



**PARKER**<sup>TM</sup>  
UNIVERSITY

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College of Health Sciences

**Diagnostic Cardiac Sonography Student Handbook**

**Revised 2020**

### Purpose of this handbook:

This handbook is to provide, in one document, pertinent data/information, policies and procedures for students enrolled in the Diagnostic Cardiac Sonography Program. It is essential that students understand the information presented in this handbook to facilitate their progression through the DCS Program. This handbook has been designed to be used in conjunction with the Parker University catalog and does not constitute a contract between Parker University and any student.

**NOTE:** Any changes in the Parker University's Rules and Regulations and policies may supersede current information in this handbook.

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# Parker University Information

## Mission

Parker University is a regionally accredited private university that offers certificate, undergraduate, and graduate degree programs in healthcare and business-related fields through multiple delivery formats and learning environments. The university espouses a culture of lifelong learning, research and service.

Parker University provides its diverse population with support services and learning opportunities to develop the necessary skills for successful employment and career advancement.

### Empowering Education

Parker University equips its graduates in health sciences, technology, business, and education communities to establish trends in health and wellness through its certificate, associates, bachelors, masters, and doctoral degrees. Parker University provides an innovative, learning-centered experience for students through a comprehensive curriculum, highly respected faculty, and family-oriented campus environment.

### Research

Parker University seeks to build a culture of research aimed at generating new information and knowledge, enhancing student learning experiences, and improving institutional effectiveness. The institution supports campus and external research initiatives, promotes collaborative efforts, and communicates the results of discovery to those we serve.

### Leadership Through Service

For knowledge beyond the degree, Parker University offers opportunities for continual education and peer networking, affording industry professionals' exposure to renowned leaders in their fields and the latest developments and advancements in our professions. These opportunities provide our graduates with the knowledge, skills, and attitudes to serve their communities and flourish in their respective careers.

## Vision

Parker University leads the way in patient-centric collaborative healthcare education, clinical practice, research, and service

“Our uppermost consideration: Never allow the quantity of students to endanger the quality of their education. We are not the oldest college, and do not look to be the largest. We only want to be the best.” – Dr. James W. Parker

## Parker Principles

- Develop a compassion to serve that is greater than the compulsion to survive.
- Love is the magic bullet of healing. I can optimize my Mission, Talent, and Destiny (MTD) and attract the “naturally right” patients, people, places, things, events, and situations for me when I love each person as a mother, father, brother, sister, or child.
- If it is to be, it is up to me.
- Success is predetermined by my faith, confidence, and belief in my products, services, and ideas.
- I cannot communicate successfully and efficiently what I do not own.
- Do not let the negative few overrule the positive many.
- To be in harmony with my success, health, and happiness goals, I must act with love based upon free will and react with faith based upon God’s will.
- I will anticipate the good – even during the bad.
- To attract my Success, Health, and Happiness, I will eliminate fear of the future, worry over the past, and anxiety for the present.
- To eliminate fear, worry, and anxiety, I must live in the present and let go and let God.
- My ultimate purpose is to live in harmony with the universe. I can do so only when my mission is accomplished, my talents are developed, and my destiny is fulfilled.
- We see things as we are, not necessarily as they are.
- There is no philosophy by which I can do a thing if I think I cannot.
- Thought plus action equals feeling.
- My feelings attract my life to me.
- To heal remove “doubt” in both doctor and patient and instill “belief” in both doctor and patient.
- Seeing is not believing...believing is seeing.
- Loving service is my first technique.
- What I see in the universe sees me.
- Nature will give me what I act like I already have.

## Statement of Non-Discrimination

Parker University does not discriminate on the basis of race, color, sex, nationality, ethnic origin, age, sexual orientation, religion, or disability, in admissions, administration of education policies and procedures, scholarship and loan programs, student activities and organizations, student job opportunities and other University administered programs. If you believe you have been discriminated against because of race, color, sex, nationality ethnic origin, age, or disability, please contact the Human Resources Department.

## Admissions Requirements to Enter Major Program

Interested individuals can obtain a Diagnostic Cardiac Sonography brochure describing the programs in general by contacting the College of Health Sciences Department, searching the Parker University website, and/or by visiting the Parker University Admissions offices. Specific information is found on the Diagnostic Sonography website:

[http://www.parker.edu/future Academics and Programs/Associate-Programs/Diagnostic Cardiac Sonography/](http://www.parker.edu/future%20Academics%20and%20Programs/Associate-Programs/Diagnostic%20Cardiac%20Sonography/)

Application for admission to Parker University is a separate process which must be completed prior to applying to the Diagnostic Cardiac Sonography major. Please see the Parker University website (<http://www.parker.edu>) for the Parker University Admission Process. The number of students accepted into Diagnostic Cardiac Sonography each year is determined by the number of appropriate clinical sites available for clinical placements throughout the length of the program. The number of students accepted may vary from year to year.

The following are admissions requirements to enter the core program:

- Students applying for acceptance into the Diagnostic Cardiac Sonography, Associate of Applied Science (A.A.S) Degree Program are required to successfully complete all general education courses. This consists of 8 general education courses in the first 8 months considered to be the "pre-professional phase" of our A.A.S program. A grade of "C" or better in all courses and a minimum cumulative GPA of 3.0 (on a 4.0 scale) must be earned in order to be eligible to progress to the professional phase of the program.
- An acceptable Level-3 criminal background screening will be required for all students. **Students with felony charges and/or convictions may not be eligible for admission into this Allied Health Program.**
- An acceptable drug screen will be required for all students.
- Completion of any Health Discipline (ex RT, OTA, MT, RN, LPN/LVN, PA, DC, MD) which requires licensure must submit proof of good standing.



## **Diagnostic Cardiac Sonography Program Mission Statement**

### **Mission**

The Diagnostic Cardiac Sonography Program at Parker University provides students with the academic and cardiac clinical knowledge to prepare them for a career in the healthcare industry.

### **Vision**

The Diagnostic Cardiac Sonography program will provide a progressive curriculum which will enable them to approach their career in the cardiac field with confidence, passion, and commitment.

## **Program Goals and Objectives**

Include preparation of students for/to:

An entry level position in Echocardiography labs in various Cardiac Non-invasive and X-ray departments at hospitals, clinics, imaging centers, or private physicians' offices

- Obtaining, reviewing, and integrating pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
- Perform appropriate procures and record anatomic, pathologic, and/or physiologic data interpretation by the physician
- Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services
- Demonstrate appropriate communication skills with patients and colleague
- Provide patient education related to medical ultrasound and/or other diagnostic vascular techniques, and promote principles of good healing
- Use ultrasound equipment to analyze the mechanical functions of the heart
- Recognize cardiac pathophysiology

- Utilize the necessary skills and techniques to obtain two-dimensional tomographic images of the heart, measure blood flow velocities within the chambers of the heart with high frequency transducers.

## Program Description

The profession of Diagnostic Cardiac Sonography includes Echocardiology and Vascular technologies. The profession requires judgment and the ability to provide appropriate health care services. Sonographers are highly skilled professionals qualified by education to provide patient services using diagnostic techniques under the supervision of a licensed Doctor of Medicine or osteopathy. The sonographer may provide this service in a variety of medical settings where the physician is responsible for the use and interpretation of appropriate procedures. Sonographers assist physicians in gathering data necessary to reach diagnostic decisions.

## Accreditation

Parker University is institutionally accredited by Southern Association of Colleges and Schools (SACS). Accreditation awards certificate, associate, baccalaureate, master, and doctoral degrees. Contact the Commission of Colleges at 1866 Southern Lane, Decatur, Georgia 300334097, call 404-679-4500, or visit [sacscoc.org](http://sacscoc.org) for questions about the accreditation of Parker University. Accreditation is a sign that an institution has met an external set of criteria for its institution.

Parker University is also accredited by Commission on Accreditation of Allied Health Education Programs (CAAHP).

Registration with American Registry for Diagnostic Medical Sonography (ARDMS) requires passing the Sonography Principles & Instrumentation (SPI) Examination in addition to passing a specialty such as Adult Echocardiography or Vascular Technology. Upon successful completion of the Basic as well as Intermediate Ultrasound Physics courses at Parker University. Students will be eligible to sit for the SPI examination. All students will be required to attempt an ARDMS exam whether it be Adult Echocardiography or Vascular before they graduate.

I have read and understand Parker University is SACS accredited and CAAHP accredited as a General Ultrasound Program. In addition, any and all questions regarding the above disclosure have been answered. I hereby acknowledge the consequence of the above disclosure.

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Student Name (Print)

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Date

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Student Signature

## Leadership Roles

### *Program Director*

To provide support to the Diagnostic Cardiac Sonography Program in all aspects including but not limited to: faculty supervision, scheduling of classes; program development and growth; student issues management; and assisting at outreach events.

### *Clinical Coordinator*

To assist in helping coordinate and supervising the clinical education portion of the program that will assist students in meeting their educational goals and career aspirations. The Coordinator is responsible for acquiring clinical sites for placement of students, which includes the supervision and clinical site rotation schedules.

### *Faculty Instructor*

The Diagnostic Cardiac Sonography Instructor will teach didactic, laboratory and clinical courses in a manner that enables student learning and mastery of course material in the DS program.

### *Clinical Instructor*

The Clinical Instructors are employees of Parker University and provide student support during their clinical rotations. Their sole responsibility is to assist the preceptors and evaluate the student's performance.

## Standard of Ethics

Professional behaviors are always expected when involved in any education-related setting or activity. Professional standards and ethics define behavior that applies values and moral standards to activities within a profession. One of the roles of the DCS Program faculty is to assist students to become safe, professional, and ethical clinicians. This role is fulfilled by holding the students accountable for safe behaviors and by establishing a code of ethics and conduct along with professional standards of behavior that will help the students meet the criteria expected by the profession.

Professionalism will be supported through program policy/practices, education on ethics, classroom discussion, advisement and role modeling. Students who do not demonstrate

appropriate professional behaviors may compromise the educational experience for the student or their peers. In such cases, the student will work with faculty to address any concerns.

The Diagnostic Cardiac Sonography Program curriculum consists of an integration of didactic, laboratory and clinical experiences, each playing a vital role in the education of the student enrolled in the Diagnostic Cardiac Sonography Program. The SDMS Code of Ethics is founded in this curriculum. This program adheres to the SDMS Code of Ethics.  
(<http://www.sdms.org/about/codeofethics.asp>)

## **Code of Ethics for the Profession of Diagnostic Cardiac Sonography**

Approved by SDMS Board of Directors, December 6, 2006

### *PREAMBLE*

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

### **OBJECTIVES**

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

### **PRINCIPLES**

#### **Principle 1**

**In order to promote patient well-being, the diagnostic cardiac sonographer shall:**

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

## Principle II

**To promote the highest level of competent practice, diagnostic cardiac sonographers shall:**

- A. Obtain appropriate diagnostic cardiac sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits, credentialing bodies i.e., the National Commission for Certifying Agencies (NCCA), <http://www.noca.org/ncca/ncca.htm>; or, the International Organization for Standardization (ISO), <http://www.iso.org/iso/en/ISOOnline.frontpage>.
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined scope of practice and assume responsibility for his/her actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and re-credentialing.
- F. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution.

