade. The only exception is when a student is on an approved leave of absence (LOA). The student on an approved leave of absence is given the additional time, equal to their absence, to complete the clinical requirements.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Lab Practical Examination

PAGE: 2 of 4

ORIGINAL DATE: May 5, 2023

LAST REVIEWED: November 10, 2023

REVISED: May 5, 2023

FAILED LAB PRACTICAL EXAMS:

1. A failed lab practical exam is one that was failed by points less than **84%**. The student is not considered competent on that exam and must repeat the lab practical examination until an 84% or better is obtained. Students must have direct supervision until successfully passing the lab practical exam.
2. All failed lab practical examinations must have the lab practical examination form signed by the faculty member that is assessing the practical and turned into the program manager for review and their signature.
3. Students who fail a lab practical must perform remediation on the specific procedure with the instructor, clinical coordinator or program manager. Remediation will consist of a review of the protocol, simulation and scanning with one of the programs instructors.
4. A Lab Practical Examination Remediation Form must be completed and signed by the student, supervising program faculty member and program manager.
5. Any student who fails three (3) lab practical exams in any given semester will receive an automatic drop of *one* letter grade in the corresponding sonography scanning lab course.
6. Further failure of an additional one (1) lab practical examination within the same semester will result in an automatic drop of a *second* letter grade. Upon the fourth failed lab practical exam, a counseling session will be held with the student, program instructors, and program manager and put on academic probation.
7. Upon the fifth failed lab practical exam, an automatic drop of a *third* letter grade, and a counseling session with the student, program instructors, and program manager to discuss academic dismissal from the program (*see grading procedures policy*).

School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program

POLICY TITLE: Leave of Absence (LOA)

PAGE: 1 of 1

ORIGINAL DATE: May 23, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

1. The School of Diagnostic Imaging, Cleveland Clinic Health System, reserves the right to deny or grant a Leave of Absence (LOA). Leave of Absence must be approved by the program manager.
2. Students must complete a Leave of Absence form and submit it to the program manager. This should be submitted at least two weeks in advance, if possible.
3. A Leave of Absence, up to one year, will be considered for students with medical, emergency conditions or pregnancy. Verification is required. There are no additional charges incurred for extending the length of the program due to an approved Leave of Absence. If a student that is receiving VA benefits has absences exceeding 20% of the scheduled hours in a program and/or takes an approved leave of absence, the school will notify the VA to terminate the payment of educational benefits.
4. Students on a Leave of Absence must complete all course work, didactic and clinical, prior to graduation. See attendance policy for make-up time specifics. Course work covered during most semesters is provided only once a year, therefore each request must be considered individually.
5. Students on a Leave of Absence are required to speak with the program manager two weeks prior to the petitioned return date. Students returning from a medical Leave of Absence must submit to the program manager the Return to Clinical form completed and signed by their physician which states that they are physically able to return to full clinical duties with no restrictions. Students are not allowed to return to their clinical site until this form has been submitted and approved by the program manager.
6. Students returning from a Leave of Absence are not guaranteed clinical placement in the program if their return causes a violation of the Supervision of Students Policy. Every effort will be made, however, to permit the return of the student on the return date requested.
7. Any Leave of Absence requested and approved for a duration of three weeks (21 days) or greater will require dismissal from the current cohort and re-admittance into the following cohort at the start of the semester in which the approved Leave of Absence began.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Magnetic Resonance Imaging Safety **PAGE:** 1 of 1

ORIGINAL DATE: August 26, 2015 **LAST REVIEWED:** November 10, 2023

REVISED: August 26, 2015

All patients, students and any other individual entering the MR environment must have up-to-date safety documentation. It is the student's responsibility to update their safety information immediately upon any change, especially upon implantation of a mechanical, metal or ferrous device. The electromagnetic fields associated with the MR environment pose a serious risk of injury to anyone with certain implants, devices, or materials. Hazards associated with the electromagnetic field include, but are not limited to: missile effect accidents, dislodgement or excessive heating of a ferromagnetic object, induction of electrical currents, and the misinterpretation of an imaging artifact as an abnormality.

The missile effect refers to the fringe field's ability to attract a ferromagnetic object into the scanner with considerable force. Common objects associated with these incidents include oxygen cylinders, floor buffers, IV poles, mop buckets, carts, chairs, ladders, monitors, tools, scissors, traction weights, and sandbags containing metal fillings. Allowing such devices into the MR environment can result in injury to the patient and/or the technologist.

Any ferromagnetic object or device placed in the magnetic field must have research documentation stating that the object's associated attractive force is insufficient to move or dislodge the object in situ or affect its intended function. Students must also adhere to the pulse sequences and techniques recommended by the manufacturer of these devices. This will eliminate temperature elevations in the object and avoid the induction of a current in the device. Examples of objects capable of generating an electrical current include electrocardiographic leads, indwelling catheters with metallic components, guide wires, disconnected or broken surface coils, certain cervical fixation devices, or improperly used physiologic monitors.

Implants, devices, and materials within the magnetic field, although proven safe, may still cause artifacts. Artifacts cause signal loss and distortion of the image resulting from a disruption of the magnetic field. The artifact's severity is associated with the object's magnetic susceptibility, quantity, shape, orientation or position in the body.

All students in the MR environment must adhere to the safety standards outlined above, as well as abide by the rules set forth by the clinical site. If there is any question of the safety of a patient or student, the student must consult a qualified technologist or physician and documentation must be filed with the school. Any student that does not adhere to the rules, or jeopardizes the safety of any individual, including themselves, will minimally receive a written corrective action. Any blatant violation of the safety policy may result in dismissal from the program, upon review by the advisory committee.

It is the policy of the Cleveland Clinic School of Diagnostic Imaging that all students, must have an MRI safety screening form on file at the school. Additionally, the Cleveland Clinic requires students who are doing a rotation in MRI to bring a copy of their safety screening form to the MRI department.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Mission Statement, Vision & Philosophy **PAGE:** 1 of 2

ORIGINAL DATE: June 23, 1983

LAST REVIEWED: November 10, 2023

REVISED: November 10, 2023

CLEVELAND CLINIC MISSION STATEMENT:

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

CLEVELAND CLINIC “PATIENTS FIRST” PHILOSOPHY:

We put patients first by placing the good of our patients above every other consideration and dedicate every working minute to their health and wellbeing.

SCHOOL OF DIAGNOSTIC IMAGING MISSION STATEMENT:

To develop exceptional imaging professionals whose expertise will meet the needs of the community they serve, and whose academic education and clinical experience will provide a foundation for lifelong learning.

VISION STATEMENT:

Our vision is to provide best in class student experiences, superior program outcomes and excellence in education.

PROGRAM PHILOSOPHY:

1. The curriculum of the Diagnostic Medical Sonography program reflects the Patient’s First Philosophy of the health system. The School of Diagnostic Imaging’s teachings revolve around a humanistic and compassionate approach to performing sonographic examinations.
2. The basic purpose of the program is to provide learning opportunities and to prepare students to become competent health care providers in the sonographic community.
3. We believe that education is a continuous, dynamic process in acquiring abilities including knowledge, understanding and skills which have a direct influence on the growth and development of an individual.
4. We believe that learning is an integrative process taking place in the student which results in a change of behavior. Students learn by utilizing all their senses. We believe that motivation and a conducive environment are essential for learning. Learning is best achieved when it proceeds from the normal to the abnormal, from the simple to the complex, and when the students are actively participating in the learning process.
5. We believe that Diagnostic Medical Sonography is an essential occupation in the healthcare field, concerned with providing technical assistance to the radiologist in the room and carrying out the procedures requested by a physician. Based on our beliefs, the students are taught the knowledge, skills and abilities necessary to provide those services appropriate to the hospital/clinical environment.
6. We believe it is our responsibility to be aware of current trends in imaging techniques. Therefore, we include these trends in the learning experience of the student, so that the student can be an effective member of the allied health team.

