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EUNICE

LOUISIANA STATE UNIVERSITY EUNICE

Diagnostic Medical Sonography

DIVISION OF HEALTH SCIENCES, BUSINESS & TECHNOLOGY
AND
PUBLIC PROTECTION AND SAFETY

Student Handbook | 2024-2025

REVIEWED 06/2024

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PREFACE

The purpose of the Diagnostic Medical Sonography Program Handbook is to provide guidelines that will assist the student toward successful completion of the program. In addition to the guidelines, it is important for the student to know and understand the requirements and responsibilities associated with acceptance into the Diagnostic Medical Sonography program.

MASTER PLAN

The Master Plan reflects the program's purpose, values, goals, and student learning outcomes based on the Mission and educational values of the University and Division. The plan reflects compliance with the Standards for an Accredited Educational Program in Diagnostic Medical Sonography. The Master Plan is maintained and kept in the office of the Program Director.

MISSION

The Diagnostic Medical Sonography Program mission is consistent with the mission and goals of the Louisiana State University System, Louisiana State University Eunice and the Division of Health Sciences, Business & Technology and Public Protection and Safety. The Diagnostic Medical Sonography program is committed to providing students with academic excellence. The administration and faculty are dedicated to providing the highest quality education through didactic, laboratory, and clinical instruction with emphasis on the psychomotor, affective and cognitive learning domains. The program is committed to preparing students for entry-level practice as sonographers, who will provide quality patient care, contribute to their profession, and dedicate themselves, as professionals, to lifelong learning.

Revised 05/2023

VISION

The Diagnostic Medical Sonography Program faculty is committed to providing students with the highest quality education possible with the most efficient use of university resources. The highly qualified faculty, through classroom, laboratory, and clinical instruction using psychomotor, affective, and cognitive domains develop the knowledge base and clinical skills necessary to become competent entry-level diagnostic medical sonographers.

PHILOSOPHY

The Diagnostic Medical Sonography Program is committed to the principle that individuals should have the opportunity to develop themselves through education in conjunction with their capabilities and individual interests. The program strives to provide educational experiences through didactic, laboratory, and clinical settings, which meet our students' diversified learning styles, needs, and goals.

GOALS

Achievement of goals is assessed through annual graduate and employer surveys, national credential examination pass rates, employment rates, and other data. This data is reviewed relative to the JRC-DMS Annual Report. The advisory committees and sonography faculty review outcomes reports annually and make recommendations for changes if outcomes do not meet benchmarks. Sonography faculty make on-going assessment of course content and structure using faculty and end-of-course evaluations. Specific program goals include:

- To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the Abdominal Sonography-Extended concentration.
- To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the Obstetrics and Gynecology Sonography concentration.
- Meet or exceed CAAHEP Standards for program accreditation.

Revised 06/2021

PROGRAM ACCREDITATION

The Diagnostic Medical Sonography Abdominal-Extended and Obstetrics and Gynecology Program is accredited by the:

Commission on Accreditation of Allied Health Education Programs
9355 - 113th St. N, #7709
Seminole, FL 33775
727-210-2350
<https://www.caahep.org/>

Upon recommendation of the:

Joint Review Committee on Education in Diagnostic Medical Sonography
6021 University Boulevard, Suite 500
Ellicott City, MD 21043
443-973-3251
<http://www.jrcdms.org/>

CAAHEP accreditation is achieved when a program is designed and conforms to the standards and guidelines established by the Joint Review Committee on Education in Diagnostic Medical Sonography. Students are encouraged to review the Standards and Guidelines for the Accreditation of Educational Programs in Diagnostic Medical Sonography which is available upon request from the Program Director or at www.jrcdms.org.

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REGISTRY (CREDENTIALING) REQUIREMENTS

- Registry Status - Students completing the program are eligible for registry by the American Registry of Diagnostic Medical Sonographers (ARDMS). They are eligible upon completion of all course requirements to take the ARDMS registry for Sonographic Principles and Instrumentation (SPI) and in the specialty concentrations of Abdomen (AB) and/or Obstetrics/Gynecology (OB). The credential of RDMS (Registered Diagnostic Medical Sonographer) is earned with passing scaled scores of both the SPI and one or both of the specialty concentrations.
- Licensure Status - Although it is not mandatory to be credentialed or licensed in sonography in Louisiana, it is highly recommended (and may soon be required) that upon graduating, a student earns registry in one or both of the specialties for which they are eligible to earn the credential of RDMS. Many facilities in which sonographers practice have timelines for entry-level sonographers to earn a credential for maintaining employment in their facilities.

PROFESSIONAL ORGANIZATIONS

- Society of Diagnostic Medical Sonography - <https://www.sdms.org/>
The SDMS is a network of sonographers practicing in all specialty areas, sonography students, educators, physicians, nurses, and other healthcare providers who practice or have an interest in diagnostic medical sonography.
- American Registry for Diagnostic Medical Sonography - <https://www.ardms.org/>
The American Registry for Diagnostic Medical Sonography® (ARDMS®) administers examinations and awards credentials in areas of ultrasound.
- Society for Vascular Ultrasound - <https://www.svu.org/about-svu/>
The Society for Vascular Ultrasound is the professional society of the Vascular Laboratory. The members are dedicated to the advancement of non-invasive technology (ultrasound) used in the diagnosis of vascular disease.
- American Institute of Ultrasound in Medicine - <https://www.aium.org/>
The American Institute of Ultrasound in Medicine is a multidisciplinary medical association of more than 10,000 physicians, sonographers, scientists, students, and other health care providers. The AIUM is dedicated to advancing the safe and effective use of ultrasound in medicine through professional and public education, research, development of guidelines, and accreditation.

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STUDENT SERVICES AND RESOURCES

Louisiana State University Eunice provides services and activities to assist students in making their educational careers more satisfying and successful. The many programs offered aid the individual's total development—personal, social, and physical, as well as intellectual. Services include but are not limited to advising, career services, health and counseling services, services for students with disabilities, veterans' benefits, tutoring, library resources, student life and recreational services.

Advising/Academics

Upon entering LSU Eunice, each student is assigned an academic advisor who aids in class scheduling and provides guidance in dealing with any academic problems the student may encounter while on campus. Additionally, all faculty members set aside time for student conferences and encourage members of their classes to take advantage of this opportunity to discuss their classwork individually.

In addition to academic advising provided by faculty advisors, students can receive a broad range of advising services through the Offices of Student Affairs, including counseling regarding admission, academics, financial aid, and career decisions. First-semester students will receive advising services through the Student Success Center (Library, 1st Floor).

Career Services

The mission of Career Services is to assist students and alumni in choosing careers, obtaining career-related work experience while in school, developing job search skills, and securing employment. More information on all career services can be found at <https://www.lsu.edu/careerservices/index.php>.

Student Health and Counseling Services

Compass Health is a community partner with LSU Eunice, providing free mental health counseling services to students. Appointments are administered with a licensed mental health professional who is trained and experienced in working with college students experiencing a range of issues. Students experiencing signs of depression, anxiety, relationship issues, poor self-esteem, or other signs or poor mental health should take advantage of this resource. Mental health counseling service may also be found at <https://www.lsu.edu/health-counseling/index.php>.

Services For Students with Disabilities

Disability Services assists students in identifying and developing accommodations and services to help overcome barriers to the achievement of personal and academic goals. Services are provided for students with temporary or permanent disabilities. Accommodation services are based on the individual student's disability-based need. Students must provide current documentation of their disabilities and a request for accommodations must be submitted each semester in which the student wants to receive accommodations. Students should contact the office early so that necessary accommodations can be arranged. Disability Services is located in the LeDoux Library, Room 100C and can be reached by email at ods@lsue.edu, by phone at 337-550-1204 or by visiting <https://www.lsu.edu/disability-services/index.php>.

Veterans Benefits

The Office of Veterans' Affairs provides advising and information for veterans attending LSU Eunice. Enrollment certifications to the Veterans Administration are handled through this office. All veterans and eligible dependents of deceased or disabled veterans are urged to establish contact with the LSU Eunice Office of Veterans Affairs for information concerning benefits pertaining to enrollment. For detailed information visit <http://www.lsu.edu/veteransaffairs/index.php>.

Tutoring

Free tutoring is available to all registered students. The Tutoring Center, located in LeDoux Library, room 102, offers help with homework, test preparation, and study strategies in many subject areas. The tutoring

services are provided by peer and faculty tutors. Free online tutoring through NetTutor is available to all students as well. NetTutor provides 24/7 online tutoring for supplemental support for various Math, Writing, Science, Business, Computers/Technology, and Spanish courses. Anywhere. Anytime. Visit <https://www.lsue.edu/tutoring-center/index.php> for all tutoring services.

Library Services and Resources

Ledoux Library provides traditional and online library services to students, faculty and staff. Individual study areas provide a quiet and comfortable atmosphere. For more information about LSUE library services and resources, please visit <https://www.lsue.edu/library/index.php>.

Financial Aid

Louisiana State University Eunice provides financial aid to assist students. The financial aid program includes scholarships, grants, loans, work study, Taylor Opportunity Program for Students (TOPS), and payment plan options.

For help, contact the LSU Eunice Financial Aid Office, toll free statewide, 1-888-FOR-LSUE [1-888-367-5783], ext 282, or locally (337) 550-1282. For scholarship information, contact the Office of Student Affairs and Enrollment Services, ext 218, or (337) 550-1218. For more information regarding financial aid, go to <https://www.lsue.edu/financialaid/>.

Student Life and Activities

Campus life and experiences outside the classroom are important and rewarding elements of a university education. A variety of cultural, social, and recreational activities supplement and complement classroom studies at LSU Eunice. In addition to participating in existing organizations, students at LSU Eunice have a unique opportunity to pioneer new activities. Full participation in campus life is assured through student government and through student representation on key campus committees.

Student organizations spanning various fields of interest are active at LSU Eunice. Major fields of study have their own clubs. Social, political, religious, recreational, and special interest organizations also are active. For more information, contact the Coordinator of Student Life in Mumphrey Center, Room 112 or 337-550-1218.

Recreational Facilities and Intramurals Sports

The Recreation Center is located in the Health and Physical Education Building. Facilities and activities are available for students to become physically fit. Indoor facilities include a heated pool, gymnasium, and weight room. Outdoor facilities include tennis courts, and a sand volleyball court. Fitness classes are also offered.

The intramural sports program at LSU Eunice provides students with an opportunity to participate in competitive activities on campus. Popular intramural sports include flag football, basketball, softball, and volleyball. For information regarding the Recreation Center and intramural sports, contact the Office of Student Affairs.

Revised: 06/2024

PROGRAM COMPLAINT RESOLUTION POLICY

Students may contact the Joint Review Committee on Diagnostic Medical Sonography (JRC-DMS) to file a complaint about the program. A plan of action is in place to handle such a situation. For more information, contact:

JRC-DMS
<http://www.jrcdms.org/>
443-973-3251

Revised 06/2022

APPEALS POLICY

LSUE provides students with well-established procedures for questioning the validity of any regulation, rule, policy, requirement, or procedure as it applies to the individual student. The University recognizes that students have a right to due process procedures in matters related to student complaints in the didactic and clinical setting. This process is set forth in the University Policy Statement Number (PS- 8), "Appeal Procedures Available to Student" (Appendix E). This policy statement sets forth the procedures to be followed in filing an appeal, including timelines. The policy reinforces the student's right to file an appeal without fear of reprisal and with protection of their confidentiality. All university and program policies are enforced in a non-discriminatory manner by the administration and faculty.

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PREGNANCY POLICY

A female student is given the option of whether or not to inform program officials of her pregnancy. If the student chooses to voluntarily inform officials of her pregnancy, it must be in writing. In the absence of this voluntary written disclosure, a student cannot be considered pregnant. However, due to the sensitivity of the unborn child to radiation, it is necessary to inform female applicants of the possible health risks involved as a result of occupational exposure during pregnancy. While most sonography departments are close to radiology, the chances of occupational exposure are minimal. The following shall be followed:

1. Pregnant students are encouraged to notify the Program Director and Radiation Safety Officer (RSO) as soon as pregnancy is suspected/determined so that appropriate radiation safety measures can be implemented. As soon as pregnancy is determined, a physician's statement verifying the pregnancy along with the declared pregnancy form (Appendix G) will be submitted by the student. This statement must include a medical release, which allows the student to continue the program without interruption. If, for medical or personal reasons, the student is unable to complete the clinical assignments, she may initiate a request for authorization of an "I" (incomplete) or "W" (withdrawal) grade through the Office of Academic Affairs. The student must subsequently remove the "I" grade following the regulations in the University catalog. However, impediments to completing course requirements in any of the clinical practicums may be attributable to the lack of clinical space for the student to complete such requirements of removing an "I" grade from the student's records. Should the student choose to withdraw from a clinical course, the "W" guidelines in the University catalog must be met. Please refer to the

catalog for further information regarding incompleteness of the Diagnostic Medical Sonography Program.

2. Upon verification, the PD will review all appropriate and applicable principles of proper radiation safety with the student.
 - a. Notify all appropriate radiology department personnel of the expected status of student in order to maintain the standards of radiation safety while continuing with clinical training.
 - b. The student will be given the following documents to review: NCRP Report No. 53 and NCRP Report No. 54
3. Following completion of the declared pregnancy form, the Effective Dose Equivalent to the fetus from occupation exposure of the expectant mother should not exceed 0.5 rem during the gestational period. The monthly exposure shall not exceed 0.05 rem. The student will be furnished, upon request, a fetal radiation-monitoring badge to be worn at the waist level at all times.
4. If pregnancy occurs during the first semester of the program and the student is unable to fulfill the required clinical objectives, the student may withdraw from the program, if so desired. As in all withdrawal scenarios, the student will be subject to reapplication to the DMS program.

POLICY REGARDING COMMUNICABLE DISEASES AND BLOODBORNE PATHOGENS

The Sonography Department performs many diagnostic procedures. Therefore, it is important that techniques be observed to prevent the spread of any infection from patient to patient, patient to student, or student to patient. "Standard Precautions" must always be adhered to when providing patient care. Additionally, specific policies outlined during orientation at clinical affiliates must be followed.

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects). The state of Louisiana has listed those diseases, which are reportable as communicable diseases here: <https://ldh.la.gov/page/1013>.

Students must report communicable illnesses/infections to the Program Director. The student must provide recommended time restrictions from school outlined by student's physician. Medical clearance is mandated before returning to school.

Students receive instruction on the OSHA guidelines for bloodborne pathogens and infection control before entering clinical in the Fall semester. All students will practice Universal/Standard Precautions in accordance with the current Centers for Disease Control and Prevention (CDC) guidelines. In addition, students are expected to adhere to the policies of the clinical affiliates.

Students understand that the use of standard precautions is essential to protect themselves, significant others, family members, patients/clients, and other health care workers from communicable diseases. Students

understand that diagnostic medical sonography involves the study and care of people throughout the life span and that these people may be at any point along the wellness/illness continuum. By participating in caregiving activities, students understand that they may be exposed to communicable diseases, including Hepatitis B (“HBV”), Tuberculosis (“TB”), Human Immunodeficiency Virus (“HIV”) and Coronavirus.

An illness requiring an extended absence and preventing the completion of course work may inhibit the student from meeting all requirements for completion of the DMS program. Students may need to see the Office of Academic Affairs for “I” or “W” grades. Students will be subject to reapplication to the DMS program.

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SONOGRAPHY LAB INFECTION CONTROL POLICY

In addition to the infection control policies outlined in the Diagnostic Medical Sonography handbook describing procedures regarding communicable diseases and vaccination requirements, the Louisiana State University at Eunice Diagnostic Medical Sonography program will provide an environment for the safe conduct of its mission in education of sonography students and lab volunteers. This policy is designed to provide reasonable protection for students, faculty, and volunteers against the transmission of infectious diseases within the environment of the Diagnostic Medical Sonography lab. Students and volunteers are encouraged to review guidelines set forth by the Center for Disease Control and Occupational Safety and Health Administration for additional guidelines not covered within the scope of this policy.

1. Standard Precautions
 - a. Standard precautions (also known as universal precautions) shall be followed at all times in the sonography lab. The employment of standard precautions shall include, but is not limited to, the following:
 - i. Hand hygiene
 1. Students shall use a minimum of an alcohol-based hand rub prior to and in between scan subjects. Alcohol-based rub should be used prior to and immediately after removing gloves.
 2. When hands are visibly soiled, students shall wash hands using soap and water for a minimum of 20 seconds.
 - ii. Personal protective equipment (PPE) (gloves, face masks, face shields)
 1. All students will wear gloves while practicing in the sonography lab.
 2. Since students will not be exposed to procedures that can generate a splash or spray of infectious fluids, the use of face masks and face shields will be employed on an as needed basis.
 3. All PPE MUST be removed prior to exiting the sonography lab
 - iii. Respiratory hygiene / cough etiquette
 1. Cover mouth/nose when coughing or sneezing
 2. Use and dispose of tissues
 3. Perform hand hygiene after hands have been in contact with respiratory secretions
 - iv. Clean and disinfect environmental surfaces

1. All equipment (ultrasound machines, transducers, stretchers, etc.) shall be cleaned/disinfected after each use.
 - a. Equipment will be cleaned and disinfected according to manufacturer's instructions and only with approved disinfection products.
 - b. Students should wear appropriate PPE during all disinfection procedures.

The following references provide guidelines for protecting students, faculty, and volunteers against the acquisition of infection while in the sonography lab:

www.cdc.gov

www.osha.gov

<https://www.cdc.gov/oralhealth/infectioncontrol/summary-infection-prevention-practices/standard-precautions.html>

Revised 06/2022

MEDICAL INSURANCE POLICY

All students enrolled in clinical Diagnostic Medical Sonography courses are required to have and submit proof of medical care coverage.

Students enrolled in clinical diagnostic medical sonography courses are covered ONLY for third party liability claims while they are engaged in performance of assigned clinical duties as part of their educational requirements, without receiving remuneration from any business or institution to which they are assigned.

No coverage is provided by the university or clinical agency for students if they are personally injured. The office of Risk Management, Division of Administration, State of Louisiana, advises students to carry adequate accident insurance while they are enrolled in clinical courses.

Students are not covered by the State's Workers Compensation Policy since they are not employees or volunteers performing a service for the state. If a student's injury is due to the university, college or school's negligence, coverage would be provided by the State of Louisiana Commercial General Liability (CGL) policy.

