



*Department of Health Sciences*

**Diagnostic Medical Sonography Program**

# *Student Handbook*

***2025 - 2026***

**Diagnostic Medical Sonography Certificate Program  
Health Sciences Department, Colorado Mesa University**

**Program Description**

The Colorado Mesa University Diagnostic Medical Sonography (DMS) program is a 13-month certificate program.

The program is a combination of lecture classes, laboratory experiences, and workplace experience at area clinical facilities affiliated with the program. Clinical experience is a required part of the student's education, because it provides actual experiences in patient care.

After successfully completing the program, the student receives a certificate in Diagnostic Medical Sonography. After meeting eligibility requirements, the graduate is eligible to apply to take the national certification examination administered by the American Registry of Diagnostic Medical Sonography (ARDMS).

**Mission**

In alignment with the mission of Colorado Mesa University, the mission of the Diagnostic Medical Sonography Program is to offer a certificate-level professional education.

**Program Goals and Student Learning Outcomes**

Fulfillment of the program's mission is assessed by the degree to which the program achieves the following goals:

1. Combine academic theory with professional experience and technical skills in diagnostic medical sonography. (Specialized Knowledge/Applied Learning)
2. Develop critical thinking skills to analyze clinical scenarios and make informed decisions for optimal outcomes. (Critical Thinking)
3. Apply ethical principles to address real-world challenges in professional practice. (Personal and Social Responsibility)

**Professional Standards**

The Diagnostic Medical Sonography (DMS) program adheres to the standards set by the American Registry for Diagnostic Medical Sonography (ARDMS). These standards are available on the official ARDMS website.

**ARDMS Certification**

Students entering the DMS program should familiarize themselves with the initial eligibility requirements for ARDMS certification. Detailed information can be found at [www.ardms.org](http://www.ardms.org).

## Academic Advising Policy

### I. Purposes

- A. Explain the roles of the student and the advisor in the academic advising relationship
- B. Ensure that students make satisfactory progress toward a certificate
- C. Set standards for satisfactory progress in the program

### II. Policy

#### A. Academic Advising

1. Students are responsible for contacting their assigned advisor for initial advising prior to each semester's registration and at any other time that the student and advisor may deem necessary.
2. The help of a faculty advisor does not relieve the student of the fundamental responsibility for establishing and maintaining his/her own academic program. Students are responsible for full knowledge of the provisions of their program.
3. Students must contact course instructors to have appropriate forms signed when adding or dropping classes or withdrawing from the program.
4. Students are responsible for completing *Intent to Graduate* forms from the Registrar's Office, and for making an appointment with their advisor the semester prior to graduation to complete the program sheet and petition to graduate.
5. Students are responsible for making sure all copies of transcripts from other colleges are current and on file in the Health Sciences Department. Students must provide a transcript evaluation from Registrar's Office.
6. Students must provide the current CMU transcript obtained from the Registrar's Office.

#### B. Personal Counseling

1. Students may discuss personal problems with an advisor in a confidential, accepting atmosphere.
2. Advisors will refer students for appropriate counseling when the problems are beyond the problem-solving abilities of the advisor and advisee.
3. The Vice President of Student Services is available to provide counseling and referral services to students seeking personal, career or substance abuse counseling and resources - <https://www.coloradomesa.edu/student-services/resources/index.html> .

## Degree Requirements and Program Progression for Certificate in DMS

### Curriculum and Progression to Graduation

The DMS certificate is 45 credits. The program coursework is 13 months in length.

First Year		
Summer Semester		Semester Credit Hours
<a href="#">DMSO 400L</a>	Introduction to Cardiac Sonography Laboratory	1
	Semester Credit Hours	1
Fall Semester		
<a href="#">DMSO 409</a>	Sonography Clinical Experience I	11
<a href="#">DMSO 410</a>	Sonography Principles and Instrumentation I	2
<a href="#">DMSO 411</a>	Cardiac Sonography Procedures I	2
	Semester Credit Hours	15
Spring Semester J-Term		
<a href="#">DMSO 419</a>	Sonography Clinical Experience II	2
	Semester Credit Hours	2
Spring Semester		
<a href="#">DMSO 420</a>	Sonography Principles and Instrumentation II	1
<a href="#">DMSO 421</a>	Cardiac Sonography Procedures II	3
<a href="#">DMSO 429</a>	Sonography Clinical Experience III	12
	Semester Credit Hours	16
Second Year		
Summer Semester		
<a href="#">DMSO 430</a>	Sonography Registry Review	2
<a href="#">DMSO 439</a>	Sonography Clinical Experience IV	9
	Semester Credit Hours	11
	Total Semester Credit Hours	45

### Conversion

Didactic (11 credits)

Clinical (34 credits)

## **Grievance and Appeals – Department of Health Sciences Policy**

Purpose: To provide guidelines for timely and fair resolution of complaints or problems related to grades or other academic decisions for students in Health Sciences programs at Colorado Mesa University.

### **Policy:**

1. In the Department of Health Sciences, it is expected that the student will, within five (5) working days following the grade or decision of dispute, schedule a meeting with the clinical preceptor, instructor, or faculty member. Meetings for online students can be conducted via telephone or using other electronic technology (i.e. video call).
2. If the problem is resolved through the initial meeting, no further action is indicated.
3. Failing successful resolution, the student may wish to appeal, doing so within five (5) working days by filing a written appeal with the appropriate Program Coordinator.
4. The Program Coordinator will render a decision in writing, with explanation, within 10 days.
5. If dissatisfied with the Program Coordinator's decision, within five (5) working days, the student will file a written appeal with the Department Head. The Department Head will investigate and render a decision in writing within 10 days.
6. If the student still does not believe the conflict has been resolved, the student is directed to the CMU Student Handbook for further steps to be taken; the handbook can be found at:  
<https://www.coloradomesa.edu/student-services/maverick-guide.html>
7. It includes information related to student appeal processes.
  - A. Appeals related a Campus Judicial hearing or decision.
  - B. Appeals related a Sanction for Academic Dishonesty.
  - C. Appeals related a Student Grade.
8. If a student is appealing a grade, the student must demonstrate in writing that the grade was unfair based upon one or more of the following conditions.
  - A. The grading decision was based on something other than course performance, (unless the grade was a result of penalty for academic dishonesty).
  - B. The grading decision was based on standards that were unreasonably different from those applied to other students in the same section of that course.
  - C. The grading decision was based on standards that differed substantially and unreasonably from those previously articulated by the faculty member.

### **Grading Policy and Scale**

- A. Grades for all program courses must be a "C" or higher to fulfill graduation requirements.
- B. Due to the responsibility for patient care and the performance standard of the ARDMS, it is the philosophy of the program to use a higher grading scale.

