

BERGEN COMMUNITY COLLEGE
DIVISION OF SCIENCE AND HEALTH
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
TELEPHONE: (201) 447-7944
STUDENT HANDBOOK

To The New Students:

It is with great pleasure that I welcome you to the Bergen Community College Diagnostic Medical Sonography Program. I hope that this year will be an enjoyable and successful one for you.

You may find the first few weeks somewhat confusing and bewildering as you adjust to the college structure, the rigors of studying, and also learning about this exciting and growing medical imaging field.

Each of you is a representative of a large group therefore your conduct and appearance reflects on the College as well as all other Sonographers.

This handbook is provided to assist you in establishing direction for your conduct and outlining your responsibilities.

Best wishes for your success.

Sincerely,

Katherine Benz-Campbell, AAS, BS, MA, RT[®] RDMS
Academic Coordinator

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HISTORY

The Bergen Community College graduated its first class in 1989. The program is fully accredited by the Commission on Accreditation of Allied Health Education Programs since 1990. The Diagnostic Medical Sonography Program had a major curriculum revision in 2001.

The program is regionalized utilizing various hospitals throughout New Jersey for the clinical phase of the program. The program currently uses thirty-three clinical educational centers which focus on individualized specialty areas in OB/GYN, Abdominal and Echocardiography. Classes start in September of each year. The students enter the clinical phase during the second semester of the first year. Students begin practicing their clinical skills in the ultrasound lab at the college during the first semester of the first year and continue practicing their skills for each specialties throughout the two years. The program provides the students with a competency based clinical education.

PHILOSOPHY OF THE PROGRAM

Diagnostic Medical Sonography is a vocation in which Sonographers work in close association with radiologists and physicians to provide quality images to help aid in diagnostic interpretation. The knowledge and practice of clinical skills and recognizing the disease state qualifies him to become respected among his peers. These abilities are attained by a correlation of theoretical instruction and clinical experience.

The instructors will work closely with the students in both the didactic and clinical phases of the program to develop his personal and vocational abilities. They will also attempt to provide a climate which will stimulate in the student the development of concepts and skills enabling him/her to become a competent Sonographer and productive member of the Sonography team.

OBJECTIVES OF THE PROGRAM

The Diagnostic Medical Sonographer should be a skilled individual qualified by didactic and clinical training to provide services in the ultrasound department under the supervision and responsibility of the interpreting physician.

The student, through competency based on education, will develop his/her potential abilities, in order that he/she fulfills his/her role as a Sonographer. The school will strive to:

1. Develop the knowledge, skills and abilities of a Sonographer to his/her responsibilities and capabilities in caring for the ill patient.
2. Develop skills and efficiency while working in the ultrasound department
3. Develop the ability to promote good interpersonal relations with members of the health team.
4. Stimulate the students' motivation for continued personal and educational growth.
5. Prepare students for the successful writing of the examination offered by the American Registry of Diagnostic Medical Sonographers. (A.R.D.M.S.)

ROLE OF THE DIAGNOSTIC MEDICAL SONOGRAPHER

Sonographers may be employed in various hospitals and offices in different areas of medicine such as Vascular Ob/Gyn, Abdominal or Cardiac Sonography. Sonographers may also become educators or decide to work in sales. Whatever road the sonographer chooses, he/she must obtain a full understanding of integrating didactic education with correlating clinical education. The sonographer needs to recognize certain pathologies, have the ability to produce these abnormalities utilizing competent clinical skills, and documenting them with quality hard copy images.

Sonographers function in association with physicians to help aid in diagnostic quality film interpretation. The sonographer should be able to give differential diagnosis when needed. The sonographer should also know what additional scanning skills need to be performed involving individual care. His/her knowledge of and experience in recognizing disease will be an asset in his/her career.

