SANFORD HEALTH

SANFORD FARGO MEDICAL CENTER SCHOOL OF SONOGRAPHY

PROGRAM HANDBOOK

2018-2020

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This Program handbook was written to serve as a description of the policies, degree requirements, course offerings, and procedures of the Sanford Fargo Medical Center School of Sonography "Sanford Sonography Program". The Sanford Sonography Program reserves the right to change any of the policies and procedures described in this handbook and to apply these changes to any or all of its students in its sole and absolute discretion.

SPONSORING ORGANIZATION HISTORY

In 1905, two Fargo physicians, Dr. Olaf Sand and Dr. Nils Tronnes, met with civic leaders above Lars Christianson's drug store at 10 Broadway to discuss the need for a new hospital. Uncleared land at Fargo's northern edge emerged as the ideal location. In February 1908, St. Luke's Hospital opened its doors. Within three days the 35-bed hospital was filled to capacity. With inspiration and foresight, Drs. Sand and Tronnes continued to forge new ground. They invited area physicians to join them in medical practice, encouraging the advancement of specialists to better meet complex needs. In 1919 they officially formed Fargo Clinic. Located next to St. Luke's Hospital, the Fargo Clinic building opened in 1921. The innovation and leadership of these pioneering physicians set the stage for many milestones over the past hundred years. Their legacy, MeritCare Health System, became one of the nation's first integrated health systems. In 2009, MeritCare merged with Sanford Health in Sioux Falls, SD and today is an integrated health system headquartered in the Dakotas. Sanford Health is the largest employer in the Dakotas with approximately 28,000 employees. It is a major national health system that continues to grow with 45 hospitals and nearly 300 clinics in nine states and four countries.

The Sanford Sonography Program is the first sonography program in the state of ND and will provide services to the communities Sanford serves. It will allow regional employers to hire quality trained sonographers that will fill their employment needs. Sanford Fargo currently employs nearly 60 general/vascular sonographers and 20 cardiac sonographers. The demand for sonographers continues to grow with the recent addition of the Sanford Medical Center Fargo in July of 2017. This expansion of Sanford Health provides students the opportunity to gain experience at a high volume medical center and remain in the area both during the program and for future employment.

MISSION STATEMENT

It is the mission of the Sanford Sonography Program to provide a quality education designed to develop individuals who think critically, provide exceptional patient care, behave ethically and professionally, and are prepared for lifelong learning in the field of sonography. The Sanford Sonography Program is dedicated to the work of health and healing. The Program will provide quality education in accordance with National Education Curriculum standards and guidelines to prepare individuals to become Registered Diagnostic Medical Sonographers. To achieve these ends, we commit ourselves to support each student in their pursuit to meet the didactic and clinical competencies according to the goals and objectives of the Sanford Sonography Program and the education standards established and adopted by the sonography profession. In all areas of education, Sanford desires to communicate its distinctive philosophy of excellence and dedication to those who come to learn and to provide quality healthcare to the patients and community served.

PROGRAM GOALS

Goal: To prepare competent entry-level general sonographers, vascular technologists, and/or cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The student will:

1. Demonstrate the knowledge necessary for a clinically competent, safe entry-level diagnostic medical sonographer.
2. Demonstrate effective interactive communication.
3. Employ critical thinking and problem solving for decision making in sonography practice.
4. Accept responsibility for on-going professional growth and continued learning.

PROFESSION DESCRIPTION

The profession of diagnostic medical sonography includes general, vascular, and cardiac sonography. General sonography broadly encompasses the structures of the abdomen and pelvis and includes fetal development and observation. Vascular sonography focuses on venous and arterial flow patterns throughout the body. Cardiac sonography specializes in imaging of the heart and great vessels. Sonographers are highly skilled professionals qualified by education to provide patient services using diagnostic techniques under the supervision of a licensed physician. The sonographer may provide this service in a variety of medical settings where the physician is responsible for the use and interpretation of appropriate procedures. Sonographers assist physicians in gathering data necessary to reach diagnostic decisions.

The general sonographer, adult cardiac sonographer, and vascular technologist are able to perform the following:

- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
- Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
- Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services.
- Demonstrate appropriate communication skills with patients and colleagues.
- Act in a professional and ethical manner.
- Provide patient education related to medical ultrasound and/or other diagnostic vascular techniques, and promote principles of good health.

ORGANIZATIONAL STRUCTURE

The structure of the Program includes the Consortium Committee, the Advisory Committee, and the Curriculum Committee.

The Consortium Committee provides overall direction of the Sanford Sonography Program and its personnel through development and approval of policies, procedures, and bylaws. Members of this committee include representatives of North Dakota State University (NDSU) and Sanford.

The Advisory Committee provides guidance in curriculum content related to the needs and/or expectations of Sanford Sonography Program. Members of this committee include a Program student, Program graduate, NDSU representative, Sanford representatives, hospital care representatives, physician representative, public representative, and Program faculty.

The Curriculum Committee makes recommendations to the Consortium Committee in regard to curriculum guidelines or revisions. Members of this committee include NDSU representatives and Program faculty.

PROGRAM CERTIFICATE OF COMPLETION

A certificate of completion is given to students upon successful completion of the Sanford Sonography Program. This certificate does not constitute a degree, but recognizes that the student has completed all required coursework and clinical experiences. Upon successful completion of all coursework requirements at NDSU the students will graduate with a Bachelor of Science Degree, major in Radiologic Sciences, with a sub-plan in Diagnostic Medical Sonography or Echocardiography.

CERTIFICATION

Competency is measured by successful completion of academic and clinical Program requirements, awarding a certificate of completion. Additional work experience may be required to qualify for national registry exams.

The American Registry for Diagnostic Medical Sonography (ARDMS) grants certification in the following subspecialties: abdomen, obstetrics and gynecology, musculoskeletal, breast, pediatric sonography, registered vascular technology, adult echocardiography, fetal echocardiography, and pediatric echocardiography. This certification is achieved by taking both the Sonography Principles and Instrumentation (SPI) examination and boards for each specialty.

Upon completion of the Sanford Sonography Program students will be academically prepared to take the following certification examinations for their specific track:

Echocardiography (RDCS)	**General/Vascular (RDMS)**
SPI	SPI
+	+
Adult Echocardiography = RDCS (AE)	Abdomen = RDMS (AB) OB/GYN = RDMS (OB) Vascular Technology = (RVT)

Credentialed sonographers work in hospitals, outpatient clinics, private physician offices, mobile services, educational programs, and with equipment manufacturers. Registered sonographers must obtain Continuing Medical Education (CME) credits regularly and remain in good standing with ARDMS to maintain their credentials.

