



**Coleman College for Health Sciences
Diagnostic Medical Sonography Program**

DMSO 2467 Practicum III (or Field Experience) - Fall 2016

Students are assigned to various clinical rotations
0 hour lecture course / 32 hours per semester/ 16 weeks
CRN 16651
8:00 am - 4:45 pm Monday- Friday

Instructor:

Elizabeth Ho and Lucy Quinn

Instructor Contact Information:

Elizabeth Ho, RDMS (primary)
713-718-7345
Elizabeth.ho@hccs.edu

Lucy Quinn, RDMS (primary)
713-718-7343
Lucy.quinn@hccs.edu

Office location and hours

Elizabeth Ho

Office location: Room 527

Office Hours: Monday 8:00 am to 12:00 pm

Lucy Quinn

Room 528

Monday 8:00 am to 12:00 pm

Please feel free to contact us concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for our assistance. Your performance in our class is very important to us. We are available to hear your concerns and just to discuss course topics. Feel free to come by our office anytime during these hours.

Course Description

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisites

Completion of DMSO 2266 Practicum II

Course Goal

This course enables students to apply didactic education to the clinical setting. Additionally, it prepares students to use cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains when performing sonography exams on actual patients.

Student Learning Outcomes

The student will be able to:

1. Apply the theory, concepts, and skills involving specialized material, tools, equipment, procedures, regulations, and laws
2. Interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
3. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills.
4. Use appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Learning Objectives

Students will:

Apply the theory, concepts, and skills involving specialized material, tools, equipment, procedures, regulations, and laws

1. Perform basic patient care tasks.
2. Explains the examination procedure to the patient and responds to patient questions and concerns.
3. Strives to minimize patient exposure to acoustic energy without compromising examination quality or completeness.
4. Uses accessory equipment, when appropriate.
5. Analyzes sonographic findings throughout the course of examination so that a comprehensive exam is completed and sufficient data is provided to the physician to direct patient management and render a final diagnosis.
6. Performs measurements and calculations according to laboratory protocol.
7. Demonstrates competency in performing ultrasound exams on abdominal organs.

Interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.

1. Work in partnership with other health care professionals to provide the best medical care possible for all patients.
2. Effectively communicates with all members of the health care team regarding the welfare of the patient.
3. Shares knowledge and expertise with colleagues, patients, students, and all members of the health care team.

Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills.

1. Strives to maintain a safe workplace environment.
2. Maintain confidentiality of acquired patient information.

Use appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

1. Interacts with the interpreting physician or other designated physicians with oral or written summary of findings as permitted by employer policy and procedure.

2. Maintains clinical records.

SCANS or Core Curriculum Statement and Other Standards

Credit: 2 (0 lecture)

Apply the theory, concepts, and skills involving specialized material, tools, equipment, procedures, regulations, and laws

Workplace Competencies - Information -Acquires & Evaluates

Interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.

Foundation Skills - Personal Qualities -Social

Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills.

Foundation Skills - Personal Qualities -Integrity/Honesty

Use appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Workplace Competencies - Interpersonal -Serves Clients/Customers

COURSE CALENDAR

Due Date:	Assignment
Monthly September 2, 2016 October 7, 2016 November 4, 2016 December 2, 2016	<ul style="list-style-type: none"> • Submit the following in Eagle Online Canvas • Time sheet • Log sheet • Journal
September 6, 2016	<ul style="list-style-type: none"> • Assignments Due: Orientation Acknowledgement
September 19, 2016	<ul style="list-style-type: none"> • Article Quiz: Thyroid Nodules
October 17, 2016	<ul style="list-style-type: none"> • Assignments Due: Discussion Forum • Article: Testicular Sonography • Midterm Summative Evaluation on Canvas
November 21, 2016	<ul style="list-style-type: none"> • Assignments Due: Discussion Forum • Article: Sonography of Acute Appendicitis
December 8, 2016	Meet in room 556 for Binder Check <ul style="list-style-type: none"> • Submit Clinical Binder -Complete all competencies -Make sure all documents are signed and completed -Tally your log sheets • Submit Final Summative Evaluation

	<ul style="list-style-type: none"> • Submit Student evaluation of the clinic(s)- Primary and Elective site
--	---

Instructional Methods

Web-enhanced (49% or less)

Face to Face

In-person

Student Assignments

Students will be expected to follow the program rules and regulations as outlined in the program's Student Handbook for DRESS CODE and PROFESSIONAL CONDUCT.

Students will not be allowed to attend clinical unless they have an acceptable physical examination, all immunizations, a negative drug screen, acceptable background check and valid CPR certification.

