



**Medical Imaging Sciences Department**  
**Diagnostic Medical Sonography**

**STUDENT HANDBOOK**  
**2023-2025**



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# HORRY-GEORGETOWN TECHNICAL COLLEGE

**Diagnostic Medical Sonography Program**  
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## Clinical Affiliates

Conway Medical Center  
Grand Strand Medical Center  
McLeod Health

MUSC Health  
Tidelands Health

## Preface

Horry-Georgetown Technical College offers a Certificate program in Diagnostic Medical Sonography, and Vascular Sonography. The programs provide students with the basic knowledge and principles needed to become professionals in their field of study. The programs also are devoted to providing quality patient care through professional health care education.

The Diagnostic Medical Sonography certificate program is designed to comply with the Standards for an Accredited Educational Program in Diagnostic Medical Sonography as set forth by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). The program is accredited by CAAHEP (Commission on Accreditation of Allied Health Education Programs). The Program Effectiveness Data may be accessed online at [www.caahep.org](http://www.caahep.org). Our program annual effectiveness data may also be accessed online on our web page <https://www.hgtc.edu/documents/academics/programs/dms/program-effectiveness.pdf>

Graduates from our programs are eligible to sit for the nationally recognized certification examination administered by The American Registry for Diagnostic Medical Sonography® (ARDMS®) and The American Registry of Radiologic Technologists® (ARRT®).

Students enrolled in the program are regarded as mature, responsible persons seeking an education in the field of Medical Imaging Sciences. They are not considered employees of the clinical education centers. The following information is provided to inform the students of the policies and requirements of this educational program.

This student handbook was developed and approved by the Medical Imaging Sciences program officials, clinical instructors, and advisory committee to ensure students adhere to the scope of practice, and Code of Ethics for Sonographers. Breach of policies may result in progressive discipline as described in this handbook.

## **Program Officials Position Descriptions/Duties**

### **Full-time Program Director:**

- Assures effective program operations.
- Oversees ongoing program assessment.
- Participates in budget planning.
- Maintains current knowledge of the professional discipline and educational methodologies through continuing professional development.
- Assumes the leadership role in the continued development of the program.

### **Full-time Clinical Coordinator:**

- Correlates clinical education with didactic education, evaluates students.
- Participates in didactic and/or clinical instruction.
- Supports the program director to help assure effective program operation.
- Coordinates clinical education and evaluates its effectiveness.
- Participates in the assessment process.
- Cooperates with the program director in periodic review and revision of clinical course materials.
- Maintains current knowledge of the discipline and educational methodologies through continuing professional development.
- Maintains current knowledge of program policies, procedures, and student progress.

### **Full-Time Didactic Program Faculty:**

- Prepares and maintains course outlines and objectives, instructs, and evaluates students, and reports progress.
- Participates in the assessment process.
- Supports the program director to help assure effective program operation.
- Cooperates with the program director in periodic review and revision of course materials.
- Maintains appropriate expertise and competence through continuing professional development.

**Part-Time Didactic Program Faculty:**

- Prepares and maintains course outlines and objectives, instructs, and evaluates students, and reports progress.
- Participates in the assessment process, when appropriate
- Cooperates with the program director in periodic review and revision of course materials.
- Maintains appropriate expertise and competence through continuing professional development.

**Clinical Preceptor:**

- Is knowledgeable of program goals.
- Understands the clinical objectives and clinical evaluation system.
- Understands the sequencing of didactic instruction and clinical education.
- Provides students with clinical instruction and supervision.
- Evaluates students' clinical competence.
- Maintains competency in the professional discipline and instructional and evaluative techniques through continuing professional development.
- Maintains current knowledge of program policies, procedures, and student progress.

**Clinical Staff:**

- Understand the clinical competency system, understand requirements for student supervision.
- Support the educational process, and maintain current knowledge of program policies, procedures, and student progress.

# **DIAGNOSTIC MEDICAL SONOGRAPHY MISSION STATEMENT**

The Medical Imaging Sciences Programs of Horry-Georgetown Technical College will provide a student - centered environment for the development of professional attributes, technical abilities, and critical thinking skills expected of entry-level Sonographers. The graduate of the program will have acquired the knowledge, skills, and professional experiences necessary for success in achieving their career and educational goals and will work as effective Sonographers in their local communities.

## **Areas of Assessment**

Clinical Competency  
Communication  
Critical Thinking and Problem Solving  
Professional Effectiveness  
Employment

## **Diagnostic Medical Sonography Program Goals**

To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for Abdominal sonography - Extended and Obstetric and gynecologic sonography.

1. Students will be clinically competent.
2. Students will communicate effectively.
3. Students will use critical thinking and problem-solving skills.
4. Students will demonstrate professional behaviors.
5. The program will effectively meet the needs of the community for entry level Sonographers.

## **Program Student Learning Outcomes**

1. Students will demonstrate competency in command of the transducer.
2. Students will execute clinical competence in diagnostic ultrasound exams in the clinical setting.
3. Students will select appropriate technical factors, with use of all ultrasound equipment.
4. Student will develop the ability to recognize and record anatomy and pathology using ultrasound.
5. Students will demonstrate analytical and evaluative abilities in a clinical setting.
6. Students will demonstrate and develop professional demeanor with Healthcare Team.
7. Students will apply ALARA practices.
8. Students will demonstrate applicable patient care methods.
9. Students will demonstrate effective written and oral communication.
10. Students will demonstrate competent use and delivery of information via electronic sources.
11. Students will modify examinations according to patient condition and or technical considerations.
12. Students enrolled in the program will graduate.
13. Students will acquire jobs in the profession.
14. Students will pass the ARDMS/ARRT certification exams.
15. Employees will be satisfied with graduates.



## I. **Student Services Table**

A summation of available Student Support Services is presented in the table below. The information is organized by Support Service, description of service, and availability of services. Access to information about services is available online through the myHGTC portal. Use the information in this table as a reference for services available for medical imaging sciences students in the HGTC MIS Program.

<b>Support Service</b>	<b>Description</b>	<b>Availability</b>
Program Open Lab	A staffed lab area with equipment and simulators to practice clinical skills.	Hours variable; consult instructor, course information, and online via D2L.
Student Success and Tutoring Center (SSTC)	Academic tutoring, workshops, study skills, writing assistance, time management, resources for test anxiety, software assistance.	Services available at all 3 campuses. For more information visit: <a href="https://www.hgtc.edu/current_students/studentsuccesscenter/index.html">https://www.hgtc.edu/current_students/studentsuccesscenter/index.html</a>
Library	Offers a unified program of print and information technology resources to meet the needs of students, faculty, staff, and community members. Offers library literacy information workshops on all campuses, every semester.	State of the art information technology, computer access, information, and research assistance; print, video, and audio materials; available at all 3 library campus locations. Day and evening hours available.
Testing Center	Testing for students requesting special accommodation	Testing Center services are available on all three campuses. For more information visit: <a href="https://www.hgtc.edu/admissions/testing_center/index.html">https://www.hgtc.edu/admissions/testing_center/index.html</a>

s provided in conjunction with Disabilities Coordinator. Center also available for test make-up. Paper and computer testing available.

Advising and Counseling Services

Academic, career, and limited personal counseling services. Includes services for students with disabilities. An Academic Alert system, established for students who are having academic difficulty.

Advising, counseling, and disability support services are available on all three campuses.

Health Science Advisors/Medical Imaging Sciences Student Advisement

Specific advisement for a Medical Imaging Sciences program tracks are offered to students as well as information on specific requirements and program admission testing.

Services are available at the Grand Strand Campus with MIS faculty.

<b>Support Service</b>	<b>Description</b>	<b>Availability</b>
Technology Services – myHGTC/D2L/Help Desk and other computer technology support	Technology assistance for registration, use of myHGTC, D2L, and other computer programs. Technology orientation classes.	Assistance available online, in person, and by phone, and available at all three campuses. Classes held throughout each semester on each campus.
New HGTC Student Orientation	General HGTC orientation for all new students. Includes introduction to library services, technology, and myHGTC Orientation.	Available each semester. An online version is available each semester.
Medical Imaging Sciences Student Orientation	Introduction to the Medical Imaging Sciences programs, review of expectations, review of some major policies, and procedures along with introduction to Medical Imaging Sciences students and faculty.	Offered for all new Medical Imaging Sciences students prior to the first day of classes. This is a mandatory event for all students
General Hospital Orientation	Required for all Health Sciences students.	Program is offered online and in conjunction with the SC Hospital Association. Completion certificate awarded.

Information provided that addresses basic skills and concepts needed for students to safely participate in onsite clinical activities. (Infection control, HIPAA, etc.).

Student program clubs

Student organizations for Medical Imaging Sciences students.

DMS and RAD programs each have their own clubs, representatives, and faculty advisors.

Career Resource Center

Preparation to enter the workforce; resume writing, mock interviews, career fairs, online job board for local and national jobs, and a planned yearly allied health summit.

Services are available online with additional support on all three campuses. Medical Imaging Sciences students are utilizing the online services including current students and alumni.

## **II. Statement of Equal Opportunity/Non-Discrimination Statement**

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu). Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)

### **Student Success**

The HGTC Department of Medical Imaging Sciences is committed to student success. HGTC is fully accredited with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and with the Joint Review Committee on Education in Radiologic Technology (JRCERT). Both accrediting organizations affirm that the College meets rigorous standards in academics and within the Department of Medical Imaging Sciences.

Each HGTC student has an individualized "My Academic Plan" (MAP), a plan for success that identifies strengths and challenges. Students have access to Degree Works, a web-based tool to help students and advisors monitor student progress toward degree or diploma. To support each student, several things are in place. The Student Success and Tutoring Centers (SSTC) provide a wealth of services and assistance to promote academic success on a personalized basis. And as always, each student has an Academic Advisor and the Course Instructor/Coordinator available for academic assistance.

