Eastwick College
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# AAS in Diagnostic Cardiovascular Sonography

## Student Handbook

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**AAS in Diagnostic Cardiovascular Sonography**
**Student Handbook**

## Introduction

The primary objective of this student handbook is to provide students with a comprehensive reference manual for the Eastwick College Associate in Applied Science Degree in Diagnostic Cardiovascular Sonography program. As such, it is not intended to replace the college catalog or other official college documents. This handbook deals specifically with the policies and procedures for the diagnostic cardiovascular sonography program and serves to assist its students toward the successful completion of their course of study. It is the responsibility of each student to review this handbook regularly and to be knowledgeable of its contents. The college reserves the right to modify, change or delete any of these policies and procedures, in whole or in part.

The diagnostic cardiovascular sonographer is a highly skilled member of the imaging department in the healthcare facility. The sonographer must possess a detailed knowledge of human anatomy, physiology, and pathologic processes and be proficient in ultrasound physics to obtain diagnostic quality images. Ultrasound is a non-invasive modality that uses sound waves to obtain images from inside the body; it can help diagnose many medical conditions. The field of diagnostic cardiovascular sonography encompasses a variety of specialties which are selected by the sonographer's specific interest and training. The sonographer is in close contact with patients; therefore, it is essential to develop and maintain excellent interpersonal skills. Employment opportunities vary, with diagnostic cardiovascular sonographers being employed by hospitals, clinics, private offices, educational centers, research facilities, and industry.

The diagnostic cardiovascular sonography program involves several specialties and is divided into different courses. The curriculum is standardized in compliance with accreditation agencies to provide the competency-based, outcome-oriented didactic, laboratory and clinical experience. The student is scheduled to alternate between didactic and laboratory sessions for most of the program. The student will be provided a syllabus for each course, listing specific course objectives. Upon completion of the program the student will receive an associate in applied science degree and will be able to seek entry-level employment as a diagnostic cardiovascular sonographer.

## Program Mission

The program is committed to support the professional development of each individual seeking a career in diagnostic cardiovascular sonography by providing structured, comprehensive didactic instruction, and hands-on training. The mission of Eastwick College's Associate in Applied Science Degree in Diagnostic Cardiovascular Sonography program is to prepare qualified individuals to achieve the requisite degree, training, clinical experience, and examination preparation leading to national board registry as a cardiovascular imaging technologist. We assist our graduates to obtain gainful employment and become an integral part of a healthcare team in providing noninvasive cardiovascular imaging as a service to patients and physicians.

## Program Goals

The didactic, laboratory and clinical components of the cardiac sonography and vascular sonography curriculum provide an environment for students to develop and master:

- knowledge, insight and skills required to produce diagnostic images;
- effective communication techniques necessary to interact successfully with both patients and other members of the health care team;
- self-assessment skills required to accurately evaluate the quality and quantity of their work;
- critical thinking and problem solving abilities necessary to meet the challenges of effectively working in the healthcare field; and
- a set of values and ethics to establish a commitment for continuing education, and active involvement in their professional organizations.

## Program Objectives

The objectives of the program are to prepare an entry-level cardiac sonographer or vascular sonographer professional who will:

- perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician;
- obtain pertinent patient history and supporting clinical data for presentation to the diagnosing physician;
- exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services;
- promote professional and ethical conduct and support the learning of appropriate communication skills with patients and colleagues; and
- promote guidance and goals appropriate to acquire the commitment towards continued education and professional development.

## Technical Standards for Cardiac and Vascular Sonography

### Physical Demands

Clinical and laboratory assignments for the diagnostic cardiovascular sonography program require certain physical demands that are the minimum technical standards for admission. Listed below are the technical standards that all students must meet in order to enter and complete the sonography program.