Attendance Policy

How Clinic Attendance Is Recorded:

Clinic attendance is recorded based on the accumulative hours. At the beginning of the semester, the total number of hours a student will spend in clinic during that semester is calculated. Hours reflecting holidays and lunch are deducted accordingly. Total hours for the week are calculated. When a student is tardy, absent, leaves early, is unaccounted for, those hours are deducted from the total number of hours the student is in clinic that week. Any misrepresentation on the clinical time sheet is a major infraction.

When absent, arriving late, or leaving early from clinic, it is absolutely necessary to call Ms. Ho at (713) 718-7345 and the clinical site (CI/CS) within 60 minutes prior of the scheduled arrival time in clinic.

FAILURE TO PROPERLY NOTIFY THE (CLINICAL INSTRUCTOR and PERSON IN CHARGE) OF IMPENDING ABSENCE/ TARDY IS A MAJOR VIOLATION OF THE PROGRAM

Five points will be deducted of the final grade for each offense, i.e. for each time a student is absent and does not notify the clinical site person in charge and/or the clinical coordinator.

When a student is absent from the clinic, the point deduction will be as follow:

1 day missed = 10 points

2 days missed= 30 points

3 days missed= 60 points

Any student who accumulates more than three (3) absences in a clinic will be administratively withdrawn from the course without notification. If the student exceeds 3

absences after the administrative drop date, the student will get 10 points deduction from the overall grade for each absent.

Arriving late for clinic or leaving clinic prior to the required time must reflect the time missed on the clinical time sheet. Points will be deducted for each incidence of missed time.

0-2 hours = 3 points

2-4 hours = 6 points

4-6 hours = 9 points

6-8 hours = 10 points

Any student who arrives late for clinic or leaves prior to the required time of more than three (3) times will be administratively withdrawn from the course without notification. If the student exceeds more than 3 tardy or leaves early more than 3 times after the administrative drop date, the student will get 5 points deduction for each tardy or leave early.

In the incident that the clinical site is slow or closes early for holiday or training and the student is send home by the clinical preceptor, it is the responsibility of the student to get approval from Ms. Ho before leaving the clinical site. Students who fail to notify Ms. Ho will have points deducted toward his or her attendance grade.

THERE WILL BE NO MAKE-UP TIME FOR ABSENCES, TARDIES OR EARLY DEPARTURES FROM CLINIC. (Catastrophic events are reviewed on an individual basis)

Students are required to have a one-inch clinical notebook with them at all times during clinic hours. Two points will be deducted from the overall grade if the clinical binder is not available when asked by the clinical instructor or clinical preceptor. The clinical notebook should have the following items arranged in the following order: SYLLABUS, ASSIGNMENTS, ARTICLES, CLINICAL EVALUATIONS, DMSO HANDBOOK, and REQUIRE DOCUMENTS. Ten points (5) will be deducted from the final grade if the notebook is not organized in this manner.

Syllabus

Place the course syllabus and the syllabus agreement under this tab.

Competency Booklet

This section contains the Competency Booklet.

The students' goal for the practicum classes is to complete all the required ultrasound exams listed in the Master Competencies List. For this semester, each student is expected to complete all the required competencies which they have not passed in

previous semesters; thus, completing the **21 required and 3 elective competency** listed on the Master Competency list to achieve a passing score.

Students who have not completed the required competencies from last semester must complete those competencies first before testing on the required competencies for this semester.

Student(s) rotating to the OB clinic is/are encouraged to complete the 1st trimester obstetric ultrasound, 2nd or 3rd trimester obstetric ultrasound, and biophysical profile ultrasound. The 2nd or 3rd trimester obstetric ultrasound includes fetal environment, measurement and analysis, head and thorax, abdominal and extremity, and complete obstetric study. Before a student perform proficiency test on an exam, he/she must practice that exam independently at least two times on actual patients. When the student is prepared, he/she can notify the clinical preceptor in the clinic and perform the exams practiced. The clinical preceptor could only test a student in an area which he/she is certified in. (EX: a sonographer who is RDMS (AB) could only test a student on abdominal exams and not obstetric exams). Additionally, the performance objectives are on technically difficult examinations or examinations with pathology.

Failed competencies do not count against the student's grade during the semester and should be used by the student as a guide to areas requiring more practice. It is necessary for the sonographer to mark "attempted" and the student could retest whenever he or she is ready again. Attempted competencies will be collected and included in the student's file. The attempted competency gives the student credit for trying and allows the student to continue to the next semester if the course final score is over 75 points. Attempted competencies for this semester will be added to the following semester. In the following semester, the student must pass all the "attempted" competency from this semester before testing out on competencies for next semester. Student who does not show any attempt or pass on the required competency will result in an "F" in clinic. The clinical preceptor is not responsible for students who wait until close to the end of the semester to "test out" on exams that the student could have achieved during the semester. If little initiative is shown by the student to test out during the semester, this will be noted and the student will be in hazard of failing clinic.

