



**Northwestern State University
Bachelor of Science in Radiologic Sciences
Diagnostic Medical Sonography
Student Handbook**

Revised February 2023



Northwestern State University

Bachelor of Science in Radiologic Sciences

Student Handbook



**School of Allied Health
1800 Line Avenue
Shreveport, LA 71101**

Welcome!

Welcome to Northwestern State University's Radiologic Sciences Program! It is our sincere hope that you will find our program a rewarding and fulfilling contribution to your career. As a part of the healthcare team, we are working toward one goal—to provide the best possible care to the patients we are privileged to serve.

We hope this handbook will acquaint you with the NSU Radiologic Sciences Program and provide you with an understanding of our policies. This handbook should help you clarify what is expected of you as a student in a healthcare profession.

The information in this Handbook is subject to change due to changing circumstances; the policies as written may be modified, superseded, or eliminated. You will be notified of such changes from the program's faculty.

Not every eventuality can be foreseen, and areas not covered in this handbook will be dealt with on an individual basis. In addition to this Student Handbook, we also call your attention to the NSU General Catalog at www.nsula.edu. We urge you to study these materials that cover information about the day-to-day situations that you may face.

Policy: 1993

Revised: 2005, 2007, 2021

Reviewed: 1994-2004, 2006, 2008-2020, 2022-2023

Table of Contents

<u>Welcome</u>	iii
<u>BSRS Radiologic Sciences Program</u>	vi
<u>University Mission</u>	2
<u>School of Allied Health Mission</u>	2
<u>Bachelor of Science in Radiologic Sciences (BSRS) Program Mission</u>	2
<u>Diagnostic Medical Sonography Mission</u>	2
<u>BSRS with Ultrasound Program Goals</u>	3
<u>BSRS PROGRAM POLICIES</u>	4
<u>Statement of Non-Discrimination</u>	4
<u>Acknowledgment of Receipt and Understanding of the Radiologic Sciences Program Student Handbook</u>	4
<u>Academic Honesty Attestation Statement</u>	4
<u>Consent for Release of Information</u>	5
<u>Organizational Chart</u>	6
<u>School of Allied Health Faculty</u>	7
<u>Clinical Education Settings</u>	9
<u>Student Records</u>	12
<u>Student Confidential Information</u>	13
<u>Clinical Admission</u>	14
<u>Readmission to Clinical Courses</u>	15
<u>Return to Class/Clinical Form</u>	17
<u>CONSAH Essential Academic Performance and Technical Standards for Didactic and Clinical Settings</u>	18
<u>Professional Appearance and Dress Code in the Didactic Setting</u>	23
<u>Academic Standards and Grading Scale</u>	24
<u>Code of Conduct</u>	26
<u>Disciplinary Action</u>	27
<u>Academic/Behavioral Contract (sample)</u>	28
<u>Grievance Procedure</u>	30
<u>Academic Honesty</u>	31
<u>Plagiarism</u>	32
<u>Electronic Education</u>	33
<u>Proctoring for Exams</u>	34
<u>Student Attendance</u>	35
<u>Absences in the Didactic Setting</u>	36
<u>CONSAH Threat Assessment and Behavioral Intervention Services</u>	37
<u>Harassment, Stalking and Cyberbullying</u>	37
<u>Sexual Harassment</u>	38
<u>Health Program</u>	39
<u>Hepatitis “B” Immunization</u>	40
<u>Communicable Disease Notification</u>	41
<u>Covid-19 Exposure Policy</u>	42

<u>Alcohol & Drug Policy</u>	43
<u>Cardiopulmonary Resuscitation</u>	47
<u>Pregnancy Policy</u>	48
<u>Workplace Hazards</u>	49
<u>Inclement Weather</u>	50
<u>Parking</u>	51
<u>Visitors to Campus</u>	52
<u>Student Employment</u>	52
<u>Appropriate Use of Social Networking Websites</u>	53
<u>BSRS CLINICAL POLICIES</u>	55
<u>The Clinical Environment</u>	55
<u>Background Investigation Policy</u>	56
<u>Patient Confidential Information</u>	57
<u>Professional Behavior and Conduct</u>	58
<u>Professional Appearance and Dress Code in Clinical Setting</u>	60
<u>MRI Safety and Screening</u>	62
<u>Clinical Attendance</u>	66
<u>Trajecsys Reporting System</u>	69
<u>Competency Forms</u>	70
<u>Incident Reporting</u>	71
<u>Breaks</u>	71
<u>Telephones, Smart Devices, Computers</u>	72
<u>SONOGRAPHY CONCENTRATION POLICIES</u>	73
<u>Code of Ethics</u>	74
<u>Ultrasound Concentration Curriculum</u>	76
<u>Scope of Practice and Clinical Standards</u>	77
<u>Accreditation</u>	83
<u>National Certification and Registry</u>	84
<u>Sonographer Professional Societies</u>	85
<u>National Certification Examination</u>	86
<u>Technical Performance Standards</u>	87
<u>Sonography Procedures</u>	88
<u>Clinical Obligations and Fees</u>	88
<u>Developing Clinical Proficiency</u>	90
<u>Clinical Objectives and Competencies</u>	92
<u>Venipuncture</u>	94
<u>Grading Procedures</u>	95
<u>Clinical Supervision and Procedures</u>	96
<u>Sonography Mandatory Clinical Supplies</u>	97
<u>Evaluation of Program Effectiveness (Clinical Documentation)</u>	98
<u>Trajecsys Reporting System</u>	99
<u>Clinical Rotations</u>	100
<u>Outside Employment</u>	101
<u>Scan Lab Policies and Procedures</u>	102

Scan Lab Consent Forms.....106
Incidental Findings Form.....108

BSRS Radiologic Sciences Program

This handbook is prepared for use by students enrolled in the Bachelor of Science in Radiologic Sciences Program and contains information specific to Radiologic Science education at Northwestern State University. For general NSU policies, see the NSU Student Handbook and NSU General Catalog.

The information contained within this handbook is not intended to be wholly independent but instead a complement to the NSU General Catalog as well as the NSU Student Handbook maintained and published by Northwestern State University.

The information in this handbook is current at the time it is made public. However, policies, guidelines, and procedures are subject to change. Final interpretation of the program policies and procedures will be made by the program’s faculty.

This handbook contains extremely important information relating to the curriculum and policies of Radiologic Sciences at Northwestern State University. It is the responsibility of the student to become familiar with the contents of this handbook.



**Northwestern State University
School of Allied Health**

Northwestern State University Mission

Northwestern State University is a responsive, student-oriented institution committed to acquiring, creating, and disseminating knowledge through innovative teaching, research, and service. With its certificate, undergraduate, and graduate programs, Northwestern State University prepares its increasingly diverse student population to contribute to an inclusive global community with a steadfast dedication to improving our region, state, and nation.

School of Allied Health Mission

Northwestern State University College of Nursing and School of Allied Health serves an increasingly diverse student population while advancing the mission of the University by offering excellent and innovative undergraduate, graduate, certificate, and continuing education programs that are designed to assist individuals in achieving their goal to become responsible and contributing members of an interprofessional global community that improves the health of our region, state, and nation.

Bachelor of Science in Radiologic Sciences (BSRS) Program Mission

The mission of the Northwestern State University Radiologic Sciences Program is to provide students with advanced knowledge and skills through guided experiences and clinical practice that culminate into the development of professional radiologic technologists and sonographers who become an integral part of the healthcare community and society.

Diagnostic Medical Sonography Mission

The mission of the Northwestern State University Radiologic Sciences Ultrasound Concentration Program is to provide students with advanced knowledge and skills through guided experiences and clinical practice to produce entry-level sonographers eligible for registration by the American Registry of Diagnostic Medical Sonographers in Abdominal sonography, OB/Gyn sonography, and vascular sonography.



BSRS Program Goals

Consistent with the mission statement, the specific goals for the educational program are listed below:

GOALS	STUDENT LEARNING OUTCOMES
Students will be clinically competent sonographers.	<ul style="list-style-type: none">• Students will proficiently operate ultrasound equipment and select appropriate transducers for different exams.• Students will acquire high-quality diagnostic images using various sonographic techniques, such as B-mode, Doppler, and color flow imaging.• Students will perform quality sonographic exams.• Students will develop assessment skills of an imaging professional.
Students will demonstrate critical thinking and problem-solving skills.	<ul style="list-style-type: none">• Students will evaluate a clinical situation and perform accordingly using critical thinking skills.• Students will critically evaluate and assess challenges within the healthcare administrative setting.• Students will accurately evaluate and report diagnostic findings.
Students will demonstrate professionalism, ethical conduct, and adherence to standards in sonography practice.	<ul style="list-style-type: none">• Students will demonstrate an understanding of professional advocacy.• Students will integrate adherence to professional behaviors.• Students will demonstrate ethical conduct in the clinic and classroom settings.
Students will demonstrate the ability to communicate effectively.	<ul style="list-style-type: none">• Students will demonstrate oral communication skills.• Students will demonstrate written communication skills.



Students will achieve a passing score on eligible ARDMS sonography registry exams.

- Students will achieve a benchmark score of 80% on registry mock exams.
- Students will achieve a C or better in registry review courses.

BSRS Program Policies

Statement of Non-Discrimination

Pursuant to Section 504 of the Rehabilitation Act of 1973, Northwestern State University will provide services and training, without discrimination, to any qualified disabled person who meets the academic and technical performance standards requisite to admission and/or participation in the Radiologic Sciences Program.

Acknowledgment of Receipt and Understanding of the Radiologic Sciences Program Student Handbook

My signature below indicates that I have received, read, and understand the Student Handbook for the Radiologic Sciences Program at Northwestern State University. I agree to abide by the policies and procedures outlined in this handbook. I understand I am responsible for adhering to these policies and procedures.

Print Name: _____

Student Signature

Date

Academic Honesty Attestation Statement

I understand that Northwestern State University and the College of Nursing and School of Allied Health have academic honor codes. The academic work I submit will be my own and I will not receive any unauthorized assistance with any work I submit for this program.

Print name: _____



Student Signature

Date

Northwestern State University
College of Nursing and School of Allied Health
Consent for Release of Information

I, _____, agree to allow Northwestern State University to release my health information and/or criminal background investigation to clinical agencies, as requested. I understand this information is confidential, will be always kept secure and is shared with faculty only as appropriate. I further understand that refusal to sign this consent will result in my inability to participate in clinical courses.

Print name: _____

Student Signature

Date



NORTHWESTERN STATE

College of Nursing and School of Allied Health

School of Allied Health Organizational Chart

PRESIDENT OF NORTHWESTERN STATE UNIVERSITY

Dr. Marcus Jones

NSU, Natchitoches, Roy Hall

Phone: (318) 357-6441

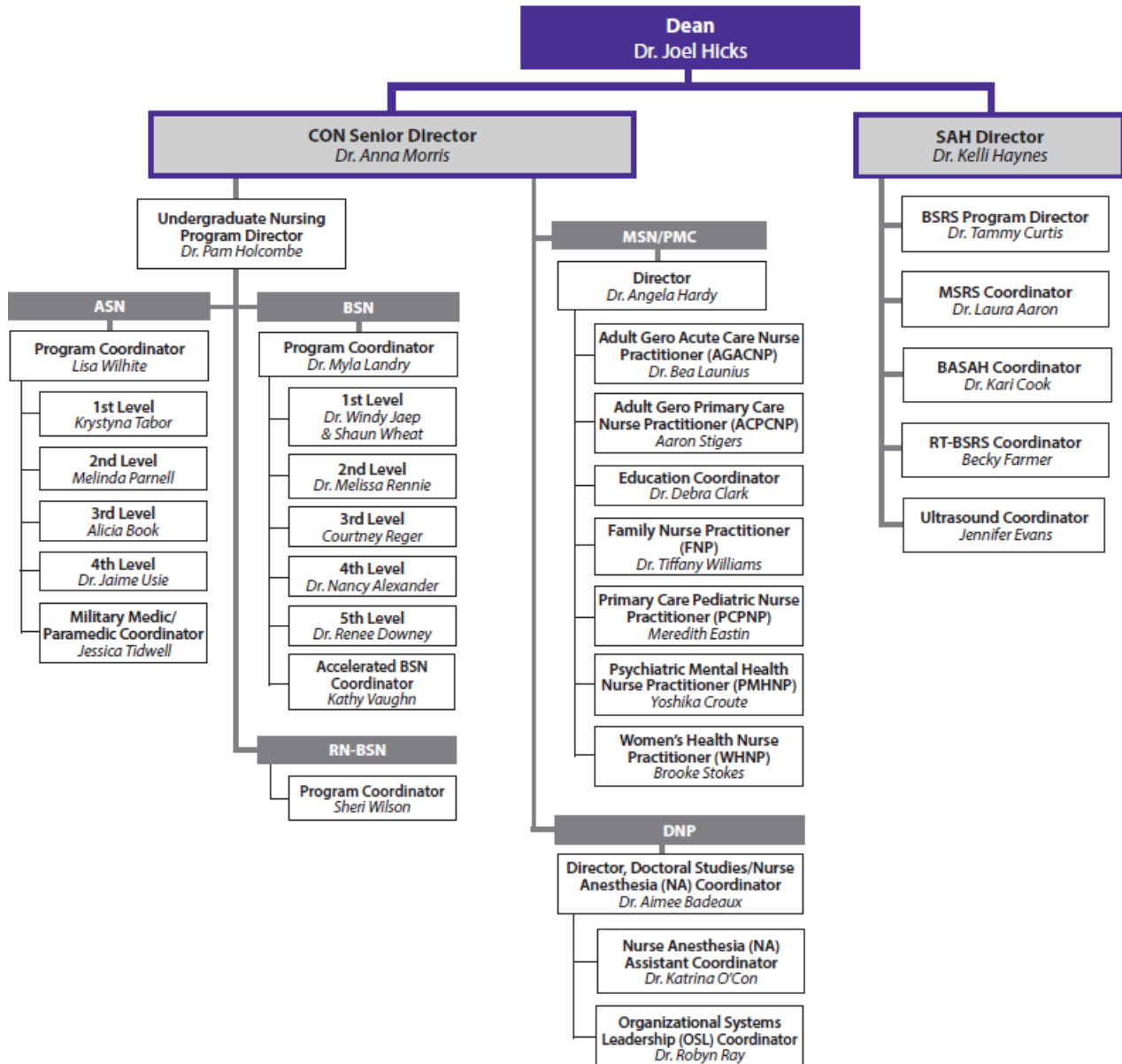
DEAN OF THE COLLEGE OF NURSING AND

SCHOOL OF ALLIED HEALTH

Dr. Joel Hicks

NSU, Shreveport, LC 4th Floor

Phone: (318) 677-3100





NORTHWESTERN STATE
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School of Allied Health Faculty

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NORTHWESTERN STATE

College of Nursing and School of Allied Health

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Clinical Education Settings

Clinical Education Setting	Phone
Ark-La-Tex Spine Care	318-841-9999
Beauregard Health System	337-462-7375
BJACH	337-531-3390
Bone and Joint Clinic	318-425-8708 x 33
Byrd Regional	337-239-9041
CENLA Family Medicine	318-445-9823
Christus Bossier Emergency Hospital	318-681-7000
Christus Coushatta	318-932-2000
Christus Bossier	318-681-8560
Christus Highland Clinic	318-681-5675
Christus Highland Medical Center	318-681-7143
Desoto Regional	318-871-3108
Doctors Hospital at Deer Creek	337-392-5088
Fast Pace Health Urgent Care Leesville	318-471-6623
Hardtner Medical Center	318-495-3131
HP Long Urgent Care Pineville	318-769-5664
LA Family Practice Bldg 2300 2 nd Floor	318-212-7830 X 128



NORTHWESTERN STATE

College of Nursing and School of Allied Health

Minden Medical Center	318-371-3269
Mid-State Orthopaedic & Sports Medicine Alexandria	318-473-9556
Natchitoches Regional	318-214-4588
North Caddo Medical Center	318-375-3235
Ochsner LSU Health	318-626-1129
ACC	318-626-0394
ER	318-626-0935
Feist Weiller	318-626-3081
Ochsner St. Mary's	318-626-1513
Orthopedic Clinic (North and South)	318-212-3610 Exts. 1935, 1936, 1937
Premier Urgent Care Alexandria	318-787-6877
Premier Urgent Care Pineville	318-704-6770
Rapides Healthcare System	318-769-3567
Rheumatology and Osteoporosis Specialists	318-221-0399
Sabine Medical Center	318-256-5691
Shriners' Hospital	318-222-5704
Specialists Hospital of Shreveport	318-213-3767
Spine Institute of Louisiana	318-629-5568
Springhill Medical Center	318-539-1000



NORTHWESTERN STATE

College of Nursing and School of Allied Health

Tristate @ WKN	318-212-8163
VA Medical Center Alex	318-473-0010 Ext. 2971
VA Medical Center Shreveport	318-221-8411 ext. 6640
Velocity Care Bossier	318-550-2176
Velocity Care Shreveport Mansfield Rd.	318-629-3763
Velocity Care Shreveport Youree Drive	318-798-3763
Willis-Knighton Bossier	318-212-7000
Willis-Knighton Quick Care Bossier	318-212-7520
Willis-Knighton North	318-212-4636
Willis-Knighton Pierremont	318-212-3550
Willis-Knighton Pierremont Medical Arts Building	318-212-2881
Willis-Knighton Pierremont Pediatrics	318-212-3900
Willis-Knighton South	318-212-5165
Willis Knighton Quick Care South	318-212-7687



Student Records

Policy: 101

The University maintains accurate and confidential student records. It is the right of the students to have access to most of their educational records, and it is the duty of the University to limit access by others in accordance with existing guidelines and relevant laws. Student records, with certain exceptions, will not be released without prior consent of the student through written request.

The following student records may not be viewed by students: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment job placement or honors to which they have waived their rights of inspection and review.

Students have the right to review and question the content of their educational records within a reasonable length of time after making a request for review. If there are any questions concerning the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity to challenge a perceived inaccuracy or violation of privacy will be provided through the appeal mechanism.

Northwestern State University maintains that the student records policy is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1997. In accordance with Northwestern State University's Policy on Family Educational Rights and Privacy Act, information about a student generally may not be released to a third party without the student's written permission. Exceptions under the law include state and federal educational and financial institutions and law enforcement officials. The only records that will be released concerning students is information that can be considered "directory" information such as field of study, name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, attendance, and degrees and awards. The ACT also permits students to review their educational records and to challenge the contents of those records.

Regarding clinical radiography course files, only the radiography faculty may remove files to be copied. Students may not remove or copy the file themselves. Any violation of the above will result in disciplinary action by the Radiologic Sciences Program Faculty.

Policy: 1993

Revised: 1997; 1998

Reviewed: 2002-2020, 2021-2023



NORTHWESTERN STATE

College of Nursing and School of Allied Health

Student Confidential Information

Policy: 102

In accordance with the Family Education and Rights Act (FERPA) 1997, this program maintains all students' records as confidential and can only release certain items designated as directory information. Directory information is considered to name, local and permanent address, telephone listing, major field of study, dates of attendance, etc. The student can prohibit the release of this directory information by making a written request to the Radiologic Sciences Program.

Students must be aware that reviewing another student's folder or clinical paperwork is a violation of the confidentiality of that students' records.

Any violation of the above will result in disciplinary action by the Program Faculty.

Policy: 1993

Revised: 1998, 2003, 2005, 2007

Reviewed: 2002, 2004, 2006, 2008-2020, 2021-2023



Clinical Admission

Policy: 103

As stated in the Admission, Progression, Dismissal and Graduation (APDG) policy in the University Catalog:

Enrollment in Radiology Courses or Sonography Courses

Students must meet the following minimum criteria to be considered for selection for enrollment in Radiology or Sonography courses:

1. Admission to the University and submission of all official transcripts to the University Registrar and Admissions Office on the Natchitoches campus.
2. A cumulative grade point average of 2.0 or above.
3. A minimum grade of "C" in all required english, biological sciences, chemistry, mathematics, allied health, and radiologic science courses.
4. Completion of pre-requisite general academic courses in first three semesters toward the degree.
5. Minimum grade point average of 2.7 in general academic courses completed that are required for degree excluding electives.
6. Completion of required entrance examination for Radiology.
7. Completion of Petition to Enroll in Radiology Courses which includes:
 - a. Application to Radiology courses form.
 - b. Copy of scores on required entrance examination for Radiology.
 - c. Response to any Requests of Waiver of Policy (if applicable).
 - d. Must complete a background check by the clinical application deadline of **August 31**.
8. Submission of completed Petition to Enroll in Radiology Courses no later than **August 31** for Spring enrollment.
9. Students must have completed all required courses and criteria by the last day of the Northwestern State University semester of requested enrollment. Official transcripts of grades earned from other institutions must be submitted to the University Admissions Office at Northwestern State University by the last day of the NSU semester preceding the date of requested enrollment.
10. A Petition is valid for one semester only.
11. No Petition will be accepted after the designated deadline for the university.