The following standards apply for all DMS courses:

100 to 93 = A (4.0)

92 to 84 = B (3.0)

83 to 75 = C (2.0)

74 or below = F

A grade of "F" in DMS coursework could result in removal from the program.

## Grade Appeal Procedure

To appeal an academic or clinical evaluation the student must follow the CMU *Maverick Guide* (Student Handbook), Grade Appeal Procedure <https://www.coloradomesa.edu/student-services/maverick-guide.html>

## Nonacademic Complaints/Concerns

For non-academic issues, students should utilize Report It! system to share any information concerning an incident, crime, unsafe activity, or general concerns. Campus Safety will promptly investigate the issue and provide follow-up as appropriate - <https://www.coloradomesa.edu/safety/report.html>

The reporting can be done anonymously.

## Withdrawal and Suspension Policies

### Withdrawal Policy

- A. Regular class attendance is expected. CMU is required by law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through other funding sources. CMU is responsible for identifying students who have not attended or logged into a class for which they are registered. At the conclusion of the first week of a semester, instructors will report any registered students who have "Never Attended" a class so that those reported students will be administratively withdrawn from that class.
- B. It is the student's responsibility to withdraw, using the appropriate CMU form, from any class which she or he is no longer attending or risk receiving a failing grade in that class. Student's wishing to withdraw must complete and submit the appropriate CMU form by the established withdrawal deadline.
- C. The DMS program will utilize all official withdrawal deadlines set by CMU.

### Program Dismissal

The expectation is that academically and clinically students demonstrate honesty. Cheating or indiscretion in professional or social conduct may result in dismissal. If a student appears mentally, physically, or socially disqualified for meeting the requirements to be a professional practitioner, she or he may be dismissed from the program. For further information, see the CMU *Maverick Guide* (Student Handbook), Code of Conduct (<http://www.coloradomesa.edu/studentservices/conduct.html>).

Violations serious enough to justify a review by the program coordinator for dismissal include but are not limited to the following policies. Possible causes for dismissal include:

#### A. *Academics*

Students must earn a cumulative grade of "C" or better in all required courses listed toward the DMS Certificate.

#### B. *Professionalism*

Students shall demonstrate appropriate professional conduct and behavior and will represent the profession effectively while attending CMU. Students must demonstrate effective communication and interpersonal skills, accountability for actions and outcomes, appropriate dress and demeanor, hygiene, respect for fellow students and instructors, and behavior that preserves the safety of others.

#### C. *Academic Dishonesty*

Students shall not engage in academic misconduct that includes but is not limited to plagiarism, violation of course rules, cheating, or assisting another to cheat. (see Academic Dishonesty Policy below)

#### D. *Harassment*

In accordance with the CMU *Maverick Guide* (Student Handbook), Code of Conduct (<https://www.coloradomesa.edu/student-services/maverick-guide.html>) CMU "prohibits behavior, whether based on the status of another or not, that has the purpose or effect of creating an intimidating, hostile, or objectively offensive working or educational environment. Status refers to

race, color, national origin, religion, age, disability, sexual orientation, veteran status or employment status”.

E. *Confidentiality*

Students must abide by the HIPAA rules of privacy. Students shall not share confidential patient information with anyone unless disclosure is in order to provide proper health care for the patient with those directly involved in the case and unless there is a direct threat to society if such information is not disclosed. (see *Agreement to Respect Confidentially* below)

F. *Criminal Background*

Admission into the DMS Program is contingent upon passing a criminal background investigation. Students are responsible for self-reporting offenses that occur after admission to the Health Sciences Department Head. The department head will review offenses with the program coordinator to determine whether the student can continue in the program. Failure to self-report an offense may lead to immediate dismissal from the program. (see *Criminal Background Investigation* below)

G. *Substance Abuse*

CMU and the program prohibit students from possessing, using, or consuming illegal drugs or alcoholic beverages on university premises and clinical experience facilities. CMU and the program prohibit students from reporting to class and clinical agencies under the influence of alcoholic beverages, illegal drugs, or medication that impairs or makes the student unsafe. Faculty may ask students to leave the campus laboratory or classroom, who may appear impaired or unsafe. (see *Alcohol and Drug Policy* <http://www.coloradomesa.edu/student-services/documents/MaverickGuide.pdf> and the *Department of Health Sciences Substance Abuse Policy* below)

H. *Removal from the Clinical Facility*

An affiliated clinical facility may terminate students’ clinical placements, at the facility’s sole discretion, if the students fail to follow the facility’s policy and procedures, exhibit unprofessional or disruptive behavior, present a threat to patient safety or welfare, or demonstrate performance that is otherwise unsatisfactory.

I. *Misconduct*

Students are expected to refrain from:

1. Acts that disrupt or interfere with the orderly operation of teaching and other academic activities
2. Behavior that causes or can reasonably be expected to cause physical harm to a person
3. Physical or verbal threats against or intimidation of any person that results in limiting his or her access to all aspects of life at the University
4. Refusing to comply with the directions of university officials, instructors, administrators, or staff acting in the performance of their duties
5. Refusing to appear or giving false statements when one is asked to present evidence or respond to an investigation involving the conduct code
6. Intentionally or recklessly interfering with normal University activities or emergency services
7. The unauthorized or improper use of university property, facilities, equipment, keys, identification cards, documents, records, or resources, including misuse of electronic resources and equipment
8. Violations of criminal law that occur on university premises or in connection with University functions, that affect members of the University community, or that impair the University reputation

## **Dismissal and Suspension from the Program**

Students dismissed from the program cannot reapply or be readmitted to the program. Students on program suspension may apply for re-entry on a space available basis by contacting the program coordinator and

validating any remedial action.

### **Student Suspension/Administrative Withdrawal Appeals**

A decision reached and/or sanction imposed by the Student Conduct Officer may be appealed by an accused student within (5) working days of said decision to the Vice President for Student Services. Students must follow the CMU *Maverick Guide* (Student Handbook), Student Suspension/Administrative Withdrawal Appeals procedure. <https://www.coloradomesa.edu/student-services/maverick-guide.html>



**Diagnostic Medical Sonography Program**  
**Department of Health Sciences, Colorado Mesa University**

**Academic Dishonesty**

The protection of academic integrity requires clear and consistent standards and definitions, as well as confrontation and sanctions when individuals intentionally violate those standards. The most important of the definitions is that of academic dishonest

Academic dishonesty undermines the educational experience, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and faculty. Academic dishonesty is the intentional act of fraud, in which an individual seeks to claim credit for the work and efforts of another or uses unauthorized material or fabricated information in any academic exercise. Academic dishonesty also includes, but is not limited to:

1. Forgery/fabrication/falsification/plagiarism of academic documents
2. Intentionally impeding or damaging the academic work of others
3. Assisting others in acts of academic dishonesty
4. Cheating in the classroom
5. Unauthorized attendance
6. Multiple submissions of the same material to two or more different classes, or to the same class taken at a different time, without the permission of all instructors involved
7. Unauthorized collaboration
8. Lying/misrepresentation/omission of information to obtain an unfair advantage in an academic environment/situation/exercise
9. Unauthorized use of materials or equipment to complete an academic requirement

(Maverick Guide, 2024)

**Appeal Procedure for Sanctions for Academic Dishonesty**

To appeal a sanction for academic dishonesty students must follow the CMU *Maverick Guide* (Student Handbook), Appeal Procedure for Sanctions for Academic Dishonesty. See Student Code of Conduct tab. <https://www.coloradomesa.edu/student-services/maverick-guide.html>

**Academic Policies**

**Privacy of Student Records**

- I. Purpose  
Protect the privacy of student information
- II. Policy
  - A. In compliance with the *Family Educational Right and Privacy Act* (FERPA) <http://www.coloradomesa.edu/student-accounts/index.html> students have the right to non-disclosure of grades.
  - B. For didactic courses, instructors secure graded evaluations until returned to the student.
  - C. For clinical courses, affiliate clinical instructors and clinical instructors store graded evaluations in a secure area until given to the student or mail them to the university instructor until given to the student.
  - D. Students are encouraged to secure returned graded materials when in a public area where there is open access to notebooks or backpacks.
  - E. Faculty can provide outside parties with protected student information (*i.e.*, social security numbers) only with written permission of the student.

**Classroom Attendance**

Students are expected to attend all scheduled classes and labs prepared and on time. The program coordinator may dismiss students in the program who are habitually late or frequently absent.

**Absence during a Scheduled Examination/Graded Assignment**

Students must notify the instructor of an illness, emergency, or other reason for absence prior to the scheduled course/event. No notification will result in a grade of zero for the examination/assignment.

Students must contact the instructor on the day of the absence to arrange a time to make up any missed examination or assignment. The time and location of the make-up will be determined at the instructor's discretion. A grade reduction may be applied.

**Bringing Children to Class**

Students should not bring children to class. It is unreasonable to expect children to maintain decorum for lengthy class periods. Material presented may not always be appropriate for children. In an emergency, and only with course instructor's permission, a student may bring a child to class. If the child's behavior becomes disrupting or distracting, the child's parent must immediately remove the child from the classroom.

**Electronic Devices in the Classroom**

Electronic devices must be out of sight and turned off or silenced during lecture and lab classes. Electronic devices include cell phones, laptops, and handheld devices with the exception of a standalone calculator. The instructor can make an exception for electronic devices that are used to take notes during the class. Use of any prohibited electronic device during an evaluation will result in a zero for the evaluation or course and possible dismissal from the program. Each violation (such as a cell phone ringing, texting, or other use of a prohibited device during class) will result in a minimum 1% reduction in the final grade for the course. Further disciplinary action may result from continued violations.

**Faculty Evaluation**

The process of evaluation for faculty is designated in the Colorado Mesa University *Handbook for Professional Personnel*. Students are encouraged to provide constructive feedback in relation to areas for improvement and to identify the strengths of the faculty member. Student evaluators need not sign faculty evaluations.

Student evaluations of faculty are analyzed and submitted to the department chair. The results are communicated to the faculty member. Faculty members incorporate student suggestions to strengthen the quality of teaching in the program.

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**Program Guidelines for Writing an APA Style Paper**

The seventh edition of the *Publication Manual of the American Psychological Association* (2020), Print ISBN: 9781433832154, 143383215; eText ISBN: 9781433832185, 1433832186, is the standard for use in papers in the DMS Program. Please remember plagiarism is a serious offense and as such constitutes grounds for removal from the DMS program.

**Online Links for APA Style:**

- <https://apastyle.apa.org/>
- [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/index.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html)
- <https://libguides.coloradomesa.edu/citations/APAStyle>

**Diagnostic Medical Sonography Program**  
**Department of Health Sciences, Colorado Mesa University**

**Clinical Experience Policies**

**Accountability and Behavior during Clinical Experience**

Unlike most formal educational settings, the student in a clinical facility is accountable for working well with others and responsible for direct patient care. It is vital that the student understands the value of honesty, the necessity of critical thinking, and the need to self-regulate behavior.

**Physical and Mental Demands**

Students must be able to meet the same level of physical and mental demands as those required of a DMS. It is essential that there is no compromise in patient care. The student must notify the program coordinator of any incident, injury, apparatus, medication, or surgical procedure that impairs or potentially impairs the student. In order to confirm or deny the student's physical or mental ability, diagnostic testing may be required. The student absent from the clinical setting due to a physical or mental restriction must submit a physician's release to the program coordinator before readmission to the clinical setting.

**Communicable Disease**

While in the clinical setting, students encounter ill and debilitated patients. Therefore, it is critical to the patient's well-being and others that exposure to communicable disease is minimized. Students with a communicable disease may not be in the clinical environment. The program coordinator or clinical coordinator may remove the student from a clinical facility if they suspect they have a communicable disease. In order to confirm or deny a disease process, diagnostic testing and a physician's release may be required.

**Guidelines to Prevent the Spread of Disease**

1. Properly wash hands or use hand sanitizer before and after each patient contact. Properly wash hands after contact with blood or body fluids and before and after removal of gloves.
2. Wear gloves when the potential for contact with blood, body fluids, mucous membranes, non-intact skin, or secretions exists. Wear goggles, masks, gowns, and gloves when the potential for the splashing of blood or body fluids exists.
3. Wear gloves when handling items soiled with blood, body, fluids, or secretions.
4. Handle needles, scalpel blades, and other sharp objects with care. Do not recap or break needles.
5. Dispose of contaminated needles, laundry, and other contaminated items in biohazard bags or containers designated by the facility.

**Emergency Communication during Clinical\***

**I. Purpose**

Identify a process for facilitation of emergency communications between students, families, and faculty members during clinical settings

**II. Policy**

- A. Students and faculty who are in clinical settings will not have access to use of cell phones for emergency communications from family members, day care providers, or others. The clinical faculty may provide students with their cell phone numbers at their discretion only.
- B. The contact number for each clinical facility is located on the students' clinical rotation schedule for students to share with family, day care providers, and schools.

- C. In the event of an emergency, family members or day care providers can also call the Department of Health Sciences during normal business hours (Monday-Friday, 8:00-5:00) at 970-248-1398.
- D. Clinical and class schedules and emergency contact numbers for all students and faculty are maintained in the Department of Health Sciences and updated each semester to facilitate rapid communication in the event of an emergency.

### **Use of Electronic Devices in the Clinical Setting\***

#### **I. Purpose**

Identify conditions for use of electronic devices during clinical settings.