The sonographer should have the essential qualities of intelligence, the ability to relate to people, an orientation towards service to people, and a capacity for calm and reasoned judgement in meeting emergencies. Respect for the patient as a person and respect for the patient's privacy are expected of the sonographer. Patient confidentiality is of extreme importance.

DESCRIPTION OF PROGRAM AND CLINICAL PERSONNEL

MEDICAL DIRECTOR\ADVISOR: A licensed physician, experienced and proficient in the use of medical ultrasound. This individual is actively interested in Bergen Community College's Diagnostic Medical Sonography Program and its students. The Medical Director/Advisor serves on the program's Advisory Committee. The current Medical Director/Advisor is Dr. Fredrick Ayers from Palisades Medical Center, Corvas Medical Center, and Montvale Imaging Center.

Dr. Ayers conducts monthly case presentations on campus. Attendance is mandatory for all students while enrolled in the program. At times, these meetings may be scheduled in the evening that class is not in session. Early notification will be given to each class in order to arrange their schedule accordingly. **IT IS MANDATORY THAT ALL STUDENTS ENROLLED IN THE PROGRAM ATTEND THESE MEETINGS, NO EXCEPTIONS WILL BE MADE.**

PROGRAM COORDINATOR: A certified sonographer who is responsible for the structure as well as the daily operation of the program. The Program Coordinator is also a clinical instructor. The current Program Coordinator is Ms. Katherine Benz-Campbell, MA, BS, AAS, RT® RDMS.

CLINICAL INSTRUCTOR: A certified sonographer from the College who is responsible for overseeing the clinical education of the students. The clinical instructor visits the clinical sites on a rotational basis. The current Clinical Coordinator is Linda Yurkin AAS, RDMS.

Clinical Instructors:

Ms. Katherine Benz-Campbell, AAS, BS, MA, RT®, RDMS
Mrs. Christine Henkel AAS, BA, MS, RDMS
Mrs. Ellen Solinas, RDMS
Mrs. Susan Price, RDMS
Mrs. Kathy Nessianbaum, RDMS
Mrs. Linda Yurkin RDMS
Mrs. Charlene Work, RDMS, RVT, RDMS

Adjunct Faculty - Adjunct faculty are part-time instructors who teach on-campus didactic and lab classes in which they are specialized in that specific subject matter.

Current adjunct faculty include:

Ms. Donna MacMillan, RDMS, RVT
Mrs. Catherine Kuncken RVT, RDMS
Ms. Kathleen Mulkeen, RDMS-OB/GYN
Ms. Charmaine Matthews, RDMS, Abdomen

RADIOLOGIST/CARDIOLOGIST: A licensed physician who is responsible for the interpretation of the results of procedures performed in the Radiology/Cardiology or Vascular Lab Department. Sonographers and students present their work to the radiologists or cardiologists for interpretation. Students will be introduced to the radiologist or cardiologist at each clinical assignment.

CLINICAL SUPERVISOR: A hospital staff or Chief Sonographer who is available to students whenever they are assigned to a clinical setting. The Clinical Supervisor provides appropriate clinical supervision and instruction for students assigned to him/her. Students are given the name(s) of the Clinical Supervisor(s) at the beginning of each clinical

assignment.

STUDENT HEALTH AND SAFETY

PHYSICAL EXAMINATION:

All Bergen Community College Allied Health students, including Diagnostic Medical Sonography students, are required to submit a completed Medical Examination Report form from the Medical Office upon acceptance into the program. Failure to do so will result in a medical hold being placed on the student's record. This action will prevent the student from registering for any classes until the completed form is submitted to the Medical Office. If a student transfers from another program at the college, (s)he must check with the Medical Office to see what additional health information is necessary.

STUDENT ILLNESS:

ON CAMPUS

Nursing staff at the Medical Office are available for students who need medical attention during the hours that classes are in session. The Medical Office is located on the first floor between the Science and Business wings in Rm.B 101.