Selection for Enrollment in Radiology Courses and Sonography Courses

Applicants who submit a complete Petition to Enroll in Radiology or Sonography Courses will be selected for admission on a competitive basis according to the following variables:

1. Grade point average—general academic courses required for the degree excluding elective hours.
2. Pattern of repeated pre-requisite general academic courses required for the degree.
3. Entrance examination scores.



4. Number of general academic credit hours required for the degree completed at Northwestern.

Applications must be submitted by email. Students must also complete a background check (see policy 106). Female applicants must read and sign the Pregnancy Policy (see policy 131). All applicants must read and sign the Performance and Technical Standards (see policy 110). Students may apply for clinical admission on the Shreveport or Alexandria campus.

Students admitted to the first clinical Radiology course must submit a completed Undergraduate Studies in Radiology Health Form during the first clinical semester. The physical examination and laboratory tests are conducted prior to summer registration. Repeat health forms are required every year thereafter.

Readmission to Clinical Courses

Students who are unsuccessful in radiology or allied health courses and wish to return to the program at a later time must meet and follow the APDG policy, which states that a maximum of two different radiography/allied health science courses may be repeated, including those dropped with a grade of "W." In other words, students who fail or drop a third radiography or allied health course are not permitted to progress in the program. Any variation of this policy will be decided by BSRS appeals committee.

A student seeking readmission to a competitive admission program must understand that readmission is granted on clinical capacity, the program's admission criteria, and accreditation agency requirements. The student must meet current program admission requirements at the time of the readmission request. Students must seek readmission within one year after the last date of attendance. In other words, students cannot seek readmission two or more years after the first year of admission. At this point, students would need to restart the curriculum, if eligible to return after two or more years. Students must complete the approved curriculum within a four-year period after enrollment in the first clinical course.

Returning students who are repeating the first clinical semester will need to complete a new application, background check, and be ranked to compete for a clinical spot. The clinical spot is not guaranteed for returning first-level students. This includes meeting all admission criteria, including GPA.

Reentry for students who exit the program any time after the first semester of enrollment will be determined on a case-by-case basis regarding didactic and clinical courses as determined by the Director of School of Allied Health, Director of the BSRS program, and BSRS appeals committee. Students must submit a written request to the program director for reentry to the program one month prior to the semester the student plans to return.



If a student is permitted to progress in the program due to repeating a didactic course that does not have a corequisite, the student will not graduate with their initial cohort but instead graduate at a later time due to repeating clinical courses. When repeating a clinical course, students will repeat competencies earned in the clinical course that is being repeated. If a student is allowed to reenter the program to repeat courses that have corequisites, the student will return when the repeated courses are offered according to the curriculum pattern course sequence. The student repeating radiologic sciences or allied health courses must concurrently enroll in the co-requisite courses. The student will also adhere to an academic learning contract. Students are limited to one-time re-entry and progression into the program for clinical levels 2-7 due to failure of a course or extenuating circumstances.

Students who have a break in program enrollment due to health conditions (illnesses, infections, injury, surgery, etc.) that necessitate medical leave must initiate the medical return to campus process to be considered for program reentry and program progression. Following a break in program enrollment, the student may be considered for a return to campus after obtaining medical documentation of the student's ability to participate in all activities as outlined in the CONSAH Essential Academic Performance and Technical Standards for Didactic and/or Clinical Settings. Students must complete the CONSAH Return to Class/Clinical Form in which a healthcare provider is required to sign stating that the student can physically and mentally meet the CONSAH Essential Academic Performance and Technical Standards for Didactic and/or Clinical Settings. Completion of this form does not guarantee program reentry. Students are expected to satisfactorily meet the same standards of the course and classroom performance as the other students enrolled in the program and must adhere to academic policies that apply to all students. The student must contact the Student Health Services Coordinator regarding how to obtain a "Return to Class and Clinic Form."

Policy: 2015

Revised: 2016, 2018, 2021, 2022, 2023

Reviewed: 2017, 2019, 2020



Return to Class/Clinical Form

Part I: Student Information: To be completed by student.

Student's Full Name: _____ Date of Birth: _____
Student's CWID: _____ Date of Last Class Attendance/Program Enrollment: _____

Part II: Provider Information: To be completed by provider. Please complete all the information.

Provider Name: _____ Practice Phone: _____ Practice
Address: _____ Provider
Credentials (please select):
Role: Physician (DO) Specialty: _____

NPI#: _____ License Number: _____ State of Issue: _____

Part III: Clinical History: Please complete all information required in detail. Additional information may be provided on your office letterhead.

Student's Diagnoses with ICD-10 and/or DSM codes: _____ Date(s)
the student was under your care for these diagnoses: _____

Describe how the condition(s) has/have resolved or stabilized so that it is not likely to interfere with the student's academic performance, safety, or wellbeing upon return to Northwestern State University of Louisiana (NSULA): _____

Provide the date of resolution or stabilization to a level no longer interfering with the student's academic performance, safety, or wellbeing upon return to Northwestern State University of Louisiana: _____

If ongoing care is needed to maintain resolution or stabilization of the student's condition, describe the plan of care, including medication, ongoing therapy and follow up. _____

Part IV: Certification Statement

With my signature below, I provide my recommendation for the student's return to class clinical
and/or laboratory setting (check
all that apply) at Northwestern State University of Louisiana based on the CONSAH Essential Academic Performance and Technical Standards for Didactic and/or Clinical Settings. The student has given me permission to share the foregoing information with Northwestern State University of Louisiana officials and discuss their medical information with Student Health Services Coordinator if needed.

Signature: _____ Stamp: _____ Date: _____

Please contact shreveporthealthservices@nsula.edu for questions pertaining to this health form or the College of Nursing and School of Allied Health Essential Academic Performance and Technical Standards for



Didactic and/or Clinical Settings requirements. Provider, please submit completed form electronically to shreveporthealthservices@nsula.edu. Form submissions from students will not be accepted.

CONSAH Essential Academic Performance and Technical Standards for Didactic and Clinical Settings

Policy: 104

Purpose: To set forth the essential components, factors of academic performance and examples of necessary activities for students to be admitted to and participate in the educational program(s) of the College of Nursing & School Allied Health at Northwestern State University.

Policy Statement: Individuals must safely demonstrate the essential components of the radiologic sciences program as evidenced by, but not limited to, the factors of academic performance identified, with or without reasonable accommodation.

Technical Standards: All nonacademic criteria that are essential to participate in the program in question (Terminology as Defined Under Section 504 of the Rehabilitation Act of 1973 and the ADA, 34 CFR 104 Appendix A, ¶15).

Northwestern State University's Bachelor of Science in Radiologic Sciences (BSRS) degree signifies that the holder of that degree has been educated to competently practice the profession in **all** healthcare settings to apply for the certification examination and apply for licensure in the state of Louisiana. The education of a healthcare professional requires assimilation of knowledge, acquisition of skills, and development of judgment through patient care experiences in preparation for semi-autonomous and collaborative practice and making appropriate decisions required in such practice. Professional healthcare practice emphasizes a team approach and collaboration among all healthcare professionals and the patient.

The BSRS curriculum at Northwestern State University (NSU) requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential radiologic technologist skills and functions. Learning these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty, and other healthcare providers. Additionally, there are factors of academic performance that are critical for success in the healthcare environment.

The factors are necessary to acquire or demonstrate competence in a discipline as complex as the imaging sciences and needed for successful admission and progression by students for the BSRS at NSU. In addition to the standards of student conduct set forth in the **NSU Code of Student Conduct**, students will adhere to the following factors, which will be evaluated in the BSRS program as academic performance and technical standards.



Motor Skills, Strength, and Mobility Skills

Students shall have sufficient motor function so that they are able to execute movements required to provide general care to patients in **all** healthcare settings.

Students should be able to:

1. Manipulate equipment (locks, push buttons, knobs, and switches) using fine motor skills.
2. Complete procedures in a timely and accurate manner.
3. Safely push a wheelchair, stretcher, or other transport equipment from a patient waiting area or patient room to the radiology department and other parts of the facility.
4. Safely transfer a patient from a wheelchair or stretcher to the bed or exam table.
5. Safely assist a patient in dressing for a procedure.
6. Raise arms above head and in all directions to manipulate radiographic equipment.
7. Stand and walk for extended periods of time (up to 12 hours).
8. Lift twenty-five (25) pounds of weight and at minimum, ten (10) pounds above head.
9. Perform all aspects of CPR and Basic Life Support.

Sensory (Hearing, Vision, Tactile, and Olfactory)/Observation Skills

Students must be able to acquire information presented through demonstrations and experiences in the classroom and clinical environments. Students must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate nonverbal communication when performing an assessment and performing radiologic exams and duties. Students must be capable of perceiving signs of disease and infection as manifested through physical examination. Such information is derived from visual inspection and auditory information (patient voice). *Students should be able to:*

1. Hear sufficiently to interact with patients and medical staff when background noise is present.
2. Detect audible sounds within the hospital, such as equipment alarms, fire alarms, telephones ringing, and overhead pages.
3. Visually monitor patients in low levels of light.
4. Distinguish between different shades of color and gray scales on radiographs.
5. Observe patients accurately, at a distance, close at hand, and in low levels of light.
6. Perceive signs of disease, infection, or discomfort manifested through positioning and discriminating touch.
7. Accurately read small print.

Communication Skills

Students must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other healthcare team members. Students must express their ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. The communication may also rely on the student's ability to make a correct decision judgment in seeking supervision and consultation in a timely manner. *Students should be able to:*

1. Communicate in English (verbally and written) with patients, family members, physicians, and all members of the health care team.



2. Convey or exchange information at a level allowing development of a health history.
3. Read and quickly comprehend written instructions to deliver appropriate patient care.
4. Communicate effectively in oral and written forms.
5. Be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the healthcare team.
6. Willingly receive and provide feedback.

Intellectual and Cognitive Skills

Students must be able to measure, calculate, reason, analyze, integrate, and synthesize in the context of undergraduate radiologic sciences. *Students should be able to:*

1. Make a correct judgment in seeking supervision and consultation in a timely manner.
2. Quickly read and comprehend extensive written material.
3. Make sound decisions, even in urgent/emergent clinical situations, that reflect consistent and thoughtful deliberation.
4. Evaluate and apply information and engage in critical thinking in the classroom and clinical setting.
5. Engage in self-directed learning.

Behavioral/Emotional Skills

Students must possess the emotional health required for the full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the care of patients and families. In addition, students must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff, and other healthcare professionals under all circumstances, including highly stressful situations. *Students should be able to:*

1. Demonstrate emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
2. Make a correct judgment in seeking supervision and consultation in a timely manner.
3. Experience empathy for the situations and circumstances of others and effectively communicate that empathy.
4. Understand that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others.
5. Willingly examine and change his or her behavior when it interferes with productive individual or team relationships.



6. Demonstrate the skills and maturity necessary for effective and harmonious relationships in diverse academic and practice environments.

Professional Conduct

Students must possess the ability to reason morally and practice in an ethical manner. Students must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including, but not limited to, children adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults.

Students should be able to:

1. Function effectively under stress.
2. Respond appropriately to constructive criticism.
3. Always maintain professional behavior.
4. Work collaboratively with peers, faculty, and other healthcare professionals.
5. Minimize behavioral gestures that indicate dissatisfaction, disrespect, or any negative attitude.
6. Abide by professional standards of practice, and practice in an ethical manner.
7. Engage in patient care delivery in all settings and deliver care to all patient populations as required.
8. Demonstrate compassion, empathy, altruism, integrity, honesty, responsibility, tolerance, and flexibility in any given situation.
9. Arrive timely to the clinical and classroom settings.
10. Respond appropriately to constructive criticism while maintaining professional behavior.
11. Practice independently (i.e., be able to perform all required skills, assignments independent of other student's help).

Reasonable Accommodation for Disabilities

NSU and the Office of Disability Support (ODS) are committed to making students with disabilities full participants in university programs, services, and activities through its compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The ODS coordinates services and accommodations for students with disabilities and serves as an information center concerning disability-related issues. The ODS is committed to providing equal educational opportunities to students by minimizing the impact of functional limitations upon their academic and non-academic lives by providing reasonable accommodation to ODS registered students.

Reasonable accommodations are modifications to a course, program, service, or employment that do not fundamentally alter the course or program. Appropriate accommodations are determined through the individual intake appointment by reviewing documentation submitted by a qualified and licensed professional, discussing with the student, and evaluating the essential requirements of a course or program.

After the intake appointment, a student will have approved accommodations available for use at their discretion. The School of Allied Health works closely with the Office of Disability Services (on campus) in this process.



The Office of Disability Services is the contact point for students with permanent or temporary sensory, physical, or psychological disabilities interested in requesting reasonable accommodation.

Students with disabilities are expected to perform all the essential functions of the program with or without reasonable accommodation. NSU will work with the student and the respective campus disability office to provide, if possible, reasonable accommodation.

While NSU will make every effort to work with our students with disabilities to reasonably accommodate their disability-related needs, it is important to note we are not required to provide requested accommodations that would fundamentally alter the essential qualifications, functions, technical standards, or other academic requirements of the program, or result in an undue financial or administrative burden.

Implementation of the Factors of Academic Performance for the Radiologic Science Program

Potential students will be advised of the Essential Academic Performance and Technical Standards for Didactic and Clinical Settings for the Radiologic Science Program in application materials on the program's website. Incoming students will be alerted to the expectations during program orientation and apprised of the location of Essential Academic Performance and Technical Standards for Didactic and Clinical Settings in the NSU Bachelor of Science in Radiologic Science Student Handbook.

Regular, On-going Evaluation of Academic Performance and Technical Standards

Faculty will evaluate students on a regular and ongoing basis, addressing deficits and areas in need of improvement by means of a program-specific clinical evaluation tool, based on direct and indirect interaction and supervision of the student in the classroom and clinical settings and during clinically related activities. Students must notify faculty of any changes in their ability to meet academic performance and technical standards. Faculty will evaluate students' Essential Academic Performance and Technical Standards for the Radiologic Science Program regularly. In conjunction with the clinical preceptors, the clinical coordinators and faculty will also evaluate the student's direct interaction and supervision of the students in the clinical setting related to clinical activities, including clinical participation.

If a student repeatedly fails to meet the factors of academic performance and technical standards, the student will be placed on probation. Students are also subject to dismissal from the program as decided on a case-by-case basis.

Policy: 2011

Reviewed: 2012, 2013, 2015, 2017, 2018, 2019, 2020, 2023

Revised: 2014, 2016, 2021, 2022

Formerly known as Performance and Technical Standards



Professional Appearance and Dress Code in the Didactic Setting

Policy: 105

Northwestern State University College of Nursing and School of Allied Health is a community of leaders preparing students to succeed in their chosen careers while maintaining acceptable dress attire. The personal appearance of every student is a key component of maintaining a student-centered learning environment. An appropriate dress code must always be presented. Students are expected to dress in a manner supportive of a positive learning environment, free from disruptions and distractions. The classroom uniform policy will be maintained in Nursing and Radiologic Science Classroom settings beginning in first-level clinical courses.

The following standards shall apply and will be enforced to all current clinical students in the classroom setting:

1. NSU identification badges (ID badge) will be worn and visible by all students, faculty, and staff at all times. You may use lanyards or place on left chest.
2. Pants or skirts (for religious purposes) in khaki or black. No tight-fitting pants, yoga pants, leggings or jeggings; if skirts are worn they will not be shorter than knee length.
3. Shirt: NSU T-shirts may be worn with khaki, navy (Radiography), or gray (Sono) uniform pants.
4. Shoes: Clean closed-toe dress or athletic shoes may be worn in the classroom (no open-toe shoes).
5. The student may also **choose** to wear their blue (Radiography) or gray (Sono) scrub uniform to class. If this option is chosen, the student must adhere to the Student Guidelines Related to Student Uniforms.

The following is **not acceptable**: this includes, but is not limited to:

1. Hats, caps, do-rags, skullcaps, bandanas, stocking caps and/or other headgear. (This policy does not apply to headgear identified as religious or cultural dress. Students seeking approval for headgear attire shall make a written request through the Office of the Dean.)
2. Lounging shoes, lounging slippers, flip-flops, bare feet, short-shorts, sagging pants (exposing undergarments), and lounging pants.
3. Clothing consisting of derogatory and/or offensive messages either in pictures or words.

All students will be required to follow the dress code; any student with an inappropriate appearance will not be admitted into the classroom and will be sent home. Repeated violations of the dress code will warrant disciplinary action.

Policy: 2014

Reviewed: 2015, 2017, 2019, 2023

Revised: 2016, 2018, 2020, 2021, 2022



Academic Standards and Grading Scale

Policy: 106

The College of Nursing and School of Allied Health follows the policies of Northwestern State University as published in the *NSU General Catalog* and the *Student Handbook*. It is the student's responsibility to be aware of these requirements.

University policies regarding requirements for admission, graduation, academic standing, probation, suspension, appeals, readmission from suspensions and honor roll requirements are found in the *NSU General Catalog* under the respective headings.

Students must earn at least a 2.0 GPA on courses outlined in the radiography curriculum pattern. Students must earn a minimum grade of "C" in all required radiography/health science courses before progressing to the next radiography course(s). A radiography or health science course may be repeated one time only. A maximum of two different radiography/health science courses may be repeated, including those dropped with a grade of "W."

1. A student is subject to dismissal from Undergraduate Studies in Radiologic Sciences for the following reasons:
2. Failure to achieve at least a "C" when repeating or enrolling for the second time in the same required radiologic science course.
3. Failure of more than two required radiologic science courses.
4. The need to repeat/re-enroll in more than two required radiography or health science courses.
5. Participation in academic cheating.
6. The unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or use of alcohol, illegal drugs, legal drugs obtained illegally, controlled substances, or designer drugs.
7. Illegal possession of weapons. Possession of a firearm, when in violation of state laws, System policy, or university policy, shall be grounds for dismissal from the university.
8. Theft.
9. Lack of professional compatibility or unsafe clinical practice as identified by the Radiologic Sciences Faculty in Undergraduate Studies.
10. Dishonest and/or unethical behavior in the classroom or clinical setting.
11. Excessive absences.



Credit Hours

The Radiologic Sciences program functions on credit hours per semester. The following ratio is used for courses;

1. 1 to 1 for lecture: If a student is registered for a lecture course with 3 credit hours, such as RADS 3300, the student will spend 3 hours per week in the classroom in lecture.
2. 1 to 3 for lab: If a student is registered for a lab course with 1 credit hour, such as RADS 3310, the student will spend 3 hours per week in the lab for 1 hour of credit.
3. 1 to 5 for clinic: If a student is registered for a clinical course with 3 credit hours, such as RADS 3311, the student will spend 15 hours per week in the clinical setting.

Radiologic Science Courses will use the following grading scale:

93-100	A
85-92	B
77-84	C
69-76	D
68 or below	F

Allied Health Courses will use the following grading scale:

90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

Policy: 1993

Revised: 1997, 1998, 2010, 2012

Reviewed: 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2011, 2013, 2014-2020, 2021-2023



Code of Conduct

Policy: 107

The University has established standards and procedures that shall govern the conduct of students on University property, in University facilities, and away from the University Campus. This code of conduct is detailed in the University's Student Handbook.

Disciplinary procedures governing University students are administered by the Vice President of Student Services. Disciplinary problems may be referred to a student-faculty discipline committee appointed by the President of the University. See University Student Handbook Code of Conduct APPENDIX I Student Grievance Procedure <https://www.nsula.edu/studenthandbook/>

Policy: 1998

Revised: 2005, 2018

Reviewed: 2002, 2003, 2004, 2006-2017, 2019, 2020, 2021-2023



Disciplinary Action

Policy: 108

The policies contained in this handbook are necessary to ensure consistency and orderly operation as well as to protect the rights and safety of all concerned. This program wants to help all students achieve the best education and develop high-quality patient care skills. Willful or inexcusable violations of the policies in this handbook will be dealt with under a consistent policy that applies equally to all students. The Clinical Instructor or Program Faculty from Northwestern State University may provide verbal or written warnings of violations of policies.

