

Diagnostic Medical Sonography

Student Handbook



2023-2024

Society of Diagnostic Medical Sonographers

CORE MISSION:

To enhance the art and science of medicine by advancing medical sonography instruction and practice.

CORE VISION:

To prepare competent, accurate, and ethical graduates for the ever-changing field of cardiovascular medicine through the latest information, techniques, and technologies.

CORE VALUES*:

<i>LEADERSHIP:</i>	We are a professional community relentlessly committed to professional excellence in medical sonography.
<i>INNOVATION:</i>	We are a professional community forever in pursuit of innovative practice.
<i>INTEGRITY:</i>	We are a credible community accountable for ethical stewardship of our profession's interests and investments in the future.
<i>RESPECT:</i>	We are an inclusive community united by common dedication to professional status for sonographers and shared appreciation of the value of diverse perspectives, experience and expertise.

***SDMS-Society of Diagnostic Medical Sonographers (2007)**

-Revised 2/2015

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

TABLE OF CONTENTS

SECTION I

Student Handbook and Oath of Confidentiality forms	4
Simulation Photo Release form	5
Release of Information Form.....	6
Clinical Travel and Health responsibilities form	7
Program Expectations and Requirements form	8
Program Accreditation and Information	11
Introduction.....	13
Department of Diagnostic Medical Sonography Mission and Philosophy	14
Scope of Practice for the Diagnostic Sonography Professional	15
Cardiovascular Sonography Program Goals	16
OSU-Oklahoma City Student Learning Outcomes	17
Organizing Structure	18
Code of Ethics for the Profession of Diagnostic Medical Sonography.....	19
Cardiovascular Licensure	21
Cardiovascular Sonography Curriculum Degree Sheet.....	23
Cardiovascular Sonography Course Descriptions	24
General Information and Services for Students	
Advisement	27
Business Office	27
The HUB, Cyber Café' and Student Lounge.....	27
Student Success and Opportunity Center.....	27
Library	27
Wellness Services.....	28
Bookstore	28
Inclement Weather, Class Cancellation, Campus Closing	28
Steps in the Financial Aid Process	29
Academic Regulations Information	31
Study Time Recommendations	31
Examinations.....	31
Academic Difficulties	31
Class Schedule Changes.....	32
Tuition and Fees Refund Policy	32
Concurrent Enrollment	33
Change of Student Information	33
Release of Student Information Policy.....	33

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

Student Rights and Responsibilities	34
Computer Literacy Policy	35
Dress Code for Clinical and Lab	36
Nametags.....	36
Professional Image and Apparel.....	36
Grooming	37
Artificial Nails, Natural Nails and Nail Polish.....	38
Providing Accommodation for Students with Disabilities	40
OSU-OKC Drug-Free Schools Policy Statement.....	41
Cardiovascular and Health-Related Web Sites.....	46

Section II

Diagnostic Medical Sonography Department Policies

CVTP 01.00: Admission, Retention, & Transfer

CVTP 01.01 "Regular Admission"	49
CVTP 01.03 "Admission by Transfer"	52
CVTP 01.04 TEAS Testing	53

CVTP 02.00: Clinical

CVTP 02.01 "Clinical Affiliation Policy"	54
CVTP 02.02 "Clinical Preceptors Policy"	55
CVTP 02.03 "Professional Liability Insurance – Student"	56
CVTP 02.04 "Student Clinical Requirements"	57
CVTP 02.04a "Hepatitis B Vaccine Recommendations"	59
CVTP 02.04b "TB Screening Form"	60
CVTP 02.05 "Guidelines for Abilities Required to Provide Client Care"	61
CVTP 02.05a "Guidelines for Abilities Required to Provide Client Care signature form"	64
CVTP 02.05b "Release to Return to Clinical Activity Form"	65
CVTP 02.06 "Universal/Body Substance Isolation Policy"	66
CVTP 02.07 "Cardiovascular Sonography Scanning Procedure".....	69
CVTP 02.08 "Use of Electronic Devices and Social Networking".....	70

CVTP 03.00: Attendance, Grades, & Graduation

CVTP 03.01 "Attendance"	71
CVTP 03.01a "Non Pregnancy Leave of Absence"	74
CVTP 03.01b "Pregnancy Leave of Absence"	75
CVTP 03.02 "Grade Requirements & Scale"	76

CVTP 04.00: Students with Special Problems

CVTP 04.01 "Guidelines for Accommodation of Students with Disabilities"	77
CVTP 04.01a "ADA Accommodations"	79
CVTP 04.01b "ADA Recommended Syllabus Statement"	80
CVTP 04.02 "English Speaking Proficiency"	81

CVTP 05.00: Student Counseling, Dismissal, & Petitions

CVTP 05.01 "Criteria for Establishing Priority for Selection of Students Wishing to Re-Enroll"	82
CVTP 05.02 "Student Dismissal"	83
CVTP 05.02a "Student Counseling Procedure"	84
CVTP 05.03 "Expected Student Behavioral Standards"	85
CVTP 05.04 "Student Counseling for Success"	86
CVTP 05.05 "Student Petitions for Exception to Policies and Requirements"	88
CVTP 05.05a "Student Petition Form"	90
CVTP 05.06 "Guidelines for Chemically Impaired Students"	91
CVTP 05.07 "Scan Lab Rules".....	93
CVTP 05.08 "Scan Lab Rules Acknowledgement form".....	94
CVTP 05.09 "Permission to be scanned form".....	95
CVTP 05.10 "Trajecsys Policy	96
CVTP 05.11 "PACS".....	99
CVTP 05.12 "Employment as Student Sonographer while enrolled"	101
CVTP 05.13 "Butterfly iQ Equipment Policy and Procedure".....	102

COPYRIGHT & FAIR USE POLICY OF COURSE MATERIALS.....	103
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Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

I have received a copy of the DIAGNOSTIC MEDICAL SONOGRAPHY DEPARTMENT STUDENT HANDBOOK. I understand that I have the responsibility to read and adhere to the policies contained in this handbook and any updated policies posted on the OSU-Oklahoma City web page, during my sonography education at Oklahoma State University-Oklahoma City.

NAME _____ DATE _____

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY
DEPARTMENT OF DIAGNOSTIC MEDICAL SONOGRAPHY
STUDENT HANDBOOK
OATH OF CONFIDENTIALITY

NAME _____ CWID _____

I, _____, understand that any patient/family information to which I have access, either through records, direct client contact, or caregiver/student conferences, is privileged and shall be held in strict confidence.

I will ensure the privacy of all information by documenting only on appropriate procedural forms which will be kept secure according to agency policy. When such information is included in written assignments, I will ensure that the information is written in such a way as to prevent any connection with specific patients/families.

I further agree to abide by all policies and procedures of the agency to which I am assigned, with utmost concern for the privacy, security, and well-being of the patients/families I am privileged to visit.

Student Signature

Date

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

Date: _____

Authorization for Photography and Recording of Simulation Sessions



OKLAHOMA CITY

I, _____, hereby grant to OSU-Oklahoma City and its legal representatives and assigns, the irrevocable and unrestricted rights to photograph and records clinical labs and simulation sessions throughout my enrollment in the college and to use the photographs and recordings in the review and evaluation of the performance of the clinical groups and individuals. In addition, I give permission for use of this recording in the education of current and future faculty and staff on the implementation of labs and simulation in clinical education, with the understanding that these recordings will not be used for presentations outside OSU-OKC without the express consent of the participants. I hereby release OSU-Oklahoma City and its legal representatives and assigns from all claims and liability relating to the use of these photographs and recordings.

Signed _____ Date _____

Printed Name _____

Witness _____ Date _____

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024
RELEASE OF INFORMATION

Student Name: _____

This form is an authorization to release your clinical requirement information to healthcare clinical facilities with which Oklahoma State University-Oklahoma City has a clinical contract or agreement. This release will be in effect until your last clinical date in the Diagnostic Medical Sonography Program.

The information release includes:

Name

Immunization records

PPD or CXR results

Date of Basic Life Support/Healthcare Provider course

Background check, criminal and sex offender reports

Results of drug screen, if required

You will be notified if you are denied participation in the clinical rotation due to information provided to the healthcare clinical facility.

Clinical facility contract statement:

“In the event such authorization and release are not given by the student, the student shall be disqualified from participation at the clinical facility. The results of the clinical requirement information must be satisfactory to the healthcare clinical facility.”

I hereby authorize Oklahoma State University-Oklahoma City Diagnostic Medical Sonography Department to release the information above to the healthcare facilities for clinical rotations.

Signature

Date

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

CLINICAL TRAVEL AND HEALTH RESPONSIBILITIES FORM

I, (print legal name) _____, understand that some of the clinical rotations in the Diagnostic Medical Sonography Program are outside of the Oklahoma City area, and will require me to travel to that clinical site (sometimes 1-2 hours one-way drive time). If offered a position in the Diagnostic Medical Sonography Program, I can and will voluntarily travel to any and/or all of the assigned clinical sites.

I realize that any outside obligations and any other personal concerns will be secondary to the responsibilities of my clinical experience coursework in the Diagnostic Medical Sonography Program and agree to alert the Diagnostic Medical Sonography faculty of any concerns, with regard to fulfilling my clinical assignment, at the time that I am aware of the issue. I also agree to contact the Diagnostic Medical Sonography faculty at Oklahoma State University-Oklahoma City prior to my assignment to the clinical site/affiliate and share any concerns about possibly fulfilling my future clinical coursework requirements.

I agree to provide my own means of transportation to the clinical sites/affiliates during my clinical assignments. Secondly, I am aware that any vehicular accidents occurring while satisfying my clinical assignment requirements, are solely my responsibility and I release Oklahoma State University-Oklahoma City of any related civil damages.

I agree to alert the Diagnostic Medical Sonography faculty of any health concerns that may prevent me from meeting the responsibilities of my clinical assignment, at the time that I am aware of the issue and/or prior to my assigned clinical assignment. I attest that, at the time of this letter, I am capable of performing the assigned duties at my clinical assignment and for the routine duties associated with sonography. I understand that failure to do so, may result in probationary action and/or dismissal from the Diagnostic Medical Sonography Program at Oklahoma State University-Oklahoma City.

I attest that I have had the opportunity to ask any questions that I may have, inform Oklahoma State University-Oklahoma City faculty of any concerning thoughts and/or medical conditions, and sign this document according to my own free will.

Print Legal Name

Student Signature

Date

2023-2024

CARDIOVASCULAR SONOGRAPHY PROGRAM EXPECTATIONS/REQUIREMENTS

Along with maintaining a 2.0 average cumulative grade point average (grade of 'C' in all "Technical Occupational Specialty" courses in the Cardiovascular Sonography Program), the following requirements must be met, by the assigned deadlines, in order to receive an Associate in Applied Science (A.A.S) in Cardiovascular Sonography from Oklahoma State University-Oklahoma City:

The following is due by the application deadline:

1. All previous collegiate official transcripts
2. Admission to Oklahoma State University-Oklahoma City
3. Cardiovascular Sonography Application to include:
 - A copy of your TEAS ATI Examination Score Result Sheet (offered in the OSU-OKC Testing Center) A new TEAS ATI test is required for each year an applicant applies to the program. The TEAS ATI test must be taken with in the same year the student is applying to the program. An Applicant is allowed two attempts at the TEAS in a rolling 12-month period, but no less than 90 days after the first attempt.
 - Submission of a **National** Group One - 7 Year background check to include Sex Offender Registry and Violent Offender Registry - through the OSU-OKC Clinical Hub link on the Cardiovascular Sonography webpage (*The department will download the results*) – **REQUIRED ANNUALLY**

The following is due by new student orientation:

4. A Negative Urine drug screen (10 panel) is required for final program admittance but is not required to be included with the application. The following information is provided to allow individuals to begin the process of obtaining a drug screen, **upon program acceptance:**

10 panel drug screens

CRG Labs: 405-943-6465

Address: 304 N. Meridian Ave., Oklahoma City, OK 73127

5. Signed Forms
 - Signed "Program Acceptance" form.
 - Signed "Release of Information" form
 - Signed "Oath of Confidentiality" form
 - Signed "Clinical Travel & Health Responsibilities" form
 - Simulation Center Photo Release
 - Signed Trajecsyst policy form
 - Signed PACS policy form
 - Signed Scan Lab Rules Acknowledgement form
 - Signed Guidelines for Abilities Required to Provide Patient Care form

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

The following is due by October, annually:

6. In order for students to attend the clinical education part of the program, they must attend clinical rotations at our affiliated Healthcare Partner sites. OSU-OKC must uphold specific vaccination requirements that are mandated by affiliation contracts with our Healthcare Partners. These records must be provided to our Healthcare Partners for preapproval of students to attend each clinical rotation site. Students who do not provide appropriate evidence of the immunization requirements will not be accepted by the affiliated Healthcare partners and will not be eligible to participate in the assigned clinical learning experience. Clinical learning experiences are a vital part of the program curriculum and cannot be waived. Inability to meet all program curriculum requirements will result in the student being ineligible to graduate from the program. The following is a list of Healthcare Partner required pre-clinical vaccination/shot records. (NOTE: these records are required only from the students who are **accepted** into the program and **are due to the Cardiovascular Sonography office by October 1st**)

Some immunizations require a series of shots, which should be completed by the first of October. Plan ahead so you do not miss the deadline:

- **2 MMR immunizations OR titers showing immunity for Measles, Mumps and Rubella**
- **2 Varicella (Chickenpox) immunizations OR a titer showing immunity** (the only acceptable form of documentation to show that you have had the disease is a titer)
- **Hepatitis B immunizations (HB 3 dose series or HB 2 dose series), OR a titer showing immunity, If the series is in progress, you may sign the in-progress form found in the Student Handbook (CVTP 02.04A)** and turn it in to the Health Sciences Division office – as you continue to obtain the series, you are responsible to provide documentation to the Health Sciences Division office immediately after receiving the next dose in the series. Individuals declining requesting vaccination exemptions must complete the clinic's required exemption form and submission process for each clinical site no less than 30 days prior to the start of each clinical rotation. (NOTE: there is no guarantee that the clinical site will honor the exemption request).
- **1 Tdap within the last 10 years** (if you are approaching the 10-year mark, please get one)
- **1 Influenza vaccine – required annually** - students must either provide evidence of a seasonal influenza vaccination or submit a vaccination exemption request to the clinical site. Individuals requesting vaccination exemptions must complete the clinic's required exemption form and submission process for each clinical site no less than 30 days prior to the start of each clinical rotation. (NOTE: there is no guarantee that the clinical site will honor the exemption request).
- **2 Negative TB PPD Skin Tests (taken no less than 2 weeks apart) OR 1 Negative QuantiFERON gold or plus test** - if there is a history of a positive TB skin test, the following must be provided: Documentation of a positive skin test, official chest x-ray report, in the past or recent, but after the positive TB skin test, and a public contact release form, which can be obtained from your doctor or the TB Control Center, 400 NE 50th (50th & Lincoln) 405-427-8651.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

- **COVID 19 Vaccine** – OSU-OKC is unable to mandate COVID-19 vaccinations of all students and employees due to recent legislation that was signed into law. However, our clinical affiliation agreements state that students and faculty must follow hospital/clinical policy, which includes the policies on COVID vaccinations. As such, if you are assigned to any of these facilities, it is expected that you comply with the prescribed policy. Students must either provide evidence of a complete dosing regimen of one of the COVID-19 vaccines currently authorized by the U.S. Food and Drug Administration (FDA) or submit a vaccination exemption request to the clinical site in which they are assigned. Individuals requesting vaccination exemptions must complete the clinic's required exemption form and submission process for each clinical site no less than 30 days prior to the start of each clinical rotation. (NOTE: there is no guarantee that the clinical site will honor the exemption request).

7. Basic Life Support (BLS) – CPR through American Heart Association

8. NESA Training

- Passing score on NESA clinical entrance exam – taken in the Patient Care class

The following is due prior to starting Clinical Rotations

9. Signed "Oath of Confidentiality" form.
10. Passing NESA score result submission.
11. Any clinical site orientation official completion certificates/approval.
12. Proof of medical liability insurance coverage (provided by the University)
13. Proof of CPR Certification (**American Heart Association** BLS or Healthcare Provider)
14. Any additional medical facility requirements (i.e., copy of Driver's license, SSN, tag number, orientation completion forms, HR completion forms, Student ID, parking pass ID, etc.).

NOTE: If the documentation stated above is not provided to each assigned clinical site in the time specified, and/or if the clinical site to which you are assigned does not accept your vaccination exemption requests, OSU-OKC cannot guarantee clinical placement. If the clinical site to which you are assigned determines that you are ineligible to participate in the clinical rotation for any reason, you will be unable to complete the program requirements specified by the University and will be ineligible to graduate.

Throughout the Duration of the Program

15. Attend all classes routinely/regularly and on time.
16. Check University email regularly, including time periods in between semesters.
17. Submit required course materials completed and on-time.
18. Strive to satisfy and regularly practice to obtain the Diagnostic Medical Sonography Department Program Goals.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

19. Demonstrate proficiency in the cognitive, psychomotor, and affective learning domains, in regard to sonography technology, didactic knowledge, scanning proficiency, and reporting or technical findings.
20. Communicate effectively with other health care professionals in a proper and timely fashion, to include all forms of communication (text message, phone call, email, etc.).
21. Demonstrate personal/academic integrity and respect in your relations with other students, faculty, sonographers, physicians, and all other medical facility/University personnel.
22. Follow federal and state laws, especially regarding the Health Insurance Portability and Accountability Act (HIPAA).
23. Follow the Sonographer's Code of Ethics as listed at:
<http://www.sdms.org/about/who-we-are/code-of-ethics>
24. Follow the Sonographer's "Scope of Practice", as listed at:
<https://www.sdms.org/about/who-we-are/scope-of-practice>
25. Follow all policies as listed in the Diagnostic Medical Sonography Student Handbook.
26. Follow all policies as listed in the Oklahoma State University-Oklahoma City "Student Rights and Responsibilities Handbook."
27. Meet the Diagnostic Medical Sonography Program Goals, as listed in the Diagnostic Medical Sonography Student Handbook.
28. Meet the General Education Goals for Oklahoma State University-Oklahoma City, as listed in the Diagnostic Medical Sonography Student Handbook and on all course syllabi.

By signing below, I contend that I have read and had the opportunity to ask any questions that I may have about the above expectations/requirements.

Print Legal Name

Student Signature

Date

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

The OSU-OKC Adult Echocardiography Concentration of the
Cardiovascular Sonography Program is fully accredited by:

CAAHEP: Commission on Accreditation of Allied Health Education Program
9355 -113th St. N, #7709,
Seminole, FL 33775
www.caahep.org
727.210.2350

Through the:
JRC-DMS: Joint Review Committee on Education in Diagnostic Medical Sonography
6021 University Boulevard, Suite 500
Ellicott City, MN 21043
www.jrcdms.org
443.973.3251

The Higher Learning Commission and is a member of the North Central Association
230 N. Lasalle St., Suite 7500
Chicago, OK 60604
www.hlcommission.org
800.621.7440

OSU-Oklahoma City's programs of study are approved by the Board of Regents for Oklahoma State University and the A & M Colleges, the Oklahoma State Regents for Higher Education and the Oklahoma State Accrediting Agency.

NOTICE: Diagnostic Medical Sonography Departmental policies and procedures described herein are subject to change.

OSU-Oklahoma City supports the Americans with Disabilities Act (ADA) and welcomes requests for reasonable accommodation. For ADA accommodations, please contact the Office of Services to Students with Disabilities at 405.945.3385. OSU-Oklahoma City in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

OSU-Oklahoma City is in compliance with Section 22 (The Drug Free Schools and Communities Act Amendment of 1989) of Title XII of the Higher Education Act of 1965 and imposes a standard of conduct which prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the OSU-Oklahoma City campus or as a part of any of its activities. Failure to comply with this policy will result in sanctions as outlined in the Student Rights and Responsibilities Policy and/or OSU Employee Responsibilities. A complete copy of the text of the Title XII Drug and Alcohol Abuse Prevention Policy is available at the Office of Admissions/Records and Financial Aid.

INTRODUCTION

The Oklahoma State University-Oklahoma City, Diagnostic Medical Sonography Department, provides a sixty-five-credit hour program leading to an Associate of Applied Science in Cardiovascular Sonography. Upon satisfactory completion of the course of study, the graduate is eligible for the National Sonography Registry by the American Registry of Diagnostic Medical Sonographers and/or Cardiovascular Credentialing International. This will vary depending on prior worked hour and if applicant has a bachelor's degree.

The Cardiovascular Sonography program includes classroom and laboratory instruction on campus as well as supervised clinical experience at affiliated health agencies which includes hospitals, clinics, mobile services, and doctors' offices.

This handbook is designed to answer *some* of your questions as a new student in the Cardiovascular Sonography program at Oklahoma State University - Oklahoma City. It will not answer all of them. We, the faculty, are here to help you. Please feel free to consult with us at any time. We wish you success in reaching your goal.

HEALTH SCIENCES DIVISION DIAGNOSTIC MEDICAL SONOGRAPHY DEPARTMENT WWW.OSUOKC.EDU/SONOGRAPHY

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Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

MISSION

The Mission of the Oklahoma State University-OKC Diagnostic Medical Sonography Program is to provide a collegiate level program that will prepare students for the National Registry exam with the: American Society of Diagnostic Medical Sonographers (ARDMS) and/or Cardiovascular Credentialing International (CCI). Upon completion of the registry the graduate student will become an integral part of the local, national and global sonography community.