## **RIGHTS AND RESPONSIBILITIES OF THE STUDENT**

1. The student must know, understand, and adhere to the rules and regulations stated in this handbook, as well as the Clinical Student Handbook.
2. It is highly recommended the student provide their own health insurance.
3. The student has the right to have all rules and regulations explained to them, including periodic updates of any changes.
4. The student has the right to file a complaint concerning **any grievance** they may have **as a student of Horry-Georgetown Technical College**. The student should direct the grievance to the appropriate person, either the Program Director or the Clinical Coordinator and should occur within 5 days of the incident or complaint. The proper lines of communication and documentation are outlined in the Horry-Georgetown Technical College, Student Code and Grievance Policy 9.3.7; listed in Appendix A and follow the South Carolina State Technical College System policy.
5. The student has a right to inspect all records kept related to them, as dictated by the Federal Family Education Rights and Privacy Act of 1974.
6. The student has the right to report any noncompliance of Standards for an Accredited Educational Program in Medical Imaging Sciences to:

### **JRC-DMS**

6021 University Boulevard, Suite 500,  
Ellicott City, MD 21043  
443-973-3251  
866-738-3444  
[jrcdms.org](http://jrcdms.org)

### **CAAHEP (Sonography)**

9355 – 113<sup>th</sup> St. N.  
#7709  
Seminole, FL 33775  
Telephone: 727-210-2350  
Fax: 727-210-2354  
[mail@caahep.org](mailto:mail@caahep.org)

# Student Policies

Student Policy Title: **Statement on Policies**

Original Approval Date: 2023

**Purpose**

To clarify the procedure for notification of policy revisions and policy application.

1. All policies are subject to revision. Any revised policies will be effective on the date of revision and will be distributed to students in a timely manner via an electronic notification system, announced in class and updated in the HGTC Department of Medical Imaging Sciences Student Handbook which is available online on the HGTC' [Diagnostic Medical Sonography](#) webpage.
2. Information contained within the course instructional package will take precedence if discrepancies exist.

Student Policy Title: **Grading Policy**

Original Approval Date: 2023

**Purpose:**

1. To provide information to each student concerning the calculation of grades.
2. To assure consistency and fairness in assigning grades.

**Policy:**

*Clinical courses*

1. The clinical component of any course is evaluated by the faculty and must be satisfactorily completed prior to progression to a higher-level course.
2. Each clinical experience will be evaluated.
3. Instructors will review clinical evaluations with the student during mid-term and other advisement sessions.
4. Students may write comments regarding their clinical experience, or evaluation during advisement sessions and in the site evaluations.
5. Because competency in clinical setting is a critical component for safe imaging practice, the grading scale for is higher than for some other courses. The grading scale for clinical coursework is as follows:

96-100	=	A
90-95	=	B
84-89	=	C
80-83	=	D
Less than 79	=	F

- Achievement of total percentage points equaling a "C" or higher is required to pass each course and progress within the program. Failure to achieve a minimum grade of a C in any MIS course requires a mandatory withdrawal of the student, as a MIS course cannot be repeated due to conflict in course schedules.

*Didactic courses*

- Grading policies for each DMS didactic course is higher than for other college courses. DMS didactic grading scale is as follows:

92-100	=	A
83-91	=	B
74-82	=	C
65-73	=	D
64 and below	=	F

- Achievement of total percentage points equaling a "C" or higher is required to pass each DMS course and progress within the program. Failure to achieve a minimum grade of a C in any DMS course requires a mandatory withdrawal of the student from the cohort, as a DMS course cannot be repeated until the next cohort due to conflict in course schedules.
- The course grade in all courses will be calculated using percentage weights for each grade component. Percentage weights are established at the discretion of the Course Coordinator/Instructor and published in the course instructional package.
- Scores on individual weighted components are not rounded but calculated to the 100th place. Calculation of the final score is NOT rounded. As an example, a final calculation of 73.99 will NOT be rounded to a 74.

Student Policy Title: **Academic Standards/Program Progression**

Original Approval Date: 2023

**Purpose**

To give the student information about the progression requirements in the Medical Imaging Sciences Programs.

**Policy**

- A student who fails only one (1) MIS course and is in good standing with the college may be eligible for re-admission into the program the following year contingent on seat availability (See program re-admission policy). A student will not be allowed to attempt an MIS course more than twice. A second course failure will result in dismissal from **all** MIS program(s) for



24 months. After 24 months (2 years), the student may apply for entry into MIS Programs. The application process is facilitated through the College's Admissions department.

2. Students may withdraw from a course but will be required to withdraw from all other program coursework within the same semester. A withdrawal with a failing grade from a course will count as one of the two attempts allowed for the MIS programs.
  - a. Withdrawal must be completed before 2/3 of the semester or course is completed and will be recorded as a letter grade of (W) for the course.
  - b. Withdrawal completed after the 2/3 completion date of the semester or course with a grade of less than 74 for a didactic course and less than 84 for a clinical course, will receive a letter grade of (WF) for the course and will count as course failure towards completion of the MIS program.
  - c. Students receiving financial aid should meet with a representative from financial aid prior to withdrawing from any MIS course. Students may bring documentation of this meeting's occurrence to the meeting with the course coordinator and/or advisor, as applicable.
  - d. Students seeking to withdraw should meet with the course coordinator/instructor and/or their academic advisor prior to withdrawing. This meeting(s) must be completed before 2/3 completion of the semester or course occurred.
3. Students who elect to withdraw from any MIS course are expected to notify the course coordinator/instructor, Program Director and/or Academic Chair in writing and follow standard college procedure (See Student Policy: Attendance Policy and procedures in the HGTC College Catalog).
4. Students who withdraw or are dismissed from a course must follow the readmission policy for their MIS Program (See Student Policy: Readmission for time limits on MIS courses).
5. A course failure is defined as a grade of less than 74 (Didactic) and 84 (Clinical) after the 2/3 completion point of a semester or the course or a clinical failure.
6. Any student who receives an Incomplete (I) in a Medical Imaging Sciences course will not be allowed to progress. Refer to the College Catalog & Student Handbook.
7. Students who qualify for readmission into a Medical Imaging Sciences class and are accepted will become a cohort member of that class and will be required to follow that class's progression.
8. Students must successfully complete all program required clinical competencies in Medical Imaging Sciences at the end of each course/semester to progress or graduate.
9. All Medical Imaging Sciences students attempting re-admission to the program will be required to validate Medical Imaging Sciences knowledge through successful completion of

knowledge verification exams prior to acceptance into the program (See program-entry policy). The validation exam will be administered one time only.

10. Students must maintain a cumulative 2.5 GPA to continue in the program. This includes clinical and didactic courses.
11. Any changes in health status requires an updated Health Sciences Division- Student Health Record.
12. If any information required for the Student Health Record is not completed by the first week of each semester, clinical placement is not allowed, and the student will be withdrawn from the course. A withdrawal from a course due to an incomplete Student Health Record will count as the one allowed withdrawal for that Medical Imaging Sciences course.
13. Each semester, beginning in the second semester and continuing through the duration of enrollment in the Medical Imaging Sciences program, all students must successfully demonstrate competency on a selected set of Medical Imaging Sciences skills to progress in the Medical Imaging Sciences program. (See Student Policy: Medical Imaging Sciences Skills Competency Testing).

Student Policy Title: **Compensatory Time off Policy**

Original Approval Date: 2013

**Purpose**

To give the student information about the requirements of attendance at educational seminar/workshops.

**Policy**

If a student attends a seminar in lieu of class or clinic time they do not receive additional compensatory time off. If the student attends a meeting in the evening and attended clinic on that date, then they are eligible to receive compensatory time. Students who choose to attend weekend registry reviews will not receive compensatory time as this is not considered a mandatory educational meeting.

Compensatory time off for educational meetings is to be taken only on clinical days. The time may be taken only after approval of the designated faculty, the clinical preceptor, and the Clinical Coordinator.

**Compensatory time off must be Pre-scheduled** and taken within the semester of the date earned.

The steps the student must follow to obtain and use the compensatory time are:

1. The student must obtain the compensatory time slip from the designated faculty member within five days of the educational activity (Proof of attendance will be required).
2. The time must be used within the semester of the date issued or it becomes null and void.
3. The student must arrange with the clinical instructor the date and the time to be used in advance and notify the designated faculty of the agreed upon date.

If a student is requested to stay late by the clinical preceptor, the student will have earned compensatory

time. This time must be taken within the same semester and must be approved by the Clinical Preceptor and Clinical Coordinator. If the student chooses to stay late, no compensatory time will be earned.

Student Policy Title: **Student Conduct**

Original Approval Date: 2013

To ensure a positive learning environment for all students, the Department follows the Code of Conduct (Appendix A) as outlined in the [College Catalog](#). In accordance with the Code, the Department expects students to:

**Show respect for others:**

Give complete attention and listen while others are talking, avoid arguing with instructors and classmates, avoid confrontation with others during classroom discussions, respect the opinions of others, keep conversations professional and questions focused on relevant course issues, avoid threatening behavior, verbal and/or written defamation towards fellow students, professors, staff technologists and clinical preceptors. Use appropriate language and medical terminology.

**Engage in classroom activities:**

Actively participate. Avoid sleeping, doing personal work, other class assignments or studying for tests. Exhibit a positive attitude and interest in class or clinic.

**Exhibit respect for college property:**

Use equipment with care, it is expensive to replace and maintain, keep classroom, lab and clinic areas neat and clean.

**Take ownership and responsibility for one's learning:**

Complete assignments, be prepared to participate in learning, put forth effort to learn, ask questions, **take responsibility for one's own actions** and maintain scholastic integrity and honesty.