School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program

POLICY TITLE: Mission Statement, Vision & Philosophy **PAGE:** 2 of 2

ORIGINAL DATE: June 23, 1983

LAST REVIEWED: November 10, 2023

REVISED: May 1, 2018

7. We believe that the evaluation of the student is a vital component of any educational program and is an on-going process. Although conventional methods of evaluation of theoretical and clinical learning are used, we recognize the importance of continual change and refinement, and the development of increasing efficient instruments for evaluation.
8. An annual budget for the School of Diagnostic Imaging will be prepared by the program director and the Cleveland Clinic Finance Department and Euclid Hospital Leadership.
9. The Cleveland Clinic will provide the program with a qualified full-time program director, program manager, and coordinator who will assume direct supervision of program content, coordination of didactic and clinical education, student evaluation and counseling, budget preparation and file maintenance. A clinical preceptor or designee will be provided by each clinical sites to supervise, instruct, advise and evaluate students.
10. Euclid Hospital will provide the program with a classroom facility, computer lab, scanning lab, and adequate office space and equipment. 11. The School of Diagnostic Imaging Advisory Committee will be established for the purpose of planning and evaluating the school's quality of education.
12. A comprehensive Master Plan for the Diagnostic Medical Sonography Program will be maintained by the program manager and will be always available on the shared network drive. These documents will be reviewed and updated annually.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Ohio State Board of Career Colleges and Schools **PAGE:** 1 of 1

ORIGINAL DATE: April 30, 2019

LAST REVIEWED: November 10, 2023

REVISED: March 8, 2021

Ohio Department of Education

Any person adversely affected by the actions of a registered school may file a complaint with the Ohio Department of Education and the Ohio State Board of Career Colleges and Schools. The complaint must be in writing and signed by the complainant and shall be filed with the board within six months after the violations allegedly were committed.

Ohio Department of Education

Ohio Board of Career Colleges and Schools

30 East Broad Street

Columbus, OH 43215

Telephone: (614) 466-2752

Fax: (614) 466-2219

E-mail: bpsr@scr.state.oh.us

The following is the link to file a complaint:

<https://scr.ohio.gov/ConsumerInformation/FilingAComplaint.aspx>

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

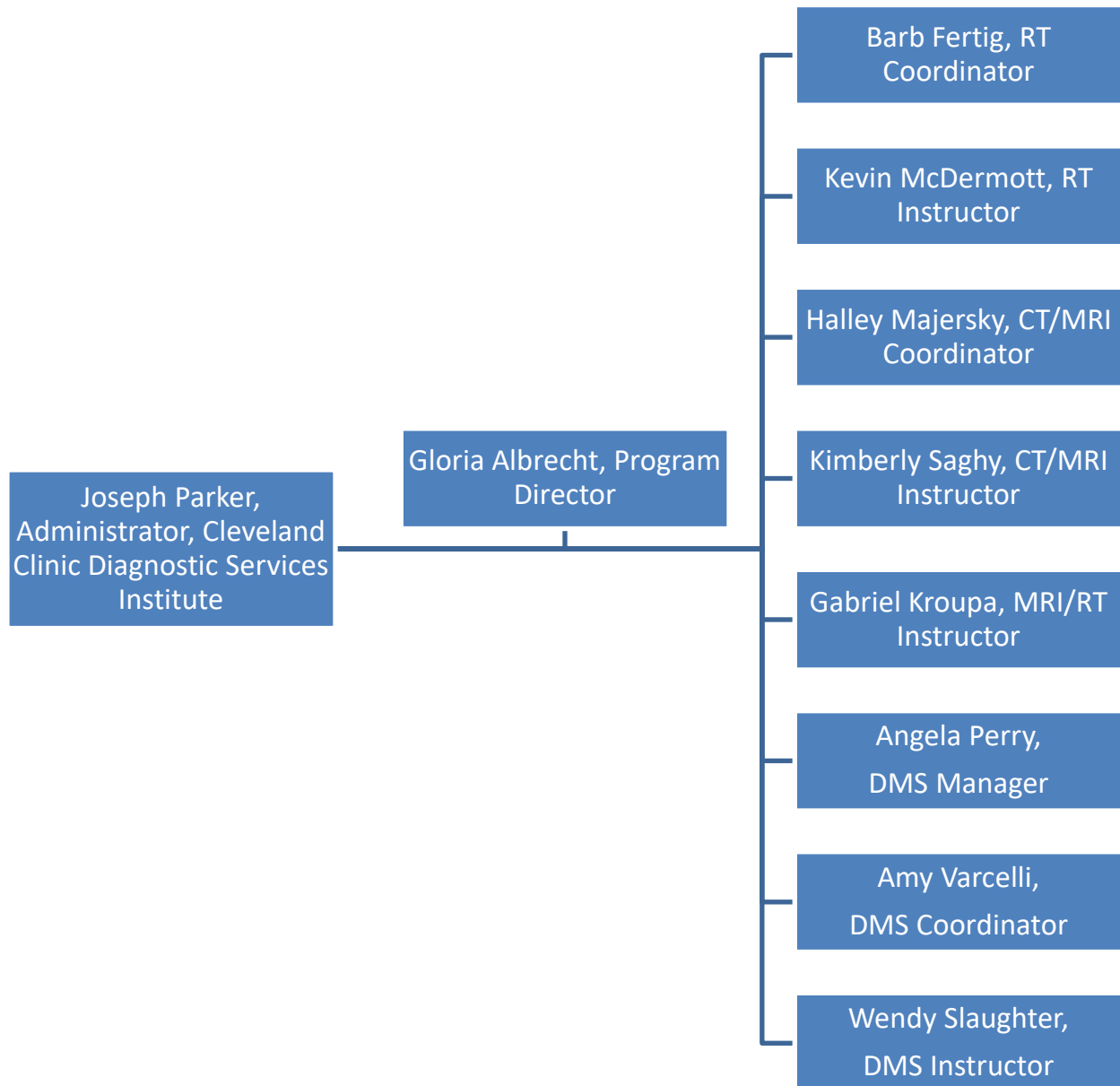
POLICY TITLE: Organizational Chart

PAGE: 1 of 1

ORIGINAL DATE: June 23, 1983

LAST REVIEWED: November 10, 2023

REVISED: September 10, 2023



**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Patient Identification

PAGE: 1 of 2

ORIGINAL DATE: May 1997

LAST REVIEWED: November 10, 2023

REVISED: August 15, 2014

PURPOSE:

Health care processes such as medication administration, specimen collections, surgical procedures and diagnostic procedures always begin with knowledge that the correct patient is receiving the correct care in all patient care settings.

POLICY:

Proper identification of a patient is to be performed by all personnel who are providing care, treatment, or services such as administering medication, blood, or blood components, when collecting blood samples and other specimens for clinical testing to that patient. Cleveland Clinic requires the use of two standard identifiers.

- **These include:**
 1. Patient's Name, first and last
 2. Patient's Date of Birth

A third identifier, the Cleveland Clinic Identification number (Cleveland Clinic ID) or medical record number may be used as an option to either the patient's name or date of birth when it is not possible to obtain an accurate name or date of birth for the patient.

EXCEPTION:

- **Blood/blood component administration requires the use of three identifiers:**
 1. Patient's Name, first and last
 2. Patient's Date of Birth
 3. Cleveland Clinic ID or medical record number

PROCEDURE:

1. An identification band is placed on the following patients: all inpatients, procedural, surgical, observational status, emergency department and patients receiving care or services with more than minimal risk. The ID band contains at least the following information: patient name, date of birth and the Cleveland Clinic ID number or medical record number. In the event a patient cannot respond due to medical condition or is a minor, verification of the patient's identification will be obtained from a relative, guardian or prior caregiver who can make a positive identification. Supporting documentation, such as a picture ID, should be obtained if possible. A patient presenting unable to communicate his/her identity and no means to identify himself/herself is assigned a temporary name (i.e., John Doe) and temporary medical record number.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Patient Identification

PAGE: 2 of 2

ORIGINAL DATE: May 1997

LAST REVIEWED: November 10, 2023

REVISED: August 15, 2014

2. The following groups of patients with minimal risk do not require identification bands:
 - a) Outpatient Rehab Services
 - b) Outpatient diagnostic testing and non-invasive procedures performed in Laboratory, Cardiology, Radiology, Respiratory Therapy, EMG, and Biometrics
 - c) Routine office visits with no invasive procedures scheduled.
3. Patient Identification involves: reliably identifying the individual and matching the service or treatment to that individual. The following steps must be followed:
 - a) Before providing care, treatment, or services, the clinical caregiver will ask the patient to state his/her name and date of birth. The Cleveland Clinic ID or medical record number may be used as a secondary option for either the patient's name or date of birth when it is not possible to obtain accurate name or date of birth information.
 - b) The clinical caregiver will visually match the stated patient name and date of birth (or Cleveland Clinic ID number or medical record number) with a 'source of truth'. 'Sources of truth' include the Cleveland Clinic ID band and the patient's medical record. For patients not requiring an ID band, match the stated patient name and date of birth to the requisition as defined below.
 - c) Once the patient is identified, the caregiver will match the service or treatment to the patient. For example, match or verify the patient's name and date of birth (or Cleveland Clinic ID number or medical record number) with the requisition, eMAR, physician order, blood product, consent, surgery schedule, etc.
4. When active patient involvement is not possible or the patient's reliability is in question the clinical caregiver (physician, nurse, radiology tech, lab tech, etc.) who is currently providing care to that patient will confirm the patient's identity using the two approved identifiers. Patient with ID Band: The clinical caregiver is to use the two approved identifiers from the ID band and compare to the medical record.
5. Patient previously identified No ID Band: The clinical caregiver (physician, nurse, radiology tech, lab tech, etc.) currently providing care to the patient will participate in the identification process by identifying two approved identifiers from the medical record. If the care giver is unable to verify two patient identifiers prior to providing care in an emergent situation, formal identification of the patient will occur as soon as possible.
6. Identification discrepancies or uncertainties are resolved prior to providing any further care, treatment or services.
7. Patients not requiring a Cleveland Clinic ID band will be asked to state their full name and birth date.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Post Graduate Job Placement