Written Warning- This is a *formal* notification to a student that they have violated a policy of the student handbook. Written documentation is prepared and entered in the student's clinical folder with the signatures of all parties involved.

Written warnings are cumulative from one clinical radiography course to another.

When a violation of policy warrants disciplinary action by the Radiologic Sciences Program Faculty, the following actions will be taken: A meeting will be held by the Radiologic Sciences program faculty and based upon the severity of the findings, appropriate disciplinary action will be taken, including, but not limited to, the following: corrective action plan, loss of clinical leave time, academic probation, failure of the course, or dismissal from the program and the University.

Policy: 1993

Revised: 1996, 1997, 1998, 2005, 2007, 2010, 2014, 2016, 2021

Reviewed: 2002, 2003, 2004, 2006, 2008, 2009, 2011, 2012, 2013, 2015, 2017-2020, 2022, 2023



Academic/Behavioral Contract
(Sample)

Policy: 109

Circle One/Both: **Clinical** **Didactic**

Student: _____ Date: _____

Assigned Faculty/Advisor: _____

By signing this contract, I _____ agree to the terms of this academic/behavioral contract, and fully acknowledge and understand ANY breach of the listed expectations will be grounds for immediate dismissal from the Radiologic Science program. This will serve as my final opportunity to correct the necessary noted areas of academic/professional behavior deficiencies.

Identification of Deficiencies: (the following are examples)

1. Violation of following existing set program policies (see Student Handbook) as presented both online and orally to student during program orientation and in each semester course syllabi.
2. Remediation policy and instructor tutor assignment not fulfilled.
3. Failure to report absence with faculty/technologist regarding attendance as stated in handbook. Texting will not be acceptable. This applies to the clinical environment, didactic courses, and all other required program functions.
4. Need to refrain from discussing inappropriate conversations in all program settings.
5. Time management identified as problematic to meeting required program expectations.
6. Anger Management identified by student (witnessed by faculty) as a problem complicated by outside personal/family concerns.
7. Need for improvement in expected professional behaviors.

Expectations for Deficiencies:

1. Student will review and adhere to all existing program and course policies as listed in the student handbook and syllabi. Participation in weekly tutoring will be required and documented.
2. Student will communicate to faculty/technologist all attendance concerns. Making outside scheduled appointments at times that will not interfere with program requirements. Extenuating circumstances will be individually addressed and require prior faculty approval. Failure to do so is considered a violation of this contract.



- 3. Student will commit to managing time to accommodate all required program functions.
- 4. Student will always display professional behavior during clinical and didactic course work. (verbal and non-verbal)
- 5. Student will refrain from discussing any personal feelings/family issues/politics/inappropriate conversations during both program courses and clinical scheduled settings.
- 6. Student will see Student Success Coordinator on a weekly basis until deemed unnecessary by the Student Success Coordinator.
- 7. Student will not display/verbalize any program discontent/concerns outside of scheduled weekly meetings. If necessary, the student will make appointments with program faculty to discuss such discontent/concerns.

I, _____ acknowledge a discussion addressing the above list of deficiencies and expectations. I fully understand all contained in this contract and have no questions.

Signing of this form will serve as consent for the release of information to all interested parties involved in the Radiologic Science program and Northwestern State University. This part will also bind this contract with the named Northwestern State University representatives.

Student: _____ Date: _____

Faculty: _____ Date: _____

Program Director\ Department Head\ Dean of College of Nursing and School of Allied Health

_____ Date: _____

Policy: 2017

Revised: 2021

Reviewed: 2018-2020, 2022-2023



Grievance Procedure

Policy: 110

Differences of opinion may arise from time to time. If a student has an issue with a faculty member, the student is expected to follow the chain of command. Resolving these differences fairly and quickly is obtained by the following procedure.

Step One

Discuss the concern with the faculty member involved within two days of the occurrence.

1. Faculty members are required to give an answer within two working days.
2. No answer, or not satisfied with the response, advance to step two.

Step Two

State your concern to the Program Coordinator/ Director.

1. Must be in writing.
2. Submitted within three working days after the initial reply to step one.
3. Program Coordinator/ Director is required to reply within one week.
4. No answer, or not satisfied with the response, advance to step three.

Step Three

Follow the Student Code of Conduct in the University Student Handbook. This policy may be found at <https://www.nsula.edu/studenthandbook/>

NOTE: Formerly Due Process Procedure

Policy: 1998

Reviewed: 2002, 2003, 2004

Policy: 2005

Revised: 2007, 2008, 2014, 2021

Reviewed: 2006, 2009, 2010, 2011, 2012, 2013, 2015, 2016-2020, 2022-2023



Academic Honesty

Policy: 111

Northwestern State University is an institution with an educational mission, which is carried out by programs and activities devoted to the pursuit of knowledge, through instruction, research, and service. The University exists as a community of students, faculty, administrators, and staff who provide, participate in and support these activities and programs. The University campus, facilities, properties, and other resources exist to facilitate this educational mission. You are responsible for completing and submitting your own course work and preparing your own lessons. All work submitted must be your own original work unless proper acknowledgment of outside material is provided. It is unacceptable to use the work of any other person or to allow your work to be used by another student. Dishonesty of any kind will not be tolerated. Examinations must also represent your own work and must be completed without the assistance of books, notes, devices, or external help, unless specified otherwise in the exam directions.

Violation of this policy will result in one or more of the following disciplinary measures to be decided by the course faculty:

1. verbal or written warning
2. corrective action plan
3. conference with department chair or dean
4. reduction of test/course grade to a grade of F
5. A student may subsequently be placed on probation or suspended or expelled and forced to withdraw from Northwestern State University as a result of academic dishonesty. (Refer to the section in the Student Handbook concerning Academic Infractions and Sanctions for Academic Misconduct.)

Policy: 2009

Revised: 2010, 2021

Reviewed: 2011-2020, 2023



Plagiarism

Policy: 112

Plagiarism is defined by the Council of Writing Program Administrators (2003), as “the action of a writer who deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging [citing] its source.”

Council of Writing Program Administrators; <http://www.wpacouncil.org>

Below is a list of the most common forms of plagiarism which should be avoided to prevent disciplinary actions.

1. Buying a paper from a research service or term paper mill
2. Submitting another student’s work
3. Submitting a paper or assignment a peer has written for the student
4. Copying a paper from a source text without proper attribution
5. Copying materials from a source text, supplying proper documentation, but leaving out quotation marks
6. Paraphrasing materials from a source text without appropriate documentation
7. Submitting assignment answers from websites that house previous student submissions.

To prevent possible intentional or unintentional plagiarism, all students are advised to seek assistance from program faculty regarding proper methods of source citation. Additionally, NSU faculty use the resource, www.turnitin.com. This is a web-based database of research papers. A student’s paper is compared to other papers in the database and checked for plagiarism. A similarity report is generated that demonstrates all matches. Students are encouraged to use Turnitin, when allowed in the course, to avoid plagiarism.

In the event of suspected plagiarism violation, the student will be requested to provide documentation supporting their work. Furthermore, the student will be given the opportunity to defend their research during an Academic Dishonesty Hearing which will consist of program faculty members and the Dean of the College of Nursing and School of Allied Health.

Based upon the severity of the findings as deemed by faculty, appropriate disciplinary action will be taken, including, but not limited to, the following: the opportunity for resubmitting with corrections to receive a lower letter grade, a grade of a zero for assignment, failure in the course, academic probation, or expulsion from the program and the University.

All students are responsible for reviewing plagiarism policies for both the program and the university. These policies are available in the NSU student’s handbook and online through the NSU Website.

Policy: 2003

Revised: 2005, 2009, 2016, 2021

Reviewed: 2004, 2006, 2007, 2008, 2010, 2022-2023



Electronic Education

Policy: 113

The radiologic sciences program offers courses in at least three different methods. Distant learning is used during didactic portions of the program to connect to the various campuses. Hybrid courses are offered via video conferencing and a lab component. Video conferencing and hybrid courses are supplemented with an online learning management platform (Moodle). Students may also participate in classes that are conducted completely through an online environment. While online classes do not have the same interaction offered through traditional classrooms, students will have interaction through e-mail, phone, discussion boards, Teams, WebEx, and other avenues that may be provided for each class.

As with all classes in the program, students are expected to complete their own original work without the use of unauthorized assistance. Plagiarism software is used for various assignments. Access to material in online classes will require individual logins and passwords. Exams may be proctored to ensure the academic honesty and integrity of the online class. Using a lockdown browser application, virtual proctoring, and pre-approved in-person proctors are examples of various proctoring practices.

Policy: 2009

Revised: 2014, 2015, 2017, 2021

Reviewed: 2010, 2011, 2012, 2013, 2016, 2018-2020, 2022-2023



Proctoring for Exams

Policy: 114

In order to protect the integrity of electronic learning courses in the School of Allied Health, and in accordance with the NSU University Proctoring practices, proctored test(s) are recommended for online courses. The University's proctoring services can be found here:
<https://www.nsula.edu/ensu/current-students/>

Online students may be required to secure proctoring services for some or all exams. Instructors will post proctoring requirements within each course. Some examples of platforms used for online testing are Respondus lockdown browser, ExamSoft, live WebEx proctoring, ProctorU, pre-approved in-person proctors, and password protected exams.

Approved proctors will be one of the following:

An instructor-approved proctor from any Northwestern State University location, Marksville, Fort Polk, Alexandria, Natchitoches, Barksdale, Shreveport Nursing Campus or military entity.
An official testing/educational center from any accredited college, university, or military entity
University designated online proctoring service (i.e. Respondus Monitor or ProctorU)

Student Responsibilities:

Students will be required to make the necessary arrangements for their proctored assignment and provide the necessary information to the instructor.

Students will be responsible for payment of any fees associated with using a proctor who is not on Northwestern State University campuses (i.e. University designated online proctoring service or another testing center).

Students will be responsible for making sure that any equipment required for proctoring services is obtained. For example, online proctoring services may require webcams and microphones.

Policy: 2017

Revised: 2018, 2021, 2022

Reviewed: 2019, 2020, 2023



Student Attendance

Policy: 115

Class Attendance—Drop for Excessive Absences

As stated in the *NSU General Catalog*: If a student receives excessive unexcused absences (ten percent or more of the total class meetings), the instructor may complete the Non-Attendance Report of Grade Form and submit it to the academic dean of the course recommending that the student be dropped from the roster of that class. Students with an unsatisfactory attendance record in the course shall receive an “F” grade. A grade of “F” may be given if a student has five or more unexcused absences for MWF classes, four or more excessive unexcused absences for MW or TR classes, two or more unexcused absences for classes that meet for three hours one time a week (Monday – Saturday), and two or more weeks of unexcused absences from Internet classes.

Radiologic Sciences Functions & Meetings

Students enrolled in the Radiologic Sciences Program at NSU are recommended to attend any function or meeting related to the Radiologic Sciences. The students will assume all responsibilities regarding personal conduct, transportation, and expenses at all required functions and meetings.

Attendance at radiologic sciences functions and meetings are part of the program and course objectives. For example, faculty support students to attend professional conferences and national Radiologic Technology week celebrations by making accommodations for students to attend the events outside of class and clinical schedules.

Policy: 1993

Revised: 1997, 1998, 2002, 2005, 2007, 2008, 2012, 2014, 2017, 2018, 2021

Reviewed: 2002, 2003, 2004, 2006, 2009, 2010, 2011, 2013, 2015, 2016, 2019, 2020, 2022-2023



Absences in the Didactic Setting

Policy: 116

Class attendance is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the University. Attendance is taken at the beginning of the lecture /lab period. Students should be in the classroom and ready to begin when the attendance roll is taken. Students not present will be marked absent, and the following policy will be followed:

1. Make-up tests must be scheduled according to the course syllabus.
2. Students are responsible for all class work missed, regardless of the reason for the absence.
3. See course syllabus for policy on quizzes.

As stated in the *NSU General Catalog*: **Class Attendance**

For students with excessive unexcused absences (ten percent or more of the total class meetings), instructors may complete the Non-Attendance Report of Grade Form and submit it to the academic dean of the course, recommending that the student be dropped from the roster of that class. A grade of "F" shall be given if a student has unsatisfactory academic performance in the course and may be given if the student has five or more unexcused absences for MWF classes, four or more unexcused absences for MW or TR classes, two or more unexcused absences from classes that meet for three hours one time a week (Monday-Saturday), and two or more weeks of unexcused absences from Internet classes.

The NSU Radiologic Sciences Program is considered a professional degree program. Students should attend class, just as you would your professional job.

Policy: 1990

Revised: 1997, 1998, 2004, 2005, 2010, 2011, 2014, 2021

Reviewed: 2002, 2003, 2006, 2007, 2008, 2009, 2012, 2013, 2015, 2016, 2017-2020, 2022-2023



CONSAH Threat Assessment and Behavioral Intervention Services

Policy: 117

The mission of the Northwestern State University (CONSAH) Threat Assessment and Behavioral Intervention Team is to promote the safety and well-being of the CONSAH campus community by providing resources to prevent or reduce disruptive behavior and minimize or eliminate the threat of violence. The Team reviews cases that present behavior(s) indicating a possible threat to the safety of the Northwestern State University campus community or its individuals. In situations that pose immediate threats and require first responders, 911 should be contacted immediately. Secondly, local campus police/security should be informed of the situation (318-677-3031; 318-357-5437). To request services for non-immediate threats, please see the Director of Student Academic Services or the counselor.

Policy: 2017

Revised:

Reviewed: 2018-2020, 2021-2023

Harassment, Stalking and Cyberbullying

Policy: 118

This section is designed to help students, staff, faculty, and administrators of Northwestern State University understand and comply with the prohibitions against harassment, stalking and cyberbullying.

The possibility of harassment exists in relationships between people of the same or different genders. It may occur in various relationships, i.e., between a supervisor and employee, faculty and student, student and student, technologist, and student, etc. The University's policy on harassment and procedures for reporting allegations of non-sexual harassment is contained at this link: <https://www.nsula.edu/studentexperience/studentcomplaints/>

Stalking as defined by Clery Act: Intentional and repeated following OR harassing that would cause a reasonable person to feel alarmed OR that would cause a reasonable person to suffer emotional distress OR 2. Intentional and repeated uninvited presence at another person's: home, workplace, school, or any other place which would cause a reasonable person to be alarmed OR would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping or any other statutory criminal act to the victim OR any member of the victim's family OR any person with whom the victim is acquainted 34 CFR 668.46(a)(ii) Stalking as defined by Louisiana state law: Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at



another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal, written or behaviorally implied threats of death, bodily injury, sexual assault, kidnaping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted. La. RS § 14:40.2(A) "Harassing" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages via a third party, or sending letters or pictures. "Pattern of conduct" means a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. La. RS § 14:40.2(C)

Cyberbullying involves the use of information technology (email, websites, social networking, internet messaging, or any other technology) for hostile behavior to harm or to upset others. A person cannot easily get away from cyberbullying since using email and the internet are everyday practices and content can be tracked electronically. For more information on bullying, visit the following site: <https://www.stopbullying.gov/>

Policy: 2018
Revised
Reviewed: 2019-2023

Sexual Harassment

Policy: 119

This section is designed to help students, staff, faculty, and administrators of Northwestern State University understand and comply with the prohibitions against sexual harassment. These prohibitions were established by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1962, as amended, and state laws.

The possibility of sexual harassment exists in relationships between people of the same or different gender. It may occur in various relationships, i.e., between a supervisor and employee, faculty and student, student and student, technologist and student, etc. The University's policy on sexual harassment and procedures for reporting allegations of sexual harassment are contained at this link: <https://www.nsula.edu/studentexperience/notalone/>

Policy: 1993
Revised: 1997; 2004, 2005, 2014, 2021
Reviewed: 2002, 2003, 2006-2013, 2015-2020, 2022-2023



Health Program

Policy: 120

Students admitted to the first clinical course in Radiologic Sciences must submit a completed CONSAH health form **prior to** attending clinical in the hospital environment. The Health Form is given to students during the first clinical semester. An abbreviated health form must be completed the following year. Students **will not** be able to attend clinical if the form is not completed, including the results of lab tests. Students who are late submitting the health form will be subject to disciplinary action and delayed from attending clinical practice.

Students are not employees of the Clinical Education Settings and are not covered by worker's compensation. Injury and sickness insurance is available through registration fees for students enrolled on a full-time basis (12 hours). This fee may be refunded after presentation of proof of insurance. Dependents may be added for a fee within 10 working days from fee payment each semester. Students who are registered less than full-time (less than 12 hours) may also add this insurance for a fee within this time period. Liability insurance may be obtained through private companies.

Malpractice Insurance: The State of Louisiana's Public Health and Safety Act 40:1299.39, Part XXI-A assumes student liability coverage by the state. This act is in the Radiologic Sciences Program Director's office. This liability plan does not provide coverage for part-time employment outside of the required clinical courses, and it does not include the operation of a motor vehicle.

Medical Insurance: Students enrolled in the professional program must maintain Medical Insurance coverage throughout clinical rotations. If a student is personally injured in the clinical setting during assigned hours, the student is NOT covered by liability insurance and is NOT covered by the clinical education settings' Worker's Compensation.

If an injury occurs, it is the student's responsibility to consent or deny consent to medical treatment, convey the facility desired to receive medical treatment, if treatment is desired, and provide documentation of insurance or provide payment upon arrival for treatment. Again, regardless of fault, neither NSU nor the clinical education setting will be responsible for payment(s); the responsibility for payment is directed to the student, thus the need for personal medical insurance.

Policy: 1993

Revised: 1998, 2003, 2005, 2007, 2010, 2012, 2013, 2014, 2016, 2021

Reviewed: 2001, 2002, 2004, 2006, 2008, 2009, 2011, 2015, 2017-2020, 2022-2023



Hepatitis “B” Immunization

Policy: 121

The Occupational Safety and Health Administration (OSHA) has published standards addressing occupational exposure to bloodborne pathogens. The Standards state there is an occupational hazard for healthcare workers — especially when dealing with blood-borne pathogens such as the **Hepatitis B Virus (HBV)**. The standards require that employers make available the hepatitis B vaccine and vaccination series to employees. The standards cover all employees who come in contact with blood and infectious materials while working. The standards fail to specifically include students working in healthcare settings.

Students enrolled in the Radiologic Sciences Program may come in contact with blood and infectious material while attending clinical Radiography Courses at an assigned Clinical Education Setting. The students must be aware that they are at risk of coming in contact with HBV during clinical experiences. The Clinical Education Settings comply with the OSHA standard by immunizing their employees against HBV; however, students will need to plan for their own immunization if they desire this protection.

The Radiologic Sciences Program strongly recommends that you take part in a Hepatitis B immunization program. The immunization will include three injections and a blood antibody test. If you choose to participate, you will be responsible for payment and submitting documentation of participation to the Radiologic Sciences Program Clinical Coordinator. If you do not choose to participate with the immunization or have not completed the immunization, you must sign a waiver indicating such and submit the waiver to the Radiologic Sciences Program Clinical Coordinator.

Policy: 1993

Revised: 1997, 2005

Reviewed: 2002, 2003, 2004, 2006-2020, 2021, 2022-2023



Communicable Disease Notification

Policy: 122

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission, including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects). The Louisiana Department of Health lists reportable communicable diseases on the agency's website at <https://ldh.la.gov/page/1013>

Although the College of Nursing and School of Allied Health (CONSAH) seeks to minimize students' exposure to communicable diseases, professional healthcare education often involves students physically delivering healthcare to patients who are in various stages of wellness/illness, and thus potentially exposes students to communicable disease. Therefore, CONSAH faculty provide all clinical students education regarding **Universal/Standard Precautions** and proper procedures for exposure to blood and body fluids, in accordance with the current guidelines from the Centers for Disease Control and Prevention (CDC).

