

Diagnostic Medical Sonography Program
Student Handbook
2026-2027

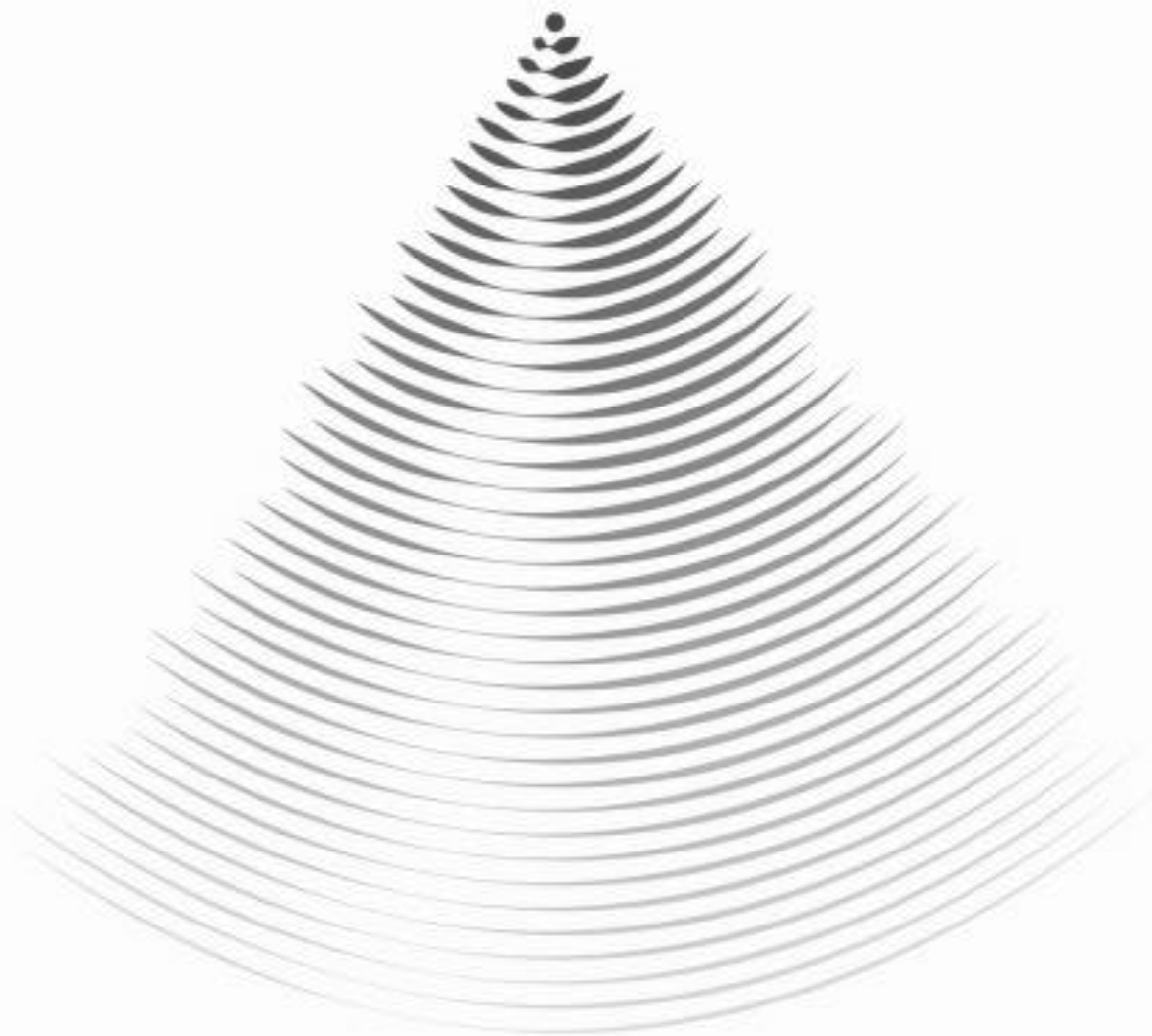


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INTRODUCTION

The Northampton Community College (NCC) Diagnostic Medical Sonography (DMS) Program has prepared the "Sonography Program Handbook" as a reference and source of information clarifying the Sonography Program's policies, procedures, and program information. The reader is directed to refer to the "NCC Student Handbook" at various points in the "Sonography Program Handbook."

All the items listed in the "Sonography Program's Student Handbook" are to be adhered to by each student during their sonography education. For this reason, each student is required to read and understand the contents of this document. If something is not understood, it is the student's responsibility to ask for clarification of the issue(s). A signed paper saying the student has read and understands the contents of the "Sonography Program's Student Handbook" will be placed in their program file.

The topics are listed alphabetically in the table of contents.

In a dynamic academic environment, the policies, procedures, and college/program information are subject to review and revision on a regular basis. If there is a change in any information, students will receive an addendum and/or in the event of extensive revisions a new handbook.

COLLEGE CATALOG

Refer to the college catalog to find links and additional helpful information:

[NCC College Catalog](#)

PROGRAM ACCREDITATION

The Abdomen-Extended, OB/GYN and Vascular concentrations of the Diagnostic Medical Sonography Program at Northampton Community College are accredited by the: Commission on Accreditation of Allied Health Education Programs.

CAAHEP - The Committee on Accreditation (CoA) is the Joint Review Committee on Education in Diagnostic Medical Sonography.

<https://www.caahep.org/about/about-us>

9355 – 113th St. N, #7709

Seminole, FL 33775

Phone number 727-210-2350

Email: mail@caahep.org

JRC-DMS - The Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) is a nonprofit organization in existence to establish, maintain and promote quality

standards for educational programs in Diagnostic Medical Sonography (DMS).

www.jrcdms.org

6021 University Boulevard, Suite 500

Ellicott City, MD 21043

Email address: jrcdms@intersocietal.org

Phone number: 443-973-3251

Fax: 866-738-3444

STATE LICENSING & SARA (STATE AUTHORIZATION RECIPROCITY AGREEMENT)

Northampton Community College [students living outside of Pennsylvania](#) or intending to complete an internship or clinical placement outside of the state in a NCC program leading to professional licensure, should review requirements on the state board website to make sure that the program qualifies.

Licensure requirements vary by state and may require additional authorization from the professional licensing agency in that state. Participating in a program from outside of Pennsylvania, if not properly authorized by that state's professional licensing board, could result in loss of licensing eligibility. please contact the Sonography Program Director for more information or with questions.

Most states accept American Registry for Diagnostic Medical Sonography (ARDMS) certification and credentialing. Some states have additional state licensure requirements. Licensure information can be found here: [SDMS State Licensure Information](#) and [ARDMS Legislation Information](#).

INSTITUTIONAL PHILOSOPHY

High Quality, Low Cost

Comprehensive Educational Programs and Services

Open Admissions

MISSION, VISION AND VALUES STATEMENTS

MISSION STATEMENT FOR NORTHAMPTON COMMUNITY COLLEGE:

Recognizing that students are the primary reason that Northampton Community College exists, we seek to provide excellent, accessible and comprehensive learning experiences in partnership with the dynamic, diverse communities we serve.

MISSION STATEMENT FOR THE SONOGRAPHY PROGRAM:

The mission of Northampton's Diagnostic Medical Sonography Program is to provide a quality and comprehensive education in general, vascular and cardiac sonography in a learner-centered environment. The graduates will have the knowledge and skills needed to perform quality sonograms. The graduates will serve as integral members of the health care team by contributing to the diagnosis of the patient's illness. The program will instill in its graduates an understanding of diversity and cultural differences, empathy, and good communication skills. The graduates will be able to critically think, and problem solve in order to meet the required examination protocol and technical needs on atypical patients. The graduates will embrace the concept that learning is a life-long experience in order to maintain currency in the dynamic field of sonography.

PROGRAM GOALS

To produce graduates:

- Who are competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdominal sonography-extended, obstetrics and gynecology and vascular sonography concentrations.
- With a broad knowledge base that enables them to embrace life-long learning
- Who are able to adapt to ever-changing technology in the health care industry
- Who are competent to pass the certification examination
- Who meet or exceed the needs of their employers

PROGRAM OUTCOMES

Quantitative outcomes:

To produce graduates who:

- have a broad knowledge base
- pass their certification examination

Measured through the following benchmarks:

Student retention rate, student attrition rate, course completion rate, program completion rate, graduation rate, credentialing examination pass rate, job placement, and patterns of employment.

Qualitative outcomes:

To produce graduates who:

- are proficient entry-level diagnostic medical sonographers
- have good patient skills
- adapt to change
- protect themselves, peers and co-workers, and patients from communicable diseases
- meet or exceed the needs of their employers

Measured through the following benchmarks:

Clinical performance and clinical competency evaluation, problem solving and critical thinking skills, communication skills, professional development and growth, graduate satisfaction, and employer satisfaction.

NCC VISION STATEMENT

As one of the leading community colleges in the nation, we will:

- Promote the highest level of student success in achieving academic, personal and professional goals
- Provide state-of-the-art education and training in every community we serve
- Be the college of choice for innovative programming
- Encourage every member of our community to have a lifelong connection to the college
- Respect and affirm the dignity of all people

NCC STATEMENT OF VALUES

We believe that learning thrives when there is a sense of curiosity and excitement about the world in which we live. As such, we value:

Excellence

- Quality in the educational and training experiences that we provide, which is based on our dedication to teaching and learning

Innovation

- Creative problem solving, responsiveness, entrepreneurship and our ability to adapt quickly to a changing world

Sustainability

- Commitment to the long term health of the institution, the community, the economy and the environment

Accountability

- Institutional and individual responsibility for our actions, growth and development

Integrity

- Academic and personal honesty, fairness, ethical conduct and respect for others in our learning and working environments

Diversity, Equity, & Inclusion

- An environment that fosters and values every person's contributions, celebrating the ways in which cultures, identities, and backgrounds enrich the college community and enhance our academic excellence.

Engagement

- Involvement in and collaboration with the college, local and global communities

POSITION STATEMENT ON DIVERSITY

At NCC, we expect, and support, equity and inclusion in our educational programs, policies, campus life, employment, extracurricular activities and community involvement. We define diversity as all the ways in which we differ from one another, and we see each individual as unique and valuable. Inclusion means that we value these differences as strengths that contribute to a rich college environment. The college community is united in the condemnation of acts of hatred and intolerance.

In our efforts to value diverse voices and perspectives, we strive to:

- Provide equitable opportunity and access to education.
- Recruit and retain a diverse student body, faculty and staff.
- Promote a campus climate where respect for and appreciation of differences are priorities, and where individuals thrive without prejudice or bigotry.
- Integrate multicultural perspectives throughout the curricula.
- Analyze the diverse needs of our constituents and ensure that our services, organizational structures and institutional priorities address them.

The college community believes that everyone is responsible for fostering an environment of inclusion and respect that contributes to academic excellence.

Northampton Community College is committed to educating individuals of all backgrounds who can strengthen the economic and social infrastructure of our nation and the world.

The College community is united in the condemnation of acts of hatred and intolerance.

PROGRAM SPECIFIC TOPICS

Those topics without descriptions are taken directly from either the NCC student handbook or the college catalog:

Note: SOME TOPICS ARE MORE PROGRAM SPECIFIC AND REQUIRE ADDITIONAL NARRATIVE AS IN SOME OF THE LISTED TOPICS

ABSENCE (Excessive):

See attendance policy in the course syllabi and College Catalog.

ABSENCE (Leave of):

In most instances, when the student must take an extended leave of absence from clinical education, they will be required to withdraw from the program. Reapplication to the program is made through the admissions office and is on a space available basis. Each case will be evaluated depending on the circumstances.

If the withdrawal was due to medical reasons, a note from the physician needs to be sent to the NCC Health Center for clearance prior to the return to classes and clinical education.

In clinical education, skills quickly deteriorate when not reinforced through continual practice. Depending upon the time lapse and professional judgement of the Program Director, placement of clinical practice may not be in the semester in which the student departed. Due to the possible time lapses, didactic classes may need to be repeated as well.

ACADEMIC APPEAL (PROCESS OF):

See the current college catalog or college student handbook for overall details.

Appeals of grades, appeals of penalties for academic dishonesty, and appeals of actions related to the policy on Professional Conduct, will begin informally through discussion between the student and the faculty member involved and will proceed, if continued, through a series of formal steps culminating in a hearing before an Academic Appeals Committee, which will present its findings and recommendations for a decision to the Vice President for Academic Affairs. No final recommendation can be made without a quorum. The decision of the Vice President for Academic Affairs will be final, unless it differs from that of the committee; in such cases, the student may appeal to the President, whose decision is final.

The appeals procedure is a student-motivated one; the responsibility to keep the action in progress rests primarily with the student.

Academic Appeal procedure-grades

Step 1

If a student wishes to appeal a grade, they must make an appointment and meet with the faculty member within ten working days. To appeal final grades or grades assigned in the last week of the semester, the student must make an appointment and meet with the faculty member at a formal meeting during the first week of the next regular semester unless arrangements can be made to meet prior to that time.

If no agreement can be reached, the student may file an appeal in the Office of the Vice President for Academic Affairs and proceed to Step 2.

Note: working day is defined as any day when a full schedule of classes are in session (this excludes Saturdays and Sundays).

Step 2

Within three working days of the meeting with the faculty member, the student may request in writing that the appropriate dean should call the meeting within five working days to include the student, faculty member, and program director, if any.

After this meeting, the dean will send all parties involved a written recommendation within three working days.

Students who do not agree with the recommendation in Step 2 may appeal to the Academic Appeals Committee within three working days. This appeal must be submitted, in writing, to the Vice President for Academic Affairs.

Step 3

Students initiate appeals to the Academic Appeals Committee (within three days of notification of outcome of Step 2) by requesting a hearing through the Office of the Vice President for Academic Affairs. A hearing will be scheduled as quickly as possible, and all parties to the appeal will be informed of the date, time, and place of the meeting. It is the responsibility of the student and the person(s) whose decision(s) is (are) being appealed to provide the committee with evidence, documentary or otherwise. The appellant may be accompanied by a college friend.

Having heard the cases of appellant and objects of appeal, the committee will deliberate in private and recommend a decision to the Vice President for Academic Affairs, whose decision will be final unless different from the recommendation of the committee; in such cases the student may appeal to the President, whose decision is final.

The Vice President for Academic Affairs will communicate in writing a decision on the appeal no later than three working days after the hearing.

ACADEMIC POLICY FOR DISMISSAL FROM HEALTH SCIENCE PROGRAMS:

The Health Sciences Programs office and academic advisors are available to provide support and resources to students struggling academically. Students are encouraged to seek help early and often to prevent falling behind in their studies. The following applies especially to those accepted in the following programs: Diagnostic Medical Sonography, Funeral Service, and Radiography.

First DMSG, FUNS, RADT Course Failure:

- A student who *fails any DMSG, FUNS, RADT course will be automatically withdrawn from the program.
- The student may initiate the readmission process. Readmission is not guaranteed and will be based on a holistic review of the student's academic record, an explanation for the failure, and a demonstration of improved academic preparedness.

