



## **SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY**

**1979 Marcus Avenue, Suite E110**

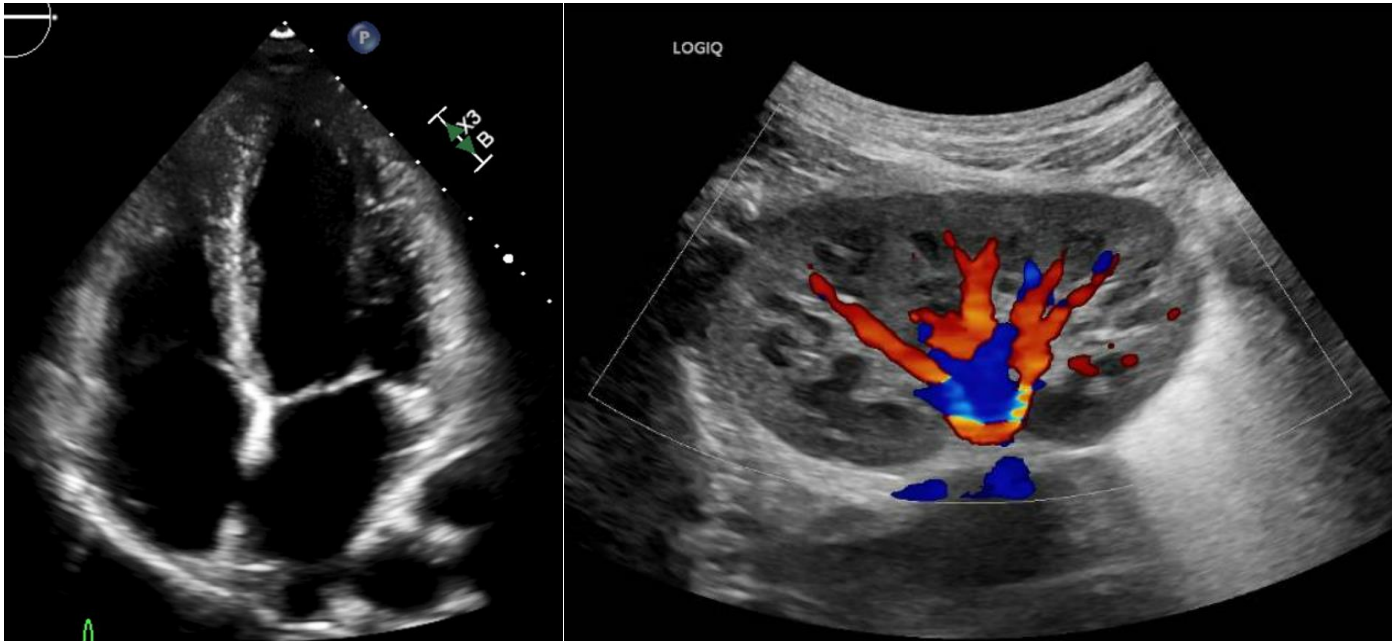
**Lake Success, NY 11042**

**[SonographySchool@northwell.edu](mailto:SonographySchool@northwell.edu)**

**Phone 516-396-6150**

### **STUDENT HANDBOOK**

**Class of 2026 (Entering Fall 2024)**



Review the handbook carefully as it contains policies, procedures and other essential information for you to be successful in the Program. Email [sonographyschool@northwell.edu](mailto:sonographyschool@northwell.edu) with any questions or concerns.

Log into [Trajecsys](#) to complete the Statement of Understanding no later than September 2, 2024. Completion is required to attend classes.

## Contents

Contents .....	1
MISSION STATEMENTS .....	3
Northwell Health.....	3
North Shore University Hospital.....	3
State University of New York, Empire State University .....	3
Center for Learning and Innovation.....	3
School of Diagnostic Medical Sonography at Northwell Health.....	3
ADMISSION .....	4
Admission Requirements .....	4
DESCRIPTION OF PROFESSION.....	5
Technical Standards .....	6
Technology Requirements ( <i>Please refer to Minimum Computer Requirements addendum</i> ) .....	6
PROGRAM COURSE SEQUENCE .....	7
Graduation Requirement .....	7
Curriculum: Track A-Abdominal Extended Sonography and OB/GYN Sonography .....	7
Curriculum: Track B Adult Cardiac Sonography & Vascular Sonography.....	8
ACAMEMIC CALENDAR.....	9
POLICIES AND PROCEDURES OF THE PROGRAM.....	10
Program Cost & Fees .....	10
Refunds .....	11
Financial Aid.....	11
Attendance.....	11
Punctuality .....	12
Absenteeism .....	12
Academic Probation.....	13
Leave of Absence.....	13
Class Cancellations .....	14
Textbooks and Resources.....	14
Electronic Devices .....	14
Social Media.....	14
Health Insurance Portability and Accountability Act (HIPAA) .....	15

Parking at Northwell Health Locations.....	15
Tobacco Free.....	15
Food and Beverages.....	15
Code of Ethics.....	15
Criteria for Evaluating Students’ Non-Academic Performance.....	16
Interpersonal Skills.....	16
CPR/Basic Life Support.....	16
Academic Honesty.....	16
Rules of Conduct.....	17
ARDMS Compliance Pre-determination.....	17
E-mail.....	17
Medical Insurance.....	17
Grades.....	17
Scanning Lab.....	18
Grievance/ Appeals.....	19
Student Liability Insurance.....	19
Interprofessional Education (IPE).....	19
Name/Address/Phone Changes.....	19
Section 504.....	19
Disability And Accommodation.....	19
Non-Discrimination and Non-Harassment.....	20
Transportation.....	20
Working While in School.....	20
STANDARD PRECAUTIONS.....	20
Reporting injury, exposure to bloodborne pathogens or contraction of communicable diseases.....	20
REFERENCES.....	20

## **MISSION STATEMENTS**

### **Northwell Health**

At Northwell Health, our mission is to improve the health and quality of life of the communities we serve through world-class service and patient-centric care. That means you—and the ones you love—are at the heart of everything we do.