ACCREDITATION

Sanford Health Fargo is accredited by the Joint Commission and is accredited as a Diagnostic Imaging Center of Excellence through the American College of Radiology. NDSU is accredited through the Higher Learning Commission. Contact information for these accrediting bodies can be found on page 24. The Sanford Sonography Program is not accredited. In the event the Sanford Sonography Program has failed to achieve accreditation prior to the graduation of the students, Sanford represents that it will use commercially reasonable efforts to extend offers of employment to graduating students at a Sanford facility of Sanford's choice until the student has gained the clinical experience sufficient (12 months) to take national registry exams. Such offers of employment are contingent upon the student's graduation from the Sanford Sonography Program in good standing without disciplinary action, the student's graduation from NDSU with a baccalaureate degree in Radiologic Sciences with a subplan of Diagnostic Medical Sonography or Echocardiography, and the student's meeting Sanford's then-current hiring requirements. Offers of employment will be in conformity with Sanford's then-current employment and compensation policies.

ACADEMIC CALENDAR 2017-2019

Term I	2018
Classes Begin	August 20
Labor Day Holiday	September 3
Thanksgiving Holiday	November 22-23
Term Ends	December 21

Term II	2019
Classes Begin	January 7
Spring Break	March 11-15
Term Ends	May 10

Term III	2019
Classes Begin	May 13
Memorial Day Holiday	May 27
4th of July Break	July 1-5
Term Ends	August 16

Term IV	2019
Classes Begin	August 19
Labor Day Holiday	September 2
Thanksgiving Holiday	November 28-29
Term Ends	December 20

Term V	2020
Classes Begin	January 6
Spring Break	March 16-20
Term ends	May 15

Graduation:
Coincides with NDSU Spring Commencement 2020

CURRICULUM

The Sanford Sonography Program offers a focused track of study in either echocardiography or general/vascular sonography. Each Program consists of 21 months of didactic, laboratory, and clinical training. The Program requires a 40 hour/week commitment and attendance at the MSDU annual conference.

Echocardiography = 60 credits	**General/Vascular Sonography = 60 credits**
Classroom Instruction = 340 hours = 21 credits	Classroom Instruction = 445 hours = 28 credits
Scanning Lab = 408 hours = 13 credits	Scanning Lab = 200 hours = 6 credits
Clinical = 1,688 hours = 26 credits	Clinical = 1,696 hours = 26 credits

Class Hours = 16 hours/credit
Scan Lab Hours = 32 hours/credit
Clinical Hours = 64 hours/credit

Students are provided with lesson plans and course syllabi that include course description, credits, objectives, dates, grading scale, reading assignments with lecture, and test schedules.

RS 496 – SANFORD SONOGRAPHY PROGRAM
ECHOCARDIOGRAPHY COURSE DESCRIPTIONS

Term 1

Foundations of Echocardiography - 2 credits
The intent of this course is to provide an introduction to the field of echocardiography. This course will provide students with knowledge of two-dimensional imaging, spectral Doppler, color Doppler and transducer placement. The students will also be instructed in patient care, basic instrumentation and ultrasound physics, medical terminology, and medical ethics. This course provides an orientation to clinical aspects of medical imaging in a hospital environment.

Cardiovascular Anatomy and Physiology - 2 credits
This course will provide knowledge on basic anatomical terminology, anatomy of the heart, and anatomy of the thoracic cavity. Information covered will include position and orientation terminology, basics of circulatory physiology, hemodynamics, the cardiac cycle, and pathophysiology.

Vascular I Sonography- 2 credits
This course covers the basic principles of hemodynamics, waveform analysis, and terminology. Equipment operation and techniques in imaging and non-imaging vascular studies will be covered along with hemodynamics, anatomy, physiology, pathology, and pathophysiology of the carotid arteries and transcranial Doppler. This course is accompanied by a scanning lab to provide the skills necessary for proper sonographic technique.

Scanning Lab I- 3 credits
The intent of this course is to provide hands on learning for how to perform portions of a routine two-dimensional and Doppler echocardiogram. Scanning labs will prepare students for their clinical experience by teaching them how to obtain echocardiographic views, interrogate those views with color and spectral Doppler, and make accurate measurements. Competency testing will be completed in scanning labs.

Echo Clinical Practicum I - 4 credits
The purpose of this course is to provide students with the opportunity to perform portions of an echocardiogram. They will use skills such as transducer placement and orientation, knowledge of the terminology learned in Foundations of Echocardiography and Scanning Lab I, and apply those skills and knowledge to the clinical setting. In the clinical environment, students will be directly supervised by qualified physicians and registered cardiac sonographers.

Term II

Adult Echo I - 2 credits
The intent of this course is to provide necessary education on coronary artery disease and cardiomyopathies such as dilated, hypertrophic, restrictive, arrhythmogenic right ventricular dysplasia, and unclassified types. Associated two-dimensional, M-mode, and Doppler findings will be discussed.

Adult Echo II - 2 credits
The intent of this course is to provide the student with the necessary knowledge of valvular heart disease including the echocardiographic assessment of cardiac valves using two-dimensional, M-mode, color Doppler, and spectral Doppler. Surgical intervention and post-operative assessment of valvular heart disease will be discussed. This course will also cover the necessary knowledge and skills to do a complete hemodynamic and Doppler assessment of diastolic function.

Adult Echo III - 2 credits
This course will provide the necessary knowledge on cardiac disease related to systemic illness, pericardial diseases, cardiac masses, and diseases of the great vessels. The students will learn the echocardiographic assessment of these conditions by two-dimensional, M-mode, and Doppler techniques.

Scanning Lab II - 2 credits
The intent of this course is to provide hands-on learning on how to perform a routine echocardiogram to include specific pathology protocols. Scanning Lab II will build on previous learning experience and include instruction on how to obtain echocardiographic views, and how to interrogate those views with color and spectral Doppler and make accurate measurements. Competency testing will be completed in scanning labs.

Echo Clinical Practicum II - 6 credits
This course will continue the clinical rotation in cardiac imaging. Rotations cover introduction to patient care and observation of scanning techniques and protocols. Course content will include review of how to perform a routine two-dimensional, Color Flow, and Doppler echocardiography examinations and the development of skills necessary to do a complete hemodynamic and Doppler assessment. Competencies will be completed during the clinical experience. In the clinical environment, students will be directly supervised by qualified physicians and registered cardiac sonographers.

Term III

Adult Echo IV - 2 credits
The intent of this course is to provide the necessary knowledge on surgical and interventional procedures performed and related to the application of echocardiography. Topics include: pericardiocentesis, intracardiac echocardiography, 3-dimensional imaging, transesophageal echocardiography, contrast imaging echocardiography, strain rate imaging, valvuloplasty procedures, transcatheter aortic valve implantation, and mitral valve clip procedures. This course will also include a review of coronary artery disease, basic ECG and pharmacology, the different types of stress tests performed clinically, and the technical aspects of the equipment.

Pediatric and Congenital Echocardiography I - 1 credit
This course will provide the student with the basic knowledge of cardiac embryology, anatomy of congenital cardiac abnormalities, adult congenital heart disease, and patient follow-up. Students will gain an understanding of associated surgical repairs and interventional procedures. The student will also be provided information necessary to perform a systematic two-dimensional, spectral, and color flow Doppler examination on a patient with congenital heart disease.