The Code of Ethics can serve as a valuable tool to develop local policies and procedures. (<http://www.sdms.org/about/codeofethics.asp>)

## Professional Organizations

- ARDMS American Registry of Diagnostic Medical Sonographers
  - National organization formed to provide credentialing to sonographers, creating a standard of professionalism within the career of sonography.
  - [www.ARDMS.org](http://www.ARDMS.org)
- SDMS Society of Diagnostic Medical Sonographers
  - Organization to provide support to sonographers, providing continuing education opportunities and to promote-represent the sonography profession. The society's purpose is to "promote, advance, and educate its members and the medical community in the science of Diagnostic Medical Sonography, and as a consequence, contribute to the enhancement of patient care."
  - [www.sdms.org](http://www.sdms.org)
- SVU Society of Vascular Ultrasound
  - Organization dedicated to the advancement of noninvasive vascular technology. It offers educational programs, publications, networking opportunities, and government representation.
  - [www.svu\\_net.org](http://www.svu_net.org)
- AIUM American Institute of Ultrasound in Medicine

- Provides educational opportunities to participate in the growing field of diagnostic ultrasound. It is a multi-disciplinary organization dedicated to advancing the art and science of ultrasound in medicine and research through its educational, scientific and professional activities.
- [www.aium.org](http://www.aium.org)
- JRC-DMS Joint Review Committee on Education in Diagnostic Cardiac Sonography
  - this organization develops standards for ultrasound schools, performs inspections of those schools through accreditation site visits and review of Accreditation Self Studies and reports its recommendations to CAAHEP.
  - [www.JRCDMS.ORG](http://www.JRCDMS.ORG)
- CAAHEP commission on Accreditation of Allied Health Education Programs
  - Accredits programs representing 18 allied health professions recognizing over 1800 allied health education programs in more than 1000 institutions. These institutions include universities and colleges, academic health centers junior and community colleges, vocational technical schools, hospitals, clinics, proprietary institutions, and government institutions and agencies.
  - [www.caahep.org](http://www.caahep.org)
- ASE American Society of Echocardiography
  - [www.asecho.org](http://www.asecho.org)

## PROGRAM CURRICULUM AND COURSE DESCRIPTIONS

ASSOCIATE OF APPLIED SCIENCE DIAGNOSTIC CARDIAC SONOGRAPHY			
<b>GENERAL EDUCATION CORE COURSES</b>			<b>25 Semester Credit Hours</b>
<b>DSC CORE COURSES</b>			<b>32 Semester Credit Hours</b>
<b>DSC CLINICAL COURSES</b>			<b>18 Semester Credit Hours</b>
<b>TOTAL</b>			<b>75 Semester Credit Hours</b>
<b>Course ID</b>	<b>Cr.</b>	<b>Course name</b>	
<b>GENERAL EDUCATION CORE COURSES</b>			<b>25 Semester Credit Hours</b>
HPRS 1106	1	Medical Terminology	
<b>COMMUNICATION</b>			<b>Complete (6) semester credit hours</b>
ENGL 1301	3	English Composition I- no substitutions	
ENGL 2326	3	American Literature	
Communication	3	*Humanities	
<b>MATHEMATICS</b>			<b>Complete (3) semester credit hours</b>
MATH 1314	3	College Algebra	
Mathematics	3	*Calculus or Statistics	
<b>NATURAL SCIENCES</b>			<b>Complete (3) semester credit hours</b>
BIOL 2401	4	Anatomy and Physiology I- no substitutions	
BIOL 2402	4	Anatomy and Physiology II-no substitutions	
PHYS 1401	4	College Physics- no substitutions	
<b>SOCIAL &amp; BEHAVIOR SCIENCES</b>			<b>Complete (3) semester credit hours</b>
PSYC 2301	3	General Psychology- no substitutions	

<b>DCS CORE COURSES</b>		<b>32 Semester Credit Hours</b>
DSAE 1311	3	Introduction to Adult Echocardiography
DSAE 1322	3	Cardiovascular Concepts
DMSO 1302	3	Basic Ultrasound Physics
DMSO 1342	3	Intermediate Ultrasound Physics
DSAE 1336	3	Diagnostic Electrocardiography
DSAE 2341	3	Echocardiographic Evaluation of Pathology I
DSAE 2352	3	Echocardiographic Evaluation of Pathology II
DSAE 2364	3	Advanced Echocardiography
DSVT 1311	3	Introduction to Vascular Technology
DSVT 1322	3	Principles of Vascular Technology
DSAE 2286	3	Adult Echocardiography Advanced Review
<b>DCS CLINICAL COURSES</b>		<b>18 Semester Credit Hours</b>
DSAE 2371	3	Clinical I
DSAE 2372	3	Clinical II
DSAE 2373	3	Clinical III
DSAE 2374	3	Clinical IV
DSAE 2375	3	Clinical V
DSAE 2376	3	Clinical VI

*Course order, content and credit hours is subject to change*

DCS – Diagnostic Cardiac Sonography

### **DMSO 1302 Basic Ultrasound Physics – 3 Credit Hours**

Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams.

### **DMSO 1342 Intermediate Ultrasound Physics – 3 Credit Hours**

Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bio effects and image artifacts. May introduce methods of Doppler flow analysis.

### **DSAE 1311 Introduction to Adult Echocardiology-3 Credit Hours**

An introductory course to gain knowledge of scanning techniques and procedures with hands-on experience in a lab setting. Emphasis is placed on the sonographic evaluation of the normal adult heart.

### **DSAE 1322 Cardiovascular Concepts-3 Credit Hours**

This course will associate the cardiovascular systems of anatomy, physiology, and pathophysiology. Students will contrast the cardiac and vascular structural anatomy and relationships, differentiating electrical innervation, embryology, and hemodynamics of the heart and vascular system. This includes pathophysiology, etiology, pathology, signs, symptoms, risk factors, and treatment of cardiovascular diseases.

### **DSAE 1336 Diagnostic Electrocardiography-3 Credit Hours**

This course will utilize patient physical assessments and cardiac testing to refine techniques and determine appropriate interpretations. Assessments include electrocardiography, stress testing, Holter monitoring, vital signs, and cardiovascular pharmacology.

### **DSAE 2341 Echocardiographic Evaluation of Pathology I-3 Credit Hours**

This course will focus on adult acquired cardiac pathologies. Topics include cardiovascular pathophysiology, quantitative measurements, and the application of 2-D, M-Mode, and Doppler. Recognition of the sonography appearances of cardiovascular disease is stressed.

### **DSAE 2352 Echocardiographic Evaluation of Pathology II-3 Credit Hours**

This course is a continuation of Echocardiographic Evaluation of Pathology I emphasis on cardiac disease. Course emphasis is placed on quantitative measurements and application of 2-D, M-Mode, Doppler and recognition of the sonographic appearances of cardiac disease.

### **DSAE 2364 Advanced Echocardiography-3 Credit Hours**

This course will investigate and analyze advanced echocardiographic procedures. Topics include stress echo, related diagnostic imaging, and related noninvasive cardiac testing.

### **DSAE 2286 Adult Echocardiography Advanced Review-3 Credit Hours**

Students will formulate knowledge, skills and professional values within legal and ethical context addressing emerging technologies and professional development, as it is related to the field of echocardiography. Ergonomic techniques and equipment applications associated with technological advances in the field of echocardiography will be integrated. Registry review techniques and preparedness will be integrated in this course.

### **DSAE 2371 Clinical I-3 Credit Hours**

Students will recognize, generalize, examine, investigate, validate and incorporate specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.



**DSAE 2372 Clinical II-3 Credit Hours**

Students will recognize, generalize, examine, investigate, validate and incorporate specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**DSAE 2373 Clinical III-3 Credit Hours**

Students will recognize, generalize, examine, investigate, validate and incorporate specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**DSAE 2374 Clinical IV-3 Credit Hours**

Students will recognize, generalize, examine, investigate, validate and incorporate specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**DSAE 2375 Clinical V-3 Credit Hours**

Students will recognize, generalize, examine, investigate, validate and incorporate specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**DSAE 2376 Clinical VI-3 Credit Hours**

Students will recognize, generalize, examine, investigate, validate and incorporate specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**DSVT – Diagnostic Sonography Vascular Technology****DSVT 1311 Introduction to Vascular Technology – 3**

Introduction to basic non-invasive vascular theories. Emphasizes image orientation, transducer handling, and identification of anatomic structures.

**DSVT 1322 Principles of Vascular Technology – 3**

Introduction to non-invasive vascular technology modalities. Includes 2D imaging, Doppler, Plethysmography, and segmental pressure. Emphasis on performing basic venous and arterial imaging and non-imaging exams.

## **Progression and Completion**

## Grading Policy

The Diagnostic Cardiac Sonography Program has set a program and course grading policy that will measure the students' knowledge and skill outcomes as outline for that core course.

The grade for any course examination, quiz, homework, lab exercise, and course final grade will follow the following scale:

### **Letter Grade Numeric Grade**

A	90.0-100.0%
B	80.0-89.9%
C	75.0-79.9%
D	65.0-75.0%
F	Up to 64.9%

**A student must obtain a 75% or higher in didactic and lab to progress in the program.**

In addition, the following irregular grades may be used in appropriate circumstances:  
P/F Pass/Fail - Some courses are graded on a Pass/Fail basis. Administrative designations that may be used in appropriate circumstances include:

- *Incomplete Grades*  
Students must complete all course requirements before advancing in the program. The grade of "I" is a temporary grade given to a student due to extenuating circumstances that the student may have encountered which prevented the student from completing the course work in the time prescribed. All Grades of "I" must be changed to a permanent grade designation by Friday of the first week of classes in the subsequent trimester of enrollment. If the student fails to make up the deficient course requirements within the prescribed time period, the grade of "Incomplete" will be changed to an F and the entire course must be repeated.
- *W: Institutional Withdrawal*
  - Grade received as a result of withdrawing from the university. It is not calculated into the GPA.
- *WP: Withdrawal/Passing*
  - Grade received as a result of withdrawing from a course. This indicates that the student was passing the course at the time of withdrawal from the course. It is not calculated into the GPA.
- *WF: Withdrawal Failing*
  - Grade received as a result of withdrawing from a course. This indicates the student was not passing the course at the time of withdrawal from the course. It is not calculated into the GPA.

**Note: When a student receives a W, WP or WF, that course may be used for financial aid determinations, but only once.**

The percentage of the course examinations, quizzes, homework, laboratory, exercises, attendance, etc. that apply toward the course final grade is determined by the program and faculty for each course and are reflected in the course syllabus. These areas and percentages can change as deemed necessary by the program and faculty to improve the course(s) for the student.

Clinical experience grades are factored into the student's cumulative GPA. Students must submit required clinical paperwork, associated assignments as outlined for each clinical experience. Failure to meet course requirement deadlines will result in a failing grade for the course. Student clinical performance will be evaluated by the Clinical Coordinator and the Clinical Instructor.

## Report of Academic Progress

Grades are assigned and recorded at the end of each course. Grade cards are available on Parker intranet.

## Assignments

Assignments submitted either in hard copy or via Blackboard must be received by the date and time due. Assignments received after that time will be considered late and will not be accepted. Each student is expected to use proper grammar, punctuation, and spelling in all written assignments. Assignments are to be typed and double spaced unless otherwise indicated by the course instructor.

The DCS Program uses the style guide of the American Psychological Association (APA) for all written assignments. Each student is required to obtain the style guide and use these guidelines for citations and references:

*American Psychological Association* (2009).

*Publication Manual of the American Psychological Association* (6<sup>th</sup> edition).

Washington, D.C.: American Psychological Association.

## Examinations

Each student is expected to attend class to sit for all scheduled exams and quizzes as outlined in the course syllabus. Students are not allowed to miss a quiz or exam. If a student misses an exam, he/she must present official documentation, for example a doctor's note or a police

report. At that time, it will be at the discretion of the Instructor/Program Director to decide if a student is allowed to take a makeup examination. Any student not passing an examination is responsible for scheduling an appointment to discuss and review the exam with the instructor of the course.