### **North Shore University Hospital**

At North Shore University Hospital, our core values of caring, excellence, innovation and integrity serve as the foundation for the mission and vision of Northwell Health: Be better tomorrow than we are today.

We're proud to meet the needs of our large and diverse population with a wide range of medical, mental health and wellness services. We work to reduce barriers to care through financial assistance for patients who require it, and provide [support for our military veterans](#).

We are committed to educating the current and future generations of health care professionals, searching for new advances in medicine through research, promoting health education, and providing the highest quality clinical care for every member of our community, regardless of the ability to pay.

### **State University of New York, Empire State University**

#### **Mission**

Founded in 1971 as the innovative campus of the State University of New York, Empire State University empowers learners from diverse backgrounds to achieve their educational goals. We have decades of experience providing educational access through online teaching and learning, individualized instruction, mentoring, and prior learning assessment. We build on our students' experiences to promote their growth and drive upward mobility and economic development in New York state and beyond.

#### **Vision**

Empire State University is a national leader for high-quality, flexible, and affordable education. We stand alone among public institutions nationwide in our ability to provide impactful academic experiences to learners of all ages.

### **Center for Learning and Innovation**

#### **Mission**

The Center for Learning and Innovation, through continuous learning opportunities, assists employees in the development of knowledge, attitude, and skills necessary to support Northwell Health's strategic business goals. The Center for Learning and Innovation promotes a culture dedicated to excellence, innovation, teamwork, and continuous change.

#### **Our Vision**

The Center for Learning and Innovation will be an internationally recognized leader in workforce development, a model provider of continuous organizational learning, and a driver of system-wide cultural change.

### **School of Diagnostic Medical Sonography at Northwell Health**

#### **Mission**

The mission of the School of Diagnostic Medical Sonography at Northwell Health is to deliver high quality education to a diverse student population and to cultivate highly skilled sonographers who become leaders in their field. This will be accomplished by a commitment of educational excellence through the integration of didactic and clinical learning within a variety of patient care settings.

## Sponsoring Institution

North Shore University Hospital, Northwell Health

North Shore University Hospital (NSUH) is accredited by The Joint Commission and is authorized by New York State Department of Health to provide healthcare. NSUH will award a certificate at the completion of the program.

The Joint Commission

1 Renaissance Blvd.

Oakbrook Terrace, IL 60181

<https://www.jointcommission.org/>

## Learning Domains

- Cognitive: Demonstrate the ability to comprehend, apply, and evaluate information as it relates to the student's role as an entry-level Diagnostic Medical Sonographers.
- Psychomotor: Demonstrate technical proficiency and clinical competency in all skills necessary to fulfill the role of an entry-level Diagnostic Medical Sonographers.
- Affective: Demonstrate personal behaviors consistent with professional and employer expectations for an entry-level Diagnostic Medical Sonographers

## Program Goals

- "To prepare competent entry-level abdominal sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for" Abdominal Sonography – Extended."
- "To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for" Adult Cardiac Sonography
- "To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for" Obstetrics and Gynecology Sonography
- "To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for" Vascular Sonography
- To provide students with the education in preparation for a national credentialing examination.
- To support active participation in professional organizations and activities to advance the field of Diagnostic Medical Sonography.
- To create entry-level sonographers to meet workforce needs.
- To maintain currency in the field of Diagnostic Medical Sonography through continuing education and professional development.

## ADMISSION

### Admission Requirements

Entering Fall 2024:

- Bachelor's degree in any major
- Minimum GPA 2.75
- Completion of the following college-level courses with a grade of C or better:
  - Anatomy and Physiology I & II
  - Physics
  - Mathematics minimum of Algebra
  - Communications

## **Advanced Placement**

There is no advanced placement.

## **Transfer of Credits/ Experiential Learning**

This is a certificate program. There are no transfer of credits or credits for experiential learning.

## **DESCRIPTION OF PROFESSION**

Diagnostic medical sonography is a multi-specialty profession comprised of abdominal sonography, breast sonography, cardiac sonography, musculoskeletal sonography, obstetrics and gynecology sonography, vascular sonography, and other clinical areas. These diverse areas all use ultrasound as a primary technology in their daily work.

The diagnostic medical sonographer is an individual who provides patient care services using ultrasound and related diagnostic procedures. The diagnostic medical sonographer must be educationally prepared and clinically competent as a prerequisite to professional practice. Demonstration and maintenance of competency through certification by a nationally recognized sonography credentialing organization is the standard of practice in sonography, and maintenance of certification in all areas of practice is endorsed.

Diagnostic medical sonographers function as a delegated agent of the physician and do not practice independently.

Diagnostic medical sonographers are committed to enhanced patient care and continuous quality improvement that increases knowledge and technical competence.

Diagnostic medical sonographers use independent, professional and ethical judgment, and critical thinking to safely perform diagnostic sonographic procedures.