OFF CAMPUS

If a student needs medical attention due to illness or accident during assigned clinical hours, the hospital will provide initial medical care. **The student must pay any bills from the hospital and/or physicians for this treatment.**

If there is a possibility that a student might have an illness that could jeopardize a patient's health, he/she must be seen by a doctor at the clinical site (or the student's personal physician) immediately for medical clearance (in writing) to continue clinical. If the student must miss clinical days due to the illness, the Program Coordinator will determine when the missed time will be made up.

If the student is involved in an accident or incident while performing clinical duties, the student must inform his/her Clinical Supervisor of the details **IMMEDIATELY**. The Clinical Instructor or Program Coordinator must be notified of the situation as soon as possible. A written report of the situation will be made for future reference.

RADIATION PROTECTION:

A radiation film badge is issued to each student assigned to a clinical site. Most Ultrasound Departments are located in or near the Radiology Department, where the potential for exposure to very low levels of radiation exists. Film badges are sent out to be read every month, and a record of each student's monthly and cumulative exposure is kept on file in the Program Coordinator's office. the Program Coordinator will review a student's film badge report with him/her if the student wishes to see this information.

MEDICAL ASEPSIS:

Practicing the principles of medical asepsis is part of being a healthy student and a responsible professional. This means the student has the PERSONAL responsibility of keeping everything he works with CLEAN. This includes such things as:

- personal hygiene (includes daily washing of body and teeth)
- clean uniform and polished shoes
- washing hands between patients
- changing linens between patients
- cleaning transducer between patients
- keeping the ultrasound room and equipment clean

HEPATITIS B VACCINATION

It is recommended that all health care workers, including students, receive the hepatitis B vaccine. If the student decides that (s)he does not want the vaccine, (s)he must have a signed refusal on file in the Medical Office.

CLINICAL ROTATION POLICY

The program utilizes approximately thirty-three educational centers throughout New Jersey. The Program Coordinator and Clinical Coordinator decide where and at what time each student will be placed at a specific clinical site. This decision is based on the student's educational needs, the opportunities available at each individual site, and input from each clinical site. The student does **NOT** make this decision on his/her own; nor should he/she make contact with any clinical affiliate to ask to be assigned there. **The decision of the Program Coordinator and Clinical is final.**

Not every clinical site offers sufficient scanning practice in all of the clinical subject areas. Methods, scanning protocol, and patient population vary from hospital to hospital. For a more complete clinical education, the program policy is that each student will be assigned to at least TWO different clinical sites during his/her total clinical experience.

Clinical placement is limited. Students are provided with a clinical seat in accordance to their acceptance and anticipated graduation dates. If a student fails a clinical course and has the approval in writing by the program coordinator to repeat the course, he may only repeat it once.

This request to repeat the failed clinical course must be made in writing by the student. The student has, therefore, lost his/her clinical seat, and will be assigned with the intent in mind that current students will receive priority placement. Repeat clinical students will be given second priority and expected to travel to distant sites for their clinical training.

Each student and the clinical sites will be provided with a clinical rotation schedule at the beginning of each semester. This schedule includes the student's name, length of rotation, college holidays, and available make-up days. Any student who does not complete the required clinical hours for each rotation as directed in the beginning of the semester will receive an "Inc" grade until the time is completed and will not be allowed to enter the next clinical level. An incomplete grade may change to a failure grade if the student does not fulfill the contract requirements.

Each student is required to complete the requirements for each clinical category (Abdominal, Obstetric and Gynecologic, and Echocardiography). **No exceptions will be made for this policy.**

GRADING POLICY POLICY AND PROCEDURES

The Diagnostic Medical Sonography program has a specific curriculum sequence designed to correlate didactic and clinical courses concurrently to provide optimal education in the field. The pre-requisite courses in the catalog are not the only indicators for curriculum sequence. A student who fails either a didactic or clinical course is out of curriculum sequence and needs to be under advisement and follow program policy.