Revised 05/2011

PROFESSIONAL LIABILITY INSURANCE POLICY

The Division of Health Sciences, Business & Technology and Public Protection and Safety requires students in the Nursing & Allied Health programs to acquire professional liability insurance. The type of coverage includes: Professional Liability, Defendants, Reimbursement, Medical Expenses, Assault, First Aid, Damage to Property of Others, and Disciplinary Coverage. Payment of this insurance will be conducted upon entry into the selected program.

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BACKGROUND CHECK POLICY

The Clinical Education Settings in which students of the Health Science Programs attend require a background check upon entering their facilities. The data collected will be forwarded to the Program Director who will then provide the appropriate clinical agencies with this confidential information. Only the Clinical Education Settings will have access to this information upon request. Payment of the background check for the Diagnostic Medical Sonography students will be conducted by the student prior to entry into the program using the PreCheck® program which requires payment when registering with the program. Additionally, students are required to report any and all incidents that may impact placement of clinical participation.

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SEXUAL HARASSMENT POLICY

Sexual harassment consists of unsolicited and unwelcome sexual behavior. It is coercive or offensive conduct in a non-reciprocal relationship. (The following is stated under “University Regulations” in the LSUE catalog).

1. “Quid pro quo” sexual harassment consists of requests for sexual favors, either implied or explicit, when submission to such requests is made a condition of continued employment, advancement, improved grades, or participation in a university activity.
2. “Hostile environment” sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual flirtation, graphic or degrading comments or gestures of a sexual nature, and the display of sexually offensive objects or pictures. Sexual harassment does not refer to occasional compliments of a socially acceptable nature; it refers to repeated behavior which is unwelcome and personally offensive.
3. “Sexual assault” consists of unwelcome physical contact of a sexual nature. It includes kissing, stroking, fondling, coerced sexual intercourse, and rape or attempted rape.
4. A “responsible party” is defined in the Title IX Policy Prohibiting Sexual Misconduct, Permanent Memorandum 73 (PM 73), as any employee who has the authority to take action to redress sexual violence or who has been given the duty of reporting incidents of sexual violence or any other misconduct by employees or students to the Title IX Coordinator or designee; or whom an employee or student could reasonably believe has the authority or duty; or any student employees.

Further definitions associated with sexual harassment are contained in PM 73.

Sexual harassment can occur between members of the same sex as well as members of the opposite sex. It can occur between peers as well as between people who are in a supervisor/subordinate relationship. It can occur between any members of the LSUE campus community, including faculty, staff, and students. An incident of sexual harassment can also occur between a member of the LSUE community and a visitor, patron, client, or contractor working for LSUE.

It is the policy LSU Eunice that all members of the campus community should be able to enjoy a work and/or educational environment free from sexual harassment. Such conduct as described above-whether committed by supervisors, non-supervisors, faculty, staff personnel, students, visitors, contracted personnel, or others is prohibited. All members of the University must be aware of sexual harassment, whether intended or inadvertent, and take a proactive stand against it.

Supervisors shall take a proactive role in preventing sexual harassment. They must understand the LSU Eunice policy and procedure on sexual harassment and enforce acceptable behavior among faculty, staff, and students; observe and be aware of potential sexual harassment behaviors in and out of the classroom; model appropriate behavior and alert Title IX Coordinator and AA/EEO Officer or designee should an incident occur.

The Title IX/AA/EO Officer or designee shall promote awareness and sensitivity of sexual harassment issues across the campus. Should an incident occur, the Title IX Coordinator and AA/EO Officer or designee shall take the appropriate steps outlined in Policy Statement Number 30 (PS 30) to resolve the incident in an expeditious and impartial manner.

Any questions regarding either this policy or a specific fact situation should be addressed to the appropriate supervisor or personnel officer or to the AA/EO Officer, at titleixcoordinator@lsue.edu.

This process is set forth in the University Policy Statement Number 30 (PS 30), "Sexual Harassment Policy (Appendix D).

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DRUG-FREE CAMPUS POLICY

It is the policy of LSUE to maintain a drug-free campus environment. As stated in the campus catalog, both the workforce and students shall remain drug-free and free of other substance abuse. The illegal use, possession, dispensation, manufacture, or sale of controlled substances and alcohol abuse by students while on campus (or clinical education setting) is prohibited. Students who are convicted of violating the policy will be subject to disciplinary action with 30 days, including suspension or expulsion from the University. Anyone found to have violated the policy is also subject to referral to civil authorities as appropriate. The addresses and telephone numbers of substance abuse facilities and alcohol and drug awareness programs will also be presented. For the complete policy, including provision affecting all employees, inquire in the Office of Student Affairs.

The Clinical Education Sites reserve the right to request a drug test on any student at any time during his or her clinical experience.

All students must adhere to the LSUE Substance Abuse & Drug-Free Campus Policy Statement Number 41 (Appendix F). The Substance Abuse and Drug Free Campus Policy Student Certification Sheet must be signed and kept with student records.

04/2023

SUBSTANCE ABUSE POLICY

The intent of the Substance Abuse Policy is to ensure a safe environment for students, faculty, and the people who come in contact with students and faculty during scheduled learning experiences. It is also a requirement of many affiliating clinical agencies.

I. Schedule of Drug Testing

LSUE Division of Health Sciences, Business & Technology and Public Protection and Safety Diagnostic Medical Sonography Program require all students in the program to submit to drug testing under any or all of the following circumstances:

- Acceptance into one of the healthcare programs
- Random
- For cause

II. Acceptance

Drug screening is required on all students entering any of the healthcare programs. Screening will be conducted prior to admission and the student is responsible for the expense incurred for the drug testing. Drug testing must be performed within 48 hours of notice of drug screen. Any student with a diluted drug screen must repeat the drug testing within 24 hours. Any student with a positive drug screen without verification of prescription will be dropped from the program.

III. Random Testing

Random drug screening may occur for students enrolled in clinical courses at any time during the semester. The student is responsible for the expense incurred for the drug testing.

IV. For Cause

Students who have been selected into any of the healthcare programs may be subject to drug testing if suspected of being under the influence of alcohol and/or drugs (including drugs prescribed for the student).

Suspicion is based on:

1. Observable behavior and/or physical symptoms.
2. A pattern of abnormal or erratic behavior.
3. Evidence of drug tampering or misappropriation.
4. Post-accident/incident when accompanied by individualized suspicion that the observed individual may be under the influence of alcohol and/or drugs.
5. A report of drug use provided by reliable and credible sources.
6. Arrest or conviction or a drug-related offense.
7. Being identified as the subject of a criminal investigation regarding drugs.

Testing for cause is based on:

1. The faculty member will make an observation and have another faculty member or clinical site personnel confirm the suspicious behavior/physical symptoms.
2. The student will be asked to leave the area and go with the faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made after

conferring with the LSUE. Health Sciences, Business & Technology and Public Protection and Safety Division Head.

3. The student will be suspended from all clinical activities until the case has been reviewed and a course of action has been determined by the Division Head.
4. If the lab test is negative for substances, the student will be allowed to return to class and clinical activities without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or clinical rotation.
5. If the lab test is positive for substances, the student is in violation of the LSUE Division of Health Sciences, Business & Technology and Public Protection and Safety Substance Abuse Policy.
6. Confidentiality will be maintained.

V. Facility

The LSUE Division of Health Sciences, Business & Technology and Public Protection and Safety will use an approved lab as a drug screening agency for the collection and testing of all specimens. Students will be notified of the agency being used to perform drug screens.

VI. Sample Collection

All specimen collections will be performed in accordance with applicable federal and state regulations and guidelines to ensure the integrity of the specimens and the privacy of the donors. Chain of custody forms must be provided to ensure the integrity of each urine specimen by tracking its handling and storage from point of collection to final disposition.

VII. Substances

- Drug testing shall be conducted for the presence of amphetamines, barbiturates, cocaine, marijuana, methadone, methaqualone, meperidine, tramadol, oxycodone, benzodiazepine, opiates, phencyclidine, propoxyphene and alcohol. LSUE Division of Health Sciences, Business & Technology and Public Protection and Safety reserve the right to test its students for the presence of any other illegal drug or controlled substance when there is reasonable suspicion.
- LSUE Division of Health Sciences, Business & Technology and Public Protection and Safety shall have the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances.

VIII. Drug Screen Procedure

- Students will pay the cost of all drug screens.
- Students will be notified by the Program in advance of the date and time for the initial screening. Students must complete the drug screen within 48 hours of receiving notice.
- Students shall provide photo proof of identification upon arriving at the specimen collection site.
- Laboratory will report results to its Medical Review Officer.
- Positive results will be reported to the student, Program Director and the LSUE Division Head of Health Sciences, Business & Technology and Public Protection and Safety.

IX. Incomplete Drug Screen/Results

- Any student who does not complete the drug screening procedure during the prescribed time will be dropped from the course roll. All school policies affecting progression in the clinical programs will apply.
- If drug screening results are not received by LSUE, a student must produce a receipt that the drug screen was done according to the school policy. The LSUE Division Head of Health Sciences, Business & Technology and Public Protection and Safety will contact the testing agency for the results and the school policy will be followed when results are received.
- If a student cannot produce a receipt indicating that the drug screen was done during the prescribed time, the student will be dropped from the course roll. All school policies affecting progression in the clinical program will apply to this situation. It is the student's responsibility to communicate difficulties to the LSUE Health Sciences and Business Technology Division Head.

X. Refusal of Drug Screening

Refusal to submit to a drug screening in any category (application, random, for cause) is grounds for permanent dismissal from the clinical program.

XI. Altering of Urine Samples

Attempt to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet course objectives for clinical practicum; therefore, progression in the clinical program will not be permitted.

XII. Positive or Dilute Results

Positive drug screens shall be verified by the laboratory's Medical Review Officer. If the test is positive for the use of medication that has been prescribed for the student, the student may be allowed to make up missed clinical time. Any student with a diluted drug screen must repeat the drug testing within 24 hours. Any student with a positive result for which they do not have a prescription will be dropped from the program.

XIII. Procedure

- a. The drug screening office will contact any student with a positive result for further evaluation.
- b. If after this evaluation, the results of the screening are deemed to be positive, the office will contact the Division Head of Health Sciences, Business & Technology and Public Protection and Safety.
- c. The Division Head will meet with the student.
- d. The student will be required to withdraw from the clinical program.

The student may reapply for selection the following year. Upon the Louisiana State Board of Medical Examiner's requests, all documentation will be submitted.

XIV. Readmission

The student may apply for readmission to a program. Admission will be based on current admission requirements and space availability. Any subsequent positive result will constitute grounds for permanent dismissal from the program.

XV. Request a Re-Test

If a test result is positive, the student may request a re-test of the original urine sample. A student who desires to have the original sample re-tested must report to the designated drug screening agency within 48 hours following notification of a positive drug test result. The student will be responsible for all costs of the re-test. If the re-test is negative the student will be reinstated.

XVI. Confidentiality

All testing information, interviews, reports, statements, and test results specifically related to the individual are confidential. All drug test results will be sent from the lab to the Diagnostic Medical Sonography Program Director. Records will be maintained in a safe, locked cabinet.

Revised 5/2023

TECHNICAL PERFORMANCE STANDARDS

Students accepted and progressing in the DMS program must be physically capable of successfully performing the following standards related to the occupation safely, accurately, and expeditiously. Any physical limitations incurred by a student that may restrict or interfere with satisfactory performance of any of the standards listed below may result in inability to comply with course objectives.

1. Lift, move, and transport patients as necessary without causing undue pain or discomfort to the patient or yourself.
2. Push, pull, bend, and stoop routinely.
3. Position patients for sonographic examinations without injury to the patient.
4. Have sufficient dexterity to manipulate ultrasound equipment.
5. Work standing for 80-100% of the time.
6. Evaluate written requisitions for sonographic procedures and perform the proper steps for the procedure in the specific sequence within allotted time frames.
7. Possess effective verbal, reading, and writing skills to be able to communicate effectively with healthcare members and patients.
8. Have interpersonal abilities sufficient to interact with patients, family members and individuals or groups from a variety of social, emotional, cultural, and intellectual backgrounds.
9. Obtain medical histories of patients and communicate this information to the Radiologist/Attending physician.
10. Have sufficient auditory perception to communicate with patients and healthcare members and to respond to monitors and alarms if needed.

11. Have sufficient visual acuity to evaluate grayscale and color sonographic images in reference to:
 - a. Image quality
 - b. Appropriate anatomical parts
 - c. Pathology
 - d. Distinguishing between normal and abnormal anatomy

12. Respond instantly to emergency situations that may otherwise jeopardize a patient’s physical state if prompt care is not administered.

13. Cognitive and critical thinking ability to recognize, adapt, and deal appropriately with stressors while maintaining safe and effective practices.

Revised 06/2022

EXPENSES

Students enrolled in the DMS Program have regular expenses such as tuition and fees. In addition, students enrolled in clinical courses must purchase uniforms and incur travel costs to clinical sites. The final semester will involve additional costs related to graduation and ARDMS testing fees, if applicable. The following list will approximate such expenses.

Item	Fall	Spring	Summer	Total
* Tuition @ \$197.10/semester credit	\$2405.20	\$2413.20	\$1971	\$6789.40
** Books/Background Checks/Blood Titters/Vaccinations	≈ \$700	≈ \$150	0	≈ \$850.00
Uniforms/Shoes	≈ \$400			≈ \$400.00
Travel Expenses	≈ \$500	≈ \$500	≈ \$250	≈ \$1250.00
Lab Fees	\$40	\$40		\$80.00
ExamSoft® (Assessments)	\$60	\$60	\$60	\$180.00
Trajecsys® (Electronic Record)	\$100			\$100.00
Campus Vehicle Registration	\$30			\$30.00
ARDMS		\$250	\$550	\$800.00
SDMS Student Fee	\$45			\$45.00

Graduation Fees			\$125.00	\$125.00
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* Tuition per credit is subject to change at any time. Does not include associated university fees. The cost per credit decreases with the total hours taken per semester.

** Cost of books varies based on purchase (eBook, new, used, etc.)

*** Totals based on living with parent. The actual cost will vary. If not living with parents, add \$8920 to the total above for room and board.

ARDMS Tests –You must successfully complete two exams to earn the credential of Registered Diagnostic Medical Sonographer (RDMS). You must pass a Physics (Sonographic Principles and Instrumentation-this exam is \$250) component as well as a specific anatomical technology component (either Abdomen OR Obstetrics/Gynecology). Each specialty exam is \$275.

Revised 05/2023

TRAJECYSYS® REPORTING SYSTEM

Students are required to utilize the Trajecsysis® Reporting System. Depending on student’s financial aid status, student may be able to purchase through the University Bookstore. Students will be required to pay the full registration fee prior to starting Clinical Rotations (date specified by the Program Director). The fee includes system access for the length of the professional program.

- A. Throughout the clinical requirements of this handbook, specific mention of the Trajecsysis® Reporting System can be found. Students will utilize this system to:
 - Access the system daily for clinical announcements/updates, clinical documents, etc.
 - Clock in/out from clinic to include time exception notification form if needed.
 - Enter Daily Log Sheets of all exams performed in the clinical setting.
 - Complete and view clinical evaluations.
 - View competency attempts and view graded competencies once validated by LSUE faculty.
- B. Using Trajecsysis®: All users must first register in the system by selecting the “Registration” link. Once this has been entered, the Clinical Coordinator will add each Registrant to the system. Following this step, complete access will be granted. Orientation for this system will be completed prior to attending clinic during the first semester.
- C. Students must complete payment following registration prior to the designated due date set by the Program Director. If payment is not completed, access to the system will be denied and the student will not be allowed to attend clinical assignments.
- D. Clocking in/out: Clinical attendance will be completed through the Trajecsysis® Reporting system. Students are required to log-in to the system and clock in/out. The system will permanently record students’ times at Clinical Education sites (verified by CES IP Address), and these times will be used to document attendance. All time-records must be approved by the Clinical Coordinator/Clinical Instructor.

- E. Clocking in/out from an unauthorized site (wrong location, outside of geolocation, home, etc.), will constitute deliberate falsification of records, resulting disciplinary action (drop in letter grade).
- F. The student must turn on the “Location” feature setting on their smartphone to demonstrate the actual location on Trajecsyst[®] system maps. If the Trajecsyst[®] system is down all together, the student may call or email the Clinical Coordinator and leave a message.

The Trajecsyst[®] Reporting System website can be found at <https://www.trajecsyst.com>.

Revised 05/2023

EXAMSOFT'S EXAMPLIFY

ExamSoft is a secure testing solution that is utilized for certain exams at LSUE. This software enables secure testing on student computers by blocking access to programs, files, and Internet usage during the exam. Course examinations for the Diagnostic Medical Sonography program (section exams and final exams) will be administered via ExamSoft's Exemplify software. Students may purchase the ExamSoft Exemplify software through the university bookstore. Students must use their own device for testing with current version of Exemplify software installed and the test downloaded prior to coming to class the day of the examination/assessment. Students are responsible for downloading the encrypted file during the scheduled download window. Failure to download encrypted file prior to exam time could result in a zero for that examination. Students are required to upload finished exams immediately upon completion and must show instructor the green submission verification screen prior to exit. Students are also responsible for ensuring that adequate battery life (up to 4 hours) or power supply is available prior to testing. Students should also disable sleep/hibernate mode, real-time virus scanning, and personal firewalls as recommended by ExamSoft. Students experiencing technical issues should immediately notify the course instructor as well as contact ExamSoft technical support for assistance: (866) 429-8889 (ext. 1).

Exemplify can be used on virtually any modern computer (i.e., purchased within the last 3-4 years).

At this time, Exemplify can only support Mac, Windows, and iPad operating systems. Exemplify will not run on Chromebook, Android, or Linux operating systems.

Please refer to the following for specific system requirements: <https://examsoft.com/resources/exemplify-minimum-system-requirements/>

Revised 06/2022

GENERAL POLICIES AND PROCEDURES

The following policies are applicable to students while in the professional component of the program. Failure to comply with these policies will result in disciplinary action.

I. PROFESSIONAL APPEARANCE POLICY

Specific uniform codes may be required at the discretion of the Clinical Coordinator and/or the Clinical Agency to which a student is assigned.

