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All of the policies, rules, and regulations of Cape Fear Community College, as published in the College Catalog and Student Handbook, apply to Medical Sonography students in addition to the policies, rules, and regulations published in this program handbook. In instances where College policies may conflict with program policies, the policies, rules, and regulations of the program will take precedence. During clinical education, students are also subject to the policies, rules, and regulations of the clinical facilities to which they are assigned. All policies are approved by the Medical Sonography Advisory Board.

## MISSION STATEMENT

The mission of the Medical Sonography Program is to prepare individuals to function in the professional medical community as clinically competent, entry-level sonographers. This knowledge and skill is obtained through in depth instruction in the classroom, as well as hands-on experience in lab and clinical settings.

Graduates are strongly encouraged to seek certification by the American Registry for Diagnostic Medical Sonography, or other recognized accrediting agencies.

## PROGRAM GOALS

The purposes of this program are defined by the following:

1. To develop each student's psychomotor, cognitive and affective behaviors required of an entry-level sonographer.
2. Students will become clinically competent and possess the necessary theoretical knowledge and practical skills to enter the profession.
3. To graduate students that demonstrates the expected ethical standards of the profession.
4. To provide the health care community with entry-level sonographers skilled in diagnostic medical sonography.
5. Students will demonstrate knowledge and skills relating to verbal, nonverbal, and written medical communication in patient care intervention and professional relationships.

## PROGRAM OBJECTIVES

1. Provide a program of learning, resources, facilities, and an environment in which the student has opportunities to test ideas, analyze mistakes and evaluate outcomes.
2. Teach the use of medical imaging equipment and accessory devices within the safe limits of equipment operation.
3. Train students to provide patient care and comfort and anticipate patient needs in a variety of clinical settings.
4. Instruct students to competently perform a full range of sonographic procedures on infants, children and adults including abdomen, pelvis, obstetrics, small parts, vascular, trauma, and invasive procedures.
5. Teach students to use problem-solving, critical thinking, and communication skills in the performance of sonographic procedures.
6. Encourage students to exercise independent judgment and discretion in

- the technical performance of sonographic procedures.
7. Teach students to recognize the sonographic appearance of normal human structure, and pathology.
  8. Students will learn to evaluate medical images for technical quality and make appropriate corrections when necessary, and will be taught skills relating to quality assurance activities.
  9. Encourage students to support the profession's code of ethics and comply with the profession's scope of practice.
  10. Students will be encouraged to demonstrate the ability to work as a team member.

## ORGANIZATION

Cape Fear Community College sponsors the Medical Sonography Program and it is administered by a local Board of Trustees. The program faculty are employees of Cape Fear Community College under the direction of the Chair of the Department of Allied Health and the Dean of Vocational-Technical Education.

The Medical Sonography Program is a five semester, full-time Associate Degree program beginning in the Fall Semester of each year. Classes are held at Cape Fear Community College and the clinical education component of the program is conducted in various hospitals and other medical facilities affiliated with Cape Fear contracts. Clinical education centers may include New Hanover Regional Medical Center, Medical Mall, Cape Fear Hospital, The Forum Diagnostic Center, Onslow Memorial Hospital, Bladen County Hospital, Atlantic Diagnostic Center, Doshier Memorial Hospital, Wilmington Maternal Fetal Medicine, Wilmington Health Associates and Wilmington Vascular Center. Other clinical sites may be used as necessary.

## PHILOSOPHY

The Medical Sonography Program strives to educate individuals to function in the professional medical community as entry-level sonographers certified by the American Registry of Diagnostic Medical Sonography or other accredited certification agencies. Graduates will be clinically competent and possess the necessary theoretical knowledge and practical skills to enter the profession.

The faculty of the Medical Sonography Program believes:

1. In the inherent worth and dignity of the individual.
2. That each individual is unique and that this uniqueness should be respected and nurtured.

3. That the individual is accountable for his/her actions and must take responsibility for his/her own educational achievement.
4. That the faculty and technical staffs of the clinical affiliates have the responsibility to guide the student in recognizing his/her responsibilities, abilities, and limitations.
5. That the faculty has the responsibility to provide an educational climate in which the student can develop concepts, skills, abilities, and attitudes which will enable him/her to become a competent technologist but that the student has the responsibility to use that climate.
6. The performance of medical sonography requires certain cognitive skills. Not every individual possesses the required cognitive abilities to meet the requirement of the profession. We will make every attempt to teach these skills to our students.
7. To be successful students must demonstrate constant progression of technical abilities from the beginning of the program through the final semester.
8. That technical and ethical competency must be required of every individual involved in delivering patient care and that care must be delivered in a compassionate, patient-centered, non-discriminatory manner.
9. The students should be prepared educationally to provide maximum safety to themselves, co-workers, patients, and patient families by the use of appropriate safety practices and precautions for all tasks and activities.
10. The students should practice procedures to minimize the possibility of transmitted infection or communicable disease by using appropriate antiseptic and decontamination techniques.
11. That all health care providers should give courteous, sensitive, and sympathetic attention to the patient and his/her family, being responsive to fears, anxieties, and pain experienced by each, and recognizing the need of each for assurance, information, and dignity.

## MEDICAL SONOGRAPHY EDUCATION

Medical Sonography education is a systematic process which offers opportunities for students to acquire the psychomotor, cognitive, and affective behaviors required of a registered sonographer in the provision of safe, effective patient care in the lab and clinical settings.

The educational process progresses from simple to complex and actively involves the student in a progression of their skills from the first semester through the final semester. Like sonography practice, sonography education is based on theories and principles from various disciplines. The program of learning is based on the program philosophy and expected outcomes, and incorporates influences of the school and geographic setting in which the program is located. Continuous review and revision of institutional and program philosophies and outcome expectations provides for current trends in sonography education. The responsibility for learning belongs to the student, and the faculty serves as organizers, resource persons, facilitators, role models, and evaluators. Faculty will plan learning experiences in which students think critically about situations and are motivated to use their cognitive skills in a responsible manner.

### Student Expenses

#### ***Tuition***

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification. Current tuition rates for curriculum courses may be found in the current schedule classes.

#### ***Liability Insurance***

Students are required to carry liability insurance for clinical education. Students must purchase liability insurance from Maginnis & Associates under a master policy with the college. The coverage is limited to \$1,000,000 per incident and \$3,000,000 total. The cost is \$15 per student per year.

Students are furnished accident insurance from North American Life Assurance Company under a master policy with the college. Maximum coverage is \$12,000.

#### ***Other Costs***

Books and supplies are purchased by students as they are needed. Most are available in the CFCC bookstore, which is located on campus. Uniforms and transportation for clinical education must be provided by the student. Students will be responsible for replacement of lost nametags, ID cards etc. A physical examination with pre-entrance drug screen and criminal background check is

required prior to entry into the program. A recent PPD Test is also required. Recent means within six months before the start of the program. These expenses will be the student's responsibility.