PAGE: 1 of 1

ORIGINAL DATE: June 17, 2005

LAST REVIEWED: November 10, 2023

REVISED: May 24, 2021

Students may be recruited by the Cleveland Clinic for post graduate employment based on recommendation from the ultrasound department supervisors and managers if the student demonstrates good clinical skills and attendance. The Diagnostic Medical Sonography program does *not* guarantee job placement within the Cleveland Clinic or elsewhere.

The Diagnostic Medical Sonography program makes every effort post all notices of employment opportunities available to the student and periodically receives telephone calls, flyers and/or letters regarding job opportunities in all areas of Sonography. Employment information available is posted in the classroom.

The Diagnostic Medical Sonography program holds a mandatory resume and interviewing techniques presentation for senior students prior to graduation. This workshop is given by the Cleveland Clinic Imaging Department Human Resources recruiter. The student can also request personal assistance from program faculty to assist in writing a cover letter and resume.

Please see *the Graduation Policy* for information regarding the process of obtaining recommendation letters and official transcripts.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Pregnancy

PAGE: 1 of 4

ORIGINAL DATE: February 15, 2002

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

PURPOSE:

To assure the Diagnostic Medical Sonography students that pregnancy is not an illness, but a condition that may or may not limit their education with regards to physical safety, depending on the individual student.

PROCEDURE:

Declaration of Pregnancy

- The declaration of pregnancy must be in writing and is voluntary. That is, the pregnant student need not declare their pregnancy if they so choose.
- The written declaration of pregnancy must include an estimated date of delivery.
- It should also be noted that the declaration can be revoked by the pregnant student at any time. The revoking of the declaration of pregnancy must also be in writing.
- Pregnant students must inform program staff immediately if any restrictions or medical conditions are to be identified via their healthcare provider. Documentation from an authorized medical provider will be required to be provided to program administration.
- Pregnant students should work with the program manager, or designee to determine the length of time that they will be on a Leave of Absence. Leave of Absence Policy to be followed.
- Returning students must provide documentation to program administration from an authorized medical provider stating that they are able to return to class and clinical with no restrictions.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Professional Appearance

PAGE: 1 of 3

ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

POLICY:

The purpose of this policy is to provide standards for dress and grooming to ensure the professional appearance, appropriate image, and the necessary safety and infection control requirements of the student's environment.

UNIFORMS:

Uniforms consist of either navy blue uniform tops (scrub) and white pants (scrub) or white uniform tops (scrub) and navy-blue pants (scrub). Warm-up jackets may be included but must be the same color as the uniform tops. Sweaters and sweatshirts are not permitted unless in the classroom.

1. Shirts (tanks, t-shirts, turtlenecks) both long or short sleeved may be worn under the uniform but must be solid white. If wearing a long sleeve white shirt, the shirt may not extend beyond the wrist and may not have thumbholes. No decals, designs or words are permitted on the undershirts. Crew-neck shirts are highly recommended under V-neck uniform tops. If a short-sleeve t-shirt is worn underneath a short-sleeve uniform top, the sleeves of the t-shirt must not hang below the uniform top sleeves. $\frac{3}{4}$ sleeve length tops are not permitted.
2. In class dress code: Same as above but students are permitted to wear SODI, Radiology, and Cleveland Clinic logo fleece or sweatshirts only over the uniform. All shirts and jackets must have the school patch sewn on the left sleeve, two finger widths down from the top of the left shoulder seam.
3. Socks/hosiery must be solid white.
4. Undergarments should not be visible beneath the uniform.
5. Uniforms must be freshly laundered and wrinkle-free each time they are worn.
6. Shoes must be either solid white or solid navy blue. They must not have colored stitching, stripes, insignias, etc. and must always be kept clean.
7. The Cleveland Clinic ID badge must be worn at all times, with the name and photo visible, at the chest or collar level.
8. Hospital provided scrubs may only be worn in surgery and must be returned before leaving the clinical site.

GROOMING:

1. Gum chewing is prohibited.
2. Perfume, cologne, and scented lotions are prohibited. Students who smoke must be mindful of the fact that they may carry cigarette odor on their person. Ill patients are particularly sensitive to scents/odors and some scents can elicit allergic reactions. If an obvious scent/odor is noticed, it will be brought to the student's attention.
3. Excessive make-up is prohibited.
4. Tattoos that convey messages that are inconsistent with Cleveland Clinic values must be covered at all times. At the program manager's discretion, students may be required to cover other tattoos.

School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program

POLICY NAME: Professional Appearance

PAGE: 2 of 3

DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

5. Fingernails must be kept short (1/4 inch or shorter). Nail polish must be clear or pastel and must not be chipped. No artificial nails (including, but not limited to acrylics, extenders and embellishments) of any sort are permitted as they harbor bacteria and violate the hospital infection control policy.
6. Hair must be neatly groomed, and hair longer than shoulder length must be tied back.
7. Hair colors unnatural to human hair are not permitted (e.g., purple, green, red, pink, and blue).
8. Beards and mustaches are permitted but must be closely and neatly trimmed. If a student does not have a beard, then they must shave prior to class and clinical experience and always have a clean-shaven appearance.

JEWELRY AND ACCESSORIES:

1. Hair style, jewelry, makeup and fingernail lengths should be appropriately chosen to achieve a look of professional credibility.
2. No more than two simple earrings per ear are permitted. Earrings must be of the “post” style. One single small nose stud piercing is permissible, with the exception of septum or rings.
3. Visible body piercings including tongue, mouth, and eyebrow are not permitted.
4. Wearing of rings is permitted, but rings must be removed when scrubbing or performing special procedures. No other rings are permitted, including nose and lips rings and clips.
5. Ear gauges that are visible must have solid, skin-colored plugs in place.
6. The wearing of hats/caps is prohibited. An exception to this rule is headgear that is part of a religious protocol or is required by the clinical facility (i.e., surgical caps, hoods, etc.).

SURGICAL SCRUB POLICY:

This policy has been implemented throughout the Cleveland Clinic Health System in accordance with *Nursing Institute Policy 213* to encourage hygiene, ensure OSHA compliance, promote compliance with infection control and preserve our public image. This policy applies to all operating and procedure rooms.

- Surgical scrubs cannot be worn outside of the hospital/facility or to and from work.
- Students must change into surgical scrubs once they enter their surgical locations and change again before leaving the hospital.
- When leaving the surgical or procedure rooms, surgical scrubs must be covered with a buttoned lab coat or warm-up jacket while inside the hospital – for example, during a lunch break in the cafeteria or running an errand outside the surgical department.
- Disposable hats, masks, gowns, gloves and shoe coverings must be removed when leaving surgical departments. Discard these items prior to leaving the surgical department or procedure room.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY NAME: Professional Appearance

PAGE: 3 of 3

DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

CLASSROOM DRESS CODE FOR APPROVED DRESS DOWN DAYS:

Please remember that even though we are in class, we are on hospital grounds and professional behavior is important. Students are responsible for their own appearance and are required to wear attire that is neat, clean, pressed and in good repair and condition. Garments that are tight fitting, revealing, faded, low cut, too short, inappropriate in adornment, torn, or in disrepair are not acceptable. Shoes must be clean. Sandals or flip-flops are *not permitted*. Overly casual clothing is considered inappropriate. Examples of overly casual attire include: tank tops, tube tops, halter tops, leggings, Capri style pants, spaghetti strap shirts or dresses, clothing with holes in it, midriff shirts, and shorts that are too short. If the appropriateness of any student's apparel is in question, faculty will have the final decision and students may be asked to go home and change.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Program Goals & Outcomes

PAGE: 1 of 1

ORIGINAL DATE: January 23, 1994

LAST REVIEWED: November 10, 2023

REVISED: September 12, 2016

To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdominal-extended and obstetrics and gynecology sonography concentrations.

