

SCHOOL OF HEALTH SCIENCES & WELLNESS DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Student Handbook & Policies & Procedures **2025-2026**

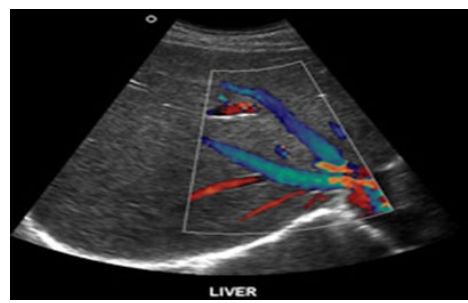


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Diagnostic Medical Sonography Program Student Handbook

Welcome!

Welcome to the LCCC Diagnostic Medical Sonography (DMS) Program! The faculty is excited to support you on your journey toward becoming a skilled and compassionate healthcare professional. As you progress through the program, you will develop the knowledge, technical skills, and professional behaviors essential for success in the field of sonography.

This Student Handbook is designed to orient you to the structure, policies, and procedures of the DMS Program. It serves as a supplement to the LCCC Catalog, the LCCC Student Handbook, and the Health Sciences & Wellness School Policies (HSW School Policies). Your commitment to meeting program requirements directly impacts your competence and confidence as a future sonographer.

Our faculty is dedicated to helping you achieve your goal of becoming a Registered Diagnostic Medical Sonographer (RDMS) and/or a Registered Vascular Technologist (RVT). We wish you every success as you work toward this rewarding and privileged role.

Handbook Purpose & Student Responsibility

Please read this handbook thoroughly. The policies and procedures outlined apply to all students enrolled in the DMS Program. You are responsible for understanding and adhering to this information from the start of the program.

After reviewing the handbook, you must sign and return the Acknowledgment Form to the Program Director as specified in your acceptance paperwork. Failure to submit this form may result in restrictions on your participation in program activities.

This handbook serves as a contract between you and the program/college. The Program Director, in collaboration with DMS faculty and administrative personnel, reserves the right to revise policies as needed to enhance program quality. Students will be notified of any changes that affect them.

Frequently Called Numbers

<u>Department/Service</u>	<u>Phone Number</u>
Enrollment Services	307-778-1212
Student Hub (Financial Aid)	307-778-1265
Bookstore	307-778-1114
Library	307-778-1205

Health Sciences & Wellness School	307-778-1140
Health Sciences & Wellness School Fax	307-778-1395
Career Services	307-778-1351
Office of Student Accommodations	307-778-1359
Campus Security	307-630-0645

Laramie County Community College (LCCC)

Mission Statement

Transforming lives through inspired learning.

At Laramie County Community College, we believe in the transformative power of education. Our mission is to empower students—regardless of their background or starting point—by providing diverse and inspirational learning experiences. We are committed to helping students achieve a better life through higher education.

Our work is grounded in the four foundational elements of the comprehensive community college mission:

1. Academic Preparation
2. Transfer Preparation
3. Workforce Development
4. Community Development

Vision Statement

The Big Goal:

To be recognized for excellence in teaching, learning, degree completion, transfer success, workforce development, equity, leadership, and institutional culture—culminating in selection as a finalist for the Aspen Prize for Community College Excellence by 2030.

Vision Narrative:

In the future, LCCC will no longer be the best-kept secret in the Rocky Mountain West. Our frontier spirit drives us to innovate, adapt, and challenge outdated norms. We are a college of choice—sought after by students and partners for our unique offerings and transformative impact.

Core Values

These values are woven into the cultural fabric of LCCC and define how we operate as a community:

- Authenticity
- Desire to Make a Difference
- Passion
- Openness

Aspirational Values

While these values may not yet be fully realized, they guide our actions and shape our future:

- Commitment to Quality
- Inclusion
- Innovative Agility

DMS Program Mission Statement

The LCCC DMS Program provides quality education for its students to promote excellence in the art and science of sonography. Guided by the Mission of the College, the Program strives to provide academic and clinical experiences that produce competent and compassionate sonographers with a commitment to the performance of quality imaging and the pursuit of lifelong learning.

DMS Program Expectations

- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Perform appropriate sonographic procedures and record anatomic, pathologic, and physiologic data for interpretation by a physician.
- Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
- Exercise discretion and judgment in the performance of sonographic and other noninvasive diagnostic services.
- Demonstrate appropriate communication skills with patients and colleagues.
- Act in a professional and ethical manner – including social media presence.
- Provide patient education related to medical ultrasound and other non-invasive diagnostic vascular techniques and promote principles of good health.
- Recognize the sonographic appearance of normal and abnormal tissue structures.
- Protect the patient's right to privacy.
- Maintain confidentiality for both patients and facility.
- Perform within the scope of practice.
- Understand the fundamental elements for implementing a quality assurance and improvement program and the policies, protocols, and procedures for the general function of the ultrasound laboratory.
- Recognize the importance of career-long continuing medical education.

DMS General Program Description

The Associate of Applied Science Degree in Diagnostic Medical Sonography Program is two years in length (24 months) and includes 89.5 credits, including prerequisites. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates of this program will receive an Associate of Applied Science in Diagnostic Medical Sonography. The program is an intensive, six-semester program, not including prerequisite courses, and is designed for students new to patient care.

Sonography Technical Standards

Graduates of this program will provide quality patient care and perform quality sonographic images in abdomen, OB/GYN, and vascular entry-level positions. The job function may require the ability to tolerate physically and mentally taxing workloads and hand-eye coordination. The capacity to adapt to changing environments, display flexibility, and function effectively under stress and in uncertain conditions is also a necessary job requirement. To satisfy the demands of the position and those of the program, all essential individual functions must be performed satisfactorily.

The student must have the ability to:

- Analyze and comprehend medical and technical material and instructions
- Communicate effectively with patients and various members of the healthcare team, including the ability to perceive nonverbal communication
- Set up and manipulate sonographic equipment in a safe, reliable, and efficient manner
- Practice and apply appropriate safety measures
- Perceive the relationships of internal organs in order to obtain sonographic exams
- Sufficient ability to monitor the patient and machine controls from a distance of 20 inches in a darkened room
- Sufficient ability to detect and monitor vital signs and receive communication from patients and members of the health care team
- Sufficient communication skills to relay instruction and/or needs promptly and efficiently to the patient and health care workers
- Recognize and respond to adverse changes in patient condition, including those requiring emergency medical intervention
- Prepare and maintain sonographic reports and records
- Perform gross and fine motor skills, and movements to:
 - manipulate equipment by pushing buttons, operating keyboards, and turning dials
 - simultaneously manipulate controls with one hand and manipulate the transducer with the other hand
 - maintaining steady pressure on the patient, stretching around/over patients and carts to achieve optimal scanning while maintaining contact with machine controls
 - transfer, move, or lift patients from wheelchairs or stretchers to the exam table or patient bed
 - lift a minimum of 50 pounds
 - stand or walk a minimum of 50% of clinical time
 - push heavy equipment across carpeted floors and up ramps
- Satisfactory intellectual and emotional functions to:
 - review images for acceptability for diagnostic purposes and evaluate for completeness of examinations
 - utilize independent judgment and discretion in the safe technical performance of sonography procedures
 - adapt to changing environments such as flexible schedules and emergency conditions
- Respect the confidentiality of patients and demonstrate integrity, a motivation to serve, and a concern for others
- Be able to discern a variety of audible pitches from the ultrasound machines and other patient equipment
- Be able to discern color, specifically red and blue hues

The work of a sonographer involves risks and discomforts that require special safety precautions, additional security education, and health risk monitoring. It may include working with sharps, chemicals, infectious diseases, and debilitating illnesses. Sonographers may be required to use protective clothing or gear such as masks, goggles, and gloves.

Student Disability Support Services (DSS)

Any student with a documented disability is welcome to contact the Office of Student Accommodations (OSA) as early in the semester as possible so that we may arrange reasonable accommodations. Instructors will provide reasonable DSS-approved accommodations for students with disabilities.

Employment Characteristics

Diagnostic medical sonographers may be employed in hospitals, clinics, private offices, and industry. Most full-time sonographers work approximately 40 hours a week; they may have evening, overnight, weekend hours, and times when they are on call and must be ready to report to work at short notice. The demand for sonographers, including suitably qualified educators, researchers, and administrators, continues to exceed the supply, with faster-than-average job growth anticipated. The provision and demand ratio affects salaries, depending on experience and responsibilities.

Salary Information

The salary for sonographers varies greatly by city, region, and practice setting. According to the U.S. Bureau of Labor Statistics, the 2021 median pay was \$75,380/year and \$36.24/hour.

In May 2021, the median annual wages for diagnostic medical sonographers in the top industries in which they worked were as follows:

- 10% - \$28.67/hr - \$59,640/year
- 25% - \$30.08/hr - \$62,560/year
- 50% (Median) - \$37.80/hr - \$77,740/year
- 75% - \$45.85/hr - \$95,360/year
- 90% - \$48.87/hr - \$101,650/year

Professional Registration - Certification

Although a few states require licensure in diagnostic medical sonography, organizations such as the American Registry for Diagnostic Medical Sonography (ARDMS) nationally certify the competency of sonographers through registration. Because registration provides an independent, objective measure of an individual's professional standing, many employers prefer to hire registered sonographers in abdomen, OB/GYN, and vascular.

Registration with ARDMS requires passing a sonographic principles and instrumentation examination along with an exam in a specialty such as obstetrics and gynecology sonography or abdominal, and passing the vascular technology exams. To keep their registration current, sonographers must complete continuing education to stay current with technological advances related to the occupation, which currently is 30 credit hours every three years.

Career Outlook

According to the US Department of Labor, employment of diagnostic medical sonographers is expected to increase 10 percent from 2021 to 2031.

Additional information about the profession can be found by contacting the following professional organizations:

- Society of Diagnostic Medical Sonography (SDMS)
2745 Dallas Parkway, Suite 350
Plano, TX 75093-4706

214-473-8057

www.sdms.org

- American Registry for Diagnostic Medical Sonography (ARDMS)
1401 Rockville Pike Suite 600
Rockville, MD 20852
301-738-8401-1402
www.ardms.org
- American Registry of Radiologic Technologists (ARRT)
1255 Northland Drive
St Paul, MN 55120-1155
651-687-0048
www.arrt.org
- Cardiovascular Credentialing International (CCI)
3739 National Drive, Suite 202
Raleigh, NC 27612
919-861-4539
www.cci.org
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th St. N #7709
Seminole, FL 33775
727-210-2350
www.caahep.org
- Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)
6201 University Boulevard, Suite 500
Ellicott City, MD 21043
443-973-3251
www.jrcdms.org

Sonography Program Curriculum

The Associate of Applied Science (AAS) Diagnostic Medical Sonography (DMS) program offers students the knowledge and skills for performing high-quality diagnostic exams to aid physicians in making a diagnosis and preparing for national certifications. The program prepares students to be competent entry-level sonographers in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in abdominal and abdominal extended sonography, obstetrics and gynecology sonography, and vascular sonography. Students will learn about various sonographic examinations, including but not limited to abdominal, gynecological, fetal, vascular, and small parts. Graduates are prepared to sit for national certification exams in diagnostic medical sonography 60 days before graduation.

The program is an intensive, six-semester program, not including prerequisite courses, and is designed for students new to patient care. The sonographer must have an in-depth knowledge of physics, pathophysiology, human anatomy and physiology, and sonographic techniques to create a diagnostic ultrasound image. Students will be on campus for their first year of the program, and the second year will be spent at their clinical facility. The clinical experience may require relocation and/or commuting to complete the clinical experience. Diagnostic medical

sonographers are trained to provide patient care and high-quality sonographic images to assist physicians in various medical settings.