**The prospective student must be able to routinely:**

- bend, stoop, reach and stretch the arms and body, often utilizing awkward and non-ergonomically correct positions;
- assist patient on/off examination tables;
- work standing on his or her feet 80% of the time;
- have sufficient manual dexterity to manipulate the ultrasound transducer and operator controls;
- have sufficient gross and fine motor coordination to implement skills related to the performance of ultrasound such as positioning, transporting and scanning patients;

- manipulate heavy ultrasound equipment for portable examinations, move patient beds, and assist patients who are unable to assist themselves;
- lift up to 50 lb.;
- receive verbal communication from patients and members of the healthcare team (this includes assessing the health needs of patients through the use of cardiac/respiratory monitors, fire alarms, intercoms, etc.);
- view grayscale and color images on a computer monitor or film, and read written reports, chart orders, etc.;
- interact compassionately with the sick or injured;
- perform proper steps in a procedure in an organized manner and in a specific sequence;
- write or otherwise provide a preliminary report using sonographic terminology; and
- communicate effectively with patients and other health care providers (this includes verbal, reading and writing skills).

**Academic Requirements for Pre- Requisite Courses**

**All students must successfully complete the following pre-requisite courses prior to entering core cardiovascular sonography courses.**

| **Pre-requisite course** | **Grade requirement** |
|---|---|
| BIO101 | C |
| BIO201 | C |
| M159 | C |
| M160 | C |
| CVS100 | C+ |
| CVS105 | C+ |
| CVS204 | C+ |

**Program Core+ Course Sequence (Day Program)**

**Core Quarter One**

CVS101T Vascular Techniques I Theory
CVS101L Vascular Techniques I Laboratory
CVS106T Echocardiography Techniques I Theory
CVS106L Echocardiography Techniques I Laboratory
CVS200 Acoustical Physics I

**Core Quarter Two**

CVS102T Vascular Techniques II Theory
CVS102L Vascular Techniques II Laboratory
CVS203 Acoustical Physics II
CVS207T Echocardiography Techniques II Theory
CVS207L Echocardiography Techniques II Laboratory

**Core Quarter Three**

CVS109 Registry Review I
CVS202T Vascular Techniques III Theory
CVS202L Vascular Techniques III Laboratory
CVS208T Echocardiography Techniques III Theory
CVS208L Echocardiography Techniques III Laboratory

**Core Quarter Four**

CVS209 Registry Review II
CVS211 Echocardiography Clinical Practicum I or
CVS213 Vascular Sonography Clinical Practicum I

**Core Quarter Five**

CVS212 Echocardiography Clinical Practicum II or
CVS214 Vascular Sonography Clinical Practicum II

**Program Core+ Course Sequence (Evening Program)**

**Core Quarter One**

CVS101T Vascular Techniques I Theory
CVS101L Vascular Techniques I Laboratory
CVS106T Echocardiography Techniques I Theory
CVS106L Echocardiography Techniques Laboratory
CVS200 Acoustical Physics I

**Core Quarter Two**

CVS102T Vascular Techniques II Theory
CVS102L Vascular Techniques II Laboratory
CVS203 Acoustical Physics II
CVS207T Echocardiography Techniques II Theory
CVS207L Echocardiography Techniques II Lab

**Core Quarter Three**

CVS109 Registry Review I
CVS202T Vascular Techniques III Theory
CVS202L Vascular Techniques III Lab
CVS208T Echocardiography Techniques III Theory
CVS208L Echocardiography Techniques III Lab

**Core Quarter Four**

CVS209N Registry Review II
CVS211 Echocardiography Clinical Practicum I or

CVS213 Vascular Sonography Clinical Practicum I
*(CVS109, CVS211, and CVS213 are only offered during the day. Clinical practicum I is full-time M-F 40 hours per week as designated by each individual clinical facility).

**Core Quarter Five**

CVS212 Echocardiography Clinical Practicum II or
CVS214 Vascular Sonography Clinical Practicum II
*( CVS212, and CVS214 are only offered during the day. Clinical Practicum II is full- time M-F 40 hours per week as designated by each individual clinical facility).

## Academic Requirements for Core Courses

The academic grading scale for the DxCVS program is as follows:

**Grading Scale:**

| *Letter Grade* | *Number Grade* |
|---|---|
| A | 90-100 |
| B+ | 85-89 |
| B | 80-84 |
| C+ | 75-79 |
| C | 70-74 |
| D+ | 65-69 |
| D | 60-64 |
| F | Below 60 |

The passing grade for each CVS core course is 75 C+.
The student will not be permitted to continue in the program until the failed course/s are passed and all co- requisite audit courses are successfully completed with an attendance percentage of 90% in each core course that is being audited.