The diagnostic medical sonographer:

- Obtains, reviews, and integrates pertinent patient history and supporting clinical data to facilitate diagnostic results.
- Performs appropriate procedures and records anatomic, pathologic, and/or physiologic data for interpretation by a physician.
- Records, analyzes, and processes diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
- Exercises discretion and judgment in the performance of sonographic and/or related diagnostic services.
- Demonstrates appropriate communication skills with patients and the health professional team.
- Identifies emergency situations, provides care to ensure patient safety and communicates urgent situations to appropriate healthcare individuals.
- Acts in a professional and ethical manner.
- Facilitates communication and education to elicit patient cooperation and understanding of expectations and responds to questions regarding the sonographic examination.

As a multi-specialty profession, these standards apply to the following learning concentrations, please note that not all learning concentrations are part of the sonography program:

- Abdominal Sonography - Extended
- Adult Cardiac Sonography
- Breast Sonography
- Musculoskeletal Sonography
- Obstetrics and Gynecology Sonography
- Pediatric Cardiac Sonography
- Vascular Sonography

## Technical Standards

Including, but not limited to below: The intellectual ability to learn, integrate, analyze, and synthesize data. As a student, you must have functional use of the sense of vision, hearing, and equilibrium. You must also have motor function capabilities to meet the demands of Diagnostic Medical Sonography education and the demand of patient care.

- **Observation**

The ability to observe is required for demonstrations and visual presentations in lectures and laboratories. The ability to discriminate the difference between shades of blacks, grays, and whites, and various color combinations that indicate blood flow and hemodynamics.

- **Communication**

The ability to establish interpersonal communication orally and in writing with patients, physicians, and entire health care teams from diverse backgrounds. Be able to hear and observe clinical staff and patients to elicit information, perceive nonverbal communication, and recognize and respond to an emergency or urgent situation.

- **Motor Coordination and Strength**

The ability for gross and fine motor function, manual dexterity, and physical strength to:

- Apply general care and emergency treatment to patients
- Assist patients from wheelchairs or beds to the examination table and vice versa (up to 10-25 times per day)
- Transport sonography equipment for portable examination
- Manipulate ultrasound equipment, computers, and peripherals with both the right and left hands.
- Work in small, confined spaces that require stretching, reaching, bending, turning and lifting.
- Stand or sit for long periods of time (often over one hour) while performing sonographic examinations.
- Organize and accurately perform the individual steps in a sonographic examination in the proper sequence.
- See and function adequately in a semi-dark environment.

- **Distinguish Audible Sounds and Visual Image**

The ability to see and differentiate gray scale and colors during sonographic and Doppler examinations. Also, perceive multi-dimensional relationships and the spatial relationships of anatomic structures in 3-dimensions while using a 2-dimensional imaging modality.

- **Intellectual**

The ability to utilize critical thinking skills. Be able to recognize examination findings that require an immediate clinical response and follow institutional policies.

- **Behavioral and Social Attributes**

The ability to function effectively in stressful and diverse environments. Have a serious commitment to learning and accept constructive criticism. Exhibit appropriate professional conduct and be a positive representative of the profession, and the sonography program. Be an active participant in learning. Communicate effectively with didactic and clinical instructors, fellow students, healthcare professionals and patients.

## Technology Requirements *(Please refer to Minimum Computer Requirements addendum)*

- The School of Diagnostic Medical Sonography is a Bring Your Own Device (BYOD) school; therefore, every student must bring their own laptop computer to the program. Student laptops are required for access to electronic resources, online examinations, course materials, academic software, and therefore must be in good working order. A student who reports to class without a laptop may not be able to take part in class activities or take

required examinations. If a student reports to an examination without a functioning laptop more than once, the student may be subject to disciplinary action, including but not limited to examination failure, course failure, or program dismissal.

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

### **PROGRAM COURSE SEQUENCE**

The certificate in Diagnostic Medical Sonography takes 5 semesters to complete, which cannot be taken on a part-time basis. The DMS program has two tracks; Track A Abdominal Extended and OB/GYN and Track B Adult Cardiac Sonography & Vascular Sonography. Students can only attend one track and changing tracks is not possible once classes begin. Students must successfully complete all courses with a C or better to progress to the next semester.

Students are eligible to take the American Registry for Diagnostic Medical Sonography (ARDMS) sonography principles and instrumentation examination (SPI) upon completion of physics courses.

### **Graduation Requirement**

- Successful completion of all didactic course with a C or better
- Successful completion of all clinical courses including proficiencies and clinical competencies with a C or better.
- Satisfaction of all tuition obligations

### **Curriculum: Track A-Abdominal Extended Sonography and OB/GYN Sonography**

<b>Fall -Semester 1</b>	
<b>Course #</b>	<b>Course Title</b>
DMS-100	Foundations of Sonography and Patient Care
AOS-100	Cross Sectional Anatomy
AOS-101	Abdominal Sonography I
AOS-101L	Sonography Scanning Lab I

<b>Spring -Semester 2</b>	
<b>Course #</b>	<b>Course Title</b>
DMS-101	Ultrasound Physics I
AOS-102	Abdominal Sonography II-extended
AOS-111	Obstetrical/Gynecology Sonography I
AOS-102L	Sonography Scanning Lab II
AOS-131	Clinical I (3 days per week)

<b>Summer -Semester 3</b>	
<b>Course #</b>	<b>Course Title</b>
DMS-102	Ultrasound Physics II
AOS-112	Obstetrical/Gynecology Sonography II
AOS-121	Vascular Sonography
AOS-112L	Sonography Scanning Lab III
AOS-132	Clinical II (3 days per week)