## Remediation

The Diagnostic Cardiac Sonography Program wants to ensure student academic and professional success. Any student needing remediation should be reassured that program and University resources are available. Students needing assistance should contact the instructor of the course or the Program Director for guidance.

## Professional Course Repeat Policy

If a student fails or receives a “C” in a professional course, the student can choose to repeat the course with the permission of the Program Director, provided the program does not exceed maximum class capacity.

- If a student needs to repeat a professional course the student will have to wait until the course re-sequences. Courses are only offered in their normal sequence. If a class is full, a student may have to wait an additional time period to re-enter the program.
- Should a student choose not to return to the DCS program upon re-sequencing then it will be determined by the Program Director if the student will be required to re-apply to the program and start the major from the beginning.
- A student can only repeat the same major course once. If the student fails the same course a second time the student will be dismissed from the program.
- Repeat of course may not be covered by Financial Aid.

## Progression

Students must maintain a passing score **in each course** and in clinical/lab in order to remain in the DCS Program and progress to the next succeeding term. Tutoring, study skills, and reading & math assessments can be provided upon request.

A passing grade of 75% is required in both didactic and lab.

### **POP QUIZZES and IN CLASS ASSIGNMENTS CANNOT BE MADE UP**

**Any missed exams will be given in a different format from original test and may consist of fill in the blank and essay questions. Points may be deducted if test not taken on scheduled date (this will be noted in the syllabus for each class).**

**Instructors will schedule a time for makeup exams.**

The instructor or student may request an evaluation conference at any time. An evaluation of academic achievement and progress in the lab-clinical area will be provided for each student by the faculty each term. Grade reports will be issued when all incomplete work has been completed.

## **Foundations for Student Success**

Students are expected to read and regularly refer to both the DCS Program Handbook and Parker University Undergraduate Catalog. These manuals describe important School and Program Policies and Procedures.

- Students are expected to attend all scheduled class sessions and remain in the class for the entire session. The only excuse for missing class is illness or family emergency. It is expected that students will notify the instructor in advance regarding a pending absence. Class attendance and participation contribute to the final grade in each course.
- Students are expected to prepare for each class by completing all readings and assignments. Students are expected to take notes during class. Class notes and assigned readings must be reviewed and studied following each class session.
- Students are expected to engage in classroom discussions and lab activities. Conversations between class members are distracting to the course instructor and other students.
- Students are expected to organize materials from each class into a notebook or binder.
- Students are expected to maintain and regularly update a calendar including due dates for assignments, meetings, clinical obligations, and appointments with faculty.
- Students are expected to proofread/read aloud all written assignments before turning the assignment in to the instructor.
- Students are expected to respond to faculty e-mail within **48 hours** during the regular semester.
- Students are expected to discuss any issue of concern directly with the course instructor first, followed by the Program Director.

Students are expected to maintain the cleanliness and organization of the classrooms and laboratory spaces.

## Technical Standards

In addition to academic and performance standards students must be able to meet and maintain the following technical standards for the purpose of admission and continuation in the program:

- **Communicate Effectively** - Ability to interact with patients and healthcare professionals in both written and verbal form. Be able to articulate in a clear and distinct manner procedures, instructions and oral reports
- **Cognitive** - Ability to execute complex mental processes. Obtain and retain didactic knowledge including many procedures and protocols with the ability to apply this knowledge for the purpose of collecting, interpreting, and integrating information to make examination related decisions. Utilize problem solving skills while performing sonographic procedures to establish the best diagnostic information possible.
- **Coordination** - Gross body coordination such as maintain balance, hand-eye coordination, arm-hand steadiness and precision. Dexterity to operate control panel while manipulating transducer simultaneously.
- **Visual and Hearing** - ability to distinguish color on Doppler procedures as well as various shades of gray while performing sonograms. Hearing must be adequate to perceive and interpret equipment signals, monitor alarms, and calls for help.
- **Stamina** - Ability to push/pull objects in excess of fifty (50) pounds. Ability to stand during examinations and long procedures. Lift and transfer patients from wheelchair or stretcher to and from examination table. Assist patients into proper position for examination.
- **Emotional Stability** - Ability to adapt and function under stress. Deal with the unexpected and adapt to change. Perform multiple tasks and responsibilities concurrently. Possess a strong work ethic, compassion, and integrity.

## CODE OF STUDENT CONDUCT

Parker University is a self-governing, private, nonprofit institution of higher education. The University attempts to provide for all students an environment that is conducive to academic endeavor, personal and social growth and individual discipline. Acceptance to attend is a privilege extended to a selected group. Enrollment is considered an implicit acceptance of rules, regulations, procedures and guidelines governing student behavior at this institution.

Each student is responsible for full knowledge of all published policies, rules, regulations, and guidelines of the university as well as any subsequent changes or updates. The university holds each student responsible for compliance with all policies, rules, regulations, and guidelines and obtaining any printed revisions. Students are also expected to comply with all federal state and local laws and to conduct themselves on-campus, off-campus and through electronic communication, in a manner that is ethical and professional. Parker also reserves the right to adjudicate conduct and behavior violations of students, student organizations, and clubs which have taken place off campus and/or are associated with an event sponsored by the University. A student is not entitled to any greater immunities or privileges before the law than those enjoyed by other citizens generally.

Students have the right of free expression and advocacy; however, the time, place and manner of exercising speech and advocacy will be determined and regulated by the university in such a manner as to ensure orderly conduct, non-interference with university functions or activities and the safety of students, faculty, and staff. Any action that interrupts the scheduled activities or processes of education is classified as disruptive; thus, anyone who initiates any gathering leading to disruptive activity will be violating university regulations.

The basic standard of conduct and behavior requires a student to:

- Adhere to all university policies, rules, regulations, and guidelines;
- Not violate any municipal, state, or federal laws;
- Not exhibit any conduct or behavior on or off campus or through electronic communication and social media which might have an adverse effect on the university, its faculty, staff and students or on the educational process;
- Not interfere with or disrupt the orderly educational processes of the university; and
- Report any known violation of university policies and/or procedures.

## Disciplinary Actions

Any student who violates the standard of conduct and behavior policies, regulations or procedures is subject to any of the following disciplinary actions, notwithstanding any action taken by civil or criminal authorities.

<b>Written reprimand</b>	A letter of reprimand is delivered to the student and placed in the student's official file.
<b>Probation</b>	The student is placed on notice that any future violation of policy or procedure could result in dismissal from the university.
<b>Discretionary Sanctions</b>	Failing grade on exam, lab practical, paper, project, or course. Work assignments, written apologies, written papers, service to the university or other related assignments. Exclusion from participation in extracurricular activities of the institution. Other sanctions deemed appropriate by the Office of Student Rights and Responsibilities.
<b>Suspension</b>	Prohibits a student from attending a class or classes and/or clinic duties or from being on campus or attending any school activities or events, for a specified period of time.
<b>Dismissal</b>	Permanent removal from Parker University.

Examples of disciplinary violations include, but are not limited to, the following:

- A. **Acts of Academic dishonesty.** Academic dishonesty is directly counter to the goals and ideals of every academic institution and will not be tolerated at Parker University. A substantiated allegation of academic dishonesty brought against a student may result in dismissal from the institution. Appropriate designated individuals within the Institution will judge cases of alleged academic dishonesty according to the principles, policies and procedures outlined in the Student Catalog and/or Handbook.

Students must read and sign the cover page (if applicable) present on all exams prior to taking the examination. The cover sheet contains a more inclusive list of what will be considered dishonest academic behavior. This cover sheet must be submitted when students turn in their exam or exam answer sheet.

Any writing, erasures, marks, etc. on a scantron sheet submitted by the student for any exam/lab practical/quiz, etc., other than those marks or erasures directly pertaining to the marking of the bubbles on the scantron sheet will be considered cheating and if discovered, the student will receive a grade of zero on that exam/lab practical/quiz and appropriate disciplinary action will be taken which could result in the student being suspended or dismissed from the Institution.

Acts of Academic Dishonesty include, but are not limited to:



1. Copying, giving the appearance of copying, or attempting to copy from another student's test or other academic work; or from another source including written/printed material or electronic devices
2. Taking into an exam, quiz, practical or capstone and/or using during an exam, quiz, practical or capstone, material, equipment, or electronic devices not authorized by the instructor administering the test;
3. Collaboration with another person during a written, oral or exam/practical examination or in preparing academic work for credit;
4. Collusion – unauthorized collaboration with another person in preparing written work for credit or allowing another to use one's work, copying from one's research or test paper, providing answers and/or test materials and aiding or abetting another in any unethical or unprofessional manner.
5. Plagiarism –attempt to represent someone else's words or ideas (whether published or unpublished) as one's own. Examples of such activities include, but are not limited to, the following:
  - a. Using the words of a published source in a written exercise without appropriate documentation.
  - b. Presenting as one's own original concepts, ideas, and/or arguments of another source.
  - c. Presenting as one's own another's scientific research, case studies, etc. without properly acknowledging the source of the material.
6. Knowingly possessing, using, buying, selling, stealing, transporting or soliciting in whole or in part, the contents of confidential test information;
7. Substituting- using a proxy or acting as a proxy in an academic exercise. Examples include, but are not limited to the following:
  - a. Taking an examination for another student.
  - b. Doing homework assignments for another student.
  - c. Using someone else's homework assignment and substituting it for your own original work.
  - d. Bribing another person to obtain confidential test material or information about confidential test material;
8. Alteration or falsification of records will not be tolerated. Examples include but are not limited to the following:
  - a. Signing another student's name on the class roll sheet.
  - b. Changing an answer on an already graded academic exercise (or scantron sheet) without appropriate authorization.
  - c. Altering entries in any way in any University record. Furnishing false information to any university office, staff or faculty member; and
  - d. Forgery, alteration, destruction or misuse of any university document, record or identification form.
9. Sabotage will not be tolerated. Examples include but are not limited to the following:
  - a. Stealing, destroying or altering another's academic work.

- b. Obstruction or disruption of teaching, whether in the classroom, laboratories, clinics or other university facilities to include, but not be limited to: being late for class, labs or clinic; conversations with other class members during the lecture; reading materials not related to the course or lab; feet on desks; speaking to faculty, staff or students in a disrespectful aggressive manner, throwing paper or other items.
- 10. Any violation of policy or act of misconduct in the Dallas or Irving Chiropractic Clinic, Community Based Internships, Massage Therapy Clinic, externship site for students in the Colleges of Health Science programs. (Please see program specific handbooks for additional information.)
- 11. Failure to care adequately for clients/patients. A student who exposes a client/patient or other person to risk of harm may be dismissed from the institution. This include failure to conform to minimum standards of acceptable practice under the supervision of the faculty, university staff or official, or designee of a Parker University-affiliated facility;
- 12. Unauthorized possession, duplication or use of keys or unauthorized entry to, or use of the university premises.
- 13. Damaging, defacing or destroying university property or the property of a student, faculty or staff member or a campus visitor.
- 14. Attempted or actual theft of the property of the university or property of any student, faculty, or staff member.
- 15. Misconduct which adversely affects the university community, or which constitutes a violation of criminal laws of the federal, state or city governments.
- 16. Misconduct relating to student obligations with the university or university employees, including but not limited to:
  - a. Intentional issuance of a check without sufficient funds;
  - b. Failure to fulfill financial obligations to Parker University;
  - c. Failure to comply with reasonable directives of faculty, staff or administrators acting in the performance of their duties;
  - d. Failure to heed an official notice or summons by faculty, staff or administrators.
  - e. Failure to maintain a current mailing address and phone number in the Office of the Registrar or giving a false or fictitious address to the university.
- 17. Violation of federal copyright laws, including, but not limited to, copying textbooks, lab manuals or unauthorized computer programs.
- 18. Violation of the Parker University Title IX Policy.
- 19. Physical abuse/assault, verbal abuse, threats, intimidation, harassment, coercion, electronic bullying or harassment and/or other conduct which threatens or endangers

the health or safety  
of any person.