PHILOSOPHY

We the faculty, accept the following beliefs:

Each individual is a complex, worthwhile and unique being. Inherent in this belief is the right of each individual to make decisions while striving to achieve an optimal level of health. Each individual functions within society having impact upon, as well as being directly influenced by, society and the environment. Individual uniqueness is affected by this interrelationship.

Health is a state of optimal physical, mental and social well-being, not only the absence of disease or infirmity. A healthy individual is one who strives to function at an optimal level in the physical, mental and social realms.

The faculty accepts that education is an ongoing process, and that each individual learner is unique, having responsibility for choosing an individual level of achievement. The faculty stimulates the cognitive, affective, and psychomotor development of the individual learner through planned interactions and experiences. The curriculum and climate encourage the learner to acquire the knowledge, skills and critical thinking ability needed to the practice of Diagnostic Sonography. Since this associate degree cardiovascular program attracts a large percentage of adult learners, methods of instruction are based upon principles of adult learning theory. Students enter the cardiovascular program with a variety of life experiences. The faculty values prior learning and structures the learning environment to build upon previously acquired knowledge and skills.

The faculty believes that Diagnostic Sonography education should take place in institutions of higher education and should be augmented by knowledge derived from courses in general education, physical, biological, and psychosocial sciences. The faculty also recognizes a responsibility to the consumer. Learning activities are planned and provided that promote student growth and incorporate patient safety through adherence to established standards of practice. The curriculum facilitates a holistic approach to cardiovascular practice and education, providing the knowledge base, experience, and critical thinking opportunities necessary to become a safe sonographer.

The scope of practice centers on direct patient care in a variety of community-based settings with established policies, procedures, and protocols for delivery of care. The associate degree graduate is able to provide the appropriate Diagnostic Sonography Exam for a specific disease state. The graduate of this program is prepared to function as a collaborative member of the Cardiovascular and health care delivery team under the direction of a registered sonographer or physician. The graduate of this program is prepared with a foundation for life-long learning.

2023-2024

SCOPE OF PRACTICE FOR THE DIAGNOSTIC MEDICAL SONOGRAPHY PROFESSIONAL

Preamble:

The purpose of this document is to define the Scope of Practice for Diagnostic Sonography Professionals and to specify their roles as members of the health care team, acting in the best interest of the patient. This scope of practice is a "living" document that will evolve as the technology expands.

Definition of the Profession:

The Diagnostic Sonography Profession is a multi-specialty field comprised of Diagnostic Medical Sonography (with subspecialties in abdominal, neurologic, obstetrical/ gynecologic, and ophthalmic sonography), Diagnostic Cardiac Sonography (with subspecialties in adult and pediatric echocardiography), Vascular Technology, and other emerging fields. These diverse specialties are distinguished by their use of diagnostic medical sonography as a primary technology in their daily work. Certification¹ is considered the standard of practice in sonography. Individuals who are not yet certified should reference the Scope as a professional model and strive to become certified.

Scope of Practice of the Profession:

The Diagnostic Sonography Professional is an individual qualified by professional credentialing² and academic and clinical experience to provide diagnostic patient care services using sonography and related diagnostic procedures. The scope of practice of the Diagnostic Sonography Professional includes those procedures, acts and processes permitted by law, for which the individual has received education and clinical experience, and in which he/she has demonstrated competency.

Diagnostic Sonography Professionals:

- Perform patient assessments
- Acquire and analyze data obtained using sonography and related diagnostic technologies
- Provide a summary of findings to the physician to aid in patient diagnosis and management
- Use independent judgment and systematic problem-solving methods to produce high quality diagnostic information and optimize patient care.

¹ An example of credentials: RDMS (registered diagnostic medical sonographer), RDCS (registered diagnostic cardiac sonographer), RVT (registered vascular technologist); awarded by the American Registry of Diagnostic Medical Sonographers, ® a certifying body with NCCA Category "A" membership, and CCI (Cardiovascular Credentialing International)

² Credentials should be awarded by an agency certified by the National Commission for Certifying Agencies (NCCA).

***SDMS-Society of Diagnostic Medical Sonographers (2007)**

CARDIOVASCULAR SONOGRAPHY PROGRAM GOALS

Cardiac Concentration:

To prepare competent entry-level adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Vascular Concentration:

To prepare competent entry-level vascular sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Upon completion of the Cardiovascular Sonography (A.A.S) program, the student will:

1. Compare and contrast human anatomy with human physiological processes.
2. Utilize principles of acoustical, Doppler, and diagnostic sonography physics.
3. Evaluate patient diagnosis and healthcare management plans, following national guidelines.
4. Create a timely and accurate reporting structure through effective communication with the health care team.
5. Differentiate moral, legal, and ethical principles in sonography.
6. Serve society and the community through utilization of a) cognitive, b) psychomotor, and c) affective learning domains.

-Revised 10/2019

2023-2024

**OSU-OKLAHOMA CITY
CAMPUS-WIDE
STUDENT LEARNING OUTCOMES**

Upon completion of an OSU-Oklahoma City degree, students will have accomplished the following five outcomes:

1. Critical Thinking

Students solve problems by evaluating arguments or propositions and making judgments that guide the development of their beliefs and actions.

Critical thinking skills include, but are not limited to, the ability to comprehend complex ideas, data, and concepts; to make inferences based on careful observation; to make judgments based on specific and appropriate criteria; to solve problems using specific processes and techniques; to recognize relationships among the arts, culture, and society; to develop new ideas by synthesizing related and/or fragmented information; to apply knowledge and understanding to different contexts, situations, and/or specific endeavors; and to recognize the need to acquire new information.

2. Effective Communications

Students communicate effectively using organized and coherent written and oral presentations appropriate for the audience and situation.

Effective communication is the ability to develop organized, coherent, unified written or oral presentations for various audiences and situations.

3. Computer Proficiency

Students use computer and network technologies to gather, analyze and communicate information.

Computer proficiency includes a basic knowledge of operating systems, word processing, and Internet research capabilities.

4. Civic Responsibility

Students engage in the community through activities effecting positive change in society and the environment.

Preparation for civic responsibility in the democratic society of the United States includes acquiring knowledge of the social, political, economic, and historical structures of the nation in order to function effectively as citizens in a country that is increasingly diverse and multicultural in its population and more global in its view and functions.

5. Global Awareness

Students display sensitivity to cultures across local, national, and global communities.

Global awareness includes knowledge of the geography, history, cultures, values, ecologies, languages, and present-day issues of different peoples and countries, as well as an understanding of the global economic, political and technological forces which define the interconnectedness and shape the lives of the world's citizens.

-Revised July 1, 2012

Organizing Structure

The Diagnostic Medical Sonography faculty recognizes that the practice of Sonography as it occurs within our society and is an integral part with total health care of the individual patient. The curriculum of the Cardiovascular Sonography Program focuses on the predominant concepts of health, individual, and sonography as they influence society.

Predominant Concepts

Health is a dynamic state influenced by internal and external factors. A healthy individual is one who strives to function at an optimal level in the bio-psycho-social system. The predominant and pervasive concepts provide a framework for assessing and evaluating the health of the individual. This conceptual approach focuses on the ability to maintain life functions and the response to alterations in function.

Society is made up of individuals from diverse ethnic, racial, religious, and social groups that impact and influence each other's values, beliefs, attitudes, and behaviors.

Environment is the total setting in which life and behavior occur.

The individual is a unique being who responds to both internal and external stimuli as a unified open system. Each individual has basic needs common to all and has responsibility for making life decisions necessary to meet those needs. The individual is an active participant in the process of human development continuing throughout the life span. A dynamic interaction exists between the individual, society, and the environment.

Critical thinking is a cognitive, investigative, learned process characterized by the ability to make knowledgeable decisions relevant to the discipline of Cardiovascular Sonography.

Communication abilities are the use of verbal, non-verbal, and written interpersonal transactions involving active listening and feedback in a clear and concise exchange of feelings, facts, and ideas.

2023-2024

CODE OF ETHICS FOR THE PROFESSION OF DIAGNOSTIC MEDICAL SONOGRAPHY

Approved by SDMS Board of Directors, December 6, 2006

PREAMBLE

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

OBJECTIVES

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

PRINCIPLES

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

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

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

- A. Obtain appropriate sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body recognized by the Society of Diagnostic Medical Sonography (SDMS) Board of Directors.
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- E. Maintain continued competence through continuing education and/or recertification.
- F. Perform only medically indicated studies, ordered by a physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results.

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

- A. Be truthful and promote appropriate and timely communications with patients, colleagues, and the public.
- B. Respect the rights of patients, colleagues, the public and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent his/her level of competence, education, and certification.
- E. Promote equitable care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.
- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.....Adopted from SDMS- 2006

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

NATIONAL REGISTRY REQUIREMENTS: ARDMS (AMERICAN REGISTRY OF DIAGNOSTIC MEDICAL SONOGRAPHERS)

Sonography Principles and Instrumentation (SPI) Examination Requirement

(Note: All listed items must be met and completed prior to submission. See the Notes About the SPI Requirement for footnotes, definitions and complete details.)

Education

Successful completion of a general, medical or sonographic physics class/seminar/course.

Documentation Required with Application

1) A transcript (see transcript requirements below) reflecting successful completion of a graded general, medical or sonographic college, post secondary or higher education physics class (with a grade of C or above);

OR

A CME certificate denoting successful completion of a general, medical or sonographic physics seminar, physics review course, or physics correspondence course, denoting a minimum award of 12 ARDMS-accepted CME credits. The certificate must meet ARDMS CME documentation requirements (visit ARDMS.org/CME to view ARDMS-accepted CMEs). The CME credits must be earned within two (2) years prior to application submission.

2) Photocopy of a non-expired government issued photo identification with signature; the name on the identification must exactly match the name under which you are applying for ARDMS examination.

Transcript Requirements

- Name of applicant and school must be printed on the transcript; handwritten information will not be accepted.
- The class or course name must specifically indicate "Physics," "Physical Principles" and/or "Instrumentation" in the title and be printed on the transcript. Supplementary information will not be accepted.
- Transcript can be unofficial or official.
- If submitting a foreign transcript or degree, an original course by course foreign transcript evaluation must accompany the application summary and indicate the aforementioned requirements.
- Transcripts only indicating a number grade must include a "grade key" printed on the transcript showing what letter grade the number grade is equivalent to. Supplementary information will not be accepted.
- A grade report will not be accepted in lieu of the transcript (unofficial or official).

Prerequisite 1

(Note: All listed items must be met and completed prior to submission. See the Notes About the Prerequisites for footnotes, definitions and complete details.)

Education

A single two-year allied health education program that is patient-care related.¹

Allied health occupations include, but are not limited to, diagnostic medical sonographer, radiologic technologist, respiratory therapist, occupational therapist, physical therapist and registered nurse.

Required Clinical Ultrasound/Vascular Experience

12 months of full-time² clinical ultrasound/vascular experience.³

Note: If you are using your DMS/CVT program for the educational requirement, you still have to document an additional 12 months of full-time clinical ultrasound/vascular experience earned outside the two-year program.

Documentation Required with Application

- 1) Official transcript from two-year allied health education program as noted in the "Education" requirement of this prerequisite. Must state specific number of credits and indicate quarter or semester based system.
- 2) Copy of education program certificate, credential or license.

3) Original letter from supervising physician, sonographer/technologist or educational program director indicating a minimum of 12 months of full-time clinical/vascular experience including exact dates of ultrasound experience/ successful completion of sonography program. For required letter content, please visit: ARDMS.org/sampleletters.

4) Original signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms are available at ARDMS.org/cv.

5) Photocopy of a non-expired government issued photo identification with signature; the name on the identification must exactly match the name under which you are applying for ARDMS examination.

Prerequisite 2

(Note: All listed items must be met and completed prior to submission. See the Notes About the Prerequisites for footnotes, definitions and complete details.)

Education

Graduate of a program accredited by an agency recognized by the Council for Higher Education Accreditation (CHEA), United States Department of Education (USDOE) or Canadian Medical Association (CMA), that specifically conducts programmatic accreditation for diagnostic medical sonography/diagnostic cardiac sonography/vascular technology. Currently the only organizations that offer programmatic accreditation under the aforementioned associations are the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Canadian Medical Association (CMA).

Required Clinical Ultrasound/Vascular Experience

No additional experience is required.

Documentation Required with Application

- 1) Copy of diploma from ultrasound/vascular program or an official transcript indicating the date the degree was conferred.
- 2) Original letter signed by program director and/or medical director indicating date of graduation or successful completion of the program⁴. Program directors must use the mandatory formatted sample letter, available on ARDMS.org/sampleletters.
- 3) The CV form is not required if the application is submitted and received in the ARDMS office within one year after successful completion of the program. Otherwise an original signed and completed CV form for each appropriate specialty area(s) must be submitted. CV forms are available at ARDMS.org/cv.
- 4) Photocopy of a non-expired government issued photo identification with signature; the name on the identification must exactly match the name under which you are applying for ARDMS examination.

Prerequisite 3A

(Note: All listed items must be met and completed prior to submission. See the Notes About the Prerequisites for footnotes, definitions and complete details.)

Education

Bachelor's degree (any major) or foreign degree equivalent to a Bachelor's degree in the U.S. or Canada.

Required Clinical Ultrasound/Vascular Experience

12 months of full-time² clinical ultrasound/vascular experience.³

Documentation Required with Application

- 1) Copy of Bachelor's degree or an official transcript earned in the U.S. or Canada or an original foreign transcript evaluation indicating that the degree is equivalent to a Bachelor's degree in the U.S. or Canada.
- 2) Original letter from supervising physician, sonographer/technologist or educational program director indicating a minimum of 12 months of full-time clinical/vascular experience including exact dates of ultrasound experience/ successful completion of sonography program. For required letter content, please visit: ARDMS.org/sampleletters.
- 3) Original signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms are available at ARDMS.org/cv.
- 4) Photocopy of a non-expired government issued photo identification with signature; the name on the identification must exactly match the name under which you are applying for ARDMS examination.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

**NATIONAL REGISTRY REQUIREMENTS: CCI (CARDIOVASCULAR
CREDENTIALING INTERNATIONAL)**

RCS: Cardiac Ultrasound Echocardiography

Qualification Requirements

All applicants must meet the following criteria:

1. Have a high school diploma or general education diploma at the time of application.
2. Fulfill one (1) of the qualifications of the exam for which you are applying. See qualification listed in the tables below.
3. Provide typed documentation to support the qualification prerequisite under which you are applying. Required documentation for each qualification prerequisite is listed below. CCI reserves the right to request additional information.

Qualification Prerequisite (all applicants must fulfill one of the following)

Supporting Documentation

RCS1

Two years of full time or full time equivalent work experience in Cardiac ultrasound. The applicant must have participated in a Minimum of 600* cardiac ultrasound studies at the time of Application

RCS1

Employment Verification Letter (must confirm the number of studies performed during the applicant's Employment)

In the verification letter, the medical director(s) must confirm the Number of studies performed during the applicant's employment

Effective June 30, 2023, the RCS1 qualification prerequisite will be sunset. First-time RCS applicants applying on or after July 1, 2023 must select from the qualification prerequisites listed below.

RCS25

A graduate of diploma, associate, or baccalaureate academic Program in health science (including, but not limited to, cardiovascular technology, ultrasound, radiologic technology, respiratory therapy, or nursing)

AND

One year full-time or full-time equivalent work experience in cardiac ultrasound (echocardiography)

AND

Performance of a minimum of 600* cardiac ultrasound studies in their career, which is defined as work experience and/or clinical experience gained during a formal educational program.

RCS235

Completion certificate and/or educational transcript

AND

Employment Verification Letter

AND/OR

Clinical Experience Letter (only required for applicants submitting verification of the number of studies completed during a formal educational program)

RCS4

Applicant must be a graduate of programmatically accredited Program ** in cardiac ultrasound (echocardiography).

RCS4

Completion certificate and/or educational transcript.

AND

Student Verification Letter

Students applying to take examination prior to graduation will be required to submit this documentation.

RCS5

A graduate of a NON-programmatically accredited program in cardiac ultrasound (echocardiography) which has a minimum of one year of specialty training and includes a minimum of 800 clinical hours in the specialty in which the examination is being requested.

IMPORTANT: If an individual's clinical hours were completed after graduation or if the hours are not a requirement for their educational program, then those hours WOULD NOT count toward the 800-hour minimum under qualification RCS5. All clinical hours must be earned in a setting in which patients are being tested or medically treated.

RCS5

Copy of wallet card showing date earned and active through date of ultrasound registry credential

AND

Employment Verification Letter

(must confirm the number of studies performed during the applicant's employment).

AND/OR

Clinical Experience Letter (only Required for applicants submitting verification of the number of studies completed during a formal educational program)

** If an individual's studies were conducted during a formal educational program, then those studies completed WOULD count toward the minimum cardiac ultrasound studies under qualifications RCS235 and RCS6.*

*** An accredited program is accredited by an agency recognized by the Council for Higher Education Accreditation (CHEA), United States Department of Education (USDOE), or Canadian Medical Association (CMA) that specifically conducts programmatic accreditation for cardiovascular technology, diagnostic cardiac sonography, or vascular technology.*

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY

CARDIOVASCULAR SONOGRAPHY A.A.S.

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

Student Name: _____				Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
Student ID: _____							
General Education Courses				19 Credit Hours			
ENGL	1113	English Composition I		3			
Choose One:				3			
ENGL	1213	English Composition II					
ENGL	2333	Introduction to Technical Report Writing					
Choose One:				3			
HIST	1483	U.S. History to 1865					
HIST	1493	U.S. History since 1865					
MATH	1513	College Algebra		3			
PHYS	1114	General Physics I		4			
POLS	1113	American Government		3			

Support and Related Courses 7 Credit Hours

BIOL	1012	Biological and Medical Terminology		2			
BIOL	1515	Human Anatomy & Physiology		5			

Selective Admission into the following courses is required, based on certain criteria. For admission requirements, visit www.osuokc.edu/cardiovascular.

Technical Occupational Specialty 39 Credit Hours

SON	1113	Ultrasound Physics and Instrumentation I		3			
SON	1153	Patient Care & Medical Ethics & Law		3			
SON	1213	Ultrasound Physics & Instrumentation II		3			
SON	1103	Cardiovascular Ultrasound I w/lab		3			
SON	1203	Cardiovascular Ultrasound II w/lab		3			
SON	1254	Clinical Experience I		4			
SON	2303	Cardiovascular Ultrasound III w/lab		3			
SON	2403	Cardiovascular Ultrasound IV w/lab		3			
SON	2253	Clinical Experience II		3			
SON	2313	Cardiovascular Concepts		3			
SON	2354	Clinical Experience III		4			
SON	2454	Clinical Experience IV		4			

Total to Graduate 65

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

CARDIOVASCULAR SONOGRAPHY AAS - COURSE DESCRIPTIONS

SON 1103 CARDIOVASCULAR SONOGRAPHY I

An introduction to basic cardiovascular anatomy, ultrasonic imaging techniques and basic scanning principles. The student will demonstrate, at least, satisfactory comprehension of topics including basic imaging protocols, scan planes in relation to cardiovascular anatomy, and principles of acquisition of diagnostic images in echocardiographic and routine vascular studies. Students will review basic gross anatomy and basic sonographic anatomy of the heart, lower extremity arterial, lower extremity venous, extracranial and abdominal vascular systems. Emphasis will be placed on the routine normal exam and protocol comprehension, in preparation for clinical rotation assignments. Students will demonstrate adequate comprehension and proficiency with the basic knobology of cardiovascular testing and standard protocols. The student will demonstrate adequate scanning proficiency in basic echocardiographic imaging, as well as basic extracranial and abdominal vasculature imaging. Prerequisites: Support & Related Courses and General Education Requirements. *

SON 1113 SONOGRAPHY PHYSICS AND INSTRUMENTATION I

A course in the physics and instrumentation of sonography which will cover ultrasonic wave generation and propagation, interaction of sound and matter, transducer and instrumentation designs, sonography scanning modes, image artifacts and quality, Doppler effect and Doppler instrumentation components. Prerequisites: SON 1103, SON 1153, SON 2313, Support & Related Courses and General Education Requirements*

SON 1153 PATIENT CARE, MEDICAL ETHICS & LAW

Students will learn sonographer safety; current Sonographic protocols; and basic patient care. Vital sign assessment will be introduced to the student, as well as medical terminology. This course covers study techniques such as effective note taking, effective listening, and test-taking strategies. For the practitioner and student entering the clinical environment, it offers step-by-step descriptions of basic medical procedures and patient care, showing how to safely and ergonomically perform procedures and how to interact with patients in a clinical setting. This includes patient communication and psychological support strategies, as well as patient transfer techniques. Topics such as infection control will be emphasized, as well as current utilization of standard precautions to prevent the spread of infection. Emergency conditions and procedures, to include first aid and resuscitation techniques will be presented to the student. A study of medical ethics & the laws that affect and pertain to Sonographers and other imaging professionals is introduced and explained. This class will also help students make knowledgeable decisions about patient care issues in respect to ethics and law. This class examines the many issues that affect sonographers and other imaging professional and applies the examples to real-world situations. The student will be introduced to topics such as patient autonomy, medical documentation, informed consent, confidentiality & HIPPA, managed care, diversity and death and dying. The student will learn to apply their own values, common sense, and applicable healthcare law and medical ethics to solve challenging dilemmas. Professional interaction skills and the sonographer's professional scope of practice will be emphasized. Prerequisites: Support & Related Courses and General Education Requirements.