**Delay in Program Completion or Core Course Failure**

In some cases, a student may experience an interruption in their educational program due to course failure, leave of absence, withdrawn or dropped from the program. Students are encouraged to contact the registrar's office as early as possible to arrange reinstatement and must submit a written appeal to the Dean of Academics and the Program Director to be considered to return to the program.

Core course failure and course repeats: In the event of a failure in a core course or courses, student will only be registered in the course/s that they fail. (this includes all core CV courses that a grade less than C+ is earned). Additional core courses may not be added. The Dean of Academics, with the assistance of the Program Director, will determine the appropriate sequencing of course work upon reentry. The Cardiovascular Sonography Program teaches skills that may erode if not used. Depending on the point at which a student leaves the program, and the length of time a student is away from the program, a student may need to repeat some or all core courses upon reinstatement. Assessments will be made on a case by case basis.

## Teaching Techniques

A variety of teaching methodologies will be employed during the student's enrollment. The following is a listing of how we intend to teach and present courses:

- Lecture with critical thinking exercises.
- Brainstorming in all clinical courses, laboratory sessions, and didactic sessions.
- Case studies: demonstration/performance in all laboratory sessions and clinical sessions; discussion in all didactic and clinical courses.
- Imaging modalities: guided practice and performance sessions in the ultrasound lab. Independent scanning protocols will be performed and evaluated with corrective feedback.

## Ultrasound Laboratory

**Purpose**

To give students the opportunity to demonstrate mastery of theory and use of essential clinical skills under simulated conditions

**Procedure**

Students will perform laboratory exercises in sonographic positioning skills to reinforce concepts acquired in the theoretical portion of core courses, including terminology, anatomy, physical parameters of machine settings, and probable pathologic findings; practice scanning protocols, and solve patient care issues related to the exam being performed.

**Policy on Attendance**

Punctuality is an important factor in business and education. If a student is more than 30 minutes late, or leaves early, s/he will be marked absent for that scan lab class.

## Diagnostic Cardiovascular Sonography Program Clinical Externship

Clinical education will be arranged by Eastwick College in conjunction with affiliating clinical facilities. Students should refrain from contacting clinical sites that are in a contractual agreement with Eastwick College. Please contact the externship department at externship@eastwick.edu regarding all questions pertaining to the clinical sites. While the student is in the clinical rotation he/she must comply with the regulations imposed by the affiliating clinical facility regarding patient safety and welfare. The assigned schedule for the externship experience must be followed closely. In case of illness or other emergency, the student must notify, via email or phone, the clinical site supervisor and the clinical coordinator at Eastwick College. The student is responsible to report to the clinical supervisor and or preceptor daily to receive assignments. If any operational or personal problems arise, the clinical coordinator should be contacted.

**Health Forms and Physical Form**

The clinical coordinator and program director will meet with all students in week one of CVS208T to distribute health forms, physical forms, explain externship requirements and review all mandatory health records needed prior to entering CVS211, CVS212, CVS213 and CVS214.
Completed health forms and physical form must be submitted to the clinical coordinator by the 9th week of CVS208T. Students will not be admitted into CVS211 or CVS213 unless the clinical coordinator has received their physical form, health forms and notified the registrar to enroll them into those courses.
Health forms must include proof of immunizations or titers, hepatitis B immunization, TB two-step test, tetanus toxoid booster within the past ten years, Covid vaccination and booster, flu vaccine, urine toxicology screening, pregnancy test, and physical examination.

**Clinical Assignments**

The student enrolled in the cardiovascular ultrasound externship will be assigned to a clinical site and schedule by the program director and CV faculty. Start and end times must be strictly followed. Clinical site selection for each student will be determined by the student's academic performance (GPA and attendance percentage), learning pace and professional conduct. The student will spend a minimum of 36 hours and up to 40 hours per week at the designated clinical affiliate. It is the responsibility of the student to utilize the clinical site's facilities to the fullest extent for his/her learning experience.

**Orientation to Externship**

All students must attend on- and off-campus orientations (as required by some clinical sites). During orientation, students review policies and requirements that are needed to successfully complete the clinical experience. Students are required to complete required forms and are provided with publications that will guide them through this challenging section of their education.