Second DMSG, FUNS, RADT Course Failure:

- A student who *fails a second DMSG, FUNS, RADT course after readmission will be permanently withdrawn from the program.
- No further readmission or appeals will be considered.

*For this policy, unsuccessful course completion is defined as:

- Earning a final grade of "F" in any DMSG course.
- Withdrawing (W) from a DMSG course unless approved by the Program Director due to extenuating circumstances beyond the student's control.

ACADEMIC PROBATION:

See the current college catalog or college student handbook for overall details.

ACADEMIC PROGRESSION WITHIN THE SONOGRAPHY PROGRAM

Any student who does not successfully complete* one (1) course that carries the prefix of the student's Health Sciences major will be dismissed from the program. This policy applies to courses in these programs: Diagnostic Medical Sonography (DMSG), Radiography (RADT), Nursing (NURS) and Funeral Services (FUNS) The student will be notified in writing by the Program Director. See the College Catalog for further details. A "C" is a minimum grade of 78.

Students may apply again for possible readmission, which includes testing of previous core course material. Readmission is on a space available basis, and priority is given to students entering the program for the first time and to those students who have successfully completed the core courses and have maintained continuous enrollment. If the student is readmitted and again does not successfully complete one (1) course that carries the prefix of the student's Health Sciences program, they will be dismissed from the program and will not be eligible to reapply.

*Unsuccessful course completion is defined as a final course grade of F or W

ACADEMIC RECOGNITION

See the current college catalog or college student handbook for overall details.

ACADEMIC SUPPORT SERVICES (LEARNING SERVICES)

In order to help students make the most of their education, NCC has established a learning center that can provide academic support in a variety of ways. Call or visit the Bethlehem campus Learning Center in College Center 315 or call 610-861-5517 for more information. The Science Resource Center is located in Penn 211 and can be reached at 610-861-5517.

The sonography program has second year students that have been trained as tutors specifically for the Sonography program. Additionally, the program has a registered sonographer who is available for tutoring either during set hours during the semester or by appointment.

ACCESSIBILITY RESOURCES

Services and accommodations are offered to facilitate accessibility to both college programs and its facilities. Services provided to students with disabilities are based upon each student's individual needs. Students may apply for services at any point during the year. These accommodations can include but are not limited to:

- Assistive Technology
- Textbooks in Alternate Format
- Recording Lecture Content
- Test Accommodations
- Sign Language Interpreters
- Residence Life Accommodations

These services are at no additional cost to NCC students. Documentation of the learning disability needs to be on file with the Coordinator of the Accessibility Resource Center.

The Accessibility Resource Center (ARC) will notify the Program Director by email when a student has requested accommodations. The Program Director may confer with ARC Accessibility Counselors for guidance on how to provide reasonable accommodations. The Program Director will communicate the requested accommodations to the instructors of the classes that the student is enrolled in, and will work with the instructors and student to ensure the accommodations are met and that confidentiality of the student is maintained.

[Follow this link for more information about the Accessibility Resource Center](#) or call 610-861-5342.

ADDRESS AND TELEPHONE NUMBER CHANGES

Changes in residential address, e-mail address or telephone number should be shared with the Program Director immediately so that correspondence or phone messages can be sent as quickly as possible, particularly if there is an emergency. Changes must also be made in Workday and the Records Office should be informed of such changes. Contacting that office alone will not ensure that the information has been passed on to the departmental office. With approximately 10,000 full and part-time students on campus, the Records Office cannot contact each department individually. Follow this link for [Workday Resources and Reference Guides](#).

ADMISSION POLICY AND PROCEDURES

See the current college catalog or college student handbook for overall details.

ADVISORS

Academic advisors help coordinate the learning experience and assist in each student's progress toward their educational goals. Sonography Program majors will be assigned an advisor from that department.

ADVISORY COMMITTEE

The Sonography Program's Advisory Committee is composed of the Medical Advisors, Dean of Health, Science and Education, sonography Program Director, hospital administrators, Director of Radiography, program faculty, clinical instructors, and an alumnus of the program, a community representative, and a student. One meeting is held each year during the spring semester.

APPEAL (GRADES)

See the current college catalog or college student handbook for overall details.

APPEALS PROCESS

See the current college catalog or college student handbook for overall details.

APPLICATION FOR GRADUATION

Once a student has registered for their final semester at NCC, they must indicate their intention to graduate by completing the Graduation Application form. To apply for graduation through the Workday portal, please select the Academics application on the Workday home page. Under Academic Records on the right of the page, click on "More" and then "Apply for Graduation". The

"Apply" box on the left of the screen must be checked and then the expected completion date to align with the appropriate semester. See the current college catalog, college student handbook or follow this link for overall details and information. [Follow this link for additional Graduation Information.](#)

ASSESSMENT

See the specific course syllabus/outline for the assessment techniques that are being utilized both in the didactic and clinical education courses.

ASSIGNMENT OF STUDENTS TO CLINICAL EDUCATION SITES

Clinical education site assignments are made by the Clinical and Concentration Coordinators in consultation with the Program Director, sonography faculty and clinical instructors. Clinical education setting assignments are based upon the student's completed proficiencies, the proficiencies required for that semester, and the clinical affiliate's case mix. Clinical rotations may occur outside the immediate area. Students are responsible for their own transportation to and from the clinical site. Students should expect to rotate to various clinical sites during the program. Students must submit all required orientation forms (BLS certification, all health forms, immunizations, including Covid-19, HIPAA requirements, Criminal Background Check (CBC), Drug Screen, etc) before the start of their clinical rotations.

ATTENDANCE POLICY (NCC)

See the current college catalog or college student handbook for overall details.

ATTENDANCE POLICY (SONOGRAPHY PROGRAM)

DIDACTIC AND CLINICAL EDUCATION SETTINGS

Students are expected to attend all class sessions of courses in which they are enrolled and are responsible for all material presented in class sessions of those courses. Class participation is an important component of the assessment process. Without participation it is very difficult to determine if learning is taking place. Due to the nature of the Sonography Program courses and the presentation of material, each student is advised to attend each class session. The College Student Handbook guidelines will be followed regarding absences. Habitual lateness will be counted as an unexcused absence from class and will be subject to the withdrawal policy using the guidelines stated in the College student handbook.

If a student misses more than twice the number of weekly class meetings without a valid excuse (see student handbook), or they cannot meet the course objectives because of excessive absences they will be withdrawn from the class on the recommendation of the instructor and the approval of the Dean of Health Sciences with a grade of W.

Students recommended for withdrawal from the class will be notified and given one week to appeal to the Dean of Health Sciences. Students who wish to appeal an enforced withdrawal must obtain an appeal from the Office of the Dean of School of Health Professions and Science and then ask the instructor for reinstatement. The instructor will indicate their decision on the form, which the student returns to the Dean of Health Sciences. If the appeal is denied, the student may speak with the appropriate Dean of Students. Further discussion may take place with the faculty member, but the final decision on the enforced withdrawal rests with the faculty member.

EXCESSIVE ABSENCE WARNING FOR DIDACTIC AND/OR CLINICAL EDUCATION

An excessive absence warning will be sent to the student either via certified mail or handed to the student in person when that student has missed at least one-half (1/2) the allowable absences according to the College catalog.

MISSED EXAMINATIONS, PRACTICALS, ETC

A courtesy call is required for the day of absence otherwise whatever has been missed cannot be made up and a "0" grade will have been assigned. The instructor's syllabus will state their policy on makeup testing. When a student is late for an examination, they will have the same time constraints as those who started on time. In other words, plan and arrive early on examination days.

CALLING IN WHEN ABSENT FROM CLINICAL EDUCATION

*Students must notify the clinical instructor (or designee) by calling the clinical department and the clinical or concentration coordinator at least one-half hour prior to their scheduled starting time if they will be absent from the clinical site on any scheduled day. Failure to do so will result in unexcused absence. The student will be required to make up at time and one-half the amount of clinical hours missed. **Texting is not an acceptable method to communicate an absence.***

If the student is absent from didactic instruction or clinical education for more than two consecutive days, a physician's note must be presented to the NCC Health and Wellness Center before the student returns to clinical education either with or without restrictions. If the Health and Wellness Center is not open on the day that the student returns to classes or clinical education, the note can be emailed to healthcenter@northampton.edu and the student can then go to class or clinical education, provided they have been given permission by the physician to return. This is done to protect the welfare of the patient, hospital personnel, and classmates.

See the clinical syllabus for further details concerning grading.

LATENESS

Professional behavior dictates punctuality, particularly in a clinical setting where shift relief is required. If a student expects to be hired by any of the facilities in which they are training, they need to show that they are dependable and can be on time.

A maximum of two (2) late clock ins per semester/summer clinical course is allowed. For more than two late clock ins, the following deductions apply:

- 1st time – oral warning
- 2nd time – written warning given
- 3rd time – corrective action will be taken.
 - After the third lateness, each occurrence will result in a 5 % deduction off of the final grade.

MAKE-UP TIME WHEN LATE

Make-up time is required when a student is over 15 minutes late to clinical. The time required is rounded up to the next whole hour e.g., if someone is 20 minutes late, they need to make-up 1 hour.

PROCEDURE TO FOLLOW WHEN ABSENT OR LATE

If a student is absent or late on an assigned clinical practice day, the student must notify the Clinical Instructor, or designee, at least thirty (30) minutes before the assigned starting time. The Clinical or Concentration Coordinator must also be notified. The student must file a time exception and include comments. Greater than two latenesses will result in a 5% deduction from the final grade.

FAILURE TO NOTIFY THE CLINICAL INSTRUCTOR OR DESIGNEE WHEN LATE OR ABSENT

The following will apply if a student does not notify their Clinical Instructor or designee when late or absent:

- 1st occurrence – an oral warning will be given
- 2nd occurrence – a written warning will be issued

Note: Corrective action, such as withdrawal from the Sonography Program, may occur if the pattern continues.

BEREAVEMENT LEAVE (FOR BOTH DIDACTIC AND CLINICAL SETTINGS)

Bereavement leave is available, up to a maximum of three days, to the student when a death occurs in the student's immediate family (i.e., parent, spouse, siblings, children, grandparents, mother or father-in-law). The student must schedule make up days for the number of days missed in clinical education. A copy of the obituary may be requested.

ATTENDANCE RECORDS

The student clinical education attendance record in the "Trajecsys Report System" will be used to verify all clinical education attendance and hours. The student is responsible for clocking in and out through the "Trajecsys Report System" on the computer at the assigned clinical site to maintain the attendance record. The "Trajecsys Report System" clinical attendance log will be verified by the clinical coordinator. Falsification of attendance records is a serious offense and will be considered under the College's cheating and plagiarism policy. **The reason for all clinical education absences and/or lateness must be noted on the Trajecsys attendance record system.** After the third lateness, each occurrence will result in a 5 % deduction from the final grade.

CLINICAL MAKE-UP TIME POLICY

Clinical make-up time is intended to ensure that students meet required clinical hour requirements while maintaining appropriate supervision, patient volume, and educational value.

Banked Clinical Hours

Due to the unpredictable weather during the Spring semester, a **one-time total of up to 32 clinical hours** may be **banked from extra time completed during the official winter break period.**

- Banked clinical hours may ONLY be accrued during winter break and may not be accrued at any other time during the academic year.
- Banked hours are intended solely for use during the Spring semester rotation.
- Banked hours may only be used when NCC is closed due to inclement weather.
- Once banked hours are used, they may not be replenished.
- Unused banked hours will not be carried forward to future semesters.

Any **previously banked clinical hours must be used first** before a student may request or complete additional make-up clinical time. Students may not accumulate new make-up hours while banked hours remain available.

Permitted Hours

Make-up clinical time may only be completed Monday through Friday, generally between 6:30 a.m. and 6:00 p.m. Make-up time outside of these hours (evenings or weekends) is not permitted except in cases of a documented emergent need, such as illness or another serious, unforeseen emergency.

Approval Requirements

All make-up clinical time must be **approved in advance** by **both** of the following:

1. Clinical Instructor (CI) who must confirm that:

- Adequate patient volume is scheduled
- The clinical experience will be educationally valuable
- Appropriate supervision is available

2. Clinical Coordinator - Final approval is required before make-up time may occur.

Make-up time completed **without prior approval** will **not be counted** toward required clinical hours.

Clinical Site Restrictions

- Make-up clinical hours must be completed **only at the student's assigned clinical site** for the semester.
- Students are **not permitted** to complete make-up hours at alternate or non-assigned clinical sites under any circumstances.

Student Responsibility

It is the student's responsibility to:

- Track and appropriately use banked clinical hours
- Initiate requests for make-up time in advance
- Obtain all required approvals prior to attendance
- Ensure full compliance with this policy

Failure to adhere to this policy may result in denial of make-up hours, delayed completion of clinical requirements, and/or delayed program progression.

MISSING IN ACTION — STUDENT CANNOT BE LOCATED DURING CLINICAL PRACTICE

The following are consequences:

- Four (4) hours of make-up time necessary
- Continued abuse would mean suspension or withdrawal from the program

LEAVING CLINICAL PRACTICE WITHOUT PERMISSION

Either ½ or a full make-up day will be required depending on the time leaving the clinical site. A verbal warning will be given for failure to notify the Clinical Instructor, or designated staff, of the absence. Continued abuse would mean suspension or withdrawal from the program.

BASIC LIFE SUPPORT FOR HEALTHCARE PROFESSIONALS (BLS)

A program requirement and a part of the affiliation agreement with the clinical education setting is that each student will maintain BLS certification during their training. A copy of the student's certification (Health Care Provider Course) will be placed in their student program file. Students must complete this requirement prior to the start of clinical education. Failure to comply may result in suspension from the clinical education setting until documentation is received.

CAMPUS MEDICAL, FIRE, AND POLICE EMERGENCIES

Dial (2 to get an outside line) 911. Then contact Public Safety by dialing 0 on red phones, 5588 on a regular campus phone, or 610-861-5588 off campus. Oxygen and AED devices on campus are available through Public Safety. See the printed posters displayed on campus for more details.

CAMPUS DEPARTMENT OF PUBLIC SAFETY

Northampton Community College works to ensure a safe environment for students, staff, faculty and visitors. Safety at NCC is a shared responsibility that every member of the college community needs to take seriously. We believe that the key to preventing crime is awareness, which is best achieved through education and communication. Faculty, staff, students and Public Safety work together to promote a safe environment to learn in. Bethlehem Campus has public safety personnel available 24 hours a day. A person may report any criminal action or any other emergency at any time by calling 610-861-5588 or by using call boxes located throughout the campus. Their office is located next to the Residence Hall off of Green Pond Road.

CHEATING AND PLAGIARISM

See the course syllabus for details.

CLINICAL EDUCATION (GRADING)

See the course syllabus for details.