**Show respect for authority:**

Exhibit cooperation with the professor; avoid comments that show disrespect for the professor and their knowledge, select appropriate times to inquire about academic performance, address professors appropriately: Dr., Professor, Mrs., Ms., Miss, Mr. etc. **not by first or last name only.**

Consequences for not following the guideline are listed in the Code of Conduct. Find the current [Code of Conduct](#) on the HGTC's webpage.

Student Policy Title: **Disciplinary Policy**

Revision Date: 6/2023

**Purpose:**

To provide information to students concerning all disciplinary actions followed in the Medical Imaging Sciences program due to infractions of department policies and procedures.

**Policy:**

Infractions of the rules and regulations and/or refusal to abide by policies and procedures outlined in the student handbook may result in disciplinary action. The following disciplinary measures may be applied at the discretion of the program director with approval of the Horry-Georgetown Technical College administration. The disciplinary measures will be dependent upon the nature of the infraction.

**1. Written Warning Letters:**

**Verbal Warning** (In writing): Will occur for first and minor offenses.

**Written Warning**: Will occur for repeat offenses and/or first offenses considered more serious in nature.

**Final Written Warning**: Will occur for repeated incidences of the same infraction or in accordance with the nature/seriousness of the offense regardless of any previous warnings issued. Final written warnings carry over from one semester to another and remain in the students record throughout the course of the entire program.

**\*NOTE: TWO (2) Final Written Warning letters during the program constitutes dismissal from the program.**

Most disciplinary actions follow the normal pattern of verbal warnings, written warnings, and final written warnings. However, the seriousness of the breach or habitual continuation of offenses, regardless of semester will warrant a second final written warning and dismissal from the program. Some breaches may have a zero tolerance such as cheating, whereas the student may be dismissed without the verbal or written warnings (see the [Dismissal Policy](#)). **Two final written warnings are grounds for dismissal.**

**2.** Students asked to be withdrawn from a clinical site, because of a serious breach of clinical site policy or infractions of programs policy will be dismissed from the program. In addition, they will not be allowed to re-enter any of the Medical Imaging Sciences programs.

## Student Policy Title: **Dismissal Policy**

Revision date: 6/23

### **Purpose**

To provide information to students concerning the requirements for professional behavior in the Medical Imaging Sciences program.

### **Policy**

Infraction of the rules as set forth under "Student Rights, Responsibilities and Discipline" in the College Catalog, or behavior not in compliance with the standards of Medical Imaging Sciences Program in lecture class, college lab, or clinical facility is considered grounds for dismissal from the Medical Imaging Sciences Program.

Students are expected to meet the academic and clinical requirements for Horry Georgetown Technical College Medical Imaging Science programs. The student policies in this handbook, instructional packages and clinical handbooks will be followed. Our programs have strict guidelines and policies in which the students are expected to follow regardless of the method of instruction, in person, hybrid, or online format. Most dismissal policies follow the normal pattern of verbal warnings, written warnings, and final written warnings. However, some breaches may have a zero tolerance such as cheating, whereas the student may be dismissed without the verbal or written warnings. **Two final written warnings are grounds for dismissal** regardless of semester will warrant a second final written warning and dismissal from the program. It is further agreed and understood that the student may be dismissed at any time for, but not limited to, the following reasons:

1. Lack of academic achievement; failure to meet academic and clinical standards.
2. Breach of rules and regulations of the clinical education centers and/or college.
3. Lack of ability, integrity, or proficiency, posing a potential danger to the patient, healthcare team and/or facility.
4. Lack of necessary or appropriate interpersonal/professional qualifications, and standards to fulfill obligations to patients and to the program.
5. Conviction, distribution, or possession of illegal drugs or controlled substances.
6. Reporting for class or clinic under the influence or with the smell of alcohol or narcotics or partaking of these drugs while in clinic or in class.
7. Malicious destruction or theft of property of the college or clinical education center, its visitors, patrons, or employees.
8. Refusal to comply with the HGTC and/or clinical education centers policies.
9. Disobedience and/or insubordination regarding HGTC faculty, staff, and clinical partners, policies, and procedures.
10. Breach of HGTC [Code of Conduct](#).
11. Academic dishonesty.
12. Sleeping on scheduled clinical education shifts.
13. Habitual absence/tardiness without approval.
14. Failure to attend mandatory orientations/meetings.
15. Failure to report for a scheduled clinical day/rotation without notifying the CI and the Course Instructor ("No Show – No Call") may be grounds for immediate dismissal from the program.

16. Students asked to be withdrawn/removed from a clinical site because of a serious breach of clinical site policy or infractions of program policy will be dismissed from the program. In addition, they will not be allowed to re-enter any of the Medical Imaging Sciences programs.

Student Policy Title: **Professional Demeanor**

Original Approval Date: 2013

### **Purpose**

Rules of medical and professional ethics must always prevail in any activity. Friendly, prompt, and careful diagnostic treatment is the primary goal and purpose of any Medical Imaging Science Department. Personal feelings **cannot** interfere with this purpose.

### **Policy**

Failure to maintain proper professional behavior will result in disciplinary action. The following general rules are to be observed by all students in the clinical or classroom setting:

1. Students address all staff/faculty, clinical instructors, and the program director as Dr., Professor, Miss, Mrs., Ms., or Mr. unless instructed otherwise. All physicians shall be referred to as doctor.
2. No smoking, eating, or drinking except in designated areas. The HGTC campus is a smoke-free (including vaping) environment. Students may have refreshments in the classroom but are required to leave space clean and orderly. **Food and drink are not allowed in computer labs.**
3. **In the clinic setting, reading materials must be confined to subjects related to the MIS clinical rotation and must be kept out of the sight of patients.** Students are permitted and encouraged during times without patients in the department to study material from DMS courses. However, if studying becomes a distraction from ultrasound procedures, the student will be banned from studying opportunities.
4. Students are expected to remain in their assigned areas. Congregating in hallways, triage areas, front offices, or patient waiting areas is not permitted.
5. Students are not to have personal conversations with others in the presence of patients. The patient is their primary concern. Any conversation should be with the patient or include the patient in the conversation and be related to the procedure.
6. Criticism of patients, the program, staff members, faculty, and any clinical entities is considered unprofessional, both in the clinic site and classroom and will not be tolerated. Please refer to dismissal policy for rules concerning violation.
7. Cheating in any form in didactic or clinical sessions is grounds for immediate dismissal.

8. Personal telephone calls, cell phone use of any kind and texting are not permitted except for emergencies. Students should inform friends and family they're not to contact them at the hospital unless it is an emergency. Cells phones should be turned off or put on vibrate/silence and kept off-person in a bag, so as not to distract the surrounding area.

Student Policy Title: **Clinical Dress, Appearance and Personal Hygiene Policy**

Original Approval Date: 2023

Revision Date: 6/2023

**Purpose**

1. To provide information concerning the dress and appearance of students in clinical settings.
2. To assure that students demonstrate appropriate professional appearance in the clinical setting.

**Policy:**

1. Uniform: The uniform should be neat, clean, without wrinkles, and properly fitting (not overly tight or loose). The uniform consists of navy-blue scrub top and bottom with white HGTC embroidery (available at Campus Bookstore or you can get the embroidery done at a local scrub shop, and a navy-blue lab coat or scrub jacket with white HGTC embroidery. The logo must measure 1 inch in height. No visible cleavage, chest hair, stomach skin, or back showing.
  - Navy-blue or white tee shirts (long or short) underneath uniform top is acceptable.
  - Navy blue scrub jackets are acceptable with the required HGTC embroidery on the left chest.
2. Shoes: White health care shoes or white/brown/black leather running shoes may be worn.
  - Mesh, open toe, or crocs are not permitted.
  - Footwear should be free of colored strips and bold, bright colored logos and should be in good repair.
3. All students are to have, in their possession during clinical education; hospital I.D., name tags, radiation, dosimetry badge, a right and left film marker (when applicable), patient logbook, and positioning handbook (when applicable). Please follow specific program requirements.
4. Identification: Student identification must be worn in every clinical setting on the left front bodice/collar of the uniform or scrub jacket. Students must wear the HGTC Student ID Badge and/or an Institutional ID Badge in any health care agency, which requires and provides it.
5. Jewelry: A wristwatch with a second hand is recommended, but smart watches may be worn. If caught using your smart watch for other than time, disciplinary action will be taken. The only jewelry allowed is a plain wedding band without stones. If medically needed, a medical alert bracelet/necklace may be worn. Visible body piercing including tongue stud/ring, clear nasal

stud, or brow jewelry is to be removed prior to patient care and not worn while in uniform. Gauges are to be removed and replaced with solid skin tone plus to ensure the safety of the student.

6. Tattoos: A visible tattoo must be covered during a clinical experience. (Refer to Clinical affiliates policy and procedures)
7. Hair: Hair must be short or worn off the shoulders. It is to be neat, clean, and maintained so as not to contaminate the patient or the caregiver. Extreme hair colors, hairstyles and hair ornaments are not allowed while in uniform. Beards and mustaches must be well groomed and kept clean.
8. Fingernails: Nail length must be kept at or below the pad of the finger so as not to injure the patient. Nails are to be clean, with subtle/neutral polish. Artificial nails harbor yeast and bacteria and are, therefore, not allowed.
9. Cosmetics/Fragrance: Due to the close nature of the work with patients, students should bath regularly and practice good hygiene. Cosmetics are to be worn in moderation and be consistent with the expected appearance of a healthcare professional. Strongly scented perfumes, powders, after-shave lotions, and colognes may cause allergic reactions in some individuals and are not to be worn. Lotions and deodorants must be limited to those bearing light or no scent.
10. Chewing Gum or Tobacco: Neither of these products are allowed during clinical experiences. The uniform may not smell of smoke upon arrival to the clinical area. Smoke odors linger on clothing and may be offensive as smoking.
11. In Designated Settings: Students may be required to change to scrubs and/or gown. In this event, the uniform should be worn to and from the clinical setting. In clinical rotations/experiences that require professional attire, the dress code is per the policy of the institution assigned for clinical rotations.
12. Open Lab Practice: Students are required to wear uniforms and closed-toe and closed-heel shoes.