SON 1203 CARDIOVASCULAR SONOGRAPHY II

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

The student will demonstrate adequate comprehension on adult acquired cardiac valvular pathologies, ischemic heart disease, and pericardial disease. The student will also demonstrate adequate comprehension of abdominal vasculature, as well as extracranial and intracranial vascular assessment. Topics include cardiovascular pathophysiology; quantitative measurements and the application of 2-D, M-Mode and Doppler data in the aforementioned pathologies, as well as the sonographic appearances of extracranial, intracranial, and abdominal cardiovascular disease. Intracranial physiology and pathophysiology will be presented and satisfactory comprehension of transcranial Doppler imaging will be demonstrated by the student. The student will perform history taking, patient assessment, critical thinking and analyzing of patient data. The student will demonstrate adequate scanning proficiency in sonographic imaging of echocardiography, as well as extracranial and abdominal vasculature. Prerequisites: SON 1103, SON 1153, SON 2313.

SON 1213 PHYSICS & INSTRUMENTATION II (Continuation of SON 1113 Physics & Instrumentation I).

A course in the physics and instrumentation of sonography which will cover ultrasonic wave generation and propagation, interaction of sound and matter, transducer and instrumentation designs, sonography scanning modes, image artifacts and quality, Doppler effect and Doppler instrumentation components. Prerequisites: SON 1103, SON 1113, SON 1254.

SON 1254 CLINICAL EXPERIENCE I

Clinical rotation in various clinical settings (hospital and/or clinic) for observation and some hands-on practice in a patient care setting under direct supervision of registered sonographers. Prerequisites: SON 1103, SON 1153, SON 2313

SON 2253 CLINICAL EXPERIENCE II

Clinical rotation in various clinical settings (hospital and/or clinic) for observation and hands-on practice in a patient care setting under direct supervision of registered sonographers. Prerequisites: SON 1113, SON1203, SON 1254

SON 2303 CARDIOVASCULAR SONOGRAPHY III

Instruction in advanced sonographic procedures, with discussion of quantitative measurements and application of 2-D, M-Mode, Doppler data in correlation with sonographic appearances of advanced cardiac disease. The student will demonstrate adequate comprehension of the topics of stress echocardiographic testing, as well as related diagnostic imaging and related noninvasive cardiac testing for cardiomyopathies, cardiac masses, endocarditis, and diseases of the great vessels. The student will demonstrate adequate echocardiographic scanning proficiency in the laboratory setting. The student will perform history taking, patient assessment, critical thinking and analyzing of patient data. The student will demonstrate adequate comprehension of the lower arterial and venous systems' anatomy, physiology, and vascular pathophysiology. The student will demonstrate adequate scanning proficiency in sonographic imaging of the lower arterial and venous systems. Advanced direct and indirect arterial and venous procedures will be discussed. The student will demonstrate, at least, satisfactory proficiency with their performance of plethysmographic studies of the lower extremities. Prerequisites: SON 1203, SON 2253.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

SON 2313 CARDIOVASCULAR CONCEPTS

This course is a continuation from SON 1153 and will continue to expand the knowledge of the cardiovascular sonographer. The course is designed to prepare the student for the Cardiovascular Principles section of their Registry. The anatomy and physiology of the cardiac and vascular systems are presented, with special emphasis on the relationship and connection of the two systems. Topics such as cardiovascular anatomy, cardiovascular physiology and hemodynamics, pathology, pathophysiology, pharmacology of the cardiovascular system, the electrical conduction system, congenital heart defects, intracardiac pressures and their correlation with other cardiovascular phenomenon, coronary artery distribution, determinants and assessment of left ventricular performance and the phases of the cardiac cycle are discussed. Examination methods and interventional procedures are also explained. Prerequisites: Support & Related Courses and General Education Requirements.

SON 2354 CLINICAL EXPERIENCE III

Clinical rotation in various clinical settings (hospital and/or clinic) for observation and some hands-on practice in a patient care setting under direct supervision of registered sonographers. Prerequisite: SON 2253.

SON 2403 CARDIOVASCULAR SONOGRAPHY IV

A continuation of Cardiovascular Sonography III with emphasis on advanced cardiovascular imaging and professional development of the student. The student will demonstrate adequate comprehension of test validation methods, as well as the sonographic topics of transesophageal echocardiography, prosthetic valves, advanced echocardiographic procedures, and alternative cardiovascular imaging techniques. The student will perform history taking, patient assessment, critical thinking and analyzing of patient data. The student will demonstrate adequate comprehension of the vascular topics of renal artery stenosis, portal hypertension and hepatic vasculature, and upper extremity arterial and venous systems' normal anatomy, physiology, and vascular pathophysiology. The student will demonstrate adequate scanning proficiency in sonographic imaging of the renal vasculature, hepatic vasculature, and upper arterial and venous systems. Discussion of job interviewing strategies, resume building, and SPI Sonography Physics registry exam preparation and application will be discussed, with the student demonstrating adequate comprehension. The student will prepare and present their senior thesis capstone project. Prerequisites: SON 1213, SON 2303, SON 2354.

SON 2454 CLINICAL EXPERIENCE IV

Clinical rotation in various clinical settings (hospital and/or clinic) for observation and some hands-on practice in a patient care setting under direct supervision of registered sonographers. Prerequisite: SON 2354.

BIOL 1012 BIOLOGICAL AND MEDICAL TERMINOLOGY

Introduction to the use of Latin and Greek common roots, stems and combining forms in structuring biological and medical terminology. Prerequisites: [R] [Sci].

***PLEASE SEE DIAGNOSTIC MEDICAL SONOGRAPHY WEBSITE FOR MORE INFORMATION ABOUT REQUIRED PREREQUISITES**

2023-2024

GENERAL INFORMATION AND SERVICES FOR STUDENTS

- I. **Advisement** — Health Sciences and Nurse Science Advisor is Mr. James Anderson (405) 945-9124 james.anderson@okstate.edu

OSU-Oklahoma City's student-centered philosophy is reflected in the Advisement and Counseling Center where students discover a highly personalized approach to fostering the growth and full potential of each student. Academic advisement for all students whether new, transfer, undeclared, non-degree seeking, international and/or cardiovascular, is provided by professional staff in a caring environment.

Workshops on success-related topics are presented throughout the semester at no charge to students. Contact a counselor for more information, located first floor, Student Center, or by calling (405) 945-9150.

- II. **Business Office** — Tuition is paid, parking decals issued, and student account information obtained in the Business Office, Administration Building, Room 201.
- III. **The HUB, Cyber Café and Student Lounge** — Located in the Student Center, second floor, The HUB, Cyber Café and Student Lounge offers a place to eat, check emails, play games, surf the Web or relax and visit with friends or study. Breakfast items, both hot and cold, are available daily. Other meal offerings include homemade entrees, cook-to-order grill items, fresh-made wraps and salads and a variety of snacks. A selection of hot and cold drinks, chips and snack items are available, not only at The HUB, but also from vending machines located across campus.
- IV. **Student Success and Opportunity Center** — The Student Success and Opportunity Center (SSOC) offers computer-assisted instruction in most academic areas, free tutoring (computer-based and individual), study test bank, access to the Internet, MS Word, Excel and PowerPoint on computers, career exploration and Academic Systems. Special programs such as Second Chance, the GED program and the Family Resource Center are also among the services offered through the SSOC

The SSOC is located in the Learning Resource Center Building, second floor. Hours of operation are Monday through Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 5 p.m.; Saturday, 9 a.m. to 5 p.m.; and Sunday, noon to 6 p.m. For more information, call The Learning Center director at (405) 945-8691.

- V. **Library** — The Library is on the Learning Resource Center fourth floor and is open seven days a week. Students are required to have a valid OSU-Oklahoma City photo identification card (ID). Hours are Monday through Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 5 p.m.; Saturday, 9 a.m. to 5 p.m. and Sunday, noon to 6 p.m. Holidays and interim hours are posted. An exterior book return is located on the west side of the LRC building. Fully automated, the library provides many electronic information resources with staff available to instruct students in the use of these resources. Inter-Library Loan service is available for items not held locally. Self-service photocopiers and study rooms are provided. Proceeds from the donation of materials to an on-going book sale, sponsored by the Library Friends, are used for library resources.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

- VI. **Wellness Services** — The Wellness Center operates Monday through Thursday, 6 a.m. to 7 p.m., Friday, 6 a.m. to 5 p.m., Saturday, 9 a.m. to 2 p.m. Closed Sunday (summer and break times may vary). Located on the first floor of the Administration Building, the center features a fully equipped exercise room with treadmills; elliptical trainers; bikes; Cybex, Paramount and Quantum strength training equipment; and a multi-purpose room for serious aerobic classes. Other accommodations include a tennis court, an outdoor volleyball court, a one-half mile outdoor fitness track, a croquet court and a five-hole golf course. Expanded services include a variety of fitness and wellness programs, as well as intramural sports. Many new opportunities are available to OSU-Oklahoma City students and the community. Currently enrolled students receive free Wellness Center membership. New members can obtain a free fitness orientation. Call the Wellness Center at (405) 945-8642 for the latest program information and scheduling or www.osuokc.edu/wellness.
- VII. **Bookstore** — The OSU-Oklahoma City Bookstore is operated and managed by Barnes and Noble Bookstores. The bookstore offers a complete line of required course books and educational supplies, an assortment of gift items, paperbacks, computer supplies, calendars and greeting cards. osuokc.bncollege.com
Phone (405) 945-3201, fax (405) 945-3213
- It is the best source for OSU-Oklahoma City and OSU insignia items, including T-shirts, sweatshirts, coffee mugs, jackets and notebooks. Textbooks may be reserved on the web at www.osuokc.bncollege.com. Students may sell their books back year round. The Bookstore is located in the Student Center, second floor.
- VIII. **Inclement Weather, Class Cancellation, Campus Closing** — A decision to close the campus, or to cancel classes because of inclement weather or other adverse conditions, will be made as early as possible. Students should watch and listen for news broadcasts on the stations listed below. Also, the OSU-Oklahoma City web site (www.osuokc.edu) will detail whether the campus is closed, classes are cancelled or delayed. Students may also sign up on O-Key to receive alerts on their cell phone.

Television

1. KFOR Channel 4 (Cox Cable)
2. KOCO Channel 5 (Cox Cable)
3. KWTW Channel 9 (Cox Cable)
4. KOKH Channel 25 (Cox Cable)

Radio

1. KTOK 1000 (AM)
2. KOMA 1520 (AM)
3. KOMA 92.5 (FM)
4. KJYO 102.7 (FM)

Instructions and further information for these contingencies have been provided for faculty and staff employees through the campus Emergency Preparedness Plan.

STEPS IN THE FINANCIAL AID PROCESS

Step 1: Apply for Aid

- To apply for an OSU-OKC Tuition Scholarship, visit www.osuokc.edu/scholarships.
- To search for external scholarship opportunities, visit www.fastweb.com.
- To apply for Federal Grants & Loans, visit www.fafsa.ed.gov. The federal school code for OSU-OKC is 009647.
- To apply for Federal aid online, you must apply for and receive a personal identification number (PIN) at <http://www.pin.ed.gov/>

Priority deadlines for financial aid application are **May 31 for Fall** and **November 30 for Spring**.

Step 2: Get Admitted and Enroll

Students must complete the admissions process and enroll in classes in order to be awarded Federal Aid.

Step 3: Activate Your O-Key

The Financial Aid and Scholarship Office will utilize email as its official notification mode. You are strongly encouraged to activate your O-Key account so that you can receive these email messages and gain access to Web for Students. To activate your account, visit: <https://okey.okstate.edu>

Step 4: Complete Your Financial Aid File

Once OSU-OKC receives and reviews your processed FASFA, additional documents may be requested. Applicants should monitor their OSU-OKC or FAFSA email addresses for notifications requesting information from the Financial Aid Office. Following are normal processing times applicants should allow for the review of their file, provided they have enrolled. All timelines are subject to volume, especially during peak enrollment periods.

Students not selected for verification: allow ten business days from file completion date.

Students selected for verification: allow fifteen business days from file completion date.

Important Notice: Transcripts from all colleges/universities previously attended must be received in the OSU-OKC Admissions/ Registrar Services Office before your eligibility for federal student aid can be determined.

Step 5: Types of Aid

For those who qualify, federal grants are available in the form of Pell, Supplemental Educational Opportunity Grant (**SEOG**), and Oklahoma Tuition Aid Grant (**OTAG**). Federal Work Study Program (**FWSP**) and loans are available for students attending at least half time (six credit hours). Loans come in the form of Federal Direct Subsidized and Unsubsidized Loans, and Federal Direct Parent Loan (PLUS), as well as Private Loans, which are credit based. Parents of dependent students are responsible for applying for the credit-based Plus Loan.

Step 6: Award Notification

Your eligibility for scholarships and federal aid will be determined based on your cost of attendance, enrollment status, and external aid offers. Once eligibility has been determined, you will receive an email notification informing you that your awards are ready to be viewed and acted upon via Web for Students. All grant awards are accepted on your behalf; therefore, you are not required to accept these types of awards. You must "Take Action" by either accepting or declining aid offers of federal loans or federal work-study. If you have been offered and choose to accept student loans, you must complete Loan Entrance Counseling (**each academic year**) at www.studentloans.gov. If you are offered and are accepting federal work-study, you must visit with Gil

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

Smith, Job Placement/Enrollment Management Specialist, any time after August 1st to apply for available work-study jobs.

Important Note: To avoid over-award situations, please notify the Office of Financial Aid and Scholarships of all external scholarship offers that you receive as soon as you become aware of them.

Step 7: Charging Books

In order to charge books, you must have been awarded aid that exceeds your tuition charges. Students who have not been awarded or failed to meet the priority deadlines listed above will need a plan for book expenses. We encourage students in this situation to explore the Rent-A-Text option offered by Barnes and Noble. For more information, visit <https://osuokc.bncollege.com/shop/oklahoma-state-university-oklahoma-city/page/rental-faqs>.

Step 8: Refunds of Aid

Financial aid funds administered by OSU-OKC will be credited to students' Business Services accounts to pay outstanding balances. Funds in excess of outstanding balances will be refunded to the student. Loans are credited prior to school beginning and grants and scholarships will be credited beginning the week after census (add/drop period). FWSP funds are earned by working on campus and students will be paid as an OSU-OKC employee. The Business Services Office begins issuing refunds during the first week of each semester. Refunds will be mailed to the current address that is in the OSU-OKC computer system, unless you sign up for Direct Deposit with the Business Services Office. Please contact the Business Services Office for sign-up information. If direct deposit is set up, excess funds can be deposited within two business days; otherwise funds will be mailed in 7-10 business days.

Step 9: Loan Exit Counseling

Student loan borrowers who are graduating or transferring to another college must cancel their aid for the next semester and complete Loan Exit Counseling at www.studentloans.gov

Still have questions?

Please contact the OSU-OKC Office of Financial Aid and Scholarships at (405) 945-8646, (405) 945-8681 or email at finaid@osuokc.edu.

ACADEMIC REGULATIONS INFORMATION

A. STUDY TIME RECOMMENDATIONS

1. * *Courses are structured to require a minimum of three (3) hours of preparation for each class hour and laboratory hour. For example, a six (6) hour credit course will require a minimum of eighteen (18) hours of study/preparation time per week.*
2. *In order to meet the demands of the course work, it is recommended that students do not exceed twenty (20) hours employment each week.

B. EXAMINATIONS

1. Cardiovascular Sonography course examinations may be multiple choice, essay questions, True/false, fill-in-the-blank, or other format at the direction of the faculty. The student should read each course syllabus for specific information about examinations in that course.
2. All students have the privilege of abiding by and upholding the honor system when taking examinations.
3. See CVTP 03.02 "Grade Requirements and Scale" for information about examination grades. Other questions should be directed to the faculty assigned to the particular course.
4. Cardiovascular examinations focus on critical thinking and require the application of course content to the practice situation. Such application requires integration of knowledge from many resources and cannot be found on one page of one book. Students must understand that in a clinical situation the one, best answer which appears in the text book may not be available when a critical decision must be made. Students will be required to apply concepts and ideas from a variety of areas to answer examination questions. Students should expect questions requiring critical thinking and a high level of discrimination such as *best, most important, first, highest priority, etc.*

C. ACADEMIC DIFFICULTIES

1. Students having academic difficulties are urged to seek initial counseling from their instructor. Referrals are frequently made for students to seek tutoring and other supportive assistance from the Learning Center. See CVTP 05.04 "Diagnostic Medical Sonography Student Counseling for Success."
2. See **CVTP 04.01** "Diagnostic Medical Sonography Guidelines for Accommodation of Students with Disabilities," and **CVTP 04.02** "Diagnostic Medical Sonography English Speaking Proficiency" for policy information regarding academic difficulties of students with special needs.

D. CLASS SCHEDULE CHANGES—ALL COURSE SCHEDULE CHANGES (ADD/DROP) MUST BE INITIATED IN THE DIAGNOSTIC MEDICAL SONOGRAPHY OFFICE, THROUGH THE DIVISION SECRETARY.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

1. Students are expected to complete the courses in which they register. If a change is necessary, students must file the appropriate drop/add withdrawal form with the Office of Admissions and Records. The date the form is received by the Admissions and Records Office is the official date for the transaction.
1. Dropping Courses: Contact the Academic Adviser – james.anderson@okstate.edu
2. Adding courses: Contact the Academic Adviser – james.anderson@okstate.edu
4. Withdrawing from OSU-Oklahoma City: Withdrawal occurs when a student drops from all classes. To completely and officially withdraw from college students must Contact the Academic Adviser – james.anderson@okstate.edu and submit the withdrawal form to the Office of Admissions and Records.
5. Students who originally enroll in classes for credit may change to audit, assuming all financial obligations to the college have been met. Students changing from credit to audit must do so within the time limits authorized for drop/withdrawal. Students who audit cardiovascular courses will be permitted to attend classes and participate in classroom discussions and campus lab experiences. Auditing students may not take exams, quizzes, or attend clinical labs.
6. Refer to **CVTP 03.01a/b** "Leave of Absence" for information concerning the implications of withdrawal from the Cardiovascular Sonography Program.

E. TUITION AND FEES REFUND POLICY

1. When a student enrolls at OSU-Oklahoma City, she/he reserves a place which cannot be made available to another student until she/he officially withdraws/drops the class. Many students cannot enroll in classes they want or need each semester because these classes are filled. A drop/add and withdrawal period is provided at the beginning of each semester to allow some shifting of schedules and placements of students into class vacancies which may be created. A late withdrawal/drop often occurs too late for the class vacancy to be filled, therefore denying another student the opportunity to enroll in the class.
2. **Non-attendance or non-payment does not withdraw/drop a student from class. Refunds cannot be issued for non-attendance.** All fees will be refunded if a class is cancelled due to insufficient enrollment. Refunds require approximately 14 days to process. Refunds will not be honored unless all financial obligations to OSU-Oklahoma City have been cleared. The following refund schedule will be used in refunding fees for students who completely withdraw (officially drop all classes) or drop individual classes.

Please Note: You are responsible for all charges incurred if you fail to withdraw prior to the first day of the semester or during the 100% refund period.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

Add/Drop Periods

- 1st two weeks of a 16-week session
- 1st week of a 12-week session
- 1st week of an 8-week session
- Prior to beginning of a 4-week session
- Prior to the beginning of a Fast Track course

NO REFUNDS WILL BE MADE AFTER THE ADD/DROP PERIODS

F. CONCURRENT ENROLLMENT

1. Students who wish to earn credits concurrently at another institution or through enrollment in correspondence or extension while attending OSU-Oklahoma City must secure approval from the department head if the student expects OSU-Oklahoma City to accept those credits.
2. Residency/graduation requirements: The last 12 hours immediately preceding graduation must be taken in residence at OSU-Oklahoma City. In addition to these hours, the student must have earned a minimum of four more credit hours in residence making a total of not less than 16 semester hours. See CVTP 04.03 "Cardiovascular Sonography Graduation Requirements" for further information about the application of this requirement to the program. Also refer to "Concurrent Enrollment Policy" in the OSU-Oklahoma City School Catalog.

G. CHANGE OF STUDENT INFORMATION

Students who have a change in name, telephone number or address must notify the Office of Admissions and the Health Sciences Division Secretary immediately. This is necessary to ensure the accurate recording of grades and to maintain accurate records.

H. RELEASE OF INFORMATION

1. The Family Educational Rights and Privacy Act of 1974 as amended May 5, 1975, requires that educational institutions notify students of the information that is maintained and considered "directory information". The amended act also requires that educational institutions give students an opportunity to request that directory information pertaining to them not be released without written permission. The information listed below has been classified as directory information by Oklahoma State University. Students may request this information be held confidential by filing a form in the Office of Admissions.

Information that OSU considers "directory information":

- | | |
|-------------------------|----------------------------|
| a. student's name, | b. telephone number |
| local/permanent address | c. date and place of birth |

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

- | | |
|--|--|
| d. major field of study | k. degree(s) held, dates granted, and institution(s) granting such degree(s) |
| e. dates of attendance at OSU | l. advisor |
| f. degrees and awards granted | m. participation in officially recognized organizations, activities, sports |
| g. academic classification (freshman, sophomore, etc.) | n. parents' names/addresses |
| h. sex | |
| i. class schedule | |
| j. educational institutions previously attended | |
2. The Office of Admissions is the official office of the institute for maintaining and releasing information pertaining to student academic records, and for releasing information pertaining to student discipline records. All information collected and maintained by this office pertaining to students not listed as "directory information" is considered confidential information and is not released to anyone but the student without a written request from the student. Students are welcome to review all information maintained in this office and request that all inaccurate information be expunged.