Attendance is expected for the North Carolina Ultrasound Society meeting/conference held once a year (usually in March). The cost will vary each year, usually averages around \$380.00/person (including lodging and conference costs). Student professional memberships in NCUS and SDMS are encouraged.

### ***Transportation***

Students are responsible for having adequate transportation to and from all clinical sites. Students must be prepared to travel outside of New Hanover County (over 50 miles) to some clinical sites. If you are unable to attend clinical education due to inadequate transportation, then you will not be able to fulfill the requirements of the program and will be dismissed from the program.

### **Financial Aid**

The Financial Aid Office at CFCC administers different aid programs designed to assist students in defraying the cost of education if financial need is shown. Financial aid recipients are required to maintain satisfactory progress toward completing a degree or diploma. Students will be given a copy of the policy, which governs a satisfactory progress at the time the financial award is made. Questions regarding financial aid should be made to the Financial Aid Office.

### **Refund Policy**

A pre-registered curriculum student who officially withdraws from any or all classes prior to the first day of the college's academic semester will be eligible for 100% tuition refund. A 75% refund will be made if the student officially withdraws during the period between the first day and the 20% point of the semester. Refunds must be requested in writing. Requests for refunds will not be considered after the 20% point.

## SON CURRICULUM

FALL	PREFIX	SON CURRICULUM COURSE TITLE	CLASS	LAB	CLIN	SEM.HOURS CREDIT
	BIO 163	Basic Anatomy and Physiology	4	2	0	5
	MAT 115	Mathematical Models	2	2	0	3
	SON 110	Introduction to Sonography	1	3	3	3
	SON 130	Abdominal Sonography 1	2	3	0	3
	PHY 110	Conceptual Physics	3	2	0	4
						18

SPRING	PREFIX	SON CURRICULUM COURSE TITLE	CLASS	LAB	CLIN	SEM.HOURS CREDIT
	CIS 111	Basic PC Literacy	1	2	0	2
	SON 111	Sonographic Physics	3	3	0	4
	SON 120	SON Clinical Education I	0	0	15	5
	SON 131	Abdominal Sonography II	1	3	0	2
	SON 140	Gynecological Sonography	2	0	0	2
						15

SUMMER	PREFIX	SON CURRICULUM COURSE TITLE	CLASS	LAB	CLIN	SEM.HOURS CREDIT
	PSY 150	General Psychology	3	0	0	3
	HFA	Humanities and Fine Arts Elective	3	0	0	3
	SON 121	SON Clinical Education II	0	0	15	5
	ENG111	Expository Writing	3	0	0	3
						14

FALL	PREFIX	SON CURRICULUM COURSE TITLE	CLASS	LAB	CLIN	SEM.HOURS CREDIT
	ENG 114	Professional Research and Reporting	3	0	0	3
	SON 220	SON Clinical Education III	0	0	24	8
	SON 241	Obstetrical Sonography I	2	0	0	2
	SON 250	Vascular Sonography	1	3	0	2
						15

SPRING	PREFIX	SON CURRICULUM COURSE TITLE	CLASS	LAB	CLIN	SEM.HOURS CREDIT
	SON 221	SON Clinical Education IV	0	0	24	8
	SON 242	Obstetrical Sonography II	2	0	0	2
	SON 289	Sonographic Topics	2	0	0	2
	SON 225	Case Studies	0	3	0	1
						13

**TOTAL SEMESTER HOURS – 75**

A credit hour equals:   1 hour of class  
                                   3 hours of lab  
                                   3 hours of clinical

A semester credit hour is equal to 16 hours of classroom instruction or 48 hours of laboratory or clinical instruction.

# Student Policies

## *I. Admissions*

### **A. Program Admission**

Students are admitted to the Sonography Program once a year in the Fall Semester. They are considered for admission only after all admission requirements have been completed. Each student is required to meet the minimum admission requirements of the college. (See current Medical Sonography Program Admissions Packet or the CFCC web site for more information).

1. Physical and cognitive expectations
  - a. Sonography is a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. For purposes of program compliance with the 1990 Americans with Disabilities Act, a qualified individual with a disability is one who, with or without accommodation or modification, meets the essential eligibility requirements for participation in the Sonography Program.
  - b. If students believe that they cannot meet program requirements without accommodations or modifications, college officials will determine on an individual basis whether or not the necessary accommodations or modifications can be reasonably made.
  - c. The following performance standards are expected of students in the Sonography Program:
    1. Ability to retain information learned in the classroom, lab and each clinical site.
    2. Critical thinking ability sufficient for clinical judgment
    3. Interpersonal skills to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
    4. Communication abilities sufficient for interaction with others in verbal and written form using the English language.
    5. Physical abilities sufficient to move from room to room, maneuver in small spaces, and lift, move, and push heavy patients and equipment.
    6. Ability to use both hands during each exam.
    7. Good hearing sufficient to monitor and assess patient health needs.
    8. Have good vision (with or without correction).
    9. Ability to use computer keyboards.
    10. Ability to stand for long periods of time.
    11. Ability to see colors and distinguish them correctly.

Work environments in sonography can be mentally and physically challenging. The following are some challenges and situations faced by sonographers.

1. Adjust equipment settings to provide high quality images.
2. Exposure to diseases, blood and body fluids especially during invasive procedures.
3. Read handwriting that is not very legible.
4. Assess patients quickly and determine what needs to be done.
5. Work well in an environment that is sometimes chaotic and disruptive.
6. Must give clear and concise directions to patients for each procedure.
7. Accept constructive criticism.
8. Always be polite and professional, even in stressful situations.
9. Maintain patient confidentiality.
10. Caring for patients with bed pans, IV's and other devices.
11. Scans of a sensitive nature including scrotums, breast, transvaginal and transrectal.
12. Correlate clinical information with your findings.
13. Communicate written and verbal information to physicians.
14. Lunch breaks and hours of work can vary at each clinical site.
15. Possible on-call responsibilities.
16. Patient ages vary from infant to geriatric.

## **B. Re-admission**

1. This policy applies to students who have interrupted their education in the Sonography Program and wish to be re-admitted. To be re-admitted a student must:
  - a. Submit an application for admission at least one semester in advance of the anticipated re-entry date.
  - b. Depending on the time interval since leaving the program, the student may be asked to demonstrate mastery of sonography competencies in skills and theory. The method of assessing mastery will be determined by the Sonography faculty. This assessment will be based on previous academic and clinical performance in the program. If the student has been out of the program for one (1) or more semesters, the student may be required to audit all previously completed sonography courses and pass final exams with a grade of C or better.
  - c. Satisfy all criteria for initial admission to the program.
2. Students will be re-admitted on a space available basis and may be re-admitted one time.
3. Students who exit the Sonography Program in good standing and seek re-admission will be given admission priority over transfer and advance

placement students.