<b>Fall -Semester 4</b>	
<b>Course #</b>	<b>Course Title</b>
DMS-200	Professional Growth and Development I
AOS-203	Abdominal Sonography III-Extended
AOS-213	Obstetrical/Gynecology Sonography III
AOS-203L	Sonography Scanning Lab IV
AOS-243	Clinical III (4 days per week)

<b>Spring -Semester 5</b>	
<b>Course #</b>	<b>Course Title</b>
DMS-201	Professional Growth and Development II
AOS-221	Case Studies and Review
AOS-244	Clinical IV (4/5 days per week)

**Curriculum: Track B Adult Cardiac Sonography & Vascular Sonography**

<b>Fall -Semester 1</b>	
<b>Course #</b>	<b>Course Title</b>
DMS-100	Foundations of Sonography and Patient Care
CVS-100	Introduction to Cardiovascular Imaging
CVS-100L	Introduction to Cardiovascular Scanning lab

<b>Spring -Semester 2</b>	
<b>Course #</b>	<b>Course Title</b>
DMS-101	Ultrasound Physics I
CVS-101	Adult Cardiac Sonography I
CVS-101L	Cardiac Scanning Lab I
CVS-111	Vascular Sonography I
CVS-111L	Vascular Scanning Lab I
CVS-131	Clinical I (3 days per week)

<b>Summer - Semester 3</b>	
<b>Course #</b>	<b>Course Title</b>
DMS-102	Ultrasound Physics II
CVS-102	Adult Cardiac Sonography II
CVS-102L	Cardiac Scanning Lab II
CVS-112	Vascular Sonography II
CVS-112L	Vascular Scanning Lab II
CVS-132	Clinical II (3 days per week)

Fall -Semester 4	
Course #	Course Title
DMS-200	Professional Growth and Development I
CVS-203	Adult Cardiac Sonography III
CVS-213	Vascular Sonography III
CVS-203L	Cardiac/ Vascular Scanning lab III
CVS-243	Clinical III (4 days per week)

Spring -Semester 5	
Course #	Couse Title
DMS -201	Professional Growth and Development II
CVS-221	Case Studies and Review
CVS-244	Clinical IV (4/5 days per week)

## ACAMEMIC CALENDAR

Class 2026		
Semester	Dates	No classes
Semester 1 Fall 2024	September 3 - December 13, 2024	November 28 & 29, 2024, Thanksgiving Break
Break December 16, 2024 -January 3, 2025		
Semester 2 Spring 2025	January 6 - April 18, 2025	January 20, 2025, Martin Luther King Day February 17, 2025, President's Day
Break April 21- April 25, 2025		
Semester 3 Summer 2025	April 28 - August 8, 2025	May 26, 2025, Memorial Day July 4, 2025, Independence Day
Break August 11 -August 29, 2025		
Semester 4 Fall 2025	September 2 - December 12, 2025	November 27 & 28, 2025 Thanksgiving Break
Break December 15, 2025 -January 2, 2026		
Semester 5 Spring 2026	January 5 - April 17, 2026	January 19, 2026, Martin Luther King Day February 16, 2026, President's Day

## POLICIES AND PROCEDURES OF THE PROGRAM

### Program Cost & Fees

Items	Cost	Due
Application fee	\$100	Due upon submission of the application but no later than March 1st
Nonrefundable deposit	\$1,000	Within 2 weeks of receiving an acceptance letter
Tuition 1st year	\$21,600 *\$1,000 (nonrefundable deposit applied to 1st year tuition)	
Tuition 2nd year	\$14,400	
Textbooks	\$550	As needed
Student membership professional organizations (SDMS/AIUM/ASE/SVU)	\$120	
Malpractice insurance	\$84	\$42 annually, available through the Society of Diagnostic Medical Sonographers or other
School uniforms	\$200	Start of the program
Computer software	approximately \$350	
Drug screening	\$38.50	Available through Northwell Health Employee Health Services
Health care clearance	approximately \$100	Varies, depends on immunizations needed. Available through Northwell Health Employee Health Services
N95 fit testing	\$49.50	Available through Northwell Health Employee Health Services
Basic life support for health care providers/CPR certification	\$80	Available through the Center for Learning and Innovation. Certification must remain valid for the duration of the program.
ARDMS examination fee	\$800	Cost for the SPI exam (\$250) and for a specialty exam (\$275 per exam). Students are eligible upon graduation to take two specialty exams and the SPI exam.
Approximate total cost including tuition	<b>\$39,472</b>	

\*These fees are estimates and are subject to change.

Students can expect to incur costs for: Meals, lodging, transportation, and miscellaneous school events.

The School of Diagnostic Medical Sonography reserves the right to suspend any student from class and clinic and withhold all student records and transcripts including diploma until all financial obligations to the school have been satisfied.

## Refunds

Effective day of withdrawal	% Tuition liability incurred	% Tuition refunded
Prior to program start	0	100*
Prior to week 3	25	75*
Prior to week 5	50	50*
Week 5 or after	100	0*

\*Minus \$1,000 nonrefundable tuition deposit

An additional fee of 5% of the tuition amount will be retained for any tuition payment remitted by debit or credit card.

## Returned Check

Checks that are returned due to insufficient funds will be assessed a \$40 returned check fee. Once a check has been returned, a guaranteed form of payment must be resubmitted and include the returned.