PROGRAM GOALS & OUTCOMES:

Goal 1: The student/graduate will be clinically competent.

Outcomes:

- Students will provide appropriate patient care.
- Students will demonstrate clinical competency appropriate to their level of experience.
- Students will perform exams safely.
- Students will produce quality diagnostic images.

Goal 2: The student/graduate will demonstrate professionalism.

Outcomes:

- Students will demonstrate an understanding of the importance of professionalism.
- Students will demonstrate professional behaviors.
- Students will participate in career/health fairs or community service activities.
- Students will demonstrate an understanding of patient confidentiality (HIPAA).

Goal 3: The student/graduate will demonstrate effective critical thinking.

Outcomes:

- Students will be able to modify routine procedures for non-routine patients.
- Students will effectively critique images to determine if corrective action is required.
- Students/graduates will acquire critical thinking skills and problem-solving abilities that enhance their clinical experience.

Goal 4: The student/graduate will demonstrate effective communication.

Outcomes:

- Student will demonstrate effective written communication.
- Student/graduate will demonstrate professional verbal communication in the health care environment.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Program Review & Assessment Committee **PAGE:** 1of 1

ORIGINAL DATE: June 4, 1996

LAST REVIEWED: November 10, 2023

REVISED: August 17, 2015

The program review and assessment committee reviews the programs assessment plan periodically to assure compliance with the Standards for an Accredited Educational Program in Diagnostic Medical Sonography. The program director, program manager, and coordinator meet regularly to review the following:

- A. Master plan
- B. Course evaluations
- C. Program evaluations by graduates
- D. Employer evaluations of graduates
- E. Student registry results, honors and membership in professional societies
- F. Student attrition/retention/academic delinquency rates and reasons
- G. Number of graduates in specified employment setting/program and the relevance to the school

The committee submits the compiled information/report to the Advisory Committee for further consideration. If deficiencies are found, recommendations for improvement are made by the committee, along with a date for completion.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Satisfactory Academic Progress

PAGE: 1 of 3

ORIGINAL DATE: February 5, 1997

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

SATISFACTORY ACADEMIC PROGRESS (SAP):

SAP will be measured at the end of each tuition payment period for all training programs. A cumulative academic grade average must be "C" or above at the end of each payment period based upon the scheduled hours and weeks in the payment period for financial aid purposes and veteran's benefits purposes. This cumulative average is based upon all academic activity from the first day of class through the end of each payment period.

MAXIMUM TIME FOR COMPLETION:

Students will have a maximum of one (1.0) of the normally allotted time to complete their program of study. Maximum Time Frame is measured by program length (as measured in months). Grades of D or F (Failure), W (Withdrawal), or I (Incomplete) are considered attempted units and are included when calculating Maximum Time Frame.

The student must also be successfully progressing in their program of training at a rate not to exceed a maximum timeframe of 100% of the normal time required to complete their program. Students are required to attend a minimum of 84% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress.

A periodic review of the student academics (based on each course syllabus) will be conducted. An alert letter may be issued based on the student's current status. If at any point during the course of the program, it is determined that a student cannot meet the SAP standards, including veteran benefits will be terminated and they may be subject to dismissal from the program.

Make up time may be granted, if available, to meet attendance and financial aid requirements for absences caused by reasons an employer would consider acceptable. Make-up time is arranged with program officials and must be approved by an authorized administrator. Make-up time is not intended to allow a student to earn leave time or to improve overall attendance record.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Satisfactory Academic Progress

PAGE: 2 of 3

ORIGINAL DATE: February 5, 1997

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

ATTENDANCE:

Attendance in training programs has been shown to be a reasonable predictor of work attendance during employment. Therefore, attendance during a training program is carefully monitored.

A monthly review of attendance will be conducted. An alert letter may be issued based on current status. If at any point during the course of the program, it is determined that a student cannot meet the SAP standards, the student's financial aid will be terminated, and the student may be subject to dismissal from the program. The program manager or designee may implement academic/attendance probation, or dismissal from the campus. The student may be required to furnish an alternate method of payment.

Make up time may be granted, if available, to meet attendance and financial aid requirements for absences caused by reasons an employer would consider acceptable. Make-up time is arranged with program officials and must be approved by an authorized administrator. Make-up time is not intended to allow a student to earn leave time or to improve overall attendance record. Make-up time must be completed within the current payment period and may not exceed 10% of the total monthly required hours.

Grades and attendance are checked each time a financial aid payment arrives for a student.

ACADEMIC/ATTENDANCE PROBATION:

If a student fails to meet the requirements for satisfactory academic/attendance progress at the end of the financial aid payment period, a consultation with the program manager or designee will be scheduled to inform the student of their status. The student must file a successful appeal to be placed on academic/attendance probation. The program manager or designee will review the student's appeal for probation. If the appeal is successful, the student will be placed on probation and given an academic plan to come into compliance with the campus satisfactory academic progress standards. During probation, the student may be required to sign a payment plan or furnish an alternate method of payment.

NOTIFICATION:

The program manager or designee will inform the student by letter of her/his probation status. The program manager will notify the student of her/his dismissal from the school.

APPEAL PROCEDURE:

A student must appeal probation by completing the appeal form. The appeal will describe in detail, with documentation, any undue hardship or circumstance, which may have caused the failure to meet the satisfactory academic progress, and/or attendance standard, or the educational plan provided to the student. The student must also indicate what has changed that will allow the student to meet the standards of progress at the end of the next evaluation period. A review board will be convened by the program manager to consider the appeal. Appeals will be reviewed on an individual basis. Students will be notified in writing of appeal decisions within two weeks.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Satisfactory Academic Progress

PAGE: 3 of 3

ORIGINAL DATE: February 5, 1997

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

REINSTATEMENT/TERMINATION:

Students who are reinstated through the appeal process must continue to meet the academic/attendance progress standards and the academic plan developed for the student. If the student is not in compliance with the academic/attendance standards or the academic plan, the student will be terminated, and the student may be subject to termination from school.

INTERRUPTIONS AND WITHDRAWALS:

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Students can not withdraw from individual courses; they can only withdraw from the program itself.

CREDIT FOR PREVIOUS TRAINING:

The School of Diagnostic Imaging does not give credit for previous training or accept transfer and advanced placement students.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Scanning Human Subjects for
Educational Purposes

PAGE: 1 of 1

ORIGINAL DATE: November 3, 2023

LAST REVIEWED: November 10, 2023

REVISED:

For educational purposes **only**, students shall be permitted to scan staff sonographers, fellow students, family members and/or friends, provided the subject has volunteered. All volunteers must sign a waiver form prior to scanning others or being scanned (see next three pages for consent form). Under no circumstances should a student, sonographer, family member or friends be coerced into volunteering. The scan subject shall volunteer of their 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.

During student scan lab sessions all infection control guidelines must be always followed, including but not limited to hand washing, disinfection of probes and disinfection of equipment.

The students/volunteer 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/volunteers must also realize that pathology may be present and may not be discovered during the educational practice sessions.

Students/volunteers must understand that there is a risk of ultrasound bioeffects, but if ultrasound used properly, the risk is minimal. Students/volunteers must be aware that even when used properly, the possibility of potential bioeffects still exists.

Diagnostic Medical Sonography Program

Consent and Release of Liability for Ultrasound Scanning

Instructions: Please read the following form carefully. After discussion with your physician concerning consent and the biological effects or liability risks of ultrasound at diagnostic levels, you may make an appointment with the program coordinator to address any concerns.

Please initial each statement for the consent portion and sign the document on the line following the liability release provisions.

Name _____ Date _____

I. Volunteer's Consent

___ I understand that all attempts will be made to minimize my exposure based on ALARA standards which requires adherence to technical settings on the ultrasound equipment that will minimize exposure to sound waves.

___ I have been informed of the biological effects possible by exposure to diagnostic ultrasound known to date. This includes but is not limited to possible heating of tissue and possible break down at cellular level.

___ While the above effects could occur in any subject, I understand that the primary concern is for subjects in the first 10 weeks of gestation—the embryonic period.

___ I understand that scanning in the sonography lab will involve other students in attendance and observing, male or female.

___ I understand that my skin will be exposed for the sonographic session.

___ I understand that my privacy and modesty will be maintained as much as reasonably possible considering the type of session performed.

___ I understand that I will be scanned by students under the direct supervision of program faculty.

___ I understand that I am not a patient and that my name and/or any other identifiers will not be recorded in association with the test scan creating no personal health information or records.