**Grievance Procedure**

If any student should need to express any complaint or concern, he/she should bring it to the attention of the program director and clinical coordinator immediately. At no time is the student to approach the site personnel or administration with any complaint before contacting the program director and clinical coordinator. Failure to follow the procedure outlined will lead to disciplinary action (probation and/or dismissal from the program).

**Transportation to Externship Sites**

Students must be available to travel up to 80 miles from their homes. Students are responsible for transportation and toll or commuter fees to and from their assigned sites. Once a site has been assigned to any given student, he/she must attend as scheduled and **the site is not negotiable.**

**Attendance**

**Daily attendance on clinical rotation is mandatory**.

Students are required to strictly adhere to the clinical site schedule, days, hours and times. Students are not permitted to change/adjust their clinical rotation times without approval from the program director. All unapproved change/s in the student's clinical rotation time or schedule will result in immediate dismissal from the clinical site and failure of the course.

If a student is absent from their clinical site, they must contact the site along with the program director on that day. If a student incurs one unexcused absence from their clinical site, they will be placed on probation for the remainder of their clinical rotation. If a student incurs two or more unexcused absences from the clinical site, the student will fail the course. Additionally, habitual tardiness and/or leaving early from the site will result in dismissal from the externship site and or program. All absences must be justified in writing (e.g., doctor's excuse) and approved by the program director. Students are not excused from the course except for grave emergencies or serious illness. Daily attendance clock in and clock out using the Trajecsys system from the clinical site area is mandatory. Failure to clock in or out in the Trajecsys system will result in a time deduction for each day and will count as an unexcused absence.

**Liability Insurance**

Eastwick College maintains professional liability insurance for its students for the duration of the program. Students must sign a waiver releasing the site of any liability unless it is due to willful and gross negligence.

**Dress Code**

Students must report to their clinical site each day in full uniform. The color of the uniform will be assigned by the clinical site based on clinical site requirements (Usually any solid color scrubs). Only sneakers are permitted and must be clean at all times. Good personal hygiene is required at all times. Hairstyles and accessories shall be worn to avoid contact with patients. No unusual hair color will be allowed (such as purple, green, etc.) Nails are to be always trimmed and not polished (no acrylics allowed per OSHA regulations). Small, non-dangling earrings are permitted. Wedding rings are permitted, but neither the college nor the clinical site will be responsible for any loss. Make-up and perfumes must be minimal, as these products can have an adverse effect on patients, visitors and employees. The same is true of those that smell of cigarette smoke. All efforts should be taken to reduce the lingering smell of smoke from clothing, hair, hands, and breath. All visible body piercings (e.g., tongue, lip, nose, etc.) must be removed prior to entering the facility each day. All tattoos must be covered whenever possible.

**Background Check and Drug Testing**

All students must pass an extensive background check prior to entering CVS211 or CVS213. Contingent upon clinical site requirements, the student may be required to pass a second background check prior to entering CVS211 or CVS213. A drug test will also be performed on every student prior to entering the clinical

externship courses. Failure to comply with this requirement as scheduled by the clinical coordinator will result in the student's dismissal from the program.

**Disciplinary Issues and Removal from Externship**

If at any time a student's conduct becomes unprofessional, the department director and/or clinical instructor may send the student home. The student may return only after approval from the program director and clinical site officials.

If a student is asked to be removed from a clinical site, the student's clinical grade will be negatively affected and rotation to another clinical site will be attempted based on availability. Other student rotations will not be adjusted to make room at a new clinical site. The new clinical site will be informed of the reason for the transfer and has the option of refusing the student. The student is required to adhere to his or her assigned clinical schedule. No personal adjustments will be made to the assigned schedule.

**Phone Calls**

No personal calls will be permitted at the clinical affiliate. Only in case of emergency should the student receive phone calls. **Cell phones are not permitted in the clinical site and should be left in the student's vehicle or locker.** The site will provide each student with the contact phone number at the facility where they can be reached.

**Restricted Clinical Assignments**

Students assigned to surgery, portables, and emergency room should have direct supervision.

**Student Supervision**

Two students may not be assigned to any area without direct technical supervision, e.g., students may not supervise students.