DMS Program Course Sequencing

Program Prerequisites: **A 3.0 GPA in prerequisite courses is required.**

*Must be completed within the past 5 years unless currently working as a healthcare professional

EITHER**

Fall Semester

STRT 1000 Strategies for Success 3

*ZOO 2015 Human Anatomy 4

MATH 1000 Problem Solving – **OR -** 3

MATH 1400 College Algebra 3

HLTK 1600 Patient Skills -**OR-** 3

NRST 1510 Nursing Assistant 3

Semester Total: 13 Credits

Spring Semester

ENGL 1010 English Composition I 3

COMM 2010 Public Speaking – **OR-** 3

COMM 1015 Foundations of Communication 3

*ZOO 2025 Human Physiology 4

Semester Total: 10 Credits

IMAG 1500 Cross-sectional Anatomy	2 credit hours
IMAG 1501 Cross-sectional Anatomy Lab	1
IMAG 1505 Introduction to Diagnostic Medical Sonography	2
IMAG 1506 Introduction to Diagnostic Medical Sonography Lab	1
TOTAL CREDIT HOURS:	6 credit hours
Fall I	
PHYS 1050 Concepts of Physics	4
IMAG 1510 Ultrasound Physics I	2
IMAG 1520 OB/GYN Sonography I	2
IMAG 1521 OB/GYN Sonography I Lab	1
IMAG 1525 Abdominal Sonography I	2
IMAG 1526 Abdominal Sonography I Lab	1

IMAG 1530 Vascular Sonography I	2
IMAG 1531 Vascular Sonography I Lab	1
Total Credit Hours	15 Credits Hours
Spring I	
IMAG 1515 Ultrasound Physics II	2
IMAG 1540 OB/GYN Sonography II	2
IMAG 1541 OB/GYN Sonography II Lab	1
IMAG 1545 Abdominal Sonography II/Small Parts	2
IMAG 1546 Abdominal Sonography II/Small Parts	1
IMAG 1550 Vascular Sonography II	2
IMAG 1551 Vascular Sonography II Lab	1
IMAG 2525 Sonography Physics Review	1
Total Credit Hours	12 Credit Hours
Summer II	
IMAG 2500 Sonography Clinical Experience I	6
US/Wyoming Constitution Course	3
Total Credit Hours	9 Credit Hours
Fall II	
IMAG 2515 Sonography Clinical Experience II	10
IMAG 2530 Abdomen Registry Review	1
TREX 2000 Transition Experience	1
Total Credit Hours	12 Credit Hours
Spring II	
IMAG 2530 Sonography Clinical Experience III	10
IMAG 2535 OB/GYN Registry Review	1
IMAG 2540 Vascular Registry Review	1
Total Credit Hours	12 Credit Hours
TOTAL PROGRAM CREDIT HOURS	66
TOTAL DEGREE CREDIT HOURS	89 Credit Hours
TOTAL PREREQUISITE CREDIT HOURS	23 credit hours

DMS Program Admissions Policy

Admission to the Diagnostic Medical Sonography (DMS) Program at Laramie County Community College (LCCC) is open to all academically qualified students. The program has a capacity of 14–18 students and follows a highly competitive admissions process. Each year, over 100 applicants apply, and 14–18 are accepted, with alternates selected as needed.

Academically qualified students are those who have completed or are in progress of completing the necessary prerequisite courses with a 3.0 GPA and have been accepted to LCCC.

Prerequisite Requirements

- Human Anatomy and Physiology must be completed within the past 5 years unless the applicant is a 2-year degree healthcare professional involved in direct patient care.
- Pass/Fail grades from Spring 2020 due to COVID-19 will be evaluated on a case-by-case basis.

DMS Program Admission Procedure

1. Apply to LCCC and submit official transcripts to the Admissions Office.
2. Complete or be in the process of completing all required prerequisites with a minimum 3.0 GPA.
3. Complete 8 hours of observation in Sonography department(s).
4. Submit application forms, including a resume and three references (one must be a supervisor or instructor).
5. Selection is based on a point system. Conditional acceptance will be communicated via email.
6. Submit proof of drug screening and criminal background check through Castle Branch.
7. Submit a completed physical exam form and verification of vaccinations and titers by mid-July.
 - Clinical sites may require additional screenings and may disqualify students based on results.

Alternate Admission Status Policy

A class of highly qualified students is selected annually. Alternates are notified via email and may be admitted if a position opens. Alternates are accepted until mid-May. Note: There is no waitlist for the DMS Program.

Student Retention

Due to limited faculty, lab facilities, and clinical sites, the program accepts a maximum of 14–18 students annually. Students experiencing academic difficulty are encouraged to seek guidance from DMS faculty. Tutoring and counseling services are available on campus. The DMS faculty is committed to student success.

Readmission and Transfer Policies

Readmission to the DMS Programs

Students seeking readmission to the Diagnostic Medical Sonography (DMS) Program must submit a written request to the Program Director (PD) at least six (6) weeks prior to the published program admission deadline. Readmission is not guaranteed and may be limited to one time only. Each request is reviewed on a case-by-case basis. Students dismissed from the program, or any HSW program or LCCC, may not be eligible for readmission.

Factors considered for readmission include:

1. Withdrawal from the program in good standing.
2. Academic status, including:
 - Competency test of sonography skills with a minimum score of 76%.
 - Didactic test with a minimum score of 76% in relevant areas (abdomen, OB/GYN, vascular).
3. Review of student files by the PD and Selection Committee.
4. Completion of all LCCC and program requirements.
5. Availability of space in didactic and clinical portions.
6. No failing grades in previous IMAG coursework.

Readmission priority is given to former LCCC students who withdrew in good standing, followed by students from other accredited DMS programs. Readmitted students must meet the entry requirements and follow the policies and curriculum of the class they are entering. Students who received a failing grade or violated program, HSW, or LCCC policies, including the SDMS Code of Ethics, are not eligible for readmission.

Transfer into DMS Program

Students from an active CAAHEP-accredited DMS program may transfer into the same program at LCCC (abdomen, OB, vascular) if the following criteria are met:

1. Completion of LCCC and DMS Program application and registration procedures.
2. Completion of all prerequisite courses in full.
3. Competency test of sonography skills with a minimum score of 76%.
4. Didactic test with a minimum score of 76%.

Transfer requests must be submitted in writing to the Program Director six (6) weeks prior to the application deadline. Each request is evaluated individually, and acceptance depends on program capacity, coursework review, GPA, references, and test scores. Students from non-CAAHEP-accredited programs are not eligible.

Transfer within the DMS Program

Students accepted into the DMS Program who wish to transfer between Sonography and Cardiovascular concentrations must meet the following conditions:

1. Observation of both Sonography and Echocardiography.
2. Submission of a letter to the Program Director explaining the reason for transfer.
3. Good standing in the current program.

The Program Director and Concentration Instructor consider transfer requests on a case-by-case basis. Approval depends on seat availability, clinical facility support, and submission before June 30th.

Audit, Financial Aid, Program Costs, CPR Certification, and Health Screening

Audit

Audits of the DMS Program courses are allowed with written permission given by the Program Director. You must be a registered sonographer and have graduated from an ultrasound program.

Financial Aid

To assist students in meeting college costs, LCCC offers a comprehensive program of student financial aid. For more information on eligibility and application procedures, inquire at the Financial Aid Office located in the Pathfinder Building and refer to the current LCCC Catalog. The phone number for the financial aid office is (307) 778-1215.

Sonography Program Costs

The following is the estimated cost of the entire program (6 semesters). Student costs may vary significantly. **All figures are estimated.** Please see the LCCC course catalog for the in-state and out-of-state tuition/fee schedule. Students are encouraged to speak with financial aid early in the process. (Financial aid: 307-778-1215)

Additional Specific DMS Program Expenses:

- Books (approximately): \$800.00
- Uniforms and Shoes (approx.): \$200.00

- DMS Program Fees: \$1,800.00
- DMS General Course Fees (approx.): \$3,000.00
- Health physical examination/immunizations (prior to enrollment): Variable
- Preceptorship (transportation, meals, lodging, other): Variable
- Background Check: \$219.00

A financial aid officer will be willing to discuss assistance in the form of scholarships, grants, employment, and loans. The officer is in the LCCC Pathfinder Building. Students who meet the requirements for Western Undergraduate Exchange (WUE) may be eligible for a tuition discount.

Certification in Cardio-Pulmonary Resuscitation (CPR)

The student is responsible for submitting a photocopy, front and back, of a signed current CPR card to CastleBranch by the beginning of the first fall semester. It must be the **American Heart Association BLS** CPR certification (not American Red Cross), and it must be earned at the Health Provider level. It is the student's responsibility to maintain and provide proof of current certification throughout the program.

Student Information Changes

Students must notify the Program Director and the College in writing of any changes to their email address, mailing address, phone number, or legal name as soon as possible. The program is not responsible for communication issues resulting from unreported changes.

Immunization, Background Checks, and Health Screening

Students enrolled in a Health Sciences & Wellness Division Program (HSW) at LCCC participate in clinical training as an essential element of their studies. To protect the health of students, patients, employees, and others, and to comply with standards established by the affiliated healthcare providers, the College requires all students enrolled to provide dates of current immunization against certain vaccine preventable diseases, and the date and results of current tuberculosis (TB) screening before the student is eligible to participate in clinical training, unless an exception applies.

LCCC has collaborated with Castle Branch to complete background checks and coordinate drug screening through SAMHSA-certified laboratories. You will need to enter the system, complete the data entry process, and pay your bill no later than April 30th. Drug screening and background checks must be completed by the end of April. The system accepts credit cards and money orders, and the cost is approximately \$217, which includes your background check, initial drug screen, and your participation in our random drug screening program.

The following searches are required for students beginning clinical experience programs through LCCC:

1. County Criminal History Record Check
2. Social Security Number Trace
3. Nationwide Criminal Search
4. Nationwide Sex Offender Registry Search
5. Office of Inspector General
6. Excluded Parties Listing System

7. 10 Panel Drug Screen

Disqualifying offenses include:

- A conviction for any felony involving violence, sexual offenses, child abuse, or elder abuse (no time limit)
- Any felony conviction in the last seven years
- Any misdemeanor in the last seven years involving violence, sexual offenses, child abuse, or elder abuse
- Registered sex offenders (no time limit)
- OIG/GSA and Medicaid Sanctions (no time limit)
- Any student who is currently on probation, parole, or under any type of deferred sentencing guidelines.

Potentially disqualifying misdemeanors will be evaluated by the Dean on a case-by-case basis. Students may appeal the decision to the School of Health Science and Wellness Dean.

Due to Joint Commission (JC) guidelines, accepted students may be subject to annual and random urinalysis drug screenings before and during their clinical education rotations. Additional criminal background checks may also be required.

Applicants with criminal convictions should investigate how this may affect their ability to take national boards. ARDMS may deny registry if deemed in the public interest. A pre-application review is available at www.ardms.org.

Disqualifying Offenses

The following offenses will result in disqualification from the program:

- Felony convictions involving violence, sexual offenses, child or elder abuse (no time limit)
- Any felony conviction within the past 7 years
- Misdemeanor convictions within the past 7 years involving violence, sexual offenses, child or elder abuse
- Registered sex offenders (no time limit)
- OIG/GSA and Medicaid sanctions (no time limit)
- Current probation, parole, or deferred sentencing (unless successfully completed)

Potentially Disqualifying Offenses

Other misdemeanors within the past 7 years may be reviewed by the Dean of Health Sciences & Wellness. The decision is final and based on:

- Nature of the offense
- Time elapsed
- Additional documentation provided by the student

Appeals

Students who believe their background check or drug screen results are inaccurate may appeal to the Dean for review.