Students, under the guidance of clinical faculty, are also taught to adhere to the infectious disease policies of our clinical agency partners. All clinical students are provided information regarding the possibility of occupational exposure to communicable diseases, including but not limited to Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Covid 19. CONSAH clinical faculty ensure that each student understands that the use of universal/standard precautions is essential to protect themselves, significant others, family members, patients/clients, and health care workers from communicable diseases.

Because communicable diseases vary in virulence, duration, mode of infection and how they affect individuals, CONSAH faculty review the following statements with students each clinical semester:

- If you, someone you live with, or someone you have been in close, direct contact with is sick and exhibiting one or more CDC defined symptoms of an Infectious Disease, stay home, and follow CDC quarantine guidelines to quarantine.
- If you, someone you live with, or someone you have been in close, direct contact with is considered a Person Under Investigation (PUI) for COVID-19 or any Infectious Disease, stay home and follow CDC guidelines to quarantine.
- If you, someone you live with or someone you have been in close, direct contact with, has recently traveled to countries which are considered to place travelers at increased risk of acquiring a communicable disease, stay home, and follow CDC quarantine guidelines.
- If you are sick and not feeling well, stay home.
- If faculty observe you "not feeling well" you may be sent home.
- If someone on campus or in the clinical learning environment is ill, do not go into the area that the sick person entered until proper disinfecting/decontamination occurs.



- If you suspect exposure or contraction of any of the diseases (conditions) listed as a reportable disease by the State of Louisiana and the CDC, do not come to campus or clinical, and see a physician immediately.
- If you are diagnosed with any diseases (conditions) listed as a reportable disease by the State of Louisiana and the CDC, and as determined by their physician to be of short duration which may be transferred by air or contact, you may **not** attend CONSAH courses and/or clinical, depending on physician's recommendations.
- If you are diagnosed with communicable diseases that are of relatively long duration, you must notify CONSAH program officials and may **not** attend CONSAH courses and/or clinical, depending on physician's recommendations and must present a written eligibility to return to campus/class to program officials. The student may be able to continue CONSAH clinical courses with proper counsel from the infection control nurse (Student Health Services Nurse) and /or the department of the Clinical Education Setting. Depending on the severity of the disease, the type of the disease and the student's physician, the student may be required to withdraw from the CONSAH course(s).

Faculty, staff and student confidentiality will be protected per HIPAA and/or FERPA guidelines.

Failure to comply with this notification policy will result in disciplinary action as determined by the radiologic sciences program faculty.

Policy: 1993

Revised: 1997, 1998, 2005, 2006, 2007, 2010, 2014, 2016, 2020, 2021

Reviewed: 2002, 2003, 2004, 2008, 2009, 2011, 2012, 2013, 2015, 2017-2019, 2022-2023

Covid-19 Exposure Policy Disease Notification

Policy: 123

The School of Allied Health will follow current CDC guidelines and the university's COVID-19 Protocols and Safety Expectations. This includes the university's reporting policy, daily safety recommendations, quarantine guidelines, and behavioral expectations for return to campus. Student may contact health services for COVID testing found at this site:
<https://www.nsula.edu/health/>

Policy:2020

Revised: 2021, 2022

Reviewed: 2023



Alcohol & Drug Policy

Policy: 124

Northwestern State University conforms to all local, state, and federal laws regarding the use of alcohol and other drugs on campus. Northwestern is a member of the Drug-Free schools and campuses and abides by their standards regarding policies, athletic programs, educational programs, enforcement, and assessment. Students who fail to abide by university policies regarding alcohol and other drugs will be subject to disciplinary action according to established university policies and procedures that conform to local, state, and federal laws.

Students of Northwestern State University are hereby informed that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited on university property. Students of the University found to be illegally manufacturing, distributing, dispensing, possessing or using controlled dangerous substances on university property or NSU education sites shall be subject to disciplinary action in accordance with applicable policies of the University of Louisiana System Board of Supervisors and Northwestern State University. In addition to university disciplinary action, students found illegally manufacturing, distributing, dispensing, possessing or using controlled substances shall also be subject to criminal prosecution. The term “controlled dangerous substance,” means a drug, substance or immediate precursor in Schedule I through V of Louisiana RS40:964.

Legal Sanctions

Students are reminded that local, state, and federal laws provide for various legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Higher Education Act

Federal Law (Higher Education Act Amended) allows institutions to disclose, to a parent or legal guardian of a student, information regarding a violation of federal, state, or local laws, or of the institutions’ rules or policies governing use or possession of alcohol or drugs.

Federal Controlled Substance Act & Penalties

Go to Weblink: <https://www.justice.gov/jm/jm-9-100000-controlled-substances-act>

LUCDS Law

Louisiana Uniform Controlled Dangerous Substance Law provides that any person who violates the criminal statute by manufacturing opiates such as cocaine and heroin is subject to life imprisonment without benefit of probation and/or parole and a fine of \$500,000. A person illegally manufacturing stimulants and depressants is subject to imprisonment up to thirty years and a fine of \$15,000. Illegal manufacture of and distribution of hallucinogens such as LSD and marijuana is punishable by imprisonment of no less than 5 years and no more than 30 years and a fine up to \$50,000.



A person possessing opiates illegally is subject to a prison term of up to five years and a \$5,000 fine. Possession of hallucinogens, stimulants and depressants is punishable by imprisonment up to five years and a \$5,000 fine, Criminal Code LARS 14:91

The State of Louisiana Criminal Code LARS 14:91 provides for punishments ranging from up to six months imprisonment and fines of up to \$3,000 for violation of statutes relating to the possession and sale of alcohol.

The local ordinances of Natchitoches, Shreveport, Alexandria, and Leesville also provide prohibitions related to illicit drugs and alcohol. Generally, these local ordinances are similar in content to state law.

University Sanctions

Students who violate University policy will be afforded due process as prescribed in the University Code of Student Conduct. Sanctions for policy violation include reprimand, probation, suspension, and expulsion. Students may also be referred for counseling and/or referral for individual assessment; referrals may be included as a condition of any sanction. Article IV, Section 9 of the Code of Student Conduct describes substance infractions.

Northwestern State University believes that substance abuse is a danger to the well-being of faculty/staff, students, health agency employees and clients.

Therefore, to insure public and professional trust, safety, and to insure fitness for duty, the unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or sale of alcohol, illegal drugs, legal drugs obtained illegally, controlled substances, or designer drugs by students will not be tolerated. Individuals found to have committed such infractions shall be subject to sanctions including suspension or dismissal from the Radiologic Sciences Program.

This policy does not supersede the policies published in the current NSU Student Handbook from Northwestern State University. This policy reflects additional requirements of curricula for professional Radiologic Technologists.

Definitions

Controlled Substances — For the purpose of this policy, controlled substances include all chemical substances or drugs listed in any controlled substance acts or regulations applicable under any federal, state or local laws.

Campus/Clinical — For the purpose of this policy, a student is on campus/clinical whenever he or she is:

- On any University/health agency property including parking lots.
- Present at any University sanctioned activity.
- Wearing an official NSU Radiologic Sciences uniform/lab coat. This includes travel to and from campus/clinical.



Scope

The following are prohibited by the Radiologic Sciences Program when a student is on campus/clinical and will result in disciplinary action by the Program:

1. Unauthorized possession or use of a controlled substance and/or alcohol.
2. Being under the influence of a controlled substance and/or alcohol, including but not limited to: DWI arrests, convictions, and driving suspensions.
3. Illegal manufacture, distribution, sale or purchase of a controlled substance including but not limited to arrests and convictions.
4. Use, or being under the influence of other drugs, including prescription drugs and over the counter drugs while there is any possibility that such use may impair the student's ability to safely perform or may adversely affect his/her safety or patient safety and care, or safety of faculty or fellow students.

Testing

Drug or alcohol testing of students is authorized under this policy allowing the Dean of the College of Nursing and School of Allied Health, or her designee, to direct a student to undergo testing under the following circumstances. When there is reasonable suspicion or cause to believe that a student is or has recently been under the influence of any drug or alcohol. It is acknowledged that it may be difficult to determine when a student may be under the "influence," in keeping with the purpose of this drug policy NSU views that discretion must be given to the faculty and staff in recognizing the usual signs and symptoms of alcohol or drug use. In that respect, the following is a listing of what NSU deems signs and symptoms of drug or alcohol use:

1. Frequent absences from class, clinical or lab and/or disappearance from such
2. Isolation and withdrawal
3. Patient care errors, particularly medication errors
4. Detectable odor of alcohol
5. Increasingly poor decision and judgment about patient care
6. Illogical or sloppy charting
7. Unusual accidents/incidents
8. Deteriorating personal appearance
9. Changes in motor function/behavioral patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/sleepiness, and pupillary changes
10. When a student is found in possession of alcohol or drugs in violation of this policy.
11. Following an instance or incident that the nature of which indicates possible impairment of ability or judgment or following an incident in which patient care standards were violated or careless acts were performed.

Random drug testing is also allowed under this policy. Students will have 36 hours to report to a drug/alcohol testing facility. The student will assume all responsibility for the cost of the drug tests.



When such signs and/or symptoms are observed in a student, the faculty member will notify the Director or designee. The Director or designee will go to the campus/clinical area and direct the student to submit to drug/alcohol testing and sign a consent form witnessed by two University representatives.

Failure to agree to such testing shall be considered as admission of violation of the student responsibilities as it relates to this policy and shall be sufficient cause to allow Director's action as allowed under this policy. If the student refuses the test, he/she shall sign a refusal form witnessed by two University representatives. If the student refuses to sign this refusal form, this information shall be noted on the form and witnessed by two University representatives. Refusal to sign any of these forms may result in immediate dismissal from the Radiologic Sciences Program.

Within one hour of completion of the required consent form, the student shall report to an identified lab that utilizes the chain of custody procedure for blood and/or urine testing at the student's expense. A University representative will verify the student's identity prior to specimen collection. The student may not drive a motor vehicle to this lab and will be responsible for all transportation costs.

The student may not attend class or clinical activities until the lab results are reviewed by the Director or designee.

Results of the tests will be kept confidential and will be reported to the Director or Designee, who will then meet with the student to discuss the results.

A positive blood alcohol and/or urine drug screen test may subject the student to sanctions that may include suspension or dismissal from the Radiologic Sciences Program.

Policy: 1996

Revised: 1998, 2005, 2014

Reviewed: 2002, 2003, 2004, 2006-2020, 2021, 2022-2023



Cardiopulmonary Resuscitation



Policy: 125

Students enrolled in Radiologic Science courses are required to hold a current certification in cardiopulmonary resuscitation (CPR). This certification should be kept current for the duration of the program. CPR certification must be obtained during the first semester of the clinical portion of the Radiologic Sciences program. A copy of the students' CPR card must be on file in the coordinator's office.

Current policy for the College of Nursing and School of Allied Health requires that all clinical Radiologic Science students be certified in CPR through the College of Nursing and School of Allied Health or by the American Heart Association. CPR classes will be scheduled by the College of Nursing and School of Allied Health and the dates and times are provided to the students.

Policy: 1993

Revised: 1997, 1998, 2005, 2006, 2009, 2014

Reviewed: 2002, 2003, 2004, 2007, 2008, 2010-2012, 2013, 2015-2020, 2021-2023



Pregnancy Policy

Policy: 126

The student has the right to declare pregnancy and remain in the program with no modifications. However, pregnancy during the program may involve circumstances that could delay completion of program requirements and may result in delayed graduation. If the student continues to attend both didactic and clinical courses as scheduled during her pregnancy, minimal disruption will occur. A student who has difficulty maintaining the routine schedule of the program may affect her progression toward program completion. The Ultrasound Program Coordinator and faculty will be supportive to pregnant students and will endeavor to help such students complete all program requirements within a reasonable timeframe.

The stress and physical demands of the program requirements may affect both pregnant students and unborn fetuses, especially during the first trimester. Thus, the student is encouraged but not required to inform the Program Coordinator, Clinical Coordinator, and Clinical Instructor at their assigned clinical site when the pregnancy is confirmed. If the student declares a pregnancy, she must work with the Program Coordinator and Clinical Coordinator to develop a plan that may include strategies and timings for completion of course or program requirements. The final plan must be signed by the student, the Ultrasound Program Director, and a Clinical Coordinator.

The student has the option to inform program officials of the pregnancy. It is both policy and practice of the program and the clinical education setting to offer the utmost protection to student. The program will NOT assume liability in any case of pregnancy. Should a pregnant student choose to remain in the program, the program members will provide support for the student's completion of the program. However, students must be aware that clinical sites reserve the right to limit liability and may choose to limit or not permit student participation in a clinical setting. If a pregnant student's assigned clinical site decides not to permit the student a rotation, the Program Coordinator and Clinical Coordinator(s) will make every effort to find another suitable site that will permit the student to continue their clinical education with limited disruption. If no clinical site is willing to take on the liability of having a pregnant student, the student may experience a delay in their ability to complete their clinical education and will be supported with a site placement during the same course offering the academic year after the pregnancy.

Once a student informs the program officials of their pregnancy through written notification, the student will choose from the following three options:

Option I: Remain in the DMS Program Without Disruption

It is possible for a pregnant student to continue and successfully complete the academic courses with little disruption. The college will not assume any liability for students who choose to



continue with all didactic and clinical requirements without interruption. The student may remain in the program under the following conditions:

1. The student may choose to complete all rotations with approval of their physician (official letter required).
2. The student must sign a form releasing the college and its affiliates of any liability associated with the possibility of fetal damage.
3. The student will adhere to all Ultrasound program requirements including but not limited to standards for satisfactory progress and attendance for classes and clinical rotation.
4. If a student misses clinical days, they will have to make the missed hours up within 3 months after the pregnancy.
5. If a student cannot complete a course, they will be required to retake the course the next time it is offered according to the ultrasound course sequence.

Option II: Voluntary Withdrawal in Good Standing

A pregnant sonography student may choose to take a leave of absence until after the pregnancy. The terms for this are stated in the Readmission Policy and are as follows:

1. Students who have a break in program enrollment due to health conditions (illnesses, infections, injury, surgery, etc.) that necessitate medical leave must initiate the medical return to campus process to be considered for program reentry and program progression. Following a break in program enrollment, the student may be considered for a return to campus after obtaining medical documentation of the student's ability to participate in all activities as outlined in the CONSAH Essential Academic Performance and Technical Standards for Didactic and/or Clinical Settings. Students must complete the CONSAH Return to Class/Clinical Form in which a healthcare provider is required to sign stating that the student can physically and mentally meet the CONSAH Essential Academic Performance and Technical Standards for Didactic and/or Clinical Settings. Completion of this form does not guarantee program reentry. Students are expected to satisfactorily meet the same standards of the course and classroom performance as the other students enrolled in the program and must adhere to academic policies that apply to all students. The student must contact the Student Health Services Coordinator regarding how to obtain a "Return to Class and Clinic Form."

Workplace Hazards

Policy: 127

Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor. It was created by Congress to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health. OSHA



aims to ensure employee safety and health in the United States by working with employers and employees to create better working environments. Students are educated in the clinical education setting when completing required orientation regarding the following;

1. Universal precautions
2. Tuberculosis awareness
3. Communicable diseases
4. Fire safety
5. Hazardous materials (chemical, electrical, bomb threats, etc.)
6. Blood-borne pathogens

Policy: 2007

Revised: 2021

Reviewed: 2008-2020, 2022, 2023

Inclement Weather



Policy: 128

The College of Nursing and School of Allied Health will follow protocols issued by **Purple Alert** and Messenger for closing on all campuses **regardless of the prior practice of closing when local school districts are closed**. Please make sure that you sign up for **Purple Alert** on the NSU home page (<http://emergencypreparedness.nsula.edu/safety-security/>). All university officials will send information to the news media as soon as a decision is made regarding closure of campuses. Therefore, you will NOT need to contact the university or university officials; just wait for **Purple Alert** or Messenger.

Students are encouraged to sign up for **Purple Alert**, a rapid notification system. At its core, **PURPLE ALERT** is a multi-part communications process for disseminating alerts to NSU students, faculty and staff. **PURPLE ALERTS** are distributed through a company called Everbridge. To sign up for Purple Alert on the NSU home page:

<https://member.everbridge.net/index/453003085612883#/login>

Policy: 1993

Revised: 1997, 1998, 2002, 2006, 2010, 2013, 2014, 2016, 2018

Reviewed: 2001, 2003, 2004, 2005, 2008-2012, 2015, 2017, 2019, 2020, 2021, 2022, 2023



Parking

Policy: 129

A parking permit (obtained during registration) is required to park on any NSU campus. Students must register their vehicle online prior to obtaining the parking permit.

The College of Nursing and School of Allied Health located in Shreveport has four parking lots. The South Parking Lot is located adjacent to the Faculty Tower with the entrance from Elizabeth Street. Reserved spaces for faculty parking are located in the first two rows of the South Parking Lot. The East Parking Lot is located between the Line Avenue School and the Library Building with the entrance from Wichita Street. The North Parking Lot is located on the corner of Wichita Street and Elizabeth Street, with the entrance on Wichita Street. Handicapped parking is located in the East Parking Lot. The Warrington Parking Lot is adjacent to the Warrington Building with the entrance from Warrington Street. Student parking is located in the last two rows of the South Parking Lot, the East Parking Lot and the Warrington Parking Lot. Students will be ticketed if parked in reserved spaces or areas of no parking. Parking fines may be paid at the Financial Aid Office.

At the CENLA campus located at Rapides Regional Medical Center, students should park in the parking lot across the street from the medical arts building or in the adjacent parking garage.

Designated parking areas for students on the Natchitoches campus can be found on the University campus parking map located at this URL link: <https://www.nsula.edu/campus-parking-and-driving-regulations/>

Students are informed of designated parking areas for each clinical site when completing the required orientation for each site. While at the clinical sites, students can also contact the Clinical Preceptor at the clinical education setting they are assigned, to determine where the appropriate parking might be located.

Transportation-NSU Radiologic Sciences students will be responsible for providing their own transportation to attend all on-campus classes and clinical assignments.

Policy: 1996

Revised: 2002, 2003, 2004, 2005, 2014, 2020, 2021, 2022

Reviewed: 2001, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2015-2019, 2023



Visitors to Campus

Policy: 130

To promote an academic environment for the entire Northwestern State University community, students are expected to exercise prudence in bringing visitors to campus without prior approval. This policy includes the presence of children and other family members. Children and family members are **not** allowed in classrooms, lab facilities, hospital environments, etc. Such a policy protects the children and family members and eliminates distractions for others. All visitors must check in with security and obtain a visitor's badge to wear while on campus.

Policy: 2007

Revised: 2019

Reviewed: 2008-2018, 2020, 2021-2023

Student Employment

Policy: 131

Students must exercise judgment in the number of hours of employment that they seek outside of the clinical and didactic requirements of the program. **Work schedules must not conflict with the program curriculum** (clinical and didactic courses), this includes clinical mid-term and final evaluations. Students must never receive monetary compensation for work done in the Radiology Department **during their assigned clinical education rotations**. Please be advised, if a student is employed in a radiology department, you are not allowed to take an exposure when you are on the clock. This could prohibit you from being able to take the national registry or obtain a state license.

Policy: 1993

Revised: 1998, 2005, 2006, 2011, 2013, 2017

Reviewed: 2002, 2003, 2004, 2007, 2008, 2009, 2010, 2012, 2014-2021, 2022, 2023



Appropriate Use of Social Networking

Policy: 132

Social networking websites and applications (apps) provide unique opportunities for students to get to know one another, share experiences, and stay connected. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the College of Nursing and School of Allied Health, and Northwestern State University. It is also important to ensure patient information is not made publicly available. Everyone is expected to be respectful of the views and opinions of others in the program and the University. This rule extends to interactions through forums, email, phone conversations, texting, social media, and all other methods of communication. No foul or inappropriate language will be tolerated. Students are expected to use correct English and grammar when writing papers, sending emails, posting to forums, and all other forms of communication. Unprofessional correspondence will likely result in no response.

Students are expected to check emails **daily** for announcements and other program information. All correspondence with program faculty and clinical preceptors must be through the use of your NSU email account and not social networking sites. Students are not allowed to message faculty or clinical preceptors through social networking platforms regarding program or course information.

You are expected to use correct English and grammar when writing papers, sending emails, posting to forums, and all other forms of communication. Unprofessional correspondence will likely result in no response.

