

**POLICY FOR HANDS-ON SCANNING
IN THE INTEPROFESSIONAL SONOGRAPHY LABORATORY**

I, the undersigned, have read the following rules for scanning in the Interprofessional Sonography (IPS) Laboratory, and understand that, if I fail to follow them, a Professional Concerns Report (PCR) may be filed and future scanning opportunities in the ISP laboratory may be withdrawn.

1. A laboratory instructor or faculty member must be present in the laboratory while scanning occurs. Unsupervised scanning is prohibited.
2. All scans performed in the IPS laboratory are not diagnostic in nature but are for educational and scientific purposes only.
3. Eating, drinking, smoking/vaping, and other tobacco use is prohibited in the IPS laboratory.
4. Students must sign up for practice times at least 24 hours prior to open lab days to ensure that a lab instructor will be present. If no one is signed up 24-hours prior, the open lab time will be canceled without notification.
5. There must always be three people in the IPS laboratory when someone is scanning; the person scanning, the person being scanned and a witness to the scanning.
6. Minors will never be scanned even if a parent gives their consent nor will minors serve as a witness.
7. Students must not scan themselves. Students may serve as a witness of a practice scan or volunteer to be a scanning model as long as the Model Consent Form is completed.
8. Participation as a model is voluntary and will not impact any course grade.
9. When a person who is not a student serves as a scanning model, the model, the witness, and the lab instructor must sign a Model Consent Form prior to scanning.
10. Accidents, questions or concerns related to laboratory equipment must be brought to the immediate attention of the supervising laboratory instructor.
11. Lab equipment and materials must remain in the laboratory unless a faculty member has authorized its removal.
12. The laboratory instructor must be notified when laboratory supplies are running low so more can be ordered in a timely manner.
13. All transducer cords and machine cables must be kept off the floor at all times so they are not damaged.

14. All laboratory equipment must be properly cleaned, turned off, and put away when the laboratory practice is complete.
15. Hallway lockers are available for personal belongings during scanning sessions and should be used. See the lab instructor to obtain a lock and key.
16. Scanning models who are pregnant must follow the AIUM's guidelines for Safety in Diagnostic Ultrasound Educational Activities Using Pregnant Patients, which includes:
 - A. Subject participation should require appropriate informed consent. The primary obstetrician providing prenatal care should be informed of their patient's participation.
 - B. There will be no unsupervised first trimester examinations.
 - C. The subjects should be without fever and have already received a prenatal scan in the 2nd trimester.
 - D. Examinations should be performed in a manner consistent with the As Low As Reasonably Achievable (ALARA) principle, including limiting the TI (≤ 0.70) and MI (< 1.0) as necessary for educational purposes.
 - E. Exposure time, i.e. duration of student scanning should not exceed 1 hour per subject per pregnancy.
 - F. There should be no pulsed Doppler examinations.
 - G. Complete information can be found at <https://www.aium.org/resources/official-statements/view/safety-in-diagnostic-ultrasound-educational-activities-using-pregnant-patients>
15. Managing incidental findings in the IPS laboratory;
 - A. When there is an incidental finding, the supervising instructor or faculty member must be notified immediately.
 - B. No attempt at making a medical diagnosis will be made.
 - C. Observations made will not be used for patient management or medical treatment.
 - D. No verbal or written report will be generated for medical purposes.
 - E. The model will be referred to their physician for follow-up
 - F. The University of Oklahoma Health Sciences – College of Allied Health prohibits instructors or faculty members from discussing their observations with any healthcare providers.

Student Signature

Date

Student Name (print)

HSC Program

Graduation Year