## Financial Aid

The sonography program does not participate in any Title IV Financial Aid Programs or the New York State Tuition Assistance Program (TAP). Students are not eligible for financial aid. Students may qualify for personal loans.

## Dress Code/Personal Appearance Policy

Failure to adhere to policy may result in you dismissed from class.  
*Refer to the Dress and Personal Appearance Policy 13.1*

## Academic Advisement

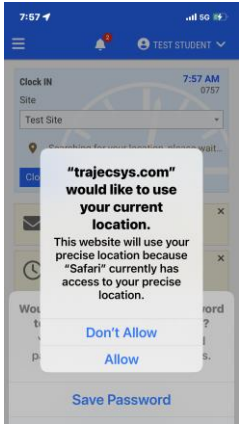
DMS program faculty are available for counseling and advisement by appointment. All appointments must be made via email.

## Attendance

Attending classes is key to learning and understanding the material and will aid in achieving good grades and preparing you to become a professional and competent sonographer.

Students are expected to report for classes regularly and on time. Students are to clock in and out daily on Trajecsyst using their smartphone or computer. All times are in 24-hour format. If clocking in on your smartphone, make sure your location setting is turned on.

Log into TRAJECSYS. Your screen should display that your GPS has good accuracy. See below for example:



## Punctuality

Refer to the Punctuality Policy 13.3

## Absenteeism

Refer to the Absenteeism Policy 13.2

Students are responsible for scheduling a make-up exam, according to the course syllabus, and in collaboration with the course faculty. Make up exams will not be permitted during scheduled class, scanning lab, or clinical times.

All missed days need to be documented in Trajecsys. A Time Exception **AND** an Attendance Form are required. An absence needs to be submitted by 8 am. An Attendance form needs to be submitted for any early departures greater than 15 minutes.

### 1. Time Expectation

**Trajecsys** Northwell Health – School of Diagnostic Medical Sonography

**Time Exception** [X]

Home  
Time Exception  
Logs  
Portfolio Reports  
Comp Evals  
Send Email  
Comments  
Logout

**Clock IN** 2:35 PM 1435

Site  
Test Site

**Clock IN**

Greetings, STUDENT TEST.  
Your program doesn't have any important announcements for you at the moment.

Site \*  
Test Site

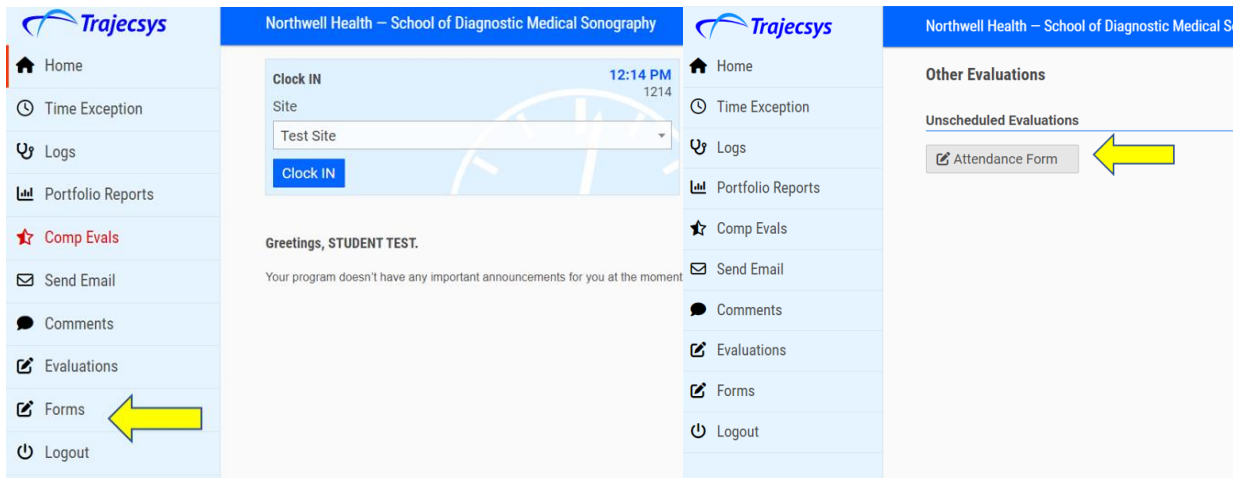
Reason \*  
 Absent  
 Finished Early  
 No Internet  
 No Computer  
 Forgot

Or explanation  
[Text Area]

Date \*  
09/26/2023

**Submit** **Cancel**

### 2. Attendance Form



## Academic Probation

Academic Probation is a designation that alerts the student that dismissal is possible should the conditions placing the student in this status does not change. Academic deficiencies will be outlined, and the student will be advised as to what course of action will be available to him or her to remedy the deficiency. Academic Probation is the result of a student failing to meet the criteria to remain in good academic standing, e.g., failing grade. A student remains on academic probation until the conditions of good academic standing are met upon successful completion of the program.

## Leave of Absence

A student may be granted a leave of absence in the case of personal illness, family emergency or other circumstance beyond the student's control for a period of up to one year. Courses in the School of Diagnostic Medical Sonography are offered once per academic year and may result in the student's academic pathway to be delayed by one year when the course is offered next.

Only one leave of absence is permitted during the program. Prior to requesting a leave of absence, the student should discuss the reason for the leave and the anticipated plan to return to academic study with the program directors. A request for leave must be made in writing to the program directors. Leave taken without consent from the program directors may result in dismissal from the program.