CLINICAL EDUCATION HEALTH CLEARANCE REQUIREMENTS

Students are required to meet all clinical education health requirements prior to the start of the program and maintain compliance annually. These requirements are provided as a checklist and include, but are not limited to, an annual TB test, Hepatitis B vaccination, annual drug screening, annual physical examination, annual influenza vaccination, and any additional required immunizations. All documentation must be submitted and maintained through the online health management system, MyRecordTracker. Failure to maintain current health requirements may impact a student's ability to participate in clinical education.

CLINICAL SITES – the list below is updated regularly. Contact the Clinical and Concentration Coordinators for the newest version.

17 th Street	610-969-2960
Carbon	484- 224-9999
Cedar Crest	610-969-2960
Breast Health Services	610-402-2791
Hazleton	570- 501-4000
Hecktown Oaks	610- 333-8888
MFM - Madison Farms	484-591-7630
MFM – Hamilton Blvd.	484-664-7555
Muhlenberg	484-884-2210
Pocono	570-476-3430
Tower Place	888-402- 5846
Vascular Surgery	570-426-2960

St. Luke’s Hospital Network

Allentown	610-628-8708
Anderson	484-503-1355
Anderson Heart & Vascular Center	484-503-8281
Bath	866-785-8537
Bethlehem	610-954-4878
Carbon	484-464-4900
Cardiology Assoc. (Heart/Vasc)	800-801-7745
Easton	484-822-0002
Grand View	215-453-4000
MFM	484-526-3900
Miners	570-645-8143
Monroe	272- 212-1000
North	610-954-3234
Orwigsburg	272-639-1104
Regional Breast Center	484-526-2309
Sacred Heart	610-776-4668
Upper Bucks	267-985-1095
Vascular	610-704-2821
Warren	908-847-6332
West	484-426-2524
Wind Gap	484-526-7876

CODE OF CONDUCT (STUDENT)

See the current college catalog or college student handbook for overall details.

CODE OF ETHICS

Preamble:

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability and thereby helping to ensure the integrity of professionals involved in all aspects of diagnostic medical ultrasound.

Objectives:

- To create an environment where professional and ethical issues are discussed

- To help the individual practitioner identify ethical issues
- To provide guidelines for individual practitioners regarding ethical behavior

Principles:

Principle I: To promote patient well-being, professionals shall:

- Provide information about the procedure and the reason it is being done. Respond to patient's concerns and questions.
- Respect the patients' self-determination and the right to refuse the procedure.
- Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
- Promote the privacy, dignity and comfort of the patient and his/her family.
- Protect the confidentiality of acquired patient information.
- Strive to ensure patient safety.

Principle II: To promote the highest level of competent practice, professionals shall:

- Obtain the appropriate education and skills to ensure competence.
- Practice according to published and recognized standards.
- Work to achieve and maintain appropriate credentials.
- Acknowledge personal limits and not practice beyond their capability and skills.
- Perform only those procedures that are medically indicated, restricting practice to validated and appropriate tests. For research studies, follow established research protocol, obtaining (and documenting) informed patient consent as needed.
- Ensure the completeness of examinations and the timely communication of important information.
- Strive for excellence and continued competence through continuing education.
- Perform ongoing quality assurance.
- NOT** compromise patient care by the use of substances that may alter judgment or skill.

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

- Be truthful and promote honesty in interactions with patients, colleagues and the public.
- Accurately represent their level of competence, education and certification.
- Avoid situations which may constitute a conflict of interest.
- Maintain appropriate personal boundaries with patients including avoidance of inappropriate conduct, be it verbal or nonverbal.
- Promote cooperative relationships within the profession and with other members of the health care community.
- Avoid situations which exploit others for financial gain or misrepresent information to obtain reimbursement.
- Promote equitable access to care.

COMMUNICABLE DISEASES

NCC policy on communicable diseases

The College recognizes the right to fair and equal employment and educational opportunities on the part of all individuals who have been exposed to or are carriers of communicable diseases.

Employees, students, and users of College services who have a communicable disease may continue their involvement in the College activities providing they have the ability to meet the customary standards required either at work or in school without hazard to themselves or others.

Employees, students, and users of College services who have been excluded or have excluded themselves from activities as a result of showing symptoms of a contagious disease shall not be readmitted until the condition for which he/she was excluded is not communicable and until he/she presents a certificate of recovery or non-infectious from the physician. Forms are available by contacting the College Health Center at healthcenter@northampton.edu.

NCC procedures for communicable diseases

Tuberculosis:

If any employee/student contracts active tuberculosis (not infectious tuberculosis), he/she shall be removed from their job/classroom/dorm setting until medical documentation and laboratory results have been received at the College Health Center to confirm diagnosis and mode of treatment. Signed documentation from a licensed physician must state that he/she is not in an infectious state. These forms are available at the College Health Center. Thereafter, a progressive note must be submitted annually by the treating physician and/or a tuberculosis screening questionnaire done at the Health Center.

Blood borne pathogens

If any employee/student has an exposure incident, (exposure incident as defined by OSHA is defined as a specific eye, mouth, other mucous membrane non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of a duty) the following procedure should be observed.

The individual should immediately inform their instructor or immediate supervisor, wash the exposed area with water thoroughly and report to the College Health Center. The person witnessing the incident should complete an exposure form. The staff/student will be counseled at the Health Center and directed to the nearest medical facility or physician. If appropriate, he/she will undergo base line testing for HBV and HIV. All confidential documentation will be held at the College Center. The staff/student is to be followed by the Health Center for re-evaluation and assessment while being treated.

For off campus and contract site, staff/student should inform their supervisor/instructor of the exposure. Hospital protocol should be followed. Copies of exposure report will be kept in their Health Center file.

Meningococcal vaccination

Students living in campus housing must receive the meningococcal vaccination unless religious beliefs prohibit the student from obtaining the vaccine, in which case a waiver will need to be signed.

Required Immunizations – All Health Sciences students participating in clinical education are required to obtain immunizations as stated in the affiliation agreements with the clinical sites/hospital networks. Students are required to be immunized, and/or document immunity against varicella (chickenpox), hepatitis B, tetanus, diphtheria, pertussis (whooping cough), influenza (flu), measles, mumps, rubella. Covid-19 is not required but strongly recommended.

COMPETENCIES

See course syllabus for details or use the student login at www.trajecsys.com.

CONFIDENTIALITY (EDUCATIONAL RECORDS) FERPA

As outlined in the Family Education Rights and Privacy Act of 1974, a student has the right to have their educational records remain confidential.

No one outside institution will have access to or will the institution disclose any information from a student's educational record without the written consent of the student, except to personnel within the institution, to persons or organizations providing the student financial aid, to accrediting agencies carrying out their accreditation functions, to persons involved with institutional research, or to persons in an emergency in order to protect the health or safety of the student or other person. All these exceptions are permitted under the act.

[Follow this link](#) for more details regarding students' rights and FERPA.

CONFIDENTIALITY OF PATIENT INFORMATION

Any information regarding the diagnosis, treatment, prognosis and/or personal life of any patient is to be regarded as confidential information by the student and not to be discussed with the patient, public, and their "family/significant other." Failure to comply will result in disciplinary action.

Requests for confidential information relative to the clinical education center and/or patient should be referred to the supervising sonographer, clinical instructor, radiologist, or attending physician.

CONTINUING EDUCATION DURING STUDENT STATUS

The clinical education setting shall allow program students and college staff to observe and/or participate in selected conferences and educational programs held for the staff's continuing education purposes. Students are encouraged to join the national and local professional societies. The Society of Diagnostic Medical Sonography (SDMS) offers reduced rates and scholarships for student members while providing the benefits of membership. Additional information regarding the SDMS membership is available through the Program Director. The SDMS can be accessed through the internet at www.sdms.org.

CRIMINAL BACKGROUND CHECK

Acceptance into the program is conditional upon receipt of criminal background clearances and approval by the Health Sciences Review Committee and clinical facilities if applicable. All original clearances which include the FBI criminal history report, PA Child Abuse and the PA Criminal Background Check must be provided to the Program Director prior to student's participation in any clinical educational experiences. Please submit original verification letter issued from the Department of Public Welfare to the DMS Director. Any candidate with a positive clearance will need to upload a detailed explanation letter of the charges as outlined on the Acceptance Checklist.

Students may not be actively in prison, on work release, or on probation or parole, and will not be allowed to participate in the program, regardless of the criminal offense and whether it is on the Prohibitive Offenses” according to PA Act 14 until the sentence and legal obligations have been satisfied. Upon satisfaction, students must include with their background clearances a letter stating why the offense happened and why the offense will not be committed again. NCC issues letters of acceptance or denial when a state background check contains a criminal record. If a student’s record is expunged and now displays compliance with ACT 14, the student may reapply for enrollment into the Diagnostic Medical Sonography Program.

CRIMINAL OFFENSE

If a student commits a summary, misdemeanor or felony offense during the program, they will need to notify the Program Director immediately. Students sentenced to serve probation time for a criminal offense are not permitted to participate in clinical education instruction and will be dismissed from the program. Incarcerated students are not permitted to attend clinical education on a work-release program and will be dismissed from the program.

COUNSELING

A staff of professional counselors is available to help students with educational and personal counseling. Six free sessions are available to students each year. The office is located in College Center CC 341. Call (610) 332-6178 for more information. An online form is also available to fill out to request an appointment. [Follow this link for additional information about NCC's Counselling Services](#)

DISCIPLINARY ACTIONS

See the current college catalog or college student handbook for overall details.

DISCIPLINARY PROCEDURES

See the current college catalog or college student handbook for overall details.

DRESS CODE/PERSONAL HYGIENE

In uniform and while adhering to the “Clinical Education Dress Code,” the student represents not only themselves but also the Sonography Program, the Clinical Education Facility, and the College.

Sonography Program students are required to report to all lab classes and clinical education courses in the appropriate NCC Sonography uniform (including footwear) as directed by Program Director.

Clinical Education Dress Code

The "Clinical Education Dress Code" includes identification badges, uniform, and miscellaneous personal hygiene attributing to overall appearance.

Non-Compliance: Clinical Education Dress Code

Failure to comply with the “Clinical Education Dress Code” will result in the following reported by the Clinical Education Coordinator:

1st and subsequent occurrences

- **Verbal Warning: Written Action Plan**
 - One (1) day forfeiture of absence requiring clinical make-up at 1 ½ time.
 - 5% will be deducted from current clinical course grade for each incident

Identification Badges

The Identification badge is part of the student’s uniform. Some clinical sites provide an ID while others require the students to wear their NCC student ID. The badge must be worn at all times at the clinical site. *Failure to comply falls under the category of failure to comply with “Clinical Education Dress Code”.*

Uniform

The following are the requirements for uniform regardless of site. *Failure to comply to the following falls under the category “Clinical Education Dress Code”.*

Black Scrubs

All students are to wear black scrubs with identifying logo embroidery on the left chest which includes the college logo, “Northampton Community College” and “DMS Program”

- Students are allowed to purchase any style or brand.
- NO stretch pants or leggings
- Black clinical/scrub jackets may be worn, but must have the DMS embroidery on the left chest.

Clinical shoes/sneakers

- Must be non-porous, clean and remain clean.
- Color should be neutral
- NO sandals or open toed shoes

Jewelry, Piercings, and Tattoos

- A limit of two (2) smooth rings are allowed.
- One watch/Fitbit is acceptable – ***Smart Watches not allowed***
- Plugs (gauges) must be solid and match skin color if worn.
- Tongue piercings must be tongue colored if worn.
- Tattoos must be covered.
- NO necklaces or bracelets
 - ✓ Jewelry may harbor bacteria, tear gloves, or pose a scratch risk to patients.
- NO hoops or dangling earrings
 - ✓ Patients may grab and pull.
- NO exposed piercings (e.g., eyebrow, lip, nose rings)
 - ✓ Low profile nose studs may be permissible - check with your Clinical Instructor
 - ✓ Presents as a risk of infection if grabbed by a patient.



Personal Hygiene

The following is a list of items that must be adhered to provide a safe and welcoming environment between the student, patient, and personnel. *Failure to comply to the following falls under the category of failure to comply with the "Clinical Education Dress Code"*

Hair

- Hair must be of a naturally occurring color, worn in good taste, out of the face, and tied back to prevent it from contacting the patient.
- Facial hair must not impede a secure fit of the face mask used for patients on airborne precautions.

Nails

- Colored fingernail polish is allowed, clear polish is preferred for the clinical education setting.
- Fingernail length should not exceed 1/4" due to hygienic and patient safety considerations. NO artificial finger nails.

Scents and Odor

- Deodorant should be worn.
- Use breath freshener after eating onions, garlic etc.
 - ✓ No chewing gum.
- No eating/drinking around patients
- NO perfume, cologne, after shave or scented lotions
 - ✓ These scents can be offensive and cause allergic reactions to patients and personnel.
- NO odor of smoke is permitted.
 - ✓ All clinical sites are smoke free campuses.

DRUG AND ALCOHOL POLICIES

According to the Sonography Program affiliation agreement with the health care facility, the College acknowledges the Health Agency's commitment to a drug free environment and understands that students will be placed in patient care areas. Therefore, the College agrees that in the event the College shall have knowledge of any drug or alcohol abuse on the part of such students, the College will immediately report such information to the Health Agency and withdraw the student from the affiliation, such disclosure subject to the provisions of federal and state laws pursuant to the confidentiality of drug and alcohol related information.

Also, according to the Sonography Program affiliation agreement with the health care facility, the College agrees to remove a student from the site at the request of the Health Agency provided such removal is mutually deemed in the best interest of the Health Agency and the College. This may mean barring of a student from the health care facility premises in order to ensure the safety and welfare of its patients and to maintain the operation of its facilities free from disruption.

As a rule, employees are tested immediately. As a student, no one would discourage voluntary testing to help prove innocence. The testing is at the expense of the student and subject to availability at that clinical education setting.

The first step in action is the withdrawal of the student from the clinical education site. The second step is for the student to meet as soon as possible with the NCC drug and alcohol

counselor for an evaluation and possible testing. After consultation with the NCC drug and alcohol counselor, the counselor will determine what steps should be taken from that point.

Additional NCC Drug and Alcohol Policy information is found on the [Drug and Alcohol Policies](#) webpage. Information regarding the Drug-Free Schools and Campuses Act Annual Drug and Alcohol Notifications can be found in [Appendix A](#).