**Parking**

The student is required to park his or her vehicle only in areas assigned by the clinical supervisor/ instructor.

**Lunch/Breaks**

The student is required to take breaks as assigned by the clinical instructor at the affiliate site.

**Clinical Site Policy Procedures**

Students are required to know, understand, and adhere to all policies as they apply to employee and/or students assigned to each particular site. This information is normally covered during the student's orientation and onboarding process to new clinical sites by the clinical coordinator and onsite clinical instructor. When available, students must complete documents issued by clinical sites, become aware of their policies, and sign their attestation forms prior to beginning their externships.

**Student Service Work Policy**

At no time during the clinical experience will you be substituted for regular laboratory staff. During your clinical experience, you may be scheduled to perform procedures, run instruments, or operate a workstation after you have successfully completed all the objectives for that area. However, you will still be working under the supervision of a clinical instructor. Community service work must be voluntary by both the student and the site. You do not have to accept paid employment if you are not interested. The laboratory does not have to offer paid employment to you. If you are employed by the clinical site, you must be compensated for your work, and you must follow the normal employment policies of the facility.

**Academic Requirements**

Please refer to the course syllabi for externship assessment and grading policies. Submitting reports, case studies, attendance, timeliness and the clinical workbook (both hard copy and weekly Trajecsys system entries) are considered in the calculation of the final grade. Note: All schedules, assignments and policies are subject to change.

**Policy on Student Pregnancy**

If a student becomes pregnant during a clinical component of the program, she must inform the program director and or clinical coordinator, in writing, of her pregnancy and choose among the following options:

1. Take a leave of absence from clinical education, but continue her didactic studies. Clinical assignments will be completed when the student returns.
2. Withdraw from the program and reapply in accordance with institutional policies.

**Incident Reports at the Clinical Education Affiliate:**

If a student is injured or involved in an incident during a clinical rotation, he/she must:

1. Report immediately to his/her supervisor and follow departmental protocol.
2. Report immediately to the clinical coordinator
3. Present a note to the clinical coordinator from the emergency room physician, student health physician, or family physician stating the date the student may resume normal duties.

**Infectious Diseases**

Should a student be diagnosed as having an infectious disease, he/she must report such diagnosis to the clinical coordinator and the clinical affiliate supervisor. The student may be asked to leave clinical until cleared by his/her physician. The student must present a physician's note to the clinical coordinator stating that the student may resume normal duties.

**Clinical Requirements for Echocardiography Studies**

Perform the sonography studies listed demonstrating appropriate:

- evaluation of requisition and/or medical record;
- preparation of examination room;
- identification of patient;
- patient assessment and education concerning the procedure;
- patient positioning;
- protocol selection;
- parameter selection;
- image display, filming, and archiving;
- documentation of procedure and patient data in appropriate record;
- standard precautions and evaluation the resulting images for image quality;
- optimal demonstration of anatomic region and pathology; and
- exam completeness.

**Experience Requirement for Patient Care**

Perform general patient care procedures as listed below when required:

- Vital signs (temperature, pulse, blood pressure, respiration)
- EKG
- CPR
- O2 Administration
- Verify informed consent when necessary

**Echocardiography Studies**

Transthoracic Imaging – Mandatory Elective Measurements from 2D/M-mode recordings

- Aortic Root Diameter, Aortic Valve Excursion
- Mitral Valve E-F, Mitral Valve Excursion
- IV Septum Thickness
- Right Ventricle
- Left Atrium
- Left Ventricle End Diastolic, Left Ventricle End Systolic, Posterior Wall Thickness, LV.E.F.