Prior to returning to the School of Diagnostic Medical Sonography, the returning student is required to meet with the program directors, if applicable, to assess academic progression prior to the leave of absence and develop a plan for continued academic study. If remediation is recommended, a learning contract will identify 1) the appropriate knowledge and skills which need to be remediated; and 2) resources to assist with developing the required knowledge and skills.

## Student Withdrawal

A student who wishes to withdraw from the program must write a formal letter stating their intention to withdraw. The letter should include the student's full name, and the effective date of withdrawal. A tuition refund may be issued as per the tuition refund policy.

### **Class Cancellations**

*Refer to the Class Cancellation Policy 13.4*

Students are expected to attend clinical rotations on all assigned days. See clinical handbook for additional information. Any missed clinical days/hours must be made up.

### **Textbooks and Resources**

Students have access to Northwell Health's virtual library and databases.

Textbooks and resources may need to be purchased directly from the publisher. Some resources are available by accessing Northwell Health's Electronic Medical Information Library (EMIL):

- Intranet-Education and research – Electronic Medical Information Library (EMIL) - ClinicalKey - Search (Textbook of Diagnostic Sonography or Introduction to Vascular Ultrasonography)
- Intranet - Electronic Medical Information Library (EMIL) - Education and research - More Resources – O - OVID-Books – Letter to find book (V-Vascular System 3<sup>rd</sup> Edition)

Additional resources can be found on individual course syllabi.

### **Electronic Devices**

Only electronic devices integral to the program are permitted while class is in session.

Using a cell phone in the clinical setting is prohibited. All cell phones will be secured during clinical rotations.

Audio and visual recording of any session is prohibited.

### **Social Media**

It is strictly prohibited to take photographs of patients and tissue specimens, in any setting, whether or not the patient is identified or has given their permission. Clinical agencies have policies protecting patients' privacy. Similarly, the posting of diagnostic images or any form of patient data on any social media platform, including but not limited to YouTube, Facebook, LinkedIn, X, and blogs is strictly prohibited.

Similarly, private postings on Facebook or any other form of social media regarding program personnel that are deemed inappropriate, including faculty and fellow students, may be subject to disciplinary action. This includes and is not limited to recording simulation, scanning labs, Bioskills, class sessions, review sessions, and/or performance examinations.

*Refer to the Social Media Acceptable Use Policy 13.7*

### **Confidentiality**

In compliance with The Family Educational Rights and Privacy Act (FERPA) of 1974, student materials, grades, records, and files are considered privileged and confidential. All student records are secured when not in use. Faculty, staff, and administrators are the only individuals who have access to these files. No information contained within a student record will be provided, either verbally or in writing, without the written consent of the student. Written consent for release of records will be kept in the student file.

## **Patient Rights and Confidentiality**

All information regarding a patient's health is privileged and confidential information. All students must strictly adhere to each institution's policy governing patient rights and confidentiality and to all federal, state, and local regulations. Students must not discuss any information regarding a patient in a manner or location that might reveal the identification of the patient to individuals not directly involved in that patient's care. For this reason, all students must complete HIPAA training. Patient medical records, inclusive of progress notes or lab reports, must not be removed from the clinical site by the student. No patient identifiers will be documented in student assignments which contain patient related data.

## **Health Insurance Portability and Accountability Act (HIPAA)**

The organization complies with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Health Information Technology for Economic and Clinical Health ("HITECH") Act of 2009. Both laws establish privacy standards to protect each patient's right to keep their protected health information ("PHI") from being disclosed improperly. Among other requirements, this law:

- Protects an individual's identifiable medical history
- Gives patients the right to know who has or will see their records
- Gives patients the right to review and amend/correct their records
- Limits the use or disclosure of health information to the necessary minimum
- Defines certain elements that must be included in a valid authorization to release patient health information
- Promote and expand the adoption of health information technology

**Confidentiality:** All patient and team member information (personal and health-related) is to be treated as confidential information. Therefore, team members are obligated to follow Northwell Health policies and procedures for keeping records private. If you have appropriate access to another team member's confidential medical information, you must not disclose this information to anyone else in the organization unless it is required as part of your job. Team members may not access another team members' medical information, unless such access is job related and necessary. Additionally, all team members must ensure that each patient's right to privacy is upheld and must demonstrate respect for a patient's modesty during each encounter.

## **Parking at Northwell Health Locations**

Students will only park in appropriate unreserved parking areas. Students may not park in spots that are designated as reserved. Areas marked as Handicapped are to be used only by persons who have been designated by the New York State Department of Motor Vehicles as eligible to occupy such a space. Parking will always be in accordance with all required traffic laws and ordinances.

## **Tobacco Free**

*Refer to the Tobacco Free Policy 13.6*

## **Food and Beverages**

Under no circumstances are food or beverages of any type (capped or not) allowed in the simulation/scanning lab/computer room areas.

## **Code of Ethics**

For the Code of Ethics for the Profession of Diagnostic Medical Ultrasound go to <https://www.sdms.org/about/who-we-are/code-of-ethics> for details.



## **Criteria for Evaluating Students' Non-Academic Performance**

The Diagnostic Medical Sonography Program strives to assure that students entering the sonography program are not only competent, but also identify with the values and ethics of the profession and are able to deliver sonographic examinations in a professional manner.

Everyone at Northwell Health is responsible for maintaining an ethical environment. Your actions must demonstrate your commitment to honesty, integrity, and accountability every day. Your performance will be evaluated, in part, based on your compliance with the SDMS Code of ethics and with Northwell Health's compliance-related policies and procedures. Violations of any of the above Codes may result in termination from the program.