Posts to social media sites in regard to NSU, its programs, affiliates, faculty, and/or students should be carefully considered. While you are free to post on your own personal accounts, the content of your posts may negatively impact the University and/or its constituents and may warrant disciplinary action.

Acquiring personal images (pictures) at clinical sites is strictly prohibited and a HIPAA violation. At no time should students take pictures in clinical sites; therefore, no pictures should be texted, posted to social media, or transmitted in any other electronic format.

Inappropriate electronic content (comments, pictures, etc.) that does not reflect the professional behavior expected of professional students may warrant disciplinary action from the program and/or University.

In conjunction with the College of Nursing and School of Allied Health, The Radiologic Sciences Program has adopted the following guidelines to assist students in safely using these sites.



A. Personal Privacy

1. We recommend setting your profiles on social networking sites so that only those individuals to whom you have provided access may see your personal information.
2. We recommend evaluating photos of yourself that are posted to these sites and “untagging” photos that depict you in what may be construed as compromising situations.
3. Be sure you are aware of the security and privacy options available to you at any sites where you post personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with “Friends Only” access.

B. Protection of Patient Information

1. Comments made on social networking sites should be considered the same as if they were made in a public place in the hospital.
2. HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
3. Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients you are caring for may be able to determine whom you are referring based on the context.

C. Professionalism

1. Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.
2. Statements made under your profile are attributable to you and are treated as if you verbally made that statement in a public place.
3. We recommend using discretion when choosing to log onto a social networking site at school. Keep in mind that the use of these sites during lecture and clinical assignments is prohibited. See cell phone, iPad, and computer policy.
4. Keep in mind that photographs and statements made are potentially viewable by future employers.
5. Students may be subject to disciplinary actions within the College for comments that are either unprofessional or violate patient privacy.
6. Keep in mind that you are representing NSU, the College of Nursing and School Allied Health when you log on to a site and make a comment or post a photo.

Students who meet on social networking sites and who choose to discuss NSU faculty, other students, courses, or NSU in general, are expected to conduct themselves in a civil and professional manner. If students should conduct themselves in a verbally abusive, disrespectful or aggressive manner while posting to public forums of any kind and it comes to the attention of NSU faculty or staff, said students may be asked to leave the program and may be subject to disciplinary action under the *Code of Student Conduct and Sanctions (Article VII Sanctions)*.

Policy: 2010

Revised: 2012, 2013, 2014, 2016, 2018, 2021, 2023

Reviewed: 2011, 2015, 2017, 2019, 2020, 2022



BSRS CLINICAL POLICIES

The Clinical Environment

Policy: 133

You will notice many differences between the academic environment to which you have been accustomed and the clinical environment that you are entering. Most of the differences will prove exciting and stimulating; some will prove to be frustrating and aggravating. How successfully you function and learn in the clinical setting depends in part on how you approach and deal with these differences.

The reality of the situation is that patient care is the top priority in the Radiology Department. This means that the patient's welfare is considered first. Usually, this is consistent with the goals and needs of clinical education. Occasionally, however, this reality dictates that the scheduling and conducting of educational activities be flexible.

Compared to the learning activities conducted in the didactic courses, the learning activities in the clinical setting are frequently much less structured. You must take a more active and responsible role for integrating the academic preparation you had with the individual examinations you are observing or performing.

Generally, in the classroom setting, you work independently as you pursue your academic goals. Teamwork and cooperation among the students are not a necessity in achieving academic goals. In the clinical setting, you must pursue your educational goals within the overall goals of the department to deliver quality patient services efficiently and effectively. Rather than function independently, you become part of a healthcare delivery team and must function cooperatively to achieve educational and departmental goals.

Undoubtedly, you will be able to add many more differences to our list. The point is that you will make a transition that will require some reorientation and adaptation on your part. You are not the only one, however, involved in this process. This is a time of transition also for the students in the class ahead of you who are assuming a new role and responsibilities as senior students. The clinical staff is also involved in reorientation and adaptation. At the point when you enter the hospital, clinical staff has been working with students who, for the most part, require minimal supervision. The staff must cycle back and assume a direct supervisory role all over again.

Policy: 1993

Revised: 1997

Reviewed: 2002-2020, 2021, 2022-2023



Background Investigation Policy

Policy: 134

The Northwestern State University Radiologic Sciences Program is committed to ensuring public and professional trust and providing safe patient care. To meet this goal, background investigations of students are authorized under this policy. Many of our clinical education settings require criminal background investigations of all employees and students who attend for clinical experience. To comply with these requirements, students will be required to submit to a background investigation *prior to* acceptance into the clinical portion of the Radiologic Sciences Program to ascertain the student's suitability for clinical rotations. Students will be responsible for paying for the background investigations.

The information contained in the background investigation will remain confidential and will only be viewed by the Radiologic Sciences Program Director. Any criminal conviction which is found during the background investigation, that may deem a student unsuitable for clinical rotations will be considered on a case-by-case basis. Additional information regarding the conviction may be required to make an informed decision. The background investigation will be available to clinical education settings that require such. Individuals in the Clinical Education Setting, who are authorized to make decisions regarding an individual's eligibility to attend a setting, will inform the Program Director and the Dean of the College of Nursing and School of Allied Health whether a student will be allowed to attend clinical at that setting. In addition to the background check conducted by the student, some clinical education settings will also conduct a background check. If an offense appears on the criminal background check that disqualifies the student from attending clinical experiences at that facility, the clinical site(s) will notify the program director regarding any students' disqualification for attending clinical at that site. The student will receive written notification if they are ineligible to attend clinical courses in a clinical education setting(s). Students who receive notification of ineligibility and who wish to dispute the results of the background investigation may follow the University Grievance Procedure.

See University Student Handbook Code of Conduct APPENDIX I Student Grievance
<https://www.nsula.edu/studenthandbook/>

Policy: 2005

Revised: 2006, 2007, 2012

Reviewed: 2008, 2009, 2010, 2011, 2013-2020, 2021, 2022, 2023



Patient Confidential Information

Policy: 135

All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the supervising technologist or the clinical preceptor. Students are expected to maintain confidentiality in a professional manner.

In accordance with Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential. Students will maintain the privacy of protected health information by: limiting discussion of protected health information to private areas and conference rooms; not discussing health information outside the health care facility unless such discussion is with an appropriate faculty member and in private; not discussing protected health information with other students; refraining from copying any part of the medical record for use outside of the health care facility; refraining from putting any personal identifier on any paperwork associated with the Radiologic Sciences Program; client initials may be used as an identifier, however, no room number or health care facility name/unit.

Students will be expected to adhere to the HIPAA policies at each clinical education setting. Any violation of these policies will result in disciplinary action.

Policy: 1993

Revised: 1998, 2003, 2005, 2007, 2008, 2014

Reviewed: 2002, 2004, 2006, 2009-2013, 2015-2020, 2021-2023



Professional Behavior and Conduct

Policy: 136

The radiology department should be a place where patient confidence is inspired. This can be accomplished when one consistently exhibits professional behavior and conduct. One must endeavor to treat patients with kindness and courtesy to ensure the preservation of the patient's privacy and dignity. After the patient has been placed in the radiographic room, the door should always be closed and care must be exercised to keep the patient covered. Always introduce yourself and any additional people in the room, and properly wear your name badge facing forward at all times.

Students are expected to maintain professional behavior at all times, in both the classroom and clinical settings. Failure to comply with this policy will result in disciplinary action. Failure to comply with any policy in the student handbook will result in disciplinary action, including, but not limited to, a loss of clinical personal time, probation, suspension, reduction in course grade, course failure, or dismissal from the program. Students are also expected to be aware of and follow the policies and procedures of the clinical education setting. Each infraction will be discussed on a case-by-case basis.

All students will:

1. Act professionally and responsibly at all times
2. Report to the clinical assignment in an alert condition
3. Report to the clinical assignment in the proper uniform
4. Not be in possession of drugs or alcohol, nor engage in their use while on clinical assignments or in didactic course work
5. Not engage in immoral or unethical conduct
6. Not chew gum, eat or drink in clinical areas
7. Not sleep on clinical assignments
8. Not engage in theft of any articles from the Clinical Education Setting
9. Not leave patients unattended while undergoing diagnostic procedures
10. Not abuse patients physically or verbally
11. Not smoke in areas where it is prohibited while on clinical assignments, and not smoke in clinical uniform
12. Not leave the assigned areas unless instructed to do so
13. Not use foul language in the clinical or didactic setting
14. Not receive or make personal phone calls except in emergency situations
15. Not use facility phones for personal phone calls unless permission is granted by clinical preceptor for an emergency
16. Not falsify records
17. Not use a cell phone during the clinical assignment time
18. Not use iPad during clinical assignment time
19. Not use smart watch during clinical assignment time
20. Not clock in or out for another student in Trajecsys
21. Follow all policies of the clinical education setting
22. Follow all policies of the BSRS program



The following are examples of possible disciplinary actions for violation of clinical policies:

1. Formal write-up. The student's unprofessional behavior will be reflected on faculty evaluation of the student's clinic performance.
2. Students could be asked to write an apology letter to the radiology department, submit letter to program director for review and approval, submit approved letter to radiology supervisor and personally apologize for unprofessional behavior.
3. Students could be asked to write a reflection paper to include the policy from the handbook that was violated, discuss why it is important to be fully engaged with the patient, fully engaged with working as a team, fully engaged in the environment, and consequences of unprofessionalism. etc. The Paper will be submitted to program director.
4. Other disciplinary actions include a reduction in clinic grade, failing clinical level, suspension, probation, and dismissal from the program. Each infraction will be evaluated on a case-by-case basis.

Policy: 1993

Revised: 1997, 2002, 2008, 2009, 2010, 2014, 2021

Reviewed: 2001, 2003, 2004, 2005, 2006, 2007, 2011-2013, 2015-2020, 2022-2023



Professional Appearance and Dress Code in Clinical Setting

Policy: 137

The student uniform is to be worn by all students in the Radiologic Sciences program while in attendance at the Clinical Education Settings (CES), on the school campus, and in the laboratory setting. When the assigned area requires something other than the student uniform, the student must arrive and leave the CES in the student uniform. Anytime the student uniform is required, the student must wear the entire student uniform. For example, student cannot wear the uniform to the clinical education setting and then change shoes prior to attending class on the same day. The student is expected to be neat and conservative in appearance at all times. Radical departures from conventional dress or personal grooming may be cause for disciplinary action.

Required Attire:

Radiography Navy blue uniform either Landau or Cherokee

Sonography Charcoal gray uniform either Landau or Cherokee

Northwestern State University Photo Identification badge is to be worn at all times while on Northwestern campus and at the Clinical Education Setting.

Official Insignia Patch--Patches must be sewn on left sleeve of uniforms and lab coats 2 inches below shoulder seam. Patches can be purchased in the bookstore.

Optional:

Radiography: Navy or white lab coat (waist length only), no prints

Sonography: Gray or white lab coat (waist length only), no prints

The following will be observed:

- 1.** Clean and well-pressed uniforms at all times.
- 2.** Scrubs should not be form-fitting.
- 3.** Scrub pant length must cover the lower leg and ankle at all times. No high waters, capris, or midcalf length.
- 4.** Scrub top should fully cover the chest area with no visible hair or cleavage.
- 5.** White T-shirts and/or tank tops are allowed to be worn under the scrub top. T-shirts must not extend past the bottom of the uniform top. Long sleeved t-shirts are permitted. There must not be any visible writing or logos on the t-shirts.
- 6.** NSU t-shirt with scrub pants or khaki pants may be worn in place of scrubs when attending class or lab on the school campus.
- 7.** Athletic-style shoes with closed toes and closed heels. No clogs. Shoes should only be worn for clinical and maintained in a clean, professional condition.



Personal Appearance

All Students:

1. Students are expected to maintain acceptable personal hygiene.
2. Hair must be conservative; clean, well groomed, and neatly arranged. Color should be limited to that found naturally (no green, purple, blue, pink, etc.)
3. Hair longer than collar length must be secured in a professional manner so as to keep out of field of patient care and off collar of uniform; beards and mustaches are permitted if neatly trimmed.
4. Tattoo's must be covered in the clinical setting. Students must follow institutional policy at all times.
5. Fingernails are to be clean and must not exceed the fingertip in length (light color polish only). Artificial nails or tips are not allowed, CDC policy (TJC).
6. Make-up must be worn in good taste and moderation.
7. No heavy perfume, cologne or scented lotions — may be offensive to patients.
8. No facial piercings; includes nose, brow, lip, etc. Clear plugs are acceptable.
9. Excessive jewelry is not permitted. Only the following may be worn.
10. Wedding band
11. Earrings must be a matching pair: studded earrings only.
12. Wristwatch with a second hand is suggested.
13. Facial Hair:
 - a. No extreme sideburns.
 - b. Mustaches must be kept trim and not extend below the upper lip.
 - c. Neatly trimmed beards are acceptable if within policy guidelines of the clinical institution.
14. Other:
 - a. Gum chewing is not permitted at any time while representing NSU or in uniform.
 - b. Cell phones, iPads, and other technology shall not be utilized for personal purposes during clinical.
 - c. Refrain from smoking while in uniform, or cover the uniform while smoking as the smoke can cling to clothes and be an irritant to patients.

All students will be required to follow the dress code; any student with an inappropriate appearance will be sent home. Repeated violations of the dress code will warrant disciplinary action.

Policy: 1993

Reviewed: 2001, 2003, 2008, 2017, 2019, 2022

Revised: 1998, 2002, 2004, 2005, 2006, 2007, 2010-2016, 2018, 2020, 2021, 2023



MRI Safety

Policy: 138

The MRI system has a very strong magnetic field that may be hazardous to individuals entering the MRI environment if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects.

To ensure the Radiologic Sciences students potentially entering the MRI environment are safe, “MRI Safety” training is conducted during clinic orientation meetings. This assures that all students are appropriately screened for magnetic wave or radiofrequency hazards. Each student will answer an MRI Screening Questionnaire annually. In addition, the students will be directly supervised at all times by the MRI technologist during their rotation in the MRI suites.

Policy: 2015

Revised 2023

Reviewed: 2016-2022



NSU Radiologic Sciences MAGNETIC RESONANCE Safety SCREENING FORM

Date ____/____/____

Last name

First name

Middle Initial

Date of Birth ____/____/____

Male Female

Student ID # _____

month day year



The MR system has a very strong magnetic field that may be hazardous to individuals entering the MR environment or MR system room if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, all individuals are required to fill out this form BEFORE entering the MR environment or MR system room. Be advised, the MR system magnet is ALWAYS on.

1. Have you had prior surgery or an operation (e.g., arthroscopy, endoscopy, etc.) of any kind? Yes No

If yes, please indicate the date and type of surgery:

Date / ____ / ____	Type of surgery _____
Date / ____ / ____	Type of surgery _____
Date ____ / ____ / ____	Type of surgery _____

2. Have you experienced any problem related to a previous MRI examination or MR procedure? If yes, please describe: No Yes

3. Have you had an injury to the eye involving a metallic object or fragment (e.g., metallic slivers, shavings, foreign body, etc.)? No Yes

If yes, please describe: _____

4. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)? If yes, please describe: No Yes



WARNING: Certain implants, devices, or objects may be hazardous to you in the MR environment or MR system room. Do not enter the MR environment or MR system room if you have any question or concern regarding an implant, device, or object.

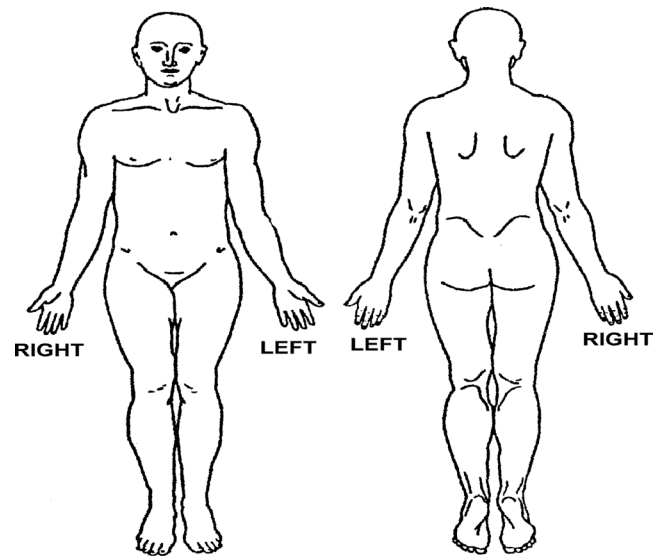


WARNING: Certain implants, devices, or objects may be hazardous to you and/or may interfere with the MR procedure (i.e., MRI, MR angiography, functional MRI, MR spectroscopy). Do not enter the MR system room or MR environment if you have any question or concern regarding an implant, device, or object. Consult the MRI Technologist or Radiologist BEFORE entering the MR system room. The MR system magnet is ALWAYS on.

Please indicate if you have any of the following:

- Yes No Aneurysm clip(s)
- Yes No Cardiac pacemaker
- Yes No Implanted cardioverter defibrillator (ICD)
- Yes No Electronic implant or device
- Yes No Magnetically-activated implant or device
- Yes No Neurostimulation system
- Yes No Spinal cord stimulator
- Yes No Internal electrodes or wires
- Yes No Bone growth/bone fusion stimulator
- Yes No Cochlear, otologic, or other ear implant
- Yes No Insulin or other infusion pump
- Yes No Implanted drug infusion device
- Yes No Any type of prosthesis (eye, penile, etc.)
- Yes No Heart valve prosthesis
- Yes No Eyelid spring or wire
- Yes No Artificial or prosthetic limb
- Yes No Metallic stent, filter, or coil
- Yes No Shunt (spinal or intraventricular)
- Yes No Vascular access port and/or catheter
- Yes No Radiation seeds or implants
- Yes No Swan-Ganz or thermodilution catheter
- Yes No Medication patch (Nicotine, Nitroglycerine)
- Yes No Any metallic fragment or foreign body
- Yes No Wire mesh implant
- Yes No Tissue expander (e.g., breast)
- Yes No Surgical staples, clips, or metallic sutures
- Yes No Joint replacement (hip, knee, etc.)
- Yes No Bone/joint pin, screw, nail, wire, plate, etc.
- Yes No IUD, diaphragm, or pessary
- Yes No Are you here for an MRI examination?
- Yes No Dentures or partial plates
- Yes No Tattoo or permanent makeup
- Yes No Body piercing jewelry
- Yes No Hearing aid
(Remove before entering MR system room)
- Yes No Other implant _____
- Yes No Breathing problem or motion disorder

Please mark on the figure(s) below the location of any implant or metal inside of or on your body.



IMPORTANT INSTRUCTIONS

Before entering the MR environment or MR system room, you must remove all metallic objects including hearing aids, dentures, partial plates, keys, beeper, cell phone, eyeglasses, hair pins, barrettes, jewelry, body piercing jewelry, watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, tools, clothing with metal fasteners, & clothing with metallic threads.

Please consult the MRI Technologist or Radiologist if you have any question or concern BEFORE you enter the MR system room.



I attest that the above information is correct to the best of my knowledge. I read and understand the contents of this form and had the opportunity to ask questions regarding the information on this form and regarding the MRI rotation before being scheduled in MRI during clinical.

Student Signature: _____ Date _____ / ____ / ____

Signature

Student Name: _____
Print name

Form Information Reviewed By: _____
Print name Signature

MRI Technologist

License # _____



Clinical Attendance

Policy: 139

Clinical is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually. Failure to do so may jeopardize a student's scholastic standing. There are **no excused absences**. Clinical attendance is required for a student to meet the objectives of the course and to meet the required hours of clinical participation. Students are allowed to miss two clinical days in first level and three clinical days in the following levels, non-cumulative. For each clinical day missed beyond the allowance, students will be required to make-up the missed clinical day(s) **and** there will be a 5% deduction from the overall final clinical grade. Students will be required to make up the missed day(s) before the end of the current semester. If students fail to do so, an Incomplete will be recorded for the final clinical grade if the remaining time does not exceed the university's allotted time for receiving an incomplete grade.

Excessive absences (more than 3) will result in a referral to the Department Chair and/or Dean of the College of Nursing and School of Allied Health and may result in dismissal from the program. Unexcused absences will not be tolerated. If extenuating circumstances occur (surgery, car accident, etc.), the Clinical Coordinator will make arrangements on an individual basis. *In the event that a physician imposes extended physical restrictions, see the Program Director and/or Clinical Coordinator immediately.