Random Drug Screening

Refer to the HSW Handbook for complete procedures. Key points include:

1. **Unannounced Testing**
 - Conducted randomly throughout the program
 - Administered via a third-party vendor
 - Students must report for testing within **4 hours** of notification
 - Cost is included in the initial screening fee
2. **Non-Compliance**
 - Failure to comply may result in disciplinary action, including dismissal
 - Students may invoke rights under the Program Handbook and Student Discipline Adjudication Procedure 3.16P
3. **Dilute Samples**
 - One dilute sample requires retesting at the student's expense
 - Two consecutive dilute samples are treated as a positive result and may lead to withdrawal from Health Sciences courses
4. **Self-Disclosure**
 - Students who disclose a past or present substance abuse issue are subject to "For Cause" drug screening at their own expense
 - Non-compliance with For Cause procedures may result in dismissal

Substance Use and Campus Policy

- **Smoking and vaping** are prohibited in all buildings and within **30 feet** of entrances
- **Alcohol** is strictly prohibited on campus and in all LCCC buildings

Grading Procedure for DMS Programs

Students must pass all courses in the Diagnostic Medical Sonography (DMS) curriculum with the prefix IMAG with a grade of 'C' (76%) or better to meet program graduation requirements. Final grades are determined based on a combination of factors, including class participation, quality of work, attitude, and attendance.

Grading Scale:

100–93% = A

92–85% = B

84–76% = C

75% and below = F

Any grade below a 'C' is not acceptable for DMS students. Students who receive a grade below a 'C' will not be allowed to continue in the program.

DMS program courses are sequential. Students must remain continuously enrolled in program courses in the prescribed sequence. Failure to satisfactorily complete a course will prevent progression to the next semester or clinical experience.

Graduation Criteria for Sonography

Upon successful completion of all program requirements, Laramie County Community College (LCCC) may grant an Associate of Applied Science (AAS) Degree with a major in Diagnostic Medical Sonography.

Academic and Clinical Requirements for Program Completion

1. Credit Courses

Students must complete all general education and technical (program) coursework with a minimum grade of 'C' (76%) in each course. This applies to all Diagnostic Medical Sonography (DMS) program courses.

2. Practical Skills

Students are required to successfully pass all practical competencies during DMS curriculum coursework.

- If a student does not achieve a passing score, **one additional attempt** is permitted.
- The second attempt will involve a different patient and ultrasound machine.
- The interval between attempts may vary but will allow adequate preparation time, not to exceed one week.
- Students cannot complete the course until the practical skill is passed and the course grade is 76% or higher.

3. Clinical Education

Students must achieve a minimum score of **76% or higher** on the Monthly Evaluation in both:

- **Employability Skills**
- **Clinical Skills**

Failure to meet these standards may result in:

- A failing course grade
- Probationary disciplinary action
- Dismissal from the program

4. Clinical Skills Competency

Students must pass all clinical education courses with a minimum grade of 76% and successfully complete all required competencies within three (3) attempts.

- If a competency is not passed on the first attempt, two additional attempts are allowed.
- Timing between attempts may vary depending on patient availability within the department.
- Students cannot complete the program until the comprehensive exam is passed.

5. Graduation Requirements

Students must comply with all LCCC graduation requirements to be eligible for program completion.

ARDMS Board Certification and Credentialing

Graduates of the Abdomen, OB/GYN, and Vascular concentrations in the Diagnostic Medical Sonography (DMS) program are eligible to sit for the following ARDMS specialty board examinations:

- Abdomen (AB)
- Obstetrics and Gynecology (OB/GYN)
- Vascular Technology (VT)

Eligibility to take these specialty exams begins 60 days prior to graduation.

Sonography Principles and Instrumentation (SPI) Exam

All current DMS students enrolled in closed cohort programs may sit for the Sonography Principles and Instrumentation (SPI) exam during the first spring semester of the program.

ARRT Certification Pathway

Graduates who are Registered Radiologic Technologists (RT(R)) through the American Registry of Radiologic Technologists (ARRT) may be eligible to sit for the Sonography (S) exam through ARRT.

Credentialing

Graduates who successfully pass the ARDMS examinations earn the right to use the following credentials:

- RDMS – Registered Diagnostic Medical Sonographer
- RVT – Registered Vascular Technologist

These credentials are granted with permission from ARDMS.

Professional Expectations

Credentials from ARDMS (RDMS, RVT) and/or ARRT (RT(R)(S)) are highly regarded in the sonography profession and are often required for employment.

While not legally mandated at all healthcare facilities, most employers require certification within 6 to 12 months of hire to maintain employment in a sonography role.

ARDMS Registration Requirements

To register for ARDMS examinations, students must:

- Complete the online application via www.ardms.org
- Provide two forms of identification with full names that match exactly

Once accepted, candidates will receive a confirmation email within 24–48 hours indicating eligibility. They will then have a 60-day window to schedule their exam at an approved testing center.

Criminal History Disclosure

Applicants with a history of:

- Felony
- Gross misdemeanor
- Misdemeanor
- Or a plea of guilty or nolo contendere ("No Contest")

Students must investigate how this may impact their eligibility to sit for ARDMS exams. ARDMS reserves the right to

deny registry if it determines such denial is in the public interest.

ARDMS offers a Pre-Application Review process for individuals seeking to understand the impact of prior criminal matters on their eligibility. More information is available at www.ardms.org.

System for Student Success

The LCCC Student Success Center (SSC) promotes student learning through a comprehensive program of academic support services. The Office of Student Accommodations (OSA) provides services for students with disabilities. These disabilities include but no limited to: testing accommodations, private testing environments, etc.

If you struggle with test anxiety or need testing accommodations such as a quiet testing space or extra exam time, please contact the Office of Student Accommodations (OSA) to discuss your eligibility for these accommodations.

Located in the Pathfinder Building, Room 207, Ph. (307) 778-1359; TTY (307) 778-1266. Online: <http://lccc.wy.edu/services>.

Library

The LCCC Ludden Library offers access to sonography and medical journals through online databases. The library also subscribes to the Journal of Diagnostic Medical Sonography and has informational DVDs on abdominal, vascular, and OB/GYN topics. Website: <http://lccc.wy.edu/library>.

Disability/Accommodation

Students with documented disabilities may request reasonable accommodations. To receive accommodations, students must:

1. Initiate a request through the Office of Student Accommodations (OSA).
2. Provide documentation verifying the disability.
3. Follow the plan developed in consultation with OSA.

Students must still meet all technical standards and critical elements of the DMS profession.

Pregnancy Policy, Personal Property, Emergency, Employment, and Student Responsibilities

Pregnancy Policy

The DMS program will follow clinical site policies as well as obstetrician recommendations for pregnancy. Students may receive an Incomplete if they are unable to finish the semester due to delivery or complications. Refer to the Incomplete section of the DMS Handbook.

Personal Property and Valuables

LCCC and the DMS Program are not responsible for loss of personal items. Theft can occur on campus, and students should secure their valuables. All lost items should be reported to the Program Director and campus safety.

Medical Emergency in the Classroom

Students are expected to respond quickly to emergencies. General steps include:

1. Ask someone to report the emergency to a faculty member or college staff. Call 9-911 if needed.
2. Assess vital signs and begin CPR if appropriate.
3. Use the AED located on the first floor in the HSW building next to the bathrooms/elevators.
4. Contact campus security at 307-630-0645.

Student Employment

Due to the full-time demands of the DMS program, student employment is discouraged. Students must prioritize classroom and clinical responsibilities. Employment conflicts will not excuse students from program obligations. Financial aid options are available through the Financial Aid Office at 307-778-1265.

Responsibilities

Students accepted into the DMS Program must conduct themselves in a manner consistent with program goals.

Clinical and Academic Rights

- Be informed of program and clinical affiliate policies.
- Be aware of specific course requirements.
- Receive objective evaluations based on performance.
- Experience competent instruction in academic and clinical settings.
- Expect confidentiality regarding personal views and information.
- Expect protection against biased or unfair evaluations.

Student Academic and Clinical Responsibilities

- Seek clarification on program policies when needed.
- Meet academic and clinical performance standards.
- Follow all program policies and procedures.
- Comply with clinical site policies.
- Use proper grievance procedures if rights are violated.
- Complete all coursework and clinical assignments on time.
- Come prepared to class and lab sessions.
- Participate in learning activities.
- Apply lab knowledge to clinical practice.
- Submit professional and timely assignments.
- Maintain lab cleanliness and equipment.
- Follow the SDMS Code of Ethics.
- Maintain accurate academic and clinical records.
- Submit evaluations as required.
- Demonstrate professionalism and employability skills.

DMS Code of Ethics

Students must comply with the 'Code of Ethics' contained in the SDMS Standards of Ethics (www.sdms.org). These standards represent the minimum acceptable professional conduct for all Diagnostic Medical Sonographers and

sonography students. The Code of Ethics is designed to promote the protection, safety, and comfort of patients. Violations of the Code, including permitting unethical conduct, may result in disciplinary action.

Criminal Convictions and Ethical Violations

The SDMS Rules of Ethics address criminal convictions, including felonies, gross misdemeanors, and misdemeanors, excluding only speeding and parking violations. All alcohol and drug-related violations must be reported. Conviction includes any criminal proceeding resulting in a guilty verdict, plea of guilty, or plea of no contest, even if adjudication is withheld or not entered.

ARDMS Rules and Pre-Application Review

The American Registry of Diagnostic Medical Sonographers (ARDMS) may take action against applicants or registrants convicted of crimes related to public health or the provision of sonography or cardiovascular services. ARDMS offers a 'pre-application review' for individuals with prior criminal matters to assess their eligibility to sit for ARDMS examinations. Students with criminal histories are encouraged to contact ARDMS for guidance. More information is available at www.ardms.org.

Professional Behavior Expectations

Professional behavior is expected of all students at all times—whether in the classroom, laboratory, or clinical environments. Adherence to professional standards is essential, and violations may result in disciplinary action, including a Performance Improvement Plan, a failing grade, or dismissal from the program.

The following guidelines define expected standards of professional conduct:

1. Professionalism

- Demonstrates conduct, aims, and qualities that reflect a professional. Includes appropriate email etiquette, verbal communication, and respectful behavior. Professionalism is graded in every course.

2. Attendance

- Students must attend all scheduled classes with no unexcused absences.

3. Punctuality

- Students must arrive on time with no unexcused tardiness. Arriving after the instruction has begun is considered late.
- No banking hours allowed.
- 7-minute rule: Students arriving at or after the scheduled start time on exam days will not be permitted to take the exam and will receive a zero.
- Arrival 10 minutes or more after class start time will be recorded as an absence.

4. Social Media

- Students must not reference patients, clinical sites, or instructors on social media, even anonymously.
- Posting/distributing photos, audio, or video of patients, clinical affiliates, college facilities, faculty, staff, or classmates is strictly prohibited without written permission from all involved parties and the Program/College.
- Social media use must not interfere with classroom instruction or clinical performance.
- Violations will result in programmatic counseling or disciplinary action, up to and including dismissal.

5. Appropriate Dress and Hygiene

- Students must comply with the Dress Code Policy outlined in the DMS Student Handbook. Offensive body odor or halitosis is not acceptable.

6. Citizenship

- Demonstrates honesty and integrity, adheres to program and organizational policies, and takes responsibility for errors.

7. Time Management

- Uses time effectively, including downtime, completes all procedures started, and prioritizes hands-on scanning to maximize learning.