20. Hazing - any intentional, knowing or reckless act, occurring on or off the campus, by one person alone or acting with others, done for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at Parker University. Hazing also includes any “coercion” of a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe that the student is intoxicated. Under the Texas Education Code, criminal penalties may be imposed against persons who engage in hazing or fail to report hazing to the Dean of Student Development.
21. Use or possession of ammunition, firearms, guns or other objects which are dangerous or flammable or which could cause damage by fire or explosion.
22. Use or possession of a knife with a blade longer than 5 ½ inches, which is also prohibited by the State of Texas (Penal Code 46.016A).
23. Unlawfully using, manufacturing, distributing, dispensing, possessing, selling, or purchasing controlled substances, and/or being under the influence of a controlled substance.
24. Smoking (include e-cigarettes, vapors and hookahs) and use of smokeless chewing tobacco is prohibited in all campus buildings, parking lots and campus facilities.
25. Unauthorized consumption of alcohol on the Parker University campus or at any university event or activity on campus or being under the influence or intoxicated at any on or off-campus university event or activity.
26. Use of foul unprofessional, inappropriate, prejudice or bigoted language on campus or at a university-sponsored event, using a telephone or electronic device in an obscene, mischievous, harassing, or malicious manner, or the wearing of inappropriate or offensive clothing.
27. Tampering with or vandalizing fire alarms or other safety devices or equipment.
28. Unauthorized solicitation, advertising or selling merchandise/services on campus.
29. Students acting as an agent for businesses or organizations or for faculty/staff who wish to give presentations, seminars, workshops, teach courses, etc., for entrepreneurial purposes.
30. Abuse of computers, technology or computer time, including but not limited to:
  1. Unauthorized entries into a file, to use, read or change the contents or for any other purpose including reading another person’s e-mail.
  2. Unauthorized transfer of a file.
  3. Unauthorized use of another individual’s identification and password.

4. Unauthorized access into network files.
  5. Use of computer facilities to interfere with the work of another student, faculty or staff member.
  6. Use of computing facilities to send, receive or view obscene or abusive messages or information, including pornography.
  7. Use of computing facilities to interfere with the normal operation of the university computing system.
31. Abuse of the judicial system, including but not limited to:
1. Failure to comply with a directive or summons of a judicial committee or university official.
  2. Falsification, distortion or misrepresentation of information before a judicial committee.
  3. Disruption or interference with the conduct of a judicial committee.
  4. Attempting to discourage an individual's participation in or use of the judicial procedures.
- Y. Performing any spinal adjustments or extra spinal manipulation on others without authorized supervision or violating any provision of the Texas Chiropractic Practice Act (students may practice the following without supervision: static palpation; motion palpation; leg checking procedures, i.e., Thompson and Activator; muscle testing and the setups of the nine separate chiropractic technique systems taught at Parker University).
- Z. Massage Therapy students will ensure clients will be properly draped during massage procedures. Full conservative draping is required at all times.

*Parker University's updated catalog would have any new changes to this policy*

## Charges of Misconduct

Faculty will, upon becoming aware of possible misconduct,

1. Notify the student of the charge against him/her.
2. Determine whether in the faculty member's view the student is guilty of the infraction; if so; report the infraction to the appropriate Department Chair/Program Director at which time one or more of the following courses of action may be taken:
  - a. The case may be decided and dealt with on the instructor level in cases of minor infractions.
  - b. Cases of more severe infractions will be referred to the College Dean and/or Associate Provost, Academic Operations and/or or Associate Provost, College of Chiropractic where the case will be referred to the Dean of Student Development and determination will be made whether the case warrants being brought before the Academic and Professional Standards Committee.

One or more of the following penalties may be imposed once academic dishonesty has been substantiated:

1. A written record of the infraction will be included in the student's permanent file.
2. A failing grade on the exam, lab practical, paper or project.
3. A failing grade in the course.
4. Suspension from the Institution.
5. Permanent dismissal from the Institution.
6. Exclusion from participation in any extra-curricular activities of the Institution
7. Other sanctions as deemed appropriate by the Office of Student Rights and Responsibilities

Minor incidents of academic misconduct may be handled by a faculty member or academic department head/administrator. If the student does not wish to accept the disciplinary action given, he/she will be reported to the Dean of Student Development/Chair of the Academic and Professional Standards Committee for a hearing and decision.

*Parker University's updated catalog would have any new changes to this policy*

## Hearing and Appeal Procedures

### Academic and Professional Standards Committee

Pursuant to the University's Code of Conduct, any member of the university community may report a student for misconduct, unprofessional behavior or violation of university policies and/or procedures. The report will be submitted in writing to the Dean of Student Development. The Dean of Student Development reserves the right to impose an immediate suspension to a student while an investigation is being conducted if the Dean of Student Development perceives the student to be a risk to the campus community.

The Dean of Student Development conducts an investigation to determine if the charges have merit and/or can be resolved administratively by mutual consent. Such disposition will be final and there will be no subsequent proceedings or appeals. If there is no mutual consent, a hearing will be scheduled before the Academic and Professional Standards Committee within an appropriate time period from the date of the reported violation. If a report is filed during the last two weeks of the term, it may be necessary to postpone the hearing until no later than the Friday of the first week of the following term.

The Academic and Professional Standards hearing is an educational process and will be conducted according to the following guidelines.

1. The faculty members of the committee will be appointed by the Dean of Student Development. The student representatives on the committee will be appointed by the Student Body President and/or Dean of Student Development. The committee is chaired by the Dean of Student Development. For cases involving chiropractic interns, Clinic faculty doctors will serve as the faculty representatives on the committee.
2. The student(s) will be notified in writing of the charges and directed to appear before the committee. Failure to appear before the committee is a violation of university policy and will subject the student(s) to further charges.
3. Hearings are confidential, closed to the public and press, will be conducted in private and due process guidelines will be followed. Admission of any person to the hearing is at the discretion of the committee Chair. Legal or other representation during the hearing is prohibited. The student(s) will be a) advised of the charges, b) given the opportunity to respond to the charges, and c) present documentation and/or witnesses to support their response. Everyone appearing before the committee is subject to questioning by the committee. Patients are prohibited from appearing before the committee as witnesses; however, their written statement may be presented. Minutes are taken at the hearing. All documents, including minutes and other materials are disciplinary records and are confidential and not available to students or the public.
4. The committee will review all available and relevant information and documentation presented and after careful consideration of the preponderance of evidence, the committee will determine by a majority vote, what disciplinary action, if any, is warranted. The committee chair will inform the student in writing within five business days of the committee's decision.

The disciplinary action decided by the committee becomes effective upon receipt of the written letter. If the disciplinary action is suspension for any period of time, the student is prohibited from attending any activities or events specified in the suspension, whether on campus or off campus. If the disciplinary action is dismissal, the student is dismissed from the university and is prohibited from being on campus, attending any classes, clinic duties, events or activities of the university, whether on campus or off campus. Special permission may be given by the Dean of Student Development for the student to come on campus for a specific purpose.

*Parker University's updated catalog would have any new changes to this policy*

## Appeal Procedure

If the decision of the Academic and Professional Standards committee is an adverse decision (suspension or dismissal) the student may appeal the decision. The appeal will be submitted in writing within five business days of the receipt of the committee's decision to the Dean of Student Development. The student is permitted to return to classes and clinic duties and activities and events of the university until the appeal has been decided, unless one of the following circumstances is determined by the Dean of Student Development to exist:

1. The appeal has not been made according to the conditions in the decision letter;
2. The presence of the student in university activities constitutes a disruptive influence on the educational process or to patient care activities;
3. The presence of the student is considered to be a danger to the health, safety and welfare of the student or other students, faculty and staff.

The Academic and Professional Standards Appeal Committee is chaired by the Dean of Student Development and consists of the Vice Provost, Associate Provost of Education and Research, Dean of the College of Health Sciences, Dean of Clinics, College of Chiropractic; and the Dean of Academics, College of Chiropractic. If one of the aforementioned members of the Appeals committee is unavailable, an alternate administration may be appointed to serve on the Appeals Committee. The Appeals Committee may uphold the appeal of the student, may affirm the committee's decision, or may modify the disciplinary action, by reducing the disciplinary action. The Dean of Student Development will notify the student of the decision within five business days of the Appeals Committee's decision. If the appeal is upheld, the student is immediately reinstated and may be allowed to make-up any missed course work during the suspension or dismissal. If the appeal is denied, the disciplinary action becomes effective upon the student's receipt of the decision. The decision of the Academic and Professional Standards Appeal Committee is final and may only be overturned by the university Provost.

*Parker University's updated catalog would have any new changes to this policy*

## Fraternization

Student friendships or relationships can easily be established, these connections make sense because the commonalities that students share such as proximity, shared interests, and backgrounds. The DCS program understands that these relationships can have a positive effect on the sense of teamwork and camaraderie. However, at no time should personal relationships interfere with the learning process and classroom environment. Student/Faculty relationships are strictly prohibited. Students and faculty may only communicate via parker email or parker telephone system.

While on Clinical rotations, students are protected from sexual harassment and should report any concerns to the Clinical Instructor (CI) AND the Clinical Coordinator immediately. In addition, students are NOT to initiate or engage in non-professional relationships at clinical sites with Clinical Instructors.

## Policy for Admission to the Diagnostic Cardiac Sonography Program

Interested individuals can obtain a Diagnostic Cardiac Sonography brochure describing the programs in general by contacting the College of Health Sciences Department, searching the Parker University website, and/or by visiting the Parker University Admissions offices. Specific information is found on the Diagnostic Cardiac Sonography website (<http://www.parker.edu/future/Academics and Programs/Associate-Programs/Diagnostic Sonography/>).

Application for admission to Parker University is a separate process which must be completed prior to applying to the Diagnostic Cardiac Sonography major. Please see the Parker University website (<http://www.parker.edu>) for the Parker University Admission Process. The Diagnostic Cardiac Sonography Program takes 15 students a year and is very competitive.

The number of students can also be determined by the number of appropriate clinical sites available for clinical placements throughout the length of the program.

The following are admissions requirements to enter the core program:

- Students applying for acceptance into the Diagnostic Cardiac Sonography, Associate of Applied Science (A.A.S) Degree Program are required to successfully complete all general education courses. This consists of 8 general education courses in the first 8 months considered to be the "pre-professional phase" of our A.A.S program. A grade of "C" or better in all courses and a minimum cumulative GPA of 3.0 (on a 4.0 scale) must be earned in order to be eligible to progress to the professional phase of the program.
- An acceptable Level-3 criminal background screening will be required for all students. **Students with felony charges and/or convictions may not be eligible for admission into this Allied Health Program.**
- An acceptable drug screen will be required for all students.
- Completion of any Health Discipline (ex RT, OTA, MT, RN, LPN/LVN, PA, DC, MD) which requires licensure must submit proof of good standing.

## Specific Standards for the DCS Program

To continue in the Diagnostic Cardiac Sonography program, the student is expected to achieve a minimum cumulative GPA of 2.75.

- After completion of the first trimester if the student has not met the required 2.75 for the cumulative GPA the student will be placed on a "Possible Programmatic Dismissal" action plan devised by the Program Director and/or appropriate faculty.
- This dismissal action plan will remain in place for the remainder of one trimester (4



consecutive major classes) if the student does not meet the 2.75 GPA then the student will be dismissed.