The Diagnostic Medical Sonography policy is as follows:

1. Students must maintain a 2.5 [©] in all core courses .
(All courses beginning with US)
2. Students may only fail an ultrasound course **ONCE. FAILURE OF TWO ULTRASOUND COURSES WILL RESULT IN DISMISSAL FROM THE PROGRAM.**
3. Courses taken with final grades of N and Z cannot be repeated and result in dismissal from the program.
4. Courses taken with final grades of B,C,D,E,Q and R require a written request to the program coordinator to repeat the course. The student may only repeat the course once. Only one ultrasound course may be repeated throughout the program. Failure after a second attempt will result in immediate dismissal from the program.
5. Students will not be allowed to register for the repeated course unless they have met with the Program Coordinator and agreed to individual terms and agreement for completion of the program.
6. It is the final decision of the Program Coordinator to determine if appropriate seating capacity is available for the student to repeat an ultrasound course.
7. Student failing any US courses will be advised to withdraw before the deadline published in the Academic Calendar.

Please refer to Bergen Community College catalog for additional information on college grading policies.

For all DMS courses, final grades are calculated as follows:

FINAL GRADE EVALUATION

90 to 100	=	A
86 to 89.9	=	B+
80 to 85.9	=	B
76 to 79.9	=	C+
70 to 75.9	=	C
0 to 69.9	=	R

DISCIPLINARY POLICIES AND PROCEDURES

Diagnostic Medical Sonography students who maintain a GPA of 2.5 or higher are considered to be in satisfactory academic standing.

Students whose GPA falls below 2.5 will be notified that they are placed on conditional academic standing. These students are required to see a counselor before registration.

Students whose grades are still unsatisfactory at the end of the conditional academic standing semester will be placed on academic suspension. These students will not be allowed to register for one semester, and they will be notified by the registrar of the conditions for reinstatement.

Students who have been reinstated who fail to attain a 2.0 at the end of the semester will be notified that they have received academic dismissal.

Any student who wishes to appeal his/her student status may follow the procedure outlined in the Bergen Community College Catalog

Any student who is disruptive in either class or clinical will be subject to college disciplinary action.

Students are subject to immediate dismissal from the clinical site for the following reasons:

1. Engaging in illegal activity.

2. Disobeying hospital and/or department rules and regulations.
3. Engaging in activity that is harmful or potentially harmful to himself, the patients, or hospital staff.
4. Insubordination.
5. Request of the Clinical Supervisor
6. Gross incompetence.

PREGNANCY

The Program Director must be notified if a student is pregnant. The Director will meet with the student to review recommendations. A doctor's note giving his approval for the student to be in the clinical setting is required.

INDIVIDUAL STUDENT PROGRESS CONFERENCES

During selective semesters throughout the program, the Clinical Coordinator will set up an appointment schedule for individual student progress conferences. Each student will have the opportunity to review his progress with the Program Coordinator and faculty closely connected with each student's didactic and clinical progress. Clinical performance and individual student goals will be discussed at this conference.

GRADUATION POLICY

A student may attend the May graduation if he/she has successfully completed all the courses in the Diagnostic Medical Sonography curriculum. **NOTE** - If the student only has Clinical IV remaining and no other courses to take they will be permitted to attend the graduation ceremony and will receive the actual certificate in the mail after Clinical IV is completed.

If any other courses are not completed, the student can graduate following the course completion.

AMERICAN REGISTRY OF DIAGNOSTIC MEDICAL SONOGRAPHERS

The Diagnostic Medical Sonography Program at Bergen Community College is a two-year accredited program. Any student who graduates from this program in August is eligible under prerequisite #2 to take the ARDMS exam in Abdomen, OB/GYN, and/or Echocardiography on computer as early as one month upon completion of the program. IT IS EXPECTED that students sit for the exam in no less than two specialties directly upon graduation.