___ I understand that the session performed is for educational purposes only, and only non-diagnostic images will be acquired. I will not receive any diagnosis or treatment and will not be evaluated by a trained medical physician. This does not replace or supplant medical care provided by a licensed physician.

___ I understand and acknowledge that the images taken as a result of the ultrasound scanning session will remain the property of the Cleveland Clinic School of Diagnostic Imaging and the school will be held harmless in the event of a future diagnostic concern.

___ I acknowledge that program faculty are not trained medical physicians and cannot provide findings at any time before during or after the scanning session. I understand that I may be advised based on images that may warrant medical analysis, to seek medical advice from a physician qualified to do so.

___ I understand that I can opt out of being scanned at any time without any negative consequences to my grades, my scan time, or my participation levels. I understand that me being scanned is completely volunteer.

II. Volunteer's Release of Liability

I fully understand and appreciate the dangers, hazards, and risks inherent in lab scanning/ultrasound training sessions. These dangers and risks can result in injury and impairment to my body, general health, well-being, and could include serious or even mortal injuries and property damage.

With knowledge of the dangers, hazards, and risks of such activities, and in consideration of being permitted to participate in the lab scanning/ultrasound training sessions, on behalf of myself, my family, heirs, and personal representative(s), I agree to assume all the risks and responsibilities surrounding my participation in the lab scanning/ultrasound training sessions and to release, waive, forever discharge, and covenant not to sue the State of Ohio, the Cleveland Clinic School of Diagnostic Imaging, and its governing board, officers, agents, employees and any students acting as employees ("Releasees"), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the Releasees, or otherwise, while involved in the lab scanning/ultrasound session. I further agree to indemnify and hold harmless the Cleveland Clinic School of Diagnostic Imaging and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the lab scanning/ultrasound session.

I understand and agree that Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by Releasees shall be subject to the terms of this Agreement. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized, emergency medical treatment.

It is my express intent that this release and hold harmless agreement shall bind myself, the members of my family and spouse, if I am alive, and my estate, family, heirs, administrators, personal representatives, or assigns, if I am deceased, and shall be deemed as a "Release, Waiver, Discharge and Covenant" not to sue the Releasees.

In signing the Release, I acknowledge and represent that I have carefully read this Agreement and understand its contents and that I sign this document as my own free act and deed. I further state that I am at least eighteen (18) years of age and fully competent to sign this Agreement; and that I execute this release for full, adequate, and complete consideration fully intending to be bound by the same.

I further state that there are no health-related reasons or problems which preclude or restrict my participation in the lab scanning/ultrasound session, and that I have adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to me.

I recognize that the Cleveland Clinic School of Diagnostic Imaging is not obligated to provide for any of my medical or medication needs or insurance and that I assume all risk and responsibility for those needs. The school does not warrant

or guarantee in any respect the competence of any sonography students or school personnel conducting the lab scanning/ultrasound session. The school also does not warrant or guarantee in any respect the physical condition, or any equipment used in connection with the lab scanning/ultrasound training sessions.

I further agree that this Release shall be construed in accordance with the laws of the State of Ohio. If any term or provision of this Release shall be held illegal, unenforceable, or in conflict with any law governing this Release the validity of the remaining portions shall not be affected thereby.

If I am a Cleveland Clinic employee, I do not consider the lab scanning/ultrasound session within the course and scope of my employment with the Cleveland Clinic.

By signing below, I also agree to comply with all school policies and regulations during my participation in the lab scanning/ultrasound session. I understand that the Cleveland Clinic School of Diagnostic Imaging has the right to enforce such policies and that I may be dismissed from the lab scanning/ultrasound training session at any time for failing to abide by such policies.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A CONSENT TO PARTICPATE AND RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PERSON OR PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE LAB SCANNING/ULTRSOUND SESSION AND IT OBLIGATES ME TO INDEMNIFY THE CLEVLEAND CLINIC SCHOOL OF DIAGNOSTIC IMAGING FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

Signature

Date

Printed Name

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Scheduling of Clinical Experiences

PAGE: 1 of 1

ORIGINAL DATE: May 23, 1994

LAST REVIEWED: November 10, 2023

REVISED: November 10, 2023

1. Students attend clinical Monday through Friday from 8:00 am to 4:30 pm. Student rotation schedules will be posted prior to the beginning of each clinical experience. Students are expected to adhere to their rotation schedule. Students will not be scheduled for class and clinical time in excess of forty (40) hours per week or eight (8) hours per day.
2. Students must complete all required competency examinations prior to advancing in their clinical rotation (see *course sequence policy*).
3. Clinical Rotations will occur between Main Campus, the regional hospitals, and family health centers of the Cleveland Clinic Health System. The students' clinical assignments will be posted prior to each clinical rotation.
4. Student rotations will be determined by the school and may not be altered by the clinical site without approval by the school.
5. It is the responsibility of the clinical site to ensure that student experiences have educational merit. Students must not be used in place of employees.
6. Should a student's supervising technologist leave the department for any reason (illness, flex time, doctor's appointment, etc.) and there is no one to assume supervision of that student, the student will be sent home. This will not affect the student's PTO in any way.
7. The program must provide equitable learning opportunities for all students. For example, if an objective is for students to perform breast imaging, OB/GYN imaging and/or procedures, then both genders must be provided the same opportunities to attain the requirement.
8. Students must request a change in their clinical schedule no less than one (1) week in advance. All changes to the clinical schedule must be approved by program officials and the clinical preceptor.
9. The program manager reserves the right to move or reassign a student's clinical site due to extenuating circumstances.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Security & Campus Safety

PAGE: 1 of 6

ORIGINAL DATE: May 17, 2007

LAST REVIEWED: November 10, 2023

REVISED: May 24, 2021

SECURITY/SAFETY MEASURES:

All School of Diagnostic Imaging students must wear a Cleveland Clinic ID badge in a visible manner while in a Cleveland Clinic building. The badge must be readily available while on the grounds and entering and leaving the building, as hospital security personnel may request to see it.

Euclid Hospital maintains a 24 hour per day security force. The main security desk located in the Emergency Department is always staffed and can be visited in person or reached by phone at Ext. 67688. For emergencies, dial "0" for the operator and they will connect you directly to security. All security concerns should be reported promptly to the Security Department.

Security personnel routinely patrol the buildings, parking lots and all grounds. Access via the various property and hospital entrances is controlled according to the day and time.

Students are encouraged to take steps to protect their personal property. Valuable items, i.e., purses, cell phones, book bags, etc. should never be left unattended or inside vehicles parked on hospital grounds.

A. OHIO'S CONCEALED CARRY LAW:

It is the policy of the Cleveland Clinic to prohibit any person from carrying a concealed handgun or other deadly weapon onto the property of any Cleveland Clinic facility, including Euclid Hospital. Only law enforcement officers on official business are exempt from this policy. Questions regarding this policy may be directed to Security at Ext. 67688.

B. CRIMINAL ACTIONS & OTHER EMERGENCIES:

Any emergency situation, criminal activity, incident or potential security problem should be immediately reported to the Euclid Hospital Security Department at Ext. 67688 (from outside at 216-692-7688). The Security desk is staffed 24 hours per day. Any person witnessing, discovering or suspecting a crime or other incident should report it to security immediately. For additional safety information, refer to the back of the identification badge. When an emergency problem is reported, security personnel will be dispatched to investigate. Security personnel will summon the appropriate official police agency to the premises as needed. The Euclid Hospital Security Department maintains cooperative relationships with local, state and federal law enforcement agencies, and reports according to legal guidelines any criminal occurrences on the premises. Statistics are available concerning the occurrence on the hospital campus of specific criminal occurrences and arrests. The above policy refers only to security practices and procedures within the building, parking lots and grounds of the Euclid Hospital.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Security and Campus Safety

PAGE: 2 of 6

ORIGINAL DATE: May 17, 2007

LAST REVIEWED: November 10, 2023

REVISED: May 24, 2023

C. PROVISION OF INFORMATION:

In accordance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), the following information is provided to current and potential students and employees in accordance with the above-named law:

- Information concerning graduation rates and ARDMS (licensure exam) passing rates of students entering the School of Diagnostic Imaging is published annually in the Policy Manual and is available on the school's learning management system and on request to prospective students and employees of the Cleveland Clinic.
- The campus security information on the next page is provided to current and potential students and employees in accordance with the above-named law. The Policy Manual, which is reviewed or revised yearly, contains policies regarding the reporting of criminal actions or other emergencies, campus security, campus law enforcement and substance abuse. The policy Manual also contains information about crime prevention, security and substance abuse education programs.
- Campus security statistics are also available on the website of the Office of Postsecondary Education of the U.S. Department of Education at www.ope.ed.gov/security. Statistics are available after the end of October for the past three years.
- In accordance with the Campus Sex Crimes Prevention Act (Section 160 of Public Law 106-386), Euclid hospital is providing the following website as a resource for the campus community to obtain law enforcement information regarding registered sex offenders: www.cuyahoga.oh.us/sheriff/sou/default.asp. The information is available through this website is maintained in accordance with the State of Ohio Sexual Sex Offender Registration Bill (House Bill 180) signed into law in 1997 and is provided by the Cuyahoga County Sheriff's Office as a community service.