- If the student does not pass each didactic/lab course with a weighted total of 75% or higher than the student will not move forward to the next class.
- If a student happens to be placed on probation during their clinical rotation but is still passing with a 75% weighted total, the student may be able to continue at the discretion of the Program Director.
- If the student is still passing with a 75% or higher but on probation by the time of graduation, the student may graduate at the discretion of the Program Director and Dean of the College of Health Sciences.

The Diagnostic Cardiac Sonography trimester may differ from the established University trimester and does not recognize W or WNA in the grade calculation. Diagnostic Cardiac Sonography progress is based on qualitative measures and will be evaluated every fourth major course, after the completion of the final term of each major trimester.

A student who fails a course within a major trimester may choose to re-enter the program when the course re-sequences contingent upon not exceeding the program's maximum capacity. The failing grade will only be replaced when and if the student earns a passing grade. The student must meet the same major trimester GPA requirements as previously stated. Should a student choose not to return to the DCS program upon re-sequencing then it will be determined by the Program Director if the student will be required to re-apply to the program and start the major from the beginning. A student may re-enter when their last class resurfaces after being tested and receiving a score of 78% or higher both didactically and in the simulation lab setting. Re-entry will be granted **ONLY** if the Program Director, Clinical Coordinator and faculty feel that the student can return to the next class with the skills needed to be successful as they move forward throughout the program. Students are required to audit classes with the understanding that auditing a class will not replace an existing grade. However, they are still required to maintain the equivalent of a 2.75 GPA in order to re-enter the program. The student also must pass the auditing class with a weighted total of 75% in didactic/lab in order to move forward. If a student fails the course they audited, they will not be allowed to progress.

## Pregnancy Policy

The student may voluntarily notify the Program Director of her pregnancy. This notification must be on the Parker University Pregnancy Release/Notification Form. If the student chooses not to disclose her pregnancy information, she is acknowledging and accepting any responsibility for her state and any complications that could arise.

There are two options if you become pregnant in the course of the program:

1. Stay in the program throughout the pregnancy

## 2. Take a Leave of Absence during pregnancy with proper documentation

If you choose to take a Leave of Absence you would apply for reinstatement to the program after the pregnancy ends no later than one year, at the beginning of the corresponding semester in which you left. The program will not offer out of sequence course(s) to accommodate returning students. If you choose to continue with the program throughout pregnancy, you would complete all didactic and clinical rotations as assigned with no special provisions or modifications.

Note: Clinical facilities may require students to fill out pregnancy information for the safety of the mother/child during clinical rotations.

## Financial Aid

Parker University students who wish to seek financial aid assistance should contact:

Parker University Office of Financial Aid

Parker Plaza South Building, Suite 100

Email: [askfinancialaid@parker.edu](mailto:askfinancialaid@parker.edu)

Phone: 972-438-6932 or 800-438-6932

## Policy for Advance Standing

1. Students requesting admission to the school via transfer from another approved school of Diagnostic Cardiac Sonography shall meet the school's current admission requirements and curriculum requirements for currently enrolled students.
2. Students must submit an official transcript from an approved school listing completed courses.
3. Students must submit copies of course outlines for which they are requesting credit. Faculty will review transcripts and outlines to determine admission.
4. Challenge examinations and skills assessments will be required to determine applicants' competencies.
5. Tuition and fees will be determined on an individual basis.

**An applicant may be considered for admission with advanced standing if:**

- The applicant withdrew at the end of the term in a previous class with a passing grade in all courses. (Must have been within the previous year. If over 1 year, the applicant must start at the beginning of the program.)
- The applicant is a direct transfer from another school.

**To apply for advanced standing, the applicant must:**

- Meet with faculty to determine admission.

\*Applicants shall be admitted with advanced standing only if there is an opening in the program and a plan can be worked out for assuring that all the program objectives can be met.

\*\*Students may request transfer of college credits for any pre-requisites. In order to accept credit for these courses, the following guidelines must be met:

1. The course must have been completed at an accredited college.
2. The course must have been completed within the last 5 years. (If over 5 years ago, the student may be able to test out at the discretion of the instructor.)
3. The course must have been completed with a grade of "C" or above.

## SCANS Competencies

The Secretary's Commission on Achieving Necessary Skills (SCANS) was established by the Secretary of Labor in order to evaluate the skills of young professionals to be able to succeed in the workplace. SCANS are made up of a three-part foundation and five workplace competencies that are in high demand for academic and job performance. Listed in the following chart below are some examples of the SCANS competencies that are pertinent to the DMS program:

SCANS	COMPETENCIES	EXAMPLES
1.0 Basic Skills	1.1 Reading 1.2 Writing 1.3 Mathematics 1.4 Listening 1.5 Speaking	-Ability to complete reading and class assignments -Ability to execute proper formulas for basic and intermediate physics -Ability to converse with a patient to obtain pertinent clinical history -Ability to communicate with physicians in regard to ultrasound findings
2.0 Thinking Skills	2.2 Decision making 2.3 Problem solving 2.4 Mental imagery 2.5 Learning techniques 2.6 Reasoning	-Ability to correlate pertinent patient history, labs, surgical history with exam ordered to determine if correct exam has been ordered -Ability to distinguish between normal tissue and pathology while using critical thinking to provide a complete scan -Ability to evaluate and execute efficient workflow -Ability to compare ultrasound findings with

		prior modalities
3.0 Personal Qualities	3.1 Responsibility 3.2 Self-esteem 3.3 Sociability 3.4 Self-management 3.5 Integrity/honesty	-Ability to maintain positive attitude during didactic and clinical hours -Ability to comply with HIPAA regulations -Maintains integrity for the duration of the DMS program
4.0 Resources	4.1 Time 4.2 Money 4.3 Material and facilities	-Ability to maintain time efficiently for studying, completion of assignments and completion of ultrasound exam -Ability to set personal goals and utilize resource to obtain those goals -Have the financial responsibility to maintain good standing with Parker University and to not let work have a negative impact on the program
5.0 Interpersonal	5.1 Teamwork 5.2 Instructs others 5.3 Patient service	-Ability to work well within an ultrasound department -Ability to assist other students with shortcomings -Ability to maintain proper decorum with patients before during and after exam or procedure
6.0 Information	6.1 Acquires and evaluates information 6.2 Organizes and maintains information 6.3 Communicates information	-Ability to obtain and correlate patient's history, labs, surgical history, and prior exams to ensure patient is getting appropriate and thorough exam -Ability to produce a sonographer report and communicate those findings with physician
7.0 Systems	7.1 Understand facility systems 7.2 Monitors and corrects performance	-Ability to familiarize and have a working knowledge of different ultrasound machines -Being able to recognize when the machine is not functioning properly -Become proficient in a clinical site's PACS and RIS systems
8.0 Technology	8.1 Selects technology 8.2 Applies technology to task 8.3 Maintains/troubleshoots	-Ability to select proper transducer and machine settings with any given exam -Become familiar with preventative maintenance protocols and proper care for the ultrasound machines

## Policy for Appearance and Hygiene

### A. Classroom Dress Code

Each student is to be neat, clean and well-groomed during school hours. Dress for the classroom is clinical uniform attire as described below.

### B. Uniform Dress Code

## 1. Uniform

- A. Regulation uniform selected for the school must be worn in the classroom, laboratory, and clinical settings. Name badge must be worn all times. Student will not be allowed to remain at clinical without the appropriate attire.
- B. White undergarments must be worn with the uniform.
- C. A Freshly laundered, wrinkle free, neatly mended uniform must be worn each day on the clinical unit.
- D. Hoodies and sweaters may not be worn with the uniform at any time.
- E. Hosiery is limited to plain white hose, free of runs, or white socks.
- F. Regulation type of white leather shoes must be worn. Shoes and laces must be clean and well-polished at all times.
- G. Fingernails must be kept short (even with ends of fingers). Only clear fingernail polish is allowed so long as it is intact (not chipped or peeling). Artificial fingernails or tips are not to be worn.
- H. Use of cosmetics while in uniform.
  - 1. A harsh or artificial look is to be avoided.
  - 2. Perfumes are not to be worn.
  - 3. Deodorants are a must.
- I. Hair should be neatly arranged according to the following limitations:
  - 1. Hair must be clean.
  - 2. Hair must be cut, fastened or arranged in such a manner that is does not fall in the face of the student, interfere with his/her work or touch the patient.
  - 3. Hair must be restrained so that it is above shoulder level.
  - 4. No “fancy” or “extreme” hairdos will be allowed in uniform or on duty. No distracting hair color.
  - 5. Wigs and hairpieces may be worn as long as they conform to the hair regulations.
  - 6. Facial hair of male students must be kept short, neat, and well trimmed.
  - 7. Use of any clips for securing hair must meet approval of instructors.
- J. Gum chewing is not permitted in uniform.
- K. Jewelry may be worn only as follows while in uniform.
  - 1. Name badge
  - 2. Small post earrings can be worn with uniform. No jewelry will be permitted with other body piercing. This includes all body piercing such as ears (multiple), lips, nose, eyebrows, tongue or any body part that is visible while in uniform.
  - 3. No pens on strings around the neck unless it’s a breakaway lanyard.
  - 4. Medic-alert necklaces and bracelet should be removed and pinned to the inside of the uniform.

- 5. No other jewelry will be worn with the uniform.
- L. Cell phone use including text messaging is not allowed in the classroom or clinical setting. Please refer to the policy on cell phone use.
- M. Tattoos will require covering while in uniform. Decisions will be made on an individual basis on how best to cover the area.
- N. No visible “skin” should be seen while in uniform. No junior cut pants that could possibly show undergarments and no low-cut scrub tops.
- O. Personal Hygiene is expected. Students must be clean at all times. If offensive body odor is detected by the instructor or noted and reported by anyone else you will receive a written warning. Second offense **WILL REQUIRE DISMISSAL FROM THE PROGRAM.**
- P. Smoking is not permitted while in uniform. Any smoke smell on uniform could cause breathing problems in the patient so student will be asked to go home to change.

## Policy for Attendance

### A. Attendance

1. Students are required to be in clinical and class at the scheduled times. If unable to be present for the scheduled clinical/class time, the student must follow the “Mandatory Procedure for Calling-Off from Clinical Site or Classroom” as stated below:

**\*\*Mandatory Procedure for Calling-Off from Clinical Site:**

1. Call clinical site **at least** 1 hour prior to scheduled clinical shift
2. Call Clinical Coordinator at Parker University at least 1 hour prior to scheduled clinical shift and report off giving your name, time, and reason for reporting off. If no answer, leave detailed message.
3. \*Send electronic message (email) to Clinical Coordinator and report off giving your name, time, and reason for reporting off.
4. Student will be written up and may be grounds for termination from DCS program if this procedure is not followed.

**\*\* For School:**

1. Email Program Director and instructor notifying them of your absence. You may text or call as well, however an email must be sent for documentation in your file.

Students will be considered a *no call/no show* if these guidelines are not followed. After one (1) occurrence of student missing clinical/class without calling in or frequent tardiness, the student will be placed on probation. After the second occurrence of no call/no show or continued tardiness, the student will be subject to dismissal from the program.

Students must be in clinical on scheduled date and time, as there is no make-up time for clinical.

***Missing more than two (3) clinical day or lab day per semester will lead to dismissal from the program.***

The DCS policy states two (2) fifteen minutes of tardiness are equivalent to one (1) day of absence. Habitual tardiness will not be tolerated. The student is not permitted to stay over in the clinical site to make up the time.