4. In situations where student behavior jeopardized patient safety and resulted in dismissal, the faculty will review and determine the re-admission status.

### **C. Transfer students**

1. Applicants for transfer to the Sonography Program must follow the admissions requirements outlined previously.
2. Transfer of credits for courses in the curriculum other than SON courses will adhere to the Transfer of Credit policy of CFCC in the Cape Fear Community Catalog and Student Handbook.
3. Credit for SON courses will be evaluated by program faculty and based on the syllabus from the previous course work. Only grades of C or better will be accepted for transfer.
4. Student Services will evaluate related courses in the curriculum. In the event questions arise concerning course work completed, the student may be asked to challenge the course, both clinical and academic.

## **II. Scheduling**

### **A. Classes**

1. Classes will be held as scheduled in the current CFCC schedule of classes.

### **B. Laboratory Sessions**

1. Many of the SON courses have laboratory sessions in which the students practice scanning skills introduced in the classroom and reinforced in the clinical education setting. Students are required to participate as a student sonographer, and encouraged to take part in the role of a patient for their fellow students.
2. Additional lab sessions are made available and students are encouraged to participate as often as possible to improve their skills.
3. In the process of laboratory scanning sessions abnormalities may be detected on volunteer patients. In the event an abnormality is discovered, volunteer patients will be given documentation of the sonographic findings and advised to consult their personal physician.

### **C. Clinical Assignments**

1. A schedule of clinical assignments will be provided with each clinical education course syllabus. Clinical assignments are arranged to allow all students to experience the unique opportunities provided at individual sites. Students must have adequate transportation to all clinical settings.

- Travel outside of New Hanover County is required.
2. The following clinical assignments may be utilized:
    - New Hanover Regional Medical Center (NHRMC)
    - The Medical Mall, NHRMC
    - Cape Fear Hospital
    - Forum Diagnostic Center, NHRMC
    - Atlantic Diagnostic Centers
    - Onslow Memorial Hospital
    - Dosher Memorial Hospital
    - Bladen County Hospital
    - Wilmington Vascular Center of Wilmington Surgical Associates
    - New Hanover Medical Group, PA
    - Wilmington Health Associates
    - Wilmington Maternal Fetal Medicine
- \*\*Other clinical sites may be added as needed

### **III. Attendance Policies**

#### **A. Tardiness**

1. Students are expected to report for their clinical education assignments on time and tardiness will not be tolerated.
2. Students who are tardy for clinical education must personally notify the clinical staff/instructor when they arrive of the reason for being tardy. Failure to notify the staff/clinical instructor of a tardy could result in dismissal from the program.
3. Students who are tardy and/or leave early three (3) times in any clinical education course will be credited with one (1) absence. When 20% or more of the scheduled clinical time is not attended, it will result in one day of absence. If the tardiness is not excused, then an unexcused absence will be given (see below). Tardiness will be evaluated on an individual basis. (Please note that there are **very few** acceptable reasons for tardiness).
4. See individual course syllabi for class tardiness policies.

#### **B. Absence**

##### **1. Classroom/Lab absence**

See individual course syllabi for absence/tardiness policies.

##### **2. Clinical absences**

- a. **ATTENDANCE IS REQUIRED FOR ALL CLINICAL EDUCATION ASSIGNMENTS.** Clinical schedules **cannot** be adjusted to meet a student's work schedules or other individual preferences. You are expected to be at your clinical sites during the assigned times. You are **not** allowed to take any time off from clinical education. Any time

missed due to an emergency must be made up prior to the end of that clinical course (see make-up time). Only true emergencies constitute an excused absence. If the absence is not a true emergency the absence will be classified as unexcused.

**b. REPORTING AN ABSENCE:**

**If you must be absent due to an illness or other emergent circumstance the following action must be taken:**

1. Notify the clinical instructor at the clinical site as far in advance as possible but at least 15 minutes prior to the beginning of the clinical assignment.
2. Notify the clinical coordinator or program director as far in advance as possible but at least 15 minutes prior to the beginning of the clinical assignment. You are encouraged to speak with a person in case of voice mail malfunctions.
3. Failure to notify both the clinical site and clinical coordinator or program director will result in the absence being **unexcused** (see below)
4. Following any and all absence(s) from clinical education, the student shall submit an absent report form documenting the reason for the absence. This absence report form shall be faxed to a program faculty member the morning following the absence. Physicians' statements or other written documentation for causes for the absence(s) should be included. (Original forms should be turned in at the next class meeting). \*\*Failure to submit the absence form and documentation of the reason for the absence in required time will be reflected in the student's grade and considered an **unexcused** absence. Subsequently this may contribute to an unfavorable finding if the student petitions for individual consideration of an exception to the attendance policy.

**3. Extenuating Circumstances**

If an extenuating circumstance, other than illness, requires a clinical absence a student must make an appointment to meet with the program faculty to seek approval for the absence. The student must bring a written explanation of the need for the absence attached to a completed absence report form. The program faculty will determine if the absence will be allowed.

The following circumstances will be considered excused absences; however, the above procedure must be followed. Make-up time will be scheduled for absences due to these circumstances.

**a. Pregnancy**

If a student who is enrolled in the Sonography Program learns that she is pregnant, the student may voluntarily notify the program director or clinical coordinator of the pregnancy. The student is then required to notify the program director in writing. The student who voluntarily declares a pregnancy may also undeclare the pregnancy by notifying the program director in writing. The student who voluntarily notifies the program of her pregnancy may choose from the following options:

1. The student may choose to remain in the program, and, if the student elects to remain in the program, the following shall apply:
  - i. The student shall submit the signed informed decision to the Program no later than ten school days following notification of the pregnancy.
  - ii. The student must complete all clinical competencies required for graduation from the program.
  - iii. The student must meet all attendance requirements for all courses, including clinical education courses as published.
  - iv. Even though the student's performance of sonography has no harmful effects on the embryo/fetus, and does not expose the student to ionizing radiation, students may have some clinical assignments in clinical sites with equipment that produces ionizing radiation. The student acknowledges awareness of the increased risk of embryologic effects due to potential exposure of the embryo/fetus to ionizing radiation and accepts responsibility for protection of the embryo/fetus during the pregnancy.
  - v. The student shall submit a physician's statement giving her estimated date of delivery and indicating the student's ability to continue the clinical activities of the program.
2. The student may elect to withdraw from the program at the time the pregnancy is discovered, or any time during the pregnancy if they so choose. If the student withdraws from the program, the following shall apply:
  - i. If the student withdraws during a semester, no credit will be awarded for work completed during that semester. All college policies and procedures regarding withdrawal will apply.
  - ii. If the student subsequently applies for readmission to the program, readmission must occur on a space available basis

and will follow standard re-admission practices and policies. Students may be re-admitted to the program only one time.

**b. Bereavement**

A death in the student's immediate family\* will be an excused absence. The student is recorded absent, but the absence is not reflected in the clinical grade.