D. MOTOR VEHICLE:

Students are responsible for their own transportation to classes and clinical experiences at Euclid Hospital or at other facilities utilized in the course of the program. While at the Euclid Hospital, students may park in the adjacent parking lot within designated spots while observing the parking policy. At facilities other than Euclid Hospital, students are responsible for following that facilities parking policy.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program
Campus Security Statistics**

Statistics concerning the occurrence of criminal offenses **on campus** reported to Euclid Hospital security authorities and/or Euclid police.

Criminal Offense	Number of Offenses in 2018	Number of Offenses in 2019	Number of Offenses in 2020
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible:	0	0	0
Robbery	0	0	0
Aggravated assault	1	1	1
Burglary	0	0	0
Motor vehicle theft	0	1	3
Arson	0	0	0

Statistics concerning the occurrence of criminal offenses **on public property** reported to Euclid Hospital security authorities and/or Euclid police.

Criminal Offense	Number of Offenses in 2018	Number of Offenses in 2019	Number of Offenses in 2020
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible:	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Statistics concerning the number of VAWA (Violence Against Women Act) offenses on the **Euclid Hospital Campus**.

Criminal Offense	Number of Offenses in 2018	Number of Offenses in 2019	Number of Offenses in 2020
Domestic violence.	0	10	0
Dating violations	0	0	0
Stalking	0	0	0

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Statistics concerning the number of VAWA (Violence Against Women Act) offenses on the **Public Property**.

Criminal Offense	Number of Offenses in 2018	Number of Offenses in 2019	Number of Offenses in 2020
Domestic violence.	0	0	0
Dating violations	0	0	0
Stalking	0	0	0

Campus Crime Statistics

Statistics concerning “Hate Crimes” that occurred on the **Euclid Hospital Campus** broken down by category of bias (e.g., race, religion). **Occurrences of Hate Crimes – Category of Bias for Crimes Reported in 2020**

Criminal Offense	2020 Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage /vandalism of property	0	0	0	0	0	0	0	0

Statistics concerning “Hate Crimes” (i.e. incidents directed at individuals because of race, gender, religion, ethnicity, sexual orientation or disability) that occurred on **Public Property**.

Occurrences of Hate Crimes – Category of Bias for Crimes Reported in 2020

Criminal Offense	2020 Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage /vandalism of property	0	0	0	0	0	0	0	0

Campus Crime Statistics

Statistics concerning “Hate Crimes” that occurred on the **Euclid Hospital Campus** broken down by category of bias (e.g., race, religion). **Occurrences of Hate Crimes – Category of Bias for Crimes Reported in 2020**

Criminal Offense	2020 Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage /vandalism of property	0	0	0	0	0	0	0	0

Statistics concerning “Hate Crimes” (i.e. incidents directed at individuals because of race, gender, religion, ethnicity, sexual orientation or disability) that occurred on **Public Property**.

Occurrences of Hate Crimes – Category of Bias for Crimes Reported in 2020

Criminal Offense	2020 Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage /vandalism of property	0	0	0	0	0	0	0	0

Statistics concerning the number of arrests for the following crimes on the **Euclid Hospital Campus**.

Criminal Offense	Number of Offenses in 2018	Number of Offenses in 2019	Number of Offenses in 2020
Weapons: carrying, possession, etc.	0	0	2
Drug abuse violations	6	6	6
Liquor law violations	0	0	0

Statistics concerning the number of arrests for the following crimes on the **Public Property**.

Criminal Offense	Number of Offenses in 2018	Number of Offenses in 2019	Number of Offenses in 2020
Weapons: carrying, possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Statistics concerning the number of persons referred for disciplinary action for the following law violations occurring on the **Euclid Hospital Campus**.

Criminal Offense	Number of Offenses in 2018	Number of Offenses in 2019	Number of Offenses in 2020
Weapons: carrying, possession, etc.	0	0	0
Drug abuse violations	1	0	1
Liquor law violations	0	0	0

Statistics concerning the number of persons referred for disciplinary action for the following law violations occurring on the **Public Property**.

Criminal Offense	Number of Offenses in 2018	Number of Offenses in 2019	Number of Offenses in 2020
Weapons: carrying, possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Statistics concerning the number of unfounded crimes **On Campus** or on **Non campus Property** or on **Public Property**.

Criminal Offense	Number of Offenses in 2018	Number of Offenses in 2019	Number of Offenses in 2020
Total unfounded crimes	0	0	0

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY NAME: Smoking

PAGE: 1 of 1

DATE: August 6, 2008

LAST REVIEWED: November 10, 2023

REVISED: August 15, 2014

POLICY:

The School of Diagnostic Imaging is committed to creating a safe and healthy environment for students, faculty, patients and visitors, and as such, follows the Cleveland Clinic policy on smoking. Violation of the smoking policy will result in initiation of a corrective action starting with a documented counseling and increasing in severity with repeated smoking policy infractions.

In order to be consistent with this commitment, smoking and the usage of any tobacco products (such as cigarettes, cigars, chewing tobacco, pipe, and this is to include the product E-Cigarettes) is strictly prohibited on all Cleveland Clinic owned property, which includes sidewalks and streets adjacent to the hospital campus. Smoking is also prohibited in automobiles, while on CCHS properties and in CCHS parking facilities. Students must leave the hospital grounds to smoke and must not loiter or litter the property adjacent to the hospital.

Students who smoke must be mindful of the fact that they may carry cigarette odor on their person. Ill patients are particularly sensitive to scents/odors and some scents can elicit allergic reactions. If an obvious scent/odor is noticed, it will be brought to a student's attention.

Smoking cessation resources will be available to students, employees, physicians, and volunteers as well as patients and visitors.

E-Cigarettes are viewed as a fire risk due to the heating element and the lithium battery.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Substance Abuse

PAGE: 1 of 3

ORIGINAL DATE: May 17, 2007

LAST REVIEWED: November 10, 2023

REVISED: June 23, 2016

PHILOSOPHY:

The School of Diagnostic Imaging must ensure that students provide safe, high quality imaging services while engaged in official school/educational activities. The school also strives to promote student health and well-being. Student use of abuse of dangerous drugs or alcohol is potentially harmful to self and others. The School of Diagnostic Imaging believes chemical dependency to be a treatable disease and will be supportive of impaired students while ensuring a safe environment.

POLICY:

Prohibited conduct: The School of Diagnostic Imaging students are prohibited while on Cleveland Clinic property to engage in official school educational activities while being under the influence of, or possessing, using, or distributing alcohol or illicit drugs. This prohibition includes time in class and clinical areas, field trips and clinical preparation time on any site. Illicit drugs include controlled substances, habit-forming drugs, chemical substances which impair ability to function, and any potentially dangerous drug used not in accordance with a legal, valid prescription. Corrective actions up to or including dismissal from school, and referral for prosecution will be imposed for individuals engaging in this prohibited conduct.

PROCEDURES:

A student will be removed from class or clinical area by the instructor when the student's behavior indicates there is impairment.