Scanning Lab III- 2 credits
The intent of this course is to provide hands on learning and build on skills obtained in Scanning Lab I and II. Students will continue the development of skills needed to perform a complete hemodynamic and Doppler assessment. Competency testing will be completed in scanning labs.

Echo Concepts Review - 0 credit
This course is a review of material covered in prior semesters and is intended to integrate knowledge from previous courses. Case reviews will be used as a learning method to help students demonstrate application of echocardiographic data, recognize discrepancies in data, identify important findings, and create a preliminary report. Students are responsible for developing their own case reviews which will involve classroom presentations and a professional research paper.

Echo Clinical Practicum III - 4 credits
Clinical Practicum III is a clinical rotation in cardiac imaging. Students will begin to integrate the clinical and echocardiographic findings and identify final impressions related to the exam. Observational rotations will include intraoperative transesophageal echocardiography (TEE), outreach echocardiography, stress echocardiography, TEE and contrast echocardiography. Three-dimensional, strain rate echocardiography, and their clinical application will also be included in this course. Students will learn how to effectively communicate preliminary echocardiographic findings through one-on-one sessions with the reviewing cardiologist. Competencies will be completed during the clinical experience. In the clinical environment, students will be directly supervised by qualified physicians and registered cardiac sonographers.

Term IV

Pediatric and Congenital Echocardiography II- 3 credits
This course will provide the student with the basic knowledge of acquired congenital pathologies, adult congenital heart disease, and patient follow-up. Students will gain an understanding of associated surgical repairs and interventional procedures. The student will also be provided information necessary to perform a systematic two-dimensional, spectral, and color flow Doppler examination on a patient with congenital heart disease.

Physics and Instrumentation I- 2 credits
Students will learn the fundamental principles of ultrasound physics. Topics will include: sound wave generation and propagation, acoustical impedance and reflection, transducer mechanics, principles of Doppler ultrasound, quality assurance, and biological and electrical safety.

Echo Clinical Practicum IV- 7 credits
In Clinical Practicum V, students will integrate previous didactic knowledge and clinical training to complete quality adult echocardiograms. Students will be expected to acquire a quality echocardiographic examination, interpret data, prepare preliminary findings, and deliver the report to the reviewer. Rotations will continue through hospital, stress, and transesophageal echocardiography. Students will begin rotations through the pediatric laboratory. Competencies will be completed during the clinical experience. In the clinical environment, students will be directly and indirectly supervised by qualified physicians and registered cardiac sonographers.

Term V

Physics and Instrumentation II- 2 credits
This course will continue student's learning of the fundamental principles of ultrasound physics. Topics will include: sound wave generation and propagation, acoustical impedance and reflection, transducer mechanics, principles of Doppler ultrasound, quality assurance, and biological and electrical safety.

Echo Registry Review- 1 credit
This course provides the student opportunities to prepare for ARDMS examinations and review concepts covered throughout the Program. Information on credentialing examinations, effective test-taking strategies, and ARDMS examination content is discussed along with review sessions and computerized review exams. The student will take computerized mock registry exams to ensure comprehension of course content.

Professional Growth and Development - 1 credit
This course will explore aspects of professionalism including professional interactions, responsibilities, sonographer scope of practice, credentialing, legal issues, interview and resume skills, and current sonographer workplace issues. Students will create a professional research poster based on research project content working in groups of two to be submitted for competition at the Minnesota Society of Diagnostic Ultrasound (MSDU) Annual Spring Seminar.

Research Project - 1 credit
This course will entail researching, writing, and oral presentation on recent sonographic innovations.

Echo Clinical Practicum V - 7 credits
In Clinical Practicum V, students will integrate previous didactic knowledge and clinical training to complete quality adult echocardiograms. Students will be expected to acquire a quality echocardiographic examination, interpret data, prepare preliminary findings, and deliver the report to the reviewer. Rotations will continue through stress echocardiography and pediatric echocardiography. In the clinical environment, students will be directly and indirectly supervised by qualified physicians and registered cardiac sonographers.

RS 496 SANFORD SONOGRAPHY PROGRAM GENERAL/VASCULAR COURSE DESCRIPTIONS

Term I

Foundations of Sonography- 2 credits
The intent of this course is to provide an introduction to the field of sonography. This course offers introductory foundations in sonography with an emphasis on physical principles, orientation, scan planes, terminology, ergonomics, instrumentation, structure and function of body systems, medical ethics and professional behavior. This class includes a mixture of didactic course work, scanning labs, and clinical orientation.

Abdomen I Sonography- 2 credits
This course will cover sonographic principles, anatomy, physiology, pathology, laboratory values, and basic sonographic appearance of the abdominal vessels, kidneys, and spleen. This course is accompanied by a scanning lab to affirm proper technique and visualization of abdominal structures.

Gynecologic Sonography- 2 credits
This course will cover sonographic principles, gynecologic anatomy, pathophysiology, and labs. Detailed instruction is given on the following topics: pelvic anatomy and physiology, uterine, ovarian, and tubal pathology, and infertility. This course also includes scanning instruction for proper sonographic technique and visualization of gynecologic structures.

Vascular I Sonography- 2 credits
This course covers the basic principles of hemodynamics, waveform analysis, and terminology. Equipment operation and techniques in imaging and non-imaging vascular studies will be covered along with hemodynamics, anatomy, physiology, pathology, and pathophysiology of the carotid arteries and transcranial Doppler. This course is accompanied by a scanning lab to provide the skills necessary for proper sonographic technique.

DMS Clinical Practicum I- 4 credits
This course is a 15-week clinical rotation in general and vascular ultrasound. Students will learn through observation, scanning, and application of knowledge obtained during didactic coursework and scanning labs. Students will be directly supervised by qualified radiologists, diagnostic medical sonographers, and registered vascular technologists.

Term II

Abdomen II Sonography- 3 credits
This course will cover sonographic principles, anatomy, physiology, pathology, laboratory values, and basic sonographic appearance of the liver, gallbladder, bile ducts, and pancreas. This course is accompanied by a scanning lab to affirm proper technique and visualization of abdominal structures.

Obstetrics Sonography- 3 credits
This course provides detailed instruction in embryology, normal fetal anatomy, amniotic fluid, invasive procedures, assessment of fetal age and growth restriction, placenta, cord, membranes, high-risk pregnancy, indications, and safety. The student will be able to recognize the sonographic appearance of first, second, and third trimester pregnancy. This will provide necessary information to perform and aid in interpreting normal and abnormal obstetrical ultrasound exams.

Vascular II Sonography- 3 credits
This course covers the hemodynamics, anatomy, physiology, pathology, and pathophysiology of visceral Doppler and the lower extremity venous and arterial systems. Instruction is offered on correlation of vascular ultrasound with other modalities to determine disease. This course is accompanied by a scanning lab to affirm equipment function and scanning techniques.