8. Teamwork

- Maintains a respectful attitude toward peers, faculty, clinical instructors, and staff. Works collaboratively and is willing to assist others.

9. Customer Relations

- Treats patients with respect, builds rapport, and maintains a courteous demeanor with all healthcare personnel and visitors. Leaves a positive impression of the program and college.

10. Confidentiality

- Maintains strict confidentiality regarding all information about patients, visitors, physicians, and co-workers.

11. Safety

- Follows all safety protocols and department policies. Prioritizes quality patient care and ensures safety for all individuals in the clinical environment.

12. Receptiveness

- Accepts suggestions and corrections positively, avoids 'shopping for answers,' and understands that image critique is a core part of sonography.

13. Continuous Improvement

- Builds on prior learning, learns from mistakes, and strives to perform all assignments to the best of their ability.

14. Communication

- Follows directions, communicates clearly, and uses appropriate channels to engage with faculty, clinical instructors, and staff.

15. Skills Maintenance

- Demonstrates continued competence in previously learned skills and actively practices and retains technical abilities.

Dress Code and Personal Appearance Policy

The personal appearance and demeanor of students in the LCCC Diagnostic Medical Sonography (DMS) Program reflect the standards of the college, the program, and the profession. Students are expected to maintain a clean, safe, neat, professional, and well-groomed appearance at all times—whether in class, lab, or clinical settings. This policy applies when scanning patients, participating in DMS lab sessions, or attending clinical sites. Exceptions may be made only with written approval from the Program Director or clinical preceptorship site.

Campus Dress Code

- Summer Semester: Regular attire is permitted, but must not expose cleavage, bare midriffs, or buttocks.
- Fall and Spring Semesters: Students must wear uniform attire during lab days and adhere to the regular attire as permitted in the summer.
 - Low-rise scrub pants and bare midriffs are not acceptable during lab sessions with volunteers.
 - Students are expected to use discretion in all attire choices.

General Clothing Guidelines

All clothing and uniforms must be clean and wrinkle-free. The following are not acceptable:

- Shirts that expose the abdomen, visible undergarments, spaghetti straps, or sleeveless tops
- Gauze, lace, spandex, or leather materials
- Cropped pants or jeans
- Skirts shorter than 2 inches above the knee
- Sundresses or shorts (e.g., “daisy dukes”)
- Clothing with political or religious prints/emblems
- Faded, discolored, ripped, or torn clothing
- Tight-fitting or revealing clothing

Jewelry and Accessories

- Minimal jewelry is preferred.
- Acceptable items: watches, wedding/engagement rings, small earrings (no large hoops).
- Facial piercings (lip, eyebrow, etc.) are not allowed; small nose studs are acceptable.
- Faculty may ask students to remove excessive or inappropriate jewelry.
- Tattoos must not be offensive and may need to be covered.
- Gum and candy use must be discreet.

Footwear

- Shoes must be professional or athletic in style.
- No open-toe shoes or high heels during lab days.
- Clogs may be allowed at the discretion of the Program Director.

Hair and Grooming

- Hair must be clean and neat.
- Hair that is shoulder-length or longer must be tied back.
- Mustaches and beards must be trimmed and neat.
- Hair color must be naturally occurring.

Nails and Fragrance

- Fingernails must be short, clean, and free of bright polish or artificial nails.
- Perfumes, scented lotions, oils, and aftershave must be worn conservatively.
- Some clinical sites may prohibit scented products entirely.
- Tobacco or cigarette odors are not permitted.

Hygiene and Odor

- Students must maintain excellent hygiene at all times.
- Body odor or halitosis will not be tolerated.
- Faculty may address concerns directly with students.
- Tobacco or cigarette odors are prohibited.

Policy Enforcement

Failure to comply with the dress code may result in:

- Performance Improvement Plan (PIP)
- A failing grade
- Dismissal from the program until compliance is achieved
- Make-up time required for missed class or clinical hours due to dress code violations

Students may return to class or clinical once in appropriate attire.

Attendance and Punctuality Policy

Consistent attendance and punctuality are essential for success in the Diagnostic Medical Sonography (DMS) Program at LCCC. Students are expected to be present and on time for all scheduled learning experiences, including classroom instruction, laboratory sessions, and clinical preceptorships.

Notification of Absence

If an absence is anticipated, students must notify the Instructor, Clinical Instructor, and Clinical Coordinator or Program Director **2 weeks prior** to the date of the absence. Students must submit the request through Trajecsyst. Failure to follow this procedure may result in disciplinary action and loss of eligibility for make-up work.

Weather and Travel Considerations

Students are responsible for adjusting travel time to accommodate weather conditions and ensure timely arrival to all program activities. Late arrivals due to weather are not automatically excused.

Importance of Attendance

Regular and timely attendance is a demonstration of professional behavior and is evaluated in lecture courses, laboratory sessions, and clinical rotations. Attendance policies and procedures are outlined in each course syllabus. Failure to comply may result in progressive disciplinary action, a failing grade, or dismissal from the program. Students must arrive **7 minutes** prior to the start of the class period or clinical start time.

Excused Absences

Excused absences are limited to:

- Personal or family medical emergencies
- Pre-approved vacations requested through Trajecsys **2 weeks prior** to the event from the Program Director

Make-Up Work and Exams

Students are responsible for arranging make-up work with the instructor. Faculty reserve the right to refuse make-up exams if proper notification procedures are not followed. If a make-up exam is granted, the instructor may issue an alternative version to maintain academic integrity.

Course Withdrawal

If a student needs to add/drop or withdraw from a course, it is their responsibility to follow the official LCCC withdrawal process as outlined in the current LCCC Course Catalog. Failure to initiate the process with an academic advisor will result in the student remaining enrolled and receiving a grade accordingly.

Classroom and Laboratory Policies

Classroom and Lab Policies

- Follow all policies and instructions from the instructor and course syllabus.
- Arrive on time and be prepared with materials before class starts.
- Stay for the full class session. Breaks will be announced. If you need to leave early, do so quietly. You are responsible for any missed content.
- Ask questions and participate professionally, directing comments through the instructor.
- **Please turn off and put away your cell phone during class.**
- Food and drinks are allowed in the classroom unless otherwise stated. In the lab, follow the instructor's guidance.
- Lab access is restricted to times when a registered sonographer or DMS faculty is present. (See DMS Lab Guidelines.)
- Class rescheduling may happen occasionally. The instructor will try to find a time that works for most students.
- Class cancellations must be reported by the instructor to the Program Director and HSW Administrative Assistant. Notices will be posted outside the classroom and sent via email when possible. If LCCC closes due to weather, instructors will email students with instructions for the next class.
- Remote learning via Microsoft Teams may be used when appropriate.

Laboratory Expectations

- Come prepared per the instructor's directions. The instructor will assess preparedness.
- Utilize open and mandatory lab time to practice achieving skill competency.
- Stay focused on assigned tasks to maximize the learning opportunities available in the lab course.
- Learn to work as a team to prepare for clinical practice.
- Demonstrate acceptable professional behaviors in the lab at all times, including appropriate lab clothing.
- Work together to keep a clean and tidy lab.
- Collaborate on time management and rotations during open lab times.

Rules of Conduct in the DMS Lab

- Demonstrate acceptable professional behaviors in the lab at all times. NO horseplay.

- **Please turn off and put away your cell phone during lab.**
- Stay focused on the assigned task to maximize the learning opportunities available in the lab course.
- The use of ultrasound machines can only be used with direct supervision unless faculty members say otherwise (DMS Lab Guideline).
- All lab equipment and supplies must be returned to their proper place of storage after use.
- If problems arise during the use of equipment, the program faculty must be contacted immediately!
- If students are acting in the role of a patient-simulator, you are responsible for communicating to the student clinician any relevant information to improve the safety of you and the skill of the student.
- For infection control, please sanitize/clean all equipment utilized daily:
 - a. Changing linen
 - b. Wiping down beds and machines daily
 - c. Wiping and spraying the transducer after each use.
- Open lab times will be under the supervision of a faculty member or registered sonographer (DMS Lab Guidelines). It is your responsibility to alert faculty when supplies are getting low for reorder, including but not limited to:
 - a. Gloves
 - b. Gel
 - c. Laundry soap
 - d. Disinfectant spray

DMS Lab Guidelines

The Diagnostic Medical Sonography Programs at Laramie County Community College adopt the following medical imaging policy to cover all students, faculty, and departmental staff regarding their participation in imaging procedures as part of the educational programs offered by the Diagnostic Medical Sonography Program.

All students should notify a DMS faculty member when participating in the lab.

The following policy is the American Institute of Ultrasound in Medicine's official statement on clinical use and safety for Diagnostic Medical Sonography. If further safety information is desired, please refer to the additional official AIUM statements regarding Diagnostic Ultrasound found at www.aium.org.

Informed Consent / Volunteer Consent

Students in the Diagnostic Medical Sonography Programs may volunteer for in-class demonstrations and participate as volunteers in the program. They understand that their decision will not be penalized as a sonography student of the LCCC DMS Programs. Sonography students' participation in imaging procedures is strictly voluntary. They do have the right to decline for any reason.

All volunteers are expected to sign a Volunteer Consent Form prior to each semester. Outside volunteers are welcomed with the approval of the DMS faculty, indicating the focus of the scan. First-trimester obstetrical scanning is prohibited. Any other obstetrical scanning must have a normal 20-week assessment and written approval from the volunteer's doctor.

Consents will be kept in student files or the Program Director's office (HS 230).

OSHA Regulations

A listing of all hazardous substances found at LCCC can be found in the Material Safety Data Sheet (MSDS) in myLCCC Resources. MSDSs for all hazardous substances used in the DMS lab are kept in a binder in the lab (HS 242) and on myLCCC.

Confidentiality / Data Privacy

- Grades will be posted using the online learning management system (LMS), which requires students to sign in using an individual password.
- All exams, quizzes, and assignments will be returned in a manner that does not expose the grade to the public and is accessed online.
- Feedback is provided after skill checks and competencies with only the student and instructor(s) present. When necessary or helpful, professors/instructors will obtain permission if they would like to provide feedback in front of other students.
- Clinical faculty must follow the data privacy policies of LCCC and the DMS Program.
- Requests for student information from any government agency will be referred to the Registrar's Office.
- Students will sign a confidentiality agreement, which applies to maintaining the privacy and confidentiality of patients during all clinical experiences.
- During the first semester of the DMS program, students are instructed in basic HIPAA (Health Insurance Portability and Accountability Act) policies and procedures for proper use and handling of confidential patient/client information. Additional information on HIPAA may be accessed at the Wyoming Department of Health <http://wdh.state.wy.us/>.

HIPAA Violation Consequences

If students break any HIPAA regulations, they may be subject to a failing grade, probation (PIP), and/or dismissal from the program. This can include the use of a phone in a clinical patient or work area.

Laundry, Equipment, Clinical, and Professional Activities Policies

Laundry Usage

To keep laundry costs at a minimum, students should conserve laundry by doing the following in lab courses:

1. Place towels, pillowcases, and sheets that have been exposed to hair and skin in the dirty laundry bin.
2. Pillowcases can be reused if covered by the sheet.
3. Place any towels, pillowcases, or sheets that are soiled with dirt, sweat, or other body fluids, mineral oil, alcohol, or ultrasound gel in the dirty laundry bin.

*Note: Students are responsible for maintaining a laundry rotation and keeping the lab linen clean and accessible at all times.

Equipment

Students are often given assignments that require the use of equipment or computers without direct faculty supervision. This use may occur in the DMS lab, the library, or in another location at LCCC. Care of this equipment is essential, and students are requested to leave the equipment in good repair.