- A. During clinical assignment, general appearance in uniform must be aesthetically pleasing. When the student uniform is worn, you represent not only yourself, but LSUE as well.
- B. Uniforms will consist of solid, eggplant-colored scrubs—no prints will be permitted. Lab coats are permitted in eggplant colored. An LSUE student patch is to be worn on the left upper sleeve of the scrub top and lab coat (if you choose to wear the lab coat). An LSUE name badge must also be worn where visible; the Division of Health Sciences, Business & Technology and Public Protection and Safety will provide the name badge. The badge holder and LSUE patches may be purchased at the University Bookstore. Shoes may not be open toed or heeled; any rubber-soled, comfortable, clean shoes may be worn to clinical. Socks and/or hosiery must be worn at all times.
- C. Hair should be neat, clean, and well groomed. If hair is worn longer than collar length, it must be pinned up. Beards and mustaches must be neat and well groomed.
- D. Fingernails must be of moderate length and well groomed; acrylic nails and nail polish are not permitted.
- E. Jewelry permitted consists of a watch, wedding rings, and ONE pair of small stud earrings (FEMALES only). Large hanging earrings or chains dangling from the neck are unacceptable. No other visible piercing is allowed. No visible tattoos are allowed.
- F. Students are to practice good personal hygiene. Avoid the use of strong perfumes or shaving creams.
- G. Uniforms should be worn only on campus and in the assigned clinical setting. The LSUE uniform and name badge must not be worn if you are employed in a health care institution and not under the supervision of Program Faculty instruction.

Revised 10/2023

II. PROFESSIONAL CONDUCT POLICY

Students are to possess a professional attitude. They are to conduct themselves in an ethical and responsible manner.

- A. Proper professional language is to be used at all times.
- B. Absolutely no cell phones, smart watches or pagers are allowed in the clinical setting.
- C. During clinical assignments, eating, drinking, etc. are limited to the lounge of each clinical facility.

- D. Smoking is only permitted in designated areas.
- E. Loud or boisterous behavior will not be tolerated.
- F. Students are not allowed to work in the capacity of a sonographer and receive wages in the clinical affiliates, nor any other medical facility, before satisfying all of the requirements for graduation from the DMS program.
- G. Students must comply with each facility's parking policy.
- H. Students are responsible for the condition of the clinical room assignments. Equipment and the work area must be clean. Any soiling or unsafe conditions that cannot be corrected immediately must be reported to a Diagnostic Medical Sonographer or Clinical Instructor.
- I. Incident/Accident Reports: students must complete a written description and report if an accident occurs involving self, a patient, a hospital employee, a visitor, or a fellow student. The report is to be made immediately following the accident to the Clinical Instructor and Clinical Coordinator. Incident recording and investigation will be based on the nature of the incident and parties involved.
- J. Students are not allowed to enter isolation rooms or any area where particulate Respirator masks are required (N95 masks).
- K. Social Media Usage and Patient Confidentiality: Respecting and maintaining the right of confidentiality of all persons served during clinical practice experience is expected of LSU Eunice sonography students and faculty. Sharing of confidential or offensive information in any form through any means of social media or personal communication is prohibited. Offensive information consists of false information or any communication with a personal or sexual reference directed toward any persons served during clinical practice experience. Violation of this policy will result in dismissal from the LSUE Diagnostic Medical Sonography program. (Refer to the Social Media Policy, Appendix M).

Revised 10/2022

III. ETHICS AND CONFIDENTIALITY POLICY

- A. Never discuss a patient's history of information on reports with a patient or their relatives. Patient charts and all other patient records are STRICTLY confidential.
- B. Always ensure a patient's privacy. Keep them properly covered during sonographic procedures.
- C. All students must adhere to the LSUE Ethics and Confidentiality Policy. The document must be signed and returned to the Program Director.
- D. All students must adhere to the "Code of Ethics" adopted by the Society of Diagnostic Medical Sonographers (SDMS) (Appendix B). You can view these at www.sdms.org.

IV. ATTENDANCE POLICY

Absences

There is no distinction between absences (excused or unexcused), tardiness, or early departure. They are all considered an absence. Repeated absenteeism requires that the student meet with the instructor to discuss the student's ability to accomplish the objectives of the course.

- A. **Excused absence** occurs when all three of the following conditions are met:
1. Follow the call-in procedure.
 2. DMS faculty finds the reason for absence to be credible and/or extenuating. Supporting documentation may be required. Extenuating circumstances are defined as:
 - i. Death or major illness in a student's immediate family*
 - ii. Participation in legal proceedings or administrative procedures
 - iii. Required participation in military duties.
 - iv. Severe or contagious illness or injury.
 - Requires Medical Clearance Form (Appendix S) to be completed by a healthcare provider.
 - v. Verifiable circumstances beyond the student's control
 3. The student completes and submits the Student Absence Form (Appendix R) to the Clinical Coordinator or Instructor of the missed course within one week of absence.

**Immediate family includes the student's mother, father, sister, brother, spouse, children, mother-in-law, father-in-law, and grandparents. Others, such as legal guardian, may be deemed appropriate by the Program Director and Department Dean.*

- B. **Unexcused absence** occurs when one or more of the conditions above are not met. Unexcused absences are subject to Correction Actions/Disciplinary Measures. Any scheduled assessments missed because of an unexcused absence will result in a grade of "o" for that assessment.
- C. **Tardy Arrival/Early Departure.** Time missed due to tardiness, late arrival, or early departure must be accurately recorded in Trajecsys® if time missed is on a clinical day and the call-in procedure for absences must be followed.
- Tardy Arrival: reporting to the clinical site/lecture/laboratory after the assigned arrival time.
 - Early Departure: leaving the clinical site/lecture/laboratory before assigned departure time.

Excessive tardiness, absences, and/or early departure is defined as four (4) for the duration of the program and is considered a serious violation under Corrective Actions/Disciplinary Measures.

All unapproved absences will be subject to Corrective Actions/Disciplinary Measures.

Didactic and Laboratory Attendance

The Diagnostic Medical Sonography Program's curricula concerns the health and safety of patients. Due to this subject matter and the amount of information delivered in lecture and laboratory, it is critical that students are present for all class sessions in their entirety. The student is responsible for attending all classes on a regular and punctual basis and should be prepared to begin class at the appropriately scheduled time.

Students are expected to attend 100% of didactic and laboratory sessions.

The following policies will be enforced in addition to the requirements for class attendance as stated in the University catalog.

- A. Absence on a Class Day. Class will begin promptly at the scheduled time. Students are expected to be in class and prepared for instruction at or before the scheduled time. If absent, it will be the responsibility of the student to catch up on the material missed.
- B. If the student is absent on a test date, he/she will be given a "o" for the test unless permission has been granted by the instructor for a new assessment date. It is at the discretion of the instructor to assign a new assessment. If the student is absent on a quiz date, he/she will be given a "o" for the quiz. Quizzes are not allowed to be made up. Failure to take the final exam will result in a "o" for the final exam grade, unless the student requests and is granted an "incomplete" from Academic Affairs as outlined in the LSUE Catalog.
- C. All laboratory activities must be completed. The student will receive a grade of "o" for missed laboratory activities unless permission has been granted by the instructor and a new assignment date has been approved.
- D. If a student must miss a scheduled lecture/laboratory day without proper documentation or valid excuse, the student will be subject to Corrective Actions/Disciplinary Measures.
- E. Absence Makeup. All approved make-up work (assignment(s), exam(s), etc.) must be completed within 2 days following a student's return to class or clinic or by the next assignment/exam due date, whichever is sooner. Students with multiple missed assignments will be handled on a case-by-case basis.
- F. Call-in Procedure
 1. The instructor must be contacted for any absence, tardy, late arrival, or early departure by **email**. (A text message does not constitute an appropriate notification.)
 2. The designated course instructor must be notified at least 30 minutes before the class/lab scheduled time begins. If it is an early departure, the instructor must be notified at least 15 minutes prior to leaving.
 3. Student Absence Form (Appendix R) must be completed within a week of absence.

Clinical Dependability/Attendance Requirements

Clinical is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually. Failure to do so may jeopardize a student's scholastic standing. Clinical attendance is

required for a student to meet the objectives of the course and to meet the required hours of clinical participation.

Students are expected to attend 100% of assigned clinical hours.

Students must clock-in on Trajecsyst[®] before doing anything else at the clinical site and must clock-out at the time of departure from the clinical site.

Students are expected to report on time and remain at the clinical site for the scheduled period. Unexcused absences, tardiness, late arrivals, and early departures will result in initiation of the Corrective Actions/Disciplinary Measures process.

Failure to notify CC or PD of absence or tardiness will result in a Serious Violation and grounds for immediate dismissal.

Falsification of attendance records may result in probation or immediate dismissal from the program.

The following policies will be enforced in addition to the requirements for class attendance as stated in the University catalog.

- A. Tardies and Absences: Students are responsible for reporting to the assigned sonography department at the scheduled time. The assigned clinical site and Clinical Coordinator (CC) must be directly notified and emailed of tardiness or absence within 30 minutes of scheduled time. This time must be logged into Trajecsyst[®]. Failure to notify CC of tardiness or absence will result in a lowering of the final letter grade and make-up of the day.
 - A tardy is defined as clocking into clinic after 8:00 am or designated time. See Corrective Actions for Disciplinary Measures regarding tardies and absences.
- B. Time Clock Infraction: Students are responsible for clocking in/out on Trajecsyst[®] at every clinical site on any given day. Students should not ask to leave early and are not allowed to be dismissed more than 30 minutes early by anyone other than the Clinical Coordinator (CC). If the student leaves before scheduled time or fails to clock in/out using Trajecsyst[®], that time must be recorded and confirmed by the CC with the reason stated under comments.
 - A time clock infraction is defined as failure to clock in/out, clocking in/out at the wrong location, or clocking out early without permission from CC. Student will not be penalized for the first time clock infraction. Each subsequent time clock infraction will result in a minor violation. Time clock infractions in excess of 3 for the duration of the program will result in a major violation.
 - Time clock infraction of being outside of geolocation may be treated as falsification of documents (serious violation) and is subject to Corrective Action/Disciplinary Measures.
- C. If a student must miss a scheduled clinical assignment day without proper documentation or valid excuse, the student will be subject to Corrective Action/Disciplinary Measures.
- D. Absence Makeup. All missed clinical time will be required to be made up regardless of if the missed clinical time is excused or not.

1. Missed days must be made up in the same clinical rotation area within the same semester as was missed.
 2. Singular tardies or early departures in excess of 30 minutes will require at least a half-day makeup. Multiple tardies or early departures with a cumulative total in excess of 30 minutes will also require a half-day makeup.
 3. Designated Makeup Days. Arrangements for makeup time are made by the Clinical Coordinator and will be communicated to the student prior to the end of the semester. Makeup time will be scheduled during Fall/Spring Break or during Finals week.
- E. Circumstances or physical restrictions beyond the student's control will be handled by the Program Director on an individual basis.
- F. Length and time of lunch breaks for students is equivalent to that of the Clinical Instructor at the facility in which the student is assigned. Any student who does not return to clinic/class in a timely fashion, will be considered tardy and appropriate action will be taken.
- G. Clinical Call-in Procedure
1. The onsite Clinical Instructor and Clinical Coordinator must be notified by **phone** at least 30 minutes before the scheduled shift begins. If it is an early departure, the Clinical Coordinator must be notified at least 15 minutes prior to leaving the site.
 2. The Clinical Coordinator must be notified for any absence, tardy, late arrival, or early departure by **email**.
 3. When emailing the Clinical Coordinator for late arrival or absence, the message must include that the clinical site was contacted and who the message was delivered to.
 4. Student Absence Form (Appendix R) must be completed within a week of absence.

Additional Guidelines:

- If the clinical site is closing early and/or all the sonographers are leaving for the day, the student must notify the Clinical Coordinator using the call-in procedure.
- If LSUE is forced to cancel classes due to an emergency (including weather events), all sonography lecture classes, laboratory sessions, and clinical rotations will also be canceled. Notification of closure will be made through the University's Emergency Alert System. In case of an emergency, all faculty, staff, and students will be notified by email and text messaging. The notification will inform you of the nature of the emergency and what actions should be taken. Information will also be available through local radio and television stations. Students out of the immediate broadcast area should check the LSUE website (<https://www.lsue.edu/>) for information.

Revised 10/2022

V. CORRECTIVE ACTIONS/DISCIPLINARY MEASURES

If a student violates any general policy or procedure, disciplinary action will be taken. Specific violations and disciplinary actions that will result are listed. These violations are cumulative per semester and stay with the student throughout the length of the DMS Program. A student is limited to two (2) minor and two (2) major

violations. Each subsequent violation will be treated at the higher level (e.g., third minor violation will be treated as a major violation).

A. Didactic and Laboratory

- I. **Minor Violations** (one-point deduction from the appropriate course's final grade)
- a. Absent (including tardy or early dismissal) from lecture and/or lab without informing the course instructor and without valid excuse, proper documentation, or approval.
 - b. Leaving the lecture or laboratory without the permission of the supervising instructor.
 - c. Horseplay of any nature.
 - d. Failure to comply with any part of the professional appearance, professional conduct, or dependability/attendance policies.
 - e. Unprofessional language and/or conversation in lecture or laboratory.
 - f. Contacting program personnel via his or her personal cell phone (call or text) for issues other than clinical emergencies.

The violation will be documented on a Corrective Actions/Disciplinary Measures Form (Appendix H).

Minor violations of any kind in excess of two (2) will be treated as a major violation.

- II. **Major Violations** (three-point deduction from the appropriate course's final grade)
- a. Third absence (including tardy or early dismissal) for the duration of the program without valid excuse, proper documentation, or approval.
 - b. Unsafe handling of equipment that may or may not require repair.
 - c. Failure to comply with "Standard Precautions."
 - d. Failure to report communicable illness/infection to the Program Director and/or obtain physician clearance to re-enter the classroom and laboratory setting.
 - e. Insubordination.

The violation will be documented on a Corrective Actions/Disciplinary Measures Form (Appendix H).

Major violations in excess of two (2) will be treated as a serious violation.

- III. **Serious Violations** (letter grade drop from the appropriate course's final grade)
- a. Fourth absence (including tardy or early dismissal) for the duration of the program without valid excuse, proper documentation, or approval.
 - b. Destruction of equipment.
 - c. Falsification of documents.
 - d. Theft.
 - e. Failure to comply with LSUE Ethics and Confidentiality Policy.
 - f. Failure to comply with HIPAA laws.
 - g. Failure to comply with PACS Confidentiality Agreement.
 - h. Failure to complete all assignments before the end of the semester.

The violation will be documented on a Corrective Actions/Disciplinary Measures Form (Appendix H).

Serious violations may result in dismissal from the program.

B. Clinical

I. **Minor Violations** (one-point deduction from final clinical grade)

- a. Absent (including tardy or early dismissal) from clinical site without valid excuse, proper documentation, or approval.
- b. Horseplay of any nature.
- c. Failure to complete daily clinical log sheet by the specified due date.
- d. Failure to comply with any part of the professional appearance, professional conduct, or dependability/attendance policies.
- e. Failure to complete clinical duties.
- f. Unprofessional language and/or conversation at the clinical site.
- g. Failure to complete the minimum required amount of competency exams before the end of each semester.
- h. Failure to complete clinical site evaluation by the specified due date.
- i. Contacting program personnel via his or her personal cell phone (call or text) for issues other than clinical emergencies.

The violation will be documented on a Corrective Actions/Disciplinary Measures Form (Appendix H).

Minor violations of any kind in excess of two (2) will be treated as a major violation.

II. **Major Violations** (three-point deduction from final clinical grade)

- a. Third absence (including tardy or early dismissal) for the duration of the program without valid excuse, proper documentation, or approval.
- b. Unsafe handling of equipment that may or may not require repair by the clinical facility.
- c. Failure to comply with "Standard Precautions."
- d. Failure to report communicable illness/infection to the Program Director and Clinical Preceptor and/or obtain physician clearance to re-enter the clinical setting.
- e. Insubordination.
- f. Performing a sonographic procedure on the wrong patient/part.

The violation will be documented on a Corrective Actions/Disciplinary Measures Form (Appendix H).

Major violations in excess of two (2) will be treated as a serious violation.

III. **Serious Violations** (letter grade drop from final clinical grade)

- a. Fourth absence (including tardy or early dismissal) for the duration of the program without valid excuse, proper documentation, or approval.
- b. Failure to notify the CC or PD of absence or tardiness.
- c. Leaving the clinical site without permission.
- d. Placing the patient in an unsafe condition.
- e. Destruction of equipment.
- f. Falsification of any documents. Including, but not limited to, clinical evaluation forms, clinical exam logs, clocking in/out of geolocation.
- g. Theft.
- h. Failure to comply with LSUE Ethics and Confidentiality Policy.

- i. Failure to comply with HIPAA laws.
- j. Failure to complete all required competency exams by the end of the program.
- k. Requested dismissal from a clinical facility by clinical affiliate staff or LSU Eunice faculty and staff.

The violation will be documented on a Corrective Actions/Disciplinary Measures Form (Appendix H).

Serious violations may result in dismissal from the program.

Immediately upon committing a serious violation, the student will leave the clinical site, if applicable. The student will be informed by the Program Director of the specific time to meet with the DMS Disciplinary panel, which will be held within five working days. The proceedings will be documented.

Disciplinary panel consists of:

1. DMS Program Director
2. Division Head of Health Sciences, Business & Technology and Public Protection and Safety
3. Clinical Instructor involved, if applicable.

The student will present his/her case to the disciplinary panel. The student will then be asked to wait outside of the room. Before leaving the panel meeting, the members will formulate a plan of action. The plan of action may result in the student's favor to maintain his/her status in the program and be placed on a disciplinary contract. It may result in a recommendation for dismissal from the DMS Program. The violation will be documented on a Corrective Actions/Disciplinary Measures Form (Appendix H). The student will be informed of this plan of action prior to leaving the LSUE campus. The student will also receive a letter regarding the plan of action along with supportive documentation regarding the decision of the disciplinary panel.

If a student wishes to challenge the decision made by the disciplinary panel, the "due process" appeal option of a "Hearing Panel" (consisting of other Allied Health professionals not related to the violation or DMS Program) would be communicated to the student's attention. In pursuit of this option, the student would have to activate this process by written request along with the basis for his/her appeal of the panel's decision within five days upon receipt of the letter. Otherwise, the process and decision of the disciplinary panel will be viewed as FINAL.

If the student should receive a second serious violation, whether or not related to the first, the student will be suspended from his or her clinical assignment immediately. Due process will then be followed. If the student wishes to return to the DMS program, procedures for reapplication must be commenced.