I. STUDENT RIGHTS AND RESPONSIBILITIES

1. It is the policy of Oklahoma State University to provide equal opportunity to all students enrolled at the University or one of the branch campuses on the basis of merit without discrimination because of sex, race, age, national origin, religion, or qualified handicap or disability.
2. Oklahoma State University students shall have available to them certain procedures for resolving complaints and grievances which may arise in areas related to (1) recruitment and admission to the institution; (2) admission to and treatment while enrolled in an educational program; (3) employment on campus; or (4) other matters of consequence relating to student life or instructional programs.
3. All students enrolled at the Oklahoma City campus who have a complaint related to an area previously described that cannot be resolved informally between the parties involved, may request the formation of a grievance committee which shall hear the grievance and make recommendations to the appropriate Vice President. A complete copy of the Grievance Procedures may be obtained from the Office of the Vice President for Student Services or the Vice President for Academic Affairs.
4. See **CVTP 05.02** "Diagnostic Medical Sonography Student Dismissal," **CVTP 05.02a** "Diagnostic Medical Sonography Student Counseling Procedure," **CVTP 05.05** "Students petitions for Exceptions to Diagnostic Medical Sonography Department Policies & Requirements," and **CVTP 5.05a** "Diagnostic Medical Sonography Student Petition" for further information. OSU-OKC Student Rights and Responsibilities Governing Student Behavior document also provides additional information.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

https://osuokc.edu/sites/default/files/documents/FinancialAid/Student_Rights_Responsibilities.pdf

J. COMPUTER LITERACY POLICY

1. Oklahoma State Regents for Higher Education policy indicates "Students must demonstrate computer proficiency, which includes the competent use of a variety of software and networking applications."
2. The goal of the OSU-Oklahoma City Student Computer Literacy Policy is that all degree- or certificate-seeking students and those students who complete 30 or more credit hours at OSU-Oklahoma City should possess sufficient skill and experience to employ contemporary information systems in their personal and professional lives. Specifically, they should be able to:
 - a. enter, manipulate, and retrieve information using microcomputer systems;
 - b. identify and use software for word processing; and
 - c. identify and use common internal and external electronic data sources.
3. The Cardiovascular Sonography curriculum is designated by the Division of Health Sciences as computer intensive.

DRESS CODE FOR CLINICAL AND LAB

Description: OSU-Oklahoma City is an educational organization whose primary purpose is to teach in a comfortable environment yet one in which the utmost in professionalism is reflected. It is imperative that all students dress and groom themselves in a manner, which reflects professionalism at all times when on the OSU-Oklahoma City campus and when representing OSU-OKC at clinical locations. OSU-Oklahoma City students will adhere to the dress code of their particular department and the dress code defined below while on campus and while representing OSU-OKC at the clinical location.

All students will adhere to their class guidelines.

All students whose department requires a specific uniform to be worn during work time are expected to comply with those departmental requirements.

Students who are required to change into uniforms supplied at the work station will be allowed sufficient time to change clothes in the appropriate locker rooms provided for that purpose. Time allocations for uniform change shall be made at the discretion of the department director, but shall not exceed fifteen (15) minutes per shift.

NAMETAGS

1. A photo nametag (student ID) is a required part of each student's uniform and/or apparel for every clinical.
2. Nametags should be worn in the lapel area with picture facing outward with nothing obscuring the picture.
3. Nametags (student IDs) are issued at the time of enrollment.
4. If the nametag has been lost a new one must be obtained through the student services or admission office.

PROFESSIONAL IMAGE AND APPAREL

All students are required to present a professional image and wear professional apparel that is neat and in good condition.

Uniforms will be worn for all clinical rotations and official functions.

The OSU-OKC Cardiovascular Sonography Program uniform consists of:

- a. **Black** scrubs (top and bottom) - These can be purchased in the OSU-OKC Bookstore
- b. A solid undershirt – “the brightest orange – OSU orange”, white, or black. No other colors. These can be purchased in the OSU-OKC Bookstore.
- c. **Black** ½-¾ length lab coats will be worn with the scrubs. These can be purchased in the OSU-OKC Bookstore.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

- d. Shoes must be predominantly black or white with matching shoelaces and worn exclusively with the uniform. Leather athletic shoes with minimal color accents may be permissible. White or black socks must be worn with the shoes. The shoes must be clean and polished. Canvas shoes, sandals, open-heeled clogs, or boots are not acceptable. Patient care areas need protective toe covering. **NO bright neons or rainbows**
- e. The official OSU Program patch is to be displayed three (3) inches below the shoulder on the left sleeve of the scrub top and lab coat.
- f. The OSU-Oklahoma City photo name tag should be easily visible on the left side of the uniform top and on the lab coat. The student must be easily recognized and identified as an OSU-OKC Student Sonographer.

The following clothing is **NOT** to be worn:

- a. Denim slacks or jeans
- b. Military fatigues, overalls, nylon or knit sweat suits
- c. Shorts of any type or cut-off pants
- d. Tight or revealing clothing of any type (tube and halter tops, sundresses, slip dresses, mini-skirts, leggings, t-shirts, crop tops)
- e. Shirts that have informal lettering on them
- f. Low cut shirts revealing female anatomy or male chest hair
- g. Excessive makeup
- h. Unnatural hair color (**NO** bright reds, blues, greens, pinks, oranges, extreme black, rainbows, unnatural grays, extreme whites, yellows, purple)
- i. Gang symbols
- j. **No**: hats
- k. please communicate with department head regarding religious clothing

GROOMING

- 1. Students shall be well-groomed, neat, and clean at all times. General cleanliness is essential.
- 2. **Hair** shall be neat, clean, and arranged in a manner that maintains medical asepsis.
- 3. **Facial hair** must be neat and well groomed – if you wear a beard or mustache, it must be neatly trimmed and **not longer than 2 inches – it cannot interfere with personal protective equipment**
- 4. **Make-up** should be conservative and/or without excess – **no** body glitter, sparkle makeup, abnormal lip colors such as black, very dark red, blue, green, yellow, silver, purple, gold, etc. No white or black face paint or powders (that cover the entire face), no face jewels or tattoos.
- 5. **Nail** length ($\frac{1}{4}$ inch or less in length beyond the fingertip) and nail polish should be a neutral or clear shade to reflect the professional work environment. (**See Artificial Nail section below**)
- 6. Students should avoid all products that will result in unpleasant or strong **odor**. The use of deodorant or antiperspirant is encouraged. The use of cologne, aftershave and perfume is permitted, but should **not be excessive or offensive**. If an odor is sufficiently

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

strong to cause concern, nausea, headaches, or allergic reactions from other students and/or patients, the student will be asked to wash it off and change their clothing. If clothing is not on premises, the student will be sent home to wash and change with the understanding that they are to immediately return to class/clinical.

7. **Tattoos** must be covered. **No visible tattoos.**
8. **Jewelry** should be kept to a minimum and appropriate in size. No other facial jewelry is allowed. Examples of **non-acceptable** jewelry include - Gaudy or dangling jewelry, Ear stretcher/tunnels, gages, nose, lip, tongue and eyebrow studs or rings, face chains, long dangling necklaces, dangling bracelets, large hoop earrings, hair jewelry, body jewelry.
9. No use of tobacco or vapor products is allowed and policies at each clinical site related to tobacco use/smoking/vapes must be followed.

ARTIFICIAL NAILS, NATURAL NAILS AND NAIL POLISH

Artificial nails are substances or devices applied to natural nails to augment or cosmetically enhance nails. They include but are not limited to bonding, fiberglass, wrappings, tapes, acrylics, gels, tips, glue on, sculptured, silks, ornate designs, liquid, and inlays.

Due to increased incident of healthcare-acquired infections, **students doing clinicals in the following areas are not allowed to wear artificial nails:**

- All surgical
- All direct patient care (sonography students included)
- All cleaning processes
- All product preparation for patients

Nails should be kept clean. Patient care providers and others listed above must keep their nails short. It is recommended that natural nails be left unpolished. Clear polish is preferable over colored. If polish is worn, it cannot be chipped, cracked or peeling.

HOLIDAY DRESS:

Usual clinical uniform attire will be worn at all times, including the holiday season.

Any exceptions to this must be approved by the person responsible for your class/clinical (i.e., costumes, inappropriate accessories, etc.). The person(s) that would need to approve this holiday change in attire is the Clinical Coordinator (or Program Director) and/or Clinical Preceptor.

VIOLATION

- If students are found to be in violation of the Dress Code policy, they will be asked to leave and not return until and unless that student is in compliance with the dress code.
- Students may be disciplined according to the course syllabus, the Student Handbook, and/or the Student Rights and Responsibilities Handbook on complying with policy on clinical attire.

2023-2024

PROVIDING ACCOMMODATION FOR STUDENTS ACCORDING TO THE AMERICANS WITH DISABILITIES ACT (ADA)

The following is the University approved statement regarding accommodation for students with disabilities in accordance with the Americans with Disabilities Act (ADA):

“OSU-Oklahoma City is committed to providing educational opportunities and support services to students with disabilities based upon the documentation of a disability covered under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the ADA Amendments Act of 2008. OSU-Oklahoma City is committed to providing full access to students pursuing their educational and career goals.” Students are encouraged to submit appropriate disability documentation and to make their requests well in advance of the beginning of classes to ensure appropriate delivery of services and accommodations.”

The student who desires accommodation in the learning environment has the responsibility to identify self as a student with a disability to the ADA advisor and to request accommodation.

The ADA advisor will provide the student with information about appropriate documentation of the disability.

The student and the ADA advisor will develop a preliminary request and the ADA advisor will send the requests to the Division Head and involved faculty.

The instructor will inform the Division Head and the ADA advisor if any part of the request is inappropriate.

The request will be re-negotiated by the involved individuals to resolve the concerns for appropriate accommodation.

The student, ADA advisor, instructor, and Division Head will receive a copy of the finalized request.

It is the affirmative obligation of the student not only to provide competent medical documentation as requested by the Office of Services to Students with Disabilities, but also to renew any additional requests for accommodation each new academic semester.

For further information, refer CVTP 04.01 "Diagnostic Medical Sonography Guidelines for Accommodation of Students with Disabilities" and the "OSU-OKC Services to Students with Disabilities" website.

2023-2024

DRUG-FREE SCHOOL POLICY STATEMENT

1.01 PURPOSE

The Drug Free Schools and Communities Act Amendments of 1989 require an institution of higher education to certify to the U.S. Department of Education by 10-1-90, that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind. This policy is adopted by Oklahoma State University to comply with this statutory directive.

2.01 POLICY

As set forth in local, state, and federal laws, and the rules and regulations of the University, Oklahoma State University-Oklahoma City prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the University or as part of university activities.

3.01 INTERNAL SANCTIONS

Any student or employee of the University who has violated this prohibition shall be subject to disciplinary action including, but not limited to, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of the University.

4.01 EXTERNAL SANCTIONS

Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense, a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of \$250,000, or both. If however, 50-100 kilograms of marijuana are involved instead of less than 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then you are subject to not less than 20 years or life, a fine of \$1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than \$100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of \$250,000, or both.

Starting July 1, 2000, conviction under Federal or State law involving the possession or sale of a controlled substance shall make a student ineligible to receive any grant, loan, or work assistance beginning with the date of conviction and ending as follows: (1) conviction for possession of a controlled substance: first offense - 1 year; second offense - 2 years; third offense - indefinite; (2) sale of a controlled substance: first offense - 2 years; second offense - indefinite. Students may regain eligibility earlier than specified by satisfactorily completing a rehabilitation program or other requirement as specified in the regulations.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

State Law provides similar penalties with regard to the simple possession, distribution, or possession with the intent to distribute a controlled dangerous substance.⁴ Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to \$40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act" which provides for much harsher penalties.

In addition, state law provides that possession of or possession with the intent to consume 3.2 beer by someone under 21 years old in a public place is a misdemeanor punishable by a fine not to exceed \$100.00 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by someone under 21 years old in a public place is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed \$100.00, or both.⁵ There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions, or gravity of the circumstances you may be convicted of a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

There are also Oklahoma City laws similar to those described above. If drugs are involved the city will, most likely, defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws. Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on your record which could prevent you from entering many careers or obtaining certain jobs.

Further information regarding these local, state, and federal laws may be found in the Student Activities Office where copies are available to students and employees. Students and employees are encouraged to review this information. The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

5.01 HEALTH RISKS

Alcohol and other drug use can represent serious threats to health and quality of life. Alcohol and other drug use increase the risk of accidents, birth defects, HIV/AIDS, and other disease. Combining drugs may lead to unpredictable effects and many prescription and nonprescription drugs are potentially addictive and dangerous. Major categories of drugs and probable effects are below.

Alcohol impairs judgment and coordination, and in many persons causes a greater likelihood of aggressive and/or violent behavior. Even short-term use may cause respiratory depression and, when consumed by pregnant women, may cause irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) or even death. Long-term use may lead to irreversible physical and mental impairment, including liver disease, heart disease, cancer, ulcers, gastritis, delirium tremens, and pancreatitis. Alcohol interacts negatively with more than 150 medications. Driving while under the influence of alcohol is particularly dangerous and is a major cause of traffic-related deaths.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

Barbiturates (depressants, Quaaludes, Valium, Xanax, etc.) depress central nervous, cardiovascular, and respiratory functions. Barbiturate use may lower blood pressure, slow reactions, and distort reality. Convulsions, coma, and death are outcomes associated with barbiturate use. Combining the consumption of barbiturates with alcohol or 3.2 beer is especially dangerous.

Cocaine/Crack are powerful central nervous system stimulants that constrict blood vessels, dilate pupils, increase blood pressure, and elevate heart rate. Cocaine use may induce restlessness, irritability, anxiety, paranoia, seizures, cardiac arrest, respiratory failure, and death. Cocaine is extremely addictive, both psychologically and physically. Great risk exists whether cocaine is ingested by inhalation (snorting), injection, or smoking. Compulsive cocaine use may develop even more rapidly if the substance is smoked, and smoking crack cocaine can produce particularly aggressive paranoid behavior in users.

Date Rape Drugs (Rohypnol, rophies, roofies, GHB, Ketamine, etc.) may incapacitate a person, particularly when used with alcohol. Rohypnol and GHB (gamma-hydroxybutyrate) are characterized as “date rape” drugs because they incapacitate victims, thereby increasing vulnerability to sexual assault and other crime. Sedation, relaxation, and amnesia are associated with Rohypnol use. Rohypnol may be psychologically and physically addictive and can cause death if mixed with alcohol or other depressants. GHB usage may result in coma and seizures and, when combined with methamphetamine, appears to cause an increased risk of seizure. Combining use with other drugs such as alcohol can result in nausea and difficulty in breathing. GHB may also produce withdrawal effects, including insomnia, anxiety, tremors, and sweating. Ketamine may induce feelings of near-death experiences.

Ecstasy (X, Adam, MDMA, XTC, etc.) has amphetamine-like and hallucinogenic properties. Its chemical structure is similar to other synthetic drugs known to cause brain damage. Ecstasy use may cause psychological difficulties, including confusion, depression, sleep problems, drug craving, severe anxiety, paranoia and even psychotic episodes. Similar difficulties may occur weeks after taking MDMA. Physical symptoms such as increases in heart rate and blood pressure may result from use of such substances. Other physical symptoms include muscle tension, blurred vision, nausea, rapid eye movement and involuntary teeth clenching.

Hallucinogens (acid, PCP, LSD, psilocybin [mushrooms]) are among the most potent mood-changing chemicals and may produce unpredictable effects that may impair coordination, perception, and cognition. Some LSD users experience flashbacks, often without warning, without the user having taken the drug again. Violence, paranoia, delusions, hallucinations, convulsions, coma, cardiac arrest, and respiratory failure may result from hallucinogen use.

Marijuana (pot, grass, hash, cannabis sativa, etc.) may impair memory, attention, coordination, and learning. Short term effects of smoking marijuana may include problems with memory, learning, distorted perception, difficulty in thinking and problem solving, loss of coordination, increased heart rate, anxiety, and panic attacks. Persons who smoke marijuana regularly may have many of the same respiratory problems as tobacco smokers, including daily cough and phlegm, chronic bronchitis, and more frequent chest colds. Because users of marijuana deeply inhale and hold marijuana smoke in their lungs, they incur a higher risk of getting lung cancer.

Narcotics (heroin, pain medication [Demerol, Percodan, Lortab, etc.]) may produce temporary euphoria followed by depression, drowsiness, cognitive impairment and vomiting. Narcotic use may cause convulsions, coma, and death. Tolerance and dependence tend to develop rapidly. Using contaminated syringes to inject drugs may result in contracting HIV and other infectious diseases such as hepatitis.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

Nicotine (tobacco, cigarettes, cigars, chewing tobacco, nicotine chewing gum and patches) is highly addictive, and, according to the Surgeon General, is a major cause of stroke and is the third leading cause of death in the United States. Over time, higher levels of nicotine must be consumed in order to achieve the same effect. Nicotine consumption results in central nervous system sedation and, after initial activation, may cause drowsiness and depression. If women smoke cigarettes and also take oral contraceptives, they are more prone to cardiovascular and cerebrovascular diseases than are other smokers. Pregnant women who smoke cigarettes run an increased risk of having stillborn or premature infants or infants with low birth weight.

Steroids (anabolic-androgenic) may permanently damage liver, cardiovascular, and reproductive systems. Possible side effects include liver tumors, cancer, jaundice, fluid retention, and hypertension. In men, steroids may cause shrinking of testicles, reduced sperm count, infertility, baldness, breast development, and increased risk for prostate cancer. In women, steroid use may cause growth of facial hair, male-pattern baldness, menstrual changes, enlarged clitoris, and deepened voice.

Stimulants (amphetamine, methamphetamine, speed, crystal, crank, Ritalin, caffeine, various over-the-counter stimulants and diet aids) are powerful central nervous system stimulants that may increase agitation, physical activity, and anxiety. Stimulants may decrease appetite, dilate pupils, and cause sleeplessness. Dizziness, higher blood pressure, paranoia, mood disturbance, hallucination, dependence, convulsions, and death due to stroke or heart failure may also result from use.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

6.01 *Additional information about health risks associated with alcohol and other drug use may be available from the following sources.*

Alcohol/Drug Treatment Resources

Oklahoma State University Counseling Services and the Employee Assistance Program offer counseling and referral sources for OSU students and employees. Additional treatment and informational resources appear below.

Center for Substance Abuse Treatment Information and Referral Line

1-800-662-HELP (4357)

Cocaine Helpline

1-800-COCAINE (262-2463)

www.ca.org

National Council on Alcoholism and Drug Dependence Hope Line

1-800-622-2255, 24 hours a day

National Institute on Drug Abuse National Institutes of Health

888-NIH-NIDA toll-free

www.nida.nih.gov

Reach-Out Hotline

1-800-522-9054

Alcohol, drug, domestic violence, sexual assault, rape crisis intervention and mental health referral.