1. All classroom and lab equipment is the property of Laramie County Community College (LCCC) and is for educational use only.
2. Unsafe performance in any course, practical examination, or skill check may result in a failing grade.
3. Use of electrical equipment in the lab requires direct faculty supervision. Handheld units and simulators may be used independently.
4. All equipment and supplies must be returned to their proper storage location after use. Checkout requires faculty approval.
5. Follow college policies during building evacuations as outlined in the LCCC Crisis Management Plan.
6. Notify faculty of any medical conditions or medications that may affect performance.
7. Students are responsible for travel costs to off-campus clinical experiences.
8. Faculty will supervise all off-campus experiences except part-time and full-time clinicals.
9. Equipment manuals are located in HS 242.
10. The MSDS book is kept in the DMS Program Laboratory, room HS 242, and on the virtual page for LCCC.

Student Information Changes

Students must notify the Program Director and College of any changes to email address, mailing address, phone number, or legal name in writing as soon as possible. The program is not responsible for communication failures due to unreported changes.

Insurance, Standard Precautions, and Student Rights

Insurance

It is advised that students carry their own health insurance during the program, including all full-time clinical education experiences. Some clinical sites may require students to have health insurance while performing a clinical experience at their facility. It is the students' responsibility to obtain the necessary insurance.

Insurance Coverage and Accidents

A. HEALTH: Students are highly encouraged to carry their own health insurance. The college does not have health insurance available for students at this time.

B. WORKER'S COMPENSATION: Students enrolled in the DMS Program are not employees of the college or the clinical education site and are, therefore, NOT covered by the Worker's Compensation Act.

C. ACCIDENTS: Students must fill out a written Incident Report immediately following any accident or injury (see Appendix: Incident Report). In addition, a hospital or school incident report form must be completed. Forms vary in the different clinical education sites, and the administrative technologist and the Program Director must be notified, no matter how minor it may seem. Sending a copy of the incident report to the Program Director will satisfy this requirement.

D. EMERGENCY TREATMENT: Hospital and College policy will prevail. All costs for any treatment received will be borne by the student.

Standard Precautions

Information on "Standard Precautions" will be provided in the first semester of the program in IMAG 1505 Introduction to Diagnostic Medical Sonography. Content includes but is not limited to:

- HIV
- Hepatitis B
- Universal Precautions/Infection Control
- Chain of Infection
- Proper Hand Washing Technique

All students must demonstrate satisfactory understanding of this information by passing a test and a skill check on standard precautions and hand washing during IMAG 1505.

LCCC Student Rights and Responsibilities: Institutional Guidelines

Laramie County Community College has established expectations designed to maximize the learning environment on campus. All members of the college community are expected to approach their academic endeavors, relationships, and personal responsibilities with a strong commitment to the pursuit of free expression and inquiry, integrity, civility, appreciation for diversity, and respect for self and others. Each student enrolling in the College assumes an obligation as a responsible member of the college community to demonstrate conduct compatible with the college's mission as an educational institution. As a member of our campus community, it is your right and responsibility to be informed. The following documents are just a few of the reports, policies, and procedures about your student rights and duties:

- Statement of Student Rights and Responsibilities, LCCC
- Annual Campus Security Report
- Graduation/Persistence Report
- Alcohol and Drug Education and Prevention information
- Sexual Harassment and Sexual Assault Policy and Procedures
- Family Educational Rights and Privacy Act (FERPA) Student Grievance Procedures

These materials regarding student rights and responsibilities are in the LCCC Student Handbook. They are also available online at lccc.wy.edu or the Dean of Students' Office.

Student Rights, Academic Progress, and Competency Policy

Student Rights and Responsibilities: LCCC DMS Program

The DMS Program has established standards to ensure that all of its students graduate with a high level of competency and the ability to elevate the public image of the profession. You must be well-informed about your academic program. To accomplish this task, you should maintain the following items in your own files:

- LCCC's current Catalog and Student Handbook
- LCCC's Schedule for each semester you are enrolled
- LCCC's Diagnostic Medical Sonography Student Handbook
- LCCC's Health Sciences and Wellness School Policies (HSW School Policies)
- HSW COVID-19 Policy and Procedure

All students at LCCC are subject to the policies of the college as found in the LCCC Catalog, LCCC Student Handbook, Health Sciences and Wellness School Policies, and the DMS Student Handbook. These college and DMS Program documents have been developed as additional information resources for you.

Individuals may have various needs, capabilities, and experiences. One of the key factors to success in the DMS program lies in each individual's recognition of any learning areas that may need improvement, and in assuming responsibility for strengthening any deficiency. LCCC has numerous resources to assist you, including help with study habits, test-taking skills, increasing reading skills, and time management. Please seek help early and take advantage of the available assistance at LCCC. We are committed to helping you reach your educational goals.

Academic Progress

A minimum grade of 'C' is required in all courses with a minimum overall college grade average (GPA) of 2.0 on a 4.0 scale. Any course with the prefix of non-IMAG with a grade less than 'C' must be repeated and is subject to disciplinary actions and/or dismissal from the program. All IMAG courses must maintain a 76% exam average, including comprehensive finals, in order to remain in good programmatic standing. Failure to do so will result in a failing grade and dismissal from the program. IMAG courses may not be repeated if dismissed due to academic failure (see Readmission section).

Remediation with a Performance Improvement Plan (PIP) will begin when the student exhibits difficulty in class work, practical skills, professionalism, or conduct.

To progress from one course to another and to enter the clinical experience, students must maintain a 76% average in all courses and must pass all competencies within two (2) attempts as outlined by course syllabi or clinical competency requirements.

Students must recognize and understand that clinical standards of the DMS Program require attitudes, work ethic, communication, skills, and manual dexterity to be evaluated along with academic readiness.

Failure to meet the minimum 76% required score or failure to pass a competency within two (2) attempts will result in a failing grade for that course and dismissal from the program.

Incomplete Grades

The incomplete grade "I" is a temporary grade issued at the request of the student, with the consent of the instructor, when reasons beyond the student's control have prevented the one-time completion of a course. The "I" grade is reserved for situations of extraordinary circumstance and will be considered only when all other options for the course have been exhausted.

Criteria for requesting an "I" grade:

1. Communicate the request to the instructor after the last date to withdraw, as identified on the Academic Calendar
2. Earn an overall grade of C or higher on all submitted coursework at the time of the request

The Incomplete Contract will include:

1. The requirements of course completion and calculation of the final grade if no work is submitted
2. The last date on which coursework will be accepted
3. The signatures of the instructor and student

All requirements of the incomplete contract must be completed by the expiration date agreed to by both the instructor and the student. The latest allowable expiration date for the "I" is the final day of the subsequent semester. If the work for the "I" grade is not completed within the time allowed, the "I" will revert to the grade

earned in the course after the missing work has been calculated. The instructor may grant an extension of time under extraordinary circumstances.

Skill Check / Competency Assessment Policy

Skill checks and competency assessments are critical evaluations of a student's ability to demonstrate proficiency in sonographic scanning techniques and patient assessment skills. Successful completion of these assessments is required for progression within the Diagnostic Medical Sonography Program.

1. Patient Assessment Skill Check

- Students will undergo formative and verbal assessments throughout the course.
- A standardized checklist will be used by students, peers, and faculty to evaluate performance.
- Each assessment must be passed within two (2) attempts to advance to the next semester.
 - Failure to pass within the allotted attempts will result in:
 - Implementation of a Performance Improvement Plan (PIP)
 - A failing grade
 - Possible dismissal from the program

2. Scanning Skills Competency

- Scanning competencies are performance-based assessments that evaluate:
 - Execution of required scanning techniques
 - Proper use of sonographic equipment
 - Adherence to patient care protocols
- Each competency must be passed within two (2) attempts.
- All tasks are assigned point values and scored accordingly.
- If a student does not pass on the first attempt:
 - They will enter probationary status and complete remediation under a Performance Improvement Plan
 - One additional attempt will be permitted
- Failure to pass within two attempts will result in:
 - A failing grade
 - Potential dismissal from the program
 - Ineligibility to progress to the next semester
- Probation will remain in effect until the end of the semester or program. If PIP conditions are not met, the student will receive a failing grade and/or be dismissed.

3. Assessment Timeline and Protocols

- At the beginning of each semester, students will receive:
 - A tentative timeline for all skill checks and competencies
 - Relevant protocols
 - The scoring rubric
- If a second attempt is required, it must be completed within one (1) week of the initial assessment

Academic Progress and Remediation Policy

Students enrolled in the Diagnostic Medical Sonography Program are required to maintain a minimum grade of **76% (C)** in each course to progress to the next sequenced course of study. A course is considered **incomplete** until all course objectives have been satisfactorily met. Failure to meet these objectives may result in a **failing grade, academic probation, and/or dismissal from the program.**

Evaluation Criteria

First-Year Students:

- Evaluation is based on:
 - Written examinations
 - Scanning skills competencies
 - Anecdotal records
 - Self-evaluations
- These components determine the successful completion of each unit of study.

Second-Year Students:

- Evaluation is based on:
 - Clinical evaluations
 - Timecards
 - Clinical application competencies (preceptorship)
- These components determine successful completion of each clinical semester.

Instructors and clinical instructors may determine the grading emphasis for each course or unit based on its specific learning objectives.

Progress Monitoring and Student Responsibility

- Eight-week assessments are available, with conferences held upon student request.
- Instructors will provide written progress reports upon request and meet with students as needed.
- It is the student's responsibility to monitor their academic and clinical progress and seek guidance if they are not meeting expectations.

Remediation Process

If a faculty member identifies that a student is not making satisfactory progress and the student has not initiated a remediation request, the following steps will be taken:

1. The faculty member will notify the **Program Director** or **Dean of Health Science and Wellness**.
2. A report will be filed in **Navigate**.

3. A meeting will be scheduled with the student to discuss alternative assignments or initiate a **Performance Improvement Plan (PIP)**.
4. If the student fails to meet the agreed-upon conditions of the PIP:
 - The student may receive a **failing grade** (below 76% in any IMAG course), and/or
 - Be **dismissed from the program**.

Dismissal Guidelines

A student may be dismissed from the Diagnostic Medical Sonography (DMS) Program for violations of policies outlined in the **DMS Program Student Handbook**, the **Health Sciences & Wellness (HSW) Student Handbook**, and/or the **Laramie County Community College (LCCC) Student Handbook**. The authority to dismiss a student from the program rests with the **Program Director**.

Grounds for Dismissal or Failing Grade

The following infractions may result in a failing grade, academic probation, or dismissal from the program. Refer also to the sections on **Academic Progress**, **Academic Integrity**, and **Grievance Procedures**.

Immediate Suspension

Any student enrolled in a Health Sciences program, including the DMS Program, may be subject to **immediate suspension** and disciplinary action for engaging in the following behaviors or other forms of misconduct, as outlined in the DMS and HSW Handbooks and the **Student Discipline Adjudication Procedure 3.16P**:

1. **Intentional or reckless physical harm** to any individual on campus or at a clinical site, or practicing unsafe behaviors that could lead to harm. This includes:
 - Inadequate scanning skills,
 - Failure to recognize normal or abnormal anatomy,
 - Misidentification of life-threatening or other significant pathology.
2. **Unauthorized possession or use** of weapons or explosive devices on campus or at a clinical site.
3. **Unauthorized use, possession, or distribution** of controlled substances or illegal drugs on campus or at a clinical site.
4. **Violation of policies** outlined in the DMS or HSW Handbooks and/or Clinical Affiliate Policy and Procedures.
5. **Academic dishonesty**, including:
 - Plagiarism
 - Cheating
 - Falsifying time records or banking hours.