Following thirty-two (32) hours absence from the DS program per year, the student will be dismissed from the program regardless of the reason for the absence. These thirty-two (32) hours are to be used to cover all absences by the student.

Students should be aware of the following:

1. Students are responsible for any curriculum missed while absent from class or clinical, regardless of the number of minutes or hours. Students must arrange with the instructor to review any material missed in lab.
2. Following three (3) days absence consecutive or intermittent, the student will be Notified in writing of his/her attendance status.
3. Following five (5) days absence, consecutive or intermittent, the student's record will be reviewed by the supervisor and the faculty. The student will be notified in writing of his/her attendance status.
4. Following seven (7) days absence consecutive or intermittent, the student will be notified in writing of his/her attendance status.
5. Following thirty-two (32) hours absence from the program per year, the student will be dismissed from the program regardless of the reason for the absence. These thirty-two (32) hours are to be used to cover all absences by the student.

**\*\*There are no "excused" absences. A leave of absence (LOA) can be requested. See next page for LOA Policy.**

## B. Pro-Rated Attendance

Students re-entering the program throughout various semesters will have a pro-rated amount of time they can be absence from class and clinical. They will not receive the full hours of absences as a new student beginning the program. This time will be discussed with the student upon returning to the program. Re-entering students who are in excess of these allotted hours will be dismissed from the program.

## C. Tardiness

Avoid being tardy. However, if for some reason you will be late to clinical experience, the instructor is to be notified at least one (1) hour before scheduled time. Students are expected to report to the classroom promptly.

Empty chairs will be at the back of the room to be used if you are late. Please do not unnecessarily disturb the class as you enter and are seated.

If you are tardy/late to the clinical area or class, time will be counted by the clock designated by the instructor.

#### D. Illness During Class or Lab/Clinical Time

Students will be sent home from class or clinical for any suspected transmittable illness. Time will be deducted for time missed.

#### E. Leave of Absence

A leave of absence not to exceed 3 (three) days may be given for hospitalization of student or child. Discharge papers from the hospital must accompany the request for this LOA. Doctor's excuse will not be sufficient. Only one LOA may be requested per year. Pregnancy or military deployment must be discussed individually with the program director.

#### **LOA will not be granted for any other reason!**

If the leave of absence must be in excess of three (3) days, it will be necessary to withdraw from the program. The student can be phased back into the program within a one-year period if there is a vacancy within the program in the term needed by the student. Some review work may be required at that time. Leave of absence time and rules governing such absences will be at the discretion of the program director. If a LOA is taken, attendance recognition (award) will not be earned. Only 1 LOA may be taken per year.

#### E. Holiday Time Off for Didactic

Students will follow the College of Health Science calendar for major holidays and scheduled Breaks that occur during the DCS program.

#### F. Bad Weather Policy and Guidelines for Didactic

The Diagnostic Cardiac Sonography Program has developed with Parker University's policies to protect the safety of the students. Above all else, Parker University students are encouraged to respond to the threat of bad weather. Students should put their safety and that of their families first. During the didactic component of the curriculum when the students attend classes on campus, the



decision of the campus, regarding school closings must be followed. For information and updates on approaching storms, Parker University monitors weather. When away from Parker University please check local media which will list and school closures. Additionally, please check to see that classes have resumed or for possible delayed openings. Once the University resumes classes it is expected that students return to their scheduled class. If classes are not cancelled and you do not attend, this will be considered an absence. Extenuating circumstances should be brought to the attention of the program director.

## Policy for Dismissal of Student

The Parker University Diagnostic Cardiac Sonography Program reserves the right to terminate the enrollment of a student at any time if it becomes evident that the student cannot carry out the course of study successfully because of:

- A. A grade average below 75% at the end of the term.
- B. Absenteeism in excess of thirty-two (32) hours per year.
- C. Absenteeism in excess of two (2) clinical/lab day per year.
- D. Violation of school policies and regulations.
- E. Violation of policies and regulations of the cooperating clinical agencies.
- F. Unsafe clinical performance resulting in possible harm to the patient, coworker, or self.
- G. Cheating, plagiarism, or falsification of records (including clinical time sheets)

***\*\*Text messaging or any type of cell phone use while testing is considered cheating. It is also a disruption to class. Cell phones are to be turned off and put away during class time and out of room or up front with instructor during exams.***

- H. Using cell phones or text messaging at clinical site.
- I. Positive drug screen or suspected alcohol use at school or in clinical
- J. Breach of confidentiality and HIPAA regulations.
- K. Continual disruption of class or clinical (i.e. talking, laughing, cell phone usage, texting, etc).
- L. Complaints on performance from clinical sites.
- M. Mishandling of medical records.
- N. Theft from clinical site or school.
- O. Evidence of felony on background check or misdemeanor involving theft or drugs.
- P. Breach of confidentiality of patient information by any means including Social networking sites such as Facebook, Twitter, Myspace, etc.
- Q. Negative comments made on social networking sites that display a clinical facility or staff, the school of diagnostic sonography, or instructors in a negative way will not be tolerated.

It is also unacceptable and a HIPAA violation to discuss patients or any health information. In response, the clinical facility may ask that the student be removed from the clinical setting. If a student is removed from clinical, the student will be unable to meet program outcomes and will be terminated from the program. The school may determine that a violation of HIPAA has occurred and terminate the student from the program.

The faculty will carefully review all the records and recommend dismissal where necessary. Faculty recommendations and copies of necessary records will be submitted to the director. The student will meet with the faculty and the director to discuss the situation. The student will be informed verbally and in writing of the action taken.

## Grievance

When channels have been followed and the attempts to resolve problems are not successful, a student may file a request with the Dean of the College of Health Sciences Grievance Hearing. This grievance procedure is available to any student who believes he/she has been wronged or has experienced discrimination, such as race, color, national origin, gender and disability.

The request shall be made in writing within two working days of the occurrence of the problem or issue. The Dean of the College of Health Sciences shall appoint two faculty members and one faculty member for the Diagnostic Cardiac Sonography program. The Dean of the College of Health Sciences shall serve as chair of the committee and shall schedule a hearing within five working days of the request.

All parties shall be notified of the scheduled hearing. The grievance hearing is confidential and is closed to the public and the press. Admission of any person to the hearing is at the discretion of the committee chair. Legal or other representation is prohibited during the hearing. All parties shall have the opportunity to present information and documentation relevant to the grievance. All documents are confidential and shall not be released.

The Grievance Committee shall review all the information presented and shall determine by majority rule, a course of action to resolve the grievance. Within three working day, the committee chair shall notify all parties in writing of the committee's decision.

## Grievance Appeal Procedure

The decision of the committee may be appealed, in writing, within two working days, to the Dean of Student Affairs. The Grievance Committee Appeal Committee may uphold the decision or may notify or change the decision. The Dean of Student Affairs shall notify all parties involved, in writing, of the Grievance Committee Appeal Committee is final.

## On-Campus Incident Reports

Incident reports must be completed in the case of an accident, injury and unusual occurrence during an on- campus activity immediately no matter how minor they may seem. If the incident does not involve and injury notify the course instructor. The DCS Program Director is to be contacted immediately if the accident involves injury. Medical evaluation, treatment, and follow-up care following, and incident are the financial responsibility of the student and not reportable as "work-related."

## Fire

An individual who discovers smoke must follow the **RACE** procedure:

1. Rescue/remove anyone in immediate danger (if possible).
2. Activate fire alarm and alert others in the area.
3. Close doors to contain smoke and fire.
4. Evacuate the building using the nearest exit and report to the rear parking lot, stepping away from the building.

Parker University Safety Office must be notified immediately, and a fire alarm should be located and activated.

## First Aid

A first aid kit is located in the DCS Laboratory to assist in provide first aid for minor skin abrasions and cuts.

## Evacuation

When there is danger in remaining inside the Parker University campus building because of fire, smoke, or other conditions, faculty will direct the evacuation of students by taking personal belongings, closing the door, and proceeding to the nearest exist, using stairs instead of evaluator. All Diagnostic Cardiac Sonography students should report to the rear parking lot, stepping away from the building.

## Lockdown

The following instructions must be followed for when there is a potential or imminent threat of violence and it is too dangerous to evacuate.

1. Notify Parker Safety Officer, immediately.
2. Notify others in the Department.
3. Secure yourself and others in the nearest office, classroom, or other space that has a door
4. and can be closed.
5. Lock or barricade the door to the room, if possible.
6. Close windows, pull shades, or close blinds, if possible.
7. Turn off lights and remain quiet to give the appearance of an unoccupied space.
8. Crouch down near the floor away from windows and doors.
9. Remain in lockdown until a law enforcement office or other first responder comes to get you.
10. Do not attempt to evacuate the building; be prepared to ignore the firm alarm unless you have firsthand knowledge that there is a fire in the building, you are in imminent danger, or you have been advised to evacuate by a Parker Safety Officer or another person in authority.

## Policy on Felony Convictions and Drug Screen

During the online application process, applicants are required to attest to their compliance with all ARDMS Discipline Policies. Applicants who have legal or disciplinary matters in their past must be prepared to disclose the matters to the ARDMS at the time of application and submit the required initial review fee of \$150 USD. Please review the ARDMS Discipline Policies at: [ARDMS.org/Discipline](http://ARDMS.org/Discipline) to learn how the policies apply to you.

If students are unable to complete clinical requirements due to a felony conviction, the student will be denied admission into the program or terminated from the program if the report is delayed. A felony or misdemeanor may make it difficult for the student to find employment in the health field. Parker University holds no responsibility to check for eligibility with these agencies or to find employment for the student.

Parker University holds no liability to financially refund tuition or other school related expenses in the event that the student is denied the right to sit for the examination by any certifying exam.

***\*\*Background checks are required prior to admission into the program. Felonies or misdemeanors involving theft, drugs, or violent acts may prevent students from attending clinical and will result in termination from the program.***

***\*\* Students will be required to have a drug screen performed prior to admission into the program to meet the guidelines required by the clinical sites. A positive screen will result in dismissal or denied admission. \*\****

## Policy for Student Accountability and Conduct

Cardiac Sonography Student shall be responsible for:

1. Maintaining standards of academic and clinical performance as outlined in the *Student Handbook*.
2. Adhering to all College of Health Sciences policies and local, state, and federal laws.
3. Behaving in a manner which guarantees the rights of all persons in the school and clients in their care.
4. Maintaining patient confidentiality.
5. Conducting one's self in a professional manner at all times.
6. Keeping labs and classrooms clean and orderly.

## Appointments

All appointments should be made after school hours as often as possible. If it becomes necessary to see a physician or dentist during school time, please realize that this will be counted, as an absence. Appointments required by funding sources should be made after school hours, if at all possible. Please make those agencies aware of the attendance policies.

## Cheating

Giving or receiving assistance on tests, quizzes, or written assignments (including plagiarism), shall result in a zero on the test, quiz, or written assignment and may result in termination from the program.

***\*\*Text messaging or any type of cell phone use while testing is considered cheating. Cell phones are to be turned off and removed from the classroom during exams.***

## Damages and Losses

Students using equipment belonging to the health programs shall assume responsibility for its proper care. When damage or loss of equipment is due to the student's carelessness or neglect, the student must assume the cost or replacement of the equipment. Graduation may be delayed for that student until payment is made.

## Employment

Each student must set their own priorities, regarding work. It is the position of the DCS program at Parker University that if students elect to be employed while going to school,

they do so with the full understanding that they must meet and maintain the academic, clinical, and attendance standards of the program, and that no allowances will be made for the students who elect to work.

Student uniforms and name pins must never be worn, while working outside of the school setting.

It is the responsibility of the student to arrange work schedules with the employing agency so that it does not conflict with hours spent in class or clinical areas.