#### **II. Policy**

- A. Students cannot bring any electronic device into the Veterans Administration Hospital. Electronic devices include (but are not limited to) cell phones, laptops, and handheld devices.
- B. For all other clinical facilities, students who bring electronic devices into a clinical facility must store devices in an area designated for personal belongings, as long as they are outside of the technologist work area. Students must turn off or silence cell phones during clinical.
- C. Students cannot use electronic devices to take pictures. Students may only use cell phones during lunch break to access the internet; make a call; send a text or an email; or perform any similar function only if used outside of the work area and away from patient areas.
- D. Students can wear a smart watch only if deactivated from receiving text messages or emails.
- E. Students cannot access the internet from a computer at any clinical facility for any reason.
- F. Students will not use a computer with another individual's login unless under direct supervision of the person logged in.
- G. Violations are subject to disciplinary action including loss of the privilege and possible dismissal from the program.

### **Procedures Performed on Opposite Genders\***

DMS students will follow the policies and procedures of the healthcare sites in which they are doing clinicals. It is the student's responsibility to inquire about each facility's policies and procedures. It is the clinical preceptor's responsibility to ensure students are following the policies and procedures.

### **Miscellaneous Prohibited Behaviors in the Clinical Setting\***

- A. Students will not bring a concealed weapon into the clinical setting even with a valid permit.
- B. Students will not chew gum, eat, or drink in an exam room.
- C. Students will not work directly with non-qualified sonographers or with a student who is functioning in the capacity of an employee of the facility.

**\*Violations of policies or prohibited behaviors are subject to disciplinary action including grade reduction, failure of the course, and dismissal from the program.**

### **Collective Bargaining Activities**

#### **I. Purpose**

Clarify the role of students in collective bargaining activities in clinical facilities

#### **II. Policy**

- A. When functioning in the student role, individuals will maintain a position of neutrality in relation to collective bargaining activities at agencies used for clinical experiences.
- B. In the event of a work stoppage, the faculty will evaluate the appropriateness of the agency for the scheduled learning experience.
- C. If it is determined that the facility would not provide the desired learning experience, alternate methods for meeting clinical objectives will be utilized.
- D. If a faculty member or student is assigned to an institution where they are also an employee, as an independent professional, he/she will assume accountability for action regarding strike notice activities during non-working or non-clinical assignment hours.

**Diagnostic Medical Sonography Program**  
**Department of Health Sciences, Colorado Mesa University**

**Professional Appearance and Grooming Policy**

**Purpose:** The purpose of the professional appearance and grooming policy is to provide a minimum standard for all health sciences students enrolled at Colorado Mesa University. This policy is intended to provide consistency throughout our health science programs and to help prepare and educate students for professional appearance and grooming expectations in the clinical setting and workforce. Many of the standards are present for professional image, while others are intended to provide safety measures for healthcare workers and the patients we serve. Although a clinical site may have stricter or lenient standards than the policy as stated; the student is required to comply with the stricter standard at all times. Students observed in violation of the dress and grooming policy will be asked to take corrective action immediately, after that, the student may be excused from courses. All instances of professional dress, appearance, and grooming are impossible to list. Students are encouraged to consult with their instructors first before deviating from the policy as stated.

**Personal Hygiene and Appearance (Grooming)+**

1. The hair, body, and mouth are clean and free from offensive odor.
2. Gum chewing, eating, or drinking in a patient care area or laboratory is prohibited.
3. Tobacco use is prohibited, as is the use of any electronic cigarettes or vaporizers while students are in attendance in the classroom, lab, or clinical site.
4. Hair is clean, short or styled in a controlled, restrained manner so hair does not fall into the eyes or face. Hair longer than chin length is styled off the face with a simple band or hair clip. Hair bands may be white, beige, brown or black. Caps or adorned/colorful restraints are inappropriate. Dyed hair must be of a natural human color.
5. Facial hair is clean-shaven or neatly trimmed, chest hair must not be visible even when bending or lifting.
6. Artificial nails or extenders in any form, or long natural nails, are not appropriate for health care workers for infection control reasons. Natural nails shall be no longer than ¼ inch and clean. A solid neutral colored nail polish may be used; the same color must be used for all nails. Nail art is not allowed. Individual clinical sites may restrict the use of nail polish when providing direct patient care.
7. Perfumes, aftershave/cologne, or scented lotions are not permitted.
8. Makeup is conservative and applied moderately.
9. Permitted jewelry/hardware are a wedding/engagement ring and a maximum of two matching, small, post style earrings, limited to one per ear lobe. Medic alert bracelets and watches are not considered jewelry. Other jewelry such as necklaces and bracelets are not permitted. Facial, body, and tongue piercing (s) are not permitted, these piercings must be removed and may have flesh toned replacements inserted. Gauged ear lobes are not permitted.
10. Every attempt should be made to cover all body art/tattoos with clothing.

**Dress Code Standard+**

**Uniform:** All white or white top and royal blue pants scrub-style uniform; dress, or short/long sleeve top with pants or skirt. If a long sleeve top is worn under a short-sleeve top, it must be white. A white lab coat may be worn over a top. Fabric must be free of embellishment and thick enough that undergarments are not visible through the uniform. No white denim. Uniforms must be clean, in good repair and neatly pressed.

- Fit:** Uniforms must be well fitted such that skin is not exposed, while either upright or bending over in the chest or seat area. Choose tops that cover to mid-hip length to avoid skin exposure, while reaching or bending over. Wear a high neckline undershirt, if your top gapes in the front when bending over.
- Length:** Hem of pants must be full length, reach the top of your shoes, and not drag on the floor. Pants cannot have large accordion or cargo style side pockets on the mid-thigh or calf area. Dress/skirt must be at least knee length.
- Undergarments:** Undergarments must not be visible through fabric, so avoid color/print. White/nude shade undergarments are preferred. A white undershirt may be worn with the uniform. It must be short or long sleeved and without embellishment. No “burnout” tees, lace, embroidery, logos etc. White crew socks (no ankle socks) are to be worn with pants. White/natural hose must be worn with a dress/skirt uniform.
- Shoes:** All white, clean and polished, leather or leather-like, professional, or athletic shoes with a closed toe and heel (lace-up shoe preferred); white soles only. Shoes should not be perforated or made of absorbent material.

***Miscellaneous Standard+***

1. Approved nametag worn on the outer garment at all times

**+Violations of the *Professional Appearance and Grooming Policy* are subject to disciplinary action including grade reduction, failure of the course, and dismissal from the program.**



**Diagnostic Medical Sonography Program**  
**Department of Health Sciences, Colorado Mesa University**

**Attendance during Clinical Experiences**

Students observe the CMU calendar and will not be present in the clinical facility during breaks observed by the university. Students cannot participate in clinical unless all CMU and facility required paperwork is complete and up to date. **Students must notify both the clinical facility supervisor and the CMU clinical instructor if they will be absent from any portion of their clinical shift.** Under no circumstances should a student miss clinical without notification to both parties. Failure to comply will result in an unexcused absence and a reduction in the final course grade.