DMS Clinical Practicum II- 4 credits
This course is an 18-week clinical rotation in general, maternal fetal medicine, and vascular ultrasound. Students will learn through observation, scanning, and application of knowledge obtained during didactic coursework and scanning labs. Students will be directly supervised by qualified radiologists, diagnostic medical sonographers, and registered vascular technologists.

Term III

Abdomen III Sonography- 2 credits
This course will cover sonographic principles, anatomy, physiology, pathology, laboratory values, and basic sonographic appearance of the gastrointestinal tract, retroperitoneum, peritoneum, abdominal wall, non-cardiac chest cavity, emergency sonography and transplant sonography. Emphasis will be placed on most commonly encountered topics such

as appendix, FAST scan, and transplants (renal, liver, and pancreas). This course is accompanied by a scanning lab to affirm proper technique and visualization of abdominal structures.

Vascular III Sonography- 2 credits
This course covers hemodynamics, anatomy, physiology, pathology, and scanning techniques of upper extremity arterial and venous, hemodialysis, vein mapping, and venous insufficiency exams. This course will also address test validation and quality assurance statistics.

Small Parts Sonography- 2 credits
This course covers instruction on the anatomy, pathology, physiology, pathophysiology, laboratory values, and sonographic appearance of the thyroid/neck, breast, scrotum, and prostate. Musculoskeletal ultrasound will also be introduced. This course is accompanied by a scanning lab to affirm proper technique and visualization.

DMS Concepts Review- 0 credit
This course provides the student opportunities to review concepts taught throughout the curriculum by completing computerized review exams and case studies prepared by Davies Publishing Company.

DMS Clinical Practicum III- 5 credits
This course is a 13-week clinical rotation in general, maternal fetal medicine, and vascular ultrasound. Students will learn through observation, scanning, and application of knowledge obtained during didactic coursework and scanning labs. Students will be directly supervised by qualified radiologists, diagnostic medical sonographers, and registered vascular technologists.

Term IV

Physics and Instrumentation I- 2 credits
Students will learn the fundamental principles of ultrasound physics. Topics will include: sound wave generation and propagation, acoustical impedance and reflection, transducer mechanics, principles of Doppler ultrasound, quality assurance, and biological and electrical safety.

Pediatric Sonography- 2 credits
This course covers anatomy, physiology, and pathology for pediatric patients including abdominal and renal pathology, pylorus, neonatal brain, neonatal spine, and infant hips. Instruction consists of imaging techniques and sonographic appearance.

Fetal Anomalies- 2 credits
This course is designed to define fetal pathologies and identify classic sonographic findings associated with cranial and neural tube defects, neck, thoracic and abdominal abnormalities, cardiac anomalies, skeletal dysplasias, and chromosomal abnormalities and syndromes.

DMS Clinical Practicum IV- 6 credits
This course is an 18-week clinical rotation in general, maternal fetal medicine, and vascular ultrasound. Students will learn through observation, scanning, and application of knowledge obtained during didactic coursework and scanning labs. Students will be directly and indirectly supervised by qualified radiologists, diagnostic medical sonographers, and registered vascular technologists.

Term V

Physics and Instrumentation II- 2 credits
This course will continue students learning of the fundamental principles of ultrasound physics. Topics will include: sound wave generation and propagation, acoustical impedance and reflection, transducer mechanics, principles of Doppler ultrasound, quality assurance, and biological and electrical safety.

DMS Registry Review- 1 credit
This course provides the student opportunities to prepare for ARDMS examinations and review concepts covered throughout the Program. Information on credentialing examinations, effective test-taking strategies, and ARDMS examination content is discussed along with review sessions and computerized review exams prepared by Davies Publishing Company. The student will take computerized mock registry exams to ensure comprehension of course content.

Professional Growth and Development- 1 credit
This course will explore aspects of professionalism including professional interactions, responsibilities, sonographer scope of practice, credentialing, legal issues, interview and resume skills, and current sonographer workplace issues. Students will create a professional research poster based on research project content working in groups of two to be submitted for competition at the Minnesota Society of Diagnostic Ultrasound (MSDU) Annual Spring Seminar.

Research Project- 1 credit
This course will entail researching, writing, and oral presentation on recent sonographic innovations.

DMS Clinical Practicum V- 7 credits
Clinical Practicum V is the final clinical rotation of the Program. This course is an 18-week clinical rotation in general, maternal fetal medicine, breast, urology, and vascular ultrasound. Students will learn through observation, scanning, and application of knowledge obtained during didactic coursework and scanning labs. Students will be directly and indirectly supervised by qualified radiologists, diagnostic medical sonographers, and registered vascular technologists.

STUDENT POLICIES – ACADEMIC

Academic Deficiencies:
Academic deficiency will be handled according to the NDSU College of Health Professions Student Academic and Conduct Standards Policy 3.01**.** A 2.0 GPA average is required both academically and clinically for graduation. In addition, a passing grade for each RS 496 course is 75% (C) or better. A student receiving a course grade of less than 75% (C) will be placed on academic probation or suspension in accordance with NDSU CHP Policy 3.01.

Academic Honesty:
The Sanford Sonography Program holds all students to a high academic and personal standard. The value of education depends on the integrity of the work completed and demonstration of knowledge attained by the student. Students are expected to adhere to Sanford policies, NDSU CHP Policy 3.01 and the NDSU Code of Academic Responsibility and Conduct Policy 335.

The Sanford Sonography Program expects each student to be honest in academic performance. Failure to do so may result in disciplinary action. The most common forms of academic dishonesty are cheating and plagiarism.

Cheating includes but is not limited to:

- Using information or devices that are not allowed by the faculty; such as using formulas or data from a computer program, or using unauthorized materials for a take-home exam; or,
- Obtaining and using unauthorized material, such as a copy of an examination before it is given; or,
- Fabricating information, such as data for a lab report; or,
- Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation; or,
- Collaborating with others on assignments without the faculty's consent; or;
- Cooperating with or helping another student to cheat; or,
- Other forms of dishonest behavior, such as having another person take an examination in your place, altering exam answers and requesting the exam be re-graded, or communicating with any person other than the exam proctor or faculty during an exam.

Plagiarism includes but is not limited to:

- Directly quoting the words of others without using quotation marks or indented format to identify them; or,
- Using sources of information (published or unpublished) without identifying them; or,
- Paraphrasing materials or ideas of others without identifying the sources.

Students are encouraged to consult with faculty to develop:

- Correct procedures for citing sources of information, words and ideas.
- Ways to properly credit collaborative work with project team or study group members.
- Strategies for planning and preparing for exams, papers, projects and presentations.
- Alternative procedures for quiz/exam conditions in classroom environment where cheating has been observed.