Doppler Measurements

- Elective Aortic Valve, Observed Velocity, Calculated Gradient, Valve Area, Pressure T ½
- Left Ventricular Outflow Tract, Observed Velocity, Calculated Gradient
- Mitral Valve Diastolic Flow, Observed Velocity, Calculated Velocity, Valve Area, Pressure Half Time
- Tricuspid Valve diastolic and systolic flow: Regurgitation, Observed Velocity, Calculated Gradient

Assessments

- Diastolic function
- Prosthetic valves
- Cardiomyopathy
- Systemic diseases
- Cardiac mass, thrombus, vegetation
- Pericardial disease
- Congenital heart disease
- Exercise stress echocardiography
- Pharmacologic stress echo
- Observation of TEE

Standard views to be completed:

- Left Parasternal Long Axis
- Right Parasternal Long Axis
- Left Parasternal Short Axis
- Right Parasternal Short Axis
- Subcostal four chambers
- Subcostal 2 chambers
- Apical 3/ Long Axis
- 2-chamber view
- 4-chamber view
- Apical 5
- Suprasternal View

Clinical requirements for Vascular Studies

Perform the sonography studies listed demonstrating appropriate:

- Evaluation of requisition and/or medical record
- Preparation of examination room
- Identification of patient
- Patient assessment and education concerning the procedure
- Patient positioning
- Protocol selection
- Parameter selection
- Image display, filming, and archiving
- Documentation of procedure and patient data in appropriate record standard precautions and evaluate the resulting images for: • Image quality (e.g., artifacts)
- Optimal demonstration of anatomic region and pathology
- Exam completeness

Experience Requirement for Patient Care

Perform general patient care procedures as listed below when required:

- Vital signs (temperature, pulse, blood pressure, respiration)
- EKG
- CPR
- O2 Administration
- Verify informed consent when necessary

**Vascular Studies**

- Perform extracranial cerebrovascular duplex examination
- Determine percentage stenosis from velocity criteria
- Perform lower extremity venous duplex examination for acute thrombosis
- Perform lower extremity arterial segmental pressure and waveform evaluation
- Perform upper extremity venous duplex evaluation for acute thrombosis
- Perform upper arterial duplex examination
- Perform abdominal aorta duplex evaluation for aneurysm

Procedures to observe and/or perform based on availability

- Transcranial Doppler/Imaging
- Lower extremity venous duplex evaluation for vein mapping
- Lower extremity venous duplex evaluation for insufficiency
- Lower extremity arterial duplex for Peripheral Artery Disease
- Lower extremity arterial bypass graft duplex evaluation
- Upper extremity arterial pressure/waveform evaluations
  - Segmental pressures and waveforms
  - Allen test
  - TSO
- Mesenteric artery duplex evaluation
- Renal artery duplex examination
  - Renal aortic ratio
- Portal vein duplex evaluation

- Dialysis imaging
- Endograft imaging

Standard views to be completed

- Common carotid artery
- Internal carotid artery
- External carotid artery
- Vertebral artery
- Common femoral vein
- Femoral vein
- Popliteal vein
- Calf veins: PTV, Peroneal, Gastrocnemius, Soleal vessels
- Long and short saphenous veins
- Subclavian artery
- Axillary artery
- Brachial artery
- Radial artery
- Ulnar artery
- Abdominal aorta

**Code of Ethics**

We, as students of the AAS in Diagnostic Cardiovascular Sonography program, will apply the following code of ethics to our actions toward instructors, fellow students, patients, physicians, and hospital personnel in training and in our future work. This code will apply to our personal as well as professional attitudes and conduct.

**As Professionals, We Will**

1. Assume a professional manner in attire and conduct.
2. Maintain rapport with instructors, fellow students, hospital staff, supervisors, and physicians.
3. Hold in confidence information relating to patients and clinical sites.
4. Promote increased efficiency and quality through organization.
5. Be willing to accept responsibility for our own work and results.
6. Strive to learn the theories of test procedures.
7. Institute rapport and trust with the patient through kindness and empathy.
8. Follow clinical procedures and guidelines.

**In Personal Contact, We Will**

1. Accomplish the highest degree of honesty and integrity.
2. Sustain adaptability in action and attitude.
3. Establish a sense of fraternity among fellow students.
4. Strive to have a pleasant manner in school and on the clinical site.
5. Attempt to be educated individuals outside our technical field.

I understand that any student who violates the code of ethics will be disciplined by the program director and/or the vice president for academic affairs.

**Responsibilities of the Student to the Physician**

1. The student should strictly carry out orders of the physician under whom he or she is working.
2. The student should never discuss or criticize a physician. The student should never express to the patient a preference for the services of any physician.
3. The student should always show the physician respect and consideration to his/her higher professional position.