***If a student is asked not to return by a clinical site at any point in his/her tenure of the program, that will constitute a serious violation and result in possible dismissal from the DMS program (Appendix P). At this point, the student will be informed of the appeal option of the Hearing Panel described above.**

****During this time at which due process is taking place, the student is not allowed to continue clinical assignments at any clinical sites affiliated with the DMS Program.**

VI. CLINICAL AND ACADEMIC INVOLVEMENT POLICY

The program limits required clinical and academic involvement for students to not more than 40 hours per week.

VII. BEREAVEMENT LEAVE POLICY

Upon notification to the program faculty members and presentation of documentation, the student will be allowed one official day of leave (based on case-by-case basis) for death in the immediate family. The immediate family is considered parents, grandparents, spouse, siblings, or child. The time missed does not have to be made up and points will not be deducted from the student's grade.

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VIII. RETENTION/PROGRESSION POLICY

Acceptance into the LSUE DMS program entitles the student to progress through the DMS curriculum along with the class to which he or she is admitted. In order for a student to be retained and progress in the curriculum, a student must:

1. Maintain an LSUE and an overall GPA of 2.0 or higher.
2. Maintain a GPA of 2.0 or higher in all required DMS courses.
3. Complete all DMS courses with a grade of "C" or better. The grading scale for all DMS courses are as follows:
 - A - 93-100
 - B - 85-92
 - C - 77-84
 - D - 65-76
 - F - below 65
4. Maintain current CPR certification (CPR for Health Care Providers) and annual TB testing.
5. Maintain health/immunization requirements.

Failure to successfully complete any Diagnostic Medical Sonography course (excluding DMS 1000), for either academic or other reasons, will require that the student apply for readmission to the Diagnostic Medical Sonography program if the student wishes to continue in the program. A student repeating a DMS course must concurrently re-enroll in the co-requisite DMS courses. Re-enrolling in a co-requisite course in which the student had previously received a passing grade will not be counted as repeated DMS course hours for the dismissal policy. The most recent grade earned will be the grade for the course. The purpose for requiring re-enrollment in co-requisite courses is to assure that Diagnostic Medical Sonography students receive the most current health care information.

IX. REQUIREMENTS FOR READMISSION

A student applying for reentry into a DMS course must apply the next time the course is offered. If not accepted, the student may reapply once more when the course is offered again (2 years from the first time the student enrolled in the course). After 2 attempts of reentry, the student will not be considered again for

reentry into the DMS course in which the student was unsuccessful or if the student does not reapply within a two-year period after last enrollment. If the student wishes to pursue DMS curriculum at LSU Eunice, including after the two-year period, an application to the DMS program must be completed along with all current requirements for selection. The application will be placed with the pool of students applying for initial entry into the DMS program. If selected, the reentry student would begin the first semester of DMS courses. All re-entry students must have skill re-validation at the beginning of the semester. Science and College Algebra courses taken 7 years earlier must be repeated prior to reapplication.

X. DEGREE REQUIREMENTS

In addition to fulfilling the “General Degree Requirements” specified in this catalog for all associate degree candidates, Diagnostic Medical Sonography students must complete all required Diagnostic Medical Sonography courses and general education courses with a grade of “C” or better. The last grade earned in a “repeated” course will be considered the grade of record for purposes of applying these requirements. Graduates of the program are awarded the Degree of Associate of Applied Science in Diagnostic Medical Sonography and will be eligible to take the national credentialing examination with the American Registry of Diagnostic Medical Sonographers in the disciplines of Abdomen and Obstetrics & Gynecology.

XI. SPECIAL PROVISIONS AND REQUIREMENTS

In addition to meeting all other specified curricular requirements, DMS students must:

1. Meet immunization and physical examination requirements.
2. Maintain CPR Certification (CPR for Healthcare Providers) for the duration of the program.
3. Assume responsibility for providing their own transportation to and from clinical agencies.

XII. STUDENT WORK AND OUTSIDE EMPLOYMENT POLICY

The clinical component of the LSUE Diagnostic Medical Sonography program is educational in nature. As such, a student must not be substituted for personnel during the clinical component of the program. Additionally, a student must not earn wages for performing sonographic procedures prior to completion of the DMS program.

Outside employment is not encouraged because of the rigorous program structure. It is recognized that employment is necessary for some, but educational schedules and requirements must not be compromised because of this employment. Employment requiring a student to perform sonographic procedures will not be allowed and may result in dismissal from the program. No part of the student uniform may be worn during scheduled, paid working hours. Students also will not be excused early or granted excused absences from class or clinical in order to work.

Any student employed with a program affiliate may only work during times where there is no conflict with program activities. Students may not substitute employer time for clinical requirements. Furthermore, students cannot receive money for clinical time.

XIII. PROGRAM RECORDS POLICY

Student records will be maintained on a digital platform using Pre-Check, Trajecsys®, and Microsoft OneDrive and/or Teams. Records that are not in a digital format are kept in the student active files located in the office of the Clinical Coordinator. The following records maintained are:

1. Application records to the program including transcripts.
2. Entry physical exam and immunization records
3. Records of all courses required for graduation including the final grade for each course completed.
4. Clinical Evaluations, attendance records, competency records, simulation records, student emergency contact form, and exam logs.
5. Counseling notes.
6. Final exam scores.

Revised 06/2022

XIV. POLICY ON THE USE OF HUMAN SUBJECTS FOR EDUCATIONAL PURPOSES

Guest models (in lieu of patients) must be cleared by the Program Director and/or Clinical Coordinator prior to any student scanning.

1. Student and non-student volunteers for scanning models must sign a waiver (found in scan lab) indicating that they understand that although there is no indication that serious bioeffects have occurred because of exposure to acoustic energy that bioeffects do still exist but can be controlled with proper training. All current DMS students will practice the as low as reasonably achievable (ALARA) principle while performing exams on human subjects. DMS students should be mindful when adjusting controls that affect the acoustic output and by considering both the transducer dwell time and overall scanning time. Students will utilize correct examination presets, monitor mechanical and thermal indices, and move or lift the transducer during periods of non-imaging.
2. Any scanning performed by a student in the scan lab must be supervised by an LSUE-DMS faculty member. Should any anomaly be identified during a scanning session with a model, proper referral will be made to the model's physician and should not be taken as a diagnosis. The model will not hold any student or DMS faculty member responsible for any missed pathology or identification of pathology that is not identified in any other medical examination. Please refer to the Incidental Findings Policy located in the DMS Student Handbook.
3. First trimester OB scans, endocavitary, and testicular exams will NOT be performed on any model for any reason in the on-campus scan lab. Students should utilize the available phantoms for practicing these exams in lab.
4. Prior to any second or third trimester OB exam being performed on a volunteer basis, OB patient must have the Obstetric Volunteer Physician Consent and Release (Appendix Z) completed or provide proof of a previous anatomical survey performed/ordered by their attending physician (a nurse's signature will not suffice) and a doctor's order (signed permission on prescription pad of attending physician) must accompany patient for each

volunteer scan. This includes, but is not limited to, pregnant DMS students, non-DMS LSUE students, and LSUE faculty/staff members who volunteer as a model.

5. All DMS students will follow the guidelines identified in the Sonography Lab Infection Control Policy outlined in the DMS Student Handbook when performing scans on human subjects in the on-campus scan lab.

All requests and signed waivers will be kept on file in the DMS faculty offices.

Revised 10/2022

XV. INCIDENTAL FINDINGS POLICY

If a potential incidental finding is discovered in a scan lab model, the student must notify the laboratory instructor as soon as possible. The student should ask to speak privately with the laboratory instructor.

- If the nature of the incidental finding is a **possible normal variant**:
 1. The lab instructor will discuss the findings with the model privately.
 2. The model will be referred to their personal physician and asked if they want to continue in scan lab.
 - If the model does not want to continue, the exam will be ended.
 - If the model does want to continue, the exam will be continued.
- If the nature of the incidental finding is **possibly clinically significant**:
 1. The lab instructor will discuss the findings with the model privately.
 2. The model will be referred to their personal physician and asked if they want to continue in scan lab.
 - If the model does not want to continue, the exam will be ended.
 - If the model does want to continue, the exam will be continued.
- If the nature of the incidental finding is **possibly life-threatening**:
 1. The lab instructor will discuss the findings with the model privately.
 2. The model will be referred to emergency care (call 911).
 - The exam will be ended.

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XVI. DISMISSAL POLICY

Students may be dismissed from a DMS course and/or the DMS program for any of the following reasons:

1. A deliberate attempt to cover up any error or negligent performance during clinical experiences.
2. Repetitive performance of unsafe behaviors during clinical experiences.
3. Performance of unethical or illegal behaviors during clinical experiences.
4. Failure to comply with clinical agency policies and regulations.
5. Breach of patient or agency confidentiality by inappropriate management of information in any form.
6. Cheating or plagiarism (See LSU Eunice's Code of Student Conduct located in the Student Handbook).
7. Violation of the LSU Eunice Code of Student Conduct.

8. A positive report on any random drug screen.
9. Requested dismissal from a clinical facility by clinical affiliate staff or LSU Eunice faculty and staff.
10. Committing a breach in the DMS Program policy on the conduct of social media usage.

The LSU Eunice faculty reserves the right to recommend termination of a DMS student when health and/or personal conduct requires such action.

Revised 05/2023

XVII. SERVICES FOR INDIVIDUALS WITH DISABILITIES POLICY

A person with a disability is an individual “who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment”. Major life activities are functions such as “caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, or learning. Impairments include alcoholism, blindness/visual impairment, cancer, cerebral palsy, deafness/hearing impairment, diabetes, drug addiction, epilepsy, heart disease, mental illness, mental retardation, multiple sclerosis, muscular dystrophy, orthopedic or speech problems, or perceptual handicaps, such as dyslexia, developmental aphasia, or Attention Deficit Disorder (ADD)”.

In order to fully serve the various needs of students with disabilities, the following provisions are in effect on the campus:

1. No qualified student may be excluded from any course or any course of study solely on the basis of disability.
2. Degree or course requirements, if determined to be restrictive, will be adapted to meet the requirements of qualified students with disabilities. For post-secondary education purposes, qualified students with disabilities are defined as those “who meet the academic and technical standards requisite to admission or participation in the recipient’s education program or activity”.
3. Prohibitive rules, such as those banning tape recorders from classrooms, are waived for qualified disabled students.
4. Auxiliary aids (interpreters, note-takers) must be permitted in the classroom when they are required to ensure full participation of students with disabilities.
5. Alternative testing and evaluation for measuring achievement will be provided for students with impaired sensory, manual, or speaking skills (except where those specific skills are being measured).
6. Classes will be relocated if necessary to permit access for students with mobility impairments if such access cannot be reasonably achieved otherwise.
7. Reasonable efforts will be made to adapt special equipment or devices used in the classroom (and, in some cases, teaching techniques that rely upon the sight, hearing, or mobility of students) to individual needs and to assist qualified students in pursuing resources provided by Vocational Rehabilitation or charitable organizations.
8. Students with disabilities should not be counseled to consider more restrictive careers than careers recommended for non-disabled students unless such counsel is based on strict licensing or certification requirements in a profession.

9. Individual with disabilities may refuse special accommodated services by filing a form with the Americans with Disabilities Act Officer stating such refusal.
10. Persons with disabilities who feel they have been treated unfairly with relation to their disability may file an appeal or grievance under the appropriate policy statement.

The LSUE Office of Disability Services (ODS) is charged with the overall administrative responsibility for coordinating the delivery of these services and publishing institutional policies regarding them in accordance with Section 504 of the Rehabilitation Act.

Determining criteria and accommodative testing and procedures for students with disabilities begins in the Office of Disability Services (ODS). Students with disabilities must be registered with ODS. Additional assistance is provided by the Office of Academic Affairs. It is the responsibility of the student to inform one of the above offices of any handicapping condition which requires special consideration under this policy. Persons requesting accommodated services must be registered voters or must complete a voter registration application or a voter registration declination with the accommodated services request. These regulations are intended to also apply to the Americans with Disabilities Act and coincide with LSUE Policy Statement 44.

Academic Accommodations are modifications or changes to limit the impact of a person's disability. Students requiring academic assistance should contact the Office of Disability Services.

Student Success Center

Library, Room 105

Phone: 337-550-1206

Email: ods@lsue.edu

www.lsue.edu/ods

Revised 04/2023

CLINICAL EDUCATION PLAN

The purpose of this section is to explain the Clinical Education Plan, and to provide students with sample documents that will be used during the clinical courses. The Clinical Education Plan explains what is expected of students and their specific responsibilities during clinical rotations. A detailed explanation will be given in the syllabus provided at the beginning of each clinical course. The program's objective is to help the student gain the qualities, knowledge, and skills necessary to function as an integral part of a Diagnostic Ultrasound Department.

I. GOALS OF THE CLINICAL EDUCATION PLAN

- A. To provide a sufficient number and variety of clinical learning experiences.
- B. To provide imaging equipment by which students can become proficient in clinical skills.
- C. To permit students to learn by providing qualified personnel to teach them.
- D. To provide performance objectives and simulated laboratory practice assigned to aid students in successfully completing clinical courses.

- E. To provide clinical experiences, which complement course work.
- F. To provide standards against which the competencies, skills and attributes of students can be measured.
- G. To provide a comprehensive competency evaluation plan in which student performance can be evaluated and documented.
- H. To provide a professional atmosphere in which students may achieve the desired values and characteristics of competent sonographers.

II. CLINICAL ROTATION PLAN

At the conclusion of the program, the student shall have the following:

- 1. One year of clinical educational experience in different and varied hospitals and/or clinics that fulfill JRCEDMS accreditation requirements.
- 2. Fourteen mandatory competency evaluations listed in Part IV.

III. CLINICAL EXPERIENCE

During the year of training, students will be exposed to a variety of sonographic examinations. Students are to pursue and demonstrate competence in the examination categories listed during their clinical training.

- A. Abdomen
- B. Obstetrics
- C. Gynecology
- D. Superficial Structures (Small Parts)

Clinical experiences in the categories listed above are gained in a variety of settings. Students will be assigned to major clinical sites with their affiliates to gain the necessary experience required to achieve course objectives.

The Clinical Education Plan is divided into three clinical courses. Each course is described in the form of a syllabus that consists of course description, course objectives, and major learning outcomes. The requirements for each course are also listed in the syllabus.

A Clinical Rotation schedule is provided which lists the various clinical assignments that students will experience while in training. Schedules are posted for clinic assignments. Clinical rotations are sequences to allow students opportunities to gain the experience needed to successfully master the required objectives of each clinical course.

Students are required to document and maintain a log sheet in the Trajecsys® record keeping system with the required information. The log sheet must include the type of exam, date, clinical site, clinical instructor, exam findings, and the level of participation (Appendix U). This should be done at the end of each clinical day. Students failing to complete log sheet by the specified deadline will incur a minor violation and result in a 1-point deduction from the student's final clinical grade. This ensures that students are participating in a sufficient quantity and variety of sonographic procedures using all available equipment. It is also used to guide the program in determining if students are receiving a balanced clinical education.

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IV. CLINICAL COMPETENCIES

The Clinical Education Plan consists of three components: Performance Objectives, Clinical Participation, and Competency Evaluations.

A. Performance Objectives

The Clinical Competency Plan consists of the integration of all aspects of the curriculum, including lecture, demonstration, simulation, and clinical participation. Specific objectives, including cognitive, psychomotor, and affective competencies for clinical courses are outlined in each syllabus.

Students will be given instruction and demonstration of sonographic procedures followed by simulated practice sessions in the laboratory. Evaluation of each student will be done twice a semester by the Clinical Coordinator to determine whether or not a student is meeting expectations in the practiced scanning skills and identification of normal anatomy, both on volunteer subjects and phantom objects.

If a student is identified by the Clinical Coordinator as needing extended instruction on obtaining specific images or in manipulating the ultrasound system, the CC will arrange extended time in the scan lab for more in-depth, one-on-one instruction in any particular area.

B. Clinical Participation

Students are assigned to varied clinical sites and are required to observe and assist the sonography staff in performing various procedures. As the student gains experience in various procedures, he/she gradually moves into an independent clinical performance state. At this point, the student may then progress to actually performing examinations and procedures under the direct supervision of the Clinical Instructor. The CI will review the requisition and evaluate the condition of the patient in relation to the student's knowledge and level of achievement. The CI must be present during the examination and must review and approve the sonographic images prior to the dismissal of the patient.

At the end of each clinical rotation, the assigned CI will evaluate the student based on the objectives. It is the student's responsibility to make sure the supervising CI completes the evaluation form in the Trajecsys® record keeping system on the last day of the rotation. The evaluation form includes general, as well as specific, qualities and characteristics such as affective, cognitive, and psychomotor competencies that are necessary to develop clinical as well as technical skills.

Bi-semester evaluations are completed by the Clinical Coordinator during and at the end of each clinical course (items that are evaluated vary according to semester). The semester evaluations are based on observation by the CC of each student in the assigned clinical setting as well as obtaining feedback from the staff sonographers of each clinical site. Each clinical site will perform an end-of-rotation evaluation of the student within the Trajecsys® record keeping system. The minimum passing grade on clinical evaluations from each site is 77% or greater. The evaluations are averaged each semester and a final grade average of 77% or greater must be achieved to successfully complete a clinical course.

C. Competency Evaluations

This evaluation process is used to determine student progress in meeting clinical participation objectives and the level of student achievement.

Upon successful completion of didactic, laboratory practice, clinical experience, and/or simulation in the LSUE laboratory, the student is then eligible for competency evaluation. The student is allowed to perform a competency examination while under the direct supervision of the Clinical Instructor. The CI will review the requisition and evaluate the condition of the patient in relation to the student's knowledge and level of achievement. The CI must be present during the exam and must review and approve sonographic images prior to the dismissal of the patient. In order to have a competency completed, student cannot ask for help during the exam and should follow the institution's protocol for the specific sonographic examination.

In any given clinical assignment, a student who asks to comp on an exam should direct the CI to the Trajecsyst[®] record keeping system, where the appropriate form should be completed by the observing CI holding the appropriate credential, i.e., RDMS (AB) or RDMS (OB/GYN).

Students must perform all required competency evaluations with a minimum mastery level of 85% on each exam. Criteria for clinical competency evaluation can be found in Appendix C. Completed competency evaluations must be documented and signed by the CI as stated above in the Trajecsyst[®] record keeping system.