Advanced Placement:

The Sanford Sonography Program does not offer or allow the opportunity for advanced placement in the Program. All students are subject to the same academic content regardless of prior learning or work-history.

Confidentiality of Records:

The Sanford Sonography Program complies with the Federal Education Rights and Privacy Act of 1974. A student is provided access to his/her own records. Written consent of the student must be obtained before any personally identifiable information is released, other than the specified list of exceptions in the Act.

Evaluations:

After each term, students will be scheduled for evaluations by the Program faculty. The primary purpose of these evaluations is to provide feedback to the student on academic and clinical performance. Students are encouraged to use the evaluation time to offer feedback to faculty and discuss any issues or concerns they may have. Throughout the Program, students are continually given feedback on level of clinical ability and performance from the Sanford Diagnostic Medical Sonography Education Manager (“Program Director”), faculty, clinical instructors, and department radiologists or cardiologists. On-going communication between Program Director, faculty, clinical instructors, and students is maintained and encouraged. Students will be able to request appointments with their instructors for additional guidance upon request. Professional communication between students and faculty is expected at all times.

Grading:

The grading procedures for each classroom, laboratory, and clinical course will be available on the course syllabi. Student grades will be reported to the NDSU registrar's office at the end of each academic term. Grades for each course will be reported as A, B, C, D, P, or F. Students receiving a course grade below a C will be subject to disciplinary actions outlined in NDSU CHP Policy 3.01.

Students may obtain individual course grades from the respective instructor. Official course grades will appear on the NDSU transcript. Official transcripts of student grades will not be released from the Sanford Sonography Program.

Instructional Continuity Policy:

Instructional Continuity Plan for Disruption of Classroom Activities

In the event a class is not able to meet face-to-face for an extended period of time (e.g. one week or longer) the instructor will communicate with the student via email. In the event the internet is disabled, the instructor will communicate with the student using U.S. Mail. Students may communicate with instructors using email or phone (701-234-6340). Depending upon the nature of the classroom disruption, students should allow 48-72 hours for a response. During a campus closure, course content will be delivered as the instructor deems appropriate. If the internet is disabled, students are expected to use the required textbook identified on the syllabus to supplement their lecture handouts. If the classroom disruption coincides with the time an assignment is due or on an exam day, alternative arrangements will be made and communicated to the student as described above. Lastly, depending upon the nature and length of classroom disruption, course requirements may be modified and grading adjusted accordingly. Any modifications in course requirements or grading will be communicated to the student as described above.
For questions regarding this Instructional Continuity Plan, please talk with your instructor as soon as possible.

Instructional Continuity Plan for Individual Medical Reasons

In the event a student becomes ill, hospitalized, contracts a contagious disease (flu or other) or has a medical condition which precludes them from physically coming to class for a week or longer, the instructor will provide reasonable accommodations to ensure instructional continuity provided the student:

1) Notifies the instructor within 48 hours of the extended absence to request an alternative course delivery method;
2) Identifies the reason for and anticipated length of the absence; and
3) Communicates weekly with the instructor during the absence

Testing Procedures:

Student performance in courses will be assessed by frequent examinations. Students are expected to perform their own work on examinations. Any evidence of dishonesty or cheating will be grounds for immediate failure of the examination, the course, and/or dismissal from the Program. Students requiring any special accommodations during testing are encouraged to notify the Program Director at the start of the Program. In order to keep examinations confidential, students will not be allowed to keep individual examinations. Students may review completed examinations.

STUDENT POLICIES - ADMISSIONS

Admissions Policy Statement:

The Sanford Sonography Program does not discriminate against applicants because of race, creed, religion, national origin, or sex as set forth by law; provided that the applicant meets the qualifications as set forth by the Sanford Sonography Program Consortium Committee.

Admissions Qualifications / Selection:

To be eligible for admission, students must have a high school diploma or its equivalent, completed prerequisite college courses, earned a minimum core and cumulative grade point average of 3.0, achieved grades of C or better in all courses to be used toward fulfilling major and degree requirements, met program-designated technical standards or requested reasonable accommodations, and complied with criminal background and student conduct requirements. Admission decisions will be made by a committee and include a review of high school performance, college performance, references, work experience, and interview scores.

At times, the admissions committee may decide to allow admission to an applicant on a conditional basis. In the acceptance letter, the applicant will be notified of requirements that still need to be met prior to the beginning of the Program. Failure to successfully complete any of these requirements will result in forfeiture of their position in the Sanford Sonography Program. Academic deficiency at NDSU will jeopardize a student's continued enrollment in the Sanford Sonography Program.

Acceptance Fee:
Upon notification of admission, students will be sent an acceptance agreement that includes a nonrefundable $200 acceptance fee to reserve their placement in the program. This $200 acceptance fee will apply toward the Sanford Sonography Program student fees. Applicants are given information about Sanford student fees from their advisor, during student informational meetings, prior to acceptance to the program, and during the Foundations of Sonography/Echocardiography course.

CPR Certification:
Students are required to be certified in Basic Life Support through the American Heart Association or American Red Cross during the Program. Prior to the start of clinical rotations, students must provide evidence of certification to the Sanford Sonography Program.

Criminal Background Check:
Criminal background checks are completed in accordance with NDSU CHP Policy 3.08. The national certification organization (ARDMS) provides a Pre-Application Determination of Eligibility for ARDMS Certification: Criminal Matters form to verify eligibility of applicants who have a history of criminal charges. Pre-application verification for certification test eligibility is the sole responsibility of the candidate and/or student prior to and during participation in the Sonography Program. Applicants who have questions regarding how these issues may affect their ability to earn certification credentials or obtain employment in the profession should discuss this matter with a Program official prior to beginning the Program.

Student Health:
The Sanford Sonography Program encourages students to make choices that promote and safeguard their mental and physical health. Optimal health and well-being require proper physiological care in nutrition, sleep, relaxation and exercise. To expect optimal learning performance, students must take responsibility to practice a prudent lifestyle. If the student is ill, staying home and getting well to avoid exposing patients and coworkers is encouraged.

If accepted into the Program, an e-mail will be sent to each student from NDSU containing the following attachments:

1) HIPAA training;
2) Immunization verification form, which includes proof of immunity to measles, mumps, rubella and varicella (chicken pox) through either vaccination or a titer. Documentation of TB test results that are dated on or after 1 year prior to start date; and
3) Student orientation to Sanford policies and procedures

This paperwork must be submitted to NDSU at least 2 weeks prior to beginning the program.

Students are required to carry medical insurance throughout the Program and are responsible for full payment of all hospital, emergency room visits, walk-in clinic visits, and physical examination. NDSU will verify that students have health insurance coverage.

Professional Liability Insurance:
Students are required to have professional liability insurance. Students are covered by the NDSU student professional liability policy.

Professional Membership:
Students will become a student member of the Society of Diagnostic Medical Sonography (SDMS) or American Society of Echocardiography (ASE) as well as members of Midwest Society of Diagnostic Ultrasound (MSDU). Applications for these memberships will be completed early in the Program.