## Gifts

Students are not to accept money, gifts, or gratuities in any form from patients.

## Insurance

All Health Science students are required to carry professional liability insurance. This type of insurance is automatically purchased through Parker University's registration fees. Liability coverage for student clinical education does not apply outside scheduled clinical affiliation time. Therefore, working as a "student sonographer" is not covered under the liability coverage utilized for clinical education.

## Personal Insurance

Students are required to provide proof of current personal health insurance coverage to the Clinical Coordinator on the first day of class. It is the responsibility of the student to obtain and purchase health insurance. It is their responsibility to provide an updated copy of their insurance to the Clinical Coordinator, if insurance changes are made when enrolled in the program.

## Student Health/Injury/Illness Policy

All students are responsible for their own medical care. Parker University, the DCS program and any clinical faculty is not responsible for any student injury that may occur. Clinical preceptors and faculty must be notified, if the student has the following:

- Acute or chronic health problems.
- All prescription and non-prescription medications being taken.
- Pregnancy.

Parker University and the DCS program may require a doctor's release statement to return to

clinical, if the student has certain health conditions.

## Smoking

**Smoking is prohibited, while in uniform.**

## Computer Skills and Access

Cardiac Sonography students are required to demonstrate a variety of computer skills throughout the program. All students must be able to access the Parker University online teaching platform, Blackboard, for instruction and dissemination of information. Some Sonography courses may operate with part of the content to be completed online and the remainder of the content delivered in the on-ground setting. Students are assigned a Parker University email address upon admission to the University. Students may utilize library computers on campus to check their Parker University email accounts and to access Blackboard. Blackboard and email accounts should be checked frequently for assignments, announcements and/or messages.

## Telephone Usage

Students are to use phones for personal calls, while on break. Cell phones are not to be used in class. This is a disruption to other students. Students who continually violate this policy will be terminated. Please refer to policy on cell phone use.

## Visitors and Visiting

Students should follow the guidelines.

1. Students are not to bring families or visitors to class or clinical area.
2. Children are NOT to be brought to class or clinical sites.
3. Visitors to College of Health Sciences must report to the receptionist upon entering the building.
4. Students are not to invite guest to lunch or to visit them at their clinical agencies.
5. Students are not to visit friends or relatives who may be patients at the clinical site, while on school time or in student uniform.
6. Students are not to make or receive personal phone calls at the clinical site or at school.

## Change of Names, Address, Telephone Number

Students must notify the Program Director immediately in writing of any changes in name, address, or telephone number.

## Student Resources

### Library Resources

Parker University Library users have access to the full services of the Library Resource Center. Library resources include 18,000 physical books, 33,000 eBooks, 50 computers, Alexander Street streaming videos, journal and database packages, iPads, AV materials, Headphones, anatomical models, printers, copiers, and faxing services. Reserved textbooks for all on-ground classes are available in-house. Availability to materials requires a Parker University ID and password on campus and remotely.

Parker Library resources may be accessed through the Web-based Sirsi online catalog, and the MyParker Library website. EBSCO's Discovery Service provides an integrated search that allows users to simultaneously search EBSCO databases as well as all other electronic resources. EBSCO's Full Text Finder facilities access to full-text journals and eBooks, and 10 EBSCOhost search databases. ProQuest databases provide a single source for scholarly journals, newspapers, and reports with a concentration on business related topics. Library tutorials, orientation, the Library catalog, and "Ask a Librarian" are available on the Library General Information page. The Resource Center has 17 study which are equipped with computers, monitors, and black dry erase boards. The Library has an anatomical model room, two computer labs, and two large media rooms available through electronic scheduling for two-hour integrals.

The Library is Location in the North Building, Suite 100. The Library hours are:

- Monday - 6:30 am to 10:00 pm
- Tuesday - 6:30 am to 10:00 pm
- Wednesday - 6:30 am to 10:00 pm
- Thursday - 6:30 am to 9:00 pm
- Friday - 6:30 am to 4:00 pm
- Saturday - Noon to 4:00 pm
- Sunday - Noon to 4:00 pm

A Reference Librarian is available for bibliographic instruction and support, and a Resource Sharing Specialist aids with Interlibrary Loan. Free Interlibrary Loan service is available to staff, faculty and students unless charged by another Library.

Parker University participates in cooperative agreements and shares resources through OCLC and TexShare member libraries. The Library Resource Center is also a member of HealthLINE, which develops and maintains resource sharing between health science librarians in the Dallas metroplex. TexShare is a cooperative program that provides



access to library holdings with Texas libraries. Librarian participation in a chiropractic listserv allows the exchange of information throughout the U.S. and internationally.

Other Parker Library memberships include the American Library Association, Medical Library Association, Southern Chapter of MLA, Texas Library Association, and Association of Chiropractic Colleges Educational Conference and Research Agenda Conference.

Technical support is available through the Information Technology Helpdesk located near the Library entrance.

*Parker University's updated catalog would have any new changes to this policy*

## Counseling Services

This office provides services that assist students with improving their personal well-being, resolving their crises, increasing their ability to solve problems and make sound decisions.

Counselors enable and facilitate psychological growth and development by helping students better using existing resources and skills or by guiding them in developing new ways to help themselves.

The counseling staff consists of a licensed psychologist, who is available to counsel with students concerning personal, social, marriage and family, and academic problems. There is no fee for students and their spouses to utilize the counseling services. In addition, information regarding referrals and other counseling options is available. Counseling is scheduled by appointment only.

The Counseling Office is located in the Department of Student Affairs. Counseling Services are available Monday through Friday, 8:00 am to 5:00 pm. The Department of Student Affairs follows the University Calendar for closings/delays.

All information revealed by you to the counselor will be kept strictly confidential and will not be revealed to any other person or agency without your written permission except those situations which by law a counselor is required to report. These situations include:

1. If you threaten bodily harm or death to yourself or another person.
2. If you report the physical or sexual abuse of a minor child.
3. If you report the physical or sexual abuse of an elderly person.
4. If you report sexual abuse or exploitation by a mental health provider.

To schedule an appointment, fill out a Counseling Request Form available online or in the Department of Student Affairs. These forms can be submitted to the Department of Student Affairs. Students or spouses can call the counselor with any questions concerning counseling at 972-438-6932, extension 7155.

Counseling and guidance is also available 24 hours a day seven days a week via toll-free phone number, email, or internet. ComPsych employees work with Parker University students in crisis, assess behavioral and emotional health, and make referrals to providers for a limited number of free telephonic or in-person counseling sessions. Through ComPsych, Parker University also offers legal assistance and financial planning sessions. To access this service call 1-800-272-7255 or view online at [guidanceresources.com](http://guidanceresources.com) (web ID: PARKU).

*Parker University's updated catalog would have any new changes to this policy*

## Clinical Placements

Students may be assigned to any affiliated clinical facility utilized by Parker University's Diagnostic Cardiac Sonography program. It is the students' responsibility to make appropriate arrangement for transportation, childcare, personal obligations, etc., so you can attend all clinical education to meet the requirements of the program.

Each clinical educational site will have a sonographer designate as the Clinical Preceptors. The Clinical Preceptors may assign the student to work with other sonographers for the best possible experience. Students are expected to respond to all clinical education staff members as he/she would any other college instructor. While in the clinical facility, the student is required to also observe regulations, procedures and policies imposed by the clinical facility to ensure patient health, safety, and welfare.

Students will begin clinical education by first observing and/or assisting the sonographer with his or her duties. The observation phase needs to move quickly to a more active participation phase. Students will begin to participate in the examination, then performing portions of the examination and finally performing the entire examination independently. Students should attempt any examination allowed to improve techniques, scanning speed and skill.

The student's rate of progress and ability to gain additional scanning time is directly dependent upon the student's ability to perform the scanning tasks assigned. Factors affecting how quickly this process moves depends on the student's ability to:

- Recognize normal anatomy versus pathology.
- Become familiar with equipment.
- Communicate well with faculty, patients, and physicians.
- Demonstrate a pro-active initiative to acquire as much knowledge and experience as possible.

Students have the responsibility to inform the Clinical Coordinator and/or Program Director should they be directed to perform any procedure outside their competence or scope of practice. The student should notify the Clinical Instructor if concerned about an assigned procedure prior to acceptance. Abrupt refusal to maintain patient care will be perceived

as patient abandonment and punished accordingly.

## Clinical Schedules

Students should be aware of the following, regarding the following elements:

- The Clinical Coordinator/Preceptor set the start time for each clinical education center.
- A shift is eight (8) to ten (10) hours, usually between 7:30 am and 12 am, and may include variable hours.
- Day to day scheduling of room and sonographer assignments is determine by the Clinical Preceptor at each education center that best meets the needs of the clinical site.
- Clinical schedules will not be changed to accommodate student work schedules.
- Students are allowed the same break and lunch time, as staff.
- The length and nature of clinical rotations will be determined solely by the University.
- Assignments are based on the type of experience offered and not based on where the students live.
- There is to be no trading of clinical education centers among students.

Note: Clinical education placement may only be altered due to extenuating circumstances and will be based on clinical site availability and discretion of the Clinical Coordinator and Program Director.

## Criminal Background Check and Drug Screening Policy

State and/or federal laws through designated agencies regulate health professions. Each agency sets the specific requirement for granting licensure or certification to practice as a healthcare provider. Most agencies have restrictions on eligibility to sit for credentialing examinations and granting licensure or certification to an individual with a criminal record.

Students will be subject to criminal background checks and drug screenings at any time throughout the duration of the program as per the request from the program's clinical affiliates. The student is responsible for all associate fees. Diagnostic Sonography programs mandate clinical participation to meet degree completion requirements. It is at the discretion of each medical facility with which the program has a clinical affiliation agreement, to implement a standard protocol, regarding student admittance for educational purposes.

Students are provided a waiver to sign acknowledging that if they do not pass the criminal background check and drug screen, they may not be able to be placed in a clinical setting. Inability to complete the clinical component of the program will result in the student being dismissed from the DCS program. In addition, a legal conviction may impact a graduate's eligibility to sit for the national registry examination. An individual, who is considering entering or who has already entered a DCS educational program can have his or her background reviewed by requesting an Ethic Review Pre-Application. Please note that there are costs to the student associated with both voluntary reviews. Once the student has been accepted into the program the clinical affiliates still have the right to refuse the student's placement at their facility. The program does not guarantee student acceptance

at a clinical education site.

If for any reason, a student is denied acceptance at a clinical facility and is unable to complete the program based on their criminal background status the student will fail the clinical course, be dismissed from the program, and become ineligible for re-entry to the program.

It is the responsibility of the student to report any changes in the status of their criminal background history to the Program Director, immediately. Should the student become involved in criminal activity after program acceptance, in which the initial criminal background clearance status becomes compromised, the student will be withdrawn from the program. The program and the University will not modify the curriculum for students who have an unsatisfactory criminal background status.

Students should be aware that some medical facilities require a drug screening on site prior to the clinical rotation or a random drug screening during the clinical rotation. Students are required to abide by facility protocols and are responsible for any associated fees.

The procedure for alcohol and drug testing is established to ensure a healthy and safe environment and is not intended to be used for criminal prosecution. However, this intent does not preclude criminal action, if violation of state/federal law occurs. Diagnostic Cardiac Sonography students will be subject to drug screenings prior to attending any clinical affiliation sites in the program. Students may have to submit to random drug screening, during the clinical rotation (per clinical site policy), and any time throughout the duration of the program, if reasonable suspicion is present.