**Note\***- Students found in violation of the clinical dress policy will be sent home from the clinical site. The time missed will be made up and scheduling will be at the discretion of the Clinical Preceptor.



Student Policy Title: **HIPAA**  
Original Approval Date: 2013

**Purpose**

1. To provide information concerning the requirements of students in clinical settings regarding privacy and confidentiality of patients.
2. To assure that students demonstrate appropriate procedural and professional behaviors as guided through the Health Insurance Portability and Accountability Act of 1996 in the clinical setting.

**Policy:**

In both classroom and clinical settings, all Health Insurance Portability and Accountability Act ([HIPAA](#)) guidelines are to be followed by students. This pertains to fellow students, patients, clinical staff, and faculty members. The HIPAA standards and regulations can be found on the [HIPPA website](#).

Any student found to be in violation of HIPAA guidelines will be dismissed from the MIS program and will not be permitted to return to any HGTC Allied Health program.

Student Policy Title: **Confidentiality in Practice Labs**  
Original Approval Date: 2021

**Purpose:**

**Policy:**

Students in the Medical Imaging programs may be practicing noninvasive procedures on each other (i.e., scanning). This is strictly a volunteer activity to be a “patient”. Students are expected to respect the rights of privacy as explained in the Student Code and Grievance Procedures (Appendix A). Furthermore, the students will follow the [HIPAA protocols](#) reviewed during Orientation. The policies in HIPAA concerning patient confidentiality will be applied to students who are volunteering as a simulated patient.

Student Policy Title: **Social Media**  
Original Approval Date: 2013

**Purpose:**

1. To provide information to each student concerning the appropriate use of social media within the Medical Imaging Sciences program.
2. To provide information to each student concerning the consequences of inappropriate use of social media within the Medical Imaging Sciences program.
3. To define terminology.
  - a) **Social media and networking** are interchangeable terms. Each term may refer to, but is not limited to, the following examples: Facebook, Twitter, Instagram, YouTube, Pinterest, any blog, or posting board.

- b) **Libel** is a published false statement that is damaging to a person's reputation, a written defamation.
- d) **Slander** refers to the utterance of false charges or misrepresentations which defame and damage another's reputation, or a false and defamatory statement about a person.

**Policy:**

1. Medical Imaging Sciences students must not transmit or place online individually identifiable patient, student, faculty, adjunct faculty, staff, clinical agency, or personal information.
  - Medical Imaging Sciences students must not publish libel or make slanderous remarks or insinuations, even if the individuals or organizations are not identified.
2. Medical Imaging Sciences students must not transmit or place online any test question(s) or test content that could be identified as cheating. [The college policy on academic misconduct](#) listed in the College Catalog will be followed to include social media networking.
3. Medical Imaging Sciences students must observe ethical and professional patient-technologist/student technologist boundaries.
  - a. Do not share or post opinions, information, insinuations, or photos gained through the healthcare provider-patient relationship on any social media outlet.
  - b. Do not share or post libelous or slanderous opinions, information, insinuations about health care team or agency, even if the individuals or organizations are not identified.
4. Should any problem arise during the classroom or clinical setting, use the Chain-of-Command to resolve the issue.
5. Student Sonographers have a responsibility to promptly report any identified breach of confidentiality or any inappropriate use of social media.
6. This breach may be reported to (but not limited to) an instructor, staff person, or dean.
7. Be aware of your association with HGTC in online social networks.
  - Horry Georgetown Technical College (HGTC) name, photos, trademark, etc., cannot be used in social media groups. For example, if a cohort, class, or classmate makes a Facebook page named HGTC's Fall Class, this would be an infringement on trademark rights.
8. If you identify yourself as a student, ensure your profile and any related content is professional and consistent with how you wish to present yourself to colleagues, clients, and potential employers.

**Consequences:**

1. Violations of student/faculty/staff/patient/client privacy using an electronic device will be subject to [HIPAA guidelines](#) and consequences.

2. Students who share confidential information utilizing social media do so at the risk of disciplinary action, including failure in a course and/or dismissal from the Medical Imaging Sciences program.

Student Policy Title: **Electronic Device Policy**

Revision Date: 2023

**Purpose:**

To clarify the expectations of students regarding any use of electronic devices during class or clinical courses.

**Policy:**

1. Cell phones and other electronic devices used for personal communication, will be turned off and/or silenced prior to coming to class or clinic and must be in a bag or stored away.
2. If any device activates/rings during class or clinic, or is used during class without faculty permission, (this includes texting) the student will be asked to leave the classroom or clinic and will be charged an absence.
3. The use of a laptop/electronic devices for note taking must be approved by the faculty prior to start of class lectures and if the student uses it for other personal reasons during lectures (checking emails etc.), the student will be asked to leave the classroom and be charged an absence.
4. Video or audio recording of any lecture session, lab, or conversation is prohibited in the Medical Imaging Science classes due to potential FERPA and HIPAA violations. Any student performing audio or video recording of any conversation, class lecture or lab will be grounds for immediate dismissal from the program.
5. During lab activities, students may use the classroom computers or their own laptops/tablets/IPads for research activities relating to the lab. Students may use their electronic devices for personal matters during **faculty authorized breaks only**.

Student Policy Title: **Student Travel**

Revision Date: 2015

**Purpose**

To clarify the student's responsibility for travel related to HGTC Medical Imaging Sciences Program requirements.

**Policy**

1. Students can expect to travel to a variety of clinical sites during the program within a 100-mile radius of any HGTC campus.
2. Students are responsible for their individual travel to and from the HGTC campus or to any assigned clinical experience or field trip.

3. Clinical placement will be determined by the competencies needed for graduation and not location of the clinical site related to a student's home.

Student Policy Title: **Weapons Policy**

Original Approval Date: 2023

**Purpose**

To reinforce the College's Weapons Policy and as it applies to students at clinical agencies.

**Policy**

1. No person may have in their possession, carry and/or bring a weapon/firearm of any kind to buildings or onto grounds, parking lots and/or area immediately adjacent to the buildings and/or grounds of facilities utilized for clinical instruction.
2. Any student who violates the provisions of this policy will be dismissed from the Medical Imaging Sciences program.
3. Weapons are considered any device that results in bodily harm, which includes, but is not limited to, firearms, knives, and mace.

Student Policy Title: **HGTC Non-smoking/clinical site Non-smoking Policy**

Original Approval Date: 2013

**Purpose**

To provide information regarding smoking in any form for students participating in clinical rotations at clinical agencies.

**Policy**

Most of our clinical affiliates currently have hospital-wide no smoking (of any kind) policies. Each site has adapted its own policies. As stated, no smoking (any type) on any hospital grounds; this includes in one's car. The employee will be allowed to punch out, and then drive off the hospital property to smoke. This must all be done during a 30-minute lunch break. **Students must follow all rules/guidelines of employees while at the clinical site.** Any student that breaks these rules may be dismissed from the program.

\*\* There is **NO** smoking on the entire HGTC campus including the Speir Healthcare Building (please refer to the HGTC's Smoking on College Property Policy's procedure [3.7.2.1 Smoking on College Property Procedure](#)).

Student Policy Title: **Attendance**

Original Approval Date: 6/2023

**Purpose**

To provide guidelines and requirements regarding attendance for successful completion of the MIS curriculum.

**Policy**

Successful completion of any MIS course requires the student to:

1. Daily attendance is vitally important for you to maintain satisfactory class work. The student will follow attendance policies stated in the Instructional Package. of each course. Attend at least 90% of each MIS course, each semester. Students falling below the 90% requirement in any MIS course will be withdrawn from the program.
  - a) Three class tardies or early departure\* will count as one class absence and towards your 10% allowance.  
  
**\*Students will be required to be in class 2/3 of the entire time to be considered present**
2. Attendance of all clinical hours/days per MIS course per semester. A maximum of 2 (two) of the total clinical assigned days may be missed. After the two allowed absences every absence must be made up at a date/time/location determined by the clinical coordinator. Summer attendance is stricter and only one absence is allowed due to the shortened 10-week semester.
  - a) Failure to attend the arranged/completed make-up day as assigned by the clinical coordinator will result in an additional make-up day and a final written warning.
  - b) Clocking in must be done on a department computer and not on your personal device. Breach of this policy will result in disciplinary action.
  - d) **Falsifying attendance records in any way is grounds for immediate dismissal from any MIS program.**
3. Students absent in a morning class will not be permitted to sit for examinations conducted in didactic courses in the afternoon. It will be the responsibility of the student to contact the testing center and the instructor to schedule a make-up examination.
4. **Bereavement Leave** - You will be granted a maximum of 3 days excused absence for a death in your immediate family. Immediate family includes Spouse, child, father, mother, sibling, mother or father in-law, and grandparents of you or your spouse. Students will be responsible for learning any material missed which may be missed because of the bereavement time.
5. The protocol of action for absences in clinic, didactic or lab courses is a verbal warning (written), a written warning letter and then a final written warning. Attendance requirements will be outlined in the Instructional Packages of individual courses.

**Two final written warning letters are grounds for dismissal.**

Student Policy Title: **Tardiness**

Original Approval Date: 6/2023

**Purpose:**

To provide guidelines and requirements for students regarding being on time in the classroom, lab, testing or clinical setting.