State Licensure:
Students must perform clinical work under the supervision/direction of a licensed diagnostic medical sonographer and do not need an individual license to complete the requirements of the Program. Students who begin working as a diagnostic medical sonographer in the state of North Dakota will need to obtain licensure through the state prior to employment. See the North Dakota Medical Imaging and Radiation Therapy (NDMIRT) website www.ndmirtboard.com for more details.

Student Pictures:
Pictures of students will be posted in the Sonography/Echocardiography department to assist staff and preceptors in identification of students. Additional pictures may be taken throughout the Program for use in Program advertisement or recruitment efforts.

Technical Standards:
Technical standards will be utilized to identify which students will need assistance in performing tasks and to identify students who would be unable to perform the job of a sonographer prior to Program entry. These technical standards are in addition to the standards listed in NDSU CHP Student Technical Standards Policy 3.11.

Physical, motor and tactile requirements
- Stand and walk for extended periods of time.
- Mobility and strength to assist in patient transfers and position changes.
- Move (push and or pull) and carry equipment for use in patient care areas.
- Perform multiple motor tasks simultaneously.
- Possess fine motor skills, manual dexterity, and steady arm/hand movements to obtain diagnostic images.

Visual acuity requirements
- Monitor and assess patients and equipment function.
- Read written and printed words, fine print and digital displays.
- Recognize and image normal and abnormal anatomy utilizing sonographic equipment in low light.
- Differentiate colors and shades.

Speaking and hearing requirements
- Communicate effectively with patients and personnel, both face-to-face and by phone.
- Hear and understand patients, visitors, and Sanford personnel.
- Hear audible alarms and audio signals produced by spectral Doppler.
- Obtain accurate patient blood pressure with stethoscope and continuous-wave Doppler equipment.

Interactive Requirements
- Follow written and oral instructions.
- Comply with institutional dress code, including specific dress requirements of unique patient care units (i.e., surgical attire in the operating room, short sleeves in the NICU, etc.).
- Comply with infection prevention strategies (hand hygiene, personal protective equipment (PPE), and isolation).
- Exhibit empathy, compassion, integrity, and concern for patients, visitors, and Sanford personnel.
- Accept constructive criticism and implement suggestions to improve performance.
- Maintain patient confidentiality, honesty, and ethical standards.
- Manage time, organize workload, and meet deadlines.
- Exercise good judgment in responding to emergent situations.
- Function effectively in high-stress environments.

STUDENT POLICIES - ATTENDANCE

Attendance Records:
Classroom and laboratory attendance, tardiness, and absenteeism will be recorded by Program faculty. Student clinical attendance records will be maintained using the Trajecsys reporting system. This electronic system will be accessible to both students and Program faculty at all times and include tardiness and absenteeism.

Tardiness Policy
Students are expected to be present for all clinical and classroom assignments in a timely manner. Tardiness will not be tolerated.

1) The student must be clocked in, wearing the appropriate uniform for their clinical rotation, and in their assigned clinical area before the start of the clinical rotation.
2) Clocking in and out will be done on Trajecsys utilizing a Sanford computer only. The student may ***not*** clock in and out on his/her cell phone.
3) The student is allowed to clock in up to 5 minutes before the scheduled clinical rotation. For example: If the student is scheduled to start clinical at 7:30, the student would have from 7:26-7:30 to clock in.
    a. If a student forgets to punch in but was in the clinical area on time, a note must be made in Trajecsys by the clinical staff stating the student was witnessed in the department on time.
4) If a student is routinely tardy, disciplinary action will take place.
    a. If a student has 3 occurrences of tardiness, a written warning will be given.
    b. The 4th occurrence will result a loss of 8 hours of personal time.
    c. The 5th and subsequent occurrences will result in an additional loss of 8 hours of personal time and a 5% deduction in overall clinical grade.

Planned Absenteeism: Student time off (STO)
Students are given 24 hours of personal/sick leave throughout the Program duration and given the opportunity to earn up to 16 additional hours throughout the duration of the Program. Any planned time off must be requested in advance and approved, prior to the time being taken. Student requests for time off from regularly scheduled activities must be submitted via the Trajecsys system, preferably at least 4 weeks prior to the date(s) the student will be absent. Approval and accommodation of each request will be handled on an individual basis. In the event of medical or family emergencies that require a leave of absence, please contact the Program faculty as soon as possible.

Unplanned Absenteeism:
Attendance in classroom, laboratory, and clinical activities is **mandatory**. Students are expected to plan responsibly to allow themselves to be ready for class, lab or clinical to begin at the scheduled time. Recurring tardiness will be met with disciplinary action. Illness should be reported promptly. Absence from lecture, clinical, or lab time should be reported to the Sanford Sonography Program office (234-6340) not less than one hour before the student is due to report. Please call both a Program faculty member **and** the appropriate clinical site when assigned to a clinical rotation. If lecture time is missed, it is the *responsibility of the student* to get notes on material missed. If clinical time is missed please contact Program faculty regarding options to make up the time.

STUDENT POLICIES - CLINICAL

Clinical Grading Policy:
Prior to the beginning of each clinical practicum, the syllabus will be distributed with specific grading policies. Clinical grades will include exam critique, scanning assessments, case presentations, daily clinical evaluations, and scanning participation.

Confidentiality of Patient Medical Records:
All students are expected to maintain privacy and confidentiality of the patient's records at all times in compliance with HIPAA standards. Any breach in this will be grounds for immediate dismissal.

Clinical Instructors:
Registered sonographers from each clinical location are selected to serve as the designated clinical instructors for students during clinical rotations. All qualified sonographers employed by the department are eligible to serve as clinical instructors.

For each student rotation, clinical instructors are assigned to supervise, instruct, and evaluate student performance on procedures, techniques, and professional characteristics. Students will have the opportunity to evaluate clinical instructors during the Program.

Student Injury / Exposure to Communicable Diseases:
Sanford has a commitment to provide a safe working environment for all individuals practicing or employed within the hospital. To accomplish this goal, information will be provided during clinical orientation that explains the nature of occupational exposures to communicable diseases and a description of universal precautions.
Students must report injuries or potential exposure to assure appropriate follow-up, as defined in the Sanford exposure protocol. Students should seek assistance from Program faculty or clinical preceptor immediately following an injury or potential exposure so that a blood-borne exposure, communicable disease exposure or Injury and Illness Report can be completed, and the appropriate follow-up and protocols can be implemented. In the event of a serious injury, students should report to the emergency room or call 911. Any costs incurred are the responsibility of the student.

STUDENT POLICIES - CURRICULUM

Curriculum Structure:
The three major components to the curriculum are classroom, laboratory, and clinical instruction. Students are taught concepts, techniques, and procedures in the classroom setting. Laboratory time is provided for the student to develop proficiency in related procedures, for which competency will be assessed during clinical rotations and during graded scanning labs.