**Students are expected to remain on the clinical facility campus for the entirety of their shift, including breaks. Leaving the building or visiting areas such as the cafeteria is only permitted during the designated lunch period.** The student is to be on time for an assigned clinical rotation. Excessive tardiness or absences may result in dismissal from the program. Penalties for each instance of tardiness or absence are outlined in the corresponding clinical course syllabus.

**Definitions**

*Tardy* is defined as arriving late to the clinical area (i.e. assigned room) up to 7 minutes after the beginning of the shift. *Absent* is defined as arriving late to the clinical area more than 7 minutes after the beginning of the shift or leaving a shift at any time. Any absence beyond the first 60 minutes results in a half-day or full-day absence depending on the number of hours missed. Leaving a shift early in the first or last four hours of a shift results in a half-day absence. Absence of more than 4 hours results in a full-day absence. Students cannot negotiate this policy with the clinical agency. Failure to abide by this policy results in an absence for the shift and may result in dismissal from the program.

**Leave of Absence**

In certain circumstances, the program coordinator may approve a leave of absence from clinical experience. If the program coordinator approves a leave of absence, they may choose to waive penalty grade reductions on the *Evaluation of Professionalism* or final course grade. Examples of circumstances considered for a leave of absence include:

1. Emergency medical situations: emergency medical situations are evaluated on an individual basis and must be supported by a physician's statement
2. Death of an immediate family member: (i.e. sibling, parent, grandparent, spouse, child, parent-in-law)
3. Maternity leave

Other circumstances determined on a case-by-case basis by the program coordinator. The program coordinator will determine the number of eligible leave days for a leave of absence.

**Semester Attendance Record**

Students document clinical experience hours on the *Semester Attendance Record* located in the clinical module. Weekly this document is signed by the affiliate clinical instructor and CMU clinical instructor. Students submit this document on the final day of clinical experience each semester. The CMU clinical instructor awards a final grade only upon receipt of the document. A record of total clinical experience hours remains in the student record.

Clinical experience time is limited to the actual clock hours that a student is present at the assigned rotation. Ineligible clinical experience includes time when the student is a paid employee of the facility or other time not approved by the clinical coordinator or program coordinator.

## II. Immunizations and Other Documentation

The Department of Health Sciences uses an immunization and records tracking system through an outside agency. Students enter immunization and other records through the system. The cost is approximately \$40 per year.

### A. Immunizations

Pregnant students are referred to a physician for advice regarding safety of immunizations during pregnancy. A written waiver for immunizations must be submitted to the department.

Due to increased risk of exposure during clinical or university environment, students are encouraged to obtain meningococcal vaccines.

#### 1. Tuberculin Skin Test (TST)

There is no recommended vaccination for tuberculosis. Students must obtain a two-step TB skin test on admission to the program. If you have proof of yearly TSTs, you do not need an initial two-step TST as long as it meets the 12 month/365 day rule between both TST readings.

Another way to prove that you have a negative TST reading is a yearly QuantiFERON/TSPot, which is a blood sample reading of negative TST.

#### 2. Tetanus, Diphtheria, Pertussis (Tdap) (every 10 years)

Students must document a current tetanus, diphtheria, pertussis vaccination. Boosters are required every ten years and must be current to continue in the program.

#### 3. Annual Influenza

Students in clinical rotations during the months of October to December are required to have an influenza vaccination by October 1 each year.

#### 4. Varicella (chicken pox)

Documented immunity to varicella is required. One of the following may document immunity: 1) verification from a primary care provider, 2) titer, or 3) vaccination. Students receiving a varicella vaccination should do so at least one month before beginning clinical. Students should not attend clinical rotations for 30 days after a varicella vaccination due to the rare possibility of contracting varicella after the immunization and exposing patients and faculty during clinical experiences.

#### 5. Measles, Mumps, Rubella (MMR)

Documented immunity to measles, mumps, and rubella are required. One of the following may document immunity: 1) documented laboratory evidence of immunity to rubella, rubeola, and mumps; or documentation of two doses of vaccine.

#### 6. Hepatitis B

- a. Hepatitis B is a common and serious disease, which causes acute and chronic inflammation of the liver. Hepatitis B spreads by significant contact with blood, blood products, or body secretions of patients acutely or chronically infected with the virus. It may spread by such contacts as needle sticks, household or sexual contact with Hepatitis B carriers, through hemodialysis, by receiving blood or blood products or concentrates, or by close contact with groups with a high incidence of this disease.
- b. There is now a safe, highly effective, licensed vaccine for the prevention of Hepatitis B. The vaccine against Hepatitis B, prepared from recombinant yeast cultures, is free of association with human blood or blood products. The vaccine is given in three injections. Following the initial injection one dose is given at one month and the third dose is given at a six-month interval after the first.
- c. Students must have received the series of injections to continue in the program. Documentation that the student has started the series is required on admittance to the program and dates of completion of the series must be submitted to the professional staff assistant.

**B. Physical and Mental Assessment**

Students must have a physical examination that verifies the student meets essential mental and physical capacities for the workplace. The assessment must be completed no earlier than 90 days prior to the start of the program - <https://www.coloradomesa.edu/health-sciences/documents/health-care-provider-release-form.pdf>

**C. Annual Personal Liability Insurance**

1. All clinical affiliates require students to carry personal liability insurance. Students must have individual professional liability insurance. The policy must be comprehensive general liability insurance covering bodily injury and property damage liability with minimum coverage limits of up to \$1,000,000 each claim and up to \$3,000,000 aggregate professional liability.

**D. CPR for the Professional Rescuer**

1. Students must hold CPR certification for the professional caregiver approved by the American Heart Association, as follows: BCLS-C from the American Heart Association prior to beginning clinical experiences. Students must maintain valid CPR certification throughout the remainder of the program.

**Diagnostic Medical Sonography Program**  
**Department of Health Sciences, Colorado Mesa University**

**Bloodborne Pathogen and Exposure Control Plan Training**

Students who have the potential for occupational exposure to bloodborne pathogens will receive training during the first semester. Training will include at least the following information:

1. The epidemiology, symptoms, and modes of transmission of bloodborne pathogen diseases
2. An explanation of the OSHA standard
3. An explanation of the exposure control plan and where students can obtain a copy
4. An explanation of methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials, including what constitutes an exposure incident
5. A review of the use and limitations of engineering controls, work practices, and personal protective equipment (PPE)
6. An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
7. An explanation of the criteria for PPE selection
8. Information about the Hepatitis B vaccine series including information on its efficacy, safety, method of administration, the benefits of being vaccinated
9. Information on the appropriate actions to take and persons to contact if an exposure incident involving blood or other potentially infectious materials occurs, including the method of reporting the incident and the medical follow-up that will be made available
10. Information on the post-exposure evaluation and follow up that the student is required to provide for the student following an exposure incident
11. An explanation of the signs and labels and/or color-coding required by the standard and used by this organization

I received the training and understood the information presented.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**Diagnostic Medical Sonography Program**  
**Department of Health Sciences, Colorado Mesa University**

**Injury/Exposure to Blood and Body Fluids/Infectious Disease Procedure Policy**

**Purpose**

Provide a protocol for students in the DMS Program who are injured or exposed to blood and body fluids that may be the mode of transmission of infectious diseases in clinical settings.