At the end of the semester, the student must pass all the required competencies listed above or the competency grades will be deducted. The competency grade is based on the number of passed competency over the total required competency. The student will not graduate unless he or she completes all the required ultrasound exams listed in the Master Competencies List at the end of the program.

Students who have passed all the required competencies for this semester and would like to test out on addition competencies may do so; but, only up to four (4) competencies will count toward the next semester.

It is the responsibility of the student to keep track of his or her work accordingly. If the student feels that he/she is not able to complete the required competencies, it is

important that he/she share that concern with the clinical instructor(s) early in the semester so the clinical instructor(s) could make all attempts to resolved this matter or find alternative solutions to help the student.

Assignments

Students will participate in a writing program to improve their communication skills. The reading program consists of articles which will be tested on throughout the semester. The writing program consists of completing the assignments and journals on the assigned date. Assignments will be given throughout the semester which students will answer questions relating to exams they observed during clinical experiences. Journal writing consists of impressions, questions, and concerns students may have during the clinical rotation, which informs the clinical instructor(s) of their status in the clinic. Journals are written monthly and due at midnight on the first Wednesday of the following month.

Articles

Students will participate in a reading program to improve their knowledge about current issues in the field. The students will read different articles and will be tested on their reading skills throughout the semester. Due dates for the tests will be posted on Canvas under the Article tab.

Clinical Evaluations

Students will be evaluated by the clinical preceptor twice this semester. It is the responsibility of the students to notify and give the evaluation form to the clinical preceptor two weeks before the due date so the clinical preceptor can thoroughly evaluate the students. After the evaluation form is completed, the students must go through the form with the clinical preceptor to discuss the status of performance of the students. It is encouraged that communication between the students and the clinical preceptor is transparent so expectations from both side are met throughout this course. The students must also sign the evaluation forms before submitting it to the program.

DMSO Handbook

Place the DMSO Handbook behind this tab.

Require Documents

This area contains the DMSO Handbook and all pertinent documentations that are required for the students to be at the clinical site.

Instructor Requirements

As your Instructors, it is our responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Inform students of policies such as attendance, withdrawal, tardiness and make up

- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student’s responsibility to:

- Attend class and participate in class discussions and activities
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments
- Complete the field study with a 75% passing score

Program/Discipline Requirements

As stated in our DMSO Student Handbook (page 22), the policy of the program is to counsel students who appear to have a conflict in a documented event. If a student exhibits unacceptable behavior, the student will be placed on probation for the remainder of the semester. If a student commits a second offense while on probation, there will be point deductions toward your final grade. Additionally, If improvement does not occur during the semester, that student would receive a failing grade at the end of the semester.

Refer to the Practicum Point Deduction for Unacceptable Behavior for more point deduction for each offense.

HCC Grading Scale

A = 100 – 90;	4 points per semester hour
B = 89 – 80:	3 points per semester hour
C = 79 – 70:	2 points per semester hour
D = 69 – 60:	1 point per semester hour
59 and below = F	0 points per semester hour
IP (In Progress)	0 points per semester hour
W(Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades “IP,” “COM” and “I” do not affect GPA.

Grading Criteria

Log Sheets, Time Sheets, and student evaluation of the clinic	10%
Attendance	10%
Articles Quizzes	5%
Summative Evaluations	25%
Assignments and Journals	20%
Competencies	30%

- Ten (10) points will be deducted for incomplete forms. Incomplete forms will be returned to the students and the students will have one week to correct it. If the students do not return the incomplete forms after that, it will be considered as late work.
- Late work will be accepted this semester with 20 points deduction within 7 days after the due date. Late work will not be accepted after 7 days of the due date.
- It is the responsibility of the students to make sure that all forms get submitted under the appropriate tab, get the evaluation form back from the clinical preceptors before the deadline, and make sure that the internet in their area is working properly when submitting documents.
- The clinical instructors will not accept assignments or any course work through Eagle Online or HCC e-mail.

If a student's behavior is such that a technologist, supervisor, department head or physician writes a letter requesting that the student be dismissed from or not return to their clinical facility will result in dismissal from the program.

DMSO Program GRADING SCALE

100-90	A
89-80	B
79-75	C
<74	F

No D's given in this course

Instructional Materials

Diagnostic Medical Sonography Student Handbook

HCC Policy Statements

Access Student Services Policies on their Web site:

<http://central.hccs.edu/students/student-handbook/>

Access DE Policies on their Web site:

All students are responsible for reading and understanding the DE Student Handbook, which contains policies, information about conduct, and other important information. For the DE Student Handbook click on the link below or go to the DE page on the HCC website.

The **Distance Education Student Handbook** contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link:

<http://de.hccs.edu/media/houston-community-college/distance-education/student-services/DE-Student-Handbook.pdf>

Access CE Policies on their Web site:

<http://www.hccs.edu/continuing-education/>

The instructors may make changes to the syllabus after reasonable notice is provided to the students.