Students will be provided with an outline and objectives for each course. The instructor will explain the attendance and grading policies for each course in initial class meetings. Students will be provided with objectives for laboratory sessions. Laboratory time is designed to correlate with the classroom instruction and allow the student to develop and demonstrate proficiency in techniques and procedures. Students will be provided with objectives for each clinical rotation. Clinical rotations provide the students with the opportunity to gain experience in all areas of patient care, under the supervision of a clinical preceptor. Competencies in specific procedures are required during clinical rotations. Records of completed competencies are kept in Trajecsys.

NDSU classes:
No NDSU classes, other than RS 496 sonography topics, may be taken during the Program, unless prior approval is granted by the NDSU Department of Allied Sciences Director and the Sanford Sonography Program Director.

Program Evaluations:
The Sanford Sonography Program operates under the principle of outcome orientated education. This means that all resources and outcomes are continually evaluated as to their effectiveness in allowing the Program to reach its goal of producing competent sonographers.

The students are very active in Program evaluation and complete the following:

1) Course and Instructor Evaluations
2) Laboratory Evaluation
3) Clinical Instructor Evaluations
4) Exit Evaluation – Medical Director, Facility, Laboratory, Library, Clinical Resources and Physician Input
5) Graduate Competency Survey (Post Graduation)

The Program and its resources are also evaluated by faculty, clinical instructors, medical directors, advisory committee members, and graduate employers. Additionally, outcomes are measured by monitoring student retention, job placement, and credentialing success. An annual report is compiled using this information and used for Program improvement.

STUDENT POLICIES – DISCIPLINE

Disciplinary Action:
The student discipline procedure is initiated when the student displays substandard or inappropriate conduct. Initiation of discipline is at the discretion of the Program Director or Program faculty. The reporting and disciplinary process will follow NDSU CHP Policy 3.01.

Disciplinary action may include any of the following:

1) **Probation** - indicates that continued enrollment is dependent upon improvement in behavior. Probation may be behavioral, clinical, or academic.
2) **Suspension** - is suspension from the Program for a specified period of time.
3) **Expulsion / Termination** - is the denial of the right to continue to participate in the Sanford Sonography Program. Termination from the Program will result if the Program Director determines progress unsatisfactory or for behavioral reasons.

The Disciplinary Procedure follows this sequence:

1) Upon notification of substandard or inappropriate behavior to the Program Director, a meeting is scheduled with the student to discuss the matter. The purpose of this meeting is to verbally inform the student of substandard or inappropriate behavior. This discussion is documented and placed in the student's file. All information will also be released to the NDSU Director of Allied Sciences.
2) If the substandard or inappropriate behavior occurs again, a second meeting is scheduled. At this time, the Program Director provides the student with a document that lists the instances of substandard or inappropriate behavior, methods of improvement, and a timetable for demonstration of improvement. The student is placed on probation. A copy of this document is provided for the student with the original being placed in the student's file.
3) If the student fails to rectify the substandard or inappropriate behavior within the time period agreed upon, termination of the student from the Program results.

Immediate termination may result if the student demonstrates carelessness in regard to the safety of the patient and/or fellow personnel or demonstrates gross unethical or unprofessional conduct. Immediate termination also results if the student reports to duty while under the influence of alcohol or any mind-altering substances.

Student Grievances:
Students who feel they have been treated unfairly in relation to academic rules, guides, and regulations have the right to appeal and should follow the process outlined in the NDSU CHP Policy 3.01. Students who believe they have been issued an inappropriate grade should refer to NDSU Policy Manual Section 337.

STUDENT POLICIES - FINANCIAL

Financial Aid:
Financial aid information may be obtained from OneStop, the NDSU Student Financial Services Office. Students may be eligible for financial aid at NDSU during their participation in the Program.

Remuneration:
This is not a paid Program. Students cannot receive remuneration for any time completed during the Program. Students may not accept donations of money or other in-kind gifts from patients or vendors. The student is expected to return any gift or gratuity to the patient or vendor and indicate that Sanford Health policy precludes acceptance. If the patient/vendor refuses to take back the gratuity or gift, the associate is to inform the patient/vendor that the gift will be donated to the Sanford Health Foundation in their name and the Foundation will provide them with appropriate documentation.

Withdrawal and Refund:
Withdrawal and refund of tuition and activity fees at NDSU will be in accordance with published dates and deadlines www.ndsu.edu/registrar/dates/. There is no refund for any of the dues and fees paid to the Sanford Sonography Program. The ID badge is to be returned to Sanford Health and computer access will be removed immediately.

Tuition and Student Fee Summary:
For the duration of the Program, students will be enrolled in course credit at NDSU, and pay student fees and tuition at their regular resident rate to NDSU. NDSU tuition and fee rates are detailed at OneStop. In addition, students will pay a fee of $2000 directly to Sanford Health. The Sanford Health student fees offset the Program costs for student resources, lab supplies, mock board exams, professional memberships, and graduation expenses. Books required for the Program are listed by the Program faculty and must be purchased by the student. Sanford Health Accounts Payable Department will invoice each student for student fee payment. Sanford Health student fees must be paid in full by July 15th of the acceptance year. Failure to pay in full by the deadline will result in forfeiture of the position within the Program. Sanford Health student fees are non-refundable.

Costs Incurred by Student (not included in Tuition/Fees):
Books $450-700 (used pricing may be available)
Scrubs approximately $100-200
Costs associated with attendance at MSDU annual conference (hotel, mileage, etc.)
ND State License Fees: conditional license for new graduates $175
ARDMS Board Exams: $200 SPI exam + $250 for each additional board exam

STUDENT POLICIES - STUDENT LIFE

Code of Ethics and Professional Conduct:
In addition to NDSU CHP Policy 3.01, students are expected to adhere to the Society of Diagnostic Medical Sonography (SDMS) Code of Ethics for the Profession of Diagnostic Medical Sonography in their professional interactions.

Cell Phones:
Cellular phones are not allowed in the classroom/lab setting. Students are not allowed to use cellular phones at any time during scheduled class or lab periods. Faculty reserves the right to remove cell phones from student possession during class and return to the student at the end of the day. The use of cellular phones may be prohibited in the certain

areas of the hospital. Students are not allowed to carry personal cellular phones with them during clinical time, but rather are expected to check messages and make calls during planned breaks. Staff should answer telephone calls at clinical sites. A student may answer the phone at a clinical site if staff is readily available to assist with questions.

Computer Access:
Each student is assigned a login name and password to permit access to Sanford Health's computer network. Students are eligible to use Sanford Health computers. Students may use the software available on the network to complete projects and reports required during the Program. Students should take all appropriate measures to ensure personal storage devices do not contain viruses that could be transferred to the Sanford Health network. Misuse of the personal computers and/or network components, or software licensing laws will result in suspension of PC access, and possible suspension or expulsion from the Program.