\*Immediate family is defined as wife, husband, son, daughter, mother, father, brother, sister, grandmother, grandfather, grandson, granddaughter, sister-in-law, brother-in-law, mother-in-law, father-in-law, stepmother, stepfather, stepbrother, and stepsister. The student must provide, in writing full details to the instructor regarding the death and verification of relationship to the deceased. Other family deaths will be considered on an individual basis.

**c. Jury Duty**

- i. If you receive a summons for Jury duty you must notify the program faculty immediately. As a full-time student, you may be exempt from jury duty. A request for excuse or deferment must be made in person or by mail to the New Hanover County Clerk of Superior Court no later than 5 days prior to your service. Written verification of your status as a student must accompany your request for excuse or deferment.
- ii. Court appearances will be recorded as excused absences on the attendance roster.
- iii. Written validation of a court appearance or jury duty is required.

**d. NCUS Meeting**

Student's attendance at the NCUS meeting will be considered an excused absence. A copy of the receipt for payment of the meeting registration fee shall be turned in to program faculty as proof of attendance.

**4. Unexcused Absences**

- a. There are few acceptable reasons for a student to miss clinical education and these reasons will be considered by the program faculty on an individual basis (see extenuating circumstances above).
- b. Vacations, other personal business, routine medical and dental appointments are considered unexcused absences and will not be allowed. Any non-emergent appointments should be scheduled on your day(s) off. There will be no exceptions. Time off for **anything**

other than an emergency will result in an unexcused absence. If this occurs, you will be given a “0” on the next student clinical evaluation.

- c. **Two unexcused absences will result in an “F” in the course and dismissal from the program.**
- d. If a student’s absence results in an “F” for the course and dismissal from the program, then he/she may petition in writing to the Program Director for individual consideration of an exception to the policy if student can document the existence of extenuating circumstances. Students who request special consideration regarding attendance must do so the first day she/he returns for any class or clinical assignment or it will not be considered. The faculty will meet and consider the student's cumulative performance and attendance record in order to reach a decision regarding the student's continuation in the Sonography Program. The student will appear before the faculty and be informed of the decision reached. Non-compliance with the attendance policy due to routine medical or dental appointments, other personal business, vacations or recreation is inconsistent with program attendance policies.

## 5. Make-up Time

- a. **Make-up time must be approved by the clinical coordinator and/or the Program Director before any make-up time is completed.**

Students who have been approved to make-up clinical days must:

  - 1) Make-up time at the clinical site at which the time was missed.
  - 2) Fill out a change in clinical time form.
  - 3) Any make-up time must be done before the beginning of the next clinical course.
- c. **Failure to complete attendance requirements for a clinical course will prohibit the student from starting the next component in their clinical education and result in an “F” for clinical education and dismissal from the program.**
- d. **Clinical assignments that are missed or shortened due to school closing, inclement weather, etc., will be rescheduled at the discretion of the faculty.**

#### **IV. Timesheets**

##### **Timesheets are official records of attendance.**

- a. Clinical attendance is recorded on time sheets located in the clinical notebook.
- b. Clinical attendance will be recorded daily by each student as they arrive at their designated site in the morning and as they leave in the afternoon.
- c. Time sheets must be signed each day by a staff technologist.
- d. Failure to accurately record attendance in the clinical setting is fraudulent and will result in an "F" for the course and dismissal of the student from the program.
- e. Each student assumes responsibility for accurately representing his or her time spent in the clinical area on this document. Time sheets must be completed in full with the total hours recorded accurately. Incomplete time sheets will not be accepted and will result a 10 point deduction on your student clinical evaluation.
- f. Original timesheets must be filed in the classroom file folders weekly as instructed. All clinical paperwork must be turned in on time in order to receive credit. Five points per day will be taken off of your evaluation grade for any paperwork not received on time.

#### **V. Clinical Uniform Description**

You are required to purchase uniforms for your clinical education courses. The maximum time you will be required to be in the clinical areas will be 24 hours a week (3 days). It is your responsibility to make sure you come to all clinical sites properly dressed. All clothing should be loose enough to allow bending, stooping and reaching.

1. The uniform should be neat and clean consisting of ceil blue scrub tops and lab coat with the CFCC embroidered logo and navy blue pants.
2. Shoes should be white tennis shoes or white hospital clogs with white socks. White athletic shoes are permissible but may **not** have bright colored trim.
3. CFCC issued name badges must be worn at all times. Site specific badges may be required by clinical sites and should also be worn while in the site.

## ***VI. CFCC Medical Sonography Clinical Education, Professionalism and Appearance***

### **A. Service Work:**

Medical Sonography students can not be reimbursed by a clinical site for the hours worked to fulfill the requirements of the clinical education course in which they are enrolled.

### **B. Professionalism:**

Each student is expected to act in a professional manner at all times. Unprofessional and/or unethical conduct will be grounds for dismissal from the program.

Students will present a professional appearance at all times. Should a student report to a clinical site with a suggestion of alcohol or drug use, they will be asked to leave the clinical site immediately. This will be considered unprofessional and unethical and will be grounds for dismissal from the program.

Students will exhibit a professional, ethical attitude toward faculty, staff, physicians, patients and visitors at all times when assigned to clinical education.

### **C: Professional Behaviors:**

1. Cell phone usage will not be permitted. Please store your cell phone with your personal belongings or leave it in your car. Cell phones should not be kept in pockets while in the clinical sites. Cell phone usage should be limited to lunch breaks outside of the clinical site.
2. There will be no gum chewing, eating or drinking of beverages in the clinical area. Most of the clinical affiliates provide a lounge for this purpose.
3. Smoking is not permitted in any of the clinical facilities or college buildings. It is also not permitted on some of the clinical site grounds. You will not be permitted to leave your clinical area to smoke. If you are a smoker, do not arrive to your clinical area smelling of smoke. This odor is offensive to patients and coworkers.
4. Students must also meet dress code requirements of the clinical facility to which they are assigned.
5. During clinical education, students are required to keep a pen and a small pocket notebook for note taking during clinical education. Keeping notes is essential to clinical success as protocols and responsibilities vary at each clinical education site.

## **D. Appearance:**

### **Dress:**

1. Your appearance will be evaluated by your clinical sites.
2. If the clinical site does not feel that your appearance is acceptable, you will be sent home to change and the time missed will be deducted from your time that day. That time must be made up. The clinical coordinator or program director must be informed if this occurs.
3. If you are sent home for non-compliance with the dress code, probationary action may take place. Compliance will be required or a "0" will be given on the next student clinical evaluation.
4. Uniforms must be neat, clean, and pressed. They should fit loose enough to allow bending, stooping and reaching. Shoes must be clean and in good condition.
5. Uniforms should be replaced as needed to ensure a professional appearance throughout the program.
6. Your student ID badge must be visible at all times.