### **Interpersonal Skills**

Sonography requires the ability to communicate professionally and compassionately. Students will be evaluated in terms of their ability to accept constructive critique and work as a productive team member. In addition, students need to relate with classmates, faculty, clinical instructors, patients and patient families in a non-judgmental way. A persistent failure to relate to others in a non-judgmental and respectful manner may result in termination from the program.

### **CPR/Basic Life Support**

All students are required to have a current Basic Life Support for Health Care Providers certification from the American Heart Association prior to starting clinical rotations. Certification must remain in effect through the end of the program.

### **Academic Honesty**

Any violation of these principles constitutes academic dishonesty. It is critical for students to avoid even the appearance of dishonesty. In simplest terms, academic dishonesty refers to using unauthorized assistance or making false representations in work submitted for academic credit or knowingly helping others to use unauthorized assistance or make false representations in such work. Falsifying clinical evaluations and attendance forms. Academic dishonesty will not be tolerated and will lead to disciplinary action and/or dismissal. Academic dishonesty includes, but is not limited to, the following offenses:

- Violations Regarding Examinations
  - Obtaining unauthorized information concerning an examination and/or giving such information to another student.
  - Communicating with anyone, other than a designated proctor, during an examination.
  - Reading or copying another student's responses during an examination.
  - Possessing and/or consulting unauthorized materials or tools during an examination.
  - Beginning an examination before the prescribed time or continuing to work on it after the prescribed time, without proper authorization.
  - Failing to submit all examination materials at the conclusion of an examination or removing examination materials from the room without authorization.
  - Having another person take an examination in one's place.
  - Submitting work produced with unauthorized collaboration or assistance.
  
- Violations Regarding Plagiarism
  - Copying or substantially copying someone else's words without citing the author of the quotation and using quotation marks or an indented block quotation.
  - Paraphrasing someone else's words or work without citing the source.
  - Using paid and free "research services" including AI
  - Copying from another's work.
  - Submitting work produced with unauthorized collaboration or assistance.

- Other Violations
  - Using computer programs or data without proper authorization or acknowledgement.
  - Making one's own academic work available to others for presentation as the recipients' own.
  - Falsifying student and/or preceptor evaluations.
  - Failing to appropriately report an absence from clinical.
  - Failing to effectively communicate an issue with an evaluation being completed by a preceptor.

*Students are expected and required to hand in their own images for all parts of their clinical projects. Any images not obtained solely by the student for classroom demonstration purposes, must be labeled as such.*

### **Rules of Conduct**

The following are other examples of the offenses for which students may be subject to disciplinary action: deliberate destruction, theft, or unauthorized use of laboratory data, research materials, computer resources, Hospital property; disruption of an academic event, program or class; actual or threatened violence or harassment; failure to report to clinical affiliate without proper notification; insubordination (outright refusal to perform duties), intoxication by alcohol or drugs while in class or clinical, unacceptable behavior in either the clinical site or the classroom necessitating removal.

### **ARDMS Compliance Pre-determination**

The Compliance Pre-determination Application ("PDA") review process is for individuals who wish to determine the impact of a previous criminal or disciplinary matters on their eligibility to apply for ARDMS certification. The Compliance PDA review process is recommended for individuals who have not applied for the examination and are contemplating employment in the field of sonography or enrollment into a sonography program. For a review of the complete process and application go to <https://www.ardms.org/compliance-predetermination-application>

### **E-mail**

All e-mail communication between you and faculty or any other Northwell employee must be done professionally. You are responsible for checking e-mails regularly. The typical response time is within 2 business days.

### **Medical Insurance**

Students are required to maintain your own medical insurance while enrolled in the sonography program. Proof of coverage must be submitted every 6 months.

### **Medical Clearance**

Students are required to have medical clearance prior to orientation. Any student not cleared by EHS cannot attend classes or clinicals. See the health clearance requirement package provided during admissions.

### **Grades**

Grades for classes may be calculated based on written examinations, laboratory sessions, assignments, class participation, oral presentations, and attendance. Each instructor will specify the combination and value of these areas in their course syllabus.

- Students must achieve a minimum score of 75 on every quiz and exam. If a student scores below 75, they must retake the quiz or exam before the next exam in that class to demonstrate proficiency. The student will be given remediation prior to the reevaluation. The initial grade will be used to calculate the final average. If a student does not earn at least 75 on the retake, they may not progress in the curriculum sequence. Students will be given the option to repeat the entire semester in the following academic year.

- Students must earn a grade of C or better in all courses, including didactic, clinical, and scanning lab courses, as well as any laboratory practical.
  - If a student earns below a C in one course, they will have to take a comprehensive examination before the next semester begins. The student must achieve a 75 or better on this exam to remain in the program. Upon passing the comprehensive examination, a grade of C will be entered into their transcript.
  - Students who do not pass the comprehensive exam will be given one opportunity to retake a course within the program. As courses in the School of Diagnostic Medical Sonography are offered once per academic year, this may result in the student’s academic pathway being delayed by one year until the course is offered again.
  - Students who do not achieve a grade of C or better on any competency or final clinical grade will be given opportunities for remediation and reevaluation. Remediation involves scheduled time in the scanning lab to address areas of weakness and provide additional resources. Students may need to attend clinical sessions during school breaks for further remediation and reevaluation. To continue to the next semester, students must obtain a passing grade. Failure to demonstrate competency will result in dismissal from the program.
  - Students who earn below a C in two or more courses will be dismissed from the program.