If a student does not earn a score of 85% or higher on any of the required competency evaluations, the student will be allowed to challenge the competency again. The student will be required to obtain additional laboratory practice and clinical participation with direct supervision in those category examinations that have not been successfully completed. Failure of a second competency evaluation for a specific exam will result in a required conference with the CI and/or CC, PD, and student regarding remedial assignments and successful completion of the program.

The competencies that are to be successfully completed for graduation are as follows:

Abdominal Sonography – Extended

1. ABDOMEN COMPLETE
2. ABDOMEN LIMITED – RIGHT UPPER QUADRANT
3. ABDOMEN LIMITED - SPLEEN
4. RENAL COMPLETE (must include urinary bladder)
5. PLEURAL SPACE
6. SONOGRAPHIC GUIDED PROCEDURE
7. THYROID
8. SCROTUM

Obstetrics and Gynecology Sonography

9. NON-OBSTETRIC FEMALE PELVIC COMPLETE – TRANSABDOMINAL
10. NON-OBSTETRIC FEMALE PELVIC COMPLETE – ENDOCAVITARY
11. OBSTETRIC FIRST TRIMESTER
12. OBSTETRIC SECOND TRIMESTER

13. OBSTETRIC THIRD TRIMESTER
14. OBSTETRIC BIOPHYSICAL PROFILE

A student **must** complete all mandatory FOURTEEN competency evaluations by the end of the third semester. Although a student may successfully complete some competency evaluations in preceding clinical courses, a student should continue to aggressively perform those examinations. **You will never be perfect at sonography; with each exam performed, you will gain the skill, knowledge, confidence, and ability to function as a professional sonographer in the field.** This completes the requirements for the Clinical Education Plan.

Criteria for Competency

1. Abdomen Complete. The following structures must be included:
 - a. Abdominal wall
 - b. Gastrointestinal tract
 - c. Aorta and branches
 - d. Great vessels and branches
 - e. Biliary system
 - f. Liver
 - g. Lung/pleura space
 - h. Lymphatic system and adrenal glands
 - i. Pancreas
 - j. Spleen
 - k. Urinary tract
 - l. Peritoneal and retroperitoneal cavities
2. Abdomen Limited – Right Upper Quadrant. The following structures must be included:
 - a. Aorta and branches
 - b. Great vessels and branches
 - c. Biliary system
 - d. Liver
 - e. Lung/pleura space
 - f. Pancreas
3. Abdomen Limited - Spleen. The following structures must be included:
 - a. Spleen
4. Renal Complete. The following structures must be included:
 - a. Kidneys
 - b. Urinary Bladder
5. Pleural Space. May be a focused exam or part of a lung or abdomen ultrasound.
6. Sonographic Guided Procedure. Any biopsy or invasive procedure where sonography is used for guidance. Can relate to the abdomen, pleural space, or superficial structures.
Evaluation of procedure techniques:
 - a. Method of documentation and reporting of ultrasound-guided procedure, including appropriate labeling and recording of images and videos.
 - b. Knowledge of indications and contraindications for ultrasound guidance.
 - c. Obtain informed consent.
 - d. Identification of normal and abnormal ultrasound appearance of anatomy encountered during ultrasound guided procedure.

- e. Diagnostic scanning for procedural planning including: appropriate transducer selection, image optimization, and correlation of available complementary diagnostic imaging.
 - f. Selection of appropriate needle, gloves, and other items required for procedure.
 - g. Manage infection risk by cleansing patient's skin, disinfecting transducer, using sterile drapes, sterile probe covers, and sterile ultrasound gel.
 - h. Appropriate post-procedure care including: withdrawing needle from patient's skin, applying post-procedure dressings, and reviewing of post-procedure instructions with patient.
7. Thyroid. The following structures must be included:
- a. Isthmus
 - b. Right and left lobe
8. Scrotum. The following structures must be included:
- a. Right and left testicle
 - b. Right and left epididymis
9. Non-Obstetric Female Pelvic Complete-Transabdominal. The following structures must be included:
- a. Uterus
 - b. Cervix
 - c. Vagina
 - d. Posterior and anterior cul-de-sac
 - e. Adnexa, including ovaries and fallopian tubes.
10. Non-Obstetric Female Pelvic Complete-Endocavitary. The following structures must be included:
- a. Uterus
 - b. Cervix
 - c. Vagina
 - d. Posterior and anterior cul-de-sac
 - e. Adnexa, including ovaries and fallopian tubes.
11. Obstetric First Trimester. The following structures must be included:
- a. Gestational sac
 - b. Embryonic pole and/or yolk sac
 - c. Fetal cardiac activity
 - d. Placenta
 - e. Fetal anatomy (calvarium, fetal abdominal cord insertion, and presence of limbs)
 - f. Uterus
 - g. Cervix
 - h. Adnexa
 - i. Pelvic spaces
12. Obstetric Second Trimester. The following structures must be included:
- a. Intracranial anatomy (lateral cerebral ventricles, midline falx, and cavum septi pellucidi)
 - b. Face (upper lip)
 - c. Thoracic cavity (heart position and size, cardiac activity, 4-chamber heart view, left ventricular outflow tract, right ventricular outflow tract, 3-vessel view, and 3-vessel trachea view.)
 - d. Abdomen (stomach, kidneys, bladder, and abdominal wall)
 - e. Spine (cervical, thoracic, lumbar, and sacral)
 - f. Extremities (legs, arms, hands, and feet)

- g. Umbilical cord (cord vessel number, abdominal cord insertion, and placental cord insertion)
 - h. Amniotic fluid
 - i. Placenta
 - j. Maternal uterus, cervical length, and adnexal structures
13. Obstetric Third Trimester. The following structures must be included:
- a. Intracranial anatomy (lateral cerebral ventricles, choroid plexus, midline falx, cavum septi pellucidi, cerebellum, and cisterna magna)
 - b. Face (profile and upper lip)
 - c. Thoracic cavity (heart position and size, cardiac activity, and 4-chamber heart view)
 - d. Abdomen (stomach, kidneys, and bladder)
 - e. Amniotic fluid
 - f. Placenta
14. Obstetric Biophysical Profile. Evaluation of fetal well-being:
- a. Amniotic fluid index
 - b. Breathing movements
 - c. Total body movements
 - d. Limb tone

Revised 12/2023

V. GLOSSARY OF TERMS

The following are terms that identify components of the Clinical Education Plan:

Affective: Attitudes, emotions, and values of students ranging from mere attention to internalization of a value or value system

Category: A series of designated sonographic examinations.

Clinical Coordinator (CC): Faculty member responsible for clinical assignments, visiting clinic sites on a routine basis, scan labs with students

Clinical Instructor (CI): A qualified sonographer who directly influences the professional development of the student; works intimately with the student in one-on-one observation, instruction, and evaluation. Also see *Clinical Preceptor*.

Clinical Participation: Consists of observation, assistance, and performance of clinical skills under direct supervision. This performance is evaluated by the CI from the set of objectives and use of competency exams.

Clinical Preceptor (CP): A qualified sonographer who directly influences the professional development of the student; works intimately with the student in one-on-one observation, instruction, and evaluation. Also see *Clinical Instructor*.

Cognitive: Knowledge and application of sonographic positioning and related anatomy. This involves problem-solving processes.

Competency: The ability to perform with indirect supervision and assume those duties and responsibilities according to course and clinical objectives.

Competency Evaluation: The procedure by which a student's performance and images are evaluated. The minimum acceptable level of competency is 85%.

Direct Supervision: Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of a registered sonographer. The parameters of direct supervision by a qualified, registered sonographer are:

- A. Review of the request for examination in relation to the student's achievement.
- B. Evaluate the condition of the patient in relation to the student's knowledge.
- C. Present while the student is performing the examination.
- D. Review and approve the sonographic images.

Immediately Available: The presence of a qualified sonographer adjacent to the room or location where a sonographic procedure is being performed.

Indirect Supervision: Provided by a qualified sonographer "immediately available" to assist students regardless of the level of student achievement.

Laboratory: The sonographic room to be used for student practice at LSUE.

Laboratory Practice:

- A. Instruct
- B. Demonstrate
- C. Practice
- D. Examine

Program Director (PD): A qualified, registered sonographer who administers the Diagnostic Medical Sonography Program.

RDMS: Registered Diagnostic Medical Sonographer

Simulation (Assessment): Performance of the examination on a subject (not a patient) with exposure simulation and critique of the image area.

Sonographic Examinations (Exams): A series of sonographic procedures which warrant diagnostic information.

Revised 10/2022

Appendix A - DIAGNOSTIC MEDICAL SONOGRAPHY COURSES

1003 Superficial Structures Lec. 2, Cr. 2.

A study of small part anatomy, imaging techniques and protocols including that of breasts, scrotal/testicular, thyroid/parathyroid, soft tissue and musculoskeletal structures.

Prerequisite(s): Selection into the DMS program.

Corequisite(s): DMS 2002, DMS 1010, DMS 1011, DMS 1091

1010 Abdomen I. Lec. 3; Cr. 3

A study into the anatomy, physiology, and lab values associated with conditions pertaining to the normal abdominal viscera

Prerequisite(s): Selection into DMS program.

Corequisite(s): DMS 1091, DMS 1011, DMS 2002, DMS 1003

1011 DMS Lab I. Lab. 4; Cr. 2

Applied laboratory scanning of abdominal, pelvic, obstetrical, and superficial structures administered on a beginning level.

Prerequisite(s): Selection into the DMS program.

Corequisite(s): DMS 2002, DMS 1003, DMS 1091, DMS 1010

1091 Clinical Practicum I, Clin. 21; Cr. 6

Clinical observation and scanning of abdominal, pelvic, and superficial structures of the human body as performed in a general medical sonography department. Certain clinical rotations may provide clinical observation and scanning of sonographic vascular exams exclusively. Scanning techniques of normal and abnormal structures in these areas will be administered on a beginning level.

Prerequisite(s): Selection into the DMS program.

Corequisite(s): DMS 1003, DMS 1010, DMS 1011, DMS 2002

2002 Sonographic Principles and Instrumentation, Lec. 4, Cr. 4

Study of the physical principles associated with sonography and its application in acquiring sonographic images; such as propagation speed, transducer parameters, basic operating systems and instrumentation. In-depth study of Doppler and its applications in study of the anatomical and vascular structures of the human body.

Prerequisite(s): Selection into the DMS program.

Co-requisite(s): DMS 1091, DMS 1011, DMS 1003, DMS 1010

2011 Abdomen II. Lec. 3, Cr. 3

An advanced study into the anatomy, physiology, and pathophysiology associated with conditions and pathology of the abnormal abdomen, including invasive procedures in which sonography is used.

Prerequisite(s): Completion of all previous DMS courses with a grade of "C" or better.

Corequisite(s): DMS 2020, DMS 2012, DMS 2013, DMS 2092

2012 DMS Lab II. Lab 4, Cr. 2

Applied laboratory scanning of abdominal, pelvic, obstetrical, and superficial structures administered on an advanced level.

Prerequisite(s): Completion of all previous DMS courses with a grade of “C” or better

Corequisite(s): DMS 2011, DMS 2013, DMS 2020, DMS 2092

2013 Introduction to Vascular Sonography and Hemodynamics. Lec. 3, Cr. 3

Study of the vascular system of the human body, the hemodynamics of the vascular system, and sonographic assessment protocols (e.g. Doppler) used in general and vascular sonographic departments.

Prerequisite(s): Completion of all previous DMS courses with a grade of “C” or better

Corequisite(s): DMS 2011, DMS 2012, DMS 2020, DMS 2092

2092 Clinical Practicum II, Clin. 21; Cr. 6

Clinical observation and scanning of abdominal, pelvic, superficial, and vascular structures of the human body as performed in a general medical and/or vascular sonography department of designated clinical affiliates. Scanning techniques of normal and abnormal/pathological structures in these areas will be administered on an intermediate level.

Prerequisite(s): Completion of all previous DMS courses with a grade of “C” or better

Corequisite(s): DMS 2011, DMS 2012, DMS 2013, DMS 2020

2020 Gynecology and Obstetrics I, Lec. 4; Cr. 4

An introductory study of the normal, abnormal, and pathology of the female reproductive system. Study of the gravid uterus, and fetal development from conception to birth with emphasis on anatomy, physiology, and embryology.

Prerequisite(s): Completion of all previous DMS courses with a grade of “C” or better

Corequisite(s): DMS 2011, DMS 2012, DMS 2013, DMS 2092

2015 Intermediate Vascular Sonography, Lec. 3, Cr. 3

Continuing study of the application of sonography during the assessment of the human body's vascular systems with the advanced study of Doppler (Color, Power, and Spectral Waveform analysis). Primary focus will be on examination of the lower and upper extremities as well as the extracranial vascular structures of the carotid and vertebral vessels.

Prerequisite(s): Completion of all previous DMS courses with a grade of “C” or better

Corequisite(s): DMS 2018, DMS 2021, DMS 2093

2018 Pediatric Sonography. Lec. 3, Cr. 3

A study into the specialty area of neonatal and pediatric sonography including the neonatal brain, spine, pyloric sphincter, and hip joints. Other areas of pediatric sonography include imaging the abdominal viscera and soft tissue areas in the older pediatric population.

Prerequisite(s): Completion of all previous DMS courses with a grade of “C” or better

Co-requisite(s): DMS 2015, DMS 2021, DMS 2093

2021 Obstetrics II. Lec. 2, Cr. 2

Sonographic views and study of abnormalities and pathologies of the gravid uterus and fetus focusing on the cardiovascular system and third trimester abnormalities.

Prerequisite(s): Completion of all previous DMS courses with a grade of “C” or better

Co-requisite(s): DMS 2015, DMS 2018, DMS 2093

2093 Clinical Practicum III. Clin. 21, Cr. 2

Clinical observation and scanning of abdominal, pelvic, superficial, and vascular structures of the human body as performed in the general medical and/or vascular sonography departments. Certain clinical rotations may provide clinical observation and scanning experiences of sonographic vascular exams exclusively. Scanning techniques of normal and abnormal structures in these areas will be administered on an advanced level.

Prerequisites: Completion of all previous DMS courses with a grade of “C” or better

Co-requisites: DMS 2015, DMS 2018, DMS 2021

Revised 05/2023

Appendix B - CODE OF ETHICS FOR THE PROFESSION OF DIAGNOSTIC MEDICAL SONOGRAPHY

Re-approved by SDMS Board of Directors, effective 02/08/2017
(Originally approved by SDMS Board of Directors, December 6, 2006)

PREAMBLE

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

OBJECTIVES

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

PRINCIPLES

Principle I: In order to promote patient well-being, the diagnostic medical sonographer shall:

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

Principle II: To promote the highest level of competent practice, diagnostic medical sonographers shall:

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA) or the International Organization for Standardization (ISO).
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.

- D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and recredentialing.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

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

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent his/her experience, education and credentialing.
- E. Promote equitable access to care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.
- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

Appendix C - CRITERIA FOR CLINICAL COMPETENCY EVALUATION

Upon satisfactory completion of didactic, laboratory practice, clinical experience, and/or simulation in the LSUE laboratory, the student is then eligible for competency evaluation.

- I. PATIENT CARE / PROFESSIONALISM
 - a. Verify the patient's name and date of birth.
 - b. Introduce him/herself to the patient.
 - c. Explain the procedure to the patient.
 - d. Obtain appropriate clinical history and utilize information from patient and/or medical records accordingly.
 - e. Talk to patient in a concerned, professional manner.
 - f. Demonstrate age-related and cultural competency.
 - g. Ensure patient safety at all times.
 - h. Practice the principle of ALARA.
 - i. Display proper use of ergonomics.
 - j. Utilize appropriate infections control techniques (clean room, sanitize transducer per protocol, wipe surfaces).
 - k. Verify for accuracy the exam ordered with the exam to be performed.

- II. EQUIPMENT MANIPULATION / EXAM ACQUISITION
 - a. Apply correct depth in relation to structure(s) being visualized.
 - b. Determine frequency settings to achieve optimal image quality.
 - c. Have proper focal zones selected (number and depth).
 - d. Adjust overall gain to obtain proper image quality.
 - e. Adjust TGC to optimize image.
 - f. Demonstrate appropriate Doppler technique (when applicable).
 - g. Correctly label all images.
 - h. Correctly measure and depict any area(s) of interest.
 - i. Accurately identify anatomical area of interest and relational structures according to established institutional protocols.
 - j. Finish the sonographic procedure completely and accurately within designated/appropriate time limits.
 - k. Complete sonographer's impression as per protocol.
 - l. Finalize exam for storage according to department protocol.
 - m. Report critical findings according to department protocol.

- III. *****EXAM SPECIFIC*****

- IV. INDEPENDENT EXAM COMPLETION
 - a. Complete the entire sonographic exam without assistance from a staff sonographer.
 - b. Identify or rule out pathology of organ/system of interest.

Revised 10/2023

Appendix D - LSUE PS NO. 30 POLICY ON SEXUAL HARASSMENT

Primary Monitoring Unit: Title IX Coordinator

Initially Issued: May 14, 1998

Last Revised: October 29, 2021

I. Purpose

To comply with Section 703 of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Executive Order No. BJ 2014-14, the Louisiana Board of Regents, Louisiana State University Permanent Memorandum 73 (PM-73) Policy Prohibiting Sex- and Gender-Based Harassment and Discrimination, including Sexual Misconduct (updated July 1, 2021), and the Permanent Memorandum (PM-55) Equal Opportunity Policy (updated July 10, 2006). Sexual harassment is a violation of Title IX of the Education Amendment of 1972, which prohibits discrimination based on sex in educational institutions receiving federal financial assistance.

In order for productive learning and the support thereof, members of the LSU Eunice campus community, i.e. faculty, students, administrators, and staff, should pursue their responsibilities guided by a strong commitment to principles of mutual trust and confidence and professional codes of conduct. Sexual Misconduct violates an individual's fundamental rights and personal dignity and will not be tolerated. LSU Eunice prohibits and is committed to an environment free of discrimination based on sex and Sexual Misconduct. This policy affirms these principles and provides recourse for individuals whose rights have been violated.

See LSU Permanent Memoranda PM-55 (Equal Opportunity Policy), and PM-73 (Policy Prohibiting Sex- and Gender-Based Harassment and Discrimination, including Sexual Misconduct) for further information.

II. Definitions

Sexual harassment consists of unsolicited and unwelcome sexual behavior. It is coercive or offensive conduct in a non-reciprocal relationship.

