



GUIDELINES FOR THE DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM HANDBOOK



2025/2026

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DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
INTRODUCTION
POLICIES AND PROCEDURES

Students will be required to complete 18 (certificate) or 24 (AAS) consecutive months of combined training to include academic study and clinical skills. Students who successfully complete the Program will be eligible to take the national certification examination sponsored by the **American Registry of Diagnostic Medical Sonographers** offered by Computer nation-wide after graduation. The program is conducted in cooperation with Del Sol Medical Center, University Medical Center, Children's Hospital, Hospitals of Providence: Sierra Campus, Memorial Campus, Sierra East Campus, and Las Palmas Medical Center, William Beaumont Army Medical Center and other clinical sites.

The Program designs its policies and curriculum using specific goals as a guide. The goals of the Diagnostic Medical Sonography Program are:

1. To prepare competent entry-level Diagnostic Medical Sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”
2. Provide standard of excellence in didactic and clinical education of students seeking a career in Diagnostic Ultrasound.
3. Provide educational and community services to the community in the field of Diagnostic Ultrasound and health.
4. Provide effective, innovative and alternative instructional methodologies in the implementation of quality educational programs in Diagnostic Ultrasound.
5. Develop and coordinate an effective system for the recruitment of students into the Diagnostic Medical Sonography Program.
6. Provide effective student retention activities, program completion and skill development in the Diagnostic Medical Sonography Program.
7. Continue competency-based education development in the Diagnostic Medical Sonography Program.
8. Provide guidance and effective administrative, management and support services for the Diagnostic Ultrasound discipline, students, and faculty.
9. Maintain a laboratory clinical setting that meets federal, state, community and accreditation safety and infection control standards.
10. Maintain equipment to meet federal, state, community and accreditation standards.
11. Encourage faculty and staff participation in local, regional, state and national professional associations and activities.

12. Provide the student with the necessary knowledge, skills and abilities to be successful on the American Registry of Diagnostic Medical Sonography and American Registry of Radiologic Technologists exams.
13. Deliver a quality level of instruction enabling the program to maintain full accreditation status.
14. Retain a minimum of 80% of the Program students for course completion, program completion and graduation.
15. Coordinate with Health Careers Opportunity Program (HCOP) for the recruitment of students into the Diagnostic Medical Sonography Program.
16. Maintain a 75% employment rate of graduates within six months.
17. Maintain at least a 75% satisfactory response level of employers returning surveys as indicative of program quality.

Along with the Health Career and Technical Education Math & Science Student Handbook (**available EPCC Website**), this program guideline consists of program requirements and policies, ethical standards, and program regulations. Please read it carefully in order to understand what is expected of you in this program. It is the student's responsibility to see that these requirements are met, and failure to do so may subject the student to dismissal from the program, or a delay in completing the program.



May 22, 2017

William Serrata, PhD
President
El Paso Community College
PO Box 20500
El Paso, TX 79998

Dear Dr. Serrata:

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is pleased to inform you of its vote on May 19, 2017 to award continuing accreditation to the Diagnostic Medical Sonography - General program at El Paso Community College, El Paso, TX.

The recent peer review conducted by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) and CAAHEP's Board of Directors recognizes the program's substantial compliance with the nationally established accreditation Standards. The next comprehensive evaluation of the program, including an on-site review, is scheduled to occur no later than 2027.

The JRC-DMS will regularly monitor the program's compliance with the outcomes assessment thresholds through the program's Annual Report as well as other documentation that may be requested (Standard IV.B.).

The accreditation standards are established by CAAHEP, JRC-DMS, American College of Cardiology Foundation (ACCF), American College of Radiology (ACR), American College of Obstetricians and Gynecologists (ACOG), American Institute of Ultrasound in Medicine (AIUM), American Society of Echocardiography (ASE), American Society of Radiologic Technologists (ASRT), Society of Diagnostic Medical Sonography (SDMS), Society for Vascular Surgery (SVS), and Society for Vascular Ultrasound (SVU).

The commission commends you and your colleagues for your commitment to continuous quality improvement in education, as demonstrated by your participation in program accreditation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Thomas K. Skalko', written in a cursive style.

Thomas K. Skalko, PhD, LRT/CTRS
President

cc: Paula Mitchell, EdD, RNC, MSN, Dean
Nora M Balderas, BS, RT(R), RDMS, Program Director, Diagnostic Medical Sonography
Catherine Rienzo, MS, RT(R), RDMS, Chair, JRC-DMS
Gerry Magat, Executive Director, JRC-DMS

Diagnostic Medical Sonography

A Diagnostic Medical Sonographer usually works in hospitals, clinics, and doctor's office or in the areas of research, sales, applications and marketing. In the patient care related areas, the sonographer usually performs a variety of ultrasound examinations such as:

- Obstetrics/Gynecology
- Abdominal
- Neurosonology
- Depending on the facility and the sonographers' level of expertise.

In non-patient care related areas, the sonographer has had previous experience in ultrasound and works with companies that produce ultrasound equipment. The job availability varies from somewhat low in El Paso to a high level of demand out-of-town. Government positions are available, as well as positions in sales, research, and applications.

Upon graduation of the program the student is eligible to sit for his/her national examination offered through the American Registry of Diagnostic Medical Sonographers. The cost of the Associate program is \$9,812.00 Specialized.

Admissions requirements entail only 18 seats for both the Certificate and A.A.S. degrees at EPCC. Consequently, the admission's process is really rigorous and competitive.

A certificate program is available for licensed or certified health care professionals who are graduates of accredited direct patient care related associate degree programs.

Programs

Diagnostic Medical Sonography Associate of Applied Science

0

Diagnostic Medical Sonography Certificate of Completion

0

Information

Career Ladder Mobility

A.A.S.

Duration of Program

1 year - Certificate of Completion

2 year - Associate Program

Accreditation

The Diagnostic Medical Sonography Programs (AAS) and (DMSC) are accredited by (CAAHEP) the Commission on Accreditation of Allied Health Education Programs,

Address: 25400 U.S. Highway 19 North, Suite 158. Clearwater, FL 33763;

Phone #: (727) 210-2350;

Website: www.caahep.org;

upon the recommendation of (JRC/DMS) the Joint Review Committee on Education in Diagnostic Medical Sonography,

Address: 6021 University Boulevard, Suite 500, Ellicott City, MD 21043;

Phone #: (443) 973-3251;

Website: www.jrcdms.org.

Student Club

Diagnostic Medical Sonography Organization (DMSO)



The purpose of this club is to educate our local community of the many benefits of Diagnostic Ultrasound, to promote preventive health care in the El Paso and surrounding communities, to help students develop professionally and learn many career options associated with Diagnostic Medical Sonography.

Club Advisor

Nora Balderas

nbalder2@epcc.edu

(915) 831-4108 or (915) 831-4141

Contact Diagnostic Medical Sonography

Phone

(915) 831-4108 / (915) 831-4141

Email

nbalder2@epcc.edu

Clinicals

Clinical Orientation

All Diagnostic Medical Sonography Program students must register for and complete a mandatory computer-based general hospital orientation prior to commencing their clinical courses and then annually thereafter. This is required by all affiliate hospitals. The purpose of the orientation is to acquaint the student with common policies, procedures, and guidelines shared by the clinical sites. Topics include “code” recognition, universal precautions, infection control, patient confidentiality, HIPAA, body mechanics, student obligations, and immunization requirements. The students must also complete the HIPAA orientation in the EPCC web site and print all certificates to turn in to the DMS Clinical Coordinator.

Students not completing the orientation will be ineligible to attend their clinical course and may be dropped from the program.

Clinical Hours

1. During the course of the Program, students will complete approximately 1728 hours of clinical training.
2. The total time spent in clinical training and in the classroom will not exceed 40 hours in any calendar week.

Clinical Site

The Program has nine affiliated hospital sites and six outpatient clinics for the clinical education portion of the curriculum. These sites (and their approximate distance from the Rio Grande campus) are:

Affiliated Hospital Sites:

Del Sol Medical Center (10 miles),
Providence Memorial Campus (2 miles),
Las Palmas (2 miles),
El Paso Children’s Hospital (5 miles),
Sierra Campus (4 miles),
University Medical Center (5 miles),
Sierra East Campus (20 miles),
William Beaumont Army Medical Center
(15 miles) and
Transmountain Campus (14 miles).

Outpatient Clinics:

Desert Imaging West Side (5 miles),
East Side (15 miles),
University Medical Center Clinic (12 miles),
Total Care West (7 miles),
Hagan Imaging (2 miles), and
Physician’s Vascular Services (8 miles).
Advance Ultrasound (8miles).

Uniforms

Students enrolled in the clinical courses are required to purchase uniforms to wear in the clinic as specified by the Program.



*Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097*

INSTITUTIONAL OBLIGATIONS FOR PUBLIC DISCLOSURE

Policy Statement

A candidate or accredited SACSCOC institution is obligated to provide information to its students, constituents, and the public about itself that is complete, accurate, timely, accessible, clear, and sufficient. Information provided to the public includes the following:

- The institution's current catalog describes the institution consistent with its mission statement and sets forth the obligations and responsibilities of both students and the institution. Institutions relying on electronic catalogs ensure the availability of archival editions sufficient to serve the needs of alumni and former and returning students.
- All forms of print and electronic communications officially representing the institution are consistent with catalog content and accurately portray the conditions and opportunities available at the institution. (See also SACSCOC's policy [Advertising and Student Recruitment](#).)
- The institution publishes the locations and programs available at branch campuses, and other off-campus instructional locations, including those overseas operations at which students can enroll for a degree, along with a description of the programs and services available at each location.
- The institution publishes statements of its goals for student achievement and the success of students in achieving those goals. Information on student success may include reliable information in retention, graduation, course completion, licensure examinations, and job placement rates and other measures of student success appropriate to institutional mission.
- The institution has readily available valid documentation for any statements and promises regarding such matters as program excellence, learning outcomes, success in placement, and achievements of graduates or faculty.

Representation of status with SACSCOC

The institution is expected (1) to be accurate in reporting to the public its status with SACSCOC and (2) to publish the name of its primary accreditor and its contact information in accordance with federal requirements. In order to meet these requirements, the institution publishes the appropriate one of the following statements in its catalog or website:

Statement for Accredited Institutions

(Name of member institution) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award (name specific degree levels, such as associate, baccalaureate, masters, educational specialist, and doctorate). Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of (name of member institution) may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Statement for Candidate Institutions

(Name of candidate institution) is a candidate for accreditation by the Southern Association of Colleges and Schools Commission on Colleges to award (name specific degree levels, such as associate, baccalaureate, masters, educational specialist, and doctorate). Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the status of (name of candidate institution) may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

In all cases, when accredited status is affirmed in institutional catalogs and other official publications, it is stated accurately and is not misrepresented.

- Accreditation granted by an institutional accrediting body has reference to the quality of the institution as a whole. Because institutional accreditation does not imply specific accreditation of any particular program in the institution, statements like “this program is accredited,” or “this degree is accredited,” are incorrect and misleading.
- “Free-standing” institutions offering programs in a single field (e.g., a school of art, engineering, or theology) and granted accreditation by an institutional accrediting body alone, clearly state that this accreditation does not imply specialized accreditation of the programs offered.
- No statement may be made about the possible future accreditation status with SACSCOC (e.g. “(Name of institution) has applied for candidacy with the Southern Association of Colleges and Schools Commission on Colleges”).
- The phrase “fully accredited” is not used since partial accreditation is not possible.

Use of the SACSCOC Logo and Stamp of Accreditation

The SACSCOC “flame” Logo is trademarked, and its use is exclusively for SACSCOC, Inc. Any member institution or entity other than SACSCOC, Inc., is strictly prohibited from using this logo without written permission.

SACSCOC makes a trademarked Stamp of Accreditation available for the exclusive use of member institutions. This Stamp may be used in conjunction with the full statement regarding accreditation provided above. Member institutions which have provided that full statement in the appropriate document(s) may choose to refer to their accreditation status in flyers and other recruiting materials. In that case, the Stamp may appropriately accompany such abbreviated references, as well.

Document History

Approved: SACSCOC Board of Trustees, June 2014
Revised: SACSCOC Board of Trustees, June 2017
Revised: SACSCOC Board of Trustees, June 2018
Revised: SACSCOC Board of Trustees, September 2020
Revised: SACSCOC Board of Trustees, December 2022

EL PASO COMMUNITY COLLEGE
Diagnostic Medical Sonography Program
MISSION AND GOALS
2025-2026

PHILOSOPHY

The philosophy of the Diagnostic Medical Sonography is consistent with that of the Health Career and Technical Education Math & Science and El Paso Community College. The program meets accreditation standards and community needs by providing opportunities for individuals to become qualified Sonographers.

VISION STATEMENT

The EPCC DMSO program is committed to perfecting the education and clinical skills required for graduates to become proficient and registered imagers in the field of Diagnostic Medical Sonography. We are dedicated to community service and instill high standards of patient care, quality imaging and professionalism to meet the challenges of their future careers.

MISSION STATEMENT

The mission of the Diagnostic Medical Sonography Program is to improve health care by providing the community with qualified entry level critical thinking professional Sonographers. The program will continue to assess the community's health care needs, initiate program curriculum updates, provide training experiences, and educate the community on the inner workings of the vast field of Medical Sonography.

GOALS

1. To prepare competent entry-level Diagnostic Medical Sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”
2. Provide standard of excellence in didactic and clinical education of students seeking a career in Diagnostic Ultrasound.
3. Provide educational and community services to the community in the field of Diagnostic Ultrasound and health.
4. Provide effective, innovative and alternative instructional methodologies in the implementation of quality educational programs in Diagnostic Ultrasound.
5. Develop and coordinate an effective system for the recruitment of students into the Diagnostic Medical Sonography Program.
6. Provide effective student retention activities, program completion and skill development in the Diagnostic Medical Sonography Program.

7. Continue competency-based education development in the Diagnostic Medical Sonography Program.
8. Provide guidance and effective administrative, management and support services for the Diagnostic Ultrasound discipline, students, and faculty.
9. Maintain a laboratory clinical setting that meets federal, state, community and accreditation safety and infection control standards.
10. Maintain equipment to meet federal, state, community and accreditation standards.
11. Encourage faculty and staff participation in local, regional, state and national professional associations and activities.
12. Provide the student with the necessary knowledge, skills and abilities to be successful on the American Registry of Diagnostic Medical Sonography and American Registry of Radiologic Technologists exams.
13. Deliver a quality level of instruction enabling the program to maintain full accreditation status.
14. Retain a minimum of 80% of the Program students for course completion, program completion and graduation.
15. Coordinate with Health Careers Opportunity Program (HCOP) for the recruitment of students into the Diagnostic Medical Sonography Program.
16. Maintain a 75% employment rate of graduates within six months.
17. Maintain at least a 75% satisfactory response level of employers returning surveys as indicative of program quality.

HEALTH CTE, CREDIT And CE, MATH & SCIENCE DIVISION MISSION & VISION

MISSION

It is the mission of the Health CTE & Credit and CE, Math, and Science Division to provide educational opportunities that prepare individuals to improve their personal quality of life and to contribute to their economically and culturally diverse community.

VISION

The Health CTE & Credit and CE, Math, and Science Division is a primary source of technologically advanced health education training for a growing and culturally diverse border population; a local resource for community health care services, and a contributor to medical/science research as appropriate for a community college.

PHILOSOPHY

The Health CTE & Credit and CE, Math, and Science Division meets the community's need by providing opportunities for individuals to become qualified members of a health care profession or to pursue a career related to math or science. The Division provides quality education utilizing state of the art instructional methodologies, equipment, and lifelong learning. The Health CTE & Credit and CE, Math, and Science offer a variety of state and nationally accredited programs.

GOALS

1. Provide a standard of excellence in the education of students seeking careers related to healthcare, math, or science.
2. Provide the community with qualified members of a health care profession.
3. Provide educational and professional health career services to the community.
4. Provide effective, innovative and alternative instructional methodologies in the implementation of quality educational programs in Health CTE & Credit and CE, Math, and Science.
5. Develop and coordinate an effective system for the recruitment of students into Health CTE & Credit and CE, Math, and Science courses/programs.
6. Improve student retention, program completion and student skill development in Health CTE & Credit and CE, Math, and Science courses/programs.
7. Provide an on-going systematic faculty and staff development plan which promotes the goals of the Division of Health CTE & Credit and CE, Math, and Science.

8. Assist in the planning, and implementation of projects related to border health.
9. Promote articulation with area secondary and post-secondary institutions.
10. Provide competency-based education in Health CTE & Credit and CE, Math, and Science courses/ programs.
11. Support life-long learning and career progression.
12. Encourage activities which promote effective utilization of personnel, space, supplies and equipment in expanding and maintaining quality courses/programs.
13. Recruit and retain qualified faculty in math, science, and Health CTE & Credit and CE, Education courses/programs.
14. Support research efforts affecting border health issues.
15. Provide a solid foundation in math and science courses which enables students to transfer to upper division coursework at colleges and universities and/or which make graduates who earn an associate degree in a math or science related area of concentration eligible for mid-level technical positions in business and industry.

PROGRAM OUTCOMES
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
EL PASO COMMUNITY COLLEGE

Upon completion of the Diagnostic Medical Sonography Program, the graduate will be able to perform the following functions either in a hospital or other health care facility, as directed by physicians qualified to order and/or perform sonographic procedures.

1. Provide patient care essential to sonographic procedure.
2. Interact with the public and health care providers utilizing verbal and non-verbal communication skills.
3. Apply the principles of anatomy, positioning, and sonographic techniques to accurately demonstrate anatomical structures on a sonogram.
4. Determine exposure factors to achieve optimum sonographic technique with a minimum of ultrasound exposure to patient.
5. Apply the principles of bioeffects protection for the patient, self, and others.
6. Maintain all documentation required within a sonography department.
7. Participate in those quality improvement activities required of a sonography department.
8. Exercise discretion and judgment in the performance of medical imaging procedures.
9. Recognize emergency patient conditions and initiate life-saving first-aid.
10. Recognize pathological processes associated with various systems within the body.
11. Examine ultrasound images for the purpose of evaluating scanning technique and other pertinent technical qualities.
12. Utilize appropriate English grammar, word usage in writing and verbal skills.
13. Manipulate appropriate factors to achieve optimum ultrasound quality with a minimum output gain exposure to patient.
14. Exercise discretion and judgement in the performance of medical imaging procedures.
15. Apply patient confidentiality and medical ethics education to daily performance.

**PROGRAM GUIDELINES
ACADEMIC INFORMATION**

A. DIDACTIC GRADING SCALE:

100 – 92 = A
91 – 83 = B
82 – 75 = C
74 – 67 = D
66 – 0 = F

B. LABORATORY AND CLINICAL GRADING SCALE:

100 – 96 = A
95 – 91 = B
90 – 85 = C
84 – 81 = D
80 – 0 = F

C. STUDENT REQUIREMENTS:

1. An overall grade point average of 2.0 must be earned on all coursework completed for a particular semester/session.
2. All students will be required to maintain a grade of “C” (2.0) in all professionally related (DMSO) courses. A grade below a “C” is not acceptable for completion of the course and is considered a failing grade. (Refer to Appendix D1)
3. **Students who earn a failing grade in any of the professionally related (DMSO) courses will not be able to continue in the program. The student will have the option to petition for re-entry into the program depending upon space availability. (Refer to Appendix D1)**

D. COURSE CREDIT:

If a student withdraws or is dismissed from the program, he/she will receive credit for only those courses which have been completed in their entirety

E. COURSE TRANSFERABILITY:

The program is accredited and most courses are transferable to other Diagnostic Medical Sonography Program. However, this varies according to each school. Please refer questions concerning course transferability to a Health Occupations Counselor.

F. CLINICAL ASSIGNMENTS

- Handed out to students at the beginning of each semester by clinical instructor
- Clinical hours maintained by student and returned to clinical instructor at the end of each semester.
- Make-up Time Sheet Form

G. EVALUATION METHODS:

HOSPITAL EVALUATION OF CLINICAL PERFORMANCE - This evaluation is completed by hospital-based sonographer (either the clinical instructor or the supervising staff technologist). (Refer to Appendix E-6)

CLINICAL TRAITS EVALUATION BY COLLEGE INSTRUCTORS - This evaluation is completed by the EPCC DMSO program instructors. (Refer to Appendix E3)

CLINICAL PERFORMANCE EVALUATION - Clinical performance evaluations will be conducted by college instructors and/or clinical instructor. Evaluations will include those examinations in which you have demonstrated laboratory competency and which are not classified as a Final Category for the same semester. (Refer to Appendix E-4)

FINAL CATEGORY CLINICAL PERFORMANCE EVALUATION - The student will be evaluated by college instructors and/or clinical instructors during the semester for competency in a Final Category. The Clinical Performance Evaluation form will be used. The final category will not be one which you have previously had as a Final Category. (Refer to Appendix E-5)

ANATOMY EVALUATIONS - Towards the final week of the semester, the student will be required to identify sonographic anatomy and pathology on a series of computer mock examinations representative of the examinations and projections listed in the unit objectives. (Refer to Appendix E-2, E-3)

Please contact the following numbers for counselor's office hours: (915) 831-4636, (915) 831-4036, (915) 831-4155.



HEALTH CAREER AND TECHNICAL EDUCATION, MATH & SCIENCE
Specialized Admissions Program Information Guide
For
DIAGNOSTIC MEDICAL SONOGRAPHY
ADVANCED TECHNICAL CERTIFICATE OF COMPLETION (C4-DMSB)
2025-2026 Catalog

PROGRAM CONTACT INFORMATION

Program Coordinator: Nora Balderas, BS, ARRT @, ARDMS.
Office Location: RG Campus, Health Science Bldg. Office: H-227, Lab: H-158

Phone #: 915-831-4141
E-mail: nbalder2@epcc.edu

Clinical Coordinator: Eloy Tinajero, RDMS (AB OB/GYN) RVT (VT).
Office Location: RG Campus, Health Science Bldg. RM H-158

Phone #: 915-831-4141
E-mail: etinaje3@epcc.edu

Dean: Souraya A. Hajjar, Ed.D., MPH, CHES, CHCO.
Office Location: RG Campus, RM A-240

Phone #: 915-831-4030
Email: shajjar@epcc.edu

Program Medical Director: Dr. Benjamin Y. Wang

C4-DMSB Program Counselors:

Office Location: RG Counseling Dept., 103 Montana Ave., 3rd floor

Laura Molina, Lead Counselor
Phone #: (915) 831-4608
E-mail: Lbenite4@epcc.edu

Guadalupe Marshall, back-up Counselor
Phone #: (915) 831-4040
E-mail: gibarra@epcc.edu

PROGRAM MAP

Program Map provides additional information regarding salary projections, employment opportunities, licensure requirements and Educational milestones. LINK: <https://www.epcc.edu/Academics/Catalog/program-map?programID=1129>

Students qualifying for Specialized Admissions must satisfy all of the following: General Requirements, minimum set TSIA2 scores, Mandatory courses, and Pre-Program Specifics. Once all requirements are completed, ranking points are derived from the highest TSIA2 scores and G.P.A. of ranking courses. Applicants who complete all ranking courses may be more competitive for admission into their program of choice.

GENERAL REQUIREMENTS

Applicants for Specialized Admissions must satisfy minimum criteria in order to be eligible for ranking. The following is required of all applicants:

- Prior to ranking, **the student must** submit all previous college/university official transcripts (transliteration of all foreign coursework required) For online Transcripts Evaluation: sendtranscripts2@epcc.edu PDF with a password protection.
- Student must have a **High School Diploma or GED**. Submit official transcripts to:
El Paso Community College Admissions Office
P.O. Box 20500, El Paso, Texas 79998
- Student must:
 1. **Be approved to take credit academic courses by EPCC**
 2. Have successfully completed **TSIA2 Assessment Tests**.
 3. **Complete an online Health Careers Orientation** at: <https://www.epcc.edu/Admissions/Orientation/health-careers-orientation>.
 4. **Submit Specialized Admissions Application** form, pay \$ 10.00 fee at any EPCC Cashiers' office, send receipt via email to specialized.adm@epcc.edu or hand carry to: VV Campus, 919 Hunter, Enrollment Services Center; Admissions and Registration Office.
 5. **A grade of a "C" or better is required for all academic and specialized courses listed under the degree plan.**
- **EPCC Cumulative GPA of 2.5 is required.**

- **“Effective Fall 2011, and based on new federal regulations, students are not allowed to repeat previously passed courses more than once.”** Students should meet with a counselor to determine how a repeat course (s) would impact his/her academic, prerequisite, specialized admissions, or transferability of courses. It is the student’s responsibility to check with the Office of Student Financial Services to inquire how a repeat course (s) would impact their financial aid or veteran’s assistance.

TSIA2 MINIMUM REQUIRED ASSESSMENT SCORES FOR DMSB

Test Area	Test Code	TSIA2 Cut Score
Math	PTMT	950
Reading & Writing	PTER	950
Essay	PTWE	6

- **TSIA2 Official Assessment scores are valid for two (2) years with the highest test score used for qualifying and ranking.**
- **Posting TSIA2 Assessment scores will take between 24 to 48 hours. Assessment Tests have to be completed at least 48 hours prior to ranking date. Consult your Diagnostic Medical Sonography Counselor for advice.**

C4-DMSB CERTIFICATE PRE-REQUISITE

- The applicant must be a graduate of a two-year accredited health occupation program that is patientcare related.
- **NOTE:** No Mandatory courses, no Ranking Courses for C4-DMSB are required.

PROCESSING OF PRE-PROGRAM SPECIFIC REQUIREMENTS

It is highly recommended that the applicant completes the Pre-Program Specific Requirements at least three (3) weeks prior to the ranking date. The applicant must complete “Specialized Admissions” requirements for qualifying and ranking. There is a scheduled ranking date for this Program. Normal processing may take a few days or a few weeks depending on document type and individual circumstances. If documents have **been received but not processed then the student will be coded as ineligible for that ranking.**

PRE-PROGRAM SPECIFIC REQUIREMENTS

Applicants for Specialized Programs must also meet Pre-Program Specific Criteria prior to qualifying for ranking. The following is required of all applicants:

- **Background Check - (fee is required)** Each student must complete a background check prior to enrolling in clinical courses. Background checks are required prior to acceptance into most health programs or courses. Students are responsible for the costs. Currently, the approved vendor for El Paso Community College is American Databank: <http://www.elpasoex.com/>. Only background checks from American Databank are accepted. **You will receive a letter from the Dean of Health Career and Technical Education, Math & Science division to inform you of the status of your background check. The student will not be able to go to the clinical areas/health care facilities until cleared.**
- ***NOTE: If a student has not enrolled in a health-related program for one or more semesters, the student must redo the background check at his/her own expense, for further information, please ask a Health Counselor or call the Program Coordinator.

There are two Levels of background checks: **Level I** applies to all students, and includes: (1) Social Security Number Verification. (2) Criminal Search 7 years minimum or up to five criminal searches. (3) Violent Sexual Offender and Predator Registry Search. (4) Office of the Inspector General (OIG) list of Excluded Individuals/Entities. (5) GSA List of Parties Excluded from Federal Programs. (6) U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN), and (7) State Exclusion List.

Level II is for students already licensed or certified in any area. **Level II requires all of the Level 1 elements plus (1) License Verification, (2) Certification Verification, and (3) Employment Verification, including reason for separation and eligibility for re-hire.**

A positive criminal history will require proof of the official case disposition for clearance. Generally: Disqualifying criminal offenses include but are not limited to any felony conviction within the last 10 years, or two or more misdemeanors in crimes against persons, or families, such as homicide, kidnapping, rape, sexual assault, assault, battery, aggravated robbery, theft. Any misdemeanor or felony conviction involving abuse, neglect, or exploitation against a child, vulnerable adult, or disabled individual. Felonies or two misdemeanors involving manufacture, importation, delivery, or possession of controlled substances, including felony conviction of DWI or two misdemeanor DWI convictions. Deferred adjudication for any felony is also a disqualifying event for enrolling into any of the Health Programs.

Please note that many professional licensure or certification agencies may have additional requirements. You should reference the requirements for each agency.

The AAS in Diagnostic Medical Sonography Program is Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 9355-113th St N, # 7709; Seminole, FL 33775; Phone: (727) 210-2350, Fax: (727) 210-2354, Email: mail@caahep.org. Website: <http://www.caahep.org/> upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), 6021 University Boulevard, Suite 500; Ellicott City, MD 21043; Phone: (443) 973-3251, Fax: (866) 738-3444, Website: www.jrcdms.org

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized courses. The term "specialized courses" refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

C4-DMSB CERTIFICATE OF COMPLETION COURSES

Check 2025-2026 El Paso Community College Catalog

First Semester (Summer)

DMSO 1210 Introduction to Sonography
HPRS 1206 Essentials of Medical Terminology

Second Semester

DMSO 1260 Clinical-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I
DMSO 2405 Sonography of Obstetrics/Gynecology Prerequisite: DMSO 1210.

Third Semester

DMSO 1302 Basic Ultrasound Physics
DMSO 1441 Abdominopelvic Sonography Prerequisite: DMSO 2405.
DMSO 1460 Clinical-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician II Prerequisite: DMSO 1260.

Fourth Session (Summer)

DMSO 1242 Intermediate Ultrasound Physics Prerequisite: DMSO 1302.
DMSO 2266 Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I Prerequisite: DMSO 1460. Corequisite: DSVT 1200.
DSVT 1200 Principles Vascular Technology Prerequisites: DMSO 1302 and DMSO 1441 or DSAE 2303.

Fifth Semester

DMSO 1355 Sonographic Pathophysiology Prerequisites: DMSO 1441 and DMSO 2405 and DSVT 1200.
DMSO 2351 Doppler Physics Prerequisite: DMSO 1242.
DMSO 2353 Sonography of Superficial Structures Prerequisites: DSVT 1200 and DMSO 1441.
DMSO 2367 Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician II Prerequisite: DMSO 2266.

Sixth Semester

DMSO 2345 Advanced Sonography Practices Prerequisites: DSVT 1200 and DMSO 1355 and DMSO 2353.
DMSO 2366 Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician III Prerequisite: DMSO 2367.

ADDITIONAL INFORMATION

- Official Ranking Date: **March 2, 2026, to start program July 2026**
- Program Start- **Summer**
- Maximum Students Admitted: **7 Students.**
- Community Wide Orientation online at: <https://www.epcc.edu/Admissions/Orientation/community-wide-orientation>
- HIPAA online at: <https://www.epcc.edu/Academics/Health/hipaa>
- Health Careers Orientation online at: <https://www.epcc.edu/Admissions/Orientation/health-careers-orientation>
- Online additional program-specific and career information: <https://www.epcc.edu/Academics/Health>
- Students who completed articulated or dual credit courses in health in high school should bring this to the attention of the counselor. College credit may still be available.
- DMSO website: <https://www.epcc.edu/Academics/Health/diagnostic-medical-sonography>

POST-ACCEPTANCE REQUIREMENTS

Students are responsible for the following requirements AFTER accepting a seat in the Program:

- Must file a degree plan with the designated Health Counselor.
- **Community Wide Orientation** - Conducted online:
<https://www.epcc.edu/Admissions/Orientation/community-wide-orientation> (must be renewed every year).
- **CPR** - American Heart Association (AHA) CPR/BLS (only Health Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted. CPR card must remain current throughout the course of the program (Certification may not be older than two (2) years).
- **Health Care Insurance** (evidence). Mandatory Healthcare insurance is required for students doing clinicals at healthcare facilities.
- **HIPAA Training** - Conducted online: <https://www.epcc.edu/Academics/Health/hipaa> (must be renewed every year).
- **Immunizations and Titrers** –The following must be completed:
 - **POSITIVE TITER required for Hepatitis B vaccination series of three and Titer** (can take 4-6 months to complete) or Twinrix (Hepatitis A & B) series of four (4) shots: Days: #0, #7, #21, plus booster after 365 days or disease prior to **TITER**. The series have to be completed prior to starting clinical courses. Documentation of starting the series must be on file.
 - **POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.**
 - **POSITIVE TITER required for each two doses - Varicella Vaccination and Titer** (completed).
 - **Tetanus/Diphtheria and Pertussis (TDAP) vaccine** (completed, expires after 10 years).
 - **Tuberculosis (TB) screening is required annually.** NOTE: If the TB skin is used, it is **highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result. You may use either one of the following screenings:**
 1. **QuantiFERON (Q Gold) test** OR
 2. **Tuberculosis (TB) skin test.**
 - A. Individuals that will be using the TB skin test who have previously tested negative, have never tested, or are not sure if previously tested.
 - a. Initial 2 Step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB skin test (TST) administered and read 48-72 hours later.
 - ii. If initial TB skin test is negative, the second TST must be administered no sooner than 7 days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.
- **NOTE: TB Skin Test that is Positive** (previously). Requires completed Annual TB Assessment/Clearance form.
- **Influenza vaccine is required** (done annually).
- **Meningitis or Booster** – (Effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term “entering students” includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to the Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years).
NOTE: If you have had the vaccination at an earlier date, you may start with a Titer, as the result will indicate if you need the vaccine. If you have not had the vaccination and after vaccination is applied, you must wait 4-6 weeks for immunity to show up on the TITER.
- **COVID-19 may be requested.**

Visit Admission and Registration EPCC web page for additional information. Website: <https://www.epcc.edu/Admissions/immunization-law>

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR, First Aid, physical, etc. All students participating in health programs must be part of the American Databank, in order to keep their clinical data in compliance and updated. **If you have any questions contact Nora Balderas, Program Coordinator at: nbalder2@epcc.edu or Eloy Tinajero, Clinical Coordinator at: etinaje3@epcc.edu**

COMPLIO Link: https://www.epcc.edu/Academics/Health/Documents/Background_Check_Substance_Abuse_Testing.pdf

Follow the example below when inputting your Program required documents; students can find this information under the "Requirement Explanation" button.

ime: 2121 **Immunization/Compliance** Medical Imaging Tech Student [Background Screening](#)

Overall Compliance Status **Not Compliant** (13/14 Compliant)

[View Subscription \(371 Days Left\)](#)

Compliance Category/Item (Expand / Collapse)	Requirement Explanation	Status
Required Compliance Category		
MMR	+ Enter Requirements	Approved
Measles Titer	Submitted Date: 1/25/2021	Meets Requirements
Submitted Data	Submitted Comments	Administrator's Comments
Document: 1 document(s)		
Date: 11/18/2020		

- **Liability Insurance** (Professional Practice Insurance) is required for all clinical and selected laboratory courses. This fee is paid during the time of enrollment. The instructor may ask for proof of payment (your registration receipt) on the first day of class.
- **Physical Examination** (Current) completed by a Physician, Nurse Practitioner or Physician's Assistant licensed in the United States (Not older than one year). **Website:** [FFAA-1.pdf \(epcc.edu\)](#)
- **Physical Technical Standards Form** (completed): <https://www.epcc.edu/Administration/InstitutionalEffectiveness/PoliciesandProcedures/FB-8.pdf>
- **Program Orientation.** "Admitted students will receive notification of Program Orientation following verified acceptance into the program."
- **Substance Abuse Screening** will be required for each student enrolling in health career programs with clinical components. For further information, please ask a Health Counselor or call the program coordinator. *****NOTE: Students must re-take and pay for substance abuse test if test was taken three months prior to the first clinical education course.** **Website:** <http://www.elpasoex.com/>
- **Textbooks** and other course materials must be purchased at the student's expense in accordance with course syllabi.
- **Transportation** students are responsible for their own transportation to off-campus clinical/learning sites.
- **Uniforms:** In accordance with course syllabi, students must purchase their own uniforms. The program coordinator will provide students with detailed information.

OTHER INFORMATION

- CPR and First Aid Courses are available through the **EPCC Continuing Education Division**. Please see the current Continuing Education Course Schedule or call 915-831-7820 for more information.
- Our EPCC Rio Grande Border Health Clinic is located at the Rio Grande Campus, for information call: 915- 831-4016 or call 915-831-4017 for Dental, Medical Sonography, Echocardiogram or Physical Therapy clinics.

This document is to be used with EPCC College Catalog, which provides complete information on courses as well as College regulations and procedures. This is for informational purposes only and is not a binding offer or contract between the College and the student. This document was revised September 2024 and is subject to change without prior notice.

The EPCC County District does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, or veteran status.

Please contact the following numbers for counselor's office hours: (915) 831-4636, (915) 831-4036, (915) 831-4155.



HEALTH CAREER AND TECHNICAL EDUCATION, MATH & SCIENCE
Specialized Admissions Program Information Guide
For
DIAGNOSTIC MEDICAL SONOGRAPHY
ASSOCIATE OF APPLIED SCIENCE (AAS-DMSO)
2025-2026 Catalog

PROGRAM CONTACT INFORMATION

Program Coordinator: Nora Balderas, BS, ARRT @, ARDMS.
Office Location: RG Campus, Health Science Bldg. Office: H-227, Lab: H-158

Phone #: 915-831-4141
E-mail: nbalder2@epcc.edu

Clinical Coordinator: Eloy Tinajero, RDMS (AB PS OB/GYN) RVT (VT).
Office Location: RG Campus, Health Science Bldg. RM H-158

Phone #: 915-831-4141
E-mail: etinaje3@epcc.edu

Dean: Souraya A. Hajjar, Ed.D., MPH, CHES, CHCO.
Office Location: RG Campus, RM A-240

Phone #: 915-831-4030
Email: shajjar@epcc.edu

Program Medical Director: Dr. Benjamin Y. Wang

DMSO Program Counselors:

Office Location: RG Counseling Dept., 103 Montana Ave., 3rd floor

Laura Molina, Lead Counselor
Phone #: (915) 831-4608
E-mail: Lbenite4@epcc.edu

Guadalupe Marshall, back-up Counselor
Phone #: (915) 831-4040
E-mail: gibarra@epcc.edu

PROGRAM MAP

Program Map provides additional information regarding salary projections, employment opportunities, licensure requirements and Educational milestones. LINK: <https://www.epcc.edu/Academics/Catalog/program-map?programID=1128>

Students qualifying for Specialized Admissions must satisfy all of the following: General Requirements, minimum set TSIA2 Scores, Mandatory courses, and Pre-Program Specifics. Once all requirements are completed, ranking points are derived from the highest TSIA2 scores and G.P.A of ranking courses. Applicants who complete all ranking courses may be more competitive for admission into their program of choice.

GENERAL REQUIREMENTS

Applicants for Specialized Admissions must satisfy Minimum Criteria in order to be eligible for ranking. The following is required of all applicants:

- Prior to ranking, **the student must** submit all previous college/university official transcripts (transliteration of all foreign coursework required)
For online Transcripts Evaluation: sendtranscripts2@epcc.edu PDF with a password protection.
- Student must have a **High School Diploma or GED. Submit official transcripts to:**
El Paso Community College Admissions Office
P.O. Box 20500, El Paso, Texas 79998
- Student must:
 1. **Be approved to take credit academic courses by EPCC.**
 2. **Have successfully completed TSIA2 Assessment Tests.**
 3. **Complete an online Health Careers Orientation at:** <https://www.epcc.edu/Admissions/Orientation/health-careers-orientation>
 4. **Submit Specialized Admissions Application form, pay \$ 10.00 fee at any EPCC Cashiers' office, send receipt via email to specialized.adm@epcc.edu or hand carry to: VV Campus, 919 Hunter, Enrollment Services Center; Admissions and Registration Office.**
 5. **A grade of a "C" or better is required for all academic and specialized courses listed under the degree plan.**
- **EPCC Cumulative GPA of 2.5 is required.**

- “Effective Fall 2011, and based on new federal regulations, students are not allowed to repeat previously passed courses more than once.” Students should meet with a counselor to determine how a repeat course (s) would impact his/her academic, prerequisite, specialized admissions, or transferability of courses. It is the student’s responsibility to check with the Office of Student Financial Services to inquire how a repeat course (s) would impact their financial aid or veteran’s assistance.

TSIA2 MINIMUM REQUIRED ASSESSMENT SCORES FOR DMSO

Test Area	Test Code	TSIA2 Cut Score
Math	PTMT	950
Reading & Writing	PTER	950
Essay	PTWE	6

- TSIA2 Official Assessment scores are valid for two (2) years with the highest test score used for qualifying and ranking.
- Posting TSIA2 Assessment scores will take between 24 to 48 hours. Assessment Tests have to be completed at least 48 hours prior to ranking date. Consult your Diagnostic Medical Sonography Counselor for advice.

DMSO AAS MANDATORY COURSES: 1 COURSE

A student must successfully complete mandatory courses prior to ranking. Applicants who do not satisfactorily complete mandatory course work will not qualify for ranking into this program.

- ▲ To qualify for ranking, all mandatory courses must be completed with a minimum of grade “C” or better. Mandatory courses cannot be substituted.

▲ HPRS 1206 Essentials of Medical Terminology

HPRS 1206 good within 3 years.

DMSO AAS RANKING COURSES: 4 COURSES

Ranking courses are within the degree plan in which performance most reliably predicts future ability to successfully complete the program. It is highly recommended to complete all ranking courses prior to ranking to be competitive. Ranking courses cannot be substituted.

- ▲ Ranking Courses have to be completed no later than Fall Semester to be eligible for March 2, 2026, ranking to start program on Summer 2026.

- ▲ BIOL 2404 Anatomy & Physiology, (Specialized, Single-Semester Course, Lecture + Lab) (C, MNS)
- ▲ ENGL 1301 Composition I (C)
- ▲ PHYS 1301 College Physics I (Lecture) (C, MNS)
- ▲ PHYS 1101 College Physics I (Lab)

*** NOTE: BIOL 1306 and BIOL 1106 are pre-requisites for BIOL 2404. Students can complete prerequisites by taking these courses or by taking CLEP exam prior to ranking.

PROCESSING OF PRE-PROGRAM SPECIFIC

It is highly recommended that the applicant completes the Pre-Program Specific Requirements at least three (3) weeks prior to the ranking date. The applicant must complete “Specialized Admissions” requirements for qualifying and ranking. There is a scheduled ranking date for this Program. Normal processing may take a few days or a few weeks depending on document type and individual circumstances. If documents have been received but not processed then the student will be coded as ineligible for that ranking.