OSU/STILLWATER AREA RESOURCES

Employee Assistance Program (employees only)

127 Wellness Center, OSU, Stillwater

405-744-6415

University Counseling Services (student only)

316 Student Union, OSU, Stillwater

405-744-5472

002 Student Health Center

OSU, Stillwater

405-744-7007

<https://osuokc.edu/counseling-and-support>

Adopted by Board of Regents, 9-7-89

Revised March, 1999 and August 2000 Reviewed 10-2011

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

Accrediting Bureau of Health Education Schools (ABHES)	www.abhes.org
Canadian Medical Association (CMA)	www.cma.ca
Commission on Accreditation of Allied Health Education Programs (CAAHEP)	www.caahep.org
Educational Credential Evaluators, Inc. (ECE)	www.ece.org
Joint Review Committee on Education in Diagnostic Medical Sonography (JRCERT)	www.jrcdms.org

OTHER RESOURCES

Accreditation Consultants

Inside Ultrasound, Inc.	www.insideultrasound.com
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Industry Resources

Acuson	www.acuson.com
Aloka	www.hitachi-aloka.com
ATS Laboratories	www.atslab.com
Technological Laboratories	www.medical.philips.com/main/products
B-K Medical	www.bkmed.com
Baxter Medical	www.baxter.com
Biomedix	www.biomedix.com
Biosound Easote	www.esaote.com
Boston Scientific	www.bostonscientific.com
Bracco Diagnostics	www.bracco.com
CIRS	www.cirsinc.com
Civco Medical Instruments	www.civco.com
Data Star Systems-Datacheck	www.datastarsystems.com
Dynatek Dalta	www.dynateklabs.com
Fluke Biomedical	www.flukebiomedical.com/rms
Gammex-RMI	www.sunnuclear.com
GE Medical Systems	www.gemedicalsystems.com
Hitachi Medical Systems	www.hitachimed.com
J.R. Associates	www.1jra.com
JJ&A	www.jja-instruments.com
Medison Medical Systems	www.samsungmedison.com
Onda Corporation	www.ondacorp.com
Parker Laboratories	www.parkerlabs.com
Parks Medical Electronics	www.parksmed.com
Philips Medical Systems	www.medical.philips.com
Precision Acoustics, Inc.	www.acoustics.co.uk/
Siemens Medical Systems	www.siemens-healthineers.com/en-us/ultrasound
Shimadzu Medical Systems	www.shimadzu.com
Sonus Pharmaceuticals	www.sonuspharma.com
Sound Ergonomics	www.soundergonomics.com
Toshiba Ultrasound	www.toshiba.com
Unetixs, Inc.	www.unetixs.com

Organizations

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

Alliance of Cardiovascular Professionals (ACP)	www.acp-online.org
American Academy of Family Physicians	www.aafp.org
American Academy of Neurology (AAN)	www.aan.com
American Academy of Vascular Surgery (AVS)	www.vascularweb.org
American College of Obstetrics and Gynecologist (ACOG)	www.acog.org
American College of Cardiology (ACC)	www.acc.org
American College of Chest Physicians (ACCP)	www.chestnet.org
American College of Phlebology (ACP)	www.phebiology.org
American College of Radiology (ACR)	www.acr.org
American Hospital Association (AHA)	www.aha.org
American Institute of Ultrasound in Medicine (AIUM)	www.aium.org
American Medical Association (AMA)	www.ama-assn.org
American Osteopathic College of Radiology (AOCR)	www.aocr.org
American Roentgen Ray Society (ARRS)	www.arrs.org
American Society of Echocardiography (ASE)	www.asecho.org
American Society of Neurology (ASN)	www.aan.com
American Society of Neuroimaging (ASN)	www.asnweb.org
American Society of Ophthalmologic Ultrasound (ASOU)	www.aao.org
American Society of Radiologic Technologist (ASRT)	www.asrt.org
American Urological Association (AUA)	www.auanet.org
Canadian Society of Diagnostic Medical Sonographers (CSDMS)	sonographycanada.ca
European Society for Vascular Surgery (ESVS)	www.esvs.org
North Carolina Ultrasound Society (NCUS)	www.ncus.org
Peripheral Vascular Surgery Society (PVSS)	www.vesurgery.org
Radiological Society of North America (RSNA)	www.rsna.org
Society of Diagnostic Medical Sonography (SDMS)	www.sdms.org
Society of Interventional Radiology (SIR)	www.sirweb.org
Society of Invasive Cardiovascular Professionals (SCIP)	www.scip.com
Society for Vascular Medicine and Biology (SVMB)	www.vascularmed.org
Society for Vascular Surgery (SVS)	www.vascularweb.org
Society for Vascular Ultrasound (SVU)	www.svunet.org
Society for Pediatric Echocardiography (SOPE)	www.sopeonline.org
Society of Pediatric Radiology (SPR)	www.pedrad.org
Society of Radiologists in Ultrasound (SRU)	www.sru.org
Vascular Disease Foundation (VDF)	www.vascularcures.org

Government Resources

Agency for Health Care Policy and Research Practice Guidelines (AHCPR)	www.ahcpr.gov
Center for Devices and Radiological Health (CDRH/FDA)	www.fda.gov
ClinicalTrials.gov	www.clinicaltrials.gov
National Council on Radiation Protection and Measurement (NCRP)	www.ncrp.com
National Electrical Manufacturers Association (NEMA)	www.nema.org
National Library of Medicine (NLM)	www.nlm.nih.gov
U.S. Department of Health and Human Services	www.hhs.gov
World Federation for Ultrasound in Medicine and Biology (WFUMB)	www.wfumb.org

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024
CVTP 01.01
ADMISSION REQUIREMENTS POLICY

In addition to the admission requirements for OSU-OKC:

REGULAR ADMISSION

1. The applicant must have:
 - a) All official college/university, career-tech, vo-tech transcripts turned into the Diagnostic Medical Sonography Department in addition to the OSU-OKC Admissions office.
 - b) A score for the TEAS ATI Test (**See CVTP 01.04 TEAS Policy**)
 - c) A cumulative GPA of 2.5 (C) or better on academic work completed.
 - d) **Paid appropriate fees.**
 - e) A current (within 90 days of application deadline) National Background Check
NOTE: Admission to the Cardiovascular Sonography program may be denied to any student with a criminal history.
 - f) Full disclosure of previous attendance in any professional educational program and your program attendance outcomes. (NOTE: Career-tech and Vo-tech programs, and similar, must also be disclosed, whether in a cooperative alliance/partnership with a regionally accredited college/university or not). Disclosure must include:
 - type of program
 - program attendance outcome (pass, fail, withdrawn, dismissed, etc.)**NOTE: Admission to the Cardiovascular Sonography program may be denied to any student with a history of being dismissed or administratively withdrawn from another professional program, career tech, etc. Discovery of non-disclosure of this information after program admission will result in immediate suspension pending investigation/disciplinary action up to and including program dismissal.**
2. Application materials must be completed and submitted to the Cardiovascular Sonography program department. Application packets are accepted **March 1st - May 31st annually.**
3. Applicants who are accepted into the cardiovascular sonography program and who do not enroll in the semester for which they are accepted **must** reapply.
4. Oklahoma State University - Oklahoma City fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 and ADA 1990 for qualified handicapped individuals. It is important to note that in order to successfully progress through the Diagnostic Medical Sonography curriculum and function as a practicing cardiovascular technologist upon graduation, an individual must be able to perform certain physical activities that include vocal, visual, auditory and dexterity requirements.
5. As a condition for admission, an applicant may be required to be interviewed by members of the Diagnostic Medical Sonography Admissions/Advanced Standing Committee.
6. Applicants who are accepted into the Cardiovascular Sonography program will be required to provide evidence of a current negative urine drug screen and an extended background check by October 1 of the current year.
7. A student with a non-negative urine drug screen (UDS) or one who has refused to provide a UDS, or a positive background check during the Cardiovascular Sonography program may be administratively withdrawn.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

PROCEDURE FOR REGULAR ADMISSION CVTP 01.01

RESPONSIBLE PERSON	ACTION
Diagnostic Medical Sonography Department Head/ Program Director/Division Secretary	1) Provide applicant with information for obtaining background check.
Applicant	1) Prepare and submit all required information, Including background check by established deadlines.
Diagnostic Medical Sonography Department Head/ Program Director/Division Secretary	1) Notify applicant of acceptance or non-acceptance.

Adopted: 09/05/11
Revised: 7-11-18 kb

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

CVTP 01.03

ADMISSION BY TRANSFER

*Admitted on a space available basis.

POLICY

1. Applicants must meet all requirements for admission to the cardiovascular sonography program in addition to acceptance to Oklahoma State University, Oklahoma City.
2. All college credits will be evaluated on an *individual* basis, to determine their possible acceptance into the cardiovascular sonography program, based on the OSU-OKC curriculum requirements.
3. There must be no more than one academic year between completion of the previous cardiovascular sonography program and transfer into the cardiovascular sonography program at OSU-OKC.
4. A minimum grade of a "C" average is required in all courses necessary for the Associate of Applied Science degree with a cumulative GPA of 2.5 or greater.
5. All previous cardiovascular sonography coursework must be completed within a CAAHEP accredited program.
6. **No student may request admission into fourth or fifth semesters.**
7. Prior to enrollment in a cardiovascular sonography program, the following must be submitted:
 - a) Course description and/or course syllabi for previous cardiovascular sonography courses.
 - b) Letter from applicant stating reason for transfer.
 - c) Summary of previous clinical experience. Include documentation of skills in SDMS Scan book or it equivalent provided by the faculty of the transferring school. Also include OSU-OKC's skills checklist.
 - d) Documentation of:
 - Measles, Rubella and Rubeola immunity
 - Varicella immunity
 - Absence of active TB (See CVTP 02.04 "Student Health")
 - Hepatitis B vaccination
 - CPR Certification Healthcare Provider
 - Current National Background check (within last 3 months).
 - Recent negative urine drug screen (UDS)
 - e) Letter of recommendation from the Department Head of the school from which the applicant is transferring.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

PROCEDURE FOR ADMISSION BY TRANSFER CVTP 01.03A

<u>RESPONSIBLE PERSON</u>	<u>ACTION</u>
Applicant	1) Prepare and submit requirements for admission by transfer.
Diagnostic Medical Sonography Department Head/ Program Director/Academic Advisor	1) Interview applicant. 2) Initiate evaluation procedure. 3) Notify applicant of acceptance or non-acceptance.
Adopted: 09/05/11 Revised: 11/9/15	

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024
CVTP 01.04

TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)

The TEAS ATI (Test of Essential Academic Skills) is designed specifically to assess a students' preparedness for entering the health science fields. It is a requirement for program admission.

1. Testing Center:

- a) An appointment is required to take the TEAS ATI test. Contact the OSU-OKC Testing and Assessment Center at (405) 945-8648 for scheduling information.
- b) Test dates and seating is limited, so reserve your seat early
- c) Advanced payment is required – you will need to pay the test fee at the registrar's office and provide a receipt to the testing center in order to book an appointment.

2. Recommendations for test success:

- a) Prepare in advance – don't wait until the last minute before the application deadline
- b) Utilize online tutorials, self-tests, practice exams, and written study guides
- c) Study materials and practice exams are available for purchase from the TEAS ATI Testing site.

3. After taking the TEAS ATI exam, you will receive a result page (usually while you are still in the testing center). A copy of your TEAS ATI test results must be submitted with the program application packet. The program application deadline is **March 1st through May 31st**, annually. Submission of early or late test scores will not be permitted and your program application will not be processed.

4. There is not a required cut score that you must achieve on the TEAS ATI test. However, ADMISSION TO THE PROGRAM is based on a point system compiled from all documents submitted in the program application, including the TEAS ATI score. A TEAS ATI Score of 70 or above is strongly recommended to earn a competitive number of points. Points will be awarded based on your TEAS ATI score as follows:

95-100 =	50 points
90-94.99 =	45 points
85-89.99 =	40 points
80-84.99 =	35 points
75-79.99 =	30 points
70-74.99 =	25 points
69.99 < =	0 points

5. If you do not submit a TEAS ATI score, your program application will not be processed.

6. A new TEAS ATI test is required for each year an applicant applies to the program. The TEAS ATI test must be taken within the same year the student is applying to the program. An Applicant is allowed two attempts at the TEAS ATI in a rolling 12-month period, but no less than 90 days after the first attempt.

7. Falsification of, tampering with, or changing a TEAS ATI score will result in denial of program admission or immediate suspension pending investigation and disciplinary action up to and including dismissal from the program.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

CVTP 02.01
CLINICAL AFFILIATION POLICY

1. An affiliation agreement or contract is required with each clinical site used for student learning experiences involving more than an observation. The contract must be reviewed annually.
2. A letter of agreement is required for sites used for observational experience. The letter of agreement must be reviewed annually.
3. Criminal background checks including a Sex Offender Registry check are required and urine drug screens may be required under agreements with institutions where student clinical experiences are scheduled.
4. Students *must* have a means of transportation to and from clinical sites.

RESPONSIBLE PERSON	ACTION
Diagnostic Medical Sonography Department Head/ Health Science Division Head	<ol style="list-style-type: none">1) Negotiate contract to be mutually agreed upon by each party.2) Consult with OSU legal staff as necessary.3) Contact agency annually for review of contract.
University Legal Staff	<ol style="list-style-type: none">1) Adjudication of contract.
Cardiovascular Sonography Clinical Coordinator	<ol style="list-style-type: none">1) Inform agency/facility of the names of students, dates, times and objectives for the planned student experience.
Agency	<ol style="list-style-type: none">1) Return signed copy of renewal agreement to Diagnostic Medical Sonography Department Head.
Cardiovascular Sonography Clinical Coordinator	<ol style="list-style-type: none">1) Initiate letter of agreement which reiterates the verbal agreement made for student utilization of the agency.2) Send names of students who will be using the agency/ facility each semester.3) Send two (2) copies of the Letter of agreement, signed by Diagnostic Medical Sonography Department Head.
Site	<ol style="list-style-type: none">1) Return one signed copy of the letter of agreement to the Cardiovascular Tech Dept Head.

Adopted 09/05/11; Revised: 05/09/14

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

CVTP 02.02
CLINICAL PRECEPTORS POLICY

Clinical preceptors are utilized in an effort to provide effective opportunities for students, to develop and utilize skills related to the coordination and management of patient care for a group of patients. Practicing cardiovascular technologists present a strong resource for helping the student develop these skills.

Clinical preceptors (registered sonographers) may be used for supervision of students in community health clinics, selected hospitals and physicians' offices.

PROCEDURE CVTP 02.02

RESPONSIBLE PERSON ACTION

Cardiovascular Sonography Program Director/Clinical Coordinator

- 1) Negotiate mutually written agreement to be agreed upon by the clinical agency and the Diagnostic Medical Sonography program.
- 2) Inform agency/facility the names of students, dates, time and objectives for the planned student experience.

Cardiovascular Sonography Clinical Coordinator

- 1) Coordinate clinical preceptor ships and informs agency/facility of the names of names of students.
- 2) Provide orientation materials for preceptors.
- 3) Establish contact with preceptors to monitor and evaluate student learning experiences by using Trajecsys.
- 4) Be available when students are in the clinical area.

Qualified Preceptor /Agency Representative

- 1) Meet with student at least one week prior to the clinical experience to clarify dates, times and objectives for the experience.
- 2) Work with the student to complete the written objectives.
- 3) Contact Diagnostic Medical Sonography faculty for any concerns.

Student

- 1) Meet with preceptor prior to the clinical experience to clarify dates, times and objectives.
- 2) Work with the preceptor to complete objectives.
- 3) Contact Cardiovascular Sonography faculty for any concerns.

Adopted 05/28/2007
Revised 11-9-15

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

CVTP 02.03

PROFESSIONAL LIABILITY INSURANCE - STUDENT

POLICY

1. The Department of Diagnostic Medical Sonography requires that all cardiovascular sonography students have professional liability insurance.
2. For students enrolled in the Diagnostic Medical Sonography Department at OSU-OKC, a college policy in the Student Malpractice Blanket Liability Insurance Program administered by Maginnis & Associates is maintained.

PROCEDURE CVTP 02.03

RESPONSIBLE PERSON

ACTION

Diagnostic Medical Sonography Department Head/
Faculty Program Director

- 1) Inform prospective cardiovascular students of the policy concerning student liability insurance and the method of payment.
- 2) Maintain a copy of policy as proof of coverage.

Cardiovascular Sonography Student

- 1) Enroll in the Student Malpractice Blanket Liability Insurance program each semester when paying class fees.

OSU-OKC Business Office

- 1) Maintain a copy of policy as proof of coverage and remit annual premium to Maginnis & Associates.

Adopted 5/28/2007
Revised: 5/08/14

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024
CVTP 02.04
STUDENT CLINICAL REQUIREMENTS

POLICY

1. Students are notified at least two weeks prior to the start of the first semester of classes of their eligibility of admission to the OSU-Oklahoma City Cardiovascular Sonography Program.
2. Accepted students are required to attend a one-day orientation prior to the start of class.
3. All students before being admitted to the Cardiovascular Sonography program must submit the results of an extensive criminal background check.
 - a. The results of that background check must come directly to the Health Sciences Division.
 - b. If all clinical sites cannot be cleared for the student's participation, the student will not be eligible for admission, or continuation, in the program.
4. All Students must present documentation of:
 - 2 MMR immunizations OR titers showing immunity for Measles, Mumps and Rubella
 - 2 Varicella (Chickenpox) immunizations OR a titer showing immunity (the only acceptable form of documentation that you have had the disease is a titer)
 - Hepatitis B immunizations (HB 3 dose series or HB 2 dose series), OR a titer showing immunity, If the series is in progress, you may sign the in-progress form found in the Student Handbook
 - 1 Tdap within the last 10 years (if you are approaching the 10-year mark, please get one)
 - 1 Influenza vaccine – required annually
 - 2 Negative TB PPD Skin Tests (taken 2 weeks apart) OR 1 Negative QuantiFERON gold test - if there is a history of a positive TB skin test, the following must be provided: Documentation of a positive skin test, official chest x-ray report, in the past or recent, but after the positive TB skin test, and public contact release form which can be obtained from your doctor or the TB Control Center, 400 NE 50th (50th & Lincoln) 405-427-8651.
 - COVID 19 Vaccine – OSU-OKC is unable to mandate COVID-19 vaccinations of all students and employees due to recent legislation that was signed into law in May. However, our clinical affiliation agreements state that students and faculty must follow hospital/clinical policy, which includes the policies on COVID vaccinations. As such, if you are assigned to any of these facilities, it is expected that you comply with the prescribed policy. Students must either provide evidence of a complete dosing regimen of one of the COVID-19 vaccines currently authorized by the U.S. Food and Drug Administration (FDA) or request an exemption from the clinical site. Individuals requesting exemptions must complete the required facility exemption process for each clinical site no less than 30 days prior to the start of each clinical rotation.
 - Submission of a National Group One - 7 Year background check to include Sex Offender Registry and Violent Offender Registry - through the OSU-OKC Clinical Hub link on the Cardiovascular Sonography webpage (The department will download the results)
5. All students being admitted to the program are required to undergo a urine drug screen (UDS) by a lab approved by the Health Sciences Division. The results must be submitted directly from the lab to the Health Sciences Division.
 - a) Before subsequent admission to the program, the student must submit:
 - b) Proof of successful participation in a formal intervention designed to address the drug use indicated in the screening, and
 - c) A negative UDS that was taken during the six weeks prior to the start of classes for the semester in which the student is seeking enrollment.
 - d) If the UDS submitted prior is non-negative, a second UDS will be conducted to eliminate the possibility of a “false positive.”
6. Students will be responsible for all costs associated with the background check, immunizations, and the UDS
7. UDS of any student admitted to the Cardiovascular Sonography Program may be requested, whenever chemical impairment is suspected.
8. Should evidence of a non-negative UDS be presented to the Health Sciences Division that was not solicited by the Cardiovascular Sonography Program, the student may be immediately suspended from the program pending investigation and disciplinary action up to and including dismissal from the program.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

9. Should evidence of a criminal background be presented to the Health Sciences Division that was not solicited by the Cardiovascular Sonography Program, the student may be immediately suspended from the program pending investigation and disciplinary action up to and including dismissal from the program.
10. All students are required to show **yearly** proof of absence of active tuberculosis no later than October 1 of the current year. If a student converts to a positive TB test and/or has had contact with an active TB patient, then the student is required to follow current recommended CDC guidelines which could include obtaining a chest x-ray, a gold standard test, and/or a public contact release statement from a qualified Health Care Provider (NOTE: X-rays may be obtained at a county health department or with a private physician).
11. A student with a positive TB test and negative chest x-ray should not be given annual x-rays unless signs or symptoms are present. The student's physician will determine the need for further testing based on review of symptoms. The student will be required to provide a signed TB Screening Form (CVTP 02.04B)
12. A student who has allowed the annual TB test to lapse, will be suspended from clinicals indefinitely, until the student can provide adequate documentation of a current TB test. Clinical absences will not be excused, and all absences are required to be made up. Refer to CVTP 03.01 ATTENDANCE Policy.

PROCEDURE CVTP 02.04

RESPONSIBLE PERSON

ACTION

Student

- 1) Provide the Department of Diagnostic Medical Sonography with required documentation

Cardiovascular Sonography Clinical Coordinator/
Departmental Secretary

- 1) Verify and maintain required health records in the students' folders.
- 2) Provide documented proof of required health record and CPR Health Care Provider certification to health care facilities.
- 3) Verify students' current background check and, if required, urine drug screen.
- 3) Verify any other required paperwork.

Adopted 5/28/2007
Reviewed 8-18-17
Revised 6-27-22 kb

HEPATITIS B VACCINE RECOMMENDATIONS IN-PROGRESS OR DECLINATION

Hepatitis B virus is found in virtually all body fluids and some secretions. It can be transmitted by puncturing the skin with a contaminated instrument or needle, allowing contaminated blood or body fluids to come in contact with an open wound or mucous membrane, through sexual contact, and through contaminated blood products. The hepatitis B virus can cause chronic cirrhosis, liver failure and liver cancer. Health care workers are at high risk for contracting the virus and should be vaccinated.

Hepatitis B has a long incubation period. The vaccination may not prevent hepatitis B infection in the individuals who have an unrecognized hepatitis B infection at the time of vaccine administration. Additionally, it may not prevent infection in individuals who do not achieve protective antibody titers.

Precautions:

Vaccination should be delayed in individuals who have any febrile illness or active infection and in individuals who are pregnant or are nursing mothers.

Adverse Reactions:

The most frequently reported adverse reactions are injection site soreness (22%), fatigue (14%), headache and dizziness (1-10%).

Immunization Schedule:

- Energix -B or Recombivax HB 3-dose series:
 1. Dose #1 at elected date
 2. Dose #2 one month later
 3. Dose #3 six months after the first injection.
- Hepelisav-B 2-dose series:
 1. Dose #1 at elected date
 2. Dose #2 4 weeks after first dose

I have read and understand the above information and I am currently **in the process of completing** the vaccination series.

Signature: _____ Date: _____

I have read and understand the above information and elect **NOT** to take the Hepatitis B Vaccine

Signature: _____ Date: _____

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

CVTP 02.04B
TB SCREENING FORM

The following student has a positive reaction to the PPD skin test or QuantiFERON gold test and has had an initial negative chest x-ray.

NAME _____

DATE OF POSITIVE TB TEST _____

DATE OF INITIAL CHEST X-RAY _____

RESULTS OF INITIAL CHEST X-RAY _____

DATE of Public Contact Release from Health Department _____

During the past year, have you had any of the following symptoms?

	YES	NO
Fatigue (without cause)	_____	_____
Loss of weight	_____	_____
Night sweats	_____	_____
Productive cough	_____	_____
Blood tinged sputum	_____	_____
Afternoon temperature elevation	_____	_____
Chest pain	_____	_____

Student
Signature _____ Date _____

Based on student documentation, findings indicate no active disease.

Health Department Administrative
Signature _____ Date _____

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024
CVTP 02.05

GUIDELINES FOR ABILITIES REQUIRED TO PROVIDE PATIENT CARE

POLICY

In order to successfully progress through the cardiovascular sonography curriculum and function as a sonographer upon graduation, an individual must be able to perform, with or without reasonable accommodations, certain activities that include vocal, visual, auditory, dexterity, emotional, and intellectual requirements.