**Policy:**

1. Students are required to be in attendance to educational activities on time, which means being in class or clinical in proper uniform and at your assigned area at the time designated on your schedule or by faculty.
2. Tardy for lecture or clinical Site is defined as 1 (one) minute past scheduled start time.
3. Excessive tardiness will not be tolerated and will result in disciplinary action.
  - a) 2 (two) tardies= verbal warning
  - b) 3 (three) tardies = written warning + one day of absence (please refer to clinical attendance/tardy policy regarding make-up).
  - c) 4 (four) tardies = final written warning + second absence (please refer to clinical attendance/tardy policy regarding make-up).
  - d) 5 (five) tardies = 2<sup>nd</sup> final warning and dismissal from the program.
4. Tardiness of 30 minutes late = 1 absence and a full day must be made-up within the semester.
5. If the 30+ min. tardy occurred, the student must schedule a make-up day with the Clinical Preceptor and Clinical Coordinator. In addition, the student must notify the course instructor of the make-up date.
6. Falsifying attendance time, or by "clocking in" using a personal cellphone or any other means is grounds for immediate dismissal.
7. Additional information on the tardy policy is stated in each program's clinical handbook or in the course information sheet.
8. If a student exhibits multiple tardies in different classes within the program, it is considered insubordination and will be subject to further progressive discipline per program officials.

Student Policy Title: **Make-up Policy for Course lectures and testing**

Original Approval Date: 2023

**Purpose**

The program officials and instructors will abide by the following procedures for permitting students to make up coursework missed as a result of being absent from a scheduled lecture session. This policy serves to eliminate as much as possible any potential advantage a student may gain by gaining a greater

amount of study time and/or preparation time for the scheduled activities of the class than those students in attendance.

### **Policy**

1. The student is solely responsible for the reading assignments, lecture material covered, and making up any examinations, quizzes, homework assignments, etc., which occurred during their absence. Failure to notify the designated faculty of an appointment to make-up the missed quiz or test due to the absence within 24 hours will result in the student receiving a zero (0) for the day's quiz or test.
2. All examinations and/or quizzes must be made up on/or before the student's first regular scheduled day of attendance (Monday/Friday) following their absence from the lecture session. The student must adhere to the following procedure:
  - a. It is the student's responsibility to notify the course instructor of the absence and provide the instructor with the **appointment date and time** of the scheduled make-up test or quiz **at the testing center**.
  - b. In the event the course instructor is not available, notify the chairperson immediately of the situation (instructors who anticipate they will not be available should submit the examination to a program official, who will deliver the examination/quiz to the testing center or proctor the make-up examination).
3. In the event a drop box is not available, the student who fails to meet an assigned (e.g., homework) deadline as a result of being absent on the deadline date, at the discretion of the course instructor, may submit the assignments prior to the beginning of the next class lecture. At the discretion of the Professor/Instructor, a grade reduction or percentage may be imposed for failing to meet the deadline schedule (if program not notified of absence, per Attendance Policy).

The policy and procedure will be followed in all cases except where a faculty member or the instructor has agreed to waive said policy because of special extenuating circumstances.

Student Policy Title: **Testing**

Original Approval Date: 12/2023

### **Purpose:**

To limit students from participating in academic dishonesty during tests/quizzes. Academic Dishonesty will not be tolerated. Violating the policy will be grounds for immediate dismissal.

### **Policy:**

1. When students enter the classroom on testing day, whether it be for a test or quiz, they are to put all of their belongings in the front of the classroom. This includes but not limited to smart watches, cell phones, backpacks, water bottles, etc.

- a. Any student caught with any of these items will receive a Final Written warning and will receive a ZERO for the day's test/quiz.
2. Students may only use computers with Respondus Lockdown Browser installed for all testing unless otherwise instructed. Examinations may be in a computer lab or classroom per course instructor. Instructions to be provided by Course Instructor.
  - a. Prior to testing, all students may be required to have their space inspected (i.e., lift their laptops, keyboards, mouse pad etc. and show the instructor).
  - b. Any signs of academic dishonesty found upon inspection will result in the student receiving a ZERO for the test/quiz and may be dismissed from the program.
3. All tests and quizzes will utilize the Respondus Lockdown Browser.
  - a. Students will have to download Respondus Lockdown Browser on their computers.
4. Students may be allowed to have a pen/pencil and a scrap sheet of paper.
  - a. Instructors may elect to give scrap piece of paper once the test/quiz has begun.
  - b. Students will have to turn in paper before leaving the classroom, failure to do so will result in a ZERO for the test/quiz that day and a Final Written warning.
5. Upon completion of test/quiz students may not be allowed to see any missed questions. This will be the discretion of the instructor for the course.
  - a. If students did not review missed questions after submission of test, any student who wants to see what they missed, needs to make an appointment with the instructor to see the examination within 1 week.
6. After completion of a test, students must leave classroom and are unable to return until everyone has completed the examination.
7. After completion of a quiz, students must remain in their seats, close laptop, and wait for further instructions from the instructor.

Student Policy Title: **Release of Grades for Tests/Quiz**

Original Approval Date: 12/2023

**Purpose:**

To ensure examination results are adequately reviewed and assessed by instructor. To ensure grades posted accurately reflect student performance.

**Policy:**

1. Test/quiz grades will be released within 24 to 48 hours after instructor has completed their testing analysis.
  - a. Final Examination grades will NOT be released until ALL finals are completed for the semester in the Radiologic Technology program.
  - b. Testing analysis will be performed after all students complete the examination.
2. Should a student have any questions regarding their test/quiz results, they are to make an appointment with the instructor within 1 week of receiving the grade.
3. If a student receives an 80 or below, they are to make an appointment with the instructor and/or peer tutor to make sure they fully understand the material they were tested on. These



classes are designed to build upon previous material taught, so it is in the student's best interest to understand the material now to be successful throughout the program.

Student Policy Title: **Operating Procedures for Sonography Lab**

Revision Date: 5/2018

**Purpose:**

To provide guidelines and requirements for students regarding use of the Sonography lab at HGTC.

**Policy:**

The standard protocols listed in the Student Handbook, concerning practice guidelines shall be followed. In addition, students in the ultrasound lab at the school will adhere to the following:

1. Students may only utilize sonography labs and machines for school related purposes.
2. All volunteers are required to complete a volunteer scanning wavier and check in with appropriate faculty prior to scanning.
3. Students will not be permitted in lab unsupervised without faculty permission.
4. No invasive techniques or scanning will occur in the sonography lab. The following structures are not to be scanned with live volunteers but via phantoms only in the sonography lab; breast, testicles, any female pelvic anatomy via transvaginal or translabial approach.
5. Students are expected to clean up the sonography suite after each use. All machines and equipment shall be properly disinfected, powered down and all phantoms placed back in appropriate storage containers before leaving.
6. All transducers should be properly cleaned after use and securely placed in proper location on the machine or in the wall cabinet with cords off the floor and away from potential entanglement with machine wheels or other potential fall risk.

If any of the above-mentioned policies are breached, possible disciplinary action may be taken against the student dependent on the severity of the breach.

Student Policy Title: **Major Illness or Injury to Student Sonographer Policy and Procedure**

Original Approval Date: 6/2023

**Purpose:**

To provide information for a student who is unable to actively participate in any/all components of the program for a period extending beyond that which is stated in the course instructional package, as a result of a major illness or unforeseen event.

**Policy:**

A student who is unable to actively participate in the clinical education component of the training program for a period extending beyond that which is stated in the course instructional package, as a result of a

major illness or unforeseen event, will have to work with their faculty to determine the most appropriate course of action listed below:

1. Drop the program at that point and petition for return the following year providing the program can comply with the maximum student capacity guidelines as provided by the Joint Review Committee on Education in Diagnostic Medical Sonography.
2. A student who is  $\frac{3}{4}$  or more into didactic classes may petition the faculty to complete and finish that semester.
3. Should the event occur during the first semester of the program or prior to the first day of enrollment, the student must reapply for admission consideration and selection to the next available class.
  - a. If the event occurs after the first (1<sup>st</sup>) semester:
    - The student will provide the program director with all available information relative to the circumstances which prohibits said student from actively participating in the clinical education component. Information detailing the length of time that the student will be unable to actively participate in the clinical education component will also be provided.
    - The program director will evaluate each student on a case-by-case basis and respond according to the aforementioned policy.
    - In order to facilitate re-admission into the program, any responsibility of waiver of program student capacity requirements by the JRC-DMS will be investigated and pursued on a case-by-case basis by the program director.

Please note, the program cannot guarantee placement for the following year. Placement will depend on attrition/availability of seats, successful completion of the knowledge verification examinations and the Re-admission Policy for the Diagnostic Medical Sonography program.

Student Policy Title: **Clinical education related injury/illness Procedure**

Original Approval Date: 6/2023

**Purpose:**

To provide information and guidance regarding the process for a student who is injured while at clinical training.

**Policy:**

An accident/illness involving faculty, staff worker or student must be reported immediately to the Clinical Preceptor and the Human Resources Department of the clinical site before seeking medical treatment, if possible, so an accident/incident report can be completed, and workers' compensation can be notified.

In the event someone in human resources cannot be notified, the injured party may contact the college's workers' compensation insurance carrier, Compendium services, to complete an accident/incident report and to receive clearance for treatment at 877-709-2667. If the incident is an emergency, please notify the human resources as soon as the proper medical attention has been rendered for verification of workers' compensation coverage.

NOTE: if an injury or illness is determined to be of a more serious nature to require more than first aid attentions, public safety should be contacted immediately. If the injured person requires medical attention,

public safety will call 911 or a family member's number provided by the victim or from emergency contact information on wave that. If the injury requires immediate action before the arrival of public safety, one bystander should also dial 911 or dial a family member.

Employees of HGTC should not transport an injured person to the hospital or doctor's office but should follow the transport in order to assist with information. If public safety cannot be reached, then 911 should be called immediately and the injured person should not be moved without the supervision of qualified medical personnel.