### **Hair**

1. Hair should be neat and clean.
2. Distracting hair color and hair styles are not permitted.
3. Shoulder length hair or longer must be worn in such a manner that is does not swing forward off of the shoulders when bending over.
4. No hair ornaments should be worn except for those necessary to secure long hair, and these should be as plain as possible.

### **Jewelry**

1. Jewelry should be kept to a minimum.
2. Small earrings are acceptable for those with pierced ears. Large hoop or dangle earrings are not permitted. More than two earrings per ear are not acceptable.
3. No other visible piercing is allowed in accordance with the dress code of our clinical affiliates.
4. Class rings and wedding bands may be worn, but those diamond engagement rings with sharp edges are discouraged, but not forbidden. These sharp rings can cut patients. If you wear them, please be careful when handling patients.

### **Makeup**

1. Makeup should be kept to a minimum.
2. Eye shadow, mascara, etc. may be worn, however, any student wearing excessive makeup in the opinion of the facility or clinical instructors will be required to remove it or leave the clinical site and make up any time missed.
3. Since many patients are sensitive to various smells, perfumes and aftershave lotion should be limited to a light application.

### **Fingernails**

1. Fingernails should be short and clean.
2. Suitable nail polish may be worn. Dark colors and bright colors are unacceptable. All nail polish is subject to approval by the instructors.

## **VII. Grading and Academic Progress**

### **A. Academic grading**

1. Grading is done by the traditional method of "A" through "F". A full explanation of grading and grade point averaging is addressed in the *Cape Fear Community College Catalog and Student Handbook*.
2. Grades will be determined by each individual instructor based on specific criteria deemed appropriate by the instructor and published in the course syllabus. The following scale will be used:
  - A = 92-100
  - B = 84-91
  - C = 76 - 83
  - D = 68 - 75
  - F = 0 - 67
  - NC = No Credit (excessive absences)
  - I = Incomplete
3. Incomplete will be given only when circumstances justify additional time to complete a course and then, only after consultation with the instructor. An incomplete must be removed within six (6) weeks following the first day of the next semester after it was received. Incompletes not made up within six (6) weeks will be recorded as an "F".

### **B. Clinical Grading**

1. Grading criteria for each clinical education course will be published in the course syllabus and will include, at a minimum, clinical performance evaluations, clinical coordinator/program director image evaluations, attendance, completion of required paperwork, competency requirements and clinical final exam.
2. **GRADING SCALE:** The following scale will be used:
  - A = 92-100
  - B = 84-91
  - C = 76-83 (Performance Improvement Plan)
  - D/F = below 76% (Performance Improvement Plan)

### **C. Clinical Performance Evaluations**

**NOTE: It is the student's responsibility** to make sure completed evaluations are received by the clinical coordinator of the college from the staff sonographers. The staff may fax the evaluation to the college (362-7087), or the student may deliver them to the clinical coordinator at the college. **The college must receive the evaluations before the first**

**day of your next rotation in that semester or you will receive a letter grade lower for that evaluation. The final evaluation must be received before the last clinical day of the semester.**

1. Clinical grading will be based on verbal and written assessments received from the clinical instructors. Some information may come from verbal communication with clinical instructors and will be added to the student evaluation or record.
2. If a grade of a "C" is given on an evaluation the student will be placed on probation, or placed under a performance improvement plan (PIP). A PIP will include a given period of time to demonstrate improvement in any deficient area(s). Probation may include suspension. Probationary action and/or a PIP will be implemented at the discretion of the instructor as necessary to help the student improve.
3. Following the PIP and/or probationary period, Following the PIP and/or probationary period, the student must show improvement on the next clinical performance evaluation. If the student does not show improvement the student will receive an "F" for the course resulting in dismissal from the program.

## **D. Academic Progress**

### **Medical Sonography Program Progress**

1. All Sonography courses required in the curriculum must be taken in the sequence outlined in the Sonography curriculum.
  - a. The student must make a grade of "C" or higher in Sonography didactic courses before being allowed to progress to the next semester. Students who do not make a "C" or better in SON courses in the Sonography Program will be dismissed from the program.
  - b. A student must maintain a "C" or better in the **lab** component of each course in order to proceed to the next course. Anything lower than a "C" will result in an "F" for the course and dismissal from the program.
  - c. A student must maintain a grade of "B" or higher in clinical education courses. A grade of a "C" in clinical education courses will result in a PIP.
2. Each course in the curriculum, other than Sonography courses, may be taken out of sequence other than BIO 163 and college level physics. All courses in the curriculum must be completed prior to the end of the five semesters. All students must maintain a "C" or better in all general education courses required in the sonography curriculum. If any grade lower than a "C" is received; the student will not progress to the next semester and have to re-apply to the program.

### **Cape Fear Community College Progress**

1. Students are expected to make satisfactory progress toward obtaining a degree. A student's grade point average (GPA) will be examined at the end of each semester. The minimum cumulative GPA for remaining in good standing with the College in a degree program is 2.0
2. Students will be evaluated midway through each semester. If a student is falling below the academic requirements, he/she shall be placed on probation and improvement must be made by the end of the semester.
4. If deemed necessary, a student may be advised to enter a more appropriate program.
5. A student who receives a grade of "D", "F", "NC" or Withdrawal in any Sonography course must repeat the course under the college's course repeat policy. In addition, the cumulative GPA and Sonography grading requirements must also be met. A grade of "D", "F", "NC" or Withdrawal in any Sonography course will not meet the prerequisite requirement for the succeeding courses, and will result in dismissal from the program.

### **E. Remediation**

1. The Sonography Program curriculum consists of didactic and laboratory classes, and clinical education courses. Participation in all areas of the curriculum is mandatory for scanning success. Competency in sonographic scanning is attainable through regular scanning practice outside of the classroom during scheduled hours at the clinical sites, and through additional independent practice in the laboratory outside of scheduled class/lab time.
2. Students who have utilized the resources offered through the classroom, laboratory session, clinical sites, and independent laboratory practice may request remediation in the event that they do not feel competent in their sonography skills. Requests for remediation should be submitted to the program faculty in writing. Remediation plans will be determined on the basis of the needs of the individual student.
3. If a grade of a "C" is given on an evaluation the student will be placed on probation, or placed under a performance improvement plan (PIP). A PIP will include a given period of time to demonstrate improvement in any deficient area(s). Probation may include suspension. Probationary action and/or a PIP will be implemented at the discretion of the instructor as necessary to help the student improve.
4. Following the PIP and/or probationary period, Following the PIP and/or probationary period, the student must show improvement on the next clinical performance evaluation. If the student does not show improvement the student will receive an "F" for the course resulting in dismissal from the program.