I. Therefore, in order to be admitted to and retained in the program after admission, all applicants must continually meet and/or comply with the following requirements to meet guidelines for patient safety, sonography professional standards, and strategies for self-care:

1. Academic - Must possess sufficient academic discipline as follows:

- Must comply with all academic honesty policies, student handbook policies, program policies, and syllabi
- Be prepared to prioritize study and practice time and dedicate additional time beyond what is typical for a general studies course
- If employed, need flexible working hours to allow for clinical rotation schedule changes and to accommodate required study and practice time
- Must be able to schedule a minimum of 3 additional hours of practice per week in addition to instructor led labs

2. Technical - Must possess satisfactory technical proficiency as follows:

- Must be able to understand sequencing and follow different sonographic protocols
- Must be able to use critical thinking and organizational skills to organize study and scanning practice time
- Must be able to take timed computerized tests
- Must be able to look up additional sources to further personal understanding or research
- Must have appropriate written, verbal, and non-verbal communication skills
- Must have strong computer literacy skills

3. Behavioral – Must possess sufficient intellectual function and emotional stability to plan appropriate procedures and preliminary data evaluation as follows:

- Must possess the adequate social skills necessary to positively interact, behave, perform, appreciate, and tolerate working with other people
- Must be comfortable working in a dimly lit room for long periods of time
- Must be comfortable with the need to physically touch patients to obtain images
- Maintain a respectful demeanor to faculty, staff, classmates, preceptors, and patients at all times
- Must be able to be sensitive to and maintain patient privacy
- Must possess ample intellectual and emotional stability to plan, provide, and use discretion during patient care
- Must demonstrate professional behavior with regular attendance and punctuality
- Must demonstrate respectful classroom, lab, and clinical etiquette and avoid interruptions, disruptions, argumentative behavior, and negative attitudes
- Must be able to have good coping skills to deal and function appropriately and safely in high stress situations
- Must have affective and compassionate communication with sick or injured patients, even when they respond negatively
- Must respect the authority of the instructors and other authority figures regardless of differences in age, gender, race, background, etc.
- Must follow the instructions and guidelines of each clinic, even if you feel there is a better way to do something
- Must take constructive criticism well and actively demonstrate and communicate improvements being made

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

- Must abide by all safety guidelines of lab/clinic sites: ergonomics, infection control, contaminated equipment, sharps, chemical fumes, and radiation
- Must be able to exercise sound and prudent judgement when dealing with a personal, family, or health related issue. Avoid all of the following: disruptive behavior, illegal behavior, destructive behavior, extreme violence, extreme anger, screaming, sobbing, wailing, or any other inappropriate public outbursts or actions

4. Physical – Must possess sufficient gross and fine motor coordination to respond promptly and to implement the skills required in meeting patient health care needs safely as follows:

- Must have full use of and be able to tolerate hands, arms, wrists, or shoulders at varying positions for a prolonged period of time
- Both hands must be able to grasp, hold, turn, tilt, pinch, twist, etc. (including wrists and the fingers) using muscles for fine motor skills for up to 2 hours at a time with limited breaks
- Must be able to extend arms and hands in any direction up to 4 feet above the head
- Must be able to stand and walk for long periods of time, at least 80% of a clinical or lab day
- Must be able to tolerate being in a room for multiple hours, unable to leave the patient's side during a procedure (this includes being able to postpone restroom breaks and meals)
- Must be able to lift a minimum of 50lbs, needed to transport equipment and transfer patients
- Must have adequate vision/sight to observe patients, view and distinguish anatomy/physiology on an ultrasound screen, and distinguish between different colors
- Must have sufficient hearing enough to respond and communicate about patient needs, provide interaction, receive instructions, assist in trauma, emergencies, surgery, and in situations where a person may not be facing you or they may be wearing a medical mask.
- Must be able to distinguish audible sounds of hospital and equipment, such as, alarms, codes, Doppler, etc.
- Must have adequate strength and ability to push and pull machinery on wheels that may be several hundred pounds, such as, ultrasound machines, patient beds, stretchers, etc.
- Must be physically able to travel up to 2 hours to and from the OSUOKC campus and clinical site (may be longer from your home)
- Must have the ability to coordinate hands and feet together, as well as, with visual stimuli
- Must be able to bend/stoop regularly for machine operation and maintenance, patient care, and lifting/ transferring patients
- Must be able to speak and verbally communicate to others
- Must be able to provide patient care without altered judgment or skills from substance usage
- Must be able to care for all types of personal hygiene issues on a daily basis. Shower/bathe daily before going to class, lab, or clinic; Scrubs should be wrinkle free and clean; wear short nails, no artificial nails; no strong perfumes or cologne. (Refer to program student handbook Dress code policy for more information). NOTE: Maintaining hygiene may require careful planning for health related situations that may arise or exist, to include the following: always having a change of clothes and undergarments; carrying a personal hygiene bag containing items such as feminine products, disposable undergarments, tooth brush/paste, deodorant, mints, gum, disposable wipes, creams, medications, etc.

II. A student who experiences illness or injury while enrolled in the Cardiovascular Sonography program at OSU-OKC will assume total financial responsibility for diagnostic procedures and/or medical care. Neither the clinical facility nor OSU-OKC will assume any liability.

III. Oklahoma State University – Oklahoma City fully subscribes to all principles and requirements of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 for qualified handicapped individuals.

IV. Any student experiencing a change in health status to include, but not limited to surgical procedure, pregnancy, delivery, or disabling illness, etc., will be required to provide a Release to Return to Clinical Activity Form (CVTP 02.05b) completed by a health care provider. This form states that the student is able to meet the requirements to attend and participate in clinical experiences or outlines any restrictions imposed on the student.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

V. An individual denied admission or continuance in the program due to the inability to perform certain activities has the right to appeal any decision made. A complete copy of the Grievance Procedure may be obtained from the office of the Vice President for Student Services or the Vice President of Academic Affairs.

NOTE: Truthful and full disclosure on these forms is for the student's safety. Falsification and/or exclusion of information may result in disciplinary action by the college.

Adopted: 09/05/11
Revised 5-29-18 kb

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

CVTP 02.05a Guidelines for Abilities Required to Provide Patient Care
Signature Page

If you have questions about fulfilling the requirements in policy CVTP 02.05, or are unsure if you will be able to meet them, or feel you may need special accommodations, you are encouraged to contact the Department Head, at 405-945-3212. The Department Head may refer you to other campus support resources for further discussion and assistance.

By signing below, I indicate that I have read and understand the information presented in Policy CVTP 02.05.

Print Name: _____

Signature: _____

Date: _____

Adopted 5-29-18
Revised 7-11-18 kb

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

CVTP 02.05B

RELEASE TO RETURN TO CLINICAL AND LAB ACTIVITY: FORM

Students in the Cardiovascular Sonography Program at OSU-OKC are required to participate in provision of direct patient care in clinical facilities as well as perform clinical skills in skills laboratory. Any student experiencing a change in health status to include, but not limited to surgical procedure, pregnancy, delivery, immunosuppression, or disabling illness, etc., is required to provide documentation from a health care provider which states that the student is able to meet the requirements to attend and participate in clinical experiences and lab practice as outlined in policy CVTP 02.05.

This is to verify that _____ has been under my care.
I have determined that this student may return to participation in clinical experiences and lab practices, which require the abilities as outlined in policy CVTP 02.05.

_____ with NO restrictions

_____ with the following restrictions

Health Care Provider Signature _____ Date: _____

Printed Name _____

Address _____

I understand that limitations may prevent me from successfully completing the clinical requirements.

Student Signature _____ Date _____

Student Name (printed) _____

FOR CONFIDENTIAL FILE:

RETURN TO: **Oklahoma State University, Oklahoma City
Diagnostic Medical Imaging Department
440 N. Portland Ave, Suite AH 1206
Oklahoma City, OK 73107
FAX: 405-945-8613**

**NOTE: TRUTHFUL AND FULL DISCLOSURE ON THIS FORM IS FOR THE STUDENT'S SAFETY.
FALSIFICATION AND/OR EXCLUSION OF INFORMATION MAY RESULT IN DISCIPLINARY ACTION
BY THE COLLEGE.**

Reviewed 5/9/14
Revised 7-11-18 kb

UNIVERSAL/BODY SUBSTANCE ISOLATION POLICY

POLICY

The Department of Diagnostic Medical Sonography believes students and faculty deserve to be protected from all foreseeable hazards in the care of clients. The department has made efforts to insure that the best information concerning the growing threat of infectious disease is provided to students.

1. Since medical history and examination cannot reliably identify all patients infected with blood-borne pathogens, blood and body-fluid precautions will be consistently used for **ALL** patients, regardless of diagnosis. Diagnostic Medical Sonography students will routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient is anticipated. ***Universal Precautions are to include the following procedures:***
 - a) Gloves will be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures.
 - b) Gloves will be changed after contact with each patient.
 - c) Masks and protective eyewear or face shields will be worn during procedures that are likely to generate droplets or sprays of blood or body fluids to provide protection for mucous membranes of the mouth, nose and eyes.
 - d) Gowns or aprons will be worn as necessary to prevent contamination of clothing and protect the skin from blood and body fluid exposure.
 - e) Hands and other skin surfaces will be washed immediately and thoroughly if contaminated with blood or other body fluids.
 - f) All Equipment is to be cleaned per manufactures and /or departmental guidelines after procedure.
 - g) To minimize direct contact transmission: CPR mouth shields, or other ventilation devices will be available for use in areas in which the need for mouth-to-mouth resuscitation is predictable.
2. Cardiovascular sonography students with special health problems may be exempted from providing care to patients with suspected or diagnosed communicable disease. Identified health problems include:
 - a) confirmed pregnancy
 - b) incompetent immunological system
 - c) existing infections
3. Students and faculty will follow health care agency/facility policy and/or procedure.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

PROCEDURE CVP 02.06

<u>RESPONSIBLE PERSON</u>	<u>ACTION</u>
Cardiovascular Sonography Faculty	<ol style="list-style-type: none">1) All skills involving contact with blood and/or body fluids will be taught using gloves.2). Critical criteria for psychomotor skills involving contact with blood and/or body fluids will incorporate the use of Gloves.3) Validate the students' annual review of infection control education information.
Cardiovascular Sonography Faculty	<ol style="list-style-type: none">1) Clinical assignments for students will be made based on student learning objectives and individual student situations
Student & Cardiovascular Sonography Faculty	<ol style="list-style-type: none">1) Annually review infection control education information.2) If accidental exposure to blood following procedure will be implemented:<ol style="list-style-type: none">a) Student will notify the clinical instructor immediately.b) Cardiovascular Sonography faculty will notify the supervisor within the health care facility immediately.c) Cardiovascular Sonography faculty will notify the Cardiovascular Sonography Department Head or Associate Division Head as soon as possible.d) Student and Cardiovascular Sonography faculty will complete an incident report form at the health care facility.
Student	<ol style="list-style-type: none">1) A cardiovascular student who experiences illness or injury while enrolled in the Cardiovascular Program at OSU-OKC <i>will assume total financial responsibility for diagnostic procedures and/or medical care. Neither the clinical facility nor OSU-OKC will assume any liability.</i>

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

- 2) If accidental exposure to blood or body fluids of a patient suspected of having HIV or blood borne disease occurs, the student should be aware of the following:

RESPONSIBLE PERSON

ACTION

Student (cont.)

- a) If the patient has a positive HIV test, the student Diagnostic Medical Sonography will then be encouraged to be test for HIV. Appropriate counseling regarding the risk of infection and recommended for the prevention of transmission will be provided.
- b) If the patient has a negative HIV test and evidence of HIV, no follow up is necessary.
- c) If blood borne disease other than HIV is suspected, the student is encouraged to consult private physician or provider for appropriate diagnostic testing or treatment.

Adopted: 5/28/2007
Reviewed: 5/9/14

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024
CVTP 02.07

LABORATORY SCANNING PROCEDURE

Policy

1. A verbal explanation of the steps involved in performing the practice exam should be given to the volunteer scan subject and written consent to be scanned must be obtained prior to performing the scan. All volunteer scan subjects, including other program students, must sign the form. Refer to CVTP 05.09 Permission to be Scanned form.
2. The OSU-OKC Cardiovascular Ultrasound Program is for educational purposes only and any images obtained are not intended to be used for diagnostic purposes. When scanning a volunteer scan subject in the laboratory, students are to remain **non-diagnostic** in their dialogue with the volunteer scan subject.
3. If the volunteer scan subject has known pathology or the appearances in the images represent the possibility of new, active, or worsening pathology, it is the student's responsibility to maintain privacy in regard to the subject's observed potential abnormality.
4. Caution must be used when discussing findings with the volunteer scan subject, particularly in respect of possible management strategies, because the student does not yet have adequate diagnostic sonographic knowledge. Students are not licensed or registered in any recognized field of sonography and should act accordingly.
5. During the scan, all efforts should be made to ensure the volunteer scan subject is not alarmed or persuaded to ask the student questions about their sonographic images.
6. Discussions of any potential abnormalities are to be conducted in privacy with the Department Head and faculty in closed quarters outside of the attention of the volunteer scan subject, if possible.
7. In the event that a potential abnormality is discovered, the volunteer scan subject will be given documentation of the potential sonographic findings. This documentation will consist of a copy of the student's technical data sheet with appropriate disclaimer indicating it is a non-diagnostic academic practice exam. A formal diagnostic report and images will not be provided.
8. In the event of a potentially severe abnormality, the Department Head and/or faculty may consult with the Program Medical Director for further guidance to include advice for further appropriate imaging investigation and medical consultation. This information will be provided to the volunteer scan subject. The volunteer scan subject will be given the contact information of the Faculty involved and/or the Department Head to allow the volunteer scan subject's physician to communicate further, as needed.
9. Students are not allowed to reconfigure the sonography system settings (presets). Only the Department Head and/or Program Director are allowed to reconfigure system settings. Violations will lead to student disciplinary processes and possible dismissal from the program.

ADOPTED 2008
REVISED 7-16-18 KB

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

CVTP 02.08

USE OF ELECTRONIC DEVICES AND SOCIAL NETWORKING

POLICY

With the advent of electronic devices, a large amount of healthcare, medical, and productivity software has been developed. Studies have shown that students who use electronic devices in the clinical setting are more successful and are not as anxious about the experiences. The use of electronic devices in the clinical setting provides the student with up-to-date information, which is readily available.

Therefore, the student may use an electronic device as a resource during clinical experiences as per facility policy. Compliance must be ensured with the Health Insurance Portability and Accountability Act (HIPAA).

Social networking has allowed people across the world to have unprecedented access to immediate updates on another person's location, situation, and commentary. However, this open access can also put the individual at a personal risk. People can be stalked; employers can search potential candidates, and people may unintentionally violate privacy rules. With this in mind, discussing any clinical situation on any social networking site is strictly forbidden. Violation of this policy would be considered a privacy violation and subject to dismissal or other disciplinary action under CVTP 05.02 Student Dismissal.

PROCEDURE CVTP 02.08

RESPONSIBLE PERSON	ACTION
1. Diagnostic Medical Sonography Faculty	1. To orient the clinical students to the electronic device/social networking policy at the beginning of clinical in order for students to be aware of HIPPA compliance
2. Student	<div>1. At a minimum, enable password protection on electronic device:<div><div>a. Minimum of 4-6 character length password</div><div>b. Device should lock out after third unsuccessful password attempt.</div><div>c. Passwords should change every 90 days (or sooner if the student believes their password has been compromised)</div><div>d. Infrared ports or wireless access should be disabled (or enabled only while the device is unlocked)</div></div></div> <div>2. De-identify client information. Remove/do not record the following data<div><div>a. Client age</div><div>b. Names</div><div>c. Room numbers</div><div>d. Geographical subdivisions</div><div>e. All elements of dates</div><div>f. Telephone numbers</div><div>g. Fax numbers</div><div>h. E-mail addresses</div><div>i. Social Security Number</div><div>j. Medical record number</div><div>k. Health plan beneficiary number</div><div>l. Account number</div><div>m. Certificate/license number</div><div>n. Vehicle identifiers and serial number</div><div>o. Device identifiers and serial numbers</div></div></div>

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

- p. Universal resource locators (URLs)
- q. Internet protocol (IP) address numbers
- r. Biometric identifiers, finger and voice prints
- s. No photographic images of any body parts
- t. No audio recordings
- u. Any other unique identifying number, characteristic, code, etc.

3. Refrain from posting any commentary about clinic or lab experiences, clinic situations, patients, subjects, or any information listed above in any social networking venue, regardless of privacy settings.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

CVTP 03.01
ATTENDANCE

POLICY

1. Each student should place an emphasis on developing a sense of responsibility for his/her education. In this connection, students are held accountable for all work covered in a course despite valid reasons for absence from class, clinical, or laboratory. Each student is expected to attend class, clinical, and laboratory periods.
2. The student must show proof of CPR Certification, as well as all health requirements listed under Diagnostic Medical Sonography Student Health (**CVTP 02.04**) before attending clinical experience classes.
3. Before program admission, the student must have provided a National background check. The student is also required to submit to a urine drug screen (UDS) as the final step in program admittance, according to requirements of healthcare agencies where student clinical experiences are scheduled. The background check includes a Sex Offender Registry as well as a Criminal History and Violent Offender report.
4. A contract is established between OSU-OKC and each clinical site. This contract is considered binding. Once a student is assigned to a clinical site, the student is responsible for meeting all clinical site requirements of that site, including notification of any tardy or absence, to the designated person or persons, stipulated by the instructor, prior to the start of each Clinical day. A student may not attend a clinical site that is not under a contractual affiliation agreement with OSU-OKC. **A student may not trade clinical sites with another student assigned to a different site.**
5. **Clinical Absenteeism:** Failure of appropriate notification of clinical absence/tardy will lead to disciplinary action, with the possibility of dismissal from the program.
 - a. Clinical experience requires **100% attendance**
 - b. Any absence must be approved by the clinical coordinator/program director **PRIOR** to the absence and **MUST** be appropriately communicated to the Clinical Coordinator, Faculty, and/or Department Head by a phone call **and** an email or text message. **You must personally SPEAK to one of them and not simply leave a message.**
 - c. Arrangements must be made with the preceptor at the clinical site to make up any missed days within **two (2) weeks** of the absence. You must have approval prior to performing your make-up time at your assigned facility. The student cannot make up their missed time at any other clinical site except for their assigned clinical site.
 - d. Valid approved absences include but are not limited to the following: sickness or emergencies involving self or immediate family members, non-elective surgeries or other non-elective medical procedures, court hearings and/or jury duty, and inclement weather (approved by clinical coordinator, program director, or department head). All valid absences must be accompanied with the appropriate documentation such as a doctor's note specifying the restrictions for the absence, a hearing summons, a jury duty summons, etc.
 - e. **Scheduling a vacation in the middle of a semester is considered inappropriate and will not be approved as a valid reason for an absence.**
 - f. Routine or regular doctor appointments and checkups that are elective **do not count as an excused absence**
 - g. All OSU-OKC campus closure dates such as holidays and inclement weather closures or any other times when classes are not in session, will **NOT** be counted as absences.
 - h. Excessive absences or tardiness will not be tolerated. After the **FIRST** absence, for each additional absence, a 2.5% reduction in the final score of the total grade will be applied - **per absence** – unless prior arrangements have been agreed upon.
 - i. Students are expected to attend and participate in **all** clinically assigned days and make up any days missed.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

- j. Students are expected to submit a clinical make-up request form for all missed clinical time (form can be found on Trajecsyst under the documents section). For a known absence prior to the expected day to be missed, the student is expected to fill out a clinical make-up request form with their preceptor. Then, the student is expected to submit this form to the Clinical Coordinator or program director and gain approval prior to the absence. If the student is sick or unexpectedly misses a clinical day for an approved valid reason, the student is still expected to fill out a clinical make-up request form and submit it to the Clinical Coordinator or program director for approval.
 - k. Students that clock in or out from a different GPS location site other than the clinical site they are assigned to will forfeit the entire day's clinical hours. This will be considered academic dishonesty and will result in immediate suspension from the program pending investigation and disciplinary action up to and including dismissal from the program.
 - l. Students must be diligent in remembering to clock in and out. Only 2 time exceptions in Trajecsyst per clinical rotation will be allowed, with a 2% reduction of the final grade for each time exception, thereafter.
 - m. If the student misses more than 20% of clinic, the absences will be considered excessive by the Clinical Coordinator and/or program director and will result in a student receiving an "F" and being requested to withdraw (W) from the course, which may in turn affect **Financial Aid**. Students who register for a clinical course and do not attend or stop attending, must officially drop or withdraw from the course within the University's add/drop deadlines, or they will receive an "F".
 - n. Denial or Dismissal of a student from a clinical site for any reason will result in failure of the clinical course.
6. In the event that a student reports for clinical class or laboratory unprepared, he/she will not be allowed to perform procedures and will be counted absent.
7. **Class and or Lab Absenteeism**: When a student has been absent a total of one week's hours in theory (class) and/or absent a total of one week's hours in laboratory classes, the Diagnostic Medical Sonography faculty reserves the right to review the student's record for consideration concerning appropriate action, including dismissal from the cardiovascular sonography program.
- a. A student is required to notify **the instructor** prior to the start of theory (class) or laboratory on the OSU-OKC campus, if the student will be absent on a given day. A student late (15 minutes or more) to class or lab will be counted absent. A student leaving class early (15 minutes or more before the end of the class or lab session).
 - b. A Diagnostic Medical Sonography student who has been absent from class or lab for more than ONE day due to illness or injury must present, upon return, on request of the instructor, a written statement regarding the status of health from the attending physician. The instructor reserves the right to make the final decision of accepting the student back into class or into lab utilizing the criteria of patient safety.
 - c. Scheduling a vacation in the middle of a semester is considered **inappropriate** and will not be approved as a valid reason for an absence. Check the OSU-OKC website for the semester's academic calendar prior to scheduling time off.
 - d. Students are held accountable for all work covered in a course despite reasons for absence from class or laboratory.
 - e. The Diagnostic Medical Sonography Department Head will advise the Health Sciences Division Head in the case of repeated absenteeism. If the student misses more than 20% of class / lab meetings, absences will be considered excessive by the instructor and will result in a student receiving an "F" and being requested to withdraw (W) from the course by the instructor, which may in turn affect **Financial Aid**. Students who register for a course and do not attend or stop attending, must officially drop or withdraw from the course within the announced deadlines, or they will receive an "F."