Parker University may require students to submit to alcohol and/or drug testing based upon reasonable suspicion or the unauthorized use of alcohol on University property or the use or possession of alcohol and drugs at any time. Reasonable suspicion may be based on, but not limited to:

- Direct observation of alcohol or drug use or possession.
- Direct observation of physical symptoms.
- A pattern of abnormal or erratic behavior, which is consistent with alcohol or drug use.
- Arrest or conviction for an alcohol or drug related offense.
- Possession of drug paraphernalia.

In the event that a student receives a positive drug screen result, the following actions may occur:

- If it is determined the student has breached the Parker University Drug Policy, the student will be immediately dismissed from the program and subsequently from the University.
- The student may request testing at another facility within twenty-four (24) hours of notification of a positive drug screen result. A second positive drug screen report will result in the student being dismissed from the program and subsequently the University. Medication prescribed to the student by a licensed physician is an exception (The student is solely responsible for any additional costs incurred in this process).

- The student may petition for a Student Complaint Policy Form from the Dean of Student Affairs, during normal business hours. The student must initiate the grievance process within two (2) business days of the alleged occurrence (refer to the University Catalog Grievance Policy).

*Parker University's updated catalog would have any new changes to this policy*

## Clinical Education Requirements Policy

Diagnostic Cardiac Sonography students who will be assigned to a clinical site for their clinical rotation must have completed the following:

- TB test (chest x-ray for positive TB test results)
- Titers for MMR (Rubella, Varicella)
- Hepatitis B
- Flu immunization
- CPR-BLS certification
- Criminal background check (the student will be responsible for any fees incurred)
- Drug and alcohol screening

Note: Required tests must not be any older than one year from the clinical assignment date with a current PPD (TB test) within six (6) months.

It is the responsibility of the student to be in attendance for scheduled facility orientation. Should the student neglect to attend the mandatory scheduled orientation the student will not be allowed admittance to the medical facility in which they were assigned a clinical rotation. The program will reschedule an orientation time for the student. However, due to the facility's timeframe between scheduled orientations several days or weeks could pass. If a student is absent eight (8) hours within one clinical rotation, they may be withdrawn from the program. The student may apply for re-entry to the program when the course re-sequences; however, re-entry is contingent upon not exceeding maximum student class size capacity and current GPA standing.

## Policy for Conduct While Providing Care

All students in the Cardiac Sonography program must maintain the following requirements while providing care to the client:

- 1) A student shall, in a complete, accurate, and timely manner, report and document ultrasound scan assessment or observations, as described in the clinical guidelines.
- 2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- 3) A student shall not falsify any client record, or any other document prepared or utilized

in the course of, or in conjunction with, sonography practice. This includes, but is not limited to, time records, reports, and other documents related to billing for sonography services.

- 4) A student shall implement measures to promote a safe environment for each client.
- 5) A student shall delineate, establish, and maintain professional boundaries with each client.
- 6) At all times when a student is providing direct sonography care to a client the student shall:
  - a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - b. Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
- 7) A student shall practice within the appropriate scope of practice.
- 8) A student shall use universal blood and body fluid precautions, as established by the Center for Disease Control.
- 9) A student shall not:
  - a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
  - b. Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- 10) A student shall not misappropriate a client's property or:
  - a. Engage in behavior to seek or obtain personal gain at the client's expense;
  - b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
  - c. Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
  - d. Engage in behavior that may reasonably be interpreted, as inappropriate involvement in the client's personal relationships.

For purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

- 11) A student shall not:
  - a. Engage in sexual conduct with a client;
  - b. Engage in conduct in the course of practice that may reasonably be interpreted, as sexual;
  - c. Engage in any verbal behavior that is seductive or sexually demeaning to a client.
  - d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.

For purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

- 12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- a. Sexual contact.
  - b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- 13) A student shall not self-administer or otherwise take into the body any dangerous drug, in any way not in accordance with a legal, valid prescription issued for the student.
  - 14) A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
  - 15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe sonography care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
  - 16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe sonography care because of a physical or mental disability.
  - 17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
  - 18) A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice.
  - 19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
  - 20) A student shall not practice as a sonographer unless under the supervision of a sonographer.
  - 21) A student shall not be compensated in any form as a sonographer until one graduate from the Diagnostic Program.

## Policy on Cell Phone Use

**Any cell phone out of purse or pocket during exam time will be considered a form of cheating and the student will receive an automatic zero (0) for that examination. Cell phones must be removed from the classroom during all exams.**

**Cell phone usage during classroom, lab, or clinical instruction will not be tolerated.**

## Class, Lab and/or Clinical Setting

Cell phones are to be stored along with any other personal belongings if taken into the school or clinical site. They are to be turned off or placed silent unless on break or at lunch and only in designated break areas.

Cell phone usage in any way during class, lab, or clinicals will be dealt with as follows\*:

**First offense:** Written warning placed in student file.

**Second offense:** Sent home from school or clinical and counted absent.

**Third offense:** Dismissal from program.

\*If student is already under a disciplinary probation or action, the next disciplinary step will be enforced.

## Clinical Rotations

### Bad Weather Policy for Clinical Rotations

The student should observe the following guidelines:

- The student is responsible to obtain a contact number and/or email for the clinical preceptor at the clinical site.
- Students will use their best judgement based upon the weather conditions between their place of residence and their clinical site.
- The student will call the clinical preceptor to find out if the site will be operating under normal conditions.
- If the site is closing, the student must contact the Clinical Coordinator/Instructor for further instructions.
- Hospitals and outpatient facilities may go into “lock-down” up to 24 hours prior to a storm event. The clinical preceptor will inform the student of an eminent lock-down. In this event the student will contact the Clinical Coordinator/Instructor. The student is to leave the hospital and take all personal items with them. The student may NOT stay in the facility once the lock-down procedure has been instituted.

NOTE: Time missed due to weather conditions may need to be made up. A schedule for make up will be provided. Holiday time, extra hours on the day, and Saturdays may be used to make up time, if necessary.

### Exposure to Blood Borne Pathogens & Communicable Diseases

Interactions with patients in health care carries inherent risks to both patient and health care provider. Students participating in the Diagnostic Cardiac Sonography Program may be exposed to blood, body tissues or fluids, and communicable diseases. All students are expected to provide appropriate care to all assigned patients regardless of their medical diagnosis. Some of the medical diagnoses’ patients may include tuberculosis, MRSA, hepatitis A, B, or C, HIV/AIDS, or other transmittable diseases. Students may also care for patients who are unidentified carriers of infectious disease. As in many health professions and programs, students may occasionally be exposed to bodily injuries and environmental hazards. The Diagnostic Sonography Program has developed a policy to limit the student’s occupational exposure to blood and other potentially infectious materials since any exposure could result in the risk of transmission of these materials.



Basic information regarding blood borne pathogens and standard precautions will be provided to all students in the Diagnostic Cardiac Sonography Program. Standard precautions must be followed when there is potential for exposure to another individual's blood or body fluid; for example, when touching in an around the vagina, assisting an individual with vomiting, administering first aid, or cleaning up spills that may include blood or body fluids.

The following are standard precautions to prevent the acquisition of infection by the student:

- Hands must be washed between every direct patient contact.
- Hands must be washed thoroughly after removing gloves.
- Non-sterile gloves must be used if contact with blood, body fluid, secretion or excretion is anticipated.
- Gown and facial protection must be worn when doing procedures which may cause splatter and aerosolization of body fluids.
- Disposable needles and syringes should be placed in rigid puncture resistant containers. To prevent needle stick injuries, needles should not be recapped, bent or broken before disposal.

## Clinical Site-Incident Reporting

Should an incident occur, during a student's clinical rotation, the student should inform the clinical preceptor at the site immediately and the Clinical Coordinator within 24 hours of occurrence. The clinical preceptor will acquire all pertinent information to complete an incident in question and may consult with the Clinical Coordinator and/or Program Director. Appropriate actions and follow up will be initiated by the Program Director upon receipt of a written incident report.

## Proper Handwashing Techniques

Hands must be cleansed on a regular basis to defend against the spread of infection. Hand sanitizing gel can be used as an additional safeguard against infection. Hands must be washed and dried immediately before and after:

- Physical contact with another person during DCS laboratory activities.
- Toileting.
- Blowing nose, sneezing, coughing.
- Contact with any contaminated surface.
- Whenever soiled.

## Procedure for Handwashing

- The following are standard guidelines for proper handwashing:
- Remove rings and other jewelry on the hands/wrist.
- Thoroughly wet hands under running water.
- Apply anti-bacterial soap and rub hands together for at least twenty (20) seconds, (sing Happy Birthday song) clean up to wrist area and between fingers.

- Rinse hands thoroughly under running water.
- Turn water off using a paper towel and dry hands completely and discard the towel.
- Open the bathroom door using a clean paper towel and dispose of it outside of the bathroom.

## **Medical Record Confidentiality Policy (HIPAA)**

Students of the Diagnostic Cardiac Sonography Program must maintain the confidentiality of all patient medical records and information they come in contact with at a clinical education site or at the University as part of their educational process. The student must follow all state and federal statutes and regulations, regarding patient medical records and medical information. The student must follow the clinical education site policies and procedures, regarding medical records and medical information. When a student must use a patient's medical information, the student must use it properly and in the correct setting. The student must not disclose any of a patient's medical record information to a non-health care provider. The health care provider must be medically involved with the patient for the student to provide the patient's medical record information. Failure of the student to follow state and federal statutes and regulations and improperly using confidential patient medical record information will cause the student to be withdrawn from the Diagnostic Cardiac Sonography Program.



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## DIAGNOSTIC CARDIAC SONOGRAPHY

### CONFIDENTIALITY AGREEMENT

As part of your orientation to the Clinical Hospital/physician office/medical clinic, you will be expected to follow the Clinical Hospital's policies and procedures.

Please read the following information about confidentiality:

1. While at the Clinical Rotation, you may come to contact with written information about patients, such as medical records, laboratory test results, x-rays, ultrasound, etc. In addition, you may hear people talking about patients and their conditions. This information is strictly **CONFIDENTIAL**, and it must not be disclosed except to those people who are authorized by Hospital policy. You may **NOT** discuss this information with family or friends even if the information concerns them. Patients expect the hospital/clinic/physician office to keep medical records and information confidential and you are expected to abide by the hospital's/clinic's/physician's office policy and procedures.
2. Information about clinical sites employees contained in their personnel and employee health files is also **CONFIDENTIAL** and should be handled as such.
3. Other information, such as proprietary information about the clinical site's operation, incident reports, material designated as "Peer Review" by the Medical Director, information concerning lawsuits in which the clinical site is involved, and other similar information should also be treated as **CONFIDENTIAL** and not disclosed to others without permission on your supervisor.
4. If you have any questions about confidentiality, please ask your assigned supervisor.

Please read and sign the following:

I have read and understand the information set forth above concerning confidentiality, and I agree to abide by the Clinical Site's policy and procedures on confidentiality. I understand that failure to comply with the policies and procedures on confidentiality may result in disciplinary action and/or dismissal from the Diagnostic Cardiac Sonography Program and/or Parker University.

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(Student Signature)

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(Date)

# Parker University

## Diagnostic Cardiac Sonography Program

### Enrollment Agreement

The provisions contained in this handbook do not constitute a binding contract between the student and Parker University. These provisions may be changed at any time and for any reason at the discretion of the course director. When it is necessary to make changes to this document, appropriate notice (at least one week, if possible) will be given to the students.

I have read and understand the Diagnostic Cardiac Sonography program policies at Parker University, and I am acknowledging that these policies need to be followed and can be changed at any time.

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Student Name (Print)

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Date

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Student Signature



[www.parker.edu](http://www.parker.edu)  
214-902-2429  
1-800-637-8337