DRUG SCREEN REQUIREMENT

Preventing and/or detecting substance abuse is critical during the clinical portion of Health Sciences programs as a means of ensuring the safe and effective provision of patient care during clinical education. Below is the Drug Screening Prior to Clinical Component and Consent to Release of Test Results to College Officials Police:

- A. Prior to entering the clinical component of the program and when required by any affiliating clinical agency, the sonography student may be tested in accordance with this policy and/or the agency's policies.
- B. Prior to entering the clinical component of the program, the student will sign a consent: 1) to submit to any drug testing required by this policy and the affiliating clinical agency; and 2) to release a copy of all drug test results to the Program Director and or/Health Center Nurse. Failure to sign such consent will result in non-placement into the clinical component of the program and/or the clinical experiences at an affiliating clinical agency.
- C. Health Sciences students will be required to submit to drug screening within 30 days of starting their clinical course. Students will be expected to provide their own transportation to the collection/laboratory site.
- D. A positive drug screen will result in disciplinary action, up to and including dismissal from the program.
- E. A student's failure to submit to a required drug test, or attempt to tamper with, contaminate, or switch a sample will result in disciplinary action, up to and including dismissal from the program.

Confidentiality

All drug testing results will be treated by St. Luke' Occupational Medicine and Northampton Community College as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, or the information is needed by appropriate School officials to perform their job functions, or the student has consented in writing to the release of the information. The college shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic purposes.

Drug Screening Results

- F. Students with negative test results will be cleared for participation in the clinical component of their program.
- G. Students with positive test results will be immediately suspended from clinical education and counseled accordingly.

EMPLOYER SURVEY

To assess and continually improve the Sonography Program effectiveness, as a graduate sonographer, employers will be contacted and asked to complete a questionnaire concerning both the professional and technical skills of their employee.

EMPLOYMENT AT THE CLINICAL EDUCATION SETTING AS A STUDENT

Students may be employed at the clinical education setting while they are in the Sonography Program, but only when they are not functioning in the "student capacity." In other words, these are two separate and distinct roles, and under no circumstances are the students to use that time to complete clinical education requirements. To complete clinical education requirements while functioning as an employee will be acknowledged as a form of cheating and will be handled under the cheating and plagiarism policy with the student being subject to disciplinary action.

ESSENTIAL FUNCTIONS" (TECHNICAL STANDARDS) OF A SONOGRAPHER

The following is a list of the everyday functions that a sonographer needs to be able to perform at the hospitals or outpatient facilities.

1. **Observational skills:**

Examples:

- Assess the patient's needs.
- Able to discern the information that is needed for the procedure at hand.
- Recognize the need for prompt medical attention in a variety of settings and locations.
- Discern the details, density, and contrast of a sonographic image in order to determine if it is optimal for the radiologist's interpretation.
- Distinguish among the chromatic colors.
- Be able to use peripheral vision.
- Judge the distance of objects and the spatial relationship of objects at different distances.
- Detect changes in equipment operation (i.e., overheating, incorrect meter readings).
- Secure the correct biopsy supplies and/or medication.

2. **Communication skills:**

Examples:

- Communicate with other health care providers.
- Perceive the patient's oral communication with the ear.
- Be able to hear sounds of a high pitch (e.g., patient's monitoring equipment).
- Be able to hear sounds of a low pitch (e.g., patient's breathing patterns).
- Perceive the patient's nonverbal communication.
- Secure information (i.e., questioning of the patient).
- Communicate promptly and effectively in English both verbally and in writing.
- Communicate with the patient and the public on a level that they can comprehend.
- Communicate effectively, using medical terminology, with the physician and other health personnel.
- Respond to directives from others related to patient care and emergency situations.
- Display compassion, empathy, integrity, concern for others, interest, and motivation.
- Obtain pertinent information from the patient's chart.
- Obtain information that is requested by the physician in order to make a diagnosis.
- Document in writing, through knowledge of the medical terms, good grammar, and spelling, information needed on the patient's requisition for an optimum diagnosis by the radiologist.

- Document the vital sign findings for the use of other health care personnel.
- Interact with others in a respectful, professional manner especially in stressful situations.

3. **Motor skills:**

Examples:

- Tolerate physically taxing workloads.
- Safely lift from a lower to a higher position a minimum of 50 pounds and occasionally as much as 75 pounds.
- Be able to carry an object weighing as much as 25 pounds in order to transport it from one place to another.
- Be able to draw, drag, haul, or tug an object(s) weighing more than 100 pounds or the patient's weight.
- Be able to push an object(s) with steady force in order to thrust forward, downward, or outward weighing more than 100 pounds or the patient's weight.
- Be able to stoop/bend, squat, crouch, kneel, crawl, climb, and reach above shoulder level.
- Sufficient gross and fine motor coordination to respond promptly, manipulate equipment, and ensure patient safety.
- Perceive the attributes of an object(s) such as size, shape, temperature, or texture by touching with the skin, particularly that of the fingertips.
- Elicit information from a patient by diagnostic maneuvers (i.e., palpation).
- Safely manipulate and use controls in non-standard locations and positions (i.e. while performing a portable ultrasound in the patient's room that contains multiple monitors, tubing, and ventilation equipment).
- Be able to use the fingers/hands in repetitive actions such as picking, pinching, writing, firm grasping, and twisting/turning.
- Skillfully use precision instruments.
- Maintain an upright, erect position with the entire body supported by the feet for as long as 7 hours during the workday.
- Safely perform procedures.
- Utilize the equipment needed to obtain temperature, pulse, respiration, and blood pressure.
- Enter data into the computer.

4. **Cognitive functions:**

Examples:

- Ability to adapt to a crisis, flexible schedules, and/or change in environment.
- Function effectively under stressful conditions.
- Concentrate on the task at hand.
- Visually concentrate and/or focus thoughts or efforts for long periods of time.
- Exercise independent judgment and discretion in the safe technical performance of medical imaging procedures.

INABILITY TO COMPLY WITH ESSENTIAL FUNCTIONS

The inability to perform the routine skills required of the profession, at a competent level, will require withdrawal from the program to protect the patient population.

FACULTY EVALUATIONS

Faculty evaluations are administered towards the end of each semester in both the didactic and clinical education settings. This is the student's opportunity to suggest a change in the way that an

instructor implements a course. The student is able to recommend ideas and assessment strategies that will help to facilitate their learning. Evaluations for the clinical must be completed through the Trajecsys system at the end of each semester.

FINAL EXAMINATIONS

Students should expect that they will be given some kind of final examination during finals week at the end of the semester. These exams may take many forms, including term projects or written exams, but they will integrate the semester's course material. The exams will reinforce concepts/material that will prepare the student to take the Registry examination. *Note: The final exam for DMSG 155, Acoustic Physics II & Instrumentation will be the American Registry of Diagnostic Medical Sonography (ARDMS) Sonography Principles & Instrumentation (SPI) Examination.*

FINANCIAL AID

See the current college catalog or college student handbook for overall details.

FINANCIAL RIGHTS AND RESPONSIBILITIES (STUDENT)

See the current college catalog or college student handbook for overall details.

GRADING FOR CLINICAL EDUCATION

See course syllabus for details.

GRADING SYSTEM (NCC)

The plus/minus grading system is utilized in the Sonography Program. See the NCC catalog for details. The Sonography Program grading scale is different than NCC's grading system. See below:

A = 95 -100 = 4.0

A- = 92-94 = 3.7

B+ = 89-91 = 3.3

B = 86-88 = 3.0

B- = 83-85 = 2.7

C+ = 80-82 = 2.3

C = 78-79 = 2.0

F = 77 and below = 0

GRADUATE SURVEY

To assess and continually improve the Sonography Program's effectiveness, each graduate will receive a questionnaire asking them to ascertain how well prepared they were for the workplace. All responses are valued, and program improvement can only be attained through continual evaluation. The validity of the responses is highly dependent on everyone's cooperation—the higher the number of responses the more the weight that can be placed on any one particular response.

HARASSMENT AND DISCRIMINATION POLICY AND PROCEDURE

See the current college catalog or college student handbook for overall details.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) CONFIDENTIALITY OF PATIENT INFORMATION

The student is required to abide by the policies of their clinical site concerning confidentiality issues and “anything” regarding HIPAA. Failure to abide by the policies will result in disciplinary action.

Any information regarding the diagnosis, treatment, prognosis and/or personal life of any patient is to be regarded as confidential information by the student and not to be discussed with the patient, public, and their “family/significant other”. Failure to comply will result in disciplinary action.

Requests for confidential information relative to the clinical education center and/or patient should be referred to the supervising radiographer, clinical instructor, radiologist, or attending physician.

HEALTH AND WELLNESS CENTER/POLICY FOR REQUIRED STUDENT MEDICAL EXAMINATIONS

The Health and Wellness Center, located in College Center 120, provides free services, such as first aid, emergency and crisis interventions, counseling for health-related problems, and referrals to appropriate physicians, hospitals, and agencies in the community.

All students must complete a student health and emergency information record when they enter College. The information is confidential and will be used solely as an aid in case an emergency occurs, or if special assistance is necessary. Since this information is confidential, the program will not be informed of a student’s medical condition. If it is something that should be known in order to assist and/or save someone’s life, please inform the Program Director and appropriate faculty and staff. The information will be kept in confidence.

Failure to comply with the health requirements by the published deadline may result in:

1. being withdrawn from the program with someone from the wait list filling the student’s vacancy.
2. withdrawal of housing privileges.
3. a "hold" placed on the student's status at NCC.

Failure to meet the health requirements is a violation of the affiliation agreement with the clinical affiliate and therefore jeopardizes the program's relationship with that site.

Affiliation agreement statement with the hospital (OSHA standards)

In order to comply with the OSHA standards for invasive injury precautions, the College shall:

1. supply the Health Agency with proof of hepatitis B vaccination or written refusal for students prior to their clinical experience.
2. complete an incident report for an invasive injury involving a student and forward a copy of the incident report to the respective Department Head of the Health Agency.
3. ensure follow-up for an invasive injury or exposure to a communicable disease involving a student.
4. ensure that students adhere to the Health Agency's policies regarding personal protective equipment and universal precautions.

OSHA standards at the clinical site

Each student is required to know and follow the OSHA standards.

Accidental exposure to highly infectious materials

In the event of accidental exposure to highly infectious materials, existing Health Agency protocol designed to protect Health Agency personnel shall be utilized to equally protect the College students. It shall be the responsibility of the College student to promptly report any suspected or actual exposure to a representative of the Health Agency and to the College faculty or staff person in charge.

Accidents occurring at the clinical education setting

All student related accidents that occur during clinical education and result in patient injury, personal injury, personnel injury, or equipment damage, must be immediately reported to the clinical instructor and program coordinator. If an incident report is filed, a copy of the incident report must be forwarded to the program coordinator for inclusion in the student's file.

Emergency medical care at the clinical education setting

The Health Agency (hospital network where student is enrolled for clinical education) shall provide emergency medical care for injury or illness of students, at the student's own expense, in the Health Agency until provisions can be made for continued care.

HOLIDAYS

Clinical education will **not** be scheduled on the following holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth and July 4th. Students who observe additional religious holidays may request time for observation from the Program Director.

HOUSING (ON-CAMPUS)

See the current college catalog or college student handbook for overall details.

INCLEMENT WEATHER DAYS

Cancellation of Classes and/or Clinical Practice due to Inclement Weather

Decision for day classes

By 6:00 a.m. by NCC President

Decision for evening classes

By 3:00 p.m. by NCC President

Method of Communication

- NCC Alert system [Click here to sign up for NCC's Emergency Notification System](#)
 - Select notification preferences when signing up (text, phone etc.)
 - Select all College campuses
- Web site (www.northampton.edu)
- Weather closing information line (24 hours a day) as follows:
 - Lehigh Valley and surrounding areas 610-861-4595 (Main Campus)
 - Monroe County residents 570-369-1800 extension 8 (Pocono Campus)

Note: Cancellation of day classes does not imply cancellation of evening classes.

Cancellation of classes (Pocono and Bethlehem)

If either the Pocono or Bethlehem College campus is closed due to inclement weather, all students are excused from clinical education for that day. This policy applies **only to weather-related closures** and does not apply to localized site or campus events (e.g., a closure due to a water main break).

In the event of an absence, the student is expected to notify both the assigned clinical education site and the Clinical or Concentration Coordinator by phone and explain the reason for the absence.

Students may use their judgment to attend clinical education if they believe road conditions are safe for travel. However, if a student chooses to attend clinical on a day when NCC is closed due to inclement weather, the student **must first contact the Clinical Instructor (CI)** to confirm that the clinical schedule can accommodate their attendance. Attendance may not be possible if clinical staffing or patient volume is reduced due to weather conditions.

Delayed start of classes (Pocono and Bethlehem)

If the College delays the start of classes, all students are to start at that designated time. All lost time must be made up by the end of the semester.

Example: Delayed start at 10:00 a.m. – normal schedule will be maintained after that starting time for both didactic and clinical education – in other words no 8:00 or 9:00 a.m. classes that day. Clinical rotations would start at 10:00. This is effectively a two (2) hour delay.

A telephone call is expected to the clinical education site explaining the reason for the absence. Students may use their judgment to choose to attend their clinical education at their regularly scheduled start time if they feel the roads are safe for travel.

Early closing (Pocono and Bethlehem)

If the College releases students early at either campus, all students are to go home at that designated time. Make-up time follows the same policy as cancellation of classes. Students may use their judgment to choose to remain at their clinical education site if they feel the roads are safe for travel.

LOCALIZED INCLEMENT WEATHER SITUATIONS

If the student experiences dangerous local weather conditions which prevents them from safely getting to their clinical site (and the College has not suspended classes):

- Notify the Clinical Instructor, or designee, per clinical site protocol and their Clinical or Concentration Coordinator.
- Make-up time is required.

Exception: It is permissible to stay at the clinical site if it is safer to wait for conditions to improve before traveling. Example, if a student left for, or arrived at, clinical before a closure was announced it is up to the student's best judgement to remain or go home. Time spent at clinical during a delay/closure counts as clinical time and is credited toward their total clinical time requirements.

INCOMPLETE POLICY

See the current college catalog or college student handbook for overall details. An incomplete grade of "I" is given only when a student has obtained the permission of the instructor to

postpone completion of specific course work for a valid reason (illness, death in the student's immediate family, etc.).

The deadline for completing the course requirements is no more than five months—or sooner as designated by the instructor—after grades were due in the semester in which the “I” grade was issued. If the “I” grade is not changed within that period through the completion of applicable course work, it will be changed to an appropriate grade. The instructor may designate that the “I” become a specified letter grade. The grade may not be a W.

Students who do not complete the clinical hours required for each semester will receive an Incomplete (“I”) for the course and will have 10 points deducted from their overall course grade. The hours must be completed before progressing to the next clinical course. The length of time to complete those hours will be determined by the student's Clinical Coordinator. If the clinical hours are not completed in the required time, grade will be changed to an “F”.

INSURANCE (PERSONAL HEALTH AND LIABILITY)

Documentation of or purchase of health insurance is a registration requirement for each semester/session and is part of the affiliation agreement between NCC and the Health Agency. The health insurance must be purchased privately. Documentation of coverage must be uploaded for review by the Health Center when starting the program and whenever there is a policy change, or an updated insurance card is received. The College is required to present evidence of such compliance to the clinical affiliates.