A. SUSPECTED CHEMICAL USE REQUIRING IMMEDIATE ACTION:

- Detection of alcohol on the breath or the odor of a mood-altering substance (sufficient reason to believe a person is under the influence of a chemical).
- The instructor will notify the School of Diagnostic Imaging or designee.
- The student will be accompanied by the instructor, program manager or designee to the Emergency Department for screening and evaluation. This evaluation may include collection of urine and/or blood samples, and a physical exam. The results of the evaluation will be documented and made available to the program manager or designee.
- If the results of the evaluation indicate chemical use, the program manager or designee will notify **Caring for Caregivers (EAP)** at **216-445-6970** or **800-989-8820**. The student will be informed of this action, and that readmission to class and clinical will determined by program officials.
- If a student refuses the evaluation in the Emergency Department or is at a clinical site outside of the Cleveland Clinic or where drug testing is not possible, he/she will be dismissed for the remainder of the school activity that day. The school will attempt reasonable means to ensure safe transport home. The incident will be documented by the involved school representative. The student must see the manager or designee prior to attending class or clinical. At that time, the student will be informed that Caring for Caregivers has been contacted and that readmission to class or clinical will determined by program officials.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Substance Abuse

PAGE: 2 of 3

ORIGINAL DATE: May 17, 2007

LAST REVIEWED: November 10, 2023

REVISED: June 23, 2016

- Suspicion of chemical dependency or abuse, (excluding being under the influence during school activities).
- The instructor will document observed behaviors that might indicate a chemical abuse problem.
- Any concerned individual (e.g., fellow student) may discuss suspicions of drug abuse with the instructor or manager of the school. Confidentiality will be maintained.
- The instructor will review documentation and evidence with the manager.
- If warranted by evidence, the manager will notify Caring for Caregivers.
- Further action will depend upon the recommendations of Caring for Caregivers and faculty input. If a treatment plan is recommended, the student will be granted a medical LOA. Student failure to comply with the agreed upon treatment plan will result in a corrective action up to or including dismissal from the school. Such failure may also lead to notification of the ARRT which may refuse to allow the student to take the licensure exam.

B. SELF-REFERRAL FOR CHEMICAL ABUSE:

Students with chemical dependency problems are encouraged to seek appropriate help. Students may call Caring for Caregivers to arrange for treatment and after-care support. (Call 216-445-6970 or 800-989-8820 to contact Caring for Caregivers).

Other sources for additional information or assistance include:

Alateen & Alanon	216-621-1381	Drug & Alcohol Hotline	800-821-4357
(Hotline)	216-523-8739	Free Clinic	216-721-4010
Alcoholic Anonymous	216-241-7387	Narcotic Anonymous	888-438-4673
Focus on Recovery Helplines	800-234-0420		
	800-888-9383		

CONTESTABILITY: A student who receives a positive confirmed drug test result may contest or explain the result to CC-ER within five (5) working days after written notification of the positive test results. If the student's explanation or challenge is unsatisfactory to CC-ER, the test subject may contest the drug test result as provided in the "Remedies" section of the CC-ER drug test policy.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Substance Abuse

PAGE: 3 of 3

ORIGINAL DATE: May 17, 2007

LAST REVIEWED: November 10, 2023

REVISED: June 23, 2016

- A. Right to Consult Laboratory:** Every student has a right to consult the testing laboratory for technical information regarding prescription and non-prescription medication. If you wish to discuss any aspect of this policy or should you wish to view the complete Cleveland Clinic drug test policy, please contact the School of Diagnostic Imaging.
- B. Federal Regulations:** In compliance with federal regulations relating to the issuance and dissemination of the Drug and Alcohol Abuse Prevention Policy, the following information is distributed annually to all students via the Policy Manual:

DANGERS OF DRUG AND ALCOHOL ABUSE IN THE WORKPLACE AND ON CAMPUS:

There are millions of employed individuals whose job performance and productivity are adversely affected by their progressive dependence on drugs and alcohol. As many as 20% of all college students use chemical substances and drugs at a level of concern to themselves and others. Some estimate that 70% of the working population and 90% of college students consume mood-altering chemicals of some type and the cost to the United States economy is estimated to be more than 26 billion dollars per year.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Supervision of Students

PAGE: 1 of 2

ORIGINAL DATE: May 23, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

1. Students shall not take the responsibility or the place of qualified staff. Until students successfully complete a competency evaluation in each procedure, all clinical assignments must be carried out under the direct supervision of qualified Sonographers.
 - A qualified Sonographer reviews the request and orders for examination in relation to the student's achievement.
 - A qualified Sonographer evaluates the condition of the patient in relation to the student's achievement.
 - A qualified Sonographer is present during the performance of the examination; and
 - A qualified Sonographer reviews and approves the Sonographic images.
2. After demonstrating competency, students may be permitted to perform procedures with indirect supervision. Indirect supervision is defined as that of supervision provided by a qualified Sonographer immediately available to assist regardless of the level of student achievement. The following are the parameters of indirect supervision:
 - A qualified Sonographer reviews the request and orders for examination in relation to the student's achievement; the student is also required to review the patient orders for accuracy.
 - A qualified Sonographer evaluated the condition of the patient in relation to the student's achievement.
 - A qualified Sonographer is present in an area adjacent to the student.
 - A qualified Sonographer reviews and approves the Sonographic images.
3. The number of students assigned to the clinical site must not exceed the number of clinical staff assigned to the Diagnostic Medical Sonography department. The student to Diagnostic Medical Sonography clinical staff ratio must be 1:1, in addition students are never allowed to work together. However, it is acceptable that more than one student may be temporarily assigned to one technologist during uncommonly performed procedures. In the event there are not enough technologists to maintain the 1:1 ratio, students may be reassigned to a different area to maintain proper supervision requirements.
4. Unsatisfactory Sonographic images must be repeated only in the presence of a qualified Sonographer.
5. Students must not perform any Sonographic examination without direct supervision until they have completed a competency evaluation with an 84% or better on that specific examination.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Supervision of Students

PAGE: 2 of 2

ORIGINAL DATE: May 23, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

6. Students must be directly supervised during all surgical, internal, and mobile procedures regardless of the level of competency.
7. Students must be directly supervised during the performance of all invasive examinations, including but not limited to sonography of the breast, pelvis, transvaginal, and scrotum, regardless of the level of competency.
8. Program clinical preceptors are assigned in each of the clinical facilities. If the program clinical preceptors are unavailable because of illness, time off, schedule, etc., the positions will be covered by department supervisors. These individuals will be the supervisors, or their designee. This assures that students have a clinical preceptor at all times to provide instruction and assistance.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Textbook & Educational Supplies

PAGE: 1 of 1

ORIGINAL DATE: February 16, 2009

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

The program textbook list is distributed to the students prior to the beginning of the program each year. Any revisions to the textbook list will be communicated to the students as necessary. All assigned textbooks are *mandatory*, and students must purchase the current edition as technology changes rapidly in the healthcare field. Students must purchase the assigned textbook for a course no later than the first week of the class. If the student does not have their textbook by the first week of class, they will not be allowed to participate in class until they are compliant. Textbooks can be purchased at college bookstores, online, or directly from the publisher.

The School of Diagnostic Imaging maintains a learning management system for the students. This system provides communication, on-line learning, and access to course information throughout the entire program. The students are required to have an email address and to check the learning management system routinely for pertinent school information. Students are responsible for all information posted on the learning management system.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Tuition, Fees, Refunds & Withdrawal

PAGE: 1 of 2

ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

TUITION AND FEES:

Individuals who have been accepted as students in the Diagnostic Medical Sonography Program are subject to the following tuition and fees:

Acceptance Fee:	\$300.00 (Non-refundable) <i>(Applicable toward first semester tuition)</i>
Semester Tuition:	\$3,000.00 per semester
Total Program Tuition & Fees:	\$15,000.00

Estimated Additional Expenses:

Textbooks	\$1,400.00
Uniforms	\$200.00
National Registry Exam Fee	\$250.00
Application Fee	\$20.00

** There is no charge for parking, liability/malpractice insurance, or background screening.*

Tuition and fees for courses taken at School of Diagnostic Imaging are payable by check, money order, or credit card. Payments must be made on or before the due date. A fee will be assessed if checks are returned for insufficient funds. If a check is returned due to insufficient funds, the student must pay by money order or credit card from that point on.

The tuition and fees are subject to change upon due notice to the student.

The School of Diagnostic Imaging has the right to deny access to grades, transcripts, letters of recommendation, actions on appeals or grievances, class, clinical experience, exams and ARDMS notification of completion, if a student fails to meet financial obligations for tuition and fees.

Students who are delinquent on any payments while using the IPP agreement described below, will be denied future use of the plans.

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Tuition, Fees, Refunds & Withdrawal

PAGE: 2 of 2

ORIGINAL DATE: January 28, 1994

LAST REVIEWED: November 10, 2023

REVISED: July 18, 2022

PAYMENT OPTIONS:

1. Payment in full.
2. Semester payments, due by the first day of the semester.
3. If payment is received after due date, a \$25 late fee will be assessed for each overdue payment.
4. Installment Payment Plan.

INSTALLMENT PAYMENT PLAN (IPP)

The School of Diagnostic Imaging offers an Installment Payment Plan (IPP) for students who desire this option. The plan allows the student to pay the semester tuition and fees in monthly payments beginning on the tuition due date. The cost of this service is \$25. There will be no other fee or interest charges for the service, unless the student fails to meet payment deadlines. If a student fails to meet a pre-arranged payment due date, a \$25 monthly charge will be assessed to each overdue payment.