In any event, if an accident occurs, proper documentation needs to be completed. An accident report needs to be filled out stating the name of the injured party, the location of the accident, his or her identification number (social security number or HGTC's student identification (H) number), their address and phone number, the date and time of the accident, whether there were witnesses, and a brief description of what occurred.

A copy of the report needs to be distributed to the following departments: human resources, the respective supervisor, and the Dean/Provost of the specific campus.

## Student Policy Title: **Communicable Disease Policy**

Original Approval Date: 6/2023

### **Purpose:**

To provide information and guidance regarding the process for a student who is exposed to a communicable disease including but not limited to TB and COVID while at clinical training.

### **Policy:**

1. Students who may have a communicable disease, which could be spread to patients or fellow clinical staff, must report the condition to the Clinical Coordinator in accordance with the policies of the clinical affiliate where they are assigned.
2. When caring for patients with communicable diseases (hepatitis, acquired immune deficiency syndrome, tuberculosis, meningitis, etc.) students must be directly supervised by a qualified radiographer/technologist and will follow the exact procedures established by the clinical education center. In the event the student has come in contact with a communicable disease while at the clinical site, they will be notified and treated accordingly.
3. Students must have a yearly TB test while in any MIS program and must supply proof of such to the HGTC clinical admissions coordinator at [hgtc-clinical@hgtc.edu](mailto:hgtc-clinical@hgtc.edu).
4. HGTC has implemented protocols due to COVID-19. Measures have been taken to provide the up most safety of our students and faculty. Please remember the following:
  - a. Students should not come to any campus, clinical site, or internship if they have tested positive for COVID- 19. Students who have tested positive, need to submit a **secure COVID form**. Otherwise, students should refer to their course Instructional Packages for information about attendance requirements. [COVID-19 Reporting Form](#)
  - b. **Masks** - Masks are not required, but individuals are welcome to wear one if

they wish. Some exceptions regarding mask requirements may apply for programs serving the public or in clinicals/internships.

- c. **Vaccines** - HGTC relies on the guidance provided by the Centers for Disease Control (CDC) and the SC Department of Health and Environmental Control (SC DHEC) and encourages vaccinations. To make an appointment for vaccination, visit [www.scdhec.gov/vaxlocator](http://www.scdhec.gov/vaxlocator) or call **1-866-365-8110**.
5. For healthcare students, vaccinations may be required at HGTC's Healthcare Clinical Education Sites. HGTC collaborates with local healthcare facilities to provide quality education and real-world experiences in the clinical setting. The COVID vaccination requirements for healthcare workers, instructors, and students are consistently evolving and changing. While HGTC does not have a COVID-19 vaccination requirement, we must abide by the requirements and best practices set forth by clinical affiliates for students to participate in clinical education rotations so they may achieve learning outcomes.
6. Healthcare students may be required to provide one of the following:
  - Proof of COVID-19 vaccination or
  - Medical Exemption Packet or
  - Religious Exemption Packet
7. Medical exemption and religious exemption packets will be sent to the clinical facility where the individual clinical site will approve or deny the requested exemption. Please contact the HGTC Clinical Admissions Staff at [hgtc-clinical@hgtc.edu](mailto:hgtc-clinical@hgtc.edu) if you have questions or concerns.
8. Updated information on our health and safety measures is always shared on our Student Resources page. Students with questions should contact Dr. Melissa Batten, Vice President for Student Affairs, at [melissa.batten@hgtc.edu](mailto:melissa.batten@hgtc.edu).
9. Students who contact [COVID@hgtc.edu](mailto:COVID@hgtc.edu) if they have a positive covid test will receive a response during normal business hours and **MUST** have the covid form filled out with accurate information.

## Student Policy Title: **Student Pregnancy Policy**

Original Approval Date: 6/2013

### **Purpose:**

Due to the possible exposure of radiation and its effects on a fetus, this policy will provide important information and guidance for a student who becomes pregnant while in a medical imaging sciences program.

### **Policy:**

1. Declaration of pregnancy, although voluntary, is strongly encouraged, and must be done in **writing**. The Radiation Protection Policy for pregnancy will be reviewed. At any point in time the student also may choose to "**undeclare**" the pregnancy and it also must be done in writing. The program has forms for "declaration" and "undeclaration" of a pregnancy. Students declaring their pregnancy will be referred to the Student Affairs Office for further counseling to help navigate their educational pathway.

The Options for a **Declared** pregnancy are as follows:

1. **Option for student to continue in program without modification.** The student maintains full status in both didactic and clinical components with no restrictions and follows all applicable attendance policies for the courses. Upon declaration of pregnancy the student will be required to provide documentation from her obstetrician she is able to continue her clinical education.
  2. **Option for the student to discontinue the program due to pregnancy.** If the student chooses this option, she may apply to be readmitted into the following year's class if she withdraws in good standing, if spacing allows, and if she has successfully completed the first semester. She will be required to successfully complete the knowledge verification examinations with a passing grade of 85% or greater to be re-eligible for re-admittance.
  3. **Option for the student to continue in the program with temporary modification.** During the declared pregnant student's, first **trimester** she may continue in the program butopt **not to participate** in:
    - Fluoroscopic procedures (unless with remote control fluoroscopy equipment)
    - Mobile and Surgical procedure
    - Procedures involving Radium implant patients.
2. Students' who choose plan of action 3, may cause a delay in program completion. Students' will be responsible for making up any missed competency/program requirements during breaks or doing additional hours as long as they do not exceed 40 hours in a week including class time. Students may not make up time when the College is closed.
  3. It is the responsibility of the program director to counsel the student regarding her actions. The final decision is made solely by the student. She will not be forced to take any specific action. Students "undeclaring" a pregnancy will follow normal protocol for the program.
  4. Although it is both procedure and practice of this program to offer the utmost in radiation protection to all students, the Horry-Georgetown Technical College Medical Imaging Science Program or any of its clinical affiliates will not be responsible for injury to either the mother or child during pregnancy.

For further information on the [college pregnancy policy](#).

Student Policy Title: **CPR for Professional Rescuer/Healthcare provider Policy**

Original Approval Date: 6/2013

A valid CPR for Healthcare Providers or Professional Rescuer must be kept on file for all current students. According to hospital requirements, this must be updated bi-annually and proof of such must be provided to the designated personnel at the clinical site and HGTC's clinical admissions coordinator at [HGTC-clinical@hgtc.edu](mailto:HGTC-clinical@hgtc.edu).

Student Policy Title: **Criminal Background Checks and Drug Testing Policy**

Original Approval Date: 6/2013

**Purpose:**

To provide important information and guidance for students pertaining to the clinical requirements for background checks and drug testing while in the medical imaging sciences program.

**Policy:**

1. Background Checks

All students enrolled in any of the Health Sciences programs are required to have Criminal Background checks prior to their entrance into the program. It is a requirement of all the clinical affiliates and is listed under acceptance requirements for the programs in the college catalog. If possible, students should try to get a positive record expunged. The following is the course of action which takes place after the background checks are complete:

- Background checks go directly to Student Services.
- The student will be informed if a background check has violations that need to be sent to the clinical sites.
- The student will be advised by the VP of Student Services as to the proper protocol to follow.
- The clinical site personnel will determine if the student may intern at that site.
- Any student denied access to a clinical affiliate will be ineligible for admission to the program or will be dismissed from the program if enrolled. The inability to attend clinical course work will render the student ineligible of satisfying the clinical requirements of the program.
- The student will be informed by Student Services as to the outcome.

**A student denied access by any site will be dismissed from the program. Students may not complete the program without performing their clinical education.**

2. Drug Testing

Students need to be informed that at any time a clinical site may require them to take a drug test. If a student is asked to leave a clinic site because of a drug violation, that student will be dropped from the program. It is clearly stated in the clinical handbook under Disciplinary Procedures (#3), that a student can be dismissed from the program if reporting to a clinical site under the influence of alcohol or drugs.

**If a clinical site asks to have a student removed because of drug testing results, the student will be dismissed from the program.**

Students need to understand that these are program policies needed to uphold the integrity of the sponsoring clinical affiliates. If a student is dropped from the program due to the above issues, it is recommended that they contact student services to see what other options the College may have to offer. If a student thinks they were wrongfully dismissed, they may follow the protocols listed under *Student Grievance Procedure for the South Carolina Technical College System*. (Appendix B).

Student Policy Title: **Felony Policy**

Original Approval Date: 2023

Candidates must comply with the “Code of Ethics for the Profession of Diagnostic Medical Sonography” found on the Society of Diagnostic Medical Sonography webpage. This includes, but is not limited to, compliance with state and federal laws. A conviction of, or a plea of guilty to, or a plea of nolo contendere to a crime which is either a felony or is a crime of moral turpitude must be investigated by the ARDMS in order to determine eligibility.

Individuals may request a pre-application review of the violation in order to obtain a ruling of the impact of their eligibility of the ARDMS examination. The individual may submit an application at any time either before or after entry into an approved educational program, since this review must be completed before eligibility is confirmed. Additional information may be found in the American Registry of Diagnostic Medical Sonography webpage under [compliance pre-determination application](#).

**All students accepted into the Medical Imaging Sciences Program are required to have a criminal back-ground check performed prior to start of each semester, at their own cost. A criminal back-ground check performed prior to start of each semester, at their own cost.**

Student Policy Title: **Student Withdrawal Policy**

Original Approval Date: 2023

**Purpose:**

To provide information and assistance to students who are interested in withdrawing from a medical imaging sciences program. The following policy must be followed to stay in good standing with the program and college.

**Policy:**

As stated under the Attendance Policies and Procedures listed in the College catalog. It is expected to keep in good standing with the Diagnostic Medical Sonography Program the student should:

1. Seek advice and counseling from either the Program Director, and/or faculty advisor to help students understand the implications of their decision and what options may be available to them.
2. Send documentation in writing (via email) when withdraw is the choice of the student.
3. The student and/or the faculty of the class may withdraw the student from classes and the program.
4. The faculty or Program Director at any time may withdraw the student from the program due to breach of program policy. In this case the student will be counseled and informed with written documentation that this will occur.