The College shall maintain through, purchase by the student, a minimum of \$1,000,000/\$1,000,000 comprehensive general liability insurance (under which the Health Agency shall be included as an Additional Insured) and a minimum of \$200,000/\$600,000 professional liability insurance on the student participating at the Health Agency.

NOT having personal health insurance and liability insurance is a violation of the affiliation agreement. Failure to comply will result in suspension from the clinical practice setting until the documentation is received. The missed time will need to be made up.

LAB VOLUNTEER OPTION

All students have the option to choose either to participate or not to participate as volunteers for any of the scan labs conducted on the NCC campus while they are students in the DMS program. Choosing to volunteer or declining to volunteer for scan labs will not affect student grades or result in any differential treatment compared to their classmates. See [Appendix B](#) at the end of this document.

LAMBDA NU

The Pennsylvania Delta Chapter of Lambda Nu National Honor Society for the Radiologic and Imaging Sciences was established to foster academic scholarship at the highest academic levels. To qualify for membership in the society the following standards must be met: Enrollment in a radiologic or imaging sciences program as a full-time student for at least one term. Professional Course GPA 3.5 or higher on 4.0 scale after one full-time semester. Summer clinical education is not a stand-alone semester for the professional program. Dues for students are a one-time fee of \$75.

LEAVE OF ABSENCE FROM CLINICAL EDUCATION

In most instances, when the student must take an extended leave of absence from clinical education, they will be required to withdrawal from the program, and make a reapplication to the program on a space available basis. Each case will be evaluated depending on the circumstances.

LIBRARY EQUIPMENT AVAILABLE

The library on the fourth floor of the College Center has both print and non-print materials including books, magazines, newspapers, audio/visual materials, hardware and software, and microfilm. Lounge areas, individual study carrels, and computers are available as well as audio/visual equipment. Some of the program specific audio/visual materials are located in the Program Director's office in Commonwealth Hall.

MEALS/BREAKS

The College's staff and students shall have access to the dining facilities at the clinical education setting. College staff and students shall be individually responsible for the cost of meals. The clinical instructor, in accordance with the clinical education setting policy, shall schedule meals and breaks.

MEDICAL MARIJUANA POLICY FOR STUDENTS IN HEALTH CAREERS

In order to be transparent regarding the entire drug screening process and the use of Medical Marijuana, Northampton Community College recognizes our responsibility to fully inform students of NCC's policy at the time of acceptance. Please read the following policy carefully and acknowledge their understanding by signing and uploading this form to myRecordTracker.

The Pennsylvania Department of Health is currently implementing the Pennsylvania Medical Marijuana Program, a component of the Medical Marijuana Act (MMA) that was signed as law on April 17, 2016. This program provides access to medical marijuana for patients with serious medical conditions as defined by the Pennsylvania Department of Health.

Currently, the Federal government regulates drugs through the Controlled Substances Act, which does not recognize the difference between medical and recreational use of marijuana. Under Federal law, marijuana is a Schedule 1 controlled substance, meaning that it is considered to have no medical value. Medical practitioners may not prescribe marijuana for medical use under Federal law.

Students entering any Health Science Careers Program are required to have urine drug screenings upon admission to the clinical phase of the program and on a yearly basis while participating in clinical experiences. As per current policy, if the results are positive, the student will be dismissed from the program immediately and referred for appropriate counseling. Students using medical Marijuana will not be eligible for clinical, internship or externship placement in any NCC health science career program, due to the current discrepancy between State and Federal law regarding Drug Free Work Place Act and the MMA. Businesses who are not in compliance with Federal law are at risk for criminal or civil charges; and additionally, may find issue with eligibility for Federal contracts and grants. Additionally, Pennsylvania's Medical Marijuana statute specifically provides that an employer does not have to accommodate an individual in a safety sensitive position if that person is

under the influence of medical marijuana. Most positions involving direct patient care will be considered safety sensitive positions.

Students should also understand that under current Pennsylvania State Board law, many health career licensing boards require drug screening at the time of application for licensure. Similarly, most health care employers will perform routine drug screening as a condition for employment, as these positions involve direct patient care, and are considered safety sensitive positions.

Due to current laws, NCC does not provide admission to the clinical phase in any of our Health Science Career Programs. Students who have been admitted and are later to be found positive for medical marijuana will be dismissed from the Program.

MISTREATMENT AT THE CLINICAL EDUCATION SITE

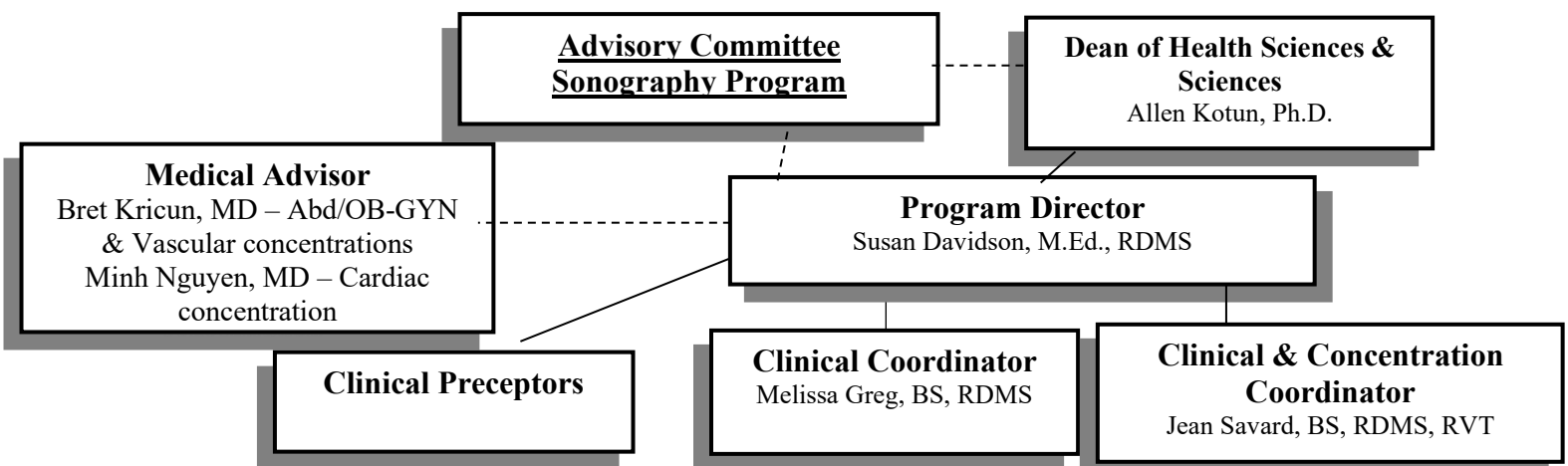
If there is an issue of student mistreatment by a staff person at the clinical site, the student should complete an incident report form and submit it to the Program Director or Clinical Education Coordinator for follow-up. The “Incident Report” form is included with the other program documents on Trajecsys.

At the completion of fact finding by the Program, the Imaging Administrator will be approached if the issue cannot be resolved and warrants that level of intervention or disciplinary action.

OFF-HOURS USE OF LAB FACILITIES

The scan lab is accessible to students outside regularly scheduled class times. Students requiring access to the scan lab (PENN 132/133/135/136) facilities during non-scheduled sonography hours need to make sure that a class is not using the lab. Each semester a schedule is available for lab practice. Weekday hours, when not in use, are from 8 AM – 10 PM. Weekend hours are from 9 AM – 10 PM on Saturday and Sunday. When the student arrives on campus, they need to call Public Safety at 610-861-5588 to gain access. Only volunteers who have signed a release form and who have volunteered for one of our formal scan labs (Abdominal I, II or Ob/Gyn I, II) may be scanned in the lab on off-hours. **Scans of a sensitive nature, including the following scans are NOT permitted in the lab setting at any time – endovaginal ultrasound, breast, and/or scrotal ultrasounds.**

ORGANIZATIONAL CHART



Lehigh Valley Health Network
Sean Collins MBA, RT(R,VI)
Administrator Imaging Operations

Lehigh Valley Hospital – 17th St
Jordehn Lenker RDMS, RVT

Lehigh Valley Health Network – Bath & Fogelsville
Monica Peterson, RDMS, RVT

Lehigh Valley Health Network – East Stroudsburg
Danielle Alkema, RDMS, RVT

Lehigh Valley Hospital – Hecktown Oaks
Jackie Compton, RDMS, RVT

Lehigh Valley Hospital – Muhlenberg
Anne Parsons, BS, RT, RDMS
Esteban Suriel, RVT

Lehigh Valley Health Network, LVI
Holly Kauffman, RDMS, RVT

Lehigh Valley Health Network - Pocono
Carrie Strohl, RDMS, RVT
Jessica Marinelli, RDMS, RVT

Lehigh Valley Health Network – Tobyhanna
Maureen Kotowski, RDMS

Lehigh Valley Health Network – MFM – Madison Farms
Jillian Bartholomew, BS, RDMS

Lehigh Valley Health Network – MFM - Hamilton
Stephanie Cauley, RDMS

St. Luke's Hospital - Grand View
Gail Douglas, RDMS
Jess Sykes, RDMS
Kristina Kazimer, RVT

St. Luke's Health Network
Ultrasound Clinical Specialist
Lauren Fazzolari, BS, RDMS, RVT

St. Luke's University Hospital – Allentown,
Kaylee Venezia, RDMS, RVT

St. Luke's University Hospital Anderson
Sara Schaeffer, RDMS, RVT
Emily McCoy, RDMS, RVT

St. Luke's University Hospital - Carbon
Jeannie Leach, RDMS
Neysa Semanchick, RVT

St. Luke's University Hospital - Easton
Katherine Pabalan, RDMS, RVT

St. Luke's University Hospital E.Burg/Monroe
Paula Curcio, RDMS, RVS, CVS
Christina Wilson, RDMS, RVT

St. Luke's – Miners
Craigie Ashley, RDMS, RVT

St. Luke's Hospital - North
Kerri Wheeler, BS, RT, RDMS

St. Luke's Hospital - Orwigsburg
Allison Grammes, RT, RDMS

St. Luke's - Sacred Heart
Jaime Lesser, RDMS

St. Luke's Hospital – Upper Bucks
Sarah Bem, RDMS
Alaina Cruz, RDMS, RVT

St. Luke's Hospital – Warren
Kylie Frace, RDMS
Andrea Bitner, RDMS, RDCS, RVT

St. Luke's Hospital – West
Megan Peterson, RDMS, RVT

St. Luke's Hospital – Wind Gap
Cindy Charpentier, RDMS

A Sonography student may have a concern or complaint about the didactic or clinical conditions or interpersonal relationships with other students, faculty, clinical instructors, or clinical practice setting staff. When such a concern arises, the student shall follow the appropriate chain of command identified in the Sonography Program's organizational chart.

With concerns involving Sonography faculty, the problem should be taken first to the faculty member. If the student feels that the solution is unfair, the student may proceed to the Program Director. The Program Director will meet with the student and faculty member and give the student a decision within three to five days. If the problem requires additional time for investigation or discussion, the Program Director will inform the student of an anticipated decision date.

If the student still feels that they have been treated unfairly, the student has the right to continue through the organizational chart. With concerns involving clinical education or clinical instructors, the student should first approach their clinical instructor. If the problem is not resolvable or the student feels that he or she has been treated unfairly at this step, the student shall discuss the problem with the Program Director. The Program Director will meet with the student and clinical instructor and give the student a decision within three to five days. If the problem requires additional time for investigation or discussion, the clinical/concentration education coordinator will inform the student of an anticipated decision date.

If the student feels that the decision of the Program Director is unfair, then the student may proceed to the Dean. If the student feels that the problem has not been resolved fairly, he or she has the right to continue through the organizational chart.

PATIENT'S BILL OF RIGHTS

We consider patients to be partners in their hospital care. When patients are well informed, participate in treatment decisions, and communicate openly with their doctor and other health professionals, helps make their care as effective as possible. This hospital encourages respect for the personal preferences and values of everyone.

While patients in the hospital, their rights include the following:

- The right to considerate and respectful care.
- The right to be well-informed about their illness, possible treatments, and likely outcome and to discuss this information with their doctor. Patients have the right to know the names and roles of people treating them.
- The right to consent to or refuse a treatment, as permitted by law, throughout their hospital stay. If a patient refuses a recommended treatment, they will receive other necessary and available care.

- The right to have an advance directive, such as living will or health care proxy. These documents express their choices about future care or name someone to decide if they cannot speak for themselves. If a patient has a written advance directive, they should provide a copy to the hospital, their family, and their doctor.
- The right to privacy. The hospital, their doctor, and others caring for them should protect their privacy as much as possible.
- The right to expect that treatment records are confidential unless they have given permission to release information or reporting is required or permitted by law. When the hospital releases records to others, such as insurers, it emphasizes that the records are confidential.
- The right to review their medical records and to have the information explained, except when restricted by law.
- The right to expect that the hospital will give them necessary health services to the best of ability. Treatment, referral, or transfer may be recommended. If transfer is recommended or requested, the risks, benefits, and alternatives will be explained. The patient will not be transferred until the other institution agrees to accept them.
- The right to know if their hospital has relationships with outside parties that may influence their treatment and care. These relationships may be with educational institutions, other health care providers, or insurers.
- The right to consent or decline or take part in research affecting their care. If they choose not to take part, they will receive the most effective care the hospital otherwise provides.
- The right to be told of realistic care alternatives when hospital care is no longer appropriate.
- The right to know about hospital rules that affect them and their treatment and about charges and payment methods. They have the right to know about hospital resources, such as patient representatives or ethics committees that can help resolve problems and questions about their hospital stay and care.

Patients have responsibilities. They are responsible for providing information about their health, including past illnesses, hospital stays, and use of medicine. Patients are responsible for asking questions when they do not understand information or instructions. If a patient believe they can't follow through with their treatment, they are responsible for telling their doctor.

This hospital works to provide care efficiently and fairly to all patients and the community. Patients and their visitors are responsible for being considerate of the needs of other patients, staff, and the hospital. Patients are responsible for providing information for insurance and for working with the hospital to arrange payment, when needed.

Patient health depends not just on hospital care but, in the long term, on the decisions made in daily life. Patients are responsible for recognizing the effect of lifestyle on their personal health.

A hospital serves many purposes. Hospitals work to improve people's health; treat people with injury and disease; educate doctors, health professionals, patients, and community members; and improve understanding of health and disease. In carrying out these activities, this institution works to respect everyone's values and dignity.

PARKING AT THE CLINICAL SITES

Parking is available at each clinical education setting. Specific parking regulations vary and will be explained by that site's Clinical Instructor prior to start of clinical education.



PHOTOGRAPHY/VIDEO RELEASE

For and in consideration of my engagement as a model by Northampton Community College, hereafter referred to as NCC, I hereby give NCC, its legal representatives and assigns, those for whom NCC is acting, and those acting with its permissions, or its employees, the right and permission to copy-right and/or use, reuse and/or publish, and republish photographic pictures, portraits, or video of me, or in which I may be distorted in character, or form, in conjunction with my own or a fictitious name, on reproductions thereof in color, or black and white made through any media by NCC, for any purpose whatsoever; including the use of any printed matter in conjunction therewith.