These actions may result in:

- A failing grade (zero) for the assignment or exam,
- A failing grade for the course,
- Academic probation or dismissal from the DMS Program,
- Dismissal from the college.

Student Grade/Dismissal Appeals Process

Students have the right to appeal any academic decision or sanction imposed upon them. Appeals must follow the procedures outlined in the **Academic Appeals Procedure 2.16P**.

Integrity

The Diagnostic Medical Sonography (DMS) Program adheres to the **LCCC Academic Rights and Responsibilities** as outlined in the **LCCC Catalog**. Academic integrity is a cornerstone of professional conduct, particularly in healthcare, where honesty and ethical behavior directly impact patient safety and trust.

Academic dishonesty, including plagiarism and cheating, is strictly prohibited. Examples include, but are not limited to:

1. Copying from another student's test or collaborating during an exam or competency.
2. Using unauthorized materials during a test or scanning competency.
3. Stealing, purchasing, or otherwise obtaining all or part of an administered test or its contents.
4. Selling, giving, or supplying academic work (e.g., reports, papers) to another student for submission.
5. Submitting work that is identical or nearly identical to work previously submitted for credit in another course without prior instructor approval.
6. Texting, emailing, or otherwise sharing exam content with fellow students.
7. Performing extra scanning without permission from DMS faculty or clinical instructors.

Honesty is imperative—especially for those entering the healthcare profession. Integrity encompasses both actions and interpersonal relationships. Any student found to be engaging in dishonest behavior will receive a **zero (0)** for the assignment or exam in question, with **no opportunity for make-up**.

Additionally, **violations of the SDMS Code of Ethics** at any point during the student's education may result in **dismissal from the program**.

Networking, Conferences, and Professional Activities

Students and faculty may travel off campus for sonography-related conferences. The following procedures apply:

- Faculty must complete Travel Request Forms before traveling.
- All LCCC student travel policies apply during the trip.
- Students must sign the Waiver of Liability form before participating.
- A clean and safe environment must be maintained during off-campus experiences.
 - The program ensures educational value in off-campus experiences.
 - The facility must support student learning.
 - If the environment is unsuitable, the experience may be terminated.
 - Students may be responsible for some or all conference costs.

Students are encouraged to join national, state, and local sonography organizations. The college may sponsor attendance at professional meetings. To be eligible, students must:

- Maintain a grade of 'C' or better in all coursework.

- Not be on a Performance Improvement Plan.
- Complete required travel forms.

With authorization from the Program Director or Clinical Coordinator, students may earn clinical hours by attending professional educational events such as conventions, seminars, and workshops.

The DMS Club provides opportunities for students to connect socially, academically, and professionally. Events and trips may be organized through this student-led organization.

LCCC Student Rights and Responsibilities & DMS Program Guidelines

Institutional Guidelines Introduction

Laramie County Community College has established expectations designed to maximize the learning environment on campus. All members of the college community are expected to approach their academic endeavors, relationships and personal responsibilities with a strong commitment to the pursuit of free expression and inquiry, integrity, civility, appreciation for diversity, and respect for self and others. Each student enrolling in the College assumes an obligation as a responsible member of the college community to demonstrate conduct compatible with the college's mission as an educational institution. As a member of our campus community, it is your right and responsibility to be informed. The following documents are just a few of the reports, policies and procedures about your student rights and duties:

- Statement of Student Rights and Responsibilities, LCCC
- Annual Campus Security Report
- Graduation/Persistence Report
- Alcohol and Drug Education and Prevention information
- Sexual Harassment and Sexual Assault Policy and Procedures
- Family Educational Rights and Privacy Act (FERPA)
- Student Grievance Procedures

These materials regarding student rights and responsibilities are in the LCCC Student Handbook. They are also available online at lccc.wy.edu or the Dean of Student's Office.

Student Rights and Responsibilities: LCCC DMS Program

The DMS Program has established standards to ensure that all of its students graduate with a high level of competency and the ability to elevate the public image of the profession. It is important that you be well informed about your academic program. In order to accomplish this task, you should maintain the following items in your own files:

- LCCC's current Catalog and Student Handbook
- LCCC's Schedule for each semester you are enrolled
- LCCC's Diagnostic Medical Sonography Student Handbook
- LCCC's Health Sciences and Wellness School Policies (HSW School Policies)
- HSW COVID-19 Policy and Procedure

All students at LCCC are subject to the policies of the college as found in the LCCC Catalog, LCCC Student Handbook, Health Sciences and Wellness School Policies and the DMS Student Handbook. These college and DMS Program documents have been developed as additional information resources for you.

Individuals may have various needs, capabilities and experiences. One of the key factors to success in the DMS program lies in the recognition by each individual of any learning areas that may need improvement, and in assuming responsibility for strengthening any deficiency. LCCC has numerous resources to assist you, including help with study habits, test-taking skills, increasing reading skills, and time management. Please seek help early and take advantage of the available assistance at LCCC. We are committed to helping you reach your educational goals.

Academic Progress / Integrity

Academic Progress

A minimum grade of 'C' is required in all courses with a minimum overall college grade average (GPA) of 2.0 on a 4.0 scale. Any course with the prefix of non-IMAG with a grade less than 'C' must be repeated and is subject to disciplinary actions and/or dismissal from the program. All IMAG courses must maintain a 76% exam average, including comprehensive finals, in order to remain in good programmatic standing. Failure to do so will result in a failing grade and dismissal from the program. IMAG courses may not be repeated if dismissed due to academic failure (see Readmission section). Remediation with an Unsatisfactory Performance Improvement Plan (UPIP) will begin when the student exhibits difficulty in class work, practical skills, professionalism, or conduct.

To progress from one course to another and to enter the clinical experience, students must maintain a 76% average in all courses and must pass all clinical competencies within two (2) attempts as outlined by course syllabi or clinical competency requirements. Students must recognize and understand that clinical standards of the DMS Program require attitudes, work ethic, communication, skills, and manual dexterity to be evaluated along with academic readiness.

Failure to meet the minimum 76% required score or failure to pass a competency within two (2) attempts will result in a failing grade for that course and dismissal from the program.

Welcome to Clinical Education

Welcome to the clinical education component of the Diagnostic Medical Sonography (DMS) Program. This section is designed to guide you through a high-quality clinical experience, which is essential for mastering sonographic examinations and fulfilling curriculum requirements set forth by accrediting bodies.

Clinical education involves collaboration among various stakeholders, including the Clinical Coordinator, Concentration Coordinator, Clinical Instructors at affiliated sites, Faculty, Program Director, Dean of Health Sciences and Wellness, and students. This section outlines expectations, procedures, and resources to ensure a successful and enriching clinical journey.

Clinical Site Placement

Clinical placements are coordinated by the Clinical Coordinator, Concentration Coordinator, or Program Director, who secures multiple JRC-DMS-approved preceptorship sites based on availability. Student assignments are determined using a variety of factors, including:

- Geographic location
- Student personality and learning style
- Skill set and clinical readiness
- Site characteristics and program needs

New clinical sites may be considered if existing sites are unavailable or upon student request. All sites must meet JRC-DMS criteria to ensure a proper learning environment.

Relocation Requirement:

Students must be prepared to relocate outside the Cheyenne area for up to 12 months to complete their clinical preceptorship. All associated expenses—including transportation, housing, and meals—are the responsibility of the student. Clinical rotations may be required to meet accreditation standards.

Clinical Experiences

Students are expected to attend all clinical experiences. Clinical placement is arranged in advance by the DMS Clinical Coordinator in conjunction with the Program Director. See Clinical Preceptorship for more details.

Assignment Policy:

Clinical assignments are made by the Clinical Coordinator in consultation with the Program Director and are designed to provide exposure to a broad range of diagnostic imaging procedures. The goal is to develop entry-level competency in abdomen-extended, OB/GYN, and vascular sonography.

Students may submit written requests for special consideration or accommodation by the deadline provided by the Clinical Coordinator. Requests will be reviewed on a case-by-case basis.

Note: Students must accept their assigned clinical site. Refusal or deferral of placement may result in delayed progression or dismissal from the DMS program.

Clinical Resources

To ensure a robust educational experience, clinical sites must meet the following resource standards:

1. **Student-to-Staff Ratio:**

- Maximum enrollment should align with the volume and variety of procedures, equipment, and personnel.
- Student-to-clinical staff ratio must not exceed 1:1.
- Student-to-workstation ratio must not exceed 1:1.

2. **Care Settings:**

Students should have access to diverse care environments, including:

- Ambulatory care facilities
- Emergency/trauma departments
- Intensive/critical/coronary care units
- Surgical suites
- Angiography/cardiac catheterization labs

Clinical Requirements

Each clinical affiliate must provide students with access to a sufficient number and variety of diagnostic medical examinations to support competency development in both normal and abnormal findings across the following concentrations:

- Abdomen - Extended
- OB/GYN
- Vascular

Educational Affiliation Agreements

Before a student can be placed at a clinical site, an Educational Affiliation Agreement must be signed by both the site and LCCC. This agreement includes provisions for general and professional liability insurance and automatically renews annually unless otherwise specified. Either party may terminate the agreement with written notice.

All agreements are managed through the Office of Contracting and Procurement at LCCC.

Student Readiness for Clinical Experiences

Prior to each clinical placement, the Diagnostic Medical Sonography (DMS) Program faculty will assess student readiness to ensure safe and effective participation in clinical education. Placement decisions are based on a comprehensive evaluation of the following criteria:

1. **Skill Competency**

Demonstrated proficiency on practical exams and skill checks.

2. **Academic Performance**

Successful completion and understanding of didactic coursework.

3. **Technical Standards Compliance**

Ongoing adherence to the DMS Technical Standards.

4. **Program Standing**

Consideration of any prior or current probationary status.

5. **Professional Conduct**

Demonstrated professionalism in interactions with peers, faculty, and the campus community.

Patient safety is a top priority. Faculty will evaluate each student's ability to perform safely and competently in the clinical environment. All practical exams are monitored for safety compliance, and retakes are assessed accordingly.

Students will be notified in writing if they are placed on program probation or denied clinical placement due to failure to meet readiness criteria.

Insurance Coverage and Accidents

A. Health Insurance

Students are strongly encouraged to maintain personal health insurance coverage. LCCC does not currently offer student health insurance.

B. Worker's Compensation

Students are not considered employees of LCCC or affiliated clinical sites and are therefore not covered under the Workers' Compensation Act.

C. Accidents and Injuries

In the event of an accident or injury, students must complete a written Incident Report immediately (see Appendix: Incident Report). A site-specific hospital or school incident form must also be completed. The administrative technologist and Program Director must be notified, regardless of the severity. A copy of the report must be submitted to the Program Director.

D. Emergency Treatment

Emergency care will follow hospital and college policy. All associated costs are the responsibility of the student.

E. Isolation and Communicable Diseases

Students may not enter isolation rooms alone, but may assist staff technologists. Instruction in isolation techniques is provided during the first and second semesters and must be reviewed regularly. Many hospitals require the use of non-sterile vinyl gloves when in contact with body fluids.

All students must complete the Hepatitis B vaccine series by the Spring I semester, in compliance with OSHA regulations. Students will be informed of individual hospital policies during orientation and are expected to adhere to them.

Communicable Disease Policy

If a student is exposed to a communicable disease, they must report the incident immediately to both the clinical supervisor and the Clinical Coordinator. Appropriate actions will be taken in accordance with site and LCCC policies.

Students must follow the Communicable Disease Policy of their assigned Clinical Education Center and the LCCC Student Handbook.