**Acute Injury or Blood and Body Fluid Exposure Procedure**

(Exposures may occur by needle stick or cut, exposure to body fluids on open or abraded skin, or exposure to mucous membrane via splash to eyes or mouth)

1. Follow initial first aid (clean the wound, flush eyes or other mucous membrane, etc.)
2. Notify the CMU clinical instructor (if available) or the affiliate clinical instructor.
3. Be escorted to the emergency room of the clinical facility by the CMU or affiliate clinical instructor.
4. Comply with the facility's policy regarding student injuries.
5. Complete the clinical facility incident documentation.
6. As soon as possible, report the incident to the CMU DMS Program Coordinator.
7. As soon as possible, report the incident to the CMU Human Resources Department (248-1820).
8. **In any event, notify the CMU DMS Program Coordinator and the CMU Human Resources Department by the end of the next business day.**
9. **Within four days** of the incident complete a Worker's Compensation form in the CMU Human Resources Department.

**Exposure to Subsequently Reported Infectious Disease Procedure**

(Tuberculosis, hepatitis, varicella)

1. The CMU DMS Program coordinator or clinical coordinator will notify the student of potential exposure to an infectious disease.
2. The student will immediately report the notification of potential exposure to the CMU Human Resources Department (248-1820).
3. The student will complete a Worker's Compensation form with the CMU Human Resources Department **within four days** of notification of the potential exposure.

**Diagnostic Medical Sonography Program**  
**Department of Health Sciences, Colorado Mesa University**

**Criminal Background Investigation Policy**

- I. Purpose: All students who are accepted to the Colorado Mesa University Department of Health Sciences programs are required to submit a background investigation to maintain a safe and productive educational and clinical environment.
- II. General Information
  - A. Acceptance into and/or matriculation through the program is contingent upon passing the background investigation.
  - B. Costs incurred for all background checks are the student's responsibility.
  - C. Clinical sites may require copies of, and additional background investigations to attend clinical at their site.
  - D. Clinical agencies have the right to refuse clinical rotations to any student based upon adverse information noted within the background investigation.
    - Neither CMU, nor the Department of Health Sciences, can determine if an individual is eligible to sit for national examination.
    - Students are responsible for contacting their professional state/national certifying body to determine if they will be eligible to sit for national examination.
  - E. The Department of Health Sciences can request the completion of a background investigation at any point during their program.
    - Students who have adverse notations on the background investigation that would have otherwise disqualified them from admission to the program, will be dismissed from the program.
    - The student can reapply to the program once their adverse notations are compliant with the requirements at the time of application (e.g., the offense is beyond the years immediately preceding the application).
  - F. Students are responsible for self-reporting offenses that occur after admission to the Department of Health Sciences.
    - The Department Director will review offenses with the respective Program Coordinator and/or designee to determine whether the student can continue in the program.
    - Failure to self-report an offense may lead to immediate dismissal from the program.
    - To comply with agency requirements, the Department Director or selected designee will notify clinical agencies about students' offenses that occur after admission to the program.
      - Clinical agencies have the right to refuse any student rotations based upon adverse notations on a background check.
  - G. Procedure for an appeal for the Department of Health Sciences decision of non-admission due to adverse notation on the background investigation:
    - The applicant will be notified in writing of the background check decision.
    - If the applicant disagrees with the accuracy of information obtained, he/she may request in writing a review of the accuracy of the information within 10 days of the decision letter.
      - Continuation of the application process will be on hold pending results of the review.

- It is the responsibility of the student to produce substantial evidence that demonstrates the crimes disclosed within the background investigation were inaccurate or incorrect.
  - The applicant has the right to appeal the decision of the Department Director and/or designee to the Assistant Vice President for Student Services within 10 days of the decision.
  - The decision of the Assistant Vice President for Student Services and/or designee is final.
- H. Additional information will be provided upon offer of admission and upon request of an additional background investigation.

An applicant will be disqualified and not accepted in the Department of Health Sciences programs based upon the following guidelines from [Colorado Career and Technical Education \(coloradostateplan.com\)](http://coloradostateplan.com):

1. New students who refuse to comply with a background investigation will not be admitted to the program.
2. Students who do not self-report convictions once in the program and/or are convicted of any of the below convictions, that would disqualify an applicant, will be dismissed from the program.
3. Any felony violent conviction of homicide (no time limit).
4. A crime of violence against persons, not specified previously (e.g., assault, kidnapping, unlawful sexual behavior, any other sexual offenses, crimes against at-risk adults or juveniles, etc.) as defined in §18-1.3-406. C.R.S. in the 10 years immediately preceding the application submittal.
5. Any act of domestic violence as defined in Title 18-6-00.3 C.R.S in the 7 years immediately preceding the application submittal.
6. Any crime of child abuse or incest, as defined in Title 18-6-401 and 18-6-301. C.R.S., in the 7 years immediately preceding the application submittal.
7. Any crime related to drug abuse or distribution (e.g., sale, possession, distribution, or transfer of narcotics or controlled substances) in the 7 years preceding the application submittal.
8. Any misdemeanor crimes of theft, burglary, or robbery in the 5 years immediately preceding the application submittal.
9. Any felony crimes of theft, burglary, or robbery in the 7 years immediately preceding the application submittal.
10. Registered Sex Offenders (no time limit).
11. Any crimes of moral turpitude (e.g., prostitution, public lewdness, indecent exposure, unlawful sexual behavior, etc.) in the 7 years preceding the application submittal.
12. Any felony crimes of arson, criminal mischief, fraud, or forgery, in the 7 years preceding the application submittal.
13. More than one (1) driving under the influence (DUI) or driving with ability impaired (DWAI) offenses in the 7 years preceding the application submittal.
14. Any offense in any other state, the elements of which are substantially similar to the elements of any of the offenses listed above.