- A. "Quid pro quo" sexual harassment consists of requests for sexual favors, either implied or explicit, when submission to such requests is made a condition of continued employment, advancement, improved grades, or participation in a University activity.
- B. "Hostile environment" sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual flirtation, graphic or degrading comments or gestures of a sexual nature, and the display of sexually offensive objects or pictures. Sexual harassment does not refer to occasional compliments of a socially acceptable nature; it refers to repeated behavior which is unwelcome and personally offensive.
- C. "Sexual assault" consists of unwelcome physical contact of a sexual nature. It includes kissing, stroking, fondling, coerced sexual intercourse, and rape or attempted rape.
- D. A "responsible party" is defined in PM 73 as any employee who has the authority to take action to redress sexual violence or who has been given the duty of reporting incidents of sexual violence or any other misconduct by employees or students to the Title IX Coordinator or designee; or whom an employee or student could reasonably believe has the authority or duty; or any student employees.

Further definitions associated with sexual harassment are contained in PM 73.

Sexual harassment can occur between members of the same sex as well as members of the opposite sex. It can occur between peers as well as between people who are in a superior/subordinate relationship. It can occur between any members of the LSU Eunice campus community, including faculty, staff, and students. An incident of sexual harassment can also occur between a member of the LSU Eunice community and a visitor, patron, client, or contractor working for LSU Eunice.

III. General Policy

It is the policy of LSU Eunice that all members of the campus community should be able to enjoy a work and/or educational environment free from sexual harassment. Such conduct as described above -- whether committed by supervisors, non-supervisors, faculty, staff personnel, students, visitors, contracted personnel or others -- is prohibited. All members of the university must be aware of sexual harassment, whether intended or inadvertent, and take a proactive stand against it.

Supervisors shall take a proactive role in preventing sexual harassment. They must understand LSU Eunice policy and procedure on sexual harassment and enforce acceptable behavior among faculty, staff, and students; observe and be aware of potential sexual harassment behaviors in and out of the classroom; model appropriate behavior; and alert the Title IX Coordinator and AA/EEO Officer or designee should an incident occur.

The Title IX/AA/EO Officer or designee shall promote awareness and sensitivity of sexual harassment issues across the campus. Should an incident occur, the Title IX Coordinator and AA/EEO Officer or designee shall take the appropriate steps outlined in the procedure section to resolve the incident in an expeditious and impartial manner.

IV. Procedure

Initial Action(s) by Harassed Party:

An individual who feels harassed shall immediately tell the harasser (through face-to-face contact, in writing, or through a third party) to stop what the individual feels is offensive behavior. The individual who feels harassed should also keep records of the incidents.

An individual who wishes to make a complaint may use either formal or informal procedures. Complaints must be filed with the Title IX Coordinator and AA/EEO Officer or designee. A person may make a complaint to any member of campus considered to be a "responsible party".

Any complaints made about a member of the university community who uses verbal/physical abuse directed toward an individual or a group based on their sex or who creates a sexually intimidating, hostile working/learning environment shall be addressed immediately.

Reporting Misconduct

Informal Procedure:

- A. Within 180 days the complainant shall contact someone whom he/she trusts, e.g., a counselor, advisor, faculty member, administrator, or campus security.

- B. Under all circumstances, this university member must refer the complaint to the Title IX Coordinator and AA/EEO Officer or designee on campus. In the event that the Title IX Coordinator and AA/EEO Officer is charged with sexual harassment, the complaint shall be filed with the Office of Human Resources.
- C. The Title IX Coordinator and AA/EEO Officer or designee shall refer to PM 55 and/or PM 73 to investigate the allegations and attempt to resolve the complaint using informal discussion and negotiation. It is important that all communications be kept confidential.

Note: If during the informal investigation, it is determined that the violations committed were intentional and/or part of a behavioral pattern, more formal procedures may be initiated at any time by the Title IX Coordinator and AA/EEO Officer or designee.

Formal Procedure:

For a formal complaint, the following procedure shall be taken (See PM 73 for formal complaint process).

- A. A sexual harassment complaint, in compliance with federal regulations, shall be filed no later than 180 days after the incident occurs.
- B. The complaint shall include the complainant's name and the name of the accused, a description of the alleged incident(s), location, date, and times, names of witness(es), if available, and the desired resolution by the complainant. The formal complaint must have an electronic or handwritten signature (or other designation that the Complainant is the individual choosing to file a Formal Complaint).
- C. The complaint shall be filed with one of the following:
 - 1. LSU Eunice Title IX Coordinator or Deputy Coordinator
 - 2. Dean of Students
 - 3. A "responsible employee" of the University
 - 4. Campus police department
 - 5. Local law enforcement
 - 6. Office of Human Resource Management
 - 7. Confidential Advisors (on campus support services)
- D. Upon notice of a possible complaint, the Title IX Campus Coordinator will provide the Complainant information on reporting options, pursuing criminal charges, health care, counseling, and supportive measures available.

Anyone, other than the Title IX Coordinator and AA/EEO Officer, receiving a formal complaint alleging sexual harassment must report the complaint to the Title IX Coordinator and AA/EEO Officer or designee immediately or within 24 hours. The Title IX Coordinator and AA/EEO Officer or designee shall refer to PM-55 and/or PM-73 to initiate Title IX procedures detailed in PM-73. The Complainant shall have the discretion and right to decide whether or when to file a Formal Complaint, as the individual's discretion. The Respondent shall have the right to be presumed not responsible of all allegations until found responsible for the alleged conduct by a hearing panel under this policy.

- E. The Title IX Coordinator and AA/EEO Officer or Deputy Coordinator shall inform the Respondent when an investigation commences through written notice. Refer to PM-73 for Notice and Investigation, Formal Resolution/Panel Hearing, and Determinations and Sanctions procedures.

It is strongly suggested that individuals who have been accused of sexual harassment contact any of the following persons for assistance and advice:

1. Deans
 2. Supervisor
 3. Appropriate Vice Chancellor
 4. Title IX Coordinator and AA/EEO or Deputy Coordinator
 5. Legal counsel
 6. Campus police department
 7. Office of Human Resources Management
- F. During the entire process, confidentiality must be maintained. Thus, dissemination of information relating to the case shall be limited in order that the privacy of all individuals involved is protected as fully as possible.
- G. The complainant and any witnesses shall be protected from any intimidation or retaliatory action by those named in the complaint.

V. Appeals Procedure

Any party may appeal a Hearing Panel determination. Notice of Appeal must be in writing and shall be forwarded to the Title IX Campus Coordinator within 10 business days of email notification of the Hearing Panel decision. The Notice of Appeal shall contain the following information:

- A. Name of the Complainant and Respondent,
- B. Identify the ground(s) for appeal, and
- C. If the appeal is based upon discovery of new information, a description/documentation of the new information and reason it was not discoverable prior to the Hearing Panel hearing.

Upon receipt of the Notice of Appeal, the Title IX Coordinator, within two business days of receipt of the Notice of Appeal, shall:

- A. Confirm receipt of the Notice of Appeal to the appealing party,
- B. Notify any other party of the appeal, and
- C. Contact the LSU Title IX Coordinator (if appeal went to a campus coordinator)

The LSU Title IX Coordinator, or designee, and the LSU Eunice Title IX Campus Coordinator shall, within 10 business days of notice, review the Notice of Appeal. If the required elements for the appeal exist, the LSU Title IX Coordinator shall:

- A. Appoint reviewer(s) (no more than three),
- B. Notify the parties of the identity of reviewer(s), and
- C. Provide the parties five business days to challenge the reviewer(s) for conflict of interest or bias.

The Title IX Campus Coordinator shall forward the appellate record to the reviewer. The record shall include, but is not limited to:

- A. All evidence introduced at the hearing,
- B. Any pre-hearing determinations from the Hearing Panel Chair,
- C. The written findings of the Hearing Panel, and
- D. The recording of transcript of the formal hearing

Within 10 business days of receipt of the appellate record, the reviewer(s) shall render a written decision including finding and rationale and forward to the LSU Title IX Coordinator. The LSU Title IX Coordinator shall notify the LSU Eunice Title IX Campus Coordinator who shall then notify the parties and Advisors within two business days of receipt of the decision.

Appeal decisions are final. In the event of remand for rehearing, the subsequent Hearing Panel outcome may be appealed in accordance with the provisions herein. Any appeal right exercised under this policy shall complete the process.

Appendix E - LSUE PS NO. 8 APPEAL PROCEDURE AVAILABLE TO STUDENT

Primary Monitoring Unit: Academic Affairs

Initially Issued: June 4, 2010

Last Revised: April 20, 2023

I. PURPOSE

To establish procedures that an individual student may use to formally question the application of any university regulation, rule, policy, requirement, or procedure, unless the appeal is otherwise covered by another established procedure.

II. DEFINITIONS

Academic appeal: an appeal (as defined below) related to matters concerned with instructional activities, grading procedures, or other incidents associated with academic affairs not including academic suspension (see Appendix A in PS 8).

Advisor: an individual who accompanies the student or employee directly involved in the appeal to offer advice. Note: The advisor shall not represent or speak for the advisee. In all cases throughout this policy, the concerned parties are required to speak for themselves, in all oral or written aspects of the appeal.

Appeal: A request to determine if a grievance has merit and if so to arrive at an appropriate action by the University to address the situation.

Business Day: A day in which LSU Eunice is open to conduct operations. Hours vary by department; however, generally it is Monday through Friday from 8 am to 4:30 pm.

Grievance: a request by a student for reconsideration of an action or decision by a University employee, office, panel, or committee. This includes:

- A. An action or decision on the part of an employee, faculty member, program director, or other administrator that a student perceives to be unfair or unreasonable, or
- B. Application of standards different from those that were applied to other students under similar circumstances.

Hearing: a formal procedure in which a duly appointed individual or panel considers evidence, facts, and arguments of both sides of an appeal in an effort to determine the facts of the case and make recommendations for appropriate action, if warranted. (see Section IV-C: Use of University Wide Hearing Panels).

Non-Academic Appeals: appeals (as defined above) that are not related to academic matters, such as but not limited to conduct appeals, parking ticket appeals, or student employment (see Appendix A in PS 8).

Written Student Complaint: A written student complaint is any report submission by a prospective, current, or former student through the University's official web-based system using the Student Grievance Form, hosted on the LSU Eunice CARES webpage at <http://www.lsue.edu/care>.

Written student complaints are not meant to circumvent or replace existing LSU Eunice policies and procedures designed to address issues brought forward by students (See Appendix A in PS 8).

III. GENERAL POLICY

It is the University's policy to provide students with an appeal procedure for questioning the application of any regulation, rule, policy, requirement, or procedure as it applies to the individual student in their capacity as a student. It is the University's basic philosophy that student appeals should be settled as quickly as practicable at the lowest possible administrative level having the authority to act definitively. Recognizing that no single appeals process can serve the wide range of possible complaints, different units within the University have developed specific appeals processes, subject to review by the Office of Academic Affairs.

A. Provisions of the General Appeal Process

1. The decision to utilize an appeal procedure shall be voluntary on the part of the individual student. All students shall have the right to make good faith appeals without fear of coercion, harassment, intimidation, or reprisal from the University or its employees.
2. Appeals filed about grievances in bad faith may be subject to review under the Code of Student Conduct.
3. The University recognizes the rights of all parties to impartial appeal decision-makers including the student filing an appeal, and employees against whose action the appeal is filed.
4. Students and employees involved in the appeal shall each have the right to have an advisor, but are expected to speak for themselves in all written and oral aspects of the appeal (see the Definition of Advisor in Section II above).
5. Privacy shall be maintained, where applicable, in all appeal proceedings in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 and LSU Eunice Policy Statement 34: Privacy Rights of Parents and Students.

B. The University provides specific guidelines for several different types of grievances and appeals. If a specific policy exists, the student must contact the office of primary responsibility involved with the situation in question for specific procedural guidelines which govern that appeal process (see Appendix A in PS 8). However, if the area or function under question does not have specific procedures, the student should then follow the procedures outlined in this policy.

C. Appeals related to a student's role as an employee are handled in accordance with this policy. The decision maker shall consult with Human Resources before a decision is reached or a meeting is held. Policies related to student employment are governed by LSU Eunice Policy Statement 24: Student Employment).

D. Note to Students and Employees: Students and employees of LSU Eunice should note that it is the student's best interest to initiate and complete the steps in the appeal process as soon as possible. This is especially important for students in a health sciences clinical program appealing an

action/decision that has an impact on the student's continuation in the program.

IV. PROCEDURES

A. General Appeals Procedures

There may be up to three steps in the general appeal process (see Appendix B in PS 8). In all cases, if the final decision requires changes in an official record of the University, the University employee must comply with all University regulations and procedures necessary to accomplish the change.

1. Step One: Informal Appeal to Employee

For Step One, the student shall meet with the employee who carried out the action or made the decision that is being appealed to discuss the appeal and attempt to arrive at a solution. For academic appeals, the employee is the faculty member. For purposes of this policy, a "meeting" can be accomplished via face-to-face meeting or through other forms of communication, such as conference calls, video/web conferences, etc. Letters and emails may provide background information; however, they do not meet the definition of a "meeting". In addition, no person may submit an appeal on behalf of the student; however, the student may contact the Office of Student Affairs at stuaff@lsue.edu if assistance is needed.

Step One is to be initiated by the student within ten (10) business days of the action or decision (see the Note to Students in Section III-D above). Appeals of final grades must be initiated by the student within 20 business days after the beginning of the next regular semester. A delay in the filing of the appeal may constitute grounds for rejection of the appeal.

If the student is unable to contact the employee, then the student should contact the office with oversight over the employee in question, and the Dean or Administrator will contact the employee. If the stated deadline cannot be met due to unavailability, then all parties are to be notified in writing by the Dean or Administrator and a mutually agreeable time should be identified.

While a written appeal does not apply during the Step One informal process, the student may wish to consider the following prior to meeting with the employee:

- a. a description of the grievance (see the Definition of Grievance) including
 - i. the action or decision on the part of an employee that a student perceives to be unfair or unreasonable, or
 - ii. the application of standards different from those that were applied to other students under similar circumstances,
- b. a description of the resolution sought, and
- c. any other information the grievant believes to be relevant.

The meeting between the student and employee shall take place within ten (10) business days from the time the employee receives the request for a meeting. To maintain privacy, it is expected that the meeting will be held in an office or conference room to minimize others hearing the conversation. The meeting at Step One is informal; however, it is expected to be a candid discussion of items a-c above in an attempt to arrive at a solution. The student and/or the employee may each have an advisor present if either party wishes subject to the Definition of an Advisor above.

The employee may inform the student of the decision during the meeting. After meeting with the student, the employee will respond in writing within ten (10) business days of the decision to the student with a copy to the unit's Dean or Administrator. The written notification to all parties' LSU Eunice email account is required even if the decision was rendered and the student was informed at the meeting. The written notification must also include the date and time the meeting was held including whether the meeting was held face-to-face or by electronic means. If the employee and student cannot reach a resolution, the student may formally appeal the employee's decision through the formal appeals process (see Step 2). If the matter is resolved, then the appeal has been concluded.

2. Step Two: Formal Appeal to Administrator

The Step Two Formal Appeal Process may take place only after the Informal Appeal Process (detailed in Step One) has occurred per the lines of authority in the department (see Appendix B in PS 8). No person may submit the appeal on behalf of the student; however, the student may contact the Office of Student Affairs at stuaff@lsue.edu if assistance is needed.

To initiate the Formal Appeal Process, the student or employee must submit the online Complaint Form, hosted at www.lsue.edu/care/ within ten (10) business days upon receipt of the Step One employee's decision (see the Note to Students in Section III-D above). A delay in the filing of the appeal may constitute grounds for rejection of the appeal.

The electronic form from www.lsue.edu/care/ is received and reviewed by the Office of Student Affairs and is routed to the appropriate Step Two Administrator. The Step Two administrator is the unit head of the area within which the grievance was initiated. For academic appeals, the Step Two Administrator is the Academic Dean. The name and title of the Step Two Administrator can be obtained from the employee in Step One or from the Office of Student Affairs.

The submitted report should clearly identify the following:

- e. the name of the person(s) against whom the grievance is initiated,
- f. Student's identification (name, student ID number, major, current address, telephone number, and email address),
- g. a description of grievance (see the Definition of Grievance) including
 - i. the action or decision on the part of an employee that a student perceives to be unfair or unreasonable, or
 - ii. the application of standards different from those that were applied to other students under similar circumstances,
- h. date of action or decision by the person that is to be reconsidered,
- i. a description of any informal attempts at resolution along with the date and result of the informal meeting from Step One,
- j. reason(s) for objections to the faculty or employee response in Step One,
- k. a description of the resolution sought,
- l. any other information the grievant believes to be relevant, and
- m. all supporting documentation (i.e., email communications, notes, etc. to support the student's claim),

Upon receipt of the form submission with all required information, the Step Two Administrator shall make a reasonable effort to arrange for a meeting within 10 business days from the date that the report is received. For students in a health sciences clinical program appealing an action/decision that has an impact on the student's continuation in the program, the Dean shall try to arrange for a meeting sooner, if possible.

The Administrator shall investigate the situation and gather all documents from the parties involved. During the investigation, the Dean may hold discussions or request additional information to clarify issues with the student, Program Director, Department Chair, and/or the employee from Step One. The Administrator will impartially consider all information related to the issue and case.

The meeting may be held in person or through other forms of communication, such as conference calls or video/web conference. If the stated deadline cannot be met, then all parties are to be notified in writing and a mutually agreeable time identified. The meeting is formal, with a thorough and candid discussion of the grievance in an attempt to arrive at a solution. Meetings typically include the student, faculty member, and the Dean; however, additional University employees with information related to the appeal may be asked to attend at the discretion of the Dean. Both the student and the employee may be accompanied by an advisor (see the Definition of an Advisor).

The Step Two Administrator may render an oral decision at the close of the meeting or may take the matter under consideration. All parties shall be informed of the decision in writing within 10 business days of the meeting through their LSU Eunice email accounts. For students in a health sciences clinical program appealing an action/decision that has an impact on the student's continuation in the program, the Administrator (Dean) shall try to notify the student sooner, if possible. If a resolution is not reached, the student may appeal the decision to the next level administrator (see Appendix B in PS 8). If the matter is resolved, then the appeal has been concluded.