I hereby waive any right to inspect or approve the finished photograph, video or advertising copy or printed matter that may be used in conjunction therewith or to the eventual use that I might be applied.

I hereby release, discharge and agree to save harmless NCC, its representatives, assigns, employees or any person or persons, corporation or corporations, acting under its permission or authority, or any person, persons, corporation or corporations, for whom he/she might be acting, including any firm publishing and/or as a result of any distorting, blurring, or alteration, optical illusion, or use in the taking, processing or reproduction of the finished product, its publication or distribution of the same, even should the same subject me to ridicule, scandal, reproach, scorn or indignity.

- I hereby warrant that I am 18 years of age or older, and competent to contract in my own name insofar as the above is concerned.
- I have read the foregoing release, authorization, and agreement, before affixing my signature below, and warrant that I fully understand the contents thereof, and hereby give permission for my photograph to be taken and used as described above.
- I have read the above release, and DO NOT give permission for my photograph or video to be taken during the course of this program.

Program or Course: _____

Print Name: _____

Signature: _____ Date: _____

Witness: _____ Date: _____

PLACEMENT SERVICES

The Center for Career Development, located at College Center (CC) 250, is an employment resource for Sonography Program graduates. Call 610-861-5344 for details. Although, the Center

for Career Development cannot guarantee placement, it will inform students of employment possibilities and assist in resume writing and perfecting interview skills.

POLICY ON STUDENT PROFESSIONAL CONDUCT

Documented evidence of a student's failure to conduct themselves in accordance with professional codes of conduct (i.e. Departmental and Host Facilities Code of Ethics, Policies on Clinical Procedures, Departmental Policies and Procedures, etc.) could result in serious academic penalties, up to and including failure in the course or dismissal from the academic program. If a student wishes to appeal any action taken under this policy, they should follow the procedures for appeal of grades.

A student removed from a clinical site for disciplinary reasons may be reassigned to a different network subject to availability of placement. If no placement is available, the student will be dismissed from the program.

PREGNANCY POLICY

Absences due to pregnancy, childbirth, or related medical conditions will be excused for as long as medically necessary, as determined by the student's healthcare provider. The student will be allowed to return to the same academic and clinical status held before the leave began and will be given the opportunity to make up any missed coursework or clinical hours, consistent with program requirements and Title IX regulations.

Students should notify the Program Director and the Title IX Coordinator as soon as possible to arrange for any necessary accommodations or leave. Makeup work and clinical time will be scheduled on an individual basis. If coursework or clinical requirements cannot reasonably be completed within the current semester, the student may receive a grade of "I" (Incomplete) and will be permitted to complete the requirements upon return, in accordance with institutional policy.

Each situation will be reviewed individually to ensure compliance with Title IX and to support the student's academic progression while maintaining program standards.

Because there is no ionizing radiation involved in ultrasound, a student may participate in all program activities. Since Ultrasound Departments/facilities are frequently near Radiology Departments and, since patients injected with radioisotopes for nuclear medicine procedures come to ultrasound after their injections, radiation monitoring (TLD) will be provided at the request of the pregnant student sonographer.

Additional NCC Pregnancy Policy information is found on the [Pregnancy and Related Conditions Policy](#) webpage.

PROFICIENCIES and CHALLENGES

See the Trajecsys Report System for details. Students are expected to demonstrate continued and satisfactory performance in clinical situations and demonstrate satisfactory proficiency of previous examination competencies. Failure to demonstrate continued proficiency or refusal to

perform exams for which the student has completed a competency, will result in the previous-completed competency being voided, and the student will be required to perform the proficiency objectives again. *Clinical competencies may only be signed-off by the appropriately credentialed sonographer for the competency being performed. ARDMS (AB) refers to sonographers who hold the abdominal credential; ARDMS (OB) certification refers to a sonographer who holds the Ob/Gyn credential; ARDMS (RVT) certification refers to a sonographer who holds the vascular credential; ARDMS (RCS) certification refers to a sonographer who holds the cardiac credential. Competencies signed-off by a sonographer who does not hold the credential for the competency being performed will be invalid and MUST be performed again by the appropriately credentialed sonographer...no exceptions! See last page of this handbook for CI credentials or the Trajecsys reporting system.*

Challenges are to be determined by the CI and may be performed on any examination that has been successfully comped. Each challenge must be performed by the end of the assigned semester. If a challenge is not completed in the assigned semester, the student must obtain it the following semester. Like competencies, challenges must be completed by the end of the program in order to meet graduation requirements.

PROGRESS REPORTS FOR DIDACTIC AND CLINICAL EDUCATION COURSES

Either a satisfactory (S) or an unsatisfactory (U) grade will be issued approximately six weeks into the semester. A traditional letter grade will be issued at the end of the semester.

S = 87-100 U = 0-77 or equivalent to failure (F) to meet requirements

Conferencing occurs between the course instructor and every student earning a U. The goal is to help that student be successful in that course. Progress reports are not part of the final course grade; they are used as a tool to address potential issues early.

Although progress reports are not generated by the Records office during the summer months, the Clinical Instructors are to report concerns to the Program Director and/or the Clinical/Concentration Education Coordinator by July 3rd.

REFERENCES AND LETTERS OF RECOMMENDATION

For a member of the program faculty to provide a student with a reference, a written release needs to be submitted for their file. The sonography department has agreed that they have the right to not give a reference. Therefore, it is imperative for students/graduates to ask the person for permission to use them as a reference before submitting their name to the employer/educational institution. Never give out anyone's name as a reference without their permission. The individual who is giving a reference needs to know ahead of time that they may be contacted regarding a reference. For references from the *Clinical Instructors*, students need to check with them individually since they must adhere to the policy/procedure for their clinical site.

References are important and can be time consuming to write, so students should plan to provide an updated copy of their resume and information on employment history and skills. Also, students should take the time to stay in touch and keep their references updated on their employment status.

REFUND OF TUITION AND FEES

Total withdrawal from the College or withdrawal from a single course may affect financial aid awards and the eligibility for future semesters of financial aid. It is the student's responsibility to

notify the financial aid office of changes in enrollment status. See the NCC student handbook and College catalog for details.

REGISTRATION

Registration is scheduled based on the number of credits that have been completed. Students who have the greatest number of credit hours completed will register first.

It is the student's responsibility to be sure they have met all their graduation requirements. Students should meet with their program academic advisor, who will guide them with the course requirements for the program and registration. See the NCC student handbook for more details.

REGISTRY

As of October 2014, the ARDMS offers a Paperless Application Program to all students that apply under the Prerequisite 2 pathway. This allows CAAHEP Program Director's to submit their verification documentation electronically. Students may now apply and take their ARDMS specialty examination up to 60 days prior to graduation. NCC offers several concentrations and the appropriate board examinations related to their area of study (SPI – Sonography Principles & Instrumentation, Abdominal, Obstetrics and Gynecology, Vascular and Cardiac) are expected to be completed by our graduates, according to their training.

The application process for the ARDMS SPI exam requires successful completion of a sonography physics course. The documentation required with the application includes a transcript (official or unofficial) reflecting the successful completion of a graded sonographic post-secondary physics class with a grade of C or above. Example: DMSG 105.

The final exam for DMSG 155, Acoustic Physics & Instrumentation II will be the ARDMS SPI examination. An "I" grade will be given for the course grade in DMSG 155 until the student has passed the ARDMS SPI exam. The cut score needed on the SPI exam to pass is 555. The deadline for completing this course requirement is no more than five (5) months after the date grades were due in the semester in which the "I" grade was issued. Students not passing the ARDMS SPI exam with the allotted timeframe will receive a C grade for the course.

Students may use ½ of a clinical day (four hours) to take the SPI and other registry exams. Any additional clinical time missed must be made up before the end of the semester. The SPI and other registry exams should not be scheduled on a class day. Doing so will be considered an unexcused absence.

ARDMS Pre-application Interpretation of Rules Involving Criminal Matters

ARDMS conducts a "pre-application review," for a \$125 USD non-refundable fee, for individuals who are more than six (6) months away from graduation/program completion and wish to determine the impact of a previous criminal matter on their eligibility to apply for ARDMS certification. [Follow this link for more information about the Pre-Application review through the ARDMS.](#)

REPEATED COURSES-GENERAL COLLEGE POLICY

The College allows a student to repeat any course once for any reason*. This is subject to availability in limited enrollment courses (see special policy for readmission, reentry into limited enrollment courses).

A student, who fails to earn credit or to satisfy a grade prerequisite after enrolling in a course for the second time may not take the course for one academic year after the last attempt.

Grades for all repeated courses will appear on the student transcript. The credit hours for the course may be counted only once unless the course description states otherwise. Only the highest grade earned will be used in calculation of the cumulative grade point average.

Appeals to this policy may be made to the Director of Advising & Transfer Services who, in consultation with the appropriate faculty, will make a decision. Further appeals can be made to the Provost & Vice President of Academic and Student Affairs and that decision shall be final.

*Except for Health Sciences Students (refer to Academic Dismissal from Health Sciences Programs Policy)

REPEATED COURSES-POLICY FOR ACADEMIC DISMISSAL FROM HEALTH SCIENCES PROGRAMS

(Nursing, Radiography, Diagnostic Medical Sonography, Funeral Service)

Any student who does not successfully complete one (1) course that carries the prefix of the student's Health Sciences major will be dismissed from the program. This policy applies to courses in these programs: Diagnostic Medical Sonography (DMSG), Radiography (RADT), Nursing (NURS) and Funeral Services (FUNS). The student will be notified in writing by the Program Director. See the College Catalog for further details. A "C" is a minimum grade of 78.

Students may apply again for possible readmission, which includes testing of previous core course material. Readmission is on a space available basis, and priority is given to students entering the program for the first time and to those students who have successfully completed the core courses and have maintained continuous enrollment. If the student is readmitted and again does not successfully complete one (1) course that carries the prefix of the student's Health Sciences program, they will be dismissed from the program and will not be eligible to reapply. An unsuccessful course completion is defined as a final course grade of an "F", or "W".

A withdrawal due to factors unrelated to program performance, e.g. a medical leave of absence, will not be considered an unsuccessful attempt when approved by the Program Director.

RELEASE FORM : SONOGRAPHY SCAN LAB VOLUNTEER

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM RELEASE FORM

Instructor: _____ Date: _____
Activity/Study: _____

American Institute of Ultrasound in Medicine Official Statement on Safety in Training and Research Work (Approved April 1, 2012)

"Diagnostic ultrasound has been in use since the late 1950s. There are no confirmed adverse biological effects on patients resulting from this usage. Although no hazard has been identified that would preclude

the prudent and conservative use of diagnostic ultrasound in education and research, experience from normal diagnostic practice may or may not be relevant to extended exposure times and altered exposure conditions. It is therefore considered appropriate to make the following recommendation:

When examinations are carried out for purposes of training or research, ultrasound exposures should be as low as reasonably achievable (ALARA) within the goals of the study/training. In addition, the subject should be informed of the anticipated exposure conditions and how these compare with normal diagnostic practice. Repetitive and prolonged exposures on a single subject should be justified and consistent with prudent and conservative use”.

The ultrasound units used in the Northampton Community College (NCC)-Diagnostic Medical Sonography (DMS) Labs are standard diagnostic sonography machines and have not been modified. Labs are a maximum three hours long, which is the normal time scheduled for four or five routine diagnostic sonographic examinations; the student’s total scan time will be less than three hours and the volunteer’s total scan time will be less than 45 minutes. The volunteer agrees to hold any questions regarding the scan session until the student has completed his/her portion of the session; volunteer questions will be addressed in the last 10-15 minutes of the scan session.

The following individual volunteered as a sonographic subject for a DMS student Lab educational experience at Northampton Community College. The volunteer understands that this is conducted in a teaching situation and in no way constitutes a diagnostic examination. The volunteer agrees that Northampton Community College, the students, or the instructor will not be held liable for any damages or information gained or missed as a result of this procedure, whether or not that information is accurate or inaccurate. It is understood that if something is found during the sonographic educational experience, the volunteer’s physician will be contacted.

In summary, the volunteer needs to have the following in order to participate in this educational experience:

- A family physician
- Insurance coverage; however, you or your insurance company will not be billed by NCC

The volunteer has read and understands this statement and signifies so by their signature.

Signed: _____ Print Name: _____

I hereby certify that I am at least 18 years-of-age and that all the information provided on this form is accurate.

Address: _____ Phone: _____

Physician/Care Giver: _____

Physician/Care Giver Address or Phone: _____

Insurance carrier: _____

Witness: _____ NCC Title: _____

REPEATED COURSES

Students are required to show both didactic and progression each consecutive semester. This means each academic course and clinical education course must be passed with a least a "C" grade to show academic progression. If a student fails one (1) Sonography (didactic or clinical course), they will have automatically withdrawn themselves from the Sonography Program. In

addition, if the student fails any repeated course, they will have withdrawn themselves from the Sonography Program.

Students may apply again for possible readmission, which includes testing of previous core course material. Readmission is on a space available basis, and priority is given to students entering the program for the first time and to those students who have successfully completed the core courses and have maintained continuous enrollment. If the student is readmitted and again does not successfully complete one (1) course that carries the prefix of the student's Health Sciences program, they will be dismissed from the program and will not be eligible to reapply.

*Unsuccessful course completion is defined as a final course grade of F or W.

If a student takes the same (non-DMS) course more than one time, all grades will be recorded on the transcript, but only the highest grade received will be used in determining the grade point average. If the student receives the same grade twice in one course, the grade will be counted only once in computing the grade point average. The credit hours for the course may be counted only once unless the course description states otherwise. No change to the final grade is permitted in the case of a W. (NCC catalog).

RESPONSIBILITIES OF THE PROGRAM DIRECTOR

The Program Director is responsible for the following:

- The structure as well as the daily operation of the program, including organization, administration, periodic review and evaluation, continued development and general effectiveness.
- Maintain current knowledge of sonographic techniques and educational methodology through continuing professional development.

RESPONSIBILITIES OF THE CLINICAL COORDINATOR/ CONCENTRATION COORDINATOR

The clinical or concentration coordinator is responsible for the following:

- Scheduling and assigning students to clinical sessions in conjunction with the Program Director.
- Establishing and maintaining appropriate records for each student and each visit to the clinical affiliate.
- Monitoring student progress and maintaining comprehensive records on student performance.
- Conferring with clinical instructors at the various sites.
- Conferring with and advising students on their clinical performance and progress.