Please note that the time limits are subject to change based on the most recent legal guidelines. For more information refer to <https://www.coloradomesa.edu/health-sciences/undergraduate/index.html>

Rev:2/07/ 2024

**Diagnostic Medical Sonography Program**  
**Department of Health Sciences, Colorado Mesa University**

**Substance Abuse and Drug Screening Policy**

- I. Purpose: All students who are accepted to the Colorado Mesa University (CMU) Department of Health Sciences (DHS) programs are required to submit a drug screen to maintain a safe and productive educational and clinical environment.
- II. General Information on Drug Screening Policy:
  - A. Acceptance into the program is contingent upon a negative drug screening.
  - B. The DHS Director, Program Coordinator(s), and/or any other faculty supervising the student may be notified of the drug screen results.
  - C. The DHS can request the completion of a random 10 panel drug screening test at any point during the program.
  - D. Clinical agencies may request additional drug screening prior to attending clinicals and may be at the expense of the student.
  - E. The student is ultimately responsible for submitting any drug screening results requested by the DHS, or CMU clinical affiliations to the DHS.
  - F. A negative drug screen is required for progression in all DHS programs.
  - G. If the drug screening result is positive, the student may be denied the opportunity to complete the required clinical rotation to matriculate through the program.
  - H. A positive drug screen or refusal to submit to testing may result in dismissal from the DHS program.
  - I. The following options may be enforced if a drug screen is positive.
    - Students can choose to take a medical leave of absence (e.g., to undergo treatment) if needed and must meet qualifications for admission to the program (i.e., a negative drug screen) prior to returning.
    - Students with a positive drug screen, that would have otherwise disqualified them from admission to the program, may be dismissed from all DHS classes and program(s).
      - The student can reapply to the program(s) once they meet compliance with admission requirements at the time of a new application.
    - Other options may be considered on an individual basis.
  - J. Procedure for an appeal for the Department of Health Sciences decision of non-admission for a positive drug screen at admission or throughout the program:
    - The applicant will be notified in writing of the adverse drug screening decision.
    - If the applicant disagrees with the accuracy of information obtained, he/she may request in writing a review of the accuracy of the information within 10 days of the decision letter.
      - Continuation (e.g., of the application process or class/program dismissal) will be on hold pending results of the review.
        - It is the responsibility of the student to produce substantial evidence that demonstrates justification (e.g., documentation of medication prescribed by a medical professional [MD, DO, PA, NP] resulting in an adverse drug screening).



- The applicant has the right to appeal the decision of the Department Director and/or designee to the Assistant Vice President for Student Services within 10 days of the decision.
  - The decision of the Assistant Vice President for Student Services and/or designee is final.
- K. Additional information will be provided upon offer of admission and upon request of an additional drug screening test.

### III. General Information on Substance Abuse

- A. Chemical dependency may impact all aspects of life negatively and is a condition that can be treated successfully.
- B. Dependency may result from any mind-altering substance that produces psychological or physical symptomology. These include alcohol, over-the-counter or prescribed medication, illegal drugs, toxic vapors, or synthetic designer drugs.
- C. According to the Colorado Mesa University Student Handbook, students must comply with state and federal laws concerning dangerous drugs. Offenses may result in prosecution by civil authorities and disciplinary action by the university.
- D. Students are responsible for coming to class and the clinical area mentally alert and physically capable to care for assigned patients/clients.
- E. The faculty has the responsibility to intervene when patient safety and clinical performance are compromised by a student who is chemically impaired.
- F. Students who may have a substance abuse problem typically will exhibit a pattern of objective, observable behaviors that eventually compromise client safety and clinical standards of performance. Faculty will be alert for behavioral evidence of signs/symptoms of possible substance abuse (See list below).
- G. Chemical dependency can be identified in a professional substance abuse evaluation and treatment programs are available to those with chemical dependency.
- H. The Department of Health Sciences expects students to be ambassadors for CMU at all times when professional uniforms are worn, both on campus and off campus (i.e. scrubs, CMU polo shirts). Illegal drugs and/or alcoholic beverages must not be consumed when professional attire is worn, neither on campus nor in the community.

### IV. Procedure:

- A. If an instructor suspects that a student has consumed any mind-altering substance which may interfere with safe clinical performance, the student will be asked to leave the class or clinical area. The instructor must objectively document the behavioral symptoms noted and indicate how the learning environment, client safety and/or clinical performance were compromised by the student's actions. Transportation should be arranged to take the student home safely.
- B. This action will count as an absence and an appointment will be scheduled for an informational meeting within three working days between the student, instructor(s), and Department Head.
- C. A pattern of possible substance abuse may emerge slowly over a period of several semesters and observed by more than one faculty member. If an instructor identifies a suspected pattern of signs and symptoms of substance abuse, they are to objectively document the behavioral symptoms noted and consult with other faculty who have interacted with the student to verify the suspected substance abuse.
- D. Once a pattern is established that strongly suggests substance abuse, the student is contacted, and an appointment is scheduled for an informational meeting within working three days between the student, instructor(s), and department head.

- E. Informational meeting: The purpose of the informational meeting is to make the student aware of the faculty's suspicions and to review the policy and procedure. The informational meeting will include the student, faculty who identified the problem and the department chair. The faculty will present the documentation concerning the student's behavior and provide the student an opportunity to discuss the observations. The student's behaviors, faculty's recommendations for follow-up, student's written response to the allegations, and the date and time for the intervention meeting is documented and signed by all parties in the meeting. The original document is placed in the student file, and a copy is given to the student.
- F. Intervention meeting: The purpose of the intervention meeting is to review the student's behavior and clinical performance, discuss the policy for impaired student nurses and its implementation, discuss the academic consequences related to the policy violation, and secure the student's agreement to seek a comprehensive substance abuse evaluation. The intervention meeting will include the student, faculty who identified the problem and the department chair, and a representative from student affairs. Documentation is completed that articulates the problem behaviors, any academic consequences, the students' agreement to seek a professional evaluation for a potential substance abuse problem, and the student's understanding that failure to abide by the recommended treatment plan will result in dismissal from the program.
- G. The student will be referred to the campus affiliated behavioral health services for substance abuse evaluation. If the student refuses to obtain an evaluation, he or she is administratively dismissed from the program. There are three general outcomes anticipated from the substance abuse evaluation:
- 1) The evaluation DOES NOT substantiate the alleged substance abuse by the student. If this occurs, all documentation related to the alleged incident is removed from the student's file and the student may return to all courses without negative academic consequences.
  - 2) The evaluation DOES substantiate the alleged substance abuse by the student, but the student refuses to abide by the policy of enrollment in a treatment program and ongoing monitoring. If this occurs, the student is dismissed from the program.
  - 3) The evaluation DOES substantiate the alleged substance abuse by the student, and the student agrees to abide by the policy. If this occurs, the student signs an agreement to participate in a treatment program and to have his or her progress monitored by the Department Chair. The student is allowed to continue in the program as long as he or she is compliant with the treatment contract.