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

CVTP 03.01a Attendance Signature Page

By signing below, I indicate that I have read and understand the information presented in Policy CVTP 03.01.

Print Name: _____

Signature: _____

Date: _____

PROCEDURE CVTP 03.01

RESPONSIBLE PERSON

Student

ACTION

- 1) Attend all scheduled classes and labs.
- 2) Provide documentation of current CPR certification, as well as all health requirements as listed in Diagnostic Medical Sonography Student Clinical Requirements, CVTP 02.04
- 3) If required by clinical site, have specified urine drug screening conducted by a lab approved by the cardiovascular sonography program. Authorize results of drug screening to be submitted directly from the lab to the Division Head or designate.
- 4) Assume responsibility for all costs associated with criminal background check and urine drug screen. Cost of retesting, if necessary to assure accurate result, will be paid by OSU-Oklahoma City.
- 5) Report to Clinical site fully prepared.
- 6) Notify instructor and clinical site of any expected absence.
- 7) After any absence, present justification for same, and if due to illness or injury must, on request, submit a written statement regarding health status from the attending physician.
- 1) Review student absences which total one week's hours in theory or lab and consider appropriate action.

Diagnostic Medical Sonography Clinical Coordinator

RESPONSIBLE PERSON

Diagnostic Medical Sonography Clinical Coordinator (cont.)

ACTION

- 1). Report excessive or repeated absenteeism.
- 2). Notify student of positive criminal background checks and/or urine drug screen results and submit results to clinical site.
- 3) Notify student of clinical sites decision to allow or deny the student's clinical attendance.

Adopted: 5/28/2007
Reviewed 05/2014
Revised 7/16/18

CVTP 03.01A
STUDENT CLINICAL REQUIREMENTS
NON-PREGNANCY LEAVE OF ABSENCE POLICY

POLICY

1. A Diagnostic Medical Sonography student who has been ill or injured may, upon return to class, be requested by an instructor to submit the **Release to Return to Clinical Activity Form (CVTP 02.05b)** regarding status of health from attending physician. The physician's statement must include any limitations imposed by illness, condition, or prescribed medications.
2. A Diagnostic Medical Sonography student who is pregnant and delivers during the semester will, upon return to class, submit the **Release to Return to Clinical Activity Form** regarding status of health or activity limitations from attending physician.
3. A Diagnostic Medical Sonography student will not attempt to attend class or clinical lab when the student's illness might be contagious.
4. Attendance, absence, and make-up policies will be equally enforced.
5. If the student is not able to complete the semester, the student will be classified as "withdrawn" from the class(es).

Adopted: 9/2007
Revised 7/13/17

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

CVTP 03.01B
STUDENT CLINICAL REQUIREMENTS
PREGNANCY LEAVE OF ABSENCE POLICY

POLICY

1. A Diagnostic Medical Sonography student who is pregnant and delivers during the semester will, upon return to class, submit the **Release to Return to Clinical Activity Form (CVTP 02.05b)** regarding status of health or activity limitations from attending physician.
2. No other limitations unless expressly documented by the attending physician.
3. It should be noted that caution should be taken in rotations where the sonography departments are in the radiology areas.
4. The OSU-OKC Clinical Coordinator will attempt to schedule pregnant students at sites that will not require them to be in radiology departments or exposed to x-rays.
5. Attendance, absence, and make-up policies will be equally enforced.
6. If the student is not able to complete the semester, the student will be classified as "withdrawn" from the class(es).

*Revised 7/13/17

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024
CVTP 03.02
GRADE REQUIREMENTS AND SCALE

POLICY

1. A minimum grade of "C" is required in all courses necessary for the Associate of Applied Science degree. Diagnostic Medical Sonography students must also maintain a graduation/retention GPA of 2.0 or better.

2. The grading conversion scale is:

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

PROCEDURE CVTP 03.02

<u>RESPONSIBLE PERSON</u>	<u>ACTION</u>
Diagnostic Medical Sonography Department Head/Faculty	1) Notify students of failure to maintain required graduation/retention GPA of 2.0. 2) Determine if students have met criteria for graduation.
Diagnostic Medical Sonography Faculty	1) Calculate grades and notify students of progress in the course. 2) Submit final grades to Diagnostic Medical Sonography Administration at end of each semester on or before date established by Administration.

Reference: OSU-OKC Student Handbook
Adopted: 5/28/2007
Reviewed 01/2014
Revised 11/2015

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

CVTP 04.01

**GUIDELINES FOR ACCOMMODATION OF STUDENTS WITH
DISABILITIES**

POLICY

The Diagnostic Medical Sonography Program of OSU-OKC is committed to the goal of achieving equal educational opportunities and participation for students with disabilities, in accordance with the principles and requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

It is important to note that in order to successfully progress through the sonography curriculum and function as a practicing sonography upon graduation, an individual must be able to perform certain physical activities that include vocal, visual, auditory, dexterity and intellectual requirements. **(See CVTP 01.02: Diagnostic Medical Sonography Guidelines for Abilities Required to Provide Patient Care in the Associate Degree Diagnostic Medical Sonography Program)** In addition, the student has the legal right not to disclose a disability.

PROCEDURE CVTP 04.01

RESPONSIBLE PERSON

ACTION

Diagnostic Medical Sonography Faculty

- 1) Include the ADA Recommended Syllabus Statement as part of course syllabus.

Student

- 1) Decide whether to disclose disability and request accommodation.
- 2) If disability is declared and accommodation requested, the student must furnish proof of the disability to the institution's ADA Coordinator for the Office of Disability Services. Accommodation must be requested for each class, every semester.

ADA Coordinator

- 1) Verify and document student's proof of disability.
- 2) Cooperate with student and faculty to identify reasonable and specific accommodations for disabled students in each Diagnostic Medical Sonography course and clinical lab.
- 3) Maintain confidentiality of student records concerning disabilities and accommodation requests.

Diagnostic Medical Sonography Faculty

- 1) If approached by a student concerning a disability, refer the student to the institution's ADA Coordinator for the Office of Disability Services.

RESPONSIBLE PERSON

ACTION

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

Diagnostic Medical Sonography Faculty (cont.)

- 2) Do not diagnose the disability or refer the student for specific testing.
- 3) Do not provide special disability accommodation for a student who has not provided proof of the disability for documentation by the Office of Disability Services.
- 4) Cooperate with ADA Coordinator and Team Leader in devising appropriate and specific accommodations for disabled student in cardiovascular technology courses and Clinical labs.
- 5) Maintain confidentiality of student information regarding documented disabilities and accommodations.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

CVTD 04.01A
ADA ACCOMODATION

OSU-Oklahoma City is committed to providing educational opportunities and support services to students with disabilities based upon the documentation of a disability covered under the Americans with Disabilities act (ADA) and Section 504 of the Rehabilitation Act of 1973. OSU-Oklahoma City is committed to providing full access to students pursuing their educational and career goals.

Please submit the “*Notification of Student Disability Accommodations*” form to the teaching team leader at least one week prior to accommodation sought (Refer to Services to Students With Disabilities <http://www.osuokc.edu/disability/>). To receive accommodation, this form must be renewed and resubmitted for each course, every semester.

Documentation and requests for specific reasonable accommodations should be directed to:

Advisor to Students with Disabilities,
Oklahoma State University-Oklahoma City
900 North Portland
Student Center, First Floor
Oklahoma City, Oklahoma 73107-6197
Voice: (405) 945-3385
Fax: (405) 945-9127

Students may refer to the following web site: <http://www.osuokc.edu/disability/>

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024
CVTP 04.01B

RECOMMENDED SYLLABUS STATEMENT

To be included in all Diagnostic Medical Sonography course syllabi:

"Oklahoma State University-Oklahoma City complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with Disabilities who seek accommodations must make their request by contacting Emily Cheng, Advisor to students with disabilities, located on the first floor of the Student Center, room 142, or call (405) 945-3385. All accommodations must be approved by the Office of Services to Students with Disabilities. Additional information may be obtained from the **Student Services web site.**"

ADA Policy: OSU-OKC complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their request by contacting the Office of Services to Students with Disabilities located on the first floor of the Student Center Office 112, or call 945-3385. All accommodations must be approved by the Office of Services to Students with Disabilities.

Adopted 09/2007
Reviewed 05/9/14
Revised 11/2015

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

CVTP 04.02

**ENGLISH SPEAKING PROFICIENCY
(STUDENTS FOR WHOM ENGLISH IS AN ACQUIRED LANGUAGE)**

POLICY

1. All students for whom English is an acquired language must successfully pass the
2. TOEFL iBT test prior to applying to the Cardiovascular Sonography program.
3. An overall comprehensibility score will be required for a student to make application to the cardiovascular sonography program.
4. Scores are the property of OSU-OKC and therefore are not transferable to any other institution.

PROCEDURE CVTP 05.02

RESPONSIBLE PERSON

ACTION

Applicant

- 1) Schedule test with Prometric Testing Center
2224 NW 50th Street
OKC, OK 73112
(405.843.8378)

Diagnostic Medical Sonography Department Head

- a) Work with the student and the Assessment Center for development of individualized learning in any of the following areas:
Study Skills
Vocabulary Development
Reading Comprehension
Listening/Note-taking
Spelling Improvement
- b) Encourage student to speak English at every opportunity.

Applicant

- 1) After successful completion of individual learning plan, the student may pay the appropriate fee and retake the TOEFLib test.

Adopted: 5/28/2007
Revised: 6/12/19

2023-2024

CVTP 05.01

**CRITERIA FOR ESTABLISHING PRIORITY FOR SELECTION
OF STUDENTS WISHING TO RE-ENROLL**

POLICY

APPLICATION OF SELECTION CRITERIA:

(When available spaces cannot accommodate all.)

Student failed to receive C at end of course.

1. All re-enrollment is based on space availability. If, at any point in the priority system, a student must re-enroll in order to complete the program within the three-year policy limitation; that student will be given re-enrollment preference.
2. Re-admission to the Cardiovascular Sonography Program will not be considered if the student has
 - a. two unsuccessful grades in any Diagnostic Medical Sonography course
 - b. immediate suspension from the program pending investigation and disciplinary action up to and including dismissal from the program.
3. Any student has the option of petitioning the Cardiovascular Sonography Faculty regarding any departmental policy or requirement. (See **CVTP 05.05 “Student Petitions for Exception to Diagnostic Medical Sonography Departmental Policies & Requirements.”**)
4. Students in each re-enrollment priority group will be ranked by course grade at time of interruption of progression to establish re-enrollment priority within each group.
5. If there are more students with equal eligibility to re-enroll than there are spaces available, a lottery system will be used for student selection.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

CVTP 05.02
STUDENT DISMISSAL

POLICY

1. Students may be immediately suspended from the program pending investigation and disciplinary action up to and including dismissal from the program or denied re-admission to the Diagnostic Medical Sonography program for:
 - a. Serious violations involving patient safety
 - b. Dishonesty in any academic or clinical situation.
 - c. Failure to comply with Expected Student Behavioral Standards
 - d. Academic dishonesty including (but not limited to) plagiarism and cheating on exams or assignments, attempting to access instructor materials -electronic or otherwise. (Refer to Academic Dishonesty or Misconduct policy in OSU-OKC Student handbook)
 - e. Submission of a second non-negative urine drug screen result.
 - f. Failure to notify instructor appropriately prior to scheduled exams and clinical absence. (No call/No show)
 - g. Greater than 20% absenteeism in any Sonography course.
 - h. Violations of OSU-OKC Student Rights & Responsibilities Code.
 - i. A criminal conviction during the program that makes the student ineligible to participate in client care. This includes (but is not limited to) violence or abuse, theft, illegal use of weapons, or illegal use or possession of a controlled substance. Positive results of student criminal background checks will be submitted to clinical agencies which may deny the student's clinical attendance.
 - j. Violation(s) of CVTP 05.03 policy- "Expected Student Behavior Standards"
 - k. Inability to meet programmatic Guidelines for Abilities Required to Provide Patient Care (Requirements to Meet Patient Safety, Professional Standards, and Strategies for Self-Care) (CVTP – 02.05)
 - l. Denial or Dismissal of a student from a clinical site for any reason will result in failure of the clinical course, which will result in program failure.
2. Any student who feels they have a grievance regarding grades, faculty or the Diagnostic Medical Sonography Department, should refer to the university grievance policy. Refer to the https://osuokc.edu/sites/default/files/documents/FinancialAid/Student_Rights_Responsibilities.pdf

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024
CVTP 05.02A
STUDENT COUNSELING PROCEDURE

When a student fails to meet the requirements of the cardiovascular sonography program, the student counseling procedure will be initiated. The flow chart demonstrates the procedure which will be used to assist and guide students who are not making progress. All students involved in the procedure will receive individual counseling and assistance. Serious violations involving patient safety will result in immediate suspension from the program pending investigation and disciplinary action up to and including dismissal from the program.

PROBATIONARY CONFERENCE

- 1) Persons present:
Diagnostic Medical Sonography
 - a) student
 - b) faculty member
 - c. department head

- 2) Procedure:
Those present
 - a) Review written situation/incident.
 - b) Document recommendations for improvement.
 - c) Negotiate contract with student.
 - d) Establish length of probationary period.
 - e) Sign contract, all receive a copy.

STUDENT IMPROVES

FOLLOW-UP CONFERENCE

Process terminated with stipulation: Performance must be maintained at acceptable level. If not, probationary period will be re-established or proceed to final conference.

STUDENT DOES NOT IMPROVE
TERMS OF CONTRACT NOT MET

FINAL CONFERENCE

- 1) Persons present:
Diagnostic Medical Sonography
 - a) student
 - b) faculty member
 - c) department head/designee
- 2) Documentation signed by all present.
- 3) ***Student immediately and indefinitely suspended from the program pending investigation and disciplinary action up to and including permanent dismissal from the program.***

CVTP 05.03

EXPECTED STUDENT BEHAVIORAL STANDARDS

POLICY

1. Students are expected to meet these behavioral standards at all times:
 - a. Function effectively under the stress of uncertainty and change often inherent in patient care.
 - b. Possess the emotional health required for the use of intellectual ability and the exercise of sound judgment.
 - c. Demonstrate the ability to develop mature, sensitive, and professional relationships with instructors, patients, families, Diagnostic Medical Sonography department faculty and other health care team members.
 - d. Demonstrate personal qualities of compassion, perception, respect, integrity, and motivation at all times while a student in the program.
 - e. Exhibit behavior consistent with stable emotional and physical control.
 - f. Ensure patient safety at all times in a clinical and lab setting.
 - g. Refrain from contacting a clinical site or interference in any matter regarding clinical recruitment or contractual matters, unless given direct permission to do so by a faculty member.
 - h. Maintain honesty and integrity, at all times, in any academic situation.
 - i. Follow programmatic attendance policy for the program.
 - j. Successfully pass all urine drug screen examinations.
 - k. Maintain a clear criminal background check throughout the program and report any arrest that occurs while a student in the program.
 - l. Adhere to [OSU OKC Student Rights & Responsibilities Code](#). (See [OSU-OKC Student Handbook](#) and <https://osuokc.edu/catalog>.)
 - m. Adhere to any special counseling agreements.
 - n. Successfully pass all programmatic courses, with a grade of 'C' or better.
2. Students may be immediately suspended from the program pending investigation and disciplinary action up to and including dismissal from the program or denied re-admission to the Cardiovascular Sonography program if they do not consistently and appropriately meet the above professional/behavioral standards, as judged by the Diagnostic Medical Sonography Faculty and/or clinical instructors.
3. When a student fails to meet the requirements of the cardiovascular sonography program, the student counseling procedure will be initiated and documented in students file.
 - a. All students involved in the counseling procedure will receive individual counseling and assistance.
 - b. Please refer to **CVTP 05.04: Cardiovascular Sonography Student Counseling for Success**)

CVTP 05.04

STUDENT COUNSELING FOR SUCCESS

POLICY

1. Cardiovascular Sonography students who are not progressing successfully in any cardiovascular sonography course may, at the discretion of the faculty, be required to participate in a special counseling procedure. This counseling procedure will require the student to participate in certain learning activities designed to facilitate the student's success in the cardiovascular sonography program.
2. Learning activities prescribed for this counseling procedure will be identified by the teaching team and will be individualized for each student who is at risk for failure in the cardiovascular sonography course. These activities may include, but are not limited to:
 - Supervised study or review sessions
 - Individual and/or group counseling
 - Case study discussions
 - Computer-assisted learning assignments
 - Labs for technical or affective cardiovascular skills
 - Individual and/or group discussions to enhance learning skills
 - Examples: test-taking, time management, organization, and study skills
3. The prescribed activities will be documented in an agreement which also identifies the criteria for student completion and removal from the special counseling procedure.
4. Students placed in the special counseling procedure will be expected to continue to meet all regular course requirements in addition to those requirements stipulated by the agreement.

PROCEDURE CVTP 05.04

RESPONSIBLE PERSON

ACTION

Diagnostic Medical Sonography Faculty

- 1) Identify the student who is not Progressing successfully in the course.
- 2) Develop an agreement which places the student in the special counseling procedure prescribes learning activities to help the student succeed, and identifies criteria for the student's completion/removal from the special counseling procedure.

Student

- 1) Review the special counseling procedure agreement with appropriate faculty.
- 2) Agree to comply with requirements of the agreement. Sign the agreement.
- 3) Participate in required learning activities as delineated in the special counseling procedure agreement.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

- | | |
|---|---|
| Diagnostic Medical Sonography Faculty | <ul style="list-style-type: none">4) Continue to complete all regular course requirements.1) Monitor student compliance with special counseling procedure requirements.2) Determine the student's satisfactory or unsatisfactory completion of the special counseling agreement, in accordance with the identified criteria.3) Report to the Department Head of student's satisfactory or unsatisfactory completion of the special counseling procedure agreement. |
| Diagnostic Medical Sonography Department Head | <ul style="list-style-type: none">1) Advise the student of eligibility or ineligibility to re-apply to program eligibility/ineligibility. |

Adopted: 5/28/2007; Reviewed: 5/9/14
Revised 11/2015

2023-2024

CVTP 05.05

**STUDENT PETITIONS FOR EXCEPTION TO
DIAGNOSTIC MEDICAL SONOGRAPHY DEPARTMENTAL POLICIES &
REQUIREMENTS**

POLICY

Any student has the option of petitioning the Diagnostic Medical Sonography Faculty for exception to any departmental policy or requirement.

PROCEDURE CVTP 05.05

<u>RESPONSIBLE PERSON</u>	<u>ACTION</u>
Student	<ol style="list-style-type: none">1) Contact Diagnostic Medical Sonography Department Head regarding desire to petition Diagnostic Medical Sonography Faculty.2) Submit the completed <u>Diagnostic Medical Sonography Department Student Petition Form (CVTP 06.05a)</u> to the Diagnostic Medical Sonography Department Head.3) Decide whether to personally appear before the Diagnostic Medical Sonography faculty or before a committee appointed by Department Head
Health Science Division Head	<ol style="list-style-type: none">1) Circulate the petition to the faculty prior to the faculty meeting.2) Inform student of need for availability to provide additional information when faculty meets.3) Appoint three (3) Health Sciences Division Faculty members to serve as the interview committee if the student requests a meeting with committee members instead of the entire faculty.4) Relay final decision in writing to student.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

Diagnostic Medical Sonography Department Faculty

- 1) Review student petition prior to meeting. Participate in discussion of petition request.
- 2) Decide if further information is needed. If so, student will have the option to:
 - a) Appear before the faculty as a whole, or
 - b) Meet with three faculty members appointed by the Diagnostic Medical Sonography Department Head.

Interview Committee

- 2) Decide to grant or deny the petition.
- 1) Interview petitioner relative to additional information requested by faculty.
- 2) Report findings to faculty.

Adopted: 5/28/2007

Revised 11/2015

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024
CVTP 05.05A
STUDENT PETITION FORM

STUDENT _____

DATE _____

Please answer the following questions as specifically as possible. Your petition may be handwritten or word processed. You may add other information as you deem appropriate and include additional pages as necessary. The Diagnostic Medical Sonography department faculty as a whole will review and make a determination regarding your request. (See **CVTP 05.05 “Student Petitions for Exemptions to Diagnostic Medical Sonography Department Policies & Requirements.”**)

Information contained herein will remain confidential among the Diagnostic Medical Sonography faculty.

1) Which Diagnostic Medical Sonography Department Policy or requirement are you petitioning for exemption?

2) Describe the reason or reasons you are requesting this exemption:

3) What specific plans have you made to assist with your future success in the cardiovascular sonography program?

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024
CVTP 05.06

GUIDELINES FOR CHEMICALLY IMPAIRED STUDENTS

POLICY

OSU-Oklahoma City is dedicated to the development of individual wholeness. As such, it holds the following beliefs:

1. Addiction is an illness that can be successfully treated and the individual returned to a productive level of functioning.
2. A learning environment conducive to the fullest possible human development is emotionally healthy and drug-free.
3. Addiction affects a student's academic and clinical performance in such a manner that the impaired student is a danger to self and clients.
4. It is the responsibility of students to seek diagnosis and treatment for any suspected illness.
5. OSU-Oklahoma City is committed to assisting its students with recovery.
6. This health problem will be proactively addressed by the sonography faculty when identified within the sonography student population.