3. Step Three: Appeal to the Next Level Administrator

A Step Three Appeal may only occur after the Step Two Appeal has occurred per the lines of authority (see Appendix B in PS 8). If the student or employee wishes to appeal the outcome of Step Two, either may appeal to the administrator at the next level in the administrative structure of the University within ten (10) business days from the date of the written decision made after Step Two (see the Note to Students in Section III D above). A delay in the filing of the appeal may constitute grounds for rejection of the appeal. No person may submit the appeal on behalf of the student; however, the students should contact the Office of Student Affairs at stuaff@lsue.edu if assistance is needed.

The name and title of the Step Three Administrator can be obtained from the employee in Step Two or from the Office of Student Affairs. For academic appeals, the Step Three Administrator is the Vice Chancellor for Academic Affairs and Provost.

A link to the appropriate form for submitting an appeal of the outcome of Step Two is included in the written decision letter sent by the administrator in Step Two. The student or employee's appeal must be in writing using the electronic form and shall include the following:

- a. name of the person filing the appeal,
- b. role in the appeal (i.e. student or employee of LSU Eunice),
- c. name and title of the person who heard the Step One appeal, and
- d. name and title of the person who heard the Step Two appeal,
- e. a description of grievance (see the Definition of Grievance); this should match Step One item (a) and Step Two item (c)
- f. a description of the resolution sought,

- g. reasons that support the resolution sought, and
- h. all documentation from the Steps One and Two.

If applicable, an appeal may be heard by a University Wide Hearing Panel if requested by the student or employee (see Section IV-C: Use of University Wide Hearing Panels).

Upon receipt of this appeal submission, the Step Three Administrator shall forward a copy of the written appeal to the employee and administrator involved in Step Two. Each party in turn has the opportunity to reply with individual written statements supporting the action(s) taken in Step Two. Copies of their replies, if submitted, must be forwarded to all parties.

Upon receipt of replies from the Step Two parties, unless a University Wide Hearing Panel has been requested, the Step Three administrator may take one of the following actions:

- a. reach a decision on the basis of the written appeal and the replies;
- b. hold a formal meeting in person, by conference call or via video/web conference with all parties present and after discussions, reach a decision; or
- c. refer the appeal to a University Wide Hearing Panel for recommendation. If the student or University employee requested a University Wide Hearing Panel, the administrator shall refer the appeal to a University Wide Hearing Panel for a recommendation. If either party requests a University Wide Hearing Panel, the Step Three administrator shall name a University Wide Hearing Panel as prescribed in Section IV-C: Use of University Wide Hearing Panels.

In all cases, the student and employee may be accompanied by an advisor (see the Definition of an Advisor). Regardless of the method used, the Step Three administrator will make every reasonable effort to decide within 10 business days from the date of receipt of the student's written appeal. For students in a health sciences clinical program appealing an action/decision that has an impact on the student's continuation in the program, the Administrator shall try to notify the student sooner, if possible. If the stated deadline cannot be met, then all parties are to be notified in writing and a mutually agreeable time identified. The decision of the Step Three administrator shall be in writing, with reasons supporting the decision, and copies shall be given to all parties through LSU Eunice email.

The decision of the administrator in Step Three concludes the appellate process.

B. Use of University Wide Hearing Panels

Step Three of the appeal procedure provides for the use of an impartial University Wide Hearing Panel upon request by any of the parties, or at the discretion of the administrator hearing Step Three. A University Wide Hearing Panel to hear appeals applicable to this policy will be appointed by the Step Three Administrator and shall be composed of

- 1. four (4) full-time faculty and/or staff members with one from the same program and one from a similar program. The faculty member named in the appeal may not be named to the University Wide Hearing Panel. In addition, no more than two faculty/staff members from the same department/program shall be named. One of which will be named as the Chair (non-voting), and
- 2. two (2) students appointed by the Student Government Association (SGA) President. One shall be from the same program and the second shall be from a similar program. In the event that a

student from the same program cannot be named to the University Wide Hearing Panel, the two students from a similar program shall be named.

Under the direction of the Chair, the University Wide Hearing Panel will perform its due diligence and may hold meetings prior to the formal hearing to discuss the facts of the case, with or without the affected parties. The University Wide Hearing Panel may also request additional information in writing from the affected parties or speak with witnesses, if necessary. The University Wide Hearing Panel may also contact the Step Three Administrator for clarification on LSU Eunice Policies or Procedures as required.

Ultimately, the Chair shall coordinate a time and place to hold the formal hearing with the Step Two Administrator, the employee, and the student in attendance, all of whom may be accompanied by an advisor (see the Definition of an Advisor) within ten (10) business day from the day the Step Three Administrator received the notification. The Chair conducts the hearing reviewing the facts of the case and, if necessary, will ask those involved to testify if any of the facts are unclear. Meeting minutes will be taken.

After the hearing, the University Wide Hearing Panel will deliberate the facts of the case in private and conduct a vote to determine the outcome. Based on the outcome, the Chair will draft the University Wide Hearing Panel's recommendations and upon confirmation of the University Wide Hearing Panel will file the decision with the Step Three Administrator using the University's email within three (3) days. Copies of these recommendations along with the Hearing minutes and the final decision of the Step Three Administrator shall be given to all of the parties and the Chancellor for final disposition.

Some federal laws and administrative guidelines issued by the executive branch of the Federal Government for the administration of these laws require the use of hearing panels as a part of the student's appeal procedure. These laws include: Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 503 and 504 of the Rehabilitation Act of 1973; and the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment). In all student appeals which allege a violation of these laws or guidelines issued to implement these laws, a University Wide Hearing Panel will always be used at Step Three. The University Wide Hearing Panel will be appointed by the Step Three administrator or at their discretion, the administrator may request the Chancellor to appoint the University Wide Hearing Panel. The person appointing the University Wide Hearing Panel will designate one member to serve as chair.

C. Petition for Review

Any party who wishes a review of the process or alleges a serious procedural error or believed that serious abuse of discretionary authority has occurred may file a petition for review with the Chancellor's Office within ten (10) business days after receiving the decision made at Step Three. A delay in the filing of the appeal may constitute grounds for rejection of the appeal. The petition for review must be submitted in writing via email to the Chancellor's Office. The email address for the Chancellor's Office can be obtained by request from the Office of Student Affairs (stuaff@lsue.edu). The petition must contain the following:

1. a complete statement of the alleged serious procedural error or details of examples of abuses of discretionary authority being appealed,

2. the relief sought, and
3. reasons for the relief sought.

The petition must be accompanied by all documents produced at Step Three.

The Chancellor's Office shall make every reasonable effort to decide within ten (10) business days whether further action should be taken, and in reaching this decision the Chancellor may ask the other parties to make a written reply to the request for a review-- or these parties, on their own, may make a written reply. If the stated deadline cannot be met, then all parties are to be notified in writing and a mutually agreeable time identified.

If the decision is that a review is not justified, the student and all other parties will be so notified through LSU Eunice email. If the decision is favorable to the petition for review, the Chancellor's Office will hold a formal meeting with the parties and reach a decision on the basis of this meeting and on all written materials furnished. The meeting may be held in person, by conference call, or via video/web conference with all parties present. All parties will be notified of the final decision in writing within ten (10) business days through LSU Eunice email. The decision by the Chancellor's Office shall conclude the matter.

V. SOURCE

LSU Policy Statement 48: General Procedures for Student Grievances, Complaints, and Appeals

Appendix A (PS 8)

The following are examples of established student appeal procedures, accompanied by sources of information on appeals procedures:

I. Academic Appeals

Academic Suspension Appeals. See the Registrar's Office Website at <https://www.lsue.edu/registrar/index.php> and click the "Academic Appeals Form" under the "Academic Forms" block.

II. Non-academic appeals

Equal Opportunity. See LSU Eunice Policy Statement 11: Equal Opportunity available at <https://www.lsue.edu/policy-statements/documents/NO11.pdf>.

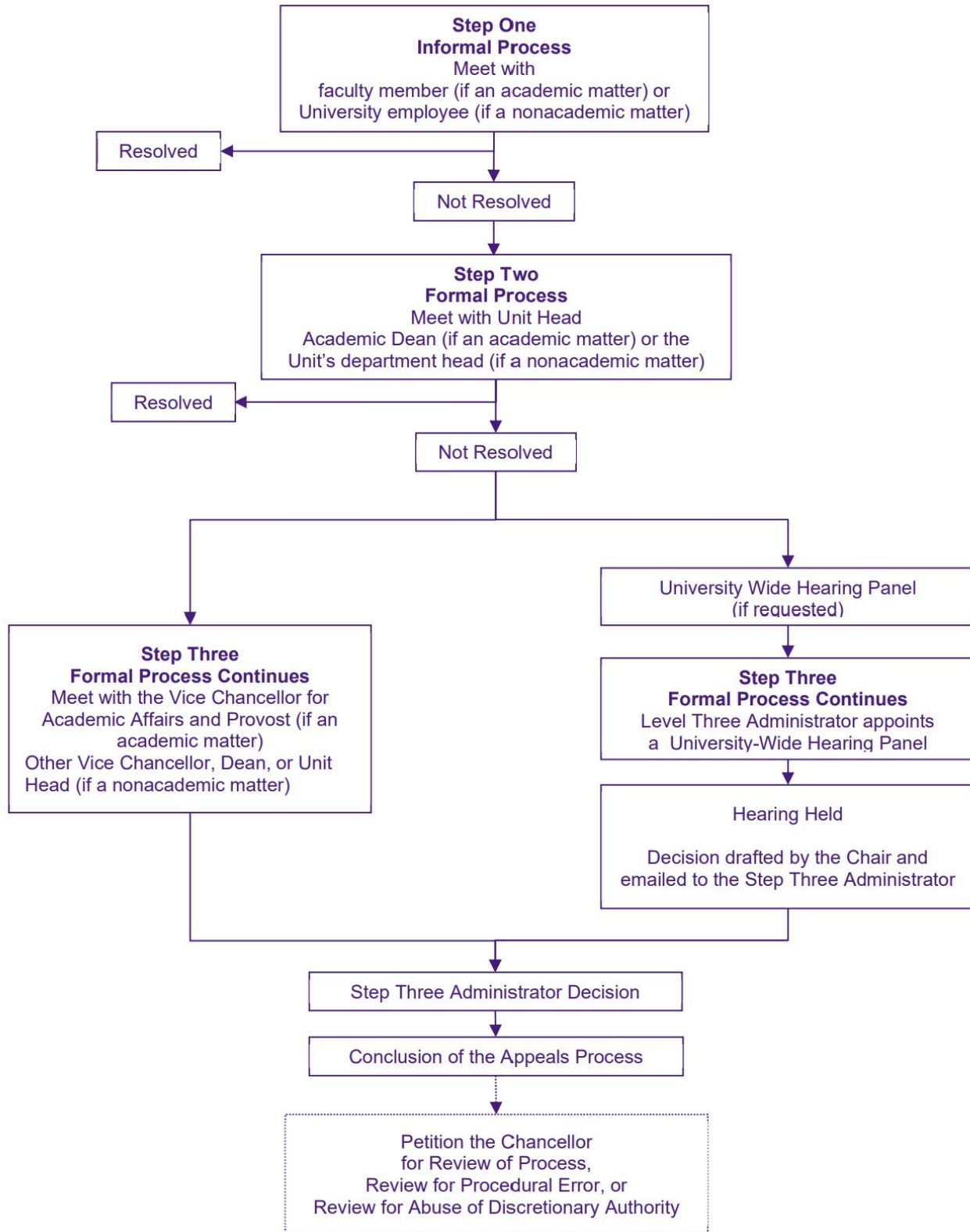
Financial Aid Appeals. See the Financial Aid Website at <https://www.lsue.edu/studentaffairs/finaidappeals.php> and click on the "Download a Financial Aid Appeals Form" button.

Parking & Traffic Ticket Appeals. See the Regulation of Vehicular Traffic Website at <https://www.lsue.edu/policy-statements/regulation-vehicular-traffic.php>. For Traffic Ticket Appeals, see <https://www.lsue.edu/studentaffairs/documents/Traffic-Ticket-Appeal.pdf>.

Sexual Misconduct. See the Title IX Website at <https://www.lsue.edu/titleix/>.

Violations of the Code of Student Conduct. See the Student Affairs Webpage at <https://www.lsue.edu/studentaffairs/index.php> or the Student Code of Conduct directly at <https://www.lsue.edu/studentaffairs/documents/Code%20of%20Student%20Conduct.pdf>.

Appendix B (PS 8) Flowchart of Events



Appendix F - LSUE PS NO. 41 SUBSTANCE ABUSE & DRUG-FREE CAMPUS POLICY

Primary Monitoring Unit: Chancellor's Office

Initially Issued: June 8, 1998

Last Revised: April 12, 2017 (format updated March 19, 2022)

I. INTRODUCTION

The following is written in accordance with the U.S. Department of Education and State of Louisiana Employee Substance Abuse and Drug-Free Workplace Policies. These policies conform with the U.S. Drug Free Schools and Campuses Act of 1989 and 1990.

II. POLICY

It shall be the policy of Louisiana State University at Eunice to maintain a drug-free campus environment. Both the workforce and students shall remain drug-free and free of other substance abuse. Thus:

- A. Employees (administrators, faculty, staff, and student employees) are prohibited from reporting to work or performing work for the State while under the influence of or while impaired by illegal drugs or alcohol.
- B. The illegal use, possession, dispensation, distribution, manufacture, or sale of controlled substances and alcohol by employees while at the work site, and while engaged in official business, on duty, or on call for duty is prohibited.
- C. The illegal use, possession, dispensation, manufacture or sale of controlled substances and alcohol abuse by students while on campus is prohibited.
- D. Employees who exhibit such conduct as described in A and B, and students who exhibit such conduct as described in C, and who are convicted of violating the University's Substance and Drug Abuse Policy will be subject to the following within thirty (30) days after conviction:
 1. employees - appropriate personnel disciplinary action up to and including termination of employment or mandatory participation in a rehabilitation program approved for such purposes by a Federal, State, or local health or law enforcement agency or other appropriate agency.
 2. students - disciplinary action including suspension or expulsion from the University as specified by the LSU Eunice Code of Student Conduct.
 3. employees and students - referral to civil authorities as appropriate for violation of local, state, or federal regulations.
- E. All employees and students will be given a copy of the University's Substance Abuse and Drug-Free Campus Policy on an annual basis. As a condition of employment for administrators, faculty, staff, and student employees, and as a condition of enrollment for all students, the attached document must be signed which attests that they will:
 1. abide by the terms of the University's Substance Abuse and Drug-Free Campus Policy.

2. notify the Office of the Chancellor (employees) or Office of Student Affairs(students) in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Signed employee certification sheets will be filed in the Office of Personnel Records. Student certification sheets will be filed in the Office of Student Affairs.

- F. The University will report any such criminal drug statute convictions of employees, including student employees, where employment is funded through a federal grant or contract to the agency or agencies from which that grant or contract is received within ten (10) days after receiving notice from the employee or student or otherwise receiving actual notice of such conviction.
- G. The University will assist those employees and students seeking rehabilitation by providing names, addresses, and telephone numbers of substance abuse facilities.
- H. The University will present an alcohol and drug awareness program(s) to inform employees and students of the following:
 1. the dangers of substance and alcohol abuse in the work place;
 2. the University's policy of maintaining a drug-free workplace;
 3. any available drug and alcohol abuse counseling, rehabilitation, and employee assistance programs;
 4. the penalties that may be imposed upon employees for drug or alcohol abuse violations occurring in the workplace; and
 5. the penalties that may be imposed upon students receiving financial assistance for drug or alcohol abuse occurring within the classroom or elsewhere on the campus.

The Office of Student Affairs will coordinate implementation of this policy.

LSU EUNICE

SUBSTANCE ABUSE AND DRUG-FREE CAMPUS POLICY

STUDENT CERTIFICATION SHEET

I hereby certify that I have received a copy of the Louisiana State University at Eunice Student Substance Abuse and Drug-Free Campus Policy. I realize that the illegal use, possession, dispensation, distribution, manufacture or sale of controlled substances and alcohol is prohibited when I am in classes, or at any other time on campus. I understand that violation of this policy may result in disciplinary action up to and including suspension or expulsion from the University as specified by the LSUE Code of Conduct. I acknowledge my responsibility to notify the Office of Student Affairs within five (5) days if I am convicted of violating any criminal drug statute on the campus. I further realize that the University may be required by law to give notice of such conviction to federal agencies from which it receives grants or contracts, and I hereby waive any and all claims that may arise from the conveying of this information to any such federal agency.

Student Name: _____ Student ID: _____

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Appendix G - DECLARED PREGNANCY FORM

At the date of my signature, I, _____, am declaring myself pregnant and understand that my radiation limit is 0.5 rem for the remainder of the gestation period, not to exceed 0.05 rem in any given month. Although, I may not be in an active radiology lab where my exposure to radiation may be increased, I recognize that most sonographic laboratories to which I will be assigned may be in close proximity to the use of radiation and therefore, will be given the opportunity to wear a dosimetry badge for myself and my unborn child, to be provided by the RSO of the Division of Health Sciences, Business & Technology and Public Protection and Safety.

Student's Name: _____

Student's Signature: _____

Date: _____

Physician: _____

Estimated Due Date (EDD): _____

Program Director's Signature: _____

Date: _____

RSO's Signature: _____

Date: _____

Appendix H – CORRECTIVE ACTIONS/DISCIPLINARY MEASURES FORM (Formerly Clinical Incident Form)

Student's Name: _____ Date: _____

Semester: _____ Course: _____ Clinical Site: _____

Place a check on the appropriate line:

Minor Violation First: _____ Second: _____

Major Violation First: _____ Second: _____

Serious Violation First: _____ Second: _____

Specific violation as stated in the DMS Student Handbook:

Number and type of violation(s) prior to this incident:

Detailed description of the incident:

Plan of action:

Is follow up necessary? Yes ____ No ____ Review student progress in _____ weeks/months.

I acknowledge that the above comments concerning this incident have been discussed with me and I am fully aware of the plan of action I must follow.

Student's Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Appendix I - COUNSELING/REMEDIAL FORM

Student's Name: _____ Date: _____

Instructor: _____ Course: _____ Semester: _____

Comments: _____

Recommendations (when applicable): _____

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

PD/CC Signature: _____ Date: _____

Appendix J - POLICY ON ETHICS AND CONFIDENTIALITY

All LSUE Nursing & Allied Health students in the Division of Health Sciences, Business & Technology and Public Protection and Safety share the responsibility of observing a Code of Ethics. This Code of Ethics requires truthfulness, honesty, and integrity in all patient care activities performed by the student.