## **Signs and Symptoms and Other Indicators of Substance Abuse or Dependence**

### **Physiologic**

- |   |  |
|---|--|
| <input type="checkbox"/> Slurred or rapid speech                | <input type="checkbox"/> Bloodshot or glassy eyes              |
| <input type="checkbox"/> Blackouts                              | <input type="checkbox"/> Odor of alcohol                       |
| <input type="checkbox"/> Trembling hands                        | <input type="checkbox"/> Unsteady/staggering gait              |
| <input type="checkbox"/> Agitation or restlessness              | <input type="checkbox"/> Declining health                      |
| <input type="checkbox"/> Persistent rhinorrhea                  | <input type="checkbox"/> Dramatic changes in weight            |
| <input type="checkbox"/> Sweating                               | <input type="checkbox"/> Changes in mental status or cognition |
| <input type="checkbox"/> Altered pupil dilation or constriction | <input type="checkbox"/> Palpitations or tachycardia           |
| <input type="checkbox"/> Flushed complexion                     | <input type="checkbox"/> Withdrawal symptoms or hangover       |
| <input type="checkbox"/> Swollen face                           |  |

## Behavioral

- ☐ Deterioration in personal appearance
- ☐ Rapid mood swings
- ☐ Increased irritability
- ☐ Paranoia
- ☐ Rage or anger
- ☐ Frequent tardiness
- ☐ Increased absenteeism
- ☐ Difficulty in meeting deadlines
- ☐ Frequently leaves the clinical unit or makes self-spouse
- ☐ Frequent trips to the restroom
- ☐ Eats alone, long coffee breaks, long lunch breaks
- ☐ Isolation/withdrawal from the group
- ☐ Decreased classroom and clinical productivity
- ☐ Fluctuating clinical and academic performance
- ☐ Making poor clinical decisions
- ☐ Errors in judgment
- ☐ Forgetfulness, confusion, decreased alertness
- ☐ Sleeping in class or clinical
- ☐ Inappropriate responses
- ☐ Elaborate excuses for behavior
- ☐ Blaming others for problems
- ☐ Patients complain of ineffective pain relief
- ☐ Excessive use of PRN medications or frequent medication errors
- ☐ Frequent un-witnessed medication wasting or loss
- ☐ Complaints from fellow students, hospital staff, patients, family members
- ☐ Self-disclosure of drug or alcohol abuse
- ☐ Other behaviors or symptoms of impairment not listed above

**Diagnostic Medical Sonography Program**  
**Department of Health Sciences, Colorado Mesa University**

**Substance Abuse Signature Page**

I have read the Department of Health Sciences Substance Abuse Policy. By signing this agreement, I understand and agree to comply with the stipulations of the policy.

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Printed Student Name

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Student Signature

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CMU Student ID #

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Date

**Diagnostic Medical Sonography Program**  
**Department of Health Sciences, Colorado Mesa University**

**Confidentiality of Record/Patient Information Procedure**

Students will receive initial and ongoing education about confidentiality and patient privacy during his/her education.

- A. Students will receive training on HIPAA privacy laws.
- B. A signature will be required on the *Confidentiality of Record/Patient Information Policy and Signature Page* form stating agreement to comply with this policy.
- C. Students will sign, copy, and return the signature page to the program coordinator. The form will remain in the student's file.

**Disciplinary Action for Breach of Confidentiality or Patient Privacy**

- A. Breach of confidentiality or patient privacy will result in disciplinary action up to and including immediate dismissal of the student from the program.
- B. The department head and/or program coordinator will meet with the student to discuss the breach and develop a disciplinary contract that will be in effect for the remainder of the student's degree program.
- C. The department head will notify the Assistant Vice President of Student Services to inform them of the disciplinary contract.
- D. The department head and/or program coordinator will notify the clinical facility manager when a breach has occurred for a patient at a healthcare facility and provide information to assist the facility in the investigation and reporting the breach.
- E. Any subsequent breach of confidentiality or patient privacy will result in immediate administrative withdrawal from the program.

**Diagnostic Medial Sonography Program  
Department of Health Sciences, Colorado Mesa University**

**Confidentiality of Record/Patient Information Policy and Signature Page**

**Purpose**

To provide guidelines and an understanding of the rights of the patient to complete privacy regarding the patient's medical condition, medical records, or statements made to the student diagnostic medical sonographer.

**Policy**

**“The Ultrasound Technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community”.**

Patient confidentiality includes information obtained directly from the patient, significant others, information documented in the medical record (such as diagnosis, vital signs, lab, or x-rays results) and information discussed during class.

The medical record (including diagnostic images produced in any medium) is the property of the hospital and is maintained for the benefit of the patient, medical staff, and medical facility. It is the health care team's responsibility to safeguard both the record and its informational content against loss, defacement, tampering and from use by unauthorized individuals.

Under no circumstance may a student remove any part of the patient's medical record without direct authorization of the clinical instructor or department supervisor. Access to any medical record (including computer information) is allowed only when the student is directly involved with a patient's care and the information is necessary to complete the examination.

Medical information to be discussed with the patient is that which is needed to perform the examination adequately and completely. With the exception of a specific educational setting, information obtained during an examination is to be discussed only with health care workers directly involved in the examination.

Medical information is to be discussed with other health care workers in a protected work area only. Any discussion regarding a patient, procedure, or case must not take place outside an unprotected area such as elevators, hallways, lounges, or cafeteria; or outside the clinical facility. Students can discuss confidential information in a protected, educational environment.

A student's own records or those of family or friends are not exempt from the above statements.

I reviewed the patient confidentiality policy. I will not use any device to take pictures, record, or distribute information about any patient, colleague, or agency without documented permission. I agree to comply with the confidentiality and patient privacy requirements set by the Colorado Mesa University DMS Program. If I should break patient confidentiality, I understand that I may be suspended or dismissed from the program.

---

Printed Student Name

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Date

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Student Signature

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Faculty Signature

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Date

**Diagnostic Medical Sonography Program**  
**Department of Health Sciences, Colorado Mesa University**

**Student Handbook Signature Page**

Faculty of the Diagnostic Medical Sonography Program welcome you. The material in this handbook will help you understand the guidelines and expectations for professional conduct while in the program. This educational program will require a great deal of effort and commitment from you as you seek to achieve your goal of becoming an excellent sonographer.

Faculty are available to help you achieve this goal. They can help by answering questions or assisting you in addressing problems directly related to your academic pursuit.

***WELCOME TO THE COLORADO MESA UNIVERSITY***  
**Diagnostic Medical Sonography Program**

I have read and understood the Colorado Mesa University Diagnostic Medical Sonography Program policies as stated in this student handbook. I agree to adhere to the policies stated in the handbook.

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Printed Student Name

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Student Signature

---

CMU Student ID #

---

Date