RESPONSIBILITIES OF THE DIDACTIC FACULTY

The didactic faculty is responsible for the following:

- Familiarity with program goals and shall be able to demonstrate the ability to develop an organized plan of instruction and evaluation.
- Evaluating students and seeing that they meet the objectives of the course.
- Reporting progress
- Periodic review and updating of course material
- Maintaining current knowledge of sonographic techniques and educational methodology through continuing professional development

RESPONSIBILITIES OF THE CLINICAL INSTRUCTOR

The clinical instructor is responsible for the following:

- Being available whenever the student is assigned to the clinical site
- Providing appropriate clinical supervision
- Student clinical evaluation
- Be appropriately credentialed and have appropriate education and experience

RESPONSIBILITIES OF THE CLINICAL STAFF

The clinical staff will:

- Understand the clinical evaluation system.
- Support the educational process.
- Meet with appropriate program officials to maintain current knowledge of the program policies/procedures and student progress.

ROTATION SCHEDULES FOR CLINICAL EDUCATION & HOUR LIMITATION

A common rotation schedule is prepared, prior to the beginning of each semester/session by the Clinical/Concentration Education Coordinator in collaboration with the Clinical Instructors in order to ensure all students spend time in each diagnostic area. The schedules are distributed to the Clinical Instructors and to the student. The student is responsible for following the schedule and going to specialty sites when and where they assigned. Clinical shifts are typically 8 ½ hours including a 30 minute lunch and a 15 minute morning break. Some sites may allow 45 minutes for lunch with no morning break.

Students may not be scheduled for more than 12 hours of clinical in any one day or more than 40 hours of clinical plus didactic instruction in a week. Special consideration will be given to students who wish to schedule more than 40 hours of clinical plus didactic instruction in a week. Up to 60 hours of clinical plus didactic may be scheduled with approval from the Clinical Instructor, Clinical Coordinator and Program Director.

SCHOLARSHIPS

Scholarships may be available. To be considered, students must apply at the NCC scholarship website. [Follow this link for NCC Scholarship Information.](#) Deadlines will apply, see the website for more information.

SECURITY AND SAFETY ON NCC CAMPUS

NCC is concerned about the safety and welfare of all individuals who study or work at the College or who visit the campus. We believe that every student, employee, and visitor has the right to be part of an environment which is safe and does not tolerate misconduct.

Urgent concerns should be reported to Campus Public Safety at 610-861-5588 (the Bethlehem Campus radio linked number) or by calling 9-1-1 as appropriate.

Non-urgent concerns may be reported via the Online Reporting Form. [Follow this link for information regarding reporting concerns & complaints.](#) Students may also visit the Office of Student Affairs and Enrollment (Bethlehem), College Center Suite 200, 610-861-4558 See the NCC Student Handbook or College website for more details.

SEXUAL ASSAULT POLICY AND PROCEDURE

NCC considers sexual assault and related violence to be acts that will not be tolerated within the academic and residential environment of this community. For urgent and immediate concerns, contact 911 or Campus Public Safety at 610-861-5588. See the current college catalog or college student handbook for overall details.

SMOKING/TOBACCO and E-Cigarettes POLICY on the NCC campus and Clinical Facilities:

There is a no tobacco policy for all DMS clinical sites

Northampton Community College strives to provide a safe and healthy environment in which to teach, learn, research, live, and work. The college recognizes that:

- Smoking is a major cause of preventable disease.
- That a tobacco and smoke/vaping-free college is consistent with the college's mission and purpose; and that
- A tobacco and smoke-free college will improve individual and community health.

This policy applies to all persons, including all students, faculty, staff, volunteers, contractors, vendors and visitors, anywhere on college campus and in college vehicles, college buildings, contracted clinical buildings/facilities on all campuses, and parking lots.

For purposes of this policy:

Northampton Community College shall define all locations, campuses, buildings and outdoor areas owned and/or operated by the college.

Tobacco and smoking-related products means any type of tobacco or smoking-related products intended to mimic tobacco products or the smoking or vaping of any other substance. This includes, but is not limited to cigarettes, cigars, cigarillos, smokeless tobacco, electronic cigarettes, pipes, **vaping pens**, bidis, hookahs, chewing tobacco and snuff.

Use of any tobacco or smoking-related products is prohibited at Northampton Community College, consistent with applicable law and college policy.

Additionally, the possession or use of cannabis, cannabinoids, marijuana or other controlled substances on university property is prohibited.

It is the responsibility of all members of the community to comply with this policy, and it is expected that both smokers and nonsmokers will cooperate in the implementation of the policy in an atmosphere of mutual respect and consideration. All members of the college community are encouraged, if comfortable, to promote compliance with this policy by reminding students, faculty, staff, volunteers, contractors, vendors and visitors of the prohibition of use of tobacco and smoking-related products at Northampton Community College, as necessary.

Any individual in violation of this policy may be subject to disciplinary action. Faculty and staff in violation of this policy may be reported to the individual's supervisor. Students in violation of this policy may be reported to the Office of Student Conduct and Conflict Resolutions which may result in dismissal from all programs with the School of Health and Sciences.

See the current college catalog or college student handbook for additional NCC campus details.

College Vehicle means any vehicle that is owned, leased, or rented and used for transportation for college business and includes the driver and all passengers.

SOCIAL MEDIA POLICY

Being active online can be a great way to connect with classmates and foster a sense of community. However, it is essential to do so responsibly and professionally. Familiarize yourself with the terms and conditions of each platform you use and avoid posting anything that could compromise your safety, your future career, or the reputation of the Program, College, or our clinical partners.

Attention and Professional Conduct

Your full attention is required during classes, labs, and clinical practice. Please refrain from using social media in these settings, as it distracts from essential learning and patient care opportunities.

Patient Privacy and Confidentiality

HIPAA regulations strictly protect patient privacy. Sharing **any** information, images, or descriptions that could identify a patient—directly or indirectly—is strictly prohibited. Discussing clinical education in a social networking environment is a potential HIPAA violation. Violations may result in program dismissal and legal consequences.

Uniforms, Clinical Sites, and Professional Representation

Students **may not take or post photos, videos, or any content in which they are wearing their program uniform or scrubs**, nor may they post content taken **at any clinical site**, including break rooms, hallways, parking lots, or patient-care areas.

Students in uniform or at clinical sites are representatives of the DMS Program, the College, and the clinical institution. Any online content that shows or implies affiliation with these institutions must uphold the highest standards of professionalism.

Respectful Online Behavior

Treat others online with the same respect you show them in person. Do not engage in harassment, threats, or behavior that could damage another person's reputation. Disagreements may occur, but they must be expressed respectfully. All online behavior is subject to the College and Program Code of Conduct Policies.

Violations of this policy may result in disciplinary action. Questions can be directed to the Associate Dean of Student Life at 610-332-6337

Consequences for HIPAA violations

HIPAA violations will result in withdrawal from the Sonography Program.

STORAGE OF BELONGINGS

Please make sure that all belongings are kept in a safe place while on campus or at the clinical education setting. NCC cannot be responsible for lost or stolen items. Names should be written in textbooks and on belongings in case they are inadvertently misplaced.

STUDENT EMPLOYMENT IN ULTRASOUND DEPARTMENT AT THE CLINICAL EDUCATION SITE

While working at your clinical site can be a valuable learning experience, it is crucial to remember that you hold two distinct roles: student and employee. These roles have separate expectations and boundaries, and under no circumstances should you use your employment time to complete clinical education requirements. Doing so, such as performing competency or proficiency evaluations while on the clock, constitutes academic dishonesty and will result in severe consequences, including a failing grade, potential suspension, or withdrawal from the program. Remember, suspensions and withdrawals are reported to and evaluated by the JRC-DMS, the organization who maintains the standards for Sonography Education and CAAHEP, the accrediting agency for Allied Health Education Programs. In addition to jeopardizing NCC's program accreditation, this may negatively impact your future licensure exam eligibility and career prospects.

Please separate these roles to maintain academic integrity, professional image, and future career aspirations. If you have any questions or concerns regarding this policy, do not hesitate to consult your Program Director or Clinical/Concentration Education Coordinator for clarification. They are here to support you and ensure you navigate this dual-role experience successfully.

SYLLABI

At the beginning of each semester, students will receive a course syllabus for each course. It is the responsibility of each student to check the policies and procedures contained in each syllabus. It is the instructor's prerogative to implement changes, as necessary, which will help facilitate learning.

TECHNICAL STANDARDS: ESSENTIAL FUNCTIONS OF A SONOGRAPHER

The following is a list of the everyday functions that a sonographer needs to be able to perform at the hospitals or outpatient facilities.

Prospective sonography students should read the essential functions and decide if they are able to perform them. If they cannot, they will need to re-consider sonography as a career choice.

1. **Observational skills:**

Examples:

- Assess the patient's needs.
- Able to discern the information that is needed for the procedure at hand.
- Recognize the need for prompt medical attention in a variety of settings and locations.
- Discern the details, density, and contrast of a sonographic image in order to determine if it is optimal for the radiologist's interpretation.
- Distinguish among the chromatic colors.
- Be able to use peripheral vision.
- Judge the distance of objects and the spatial relationship of objects at different distances.
- Detect changes in equipment operation (i.e., overheating, incorrect meter readings).
- Secure the correct biopsy supplies and/or medication.

2. **Communication skills:**

Examples:

- Communicate with other health care providers.

- Perceive the patient's oral communication with the ear.
- Be able to hear sounds of a high pitch (e.g., patient's monitoring equipment).
- Be able to hear sounds of a low pitch (e.g., patient's breathing patterns).
- Perceive the patient's nonverbal communication.
- Secure information (i.e., questioning of the patient).
- Communicate promptly and effectively in English both verbally and in writing.
- Communicate with the patient and the public on a level that they can comprehend.
- Communicate effectively, using medical terminology, with the physician and other health personnel.
- Respond to directives from others related to patient care and emergency situations.
- Display compassion, empathy, integrity, concern for others, interest, and motivation.
- Obtain pertinent information from the patient's chart.
- Obtain information that is requested by the physician in order to make a diagnosis.
- Document in writing, through knowledge of the medical terms, good grammar, and spelling, information needed on the patient's requisition for an optimum diagnosis by the radiologist.
- Document the vital sign findings for the use of other health care personnel.
- Interact with others in a respectful, professional manner especially in stressful situations.

3. **Motor skills:**

Examples:

- Tolerate physically taxing workloads.
- Safely lift from a lower to a higher position a minimum of 50 pounds and occasionally as much as 75 pounds.
- Be able to carry an object weighing as much as 25 pounds in order to transport it from one place to another.
- Be able to draw, drag, haul, or tug an object(s) weighing more than 100 pounds or the patient's weight.
- Be able to push an object(s) with steady force in order to thrust forward, downward, or outward weighing more than 100 pounds or the patient's weight.
- Be able to stoop/bend, squat, crouch, kneel, crawl, climb, and reach above shoulder level.
- Sufficient gross and fine motor coordination to respond promptly, manipulate equipment, and ensure patient safety.
- Perceive the attributes of an object(s) such as size, shape, temperature, or texture by touching with the skin, particularly that of the fingertips.
- Elicit information from a patient by diagnostic maneuvers (i.e., palpation).
- Safely manipulate and use controls in non-standard locations and positions (i.e. while performing a portable ultrasound in the patient's room that contains multiple monitors, tubing, and ventilation equipment).
- Be able to use the fingers/hands in repetitive actions such as picking, pinching, writing, firm grasping, and twisting/turning.
- Skillfully use precision instruments.
- Maintain an upright, erect position with the entire body supported by the feet for as long as 7 hours during the workday.
- Safely perform procedures.
- Utilize the equipment needed to obtain temperature, pulse, respiration, and blood pressure.
- Enter data into the computer.

4. **Cognitive functions:**

Examples:

- Ability to adapt to a crisis, flexible schedules, and/or change in environment.

Function effectively under stressful conditions.

- Concentrate on the task at hand.
- Visually concentrate and/or focus thoughts or efforts for long periods of time.
- Exercise independent judgment and discretion in the safe technical performance of medical imaging procedures.

TECHNOLOGY POLICY

Computers, cellphones, smart watches, electronic tablets (e.g. iPads), etc. are not to be taken to the clinical sites for studying or schoolwork. All studying at clinical must be through textbooks brought to clinical by the student or education/books provided by the clinical sites.

TELEPHONE NUMBER CHANGES

All changes to mailing address, e-mail address, or telephone number must immediately be changed in Workday and forwarded to:

- Sonography Program Director
- Clinical and Concentration Coordinators
- Sonography Secretary
- Records Office

TITLE IX

Title IX of the Education Amendments of 1972 prohibits sexual discrimination in any form to include any form of sexual harassment and gender discrimination.

Federal law states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

Northampton Community College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in a place free of discrimination and harassment on the basis of sex which includes all forms of sexual misconduct.

If a student feels that they have been a victim of discrimination or harassment it is important for them to know their rights and feel safe in reporting. See the website for additional information, contacts and links: <https://www.northampton.edu/about/title-ix/>

Title IX Syllabus Statement

The Northampton Community College faculty are committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX of the Education Amendments of 1972.

Please note that the Discrimination, Harassment, and Sexual Misconduct Policy designates all faculty members, as Mandated Reporters. Under Northampton Community College's Discrimination, Harassment, and Sexual Misconduct Policy, all Mandated Reporters must report all disclosures of sex or gender-based discrimination or violence to Northampton Community College's Title IX Coordinator. The Title IX Coordinator will reach out to provide resources, support, and information after receiving a report, but community members are not required to respond to such outreach. Reported information will remain private.

Disclosures of gender and sex-based discrimination or violence made in relation to an assignment and/or educational prompt will not result in a referral to Northampton Community College's Title IX Coordinator unless requested otherwise.

If you have (or someone you know has) experienced any form of sex or gender-based discrimination or violence and wish to speak with someone confidentially, please contact Northampton Community College's Counseling Services at [Counseling Services](#). For more information regarding Northampton Community College's Title IX procedures, reporting, or support measures, please visit [Title IX](#).

TRAJECSYS REPORT SYSTEM

Trajecsyst is the on-line data management system for student records. Trajecsyst will be used to assess the student's progress in clinical education.

TRANSFERRING TO A FOUR-YEAR COLLEGE OR UNIVERSITY

The Career Services Office has current information on further education and vocation choices. If interested in transfer programs, call 610-861-5346, for detailed information. See the NCC Student Handbook for more details. Program Faculty are also a good resource for career advice. See the NCC Student Handbook for more details:

<https://www.northampton.edu/academics/transfer-options/transfer-out.htm>.

TRANSPORTATION

Students are responsible for providing their own transportation to and from the clinical education setting. Parking is available at each clinical education setting at their designated employee parking area. Specific parking regulations do, however, vary and will be explained to the student at their clinical site orientation.

VACATION/TIME OFF

During the summer clinical sessions, no clinical practice will be scheduled on Memorial Day, Juneteenth or July 4th. Students may request excused time off to sit for board examinations or attend job interviews. Such requests must be submitted to the Clinical Coordinator and Clinical Instructor at least one week in advance and must be accompanied by official documentation confirming the scheduled examination or interview. Requests submitted without the required documentation will not be approved. Students who fulfill all clinical requirements prior to the

official end of the semester may be permitted to conclude their clinical rotation early. Time taken off for any other reason must be made up at 1 ½ time for each hour.