### ***VIII. Clinical Requirements/Objectives***

- A. A list of clinical requirements is given to each student prior to the beginning of each semester. These must be completed before the semester end.
- B. Clinical objectives will be evaluated by the clinical instructors of the facility and the clinical coordinator / program director.
- C. Students who fail to complete their objectives by the end of the semester due to any reasons such as absences; patient load or other constraints will receive an "F" for the clinical education course.
- D. Requirements will vary each semester due to the student rotations and coursework studied. Each student will be evaluated individually to be sure all objectives have been completed within the time frame required.

### ***IX. Clinical Supervision***

- A. Until achieving competency in an examination, the student will be under the direct supervision of a registered sonographer.
  - 1. The sonographer will determine if the student is capable of performing the examination.
  - 2. The sonographer will check the patient's condition determine if the performance of the examination by the student is contraindicated.
  - 3. The sonographer will be present with the student during performance of the examination until competence is determined.
- B. A student who has achieved competency in an examination may perform those examinations under indirect supervision. A registered sonographer will be in the vicinity of and immediately available to the student during the examination. "In the vicinity" is interpreted to mean that the sonographer can hear the student should the student call for help from the door of the exam room.
- C. Regardless of the level of supervision required, all sonograms produced by students will be checked and approved by a sonographer prior to dismissal of the patient.
- D. All repeat sonograms will be performed with a registered sonographer present in the room during the repeat regardless of the student's level of competence.
- E. Students who perform examinations in violation of the supervision policy may be disciplined or terminated from the program.**
- F. Medical Sonography students cannot be reimbursed by a clinical site for the hours worked to fulfill the requirements of the clinical education course in which they are enrolled.**

## **X. Student Code of Conduct**

The college expects its students to conduct themselves in such a way as to reflect positively upon the institution they represent. There are two basic standards of behavior required of all students:

1. They shall not violate any CFCC Board policy, municipal, state or federal law;
2. Nor shall they interfere with or disrupt the orderly educational processes of the college.

### **A. Conduct expected of Students**

The college expects from its students a higher standard of conduct than the minimum required to avoid disciplinary action. Students are expected to obey the law to show respect for properly constituted authority, to perform contractual obligations, to maintain integrity and a high standard of honor in academic work, and to observe a standard of conduct appropriate for the college. The college expects all students to conduct themselves in all circumstances in a responsible manner. This implies thoughtful consideration of college property and members of the college community. Any student, or group of students failing to observe either the general standards of conduct or any specific regulation adopted by the college<sup>3</sup> or who act in a manner not in the best interest of other students of the college, shall be liable to disciplinary action.

The steps of disciplinary action taken by the program include 1) informal documented student/instructor conference, 2) formal documented disciplinary notification conference, and 3) failure of the course and removal from the program. If the behavior is deemed severe enough, steps 1 and/or 2 may be omitted.

Examples of behavior that may result in disciplinary action include, but are not limited to, the following:

1. Violation of institutional or agency rules and/or policies
2. Repetitive infraction of the standards of conduct expected of the student
3. Deliberate or careless damage or misuse of materials or institutional properties
4. Theft
5. Conduct endangering or threatening life, safety or health of patients or others in the clinical area.
6. Violation of the Sonography Program or college student handbooks
7. Failure to keep institutional, agency or patient affairs confidential
8. Suspicion of intoxication or being under the influence of illegal controlled substances or prescription medications that impair performance while in clinical practicum.

9. Falsifying personal, institutional or agency records.
10. Sleeping during clinical education.
11. Smoking in prohibited areas of the assigned institution.
12. If institution or agency refused to allow a student to continue clinical practicum at their site.

## **B. Required Program Behaviors**

Critical incidents may be cause for immediate failure of the course or for immediate dismissal from the program. Critical incidents may be behaviors which endanger the health, safety, or welfare of the patient or behaviors which are not professional based on established standards of practice and the code of ethics for sonographers. All of the following behaviors must be established before meeting course objectives within the sonography program;

- Maintain institutional, agency, and patient confidentiality.
- Adhere to institutional, program and clinical site policies
- Adhere to ethical and legal standards of health care and the sonography profession.
- Minimize or eliminate risks to patients health, safety and welfare
- Perform psychomotor skills safely
- Prepare for clinical assignments
- Request supervision or guidance as needed.
- Keep commitments with coursework, clinical and faculty.
- Fulfill attendance requirements.

## **C. Clinical Practicum General Course Goals**

In every clinical practicum, the student should be able to:

1. Perform routine sonographic procedures learned in previous semesters.
2. Apply knowledge gained during the previous semester effectively.
3. Complete course objectives as specified in the clinical course syllabus.
4. Continue developing professional conduct and skills necessary to practice professionalism during all phases of the training.
5. Master the art of using good judgment while presenting a professional image.
6. Continue to learn the art of critiquing their images.
7. Abide by the professional dress code and clinical policies.
8. Practice professional ethics and conduct while applying technical skills.
9. Work toward the completion of the clinical competencies as required in the clinical syllabi.
10. Increase skills and build confidence while working under direct and indirect supervision.
11. Remain competent in all previously completed exams.
12. Continue to problem solve and critically think due to the variation in the patients condition, body size, mental state and equipment available.

13. Contribute to the department in such a way as to promote effectiveness in patient care.
14. Demonstrate personal conduct indicative of a mature professional technologist.
15. Project a positive attitude towards patient and personnel and faculty.
16. Demonstrate motivation toward performing any/all exams available.

## ***XI. Disciplinary Procedures***

### **A. Procedure**

1. Disciplinary action will normally proceed in the following manner:
  - a. First – written warning with documented counseling.
  - b. Second – probation with documented counseling or termination. Probation period will be determined by the program faculty.
  - c. Third – suspension or termination.
2. Any step in the procedure may be repeated or skipped at the discretion of the faculty.
3. Students have the right to appeal any disciplinary action by following the appeals procedure.
  - a. A student who believes a clinical dismissal is unfair and elects to appeal the decision may attend classes but not clinical education while the case is being investigated via the appeals process. A written request to attend class must be submitted prior to attending class.

### **B. Student probation**

1. Any clinical faculty member may submit a statement of concerns about a student to the clinical coordinator who may then proceed as set forth above.
2. Students may be placed on probation if it is deemed necessary by the clinical staff and program faculty. Probation may occur for any of the following reasons:
  - a. An infraction of the school, hospital, or program policy (to be individually evaluated).
  - b. Infractions of the common standards of professional and ethical behavior (to be individually evaluated).
  - c. Violations of the Student Code of Conduct.
2. The faculty member who recommends a student for clinical probation will devise a written contract approved by the program director, which will state the conditions of the probation and the behaviors and/or deficiencies which must be corrected.

3. Failure to comply with a clinical probation contract WILL result in dismissal from the program and an “F” recorded as the grade.

### **C. Student dismissal**

The program faculty/clinical instructors may immediately remove a student from the clinical setting and recommend dismissal if he/she is judged to be incapable of performing patient care or who presents a threat to health and safety of patients. The steps of the dismissal policy may then be followed.