PRE-PROGRAM SPECIFIC REQUIREMENTS

Applicants for Specialized Programs must also meet Pre-Program Specific Criteria prior to qualifying for ranking. The following is required of all applicants:

- **Background Check** - (fee is required). Each student must complete a background check prior to enrolling in clinical courses. Background checks

are required prior to acceptance into most health programs or courses. Students are responsible for the costs. Currently, the approved vendor for El Paso Community College is American Databank: <http://www.elpasoex.com/>. Only background checks from American Databank are accepted. **You will receive a letter from the Dean of Health Career and Technical Education, Math & Science division to inform you of the status of your background check. The student will not be able to go to the clinical areas/health care facilities until cleared.**

*****NOTE:** If a student has not enrolled in a health-related program for one or more semesters, the student must redo the background check at his/her own expense, for further information, please ask a Health Counselor or call the Program Coordinator.

There are two Levels of background checks: **Level I** applies to all students and includes: (1) Social Security Number Verification. (2) Criminal Search 7 years minimum or up to five criminal searches. (3) Violent Sexual Offender and Predator Registry Search. (4) Office of the Inspector General (OIG) list of Excluded Individuals/Entities. (5) GSA List of Parties Excluded from Federal Programs. (6) U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN), and (7) State Exclusion List.

Level II is for students already licensed or certified in any area. **Level II requires all of the Level 1** elements plus (1) License Verification, (2) Certification Verification, and (3) Employment Verification, including reason for separation and eligibility for re-hire.

A positive criminal history will require proof of the official case disposition for clearance. Generally: Disqualifying criminal offenses include but are not limited to any felony conviction within the last 10 years, or two or more misdemeanors in crimes against persons, or families, such as homicide, kidnapping, rape, sexual assault, assault, battery, aggravated robbery, theft. Any misdemeanor or felony conviction involving abuse, neglect, or exploitation against a child, vulnerable adult, or disabled individual. Felonies or two misdemeanors involving manufacture, importation, delivery, or possession of controlled substances, including felony conviction of DWI or two misdemeanor DWI convictions. Deferred adjudication for any felony is also a disqualifying event for enrolling into any of the Health Programs.

Please note that many professional licensure or certification agencies may have additional requirements. You should reference the requirements for each agency.

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DMSO AAS PROGRAM DEGREE COURSES

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized courses. The term "specialized courses" refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

Check 2025-2026 El Paso Community College Catalog

Prerequisite Semester

BIOL 2404 Anatomy & Physiology (Specialized, Single-Semester Course, Lecture + Lab) (C, MNS)

Prerequisites: Placement at college-level English Language Arts Reading by TSIA2 or equivalent; OR completion with a "C" or better or concurrent Enrollment in the following: INRW 0311 or INRW 0312 or INRW 0313; and BIOL 1306 and 1106 with a "C" or better or Biology CLEP exam.

ENGL 1301 Composition I (C)

Prerequisite: Placement at college-level English Language Arts Reading by TSIA2 or equivalent; OR completion of INRW 0311 or INRW 0312 or INRW 0313 with a "C" or better; OR concurrent enrollment in INRW 0311 or INRW 0313.

MATH 1314 College Algebra (C, MNS)

Prerequisite: Placement at college-level Mathematics by TSIA2 or equivalent; OR completion of NCBM 0114 with a "CR" or NCBM 0314 with a "C" or better; OR concurrent enrollment in NCBM 0114 or NCBM 0314. (3:1). Lab fee.

PHYS 1301 College Physics I (Lecture) (C, MNS)

Prerequisites: Placement at college-level English Language Arts Reading by TSIA2 or equivalent; OR completion with a

"C" or better or concurrent enrollment in the following: INRW 0311 or INRW 0312 or INRW 0313; and MATH 1314 or MATH 2412 with a "C" or better or by placement exam. Corequisite: PHYS 1101.

PHYS 1101 College Physics I (Lab) Corequisite: PHYS 1301.

First Semester (Summer)

DMSO 1210 Introduction to Sonography

HPRS 1206 Essentials of Medical Terminology

Second Semester

DMSO 1260 Clinical-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I

DMSO 2405 Sonography of Obstetrics/Gynecology Prerequisite: DMSO 1210. (4:1). Lab fee. OB/GYN Mock Exam fee.

Third Semester

DMSO 1302 Basic Ultrasound Physics

DMSO 1441	Abdominopelvic Sonography	Prerequisite: DMSO 2405. (4:1). Lab fee. ABD Mock Exam fee	
DMSO 1460	Clinical/Diagnostic Medical Sonography/Sonographer and Ultrasound Technician II	Prerequisite: DMSO 1260. (0:24). Professional Practice Insurance required. Prerequisite: DMSO 1260.	

Fourth Semester (Summer)

DMSO 1242	Intermediate Ultrasound Physics	Prerequisite: DMSO 1302. (2:1). Lab fee. Physics Mock Exam fee	
DMSO 2266	Practicum (or Field Experience)-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I	Prerequisite: DMSO 1460. Corequisite: DSVT 1200.	
DSVT 1200	Principles of Vascular Technology	Prerequisites: DMSO 1302 and DMSO 1441 or DSAE 2303.	
PSYC 2301	General Psychology (C, SBS)	Prerequisite: Placement at college-level English Language Arts Reading by TSIA2 or equivalent; OR completion with a "C" or better or concurrent enrollment in the following: INRW 0311 or INRW 0312 or INRW 0313.	

Fifth Semester

DMSO 1355	Sonographic Pathophysiology	Prerequisites: DMSO 1441 and DMSO 2405 and DSVT 1200.	
DMSO 2351	Doppler Physics	Prerequisite: DMSO 1242. (3:1). Lab fee.	
DMSO 2353	Sonography of Superficial Structures	Prerequisites: DSVT 1200 and DMSO 1441.	
DMSO 2367	Practicum (or Field Experience)-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician II		Prerequisite: DMSO 2266.

Sixth Semester

DMSO 2345	Advanced Sonography Practices	Prerequisites: DMSO 1441 and DMSO 2405 and DSVT 1200.	
DMSO 2366	Practicum (or Field Experience)-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician III		Prerequisite: DMSO 2367.
PHIL 2306	Introduction to Ethics (C, HFA)		

ADDITIONAL INFORMATION

- Official Ranking Date: **March 2, 2026.**
- Program Begins-**Summer.**
- Maximum Students Admitted: **12 Students.**
- Community Wide Orientation online at: <https://www.epcc.edu/Admissions/Orientation/community-wide-orientation>
- HIPAA online at: <https://www.epcc.edu/Academics/Health/hipaa>
- Health Careers Orientation online at: <https://www.epcc.edu/Admissions/Orientation/health-careers-orientation>
- Online additional program-specific and career information: <https://www.epcc.edu/Academics/Health>
- Students who completed articulated or dual credit courses in health in high school should bring this to the attention of the counselor. College credit may still be available.
- DMSO website: <https://www.epcc.edu/Academics/Health/diagnostic-medical-sonography>

POST-ACCEPTANCE REQUIREMENTS

Students are responsible for the following requirements AFTER accepting a seat in the Program:

- Must file a degree plan with the designated Health Counselor.
- **Community Wide Orientation** - Conducted online: <https://www.epcc.edu/Admissions/Orientation/community-wide-orientation> (must be renewed every year).
- **CPR** - American Heart Association (AHA) CPR/BLS (only Health Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted. CPR card must remain current throughout the course of the program (Certification may not be older than two (2) years).
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 - **POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.**
 - **POSITIVE TITER required for each two doses - Varicella Vaccination and Titer** (completed).
 - **Tetanus/Diphtheria and Pertussis (TDAP)** vaccine (completed, expires after 10 years).
 - **Tuberculosis (TB) screening is required annually.** NOTE: If the TB skin is used. **it is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result. You may use either one of the following screenings:**

1. **QuantIFERON (Q Gold) test** OR

2. **Tuberculosis (TB) skin test.**

- A. Individuals that will be using the TB skin test who have previously tested negative, have never tested, or are not sure if previously tested.
 - a. Initial 2 Step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB skin test (TST) administered and read 48-72 hours later.
 - ii. If initial TB skin test is negative, the second TST must be administered no sooner than 7 days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.

NOTE: TB Skin Test that is Positive (previously). Requires completed Annual TB Assessment/Clearance form.

- **Influenza vaccine is required** (done annually).
- **Meningitis or Booster** – (Effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term “entering students” includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to the Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years).

NOTE: If you have had the vaccination at an earlier date, you may start with a Titer, as the result will indicate if you need the vaccine. If you have not had the vaccination and after vaccination is applied, you must wait 4-6 weeks for immunity to show up on the TITER.
- **COVID-19 may be requested.**

Visit Admission and Registration EPCC web page for additional information. **Website:** <https://www.epcc.edu/Admissions/immunization-law>

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR, First Aid, physical, etc. All students participating in health programs must be part of the American Databank, in order to keep their clinical data in compliance and updated. **If you have any questions contact Nora Balderas, Program Coordinator at:** nbalder2@epcc.edu or Eloy Tinajero, **Clinical Coordinator at:** etinaje3@epcc.edu

COMPLIO Link: <https://www.epcc.edu/Academics/Health/Documents/Background Check Substance Abuse Testing.pdf>
Follow the example below when inputting your Program required documents; students can find this information under the "Requirement Explanation" button.

The screenshot displays the DataBank interface for a student named 'ime: 2121' in the 'Immunization/Compliance' section. The overall status is 'Not Compliant' (13/14 Compliant). A red box highlights the 'Requirement Explanation' button. The table below shows compliance categories and their status:

Required Compliance Category	Submitted Date	Submitted Data
MMR	1/25/2021	Document: 1 document(s) Date: 11/18/2020

- **Liability Insurance** (Professional Practice Insurance) is required for all clinical and selected laboratory courses. This fee is paid during the time of enrollment. The instructor may ask for proof of payment (your registration receipt) on the first day of class.
- **Physical Examination** (Current) completed by a Physician, Nurse Practitioner or Physician's Assistant licensed in the United States (Not older than one year). **Website:** [FFAA-1.pdf \(epcc.edu\)](#)
- **Physical Technical Standards Form** (completed): <https://www.epcc.edu/Administration/InstitutionalEffectiveness/PoliciesandProcedures/FB-8.pdf>
- **Program Orientation.** "Admitted students will receive notification of Program Orientation following verified acceptance into the program"
- **Substance Abuse Screening** will be required for each student enrolling in health career programs with clinical components. For further

information, please ask a Health Counselor or call the program coordinator. *****NOTE:** Students must re-take and pay for substance abuse test if test was taken three months prior to the first clinical education course. Website: <http://www.elpasoex.com/>

- **Textbooks** and other course materials must be purchased at the student's expense in accordance with course syllabi.
- **Transportation:** Students are responsible for their own transportation to off-campus clinical/learning sites.
- **Uniforms:** In accordance with course syllabi, students must purchase their own uniforms. The program coordinator will provide students with detailed information.

OTHER INFORMATION

- CPR and First Aid Courses are available through the **EPCC Continuing Education Division**. Please see the current Continuing Education Course Schedule or call 915-831-7820 for more information.
- Our EPCC Rio Grande Border Health Clinic is located at the Rio Grande Campus, for information call: 915- 831-4016 or call 915-831-4017 for Dental, Medical Sonography, Echocardiogram or Physical Therapy clinics.

This document is to be used with EPCC College Catalog, which provides complete information on courses as well as College regulations and procedures. This is for informational purposes only and is not a binding offer or contract between the College and the student. This document was revised September 2024 and is subject to change without prior notice.

The EPCC County District does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, or veteran status.

Program Description

The Advanced Technical Certificate (ATC) in Diagnostic Medical Sonography prepares individuals for careers in diagnostic ultrasound. This program provides the students with the knowledge and skills necessary to perform complex diagnostic ultrasound procedures using high frequency sound waves in the category of abdomen, small parts, neurosonography, vascular, and obstetrics and gynecology. Students are highly recommended to have completed BIOL 2404, ENGL 1301, MATH 1314, PHYS 1301 and PHYS 1101. Successful completion of this program allows graduates to be eligible for the registry examination for certification by the American Registry of Diagnostic Medical Sonographers (ARDMS). • Capstone experience; DMSO 2366, Practicum (or Field Experience)-Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician III. • Minimum grade required for specialized courses; C • Additional testing fees are required for this program. Amounts are displayed in the Health Careers; Technical Education Programs Testing Fees chart at the beginning of the Health Sciences section in this catalog. • The Certificate in Diagnostic Medical Sonography is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), (9355-113th St. N, #7709, Seminole, FL 33775; 727-210-2350; www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), (6021 University Boulevard, Suite 500; Ellicott City, MD 21043; 443-973-3251; www.jrcdms.org). • Medical Advisor; Dr. Benjamin Y. Wang. • DMSO Program Effectiveness Data https://www.epcc.edu/Academics/Health/Documents/DMSO_Program_Effectiveness_Data.pdf Important; This program requires students to fulfill Specialized Admissions criteria and procedures, including (but not limited to); minimum GPA, testing scores, a background check, substance abuse screening, and immunizations/titers. Acceptance into this program is determined by a competitive ranking formula which factors in individual academic performance, Specialized Admissions criteria, and the successful completion of ranking and/or mandatory courses, as applicable. Students should view the Program Information Guide on the program's website and consult with a Health Career Technical Education Counselor when considering applying to this program. For more information including ranking dates, pre/post-admissions requirements, and program contact information, view the Program Information Guide at epcc.edu/academics/health/diagnostic-medical-sonography

Career Opportunities

Potential Careers: Diagnostic Medical Sonographers (Abdomen, Breast, Musculoskeletal, Pediatric Sonography, Obstetrics/Gynecology, Vascular Technology, etc.)

Potential Salary: \$62,010 to \$68,030/year in El Paso and \$78,250 to \$78,670/year for the State of Texas, depending on career, education, location, and experience.

For more information on possible careers, education requirements, and salaries, please visit the Bureau of Labor Statistics: www.bls.gov

Diagnostic Medical Sonography

Certificate of Completion

First Semester (Summer)			Credit Hours
DMSO	1210	Introduction to Sonography	2
HPRS	1206	Essentials of Medical Terminology	$\frac{2}{4}$
Second Semester			Credit Hours
DMSO	1260	Clinical-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I	2
DMSO	2405	Sonography of Obstetrics/Gynecology	$\frac{4}{6}$
Third Semester			Credit Hours
DMSO	1302	Basic Ultrasound Physics	3
DMSO	1441	Abdominopelvic Sonography	4
DMSO	1460	Clinical-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician II	$\frac{4}{11}$
Fourth Semester (Summer)			Credit Hours
DMSO	1242	Intermediate Ultrasound Physics	2
DMSO	2266	Practicum (or Field Experience)-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I	2
DSVT	1200	Principles of Vascular Technology	$\frac{2}{6}$
Fifth Semester			Credit Hours
DMSO	1355	Sonographic Pathophysiology	3
DMSO	2351	Doppler Physics	3
DMSO	2353	Sonography of Superficial Structures	3
DMSO	2367	Practicum (or Field Experience)-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician II	$\frac{3}{12}$
Sixth Semester			Credit Hours
DMSO	2345	Advanced Sonography Practices	3
DMSO	2366	Practicum (or Field Experience)-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician III	$\frac{3}{6}$
Total Credit Hours			45

(C) Core Curriculum Course (F) Field of Study Course

Things To Know

- BIOL 1306 and 1106 are prerequisites for BIOL 2401 and 2404, which can be met through course completion or Biology CLEP exam.
- All Prerequisite Semester courses and HPRS 1260 are mandatory for ranking.
- All Clinical and practicum courses require students to perform patient care and sonography exams. Each course's required clinical contact hours vary.
- Please visit your counselor/advisor at the end of each semester to discuss your next semester's courses.
- DMSO 1260 requires 192 clinical contact hours.
- DMSO 1460 and 2367 require 384 clinical contact hours.
- DMSO 2266 requires 288 clinical contact hours.
- DMSO 2366 requires 480 clinical contact hours.
- Some courses in this degree plan may count towards the Diagnostic Medical Sonography AAS. Visit the above degree plan to see which courses count.
- Graduates may transfer to a university to complete a Bachelor of Science in DMS or Allied Health. Some colleges may provide an alternative track for individuals who already have an AAS Degree in Diagnostic Medical Sonography seeking a Bachelor of Science in various majors.

Marketable Skills

By the completion of the Diagnostic Medical Sonography Certificate, students will have gained the following skills:

- **Communication:** Students are effective oral and written communicators and display the ability to listen to comprehend.
- **Critical Thinking:** Students can interpret and understand complex ideas to solve problems and build connections.
- **Personal Responsibility:** Students demonstrate professionalism and a strong, independent work ethic.
- **Teamwork:** Students are efficient team members and maintain respect for diversity, equity, and inclusion.
- **Time Management:** Students work well under pressure to meet deadlines and can maximize their efficiency under time constraints.

A Diagnostic Medical Sonographer usually works in hospitals, clinics, and doctor's office or in the areas of research, sales, applications and marketing. In the patient care related areas, the sonographer usually performs a variety of ultrasound examinations such as:

- Obstetrics/Gynecology
- Abdominal
- Neurosonology
- Depending on the facility and the sonographers' level of expertise.

In non-patient care related areas, the sonographer has had previous experience in ultrasound and works with companies that produce ultrasound equipment. The job availability varies from somewhat low in El Paso to a high level of demand out-of-town. Government positions are available, as well as positions in sales, research, and applications.

Upon graduation of the program the student is eligible to sit for his/her national examination offered through the American Registry of Diagnostic Medical Sonographers. The cost of the Associate program is \$9,812.00 Specialized.

Admissions requirements entail only 18 seats for both the Certificate and A.A.S. degrees at EPCC. Consequently, the admission's process is really rigorous and competitive.

A certificate program is available for licensed or certified health care professionals who are graduates of accredited direct patient care related associate degree programs.

Programs

Diagnostic Medical Sonography Associate of Applied Science

The Associate of Applied Science Degree in Diagnostic Medical Sonography prepares individuals for careers in diagnostic ultrasound. This program provides students with the knowledge and skills necessary to perform complex diagnostic ultrasound procedures using high frequency sound waves in the category of abdomen, small parts, neurosonology, vascular, and obstetrics and gynecology. Successful completion of this program allows graduates to be eligible for the registry examination for certification by the American Registry of Diagnostic Medical Sonographers (ARDMS). • Capstone experience: DMSO 2366, Practicum (or Field Experience)-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician III. • Minimum grade required for specialized courses: C • Additional testing fees are required for this program. Amounts are displayed in the Health Careers & Technical Education Programs Testing Fees chart at the beginning of the Health Sciences section in the catalog. • The AAS in Diagnostic Medical Sonography is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), (9355-113th St. N, #7709, Seminole, FL 33775; 727-210-2350; www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), (6021 University Boulevard, Suite 500; Ellicott City, MD 21043; 443-973-3251; www.jrcdms.org). • Medical Advisor: Dr. Benjamin Y. Wang. Important: This program requires students to fulfill Specialized Admissions criteria and procedures, including (but not limited to): minimum GPA, testing scores, a background check, substance abuse screening, and immunizations/titers. Acceptance into this program is determined

by a competitive ranking formula which factors in individual academic performance, Specialized Admissions criteria, and the successful completion of ranking and/or mandatory courses, as applicable. Students should view the Program Information Guide on the program's website and consult with a Health Career & Technical Education Counselor when considering applying to this program. • DMSO Program Effectiveness Data (ADD)
https://www.epcc.edu/Academics/Health/Documents/DMSO_Program_Effectiveness_Data.pdf
For more information including ranking dates, pre/post-admissions requirements, and program contact information, view the Program Information Guide at
[epcc.edu/academics/health/diagnostic-medical-sonography](https://www.epcc.edu/academics/health/diagnostic-medical-sonography)

Diagnostic Medical Sonography

Associate of Applied Science

Prerequisite Semester			Credit Hours
BIOL	2404	Anatomy & Physiology (Specialized, Single-Semester Course, Lecture + Lab) (C) (MNS)	4
		Composition I (C)	
ENGL	1301		3
		College Algebra (C) (MNS)	
MATH	1314		3
		College Physics I (Lecture) (C) (MNS)	
PHYS	1301		3
		College Physics I (Lab)	
PHYS	1101		$\frac{1}{14}$
First Semester (Summer)			Credit Hours
		Introduction to Sonography	
DMSO	1210		2
		Essentials of Medical Terminology	
HPRS	1206		$\frac{2}{4}$
Second Semester			Credit Hours
		Clinical-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I	
DMSO	1260		2
		Sonography of Obstetrics/Gynecology	
DMSO	2405		$\frac{4}{6}$
Third Semester			Credit Hours
		Basic Ultrasound Physics	
DMSO	1302		3
		Abdominopelvic Sonography	
DMSO	1441		4
		Clinical-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician II	
DMSO	1460		$\frac{4}{11}$
Fourth Semester (Summer)			Credit Hours
		Intermediate Ultrasound Physics	
DMSO	1242		2
		Practicum (or Field Experience)- Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I	
DMSO	2266		2
		Principles of Vascular Technology	
DSVT	1200		2
		General Psychology (C) (SBS)	
PSYC	2301		$\frac{3}{9}$
Fifth Semester			Credit Hours
		Sonographic Pathophysiology	
DMSO	1355		3

DMSO	2351	Doppler Physics	3
DMSO	2353	Sonography of Superficial Structures	3
DMSO	2367	Practicum (or Field Experience)- Diagnostic Medical Sonography/Sonographer and Ultrasound Technician II	<u>3</u>
Sixth Semester			Credit Hours
		Advanced Sonography Practices	
DMSO	2345		3
DMSO	2366	Practicum (or Field Experience)- Diagnostic Medical Sonography/Sonographer and Ultrasound Technician III	3
PHIL	2306	Introduction to Ethics (C) (HFA)	<u>3</u>
Total Credit Hours			9
			65

(C) Core Curriculum Course (F) Field of Study Course

Things To Know

- BIOL 1306 and 1106 are prerequisites for BIOL 2401 and 2404, which can be met through course completion or Biology CLEP exam.
- All Prerequisite Semester courses and HPRS 1260 are mandatory for ranking.
- All Clinical and practicum courses require students to perform patient care and sonography exams. Each course's required clinical contact hours vary.
- Please visit your counselor/advisor at the end of each semester to discuss your next semester's courses.
- DMSO 1260 requires 192 clinical contact hours.
- DMSO 1460 and 2367 require 384 clinical contact hours.
- DMSO 2266 requires 288 clinical contact hours.
- DMSO 2366 requires 480 clinical contact hours.
- Some courses in this degree plan may count towards the Diagnostic Medical Sonography Advanced Technical Certificate. Visit the above degree plan to see which courses count.
- Graduates may transfer to a university to complete a Bachelor of Science in DMS or Allied Health. Some colleges may provide an alternative track for individuals who already have an AAS Degree in Diagnostic Medical Sonography seeking a Bachelor of Science in various majors. These programs typically have specialized admissions requirements which vary depending upon the college and program you select. DMSO courses may not transfer depending on the program requirements. Continuing your education toward another health career program may require additional core curriculum requirements. Please contact the specified DMS counselor for additional information on your chosen program and college or any other questions you may have.
- For more information and to view the Specialized Admissions Program Information Guide visit the Diagnostic Medical Sonography program webpage.

Marketable Skills

By the completion of the Associate of Applied Science in Diagnostic Medical Sonography, students will have gained the following skills:

- **Communication:** Students are effective oral and written communicators and display the ability to listen to comprehend.
- **Critical Thinking:** Students can interpret and understand complex ideas to solve problems and build connections.
- **Personal Responsibility:** Students demonstrate professionalism and a strong, independent work ethic.
- **Teamwork:** Students are efficient team members and maintain respect for diversity, equity, and inclusion.
- **Time Management:** Students work well under pressure to meet deadlines and can maximize their efficiency under time constraints.



ADDENDUM TO COLLEGE PROCEDURE 6.03.01.22: AWARDING OF NON-TRADITIONAL CREDIT

Requirements for Awarding Non-Traditional Credit in the Following Program:

DIAGNOSTIC MEDICAL SONOGRAPHY (AAS-DMSO) DIAGNOSTIC MEDICAL SONOGRAPHY CERT. (C4-DMSB)

1. Conditions under which a student enrolled at EPCC as of the census date may seek the awarding of non-traditional credit in the above program. The student must have declared the above program as his/her major.
 - The individual must complete all current requirements of the 7.02.01.10 Specialized Admissions Requirements for Programs in Health Careers and Nursing and the approved Program Ranking Confirmation Form.
 - Individual must be Registered Diagnostic Medical Sonographer-General Sonography and are members in good standing with the American Registry of Diagnostic Medical Sonographers (**ARDMS**).
 - A signed articulation agreement between EPCC and another college/university or between EPCC and a secondary institution will supersede the guidelines of award of credit as stated in this procedure.
 - In order for the student to complete the Certificate of Completion and/or the Associate of Applied Science Degree in Diagnostic Medical Sonography, the student must satisfy the remaining course requirements as specified in the current college catalog and apply for graduation.
 - Revision dated September 2024 replaces all prior procedures and guidelines related to award of credit for Diagnostic Medical Sonography based upon certification.

2. Documents to be submitted as the basis for the award of non-traditional credit.
 - Copy of current certification as a Registered Diagnostic Medical Sonographer-General Sonography from the American Registry of Diagnostic Medical Sonographers.
 - Student petition requesting the award of credit on the basis of certification to the Dean of Health Career and Technical Education, Math & Science for approval. The petition must include the certification and expiration date.

3. The following credit (e.g., list of courses) may be awarded upon approval of the petition by the appropriate Dean and processing of the petition by the Admission/Registrar's Office. Effective dates must be indicated (e.g., dates during which a student needed to pass an exam and/or be certified).

Course	Title	Effective Dates
DSVT 1103	Introduction to Vascular Technology	July 2014 - June 2015
DSVT 1200	Principles of Vascular Technology	June 2015 - Present
DMSO 1210	Introduction to Sonography	November 2000 - Present
DMSO 1260	Clinical-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I	November 2000 - Present
DMSO 1302	Basic Ultrasound Physics	August 2008 - Present
DMSO 1342	Intermediate Ultrasound Physics	November 2000 - August 2015
DMSO 1242	Intermediate Ultrasound Physics	August 2015 - Present

Course	Title	Effective Dates
DMSO 1355	Sonographic Pathophysiology	November 2000 - Present
DMSO 1441	Abdominopelvic Sonography	August 2015 - Present
DMSO 1451	Sonographic Sectional Anatomy	November 2000 - May 2015
DMSO 1460	Clinical-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician II	August 2001 - Present
DMSO 2101	Ultrasound Instrumentation	August 2008 - August 2015
DMSO 2203	Sonography Departmental Functions	November 2000 - August 2015
DMSO 2254	Neurosonology	November 2000 - July 2013
DMSO 2266	Practicum (or Field Experience)-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I	August 2001 - Present
DMSO 2267	Practicum (or Field Experience)-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician II	November 2000 - August 2015
DMSO 2367	Practicum (or Field Experience)-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician II	August 2015 - Present
DMSO 2345	Advanced Sonography Practices	August 2008 - Present
DMSO 2351	Doppler Physics	August 2015 - Present
DMSO 2353	Sonography of Superficial Structures	November 2000 - Present
DMSO 2366	Practicum (or Field Experience)-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician III	November 2000 - Present
DMSO 2505	Sonography of Obstetrics/Gynecology	August 2003 - December 2014
DMSO 2405	Sonography of Obstetrics/Gynecology	August 2015 - Present

Nora M. Balderas
 Nora Balderas, B.S., ARRT (R), RDMS,
 Program Coordinator

9-23-2024
 Date

Souraya Hajjar
 Souraya Hajjar, Ed.D., MPH, CHES, CHCO,
 Dean Supervising the Program

9/23/24
 Date

Steven E. Smith
 Steven E. Smith, Ed.D.
 Vice-President of Instruction and Workforce Education

9/21/25
 Date

NEW SEMESTER START-UP

CLINICAL SITES	PHONE #'S	CLINICAL PRECEPTORS	CREDENTIALS
Del Sol Medical Center	915-629-5318	Enrique Ceballos	RDMS (AB)
		Marina Gonzalez	RDMS (AB) OB/GYN
Desert Imaging	915-577-0100		
		Jennifer Rodarte	RDMS, (AB) (RVT)
		Jose Caro	RDMS (AB) (OB/GYN)
Hagan Imaging LLC	915-544-4624	Daniel Hagan	RDMS (AB) (OB/GYN), RVT
Las Palmas Medical Center	915-521-1298	Jose Durand	RDMS (AB)
	915-521-1200	Fabian Velazquez	RDMS (AB) OB/GYN, ARRT (S)
Hospitals of Providence Memorial Campus	915-577-6728	Luz Bayona	RDMS (AB) (OB/GYN), RVT, BR, NE, PS
Hospitals of Providence Sierra Campus	915-747-4000 or 915-747-2648	Karla Olivas	RDMS, (AB), OB/GYN, RVT ARRT(S)
	915-747-2791		
University Medical Center	915-521-7778	Denise Adriana	RDMS (AB) (OB/GYN) RVT
		Delgado Brooke Lockridge	RDMS, (AB), OB/GYN, RVT
Total Care Tenet	915-577-8411	Sara Angie	RDMS (AB) RVT
		Jessica Hernandez	RDMS (OB/GYN) RVT
University Medical Center Northeast Imaging	915-231-2301		RDMS (AB) (OB/GYN) (BR)
Hospitals of Providence East Campus	915-577-8080	Venessa Rojas	RDMS (AB) RVT
Children's Hospital	915-252-8353	Kelli Banister	RDMS, AB
		Jose Senties	RDMS, (AB), (PS)
		Jacklyn Compean Moreno	RDMS, AB, FE, OB/GYN, PT
Physician's Vascular Services	915-201-0263	Daniel Ortega	RDMS, (AB) RVT
		Crystal Marie Saens	ADMS (AB) RVT
William Beaumont Army Medical Center	915-742-2121	Joseph Swenson	RDMS (AB) (OB/GYN, RVT, AE)
		Jocell Garcia	RDMS (AB) (OB/GYN)
		Rebekah Montoya	RDMS (AB) (OB/GYN) BR, RVT
Advance Ultrasound	915-283-4094	Brian Lawson	RVT, RDCS, RVS, RPhs, RCS
(Hospitals of Providence)	915-877-8136	Victor J. Aguilera	RT(s), RDMS, RVT
		Mitchelle Carbajal	RDMS, (AB, RVT)
		Cristian Patatuchi	RDMS, (OB/GYN), RDCSFE

**2nd Year AAS
Spring 2025**

	Monday	Tuesday	Wednesday	Thursday	Friday
Class		DMSO 2345 0730 – 0900 Eloy Tinajero J-629		DMSO 2345 0730 – 0900 Eloy Tinajero H-157	OFF
Lab		0900 – 1630 Two Students		0900 – 1630 Two Students	OFF
Clinic DMSO 2366	0800-1730	0930-1700	0800-1730	0930-1700	OFF

**1st Year AAS
Spring 2025**

	Monday	Tuesday	Wednesday	Thursday	Friday
Class	DMSO 1302 Marina Dominguez 1700 - 2000	DMSO 1441 0700 – 0900 Nora Balderas		DMSO 1441 0700 – 0900 Nora Balderas	OFF
Lab	1500 – 1700 Delmarie Colmenero Rotate Group A & B	0900 – 1630 Group A DMSO 1302 Omar Armenta 1730-1900 H-158	1500 – 1800 Kelli Banister Rotate Group A&B	0900 – 1630 Group B DMSO 1302 Omar Armenta 1730-1900 H-158	OFF
Clinic DMSO 1460	0800 – 1430 Groups A & B	0930 – 1730 Group B	0800 – 1430 Groups A & B	0930 – 1730 Group A	OFF

Group A – Leslie, Sofia, Sierra, David, Lillian, Janeth

Group B – Claudia C, Victoria, Claudia S, Gianna, Bridget, Joan

**Students
Clinical Rotation
Spring 2025**

Del Sol Diagnostic Center 629-5318

Rick Ceballos, RDMS, Abd.

2 max

	01/20/25 – 02/14/25	02/17/25 – 03/21/25	03/24/25 – 04/18/25	04/21/25 – 05/16/25
1 st year Cert				
2 nd year Cert				
1st year AAS				
2 nd year AAS				

Del Sol Hospital 595-9704

Rick Ceballos, RDMS, Abd.

2 max

	01/20/25 – 02/14/25	02/17/25 – 03/21/25	03/24/25 – 04/18/25	04/21/25 – 05/16/25
1 st year Cert				
2 nd year Cert				
1st year AAS	Leslie	Leslie		
2 nd year AAS			Victoria	Victoria

Las Palmas Medical Center 521-1200

Jose Durand RDMS Abd

2 max

	01/20/25 – 02/14/25	02/17/25 – 03/21/25	03/24/25 – 04/18/25	04/21/25 – 05/16/25
1 st year Cert				
2 nd year Cert				
1st year AAS				
2 nd year AAS	Sofia	Sofia	Gianna	Gianna

THOP Memorial Campus 577-6728

Luz Luevano, RDMS, Abd. OB/GYN Neuro, PS. RVT, 2 max

	01/20/25 – 02/14/25	02/17/25 – 03/21/25	03/24/25 – 04/18/25	04/21/25 – 05/16/25
1 st year Cert				
2 nd year Cert				
1st year AAS	David/Claudia C	David/Claudia C	Janeth	Janeth
2 nd year AAS	Zulema	Zulema	Nicole	Daniella

Total Care 577-8411

Amri Lopez RDMS Abd, Ob/Gyn. RVT

	01/20/25 – 02/14/25	02/17/25 – 03/21/25	03/24/25 – 04/18/25	04/21/25 – 05/16/25
1 st year Cert				
2 nd year Cert				
1st year AAS	Gianna	Gianna	Sofia	Sofia
2 nd year AAS	Natalie	Natalie	Silvia	Silvia

THOP East Campus 577-8080

Vanessa Rojas, RDMS, Abd. RVT 2 max

	01/20/25 – 02/14/25	02/17/25 – 03/21/25	03/24/25 – 04/18/25	04/21/25 – 05/16/25
1 st year Cert				
2 nd year Cert				
1st year AAS				
2 nd year AAS	Nicole	Nicole	Katharina	katharina

THOP Sierra Campus 747-2791

Karla Olivas RDMS, Abd. OB-Gyn. RVT. RT (s)

2 max

	01/20/25 – 02/14/25	02/17/25 – 03/21/25	03/24/25 – 04/18/25	04/21/25 – 05/16/25
1 st year Cert				
2 nd year Cert				
1st year AAS	Sierra	Sierra	David	David
2 nd year AAS	Katharina	Katharina	Katharina	katharina

THOP Transmountain Campus 877-8861

Maria Torres RDMS, Abd, OB/GYN, Br. RVT

3 max

	01/20/25 – 02/14/25	02/17/25 – 03/21/25	03/24/25 – 04/18/25	04/21/25 – 05/16/25
1 st year Cert				
2 nd year Cert				
1st year AAS			Bridge	Lillian
2 nd year AAS	Jessica	Jewel	Zulema	Nicole

THOP High Risk OB East

Christian Patatuchi RDMS, OB/GYN.RDCS Fe

3 max

	01/20/25 – 02/14/25	02/17/25 – 03/21/25	03/24/25 – 04/18/25	04/21/25 – 05/16/25
1 st year Cert				
2 nd year Cert				
1st year AAS	Claudia S	Claudia S	Joan	Leslie
2 nd year AAS	Jewel	Jewel	Zulema	Zulema

UMC 521-7778

Denise Castillo, RDMS, Abd, RVT

4 max

	01/20/25 – 02/14/25	02/17/25 – 03/21/25	03/24/25 – 04/18/25	04/21/25 – 05/16/25
1 st year Cert				
2 nd year Cert				
1st year AAS	Bridget	Bridget	Claudia C	Claudia C
2 nd year AAS	Daniella	Daniella	Janelle	Janelle

UMC Clinic

Mary Perez, RDMS , Abd, OB/Gyn,

3 max

	01/20/25 – 02/14/25	02/17/25 – 03/21/25	03/24/25 – 04/18/25	04/21/25 – 05/16/25
1 st year Cert				
2 nd year Cert				
1st year AAS				
2 nd year AAS	Jewel	Jessica	Audrey	Audrey

	01/20/25 – 02/14/25	02/17/25 – 03/21/25	03/24/25 – 04/18/25	04/21/25 – 05/16/25
1 st year Cert				
2 nd year Cert				
1st year AAS				
2 nd year AAS	Janeth	Janeth	Lillian	Bridget

Desert Imaging
(915) 577-0100 (915) 838-0229

	01/20/25 – 02/14/25	02/17/25 – 03/21/25	03/24/25 – 04/18/25	04/21/25 – 05/16/25
1 st year Cert				
2 nd year Cert				
1st year AAS	Joan/Lillian	Joan/Lillian		
2 nd year AAS			Jessica	Jessica

Jose Caro, RDMS, Abd, OB/Gyn

3 max

	01/20/25-02/14/25	02/17/25-03/21/25	03/24/25-04/18/25	04/21/25-05/16/25
1 st year Cert				
2 nd year Cert				
1st year AAS			Sierra	Claudia S
2 nd year AAS	Silvia	Audrey	Daniella	Zulema

William Beaumont 569-1735

Rebekah Montoya, RDMS , Abd, OB/Gyn, Br, RVT

3 max

	01/20/25-02/14/25	02/17/25-03/21/25	03/24/25-04/18/25	04/21/25-05/16/25
1 st year Cert				
2 nd year Cert				
1st year AAS				
2 nd year AAS	Ana	Ana	Jewel	Jewel

Physicians Vascular Serv. 915 201-0263

Daniel Ortega RDMS, Abd, RVT

3 max

	01/20/25-02/14/25	02/17/25-03/21/25	03/24/25-04/18/25	04/21/25-05/16/25
1 st year Cert				
2 nd year Cert				
1st year AAS			Leslie/ClaudiaS	Joan/Sierra
2 nd year AAS	Audrey	Silvia		

Advanced Sonography Solutions (915) 283-4074

Ana Salazar RDMS Abd,

3 max

	01/20/25-02/14/25	02/17/25-03/21/25	03/24/25-04/18/25	04/21/25-05/16/25
1 st year Cert				
2 nd year Cert				
1st year AAS				
2 nd year AAS	Jazlyn	Jazlyn	Ana	Ana

PART D Clinical Rotation Matrix

INSTRUCTIONS: Complete the following matrix. All enrolled students must be included. All clinical rotations for each student must be listed. Add or delete lines as necessary.

Student Name	Rotation 1 Dates: 01/20-02/14, 2025 M,T,W, TH	Rotation 2 Dates: 02/17-03/21, 2025 M,T,W, TH	Rotation 3 Dates: 03/24-04/18, 2025 M,T,W, TH	Rotation 4 Dates: 04/21-05/16, 2025 M,T,W, TH
Carreon, Leslie	Del Sol Medical Ctr.	Del Sol Medical Ctr.	Physicians Vascular	THOP Transmountain Campus
Cortez, Claudia	THOP Memorial Campus	THOP Memorial Campus	UMC	UMC
Flores, Sofia	Las Palmas Medical Ctr.	Las Palmas Medical Ctr.	Total Care	Total Care
Keiser, Lillian	Desert Imaging	Desert Imaging	UMC Clinic East	High Risk OB
Landrum-De La Rosa, Sierra	THOP Sierra Campus	THOP Sierra Campus	EPCH	Physicians Vascular
Lepe, Victoria	THOP East Campus	THOP East Campus	Del Sol Medical Ctr.	Del Sol Medical Ctr.
Mena, David	THOP Memorial Campus	THOP Memorial Campus	THOP Sierra Campus	THOP Sierra Campus
Rodriguez, Gianna	Total Care	Total Care	Las Palmas Medical Ctr.	Las Palmas Medical Ctr.
Solis, Claudia	THOP Transmountain Campus	THOP Transmountain Campus	Physicians Vascular	EPCH
Tiscareno, Bridget	UMC	UMC	High Risk OB	UMC Clinic East
Zarate, Janeth	UMC Clinic East	UMC Clinic East	THOP Memorial Campus	THOP Memorial Campus
Zuniga, Joan	Desert Imaging	Desert Imaging	THOP Transmountain Campus	Physicians Vascular

Part D Clinical Rotation Matrix

INSTRUCTIONS: Complete the following matrix. All enrolled students must be included. All clinical rotations for each student must be listed. Add or delete lines as necessary.