The Installment Payment Plan (IPP) can be arranged by submitting the attached form to the School of Diagnostic Imaging. The form must include the student's signature and authorizing signature of the program director and will be kept in the student's file. A copy of the agreement will be given to the student. If payment is not received by the date specified in the deferred payment plan agreement form a \$25 late fee will be assessed.

PROGRAM WITHDRAWAL PROCEDURE:

Students must submit written documentation in the form of a letter or e-mail of the intent to withdraw from the program.

A "W" will be recorded on all withdrawals processed after the first week of class. Any withdrawals from a class must take place prior to the final exam in that class. Students who stop attending a course without submitting written documentation on their intent to withdraw will receive a "WF" (failing) grade on their transcript. The tuition refund procedure for student withdrawal is as follows.

REFUND POLICY:

Regardless of enrollment in the installment plan the following refund policy will be followed. Full refund of paid class tuition at the School of Diagnostic Imaging will be granted if a student officially withdraws prior to the first day of the semester; minus the non-refundable \$100.00 acceptance fee. There are no refunds of fees for the clinical course. Acceptance fees may not be carried over to the next year's class. Partial refunds of tuition only will be granted if a student officially withdraws during the refund period.

During the first week of the semester.90% refund of full semester tuition
During the second week of the semester.70% refund of full semester tuition
During the third week of the semester.50% refund of full semester tuition
During the fourth week of the semester.25% refund of full semester tuition
During the fifth week of the semester and afterward. No refund

****No refunds will be issued if a student is dismissed or has financial obligations to the School.****

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

POLICY TITLE: Veterans Benefits and Transition
Act of 2018 – Veterans Active-Duty Guidelines

PAGE: 1 of 1

ORIGINAL DATE: March 29, 2019

LAST REVIEWED: November 10, 2023

REVISED: May 4, 2021

POLICY:

To ensure that the School of Diagnostic Imaging – CCHS will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the Department of Veterans Affairs under Chapter 31 or 33.

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill benefits.

A covered individual is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

- The date on payment from the VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the COE.

ACTIVE-DUTY GUIDELINES:

- VA students will not be penalized in the program if they are called up to active duty.
- Any schoolwork that a VA student misses within a semester can be made up upon their return to school.
- The student will be given the amount of time that they were away to complete the required schoolwork.
- If the student is absent for an entire semester, the student can request placement into the next cohort.



School of Diagnostic Imaging

Academic Calendar 2022-2023

Date	Calendar Description
Monday, August 22, 2022	Fall Semester Begins
Monday, September 5, 2022	Labor Day – No Class or Clinical
Monday, October 17 – Friday, October 21, 2022	Fall Break – No Class or Clinical
Monday, October 24, 2022	First Day at Clinical for New Students
November 6 – 12, 2022	National Radiologic Technology Week
Thursday, Nov. 24 – Friday, Nov. 25, 2022	Thanksgiving Break - No Class or Clinical
Monday, Dec. 12 – Friday, Dec. 16, 2022	Final Exam Week
Monday, Dec. 19 – Friday Dec. 30, 2022	Semester Break - No Class or Clinical
Monday, January 2, 2023	Spring Semester Begins
Monday, February 27 - Friday, March 3, 2023	Spring Break - No Class or Clinical
Thursday, April 13 – Saturday, April 15, 2023	OSRT Annual Meeting
Monday, April 25 – Friday, April 29, 2023	Final Exam Week
Friday, April 28, 2023	Graduation
Monday, May 1 – Friday, May 12, 2023	Semester Break – No Class or Clinical
Monday, May 15, 2023	Summer Semester Begins
Monday, May 29, 2023	Memorial Day - No Class or Clinical
Tuesday, July 4, 2023	Independence Day Holiday – No Class or Clinical
Monday, July 31 – Friday August 4, 2023	Final Exam Week
Monday, August 7 – Friday, August 18, 2023	Semester Break - No Class or Clinical
Monday, August 21, 2023	Fall Semester Begins

**School of Diagnostic Imaging
Cleveland Clinic
Diagnostic Medical Sonography Program**

Position Descriptions

The following position descriptions define the group of duties and responsibilities of the members of the School of Diagnostic Imaging. Each position description describes the permanent duties and responsibilities that are assigned and performed. These are not intended to cover every kind of work assignment a position may have. Rather, they cover those work assignments which are predominant, permanent and recurring.

SCHOOL OF DIAGNOSTIC IMAGING DIRECTOR:

- Administers and manages the Radiology, Diagnostic Medical Sonography, Magnetic Resonance Imaging, and Computed Tomography Programs for the School of Diagnostic Imaging.
- Responsible for developing curriculum, school objectives, course sequencing, student recruitment and tactical planning.
- Assures that graduates are competent to manage the delivery of radiation, and possess the knowledge, skills and attributes to provide safe, high quality patient care.
- Performs classroom and lab instruction for radiology students.
- Coordinates administration of student financial aid, including federal Title IV programs.
- Manages all student tuition payments and maintains all student tuition files. Utilizes Core Payments for all credit card and check payments.
- Responsible for developing, adhering to and controlling the departmental budget to meet the programmatic objectives.
- Ensures educational effectiveness by conducting evaluative studies of students, graduates, employers and ARRT Registry Exam data to improve school outcomes.
- Ensures accreditation status by Joint Review Committee on Education in Radiologic Technology and applicable regulations.
- Evaluates and assures clinical education effectiveness through regularly scheduled visits of clinical facilities.
- Completes IPEDS Reports quarterly to ensure ongoing student financial aid.
- Facilitates Advisory Committee meetings yearly and clinical preceptor meetings each semester.
- Facilitates monthly department meetings.

SONOGRAPHY PROGRAM MANAGER:

- Contributes to ongoing development of curriculum including course objectives, course sequence, and course content for the Diagnostic Medical Sonography Program.
- Plans, implements and evaluates didactic teaching strategies to promote student achievement of course objectives.
- Contributes to the development of the Diagnostic Medical Sonography Program guidelines that promote the Cleveland Clinic philosophy of mission, vision & values, and the Cleveland Clinic School of Diagnostic Imaging mission and vision statements as well as the CT/MRI program philosophy.
- Performs classroom instruction for Diagnostic Medical Sonography Program students.
- Working with the program coordinator, assists in development of clinical schedules to ensure clinical implementation according to established curriculum.
- Collaborates with clinical preceptors from each clinical site to ensure that the curriculum meets the needs of the students, school faculty, and staff of clinical sites.

- Evaluates and assures clinical education effectiveness through regularly scheduled visits of clinical facilities.
- Reviews student clinical evaluations and counsels' students as needed.
- Performs clinical site visits to ensure that student's clinical education needs are being met.
- Responsible for ensuring student and clinical site observance of clinical rotation schedules.
- Reviews and manages the student attendance.
- Assists director in the overall management and leadership of the school.
- Collectively responsible with all faculty for educational effectiveness and participates in evaluation studies to improve school outcomes.
- Assists with completion of JRC-DMS Self-Study and site visit to obtain/maintain school accreditation.
- Assists in the preparation and updating of the program policies and enforcement of program, hospital, and health system policies.
- Participates in community activities and encourages student and peer participation.
- Participates in clinical preceptor meetings to share student progress and discuss issues and concerns.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM COORDINATOR:

- Plans, implements and evaluates didactic teaching strategies to promote student achievement of course objectives.
- Develops clinical schedules to ensure clinical implementation according to established curriculum.
- Contributes to ongoing development of curriculum including course objectives, course sequence, content, etc.
- Collaborates with clinical preceptors from each clinical site to ensure that the curriculum meets the needs of the students, school faculty, and staff of clinical sites.
- Reviews and manages the student attendance.
- Reviews student clinical evaluations and counsels' students as needed.
- Performs classroom and lab instruction for DMS students.
- Performs clinical site visits to ensure that student's clinical education needs are being met.
- Assists manager and director in the overall management and leadership of the school.
- Assumes responsibility for the Diagnostic Medical Sonography Program in the program manager's absence.
- Contributes to ongoing development of curriculum including philosophy, courses, school, and course objectives, course sequence, content, etc.
- Collectively responsible with all faculty for educational effectiveness and participates in evaluation studies to improve school outcomes.
- Assists with completion of JRC-DMS Self-Study and site visit to obtain/maintain school accreditation.
- Assists in the preparation and updating of the program policies and enforcement of program, hospital, and health system policies.
- Participates in community activities and encourages student and peer participation.
- Evaluates and assures clinical education effectiveness through regularly scheduled visits of clinical facilities.
- Participates in clinical preceptor meetings to share student progress and discuss issues and concerns.