Calculations of grades are based on the following points:

Grade	Grade Range
A	94% to 100%
A-	90% to 93%
B+	87% to 89%
B	84% to 86%
B-	81% to 83%
C+	78% to 80%
C	75% to 77%
C-	70% to 74%
D+	67% to 69%
D	64-66 %
F	Less than 64%

### Scanning Lab

Scanning lab is integral in developing the psychomotor skills required to become successful in the clinical environment. Sonography students not only benefit from performing scans but also from volunteering to be the model for other sonography students. A student’s grade or position in the program will not be affected if they choose not to be scanned.

During training in the lab settings, students must ensure that all body parts not being assessed are appropriately covered. This includes wearing gowns, drapes, or other coverings provided by the lab to maintain modesty and professionalism. Only the specific area required for assessment or practice should be exposed, and all other parts of the body must always remain covered.

Only students and faculty associated with the School of Diagnostic Medical Sonography are permitted to be scanned.

*Refer to the Volunteer Consent for Ultrasound Scanning Policy 13.8*

*Refer to Use of Human Subjects for Educational Purposes Policy 13.9*

## **Incidental and Abnormal Findings**

*Refer to the Incidental and Abnormal Findings Policy 13.5*

### **Grievance/ Appeals**

This process is followed in the event a student feels disciplinary, academic, clinical and/or policy decisions were rendered unjustly or under capricious or arbitrary circumstances. Students who wish to appeal such decisions are to adhere to the following policy/guidelines:

1. The appeals process will begin with written notification to the program directors for the Diagnostic School of Medical Sonography within five business days of having been served with a disciplinary action or dismissal. The program directors will schedule a conference with the student.
2. Within three business days after the conference date the program directors will issue a decision in writing to the student.
3. If the student wishes to appeal the program directors' decision, the student must do so in writing within five business days of the program directors' decision to the appeals committee. The appeals committee will consist of the course medical director, one member of CLI leadership and one faculty member. The appeals committee will schedule a meeting with the student.
4. Within three business days after the conference date, the appeals committee will issue a final determination in writing to the student.

During the appeals process, the student will be permitted to continue in the program unless their attendance poses a danger or distraction to the faculty or other students enrolled in the course.

### **Student Liability Insurance**

You are required to purchase and provide proof of annual student professional liability insurance prior to attending clinical rotations.

### **Interprofessional Education (IPE)**

Interprofessional education (also known as inter-professional education or "IPE") refers to occasions when students from two or more professions in health and social care learn together during all or part of their professional training with the object of cultivating collaborative practice for providing client or patient centered health care. IPE events will be scheduled during the program.

### **Name/Address/Phone Changes**

A name, address and/or phone number change must be provided to the administrative support coordinator within two weeks of the change.

### **Section 504**

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including changes made by the Americans with Disabilities Amendments Act of 2008, Northwell health does not discriminate against qualified individuals with disabilities. If you are a student with a documented disability (Psychological, Neurological, Chronic Medical, Learning Disability, Sensory, and Physical) and require reasonable accommodations, inform a sonography program administrator.

### **Disability And Accommodation**

A qualified individual with a disability, or a student who is pregnant, has given birth, and/or suffers from medical conditions related to pregnancy or childbirth, may request reasonable accommodation.

*Refer to Human Resources policy Part 6-03*

Disclosure of pregnancy is voluntary.

## **Non-Discrimination and Non-Harassment**

Candidates for the School of Diagnostic Medical Sonography are chosen based on ability and qualifications without regard to race, color, creed, religion, sex, age, national origin, marital status, citizenship, sexual orientation, disability, or veteran status, in compliance with federal, state, and municipal laws and requires that the applicant meet qualifications based on admissions policies. In keeping with this commitment and our values, Northwell Health maintains a safe, inclusive, and respectful work environment that is free from all forms of discrimination and harassment and has zero tolerance for any verbal or non-verbal displays or acts of discrimination or harassment by a member of the Northwell workforce.

*Refer to Human Resources policy Part 6-03*

## **Transportation**

Students are responsible for providing their own transportation to attend clinical rotations in any Northwell facility.

## **Working While in School**

Students are prohibited from receiving any form of payment or compensation from clinical affiliate for work performed during their assigned clinical hours. Students are also not permitted to have any job or employment that conflicts with assigned clinical rotations or didactic class schedules.

## **STANDARD PRECAUTIONS**

Standard Precautional Protocols are designed for the care of all patients and based on the assumption that each patient is potentially infectious and contagious. These protocols contain recommendations for the use of personal protective equipment (PPE) when performing tasks that may be associated with blood and/or body fluid (BBF) which can help protect self from exposure to the BBF of others. PPE including gown, gloves, mask and goggles or mask with face shield. All workforce members should know what PPE should be worn when performing certain tasks.

*Refer to System Infection Prevention Hand Hygiene Policy INF.1109*

## **Reporting injury, exposure to bloodborne pathogens or contraction of communicable diseases**

Everyone is responsible for safety: In the event you sustain a “work”-related injury or illness, follow these steps:

- Immediately notify program official and clinical instructor on duty of the incident.
- You will be required to complete all necessary documentation as required by the facility.

*Refer to Human Resources policy Part 10-07*

*Refer to System Infection Prevention Employee Health Service: Management of Communicable Diseases Policy INF.2029*

## **REFERENCES**

<https://www.cdc.gov/infectioncontrol/guidelines/isolation/appendix/standard-precautions.html>

<https://www.osha.gov/hospitals>