Student Name	Rotation 1 Dates: 01/20-02/14, 2025 M,T,W, TH	Rotation 2 Dates: 02/17-03/21, 2025 M,T,W, TH	Rotation 3 Dates: 03/24-04/18, 2025 M,T,W, TH	Rotation 4 Dates: 04/21-05/16, 2025 M,T,W, TH
Borrego, Jessica	High Risk OB	UMC Clinic Northeast	Desert Imaging	Desert Imaging
Cadena, Jewel	UMC Clinic Northeast	High Risk OB	WBAMC	WBAMC
Cardona, Janelle	THOP Transmountain Campus	THOP Transmountain Campus	UMC	UMC
Caro, Daniella	UMC	UMC	EPCH	THOP Memorial Campus
Dean, Natalie	Total Care	Total Care	THOP Sierra Campus	THOP Sierra Campus
Gameros, Jazlyn	Advanced Sonography	Advanced Sonography	THOP Transmountain Campus	THOP Transmountain Campus
Gonzalez, Zulema	THOP Memorial Campus	THOP Memorial Campus	High Risk OB	EPCH
Jurado, Ana	WBAMC	WBAMC	Advanced Sonography	Advanced Sonography
Mason, Katharina	THOP Sierra Campus	THOP Sierra Campus	THOP East Campus	THOP East Campus
Perches, Nicole	THOP East Campus	THOP East Campus	THOP Memorial Campus	High Risk OB
Rivera, Audrey	Physicians Vascular	EPCH	UMC Clinic Northeast	UMC Clinic Northeast
Sanchez-Navarrete, Silvia	EPCH	Physicians Vascular	Total Care	Total Care

Spring 2025

January 2025 DMSO 1441

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
Week 1	19	20 HOLIDAY Martin Luther King	21 Syllabus Abd. Vessels Chapters 2, 4, 6, 8 Reading Asst: Homework Q All	22	23 Pelvic Lower Extremity Vessel, Body Planes Reading Asst: Chapter 2, 4, 6, 8 Workbook section All	24	25
Week 2	26	27	28 Body Planes Abd., Lower Extremity Vessels Work on Model	29	30 Read Chap. 39, 40 and Workbook Q Abd., Lower Extremity Vessels Work on Model (vessels)	31	

Spring 2025

February 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							1
Week 3	2	3	4 Vessel Model Due Student Presentation	6	6 Vessel Model Due Student Presentations	8	9
Week 4	10	11	12 Vessel Model Due Student Presentations	13	14 Test #1 Vessels Chapters 2, 4, 5, 6, 8, 39, 40 Test Unit 1, 2	15	16
Week 5	17	18	19 Liver Anatomy Reading: Chapter 9, 10, 13, 14. Homework: All Liver Handout Questions and workbook section	20	21 Liver Anatomy Reading: Chapter 9, 10, 13, 14. Homework: All Liver Handout Questions and workbook section Fissure/Liver Chart	22	23
Week 6	24	25	26 Liver Anatomy Reading: Chapter 9, 10, 13, 14. Homework: All Liver Handout Questions and workbook section Hepatic Anatomy Chart	27	28 Liver Anatomy Reading: Chapter 9, 10, 13, 14. Homework: All Liver Handout Questions and workbook section		

Spring 2025

March 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 7	2	3	4 RUQ/GB Reading: Homework: Q. All Workbook section	5	6 RUQ/GB GB Workbook	7	8
Week 8	9	10	SPRING BREAK				15
Week 9	16	17	18 RUQ/GB	19	20 TEST #2 LIVER/GB Chapters 9, 10, 13, 14. Test: Unit 3, 4 All Homework Due	21	22
Week 10	23	24	25 Pancreas Reading: Chapter 12, 9, 10 Homework: Q. All Workbook section	26	27 Pancreas Reading: Chapter 12, 9, 10 Homework: Q. All Workbook section	28	29
	30	31 Cesar Chavez Day HOLIDAY					

Spring 2025
April 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 11			1 Pancreas Liver/CB	2	3 Pancreas/Abd Wall GI Reading: Chapter 12, 9, 10 Homework: Q. All Workbook section	4	5
Week 12	6	7	8 Pancreas/Abd Wall GI	9	10 Pancreas/Abd Wall GI Gastrointestinal/Track Reading: Chapter 11, 13, 15, 16. Homework: Q. All Workbook	11	12
Week 13	13	14	15 Test #3 Pancreas/Liver GB Test Chapter 5-8 units Test Chapters 9, 10, 12. Homework Due Q. All Workbook section	16	17 Spleen/Gastrointestinal/Track Reading: Chapter 11, 13, 15, 16. Homework: Q. All Workbook sections	18	19
Week 14	20	21	22 Renals Reading: Chapter 11, 13, 15, 16. Homework: Q. All Workbook section	23	24 Renals Reading: Chapter 11, 13, 15, 16. Homework: Q. All Workbook section	25	26
Week 15	27	28	29 Adrenals- Reading Chapter 11, 13, 15, 16. Homework: Workbook section Q. All, Clinical Exam	30			

Spring 2025

May 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 15					1 Adrenals/Spleen Chapter 11, 13, 15, 16. Homework: Workbook section Q. All, Clinical Exam	2	3
Week 16	4	5	6 Test #4 Renal Spleen Adrenals Reading: Chapter 11, 13, 15, 16. Unit 6, 7, 8. Homework: Q. All Workbook section Clinical Exam	7	8 CLINICAL EXAM	9	10
Week 17	11	12	13 FINAL EXAM	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

MAKE-UP TIME SHEET

Student _____ Date _____

Time on Duty: From _____ To _____

This time is being made up for time missed on: _____
(Date)

Student Signature: _____

Approved by: _____
Signature: Staff Sonographer

This form must be completed in full to receive credit for time missed. Please use one form for each block of time.

Return form to program Coordinator.

**EL PASO COMMUNITY COLLEGE
DIAGNOSTIC ULTRASOUND PROGRAM
CLINICAL EVALUATION FORM**

Scoring System

**4 = Excellent
3 = Good
2 = Minimal Compliance
1 = Below Compliance
0 = Not met whatsoever**

Items with scores less than 3 needs to have a comment below. Items defined on back.

1.	Clinical Attendance	0	1	2	3	4
2.	Work Habits	0	1	2	3	4
3.	Motivation	0	1	2	3	4
4.	Responsibility	0	1	2	3	4
5.	Effort	0	1	2	3	4
6.	Personal appearance	0	1	2	3	4
7.	Attitude	0	1	2	3	4
8.	Work Area Neatness	0	1	2	3	4
9.	Equipment Utilization	0	1	2	3	4
10.	Progress	0	1	2	3	4

COMMENTS: _____

Date: _____

Clinical Instructor: _____

Student Signature: _____

EVALUATION ITEM DEFINITIONS

1. **Clinical Attendance:** The student does not have absences and/or tardies for a perfect score. Students missing the allotted absence days in the semester should receive a score of 3.
2. **Work Habits:** Student's ability to follow your directions; carrying out instructions correctly the first time should receive a perfect score.
3. **Motivation:** Student should be asking to scan: assisting with laundry and gel bottles; asking ultrasound questions based on anatomy, scanning path/plane and protocols.
4. **Responsibility:** Student is aware of what needs to be done and assumes responsibility without being told. Base the score of this item on the student's current status within the program (i.e., students preparing for graduation have a better idea of what is required compared to new students).
5. **Effort:** Is the student applying maximum effort/output? Does the student give-up too easily on difficult examinations?
6. **Personal Appearance:** Does the student meet the dress code and does the student appear professional?
7. **Attitude:** Is the student too aggressive? Does the student project a positive attitude in the clinic? Is the student hostile towards patients or department personnel?
8. **Work Area Neatness:** Does the student clean the transducers and throw linen after an examination? Do they prepare the scan room for the next patient?
9. **Equipment Utilization:** Student should be familiar with the usage of TGC, Output, Freeze, Cine loop, focusing and biometric (Obstetric) functions of the system.
10. **Progress:** For a student that has been in the program the length of time this student has, are they at the level of expertise expected.

**DIAGNOSTIC ULTRASOUND
PROGRAM
EL PASO COMMUNITY COLLEGE**

**INSTRUCTOR EVALUATION
OF CLINICAL PERFORMANCE**

STUDENT

1 <i>WORK HABITS COMMUNICATION SKILLS</i>	Follows Directions Gives Medical Instructions and Work Satisfactorily 7	Very Accurate, Resourceful: Efficient and Gives Clear Medical Directions 8	Ignores Directions 0	Steady, Conscientious Worker with Good Interdepartment Communications 9	Follows Some Directions, Unclear Technical Data Works Inefficiently 3
2 <i>SAFETY HABITS</i>	Fair: Needs Improvement 5	Sloppy and Hazardous 0	Neat Conscientious and Careful 10	Meets required Safety Standards 9	Generally works Safely 7
3 <i>WORK AREA NEATNESS</i>	Adequate 3	Forgetful and Unconscientiously 1	Very Sloppy and Inconsiderate 0	Thorough 5	Takes pride in Overall Appearance Of Facilities 6
4 <i>WORK AREA ATTENDANCE</i>	Often Not in Work Area 2	Always in Assigned Work Area 6	Seldom Leaves Work Area 5	Generally in Work area 4	Makes Excuses to Leave Work Area 0
5 <i>SELF-ESTEEM</i>	Positive Self-Image 4	No Self-Confidence 1	Balanced Attitude 3	Overconfident 0	Self-Confident and Secure 5
6 <i>RESPONSIBILITY</i>	Unprepared for Responsibilities Undertaken 0	Always Assumes Responsibility 9	Usually Responsible 7	Conscientious 10	Irresponsible 3
7 <i>MOTIVATION</i>	Apathetic 0	Motivated Sporadically 4	Highly Involved and Motivated 10	Interested in Excelling 9	Generally Motivated 8
8 <i>INITIATIVE</i>	Seeks and Recognizes Work To Be Done 7	Does only Assigned Work 4	Needs Occasional Prodding 2	Occasionally Seeks Extra Work 6	Requires Constant Pressure 0
9 <i>EFFORT</i>	"Quitter" 0	Applies Minimal Effort 1	Shows Satisfactory Effort 4	Shows Growing Determination 6	Determined Diligent and Persevering 7
10 <i>PEER RELATIONS</i>	Uncooperative 0	Generally Cooperative 2	Sometimes Hard to Work With 1	Works Very Well With Others 3	Outgoing, Warm, and Cooperative 4
11 <i>REACTION TO AUTHORITY</i>	Exceptionally Cooperative 6	Hostile 0	Indifferent 2	Has Difficulty Accepting Authority 2	Generally Cooperative 5
12 <i>PERSONAL APPEARANCE</i>	Occasionally Does Not Meet Dress Code 2	Takes Pride in Appearance 5	Poor Personal Hygiene 0	Meets Personal Dress Code 4	Does Not Meet Dress Code 1
13 <i>PUNCTUALITY & ATTENDANCE</i>	Consistently Late or Absent 0	Always Punctual 4	Conscientious of Attendance Responsibilities 5	Seldom Late or Absent 3	Occasionally Late or Absent 2
14 <i>PROGRESS</i>	Very Good 9	Unacceptable 0	Acceptable 8	Exceeds Expectations for This Level 10	Needs Improvement 3

INSTRUCTOR'S COMMENTS: _____

Student Signature

Instructor Signature

Date

INTERNAL USE ONLY

**CASE STUDY PRESENTATION
CAPSTONE COURSE
DMSO 2345**

Type of Exam _____;

Date _____

Purpose of rubric: Evaluation of case study presentation

Instructions for using this rubric: 21 evaluations per student. 5 OB, 5 GYN, 5 ABDOMEN, 3 VASCULAR and 3 SUPERFICIAL STRUCTURES

Outcome or Criteria to be Assessed	Exemplary 20	Proficient 15	Average 10	Minimally Acceptable 5	Unacceptable 0
Patient History					
Disease Process Knowledge					
Ultrasound Findings					
Documentation Supports Disease Process					
Quality of Presentation					

Student Name _____

Score _____

Diagnostic Medical Sonography Time Sheet

This time sheet must be initiated by the Supervising Student Instructor for EACH week of the clinical rotations

Monday	Tuesday	Wednesday	Thursday	Friday	Hospital

Student's Supervisor Signature: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Hospital

Student's Supervisor Signature: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Hospital

Student's Supervisor Signature: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Hospital

Student's Supervisor Signature: _____

Semester: _____ Name _____ Date: _____

Diagnostic Medical Sonography

Breakdowns from Record of Exposure Books

(Number of procedures in exam book)

Page #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	TOTAL	
Abdomen																									
Renal																									
Non-Cardiac Chest																									
OB																									
Pelvic																									
Trans. Vag.																									
Breast																									
Soft Tissue																									
Hips																									
Heads																									
Vascular																									
Invasive																									
Prostate																									
Thyroid																									
Testicles																									
Sheets Grand Total																									

* Totals should equal 23 exams per page unless more than one was entered on an entry. If it was, please do not continue entering multiple exams on one line... separate them out.

MEMORANDUM

TO: FRONT DESK
FROM: NORA BALDERAS, PROGRAM COORDINATOR, DIAGNOSTIC MEDICAL SONOGRAPHY
SUBJECT: PATIENT SCHEDULLING INFORMATION
DATE: REVISED 6/14/2024

GUIDELINES FOR PATIENT SCHEDULING, INFORMATION FOR THE PATIENT AND SURVEY COLLECTION

Please advise the patient of the following important information in order to have a better patient flow:

- For all ultrasound exams ask patient if they have a doctor's order or referral if no order still have patient do all paper work, and process for ultrasound exam.
 - Make copy and scan doctor's order and place copy in patient's file.
 - Patients from Texas Tech Outpatient Clinics, San Vicente, La Fe, La Clinica de Familia: William Beaumont Army Medical Center.
 - Sonographer Technical findings will be put in an envelope and sent to the corresponding clinics. The DMSO lab will be handling this task
 - For all patients make sure to ask to sign the voluntary consent form.
 - If doctor's office or clinic calls for Sonographer Technical Impressions they can be faxed with a cover sheet to the corresponding location or clinic

*** Do NOT schedule Dr. Laurence Sibley's private patients without a doctor's order (referrals).**

- Patient must arrive at least 15 minutes before their appointment in order to complete required paperwork.
- Appointment may be limited or cancelled if the patient is more than 15 minutes late. The patient will be given a choice of re-scheduling or having a limited exam, which will be determined by the next patient's arrival.
- All children must be accompanied by an adult.
- No more than two visitors will be allowed in exam room with patient.

For OB/Gyn ultrasound

Full bladder is required for this procedure.
Patient should drink three to four glasses of clear fluids one hour before ultrasound examination and do not urinate.

For Abdomen ultrasound

Food, liquids, even chewing gum diminish the quality of images.

Patient should fast for at least eight hours before ultrasound examination.

All other ultrasound examinations

No preparation is required.

*** Do NOT schedule Dr. Laurence Sibley's private patients without a doctor's order (referrals).**

Stand-by Waiting List and Survey Collection:

- As the Ultrasound scheduled appointments become full, start a stand-by waiting list to the schedule, including contact information, for use in case of any last minute cancellations.
- Call patients scheduled for next ultrasound laboratory working day to confirm appointments.
 - ☆ In case of cancellation; please call the next person on the waiting list, in order, until the appointment is filled or the list is exhausted.
- By 9:00 AM, have ready for pick-up by ultrasound laboratory student a copy of the day's ultrasound laboratory schedule.
- DMS student will pull completed patient survey from each returned patient file and place in a single survey binder that will be kept in the ultrasound laboratory.

Please feel free to contact me with any questions or concerns regarding this memo.

Nora Balderas, Program Coordinator
Diagnostic Medical Sonography



EL PASO COMMUNITY COLLEGE
RIO GRANDE BORDER HEALTH CLINIC
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

STATE OF TEXAS }
RELEASE
CITY OF EL PASO }

VOLUNTARY CONSENT AND

I, _____, hereby consent to the use of an ultrasound machine on my person and body in connection with the El Paso County Community College District, Diagnostic Medical Sonography Laboratory.

This usage is part of a teaching program, and no warranty or representation, expressed or implied, is made by the college regarding the machine, its operation, or any results, or benefits from such usage.

For and in consideration of the College providing these results, I release, and discharge the college, its agents, faculty, and staff from any liability or claim arising from the use or operation of the machine, or the accuracy of the results.

I, _____, do not give consent to the use of the ultrasound machine on my person at the Rio Grande Border Health Clinic.

Print Name _____

Date _____

Signature _____

Address _____

Your Date of Birth _____

Telephone _____



EL PASO COMMUNITY COLLEGE
RIO GRANDE BORDER HEALTH CLINIC
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

ESTADO DE TEXAS}
VOLUNTARIO
CIUDAD DE EL PASO}

CONSENTIMIENTO

Yo, _____, autorizo el uso de la maquina de ultrasonido, en mi persona y mi cuerpo, al laboratorio de Diagnostico Medico de Sonografia en el Distrito de El Paso Community College.

Esta practica es parte de un programa de enseñanza, y ninguna garantia o representacion, expresa o implicita, es hecha por el Colegio con respecto a la maquina, su funcionamiento, o cualquier resultado o beneficios de dicho uso. Para y en consideracion del Colegio proporcionar estos resultados, yo libero al colegio, sus agentes, facultad y personal de cualquier responsabilidad o reclamacion que surja del uso o funcionamiento de la maquina, o la exactitud de dichos resultados.

Yo, _____, no autorizo el uso de la maquina de ultrasonido, en mi persona y mi cuerpo, al laboratorio de Diagnostico Medico de Sonografia en el Distrito de El Paso Community College.

Nombre en Letra Molde _____

Fecha _____

Firma _____

Direccion _____

Fecha de Nacimiento _____

Telefono _____



**EI PASO COMMUNITY COLLEGE
RIO GRANDE BORDER HEALTH CLINIC
HIPPA FORM**

NAME: _____

DATE OF BIRTH (DOB): _____

TELEPHONE NUMBER: _____

ADDRESS: _____

NOTICE OF PRIVACY PRACTICES
For Health Insurance Portability and Accountability Act

ACKNOWLEDGE RECEIPT

ACKNOWLEDGE OF RECEIPT

By signing this form, you acknowledge receipt of the Notice of Privacy Practices of El Paso Community College. Our Notice of Privacy Practices provides information about how we may use and disclose your protected health information. We encourage you to read it in full.

Our Notice of Privacy Practices is subject to change. If we change our notice, you may obtain a copy of the revised notice on www.epcc.edu or through Health Occupations Department at (915) 831-4030.

If you have any questions about our Notice of Privacy Practices, please contact:
Souraya Hajjar at (915) 831-4143

I acknowledge receipt of the Notice of Privacy Practices of El Paso Community College.

Signature: _____
(Patient's/Parent/Conservator/Guardian)

Date: _____

INABILITY TO OBTAIN ACKNOWLEDGEMENT

To be completed only if no signature is obtained. If it is not possible to obtain the individual's acknowledgement, describe the good faith efforts made to obtain the individual's acknowledgement, and the reasons why the acknowledgement was not obtained:

Signature of provider representative: _____ Date: _____



**EI PASO COMMUNITY COLLEGE
RIO GRANDE BORDER HEALTH CLINIC
FORMA DE HIPPA**

NOMBRE: _____

FECHA DE NACIMIENTO: _____

NUMERO DE TELEFONO: _____

DIRECCION: _____

NOTIFICACION DE LA PRIVACIDAD EN PRACTICAS
Para el Acto de Portabilidad del Servicio Medico y Contabilidad

RECONOCIMIENTO DE LA NOTIFICACION

Al firmar esta forma, usted ha reconocido haber recibido la Notificación de la Privacidad en Practicas de El Paso Community College. Nuestra Notificación de la Privacidad de Practicas provee información acerca del posible uso y divulgación de su ya protegido historial medico. Le sugerimos leer la forma detenidamente.

Nuestra Notificación de la Privacidad en Prácticas está sujeta a posibles cambios. Si hubiera algún cambio en la Notificación de la Privacidad en Prácticas, usted podria obtener una copia de la Notificación de la Privacidad en Prácticas en www.epcc.edu o por medio de el Departamento de Ocupaciones Medicas al (915) 831-4030.

Si tiene usted alguna otra pregunta acerca de nuestra Notificación de la Privacidad en Prácticas, favor de comunicarse con:
Souraya Hajjar (915) 831-4143

Yo reconozco haber recibido la Notificación de la Privacidad en Prácticas de El Paso Community College:

Firma: _____ Fecha: _____

INABILIDAD PARA OBTENER EL RECONOCIMIENTO DE LA NOTIFICACION

Ser completada solamente si no se llegara obtener alguna firma en el reconocimiento de la notificación. Si no es posible de obtener el reconocimiento del paciente, describa las buenas intenciones para obtener la firma del paciente acerca del reconocimiento y las razones del porque no pudo ser reconocida dicha notificación:

Firma del Representante: _____ Fecha: _____

Diagnostic Medical Sonography Program



Lab Manual

2025-2026

Program Director: Nora Balderas B.S., RT, RDMS

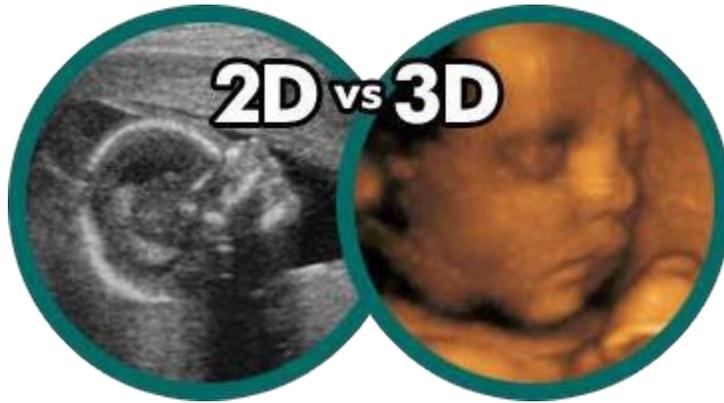
Clinical Coordinator: Eloy Tinajero RDMS, RT, RVT

Written By: DMSO Class of 2017

The El Paso County Community College District does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.

WELCOME DMSO CLASS OF 2023

Congratulations, once again on your entrance into the Diagnostic Medical Sonography Program. As second year students, we know the long hard road you took to get here. The next two years are to be a challenge both mentally and emotionally. However, don't be discouraged, your senior classmates and instructors are here to help you get through. Good luck on your journey, for the end looks bright.



Lab Policies and Procedures

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Appropriate Lab Behavior

- Student Code of Conduct
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- Personal Hygiene
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- Lunch and Breaks
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- Lab Phones
- Appointment Books and Evaluations

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- Maintenance Log
- Clean Lab
- Lab Supply and Upkeep
- Exam Room
- Laundry Instructions

Optical Disk Instructions

- Deleting Old Exams
- Copying Exams to Optical Disk
- Checking Optical Disk Capacity
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Lab Policies and Procedures

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- Scanning Evaluations
- Extra Scanning Time

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Important Information

- Phone Numbers and Addresses
- Directions to Clinic
- Lab Computer Log In
- Computer Testing
- Ultrasim Simulator
- DMSO Phone Directory

Appropriate Behavior

Student Code of Conduct

- Always apply the golden rule: be respectful and courteous to your fellow classmates, staff, patients, and visitors.
- Be considerate of the property of others however, you are responsible for your belongings
- EPCC and the DMSO lab are not responsible for any missing or damaged items
- There are lockers in the restroom for your convenience, first come first serve, and you must provide your own lock
- No obscene or profane language/gestures will be tolerated in the lab
- When there are patients in the exam room, please keep conversations level low and remain professional
- Any type of harassment will **NOT** be tolerated!
 - 1st offense- Verbal and written warning
 - 2nd offense- The proper authorities will be notified
 - The severity of the situation will determine the severity of the consequence

Dress Code

- Uniform
 - Must be clean and pressed and presentable at all times
 - Name tags must be worn and visible at all times
 - No open toe shoes. No outrageous colors/ patterns/ design
 - The EPCC patch should be placed on the left sleeve of the scrub top and lab coat
 - All students must follow the dress code for each specific clinical site during rotation
- Street Clothes
 - Must be clean and presentable at all times
 - Nothing too revealing (keep in mind the lab is freezing, so bring a sweater)
 - Shorts and Skirts must be at the knee while standing upright. (No Shorter)
 - Shirts and Dresses should not be low cut or revealing and cannot contain any obscenities
 - No torn jeans, no low riding jeans, no gym attire
 - No spaghetti straps (or use a cover up)
 - Lab coat with EPCC patch on left sleeve and name tag should be worn before retrieving the patient from the front
 - No hats/beanies allowed in the lab
- Jewelry and Accessories
 - No large or dangling earrings
 - Only one earring per ear
 - Only one ring per hand
 - No visible tattoos (exposed tattoos must be covered)
 - No other visible piercings

Personal Hygiene

- Please come to lab clean and well groomed
 - No strong perfume or cologne
 - Long hair should be pulled back
 - Facial hair should be groomed and presentable
 - Nails should be clean and kept short
 - No acrylic or artificial nails
 - Keep fingernail polish neutral in color (e.g., clear, eggshell, cream, etc.)
 - If you smoke wash hands before returning to lab

Attendance

- Frequent absences and tardiness are frowned upon
 - Absences and tardiness reflect poorly on your student evaluations
 - Excessive absences may result in failure of lab
- Any lab hours missed, must be made up at the clinical site
- If you are going to be 10 minutes late or absent you must call Nora or Eloy to inform them of the situation
 - Refer to Page 70 for contact information
 - If you are going to be more than 10 minutes late call Program Director Nora M. Balderas, Eloy Tinajero, Clinical Coordinator and Hospital Supervisor

Cell phones and Electronic Devices

- Cell phone should be kept on silent mode or vibrate at all times
- Cell phone use is prohibited in exam room
- If using a personal laptop please remember that you are in a professional setting
- When using electronic devices, be aware of lab responsibilities
- **During testing:**
 - **All cell phones and electronic devices will be placed on front desk.**
 - **All other personal belongings will be placed in exam rooms.**
 - **No restroom breaks will be allowed.**

Lunch and Breaks

- Each student is allowed a 30 minute lunch break
- All lunch breaks must be split depending on patient schedule
 - If you are scheduled to start an exam coordinate with your fellow students so no patient is left waiting
 - Your lunch starts once you have finished the exam
 - If you leave for lunch notify the instructors
- Lunch is between 11:00 -12:45 (The front desk is closed from 12-1 pm)
- Lab should never be left unattended during lunch (minimum of 2-3 persons)
- Do not eat inside the exam rooms
- Breaks can be taken when you have any free time
 - No longer than 15 minutes
 - If you smoke be sure to wash your hands before returning to the lab

Computer Usage

- Computers are primarily for lab work
- School related computer use always takes priority over personal use
- Material on computer must be suitable for school (no loud or offensive music, no graphic or obscene content, etc.)

Lab Phones

- Answering the lab phone is your responsibility and must be done so in a professional manner.
 - When answering the phone you should reply, "Ultrasound, this is (*your name*). How may I help you?"
- To answer the phone next to the microwave **press *7**. (This is the only phone that requires a specific code when answering.)
- Ask for assistance if you are ever unsure of what the caller is asking.
- If the caller wants to make an appointment transfer the call to the front desk (Ext 4017)
- To transfer a call:
 - Press transfer button
 - Dial extension you wish to transfer to (4017 front desk)
 - Press transfer button again
 - Hang up
- To place a caller on hold: press the hold button and hang up
- To make outgoing calls: dial 9 first, then the number you are calling (no long distance calls)



Patient Appointment Book

- Patient daily appointment sheet (from the front desk)
 - Collect appointment sheet, make a copy, place one in the binder by the printer, and one on front desk

Vascular Appointment Book

- Add patient name to appointment book (binder by the printer)
- When patient arrives have patient sign consent form
- Staple consent form with Doctor's order and file in white cabinet under computer 3 by last name
 - *Note: make extra copies as needed

Clinical Evaluation Forms

- Each student must fill out an evaluation form, each semester, for each clinical site visited
- File the evaluations, after Nora signs them, in the binder by the printer

Lab Maintenance

It is the 1st year students' responsibility to maintain a clean lab

Maintenance Log

- There is a maintenance log located next to the copy machine
- After you complete your responsibility make sure you sign off under the pertaining column
*NOTE:PLEASE INITIAL **AFTER** DUTY IS COMPLETED

Log Maintenance Log

LAUNDRY wash, dry, fold, put away	DISHES wash, dry, put away, clean countertop, microwave	EXAM ROOMS refill gel bottles, cleanliness (wipe down machine/bed/etc.), gloves, optical disk upkeep

Clean Lab

- Kitchen area must be cleaned daily
- Kitchen area includes: Dishes (washed, dried and put away), sink, appliances and countertops
- Be sure the coffee pot is washed and old coffee grounds are thrown away at the end of each lab day
- Washing dishes is **EVERYBODY'S** responsibility regardless of use
- Absolutely **NO FOOD** should be disposed of in the sink. Please use the trash can.

Lab Supply Upkeep

- Gel bottles should be filled and replaced in the bottle warmers
 - Gel warmers are located in each exam room
 - Extra gel is located in the bottom cabinets next to the sink
 - **PLEASEUSEBLUEGEL.THEGREENGELSHOULDONLYBEUSEDWHEN THEBLUEGEL IS GONE**
 - Disinfectant spray (T-spray) is kept on every machine to clean the transducer after each scan.
 - Extra spray is located in the same cabinet as the gel and can also be found in the top cabinets along the far wall by computers 4 and 5.
 - Extra glove boxes are located on top of kitchen cabinets
 - Throw away empty boxes and replace with a new box
 - Keep all sizes stocked in each exam room when available
 - Stamped EPCC DMSO envelopes should be kept and stocked on every machine (You will use these to give to the patient with their exam report)
 - Blank envelopes are found under copy machine and stamp is found next to copy machine

Exam Room

- The student who is in the exam room is responsible for that room
 - Place dirty laundry in the hamper (each exam room has its own hamper)
 - Clean the transducer, machine, and stretcher after each patient

- Spray the transducer with t-spray
- Make sure no information from the previous patient is on the screen
- Be careful with the transducers, they are fragile and expensive (\$8,000 for a refurbished one)
- Do not disconnect a transducer from the machine while the transducer is selected
- Keep the cords off the floor (use the hooks under the keyboard on the right side)
- Ultrasound machines should be properly turned off at the end of each day.
- No food allowed in exam rooms
- Take it upon yourself to help out with the maintenance and upkeep the lab/exam rooms

Laundry Instructions

- Fill the washing machine as much as possible without overloading (located in room 133 in the hallway)
- Use liquid detergent only and fill to minimum line
- Push the ON button and choose the NORMAL setting (be sure machine door and detergent drawer are closed)
- Transfer washed laundry to the dryer. Push the ON button and choose the HEAVY or TOWELS setting on the dryer
- Fold the dry laundry as soon as possible and restock each exam room (fold flat sheets lengthwise and follow instructions below on how to fold fitted sheets)

DO

- Check the washing machine and dryer regularly
- Check laundry hampers in exam rooms regularly
- Lock detergent in laundry room cabinet

DO NOT

- Overload the washing machine
- Slam the washer or dryer doors
- Use too much detergent
- Leave wet laundry in the washer
- Forget the cabinet key in laundry room



****End of Day: Make sure to delete practice exams and export patient exams.
(Patient exams to be kept on hard drive for 1 week then delete.)**

Storing Exams on USB for IU22

- Open all patient exams
- Highlight all the exams that are going to be moved
- Click the “EXPORT MEDIA TO” button at the bottom of the screen
- A window will pop up, make sure “USB” & “SELECTED EXAMS” are bubbled in
- Click ok and the exams should be moved to the external hard drive

Deleting Exams on IU22

- Press review button
- Click on the icon of the “two computers” at bottom left corner of the screen
 - Network status box will appear
 - Select all exams within this box, click ok if exams do not delete go back and cancel/exams
- NO CHECKS ON SQUARES (if squares are checked hit the “lock” at the top of the screen or individually check the boxes to remove the check)
- Highlight exams to be deleted. Click on “delete selected” then “ok”

Patient Exam

Turning ATL machines on and off

- To turn on the ATL machine flip the on and on switch located on the back of the machine first then flip the switch located on the left side of the keyboard
- The optical disk is automatically rejected when powered off, make sure you push the optical disk back in after the power on
- Turn the TV monitors on by hitting the power button located on the lower right corner of the screen
- To turn off the ATL machine flip the switch on the left side of the keyboard to the off position and wait until the monitor screen turns black
- Flip the switch on the back of the machine to the off position
- Turn the TV monitors by hitting the power button located on the lower right corner of the screen

Turning IU22 on and off

- Press the power button located on the front left side

Turning ABI machine on and off

- Press the power button located on the front of machine

Retrieving Patients

- Front desk will call the lab when the patient is ready
 - Check in periodically with the front desk to be sure that there isn't a patient waiting
 - Each student is responsible for retrieving the patient that they are going to scan
 - Add on patients must be approved by Nora and will be seen after scheduled patients have been done
 - Make sure room is clean and in an orderly manner

- Clean sheet on bed
- Clean towel
- Make sure transducers are cleaned with T- Spray
- Have warm gel ready for the next use
- Be sure that there is no patient information on the screen from the previous exam
- **Make sure the optical disk has sufficient storage space for the next exam**
- Pick up paper work from the front desk
 - If you are picking up the first patient of the day make sure to get the daily schedule
- **Check for doctor's orders.**
 - Keep the doctors order in the patient's file
 - Be sure to read the doctor's orders before each exam to ensure the correct exam is performed
 - The DMSO clinic does not see Dr. Shibley's patients
- Call patient by the last name only
 - Have a second identifier to make sure you have the correct patient
 - Visitors are allowed in the scan rooms, use your personal judgment regarding visitors
- Always greet and introduce yourself
- Do not discuss personal information in the hallway (wait until you are in the exam room)

Inside the Exam Room

- Wash hands before retrieving patients
- Close the curtain
- Get a good patient history
 - LMP (First day of their last menstrual period)
 - Any problems they might be having
 - Gravida (number of pregnancies) and Para (number of live births)
 - Reason for the current appointment
- Be sure to look at all the previous ultrasound results inside the chart
- Enter the patient information on ultrasound machine
 - Enter the patient's last name then first name
 - Be sure to enter the patient ID (patient's birthday)
 - Enter your initials in the sonographer section
 - Print the patient information page before starting the exam (you must hit the patient data button twice before being allowed to print)
 - Use required scanning protocols at all times
- Select the proper transducer and setting
- Make sure you note your start and end time
- Before beginning the exam inform the patient that after the exam is completed, you will show them the baby/ sex if they want to know, remember you are being timed
 - As students we are not allowed to discuss any information regarding the exam with the exception of the sex of the baby
- Always wear a glove on the scanning hand

- Dispose of the used glove before leaving the exam room and put on a clean one when re-entering the exam room
- Avoid going in and out of the exam room while the exam is in progress
 - If you enter during the exam, knock before going into the exam room
- No food or drinks inside the exam room (this includes gum)
- Wash your hands after you have finished the exam

Visitors

- With children, it is at your discretion for what is tolerable and what is not
 - If it is intolerable you may ask the adult to carry the child outside of the exam room
- Children must be supervised at all time
- You must always do what is best for the child's safety and patient to perform the best exam
- If problems persist, rescheduling may be done.

Being Discrete

- Be aware of asking certain questions in front of the patient
 - A misunderstanding may scare the patient and cause confusion
 - You can always ask questions later after the exam is completed
- Abnormal exams
 - Must be brought to either Eloy's or Nora's attention
 - If the patient has any concerns that you are not able to answer or are uncomfortable answering refer them to either one of the instructors

Supine Hypotensive Syndrome

- The patient may feel lightheaded and uneasy due to the weight of the baby great vessels
 - Roll the patient to their left side and call Nora or Eloy

Exam Room Assignment

- The first year students will take turns observing the exam
- A maximum of 3 students at a time per exam room
 - If the patient has numerous family observing the exam, a fewer number of students will be allowed to observe due to lack of space

Completing Exams

- Complete exam according to evaluating protocols
 - Do not let the patient leave the exam room before being checked by Nora or Eloy
 - After being checked press the report button to complete the report
 - Include sonographer's impression
 - At the end of the report make sure to type, "sonographer's impression only, not an official report" and put your initials along with the initials of the instructor who checked the exam
 - Once the report is complete select the final report tab
 - When scanning OB exams, make sure to complete the "findings" section in the IU22 by clicking either "seen" or "not seen" and in the ATL section by clicking "yes" or "no"

- Be sure to print 2 copies of the report (one for the patient to give to the doctor and the other for our records)
- Print 3-5 pictures for the patient (baby profile, face, and gender)
- Press the end exam button located on the upper left side of the machine
- Press the patient data button and hit the new patient option on the screen
- Place reports in a sealed envelope for the patient, this is confidential information and should not be read by anyone but the doctor
- Put the second report in the patient's chart, make sure it is stapled or in the manila envelope at the back of the chart
- Place files in the clear organizer when you are done, make sure to take all the files to the front desk at the end of each lab day
- If patient needs to be rescheduled, make a copy of their doctor's order for the patient, and take them to the front desk for rescheduling
- The last person to scan is responsible for turning off the machine (make sure to "turn off PC" button first, then turn off the master power button)
- Don't forget to turn off the TV too!

Scanning Evaluations

- Fill out the student evaluation form for the instructors to grade your exam
- Fill in proper information on proficiency forms
 - Patient name
 - LMP/EDD
 - Patient DOB
 - OB gestation
 - Tech name
 - Proficiency forms are located in the black filing cabinet next to Eloy's desk
 - Student proficiency forms are located next to the printer
 - Don't take the last copy of any form, always make at least 10-15 copies and place in their proper folders
- The instructor who checked the patients is the one to evaluate your exam
- Your graded evaluations are placed in your file located in the drawer next to the main printer
- Exams should be graded that same day or within one week of exam date
- Exams will not be graded or accepted after 2 weeks!

Extra Scanning Time

- Students can practice scanning on each other as long as there aren't any pending exams
- Clean and prepare the exam room as you would after any exam once you have finished practicing

Policy and Procedure Violations and Consequences

Although this is a teaching and learning lab, it is important to remember it is also a healthcare environment where patients are paying for services. It is our responsibility to provide a comfortable and professional environment for our patients. After all, it is because of them that the DMSO students are able to obtain hands-on experience. These policies and procedures are here to help ensure that the lab is efficiently and safely operated. They are the responsibility of each student and failure to abide by them will result in the following consequences. This is your lab and your participation and cooperation directly influence your individual lab evaluation.

- First offense: verbal warning given by 2nd year student
- Second offense: assignment of duties
- Third offense: instructor involvement

Important Information

Phone Numbers and Addresses

- Front Desk: 831-4017
- Front desk hours: 8:00am-4:00 pm, lunch 12:00- 1:00 pm M-F
- Lab: 831-4141
- Nora's desk: 831-4233
- School address: 1001 El Paso Street, El Paso, TX, 79902

Directions to Clinic

- We are located on the first floor of the Health Lab Building in room H158. The building is located at the corner of Rio Grande and El Paso streets. Visitor parking is available on level 3 of parking garage. You must know the directions to the lab coming from the East, West, and Northeast sides of town.
- Directions from the East side
 - Take I-10W
 - Exit 19A (Mesa street)
 - Continue on Yandell
 - Turn right on North El Paso Street
 - Parking garage on the left
- Directions from the West side
 - Take I-10E
 - Exit 19(Downtown/Convention Center)
 - Continue on Wyoming
 - Turn left on North El Paso Street
 - parking garage on the left
- Directions from the Northeast side
 - Take HWY 54S
 - Take exit for I-10W
 - From I-10W take exit 19A (Mesa street)
 - Continue on Yandell
 - Turn right on North El Paso Street
 - Parking garage on the left

Lab Computer Login

- Login instructions for school use
 - Login as: Ask DMS Program Director or Clinical Coordinator for Login instructions
 - Password:
- Log onto: each computer has a specified log code (e.g. RGUTST93593)
 - Login instructions for personal use
 - Login using your personal EPCC username and password
 - Please follow computer usage guidelines
 - Saving of personal files is absolutely not permitted!
 - You must log off from your personal settings before leaving the computer

Computer Testing:

Computer testing software is available for students to review and test their knowledge in various subjects relating to Sonography. It is recommended to utilize these programs during time in lab when you are not scanning or performing other lab duties. You will be tested you on these programs throughout the course of the program, so the more practice you get the more you benefit. The Davies OB/GYN program is already saved to each of the computers and does not require a disc. You must ask Nora for the Davies Physics and Davies Abdomen discs to practice those. Other software programs are available and will be given by Nora upon request.



Instructors

Name:	Phone Numbers:
Nora Balderas	915-861-5888
Eloy Tinajero	915-494-8665
Kelli Banister	915-820-9366
Omar Armenta	915-316-7689
Marina Dominguez	915-443-3026
Mary Perez	915-521-7240
Colmenero, Delmarie	915-355-6948

1st Year Students

Nancy Esparza	915-301-2968	ne831908@gmail.com
Hailee Soria	915-740-2405	hsoria11@hotmail.com
Valeria Andrade	806-730-0355	vandra17@my.epcc.edu
Rebeca Borja	915-258-1097	rebeca6seis@gmail.com
Isaac Montoya	915-292-8962	ijmontoya02@gmail.com
Andrea Ibarra	915-304-6141	andreaalondra08@gmail.com
Perla Gonzalez	915-704-9376	perlag802@gmail.com
Kalley Zimmerman	962-207-0983	kelleysm2000@yahoo.com
Grace Muus	915-401-4337	gvmuus88@gmail.com
Aimee Cavazos	915-504-3550	ajcavazos05@gmail.com
Claudette Portillo	915-408-0973	portilloclaudette@gmail.com
Cynthia Montes	915-202-3017	cynthiajmg@gmail.com

2nd Year Students

Claudia Solis	(909) 570-7830	csolis79@my.epcc.com
Claudia Cortez	(915) 346-3659	Cecorte09@gmail.com
Sofia Flores	(915) 691-4164	Sofiaflores2000@live.com
Lillian Keiser	(952) 406-0104	Lillykeiser1@gmail.com
Sierra Ann Landrum De la Rosa	(575) 642-0512	sierralandrum@99gmail.com
Victoria Lepe	(915) 245-5873	Lepevictoria6@gmail.com
David Mena	(915) 412-8353	Davidthegreat2k@gmail.com
Ginna Rodriguez	(915) 565-8234	Rodriguezgianna28@gmail.com
Leslie Carreon	(915) 478-5996	Lesliecarreon10@yahoo.com
Bridget Tiscareno	(915) 261-6583	Btiscar4@my.epcc.edu
Janeth Zarate	(915) 701-4700	Jdzarate02@gmail.com
Joan Zuniga	(915) 873-2857	Joanlara18@gmail.com
Leslie Carreon	(919) 478-5996	Lesliecarreon10@yahoo.com

PROGRAM GUIDELINES RELATING TO CLINICAL ASSIGNMENTS

A. CLINICAL HOURS

1. Students will complete approximately 1728 hours in the clinic, students may be required to report to the clinic during college semester breaks.
2. The time spent in the clinical environment will not exceed 40 hours per week. This may include semester breaks.
3. Missed Days Due to Extreme Weather Conditions:

Diagnostic Medical Sonography may close for inclement weather. The school does not expect students to take undue risks during these times. If weather conditions are judged to be unsafe for students to travel to clinical sites by the President of El Paso Community El Paso television station will be notified by 5:30 A.M. and all courses will be cancelled for the day. Please check televisions (Channel 4 and 9) or www.epcc.edu. For any cancellation announcements. Students attending the EPCC School of Diagnostic Medical Sonography live in a large area surrounding El Paso, and weather conditions may vary considerably over the area. Use your own discretion about attempting to travel. If weather conditions are judged by an individual faculty member or student to be such that travel would be a risk to one's safety, the following procedure should be followed.