**To the Patient:**

1. The student should be deeply conscious of the responsibility of his or her position, and in no case should the student be guilty of carelessness or neglect any duty that technical skill, attention or fidelity upon his or her part should be granted.
2. Every patient committed to the student for examination should be treated with attention, steadiness, and humanity. Although proper firmness may be necessary, it should never be allowed to degenerate into severity, and reasonable indulgence should be granted to the whim of the sick, more especially to those whose mental powers are affected. Intimacy between the patient and the student is not to be encouraged. The obligation of confidentiality extends beyond the period of technical services. None of the privacies of personal and domestic life or any fault of character observed during technical procedures should ever be revealed by the student, unless circumstances arise which render such course a vital obligation. The same rule applies also to the patient's disease. Patients and their affairs should not be made a subject of conversations of discussion between technologists, either sonographers or students.

**To Other Technologists (Both Sonographers and Fellow Students)**

1. The relationship of one student to another, (student and sonographer) with cooperation in the sonographer's examination of patients, must be built upon an appreciative understanding of the contributions and responsibilities of each other and upon the assumption that cooperative cardiovascular sonography extends beyond routine or specifically required demands. This implies that the student:
    a. Be kind in his or her recognition and appreciation of the technical assets or contributions of his or her fellow technologists (both student and registered sonographers).
    b. Be understanding of his or her coworker's limitations when these are present and do all in his or her power to guide and assist such individuals.
    c. Resist unfavorable criticism from other sonographers/technologists.
2. The unity and dignity of Eastwick College’s cardiovascular sonography students demand that members of one school cultivate a courteous recognition of all other schools in good standing and of their work and their graduates.

**To Their Profession and to Themselves**

1. The student has an obligation to uphold the decorum and honor of his or her profession through his or her personal and professional life and to demonstrate to those standards, which will enhance and uphold the status of both to the end that an optimum contribution to society will result. This means that the student will:
    a. Practice diagnostic cardiovascular sonography in agreement with recognized and accepted norms for the profession.

b. Support and cooperate with local, state, and national societies which strive to advance the quality of sonography and to increase the field of usefulness of the profession and of themselves by lengthening their understanding of cardiovascular sonography and of its developments.
c. Do all they can to represent in themselves a state of physical and emotional health which will make possible their maximum ability and their own personal, professional, social and economic security.
d. Respect the pride and individuality of every human being regardless of race, creed, nationality, color, economic or other status and be willing to serve and cooperate with all as needs demand.
e. Interpret, whenever appropriate, the art and science of cardiovascular sonography, its role and functions to individuals, and to the public so that a better understanding of ultrasound may be secured and greater interest in cardiovascular sonography may lead to a steady flow of qualified persons into the profession.

## General Forms Section

This section of the student handbook is designed so diagnostic cardiovascular sonography students become familiar with the forms that they are responsible to complete during the program. It is important that all diagnostic cardiovascular sonography students carefully review this section before entering their clinical experience rotations.

**Document Checklist for Clinical Externship Requirements:**

1. College Photo ID
2. Background check
3. Student Medical Physical Examination
4. Drug Test
5. Completed health form including titers and t-step TB
6. In-service Education and Certifications (must have been completed within the last 12 months): HIV/AIDS, OSHA, BLS, First Aid, and HIPAA
7. Confidentiality Statement
8. Liability Statement

**Attestation Form**
**Program Disclaimer & Student Handbook Acknowledgement**

**Diagnostic Cardiovascular Sonography Program Disclaimer:**

I, _____, understand that I have chosen the field of diagnostic cardiovascular sonography. I have received a copy of the Diagnostic Cardiovascular Sonography Student Handbook.

Student's Signature: _____

Date: _____

**Diagnostic Cardiovascular Sonography Student Handbook Evidence of Understanding:**

I, _____, attest that I have received the latest publication and/or have been instructed of where I may obtain the Student Handbook for the AAS in Diagnostic Cardiovascular Sonography program.

By signing below, I understand and agree to adhere to ALL the policies, rules and regulations set forth in the Student Handbook.

Student's Signature: _____

Date: _____

**Attestation Form**
**Successful Completion of Clinical Experience Requirements**

**Student**

| Name | Signature | Date of Completion |
|---|---|---|

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