Student eligibility to take the boards include:

1. Completion of the program in two years. Anticipated graduation is in August during the second year.
2. A verification letter of completion from the Program Coordinator

SDMS EDUCATION FOUNDATION

Students currently enrolled in the Diagnostic Medical Sonography Program are eligible for receiving funds through the society. An application can be obtained from the SDMS. Address is listed below.

12770 Colt. Rd. * Suite 508 * Dallas, Texas 75251

ACADEMIC ACHIEVEMENT AWARD

At the end of the Spring semester, Bergen Community College presents an Academic Achievement Award to one outstanding graduating student in the Diagnostic Medical Sonography Program. The criteria for receiving this award is as follows:

1. Must be eligible for an AAS degree in Diagnostic Medical Sonography from Bergen Community College.
2. Must have a 3.0 overall GPA or better.
3. Must have a 3.5 GPA in all US courses.
4. Must demonstrate excellent achievement and leadership in clinical assignments.
5. Must have completed all technical courses (DMS) within 2 years.

This award is not automatically given every year.

MALPRACTICE INSURANCE

Each student is **REQUIRED** to carry student malpractice insurance. The fee is \$35.00 per year. The student will fill out the form, mail it in and when the policy is returned to the student, the student will provide the Program Director with two (2) xeroxed copies of the front page. A student must have this completed by the time clinical begins so it should be mailed in as soon as clinical begins.

STUDENT WORK POLICY

EMPLOYMENT AS A SONOGRAPHER

Students are not paid, either by the College or by the hospital, for work done during scheduled clinical hours. Some students are offered jobs in sonography before they have completed the program. Students may be employed in a clinical setting outside regular educational hours provided the work does not interfere with regular academic responsibilities. the work must be non-compulsory, paid, and subject to employee regulations.

**ADDITIONAL EXPENSES TO EXPECT
(excluding tuition & Fees)**

1.	Clinical uniform (2 pair - white)	
2.	Shoes (white)	
3.	Uniform name pin	\$ 10.00
4.	Student malpractice insurance	\$ 35.00
5.	Books (varies according to specific year's requirement) (cost approximate)	\$275.00
6.	National Exam Fee (at completion of program, student is eligible to sit for exam) (cost approximate)	\$600
7.	Physical examination (inoculations, vaccines, etc.) done by personal physician - paid by student)	
8.	Travel cost - The student is responsible for cost of travel to and from the college and clinical affiliates as well as providing his/her own transportation.	
9.	"Leading Edge" conference in Atlantic City - Student is eligible to attend a two-day ultrasound conference in their second year of the program. Registration fee is waived. Student is responsible for hotel expenses. (Cost approximate)	\$150.00
10.	Diagnostic Medical Sonography graduate pin. (At completion of the program, student is eligible to purchase a pin.) Student is responsible for the cost. Pin is optional.	\$ 75.00

PROGRAM COMPLETION

As AAS degree in Diagnostic Medical Sonography is granted by the College Board of Trustees to students who successfully meet the following requirements:

1. Any and all basic skills courses completed
2. All clinical requirements completed
3. All courses in the Diagnostic Medical Sonography curriculum completed.
4. IT IS THE RESPONSIBILITY OF THE STUDENT TO APPLY FOR A DEGREE BY COMPLETING AN "APPLICATION FOR DEGREE" FORM, which may be obtained from the Office of Registration and Records. **REFER TO THE ACADEMIC CALENDAR FOR DEADLINE DATES.** Failure to submit this application on time could make the student ineligible for the Registry exam that year.

CONCLUSION

We are proud of our reputation for producing a quality sonographer. We hope that you will work hard and enjoy the program. We hope you are as happy to be here as we are with having you. Be relaxed but have a good professional attitude. You are expected to know and perform your job well, and take pride in it. If you have any questions, please see your instructors. We are looking forward to the next two years. Good Luck.

Katherine Benz Campbell AAS,BS,MA,RT® RDMS
Academic Coordinator
(201) 447-7944

**** Policies are subject to change without notice.**

Revised 9/01
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