Student:

- a. Unless the student sees the announcement on television or on the website, assume that there will be clinical and classes that day. Please do not call the school or clinical site to ask if clinical has been cancelled. Hospitals operate 24 hours per day and 7 days per week regardless of the weather so the clinical education site will be open.
- b. If the student determines that he/she is unable to attend clinical because of risk to his/her safety, the student must call the Program Director (915-831-4141 or cell phone # given to all students at the beginning of the DMS Program) and call the assigned clinical site to inform them that he/she will be absent because of weather or driving conditions. If the student will be missing class, call the course instructor and the Program Director. Days missed to legitimate bad weather do have to be made up, per the Program Director's discretion. If it is deemed that clinical time must be made up, that time must be made up prior to the end of the semester.

B. CLINICAL ASSIGNMENTS

1. Students will be assigned on a rotating basis to a different clinical area within the department of the hospital to which they are assigned. These area assignments should be maintained at all times unless:
 - a. that particular area has too few or no cases
 - b. that area is not in use due to breakdown or repair
 - c. the student is needed elsewhere due to a departmental emergency

The Clinical Instructor will re-assign the student to a designated area.

2. To insure that the student may be introduced to as many of the imaging exams as possible. The student will be assigned on a temporary basis to another hospital or clinic.
3. Clinical assignments will be prepared by the Clinical Coordinator for each affiliate and approved by the Program Director.

C. CLINICAL PERFORMANCE

The appearance of the ultrasound image is of utmost importance if the radiologist is to make an accurate diagnosis. Therefore, students will strive for sonographic quality at all times by doing the following:

- a. properly identify all images
- b. check images for sonographic quality

There will be FIVE methods of evaluations conducted during Clinical Education courses:

1. **HOSPITAL EVALUATION OF CLINICAL PERFORMANCE** - This evaluation is completed by hospital-based sonographer (either the clinical instructor or the supervising staff technologist). (Refer to Appendix E-6)
2. **CLINICAL TRAITS EVALUATION BY COLLEGE INSTRUCTORS** - This evaluation is completed by the EPCC DMSO program instructors. (Refer to Appendix E3)
3. **CLINICAL PERFORMANCE EVALUATION** - Clinical performance evaluations will be conducted by college instructors and/or clinical instructor. Evaluations will include those examinations in which you have demonstrated laboratory competency and which are not classified as a Final Category for the same semester. (Refer to Appendix E-4)
4. **FINAL CATEGORY CLINICAL PERFORMANCE EVALUATION** - The student will be evaluated by college instructors and/or clinical instructors during the semester for competency in a Final Category. The Clinical Performance Evaluation form will be used. The final category will not be one which you have previously had as a Final Category. (Refer to Appendix E-5)
5. **ANATOMY EVALUATIONS** - Towards the final week of the semester, the student will be required to identify sonographic anatomy and pathology on a series of computer mock examinations representative of the examinations and projections listed in the unit objectives. (Refer to Appendix E-2, E-3)

All evaluations are reviewed with the student before a grade is finalized. Grades are based upon the demonstrated skills of the student to include accuracy, initiative, dependability, attendance, punctuality, and general competency.

PATIENT LOG RECORDS

As part of the clinical education experience, students will be required to keep an accurate record of all sonogram examinations they actively assist in or complete unassisted. Failure to maintain log book up to date results in a one day suspension (3) incidents and the student will be dismissed from the program.

The RECORD OF EXPOSURE BOOK will be checked periodically by a College instructor for accuracy and completeness.

PROFESSIONAL CONDUCT AND ETHICS

A. CONDUCT

1. Students should maintain ethical and professional conduct at all times when in the clinical environment.
2. The Clinical Instructor, Clinical Coordinator and/or Program Director may deny the student further clinical involvement if the student's behavior is deemed unethical.
3. Reporting to the clinical affiliate in an incomprehensible state due to the influence of drugs or alcohol is unacceptable and proof of which will be grounds for immediate dismissal.
4. Personal telephone calls should not be made from or received in the clinic, except for emergencies.
5. Keep your assigned area clean and orderly and be able to locate supplies and equipment.
6. Cell Phones/Pagers/Electronic Services

As adults, I understand that there may be family situations that may require your attention during times that you are at school; therefore, cellular phones and pagers will be allowed in class during class or lab at instructor's discretion to receive messages of a bona fide nature. This is a privilege that is conditional upon their prudent and appropriate utilization. Because these devices have the potential to be disruptive in the classroom, they must be operated on silent mode during this time.

If you must immediately respond to an urgent message, you should ask the instructor for permission to leave the classroom or lab. The instructor may refuse permission if he or she perceive that this privilege is being abused. You may not respond to a page or receive a telephone call during a quiz, examination guest lecture, or field trip. A violation will result in dismissal for the class period. Continued violations may result in dismissal from the course.

7. The student is strictly prohibited from having cell phone, pagers, electronic devices on his/her person while in the clinical site.

CLASSROOM ETIQUETTE

The College student is a member of a community of students seeking to acquire and communicate knowledge. A student's conduct, in and out of the classroom, must not infringe on the rights of other students, staff, or faculty. Each student, staff, and faculty member is obligated to respect the rights of others. Such an environment will enhance the educational purpose for which the College exists and the educational programs designed to achieve that purpose.

INSTRUCTOR RESPONSIBILITY

The instructor is the properly constituted authority responsible for maintaining discipline within the classroom. Instructors, through their syllabi will provide the rules under which their class is to be conducted.

STUDENT RESPONSIBILITY

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. As such, students are required to comply with the written information in the syllabi and with the verbal directives of the instructor. Students in violation of this responsibility shall be subject to disciplinary action to include suspension (Reference: College Student Disciplinary Procedure, No. 2.03.05 and the Student Code of Conduct).

STUDENT RIGHTS

All students of the El Paso Community college are entitled to enjoy the basic rights of citizenship which are recognized and protected by the laws of this country and state.

Academic Related Grievances - Academic related grievances should be submitted in writing beginning with the faculty member and then to the Division Dean/Center Associate Provost. Appeals may then be directed to the appropriate Provost.

Student Program and Student Activity Related Grievances - Student related grievances should be submitted in writing to the Faculty Student Leadership Coordinator. Appeals may be directed to the Associate Vice President of Instructional Services for final disposition.

Equal Educational Opportunity - No student or prospective student of the College shall be discriminated against because of race, color, religion, gender, national origin, age or disability. Students who feel aggrieved on the basis of race, gender, color, national origin, disability, creed or age may file a written grievance with the Vice Presidents, Provosts, Associate Vice Presidents, or Associate Provosts.

For further information please contact the Office of the Associate Vice President, Student Services at (915) 831-2402.

B. ETHICS

1. Address patients and personnel by their proper titles (i.e., Mr., Ms., Mrs., Dr.; **not** as “honey”, “dear”, etc.)
2. Under no circumstances is the student to discuss a patient’s diagnosis with the patient, the family of the patient, or the public. The patient’s medical record is to be kept confidential at all times.
3. Ultrasound examinations may only be performed on patients who have a signed requisition by a physician.
4. You are responsible for the safety of your patient:
 - a. assist the patient to and from the room
 - b. assist the patient on and off the table
 - c. be aware of the patient’s physical and emotional needs
5. Show respect for your patient by not exposing his/her body unnecessarily.
 - a. drape a sheet or towel over the patient during the examination
 - b. close the doors to the exam room

C. CHEATING

See Appendix H3.

D. BASIC PROTECTION (See Appendix B)

1. Close sonogram room doors while doing an exam.
2. Utilize proper protection devices for the patient and yourself.
3. Report faulty equipment immediately to the Clinical Instructor.

E. PROFESSIONAL ORGANIZATIONS

Membership in the national and state professional organization is strongly recommended.

THE AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT)

15000 Central Ave. SE

Albuquerque, NM. 87123-3917

Phone: (800) 444-2778

This national organization represents the interests of radiographers, radiation therapists, ultrasonographers, and nuclear medicine technologists. The ASRT sponsors numerous educational programs and holds an annual meeting with a wide range of educational

offerings. As a member of the ASRT, the student will benefit from monthly publications and the society's professional journal, "Radiologic Technology", an excellent source of educational information.

TEXAS SOCIETY OF RADIOLOGIC TECHNOLOGISTS (TSRT)

PO Box 227395

Dallas, Tx. 75222

Phone: (972) 222-1830

This state organization also represents the interest of radiographers, radiation therapists, ultrasonographers, and nuclear medicine technologists. TSRT is an affiliate organization to the ASRT. An annual meeting is held and workshops are also held at various times during the year.

THE AMERICAN REGISTRY OF RADIOLOGY TECHNOLOGISTS (ARRT)

1255 Northland Drive

St. Paul, Minnesota 55120-0048

The ARRT administers a comprehensive written examination for graduates of accredited educational programs in radiography, sonography radiation therapy and nuclear medicine technology. Graduates who pass the ARRT examination are certified in the appropriate discipline and then may take advanced level exams in Mammography, Cardiovascular, Computed Tomography and/or Magnetic Resonance Imaging.

THE AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT)

This national organization represents the interest of Sonographers, Radiation Therapy Technologists, **Ultra sonographers** and Nuclear Medicine Technologists. The ASRT sponsors numerous educational programs and holds an annual meeting with a wide range of education offerings. As a member of the ASRT, the student will benefit from monthly publications and the society's professional journal, "Radiologic Technology," and excellent source of educational information.

THE SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHERS

The SDMS national organization represents the interests of sonographers; it is an affiliate organization to the ARDMS and was essential in the founding of the ARDMS. The SDMS holds an annual meeting in the Fall with a wide range of education offerings. As a member of the SDMS, the student will benefit from newsletters and the society's professional journal, "Journal of Diagnostic Medical Sonography," an excellent source of educational information.

THE AMERICAN INSTITUTE OF ULTRASOUND IN MEDICINE

The AIUM is a national organization which represents the interests of physicians, scientists, engineers and sonographers involved with diagnostic medical ultrasound. This organization, due to its constituency of scientists and physicians, is looked upon

when questions arise concerning the ultrasound field. This group is best known for their research into diagnostic ultrasound exposure to tissue and recommended safety limits.

**THE AMERICAN REGISTRY OF DIAGNOSTIC MEDICAL SONOGRAPHERS
(ARDMS)**

The ARDMS administers a comprehensive written examination for individuals who have met the basic requirements to meet eligibility as outlined in the examination application. The candidate must take a ultrasound physics examination as well as one of the following specialty areas: OB/GYN, Abdomen, Pediatric Sonography, Adult Echo, Pediatric Echo, Breast or Vascular.

PROFESSIONAL ORGANIZATIONS

Students are encouraged to join their respective professional organizations (local, state, and/or national). As an integral part of a health care team, it is important that you develop an attitude of professionalism and interest in your career area. Through professional organizations, you can expand your knowledge about your field and become informed of new advances. Attendance at organizational functions is also a good opportunity to meet individuals who are currently working in your field, and other fields. The following is a partial list of Health Careers Professional Organizations in which you may participate as students. Other organizations are open to membership only after graduation. Please check with your program faculty members for additional information.

PROGRAM	NAME OF ORGANIZATION
Allied Community Health Services (ACHS)	Texas Department of State Health Services
Dental Assisting	American Dental Assistant Association
Dental Hygiene	Student American Dental Hygiene Association
Diagnostic Medical Sonography	Society of Diagnostic Medical Sonographers American Institute of Ultrasound in Medicine Southwest Medical Imaging Society
Emergency Medical Services	Texas Association of Emergency Medical Technologists
Health Information Technology	American Medical Records Association American Association for Medical Transcription
Medical Assisting Technology	American Association of Medical Assistants Texas Society of AAMA New Mexico Society of AAMA El Paso County Chapter of AAMA Junior Chapter AAMA - EPCC Club
Medical Laboratory Technology	American Society for Clinical Laboratory Sciences/ Texas Association for Clinical Laboratory Sciences
Pharmacy Technology	American Society of Hospital Pharmacists Association of Pharmacy Technicians
Physical Therapist Assistant	American Physical Therapy Association Texas Physical Therapy Association Greater El Paso Physical Therapy Association

PROGRAM	NAME OF ORGANIZATION
Radiologic Technology	American Society of Radiologic Technologists Texas Society of Radiologic Technologists Rio Grande Imaging Society
Respiratory Care Technology	American Association of Respiratory Care Texas Society for Respiratory Care
Surgical Technology	Association of Surgical Technologists, Inc.

Credential Earned	Examination Needed	Corresponding Specialty Examination
RDMS Registered Diagnostic Medical Sonographer	SPI Sonography Principles & Instrumentation Examination	+ <ul style="list-style-type: none"> Abdomen (AB) Examination Breast (BR) Examination Fetal Echocardiography (FE) Examination Obstetrics & Gynecology (OB/GYN) Examination Pediatric Sonography (PS) Examination
RDCS Registered Diagnostic Cardiac Sonographer	SPI Sonography Principles & Instrumentation Examination	+ <ul style="list-style-type: none"> Adult Echocardiography (AE) Examination Fetal Echocardiography (FE) Examination Pediatric Echocardiography (PE) Examination
RVT Registered Vascular Technologist	SPI Sonography Principles & Instrumentation Examination	+ <ul style="list-style-type: none"> Vascular Technology (VT) Examination
RMSKS Registered Musculoskeletal Sonographer	SPI Sonography Principles & Instrumentation Examination	+ <ul style="list-style-type: none"> Musculoskeletal Sonographer (MSKS) Examination

Midwives Only

Credential Earned	Examination Needed	Corresponding Specialty Examination
Midwife Sonography Certificate	MW Midwife Sonography Examination	+ <ul style="list-style-type: none"> No additional examinations needed

Check: ARDMS.org for Application Process

GRIEVANCE PROCEDURE

A. ACADEMIC GRIEVANCE PROCEDURE

El Paso Community College has a formal grievance procedure which can be obtained from a counselor. It is suggested, however, that the student first contact the instructor to see if the problem can be worked out at this level.

B. CLINICAL GRIEVANCE PROCEDURE

1. Student should first contact the Clinical Instructor at the student's assigned clinical affiliate.
2. If the problem is not resolved, the student should then contact the Clinical Coordinator of the DMS Program.
3. When the preceding steps fail to resolve the problem, the student may notify the Program Director.
4. If a solution is not obtained, the student may pursue the College's formal or informal grievance procedure. (See Appendix D-4)

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM COMPLAINT RESOLUTION PROCEDURE

The following is a detailed procedure for handling complaints related to noncompliance of JRC/DMS Standards that are presented to DMS Program officials.

- The individual presenting the complaint may make the complaint verbally but must be accompanied by written documentation within 24 hours. The information included should contain as a minimum the nature of the complaint, parties involved, location, date and time.
- It will be ascertained if in fact there is a violation of JRC/DMS standards.
- If a problem exists that may pose and imminent risk to health or safety, any faculty member may initiate a corrective action followed up by a written report to the Program Director within 24 hours.
- If a student makes an allegation involving a specific instructor, that student should follow the “Grievance Procedure” in the DMS Program Guidelines.
- If the student and instructor are unable to achieve a resolution to the problem, the student must submit in writing to the coordinator the nature of the complaint and prior attempt at resolution with the faculty member involved. The coordinator will discuss the problem with the faculty member within two days after receipt of the written complaint. It is expected that the faculty involved respond in writing to the coordinator, within five working days, concerning a solution to the problem. If the problem is not deemed solvable at this level, the student will be referred back to the Grievance Procedure.
- A clinical complaint that does not involve a risk to health and safety should be first brought to the attention of the clinical instructor. If the problem is not resolved at this level the student must present the complaint to the clinical coordinator verbally followed up within 24 hours with a written complaint. The clinical coordinator will attempt to resolve the complaint within two working days. If the problem continues to exist, then the clinical coordinator will meet with the clinical officials in an attempt to resolve the problem.
- At the discretion of the faculty member handling the complaint, the faculty may solicit the advice of the other Program faculty in a special meeting.

CLINICAL ATTENDANCE

A. ATTENDANCE

1. All students are required to sign an attendance sheet in the clinic. Failure to do so will indicate an unexcused absence.
2. One (1) days per semester will be allotted if possible to each student in the event of illness. These days do not accumulate from one semester to the next.
3. Absent days exceeding the allotted days must be made up before a student is given credit for that clinical education course. The clinic will provide an opportunity for a student who presents a reasonable excuse to make up missed time.
4. If a student, due to time limitations, is unable to complete the required number of hours for that semester or session, that student will be given the reentry policy.
5. If a student is absent on an assigned clinical day, that student is required to call both the Clinical Instructor at the hospital and the Clinical Coordinator at least thirty (30) minutes before the student is scheduled to be present. Failure to do so results in an **UNEXCUSED ABSENCE**.
6. Each unexcused absence from the clinic will result in the loss of 5 points from the final clinical grade. Three (3) UNEXCUSED absences from the clinic is cause for dismissal from the Sonography Program.
7. Any assigned seminar or workshop is mandatory and considered a clinical day.
8. Falsification of any document, including attendance sign-in sheets, competency evaluation, instructor evaluations, or other records is sufficient grounds for immediate dismissal from the Diagnostic Medical Sonography Program.
9. **IF A STUDENT IS WORKING FOR PAY, THOSE HOURS CAN NOT BE USED AS CLINICAL HOURS. *ALSO SEE APPENDIX L: STUDENT EMPLOYMENT.**

B. HOLIDAYS

Students are entitled to the same holidays as the college. See semester schedules. Observed holidays include:

New Year's Day	July 4 th
Memorial Day	Labor Day
Spring Break	Veterans Day
Good Friday	Thanksgiving Day/Day after Thanksgiving
Cesar Chavez	Christmas Break
	Martin Luther King's Birthday

C. EMERGENCY LEAVE

1. Emergency leave may be granted, according to the situation, with the approval of the Program Director. Each case will be considered on an individual basis.
2. A maximum of three (3) days will be allotted in the event of the death of a close relative (i.e., parents, siblings, spouse, child, grandparents).
3. All students for whom emergency leave has been approved by the Program Director must submit evidence documenting the emergency no later than five school days after their return to class/clinical. In the case of serious illness of a family member or close relative, bereavement leave, an obituary notice or funeral program must be provided and, if the services occur out of town, a copy of the airline ticket or other evidence of attendance must be included. Any questions regarding what constitutes appropriate documentation should be referred to the Program Director at the time the request for emergency leave is submitted.

Failure to fully comply with procedure detailed above will constitute unexcused absences and may result in dismissal from the Sonography Program.

D. LATENESS

1. Students are expected to report to their assigned areas on time. Tardiness will not be tolerated.
2. Excessive or continued tardiness may be cause for dismissal from the Diagnostic Medical Sonography Program.
3. All tardiness will be made up on the same day that tardiness took place.

E. DMS STUDENT CLUB

As members of the DMS Student Club students are required to complete a Student Club member form each semester of their Sonography Program.

F. EPCC CLUB GUIDELINES

These activities may include but are not limited to club fund-raising.

MAKE-UP PROCEDURE

A student who must make up time will arrange to do so with approval of the Clinical Coordinator and the Clinical Instructor at the hospital. It is the responsibility of the student to accurately record the time being made up on their time sheet and note that it is make-up time.

HEALTH AND MEDICAL CARE

- A. PHYSICAL EXAM:** All students are required to have a complete physical examination which will include a TB tine test (chest x-ray if TB tine test is positive) prior to being assigned to a clinical affiliate.

The TB tine test must be updated on a yearly basis.

Hepatitis B vaccine. (See Appendix O3)

- B. ILLNESS OR ACCIDENTS TO STUDENTS:** Illness or accidents occurring in the clinic should first be reported to the Clinical Instructor and then to the Clinical Coordinator. The Hospital will require that an incident report be filled out.

If a student is injured in an affiliated clinic, the clinic will treat them if they have the facilities to provide the appropriate emergency care. **It is the responsibility of the student to pay for all charges resulting from treatment.**

The Infectious Disease Procedure is included in Appendix N1 and Appendix N2.

- C. ACCIDENTS TO PATIENTS:** Accidents to patients should be reported immediately to the Clinical Instructor and then to the Clinical Coordinator. The Hospital will require that an incident report be filled out.

- D. CPR:** All students must complete and be certified in CPR prior to being assigned to a clinical affiliate. In addition, the CPR card must be updated on a yearly basis. Failure to keep a current Class "C" CPR card will result in removal from the clinic until the student renews the CPR certification.

Time missed from the clinic must be made up before the end of the semester.

**EL PASO COMMUNITY COLLEGE
HEALTH OCCUPATIONS DIVISION
GUIDELINES FOR STUDENTS WITH DISABILITIES**

Students with permanent or temporary verified disabilities are invited to register with the Center for Students with Disabilities where counseling, registration assistance, adaptive equipment and a variety of support services are available. Support services can be arranged for all campus locations. For more information, refer to the College Catalog.

If accommodations are needed to complete program competencies, a plan will be developed to assist students to meet course/program competencies whenever possible. An individualized learning plan will be jointly developed between the student, the faculty member, and a representative from the Center for Students with Disabilities. To initiate this process, please contact any of the following individuals; a Health Career Counselor, the Instructional Coordinator, a representative of the Center for Students with Disabilities, or the Division Dean of Health Career. **YOU must initiate the request for accommodations! Accommodations requested and approved must allow you to meet the same course outcomes as students with no accommodations.**

Accommodations for Licensing, Certification, or Registry Examinations

Most agencies which license, certify, or register health care professionals also have established guidelines for the examinations for graduates of health career programs. These guidelines usually describe resting modifications during the licensing examination for candidates with disabilities. The following outlines a typical guideline:

1. Candidate must submit a request for testing modification directly to the appropriate licensing, certification, or registry agency. Examples of supporting documentation would include:
 - Letter from candidate
 - Letter from medical professional documenting disability and requested modification
 - Letter from program coordinator identifying modifications granted by the program
2. The agency will review the request and supporting documentation for completeness, fairness, security, and impact. Information will also be provided to the testing service.
3. An approval letter will be mailed to the candidate from the agency and will include: The accommodations approved. The test center that was notified of the request for the accommodations. Information for the candidate if changes are needed in the test center location.

4. Cost of accommodations will be the responsibility of the testing service.
5. If assistive personnel (e.g. readers, recorders, signers) are needed at the testing, an approved list of readers will have previously been identified by the agency. The testing service will identify the reader.

For more information contact the specific agency which will issue your license, certification, or registry.

Revised: 3/21/23

**DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
EL PASO COMMUNITY COLLEGE
PROGRAM COSTS**

Program: Diagnostic Medical Sonography

Estimated Program Cost 9,812.00 Tuition & Fees= (\$6,992.00) Books=(\$2820.00) Total=(\$9812.00)

Estimated Total Program Cost \$12,500.00

Date Revised: May 5, 2015

Semester of Program	Course Rubric/Number	Cost Description (From Worksheets)	Cost	comments
Pre-Requisite Semester		Tuition & Fees		Background clearance, Physical exam, Immunizations, CPR Certification, Health Career Admission Application
		Textbook		
		Equipment		
		Uniforms		
		Other Costs	\$385.00	
		Semester Total	\$385.00	
First Year/Summer				
	DMSO 1210,	Tuition & Fees (18 Credits)	\$2,079.00	
	BOI 2401, ENG 1301	Textbook	\$990.00	
	MATH 1314	Equipment	\$104.00	Rolling backpack, 4in ring notebook, utencils
	PHYS 1301	Uniforms		
	PHYS 1101	Other Costs	\$39.00	Drug clearance
	HPRS 1206			
		Semester Total	\$3,212.00	
First Year/Fall Semester				
	DMSO 1260, 2405	Tuition & Fees (6 Credits)	\$674.00	
		Textbook	\$330.00	
		Equipment	\$40.00	4in ring notebook, utencils
		Uniforms	\$185.00	
		Other Costs	\$35.00	Professional Practice Insurance
		Semester Total	\$1,264.00	
First Year/Spring Semester				
	DMSO 1441, 1460	Tuition & Fees (11 Credits)	\$1,169.00	
	DMSO 1302,	Textbook	\$300.00	
		Equipment	\$40.00	3in ring binder, utencils
		Uniforms	\$185.00	
		Other Costs	\$35.00	Professional Practice Insurance
		Semester Total	\$1,729.00	

First Year 2nd/Summer			
	DMSO 1242, 2266	Tuition & Fees (9 Credits)	\$971.00
	DSVT 1200	Textbook	\$400.00
	PSYC 2301	Equipment	\$60.00 2in binder, utencils, calculator
		Uniforms	\$185.00
		Other Costs	\$35.00 Professional Practice Insurance
		Semester Total	\$1,651.00
Second Year/Fall Semester			
	DMSO 2351, 1355	Tuition & Fees (12 Credits)	\$1,208.00
	, 2353, 2367	Textbook	\$500.00
		Equipment	\$60.00 2 2in binders, utencils
		Uniforms	\$185.00
		Other Costs	\$35.00 Professional Practice Insurance
		Semester Total	\$1,988.00
Second Year/Spring Semester			
	DMSO 2345, 2366	Tuition & Fees 9 Credits)	\$891.00
	PHIL 2306	Textbook	\$300.00
		Equipment	\$160.00 Davis review CDROM
		Uniforms	\$185.00
		Other Costs	\$735.00 Professional Practice Insurance, ARDMS and ARRT Registries
		Semester Total	\$2,271.00
		Tuition & Fees	
		Textbook	
		Equipment	
		Uniforms	
		Other Costs	
		Semester Total	
Total Program Cost--All semesters			
		Total Tuition & Fees	\$6,992.00
		Total Textbook	\$2,820.00
		Total Equipment	\$464.00
		Total Uniforms	\$925.00
		Total Other Costs	\$1,299.00
		Program Total	\$12,500.00

Text Book Listing
Semester: Summer 2025
Discipline: Diagnostic Medical Sonography

Coordinator: Nora BalderasCourse (Pre-fix & No.)	Course Title	Book Title	Publisher	Author	Editi on	ISBN #
DMSO 1210	Introduction to Sonography	Introduction to sonography and Patient Care	Lippincott, Williams & Wilkins	Penny, Steven M.	2 nd	978-1975120108
DMSO 1210	Introduction to Sonography	TABERS Cyclopedic Medical Dictionary	F.A. Davis Co.	Davis, F.A	24 Ed. Newest	978-1719642859
DMSO 1210	Introduction to Sonography	Ultrasonography: Introduction to Normal Structure and Function	Elsevier	Curry, Reva Arnez and Betty Bates Tempkin	5 th Ed.	978-0-323-661355
DMSO 1210	Introduction to Sonography	Textbook of Diagnostic Ultrasonography	The C. V. Mosby Co.	Hagen-Ansert, Sandra	9 th Ed.	978-0323826464
DMSO 1210	Sonography Scanning	Principles and Protocols	Elsevier	De Jong, M. Robert	5 th Ed.	978-0323597388
DMSO 1210	Introduction to Sonography	Workbook Textbook of Diagnostic Ultrasonography	The C.V. Mosby Co.	Hagen-Ansert, Sandra	9 th Ed.	978-0323826501
DMSO 1242	Intermediate Ultrasound Physics	Ultrasound Physics & Instrumentation Independent Learning Vol. I	Miele Enterprices LLC.	Miele Frank	6 th Ed.	978-1933250151
DMSO 1242	Intermediate Ultrasound Physics	Understanding Ultrasound Physics	College Station, Texas: Tops Printing, Inc.	Edelman, Sidney K.	4 th Ed.	0-9626444-5-5
DSVT 1200	Principles of Vascular	Techniques in Noninvasive Vascular Diagnosis	Littleton, Co. Summer Publishing	Daigle, Robert J.	5 th Ed.	978-09899332967

Course (Pre-fix & No.)	Course Title	Book Title	Publisher	Author	Edition	ISBN #
DMSO 2266	Practicum – (or Field Experience) – Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I.	Exam Preparation for Diagnostic Ultrasound	Lippincott	Sanders, Dolk, Miner	1 st Ed. Or newest	9780781717786
DMSO 2266	Practicum – (or Field Experience) – Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I.	Techniques in Non-Invasive Vascular Diagnosis	Littleton, Co. Summer	Daigle, Robert	5 th Ed.	978-09899329-6-7
DMSO 2266	Practicum – (or Field Experience) – Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I.	Clinical Sonography: Practical Guide	Boston, Massachusetts: Little, Brown and Company	Sanders, Roger C.	5 th Ed. or Newest Edition	978-1451192520
DMSO 2266	Practicum – (or Field Experience) – Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I.	Sonography Scanning Principles and Protocols	Elsevier	De Jong M. Robert	5 th Ed. Or Newest Edition	978-0323597388

Text Book Listing
Semester: Fall 2024
Discipline: Diagnostic Medical Sonography
Coordinator: Nora Balderas

Course (Pre-fix & No.)	Course Title	Book Title	Publisher	Author	Edition	ISBN #
DMSO 1260	Clinical-Diagnostic Medical Sonography/Sonographer and Ultrasound	Clinical Sonography: A Practical Guide	Lippincott, Williams & Wilkins	Sanders, Roger C. Winter, Tom	5 th Ed.	978-1451192520
DMSO 1260	Ultrasound Scanning Principles & Protocols	Ultrasound Scanning Principles & Protocols	W.B. Saunders, Co.	DeJong M. Robert	5 th Ed.	978-0323597388
DMSO 2351	Doppler	Intro to Vascular Ultrasonography	Elsevier	Zwiebel, William	7 th Ed.	978-03234288228
DMSO 2351	Doppler	Technology for Diagnostic Sonography	Elsevier	Hedrick, Wayne R.	5 th Ed.	978-0-323-08198-6
DMSO 1355	Sonographic Pathophysiology	Clinical Guide to Sonography	Mosby Elsevier	Henningsen, Charlotte	2 nd Ed. Or Newest	9780323091640
DMSO 1355	Sonographic Pathophysiology	Examination Review for Ultrasound	Lippincott	Penny M. Steven	3 rd Ed.	978-1975185480
DMSO 1355	Sonographic Pathophysiology	Diagnostic Ultrasound	St. Louis: Mosby	Rumack, Carol	6 th Ed.	978-0323877954
DMSO 1355	Sonographic Pathophysiology	Appleton and Lange's Review for the Ultrasonography Examination	Appleton and Lange	Odwin, Charles	5 th Ed.	978-12600441352

Course (Pre-fix & No.)	Course Title	Book Title	Publisher	Author	Edition	ISBN #
DMSO 2367	Practicum-(Or Field Experience)-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician II.	Exam Preparation for Diagnostic Ultrasound – Abdomen and OB/GYN	William, Lippincott and Wilkins	Sanders, Roger Dolk, Juan D. Smith, Miner Nancy	2 nd Ed. or Newest Edition	9780-781717786
DMSO 2367	Practicum-(Or Field Experience)-Diagnostic Medical Sonography/Sonographer	Clinical Ultrasound: A Pocket Manual	Springer	Creditt, Angela	1 st Ed.	978-3319686332
DMSO 2353	Sonography of Superficial Structures	Breast Ultrasound How-why and when	Elsevier Science Health Science Div.	Dixon, Anne Marie	1 st Ed.	978-0443100765
DMSO 2353	Sonography of Superficial Structures	Diagnostic Ultrasound	Mosby	Rumack, Carol	6 th Ed.	978-0323877954
DMSO 2353 DMSO 1355	Sonography of Superficial Structures	Clinical Guide to Sonography	The C.V. Mosby Co.	Henningsen, Charlotte	2 nd Ed.	978-0-323-091640
DMSO 2405	Sonography of Obstetrics/Gynecology	Textbook of Diagnostic Ultrasonography	The C.V. Mosby Elsevier	Hagen-Ansert, Sandra	9 th Ed.	978-0323826464
DMSO 2405	Sonography of Obstetrics/Gynecology	Workbook – Textbook of Diagnostic Ultrasonography	The C.V. Mosby Co.	Hagen-Ansert	9 th Ed. or Newest	978-03233826501
DMSO 2405	Sonography of Obstetrics/Gynecology	The Anatomy Coloring Book	Pearson	Kapit	4 th Ed.	978-0321832016

Course (Pre-fix & No.)	Course Title	Book Title	Publisher	Author	Edition	ISBN #
DMSO 2351	Doppler Physics	Ultrasound Review for (SPI)	Wolters/Kluwer	Penny, M. Steven	2 st Ed.	978-1496377326

Text Book Listing
Semester: Spring 2025
Discipline: Diagnostic Medical Sonography
Coordinator: Nora Balderas

Course (Prefix & No.)	Dual Cr. (Default)	Course Title	Book Title	Publisher	Author	Edition	ISBN #
DMSO 1302	N/A	Basic Ultrasound Physics	Ultrasound Physics & Instrumentation Independent Learning	Miele Enterprices LLC	Miele Frank	6 th Ed. or newest	978-1933250151
DMSO 1302	N/A	Basic Ultrasound Physics	Understanding Ultrasound Physics	College Station Texas: Tops Printing, Inc.	Edelman, Sidney K.	4 th Ed.	09626444-5-5
DMSO 1302	N/A	Basic Ultrasound Physics	Diagnostic Examination Review for Ultrasound Sonographic Principles Instrumentation		Penny, S. Steven	2 nd Ed. or newest edition	
DMSO 1441	N/A	Adominopelvic	Textbook of Diagnostic Ultrasonography	Philadelphia: The C.V. Mosby Co.	Hagen-Ansert, Sandra	9 th Ed.	978-0-323-82650-1
DMSO 1441	N/A	Adominopelvic	Textbook of Diagnositc Ultrasonography	Philadelphia: The CV. Mosby Co.	Haben-Ansert, Sandra	9 th Ed.	978-323-82646-4
DMSO 1441	N/A	Aldominopelvic	Ultrasonography: An Introduction to Normal Structure and Functional Anatomy	Philadelphia: W.B. Saunders Company	Curry, Reva Arnez and Betty Bates Tempkin	5 th Ed.	978-0323661355

Course (Prefix & No.)	Dual Cr. (Default)	Course Title	Book Title	Publisher	Author	Edition	ISBN #
DMSO 1441	N/A	Abdominopelvic	WWW.prepry.com Phone 908-386-2940	Elsevier/Mosby	Zaladonis, Michael		
DMSO 1460	N/A	Clinical-Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician II.	Ultrasound Scanning: Principles and Protocols	Philadelphia: WB Saunders Co.	Tempkin, Bates Betty	5 th Ed.	978-972160636- 1
DMSO 1460	N/A	Clinical-Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician II.	Clinical Sonography: Practical Guide	Boston, Massachusetts: Little, Brown and Company	Sanders, Roger	5 th Ed.	978-1451192520
DMSO 1460			Clinical Ultrasound: A Pocket Manual	Springer	Creditt, Angela	1 st ed	978-3319686332
DMSO 2345	N/A	Advanced Sonography Practices	Comprehensive Review for General Sonography Examinations	Mosby	Ovel, Susanna	4 th Ed.	978-0-323- 052825
DMSO 2345	N/A	Advanced Sonography Practices	Diagnostic Ultrasound	St. Louis. Mosby	Rumack, Carol	5 th Ed.	978-0323- 401717-5
DMSO 2366	N/A	Practicum (or Field Experience) – Diagnostic Medical Sonography/ Sonographer and Ultrasound	Comprehensive Review for General Sonography Examinations	Mosby	Ovel, Susana	4 th Ed. Or newest Ed.	978-0323-05282- 5

Course (Prefix & No.)	Dual Cr. (Default)	Course Title	Book Title	Publisher	Author	Edition	ISBN #
DMSO 2366	N/A	Practicum (or Field Experience) – Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician	Appleton and Lange's Review for the Ultrasonography Examination	Norwalk Connecticut: Appleton and Lange	Odwin, Charles	4 th Ed. or newest ed.	978-0-07-163424-3

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Guided Pathways Program Map

NAME OF PROGRAM OF STUDY: **DIAGNOSTIC MEDICAL SONOGRAPHY**

EXPECTED CERTIFICATE/DEGREE (Total Number of Units):
ASSOCIATE OF APPLIED SCIENCE-65 CREDIT HOURS-FULL TIME

DEVELOPMENT EDUCATION OPTIONS: At EPCC, some students need to take developmental courses in Reading, Writing, Math, and/or ESOL based on their placement scores. Designed to prepare students for their college level courses, developmental courses are also offered in accelerated formats to help students reach this level faster. There are many support services available to help students succeed on their developmental paths. Students should enroll in any required developmental coursework their first semester in order to meet college course requirements and not delay degree completion. Scan the QR code below to learn more about EPCC's different developmental options. QR Scan reader required. You can also visit [Developmental Education](http://epcc.edu) webpage at epcc.edu to access the information.



PROGRAM DESCRIPTION: The Associate of Applied Science in Diagnostic Medical Sonography prepares individuals for a career in Diagnostic Ultrasound. This program provides the students with the knowledge and skills necessary to perform complex diagnostic ultrasound procedures using high frequency sound waves in the category of abdomen, small parts, neurosonology, vascular, and obstetrics and gynecology. Students who successfully complete the program will be eligible for the registry examinations for certification by the American Registry of Diagnostic Medical Sonographers (ARDMS) and The American Registry of Radiologic Technology Sonography (ARRTS). The Diagnostic Medical Sonography Programs (AAS) and (DMSC) are accredited by (CAAHEP) the Commission on Accreditation of Allied Health Education Programs. Verification of workforce competencies will be provided by the successful completion of DMSO 2366: Practicum (or Field Experience)-Diagnostic Medical Sonography Technician. Visit the Diagnostic Medical Sonography program guide [here](#).

CAREER OPPORTUNITIES: Most diagnostic medical sonographers and vascular technologists work full time and are employed in hospitals, while others work in healthcare settings such as physician's offices and medical/diagnostic laboratories. Sonographers may choose from a wide variety of medical specialties such as: **Abdomen (AB)** (liver, spleen, urinary tract and pancreas); **Breast (BR)** (breast abnormalities found with diagnostic mammography); **Musculoskeletal (MSK)** (joints and soft tissue); **Pediatric Sonography (PS)** (head, spine, chest, hips/joints and genitourinary system of the pediatric patient); **Obstetrics/Gynecology (OB)** (female reproductive system); or **Vascular Technology (VT)** (hemodynamics/blood flow of peripheral and abdominal blood vessels). According to the BLS 2016, the median salary for **Diagnostic Medical Sonographers** is \$65,210/year.

PROGRAM REQUIREMENTS: It is highly recommended that students complete the Prerequisite Requirements at least two (2) weeks prior to the ranking date. Students must complete “Specialized Admissions” requirements for qualifying and ranking. There is a scheduled ranking date for this program. Normal processing may take a few days or a few weeks depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner. Please see the PROGRAM INFORMATION GUIDE FOR DIAGNOSTIC MEDICAL SONOGRAPHY attached for specialized admission requirements and process. Students with prior coursework from another college or university should meet with the Program Counselor to see if the courses will transfer and if they will meet the specialized admissions requirements and process. BIOL 1306 and BIOL 1106 is a prerequisite for BIOL 2401 and BIOL 2404; prerequisites can be met through course completion or Biology placement exam. These programs are **FULL TIME** programs that are provided in six sequential semesters for the AAS Degree and five sequential semesters for the (C4-DMSC) which begins in the Summer of each year after acceptance into the program. When students are enrolled into the first semester of the program it is recommended, if possible, that the students not work due to the academic hardships and time commitments of this program. Due to classes, lab courses and clinical hours, students are routinely in the classroom or clinical sites for 30-40 hours per week per semester. Students who are enrolled in practicum clinical courses are responsible for their own transportation to the clinical placement sites which are located throughout the city of El Paso. These practicum clinical courses are considered full time, with students placed in clinical work environments with scheduled operating hours ranging between 7 AM to 6 PM. Family support is important for students to have as well as, childcare plans-if needed- while enrolled in the program. Children are not allowed in any classroom, lab facility or clinical placement environment. A uniform is required for clinical placement in the program, as well as, a classroom/lab uniform and must be purchased at student’s own expense in accordance with course syllabi. Detailed information will be provided by the Program Coordinator. Textbooks and other course materials must be purchased at student’s expense in accordance with course syllabi. Professional behavior is expected of all students on or off campus, according to the *Code of Conduct for the Diagnostic Medical Sonographer*, as well as the El Paso Community College Code of Conduct for all classroom, clinical and other on/off-campus experiences in which the student is representing the program and the college. Graduates are required to successfully pass the National ARDMS and the ARRT(S) licensing exams to qualify for employment. It is the student’s responsibility to pay for all costs associated with the National applications for examinations and licensures.

Bring in this degree plan every time you meet with a counselor for advising and updating.