The following actions are considered grounds for dismissal from the medical sonography program:

- a. Unprofessional behaviors or demeanor
- b. Patient abuse or neglect
- c. Unsafe clinical practices
- d. Insubordination
- e. Cheating
- f. Failure to meet academic or clinical criteria
- g. Sleeping during clinical education hours.
- h. Physical or emotional health problems which impair the students ability to provide proper patient care and safety.
- i. Violations of policies noted in your CFCC catalog, student handbook and course syllabi
- j. Violation of any hospital or clinical site policy
- k. Falsification of information
- l. Withholding patient records or images
- m. Removal of patient records or images without consent of the clinical site
- n. Any student who shows behavior to cause concern for alcohol or drug abuse will be requested to submit to an immediate drug/alcohol test at their own expense. Failure to comply or a positive drug or alcohol screening test will result in an “F” for all sonography courses enrolled in at that time and immediate dismissal from the program.

### **D. Right of appeal**

1. Oral and written warnings and probationary status cannot be appealed.
2. The following procedure applies to dismissal from clinical education. (Any appeals for reasons other than clinical education should follow the appeals process outlined in the *Cape Fear Community College Catalog and Student Handbook*.)
  - a. Immediately following any clinical incident resulting in dismissal from the clinical site the student must contact clinical coordinator to discuss the dismissal.

- b. Program faculty will contact the clinical instructor to discuss the incident.
  - c. The Program Director will consider all circumstances and accounts of the incident to determine if the dismissal is justified.
  - d. If the student chooses to appeal the decision of the Program Director, a written notice of appeal must be provided to the Director of Sonography and the Chair, Division of Allied Health within twenty-four (24) hours of the original suspension. Weekends are excluded.
  - e. Within two (2) school days after the notice of appeal is received, the Chair, Division of Allied Health will convene a hearing panel consisting of five (5) allied health faculty, at least one of which will be a Program Director. All sonography program faculty members will attend the panel meeting. The panel may review written documentation or the student may request an opportunity to be heard and to present witnesses.
  - f. The hearing panel will notify the Chair, Division of Allied Health of its findings and decision within five (5) school days. The Chair will notify the student and the Program Director and all decisions will be final.
  - g. In all matters of clinical evaluations and clinical dismissal, the director of allied health renders the final decision.
  - h. A student who is dismissed from a clinical course will receive an "F" for the course.
  - i. A student may reapply to the medical sonography program one time only.
3. A student with an appeal in progress should continue to attend classes and associated laboratory session, but not clinical education.

## **E. Cheating**

1. All students are expected to take responsibility for adherence to high ethical standards. Unfair or unethical practices on the part of any student will be considered an extremely serious offense and will be subject to disciplinary actions.
2. Dishonesty in assignments, examinations, or other academic work or plagiarism (failure to give credit for ideas or materials taken from another without acknowledgement) is extremely serious offenses and will be grounds for immediate failure and dismissal from the program.

## **XII. Safety**

### **A. Pre-entrance physical and immunizations**

1. Students must submit a pre-entrance physical examination by a physician, physician assistant, or nurse practitioner prior to final enrollment in the program.

2. The physical must include the following:
  - a. 2-Step TB skin test (A chest x-ray is required if the skin test is positive).
  - b. Long distance and color vision check.
  - c. Evidence of physical, emotional and mental well-being.
  - d. 9-Panel Drug screening
3. The following immunizations are required:
  - a. Individuals born before January 1957 must have proof of a rubella titer or the vaccination. Individuals born after January 1957 must have proof of MMR vaccination given after 1967 and a booster dose of MMR given as a teenager or adult.
  - b. Current for DPT.
  - c. If the immunity status for varicella (chicken pox) is unknown, it is required that the individual have screening lab titer. If titer results do not prove immunity, the student will be required to take the varicella vaccine.
  - d. **CPR certification for adult, children and infant is also required prior to beginning the program and must be maintained throughout the program. Two year certification is recommended.**

## **B. Responsibilities of students with infectious/communicable diseases**

1. Any student with an infectious/communicable disease must notify the Program Director immediately.
2. Any student with a condition that is transmittable by skin or droplet shall not be in direct patient contact. e.g. tuberculosis.
3. State law requires persons with chronic skin conditions of the hand to refrain from direct patient care.
4. Students with readily contagious diseases shall refrain from activities which may place other persons at risk. HIV positive students shall refrain from activities, which place persons at risk.

## **C. Health and first aid services**

1. In cases of illness or injury on campus, the OFFICE OF STUDENT DEVELOPMENT should be contacted for first aid or transportation to a medical facility.
2. For injuries that occur in the clinical setting, the clinical instructor should be notified for referral to the appropriate treatment setting.
3. The student will be financially responsible for the cost of any and all treatment necessary as a result of clinical education. All students are provided with an opportunity to enroll in an accident insurance policy when they enroll at CFCC. At no time will CFCC or any affiliating clinical agency be responsible for the cost of treating injuries during clinical education.
4. A CFCC incident report must be filled out for all injuries incurred on

campus. Both a CFCC incident report and an affiliating clinical agency incident report must be completed for injuries incurred during clinical education.

#### **D. Admission of HIV positive students**

1. HIV positive will not constitute a cause for denial of admission to a prospective Sonography student. The student's own physician will need to judge whether clinical work poses a threat to the health of the student.
2. The Sonography Program, on the basis on medical judgments, may establish that exclusion or restrictions are necessary in individual cases. The following factors will be considered:
  - a. The potential harm that the individual poses to other people.
  - b. The ability of the individual to accomplish the outcomes of the course or curriculum.
  - c. Whether or not reasonable accommodation can be made that will enable the individual to safely and efficiently accomplish the outcomes and/or tasks of the course or curriculum without significantly exposing the individual or other persons to the risk of infection.
3. Evaluation of an applicant or currently enrolled student with a known infectious disease will include a physician's statement of the individual's health status as it relates to the individual's ability to adequately and safely accomplish the essential outcomes of his/her course or curriculum. The physician's statement must also indicate the nature and extent of the individual's susceptibility to infectious diseases often encountered when accomplishing the outcomes of the individual's course or curriculum.

#### **E. Hepatitis B**

1. Hepatitis B is more common in clinical areas than HIV. Although individually less lethal than AIDS, hepatitis cumulatively accounts for 200-300 deaths per year among health care workers.
2. Hepatitis B virus can be transmitted by contact with body fluids including blood (including contaminated needles), semen, tears, saliva, urine, breast milk, and vaginal secretions. Health care workers are at high risk for acquiring Hepatitis B because of frequent contact with blood or potentially contaminated body fluids. Hepatitis B can be prevented by a vaccine. It is highly recommended that students have initiated and if possible, completed the vaccination prior to clinical contact.
3. Students are required to present the program with proof of vaccination or a signed declination for the Hepatitis B vaccine. Hepatitis B vaccination is the financial responsibility of the student.