## Student Policy Title: **Re-admission Policy**

Original Approval Date: 2019

**Purpose:** This policy details the requirements for processing an individual's request for re-entry into the program.

### **Policy:**

Due to course sequencing, **re-admission attempt must take place the next year**. After one year has lapsed students will be required re-apply and begin the program from the beginning.

A student who was dismissed due to reasons listed in the Medical Imaging Sciences Student Handbook Dismissal Policy to include but not limited to: academic misconduct/dishonesty, insubordination, refusal of a clinic site to host the student for clinical rotation, and falsification of records, slander, defamation, libel, etc. is considered **not in good standing** with the program and **will not be eligible for re-admission** to any MIS program (*South Carolina Technical System Code 3-2-106.1*).

**Re-admission candidates must have no more than one "W, WF, D, or F" in any DMS course. Having failed more than one DMS course, or failing the same DMS course for a second time will prohibit re-admission to the program for a period of 24 months.**

### **Terminology**

The terms failure, failing, unsuccessful, and fail can be used interchangeably. Each of the previous terms may be used to describe circumstances in which a student:

- withdrew from a Medical Imaging Sciences course after the two-thirds point of the semester and is failing the course (WF)
- did not achieve a minimum course average of 74 to pass the **didactic**/lecture component of the course, received a (D) or (F)
- did not achieve a minimum course average of 84 to pass the **clinical** component of the course, received a (D) or (F)
- was unsuccessful in any DMS course and subsequently earned a "D" as the overall course grade.
- Enrolled in a Medical Imaging Sciences course for a **second attempt**, and remained enrolled past the drop/add date and did not achieve a minimum course average of 74 to pass the didactic/lecture component of the course (W),(WF),(D), or (F), therefore is ineligible for readmission into the program.
- Enrolled in a Medical Imaging Sciences Clinical course for a **second attempt** and remained enrolled past the drop/add date and did not achieve a minimum course average of 84 to pass the clinical component of the course (W), (WF), (D), or (F), therefore is ineligible for readmission into the program.

### **Conditions for re-entry into the Diagnostic Medical Sonography program:**

**a.** The student who withdrew for personal or medical reasons, or was dismissed due to insufficient academic achievement, but was in good standing and had met all financial obligations to the program and the college may be considered for re-entry into the program. Re-admission to the DMS program will



be considered on seat availability and a first come - first serve basis should more than one applicant apply.

**\*Note:** A student who was dismissed due to reasons listed in the Program Student Handbook Dismissal Policy to include but not limited to; academic misconduct/dishonesty, insubordination, refusal of a clinic site to host the student for clinical rotation, and falsification of records, slander, defamation, libel, etc. is considered ***not in good standing*** with the program and ***will not be eligible for re-admission*** to any MIS program.

**b.** Re-admission candidates must have **only one** "W, WF, D, or F" in any DMS course. Having failed more than one DMS course will prohibit re-entry to the program.

**c.** Failure to maintain a "C" or better in the first semester, the student will have to begin the initial application process to the program and all course restrictions and time limits will apply. If approved for re-entry, students will be required to repeat the entire unsuccessful semester.

**d.** A minimum GPA of 2.5 is required to be considered for re-admission. Students with a GPA below 2.5 are not eligible for re-admission.

**e.** Students who have had a break in progression of the program are required to validate their knowledge of Diagnostic Medical Sonography through a minimum of (2) written knowledge verification examinations including all information up to the course/semester the student is requesting re-entry. Re-admission candidates will be required to score a minimum of 80% on knowledge verification examinations. Failure to achieve a minimum grade of 80% will deem a student ineligible for re-entering the program. If unsuccessful and the student has continued interest in entering the program, the student would be required to re-apply to the program from the beginning. \*Note-Course time limits would apply.

## **2. Re-entry process:**

**a.** The Student must submit a formal, written request for re-entry to the program to the Program Director of Diagnostic Medical Sonography a **minimum of three** months prior to the start of the semester the student is requesting to re-enter. The formal written request should include:

- Full name and H number
- Courses/Semester/Year for which they are applying.
- The reasons for previous withdrawal
- Detailed plan of action outlining changes that will increase the probability of success and program completion.

**b.** The Program Director and Department Chair evaluates the request and verifies that the student satisfies the conditions for re-entry.

**c.** The Department Chair convenes a meeting of the program's re-admissions committee following the students' completion of the Knowledge Verification Examinations. The committee will approve or disapprove the candidates request for re-entry. The decision of this committee is final.

**d.** The department chair will inform the student of the decision made by the re-admission committee no later than two weeks prior the start of the semester.

If the request is approved, the following criteria must be met:

- (1)** The student will be required to contact the Clinical Clearance Coordinator at [hgtc-clinical@hgtc.edu](mailto:hgtc-clinical@hgtc.edu) or (843) 477-2138 to verify mandatory student compliance records for clinical rotations.

This will require proof of:

- A current, valid Basic Life Support or CPR certification
- Updated Immunization Records
- Recent, valid Urine Drug Screen (UDS) and Criminal Background Check (CBC)

\*Note: Each individual student may need to provide Ms. Rhonda Sue Todd with other or more detailed information related to personal circumstances.

- Proof of individual liability insurance

**(2)** It will be **mandatory** for students who are re-admitted to the program to participate and complete the **Personalized Academic Coaching (PAC) Program** Agreement. The **PAC Program** provides HGTC students with regularly scheduled academic/Writing Center support, mentoring, and/or college skills coaching in the Student Success and Tutoring Center on the Grand Strand Campus. Each participant is paired with an experienced coach for **one-on-one weekly appointments for the duration of the semester**. Should the student fail to show for an appointment or cancel a weekly appointment the student **will be dismissed** from the program. The SSTC provides academic coaches who offer guidance for college skills, such as note-taking, time-management, test-taking anxiety, study skills, and more. During your session, the academic coaches will prompt you to:

- Try new college skills strategies
- Share college skills best practices and personal experiences with college skills
- Discuss your current methods of studying, time-management, and note-taking

Please come prepared to learn other methods of college-skills.

**(3) DMS Tutor:** Each re-admitted student will be scheduled to meet with the program **tutor for a minimum of one hour per week** for the duration of the semester. Should the tutor not be available the student will be required to meet with the course instructor for additional instruction and guidance. **A grade recorded less than 75% on any written unit test or 70% on a quiz will require the student to meet one additional hour (total 2 hrs.)** that week to review the test and learn their areas of weakness.

**(4)** The program will provide the student a copy of the current Student Handbook to be reviewed by the student. The student will have the opportunity to ask questions pertaining to its content. The student will acknowledge a written statement of acceptance and understanding verifying that the student has reviewed the handbook and agrees to abide by the policies and guidelines of the program.

**(5)** The student will schedule an orientation meeting with the Program Director and Clinical Coordinator prior to the day of re-entry.

Student Policy Title: **Advanced Placement and Part-time Student Policy**

Original Approval Date: 2019

**Purpose:**

This policy serves to identify the programs' philosophy relative to advance placement of students and part-time student attendance.

**Policy:**

Due to the nature of the educational process relative to the clinical education performance requirements and competencies, it is the programs' philosophy that part-time student attendance disrupts the coordination of the student's clinical education relative to their didactic education. Therefore, the program **does not** provide for student attendance on a part time basis.

The program didactic course of instruction is designed to provide the student with knowledge of the course content as applicable to the medical imaging science profession. Courses completed by the student prior to admission into the Program would not have presented the course content in this context. Also, the student would not have received the educational benefit of coordination with the didactic education components relative to the clinical components of the program. A student who had previously been enrolled in a medical imaging science educational program and completed required courses would be processed according to the Transfer Student Policy. Based on the justification, the program does not provide for advanced placement of students.

Student Policy Title: **Student Outside Employment Policy**

Original Approval Date: 2019

**Purpose:**

To provide information and assistance to students who are interested working while enrolled in a medical imaging sciences program.

**Policy:**

Students are permitted, but not encouraged, to hold part-time jobs during their medical imaging science educational process. The MIS Program requires that part-time employment schedules must not conflict with the student's daily assignment schedules and that the student does not function in the aforementioned capacities during clinical education assignment hours. As a result of the continuous monitoring of the student's progress by program officials, should it be documented that the student's performance is below the required academic standards, it is recommended that the student reevaluate their work schedule. All students are aware of the consequences of not meeting said academic requirements.

Students may be employed in medical imaging science departments as transporters, file clerks, radiology aids and, in some instances, limited radiographers. If you are employed at a clinic site, under no circumstances will your complete competencies, check offs, or other program requirements in the course of employment.

Student Policy Title: **Telephone Use and Courtesy Policy**

Original Approval Date: 2019

**Purpose:**

To provide information and assistance to students regarding telephone use and expectations of phone courtesy while in the clinical setting.

**Policy:**

The telephones in faculty offices are intended for school business and may not be used to make personal calls. Emergencies are an exception. A student may request from a professor to use the office telephone for an emergency call if necessary.

The telephones in the clinical education centers are intended for hospital business and may not be used for personal calls. When you answer the phone at any of the clinical sites please use proper phone courtesy, identify yourself, state the name of the facility and the department name.

**Cell phone use in clinical sites is prohibited.** In the classroom, cell phones must be off or silent (for emergency use).

Student Policy Title: **Work Stoppage Policy**

Original Approval Date: 2019

**Purpose:**

To provide information regarding procedures implemented in the event of a potential clinical rotation interruption during the program.

**Policy:**

In the event the clinical site is unable to function or continue in routine manner because of a strike, temporary closure, or any other incident that would hinder clinical education to fall below JRCERT/JRC-DMS standards, the program will make every effort to reassign students to other clinical centers on a temporary basis.