Expires in 5 years

2019-2020
AAS-DMSO

NAME OF PROGRAM OF STUDY: DIAGNOSTIC MEDICAL SONOGRAPHY

**EXPECTED CERTIFICATE/DEGREE (Total Number of Units):
ASSOCIATE OF APPLIED SCIENCE-65 CREDIT HOURS-FULL TIME**

Student Name _____ ID# _____ VA Student _____

Student Signature _____ Date _____

Counselor Name _____ Counselor Signature _____

❖ **Courses count toward the Advanced Technical Certificate of Completion**

^ **This is a preferred course**

PREREQUISITE SEMESTER

Code	Course Name	Units	Milestones	Policies/structures needed to support student progression	Semester Completed	Grade
ENGL 1301	Expository English Composition	3		Core Curriculum Course Mandatory ranking courses for AAS Degree		
❖PHYS 1301	General Physics I	3		Core Curriculum Course Mandatory ranking courses for AAS Degree		
❖PHYS 1101	General Physics Laboratory I	1		Mandatory ranking courses for AAS Degree		
❖MATH 1314	Precalculus I College	3	Please visit your counselor/advisor to discuss you next semester courses.	Core Curriculum Course Mandatory ranking courses for AAS Degree		
BIOL 2404	Intro to Anatomy & Physiology	4		Mandatory ranking courses for AAS Degree		
Total		14				

FIRST YEAR

SUMMER SESSION ONE

Code	Course Name	Units	Milestones	Policies/structures needed to support student progression	Semester Completed	Grade
❖DMSO 1210	Intro to Sonography	2	Please visit your counselor/advisor to discuss you next semester courses.			
HPRS 1206	Essentials of Medical Terminology	2		Mandatory ranking courses for AAS Degree		

Code	Course Name	Units	Milestones	Policies/structures needed to support student progression	Semester Completed	Grade
Total		4				

FIRST SEMESTER

Code	Course Name	Units	Milestones	Policies/structures needed to support student progression	Semester Completed	Grade
❖DMSO 1260	Clinical-Diagnostic Medical Sonography/ Sonographer & Ultrasound Technician I	2	Please visit your counselor/ advisor to discuss you next semester courses.	Field practicum course; Students perform patient care & sonography exams; 192 clinical contact hours		
❖DMSO 2405	Sonography of Obstetrics/Gynecology	4				
Total		6				

SECOND SEMESTER

Code	Course Name	Units	Milestones	Policies/structures needed to support student progression	Semester Completed	Grade
❖DMSO 1302	Basic Ultrasound Physics	3				
❖DMSO 1441	Abdominopelvic Sonography	4				
❖DMSO 1460	Clinical-Diagnostic Medical Sonography/ Sonographer & Ultrasound Technician II	4	Please visit your counselor/ advisor to discuss you next semester courses.	Field practicum course; Students perform patient care & sonography exams; 384 Clinical contact hours		
Total		11				

SECOND YEAR

SUMMER SESSION TWO

Code	Course Name	Units	Milestones	Policies/structures needed to support student progression	Semester Completed	Grade
❖DSMO 1242	Intermediate Ultrasound Physics	2				
❖DMSO 2266	Practicum (or Field Experience)-Diagnostic Medical Sonography/ Sonographer & Ultrasound Technician I	2	Please visit your counselor/ advisor to discuss you next	Field practicum course; Students perform patient care & sonography exams; 288 Clinical contact hours.		
❖DSVT 1200	Principles of Vascular Technology	2				

Code	Course Name	Units	Milestones	Policies/structures needed to support student progression	Semester Completed	Grade
PSYC 2301	Introduction to Psychology	3	semester courses.	Core Curriculum Course		
Total		9				

THIRD SEMESTER

Code	Course Name	Units	Milestones	Policies/structures needed to support student progression	Semester Completed	Grade
◆DMSO 1355	Sonographic Pathophysiology	3				
◆DMSO 2351	Doppler Physics	3				
◆DMSO 2353	Sonography of Superficial Structures	3	Please visit your counselor/ advisor to discuss you next semester courses.	Field practicum course; Students perform patient care & sonography exams; 384 Clinical contact hours.		
◆DMSO 2367	Practicum (or Field Experience)- Diagnostic Medical Sonography/Sonographer & Ultrasound Technician II	3				
Total		12				

FOURTH SEMESTER

Code	Course Name	Units	Milestones	Policies/structures needed to support student progression	Semester Completed	Grade
◆DMSO 2345	Advanced Sonography Practices	3				
◆DMSO 2366	Practicum (or Field Experience)-Diagnostic Medical Sonography/ Sonographer & Ultrasound Technician III	3	Completion of the Associate of Applied Science degree in Diagnostic Medical Sonography.	Field practicum course; Students perform patient care & sonography exams; 480 Clinical contact hours.		
PHIL 2306	Ethics	3			Core Curriculum Course	
Total		9				

TRANSFER PATHS AND REQUIREMENTS: Graduates may transfer to a university to complete a Bachelor of Science in DMS or Allied Health. Some colleges may provide an alternative track for individuals who already have an AAS Degree in Diagnostic Medical Sonography seeking a Bachelor of Science in various majors. These programs typically have specialized admissions requirements which vary depending upon the college and program you select. Most of your core curriculum and academic courses should transfer. DMSO courses may not transfer, however, depending upon the program requirements. Continuing your education towards another health career program may require that additional core curriculum requirements be completed, depending upon the program and college of your choice. Please contact the specified DMS counselor for additional information of your chosen program and college or any other questions you may have.

Diagnostic Medical Sonography

Course Descriptions

2025-2026

DMSO 1210	Introduction to Sonography	Credits 2
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An introduction to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession. A grade of "C" or better is required in this course to take the next course. (2:1). Lab fee. *Diagnostic Medical Sonography Discipline. W*

DMSO 1242	Intermediate Ultrasound Physics	Credits 2
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Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. May introduce methods of Doppler flow analysis. A grade of "C" or better is required in this course to take the next course. Prerequisite: DMSO 1302. (2:1). Lab fee. Physics Mock Exam fee. *Diagnostic Medical Sonography Discipline. W*

DMSO 1260	Clinical-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I	Credits 2
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A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A grade of "C" or better is required in this course to take the next course. (0:12). Professional Practice Insurance required. *Diagnostic Medical Sonography Discipline. W*

DMSO 1302	Basic Ultrasound Physics	Credits 3
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Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams. A grade of "C" or better is required in this course to take the next course. (3:1). Lab fee. *Diagnostic Medical Sonography Discipline. W*

DMSO 1355	Sonographic Pathophysiology	Credits 3
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Pathology and pathophysiology of the abdominal structures visualized with ultrasound. Includes abdomen and pelvis. A grade of "C" or better is required in this course to take the next course. Prerequisites: DMSO 1441 and DMSO 2405 and DSVT 1200. (3:0). *Diagnostic Medical Sonography Discipline. W*

DMSO 1441	Abdominopelvic Sonography	Credits 4
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Normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols. A grade of "C" or better is required in this course to take the next course. Prerequisite: DMSO 2405. (4:1). Lab fee. ABD Mock Exam fee. *Diagnostic Medical Sonography Discipline. W*

DMSO 1460	Clinical-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician II	Credits 4
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A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A grade of "C" or better is required in this course to take the next course. Prerequisite: DMSO 1260. (0:24). Professional Practice Insurance required. *Diagnostic Medical Sonography Discipline. W*

DMSO 2266	Practicum-(or Field Experience)-Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician I	Credits 2
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Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A grade of "C" or better is required in this course to take the next course. Prerequisite: DMSO 1460. Corequisite: DSVT 1200. (0:18). Professional Practice Insurance required. *Diagnostic Medical Sonography Discipline. W*

DMSO 2345	Advanced Sonography Practices	Credits 3
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Exploration of advanced sonographic procedures and emerging ultrasound applications. A grade of "C" or better is required in this course to take the next course. Prerequisites: DSVT 1200 and DMSO 1355 and DMSO 2353. (3:0). *Diagnostic Medical Sonography Discipline. W*

DMSO 2351	Doppler Physics	Credits 3
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Doppler and hemodynamic principles relating to arterial and venous imaging and testing. A grade of "C" or better is required in this course to take the next course. Prerequisite: DMSO 1242. (3:1). Lab fee. *Diagnostic Medical Sonography Discipline. W*

Continued
 Diagnostic Medical Sonography
 Course Descriptions
 2025-2026

DMSO 2353	Sonography of Superficial Structures	Credits 3
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Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. A grade of "C" or better is required in this course to take the next course. **Prerequisites: DSVT 1200 and DMSO 1441. (3:1). Diagnostic Medical Sonography Discipline. W**

DMSO 2366	Practicum-(or Field Experience)-Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician III	Credits 3
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Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A grade of "C" or better is required in this course to take the next course. **Prerequisite: DMSO 2367. (0:30). Professional Practice Insurance required. Diagnostic Medical Sonography Discipline. W**

DMSO 2367	Practicum-(or Field Experience)-Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician II	Credits 3
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Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A grade of "C" or better is required in this course to take the next course. **Prerequisite: DMSO 2266. (0:24). Professional Practice Insurance required. Diagnostic Medical Sonography Discipline. W**

DMSO 2405	Sonography of Obstetrics/Gynecology	Credits 4
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Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols as well as fetal abnormalities. A grade of "C" or better is required in this course to take the next course. **Prerequisite: DMSO 1210. (4:1). Lab fee. OB/GYN Mock Exam fee. Diagnostic Medical Sonography Discipline. W**

APPENDIX B

GUIDELINES FOR PATIENT and STUDENT SAFETY Diagnostic Medical Sonography Program

Students are required to close all external doors to hallways or waiting rooms during sonographic examinations:

Contrast Studies

Before any contrast study is undertaken, students will verify doctor's orders in the patient's chart.

Students will not be responsible for obtaining the patient's signature on consent forms or the witnessing of the signature. These are legal documents and the students will not be held responsible.

For examinations requiring informed consent documents student will not be responsible for discussing possible risks or outcomes to the patient for that procedure. This is the physician's responsibility.

Students are never to leave a patient unattended. Do not put students in situations where they may be forced to leave a patient unattended.

Trauma Cases

Students will not remove cervical collars on trauma patients.

Students will not remove patient from the backboard until approved by a radiologist or other physician.

Student will not handle major trauma cases unsupervised.

Portables

Students will not perform portable examinations without supervision.

Standard Precautions

Students are required to practice standard precautions and to maintain the integrity of the patient's isolation for both patient, staff and student safety.

Miscellaneous

Students will not be ordered to perform functions beyond their level of training.

All students must be informed of emergency procedures utilized in the hospital for “code” situations.

Students must lock wheelchairs and stretchers when assisting patients.

Students will be supervised when dealing with patients with special considerations (i.e.: children, infants, unconscious patients, and major trauma patients) and will not leave these patients in a room unattended.

Male students should not be left in a room alone with a female patient with all the doors closed. If the examination requires all doors to be closed, a female sonographer will also be in attendance.

The ultimate responsibility for image quality lies with the sonographer and not with the student.

The final responsibility for the sonographic examination in its entirety lies with the sonographer. Although students may be performing at Stage IV (Independent Performance) they are not staff sonographers.

APPENDIX C

CLINICAL AFFILIATION DRESS CODE

The image each El Paso Community College student creates is of great value and could be the only lasting impression received by a patient, family, or visitors. It is vital that all students are professional, well groomed, and conservatively dressed at all times.

The program uniform must be worn when the student is in attendance at the clinical affiliate, on a special rotation, or as a representative of the college outside of regular clinical duties.

The uniform must be clean and pressed at all times. Underwear foundations must be worn.

I. Uniform Guidelines

- A. The information concerning uniforms for Diagnostic Medical Sonography Program students will be discussed prior to the first clinical course.
- B. Each student will be required to purchase two uniforms for use in the clinic.
- C. The EPCC school patch must be sewn on the upper left sleeve of each uniform top. These may be purchased at the Rio Grande Bookstore.
- D. An EPCC name tag must be worn on the uniform at all times.
- E. The uniform should fit loosely enough to allow adequate movement. The pants must not be too large or small and the waist of the pant must be at the natural waist.

II. Shoes and Hose

- A. Clean, white, low-heel duty shoes must be worn. Tennis shoes may be worn in lieu of duty shoes provided they are all white or black and clean. Logos or colored shoe laces are not permitted.
- B. Wedges, clogs, or sandals are prohibited.
- C. Stockings/white socks must be worn at all times.
- D. No footlets will be allowed.

III. Personal Hygiene

Poor personal hygiene can cause an unpleasant environment, therefore, it is recommended that students develop good personal hygiene habits before dealing with patients. Problems with other students personal hygiene should be reported in writing to the Clinical Coordinator.

A. **Teeth**

1. Avoid highly seasoned foods, alcohol, and smoking before dealing with patients.
2. Establish good dental habits.

B. **Shower and use a deodorant daily.**

C. **Hair**

1. Hair should be neat and clean. Long hair (male or female) will be restrained in some manner to avoid falling into a patient's face. Hair longer than shoulder length must be pulled back.
2. Beards and mustaches are not permitted.

D. **Nails**

1. Nails will be kept short, clean, and rounded for safety
2. Colored nail polish is not permitted while in uniform, nail polish harbor bacteria.
3. Hand washing is very effective in reducing the transfer of bacteria from patient to patient and also in removing offensive odors from the hands.

E. **Jewelry**

1. Wedding rings, watches, and stud earrings are the only jewelry permitted while on duty.
2. Jewelry can harbor bacteria and be dangerous when jerked off by an uncontrollable patient.

F. **Cosmetics**

1. Cosmetics may be used in moderation.
2. Highly scented colognes, perfumes, and shaving lotions are not to be used as they may be offensive to patients or cause an allergic reaction.

G. Smoking

1. No smoking is allowed in the clinical sites except in designated areas.
2. Chewing tobacco is prohibited.

H. Chewing Gum

Chewing gum is not allowed in the clinical sites.

Compliance:

Students who are not in compliance with the above will be sent home to make the appropriate changes. Repeated instances of non-compliance will result in removal from the clinic and a written counseling form will be placed in the students file.

Determination of Compliance:

Determination of compliance of the above will be at the DMSO Program Instructors' or Clinical Instructors' discretion.

APPENDIX D

El Paso Community College Procedure

Instructional And Student Affairs

(CPR) _____

Initiated:

MEMORANDUM

TO: El Paso Community College Staff

FROM:

SUBJECT: Progression Within Allied Health/Nursing Programs

Title of Procedure:

Progression Within Allied Health/Nursing Programs.

Objective of Procedure:

Because of the competencies required for success in specialized courses students enrolled in Allied Health/Nursing programs are required to complete the program in the sequence indicated in the College catalog.

Procedure Statement:

1. Each semester's courses have specific prerequisites listed in the course description. These course descriptions are to be reviewed annually, by April 1, by Division Chairs to determine their accuracy.
2. Before enrolling in any course, the student must successfully complete the required prerequisite courses. A student may complete the prerequisite by regular enrollment, by challenge, or by transfer credit.
3. Successful completion of courses in the required curriculum with a MEDI or Program prefix is a grade of "C" or better.
4. **Students who do not successfully complete the prerequisite courses will be required to exit the program.** Nonprogression will be confirmed by the Program Coordinator and a "Notification of Academic Non-Progression" grade will be sent to the student via EPCC web, A copy of the "Notification of Academic Non-Progression" grade will be forwarded to the Registrar via EPCC web.

5. Non-progressing students who intend to continue in the program at a later date must apply for re-admission via the Re-admission Procedure.
6. Students who do not meet the prerequisites for progression may continue to enroll in non-major courses while in the process of applying for re-admission. Students are encouraged to contact an Allied Health/Nursing Counselor and/or Faculty Advisor to plan their program of study to qualify for re-entry.

Policy(ies) Providing Authority:

None

Responsibility for Implementation:

Program Coordinators

Division chairs for Allied Health/Nursing

APPENDIX D-1

RETENTION & PROGRESSION WITHIN HEALTH OCCUPATION PROGRAMS

Because of the competencies required for success in specialized courses, students enrolled in Health occupation Program. are required to meet course prerequisites and to complete the program in the sequence indicated in the College Catalog. Students will not be admitted into Health occupation program. until they have successfully completed prerequisite courses. Please refer to the current college catalog for this information. Students who do not successfully complete the prerequisite courses will be required to exit the program. Non-progressing students who intend to continue in the program at a later date must apply for re-admission via the procedure, "Student Re-admission to Health occupation Programs."

Students who do not meet the prerequisite for progression may continue to enroll in non-major courses while in the process of applying for re-admission.

Students enrolled in the following programs are required to have a grade of "C" or better in all specialized courses. The term "specialized" refers to all courses carrying the course prefix of the program in which the student is majoring. The programs to which this grade restriction applies. are listed below:

Dental Assisting,
Dental Hygiene,
(Diagnostic) Medical Sonography,
Emergency Medical Technology,
Medical Laboratory Technician,
Medical Records Technology.
Nursing
*Physical Therapist Assistant,
Radiologic Technology,
Surgical Technology

Students are encouraged to contact a Health Occupation counselor and/or Faculty Advisor to plan their program of study to qualify for re-entry.

* In order to be eligible for Licensure a student must earn a "C. or better in all courses in the program.

APPENDIX D-2

STUDENT RE-ENTRY INTO A HEALTH CAREER PROGRAM

The college provides a procedure (7.02.01.34 refer to pages 127-132) for readmission to the Health Careers Programs for students whose program of study has been interrupted.

When a student fails to maintain satisfactory progress in a Health Careers Program, or fails to register for the next semester courses, it is the student's responsibility to initiate a "Student Readmission Form." This form is available at the Health Division Office or the Rio Grande Counseling Office.

As a component of readmission, the student must forward an application or a letter of intent for readmission to the Program Coordinator. This letter is to include a statement of intent with desired date of readmission, and documentation by the student that conditions for readmission have been met.

If you have any questions about the readmission process, check with your Program Coordinator. Program Coordinator(s) will review the readmission applications each semester and will prioritize the requests according to the following criteria:

1. Withdrawal for a documented acute illness or pregnancy.
2. Withdrawal for personal reasons.
3. Withdrawal due to failure of a support course.
4. Low or poor performance in major courses.
5. Failure of a major program course.

A student will be assigned a seat in the appropriate course on a space available basis and will be notified of this in writing by the Dean for Health Careers and Technical Education, Math & Science Division.

Students must follow the catalog degree plan of the class to which they are re-admitted. Upon readmission, the student must meet with the counselor to initiate a revised degree plan.

The Rio Grande counselors are available to assist the student with the readmission process.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

FB-11 Student Re-entry into a Health Career Program

APPROVED: December 6, 2013
Year of last review: 2021

REVISED:

AUTHORIZING BOARD POLICY: FB

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean of Health, Career and Technical Education, Math and Science

OBJECTIVE: To provide a system for re-entry into a health career program of a student whose program of study has been interrupted. **NOTE:** This procedure applies to students enrolled in an allied health program only. Nursing students should refer to College Procedure FB-10 *Student Re-entry into the Nursing Program*.

PROCEDURE:

I. General Provisions

A. Definitions

1. Re-entry--the process by which a student who has failed or withdrawn from a health career course can continue in the program.
2. Re-entry student--a student requesting to continue in the health career program who was previously accepted and either failed a course or withdrew from a course.
3. Student on probation--a student who is not progressing within the degree plan due to a variety of reasons and has been placed on Probation in accordance with Procedure EGA-7 *Scholastic Standards and Academic Progress*.

B. Re-entry Guidelines for Health Career Programs. NOTE: This procedure applies to students enrolled in an allied health program only. Nursing students should refer to College Procedure FB-10 *Student Re-entry into the Nursing Program*.

All five of the following statements apply to all re-entry students. (Entry/Re-entry is on a space available basis.)

1. Students may be allowed re-entry into the health career program for a total of one time unless there are documented extenuating factors.
2. Specific procedures to follow, based on when the failure occurs, if the student's re-entry request is due to course failure.
 - a. Failure or withdrawal in first semester

Students who fail or withdraw from the first semester courses in the health career program must be re-ranked through the Specialized Admissions Process and must meet current admission requirements.
 - b. First failure of any theory or clinical course

At the time of the first failure in a theory or clinical course, students may be granted re-entry without remediation requirements based on space availability.

***Note: The word “faculty” denotes instructors, counselors and librarians.**

- c. Second failure in a theory or clinical course

At the time of the second failure in a theory or clinical course, the student will not be granted re-entry into the healthcare program.

- 3. Students who fail a course due to documented, unsafe clinical practice will not be readmitted into the program.
- 4. Requests for re-entry must be in writing.
 - a. The letter should be submitted to the program coordinator and the appropriate Dean.
 - b. The letter must include a date and signature, the preferred date of re-entry and the course requested, student's identification number, current phone number(s) and, if appropriate, documentation that any recommendations have been met.
 - c. Requests for a second re-entry must have documentation of any exceptional circumstances that would justify the additional re-entry request (e.g. illness, deployment, etc.).
- 5. Re-entry is based on space availability in the requested program/course.

II. Process for Re-entry into a Health Career Program. NOTE: This procedure applies to students enrolled in an allied health program only. Nursing students should refer to College Procedure FB-10 *Student Re-entry into the Nursing Program*.

The process provides a system for entry or re-entry into a healthcare program for students that are defined as re-entry, non-traditional credit, foreign, transfer, or transferring program students.

The process will apply to re-entry of all generic students that enter the program via College Procedure FB-7 *Specialized Admission Requirements for Programs in Health Careers or Nursing*. Students seeking re-entry into a health career program must follow this procedure. All students seeking entry/re-entry into a nursing program must follow College Procedure FB-10 *Student Re-entry into the Nursing Program*. Students must also comply with College Procedure EGA-7 *Scholastic Standards and Academic Progress*.

A. Definitions

- 1. Types of students eligible to seek placement into the health career program:
 - a. Students on probation
 - b. Students seeking re-entry after a break in attendance
 - c. Students requesting non-traditional credit
 - d. Foreign graduates who need course work prior to licensure eligibility
- 2. Withdrawal from a health career program
 - a. A student will be administratively withdrawn from the program if the student:
 - 1) Does not maintain an overall G.P.A. of 2.00 or higher, based on program guidelines
 - 2) Does not receive a grade of "C" in any specialized course or co-requisite course
 - 3) Does not register for courses the following minimester or semester
 - 4) Demonstrates lack of course progression based on faculty counseling form recommendations
 - 5) Positive substance abuse tests (one year required for re-entry)

The student in the above situation(s) may request re-entry according to guidelines in this procedure.
 - b. The student may be withdrawn permanently from the healthcare program, with no readmission/re-entry allowed, for:
 - 1) Documented incidents of unsafe practice as defined in the student clinical manual or course syllabus
 - 2) Academic dishonesty

- 3) Administrative drops due to disciplinary actions, and/or certain results from background checks (e.g. felony convictions, Federal OIG status, etc.)
 - c. A student withdrawal from a course due to personal illness, family illness or problems, financial concerns or other reasons not related to classroom performance is eligible for re-entry on space available basis upon resolution of the personal situation.
- B. Re-entry into the healthcare program following withdrawal
1. Re-entry pertains to students re-entering the healthcare program after successful completion of at least one program-specific course.
 2. Re-entry does not apply to a student who has been:
 - a. Withdrawn from the program for a documented incident of unsafe practice.
 - b. Withdrawn from the program for academic dishonesty.
 - c. Out of the program for three (3) years or more.
 3. A student withdrawn from a program for unsafe practice or for academic dishonesty may not be allowed to re-enter the program regardless of the number of courses in the degree plan remaining to be completed.
 4. A student who has been out of the program for three (3) years or more will be required to reapply as a beginning student which will require that the student be re-ranked and adhere to the specialized admission criteria. The Program Coordinator, Counselor, and Dean will review the course history to determine which, if any, courses remain valid in the degree plan upon acceptance to the program. To assist the student in fulfilling this responsibility, the student must consult with an Academic Counselor upon acceptance into the program to identify course requirements prior to each registration period.
- C. Application Process and Criteria for Re-entry
1. Students must submit a letter requesting re-entry to the specific program coordinator. The letter must contain:
 - * A date and signature
 - * The preferred date of re-entry
 - * The course requested
 - * Student's identification number
 - * Current phone number(s)
 - * Students MUST provide documentation that the recommendations have been met or that person/family illnesses or situations have been resolved.
 2. Students must adhere to the healthcare degree plan as specified in the EPCC College *Catalog* for the semester/year that entry/re-entry is sought. If the degree plan is different from the original one under which the student was admitted or if it comes from another institution, it is the student's responsibility to meet the new degree plan requirements, and other requirements, as outlined in the most current program information guide. The student must initiate a revised degree plan with a counselor. It is the student's responsibility to seek evaluation of credits and provide all the transcripts and documents needed to evaluate any prior educational experience. If it is necessary for the student to initiate a new degree plan, this must be done through an Allied Health Counselor, and the student must have that degree plan on record with the Admissions and Registrar's Office.
 3. After ascertaining that the applicants are qualified, and have completed requirements, if applicable, the program coordinator will rank students within each category by program specific procedures. Students reentering the program will be notified by telephone or in person when a space is available. Mail notification will be sent as needed. Students' entry will be considered based upon completion of prerequisites and space availability.

D. Ranking for re-entry into the health career programs

1. Ranking priorities for re-entry into the health career programs will be based on:
 - a. Space availability in the course/program, including clinical site availability.
 - b. Student's entry will be based on the completion of the prerequisites for the program/course, GPA, and on whether the students are in good standing with the College.
 - c. Ranking for re-entry will be based on the student's reasons for leaving the program/course, GPA, and conditions specified for re-entry, as identified by the program procedures.
 - d. The following guidelines are used to determine an applicant's placement for available openings within the program or specific courses:
 - 1) CATEGORY A-I

Student exited in good standing because of documented illness or pregnancy, other documented reasons and/or extenuating circumstances that impacted success.
 - 2) CATEGORY A-II
 - a) Nontraditional Credit applicant who was passing with a minimum grade of "C" in courses when leaving his/her former program. An adjusted GPA will be used for advanced placement/transfer students.
 - b) A non-progressing student that left the program for an extended period of time, but fewer than three (3) years, with no previous course failures. A student may have recommendations/requirements prior to re-entry.
 - c) Student that has successfully challenged a healthcare course(s) by Proficiency Exam and has had no course failures prior to the challenge.
 - d) Foreign graduates requiring courses specified by the licensing or certifying agencies.
 - 3) CATEGORY B-I
 - a) Readmission, advanced placement/transfer, and foreign graduates who have failed a healthcare course in a healthcare program.
 - b) Student who has entered the healthcare program from category A and then failed a healthcare course.
 - 4) CATEGORY B-II

Nontraditional credit applicants who have failed the last healthcare course which they were enrolled in before leaving his/her former program (transfer failing student).

E. Appeals Process

1. The student may appeal any requirements/recommendations of the Program Coordinator or any denials or delays in re-entry. If there is not a satisfactory resolution, then they may appeal to the Dean for Health Careers.
 - a. Appeals regarding the terms of the requirements given by the Program Coordinator must be made in writing to the Dean within 30 days of the receipt requirements for entry/re-entry.
 - b. Appeals regarding the denial, delay or re-entry must be made in writing to the Program Coordinator within 30 days of the notification. If a satisfactory conclusion is not reached, the student can appeal to the Dean for Health Careers within 15 days of the receipt of the notification.
 - c. Appeals regarding the decision of the Dean must be made in writing to the Vice President of Instruction, within 14 days of receipt of the Dean's decision. The Vice President of Instruction, upon review of all documentation, will either affirm or reverse the decision of the Dean. The decision of the Vice President of Instruction will be final.

APPENDIX D-3

STUDENT DISMISSAL FROM CLINICAL FACILITIES

Each student is a guest of the Clinical Facility and is expected to conduct himself/herself in a professional manner. A student in any program may be dismissed from the Clinical Facility by the clinical coordinator and/or program-coordinator for the following reasons:

1. Conduct that affects the student's performance while in the affiliate or compromises the patient's safety. For example:
 - a. Alcohol consumption
 - b. Use or Abuse of Drugs
 - c. Abusive language to patients, instructors, doctors, etc.
2. Failure to meet course objectives
 - a. Inability to function in the clinical setting
 - b. Consistently poor clinical grades (evaluations)
3. Excessive absenteeism
4. Ethical standards violation such as falsifying records.
5. Unsafe clinical practice which places a patient in jeopardy.

In addition, clinical affiliates may request removal of a student from their agency for cause. Each student has the responsibility for attending class and pursuing the objectives of the course(s) for which he or she is officially enrolled. The instructor for each course will give the student a course syllabus that contains course objectives, attendance requirements, and grading criteria. Students who have not attended at least one (1) class session through the census date for the semester/session will be dropped and may not be reinstated.

CRITERIA FOR UNSAFE CLINICAL PRACTICE

Students in a Health Career Program are assigned responsibilities for patient care at various clinical sites in the community, patient's home, on-campus clinical situations, etc. Each clinical course specifies the standards for successful completion of the course and the course requirements. There may, however, be situations where the student places a patient in physical or emotional jeopardy. In the case of a student who performs in an unsafe manner, the student may either be dismissed from that day's clinical with an unexcused absence or recommended for removal from the course with a failing grade, depending upon the circumstance of the situation. A failure in the course will cause the student to be dropped from the program and the student must complete the procedure for readmission to be considered for readmission into the program. In all instances of unsafe clinical practice, verbal and written counseling will be initiated by the instructor. The counseling form(s) and recommendations will be maintained in the student records throughout their enrollment in a Health Career Programs.

Students are legally responsible for their own acts, commission and omission. Instructors are responsible for their students in the clinical setting. The clinical site is responsible for the patient, and we are guests in their institution. It is therefore, necessary for the student and the Health Career's faculty to conscientiously evaluate unsafe behavior. Documented violation of one of these may result in disciplinary action.

The following situations are categories of unsafe practice. Each discipline will provide specific examples of physical or emotional jeopardy:

Physical Jeopardy

- ☞ Violates or threatens the patient's physical safety.
- ☞ Violates or threatens the microbiological safety of the patient.
- ☞ Violates or threatens the chemical safety of the patient.
- ☞ Violates or threatens the thermal safety of the patient.
- ☞ Violates previously mastered principles, learning, & objectives in carrying out patient care and/or delegated medical functions.
- ☞ Assumes inappropriate independence in action or decisions.
- ☞ Fails to recognize own limitations, incompetence, and/or legal responsibilities.
- ☞ Fails to accept moral and legal responsibility for his/her own actions thereby violating professional integrity.

Emotional Jeopardy

- ☞ Violates or threatens the psychological safety of the patient.
- ☞ Violates Confidentiality.
- ☞ Violates the Rights of the Patient.

- ☞ Impugns the orders of a physician to a patient.
- ☞ Discusses diagnostic information with the patient against the physician's orders.
- ☞ Discusses alarming outcomes of the disease or injury prognosis with the patient without the permission of the physician.

The student will be held responsible for treating patients safely at **all times and preventing situations of physical or emotional jeopardy.**

Students, who have failed a course due to documented incidents of unsafe practice, may not be considered for readmission regardless of the level of the course. This statement is to be included in the course syllabus of every clinical course.

APPENDIX D-4

GRIEVANCE PROCEDURE

When a student has a grievance, it is appropriate for the student to follow the Chain of Command to resolve the problem. In the Health Occupations Division, the Chain of Command is as follows.

1. Contact the instructor involved in a grievance, if unsatisfied without, contact
2. Coordinator of the course/program in which the grievance is registered, if unsatisfied with the outcome, contact
3. Division Chair of Health Occupations (for students in all other Health Occupation Programs), if unsatisfied with the outcome, contact
4. Executive Dean, Rio Grande Campus, if unsatisfied with the outcome, contact
5. Associate Vice President, Student Services, if unsatisfied with the outcome, contact
6. The President of the College, if unsatisfied with the outcome, contact
7. Board of Trustee Member

APPENDIX D-5

Division Chair/Counselor/Instructor Information

Dr. Souraya Hajjar
CHES, CHCO, MPH, ED.D.
Dean CTE (Math & Science)
(915) 831-4030

Laura Molina
Counselor
(915) 831-4608

Omar Armenta
AAS. ARDMS (AB) RVT
Instructor

Nora Balderas
B.S., R.T. (R) ARDMS (AB), OB/GYN
Coordinator/Diagnostic Medical Sonography
Program
(915) 831-4141

Kelly Banister
AAS, ARDMS
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Eloy Tinajero
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Clinical Instructor/
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(915) 831-4141 LAB
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Mary Perez
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Delmarie Colmenero
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Marina Dominguez
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(915) 831-4141 LAB
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APPENDIX E

CLINICAL ORIENTATION TO AREA HOSPITALS

Student Requirements

All Diagnostic Medical Sonography Program students will attend a general hospital orientation on-line session prior to attendance at a clinical site. It is required by all the area hospitals that each student attend this session once a year. Students not completing on-line session will be dropped from the clinical course.

Students may be required to attend an additional orientation for their specific hospital sites.

To ensure the retention of the material presented at the online EPCC City wide orientation, a comprehensive exam will be administered at the end of the Presentation.

APPENDIX E-1
Behavioral Objectives
for
Clinical Performance Evaluation
Criteria for Performance Evaluation

⇒ **Patient Sonographer Relationship**

For each sonographic examination, the student sonographer will:

1. Practice medical asepsis and infection control procedures.
2. Follow isolation techniques when indicated.
3. Identify the sonographic procedures to be performed.
4. Select the chart and verify the patient's orders.
5. Select the patient and verify the patient's identification.
6. Explain the procedure to the patient in a manner which can be easily understood.
7. Assist the patient in undressing (when necessary) and insure that the patient is attired properly for the specific examination to be performed, (ie: hospital gowns (if necessary)).
8. Protect the patient's privacy and the confidentiality of his/her medical records.
9. Place a clean sheet on the sonographic table.
10. Transfer the patient onto the sonographic table (when applicable) using proper body mechanics.
11. Encourage and maintain communication with the patient.
12. Protect and maintain the integrity of the patient's catheters, tubes, etc.
13. Demonstrate professionalism in terms of hygiene standards, dress (to include EPCC patches and name tags) and conduct with the patient, instructors, peers, and physicians.

⇒ **Positioning Skills**

For each sonographic examination, the student sonographer will:

1. Instruct the patient on proper breathing techniques when necessary and proper moving techniques.
2. Position the patient correctly on the table.

⇒ **Equipment Manipulation**

For each sonographic examination, the student sonographer will:

1. Utilize the appropriate transducer and technical factors.
2. Identify and properly engage machine locks
3. Center the image as appropriate
4. Angle/rotate the monitor as necessary
5. Prepare sterile trays
6. Use proper ergonomic scanning protocol.

⇒ **Evidence of Sonographic Protection/Safety**

For each sonographic examination, the student sonographer will:

Appropriate use bed side rails, wheelchairs, other safety equipment
Use proper protection of patients which prevents falls, lacerations, new or further injury.
Perform pre-procedure safety checks of equipment, invasive devices and patient status.

⇒ **Proper Alignment**

The finished sonogram will:

1. Demonstrate the area of interest correctly positioned
2. Demonstrate correct alignment and centering of the area of interest

⇒ **Technique**

The finished sonogram will:

1. Display a proper balance of contrast and density appropriate to the area of interest
2. Be free of motion or unsharpness

⇒ **Image Identification**

The finished sonogram will:

Have the patient's name, MR number, and current date on it

Abdominal Protocol txt

Abdominal protocol - - -

Pancreas

- Trv – include as much as possible uncinated, neck, tail, head & body
- Trv – pancreas body and neck include splenic vein
- Trv – measure head, body, and tail
- Sag – head

Aorta

- Sag Prox
- Sag Mid
- Sag Dst

(measure at all)

- Trv Prox – inferior to diaphragm
- Trv Mid – at the level of renal arts
- Trv Dst – superior to bifurcation

(Measure at all)

Ivc

- Sag prox showing dst to mid ivc

Liver (left, right, caudate, quadrate lobes)

-appearance, homogenous, mid gray (medium-level echoes)

Left lobe

- Sag – lateral left lobe
- Sag – include aorta
- Sag – include pancreas head
- Sag – diaphragm and caudate lobe

Right Lobe

- Sag – include the IVC passing through liver
- Sag – include main lobar fissure
- Sag – include gallbladder
- Sag – include pv
- Sag – include Rt kidney (measure length)

Left Lobe

- Trv – lateral superior margin
- Trv – lateral inferior margin
- Trv – include ligamentum teres

Right Lobe

- Trv – include hepatic veins
- Trv – include right and left branches of portal vein
- Trv – lateral lobe/include dome of liver adjament to pleural space
- Trv – of right lateral lobe/include rt kidney

Gallbladder

Sag – fundus and body (measure length) 3-4 images

Sag – neck

Trv – fundus, neck, neck 3-4 images

Ab wall – true trv view

Decubitus position – Repeat to view mobility of debris/sludge/stones

Common Bile Duct (measurement of duct is at the widest part of the common bile duct)

Trv – anterior to hepatic art/pv

Show with and without color

Portal vein –

Trv – measure anterior to posterior largest lumen within liver

Show with and without color

Intercostal view – color doppler

Measure Doppler peak systolic velocity

Right and Left Kidneys

-Measuring in long axis from superior to inferior pole
height measuring mid pole to pelvis

Sag – panning from anterior to posterior (4-5 images)

Trv – panning from superior to inferior poles (4-5 images)

Measuring trv from anterior to posterior

Spleen – Long axis image of spleen

Sag – measure length and width

Trv – measure height

Sag – image to compare spleen/left kidney

APPENDIX E-3
ABDOMINAL FINAL CLINICAL ASSESSMENT
TEST OUT

Discipline DMSO Semester II, III Date _____ Purpose of rubric: Final Semester Assessment

Instructions for using this rubric: Complete abdominal ultrasound exam . 30 minutes time limit.

Outcome or Criteria to be Assessed	Good anatomy demonstration and organization. Good technical factors. Pathology identified correctly	Disorganized anatomy but complete. Suboptimal technical factors. Pathology not properly demonstrated	Missing anatomy/incomplete study. Incorrect technical factors. Pathology not visualized	Incorrectly identified anatomy. Images not clear due to bad technical factors. Missed pathology	Incorrectly identified anatomy and missing portions of organ structures	Structure not identified No images taken	Total
Pancreas Max 10 pts	10	8	6	4	2	0	
Aorta Max 5 pts	5	4	3	2	1	0	
Liver Max 25 pts	25	20	15	10	5	0	
Common Bile Duct Max 10 pts	10	8	6	4	2	0	
GB Max 15 pts	15	12	9	6	3	0	
Rt Kidney Max 10 pts	10	8	6	4	2	0	
Lt Kidney Max 10 pts	10	8	6	4	2	0	
Spleen Max 5 pts	5	4	3	2	1	0	
Technical Findings Max 10 pts	10	8	6	4	2	0	

COMMENTS _____

EVALUATING INSTRUCTOR SIGNATURE _____

STUDENT SIGNATURE _____

GRADE _____

**DIAGNOSTIC ULTRASOUND
PROGRAM
EL PASO COMMUNITY COLLEGE**

**INSTRUCTOR EVALUATION
OF CLINICAL PERFORMANCE**

STUDENT

1 <i>WORK HABITS COMMUNICATION SKILLS</i>	Follows 7 Directions Gives Medical Instructions and Work Satisfactorily	Very Accurate, 8 Resourceful: Efficient and Gives Clear Medical Directions	0 Ignores Directions	Steady, 9 Conscientious Worker with Good Interdepartment Communications	Follows 3 Some Directions, Unclear Technical Data Works Inefficiently
2 <i>SAFETY HABITS</i>	5 Fair: Needs Improvement	0 Sloppy and Hazardous	10 Neat Conscientious and Careful	9 Meets required Safety Standards	7 Generally works Safely
3 <i>WORK AREA NEATNESS</i>	3 Adequate	1 Forgetful and Unconscientiously	0 Very Sloppy and Inconsiderate	5 Thorough	6 Takes pride in Overall Appearance Of Facilities
4 <i>WORK AREA ATTENDANCE</i>	2 Often Not in Work Area	6 Always in Assigned Work Area	5 Seldom Leaves Work Area	4 Generally in Work area	0 Makes Excuses to Leave Work Area
5 <i>SELF-ESTEEM</i>	4 Positive Self-Image	1 No Self- Confidence	3 Balanced Attitude	0 Overconfident	5 Self-Confident and Secure
6 <i>RESPONSIBILITY</i>	0 Unprepared for Responsibilities Undertaken	9 Always Assumes Responsibility	7 Usually Responsible	10 Conscientious	3 Irresponsible
7 <i>MOTIVATION</i>	0 Apathetic	4 Motivated Sporadically	10 Highly Involved and Motivated	9 Interested in Excelling	8 Generally Motivated
8 <i>INITIATIVE</i>	7 Seeks and Recognizes Work To Be Done	4 Does only Assigned Work	2 Needs Occasional Prodding	6 Occasionally Seeks Extra Work	0 Requires Constant Pressure
9 <i>EFFORT</i>	0 "Quitter"	1 Applies Minimal Effort	4 Shows Satisfactory Effort	6 Shows Growing Determination	7 Determined Diligent and Persevering
10 <i>PEER RELATIONS</i>	0 Uncooperative	2 Generally Cooperative	1 Sometimes Hard to Work With	3 Works Very Well With Others	4 Outgoing, Warm, and Cooperative
11 <i>REACTION TO AUTHORITY</i>	6 Exceptionally Cooperative	0 Hostile	2 Indifferent	2 Has Difficulty Accepting Authority	5 Generally Cooperative
12 <i>PERSONAL APPEARANCE</i>	2 Occasionally Does Not Meet Dress Code	5 Takes Pride in Appearance	0 Poor Personal Hygiene	4 Meets Personal Dress Code.	1 Does Not Meet Dress Code
13 <i>PUNCTUALITY & ATTENDANCE</i>	0 Consistently Late or Absent	4 Always Punctual	5 Conscientious of Attendance Responsibilities	3 Seldom Late or Absent	2 Occasionally Late or Absent
14 <i>PROGRESS</i>	9 Very Good	0 Unacceptable	8 Acceptable	10 Exceeds Expectations for This Level	3 Needs Improvement

INSTRUCTOR'S COMMENTS: _____

Student Signature

Instructor Signature

Date

INTERNAL USE ONLY

MINIMUM PROFICIENCIES/COMETENCIES REQUIRED FOR GRADUATION DMS PROGRAM

	PQ1	PQ2	PQ3	PQ4	ADULT		OBSTETRICS				GYN		SUPERFICIAL STRUCTURES						VASCULAR		PEDIATRIC						Total				
					Abdomen	Abdomen	Soft tissue	Adult soft tissue	1 st Tri-mester	1 st Tri-mester	2 nd & 3 rd Trimester	2 nd & 3 rd Trimester	Pelvic	Pelvic	Scrotum	Scrotum	Breast	Breast	Thyroid	Thyroid	Prostate	Prostate	Vascular	Vascular	Abdomen	Abdomen		MSK	MSK	Head	Head
Fall**Semester I Clinical Hrs. = 192	10	10	10	10	15		N/A		1		10		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		26
Spring ** Semester II Clinical Hrs. = 384	0	0	0	0	30		N/A		3		20		2		1		1		1		N/A		N/A		N/A		N/A		N/A	98	
Summer ** Semester III Clinical Hrs. =288	0	0	0	0	15		N/A		2		10		1		1		1		1		N/A		N/A		2		1		1	35	
Fall ** Semester IV Clinical Hrs. = 384	0	0	0	0	30		2		5		20		5		3		3		3		1		5		5		2		3	87	
Spring ** Semester V Clinical Hrs. = 480	0	0	0	0	30		2		5		10		10		5		5		5		2		10		5		2		4	95	
5 Semester * Totals Total Clinical Hrs. 1728	10	10	10	10	120	0	4	0	16	0	70	0	18	0	10	0	10	0	10	0	3	0	15	0	12	0	5	0	8	381	

* MINIMUM PROFICIENCIES/COMPETENCIES REQUIRED FOR GRADUATION

** PROFICIENCIES/COMPETENCIES PER SEMESTER CAN VARY DEPENDING ON CLINICAL ROTATION MODALITIES PERFORMED AT EACH SITE

PQ 1 Professional Qualities Conduct & Behavior

PQ 2 Professional Qualities Interaction Patient/Sonographer

PQ 3 Professional Qualities Safety Patient & Sonographer

PQ 4 Professional Qualities Functions Employee (Student)

APPENDIX: E-5

STUDENT PROFICIENCY CLINICAL

PERFORMANCE EVALUATION FORM

Located: DMSO LAB H-158

Blue Proficiency Organizer

right side wall next to paper shredder

**APPENDIX E-6
EL PASO COMMUNITY COLLEGE
DIAGNOSTIC ULTRASOUND PROGRAM
CLINICAL EVALUATION FORM**

Scoring System

**4 = Excellent
3 = Good
2 = Minimal Compliance
1 = Below Compliance
0 = Not met whatsoever**

Items with scores less than 3 needs to have a comment below. Items defined on back.