To progress in RADS Professional Courses, the student **must be** in attendance for *at least* 90% of the total course hours scheduled for any given semester. This includes any and all absences. **When a student is absent more than 10% of the total clinical days, and does not make-up the missed clinical days, the faculty will recommend to the Department Head for the School of Allied Health and the Dean of the College of Nursing and School of Allied Health that the student be dropped from the rolls of that clinical class and given an appropriate grade.**
Excessive absences, or tardies, may warrant dismissal from the program.

Tardies: Students are expected to arrive at the clinical education site on time. A student is counted as tardy after their assigned time. Students who are repeatedly tardy are subject to disciplinary action and must schedule a counseling session with the Clinical Coordinator. Students who report to the assigned clinical area after 15 minutes of their assigned time are considered absent for the day and should not attend. If you are more than 15 minutes late, do not clock in unless circumstances happen beyond your control and you receive approval from the Clinical Coordinator.



Absentee Reporting

If a student is to miss a day of clinic, they must notify the clinical coordinator via email **and** call the clinical site to inform the department of the absence **prior to the scheduled time**.

In the email to the coordinator, the student must include your name, assigned clinical site, date of absence, assigned rotation time, and the name of personnel you spoke with at assigned clinic site when you called in. If the student is unable to send an email to the coordinator, the student may call the clinical coordinator and leave a message. The student must provide the following information:

1. Student name
2. Date
3. Assigned site
3. Technologist/personnel name that you spoke with at scheduled clinic site

Absence Non-Reporting Policy

If the student fails to notify the appropriate person, the student is subject to disciplinary action. See Policies 108, 136, and 140.

Leaving Early: Students are expected to adhere to their clinical rotation time as scheduled at each facility. Students leaving early will **be penalized** as a whole day missed. A student can only leave early, without penalty, if a **NSU recognized** clinical preceptor approves the student to leave due to site specific issues. The student is required to indicate the NSU CP who approved them to leave early and the reason why in Trajecsyst using the time exception notification form which is completed simultaneously when clocking out as to record real time notification.

Bereavement Leave: Students may be given time off without loss of clinical time when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, step-grandparent, or grandchild. Time off shall not exceed two days. Additionally, students must provide documentation.

Clocking In/Out

Students must clock in and out at all clinical rotations. Students who do not clock in / out will be considered absent. Students should clock in upon immediate arrival at the clinical site and clock out at the end of the clinical shift. Any inaccurate recording of a students' time is considered falsification of records and will result in disciplinary action.

Clinical attendance will be completed through the Trajecsyst Reporting system. Students are required to log-in to the system and clock in/out. The system will permanently record students' times at Clinical Education sites (verified by CES IP Address), and these times will be used to document attendance. Time records must be approved by the Clinical Coordinator.



Students must clock in before the assigned time for arriving at clinic, and clock out at or after the assigned time for leaving clinic. Arriving to clinic at the last minute to find that a computer is unavailable due to another person using it does not constitute “internet unavailability.”

Any student found guilty of clocking in or out for another student (or having anyone else do so) will be referred to the proper University Authorities for sanctions as stated for Academic Cheating and Plagiarism in the current NSU Student Handbook. Clocking in/out from an unauthorized site (by cell phone, iPad, home, etc.; recognized by IP address), will constitute deliberate falsification of records, resulting in severe disciplinary action.

Back-Up System for Clocking In/Out

In the case of internet unavailability, students can use their smartphone to clock in or out as long as the student is physically onsite at their scheduled clinic education setting. The student must turn on the “Location” feature setting on their smartphone to demonstrate the actual location on Trajecsyst system maps. This exception should be very few in number. Repeated clocking in on personal cells phones will be flagged and considered misuse of this policy. If the Trajecsyst system is down altogether, the student may call or email the Clinical Coordinator and leave a message. Each student must say his/her first and last name, and the clinical site at which the student is present.

Policy: 1996

Revised: 2002, 2003, 2004, 2005, 2007, 2008, 2011-16, 2021

Reviewed: 2000, 2001, 2006, 2009, 2010, 2017-2020, 2022-2023



Trajecsys Reporting System



Policy: 140

Students are required to utilize the Trajecsys Reporting System. Students will be required to pay the full registration fee prior to starting Clinical Rotations (date specified by Clinical Coordinator). The fee includes system access for the length of the professional program.

Throughout the clinical requirements of this handbook, specific mention of the Trajecsys Reporting System can be found. Students will utilize this system to:

1. Access the system daily for clinical announcements / updates, clinical documents, etc.
2. Clock In/Out from clinic to include time exception notification form if needed
3. Enter Daily Log Sheets of all work/exams done in the clinical setting
4. Report all repeated exams per day and technologist who directly supervised repeated exam
5. View competency attempts and view graded competencies once validated by NSU faculty

The Trajecsys Reporting System website can be found at <https://www.trajecsys.com/>.
The program log-in page can be found at <https://www.trajecsys.com/programs/login.aspx>.

Using Trajecsys

All users must first register in the system by selecting the “Registration” link on either of the web pages above and completing the required information. Once this has been entered, the Clinical Coordinator will add each Registrant to the system. Following this step, complete access will be granted. Orientation for this system will be completed prior to attending clinic during the first semester.

Students must complete payment following registration before the first day of clinicals; if payment is not completed, access to the system will be denied and the student will not be allowed to attend the clinical assignment.

Clocking In/Out

Clinical attendance will be completed through the Trajecsys Reporting system. Students are required to log-in to the system and clock in/out. The system will permanently record students times at Clinical Education sites (verified by CES IP Address), and these times will be used to document attendance. All time records must be approved by the Clinical Coordinator.



Students must clock in before the assigned time for arriving at clinic, and clock out at or after the assigned time for leaving clinic. Arriving to clinic at the last minute to find that a computer is unavailable due to another person using it does not constitute “internet unavailability.”

Any student found guilty of clocking in or out for another student (or having anyone else do so) will be referred to the proper University Authorities for sanctions as stated for Academic Cheating and Plagiarism in the current NSU Student Handbook. Clocking in/out from an unauthorized site (by cell phone, iPad, home, etc.; recognized by IP address), will constitute deliberate falsification of records, resulting in severe disciplinary action.

Back-Up System for Clocking In/Out

In the case of internet unavailability, students can use their smartphone to clock in or out as long as the student is physically onsite at their scheduled clinic education setting. The student must turn on the “Location” feature setting on their smartphone to demonstrate the actual location on trajecsyst system maps. This exception should be very few in number. Repeated clocking in on personal cells phones will be flagged and considered misuse of this policy. If the Trajecsyst system is down altogether, the student may call or email the Clinical Coordinator and leave a message. Each student must say his/her first and last name, and the clinical site at which the student is present.

Daily Log Sheets

Students are required to enter all exams performed at clinic in the Daily Log Sheet section of Trajecsyst. Students are encouraged to maintain an unofficial log sheet, preferably the daily log sheet form, so that entries can be made at a later time. Students are advised to complete this immediately following clinic outside of the CES. When completing these log sheets, students are also required to enter supervising technologist for repeats. Instances of entering false data will be considered falsification of records, resulting in disciplinary action, including possible dismissal from the professional program.

Policy: 2014

Revised: 2015, 2021

Reviewed: 2016, 2017-2020, 2022-2023

Competency Forms

Policy: 141

Competency forms are located in Trajecsyst.

Policy: 2014

Revised: 2015, 2018

Reviewed: 2016, 2017, 2019-2023



Incident Reporting

Policy: 142

All accidents or unusual occurrences in the clinical setting must be reported in writing to the Clinical Coordinator. Whether these accidents involve the student, patient, or any other person, **ALL INCIDENTS MUST BE DOCUMENTED**. Students involved in the incident will be held responsible for notifying the clinical instructor or chief technologist at the site. The clinical preceptor at the clinical site needs to complete an incident report and file it according to their policy and forward a copy to the clinical coordinator.

Policy: 1993

Revised: 1997, 2008

Reviewed: 2002, 2003, 2004, 2005, 2006, 2007, 2009-2023

Breaks

Policy: 143

Students enrolled in Clinical Education courses will be permitted to leave their assigned areas for breaks and/or lunch at the discretion of the Clinical Preceptor or Supervising Technologist. Breaks and lunches are to be taken onsite in appropriate designated areas at the CES. Fifteen-minute breaks can be allowed when the workflow permits, but these breaks are not guaranteed. **In no instance are students entitled to breaks.**

Students are allowed 30 minutes for lunch and dinner, unless otherwise stated by the clinical instructor. Lunch is typically taken at the midpoint of the assigned clinical time. Students cannot skip lunch and take their lunch break at the end of their scheduled time thus leaving early.

Students are not allowed to leave the clinical education setting for lunch, unless this is the practice of the site (example: clinics). Disciplinary action will follow if students do not adhere to this policy.

Policy: 1997

Revised: 1998, 1999, 2004, 2006, 2007, 2014

Reviewed: 2002, 2003, 2005, 2008-2013, 2015-2023



Telephones, Smart Devices and Computers

Policy: 144

Personal telephone calls are not allowed while in the CES. No one is allowed to make personal calls except on breaks, lunch, or dinner and then the call must be made from a phone other than the phones in the department, especially in patient care areas.

Cellular telephones are prohibited in the clinical site. Students are not permitted to make or receive phone calls or text messages while in the classroom or clinical setting. Students are not allowed to have their cell phones out in the imaging department, especially in patient care areas, even if the technologist has given permission. This policy will be strictly enforced.

iPads are prohibited in the clinical site. Students are not permitted to use an iPad in the clinical setting. Students are not allowed to have their iPads out in the imaging department, especially in patient care areas, even if the technologist has given permission. This policy will be strictly enforced.

Smartwatches. Students are not permitted to use smartwatches in the clinical setting. Students are not allowed to wear smartwatches in the imaging department, especially in patient care areas, even if the technologist has given permission. This policy will be strictly enforced.

There is no reason for a student to access information contained within any of the networks or computers at any of the clinical education settings. Students are not allowed access to computers at any clinical sites; this includes the Internet. Students “surfing” the internet are subject to dismissal from the program.

Computer access will only be allowed to clock in and out on-site or when access is required to complete the examination and the associated paperwork. **Any misuse of this access is in direct violation of this policy.** Failure to comply with any policy in the student handbook will result in disciplinary action, including, but not limited to, a loss of clinical personal time, probation, suspension, reduction in course grade, course failure, or dismissal from the program. Students are also expected to be aware of and follow the policies and procedures of the clinical education setting. Each infraction will be discussed on a case-by-case basis. See policy 205: Professional Behavior and Conduct.

Policy: 1993

Revised: 1997, 2004, 2007, 2010, 2014, 2021, 2023

Reviewed: 2002, 2003, 2005, 2006, 2008-2013, 2015-2020, 2022



Sonography Concentration



Code of Ethics for the Diagnostic Medical Sonography Concentration

Policy # 145

*Re-approved by SDMS Board of Directors, effective 02/08/2017
(originally approved by SDMS Board of Directors, December 6, 2006)*

PREAMBLE

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

OBJECTIVES

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

PRINCIPLES

Principle I: In order to promote patient well-being, the diagnostic medical sonographer shall:

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



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

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

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

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represents his/her experience, education and credentialing.
- E. Promote equitable access to care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.
- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.



Ultrasound Concentration Curriculum

Northwestern State University Ultrasound Concentration Curriculum			
Freshman Year			
<u>Semester 1</u>	<u>Hours</u>	<u>Semester 2</u>	<u>Hours</u>
English 1010	3	English 1020	3
*Math	3	*Math	3
UNIV 1000	1	Allied Health 1020	2
*Behavioral Science	3	BIOL 2250, 2251	4
Science 1010	3	ALHE 2200	<u>2</u>
*History	<u>3</u>		14
	16		
Sophomore Year			
<u>Semester 3</u>	<u>Hours</u>	<u>Semester 4</u>	<u>Hours</u>
BIOL 2260,2261	4	SONO 3320 (Found Sono & PC)	3
COMM 1010	3	SONO 3810 (Abd I /Lab)	4
Fine Arts 1040	3	English 2110	3
ALHE 2210 (Intro)	<u>3</u>	SONO 3300 SA/ lab	<u>3</u>
	13		13
<u>Semester 5</u>		<u>Hours</u>	
SONO 3311 (Clinic I)		3	
Social Science		<u>3</u>	
		6	
Junior Year			
<u>Semester 6</u>	<u>Hours</u>	<u>Semester 7</u>	<u>Hours</u>
SONO 3900 (OB-GYN I /Lab)	4	SONO 3820 (SPI I)	3
SONO 3910 (Abd II)	3	SONO 4600 (OB-GYN II /Lab)	4
SONO 3811 (Clinic II)	3	SONO 3911 (Clinic III)	3
ALHE 3840	<u>3</u>	ALHE 4520	<u>3</u>
	13		13
<u>Semester 8</u>		<u>Hours</u>	
SONO 4511 (Clinic IV)		4	
SONO 4510 (Special Proc)		<u>3</u>	
		7	
Senior Year			
<u>Semester 9</u>	<u>Hours</u>	<u>Semester 10</u>	<u>Hours</u>
SONO 4700 (Vascular/Lab)	4	SONO 4711 (Clinic VI)	5
SONO 3920 (SPI II)	3	SONO 4900 (Abd and Vasc. RR)	2
SONO 4611 (Clinic V)	3	SONO 4910 (OB/Gyn RR)	2
ALHE 4610	<u>3</u>	ALHE 4630	<u>3</u>
	13		12



Sonography Scope of Practice and Clinical Standards

Policy # 146

Sonography Scope of Practice

A diagnostic medical sonographer must be competent in any sonographic procedure they perform. Certification by a sonography credentialing organization that is accredited by the National Commission of Certifying Agencies (NCCA) or the American National Standards Institute -- International Organization for Standardization (ANSI – ISO) represents- “standard of practice” in diagnostic sonography.

Despite the commonality of ultrasound technology across the field of sonography, the bodies of knowledge, technical skills, and competencies of sonographers in different areas of sonography specialization are markedly different. If performing procedures in any of the following primary areas of sonography specialization, a diagnostic medical sonographer must demonstrate competence in the specialty area(s) through appropriate education, training, and certification:

1. Abdominal Sonography
2. Obstetrical/Gynecological Sonography
3. Vascular Technology/Sonography

If the diagnostic medical sonographer specializes or regularly performs procedures in secondary area(s) of specialization (e.g., breast sonography, fetal cardiac sonography, musculoskeletal sonography, pediatric sonography, phlebology sonography, etc.), the diagnostic medical sonographer should demonstrate competence through certification in the area(s) of practice by a nationally recognized sonography credentialing organization. Employers and accrediting organizations should require maintenance of diagnostic medical sonographer certification in all areas of practice.

Sonography Clinical Standards

STANDARD – PATIENT INFORMATION ASSESSMENT AND EVALUATION:

Information regarding the patient's past and present health status is essential in providing appropriate diagnostic information. Therefore, pertinent data related to the diagnostic sonographic procedure should be collected and evaluated to determine its relevance to the examination. The diagnostic medical sonographer:

1. Verifies patient identification and that the requested examination correlates with the patient's clinical history and presentation. In the event that the requested examination does not correlate, either the supervising physician or the referring physician will be notified.
2. In compliance with privacy and confidentiality standards, interviews the patient or their representative, and/or reviews the medical record to gather relevant information regarding the patient's medical history and current presenting indications for the study.



3. Evaluates any contraindications, insufficient patient preparation, and the patient's inability or unwillingness to tolerate the examination and associated procedures.

STANDARD – PATIENT EDUCATION AND COMMUNICATION:

Effective communication and education are necessary to establish a positive relationship with the patient or the patient's representative, and to elicit patient cooperation and understanding of expectations. The diagnostic medical sonographer:

1. Communicates with the patient in a manner appropriate to the patient's ability to understand. Presents explanations and instructions in a manner that can be easily understood by the patient and other healthcare providers.
2. Explains the examination and associated procedures to the patient and responds to patient questions and concerns.
3. Refers specific diagnostic, treatment, or prognosis questions to the appropriate physician or healthcare professional.

STANDARD – ANALYSIS AND DETERMINATION OF PROTOCOL FOR THE DIAGNOSTIC EXAMINATION:

The most appropriate protocol seeks to optimize patient safety and comfort, diagnostic quality, and efficient use of resources, while achieving the diagnostic objective of the examination. The diagnostic medical sonographer:

1. Integrates medical history, previous studies, and current symptoms in determining the appropriate diagnostic protocol and tailoring the examination to the needs of the patient.
2. Performs the examination under appropriate supervision, as defined by the procedure.
3. Uses professional judgment to adapt the protocol and consults appropriate medical personnel, when necessary, to optimize examination results.
4. Confers with the supervising physician, when appropriate, to determine if intravenous contrast is necessary to enhance image quality and obtain additional diagnostic information.
5. With appropriate education and training, uses proper technique for intravenous line insertion and administers intravenous contrast according to facility protocol.

STANDARD – IMPLEMENTATION OF THE PROTOCOL:

Quality patient care is provided through the safe and accurate implementation of a deliberate protocol. The diagnostic medical sonographer:



1. Implements a protocol that falls within established procedures.
2. Elicits the cooperation of the patient to carry out the protocol.
3. Adapts the protocol according to the patient's disease process or condition.
4. Adapts the protocol, as required, according to the physical circumstances under which the examination must be performed (e.g., operating room, sonography laboratory, patient's bedside, emergency room, etc.).
5. Monitors the patient's physical and mental status.
6. Adapts the protocol according to changes in the patient's clinical status during the examination.
7. Administers first aid or provides life support in emergency situations.
8. Performs basic patient care tasks, as needed.
9. Recognizes sonographic characteristics of normal and abnormal tissues, structures, and blood flow; adapts protocol as appropriate to further assess findings; adjusts scanning technique to optimize image quality and diagnostic information.
10. Analyzes sonographic findings throughout the course of the examination so that a comprehensive examination is completed and sufficient data is provided to the supervising physician to direct patient management and render a final interpretation.
11. Performs measurements and calculations according to facility protocol.

STANDARD – EVALUATION OF THE DIAGNOSTIC EXAMINATION RESULTS:

Careful evaluation of examination results in the context of the protocol is important to determine whether the goals have been met. The diagnostic medical sonographer:

1. Establishes that the examination, as performed, complies with applicable protocols and guidelines.
2. Identifies and documents any limitations to the examination.
3. Initiates additional scanning techniques or procedures (e.g., administering contrast agents) when indicated.
4. Notifies supervising physician when immediate medical attention is necessary, based on examination findings and patient condition.

STANDARD – DOCUMENTATION:

Clear and precise documentation is necessary for continuity of care, accuracy of care, and quality assurance. The diagnostic medical sonographer:



1. Provides timely, accurate, concise, and complete documentation.
2. Provides an oral or written summary of findings to the supervising physician.

STANDARD – IMPLEMENT QUALITY IMPROVEMENT PROGRAMS:

Participation in quality improvement programs is imperative. The diagnostic medical sonographer:

1. Maintains a safe environment for patients and staff.
2. Performs quality improvement procedures to determine that equipment operates at optimal levels and to promote patient safety.
3. Participates in quality improvement programs that evaluate technical quality of images, completeness of examinations, and adherence to protocols.
4. Compares facility quality improvement standards to external metrics, such as accreditation criteria, evidence based literature, or accepted guidelines.

STANDARD -- QUALITY OF CARE:

All patients expect and deserve optimal care. The diagnostic medical sonographer:

1. Works in partnership with other healthcare professionals.
2. Reports adverse events.

STANDARD – SELF--ASSESSMENT:

Self--assessment is an essential component in professional growth and development. Self-assessment involves evaluation of personal performance, knowledge, and skills.

1. Recognizes strengths and uses them to benefit patients, coworkers, and the profession.
2. Recognizes weaknesses and limitations and performs procedures only after receiving appropriate education and supervised clinical experience in any deficient areas.

STANDARD – EDUCATION:

Advancements in medical science and technology occur very rapidly, requiring an on going commitment to professional education. The diagnostic medical sonographer:



1. Obtains and maintains appropriate professional certification/credential in areas of clinical practice.
2. Recognizes and takes advantage of opportunities for educational and professional growth.