Ergonomics

Repetitive motion injuries are common in the sonography profession and can be career-limiting. To promote long-term health and safety, students will receive instruction on ergonomic practices, including:

- Proper posture and body mechanics
- Correct transducer grip and scanning techniques
- Injury prevention exercises and habits

Faculty will monitor and correct poor ergonomic practices during competency assessments. Resources are available at www.soundergonomics.com and www.sonoworld.com.

Students with chronic injuries (e.g., shoulder, neck, back, wrist, or eye conditions) are advised to consult a healthcare provider to determine if sonography is a suitable career path.

Clinical Dress Code Policy

LCCC DMS students must maintain a professional appearance that is clean, safe, and well-groomed. The dress code is based on local clinical site standards and applies whenever students are in uniform-required settings.

Students who arrive at clinical sites inappropriately dressed will be sent home to change, and the incident will be documented in their evaluation.

Dress Code Guidelines

- Clean, pressed uniform (as specified by site)
- Closed-toe, non-slip shoes
- Minimal jewelry and makeup
- Hair neatly styled and secured
- LCCC ID badge visible at all times

Contaminated Garments and Infection Control

Students must adhere to infection control policies at their assigned clinical sites, especially regarding contamination by blood or body fluids. Any garment penetrated by blood must be removed immediately or as soon as feasible. Compliance with site-specific protocols is mandatory to ensure safety and minimize the risk of cross-contamination.

Clinical Knowledge of Program and College Policies and Procedures

Students enrolled in the Diagnostic Medical Sonography (DMS) Program are expected to maintain a working knowledge of both **Laramie County Community College (LCCC)** policies and the **DMS Program Handbook**.

- The most current LCCC policies are available at: <https://lccc.wy.edu/life/handbook/>
- The DMS Program Handbook is distributed annually during the spring semester and is also accessible via the DMS Program homepage: www.lccc.wy.edu

Upon review of the handbook, students must sign and date the **Student Handbook Agreement**, confirming their understanding and commitment to abide by the policies and procedures outlined during their time in the program.

The DMS Program Handbook is reviewed and updated annually by program faculty. To ensure alignment with college-wide policies. Input for revisions may be gathered from:

- Students
- College administration
- DMS Program Advisory Committee
- Clinical faculty

Any updates made after the initial publication will be communicated to students and relevant LCCC personnel.

Clinical Personal Electronic Device Use Policy

To maintain professionalism and ensure compliance with **HIPAA regulations**, the following guidelines apply to personal electronic device use in clinical settings:

- **Permitted Use:** Students may use personal devices **only** for clocking in/out via **Trajecs**.
- **Restricted Use:** All other personal electronic devices—including cell phones, smartwatches, and any device capable of recording or capturing images—must be **turned off and stored away** while in the patient exam room or in the sonography work area.
- **Emergency Contact:** In case of emergency, students may be contacted through the department's phone system.

Important:

- No patient or clinical information may be posted on social media or transmitted electronically.
- No photos may be taken in clinical settings.
- Any violation of HIPAA or this policy may result in probation, a failing grade, or dismissal from the DMS Program.
- These rules are also enforced under the **HSW Policy and Procedure Handbook**.

Clinical Communication Policy

Given the geographic distribution of many DMS clinical sites, maintaining effective communication is essential. The following procedures are in place to support consistent and open dialogue between students, clinical site staff, and LCCC faculty:

- **Scheduled Virtual Check-ins:** Regular **Microsoft Teams** visits will be offered throughout the 12-month clinical experience, based on requests from students, clinical sites, or DMS faculty.
- **Midterm Feedback:** The Clinical Coordinator will conduct midterm email check-ins with both students and clinical instructors independently to facilitate candid feedback.
- **Immediate Concerns:** Clinical instructors or staff should contact LCCC immediately with any concerns or questions.
- **Site Visits:** If warranted, program faculty will conduct in-person site visits at any point during the semester.

Sonography Clinical Performance Objectives

To prepare students for entry-level practice in abdominal, OB/GYN, and vascular sonography, the DMS Program emphasizes mastery of cognitive, affective, and psychomotor skills. Clinical performance is evaluated using two key categories:

1. Employability Skills

These include professionalism, communication, teamwork, and ethical behavior. Students must maintain a **minimum score of 76%** throughout their clinical education to remain in good standing.

2. Competency Skill Objectives

These are structured sequentially to build upon previously acquired skills. Students must also maintain a **minimum score of 76%** in this category to continue in the program.

Evaluation forms and instructions are provided in the **Documents Section** of this handbook.

Master Plan of Performance Objectives

Part 1: Employability Skills Section

(Evaluated Each Semester)

To ensure students develop the professional behaviors necessary for success in clinical practice, the following employability skills are evaluated throughout all semesters of the DMS Program. Each objective is linked to relevant academic coursework.

Objective	Description	Related Academic Course(s)
1. Attendance	Attends clinical site regularly at prearranged times with no unexcused absences or tardiness. Absences or tardiness do not negatively impact clinical performance.	All IMAG Courses

Objective	Description	Related Academic Course(s)
2. Professional Appearance	Complies with dress and hygiene policies outlined in the DMS Student Handbook or the clinical site's policy, whichever is more stringent.	All IMAG Courses
3. Social Media Conduct	No reference to patients, clinical sites, or instructors on social media. No posting/distribution of images, audio, or video from clinical or college settings without written permission. Violations are considered professional behavior infractions and may result in disciplinary action, up to and including dismissal.	All IMAG Courses
4. Citizenship	Demonstrates honesty, integrity, and accountability. Adheres to organizational and program policies and procedures. Accepts responsibility for errors.	All IMAG Courses
5. Time Management	Uses time effectively, including downtime. Completes all initiated procedures and performs duties in an organized and efficient manner.	All IMAG Courses
6. Teamwork	Interacts respectfully with technologists and supervisors. Works collaboratively toward team goals and assists others as needed.	All IMAG Courses, COMM 2010
7. Customer Relations	Maintains respectful and courteous interactions with patients, staff, physicians, and visitors. Builds rapport and represents the department and clinical site positively.	IMAG 1505, COMM 2010
8. Confidentiality	Maintains strict confidentiality regarding all patient, staff, and institutional information.	IMAG 1505, 1526, 1521, 1541, 1551, 2500, 2515, 2520, 1561, 2615, 2620
9. Receptiveness	Accepts feedback and constructive criticism positively. Avoids seeking alternative answers and demonstrates openness to learning.	COMM 2010, IMAG 1526, 1521, 1541, 1551, 2500, 2515, 2520, 1561, 2615, 2620
10. Continuous Improvement	Builds on prior learning, learns from mistakes, and strives for excellence in all assignments.	All IMAG Courses
11. Communication	Follows directions, communicates clearly, and uses appropriate channels for professional communication.	COMM 2010, IMAG 1505, 1526, 1521, 1541, 1551, 2500, 2515, 2520, 1561, 2615, 2620

Objective	Description	Related Academic Course(s)
12. Skills Maintenance	Demonstrates continued competence in previously learned skills and integrates them into clinical practice.	All IMAG Courses
13. Safety	Adheres to safety policies and prioritizes quality patient care at all times.	IMAG 1505, 1526, 1521, 1541, 1551, 2500, 2515, 2520, 1561, 2615, 2620

Master Plan of Performance Objectives

Part 2: Competency Skills Section

(Evaluated by Semester Progression)

By the End of Summer II Semester, the Student Will Demonstrate:

Objective	Related Academic Course(s)
Participation in department, institution, and mandatory in-service orientation	IMAG 1505, 2500
Maintains accurate and up-to-date time records	IMAG 1505, 2500
Uses department phone system with appropriate telephone etiquette	IMAG 1505, 2500
Independently powers up, selects appropriate transducer/preset, and shuts down ultrasound machines	IMAG 1505, 1516, 1521, 1531, 1541, 1546, 1551, 2500, 1561, 2615
Retrieves patient orders independently	IMAG 1505, 2500
Correctly identifies patients using approved protocols	IMAG 1505, 2500
Safely transports patients with assistance (e.g., chest tubes, oxygen, suction)	IMAG 1505, 2500
Provides clear instructions to patients regarding the exam	IMAG 1505, 2500, COMM 2010
Inputs patient information accurately, including detailed history and relevant lab values	IMAG 1505, 1526, 1521, 1531, 1541, 1546, 1551, 2500, 1561, 2615, 2620

Objective	Related Academic Course(s)
Adjusts basic image quality settings (gain, depth, focus, annotation, measurements, etc.)	IMAG 1505, 1526, 1521, 1531, 1541, 1546, 1551, 2500, 1561, 2615, 2620
Maintains a clean and safe environment, including exam and dressing rooms; changes linens as needed	IMAG 1505, 1526, 1521, 1531, 1541, 1546, 1551, 2500, 1561, 2615, 2620

By the End of Fall II Semester, the Student Will Demonstrate:

Objective	Related Academic Course(s)
Safely transfers patients between wheelchair, bed, cart, and exam table	IMAG 1505, 1526, 1521, 1531, 1541, 1546, 1551, 2500, 1561, 2615, 2505
Performs exams efficiently and logically according to department protocol	IMAG 1505, 1526, 1521, 1531, 1541, 1546, 1551, 2500, 2515
Uses image optimization features appropriately	IMAG 1505, 1526, 1521, 1531, 1541, 1546, 1551, 2500, 2515
Recognizes when alternative imaging techniques are needed and seeks assistance	IMAG 1505, 1526, 1521, 1531, 1541, 1546, 1551, 2500, 2515
Identifies pathology and captures required images per protocol	IMAG 1505, 1526, 1521, 1531, 1541, 1546, 1551, 2500, 2515
Completes exam worksheets accurately and thoroughly	IMAG 1505, 1526, 1521, 1531, 1541, 1546, 1551, 2500, 2515
Prepares and disinfects the endovaginal probe per department policy	IMAG 1505, 1521, 2500, 2515
Maintains sterile field during procedures	IMAG 1505, 1546, 2500, 2515
Transports the ultrasound machine safely for portable exams	IMAG 1505, 1546, 2500, 2515
Identifies crash cart equipment and understands its purpose	IMAG 1505, 2500, 2515
Performs and critiques required competency objectives (score of 2 or higher)	IMAG 1505, 1526, 1521, 1531, 1541, 1546, 1551, 2500, 2515
Successfully completes clinical competencies	IMAG 2500, 2515

By the End of Spring II Semester, the Student Will Demonstrate:

Objective	Related Academic Course(s)
Independently performs all exams with minimal assistance	IMAG 1505, 1526, 1521, 1531, 1541, 1546, 1551, 2500, 2515, 2510
Performs alternative projections as needed, seeking assistance appropriately	IMAG 1505, 1526, 1521, 1531, 1541, 1546, 1551, 2500, 255, 2510
Independently performs portable and emergency exams	IMAG 2500, 2515, 2510
Recognizes when alternative imaging methods are needed and seeks assistance	IMAG 1505, 1526, 1521, 1531, 1541, 1546, 1551, 2500, 2515
Analyzes own images, identifies errors, and proposes solutions	IMAG 1505, 1526, 1521, 1531, 1541, 1546, 1551, 2500, 2515, 2510
Identifies image artifacts and explains their causes	IMAG 1515
Prepares and disinfects the endovaginal probe per department policy	IMAG 1505, 1521, 2500, 2515
Sets up and maintains a sterile field during invasive procedures	IMAG 1505, 1546, 2500, 2515, 2510
Demonstrates sonographic and general medical knowledge appropriate for healthcare settings	All IMAG Courses
Successfully completes all required clinical competencies	IMAG 2500, 2515, 2510
Demonstrates proficiency as an entry-level sonographer	IMAG 2500, 2515, 2510
Assists in maintaining optimal function of sonography equipment	IMAG 2500, 2515, 2510

Clinical Site Orientation

Upon beginning clinical placement, students must complete the **LCCC DMS Clinical Orientation Form** located in the Evaluations section of **Trajecsys**. Once completed:

- Submit the form to the **Clinical Coordinator** for official records.
- Retain a copy for personal documentation.