1.	Clinical Attendance	0	1	2	3	4
2.	Work Habits	0	1	2	3	4
3.	Motivation	0	1	2	3	4
4.	Responsibility	0	1	2	3	4
5.	Effort	0	1	2	3	4
6.	Personal appearance	0	1	2	3	4
7.	Attitude	0	1	2	3	4
8.	Work Area Neatness	0	1	2	3	4
9.	Equipment Utilization	0	1	2	3	4
10.	Progress	0	1	2	3	4

COMMENTS: _____

Date: _____

Clinical Instructor: _____

Student Signature: _____

EVALUATION ITEM DEFINITIONS

1. **Clinical Attendance:** The student does not have absences and/or tardies for a perfect score. Students missing the allotted absence days in the semester should receive a score of 3.
2. **Work Habits:** Student's ability to follow your directions; carrying out instructions correctly the first time should receive a perfect score.
3. **Motivation:** Student should be asking to scan: assisting with laundry and gel bottles; asking ultrasound questions based on anatomy, scanning path/plane and protocols.
4. **Responsibility:** Student is aware of what needs to be done and assumes responsibility without being told. Base the score of this item on the student's current status within the program (i.e., students preparing for graduation have a better idea of what is required compared to new students).
5. **Effort:** Is the student applying maximum effort/output? Does the student give-up too easily on difficult examinations?
6. **Personal Appearance:** Does the student meet the dress code and does the student appear professional?
7. **Attitude:** Is the student too aggressive? Does the student project a positive attitude in the clinic? Is the student hostile towards patients or department personnel?
8. **Work Area Neatness:** Does the student clean the transducers and throw linen after an examination? Do they prepare the scan room for the next patient?
9. **Equipment Utilization:** Student should be familiar with the usage of TGC, Output, Freeze, Cineloop, focusing and biometric (Obstetric) functions of the system.
10. **Progress:** For a student that has been in the program the length of time this student has, are they at the level of expertise expected.

APPENDIX F

Name: _____

Diagnostic Medical Sonography Time Sheet

This time sheet must be initiated by the Supervising Student Instructor for EACH week of the clinical rotations

Monday	Tuesday	Wednesday	Thursday	Friday	Hospital

Student's Supervisor Signature: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Hospital

Student's Supervisor Signature: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Hospital

Student's Supervisor Signature: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Hospital

Student's Supervisor Signature: _____

**APPENDIX G
MAKE-UP TIME SHEET**

Student _____ Date _____

Time on Duty: From _____ To _____

This time is being made up for time missed on: _____
(Date)

Student Signature: _____

Approved by: _____
Signature: Staff Technologist

This form must be completed in full to receive credit for time missed. Please use one form for each block of time.

Return form to program Coordinator.

APPENDIX H

PROFESSIONAL ETHICS

As a student in a health profession, you will be involved with three types of learning: knowledge, which deals primarily with your intellectual abilities; skills, which deal primarily with the application of concepts to practical situations often requiring the development of physical coordination; and attitudes which reflect how you will react in a given situation. Because much you will be experiencing and learning in your program will be new to you, it may be helpful for you to review some basic guidelines which have been prepared concerning professional ethics and the development of attitudes which are conducive to optimum functioning as a health professional both in the clinical setting and in the classroom.

STANDARDS OF ETHICS FOR HEALTH CARE PROFESSIONALS AND STUDENTS

Each member of a health profession has the ethical obligation to subscribe to the following principles:

To provide health care utilizing the highest level of professional knowledge, judgment, and ability.

To serve all patients without discrimination.

To utilize every opportunity to increase public understanding of health care practices.

To generate public confidence in members of the health care professions.

To cooperate with all health professions in meeting the health needs of the public.

To recognize and uphold the laws and regulations governing their health profession.

To maintain professional competence through continuing education.

To exchange professional knowledge with other health professions.

To represent the health profession with high standards of personal conduct.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

FLB-1

Student Code of Conduct

APPROVED: February 20,
2001 Year of last review: 2024

REVISED: March 3, 2017

AUTHORIZING BOARD POLICY: FLB

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admissions and Registrar

OBJECTIVE: To provide guidelines for appropriate student behavior and conduct while attending El Paso Community College.

PROCEDURE:

I. Appropriate Student Behavior

All students shall demonstrate academic integrity, observe standards of conduct appropriate for the College's function as an educational institution, obey the law, comply with EPCC policies and procedures, follow class rules, and comply with directives issued by an administrative official in the course of his or her authorized duties.

II. Acts That Constitute Misconduct: The following behaviors are examples of actions or activities that violate the El Paso Community College *Student Code of Conduct* with respect to Acts of Misconduct. This list is not meant to be all inclusive, but rather to serve as an aid in determining appropriate behavior. Examples of Acts of Misconduct include, but are not limited to, the following.

A. Academic Dishonesty

Academic dishonesty shall constitute a violation of rules and regulations and is punishable as prescribed by Board Policies. Academic dishonesty shall include, but is not limited to: cheating on a test, plagiarism, making false statements and collusion.

1. Students may not cheat:

Cheating is defined as: Students not adhering to the guidelines provided by their instructors for completing academic work. Students may not claim as their own work any portion of academic work that was completed by another student. Students may only use materials approved by their instructor when completing an assignment or exam. Students may not present the same work for more than one course without obtaining approval from the instructor of each course. Students must adhere to all course regulations. Violations of this standard constitute cheating.

2. Students may not plagiarize:

Plagiarism is defined as: All ideas, arguments, and phrases, submitted without attribution to other sources, must be the creative product of the student. Thus, all text passages taken from the works of other authors (published or unpublished) must be properly cited. The same applies to paraphrased text, opinions, data, examples, illustrations, and all other creative work. Violations of this standard constitute plagiarism.

3. Students may not fabricate:

Fabrication is defined as: All experimental data, observations, interviews, statistical surveys, and other information collected and reported as part of academic work must be authentic. Any alteration, e.g., the removal of statistical outliers, must be clearly documented. Data must not be falsified in any way. Violations of this standard constitute fabrication.

4. Collusion is prohibited:

Collusion is defined as: Students providing, seeking or accepting information about any academic work to or from another student without the authorization of the instructor. Students may only collaborate on academic work within the limits prescribed by their instructors. Violations of this standard constitute collusion.

B. Offenses against Persons:

1. Violations of the penal statutes of the State of Texas or of the United States occurring on District property or in connection with District-sponsored activities constitute violations of the District's rules and regulations when, such violations interfere with the educational process and goals of the District.
2. Possession or use of firearms on District-controlled property except as stated in College Procedure 5.01.07.10.
3. Threatening or causing physical harm or abuse to one's self or another person. Physical abuse includes, but is not limited to, personal injury, physical restraint against a person's will, and holding or transporting an individual against the individual's will.
4. Verbal Abuse in the form of "fighting words," abusive messages either written, verbal or by email, or words directed at an individual, which tend to incite an immediate breach of peace.
5. Harassing conduct of any kind including acts based on race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.
6. Stalking, that is, the repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury.
7. Possessing or using weapons, ammunition, explosives, flammable substances, or other dangerous devices. "Weapons" means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, air pistols, air rifles, any dirk, bowie knife, switchblade knife, ballistic knife, or any other knife having a blade of three or more inches, black-jacks, metal knuckles, nunchaku, fireworks, explosives and biological agents. Replicas and facsimiles of weapons are also considered weapons and are therefore prohibited. The use of implements or substances not commonly used as a weapon or not expressly prohibited by this section may be a violation of this code if used as a weapon. The use of mace or tear gas will not be a violation of this code if used solely for self-defense.
8. Bullying, that is, severe or repeated use by one or more individuals of written, verbal or electronic communication, or a physical act or gesture or exclusion directed at an another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on a person's rights, and/or may disrupt the campus environment.
9. Gambling, this includes bookmaking, pool setting for profit, promoting or setting up a lottery for money or property, or winning or losing money or other valuables by play or hazard at any game.
10. Unauthorized or illegal possession, use, distribution, sale or transportation of narcotics, stimulants, depressants, hallucinogenic drugs, marijuana, intoxicating beverage or any other illegal drug(s) not prescribed by a physician on campus or while on a College-sponsored event or trip is a violation of this code.
11. Interference with teaching, research, administration, or the District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."
12. Hazing with or without the consent of a student. A violation renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.
13. Endangering the health or safety of members of the District, community, or visitors to the College's facilities.

14. Classroom Disruption Offenses. Students who engage in behavior that disrupts a classroom, laboratory, or other environment in which educational or research activity takes place may be subject to action under this *Code*. Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. For purposes of this provision, the classroom extends to any setting where a student is involved in work toward satisfaction of academic credit or continuing education course/program-based requirements or related activities.

C. Property Offenses:

1. Violation of traffic regulations: All individuals will comply with the Texas Motor Vehicle Laws and any other regulations established by the El Paso County Community College District.
2. Vandalism, malicious destruction, damage, defacing, misuse, or abuse of College's public, or private, property, including library materials, computer equipment, software, vending machines and vehicles.
3. Destroying or vandalizing property, or intending to destroy or vandalize property, including but not limited to, EPCC owned or leased property, fire alarms, extinguishers, and other safety devices.
4. Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of EPCC owned or leased buildings, facilities or their roofs.
5. Unauthorized or inappropriate use of EPCC property or the property of others.
6. Unauthorized or inappropriate use, duplication, or possession of keys, computer access codes, long distance caller identity codes, or other security mechanisms.
7. Theft or unauthorized possession of property or services.
8. Embezzling, defrauding, or using false pretenses to procure money, property, or services.
9. Knowingly purchasing or possessing stolen or embezzled property, money, or services.
10. Any willful or malicious burning of any property of another.

D. Public/College Order Offenses

1. Creating a fire, safety, or health hazard.
2. Falsely reporting a fire or other emergency situation by actions such as activating a fire alarm or pre-alarm cover when there is no reasonably perceived emergency.
3. Impeding or obstructing an investigation, or failing to identify oneself or to comply with the directions of EPCC officials, their authorized agents, EPCC or local police agencies acting in the performance and scope of their duties.
4. Having an animal on campus, except as permitted by EPCC policies and procedures.
5. Littering.
6. Causing any object to be ejected from windows, roofs, or balconies of EPCC owned or leased buildings.
7. Conveying information that the student knows or should know to be false, by actions such as lying or being dishonest, forging, altering, or causing any false information to be entered into an EPCC record or to be presented at an EPCC proceeding or to an EPCC official.
8. Possessing, providing, distributing, selling, or manufacturing any form of false EPCC, federal, or state-issued identification.
9. Impersonating any EPCC official.

10. Elimination of bodily fluids or waste, such as urine or feces in places or receptacles not designed for receipt of such substances.
11. Indecent exposure, including but not limited to “flashing.” Indecent exposure is defined as, revealing one’s genitals under circumstances likely to offend or shock others or in a public place.
12. Tampering with or misuse of any fire safety equipment, such as fire extinguishers, smoke detectors, carbon monoxide detectors, and fire alarms.
13. Failure to evacuate any building during a fire alarm.

E. Misuse of Computing Resources and Technology:

Unauthorized access or entry into a computer, computer system, networks, software, or data.

1. Unauthorized alteration of computer equipment, software, network, or data.
2. Unauthorized copying or distribution of computer software or data.
3. Use of computing facilities and resources that interferes with the work of another student, faculty* member, or College official.
4. Viewing, downloading, or printing pornographic materials, photographs or video are strictly prohibited on College premises.
5. Use of computing facilities and resources to send obscene or defamatory messages.
6. Unauthorized accessing of College telephones to change a voice mail greeting.
7. Sending an email or text message using an email address or phone number belonging to another person with the intent to cause a recipient to reasonably believe that the other person sent or authorized the communication.
8. Cyber stalking, that is, use in electronic mail or electronic communication any words or language threatening to inflict bodily harm, physical injury to the property of, or extortion of money or other things of value to any person or the person’s family or dependents; use of electronic mail or electronic communication for the purpose of threatening, terrifying, or harassing any person; or use of electronic mail or electronic communication to make false statements to any person or the person’s family or dependents with the intent to threaten, terrify, or harass.

III. Emergency Suspension

If a student’s actions pose an immediate danger to any member of the EPCC community, the appropriate Vice President or a designee may immediately suspend the student pending a meeting. Except in extraordinary circumstances, that meeting will be scheduled within two academic calendar days. At this meeting, the student will be informed of the nature of the alleged violation, presented with available evidence, and given the opportunity to make a statement and present evidence. If the emergency suspension is continued, the student will be offered a hearing option. If the student elects this option, the appropriate Vice President shall notify the student concerned by certified letter or personal delivery of the date, time and place of the hearing, which shall take place no fewer than ten class days after the date of notification.

IV. Disciplinary Sanctions

Sanctions serve to promote safety or to deter students from behavior which harms or threatens people or property. Some behavior is so harmful to the El Paso Community College community or so detrimental to the educational process that it may require more serious sanctions, such as removal from specific courses or activities, suspension from El Paso Community College, or expulsion.

Disciplinary sanctions will be based upon the seriousness of the offense, the student's attitude, the impact of the misconduct on the College environment, the student's overall record at the College (including prior discipline, if any) and the statutory or other legal requirements, if any.

1. Written warning: A formal notice that the *Code* has been violated and that future violations will be dealt with more severely.
2. Disciplinary probation: A sanction that indicates that the individual's standing with the College is in jeopardy and that further violations may result in suspension or expulsion.
3. Restitution: A sanction that requires the student to compensate an injured party for loss, damage or injury in the form of money, service, or material replacement.
4. Community service: Performance of a specified number of hours or tasks designed to benefit the College community and/or to help the student understand why his or her behavior was inappropriate.
5. Class or workshop attendance: Enrollment and completion of a class or workshop designed to help the student understand why his or her behavior was inappropriate.
6. Educational project: Completion of a project specifically designed to help the student understand why his or her behavior was inappropriate.
7. Suspension of privileges: Loss of privileges, such as loss of library privileges, or the privilege to attend athletic or other extracurricular events.
8. Removal from courses or activities: Removal from specific courses or activities, including revocation of eligibility to represent the College in athletic or other extracurricular activities.
9. Counseling referral to pursue assistance in helping the student understand why his/her behavior is inappropriate and to obtain the skills necessary to avoid repeated offenses.
10. Failing grade for a test, assignment, or course.
11. Restrictions on access: Restriction from entering specific College areas and/or all forms of contact with certain persons.
12. Suspension: Separation from the College for a specified period of time or until certain conditions are met.
13. Expulsion: Permanent separation from the College whereby the student is not eligible for re-admission.
14. Revocation of Degree and withdrawal of diploma.

These sanctions do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the *Code*, including harassment and other discriminatory behavior, also may violate local, state and federal laws and may subject the student to additional penalties.

V. Records

A. Records of Disciplinary Actions:

Records of present or former students of El Paso Community College are confidential and are not public information. Therefore, the following regulations regarding student disciplinary records shall apply.

1. Disciplinary records are considered educational records under the Family Educational Rights and Privacy Act (FERPA). As a result, these records are kept confidential in accordance with this law.
2. Disciplinary records will be filed in the student's or student organization's disciplinary file in the office of the appropriate Vice President. The file will consist of the following: a statement of charges, summary of the information presented at the disciplinary hearing as outlined in College Procedure FMA-1, findings and sanctions of the hearing body, records of appeals and rationale for the decisions.

3. Student disciplinary records are normally maintained in the office of the appropriate Vice President for a period of seven years, after which the file records may be purged. Records may be maintained for a longer time at the discretion of El Paso Community College except that the tape recording of any discipline hearings as per College Procedure FMA-1, may be destroyed one semester following exhaustion of all appeals. Records of students who were suspended or expelled from El Paso Community College are retained permanently.
4. If a student is suspended or expelled, a notation will be made on the student's academic record. The notation of suspension will be removed at the time the student is readmitted to El Paso Community College.
5. Individual student disciplinary records are confidential; nothing from them appears on a student's academic transcript.

B. Request to Review a Disciplinary Record:

Because the Family Educational Rights and Privacy Act (FERPA) defines the records of a student engaged in a disciplinary process as confidential, information about the disciplinary process may only be shared with the student found responsible, his/her parents if a dependent, his/her academic College dean or adviser and school officials with a legitimate educational interest.

Other persons desiring access to disciplinary records may do so by securing a written waiver from the student whose record is requested unless otherwise permitted by federal or state law.

C. Other College Records:

A disciplinary file is only one form of information maintained by El Paso Community College related to student records. The College *Catalog* contains more information related to student records and other confidential information.

D. Obtaining a copy of your Student Records:

The office of the Vice President of Student and Enrollment Services does not give copies of student files. Students can view their file by scheduling an appointment to do so, under the supervision of the Vice President of Student and Enrollment Services or his/her designee.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

EGA-6 Student Appeal of a Final Course Grade

APPROVED: July 20, 1981 **REVISED:** November 30, 2017
Year of last review: 2021
AUTHORIZING BOARD POLICY: EGA

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

OBJECTIVE: To provide the student a review process to follow when the student appeals a final course grade.

PROCEDURE:

- I. Guidelines and Justification for the Appeal of a Final Course Grade.
 - A. The responsibility for determining all grades and for evaluating the quality of academic performance in a course rests with the instructor(s) assigned to the course.
 - B. The course syllabus is considered a formal agreement between the instructor and the student. The student should review the course syllabus when considering an appeal of a final course grade.
 - C. A final course grade may be formally appealed only if the student claims that he/she received a grade in error or because the student contends there was improper action on the part of the instructor that influenced the grade.

Note: This procedure does not address a student appeal of a final course grade due to the discriminatory behavior of a faculty* member against the student. For this type of grievance, refer to TASB Policy FLD (Local), *Student Complaints*.
 - D. The burden of proof that an unfair influence has affected a final course grade, including documentation to support said claim, rests with the student who appeals that grade. The process for appealing a final course grade will be handled for each student on an individual basis.
 - E. Only final course grades may be formally appealed. However, a grade appeal will include a review of all relevant aspects of a student's performance in the course.
 - F. This administrative process is not a legal proceeding. While a student is expected to be his/her own spokesperson, he/she is authorized to have one lay representative to assist him/her throughout the process.
 - G. The Grade Appeal Committee will not consider an appeal of a final course grade that involves the accusation of cheating unless the case has gone through the process defined in the Student Code of Conduct.
- II. Informal Grade Appeal Process to Appropriately Address the Grade Appeal. The appropriate instructional chain of command should be followed.
 - A. A student who believes that the grade received is incorrect should first discuss the grade with his/her instructor. The instructor and the student should make every effort to resolve the issue without going beyond this level, including, but not limited to, a thorough review of the grade calculations according to the Instructor's Course Requirements. If the student and the instructor agree that a change of grade is warranted, the instructor will initiate the *Change of Grade* form. If the instructor is not available and is not likely to be available for an extended period of time, or if the student is adamant about not discussing the matter with the instructor, the student should contact the instructor's immediate administrative supervisor who will contact the instructor to discuss the matter.

***Note: The word "faculty" denotes instructors, counselors and librarians.**

- B. If the student first contacts a counselor, the counselor will initially refer the student to the instructor.
- C. If the student is not satisfied with the outcome of the discussions with the instructor, the student may contact the instructor's immediate administrative supervisor. The instructor's immediate administrative supervisor will consult with the faculty member to explore the student's claim and then take action, if deemed necessary, to address the issue at this level.
- D. If the student is not satisfied with the decision rendered by the instructor's immediate administrative supervisor, he/she may initiate a formal grade appeal with the Vice President of Instruction and Workforce Education.

III. Formal Appeal of a Final Course Grade

- A. The student will complete, through a counselor, the *Student Appeal of a Final Course Grade Petition Form* (which is attached to this procedure, EGA-6 *Student Appeal of a Final Course Grade*). The counselor will forward the petition to the appropriate Dean/Director. The student has 45 days from the end of the course to initiate this formal appeal. Every effort will be made to resolve the process by the end of the semester in which the appeal was generated; however, each appeal will be handled on a case-by-case basis. If the student does not initiate the process within 45 days, he/she waives his/her right to appeal. The appeal must include all relevant supporting information.
- B. The Vice President of Instruction and Workforce Education will coordinate the processing of the formal grade appeal and will designate a person to facilitate the process. After a formal grade appeal is filed, a copy of the *Student Appeal of a Final Course Grade Petition* will be sent to the student, the instructor, and the instructor's immediate administrative supervisor.
- C. A Grade Appeal Committee consisting of a voting faculty chairperson, two other voting faculty members, and two voting students will be appointed by the Vice President of Instruction and Workforce Education to consider all grade appeals occurring during the academic year. A pool of instructors and students will be formed to ensure that no conflict of interest occurs. An orientation session will be held for new members of the Grade Appeal Committee.
- D. The Dean/Director that is responsible for the course will request written information about the situation from the instructor involved and will provide all relevant documentation to the Vice President of Instruction and Workforce Education, who will forward the information to the Grade Appeal Committee, the student, and the instructor. This documentation will be made available in a time frame that will allow sufficient time for all parties to review the documents prior to the convening of the Grade Appeal Committee.
- E. The Grade Appeal Committee will examine the evidence and conduct the necessary meetings to make a recommendation about the matter. The student (and one representative, if applicable) and the instructor are required to meet with the committee separately. Other involved parties related to an individual student's grade appeal may be invited to attend the meetings. The Grade Appeal Committee requires that a faculty member involved in a grade appeal must meet with the committee to clarify issues related to the grade appeal, the course syllabus and the manner in which the student's grade was determined.
- F. The Grade Appeal Committee will provide the Vice President of Instruction and Workforce Education a written recommendation which includes the following:
 1. Whether the final course grade should/should not be changed. If the grade is to be changed, state what the final grade should be.
 2. Provide any recommendations that it deems advisable in the disposition of the grade appeal.
 3. A list of supporting documentation reviewed and the names of individuals interviewed.
 4. Committee members who voted in favor of the committee's decision must sign the recommendation. Any dissenting member must also sign and state the rationale for his/her dissenting vote.
- G. Based upon the recommendation(s) of the Grade Appeal Committee, the Vice President of Instruction and Workforce Education will make a final decision on the grade appeal. The Vice President of Instruction and Workforce Education will send notice of the decision in writing, along with supporting justification and a copy of the appeal options, if appropriate, to the student, the instructor, the instructor's immediate administrative supervisor, and the Vice President of Student Services. If the decision is that the grade should be changed, the Vice President of Student Services will take appropriate action to revise the student's record.

- H. Either the student or the instructor may appeal the decision of the Vice President of Instruction and Workforce Education to the President, but only on the basis that procedures were not properly observed or if the Vice President of Instruction and Workforce Education does not accept the committee's recommendation. All other decisions rendered by the Vice President of Instruction and Workforce Education based on academics are final. In the event that the President determines that the procedures were not properly observed or that the committee's decision should have been accepted, the President will ask the Vice President of Instruction and Workforce Education to revisit the issue.
1. Any member of the committee who believes that his/her professional or personal relationship with either party in a grade dispute would create a hindrance to objective judgment or a conflict of interest must be excused, and a replacement for that member will be chosen by the Vice President of Instruction and Workforce Education.
 2. The facilitator from the Office of the Vice President of Instruction and Workforce Education will be available as a resource during the meetings of the committee. The Vice President of Instruction and Workforce Education may request presentations of evidence, but will not be present during the committee's deliberation of its final recommendation.

IV. Guidelines for the Non-Credit Education Student Appeal for a Final Course Grade

- A. The responsibility for determining all grades in a non-credit course rests with the instructor assigned to the course.
- B. The course syllabus is considered a formal agreement between instructor and student.
- C. If a student claims that he/she received a final grade in error, he or she can formally appeal the grade.
- D. A student who believes that the final grade received is incorrect should discuss the grade with the instructor first, if the student is not satisfied with the instructor's justification, then will meet with the instructor's supervisor (CE Director/Manager). If the decision cannot be rendered by CE Director/Manager, it will then be appealed to the Associate Vice President of Workforce and Continuing Education.
- E. A meeting with the student, instructor and Director/Manager and Associate Vice President of Workforce and Continuing Education will be scheduled. The Associate Vice President, based on the meeting and all the findings, will make the final decision on the grade appeal.



For College procedure EGA-6: Student Appeal of a Final Course Grade

EL PASO COMMUNITY COLLEGE

STUDENT APPEAL OF A FINAL COURSE GRADE PETITION FORM

Date _____

Student ID _____

Print Student Name _____

Semester _____ Year _____

Address _____

Course _____ CRN # _____

City _____ State _____ Zip Code _____

Instructor _____

Grade received _____

Phone Number (home) _____

Phone Number (cell) _____

Student Email Address, PRINT clearly. If you do not check email, leave blank. _____

On a separate paper include reason for grade appeal and the desired outcome. Attach all relevant documentation.

Student Signature _____ Date _____ (The formal grade appeal should be initiated within 45 days from the end of the course.)

Instructor Signature _____ (Program Coordinator may sign for instructor)

_____ Print Instructor Name

Date _____

Counselor Signature _____

_____ Print Counselor Name

Date _____

Dean/Director Signature _____

_____ Print Dean/Director Name

Date _____

Comments: _____

APPENDIX H-3

PROCEDURE ON SCHOLASTIC DISHONESTY

Scholastic dishonesty shall constitute a violation of these rules and regulations and is as specified in this procedure and in accordance with El Paso Community College disciplinary and grievance procedures (see current El Paso Community College Catalog and/or Student Handbook). *Scholastic dishonesty shall include, but is not limited to, cheating on a test, plagiarism, and collusion.*

“Cheating on a test” shall include:

1. Copying from another student’s test paper.
2. Using test materials not authorized by the person administering the test.
3. Unauthorized collaborating with or seeking aid from another student.
4. Knowingly using, buying, selling, stealing, or soliciting (in whole or in part) the contents of a test.
5. The unauthorized transportation or removal (in whole or in part) of the contents of a test.
6. Substituting for another student, or permitting another student to substitute for one’s self to take a test.
7. Bribing another person to obtain a test or information about a test.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Consequences of Scholastic Dishonesty.

Any student involved in scholastic dishonesty as identified above, or elsewhere in College or Program Procedures, may, at the discretion of the faculty:

1. Have the test or paper graded zero (0).
2. Be removed from the class.
3. Be recommended for administrative dismissal from the course or program.

The stringency of the procedure is understandable when read in the context of an educational program preparing individuals for a health career where the safety and well-being of the public are largely dependent upon the knowledge and ethical responsibility of the health personnel. Evidence of unethical behavior, such as cheating, precludes the instructional faculty’s ability to declare prospective graduates to be reliable and ethical.

In addition to the Health Occupations Division Policy described above, any photograph taken by any means of any test material, new or old, is considered cheating., NO electronic device is permitted in the classroom or laboratory, to include cell phones, cameras, blue tooth, audio/video recorders, or laptops. A laptop may be used only in the central area when no class is in session.

It is my policy to recommend that any student violating any of the standards of scholastic dishonesty as outlined above be removed from my course and from the Diagnostic Medical Sonography Program.

Appeals.

Students have the right to appeal the results of Scholastic Dishonesty in accordance with El Paso Community College grievance procedures (see El Paso Community College Catalog and Student Handbook).

Revised by Nursing Faculty: January, 1998

Reviewed: August, 1999

Reviewed: 2021

APPENDIX I

Diagnostic Medical Sonography Program EQUAL OPPORTUNITIES POLICY STATEMENT

The Equal Opportunity policy of the Diagnostic Medical Sonography Program is consistent with and supports that of the El Paso Community College. (College Procedure 2.03.06, Policy 7.05.11)

APPENDIX I-1

EL PASO COMMUNITY COLLEGE EQUAL OPPORTUNITIES POLICY

2.07 AFFIRMATIVE ACTION POLICY STATEMENT

The El Paso County Community College District recognizes its responsibility to subscribe to and promote the principles of equal employment opportunity and equal educational opportunity.

Accordingly, the recruitment, employment, transfer, promotion and termination of personnel shall be made on the basis of qualifications for the position without regard to race, color, religion, sex, age, ancestry, national origin, or handicap, if such handicap would not interfere with his/her ability to perform assigned tasks.

The District reaffirms its policy of administering all of the educational programs and related supportive services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, religion, sex, national origin, or other characteristics, as provided by law.

Therefore, the Board of Trustees, in compliance with legal statutes and a moral commitment, reaffirms and shall implement a policy to ensure non-discrimination in all areas by establishing a comprehensive District Affirmative Action Program. Such a program shall include a plan of action to provide effective representation of minorities and women. The Board of Trustees shall further require evaluations and analysis of efforts in the District to ensure a reasonable rate of progress toward immediate and long-range affirmative action goals and objectives. The President shall have the over- all responsibility for implementing the District Affirmative Action Program.

APPENDIX I-2
EL PASO COMMUNITY COLLEGE HEALTH OCCUPATIONS DIVISION EQUAL OPPORTUNITIES POLICY

The El Paso Community College is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, national origin and physical or mental handicap. Equal educational opportunity includes: admissions, recruitment, extracurricular programs, facilities, access to course offerings, counseling and testing, financial aid, employment and other programs or activities sponsored by the College. When a student believes a condition of the college to be unfair, unjust, inequitable or discriminatory, an appeal can be made to the administrator in charge of that area or the Associate Vice President of Student Services.

This policy is referenced in all official college publications, including the catalog and student handbook.

Division Procedure

It is the intent of all disciplines of the Health Occupations Division at EPCC to comply with this college policy in the development and implementation of its programs. Discrimination will NOT be tolerated whether involving students, faculty, staff, or patients.

Students and staff who wish to report potential discriminatory or harassing behavior should initiate contact with the Dean, Health Careers & Technical Education, Math and Science, Rio Grade Campus, Room A-240, Phone 831-4026. Matters which can be handled as informal concerns will be handled as such. Should it be necessary, formal complaints and disciplinary action will be initiated in accordance with College procedures.

The confidentiality of the reporting individual(s) will be maintained as long as it does not interfere with the ability to investigate the situation or take corrective actions. The individual reporting a potential incident should also maintain confidentiality and not discuss the situation in public, pending the investigation results.

Retaliation against anyone reporting discrimination or harassing behavior is prohibited. Should any retaliation occur, it will be handled as a separate complaint from any other complaints pending resolution. Examples of retaliation include unfair grading, unfair evaluations, unfair assignments, withholding of information, oral or written threats or bribes, ridicule, further harassment, etc.

SEXUAL HARASSMENT

Sexual Harassment is one form of discrimination which may be difficult to distinguish in health care. Health care providers often discuss normal and dysfunctional aspects of anatomy, physiology and pathophysiology of the human body, including the sexual and reproductive systems. Discussion of sexuality in class, sexual history of patient etc., is not considered sexual harassment when professionalism is maintained. Touching patient to perform necessary patient care is not sexual harassment in itself. But these same actions in nonprofessional manner can be sexual harassment. College Procedure 2.03.06, Policy 7.05.11

Sexual harassment has been defined by EEOC as: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment
- 2) submission to or rejection of such conduct by an individual's employment
- 3) such conduct has the purpose or effect of unreasonably interfering with a person's work or creating an intimidating, hostile, or offensive work environment".

(Equal Employment Opportunity Commission, June 1997)

Other definitions of sexual harassment include:

1. The use of authority to emphasize sexuality or sexual identity of a student in a manner which prevents or impairs that student's full employment of educational benefits, climate, or opportunity (National Advisory Council on Women's Educational Programs).
2. Sexual harassing behavior includes the following, when based on gender considerations:
 - a) sabotaging a person's work or school efforts, assignments, or reputation.
 - b) Assigning a person less challenging or responsible duties.
 - c) Unequal application of disciplinary rules, and performance standards.
 - d) Repeated belittling, demeaning or insulting a person. (Strauss, Susan in Sexual Harassment and Teens),
3. Another definition of sexual harassment is "unwanted sexual or gender-based behavior that occurs when one person has formal or informal power over the other."

Educator's Guide to Controlling Sexual Harassment, Thompson Publishing Group, 1993, Page 202.

1. Any type of unwelcome conduct directed toward a student or employee because of his or her gender may constitute sexual harassment.

The following are examples of behaviors which are often viewed as sexual harassment when they are unwanted behaviors:

Direct or indirect threats or bribes for unwanted sexual activity; sexual innuendoes and comments; asking or commenting about a person's sexual activities; humor or jokes about sex or female/males in general; sexually suggestive sounds or gestures; pestering a person for dates or sexual behavior; touching, patting, pinching, stroking, squeezing, tickling, or brushing against a person; giving a neck or shoulder massage; letters, notes, telephone calls or materials of a sexual nature; sexist or stereotyped comments; displaying pictures, cartoons, etc., with sexual content; stalking a person; attempted or actual sexual

assault. Educator's Guide to Controlling Sexual Harassment, Thompson Publishing Group, 1993, Pages 212-213.

DISCRIMINATION LAWS

Faculty and students in the health care professions should be aware of various. State and Federal laws including:

- 1) Age Discrimination Act in Employment Act
- 2) Americans with Disabilities Act
- 3) Civil Rights Act of 1964 and 1991
- 4) Pregnancy Discrimination Act
- 5) Equal Pay Act
- 6) Vocational Rehabilitation Act
- 7) Title IX of the Education Amendments of 1972) State Fair Employment Practices Statues
- 9) Executive Order 1124610) Common law torts relating to sexual harassment
- 11) Other state and municipal laws, including those on rape, sexual abuse, sexual assault and child molestation

APPENDIX J

GUIDELINES FOR PROSPECTIVE AND CURRENT STUDENTS WITH A HISTORY OF PRIOR ARRESTS OR CONVICTIONS

Students who have been arrested or convicted of a crime before (or during) enrollment in a health occupation program at El Paso Community College should be aware that they may not be eligible for licensure or certification upon graduation from the program. In addition, convictions of certain crimes may limit various clinical learning experiences during your program of study.

Health Career & Technical Education, Math and Science

STUDENT INFORMATION FOR SUBSTANCE ABUSE TESTING AND BACKGROUND CHECK

In order to ensure that health care facilities are in compliance with their accreditation guidelines, all students enrolled in specified health-related educational courses and programs are required to undergo a background clearance and substance abuse screening. Students who fail to obtain clearance will be prohibited from admission or enrollment in specified programs/courses for a period of one-year. The average cost is \$ 75.00/ for both screenings.

NOTE: Substance Abuse Screening should be completed no more than 3 months (90 days) prior to beginning clinical.

NOTE: Students who withdraw from health-related coursework for one semester or longer, are required to repeat substance abuse screening and/or background checks testing upon re-enrolling in health-related courses/programs.

NOTE: Students are responsible for all costs associated with substance abuse screening and background checks, including any required repeat checks.

To initiate your background and substance abuse screen clearance, go to www.elpasoex.com (America Databank) and follow the process listed on the web page. Make sure you select only the option(s) that you need at that time-it will affect your cost. Your clearances will be sent directly to the dean/director of your program at the college. Only background and substance abuse testing from this approved vendor will be accepted.

There are two levels of background screening - Level I is required for all students, while Level II is only required for students already licensed or certified in any area.

Level I check the following items:

1. Social Security Number Verification
2. Criminal Search (7 years or up to 5 criminal searches)
3. Violent Sexual Offender and Predator Registry Search
4. OIG List of Excluded Individuals/Entities

5. GSA List of Parties Excluded from Federal Programs
6. US Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
7. State Exclusion List (<http://www.hhsc.state.tx.us/OIE/exclusionlist/exclusion.asp>)

Level II checks the following items:

1. All of Level I elements
2. Employment Verification (Includes reason for separation and eligibility for re-hire for each employer)
3. License/certification verification

Deadlines: There are different enrollments or ranking date for each of the health programs/courses. Please check with the information in the catalog as well as with your health career counselor, program coordinator, dean or director to make sure you have completed all requirements. Normal processing can take place in a few days, but sometimes verification requirements may take even a few months to complete some background check follow-up requirements. If you do not order your background check or substance abuse screening timely, then you may miss your deadline.

If you have any questions, contact the Dean of Health Career & Technical Education, Math and Science Division at (915) 831-4030 or Dolores Arellano at (915) 831-4027.

**APPENDIX K
EL PASO COMMUNITY COLLEGE DIAGNOSTIC ULTRASOUND PROGRAM
COUNSELING SESSION FORM**

Student: _____ **Course:** _____

Instructor: _____ **Course:** _____

Counseling session date: _____

Reason for session: Grades _____ Conduct _____ Attendance _____

Summary of details: Multiple failing exam grades and/or quiz grades.

Counseling recommendations/ Contract:

Consequences if not resolved: Academic probation ____ Failure of aforementioned course ____

Separation and non-graduation from current DMSO program curriculum _____

Student comment:

Follow-up session for re-evaluation scheduled: No ____ Yes ____ Date scheduled _____

Instructor signature: _____ **Date** _____

Student signature: _____ **Date** _____

Coordinator signature _____ **Date** _____

Student signature is to indicate that the student has read, discussed and understands purpose of this counseling.
Copies: Program student files, student, faculty.

Student Concern Form

Date: _____

Name: _____

ID Number: _____

Address: _____

E-mail Address: _____

Phone: Home: _____

Cell: _____ Work: _____

Wants to be kept confidential Yes

No

Notification Made By: Letter _____ Interview _____ Phone call _____ Other _____

Subject of Concern: _____

TYPE OF CONCERN: Grade _____ Test _____ Procedures _____ Teaching Methods _____ Other _____

Professor/Staff Name: _____ Course/Section: _____ Class Days _____ Time _____

EXPLANATION OF YOUR CONCERN:

Has the Identified Party been contacted? Yes No NA

Has the faculty coordinator been contacted? Yes No NA

RECOMMENDED ACTION:

Follow-Up: Faculty/Staff Coordinator Staff Supervisor List Attachments: _____

For faculty/staff: I have met with my dean/supervisor: Yes No Comments Attached Yes No

RESOLUTION:

COMMENTS:

Interviewers Signature _____

Additional Documents Attached _____

APPENDIX L

Student Employment

Students may be employed in a sonography department as aids, performing functions for which they have been trained by the institution and for which the institution has a clearly discernible policy either in writing or by precedent, defining the scope of these functions. Supervision by a registered sonographer does not provide protection to the student in an employment status or make his/her actions legal.

Students should be aware that:

1. El Paso Community College assumes no responsibility for their activities as employees of agencies.
2. They are personally responsible and liable for any activity in which they participate while employed.
3. Professional liability insurance purchased by students through the College is valid only in their role as a student, not as employees.
4. Students employed by a facility where clinical rotations are normally conducted; they may not use any employer time to substitute for program clinical requirements.
5. Students employed at any ultrasound facility that is an affiliate of the program, may do so only during times it does not involve or conflict with program activities.

Students employed in hospitals or clinics have a responsibility, both personally and professionally, to engage only in those activities which fall within their job descriptions as non-professional workers. They also have a responsibility to refuse to participate in activities which they have not been legally permitted to perform (ie., giving medications, assuming total responsibility for an examination, and witnessing hospital consent forms).

APPENDIX M

PROFESSIONAL PRACTICE INSURANCE

All students enrolled in a clinical course are required to purchase professional practice insurance which is available through the college. You will be given exact costs when you register.

Students must submit a photocopy of their receipt for professional practice insurance during the first week of class each semester. Students not providing proof of insurance will not be allowed to attend clinical experiences. Such absences will be considered as unexcused and may result in the student's withdrawal from the course.