STANDARD – COLLABORATION:

Quality patient care is provided when all members of the healthcare team communicate and collaborate efficiently. The diagnostic medical sonographer:

1. Promotes a positive and collaborative atmosphere with members of the healthcare team.
2. Communicates effectively with members of the healthcare team regarding the welfare of the patient.
3. Shares knowledge and expertise with colleagues, patients, students, and members of the healthcare team.

STANDARD – ETHICS:

All decisions made and actions taken on behalf of the patient adhere to ethical standards. The diagnostic medical sonographer:

1. Adheres to accepted professional ethical standards.
2. Is accountable for professional judgments and decisions.
3. Provides patient care with equal respect for all.
4. Respects and promotes patient rights, provides patient care with respect for patient dignity and needs, and acts as a patient advocate.
5. Does not perform sonographic procedures without a medical indication, except in educational activities.
6. Adheres to this scope of practice and other related professional documents.

Source: Sono Society
Policy: 2023

Code of Ethics for the Profession of Diagnostic Medical Sonography
Re-approved by SDMS Board of Directors, effective 02/08/2017
(originally approved by SDMS Board of Directors, December 6, 2006)

PREAMBLE



NORTHWESTERN STATE

College of Nursing and School of Allied Health

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

OBJECTIVES

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

PRINCIPLES

Principle I: In order to promote patient well-being, the diagnostic medical sonographer shall:

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

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

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the [National Commission for Certifying Agencies \(NCCA\)](#) or the [International Organization for Standardization \(ISO\)](#).
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined [scope of practice](#), and assume responsibility for his/her actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and recertification.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.



- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
 - H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
 - I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.
- Principle III: To promote professional integrity and public trust, the diagnostic medical sonographer shall:

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represents his/her experience, education and credentialing.
- E. Promote equitable access to care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.
- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

Policy: 2023

Accreditation

Policy # 147

Sonography Accrediting Body

- *CAAHEP Commission on Accreditation of Allied Health Education Programs*
- See full description of program accreditation standards here: [DMSStandards9-2021.pdf \(jrcdms.org\)](https://www.jrcdms.org/DMSStandards9-2021.pdf)

Policy: 2023



NORTHWESTERN STATE

College of Nursing and School of Allied Health
National Certification/ Registry



ARDMS®

American Registry for Diagnostic Medical Sonography

WHAT IS ARDMS?

The ARDMS administers examinations and awards credentials in the areas of ultrasound. The ARDMS is seen as the gold standard of ultrasound credentials and most employers require ARDMS credentials. This means that choosing a diagnostic medical sonography program that will prepare you to pass ARDMS examinations is crucial.

WHY EARN ARDMS CREDENTIALS AS A SONOGRAPHY STUDENT?

ARDMS is recognized as the international standard in sonography credentialing. The RDMS, RDCS, and RVT and now the RMSKS credentialing programs are accredited by ANSI to the International Organization for Standardization (ISO) 17024 Standard for organizations that certify personnel. Below you can find credentials that can be earned through ARDMS.

- Registered Diagnostic Medical Sonographer® (RDMS®)
- Registered Diagnostic Cardiac Sonographer® (RDCS®)
- Registered Vascular Technologist® (RVT®)
- Registered Musculoskeletal Sonographer™ (RMSKS™)
- Midwife Sonography Certificate

MISSION AND VISION

ARDMS Council members developed a vision statement and mission statement for ARDMS. Council members wanted to capture important values such as continual learning, patient care, scientific rigor, sonographer-focused, empowerment, high quality, and global standards. The vision statement is an aspirational goal that sets the course and tone for the future. The mission statement explains how ARDMS plans to achieve the vision and make a difference in the world.

ARDMS Vision: The American Registry for Diagnostic Medical Sonography (ARDMS) creates the global standards of professional excellence in sonography.

ARDMS Mission: The American Registry for Diagnostic Medical Sonography (ARDMS) empowers sonographers to provide exceptional patient care through rigorous assessments and continual learning.

To learn more, visit www.ardms.org.



NORTHWESTERN STATE

College of Nursing and School of Allied Health
Sonographer Professional Societies

Policy # 148

SDMS

Society of Diagnostic Medical Sonographers



Mission & Purpose

The Society of Diagnostic Medical Sonography was founded in 1970 to promote, advance, and educate its members and the medical community in the science of diagnostic medical sonography. The Society achieves its purpose by activities including, but not limited to:

- Advocating for its members and the delivery of quality patient care;
- Reviewing, establishing, and advocating for policies regarding the professional status and welfare of its members;
- Collecting and disseminating information pertinent to the profession;
- Seeking the cooperation of similar organizations;
- Providing medical and professional education pertinent to the profession;
- Stimulating and encouraging research;
- Encouraging presentation and publication of scientific papers; and
- Publishing a scientific journal and a website.

Students may join SDMS for an annual fee of \$45. There are many benefits to joining. Visit www.sdms.org for more information.

AIUM

American Institute of Ultrasound in Medicine





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College of Nursing and School of Allied Health

The American Institute of Ultrasound in Medicine (AIUM) creates opportunities for passionate medical professionals to improve their knowledge and use of ultrasound in the diagnosis and treatment of patients. Through rigorous research, high-quality education, and evidence-based training and practice resources, the AIUM is leading the global multidisciplinary ultrasound community.

The AIUM represents passionate medical professionals from around the world who are all focused on safely and effectively using medical ultrasound to improve patient care.

The AIUM's 5 key values provide the framework to deliver on the society's mission and vision. These values include:

- Quality of Practice
- Collaboration
- Education
- Research
- Leadership

Membership is available (\$45 a year) to those in training as a medical or sonography student, resident, or fellow. After you complete your training, the AIUM offers a first-year career rate that is half the cost of general membership. To join, visit www.aium.org.

National Certification Examination

Sonographic Principles and Instrumentation (SPI) Registry Examination

Students are eligible to take the Sonographic Principles and Instrumentation (SPI) registry examination given by the American Registry of Diagnostic Medical Sonography once they have successfully completed SONO 3920 in the spring semester. To encourage this success, students are required to take this first part (SPI) of the ARDMS national boards. For those students who do not pass on their first attempt, a plan and timeline for review support and reexamination will be developed based on the exam score and student learning style. The ARDMS requires 60 days before retaking the exam after a failed attempt, but scheduling of the exam can be done after three days.

Registered Diagnostic Medical Sonographer (RDMS) Examination & Registered Vascular Technologist Examination

Students who successfully complete the Radiologic Science Diagnostic Medical Sonography Concentration may be eligible to take the national certification examinations in abdomen, OB/GYN, and Vascular offered by the American Registry of Diagnostic Medical Sonographers (ARDMS). Successful completion of this program does not guarantee the student is eligible to take these examinations. The ARDMS reviews the applications and determines eligibility for the



examinations. A past criminal record may prohibit eligibility. Questions regarding eligibility should be directed to the ARDMS office (Phone: 800-541-9754).

Policy: 2023

Diagnostic Medical Sonography Program **Ultrasound Technical Performance Standards**

Policy # 149

In addition to the BSRS technical performance standards, sonography students must be able to adhere to the following Essential Physical Competencies and Technical Performance Standards.

These competencies include:

1. Motor Skills, Strength, and Mobility Skills

Extended walking and standing and or sitting daily Must have the ability to grasp, push and/or pull, ability to bend, stoop, moving quickly in response to an emergency. Must be able to sustain positions using upper body movements including reaching, twisting, and applying pressure. Must be able to lift, carry, push, and pull equipment.

- Students must be physically capable of successfully performing activities in both the practice laboratory and clinical practice area. Sufficient physical health and stamina are essential to carry out all required procedures. It is also necessary for each student to determine their physical capabilities and report to the ultrasound department for any physical limitation that would restrict or interfere with satisfactory clinical performances.
- Each student must demonstrate fine motor abilities such as gripping and pinching, sufficient to provide safe and effective patient care.

2. Critical thinking, Communication, and Interpersonal Skills

- Students must demonstrate the ability to communicate verbal as well as written messages clearly and in a timely manner.
- Each student must demonstrate the ability to interact with individuals, families, groups, and communities from a variety of emotional, religious, sociocultural/ethnic, and intellectual backgrounds.
- It is mandatory that each student demonstrate sufficient ability to learn and use clinical reasoning and critical thinking skills necessary to assimilate, integrate, apply, synthesize, and evaluate information to effectively problem solve and make clinical decisions.

Policy: 2023



NORTHWESTERN STATE

College of Nursing and School of Allied Health

Sonography Procedures

Policy: 150

Sonography students are prohibited from independently scanning other students or technologists without direct and qualified supervision from a clinical instructor or sonographer in the clinical setting.

Clinical instructors shall be responsible for overseeing and guiding ultrasound students during scanning procedures.

Fair Practices and Informed Consent: Before any scanning procedure, written informed consent must be obtained from the individual. The consent form should clearly explain the purpose of the scan, potential risks, and the student's limited experience. The scanning should only proceed once the individual provides informed consent voluntarily. All individuals being scanned, including students and technologists, have the right to privacy and confidentiality. Personal health information must be handled with strict adherence to privacy regulations and institutional policies.

Students will scan other students and volunteers in the lab for a grade during scheduled lab time. Participation/non-participation by the sonography students as a scan lab model or volunteer does not bear weight on the student's grade or evaluation in the sonography program. In the event that a student does not wish to not be scanned at any time, that student's grade will not be affected.

Any violations of this policy may result in disciplinary actions, including verbal counseling, written warnings, suspension from clinical training, or expulsion from the ultrasound program, depending on the severity and frequency of the offense.

By implementing this policy, we aim to create a safe and supportive learning environment.

Policy: 2023

Clinical Obligations and Fees

Policy: 151

As a clinical student at Northwestern State University, students have a number of clinical obligations and fees. The obligations include, but are not limited to, the following;

Clinical Obligations:

Health form (see policy 124)- varies according to the facility and the student

Drug screening (see policy 124)- varies according to the facility

Background investigations (see policy 106)- ~\$40



iPads-~\$1,200

Clinical rotations and travel-varies

Parking fees

Trajecsys-\$150 total

Ultraling- \$100 per semester

Tuition: <https://www.nsula.edu/futurestudents/nsu-tuition-and-fees/>

Additional fees*:

Lab fees-\$50 per semester

Professional degree fees-\$300 for 5 semesters

Uniforms (see policy 108)-\$75 for scrubs

Books-~\$900 the first semester

CPR-~\$40 for class and ~\$20 for book

Annual flu shots-~\$25 per year

Registry Review \$330

Other ~\$320

Students will be required to complete a health form, a drug screening and a background investigation prior to attending clinical assignments at area hospitals and clinics. The cost of completion of the health form and drug screening will vary according to your health insurance. Also, students are required to have annual immunizations to attend clinical education settings. Any costs pertaining to these obligations are the responsibility of the student.

Students may be required, on occasion, to attend various clinic rotation shifts including evening (3pm-11pm) and early morning (5am-1pm) clinical assignments. Other clinic rotation shifts include 6:30am – 3pm, 7am – 3:30pm, 8am – 4:30pm and 10-hour shifts. The Radiologic Sciences Program at Northwestern State University utilizes many clinical education settings in north and central Louisiana. At times, a student may be required to travel approximately 65 miles from the Natchitoches campus for a clinical assignment. Any costs pertaining to traveling to and from a clinical education setting are the responsibility of the student.



NORTHWESTERN STATE

College of Nursing and School of Allied Health

The School of Allied Health is located on the Shreveport campus of Northwestern State University. The Sonography program is housed on the Natchitoches campus. Students may be required to travel to the Shreveport or Alexandria campus as needed for official events. Students attending clinicals on the Shreveport and Alexandria campuses may be required to travel to Natchitoches for official events/meetings/functions.

As a student in the clinical portion of the Radiologic Sciences program, students are charged an additional fee of \$300 for SONO 3311, 3811, 3911, 4511, and 4611. This fee is known as a Professional Degree Fee. This fee is established to help cover the cost of the clinical portion of the curriculum.

Students will be required to purchase uniforms. These items are part of the professional attire for the clinical education setting. See BSRS program policies for more detailed information.

*Fees are approximate and subject to change

Policy: 2023

Developing Clinical Proficiency

Policy: 152

Clinical skills can be developed by following a systematic step-by-step approach. The following sequence of steps will generally produce outstanding technologists:

- Academic Preparation
- Observation
- Back Scanning Registered Sonographer
- Performed with Assistance
- Perform Competency Evaluation
- Performance Proficiency

1. Academic Preparation: This step is completed by studying sonographic principles and instrumentation, sonographic principles and techniques, anatomy and physiology, normal and pathologic sonographic appearance of the abdomen, small parts, obstetrics, gynecology, and vascular, etc., in the didactic coursework.

2. Observation: The initial activities in the hospital will consist of observing registered sonographers at work.

3. Back Scanning Registered Sonographer: Once a student feels comfortable in the exam room, they will be given an opportunity to practice scanning by scanning and obtaining some images before, during, or after the exams with the guidance of a registered sonographer.



4. **Performed with Assistance:** As Students develop confidence and proficiency, they will be given the opportunity to complete entire examinations under the direct supervision of a registered sonographer. The sonographer will observe and assist students and step in whenever the need arises.

5. **Perform Competency Evaluation:** Once a student feels certain they are able to do a particular examination by themselves, they may ask the Clinical Preceptor to do a competency evaluation when the next patient for that examination arrives. The student will ask the clinical preceptor to fill out a written Clinical Competency form which will be turned in to the clinical coordinator. Students should give the competency form to the CP prior to starting the exam. Once the performance evaluation is completed, it will be documented in Trajecsys. If competency is achieved, it will be counted toward the requirement for that semester. If competency is not achieved, the competency must be repeated until competency has been achieved. All competency attempts will be averaged into a clinical grade for that semester.

All competencies may be reevaluated by the Clinical Coordinator or NSU faculty for quality and completeness. The final approval of competency evaluations will be by the Clinical Coordinator or NSU faculty, regardless of prior approval by a Clinical Preceptor.

Policy: 2023

Sonography Clinical Objectives and Competencies

Policy: 153

CLINICAL OBJECTIVES

Critical Thinking and Problem-Solving: Develop the ability to think critically, troubleshoot technical challenges, and adapt to different patient scenarios is important for successful ultrasound practice.

Image Acquisition and Technique: Learn the principles of ultrasound physics and instrumentation, including how to properly operate ultrasound equipment, adjust settings, and optimize image quality for different types of examinations.

Anatomy and Pathology: Develop a strong understanding of human anatomy relevant to the area they are specializing in (abdominal, OB/GYN, vascular etc.). This includes recognizing normal anatomy as well as common pathological conditions.

Patient Care and Communication: Gain effective communication skills, patient positioning, and ensuring patient comfort and safety during procedures.



Image Interpretation: Identify potential anomalies, artifacts, and recognize indicators of specific pathologies.

Clinical Procedures: Perform various types of ultrasound examinations, such as abdominal, obstetric, vascular etc. This involves understanding the specific protocols for each type of exam and performing them accurately.

Instrumentation and Equipment Maintenance: Maintain and troubleshooting ultrasound equipment to ensure it is properly functioning.

Medical Ethics and Legal Considerations: Practice ethical and legal considerations related to patient confidentiality, informed consent, and professional behavior.

Quality Control and Assurance: Perform quality control practices to ensure consistent and accurate ultrasound images, including monitoring and evaluating the quality of their own work.

Patient Record Keeping: Record accurate and comprehensive patient data and exam findings is crucial for continuity of care and collaboration with other healthcare professionals.

Professional Development: Recognizing the need for ongoing learning and staying updated with advancements in ultrasound technology and techniques. Gain awareness of the importance of continuous learning and staying updated with advancements in the field. This could involve attending workshops, conferences, and pursuing certification.

Safety Protocols: Learn safety guidelines to prevent potential hazards associated with exposure to ultrasound energy.

Team Collaboration: Work as part of a larger healthcare team, learn effective communication and collaboration with physicians, nurses, and other healthcare professionals.

REQUIRED COMPETENCIES:

ABDOMEN & SUPERFICIAL STRUCTURES

- Abdominal Complete
- Pancreas
- Abdominal Vasculature
- Scrotum
- Gallbladder/ Biliary System
- Soft Tissue
- Great Vessels
- Spleen
- Liver
- Thyroid/Parathyroid
- Non-Cardiac Chest
- Urinary Tract



OBSTETRICS/GYNECOLOGY

- Gyn/Transabdominal
- Gyn/Transvaginal
- OB - 1st Trimester
- OB - 2nd Trimester
- OB - 3rd Trimester

VASCULAR

- Lower Extremity Venous
- Lower Extremity Arterial
- Carotid Doppler
- Lower extremity venous insufficiency testing g) Upper extremity venous duplex
- Aorta/ Iliac
- Ankle Brachial Indices (ABI)
- Upper Extremity Venous

OPTIONAL COMPETENCIES:

- Adrenals
- Appendix
- Prostate
- Breast
- Retroperitoneum/Peritoneum
- Biopsy
- Rotator Cuff
- Biophysical Profile
- Transplants
- Twin Gestation

In addition to the transvaginal, obstetrical, and scrotal competencies required for graduation, students are required to document direct scanning of 10 additional transvaginal and obstetrical examinations along with an additional 5 scrotal examinations.

All competencies listed above must be completed prior to graduation.



NORTHWESTERN STATE

College of Nursing and School of Allied Health

Venipuncture

Policy: 154

Venipuncture is a procedure commonly performed at the Clinical Education Setting. Students enrolled in Clinical Sonography courses are permitted, under supervision*, to perform venipuncture and/or injections on patients. This practice is required as a clinical patient care competency checklist. Students are given the theory of venipuncture in lectures and the opportunity to practice venipuncture on patient simulators in a controlled lab situation. However, it will be listed as an optional competency. Students are not allowed to perform the competency until after the theory and practice sessions have been completed.

If the student is not performing the venipuncture, they should assist by setting up the procedure and handing supplies to the qualified individual performing the injection.

*Supervision of students must be by an ARRT registered radiographer, registered sonographer, licensed RN, or licensed MD approved to perform venipuncture by the CES. The supervisor must be present in the room during the procedure.

Policy: 2023



NORTHWESTERN STATE

College of Nursing and School of Allied Health

Grading Procedures for Clinical Sonography Courses

Policy: 155

The grade requirements for each clinical course are stated in course syllabi and posted in the current semester course management shell. The weighted grade categories and assignment values are detailed for each clinical level. Grade requirements include JRC-DMS specified list of clinical procedures (clinical competency requirements), Logging of clinical exams, Sonographer evaluations, Faculty evaluations, and complete relevant coursework (didactic requirements) for diagnostic medical sonography discipline. Additional clinical grade information can be found in the clinical course syllabus.

Initially, exam signoffs (skills checkoffs) will be performed. These sign offs provide a foundation for students to build on as they progress through the early clinical experience. These sign offs are required for a specific skill or scan and must be completed prior to advancing toward competency for that exam. More information about exam signoffs will be provided in the clinical course syllabus.

Competency is gained through consistent and diligent work and not obtained after a certain number of patient exams or grades. Students will have an assigned number of competencies each semester. These competencies will be outlined in the course syllabus. According to the JRC-DMS 2011 Standard III.B.5.b.2 "Clinical instructors must have the appropriate credential in the concentration(s) for which they evaluate student performance and document required clinical competencies." Therefore, all clinical assessments must be completed by appropriately credentialed sonographers.

The minimum competency requirements are stated on the master competency form as posted in Moodle. This form should be used as a guide and is recommended that students use this form to unofficially keep up with their attempted competencies. These minimum requirements are necessary for establishing a grading system and are not meant to be restrictive. Students should request an evaluation on any examination they feel prepared to perform, even if they have completed their requirements for the semester. Competency evaluations completed over the minimum requirements will be counted in the current semester. All required competency evaluations must be completed by the last day of clinical. If the student does not meet the minimum competency requirements for a semester, the student will meet with the clinical coordinator. The consequences for not completing the minimal competency requirements can include receiving an incomplete for the semester, not progressing to the next semester and failing the course.

Competencies should be turned in weekly and no later than the end of each rotation. Competencies need to be submitted in enough time to allow faculty to grade at the various clinical sites. Submitting competencies in a timely manner is important for faculty to determine both midterm and final grades. Competencies that are not turned in during the current semester performed will not be accepted.