DEFINITION

The chemically impaired student is a person who, while in the academic or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuses of the substances include episodic misuse or chronic use that has produced psychological and/or physical symptoms.

PROCEDURE NSP 01.01a

RESPONSIBLE PERSON	ACTION
DMS Faculty Clinical Supervising Preceptor	<ol style="list-style-type: none">1. Identification of substance abuse or chemical impairment will be based on a pattern of observable behaviors (to include, but not limited to: erratic behavior, alcohol odor, slurred speech, motor incapacities, and/or absenteeism) that suggest impairment of an individual's ability to meet standards of performance and safety in clinical sites or the classroom2. When such observations are made, the student will be escorted by the Sonography Department Faculty to the Emergency Room for immediate drug and/or alcohol screening3. The Sonography Department will require that student to sign a Release of Information Form to enable the Department to receive the report
Student	<ol style="list-style-type: none">1. If the student refuses to have a screening, this will be grounds for immediate suspension pending investigation and disciplinary action up to and including dismissal2. The Sonography Department will be responsible for the fee initially. Reimbursement

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

	is the responsibility of the student for positive results
	3. Lab results will be submitted to the Sonography Department within three working days
Health Science Division	1. If the test is positive, the student will be asked to meet with a group of individuals which may include the Division Head, Department Head, the Vice President of Academic Affairs, and a faculty member
	2. The Sonography Department will immediately suspend the student from the program pending further investigation and disciplinary action up to and including program dismissal and refer him/her to seek counseling/rehabilitation if abuse indicators exist, as defined under definitions
Student	1. The student may re-apply to the Sonography Program upon proof of completion of a rehabilitation program
	2. For readmission consideration, the student must meet the criteria of Sonography Policies and Admission Requirements
	3. If probationary re-enrollment is granted, randomized drug screening will be required for the duration of the student's course of study at the student's expense
	4. The Sonography Department will require the student to sign a Release of Information Form to enable the department to receive drug screening reports
	5. Failure to abide by randomized drug screening and/or evidence of continued chemical abuse or dependency will be grounds for immediate suspension from the program pending investigation and disciplinary action up to and including dismissal from the program.
	6. The student should refer to the sections on Alcohol/Drug Policies in the OSU-Oklahoma City student handbook for the current academic year for information on University policies and procedures that are in addition to those of the Sonography Department

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

CVTP 05.07 - Scan Lab Rules:

1. Go to signup.com, register, and follow the instructions to sign up for lab times/dates
2. When you enter/exit the lab, you must Clock in and out of the lab using Trajecsyst – refer to Trajecsyst policy 06.02
3. No more than one 1.5-hour time slot may be reserved at one-time (back to back on any machine). **DO NOT** go over your allotted time. This will cause a domino effect for everyone else. Overtime abuse or scheduling more than one time slot will result in disciplinary action.
4. You **may not** book ahead **more than 2 weeks** on the calendar
5. If you sign up for a lab time on signup.com, you are expected to show up – we check attendance on Trajecsyst and on signup.com – no shows will result in disciplinary action
6. Remember you are on camera and audio is being recorded – act appropriately and professionally at all times!
7. Gel bottles must be wiped off, refilled, and placed back in the warmers.
8. Cords must be untangled and correctly hung on the machines- **Do not leave cords touching the floor- use appropriate spaces to hold them**
9. Equipment should be wiped down after each use – no dried gel or finger smudges, etc.
10. Beds should be made after each use and the room should be cleaned before leaving
11. Dirty linen should be placed in the appropriate container.
12. **Do not** throw trash (ECG leads, gloves, etc.) into the dirty linen containers – Use the trash can, so these do not melt in the laundry and ruin laundry and machines!
13. Limit laundry use, please! If you did not use a blanket, towel, etc. don't put them in the laundry.
14. Don't ball up dirty linen together - Place each dirty piece of linen separately into the dirty linen container.
15. No horse play, fighting, loud noise, music, movies, loitering, etc. in the lab. Leave when you are done practicing. It is not a place for social gathering. Be respectful of your fellow classmates
16. Absolutely NO NUDITY. Please maintain proper patient coverage.
17. Please, DO NOT TOUCH the thermostat! If the lab is too hot or cold, cover with a blanket or turn on the fans. Turning the heat up too high will overheat the equipment!
18. Only students that are in the program or alumni are allowed to use the lab. You may bring an **adult** person that you know and trust to practice on after hours. They are required to sign a permission slip/release (see CVTP 05.09). Do NOT bring in strangers that you do not know. Do NOT advertise or pay people to practice on them.
19. NO CHILDREN age 16 years and under are allowed to be scanned, **no exceptions.**
20. NO CHILDREN are permitted in the lab unattended. If you must bring your children with you, you must obtain approval from the program director and/or department head **IN ADVANCE**. You must have someone with the child at all times. Do not allow them to climb or play on the equipment, beds, or chairs, spin on the chairs, roll them around, run around the halls or lab, hang or pull on the curtains, etc. If something is broken, you will be responsible.
21. Immediately report equipment errors, damage, and/or malfunctions to the program director and/or department head. If you break it – report it!
22. Severe Weather Refuge areas are located in the first floor restrooms and/or the downstairs auditorium (Room AH 1300).
23. During normal business hours, please contact the Health Sciences Division staff located on the first floor in the main office area. If the lab is not open **after hours**, you can contact OSUOKC security to open it for you at **405-945-3253 or 405-945-9111**. If an emergency arises, contact security. This includes any injuries. You can also contact them to walk you to your car if necessary. Save these numbers to your phone
24. If you contact security to open the lab door **after hours**, have your student ID with you.
25. Be respectful of security. Students that are already in the lab should open the door for students coming in. Try to limit your calls to security. Building hours for Fall and Spring semesters are M-F, 7:30am – 9:30pm sharp! Summer hours are M-F, 7:30 am – 5:00 pm.

Scan Lab Rules Acknowledgement Agreement:

I have read and will abide by the scan lab rules provided.

Printed Student name

Student signature

Date

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

CVTP 05.09
Cardiovascular Ultrasound Program - Permission to be Scanned

Please initial in the space provided by each statement:

- _____ I understand that I may be asked to be scanned as part of the educational process in this ultrasound program.
- _____ I understand that the OSU-OKC Cardiovascular Technology Program Director and/or any course Instructor and Student have the responsibility to ensure procedures are performed in an appropriate manner.
- _____ I understand that I have the right to refuse to continue even if I initially agree to be scanned.
- _____ I understand that the risks are minimal and may include tenderness at the scanning site and possible bruising if I have a tendency to easily bruise from light to moderate contact. I will not hold the OSU-OKC Cardiovascular Ultrasound Faculty, Staff, Students, or Oklahoma State University liable for any unintended discomfort.
- _____ I understand that my privacy and dignity will be maintained. I understand that any physical exposure is unintended and accidental. I understand that it is the intent that all subjects will be covered at all times as they desire. I will not hold the OSU-OKC Cardiovascular Ultrasound Faculty, Staff, Students, or Oklahoma State University liable for any unintended or accidental exposure of my person.
- _____ I understand that the OSU-OKC Cardiovascular Ultrasound Program is for educational purposes only and any images obtained will not be used for diagnostic reasons. I will not be given a formal report of any conditions I might have or that may be discovered at the time of the scan. I understand the documentation of conditions is not intended for use as a legal medical diagnosis (refer to CVTP 02.07 policy for more information).
- _____ I give permission to the OSU-OKC Cardiovascular Ultrasound Faculty and Students to use captured images of my scan for future educational purposes and my identity will not be revealed for any reason or at any time.

***STUDENTS Please Note: Participation as an OSU- OKC Cardiovascular student, as a scanning model is voluntary. Participation or non-participation will not have an effect on your grade. Grades are based on the criteria published in the syllabi. Please initial ONE choice below.**

- _____ I **DO** agree to be a student model for scanning as an OSU-OKC Cardiovascular student. I agree to allow my fellow classmates to scan me; there will be no effect on my grades for agreeing to be scanned.
- _____ I **OPT OUT** of being a student model for scanning as an OSU-OKC Cardiovascular student; there will be no effect on my grades for declining to be scanned.

****VOLUNTEER Patients/Non-OSU-OKC Sonography Students, please sign ONE choice below:**

I **DO** agree to allow the OSU-OKC Cardiovascular Technology student/s and/or instructors to perform Ultrasound scans on me to assist them in their education.

Name of scan subject (Print) Signature Date

I **OPT OUT** of allowing the OSU-OKC Cardiovascular Technology student/s and/or instructors to perform Ultrasound scans on me to assist them in their education.

Name of scan subject (Print) Signature Date

_____ Name of Student (Print)	_____ Signature	_____ Date
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CVTP 05.10

TRAJECSYS USE POLICY

Trajecsyst reporting system (TRS) is an online clinical management and tracking system for students of health-related programs. Its flexibility allows paperless recordkeeping solutions for OSU-OKC's Imaging Programs.

1. **Registration is mandatory** - Students can register up to 45 days prior to the program start date. Registering will allow you to gain access to the report system. No payment is necessary to complete registration.
2. **Payment arrangements** - During registration, you will be asked to select a payment option. No payment is necessary to complete registration, however, you will need to indicate how you plan to pay for the subscription.
 - i. There are two ways you can pay for your subscription.
 - 1) **Through the OSU-OKC Book Store (BK)** – choose this option if using financial aid or VA Military (Note: The bookstore adds a percentage markup for this option)
 - 2) **Direct Pay (DP)** - Payment directly to Trajecsyst using credit/debit card, money order or check. No markup will be added
 - ii. Once you register, you will have **30 days** from the **program start date** to pay for your subscription. **Failure to pay will result in the inability to use Trajecsyst and will result in being administratively withdrawn from the course and removed from the program.**
 - iii. If you withdraw from the program, full refunds from Trajecsyst are available for **30 days from program start date**, no refunds will be made thereafter.
 - iv. Payments are for continuous access for the duration of the program (program start to graduation)
 - v. The current fee is **\$150.00**. This is subject to change without notice. OSU-OKC does not control the fee. (Note: the OSU-OKC bookstore will add an additional fee if you are using the BK payment method)
3. **Access** - Once the student has registered, the OSU-OKC program faculty will be sent a message to grant access. Access must be granted before the student can use the site.
4. **Clocking In and Out** – students are **required** to clock in and out each day immediately upon arriving and departing the OSU-OKC lab or the assigned clinical site. Students have the option of clocking in/out from a computer at the location (preferred method), or by clocking in/out using a mobile device (when at a lab or clinical site where a computer or internet is not available). **Under NO circumstances will a student be allowed to clock in/out for another student. This activity constitutes fraud for BOTH students resulting in immediate program suspension pending further investigation and disciplinary action up to and including dismissal of BOTH students from the program.** No one else may clock in/out for the student, this includes, family, friends, other personnel, etc. **The student is only permitted to clock in/out while physically inside the clinical facility by using either their mobile device or the computers at the facility.**
5. **Time/Location Monitoring**: Trajecsyst tracks student reporting of lab or clinic arrival and departure. If a student uses a clinical site computer, the ip address is recorded along with the GPS location (latitude and longitude) of the site. If a student uses a mobile device with GPS, student location (latitude and longitude) will also be recorded. Times and locations can then be verified and approved by site employees or program faculty. Faculty can log in at any time, from anywhere, to see which student is at which location, and when they arrived and departed.
6. **Using Trajecsyst on Mobile devices**: Visit the login link in the top right corner on the Trajecsyst home page to begin the process of using a mobile device. By opting to use a mobile device, the student assumes responsibility for any charges assessed by their cellular provider to access and use the Trajecsyst system. In order for the system to capture the student's location information, **your phone location settings must be turned ON** before you click the Clock In/Out button, otherwise the system will

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography

2023-2024

not record your time. Trajecsyst will record the student's exact location (longitude, latitude) along with the time record. (Note: The student must have a smart device with an A-GPS chip and have internet access). When a student clocks in/out, Trajecsyst will compare the student's GPS location coordinates with the clinical site's location coordinates.

- i. If the location of the student, as reported by their smart device, does not match the verified clinical site location, Trajecsyst will flag the location pink to alert program faculty. If the student's reported location exceeds approximately 1/20th of a mile (approximately 50 feet) of the actual clinical site, the student's time for that day will be **disapproved** and will result in the forfeiture of any clinical time for that day (unless the student can provide same day written proof of phone/device malfunction and/or troubleshooting correspondence from Trajecsyst customer service). The **FIRST location inaccuracy** will result in immediate suspension from the program pending investigation and disciplinary action up to and including dismissal from the program.
- ii. If the student denies Trajecsyst access to their smart phone location, or disagrees with the location information, Trajecsyst will flag their time record orange to alert the faculty. The student's time will not be recorded by the system due to lack of location. The student's time for that day will be **disapproved** and will result in the forfeiture of any clinical time for that day (unless the student can provide same day written proof of phone/device malfunction and/or troubleshooting correspondence from Trajecsyst customer service). **The FIRST location inaccuracy and/or location disagreement**, will result in disciplinary action and may result in program dismissal.

7. Time exceptions:

Students will file a time exception for the following situations:

- If they forgot to clock in or out - students must use the clock in/out menu items to note the reason for the exception.
- If a student is absent, the student must select "Absent" in Trajecsyst and note the reason for the absence (NOTE: the student must also personally contact the clinical coordinator or department head and alert them of the absence).
- If a student is tardy, they must provide a note in Trajecsyst stating the reason for the tardy - Excessive tardiness (more than 3) will result in disciplinary action
- If a student leaves early or stays late (more than 15 min), they must provide a note in Trajecsyst stating the reason for leaving early and provide the preceptor's name who gave approval to leave early

Penalties for Excessive time exceptions:

- Only 2 time exceptions (missed clock in/out) per 8-week rotation will be allowed, with a 2% reduction of the final grade for each time exception (missed clock in/out) thereafter.

9. **Adding users** – students must enter a first and last name of all preceptors that they enter into Trajecsyst. Misspellings and incomplete names that are entered will result in disciplinary action.

10. **Competencies, Evaluations, Daily log sheets**, etc. will be addressed in the actual Course Syllabus.

11. **Abuse** of the Trajecsyst system in situations other than what has been outlined in this policy will be investigated and addressed by the Clinical Coordinator, Program Director, and/or Department Head on an individual basis.

Adopted 8/4/17 kb

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

CVTP 05.10

Trajecsyst Rules Acknowledgement Agreement:

I have read and will abide by the Trajecsyst rules provided.

Printed Student name

Student signature

Date

CVTP 05.11

PACS (PICTURE ARCHIVING AND COMMUNICATIONS SYSTEM) USE POLICY

PACS (Picture Archiving and Communications System) – is a medical imaging technology which provides economical storage and convenient access to images from multiple modalities.

1. PACS computer workstations have been provided to both the Sonography and Radiography programs. These computer workstations are strictly monitored. Do not use the computers for any other purpose, except for access to the Trajecsyst and/or the PACS software. System abuse of any kind will not be tolerated and will result in immediate disciplinary action, including possible program dismissal.

2. Students may not delete or move any images or studies from the PACS system.

3. A student may not access, open, view, or edit another student's images on PACS or on the actual imaging equipment.

4. When sending images to the PACS system, the student must enter the following information on the actual imaging equipment PRIOR to sending the images to PACS:

- Student's first and last name (enter as the Patient's name)
- Student's date of birth (enter as the patient's DOB)
- Student's school ID number (CWID) (enter as the patient's ID number – NOT accession number)

5. Do not send images to PACS unless they are the final images to be graded. Once the studies are sent to PACS, students cannot delete them. Students CAN edit their own images on PACS and save the edits. Once all edits and original images have been exported to the instructor, those images will be graded.

6. A reject analysis will be performed on all Radiography students.

7. Requesting an instructor to delete images from the PACS system will be tracked. After the second request, the student's competency grade will be reduced by 2% of the total grade, per request.

8. Non-adherence to any of the above will not be tolerated and will result in immediate disciplinary action, including possible program dismissal

9. Any other misuse or abuse of any kind not addressed above will be reviewed by the Instructor, Program Director, and Department Head and will result in immediate disciplinary action, including possible program dismissal.

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

CVTP 05.11

PACS Rules Acknowledgement Agreement:

I have read and will abide by the PACS rules provided.

Printed Student name

Student signature

Date

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

CVTP 05.12

Employment as Student Sonographer while enrolled

USE POLICY

Individuals currently enrolled in the OSU- OKC Sonography Program may be hired as a student sonographer during the final semester of the program. Under the immediate supervision of the hiring facility, the student sonographer will assist in performing ultrasound examination of patients using various techniques and equipment common to ultrasound in accordance with established clinical practice standards, guidelines and protocols.

1. Employment as a Student Sonographer during enrollment is only allowed during the final semester of the program.
2. The Department Head and Clinical Coordinator must be notified of employment while under the enrollment of the OSU-OKC Cardiovascular Sonography Program.
3. The Clinical Coordinator will work to facilitate an optimal rotation schedule that allows meeting clinical requirements along with the students work schedule.
4. The Student is not allowed to simultaneously be clocked in both clinical site and “work/pay”
 - a. The student will first complete the clinical rotation as outlined in the rotation schedule. Documentation of clinical time in Trajecsys is required.
 - b. Student may only clock in for “work/pay” after meeting their clinical obligations
5. The hiring facility assumes legal responsibility for all supervision when performing as a paid student sonographer.

I have read and will abide by the Student Sonographer Employment rules provided.

Printed Student name

Student signature

Date

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

CVTP 05.13

Butterfly iQ Equipment Policy and Procedure

USE POLICY

Individuals currently enrolled in the OSU- OKC Sonography Program will be allowed to check out and use the Butterfly iQ Equipment and accessories. Butterfly iQ uses a single transducer (probe), which can connect to a student's smart phone or tablet and provide whole body ultrasound images. The semiconductor chip technology in the Butterfly probe is a unique feature, that allows students to use one probe for all scanning.

The following rules must be followed when using the Butterfly iQ Equipment and Accessories:

1. All equipment requires a formal sign-out, in person, without exception.
2. Students are advised to check all equipment before signing it out and are fully responsible for equipment under their care. Students are advised not to leave equipment unattended at any time.
3. Equipment is to be checked out for academic purposes only and is only for use by the intended borrower, it is strictly not for a third-party/commercial use within or outside OSU-OKC premises.
4. All equipment must be returned clean and in good working condition by the end of the checkout duration.
5. Students must return the equipment in person. Other students or family members are not allowed to drop off the equipment for a student.
6. Equipment must be returned the way it was checked out, clean, with cables and other accessories intact. Each transducer has a unique serial number.
7. Only approved cleaning supplies and ultrasound gel may be used.
8. DO NOT leave the equipment in your vehicle unattended and/or expose it to extreme hot or cold temperatures. Avoid getting the equipment wet, dropping, throwing, placing it under heavy objects, bending, chewing, puncturing, or any other activity that will damage the device and accessories.
9. DO NOT loan the equipment to anyone, allow anyone else to use it, or leave it unattended.
10. DO NOT sell the equipment or purchase any replacement parts on your own.
11. Students are responsible for the repair or replacement costs of any equipment damaged, lost, stolen, or any equipment or accessories not returned while assigned to them.
12. The University, Faculty, and Staff are not responsible for damage to personal equipment caused directly or indirectly by the checked-out equipment.
13. The borrower assumes sole liability for any injuries or damages sustained by the borrower and/or to others while using this equipment.
14. There will be no equipment check out during holidays and school closures, without prior approval.
15. Upon return, the equipment will be inspected for cleanliness, damages, and defects, etc.

Late Return, Damage, or Loss Penalties:

1. Late returns will be fined at \$20 a day per item checked out up to a cap of \$2000 per item.
2. Students with fines will be barred from further equipment check out until the fine is cleared.
3. The student's University Account will be charged if the equipment is lost, stolen, damaged, or not returned.

Butterfly iQ transducer	\$ 1999.00
Carrying Case	\$ 99.00
Charger and micro-USB Cord	\$ 29.00
Square Charger Wall Plug	\$ 30.00
Transducer cable	\$ 49.00

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

Butterfly iQ Equipment and Accessories Attestation:

I agree to follow all rules and conditions as listed in the **CVTP 05.13** policy. I assume full responsibility of the equipment and accessories checked out to me, including complete financial responsibility in the event of loss, theft, damage, or irresponsible use of the equipment. I further understand that the Butterfly iQ and accessories have been issued to me alone, for use in learning to perform ultrasound exams. If I damage or lose any of the equipment assigned to me, I understand that I am responsible for promptly reimbursing OSU-OKC in accordance with the replacement cost listed in CVTP 05.13 policy table. I agree to return the Butterfly iQ and accessories to my instructor at the designated date(s) and time(s) listed in the course syllabus/LMS. I understand that if I do not return the Butterfly iQ and accessories (charger, cables, plug, and case), or if the Butterfly iQ and/or accessories are returned damaged, or if any items are lost or stolen, a daily fine of \$20 will be added to my student account and a hold will be placed on my transcript until payment in full is received. I also understand that failure to comply with applicable equipment check out terms or policies and procedures will result in immediate loss of all equipment privileges, to include possible program dismissal.

Student Name Student Signature Date

Butterfly iQ Number _____ Serial Number _____

Oklahoma State University - Oklahoma City
Department of Diagnostic Medical Sonography
2023-2024

Institutional Statement/Syllabus Supplement Document: Each student is responsible for being aware of and understanding the information contained in the OSU-Oklahoma City Catalog, the Student Handbook/Code of Conduct, the Class Schedule, the Syllabus Supplement Document <https://osuokc.edu/supplement>, the course syllabi, and any information shared via email from the campus to the students.

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