The malpractice insurance coverage is from Chicago Insurance Company. The policy covers injuries to patients resulting from the student's care or lack of care during any approved program activity. The insurance company is liable for \$ 1,000,000 for each claim for each student. The maximum liability for all damages against an individual student would be \$1,000,000.

The policy does not cover first aid for the student or injuries resulting from the student's administration of first aid.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

CGC-2 Prevention of Health- Related Exposure to Communicable Diseases

APPROVED: October 26, 1988 **REVISED:** November 8, 2012
Year of last review: 2021
AUTHORIZING BOARD POLICY: CGC

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To outline guidelines to protect students, faculty*, and staff from unnecessary risk of communicable disease exposure.

PROCEDURE: The most recent guidelines on standard precautions from Centers for Disease Control will be followed in all on-campus and off-campus clinical learning experiences. If affiliate procedures exceed minimum recommendations, affiliate procedures will be followed. The following general preventive guidelines apply in all situations.

- I. Students, faculty, and staff participating in situations requiring direct (patient) contact will utilize protective accessories such as gloves, masks, gowns, and eye goggles. Use of these accessories is necessary when there is potential contact with blood or other body fluids.
- II. Protective devices will be available in appropriate instructional laboratories and clinical affiliates. In certain circumstances, students may be required to purchase items through the College bookstore or other locations.
- III. Storage devices for needles or other objects that are contaminated by blood or other body fluids will be disposed of in biohazard containers as provided by the College and/or the clinical affiliate.
- IV. Faculty, staff, and students at risk of contracting infectious diseases because of their possible high exposure to them will be familiar with the sources and methods of transmissions as well as the proper techniques to utilize in preventing their transmission.
- V. All students and faculty in health-related programs must complete the on-line community orientation annually.
- VI. All personnel will utilize the following standard precautions when providing patient care during clinical or laboratory experience:
 - A. Obtain an adequate medical history. Although it is important to take a medical history, the health care provider should treat all patients as potential sources of infection even when the medical history is negative.
 - B. Use protective attire and barrier techniques. The health care provider will use protective attire and barrier techniques whenever there is a possibility of coming in contact with body fluids such as blood or saliva, exudates from wounds or sores, and body excrements, or when touching mucous membranes or infected tissues. These barrier techniques include the use of gloves, gowns, surgical masks, and protective eye wear or face shields.
 - C. Hand washing. Always scrub using an approved technique before the first patient, between patient contacts, after touching inanimate objects likely to be contaminated by blood or saliva from patient and before leaving the patient treatment area. Hand sanitizers may be used in lieu of hand washing if there are no visible sores on the hand.
 - D. Appropriate use and care of sharp instruments. Items such as needles, scalpels, blades, and sharp instruments should be considered as potentially infective and must be handled with extraordinary care to prevent unintentional injuries. For instance:
 1. Use disposable instruments such as needles and scalpel blades whenever possible and then dispose of these items in such a way as to prevent possible injury and infection to all persons, (including the janitorial staff) that might come in contact with these instruments. Sharp instruments should be placed in puncture-resistant containers for disposal.

2. Prevent needle sticks by recapping needles even if the treatment provider might want to reuse the needle later during the same treatment procedure on the patient not recapping needles and promptly disposing of needles in appropriate Bio Hazard containers.
 3. Use heavy duty rubber gloves when cleaning contaminated sharp instruments of gross debris. Use ultrasonic cleaners whenever possible.
- E. Disinfect or sterilize instruments.
1. Instruments that normally penetrate soft tissue and/or bone must be cleaned and sterilized after each use. The sterilization should be accomplished by approved methods using manufacturer's recommendations vapor. The adequacy of these sterilizers should be verified by the periodic use of spore-testing devices.
 2. Instruments that are not intended to penetrate soft tissue, but may come in contact with soft tissue should be sterilized if possible. If such sterilization is not feasible these instruments should at least receive a high-level disinfection. The disinfectant should be one that is registered with the EPA as a high level disinfectant. Check the label.
- F. Decontaminate environmental surfaces at the completion of work activities on each patient. All surfaces that may have become contaminated with patient fluids or exudates should be wiped with an absorbent toweling to remove extraneous organic material and then disinfected with a suitable germicide. This germicide should be registered with the EPA and classified as tuberculocidal.
- G. Cover surfaces that may be contaminated by blood or other body fluids with impervious-backed paper, aluminum foil, or clear plastic wrap. Remove, discard, and replace these coverings between patients.
- H. Dispose of contaminated wastes. All sharp instruments to be discarded, and any material such as gauze that has been contaminated with blood or other material from the patient should be disposed of with special precaution. Contaminated fluids may be poured into a drain connected to the sewer system. Contaminated wastes should be disposed of in accordance with local or state environmental regulatory agency requirements.
- VII. Students and faculty with exudative lesions should avoid direct patient care or handling of patient care equipment until the condition is resolved.
- VIII. Chemical germicides at manufacturer's recommended dilutions will be used to decontaminate spins of blood and other body fluids. Gloves will be worn during the cleaning procedures.
- IX. Soiled linen will be handled as little as possible and bagged.
- X. Waste which includes blood, exudates, or secretions will be placed in a red, plastic bag to be incinerated or autoclaved.
- XI. An individual with exposure (parenteral or mucous membrane) to blood or other body fluids should obtain serologic tests for hepatitis or HIV infection and medical follow-up for any febrile illness occurring within 12 weeks. All medical treatments and tests will be at the individual's expense or as covered by individual health insurance. An incident report should be completed at the affiliate and at the College. A written counseling form indicating the individual has been advised of the need for medical follow up and testing will be placed in the student's program file.
- XII. Fit-Testing and Purchase of N-95 Masks
- A. Students and faculty will be required to be fit-tested for an appropriate sized N-95 Mask for use as required by clinical affiliates and /or in preparation for emergency situations.
 - B. Fit-Testing will be performed by trained faculty and staff in the Emergency Medical Technology Program.
 - C. N-95 Masks will be purchased at the student's expense as one of the mandatory equipment requirement for identified health career programs.
 - D. The cost of faculty and staff N-95 Masks will be charged to the appropriate program budget through a journal entry.
 - E. Students and faculty will adhere to procedures at assigned clinical affiliates for appropriate use of N-95 Masks.



For College Procedure CGC-2:
Prevention of Health Related Exposure
to Communicable Diseases

AFFILIATE INCIDENT REPORT FORM

General Information

Name of affiliate _____ Unit Assigned _____

Report prepared by _____ Address _____

Phone number _____ Email _____

Incident Report Information

Title of Report _____

Date of Incident ____ / ____ / ____ Duration _____

Location _____

Name of Incident _____

Brief Description _____

Person(s) Involved in
Incident _____

Activities of above person at the time of
incident _____

Any other outside party involved in
incident _____

Contact Details _____

Witness of Incident, Name and Contact
Details _____

Any Injury taken place, provide details _____

Any Police complaint filed, provide detail _____

Describe any actions taken after the incident _____

Signature _____ Date ____/____/____

Report Submitted to: Name _____

Signature _____ Date ____/____/____

8/2011



For College Procedure CGC-2:
Prevention of Health Related Exposure
to Communicable Diseases

SHARPS INJURY REPORTING FORM

Employee or Student Information

Name _____ EPCC ID _____ Address _____

Phone _____
Course _____

Incident

Date/Time of Incident _____ Date/Time of Reporting _____
Location _____

Procedure

Procedure at Time of Incident _____
Purpose Sharp was Used for _____

Implements Causing Injury

Implement
Involved _____
Cause of Injury _____

Nature of Injury

Superficial Deep Moderate bleeding Glove Penetrated by Sharp
Part of Body Injury _____

Type of Contamination

Blood Blood Stained Fluid Non Blood Stained Fluid Unknown

Risk Assessment/Treatment

First Aid Yes Advised N/A Risk Assessed Yes No N/A

Incident Report Yes Advised N/A Gloves Worn Yes No N/A

Date of Last Hepatitis B Course/Booster/Anti HBS _____

Date of Last Tetanus _____

Information Regarding Source Patient Known Unknown

Follow Up Strategy/Comments _____

Signature _____ Date _____/_____/_____

Signature _____ Date _____/_____/_____



For College Procedure 2.01.03.22:
*Prevention of Health Related Exposure to
Communicable Diseases*

AFFILIATE INCIDENT REPORT FORM

General Information

Name of affiliate _____ Unit Assigned _____

Report prepared by _____ Address _____

Phone number _____ Email _____

Incident Report Information

Title of Report _____

Date of Incident ____/____/____ Duration _____

Location _____

Name of Incident _____

Brief Description _____

Person(s) Involved in Incident _____

Activities of above person at the time of incident _____

Any other outside party involved in incident _____

Contact Details _____

Witness of Incident, Name and Contact Details _____

Any Injury taken place, provide details _____

Any Police complaint filed, provide detail _____

Describe any actions taken after the incident _____

Signature _____ Date ____/____/____

Report Submitted to: Name _____

Signature _____ Date ____/____/____

8/2011



For College Procedure 2.01.03.22:
*Prevention of Health Related Exposure
to Communicable Diseases*

SHARPS INJURY REPORTING FORM

Employee or Student Information

Name _____ EPCC ID _____

Address _____ Phone _____

Course _____

Incident

Date/Time of Incident _____ Date/Time of Reporting _____

Location _____

Procedure

Procedure at Time of Incident _____

Purpose Sharp was Used for _____

Implements Causing Injury

Implement Involved _____

Cause of Injury _____

Nature of Injury

Superficial Deep Moderate bleeding Glove Penetrated by Sharp

Part of Body Injury _____

Type of Contamination

Blood Blood Stained Fluid Non Blood Stained Fluid Unknown

Risk Assessment/Treatment

First Aid Yes Advised N/A Risk Assessed Yes No N/A

Incident Report Yes Advised N/A Gloves Worn Yes No N/A

Date of Last Hepatitis B Course/Booster/Anti HBS _____

Date of Last Tetanus _____

Information Regarding Source Patient Known · Unknown ·

Follow Up Strategy/Comments _____

Signature _____ Date _____ / _____ / _____

Signature _____ Date _____ / _____ / _____



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

FFAA-1 Immunization, Tuberculosis Testing and Physical Examination Requirements for Health Career and Nursing Students

APPROVED: November 5, 1982 **REVISED:** June 8, 2012
Year of last review: 2021
AUTHORIZING BOARD POLICY: FFAA

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated contact: Dean or Director of the Program

OBJECTIVE: To establish guidelines under which immunizations, tuberculosis testing, and physical examination are to be required and to be maintained.

PROCEDURE: As a general condition for admission to El Paso County Community College District, no documentation regarding immunization, tuberculin testing or physical exam will be required, although applicants will be encouraged to ensure that their immunization records are complete and up to date. However, special conditions exist upon admissions to health careers programs which require a record of immunization, tuberculin testing and physical examination (see the forms and letter templates attached to this procedure, FFAA-1 *Immunization Tuberculosis Testing and Physical Examination Requirements for Health Career and Nursing Students*).

I. Health Careers Students Admission Requirements

A. In accordance with current Center for Disease Control and Texas Department of State Health Services (DSHS) guidelines (credit and CE) as well as clinical affiliate requirements, upon admission to a specific program within the Health Careers and Nursing Programs, students will be required to submit evidence of adequate levels of immunity immunization against the following diseases or verifiable titer demonstrated through laboratory tests:

1. Tdap with periodic Tetanus boosters
2. Diphtheria
3. Measles
4. Mumps
5. Rubella
6. Varicella
7. Tuberculosis (PPD or Tine, or Chest X-ray)
8. Hepatitis B Vaccine is required for healthcare professionals, including students.
9. Meningococcal vaccine is strongly required for all college students effective January 2012. It is required for all college students unless they are exempt for one of the following reasons:

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if:

- a. the student is 30 years of age or older by the first day of the start of the semester; or
- b. the student is enrolled only in online or other distance education courses; or

***Note: The word “faculty” denotes instructors, counselors and librarians.**

- c. the student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
- d. the student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
- e. the student is incarcerated in a Texas prison.

10. Influenza is mandatory

11. If age 65 or older, a Pneumococcal vaccine is recommended.

12. If age 60 or older, a Herpes Zoster is recommended. This can substitute for the above listed Varicella.

B. Health Careers Student - Maintenance Requirement

Maintenance of the following tests, associated with tuberculosis, are necessary for continuation in the specific program clinical areas as outlined in the affiliation agreements as follows:

1. The PPD or TB skin test and or TB assessment from a U.S. licensed healthcare provider must be updated every year.
2. Chest X-rays completed upon admission to the program that are negative will not need to be updated during continuous enrollment at EPCCCD for five years unless documented exposure or symptoms of active TB occurs as indicated.
3. Chest X-rays will be required if the student becomes symptomatic for TB. They will also be referred to the City Health Department for follow-up.
4. Students who have a negative PPD which converts to positive must have a follow up Chest X-ray. If the x-ray is documented negative, the student will then follow I. B. 2 and 3, above.

C. Physical Exam for Health Careers Programs

1. The initial physical exam must be completed during admissions or upon official acceptance into health career programs. It must be performed by a healthcare provider (PA, NP MD, DO) licensed to practice in the United States.
2. The Physical exam must be updated every 3 years unless otherwise indicated.

II. Exemptions

A. Medical Contraindications

The student must present a written statement from a physician, licensed to practice in the United States, that the immunizations would be injurious to the health and well-being of the applicant, any member of the applicant's family or household, and/or the applicant's unborn child.

B. Religious Conflicts

The student must present a sworn affidavit signed by the applicant, or if a minor, by the applicants parent or guardian, stating that the immunizations conflict with the tenets and practice of a recognized church or religious denomination of which the applicant is an adherent or member. This exemption does not apply in times of an emergency or epidemic declared by the Commissioner of Health.

- C. Allergy to Influenza vaccine or declination of the Influenza vaccine will require the use of a mask during clinical in accordance to affiliate policy.

III. Faculty*/Staff

All above guidelines also apply to health-related faculty and staff in clinical assignments.



For College Procedure FFAA-1: *Immunization
Tuberculosis Testing and Physical Examination
Requirements for Health Career and Nursing Students*

DECLINATION OF ANNUAL INFLUENZA VACCINATION

INFLUENZA (FLU) is a serious contagious respiratory disease that can cause fever, chills headache, cough, sore throat, tiredness and muscle aches. It can lead to pneumonia, hospitalization and even death.

I understand that due to my occupational exposure, I may be at risk of acquiring influenza infection.

The Influenza Vaccination has been recommended for me and all healthcare workers to prevent influenza disease and its complications, including death.

If I contract influenza, I may spread it to my patients, other healthcare workers, and my family because I will shed the virus for 24-48 hours before my symptoms appear.

I understand that influenza can result in serious infection, particularly in persons at high risk for influenza complications.

I understand I cannot get the influenza disease from the influenza vaccine.

I have received education about the effectiveness of influenza vaccination as well as the adverse events.

However, despite these facts, I decline influenza vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring influenza, potentially resulting in transmission to my patients, I furthermore understand I must wear a mask during my clinical experiences in accordance with affiliate procedure.

If in the future I want to be vaccinated with the influenza vaccine, I can receive the vaccine if the vaccine is still available.

Reason for declining the vaccine at this time is (for survey purposes only):

- | | | |
|----------------------------------|-------------------------|------------------------------|
| Allergic reaction | I'm healthy, so no risk | I become ill when vaccinated |
| I'm concerned about side effects | Fear of needles | Not interested |
| Don't know enough about it | Against Medical Advice | |

Student Signature: _____

Date: _____

Witness Signature _____



For College Procedure FFAA-1: *Immunization
Tuberculosis Testing and Physical Examination
Requirements for Health Career and Nursing Students*

VERSION A:

P.O. Box 20500
El Paso, Texas 79998
915-831-2000

- Dental Assisting
- Dental Hygiene
- Emergency Medical Technology/
Medical Assisting Technology/
- Nursing
- Physical Therapist Assistant
- Radiologic Technology
- Radiation Therapy
- Respiratory Care Technology
- Surgical Technology
- Diagnostic Medical Sonogram
- CNA Massage Therapy
- Vocational Nursing

Dear Healthcare Provider:

A prospective student of the Health Career Programs at El Paso Community College will be seeing you for a Physical examination. Our physical exam form (copy attached) asks that you verify this person’s ability to carry out the often stressful and physically demanding schedule the program requires in the hospital or community setting.

Most Health Career Programs are rigorous ones in which the student carries a minimum of 40 hours of classroom and clinical activities in addition to homework and study time. Physical activities generally require both gross and fine manipulative skills to patient or student. The activities increase in numbers of patients, numbers of clinical hours and complexity throughout the program.

Additionally, the student may be caring for all types and ages of patients, including prenatal, newborn, oncologic, geriatric, etc., and therefore must be free of any disease or condition that could be dangerous to others or the student.

Specific physical activities and patient contact vary depending on which program the student is in. This student will be entering a program which has:

- X 1. High patient contact and high level of physical activity.
- 2. Low patient contact and low to moderate level of physical activity.

Thank you for your thorough physical examination of this prospective student.

7/2011



For College Procedure FFAA-1: *Immunization
Tuberculosis Testing and Physical Examination
Requirements for Health Career and Nursing Students*

VERSION B:

P.O. Box 20500
El Paso, Texas 79998
915-831-2000

Allied Community Health Services
Health Information Technology
Medical Transcription
Medical Coding
Medical Laboratory Technology
Phlebotomy Technology

Dear Healthcare Provider:

A prospective student of the Health Career Programs at El Paso Community College will be seeing you for a Physical examination. Our physical exam form (copy attached) asks that you verify this person’s ability to carry out the often stressful and physically demanding schedule the program requires in the hospital or community setting.

Most Health Career Programs are rigorous ones in which the student carries a minimum of 40 hours of classroom and clinical activities in addition to homework and study time. Physical activities generally require both gross and fine manipulative skills to patient or student. The activities increase in numbers of patients, numbers of clinical hours and complexity throughout the program.

Additionally, the student may be caring for all types and ages of patients, including prenatal, newborn, oncologic, geriatric, etc., and therefore must be free of any disease or condition that could be dangerous to others or the student.

Specific physical activities and patient contact vary depending on which program the student is in. This student will be entering a program which has:

- 1. High patient contact and high level of physical activity.
- 2. Low patient contact and low to moderate level of physical activity.

Thank you for your thorough physical examination of this prospective student.

7/2011



For College Procedure FFAA-1: *Immunization
Tuberculosis Testing and Physical Examination
Requirements for Health Career and Nursing Students*

PPD Skin Test Interpretation or Chest X-ray Annual Follow-up for Health Career Student and Faculty

Name of Patient _____ Date of Birth _____

Organization administering questionnaire _____ Date _____

Skin test interpretation depends on two factors:

- Measurement in millimeters (mm) of the induration
- Person’s risk of being infected with TB and progression to disease if infected

The table below should be used to determine whether the skin test reaction is Positive. A person with a positive reaction should be referred for a medical evaluation for latent TB infection and appropriate follow-up and treatment if necessary. A measurement of 0mm or a measurement below the defined cut point for each category is considered negative.

Place a mark in the appropriate box:	Yes	No
<p>Induration of \geq 5mm is considered positive in:</p> <p>Is the individual human immunodeficiency virus (HIV) infected? Has the individual had recent contacts of TB case patients? Has the individual been found to have fibrotic changes on chest radiograph consistent with prior TB? Has the individual had an organ transplant or are you immunosuppressed (e.g., receiving the equivalent of \geq 15mg/d of prednisone for 1 month or more)?</p>		
<p>Induration of \geq 10mm is considered positive in:</p> <p>Is this individual a recent immigrant (within the last 5 years) from Mexico or any other country in Latin America, the Caribbean, Africa, Eastern Europe or Asia? Is the individual an IV drug user? Is the individual a resident or employee of:</p> <ul style="list-style-type: none"> *Prisons and jails *Nursing homes and other long-term facilities for the elderly *Hospitals and other health care facility *Residential facility for AIDS *Homeless shelters <p>Does this individual have:</p> <ul style="list-style-type: none"> *silicosis *diabetes mellitus *chronic renal failure *hematologic disorder (leukemia, lymphoma) *malignancies (carcinoma of head, neck or lung) *weight loss of \geq 10% of ideal body weight *gastrectomy or jejunioileal by pass <p>Is the individual less than 5 years old?</p>		
<p>Induration of \geq 10mm is considered positive in:</p> <p>In all persons who have had the PPD Skin Test</p>		

Signature of Healthcare Provider: _____

Date: _____

Contact Information: _____



REPORT OF HEALTH EVALUATION

For Students in Health Occupations Programs

For College Procedure FFAA-1: *Immunization
Tuberculosis Testing and Physical Examination
Requirements for Health Career and Nursing Students*

LAST NAME (PLEASE PRINT)		FIRST NAME		MIDDLE	PROGRAM		DATE OF ENTRY	
HOME ADDRESS (Number and Street)			CITY		STATE	ZIP CODE	DOB	
NAME, RELATIONSHIP, ADDRESS & PHONE # OF EMERGENCY CONTACT					PATIENT'S HOME NUMBER: _____ CELL NUMBER: _____ EMAIL: _____			
FAMILY HISTORY		Diabetes:	Heart Attack:	High Cholesterol:	High Blood Pressure:			
		Cancer:	Stroke:	Mental Health Dz:	Other:			
Who do you live with:				Pets: Indoor or outdoor				
PERSONAL HISTORY: Please answer all questions. Comment on all positive answers below.								
Have you had:				Have you had:				
INFECTIOUS DISEASES				ENDOCRINE/METABOLIC				
Measles	Y	N		Diabetes	Y	N		
German Measles	Y	N		Thyroid Problems	Y	N		
Mumps	Y	N		Other (Describe)	Y	N		
Chicken Pox (at what age)	Y	N		MUSCULO-SKELETAL				
Malaria	Y	N		Disease or Injury of Joints	Y	N		
Tuberculosis	Y	N		Arthritis	Y	N		
Mononucleosis	Y	N		"Trick Knee"/Shoulder, etc.	Y	N		
Hepatitis	Y	N		Back Problems	Y	N		
Sexually Transmitted Disease	Y	N		Other (Describe)	Y	N		
Other (Describe)	Y	N		FEMALES ONLY				
EYES/EARS/MOUTH				First day of last menstrual period				
Gum or Dental Problems	Y	N		Irregular Periods/Excess	Y	N		
Sinusitis	Y	N		Severe Cramps	Y	N		
Eye Problems	Y	N		Current Pregnancy	Y	N		
Ear Problems	Y	N		Other (Describe) G, P, A, L	Y	N		
Throat Problems	Y	N		CARDIO-PULMONARY				
IMMUNOLOGICAL				Shortness of Breath				
Hay Fever (Seasonal allergies)	Y	N		Palpitations	Y	N		
Asthma	Y	N		Chest Pains/Pressure	Y	N		
Allergies To: Medicines	Y	N		Chronic Cough	Y	N		
Foods	Y	N		High Blood Pressure	Y	N		
GI AND GU DISORDERS				Rheumatic Fever				
Frequent Nausea	Y	N		Heart Murmur	Y	N		
Frequent Diarrhea	Y	N		Recurrent Colds	Y	N		
Constipation	Y	N		Other (Describe)	Y	N		
Frequency of Urination	Y	N		MISCELLANEOUS				
Burning on Urination	Y	N		Tumors	Y	N		
Gall Bladder Problems	Y	N		Cancer	Y	N		
Other (Describe)	Y	N		Cysts	Y	N		
NEUROLOGICAL DISEASES				Other (Describe)				
Frequent Headaches	Y	N		PSYCHOLOGICAL				
Dizziness or Vertigo	Y	N		Mental Health Disorder(s)	Y	N		
Head Injury/Unconsciousness	Y	N		Insomnia	Y	N		
Epilepsy/Convulsions	Y	N		Frequent Depression/Anxiety	Y	N		
Fainting	Y	N		Alcohol (ETOH)	Y	N		
Weakness	Y	N		Smoking	Y	N		
Paralysis	Y	N		Recreational Drugs (cocaine/marijuana)				
Other	Y	N		Miscellaneous				
BLOOD DISORDERS				Surgery				
Clotting Disorder	Y	N		Hospitalizations overnight	Y	N		
Hemophilia	Y	N		Major Accidents	Y	N		
Leukemia	Y	N		Other (Describe)	Y	N		
Anemia (Type)	Y	N		CURRENT MEDICATIONS (List)				
					Y	N		

Reviewed by: _____ Date: _____

- A. Has your physical activity been restricted during the past five years? **YES** _____ **NO** _____ (Give reasons) _____
- B. Have you had difficulty with school studies or teachers? **YES** _____ **NO** _____ (Describe) _____
- C. Have you received treatment or counseling for a nervous condition, personality or character disorder, emotional problems or chemical/alcohol dependence? **YES** _____ **NO** _____ (Give details) _____
- D. Have you had any illness or injury or been hospitalized other than that already noted? **YES** _____ **NO** _____ (Give details) _____
- E. Have you consulted or been treated by clinics, physicians, healers, or other practitioners within the past five years? (Other than routine checkups?) **YES** _____ **NO** _____ (Give Details) _____
- F. Have you been rejected or discharged from military service or employment because of physical, emotional, or other reasons? **YES** _____ **NO** _____ (If so, give reasons) _____
- G. Do you have any learning disabilities for which you may require assistance? **YES** _____ **NO** _____ (Describe) _____

I certify this personal history information to be correct: _____

Student (CLIENT) Signature

Date

TO THE EXAMINING PHYSICIAN/ADVANCED PRACTICE NURSE/PHYSICIAN ASSISTANT: Please review the student's history and complete the physical form. Please comment on positive answers. This information is for the use of the Health Careers Programs and will not be released without student consent. *Physician/Advanced Practice Nurse/Physician Assistant must be licensed in the United States.*

LAST NAME (Please Print) _____ **FIRST NAME** _____ **MIDDLE NAME** _____ **GENDER** _____ **AGE** _____

Height _____ Temp _____ B/P _____ **Corrected/Non-Corrected Vision:** R _____ L _____ Both _____

Weight: _____ Pulse _____ Resp. _____ O2 Sat on RA _____ % Corrective Lenses: **Y/N** Why _____ How Long _____

IMMUNIZATIONS REQUIRED BY EPCC: _____ **DATES** _____ **(Immunization Record/Copy must be attached)**

Varicella: 1st _____ 2nd _____ **OR** Age of actual Illness _____ **OR BLOOD TITER** _____

Polio (3 doses up to age 19) _____

Measles, Mumps, Rubella: 1st _____ 2nd _____ **OR BLOOD TITER** _____

Tdap (Tetanus, diphtheria, pertussis) or Td (dose in past 10 years) _____

Tuberculin Skin Test (Chest X-ray, if indicated) _____ **NEGATIVE** _____ **POSITIVE** _____

Hepatitis B: 1st _____ 2nd _____ 3rd _____ **OR BLOOD TITER** _____

Other: _____

Physical Assessment	Normal	Abnormal	Not Examined	Comments
1. Head, Ears, Nose, or Throat				
2. Respiratory				
3. Cardiovascular/Blood				
4. Gastrointestinal				
5. Hernia				
6. Eyes				
7. Genitourinary (Males only)				
8. Musculoskeletal				
9. Metabolic/Endocrine				
10. Neurological				
11. Skin				
12. Psychiatric/Emotional				

Recommendations for physical activity (including lifting, carrying, or standing) **Unlimited/ Limited** _____

Recommendations for accommodations for any learning disabilities, physical disabilities, or emotional disabilities **Yes/No**

(Explain) _____

General Comments: _____

EXAMINER'S SIGNATURE

EXAMINER'S NAME and TITLE (typed or printed)

ADDRESS

PHONE

FAX

DATE



For College Procedure 7.01.03.10: *Immunization
Tuberculosis Testing and Physical Examination
Requirements for Health Career and Nursing Students*

VERSION A:

P.O. Box 20500
El Paso, Texas 79998
915-831-2000

Dental Assisting
Dental Hygiene
Emergency Medical Technology/
Medical Assisting Technology/
Nursing
Physical Therapist Assistant
Radiologic Technology
Respiratory Care Technology
Surgical Technology
Diagnostic Medical Sonogram
CNA Massage Therapy
Vocational Nursing

Dear Healthcare Provider:

A prospective student of the Health Career Programs at El Paso Community College will be seeing you for a Physical examination. Our physical exam form (copy attached) asks that you verify this person's ability to carry out the often stressful and physically demanding schedule the program requires in the hospital or community setting.

Most Health Career Programs are rigorous ones in which the student carries a minimum of 40 hours of classroom and clinical activities in addition to homework and study time. Physical activities generally require both gross and fine manipulative skills to patient or student. The activities increase in numbers of patients, numbers of clinical hours and complexity throughout the program.

Additionally, the student may be caring for all types and ages of patients, including prenatal, newborn, oncologic, geriatric, etc., and therefore must be free of any disease or condition that could be dangerous to others or the student.

Specific physical activities and patient contact vary depending on which program the student is in. This student will be entering a program which has:

- 1. High patient contact and high level of physical activity.
- 2. Low patient contact and low to moderate level of physical activity.

Thank you for your thorough physical examination of this prospective student.

7/2011



For College Procedure 7.01.03.10: *Immunization
Tuberculosis Testing and Physical Examination
Requirements for Health Career and Nursing
Students*

VERSION B:

P.O. Box 20500
El Paso, Texas 79998
915-831-2000

Allied Community Health Services
Health Information Technology
Medical Transcription
Medical Coding
Medical Laboratory Technology
Phlebotomy Technology

Dear Healthcare Provider:

A prospective student of the Health Career Programs at El Paso Community College will be seeing you for a Physical examination. Our physical exam form (copy attached) asks that you verify this person's ability to carry out the often stressful and physically demanding schedule the program requires in the hospital or community setting.

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- 1. High patient contact and high level of physical activity.
- 2. Low patient contact and low to moderate level of physical activity.

Thank you for your thorough physical examination of this prospective student.

7/2011



For College Procedure 7.01.03.10: *Immunization Tuberculosis Testing and Physical Examination Requirements for Health Career and Nursing Students*

PPD Skin Test Interpretation or Chest X-ray Annual Follow-up for Health Career Student and Faculty

Name of Patient Date of Birth _____

Organization administering questionnaire Date Skin test interpretation depends on two factors:

- Measurement in millimeters (mm) of the induration
- Person’s risk of being infected with TB and progression to disease if infected

The table below should be used to determine whether the skin test reaction is Positive. A person with a positive reaction should be referred for a medical evaluation for latent TB infection and appropriate follow-up and treatment if necessary. A measurement of 0mm or a measurement below the defined cut point for each category is considered negative.

Place a mark in the appropriate box:	Yes	No
<p>Induration of ≥ 5mm is considered positive in:</p> <p>Is the individual human immunodeficiency virus (HIV) infected? Has the individual had recent contacts of TB case patients? Has the individual been found to have fibrotic changes on chest radiograph consistent with prior TB? Has the individual had an organ transplant or are you immunosuppressed (e.g., receiving the equivalent of ≥ 15mg/d of prednisone for 1 month or more)?</p>		
<p>Induration of ≥ 10mm is considered positive in:</p> <p>Is this individual a recent immigrant (within the last 5 years) from Mexico or any other country in Latin America, the Caribbean, Africa, Eastern Europe or Asia? Is the individual an IV drug user? Is the individual a resident or employee of:</p> <ul style="list-style-type: none"> *Prisons and jails *Nursing homes and other long-term facilities for the elderly *Hospitals and other health care facility *Residential facility for AIDS *Homeless shelters <p>Does this individual have:</p> <ul style="list-style-type: none"> *silicosis *malignancies (carcinoma of head, neck or lung) *diabetes mellitus *weight loss of $\geq 10\%$ of ideal body weight *chronic renal failure *gastrectomy or jejunioleal by pass *hematologic disorder (leukemia, lymphoma) <p>Is the individual less than 5 years old?</p>		
<p>Induration of ≥ 10mm is considered positive in:</p> <p>In all persons who have had the PPD Skin Test</p>		

Signature of Healthcare Provider: Date: _____

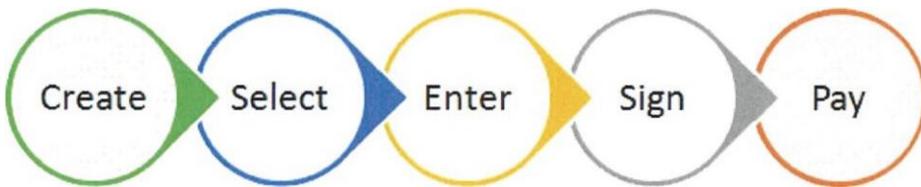
Contact Information: _____



Welcome to the El Paso Community College's Complio Website

[CLICK HERE TO LOGIN](#)

Complio is American DataBank's comprehensive tool for student screening, immunizations and compliance. The **Complio Screening** process is simple and straightforward with just five basic steps to complete. The process should take less than 20 minutes.



Attention AMS Users!!

If you have previously created an account and ordered a background check package through the **Applicant Management System (AMS)**, you can access your account by [clicking here](#). Or you may use the login button to the right.

[Returning AMS UHra Click Here to Login](#)

1 Create your Account & Subscribe



Click [Create an Account](#) to get started. Complio will send an email to the address used during account creation. Click on the **Activation Link** within the message.

2 Select A Screening Package



Login in and follow **Create Order**. Follow the prompts and answer the questions. Select a screening **Package**.

3 Enter Information



Enter the **Personal Information** required to complete your screening. Add your **Residential History**.

4 Sign Forms



Use your mouse to sign the **Disclosure & Authorization Form** and authorize the background

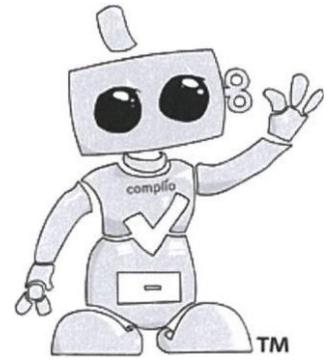
5 Submit Payment



Enter **Payment Details**. Please read our [Refund Policy](#). **Submit** your order. American DataBank will

check.

immediately begin processing your background check.



Complete. Compliant. Comply.

Additional Steps Needed Once You've Placed Your Order

Along with ordering the background check you will need to complete the following:



Drug Screening

After you have submitted your order, **please access your email account that you provided with your order** to obtain the Electronic Authorization Form and drug screen collection site location that you selected. Please visit the [Drug Screen Information](#) page for further instructions.

[Drug Screen Information](#)



Copyright © 2012 America DataBank, LLC. All Rights Reserved.
Phone: 303-573-1130 • BOC 200-0853
1600 '610 Street' Btc Floor Denver, CO 80202
Business Hours: 8:00 am - 6:00 pm MT - Mo - Fr
[View the Refund Policy](#)

General Requirements



Applicant Eligibility

To be eligible for the applicant pool, you must first:

- Attend a [Health Careers Orientation](#) Session or complete it online
- Pay a one time Health Occupations admissions fee
- Complete a [TSI test](#) with a score at or above the program's cut-off score.
 - For TSIA 2 assessment prepping, get connected with PREP at: [Pretesting Retesting Educational Program](#) (students wishing to enter a Nursing program must also take the TEAS test).
- Complete mandatory courses and other program requirements

Deadlines

There are different ranking dates for each of the health programs. Please check with the information in the catalog as well as with your health occupations counselor to make sure you have completed all requirements by the deadlines. You will receive a letter from the Specialized Admissions Office once you are accepted into the program. Please make sure the college has your current mailing address at all times.

Background Checks and Substance Abuse Screening

Changes are taking place within healthcare facilities nationally. These changes directly affect all health programs at EPCC. The Joint Commission of Accreditation of Hospitals Organization (UCAHO), which accredits healthcare facilities across the country, enforced background screening in September 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees. A background investigation must be completed prior to your acceptance into most health program or course at EPCC. EPCC uses Complio, a comprehensive tool from American DataBank for student screening, immunizations and compliance.

Students are responsible for the cost associated with the background investigation, and the investigation must be conducted by an approved company. Your clearance will be sent directly to the dean/director of your program at the college. There are two levels of background screening. Level I includes all students, while Level II is specifically for students already licensed or certified in any area.

Level 1 requires:

1. Social Security Number Verification
2. Criminal Search (7 years or up to 5 criminal searches)
3. Violent Sexual Offender and Predator Registry Search
4. OIG List of Excluded Individuals/Entities
5. GSA List of Parties Excluded from Federal Programs
6. US Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
7. State Exclusion List www.hhsc.state.us

Level 2 requires:

1. All of Level I elements License verification

2. Certification Verification Employment

3. Verification (Include reason for separation and eligibility for re-hire for each employer)

Substance abuse screening should be completed no more than 90 days prior to beginning clinical. Students who withdraw from health related coursework for one semester or longer, are required to repeat substance abuse screening and/or background checks testing upon re-enrolling in health related courses.

- If you do not have a Social Security Card, use all zeros when prompted. You will need to bring a photo ID to finalize your background clearance.

[Compl10 Website](#)

[Complo Student Guide](#)

Health Requirements - Immunizations & Compliance

Acceptance and enrollment in any Health Occupations program requires that you submit a chest x ray or tine test for tuberculosis and proof of immunization against Hepatitis B, Varicella, and Rubella. You must also have had booster shots for tetanus and diphtheria within 10 years prior to enrollment. If you were born after January 1957 and have no history of measles and/or mumps, the college requires that you be immunized against these diseases as well. All students are also required to have a physical exam by a doctor or nurse practitioner licensed to practice in the United States. These policies are mandated by OSHA and the Texas Department of Health to protect both you and the patients you will encounter during clinical training.

A tracking system, Complo, will assist students and coordinators alike to be compliant with immunizations, CPR, First Aid, physical, etc. All students participating in health programs must be part of the American Databank, in order to keep their clinical data in compliance and updated.

[Compl10 Website](#)

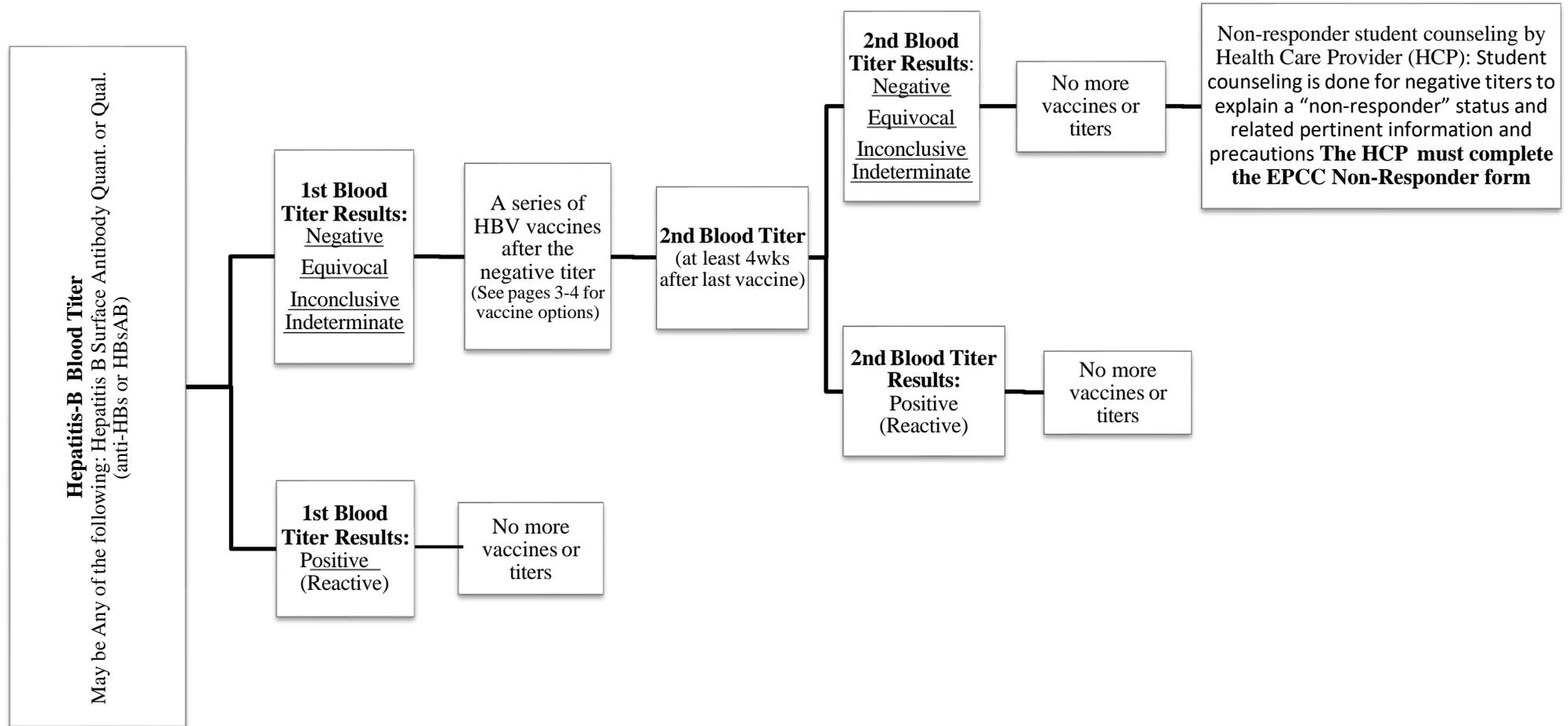
[Compl10 Student Guide](#)

Other Information

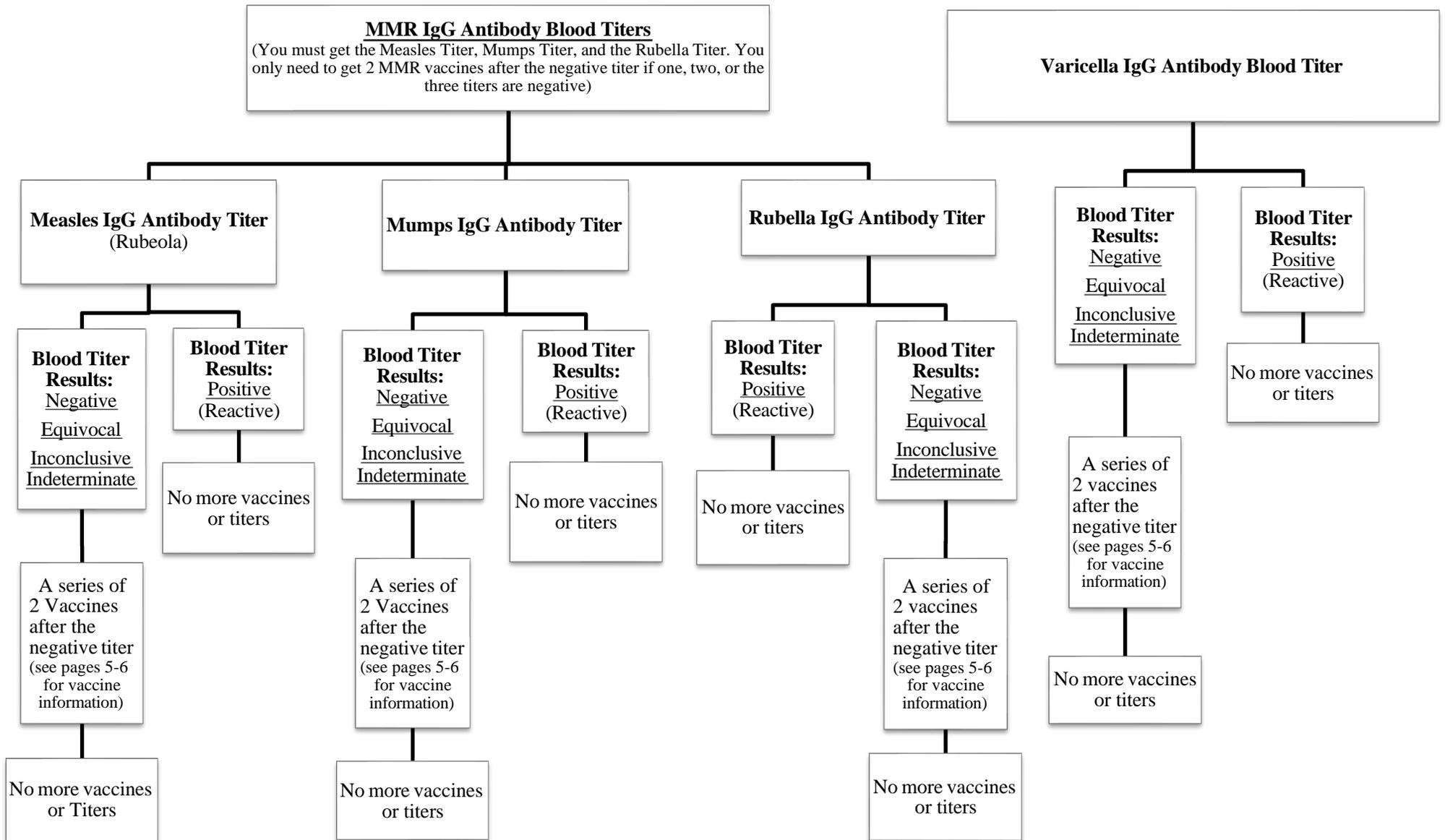
In addition to tuition, Health Occupations students enrolled in certain classes must budget for professional practice insurance. Check the FEES section of the class schedule for the semester in which you'll be taking these courses for the cost insurance premium. The premium you pay for one course will cover all other courses requiring insurance for that semester. You will also pay an additional fee for each course that requires lab. Almost all our programs include a least one semester of clinical experience at a local hospital or healthcare facility. Transportation to and from these sites is your responsibility. Some programs may require you to purchase a specific uniform and/or equipment. These must be purchased at your own cost.