It is important to emphasize that this is a competency-based system, and the pace or rate of the student's progress is dependent on the student's ability to comprehend and perform the various examinations. The competency requirements are based on the JRC-DMS standards.

Policy: 2023

Clinical Supervision & Procedures

Policy: 156

Terms and policies regarding clinical procedure and supervision are outlined in each clinical course syllabus. During the professional curriculum, the students are under supervision of an ARDMS registered technologist that serves as their preceptor. Once a student has successfully performed a specific competency evaluation, they are under the preceptor's indirect supervision.

Regardless of the level of supervision or competency, All students' sonographic images **MUST** be approved by a registered clinical staff member. Policies on students initializing studies will vary between departments, however, students should always adhere to these policies and identify their images appropriately (student initials or "STU" etc.)

Students must **always** check with the sonographer to see that all images have been acquired and that all necessary information has been communicated to the patient before allowing them to leave the department after their exam.

Direct Supervision

1. Must occur for students **before** documented competency of any procedures.
2. The clinical preceptor will:
 - Review patient's requisition in relation to the student's achievement.
 - Evaluate the condition of the patient in relation to the student's knowledge.
 - Be present during the examination.
 - Review and approve the images within the study.

Indirect Supervision

1. Must occur for students **after** documentation of competency for any given procedure.
2. The clinical preceptor will:
 - Review, evaluate, and approve the ultrasound study as indicated above and is immediately available to assist students regardless of student achievement. The technologist or sonographer is responsible for reviewing and approving images and releasing images to PACS.



Students will be subject to dismissal from the program if this policy is not strictly followed.

Policy: 2023

Sonography Mandatory Clinical Supplies

Policy: 157

The following is a list of items the student is required to carry to clinic *each* day:

- Photo Identification Badge for University **AND** Clinical site (if provided)
- Pen/Pen
- Pocket Sized Notepad (or small notebook)
- Clinical Binder (provided) to include:
 - Clinical Schedule
 - Clinical Site Contact List
 - Competency List
 - Evaluation Reminders
 - Competency forms
 - Equipment Orientation Checklists
 - Scanning Protocols
 - Exam/pathology log sheets

Clinical instructors will check for these items. If the student does not have these items at the time of the clinical instructor's inquiry, the student will be subject to disciplinary actions.

Photo Identification Badge

Proper identification is required while in the clinical setting. NSU Student badges should always be worn as well as any badge provided by the clinical site.

Pocket Notepad and Pen

A small pocket-sized notepad should be utilized in the clinical setting.

Clinical Binder

Students will receive a clinical binder at the beginning of their clinical rotations. These binders will include all required checklists and competency forms needed for the semester. Clinical binders also contain clinical assignments as well as contact information for clinical sites and preceptors.

Books and Bags

Due to infection control policies in clinical education settings, students can have only one book and one notebook. Backpacks, briefcases, and other bags are not permitted in the clinical



education setting. This will also ensure the safety and security of your personal items. This policy will be strictly enforced. Disciplinary action will follow if the rule is not followed.

Policy: 2023

Evaluation of Program Effectiveness (Clinical Documentation)

Policy: 158

Various methods are utilized for evaluating the program's effectiveness. Feedback from students regarding didactic and clinical courses is routinely gathered using online surveys. These surveys are especially important. Students should expect routine requests to complete these important surveys throughout their time in the program. Honest feedback is strongly encouraged.

Student Course Evaluation: Evaluation of faculty performance by the student is conducted at the end of each semester and periodically, as necessary. Evaluations are made of teaching effectiveness, organization, and accessibility. Student course evaluations provide important feedback for assessing faculty performance.

Clinical Site Evaluation: Students have the responsibility to assist the program in monitoring the effectiveness of the clinical sites. At the end of each rotation, students will evaluate their clinical site. Student input provides necessary feedback to enhance or improve the program's relationship with the clinical sites. This tool is also an excellent opportunity to recognize individual staff members for contributions to the educational experience.

Sonographer Evaluation: Sonographer evaluations will be conducted at the end of each clinical rotation. These evaluations are necessary at various milestones within the curriculum to assess whether the needs of the students are being met throughout the educational experience. Each survey collects valuable information used by the program for its continuous improvement. Candid feedback is encouraged to assist in programmatic review and ongoing improvement.

Graduate and Employer Surveys: The Diagnostic Medical Sonography (DMS) Program accreditor, CAAHEP, requires reporting of outcomes and achievement of designated benchmarks. Feedback from graduates and their employers within the first year of graduation is a valuable tool in program assessment. Graduates will be expected to provide necessary information to enhance or improve the program for future students. Also, graduates are strongly encouraged to convey the survey's importance with feedback to their employer.

Policy: 2023



NORTHWESTERN STATE

College of Nursing and School of Allied Health

Trajecsys Reporting System

Policy: 159

Students are required to utilize the Trajecsys Reporting System. Students will be required to pay the full registration fee prior to starting Clinical Rotations (date specified by Clinical Coordinator). The fee includes system access for the length of the professional program.

Throughout the clinical requirements of this handbook, specific mention of the Trajecsys Reporting System can be found. Students will utilize this system to:

1. Access the system daily for clinical announcements / updates, clinical documents, etc.
2. Clock In/Out from clinic to include time exception notification form if needed
3. Enter Daily Log Sheets of all work/exams done in the clinical setting
4. View competency attempts and view graded competencies.

The program log-in page can be found at <https://www.trajecsys.com/programs/login.aspx>.

Using Trajecsys

All users must first register in the system by selecting the “Registration” link on either of the web pages above and completing the required information. Once this has been entered, the Clinical Coordinator will add each Registrant to the system. Following this step, complete access will be granted. Orientation for this system will be completed prior to attending clinic during the first semester.

Students must complete payment following registration before the first day of clinicals; if payment is not completed, access to the system will be denied and the student will not be allowed to attend the clinical assignment.

The following electronic actions should be completed in Trajecsys **daily** during each clinical assignment:

1. Daily Attendance Log for clocking in/out
2. Daily Exam Log

The following electronic actions should be completed in Trajecsys within **one week BEFORE** the students last clinical assignment date:

1. Student Clinical Rotation Evaluation (Completed by the clinical preceptor at the end of the rotation)
2. Clinical Education Setting Evaluation (Completed by the student at the end of the rotation)

Student Attendance Log

See Trajecsys Policy for all information discussing clocking in/out in Trajecsys.



Patient Exam Log

The student is to maintain a log of exams performed daily in Trajecsys and indicate whether the student observed the study, scanned with assistance, assisted, or performed the exam. Students are required to enter all exams performed at clinic in the Daily Log Sheet section of Trajecsys. Students are encouraged to maintain an unofficial log sheet, preferably the daily log sheet form provided in the clinical binder, so that entries can be made at a later time if needed. Students are advised to complete this immediately following clinic outside of the CES. When completing these log sheets, students are also required to enter which technologist supervised the study, how long the exam took, and any additional comments about the exam. Instances of entering false data will be considered falsification of records, resulting in disciplinary action, including possible dismissal from the professional program. Clinical Instructors at each site will review the student's patient exam log and approve/disapprove the entries.

Student Clinical Rotation Evaluation

The students will be evaluated at the end of each rotation by a preceptor to whom they are assigned. **It is the students' responsibility to ensure the evaluation has been completed by the preceptor before the end of the rotation.** The student will provide the preceptor with a reminder slip before the evaluation is due.

Clinical Education Setting Evaluation

Students will evaluate each Clinical Education Site to which they were assigned at the end of each rotation. This feedback is greatly appreciated.

Students must be aware that reviewing another student's clinical documentation is a violation of the confidentiality of those students' records.

Any violation of the above will result in disciplinary action by the Program Faculty and will be subject to disciplinary action, up to and including dismissal from the Sonography program.

Policy: 2023

Clinical Rotations

Policy: 160

Clinical Education Mission and Obligations

Clinical experience provides a unique opportunity to interact with real patients in various medical imaging settings. Prior didactic and Scan Lab education prepares the student for the clinical experience. Working in the real clinical environment with the direct supervision of qualified professionals requires special policies and procedures throughout the clinical course.

Students enrolled in the professional phase (clinical) courses of the Diagnostic Medical Sonography Program are assigned to area hospitals and clinics that serve as Clinical Education Settings (CES). The Clinical Coordinator makes clinical assignments on a semester basis. Course assignments, including both clinical and didactic courses, shall not exceed 40 hours/week or 10



NORTHWESTERN STATE

College of Nursing and School of Allied Health

hours/day unless the student voluntarily arranges or schedules additional contact time. Students may be required to travel up to approximately 65 miles from campus to a clinical education setting. Travel to class and clinical affiliates is your responsibility. It is your responsibility to arrange transportation to all assigned sites. These experiences provide students with a variety of clinical environments for possible future employment decisions.

While assigned to the CES, the student will rotate through the various areas of the Ultrasound Department. Clinical rotation assignments take place during daytime hours, Monday through Friday. Clinical rotation assignments are given to each student at the beginning of each semester and posted at each CES. Students are not permitted to attend clinics in an area they are not assigned. Also, students are not allowed to attend clinic beyond their scheduled time, without prior approval from the program director.

Sonography Required Clinical Rotations

Diagnostic Medical Sonography (Abdomen and small parts)

Gynecologic and Obstetric Ultrasound

Vascular Ultrasound

Once the student has completed all the required competencies for the program, the student may rotate through an elective specialty area of interest.

Policy: 2023

Outside Employment

Policy: 161

Students who gain employment in a sonography position at any other medical facility while enrolled in the NSU Sonography Program are in no way acting under the supervision of the program while carrying out responsibilities related to their employment, and they will not receive any clinical credit for examinations or hours performed while clocked in as an employee.

Students employed in other departments within an NSU clinical affiliated hospital such as any modality in Radiology, Lab, Admitting, Nursing etc., may **NOT** perform these job duties while clocked in for their NSU Sonography clinical assignment. **Students are never permitted to be clocked in for their job with the affiliated clinical site while also clocked in for the NSU Sonography program clinical assignment.**

Additionally, under no circumstances will a current sonography student hired by an affiliated clinical site stand in as a preceptor or supervise an NSU Sonography Program student on clinical assignment. Students may not, under any circumstances, receive pay or compensation of any kind for clinical assignments.

Students found in violation of the outside employment policy will be subject to disciplinary action, up to and including dismissal from the Sonography program.



Policy: 2023

Scan Lab Policies and Procedures

Student and Volunteer Sonography Scan Lab Model Consent Policy

Student Scan Model Policy

Policy: 162

As part of learning sonography application skills, the sonography scan lab is designed to allow students to practice scanning each other. Sonography images are obtained by using ultrasound frequencies for the imaging of the body and organs for educational and quality assurance purposes only. To allow for the maximum use of the equipment and time allowed for practice in the scan lab, the students will be required to scan and be a scan model as part of the sonography lab instruction time. Students will sign a Scan Lab Consent Form to give permission to other students to practice scanning on them. In the event a student does not wish to be scanned, they will need to schedule a meeting with the program coordinator to discuss their options for the sonography program. **Students will scan other students and volunteers in the lab for a grade during scheduled lab time. Participation/non-participation by the sonography students as a scan lab model or volunteer does not bear weight on the student's grade or evaluation in the sonography program. In the event that a student does not wish to not be scanned at any time, that student's grade will not be affected.**

- Sonography students and NSU staff that assist in the imaging process may have access to my health information.
- There is no current data to indicate any adverse biological effects resulting from diagnostic ultrasound. However, we practice ALARA by limiting the amount of time scanning the same scan model.
- Sonography students and faculty will not at any time discuss any findings or incidental findings with anyone other than sonography students and faculty.
- The sonography images that are obtained in the scan lab are for education or quality assurance purposes only. The students performing the sonographic procedure are not qualified for the diagnosis of sonography exams. The images obtained will be assessed to determine image quality, not to identify clinical abnormalities or for any other diagnostic or therapeutic purposes.
- Students may not hold Northwestern State University, NSU faculty, or fellow students responsible for failure to identify any clinical abnormalities. Should any abnormalities be



discovered, Northwestern State University and its affiliated entities and staff are not responsible for any health care and/or medical expenses that may result from the finding. If an incidental finding is discovered, the student and/ or faculty that discovered the finding will follow the incidental finding policy and protocol.

Sonography students will be scanning and be a scan model for exams that cover the following body areas:

- Abdominal
- Pelvis
- Lower Extremity
- Upper Extremity
- Neck
- Cardiac
- Obstetrics

Volunteer Scan Model Policy

Policy: 163

As part of learning sonography application skills, the sonography scan lab is designed to allow students to practice scanning each other. Sonography images are obtained by using ultrasound frequencies for the imaging of the body and organs for educational and quality assurance purposes only. This policy aims to ensure the safety, privacy, and educational experience of volunteers, while adhering to legal and ethical standards. This policy applies to all volunteers participating in the Sonography Student Scan Lab. Volunteers understand all of the following.

- Volunteers must sign the NSU sonography volunteer consent form
- Sonography students and NSU staff that assist in the imaging process may have access to my health information.
- There is no current data to indicate any adverse biological effects resulting from diagnostic ultrasound. However, we practice ALARA by limiting the amount of time scanning the same scan model.
- Sonography students and faculty will not at any time discuss any findings or incidental findings with anyone other than the volunteer, sonography students, and faculty.
- The sonography images that are obtained in the scan lab are for education or quality assurance purposes only. The students performing the sonographic procedure are not qualified for the diagnosis of sonography exams. The images obtained will be assessed to determine image quality, not to identify clinical abnormalities or for any other diagnostic or therapeutic purposes.



NORTHWESTERN STATE

College of Nursing and School of Allied Health

- The scanning of volunteers will be supervised by a certified sonographer or faculty during scanning activities.
- Volunteers may not hold Northwestern State University, NSU faculty, or fellow students responsible for failure to identify any clinical abnormalities. Should any abnormalities be discovered, Northwestern State University and its affiliated entities and staff are not responsible for any health care and/or medical expenses that may result from the finding. If an incidental finding is discovered, the student and/ or faculty that discovered the finding will follow the incidental finding policy and protocol.

Volunteers will serve as a scan model for exams that cover the following body areas:

- Abdominal
- Pelvis
- Lower Extremity
- Upper Extremity
- Neck
- Cardiac
- Obstetrics

Policy: 2023

Sonography Incidental Findings Policy

Policy: 164

An incidental finding is defined as a previously undiagnosed medical condition that is discovered unintentionally during an evaluation. The finding may either be known by mode or unknown/ unexpected by model.

Types of Incidental Findings

Normal

- No or minimal impact on the health of the student/model.
- Anatomical variants
- Physiological conditions
- Incidentalomas- hemangiomas, fibroids, etc.

Significant

- Potential to affect the health of the model.
 - Heart conditions- ASD, A fib
 - Gallstones, renal calculi
 - Minimal blockage in an artery
- Emergent



NORTHWESTERN STATE

College of Nursing and School of Allied Health

- Life threatening condition where immediate attention is needed for the student/model.
- Heart conditions- embolic conditions, post MI, VSD
- Deep vein thrombosis
- Impending miscarriage

In the event that an incidental finding is discovered, the student will adhere to the following guidelines.

- No diagnosis is provided to model.
- The student will notify the supervising sonographer.
- Students will not convey any findings to model.
- Model will be notified in private, away from other students.
- The program coordinator is made aware of any findings and will provide appropriate guidance for emergent findings.
- An incidental finding form will be completed by the supervising sonographer and the model may be advised to see their personal physician. Northwestern State University Ultrasound program is not responsible or liable for any costs or results associated with a model seeking medical evaluation or care based on the referral.
- The form is reviewed in private with the model. The model will be provided with a copy and a copy kept at school.
- For normal/ significant findings: model will be asked if they want to continue.
- For emergent findings, scanning immediately stops and appropriate emergency protocol will be implemented.

Emergent Incidental Finding Protocol

If an incidental finding is discovered and considered to be an emergency, the following steps will be taken first.

1. The student will immediately notify the supervising sonographer.
2. If the situation is deemed an emergency by the supervising instructor, emergency medical assistance (911 or local emergency number) will be contacted.

After the above protocol has been implemented, all other incidental findings guidelines should be followed.



NORTHWESTERN STATE

College of Nursing and School of Allied Health

NSU SONOGRAPHY PROGRAM STUDENT SCAN LAB MODEL CONSENT FORM

Consent Form

I have read and understand the statements published by Northwestern State University addressing the use of diagnostic ultrasound. I understand there is no current data to indicate any adverse biological effects resulting from diagnostic ultrasound.

I consent to participating as a model for exams that cover the following body areas:

- Abdominal
- Neck
- Pelvis
- Obstetrics
- Lower Extremity
- Upper Extremity

I understand that my involvement in these activities is voluntary and that I may withdraw my consent at any time. I understand that participation/non-participation by the sonography me as a scan lab model or volunteer does not bear weight on my grade or evaluation in the sonography program.

As a current sonography student, I understand that other sonography students, the NSU staff that assist in the imaging process and the administration of ultrasound program may have access to my health information.

I also understand that the ultrasound exams are being performed for education or quality assurance purposes only. I understand that the person performing the sonographic procedure is not qualified in the diagnosis of ultrasound exams. The images obtained will be assessed to determine image quality, not to identify clinical abnormalities or for any other diagnostic or therapeutic purposes.

I agree that NSU Sonography Program and its affiliated entities and staff will not be held responsible for failure to identify any clinical abnormalities. I agree that, should any abnormalities be discovered, Northwestern State University and its affiliated entities and staff are not responsible for any health care and/or medical expenses that may result from the finding. If an incidental finding is discovered while practicing in the scan lab, the Incidental Finding Policy will be implemented.

By signing below, I acknowledge that I have read and agree to all the above and that the proposed Ultrasound imaging examinations have been satisfactorily explained to me. I hereby give authorization and consent to the use of ultrasound frequencies for the imaging of my body and organs for educational and quality assurance purposes only. I understand that this consent is valid for the duration of the NSU sonography program.

Student Signature

Date



NORTHWESTERN STATE

College of Nursing and School of Allied Health

NSU SONOGRAPHY PROGRAM VOLUNTEER SCAN LAB MODEL CONSENT FORM

Consent Form

I have read and understand the statements published by Northwestern State University addressing the use of diagnostic ultrasound. I understand there is no current data to indicate any adverse biological effects resulting from diagnostic ultrasound.

I consent to participating as a model for exams that cover the following body areas:

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Abdominal | <input type="checkbox"/> Neck |
| <input type="checkbox"/> Pelvis | <input type="checkbox"/> Obstetrics |
| <input type="checkbox"/> Lower Extremity | |
| <input type="checkbox"/> Upper Extremity | |

I understand that my involvement in these activities is voluntary and that I may withdraw my consent at any time. I understand that sonography students, the NSU staff that assist in the imaging process and the administration of ultrasound program may have access to my health information.

I also understand that the ultrasound exams are being performed for education or quality assurance purposes only. I understand that the person performing the sonographic procedure is not qualified in the diagnosis of ultrasound exams. The images obtained will be assessed to determine image quality, not to identify clinical abnormalities or for any other diagnostic or therapeutic purposes.

I agree that NSU Sonography Program and its affiliated entities and staff will not be held responsible for failure to identify any clinical abnormalities. I agree that, should any abnormalities be discovered, Northwestern State University and its affiliated entities and staff are not responsible for any health care and/or medical expenses that may result from the finding.

If an incidental finding is discovered while practicing in the scan lab, the Incidental Finding Policy will be implemented.

By signing below, I acknowledge that I have read and agree to all the above and that the proposed Ultrasound imaging examinations have been satisfactorily explained to me. I hereby give authorization and consent to the use of ultrasound frequencies for the imaging of my body and organs for educational and quality assurance purposes only. I understand that this consent is valid for any time that this individual volunteers as a scan model for the NSU sonography scan lab.

Volunteer Signature

Date



**Northwestern State University Sonography Program
 INCIDENTAL FINDINGS REFERRAL FORM**

Date/Time: _____

Department: _____

Supervising Sonographer: _____

Model Name: _____

Sonography exams performed:

Organ/ body are/ sonographic procedure	Comments

Supervising sonographer has disclosed to the model an incidental finding has been discovered.

The model has been advised to see their personal physician.

The Northwestern State University Ultrasound program is not responsible or liable for any costs or results associated with a model seeking medical evaluation or care based on the referral.

 Model Signature

 Supervising Sonographer signature