VERIFICATION OF RESIDENCY

Students must complete a *Verification of Residency* form documenting the past two (2) consecutive years of residency in Pennsylvania. Those who have not resided in Pennsylvania for two (2) consecutive years are required to obtain a Pennsylvania Department of Aging FBI Background Clearance. In addition, a state-issued driver's license or photo ID must reflect the same current address listed on the Verification of Residency Form. If the addresses do not match, a Change of Address card showing the current address must be provided.

WITHDRAWAL (ACADEMIC) FROM HEALTH SCIENCES PROGRAMS

Students may withdraw from classes in which they are enrolled through the 90% point of the semester (the end of the 13th week in a 14 week semester, or equivalent in courses that run on a non-standard schedule) and an instructor may issue a withdrawal for poor attendance through the same period. Any student, who officially withdraws, or is withdrawn by the instructor during this period will receive a grade of W for the course. If the student drops the course within the Add/Drop period (the first 3 weeks of the semester or equivalent) there is no "W" issued and a partial tuition refund is issued. See the academic calendar for specific dates.

Workday may be used for some academic course withdrawal, however, some withdrawal paperwork must be done through the Records office.

Withdrawal from the program is done through an exit interview with a program representative or the designated person from the Admissions Office.

WITHDRAWAL - INABILITY TO COMPLY WITH "ESSENTIAL FUNCTIONS OF A SONOGRAPHER"

Students must be able to perform the routine skills of the profession at a competent level to ensure patient safety. In cases where a student is unable to meet these competencies, progression in the program may not be possible, and withdrawal from the program may be required.

WITHDRAWAL - COURSE, REFUNDS, CLASS CHANGES AND ADJUSTMENTS

See the current college catalog or college student handbook for overall details.

WITHDRAWAL OF STUDENTS FROM THE CLINICAL EDUCATION SETTING

The clinical education setting reserves the right to recommend to the College withdrawal of any student due to that student's unacceptable personal conduct, unethical conduct, and/or when patient safety and that of the staff is in jeopardy while assigned to the clinical education setting.

The Program Director will investigate the issues and reach a decision as to that student's clinical education site. Until a decision can be reached, that student will be placed on interim suspension. If the decision is in the favor of the student they will be allowed to return to clinical education, and the missed clinical education days must be made up. A student removed from a clinical site for disciplinary reasons may be reassigned to a different network subject to availability of placement. If no placement is available, the student will be dismissed from the program.

WITHDRAWAL (STUDENT INITIATED) FROM A SONOGRAPHY COURSE

Students may not selectively withdraw from a single sonography course due to the structured scheduling of the program. If a student chooses to withdraw from one (1) sonography course, they must withdraw from all sonography courses and the program. If after having withdrawn from the program, a student wishes to re-enter the program, they must re-apply through Admissions. The only exception, with Program Director and Clinical/Concentration Education Coordinator approval, is for a student who needs to take a medical leave of absence.

Appendix A

Drug-Free Schools and Campuses Act Annual Drug and Alcohol Notification Sent 1/30/2026

Dear Faculty, Staff, & Students,

As a requirement of the Drug-Free Schools and Campuses Act regulations (34 C.F.R. Part 86), Northampton Community College is required to disseminate drug and alcohol policies and information to all students and employees on an annual basis. The purpose of this notification is to provide the campus community with details about the standards of conduct, policies, sanctions, legal penalties, and health information relating to drugs and alcohol. The College will provide currently enrolled students and employees with a copy of the Drug and Alcohol Abuse Prevention Program notice annually. The Annual Drug and Alcohol Notification can also be found at [Public Safety Website](#).

COLLEGE POLICIES GOVERNING ALCOHOL AND OTHER DRUGS

The U.S. Department of Education has issued regulations implementing the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. These regulations require that the College distribute information annually to you in writing concerning the possession, use, or distribution of alcohol and illicit drugs at the College.

The Drug-Free Workplace Act of 1988 (P.L. 100-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-206) require that each college and university receiving federal financial assistance provide annually the following information in writing to all students and employees:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities.
2. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4. A list of drug and alcohol programs (counseling, treatment, rehabilitation, and reentry) that are available to employees or students.
5. A clear statement that the institution will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.

Standards of Conduct:

a. Students: The unauthorized use, distribution, or possession of any controlled substance or illegal drug or alcohol in violation of Pennsylvania State Law on NCC premises or at activities sponsored by or affiliated with the College is in violation of the [Student Code of Conduct](#).

b. Employees: The sale, purchase, transfer, use or possession of illegal drugs by employees on College premises or while on College business is prohibited. Further, the use of any legally obtained drug, including alcohol, to the point where such use adversely affects the employee's job performance, is prohibited.

Legal Sanctions:

The following description is a summary only and is not a substitute for legal advice. Anyone wishing legal advice should consult an attorney.

a. City of Bethlehem (Fowler Campus): Public consumption of alcoholic beverages and possession of open containers of alcoholic beverages in a public place or in an automobile is illegal and punishable by law. Punishment includes a \$100 fine or thirty days' imprisonment (or both) for the first offense; a \$300 fine or sixty days' imprisonment (or both) for the second offense; and a \$600 fine or ninety days' imprisonment (or both) for the third and each subsequent offense.

b. Commonwealth of Pennsylvania:

Alcohol: A person less than 21 years of age commits a summary offense if he or she attempts to purchase, consume, possess, or knowingly and intentionally transport any liquor or malt or brewed beverage. Violation of this law is punishable by fines up to \$500, imprisonment up to 90 days, and mandatory loss of driving privileges in the Commonwealth of Pennsylvania.

Misrepresentation of age to purchase alcohol is also punishable by fines up to \$500, imprisonment up to one year and loss of driving privileges. Altering, selling, or manufacturing false identification is punishable by a fine of up to \$1,000 (first offense) and up to \$2,500 (second and subsequent offense) plus loss of driving privileges. Selling or furnishing alcoholic beverages to those under 21 is punishable by a mandatory fine of up to \$1,000 (first offense) and \$2,500 (second and each subsequent offense). All persons, while in the Commonwealth of Pennsylvania, are subject to the Pennsylvania Liquor Code and Crimes Code.

Pennsylvania law provides that a person with a blood alcohol content (BAC) of .08% or greater who operates a motor vehicle is considered driving under the influence and is subject to prosecution under Pennsylvania law.

A more complete summary of Pennsylvania laws and penalties related to alcohol may be found on in the [Pennsylvania Crimes Code](#).

Drugs: *The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. C.S.A. 780-101 et seq.*, establishes five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale, or acquisition of controlled substances except in accordance with the Act as well as acquisition by misrepresentation, forgery, or the knowing possession of controlled substances unlawfully acquired.

c. Federal:

The Federal drug laws, The Controlled Substances Act, 21 U.S.C. 801 et seq., are similar to the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, but contain, for the most part, more severe penalties. Schedules of controlled substances are established, and the law prohibits the knowing or intentional manufacture, distribution, dispensing, or possession with intent to distribute or dispense a controlled substance. If the quantity of controlled substances is large (e.g., 1,000 kg. of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a \$4,000,000 fine, or both.

Lesser quantities of controlled substances (e.g., 100 kg. of a mixture or substance containing marijuana) result in maximum penalties of life imprisonment, a \$2,000,000 fine, or both. The distribution of small amounts of marijuana for no remuneration or simple possession of a controlled substance carries a maximum of one year's imprisonment, a \$5,000 fine, or both, with the penalties for the second offense doubling. Double or triple penalties are imposed against persons 18 or older who distribute to persons under the age of 21. Double penalties also apply to the distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or College.

Please see the [U.S. Drug Enforcement Administration website](#) for the most recent and complete information about Federal drug trafficking penalties.

Students who have been convicted under a state or federal law prohibiting the possession or sale of a controlled substance are ineligible for federal student aid for specific periods (ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender).

Health Risks:

To make informed choices about drug and alcohol use, students and employees should educate themselves about the serious health consequences of use, misuse and abuse of alcohol and other drugs. The use and abuse of alcohol and other drugs can cause a number of problematic changes in behavior and physiology. Alcohol or substance dependence occurs when a person continues their use despite recurrent social, interpersonal, physical, and/or legal consequences. For basic information about the health risks associated with alcohol and/or other drugs please visit: [National Institute of Drug Abuse](#).

Drug and Alcohol Programs:

The College prohibits the use, possession, or distribution on College properties or at College sponsored or supervised functions of controlled or dangerous drugs or substances as defined by state and/or federal law, except as expressly permitted by law. Further, members of the College community (administrative official, faculty member, student or staff, or any employee) may not at any time be intoxicated on College property, at a College sponsored, or supervised function.

Employees who are age 21 or above may consume alcohol when alcohol is served as part of an approved College sponsored or supervised event. However, all individuals, regardless of age, must abide by the laws of the Commonwealth of Pennsylvania.

a. Alcohol & Drug Awareness Programs Offered on Campus:

- Consequences of drinking on campus
- Effects of alcohol on the body
- Liquor Laws in PA
- Consequences of drug use on campus
- Effects of drugs on the body
- College Policy & Procedures of dealing with alcohol and drug usage on campus
- Substance use disorder assessment and referral of substance abuse issues.
- Collegiate Recovery Program (CRP)

b. Drug and Alcohol Counseling Opportunities:

Students: In-person College Counseling Services are located on the Bethlehem and Pocono campus locations. Virtual counseling services are offered to all students if they choose not to have in-person services. Services are offered free of charge for a wide range of issues revolving around substance abuse, misuse, dependency, and recovery. The staff provides services that span education/prevention, crisis intervention, and brief counseling. Help can be offered through individual meetings. NCC has a Collegiate Recovery Program (CRP) for students who are in recovery from substance use disorders. Information about this program can be found at: [NCC Collegiate Recovery Program](#) or by e-mailing Recovery@northampton.edu. Additional information about the services provided can be found at [NCC Counseling Services](#).

Any contact with the Counseling Services staff is held in the strictest confidence. No information is reported to anyone except with written permission or in rare circumstances such as when the student presents a clear and imminent danger to him/herself or others, when the counselor is mandated to report the abuse of a child or elder, or when the court has ordered disclosure. The services the office provides may be from one session to ongoing sessions throughout the year. Appointments are easy to make by calling the numbers listed on the website.

Employees: An Employee Assistance Program (EAP) has been established to provide professional counseling and rehabilitation programs for staff that are in need of these services due to substance abuse. Supervisors or managers who are faced with an employee substance abuse problem may consult with the Office of Human Resources to determine an appropriate course of action. Information can be found at [Health Advocate](#).

c. Other Resources:

Health and Wellness Center
College Center 1st floor
Bethlehem, PA 18020
Phone: 610-861-5365
[Health and Wellness Center](#)

NCC's Collegiate Recovery Program
[NCC Collegiate Recovery Program](#)
Recovery@northampton.edu

Alcoholics Anonymous (AA)
[AA in the Lehigh Valley](#)
[Pocono Intergroup AA](#)

Northampton County Drug & Alcohol
2801 Emrick Boulevard
Bethlehem, PA 18020
Phone: 610-829-4725 (non-emergency)
Phone: 610-252-9060 (emergency)
[Northampton County Drug and Alcohol](#)

Carbon, Monroe, Pike Drug and Alcohol Commission
724 Phillips Street, Suite 203
Stroudsburg, PA 18360
Phone- 570-421-1960 (non-emergency)
Phone- 866-824-3578 (emergency)
[Carbon Monroe Pike Drug and Alcohol Commission](#)

[SMART Recovery](#)

Disciplinary Sanctions:

The College will impose appropriate sanctions on students or employees who violate the standards of conduct as set forth in Sections A.1 and A.2 above.

a. Students: Violations of the *Standards of Student Conduct in Section A.1* above will result in (a) disciplinary action as outlined in the Student Conduct section of the Student Handbook, and (b) legal action consistent with local, state and federal laws. Possible disciplinary actions include warning, probation, suspension or expulsion, educational programming and other sanctions as deemed appropriate, including referral for prosecution. Please refer to Student Conduct & Academic Honesty section on the College web site for more information: [Student Conduct and Academic Honesty](#). As permitted by the Family Educational Rights and Privacy Act (FERPA), the Office of Student Affairs may notify parents/guardians of a student who is under the age of 21 any time he or she is found responsible for violating the College's Code of Conduct relating to alcohol or drug offenses.

In addition, in all disciplinary cases involving drugs or alcohol in which the student is not suspended or expelled, the Student Judicial Officer may impose a mandatory interaction with Campus Counseling.

b. Employees: In compliance with the Drug-Free Workplace Act of 1988 (*2.26.13 Policy on the Drug-Free Workplace Act*), which requires prime federal contractors with contracts of \$25,000 or more and direct federal grantees to certify to the contracting and granting agencies that they maintain a drug-free workplace, Northampton Community College certifies that the requirements for providing a "drug-free workplace" have

been established and will be enforced. The College prohibits unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including alcohol, in the workplace. Additionally, while the College respects the privacy of its employees, it also recognizes that it has an obligation to maintain a drug/alcohol free workplace because substance abuse can have a harmful effect on the learning and work environment. Therefore, employees are expected to report for work physically and mentally able to safely and effectively perform their essential functions. Compliance with this requirement is considered to be an essential job qualification for all faculty and staff. Violation of this policy will result in disciplinary action up to and including discharge.

An [Employee Assistance Program \(EAP\)](#) has been established to provide professional counseling and rehabilitation programs for staff that are in need of these services due to substance abuse.

As a condition of employment/continuing employment, all staff must abide by the provisions of this policy. Staff employed under the terms of a grant must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The College will notify the contracting or granting agency within ten (10) days after receiving notice from an employee or from an outside agency of an employee's criminal drug statute conviction for conduct in the workplace. Within thirty (30) days of receiving notification of an employee's drug statute conviction, the College will initiate appropriate personnel actions, which may include imposing a sanction or requiring satisfactory participation in a drug abuse assistance or rehabilitation program through the EAP or another approved agency.

The provisions of this policy will be disseminated to all staff members through the College Policy Manuals and will be published in the College news publications.

NORTHAMPTON

COMMUNITY COLLEGE

Appendix B

Diagnostic Medical Sonography Program

Lab Volunteer Option

I, _____ acknowledge that I have the option to choose to participate or to not participate as a volunteer for any of the scan labs conducted on the NCC campus while I am a student in the DMS program. I understand that choosing or declining to volunteer for scan labs will not affect my grades or result in any differential treatment compared to my classmates.

Signed: _____

Print Name: _____

Date: _____

**STUDENT VERIFICATION OF UNDERSTANDING
OF THE SONOGRAPHY PROGRAM STUDENT HANDBOOK**

I hereby verify that I have received a copy of the "Sonography Program Student Handbook," and that I have read and understand its contents.

Printed Name

Signature

Date