## **F. Universal precautions**

1. Students will be instructed in the use of universal precautions and precautions applicable to working with individuals with infectious diseases, including AIDS. These precautions will be reviewed with students continually throughout the program.
2. The specific infectious disease policies of the facility or agency providing the clinical experience will be reviewed with the student prior to assignment in that facility.
3. Good personal hygiene must be followed at all times with special emphasis on good hand washing technique.
4. Gloves must be worn for any direct contact with any blood or body fluids. Masks and eye shields must be worn when there is risk of splashing of blood and body fluids.
5. Students with exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment and devices used in performing invasive exams until the condition resolves. A release from a physician is required before the student can resume direct patient care duties.
6. The student will follow recommendations from the affiliating clinical agencies regarding positive HIV /HBV practices for health care workers.
7. The student should also comply with current guidelines for disinfection and sterilization of reusable devices used in invasive procedures.
8. Students and faculty will be governed by the infectious disease policy of the agency or facility with which they are currently associated for their clinical experience, as well as the policies of the Sonography program. Faculty members will inform students of the agency policy and the course of action to be taken by students if an incident occurs.

## **G. Exposure events**

1. In the event a patient is exposed to a student's blood or body fluids, the student will immediately report the incident to the clinical instructor, who will, in turn, report the incident to the infection control nurse/site physician. The clinical instructor will complete an accident/incident report and send it to the sonography clinical coordinator or program director. This procedure of reporting applies to ALL students regardless of their HIV/HBV status. A student is ethically obligated to undergo testing for a blood borne pathogen when a patient has been clearly exposed to the student's blood or body fluids.
2. In the event a student is exposed to a patient's blood or body fluids, the student will immediately report the incident to the clinical instructor, who will, in turn, report the incident to the infection control nurse/site physician. The clinical instructor will complete an accident/incident report and send it to the clinical coordinator or program director.

#### **H. Student refusal to care for a patient with HIV:**

Refusal to provide care to persons with HIV is not in keeping with performance expectations for students in the Sonography Program. Any such refusal will be reviewed with the student. It is expected that after further education and careful supervision, the student will provide care to persons with HIV. In cases in which caring for the patient presents more than a minimal risk such as when the student is immunosuppressed, a student may be temporarily reassigned. Decisions about reassignment will be made on an individual basis.

### ***XIII. Drug and Alcohol Policy***

- A. Cape Fear Community College is committed to providing an educational environment that is free of substance abuse and encourages healthy and safe lifestyles. Therefore, in compliance with the *Federal Drug-Free Workplace Act of 1988* and the *Drug-Free Schools and Communities Act Amendments of 1989*, it is the policy of CFCC that the unlawful use, possession, distribution, manufacture, or dispensation of a controlled substance or alcohol is prohibited while on college premises, the college workplace, or as part of any college sponsored activity.
- B. The full policy is set forth in the *Cape Fear Community College Catalog and Student Handbook* and in publications available in the Office of Student Development. Any student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
- C. Each student is required to inform the college in writing within five (5) days after a conviction of any criminal drug or alcoholic beverage control statute where such violations occurred in the college workplace, on college premises, or as part of any college sponsored activity.

### ***XIV. Sexual Harassment and Abuse Policy***

Discriminatory personal conduct, including sexual harassment toward any member of the College, is a violation of both State and Federal law and college policy and cannot be tolerated in the College community.

All members of this college community are expected and instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. Sexual harassment of any employee or student by any other employee or student is a violation of the policy of this college and will not be tolerated.

Requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any employee or student constitutes sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic or student status, or
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or
- such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment in the workplace or the classroom.

Any student who believes that he or she has been subjected to sexual harassment in violation of this policy should make a confidential complaint to one of the Student Development counselors. If this is not feasible, the student may take the complaint to the Vice President of Student Development.

Any student who believes that he or she has been subjected to sexual harassment in violation of this policy while attending clinical education should make a confidential complaint to one of the Program Director and/or Clinical Coordinator immediately.

## ***XV. Records***

- A. The program is required to maintain certain records pertinent to its students. These include records of each student's clinical assignments, attendance, clinical experience and grades. In addition, the program will maintain any records deemed necessary for its proper operation.
- B. Attendance records
  1. Timesheets are given to students to document daily clinical time. They must be turned in weekly. They are kept in the clinical notebooks. These notebooks are to be with the student during all clinical time.
  2. Students are responsible for turning in their timesheets by Monday of the following week, or the next scheduled day of class with the clinical coordinator or program director.
  3. Failure to accurately record attendance may result in dismissal from the program.
  4. Late timesheets may lower the overall clinical grade.
  5. Falsification of time records will result in an "F" for the course and dismissal.
- C. CFCC accords all the rights under the *Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)* to students who are declared

independent. No one outside the college shall have access to nor will the college disclose any information from student's educational records without the written consent of students, except to personnel within the college, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. Within the CFCC community, only those members, individually or collectively, acting in the student's educational interest is allowed access to student educational records. These members include personnel in the Student Development Office, the Vice President - Instruction and Student Development, the Business Office, instructors and advisors and other academic personnel within the limitations of their need to know.

## ***XVI. Miscellaneous***

### **A. Employment**

Students employed in a health care related position must wear the uniform of their specific job and NOT the student uniform of the program. The CFCC ID badge may NOT be worn during employment in other institutions.

### **B. Transportation**

Each student is responsible for his/her own transportation to and from the college and all clinical facilities utilized for learning experiences, a valid driver's license is required. Arrangements for transportation should be made prior to entering the program, as excused absences will not be granted for transportation problems involving poor planning by the student. Car pools may be formed, but this is the responsibility of the student.

### **C. Hospital Visits**

Students are expected to observe the visiting hours of the affiliating agency when visiting friends or relatives who may be hospitalized. Visits may not be made during clinical assignments without the approval of the clinical instructor.

### **D. Breaks**

Lunch and break periods in the clinical setting will be arranged by the supervising technologist and clinical instructor at time convenient to the area in which the student is assigned. Students are expected to return to their assigned area immediately after their lunch or break is period is over. Thirty (30) minutes are assigned for lunch; however, clinical site rules for lunch breaks should be followed.

### **E. Personal phone calls**

Personal phone calls may not be received or made on clinical phones. They

disrupt clinical services and tie up phones needed for hospital business. Please reserve phone calls to and from your clinical sites for emergencies only.

#### **F. Cell Phone Use**

Cell phones may not be used while in a clinical education area. You must keep your cell phones turned off. You may check messages only during scheduled breaks. You must go outside to make any phone calls on a cell phone. Anyone who needs to reach you for urgent business should use the clinical site phone number. Please give the phone number of the clinical sites to anyone who would need to reach you in an emergency.

**\*The Sonography Program reserves the right to revise these policies at any time that it is deemed necessary for the proper function of the program.**