Information regarding patients is highly privileged and confidential. Photocopying any aspect of the patient's record is PROHIBITED. Information about patients should never be discussed casually or released to anyone. Persons inquiring whether someone is a patient should be informed that you cannot release such information. Students are bound from releasing this information by Federal mandate. Breach of confidentiality will result in a recommendation of dismissal from the program to the LSUE Committee on Student Conduct.

LSUE Nursing & Allied Health students must maintain a professional relationship with patients. Associating with or fraternizing (including exchanging phone numbers and addresses) with patients while they are in your care is unprofessional and strictly prohibited.

I have read the Policy on Ethics and Confidentiality and agree to abide by this policy. Failure to comply will result in a recommendation for dismissal from the program.

Student Name: _____ Student ID: _____

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Appendix K - CLINICAL FERPA RELEASE

In accordance with the Family Education Rights and Privacy Act of 1976 (FERPA), as amended, a student's education records are maintained as confidential by Louisiana State University Eunice, and except for a limited number of special circumstances listed in that law, will not be released to a third party without the student's prior written consent. A student may grant permission to authorized personnel of the College to release some or all of that student's education records by completing this authorization and consent form. The student will be given a copy of the completed form. This form must be filed by the student with each office which is being requested to share information with a third party.

Student Name: _____ Student ID: _____

I, the undersigned current student, hereby consent and authorize the Diagnostic Medical Sonography Program Designee at Louisiana State University Eunice to release the following records as identified below to the necessary clinical agency.

Personal identification information which includes name, date of birth, social security number and health records.

By signing this form, I authorize LSUE to disclose my personal identification information to clinical partners for scheduling my clinical experiences and evaluation of my performance.

I understand that this consent and authorization shall remain effective until the conclusion of my clinical experience unless revocation from me is received by the Diagnostic Medical Sonography Program Director and that such revocation shall not affect disclosures previously made prior to the receipt of my written revocation.

Student Signature: _____ Date: _____

Appendix L - PACS CONFIDENTIALITY AGREEMENT

As a student with access to medical images and reports from Trice Imaging, Inc. picture archiving and communication system (PACS), you will have access to confidential information.

Confidential information includes student and volunteer information, medical images, and reports.

You are required to read and to abide by these duties. The violation of any of these duties will subject you to discipline, which might include, but is not limited to, dismissal from the LSUE Diagnostic Medical Sonography program and to legal liability.

In consideration of your access to confidential information, you agree to the following:

1. You shall access the PACS solely to obtain your own confidential information.
2. You will safeguard and will not disclose your access code or any other authorization you have that allows you to access confidential information.
3. You accept responsibility for all activities undertaken using your access code and other authorization.
4. You will report activities by any individual or entity that you suspect may compromise the confidentiality of confidential information.
5. You understand and agree that there will be an ongoing process of monitoring and auditing of your and all users' access to the PACS.
6. The confidentiality of all information which you access via the PACS shall survive the termination of this Agreement and your access to the PACS.

My signature below attests to the fact that I have read, understand and agree to abide by the terms and conditions of this Agreement.

Student Name: _____

Student ID: _____

Student Signature: _____

Date: _____

Appendix M - SOCIAL MEDIA/USE OF PERSONAL COMMUNICATION DEVICES POLICY

Use of any of the social media channels maintained by LSUE and the LSUE/DMS program, and personal social media sites is subject to the Terms and Conditions of Use set forth below. By accessing, viewing, posting or otherwise using any content on or available through the LSUE or LSUE/DMS sites, and those personally maintained, you unconditionally accept these Terms and Conditions of Use.

TERMS AND CONDITIONS OF USE:

1. Posting to ANY social media site information that is presented, offered, or obtained while a student in the Diagnostic Medical Sonography program is strictly prohibited. This includes, but is not limited to lectures (slide presentations, narrated, videos, etc.), and images obtained while in a clinical affiliate or the sonographic laboratory at LSUE and its collaborative sites. In most cases this is considered a violation of HIPAA, FERPA, or copyright infringement and can be cause for dismissal from the program and may be cause for legal action from the university and/or the affected part
2. The use of personal computer devices including cell phones, phone watches, laptops, tablets, recorders, and drones are prohibited except when granted permission by the instructor or clinical preceptor.
3. Talking on cell phones during designated clinical hours is prohibited. If there is a reasonable expectation of an emergency situation which would require a student to have access to phone service either in the clinical assignment or during a laboratory assignment the student should notify the Program Director or Clinical Coordinator prior to entering the sonography department about the situation, and if granted permission should have the phone set on silent and vibrate to avoid the possibility of a ringing phone while actively engaged with patients and the clinic environment. By no means should a phone conversation be carried on in the presence of a patient, waiting rooms, or in the sonography department hub. All phone conversations should be held to the briefest possible time frame to garner needed information and should be in an offset area out of the hearing range of patients, co-workers, and waiting family members.
4. Posting of comments/content that are/is abusive, derogatory, inflammatory, threatening, profane, harassing, embarrassing, libelous, obscene, hateful, racially or ethnically offensive or otherwise objectionable in nature is prohibited and will be considered violation of the LSUE Student Code of Ethics.
5. Use of any electronic device within the classroom is prohibited unless granted permission by the instructor. If a student is caught using a personal electronic device during an active class, the student will have the device confiscated for the remainder of the period and will have it noted in their personal student folder.

Should a repeat offense occur, 5 points will be deducted from the student's final grade in the course affected.

I have read and understand the above policy and agree to follow these policies in regards to social media and my personal electronic devices.

Student Name: _____

Student ID: _____

Student Signature: _____

Date: _____

Appendix N - HIPAA COMPLIANCE AGREEMENT

Healthcare personnel must comply with the federal regulations of the Health Insurance Portability & Accountability Act of 1996. This act requires that individually identifiable patient information be disclosed under a need-to-know basis only. Care must always be exercised to minimize accidental disclosure of information. In an effort to protect patient information, all personally identifying information must not be included in any student records, i.e. Trajecsys®. Personally identifying information includes, but is not limited to: patient's name, phone number, address, social security number, medical record number, or initials. Patient confidentiality and privacy rights also apply to oral communication of patient information and must only be disseminated on a need-to-know basis. Clinical affiliates are mandated to follow HIPAA regulations and students are required to adhere to all the requirements set forth by each clinical affiliate.

I have read and understand the HIPAA regulations as it applies to patient/affiliate privacy issues. I understand the HIPAA is a federal law and that penalties for wrongful disclosure range from fines and/or imprisonment.

Student Name: _____

Student ID: _____

Student Signature: _____

Date: _____

Appendix O - OPT-OUT NOTICE AND SCAN CONSENT FORM FOR DMS STUDENTS

I, _____, as a student admitted to the Diagnostic Medical Sonography program for the class of _____, understand that during my training in the scan lab on campus as well as in various appointed clinics, I have the right to opt out of acting as a “model” for scanning without penalty for opting out. I understand that my grade(s) and evaluations will not be affected by my opting in or out this aspect of lab. I also understand this only applies to being a model and not my participation of performing scans on campus or in clinic, as that is a requirement for training in becoming a sonographer. I understand that my participation as a model only is not mandatory. I have the right to opt-out and revoke permission at any time. If I wish to opt out after giving consent, I understand that it is my responsibility to notify the Program Director or Clinical Coordinator in writing.

CHOOSE ONE OF THE FOLLOWING:

I understand my rights to opt-out as defined above and give consent to be used as a scan model for educational purposes. I understand that my grades and evaluations will not be affected by my participation as a scan model for non-clinical scanning.

Student Signature: _____

Date: _____

OR

I understand my rights to opt-out as defined above and **DO NOT** give consent to be used as a scan model for educational purposes. I understand that my grades and evaluations will not be affected by my non-participation as a scan model for non-clinical scanning.

Student Signature: _____

Date: _____

Faculty Signature: _____

Date: _____

Appendix P - DISMISSAL FROM THE DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

The LSUE Diagnostic Medical Sonography Program carries the responsibility for administering health care with a commitment to protect the patient from injury or harm. It is the responsibility of the diagnostic medical sonography faculty to provide safe and appropriate professional health care to ALL patients. The student may be dismissed from his or her clinical duties if, in the professional judgment of the diagnostic medical sonography faculty, the patient's emotional and/or physical well-being is, or may be, jeopardized by the student's incompetence and/or negligence.

The diagnostic medical sonography faculty must document the dismissal on a Corrective Actions/Disciplinary Measures Form (Appendix H). Documentation must clearly and thoroughly state the reason for the student's dismissal from their clinical duties.

Students may be dismissed from a diagnostic medical sonography course and/or the diagnostic medical sonography program for any of the following reasons:

1. A deliberate attempt to cover up any error or negligent performance during clinical experiences.
2. Repetitive performance of unsafe behaviors during clinical experiences.
3. Performance of unethical or illegal behaviors during clinical experiences.
4. Failure to comply with clinical agency policies and regulations.
5. Breach of patient or agency confidentiality by inappropriate management of information in any form.
6. Cheating or plagiarism. (See LSUE Code of Student Conduct located in Student Handbook)
7. Violation of the LSUE Code of Student Conduct.
8. A positive report on any random drug screen.
9. Requested dismissal from a clinical facility by clinical affiliate staff or LSU Eunice faculty and staff.
10. Committing a breach in the DMS Program policy of the conduct of social media usage.

I have read the LSUE Diagnostic Medical Sonography Program Dismissal Policy and agree to abide by this policy. Failure to comply will result in a recommendation for dismissal from the LSUE Diagnostic Medical Sonography Program.

Student Name: _____ Student ID: _____

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Appendix Q - DMS HANDBOOK ACKNOWLEDGEMENT

General Regulations

The regulations in this handbook are based upon present conditions and are SUBJECT TO CHANGE. The Program RESERVES THE RIGHT to modify any statement when deemed appropriate in the DMS student handbook.

Upon receiving this handbook, I agree to read and comply with all the rules and regulations of the Diagnostic Medical Sonography Program at LSUE.

I have access to and have received the updated and most current version of the LSUE Diagnostic Medical Sonography Student Handbook.

I acknowledge that it is my responsibility to be familiar with the contents of the LSUE student handbook, as well, which can be found at:

<https://www.lsue.edu/studentaffairs/documents/SH.pdf>

Student Name: _____

Student ID: _____

Student Signature: _____

Date: _____

COPY

Appendix R - STUDENT ABSENCE FORM

Student Name: _____ Student ID: _____

Type of Absence:

- Planned Unplanned

Reason of Absence:

Missed Course: _____

Instructor: _____

Missed Task:

- Clinical Lecture Laboratory Exam Graded Assignment Other

Date of Absence/Missed Task: _____

Additional Comments:

Student Signature: _____ Date: _____

***Refer to Absences (Section IV, General Policies and Procedures) in student handbook.

OFFICIAL USE ONLY

- Excused Unexcused

Faculty Signature: _____ Date: _____

Appendix S - MEDICAL CLEARANCE FORM

Last Name	First Name	Middle Initial	Date of Birth
-----------	------------	----------------	---------------

Nature of illness or injury:

I certify that (student's name) _____ has been under my medical supervision from the following date/dates: _____. The student is able to return to classroom and clinical activities without restrictions.

Provider Signature: _____ Date: _____

(MD, DO, NP, PA, DDS only)

Name of medical office: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Student Signature: _____ Date: _____

****An official doctor's excuse will be accepted in lieu, provided all necessary information is included.

Appendix T - STUDENT EMERGENCY CONTACT FORM

Student Name: _____ Student ID: _____

Date of Birth: _____ Cell Phone Number: _____

Home Address: _____

City, State, Zip Code: _____

Email Address: _____

Any known medical conditions/allergies of which we should be aware:

Primary Care Physician's Name: _____

Primary Care Physician's Phone Number: _____

Primary Contact in Case of Emergency:

Name: _____ Relationship: _____

Cell Number: _____ Home or Work Number: _____

Email Address: _____

Secondary Contact in Case of Emergency:

Name: _____ Relationship: _____

Cell Number: _____ Home or Work Number: _____

Email Address: _____

Appendix U - PARTICIPATION LEVELS FOR STUDENT LOG SHEETS

Observed

- Watched the sonographer scan through the exam
- Student does not touch the transducer

Minimal Scan Time with Major Assistance* (Must meet one of the following criteria):

- Obtained images contributing to approximately 25% or less of the exam with or without assistance from staff sonographer
- Obtained images for approximately $\frac{1}{4}$ of the required viscera/anatomy for a specific examination with or without assistance from staff sonographer
- Obtained 25% or fewer images equivalent to sonographer exam images during back-scanning (MUST be diagnostic images)

Scan with Moderate Assistance* (Must meet one of the following criteria):

- Obtained images contributing to approximately 50% of the exam with or without assistance from staff sonographer
- Obtained images for approximately $\frac{1}{2}$ of the required viscera/anatomy for a specific examination with or without assistance from staff sonographer

Scan with Minimal Assistance* (Must meet one of the following criteria):

- Obtained images contributing to approximately 75% of the exam with or without assistance from staff sonographer
- Obtained images for approximately $\frac{3}{4}$ of the required viscera for a specific examination with or without assistance from staff sonographer

Scan Alone

- Obtained all images for an entire exam without assistance from staff sonographer
- Guidance regarding department specific protocol may be offered by staff sonographer unless student is completing a competency exam
- Student is STRONGLY encouraged to complete all aspects of the exam (patient history, sonographer impression/worksheet, etc.)

**Participation levels for invasive procedures may not specifically follow the above guidelines given that additional skills and fundamentals are required as a part of these examinations. Student is expected to candidly evaluate their level of participation independently to determine the appropriate participation level.*

Appendix V - SCAN CONSENT FORM FOR VOLUNTEERS

I, _____,

(CIRCLE ONE: STUDENT, OTHER)

understand that I am agreeing to volunteer for educational purposes only in the LSUE Diagnostic Medical Sonography Lab. I realize sonograms performed in the LSUE ultrasound laboratory do NOT replace medically necessary scans performed by the order of my physician. I do not hold LSUE, the DMS Program Director/Clinical Coordinator, or any DMS students liable for any detected or suspected abnormalities during my scan. I realize this is my physician's responsibility, and not the responsibility of anyone associated with the LSUE DMS Program.

If the Program Director/Clinical Coordinator or students in the LSUE DMS scan lab find anything suspicious for abnormality during my sonogram, I understand that it is my responsibility to notify my physician and seek any medical attention concerning this matter on my own.

I agree that any images saved and given to me are mine to use as I wish.

OB Volunteers: I am currently receiving prenatal care under my physician:

Signature: _____ Date: _____

Physician's Name & Phone Number: _____

Appendix W- STUDENT WORK AND OUTSIDE EMPLOYMENT POLICY

The clinical component of the LSUE Diagnostic Medical Sonography program is educational in nature. As such, a student must not be substituted for personnel during the clinical component of the program. Additionally, a student must not earn wages for performing sonographic procedures prior to completion of the DMS program.

Outside employment is not encouraged because of the rigorous program structure. It is recognized that employment is necessary for some, but educational schedules and requirements must not be compromised because of this employment. Employment requiring a student to perform sonographic procedures will not be allowed and may result in dismissal from the program. No part of the student uniform may be worn during scheduled, paid working hours. Students also will not be excused early or granted excused absences from class or clinical in order to work.

Any student employed with a program affiliate may only work during times where there is no conflict with program activities. Students may not substitute employer time for clinical requirements. Furthermore, students cannot receive money for clinical time.

I confirm that I have read, understand, and will comply with the above policy on Student Work and Outside Employment. I understand that violating any part of this policy may result in disciplinary action to include dismissal from the Diagnostic Medical Sonography program.

Student Name: _____

Student ID: _____

Student Signature: _____

Date: _____

Faculty Signature: _____

Date: _____

Appendix X – TRAJECSYS® DOCUMENTS SIGNATURE PAGE

Student Name: _____

Student ID: _____

By signing below, I attest that I have read and understand the following documents located in Trajecsys®:

- Scope of Practice for Diagnostic Medical Sonographers
- Patient Care Partnership
- Patient Directives
- OSHA Bloodborne Pathogens
- AIUM Statement on Bioeffects In Vivo
- AIUM Statement on Bioeffects In Vitro

Student Signature: _____

Date: _____

Appendix Y – CELL PHONE CONTACT SIGNATURE FORM

I, _____, understand that I have been given the personal cell phone number of the Program Director and/or the Clinical Coordinator of the Diagnostic Medical Sonography program at Louisiana State University Eunice as a courtesy to use in the event of clinical emergencies. I understand that contacting program personnel via his or her personal cell phone (call or text) for issues other than clinical emergencies will result in the initiation of Disciplinary Actions/Corrective Measures as outlined in the DMS student handbook.

Student Signature: _____ Date: _____

Program Representative: _____

Appendix Z – OBSTETRIC VOLUNTEER PHYSICIAN CONSENT & RELEASE

I, _____, understand that I am agreeing to volunteer for educational purposes only in the LSUE Diagnostic Medical Sonography Lab. I acknowledge ultrasound scans performed in the LSUE ultrasound laboratory do NOT replace medically necessary scans performed by the order of my physician. I acknowledge that LSUE will use the scan for educational purposes but will not disclose any personally identifiable information about me or my medical information to any other party without my consent.

I have notified my physician of my intent to participate in a sonographic student scanning session in the LSUE DMS Lab. I have presented this document to my current physician and s/he has reviewed it with me and has approved my intent to participate as a volunteer at LSUE. My physician's contact information has been provided below in case post-session contact is necessary.

I understand that there is possibility that the ARDMS credentialed supervising sonography faculty and/or students may incidentally discover potential areas of diagnostic concern during this learning opportunity; therefore, I hereby give permission to LSUE to forward such information to the below listed healthcare provider. LSUE will NOT be responsible for any follow-up. I agree to be personally responsible for following up with my physician for all medical care.

Name of OB/GYN: _____

Phone Number: _____ Address: _____

Volunteer Name: _____ Date of Birth: _____

Volunteer Signature: _____ Date: _____

THIS DOCUMENT MUST BE PRESENT AT THE TIME OF THE SCANNING SESSION IN ORDER TO PARTICIPATE.

Physician Consent

I, _____, am the physician for the above-named patient, and hereby agree that they are medically fit to participate in an ultrasound scanning session for educational purposes from LSUE. I also affirm that the patient has a previous ultrasound with an estimated delivery date of (EDD) _____.

Physician's Signature: _____ Date: _____