Immunization and Blood Titer Requirements for Health students

Immunization and Blood Titer Requirements for Health students are based on combining the UMC & HCA protocols and meeting the most stringent components. Blood titer results for Hepatitis B, Measles, Mumps, Rubella, and Varicella are required. Students are **recommended to wait 4-6 weeks after finishing the last dose of a series before having blood Titers**. Student counseling is done for negative titers to explain a “non-responder” status and related pertinent information and precautions.



Immunization and Blood Titer Requirements for Health students



Hepatitis Vaccination Timelines

Option 1: Heplisav-B:

Get Blood Titer Drawn

If it is positive for antibodies you are done.

If it is negative you have to start the series and follow immunization and blood titer guide [Immunization and Blood Titer Requirements for Health Students.pdf \(epcc.edu\)](https://www.epcc.edu/immunization-and-blood-titer-requirements-for-health-students.pdf)

Shot 1

Wait 1 month.

Shot 2

Wait 1 month.

Get 2nd Blood Titer Drawn.

If it is positive for antibodies, you are done.

If it is negative for antibodies, Provider must fill out EPCC Non-Responder Form

Option 2: Twin-Rix accelerated– Hepatitis A and B Vaccination:

Get Blood Titer Drawn

If it is positive for antibodies you are done.

If it is negative you have to start the series and follow immunization and blood titer guide [Immunization and Blood Titer Requirements for Health Students.pdf \(epcc.edu\)](https://www.epcc.edu/immunization-and-blood-titer-requirements-for-health-students.pdf)

Shot 1

Wait 7 days or longer.

Shot 2

Wait 14 days or longer.

Shot 3

Wait 1 month.

Get 2nd Blood Titer Drawn

If it is positive for antibodies, you are done.

If it is negative for antibodies, Provider must fill out EPCC Non-Responder Form

You cannot cross between these types of vaccinations. You can start a new series of a different type of the vaccinations.

Option 3: Accelerated Hepatitis B Vaccination (Engerix-B, PreHevbrio, or Recombivax):

Get Blood Titer Drawn

If it is positive for antibodies you are done.

If it is negative you have to start the series and follow immunization and blood titer guide [Immunization and Blood Titer Requirements for Health Students.pdf \(epcc.edu\)](#)

Shot 1

Wait 1 month.

Shot 2

Wait 16 weeks after shot 1, and
Wait 2 months after shot 2. Both of these time frames have to be met.

Shot 3

Wait 1 month.

Get 2nd Blood Titer Drawn

If it is positive for antibodies, you are done.

If it is negative for antibodies, Provider must fill out EPCC Non-Responder Form

Option 4: Hepatitis B – Series of Three Vaccinations

Get Blood Titer Drawn

If it is positive for antibodies you are done.

If it is negative you have to start the series and follow immunization and blood titer guide [Immunization and Blood Titer Requirements for Health Students.pdf \(epcc.edu\)](#)

Shot 1

Wait 1 Month.

Shot 2

Wait 5 months.

Shot 3 is given 6 months after the first shot, 5 months after the second shot.

Wait 1 Month.

Get 2nd Blood Titer Drawn

If it is positive for antibodies you are done.

If it is negative for antibodies, Provider must fill out EPCC Non-Responder Form

You cannot cross between these types of vaccinations. You can start a new series of a different type of the vaccinations.

MMR Timelines

(You must get the Measles Titer, Mumps Titer and the Rubella Titer. You only need to get 2 MMR vaccines after the negative titers if one, two, or the three titers are negative.)

Measles:

Get a Blood Titer Drawn

If the titer is positive for Antibodies you are done.

If the Titer is negative for Antibodies you have to start the series. Refer to immunization and blood titer requirements. [Immunization and Blood Titer Requirements for Health Students.pdf \(epcc.edu\)](#)

MMR Shot 1

Wait a month

MMR Shot 2

You don't need to re-titer. Refer to immunization and blood titer requirements. [Immunization_and_Blood_Titer_Requirements_for_Health_Students.pdf \(epcc.edu\)](#)

Mumps:

Get a Blood Titer Drawn

If the titer is positive for Antibodies you are done.

If the Titer is negative for Antibodies you have to start the series. Refer to immunization and blood titer requirements. [Immunization and Blood Titer Requirements for Health Students.pdf \(epcc.edu\)](#)

MMR Shot 1

Wait a month

MMR Shot 2

You don't need to re-titer. Refer to immunization and blood titer requirements. [Immunization_and_Blood_Titer_Requirements_for_Health_Students.pdf \(epcc.edu\)](#)

Rubella:

Get a Blood Titer Drawn

If the titer is positive for Antibodies you are done.

If the Titer is negative for Antibodies you have to start the series. Refer to immunization and blood titer requirements. [Immunization and Blood Titer Requirements for Health Students.pdf \(epcc.edu\)](#)

MMR Shot 1

Wait a month

MMR Shot 2

You don't need to re-titer. Refer to immunization and blood titer requirements.

[Immunization_and_Blood_Titer_Requirements_for_Health_Students.pdf \(epcc.edu\)](#)

Varicella Timeline**Varicella (Chicken Pox):**

Get a Blood Titer Drawn

If the titer is positive for Antibodies you are done.

If the Titer is negative for Antibodies you have to start the series. Refer to immunization and blood titer requirements. [Immunization and Blood Titer Requirements for Health Students.pdf \(epcc.edu\)](#)

Shot 1

Wait a month.

Shot 2

You don't need to re-titer. Refer to immunization and blood titer requirements.

[Immunization_and_Blood_Titer_Requirements_for_Health_Students.pdf \(epcc.edu\)](#)

APPENDIX P
GUIDELINES FOR HEALTH OCCUPATIONS STUDENTS
ENROLLED IN PROGRAMS WITH RADIOLOGY COMPONENTS
DURING PREGNANCY

Title of Procedure:

This procedure is to provide guidelines and to insure the protection of the student and of the fetus for students who are enrolled in Allied Health Programs with radiology components who are pregnant at the time of enrollment or who become pregnant while enrolled.

General:

Scientific evidence indicates that rapidly dividing cells are more radiosensitive than other cells within the body. The cells in the embryo stage of development are of particular concern because of the potential consequences that can result from damage caused at the early stages of fetal development. Therefore, special consideration is provided to those individuals who are occupationally exposed to sources of radiation and may be pregnant or are considering becoming pregnant.

Definitions:

1. **Pregnant or Potentially Pregnant:** An individual is considered to be pregnant or potentially pregnant only upon formal written declaration. Therefore, it is the responsibility of the individual to inform the Radiation Safety Officer of her reproductive status before any additional radiation safety actions can be enacted.
2. **Radiation Safety Officer (RSO):** A Radiation Safety Officer is a qualified individual who establishes and oversees operating and safety procedures and assures conformity to the rules in the 25 Texas Administrative Code (TAC) §289 (formerly TRCR). These rules are compatible with those of the United States Nuclear Regulatory commission. The Texas Department of Health determines the qualifications for the RSO. Currently the RSO for El Paso Community College is the Instructional Coordinator for the Radiologic technology Program.

Procedure Statement.

1. Radiologic Technology Program students will be informed of the special risks associated with reproduction and radiation exposure during the "Basic Radiation Protection" unit taught in the Introduction to Radiography course, the first program course of the curriculum. Dental students will receive this information prior to performing dental radiography. special emphasis will be placed on the formal declaration requirement that is the responsibility of the individual.
2. No special actions will be taken on the part of the Radiation Safety Officer until formal written declaration by the individual. The individual must first declare her pregnancy or

potential pregnancy in writing to the radiation Safety Officer, along with the estimated date of conception, prior to any actions on the part of the division.

3. Declaration information provided to the Radiation Safety Officer will remain confidential among the appropriate program faculty. The Radiation Safety Officer will inform the individual if it is deemed necessary to relay the information to other parties, and the information will only be relayed if consent is granted.
4. Upon notification of pregnancy or potential pregnancy, the Radiation Safety Officer will provide an oral summary of the information contained in the USNRC Regulatory Guide 8.13 "Instruction Concerning Prenatal Radiation Exposure". A copy of the document will be provided along with an opportunity to ask questions and receive answers.
5. A review of the individual's exposure history is performed if the data is available. This information will be reviewed in an attempt to project what does might be expected in the ensuing nine month period.
6. A summary of the options available to the individual will be reviewed. The student will be informed that because of the potential risk to the fetus, it is strongly recommended that she withdraw from the program until such time as she is no longer pregnant. Students will be advised that they should follow the procedure "Student Readmission to Allied Health and Nursing Programs", and that, provided they are in good standing upon withdrawal, will be given priority for readmission.
7. In the event that direct clinical radiology experience is a required portion of the student's objectives for a particular course, and no clinical site can be identified in which to place the student, the student will be required to withdraw from the course. As stated above, to reenter the program, the student should follow the procedure "Student Readmission to Allied Health and Nursing Programs".
8. The close correlation between both course content and the practical application of clinical skills mandate that the student be aware that the continuity of didactic coursework to clinical application may be adversely impacted without the inclusion of the clinical component.
9. Should the student decide to continue in the Program, she will be provided with a summary of the additional radiation safety procedures that can be offered. Such services include additional personnel monitoring and additional shielding.
10. A student may undeclared her pregnancy at any time. This information must be presented to the radiation Safety Officer in writing.
11. The pregnancy declaration form in no way absolves the institution from the responsibility of providing a safe workplace.

12. Personnel monitoring records will be routinely reviewed to verify compliance with the fetal exposure limit of **500** millirem for the nine-month gestation period.

Consideration will also given to the amount of dose recorded during each monitoring period, in keeping with the recommended average limit of 50 millirem per month.

13. Declared pregnant individuals found to have doses nearing or at the dose limit will be contacted so that the limit will not be exceeded.
14. Conflicts arising from the imposition of work restrictions to limit doses will be resolved through the coordination of program officials, Division Dean, appropriate clinical affiliate officials, and/or El Paso Community College attorneys.

References:

USNRC Regulatory Guide 8.13
25 Tac §289.202 (m)

EL PASO COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
PREGNANCY DECLARATION, INSTRUCTION &
DOSIMETRY EVALUATION FORM

1. Voluntary Pregnancy Declaration Statement for _____
(please print)

I voluntarily declare my pregnancy to the Radiation Safety Officer at El Paso Community College, as stated in the 25 Texas administrative Code §289.202 (c) and §289.202 (rr (4) and USNRC Regulatory Guide 8.13.

I understand that my occupation radiation dose during my entire pregnancy will not be allowed to exceed **0.5 rem** (5 millisieverts) (unless that dose has already been exceeded between the time of conception and submitted this letter). I also understand that meeting the lower dose limit may require a change in student status or educational experiences.

Signature of Individual Declaring Pregnancy

II. Instructions

Oral and written information about radiation exposure and pregnancy has been provided to the individual declaring pregnancy at this time. This information includes:

student initials:

- _____ I. The risk associated with prenatal radiation exposure
- _____ 2. Methods available for reducing possible risk
- _____ 3. An opportunity to ask questions and receive answers concerning the information provided

[Fetal dose limits and dose time period information is taken from 25 TAC §289.202 (1m)]

III. Dosimetry

Separate fetal dosimetry devices are available to those individuals likely to receive fetal doses in excess of 10% of the established fetal dose limit, as proscribed in 25 TAC §289.202 (q) (1) and 25 TAC §289.202 (m). The utilization and application of such devices has been discussed with the individual declaring pregnancy at this time.

El Paso Community College Radiation Safety Officer

Date

Adapted January 1999 Revised: March 1999

APPENDIX P-1
SONOGRAPHY STUDENT PREGNANCY POLICY

Because there is no ionizing radiation involved in ultrasound, a student can participate in all program activities contingent upon the student's physician approval. The program will require the student to inform the Program Director if pregnancy is confirmed. Since ultrasound departments are frequently in close proximity to Radiology Departments, the program may provide the pregnant student with a radiology dosimeter to monitor her while she is in clinic, if applicable. Additionally, it will be required that the student provide a letter from her physician indicating she can participate in program activities.

Although pregnancy is not an illness, the student's ability to meet all course requirements during her pregnancy may be affected. The student is not excused from any course requirements including attendance requirements. When the student informs the Program Director of her pregnancy and expected due date, the Program Director and the Health Occupation Counselor inform the student of all the remaining requirements of the degree plan courses. Missed clinical hours and or lecture/lab courses may be made up the level in which the student has missed clinical time or lecture/lab activities, if the absences equal more than one week for clinical hours or two lecture/lab class sessions, it may not be possible for the student to make up the lost time. Should the pregnancy come to term the student is in the last semester, the student may be given an "Incomplete" and allowed to make-up the clinical hours during the intersession or the next semester, lecture classes will need to follow the procedure for readmission.

At any time during the Program, if the pregnant student's previous performance in program has been acceptable, she may elect to withdraw in good standing from the program and she will be allowed to return to the program the following year on space available basis, following the procedure for readmission.

Ms. _____

Dear Mrs. _____:

This letter is to confirm the previous conversation relating to your pregnancy. As you know, some portions of the training to be received your degree plan (Diagnostic Medical Sonography) are strenuous and should be undertaken only after consultation with your physician.

The College does not wish to restrict your participation in the Diagnostic Medical Sonography Program, but is equally desirous that neither your health nor that of your child be jeopardized. We will respect any decision you and your physician choose to make.

Very Truly Yours,

Ultrasound Program Coordinator

I, _____, have read and understand the foregoing letter and state that I have been informed orally and in writing, that certain activities and conditions which are part of the Diagnostic Medical Sonography Program are dangerous to me and my child, and further state that I have consulted with my physician.

Student Signature: _____

Date of Signature: _____

WEB PAGES OF INTEREST TO SONOGRAPHERS

www.ARDMS.org Homepage of the American Registry of Diagnostic Medical Sonography

www.SDMS.org Home page of the Society of Diagnostic Medical Sonography

www.arrt.org Home page of the American Registry of Radiologic Technologists (Sonographer)

www.asrt.org Home page of the American Society of Radiologic Technologists. Contains news and events pertinent to radiologic technology, continuing education, a job bank and more.

WEB PAGES OF INTEREST TO DIAGNOSTIC MEDICAL SONOGRAPHERS

www.burwin.com Burwin Institute, U.S. and Canada. (800) 322-0737

www.zcus.com Gulfcoast Ultrasound Institute, Inc. (800) 61901900 or (727) 363-4500

www.esp-inc.com ESP Ultrasound (281) 292-9400

www.mededinteractive.com MedEd Interactive, nationwide. (888) 639-0817

[http:Hjeffline.tju.edu/ultrasound](http://Hjeffline.tju.edu/ultrasound) Thomas Jefferson University, (215) 35-8533



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

FB-8 Physical and Technical Standards for Students in Health Career Programs

APPROVED: April 16, 1991 **REVISED:** June 8, 2012
Year of last review: 2021
AUTHORIZING BOARD POLICY: FB

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated contact: Dean or Director of the Program

OBJECTIVE: To establish guidelines for determining physical/technical ability/eligibility for enrollment in the health career programs.

PROCEDURE:

I. Documentation of Medical History and Physical Examination

- A. Students entering health career programs will be required to submit evidence of a medical history and current physical examination. Initial review of these documents will be completed by the appropriate program coordinator. The program coordinator will refer any questionable documents or physical recommendations to the Dean, Health Careers, Dean of Nursing, or Director, CE Health.
- B. Prior to entering the first clinical course, students will sign a statement relating to their ability to perform the competencies as stated in section II of this procedure. (See attached form). Students who declare any limitations on this form will be required to follow the process in section III of this procedure.
- C. With a reported change in the physical or mental status of a student, the student may be required to obtain a recommendation for program continuation from a physician.

II. Assumptions

An applicant or a student enrolled in health career programs in El Paso County Community College District will be able to perform the following competencies:

- A. Functionally use the sense of vision, hearing, smell, and touch with or without technical (mechanical) compensation.

Rationale:

The student must be able to observe a patient accurately at a distance and close at hand to determine patient status. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.

- B. Execute functional psychomotor movements to provide general patient care and emergency treatments.

Rationale:

Provision of patient care and administration of emergency treatments require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Laboratory situations would not adequately compensate, because the educational experience involves real patient care situations, and the potential for emergency interventions.

- C. Hear, observe, and speak to patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications.

***Note: The word “faculty” denotes instructors, counselors and librarians.**

Rationale:

The student must be able to communicate with patients, staff, and others effectively and with sensitivity. Communication includes not only speech but also reading and writing. The applicant must be able to communicate effectively in oral and written form with all members of the health care team.

- D. Utilize intellectual abilities, exercise good judgment, complete tasks, and comprehend spatial relationships. Comprehend three-dimensional relationships and understand the proportional relationships of structures.

Rationale:

The student must respond to newly emerging variables with varying levels of supervision. Poor judgment places patient and other staff at needless risk. Understanding of spatial relationships is necessary for accurate measurements and participation in various procedures.

- E. Demonstrate the intellectual and emotional capabilities required to exercise good judgment.

Rationale:

The student must be able to promptly complete all responsibilities attendant to the care of patients and develop mature, sensitive and effective relationships with them.

- F. Tolerate physically taxing workloads and function effectively under stress.

Rationale:

The student must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are essential for success in professional practice.

- G. Lift and safely move up to 50 pounds while utilizing safe body mechanics.

Rationale:

1. Moving patients and equipment from one location to another location (to the floor, to a bed, between chairs), without the assistance of a second person, or the patients themselves, is a daily activity that occurs many times within the workday.
2. Movement of more than 50 pounds usually requires another person or use of assistive devices.

III. Exceptions

- A. An applicant or current enrollee with verifiable mental or physical disabilities, who may be unable to meet these program requirements, may request individual consideration for admission or retention.
- B. A petition for special consideration must be initiated by the student through either the Center for Students with Disabilities or the Dean, Health Careers, Dean of Nursing, or Director, CE Health. The petition must include:
1. The program for which the student is applying or is enrolled.
 2. An explanation of physical or mental limitations.
 3. A statement of adaptations to be made by the student.
 4. Any adaptations requested to be made by the District.
- C. A joint recommendation will be made by the Director of the Center for Students with Disabilities and by the Dean of Health Careers, Dean of Nursing, or Director, CE Health.
- D. A written accommodation plan will be developed by the Center for Students with Disabilities as appropriate for each course in which the student is enrolled that requires accommodation. Copies of this documentation will be maintained in both the program files and the Center for Students with Disabilities files. If the student should request accommodation for licensure or certification examinations, copies of the accommodations plans approved during the program of study may be requested by the licensing or certifying agency.
- E. Appeals may be made in writing to the Vice President of Student and Enrollment Services and the Vice President of Instruction and Workforce Education, who will jointly review the grievance.



**EL PASO COMMUNITY COLLEGE
STUDENT DECLARATION
PHYSICAL/TECHNICAL COMPETENCIES FOR
HEALTH CAREER PROGRAMS**

An applicant or a student enrolled in health career programs in the El Paso County Community College District will be able to perform the following competencies:

Functionally use the sense of vision, hearing, smell, and touch with or without technical (mechanical) compensation.

Rationale:

The student must be able to observe a patient accurately at a distance and close at hand to determine patient status. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.

Execute functional psychomotor movements to provide general patient care and emergency treatments.

Rationale:

Provision of patient care and administration of emergency treatments require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Laboratory situations would not adequately compensate, because the educational experience involves real patient care situations, and the potential for emergency interventions.

Hear, observe, and speak to patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications.

Rationale:

The student must be able to communicate with patients, staff, and others effectively and with sensitivity. Communication includes not only speech but also reading and writing. The applicant must be able to communicate effectively in oral and written form with all members of the health care team.

Utilize intellectual abilities, exercise good judgment, complete tasks, and comprehend spatial relationships. Comprehend three-dimensional relationships and understand the proportional relationships of structures.

Rationale:

The student must respond to newly emerging variables with varying levels of supervision. Poor judgment places patient and other staff at needless risk. Understanding of spatial relationships is necessary for accurate measurements and participation in various procedures.

Demonstrate the intellectual and emotional capabilities required to exercise good judgment.

Rationale:

The student must be able to promptly complete all responsibilities attendant to the care of patients and develop mature, sensitive, and effective relationships with them.

Tolerate physically taxing workloads and function effectively under stress.

Rationale:

The student must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are essential for success in professional practice.

Lift and safely move 50 pounds while utilizing safe body mechanics

Rationale:

Moving patients and equipment from one location to another location (to the floor, to a bed, between chairs), without the assistance of a second person, or the patients themselves, is a daily activity that occurs many times within the workday. Movement of more than 50 pounds usually requires another person or use of assistive devices.

Student Declaration:

_____ I am able to meet all of the above, stated physical/technical competencies without any special accommodations.

_____ I am able to meet all of the above, stated physical/technical competencies without special accommodations, EXCEPT the following: Describe limitation and accommodations needed:

Student Name (Print) _____

Student Signature _____ Date: _____

RETURN TO PROGRAM INSTRUCTOR/COORDINATOR.

TO BE COMPLETED BY COLLEGE STAFF

Actions Recommended:

Comments:

_____ No action required

_____ Accommodation Plan Needed

_____ Other

_____ Coordinator's Signature

FORWARD TO DEAN/DIRECTOR FOR REVIEW.

Actions Recommended:

Comments:

_____ No action required

_____ Accommodation Plan Needed

_____ Other

Reviewed by: _____ Dean's/Director's Signature

FORWARD TO CENTER FOR STUDENTS WITH DISABILITIES IF NECESSARY.
COPY TO STUDENT FILE.

Actions Recommended:

Comments:

_____ No action required

_____ Accommodation Plan Completed (copy attached)

_____ Other

Reviewed by: _____ Signature of Director of Center for Students with Disabilities

PLEASE RETURN COPY TO DEAN/DIRECTOR AND COORDINATOR LISTED ABOVE.

APPENDIX Q

ATTENDANCE AND COURSE PURSUIT

Each student has the responsibility for attending class and pursuing the objectives of the course(s) for which he/she is officially enrolled. The instructor for each course will provide the student with a course syllabus which contain. course objectives, attendance requirements, and grading criteria. Students who have not attended at least one (1) class session through the census. date for the semester/session will be dropped and may not be reinstated.

Instructor Initiated Withdrawals

In determining course pursuit by the student, the instructor will consider class attendance, the failure of the student to appear for examinations, presentations, or other required class activities as identified in the course syllabus, and the failure of the student to submit required papers, projects and/or reports. When, on the basis of combination of these benchmarks, the instructor determines the student has ceased to pursue the objectives of the course, the instructor may withdraw the student.

Students withdrawn in this manner may be reinstated only upon appeal to the appropriate division chairperson and with the concurrence of the instructor. Such appeals must be initiated, in writing, within ten (10) days from the date the withdrawal was received by the Records Office.

Student Initiated Withdrawals

Students who desire to withdraw from the course and receive a grade of "W" are responsible for submitting the appropriate forms prior to published timelines.

HEALTH OCCUPATIONS DIVISION CRITERIA FOR COURSE PURSUIT

In order to establish guidelines for determining when a student has ceased to pursue the course objectives, the Health Occupations Division has set the following standards.

1. Student. must follow the standards established in the current edition of the Health Occupations Programs Student Handbook and/or program addendum. The student is bound by standards in the Handbook as evidenced by the return of the signed/dated acknowledgment sheet.
2. Where the student continues to pursue the course objectives but is receiving failing grades, he/she will remain eligible to complete the course, except in instances where unsafe practice occurs.
3. Each DMSO program course will have specific criteria for course pursuit in addition to the above. See individual course syllabus.

The student must appear for examinations, presentations, or other required class activities and submit required papers, project. and/or reports as identified in the course syllabus/calendar. I have read and understand the standards established in the current edition of the Health Occupations Programs Students Handbook and/or program addendum.

PROGRAM: _____

DATE

STUDENT SIGNATURE



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

ECC-1 Criteria for Determining Course Pursuit

APPROVED: May 28, 1985 **REVISED:** July 7, 2008
Year of last review: 2021

AUTHORIZING BOARD POLICY: ECC

Classification: Administrative
Vice President or Associate Vice President: Vice President of Instruction and Workforce Education
Designated Contact: Dean or Director of the Program

OBJECTIVE: To establish the guidelines for determining when a student has ceased to pursue the course objectives as stated in the course syllabus.

PROCEDURE:

- I. A student is considered enrolled once he/she has completed registration and paid the required tuition and fees.

- II. Determining Course Pursuit

 Each instructor will prepare and distribute to students a course syllabus which states the objectives of the course. Included in the objectives will be the instructor's requirements for class attendance and the grading criteria for the course. The criteria stated in the course syllabus will serve as the basis for determining course pursuit.

- III. Absences Affecting Course Pursuit
 - A. A student has the right to make up missed assignments and exams without penalty due to:
 - 1. Military duty or emergency service (e.g., EMS, Fire Department, Police Department)
 - 2. College-sponsored activities (Note: A *Class Attendance EPCC Sponsored Activity(ies)* form (attached to this procedure) must be completed with student's signature and faculty* member's signature and returned to Activity Advisor/Employer.)

 - B. Missed assignments and exams due to other absences affecting course pursuit will be at the discretion of the instructor as per the course syllabus.

- IV. Withdrawal Authorization Process
 - A. The instructor is responsible for informing students of their academic course progress. If students cease attending class, the instructor is responsible for informing them of their academic course progress only if the students have provided to the College their phone number, email address, post office box or home address. When the instructor determines that the student is no longer pursuing the objectives of the course, he/she may initiate a Withdrawal Authorization. The Withdrawal Authorization is to be submitted to the Office of Admissions and Registration at any campus.

 - B. The instructor initiated withdrawal authorization must be received by the Office of Admissions and Registration up to the:
 - 11th week for sessions of 16 weeks
 - 10th week for sessions of 14 and 15 weeks
 - 9th week for sessions of 13 weeks
 - 8th week for sessions of 11 and 12 weeks
 - 7th week for sessions of 10 weeks
 - 6th week for sessions of 8 and 9 weeks
 - 5th week for sessions of 7 weeks
 - 4th week for sessions of 5 and 6 weeks
 - 3rd week for sessions of 4 weeks

V. Appeal Process

- A. A student who is withdrawn for not maintaining course pursuit may appeal to the appropriate Dean for reinstatement after consultation with the instructor. The appeal must be initiated, via a student petition form, within ten (10) days from the date of notification from the Office of Admissions and Registration.
- B. Where the Dean determines that the student was maintaining course pursuit, he/she may, with the instructor's concurrence, reinstate the student. In such cases, he/she will submit a *Reinstatement Authorization* to the Office of Admissions and Registration and advise the instructor of the action taken.
- C. If the student is not satisfied with the Dean's decision, the student may initiate a student appeal of the final course grade per the procedure titled *Student Appeal of a Final Course Grade* (EGA-6).



For College Procedure ECC-1:
Criteria for Determining Course Pursuit

CLASS ATTENDANCE EPCC SPONSORED ACTIVITY(IES)

I, _____ will be missing class for the period covering _____ to _____ due to:
(circle one) college sponsored activity(ies); military duty; or emergency service. (If military, attach copy of official orders)

Signature of Participant

Approved by: _____
Activity Advisor/Employer

Faculty

Date

This form must be submitted with Faculty signature to the Activity Advisor/Employer two weeks prior to sponsored activity(ies) with the exception of emergency notification. Activity Advisor/Employer will provide a copy of the completed form to the Faculty member.

NOTE: As stated in College Procedure ECC-1, Section III. A-2.

APPENDIX Q-2

PATIENT CONFIDENTIALITY

1. All information learned during a patient care experience or from patient records is completely confidential. (Exceptions: instructors and agency staff members may be notified of all confidential matters.)
2. No comment should be made about the patient which could be taken as negative or critical. Such comments could easily be taken very personally by the patient or friends if overheard. The attitude taken about the patient and the treatment should always be in the best interest of the patient.

CONFIDENTIALITY AGREEMENT

I understand and agree that in the performance of my duties as a student in _____(program), I must hold patient information in confidence.

Further, I understand and agree that intentional or voluntary violation of the patient's confidentiality may result in refusal on the part of the health care facility to allow me to participate in patient care. Violating patient confidentiality may place the patient in emotional jeopardy, one form of unsafe clinical practice, and may result in failure to meet course objectives.

DATE: _____

COURSE: _____

SIGNATURE: _____

This page must be returned to the program coordinator.

APPENDIX Q-3
EL PASO COMMUNITY COLLEGE
HEALTH OCCUPATIONS PROGRAMS CONSENT/NON-CONSENT FORM:
HEPATITIS B VACCINE

I understand that due to my occupational exposure to blood and/or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus. I have been given the opportunity to receive the Hepatitis B vaccine. I have read the information sheet on the Hepatitis B vaccine and I understand its contents; my questions have been answered to my satisfaction. I acknowledge that the information I have received is non-exhaustive and that there may be other remote risk, consequences, or side effects related to the vaccine. I have also received training relative to the sources, modes of transmission, symptoms, and containment of certain blood borne diseases.

I understand that vaccination with the Hepatitis B vaccine is voluntary and that I have the option of accepting or declining vaccination. I fully release El Paso Community College and its associates from any claims or damages which may arise from either the administration of the vaccine or from my admission to decline the vaccine.

Check one

- I plan to start the series of vaccinations with Recombivax HB (synthetic Hepatitis B vaccine) prior to my clinical experience.
- I have previously received Hepatitis B vaccine through another source and decline further vaccination. I will provide my program coordinator with my vaccination record.
- I am immune to Hepatitis B and decline vaccination. I will provide my program coordinator with the results of my antibody screening.
- I have a medical contraindication to Recombivax B and decline to receive the vaccine at this time.
- I decline any form of Hepatitis B vaccine at this time.

I understand that by reason of my clinical experiences at various clinical affiliates while enrolled as a student in a Health Occupations Program at El Paso Community College and due to the occupational exposure to blood or other infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) Infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine; I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious material and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series.

(Note: Declination statements modified for students based on OSHA regulations)

Full Name (Printed): _____

Full Name (Signature): _____ Date: _____

Address: _____ Program: _____

Street/P.O.Box City State Zip

Witness: _____ Date: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

Name Printed: _____

APPENDIX Q-4
STUDENT DATA SHEET

NAME: _____

DATE OF BIRTH: _____

SOCIAL SECURITY #: _____

ADDRESS: _____
street

CITY, STATE, AND ZIP CODE

HOME PHONE: _____

WORK PHONE: _____ HOURS: _____

ALTERNATE ADDRESS: _____
street

CITY, STATE, AND ZIP CODE

TB Tine Test expiration _____

CPR Expiration _____

Write a short paragraph on why you want to become a sonographer.

APPENDIX Q-5

2.08 STUDENTS RIGHTS AND PRIVACY ACT/DIRECTORY INFORMATION

DEFINED

In compliance with the Family Educational Rights and Privacy Act of 1974, El Paso County Community College District gives notice that the following types of directory information will be released to the general public without the written consent of the student:

- A. Student name
- B. Student address
- C. Telephone listing
- D. Dates of attendance
- E. Major field of study and awards, degrees received
- F. Most recent previous institution attended
- G. Date of birth

If a student does not wish to have this directory information released, he or she must submit a written request to the Registrar's Office. Once such a written request has been made, it will remain in place until the student authorizes its removal in writing. Faculty Member: Any release of this type of information will accomplished only through the registrar's office. It is very important that these guidelines are followed exactly as specified.

APPENDIX Q-6
EL PASO COMMUNITY COLLEGE
HEALTH OCCUPATIONS DIVISION

PURPOSE: Under the Family Educational Rights and Privacy Act of 1974, permission is needed to release information.

EXPLANATION: It is necessary to develop clinical rotation schedules for students enrolled in health occupation courses. The information is distributed to:

1. Discipline faculty and staff
2. Clinical affiliate
3. Classmates

Schedules are used by faculty OR staff at El Paso Community College and the clinical affiliate to notify students of messages received , especially in the event of emergency situations. Classmates use the information to organize car pools and study groups.

I _____ give my permission for El Paso Community College to post and distribute the following items:

- _____ Clinical schedule with names of students
- _____ telephone
- _____ address
- _____ *date of CPR certification
- _____ *TB skin test results and date
- _____ references for employment
- _____ name, address to clinical affiliates for invitations to graduation parties
- _____ other _____

*Failure to release this information may result in non-admittance to clinical facilities. Clinical affiliates require this information of all students providing patient care.

Signature: _____

Date : _____

Course : _____

Faculty Signature: _____



APPENDIX Q-7

EL PASO COMMUNITY COLLEGE
RIO GRANDE BORDER HEALTH CLINIC
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

STATE OF TEXAS }
RELEASE
CITY OF EL PASO }

VOLUNTARY CONSENT AND

I, _____, hereby consent to the use of an ultrasound machine on my person and body in connection with the El Paso County Community College District, Diagnostic Medical Sonography Laboratory.

This usage is part of a teaching program, and no warranty or representation, expressed or implied, is made by the college regarding the machine, its operation, or any results, or benefits from such usage.

For and in consideration of the College providing these results, I release, and discharge the college, its agents, faculty, and staff from any liability or claim arising from the use or operation of the machine, or the accuracy of the results.

I, _____, do not give consent to the use of the ultrasound machine on my person at the Rio Grande Border Health Clinic.

Print Name _____

Date _____

Signature _____

Address _____

Your Date of Birth _____

Telephone _____



EL PASO COMMUNITY COLLEGE
RIO GRANDE BORDER HEALTH CLINIC
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

**ESTADO DE TEXAS }
VOLUNTARIO
CIUDAD D' EL PASO }**

CONSENTIMIENTO

Yo, _____, autorizo el uso de la maquina de ultrasonido, en mi persona y mi cuerpo, al laboratorio de Diagnostico Medico de Sonografia en el Distrito de El Paso Community College.

Esta practica es parte de un programa de ensenanza, y ninguna garantia o representacion, expresa o implicita, es hecha por el Colegio con respecto a la maquina, su funcionamiento, o cualquier resultado o beneficios de dicho uso. Para y en consideracion del Colegio proporcionar estos resultados, yo libero al colegio, sus agentes, facultad y personal de cualquier responsabilidad o reclamacion que surja del uso o funcionamiento de la maquina, o la exactitud de dichos resultados.

Yo, _____, no autorizo el uso de la maquina de ultrasonido, en mi persona y mi cuerpo, al laboratorio de Diagnostico Medico de Sonografia en el Distrito de El Paso Community College.

Nombre en Letra Molde _____ Fecha _____

Firma _____ Direccion _____

Su fecha de Nacimiento _____ Telefono _____

APPENDIX Q-8

ACKNOWLEDGMENT OF RECEIPT OF
GUIDELINES FOR THE
Diagnostic Medical Sonography Program

I, _____, acknowledge receipt of the
GUIDELINES FOR THE Diagnostic Medical Sonography Program and
have read and understand the requirement therein.

Student's signature

Date

NOTICE OF POTENTIAL INELIGIBILITY FOR LICENSE

Texas law:

- restricts the issuance of occupational licenses based on a license applicant's criminal history; and
- authorizes the Texas Department of Licensing and Regulation (TDLR), in some cases, to consider a person convicted, even though the person was only on probation or community supervision without a conviction.

As an applicant/enrollee in an educational or training program that prepares individuals for issuance of an occupational license, I have been provided with notice by **El Paso Community College / Diagnostic Medical Sonography Program** of the following:

- If I have been convicted of an offense or placed on probation, I might not be eligible for an occupational license issued by TDLR after I complete this educational or training program;
- TDLR's criminal history guidelines are available at www.tdlr.texas.gov/crimconvict.htm and include restrictions or guidelines TDLR uses to determine eligibility for an occupational license; and
- I have the right to request a criminal history evaluation letter from TDLR, which is explained in more detail at www.tdlr.texas.gov/crimhistoryeval.htm.

Section 53.152, Occupations Code, requires that notice be provided to each applicant and enrollee regardless of whether the applicant or enrollee has been convicted of an offense.

At the present time, the state of Texas does not require a licensure to be employed as a Diagnostic Medical Sonographer. The requirement is a national certification under either the American Registry of Diagnostic Medical Sonography (ARDMS) and/or the American Registry of Radiologic Technology Sonography (ARRT) (S). These two national certifications require individual self-reporting of criminal history at time of application. Please review requirements at <http://www.ardms.org> and <http://www.artt.org>.

Having a Cleared background check for the El Paso Community College / Diagnostic Medical Sonography Program does not guarantee that the National Sonography Certification boards (ARDMS and ARRT) will permit the applicant to take the certification exams as criteria for clearance may be different than that required by EPCC and our clinical affiliates.

REFUND AND ORDERED PAYMENTS. State law requires TDLR to order an educational program provider to refund tuition, license application fees, and examination fees if:

- TDLR determines the provider failed to provide notice to me; and
- my license application was denied because of my criminal history.

ACKNOWLEDGEMENT

By my signature below, I, (*Print Name of Applicant/Enrollee*) _____, certify that I have read and understand the information above.

(*Signature of Applicant/Enrollee*)

**EPCC DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM -
CLINICAL PARTICIPATION
DISCLAIMER**

I, _____ (print name), hereby acknowledge that once accepted into the EPCC Diagnostic Medical Sonography Program I will follow all safety protocols set forth by the College and the Program, not only on campus but at the clinical sites. I am aware that entering into any medical field involves inherent risks from potential exposure to a variety of contagious microorganisms, both existing and emergent. I am also aware that I may be exposed to pathogens and that I will don all necessary PPE to mitigate my chances of infection. I understand that the College and Program will not assume responsibility for the students' potential exposure outcomes. If the clinic permits me to work with patients with identified high- risk conditions, I must wear the same PPE as the staff, whether provided by the clinic or the College.

I further understand that should I choose not to attend clinic because of potential exposure to infectious pathogens, I will be required to drop from the Program.

Signature

Date

MAKE A COPY OF THIS PAGE AND PRINT, SIGN, AND DATE. A SCANNED COPY SHOULD BE RETURNED TO THE PROGRAM CLINICAL COORDINATOR, MR. TINAJERO, VIA EMAIL TO etinaje3@epcc.edu NO LATER THAN JULY 22, 2024.