Student Policy Title: **Visitor Policy**

Original Approval Date: 2019

**Purpose:**

To provide information to students regarding visitors while in any educational activity within the medical imaging sciences program.

**Policy:**

Except for emergencies, students are not permitted to receive visitors in the classroom or clinical sites at any time. You are to instruct your friends to wait for you in the lobby or outside the building in which the classroom is located or outside of the clinical site.

Student Policy Title: **Advising Policy**

Original Approval Date: 2019

**Purpose:**

To provide information to students regarding regular advisement with faculty while enrolled in the program.

**Policy:**

Advising sessions are held with students by the program chairperson and faculty as deemed necessary by faculty and/or student each semester. Advisement may cover students' status regarding academic standing, clinical performance, professional demeanor, and attendance.

Students should meet with their clinical instructor at a minimum mid-semester and at the end of the semester to review clinical performance. Please be advised that students have access to their academic records in compliance with the provisions of the Buckley Amendment (FERPA). Academic records are found in Degree Works.

The Chairperson is regularly available to students Monday-Friday as scheduled and posted on the door of Room 1282H, Speir Building. To schedule an appointment, please see the Program Director or call direct (843) 839-1149. All program faculty have an open-door policy with regards to students.

Student Policy Title: **Inclement Weather Policy**

Original Approval Date: 2019

**Purpose:**

To provide guidance to students regarding potential events related to weather and how the program activities proceed.

**Policy:**

It is the policy of the Medical Imaging Sciences Program to follow the Horry-Georgetown Technical College policy for inclement weather. For clinic and for didactic days please follow the radio announcements for Horry-Georgetown Technical College specifically (NOT Horry County Schools) or the HGTC website which is and most accurate.

## DMS- Certificate Program

		Lect	Lab	Credit	Hours
<b>Fall I</b>					
DMS 112 - OB/GYN Sonography I	2	3	3	5	
DMS 114 - Cross Sectional Anatomy	2	3	3	5	
DMS 164 – Introduction to Clinical Education		0	6	2	6
				8	16
<b>Spring</b>					
DMS 124 – OB/GYN Sonography II.	1	3	2	4	
DMS 101 – Ultrasound Physics & Instrumentation	2	0	2	2	
DMS 150 – Clinical Applications I		0	21	7	21
				11	27
<b>Summer</b>					
DMS 120 – Sonographic Instrumentation II	3	0	3	3	
DMS 166- Advanced Clinical Education		0	21	7	21
DMS 122 – Abdominal Sonography	0	3	1	3	
				11	27
<b>Fall II</b>					
DMS 126 – Advanced Sonographic Topics	1	3	2	4	
DMS 167 – Image Practicum	0	24	8	24	
				10	28
		Total		40	

# DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM TECHNICAL STANDARDS

<b>ESSENTIAL FUNCTION</b>	<b>TECHNICAL STANDARD</b>	<b>SOME EXAMPLES OF NECESSARY ACTIVITIES</b>
<b>Physical Requirements</b>	Must have use of both hands and dexterity in the fingers; full use of legs and arms	<p>Properly manipulate ultrasound machine and transducer</p> <p>Walk and stand for long periods of time (50-75% of day) as needed to conduct ultrasound exams.</p> <p>Lift up to 50 lbs. unassisted.</p> <p>Transport, move, and/or lift patients from a wheelchair or stretcher to ultrasound table or patient bed, and physically assist patients into proper positions for and during examination.</p> <p>Move, adjust, and manipulate a variety of ultrasound equipment weighing up to 100 lbs. (on wheels) portably to other areas of a facility (ICU, ER) to perform exams on immobile patients according to established standards.</p>
<b>Data Conception</b>	Must have the ability to gather, classify, and interpret information regarding patients. Must be able to carry out appropriate actions in relation to the data received.	Interpretation of data given in the medical history and coordination of patient treatment with regards to the data.
<b>Color Discrimination</b>	Must be able to differentiate various shades of grey and colors on the video display.	Recognize changes within the circulatory system from normal to abnormal with regards to color flow patterns displayed on the screen.
<b>Manual Dexterity/ Fine Motor Coordination</b>	Must have excellent eye-hand coordination and manual dexterity; Possess sufficient strength, finger dexterity and flexion to perform finite motor skills.	<p>Effectively maneuver transducer across body while looking at the video display.</p> <p>Exert correct pressure over long periods of time with the transducer over various body parts on different body types.</p> <p>Manipulate the machine quickly and efficiently to acquire diagnostically accurate and relevant images in accordance with established protocols.</p>

<b>Gross Motor Coordination</b>	Must possess excellent Multi-limb coordination, arm-hand steadiness and overall body control precision	<p>Reach at or above shoulder level intermittently for 90% of work time and maintain prolonged arm positions necessary for steady scanning.</p> <p>Long periods of sitting and standing to scan patient's body while manipulating the machine.</p> <p>Quickly and repeatedly adjust controls of the machine, equipment or patient position as needed for optimization of exam images and patient condition.</p>
<b>Communication</b>	Must effectively comprehend and communicate through verbal and written means.	Communicate both verbally and non-verbally in an effective manner with staff, patients and physicians, in order to explain procedures, give instructions and obtain information.
<b>Reasoning Development</b>	Must be able to apply principles of inductive and deductive reasoning	<p>Use logic and reasoning to identify pathology vs. artifacts on the ultrasound display.</p> <p>Conceptualize the patient's body organs shown on the 2D screen in a 3D format.</p> <p>Use logic and reasoning to identify optimal image and scanning limitations within reasonable amount of time.</p>
<b>Visual Acuity</b>	Must possess the ability to see details at close range; discriminate between blacks, grays, and whites, and various color combinations.	<p>Visualize slight differences in tissue texture representing abnormal pathology seen on the video display.</p> <p>Work in a semi-darkened room for prolonged periods of time.</p>
<b>Language Development</b>	Ability to speak clearly so others can understand	Hear, understand, and then react quickly to verbal instructions and patient needs, including but not limited to hearing codes, alarms, and patient calls.
<b>Conceptual and Intellectual Development</b>	Must possess the ability to measure, calculate, reason, analyze and synthesize sonographic information during image acquisition. Ability to acquire each image effectively in all clinical settings within the required time frames while in compliance with Sonographic ALARA principles.	<p>Use critical thinking abilities to complete protocol images of sonographic exams within desired clinical time frame.</p> <p>Avoid unnecessary patient ultrasound exposure while optimizing diagnostic quality of images.</p>



# PHYSICAL REQUIREMENTS FOR CLINICAL EDUCATION

## Diagnostic Medical Sonography

	Never 0 hrs.	Occasionally 1-3 hrs.	Often 3-6 hrs.	Frequent Over 6 hrs.	Constant
Unassisted Lifting					
0-20 lbs.			X		
20-25 lbs.		X			
25-50 lbs.		X			
50-100 lbs.		X			

Unassisted Moving /Pulling/ Pushing					
0-20 lbs.			X		
20-25 lbs.			X		
25-50 lbs.			X		
50-100 lbs.			X		
>100 lbs.		X			

Reaching					X
Standing				X	
Walking				X	
Sitting		X			
Climbing		X			
Bending/stooping		X			
Grasping/holding w/hands					X

**\* The essential Job function of Sonographers requires lifting, moving, pushing/pulling of a minimum of 50 pounds. This requirement may be more if done with assistance.**

# Appendix A

1. HGTC Medical Imaging Sciences declared Pregnancy Policy
2. HGTC Medical Imaging Sciences Un Declaration of Pregnancy
3. Receipt of Student Handbook

## **HGTC Medical Imaging Sciences**

### **Declared Pregnancy Policy**

I wish to inform the Program Director and Clinical Coordinator of my pregnancy.

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Expected Delivery date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Clinical Coordinator: \_\_\_\_\_

Program Director: \_\_\_\_\_

**HGTC Medical Imaging Sciences  
Un Declaration of Pregnancy**

I wish to undeclare my pregnancy to the Program Director and Clinical Coordinator.

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Clinical Coordinator: \_\_\_\_\_

Program Director: \_\_\_\_\_

**HORRY-GEORGETOWN TECHNICAL COLLEGE**  
**Medical Imaging Sciences**

**RECEIPT OF DMS STUDENT HANDBOOK**

I have received a copy of the current Medical Imaging Sciences Student Handbook. I have reviewed the student handbook and had the opportunity to ask questions regarding its content, policies, and procedures. It is my understanding if any additional questions arise concerning material in this handbook I may contact:

Caryn Atkins, Program Director  
or  
Susan Gallant, Clinical Coordinator

I also understand that I am responsible for all the information contained in this handbook and I will be expected to conform/adhere to all procedures herein, during the entirety of my didactic and clinical education.

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Please print name

\_\_\_\_\_

Faculty Signature

# Appendix B

## **Reference links**

HGTC's policies listed:

Student Code and Grievance Policy located at:

<https://www.hgtc.edu/documents/policys/Chapter9/9.3.7-policy.pdf>

Student Code Vice President for Student Affairs located at:

<https://www.hgtc.edu/documents/policys/Chapter9/9.3.7.1-procedure.pdf>

Student Grievances Vice President for Student Affairs located at:

<https://www.hgtc.edu/documents/policys/Chapter9/9.3.7.2-procedure.pdf>

**SDMS Code of Ethics for the Profession of Diagnostic Medical Sonography are located at:**

<https://www.sdms.org/about/who-we-are/code-of-ethics>

**ARDMS Scope of Practice**

<https://www.sdms.org/about/who-we-are/code-of-ethics>

**JRCDSMS Process for reporting & Commission on Accreditation of Allied Health Education Programs (CAAHEP) procedure is located at:**

<https://www.caahep.org/students/complaint-policy>