Convention / Symposium Attendance:
Students will be required to attend a convention or educational symposium during the Program, typically this is the Midwest Society of Diagnostic Ultrasound annual conference. The cost of attending the convention (to include registration, travel, dining, etc.) is not included in the Program tuition. Attendance at the educational activities of the convention is mandatory, and make-up time will be assigned if these are missed. As representatives of the Sanford Sonography Program professional dress and behavior is expected at all events.

Counseling:
Enrolled students are eligible to use the NDSU Counseling Center. In some situations, the Program Director may require a student to attend counseling sessions for continuation in the Program.

Dress Code / Uniforms:
Each student must dress in a manner that will present a professional appearance to the patient, visitor, medical staff, and hospital personnel. The uniform policy requires that each student be clean and well groomed. During classroom and lab sessions, students may dress in business casual or designated scrubs.

The Program's policy regarding professional appearance outlines the acceptable uniform for the student.

- Name Badge: Security identification badges will be worn at all times above the waist and visible to patients, visitors, and Sanford Health employees.
- Piercings/jewelry: Jewelry should be conservative and appropriate. Examples of inappropriate piercings/jewelry may include facial jewelry, large ear jewelry (plugs, gauges) or excessive pieces of jewelry.
- Hair (including facial hair): Hair should be clean, combed, and neatly trimmed. Hair should be a natural color. Pony tails need to be neat and clean.
- Footwear: Shoes must be clean, polished and in good repair. Clogs, backless and strapless shoes are not allowed. Socks or hosiery must be worn by all individuals who have patient contact. A pair of clean athletic-type shoes should be worn in the clinical setting. Footwear must completely cover the entire top of the foot and shoes must have no holes. Footwear must be consistent with OSHA requirements or as required by state and/or federal regulations.
- Appearance: Authorized attire will be kept neat and clean. Scrubs and undershirt should fit and cover properly. Scrub pants should not be dragging on the floor. Cosmetics are to be worn conservatively.
- Fingernails: Nails should be well kept, less than ¼ of an inch in length and conducive to giving patient care. Acrylic nails are not allowed. Well maintained nail polish is permitted but cannot be chipped.
- Clinical Attire: Dark gray scrubs will be required for attire (2-3 pairs are recommended). The scrubs may be purchased at any uniform shop. White or gray t-shirts may be worn under the scrub shirt-no logos are to be visible. T-shirts are to be tucked in and not hanging below the scrub shirts. Hospital owned scrubs are for in-house wear only and are provided by a scrub dispersing unit.
- Offensive Odors: Strong scents such as perfumes or shaving lotions can be offensive to patients and should be minimal. Tobacco use is prohibited at Sanford Health and odors that are disruptive or offensive to others are unacceptable.

- Tattoos: Visible tattoos must be covered.

Students will be responsible for complying with the dress code and for having their clothes laundered and replaced if worn, torn, or faded. Dress code violations will result in a deduction of clinical grade.

Extracurricular Employment:
The Sanford Sonography Program requires up to a 40 hour per week commitment. Due to the intensity and volume of required coursework and clinical rotations, maintaining employment while in the Program is not recommended. If employment outside the Program is necessary, it must occur outside regular educational hours and must not interfere with regular academic responsibilities.

Meals:
Students may utilize all Sanford Health Fargo food service facilities. Students will be eligible to use of the "Flex Plus" plan which allows cash value to be loaded onto a badge for purpose of payment at any Dining Center or Bean Cuisine. Students are not eligible for the 20% employee discount.

Pagers:
Use of personal pagers is prohibited. Students may be assigned a hospital pager for use during clinical rotations. Students will be oriented to the use of pagers during the Program.

Parking/ID:
Parking is available in the Sanford Health parking ramp and employee lots. The Sanford Health ID badge also functions as an access card for parking in the employee parking ramp. Students are expected to utilize the Sanford Employee Shuttle whenever possible. Students may **not** park in the areas designated for patients and visitors. Security will monitor all of the parking areas. Failure to follow the parking guidelines will result in your vehicle being ticketed and could impact parking privileges at Sanford Health. Parking continues to be a problem for our patients and visitors and it is critical that students do not park in those designated spaces. Parking at the Fiechtner Drive classroom location is designated and will be discussed at orientation.

You will obtain your ID badge and parking permit within the first few days of the Program. These will be obtained from the Security Department. This will be done during initial Program orientation. Please bring your vehicle license plate number with you. Lock your vehicle when unattended. Sanford Health assumes no responsibility for damage to your vehicle or loss of personal property in your vehicle. The parking permit and the personal photo ID card must be turned in at the completion of the Program.

Personal Computers/Tablets
Students are allowed to use personal computers during class periods for the purpose of note taking. Students are not allowed to access the internet or use personal computers for any other reason during classes. Students failing to comply with this expectation will not be allowed to bring their computer into the classroom for the remainder of the Program.

Photocopying:
Students will have access to a photocopy machine/printer in the Sanford Sonography Program office. Students should ask permission before utilizing these services.

Pregnancy:
Students are encouraged to contact the Program faculty if they are pregnant or think they could possibly be pregnant, so hospital situations that may put the fetus, and/or the mother at risk can be avoided. This information will be handled with respect for the privacy of the student.

Security / Theft / Loss:
Security personnel patrol the hospital and grounds on a 24-hour basis with TV surveillance in several areas. Escort service to the parking ramp and area buildings is available on request. Students who experience theft or loss of property should contact Sanford Security Services.

Service Work:
Students are not allowed to perform service work in sonography. After competency evaluations are completed, students must continue to perform exams to maintain and improve clinical proficiency. Students may not be utilized at the clinical sites to substitute for paid staff. Students are at all times required to be supervised by qualified physicians and appropriately registered sonographers.

Sexual Harassment:
It is the policy of Sanford Sonography Program that all students are able to study in an environment based on the respect and courtesy that is free from unsolicited and unwelcome sexual innuendo. Sexual harassment is strictly forbidden. Concerns should be immediately made known to the Program Director.

Tobacco Use:
Tobacco use is not allowed on any Sanford Health property, including outdoor space and parking lots. Students found violating the tobacco use policy will undergo disciplinary action.

CONTACT INFORMATION

Accrediting Agencies:

Sponsor:	Sanford Health Fargo	Sanford Health Fargo	North Dakota State University
Accrediting Agency:	**The Joint Commission**	**American College of Radiology**	**Higher Learning Commission**
Mailing Address:	One Renaissance Blvd. Oakbrook Terrace, IL 60181 *Washington DC Office* 601 13th Street, NW Suite 560 South Washington, DC 20005	*Headquarters Office* 1891 Preston White Dr. Reston, VA 20191	230 South LaSalle Street Suite 7-500 Chicago, Illinois 60604-1411
Web Site Address:	www.jointcommission.org/	https://www.acr.org/	https://www.hlcommission.org/
Phone Number:	630-792-5800	703-648-8900	800-621-7440

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