Required Clinical Hours – DMS General Concentration

To meet program and accreditation requirements, students must complete the following clinical hours:

- **DMS Clinical Experience I:** 272 hours
- **DMS Clinical Experience II:** 450 hours
- **DMS Clinical Experience III:** 450 hours

Clinical Student Schedules

In accordance with **CAAHEP accreditation standards**, students may not exceed **40 hours per week** in clinical training. Weekly scanning expectations range from **34 to 40 hours**.

- **Scheduling:** The Clinical Instructor will set the students' schedule, and it is the students' responsibility to make personal adjustments to accommodate the schedule.
- **Schedule Changes:** Any schedule changes must be approved in writing by the Clinical Coordinator and the Clinical Instructor **TWO WEEKS prior** to the change using the **Trajecs Sys Schedule Change Form**.
- **Non-traditional Shifts:** Weekend, evening, or overnight shifts are permitted on a case-by-case basis during the Spring Semester and must be approved by the **Clinical Instructor, Clinical Coordinator, and Program Director**.
- **Communication:** All schedule changes must be communicated to the Clinical Coordinator and Clinical Instructor **before the change occurs**.

Lunch Policy

- Students must **clock in and out** for lunch daily using **Trajecs Sys**.
- Lunch breaks must be **30 minutes**.
- Students must meet a total of **8.5 hours per day** and fulfill semester hourly requirements:
 - Summer: 272 hours
 - Fall: 450 hours
 - Spring: 450 hours

Note: Students may not skip lunch to "bank" time or leave early on a routine basis. The practice of working outside of your reported schedule to "bank" time is prohibited.

Clinical Time Management and Expectations

- Schedules must not be adjusted solely for personal convenience.
- Students must fully complete all scheduled shifts, regardless of whether they have met the minimum hourly clinical requirements for the semester.
- Students should be engaged in patient care or observation at all times.
- Studying during clinical hours is permitted **only** when patient care is unavailable.
- Leaving early is discouraged and must be communicated to the Clinical Coordinator and the Clinical Instructor **before the change occurs**.
- All missed hours must be made up with written approval from the **Clinical Instructor and Program Director**, and only when the college is open.

Time Exceptions and Trajecsyst Compliance

- Any deviation from scheduled hours (e.g., leaving early, missed clock-in/out) must first be communicated to the Clinical Coordinator and the Clinical Instructor, then documented in **Trajecsyst** using the **Schedule Change Form - PTO**.
- Time adjustments may be made in **30, 45, or 60-minute increments**.
- Consistent clocking in/out is essential for professional development and employability.

Policy Violation:

Failure to clock in/out properly more than **three times** per semester will result in a **25% reduction** in the Timecard grade for each additional violation over three.

School Holidays and Inclement Weather

- Students will follow the **LCCC Academic Calendar**, including all observed holidays: www.lccc.wy.edu/academic

Inclement Weather Policy

- Students may use up to **8.5 hours per semester** (fall and spring only) as a “**Snow Day**” if unable to reach their clinical site due to severe weather or road closures.
- This time must be documented and approved using standard absence and make-up procedures.
- If LCCC is closed but the student’s clinical site is unaffected, the student is **required** to attend clinical that day.
- Make-up hours may be scheduled during the final week of the semester.

Note: Snow Day hours are **not** additional PTO and may only be used for weather-related absences.

Tardiness and Absenteeism Policy

Punctuality is a critical professional skill. Students must be present, in uniform, and ready to begin scanning by the scheduled start time.

Expectations

1. Arrive **10-15 minutes early** to be ready to scan by the scheduled start time. Students **cannot** clock in more than **7 minutes** early.
2. Enable **Trajecsyst GPS geolocation** when clocking in/out via smart device.
3. Notify both the **clinical site** and **LCCC faculty** prior to the start time if tardy or absent.
4. Emergency situations will be evaluated jointly by the clinical site and LCCC.
5. Failure to notify appropriately will result in an **unexcused absence** and impact the clinical grade.
6. Excessive absences or tardiness will negatively affect the student’s grade.
7. Students missing more than **40 cumulative hours** in one semester may be **dismissed** from the program.

Make-Up Time

- All missed time must be made up during **scheduled semester breaks** when the college is open.

- Students must submit a **Schedule Change Form - PTO** via Trajecsys and receive approval from the **Clinical Instructor, Clinical Coordinator, and Program Director** before any make-up time is permitted.

Clinical Site Visit Policy

Each student will receive **one (1) onsite clinical visit per assigned facility** during the three clinical semesters. Students placed at multiple facilities will receive one visit per location. In a typical clinical year (Summer through Spring semesters), students will be offered:

- **One onsite visit** (completed during Summer or Fall semester)
- **Up to two (2) virtual visits via Microsoft Teams**, which may occur during any semester

The Clinical Coordinator will submit a proposed site visit schedule to each facility in advance to coordinate a mutually agreeable date and time. Flexibility is allowed in cases of unforeseen circumstances. Additional visits may be conducted at any time upon request by program faculty, students, or clinical instructors.

Site Visit Guidelines

- Students must be aware of their scheduled visit date and be present unless prior arrangements are made with the visiting faculty member (e.g., clinical instructor absence or no patient schedule).
- If the scheduled time is not feasible for the clinical site, the site should contact LCCC immediately to arrange an alternative date.
- An email outlining visit expectations will be sent to the primary clinical instructor prior to the visit.
- Follow-up communication will be conducted as needed.

Each Site Visit Will Include:

- **Variable visit length** based on student and site needs
- **Observation of 2–3 different types of exams** (onsite); for virtual visits, discussion of 2–3 completed exams
- **Goal setting and evaluation review**
- **Completion of a site visit summary** in Trajecsys under the Evaluations section (accessible to students)
- **Private meeting with the clinical instructor** to discuss student performance
- **Private meeting with the student** to address feedback, comments, or concerns
- **Optional meeting with the department supervisor** during onsite visits, if time allows
- **Short-term follow-up** for any concerns identified during the visit
- **Faculty communication** with other LCCC instructors regarding student progress

Note: Students may receive additional face-to-face visits if educational remediation is necessary. Faculty will conduct site visits as often as needed to support student success.

Clinical Scanning Protocol Policy

Students are expected to follow the **clinical site's scanning protocols** for each examination. The DMS Program emphasizes **flexibility and adaptability** as essential traits for sonographers and encourages students to adjust to site-specific practices.

To support consistent learning:

- Each student should follow **one designated protocol per exam type** at their clinical site.
- If multiple sonographers use different protocols, the site should determine and communicate a **single protocol** for the student to follow.
- Once a student has mastered the designated protocol, they may explore alternative methods under supervision.

Rationale: Learning one consistent protocol provides a strong foundation and supports efficient scan time. Exposure to variations can be introduced after the core competency is achieved.

APPENDIX

Laramie County Community College

Diagnostic Medical Sonography (DMS) Program

Incident Report Form

Date: _____ Time: _____ Location: _____

Description of Incident:

Patient Information (if applicable):

Name: _____

Hospital: _____

Age: _____ Physician: _____

Action Taken / Persons Notified:

Acknowledgment of Discussion:

Signature	Name	Date
Student		
Clinical Supervisor		
Chief Sonographer		

Laramie County Community College

Diagnostic Medical Sonography (DMS) Program

Academic Performance Improvement Plan (PIP)

For use in IMAG courses

Student Name: _____

As faculty of the LCCC Sonography Program, we want to help you be successful. Part of that process is ensuring we communicate when minimum expectations have not been met. As written in the Sonography Program Student Handbook, in order to progress in the sonography program, students must achieve at least a 76% average weighted grade for all unit and final exams. The sonography faculty are committed to all students' success and are available to help when students are struggling. However, we cannot do it for you. It is your responsibility to request assistance, schedule meetings with your instructors during office hours, participate in exam review sessions, etc. In addition to working with your nursing faculty, additional resources are also available for your success.

Grading Policy

The sonography program adheres to LCCC's expectations for grades. Grades earned in the sonography program are clearly communicated through the course syllabi and the sonography program student handbook and are not arbitrary.

3 Unit Exams: 35% of final grade

Comprehensive Final Exam: 25% of final grade

Assignments (Homework & Class Activities): 25% of final grade

Participation, Attendance, Ethical Practice: 15% of final grade

****Students must achieve an average of 76% on all exams before these grades are added to the final grade in the class.**

Performance Improvement Plan (PIP) Policy

A PIP is a written warning identifying either a pattern of unsatisfactory conduct or a single violation of the sonography program student handbook, HSW, LCCC, or clinical facility policies. Students are required to meet with faculty and/or program director to discuss identified unsatisfactory conduct and collaboratively develop a PIP to correct identified area(s) of concern.

Performance Improvement Plan (PIP)

Specific Area(s) of Concern: X Academic Standing

Brief Description of area of concern:

Student Name: _____

Course: IMAG _____

Term: _____

Exam	Percentage	Exam Reviews (Dates & Instructor Initials)	Missing Assignments	Absence/Tardies
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Exam 1

Exam 2

Exam 3

Exam 4

Exam 5

Exam Average Grade: _____%

Overall Course Grade: _____%

Clinical Grade: _____

End of PIP Review: Goals Met? Yes ☐ No ☐

***If No: Please attach plan for continued improvement

Final – End of Semester Sign-off (Program Director) Signature: _____

Desired Outcome

- Achieve at least a 76% average for all exams in the sonography course
- Using the grade calculator (<https://www.rapidtables.com/calc/grade/grade-calculator.html>), set a goal for each remaining quiz and final exam to achieve at least a 76% average for all unit exams and final (refer to the course syllabus for weighted grade percentages)

Expectations

- Schedule AND complete content reviews/exam reviews with instructor(s) weekly.
- Schedule AND complete a meeting with instructor(s) following exam three to determine need for additional interventions.
- Complete the weekly Plan for Improvement Form (columns 3 & 4 each week) with at least two identified problem areas, and plan to address each.

Re-evaluation Time Frame and Expectations

Student will comply with all sonography program, HSW, and LCCC policies. Student will complete performance improvement plan as outlined above, obtaining signatures from sonography instructors upon completion of each task. Failure to meet goals for improvement by designated reevaluation period will result in additional disciplinary action up to and including dismissal from the sonography program.

This PIP plan will remain in effect for the remainder of the semester.

Please note: PIP conditions must be met in order for students to be eligible to successfully complete the semester AND the sonography program or to petition to retake a semester.

Date: _____

Student Printed Name and Signature: _____

(or email confirmation of receipt attached) Date: _____

Faculty/Program Director Printed Name and Signature: _____ Date: _____

*A copy of the Performance Improvement Plan is being sent to the student through email in place of required physical signatures. Required response to this emailed document will count as acknowledgement that the Performance Improvement Plan has been received and is in effect.

Weekly Plan for Improvement

Plan for improvement: Students are expected to complete columns 3 and 4 each week. During content/exam reviews, instructor will review student progress on SMART Goals in compliance with Performance Improvement Plan.

Identified Problem Areas	SMART Goals for Addressing Problem Areas	Weekly Plan to Meet Goals	Comments on Weekly Goals	Instructor Initials & Date of Review
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End of PIP Review: Goals Met? Yes ☐ No ☐

***If No: Please attach plan for continued improvement

PIP to be continued? Yes ☐ No ☐ Duration: _____

Student Printed Name: _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Program Director Signature: _____ Date: _____