



**Diagnostic Medical Sonography**  
**Course Syllabus**  
**Practicum (or Field Experience)-**  
**Diagnostic Medical Sonography/ Sonographer and Ultrasound**  
**Technician**  
**DMSO 1266**  
**Spring 2013**

<b>Semester with Course Reference Number (CRN)</b>	Spring 2013 RT 30440	
<b>Instructor contact information (phone number and email address)</b>	Lucy Quinn, RDMS (primary) 713-718-7343 <a href="mailto:Lucy.quinn@hccs.edu">Lucy.quinn@hccs.edu</a>	Elizabeth Ho, RDMS (primary) 713-718-7345 <a href="mailto:Elizabeth.ho@hccs.edu">Elizabeth.ho@hccs.edu</a>
<b>Office Location and Hours</b>	Lucy Quinn Office location: Room 528 Office Hours: Monday 8:00 am to 12:00 pm	Elizabeth Ho Room 527 Tuesday 8:00 am to 12:00 pm
<b>Course Location/Times</b>	Students are assigned to various clinical rotations. Thursday and Friday 8:00 am to 4:30 pm (not grace period is allowed)	
<b>Course Semester Credit Hours (SCH) (lecture, lab) If applicable</b>	Credit Hours: 2 Lecture Hours: Laboratory Hours: External Hours: 16	
<b>Total Course Contact Hours</b>	256.00	
<b>Course Length (number of weeks)</b>	16 weeks	
<b>Type of Instruction</b>	Practicum In-person	
<b>Course Description:</b>	Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.	

**Course  
Prerequisite(s)**

**PREREQUISITE(S):**

- DMSO 1302
- DMSO 1355
- DMSO 1441
- DMSO 1451

**FREQUENT REQUISITES**

- Departmental approval
- College Level Reading
- College Level Mathematics
- College Level Writing

**Academic  
Discipline/CTE  
Program Learning  
Outcomes**

1. Provide basic patient care and practices in general diagnostic medical sonography.
2. Identify sonographic patterns and/or Doppler patterns to rule out disease processes and pathologies.
3. Employ professional judgments and ethics.
4. Demonstrate knowledge and understanding of acoustic physics, Doppler ultrasound principles, and ultrasound instrumentation.
5. Recognize sonographic appearance of normal and abnormal anatomical structures.

**Course Student  
Learning Outcomes  
(SLO): 4 to 7**

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  
(Numbering system  
should be linked to  
SLO - e.g., 1.1, 1.2,  
1.3, etc.)**

**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 and/or Core Curriculum Competencies: If applicable**

**SCANS**

**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

**Instructional Methods**

Web-enhanced (49% or less)

Face to Face

In-person

**Student Assignments**

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

Presentations

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

Presentations

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

Presentations

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

Presentations

**Student Assessment(s)**

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

Presentations

Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay

Competency tests on procedures.

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

Presentations

Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay

Competency tests on procedures.

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

Presentations

Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay

Perform competency tests on procedures.

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

Presentations

Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay

Competency test on procedures.

**Instructor's Requirements**

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 are required to have a one-inch clinical notebook with them at all times during clinic hours. The clinical notebook should have the following items arranged in the following order: SYLLABUS, TIME SHEETS, PATIENT LOG SHEETS, ASSIGNMENTS/JOURNALS, ARTICLES, COMPETENCIES, CLINICAL EVALUATIONS, and REQUIRE DOCUMENTS. Ten points (10) will be deducted from the final grade if the notebook is not organized in this manner.

Students will also participate in a reading/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. In addition, the students are responsible to keep a log of their time and all the exams which they participated in daily. These forms must be documented in ink and signed by the clinical instructor/sonographer or clinical supervisor.

**Program/Discipline Requirements: If applicable**

**COMPETENCIES:**

The student's 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 competency test over the aorta (no Doppler), liver, pancreas, gallbladder, spleen, urinary tract, and the right upper quadrant exams.

**Before a student can 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 registered sonographer in the clinic and perform the exams practiced. Registered sonographer 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 final score is over 70 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 instructor (CI) 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 instructor early in the semester so the instructor could make all attempts to resolved this matter or find alternative solutions to help the student.

### **ATTENDANCE POLICY:**

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.

### **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 the Ms. Quinn at (713) 718-7343 or Ms. Ho at (713) 718-7345 and the clinical site (clinical- instructor/ clinical supervisor) 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

**One (1) letter grade will be deducted 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.

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.**

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. Quinn or Ms. Ho before leaving the clinical site. Student who failure to notify Ms. Quinn or 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)

**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
FX (Failure due to non-attendance)	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.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

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.

*Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.*

**Instructor Grading Criteria**

**GRADE DETERMINATION:**

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

- Incomplete forms will not be accepted and result in a zero "0".
- Late work will not be accepted this semester and result in a zero "0".
- All assignments must submit via Eagle Online, under the appropriate tab.
- 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.**

**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 Statement:**

#### **ATTENDANCE**

Research has shown that the single most important factor in student success is attendance! Therefore, attendance and punctuality are mandatory. HCCS policy states that students absent from this course for more than 12.5% of the total hours of instruction will be administratively dropped. This class has 256 contact hours. A student may be dropped after 32 hours of absence from lab and lecture combined. Any student is absent from the class for more than 25% on one class session will be counted absent for the day. (30 minutes for lecture and 90 minutes for lab)

Poor attendance records tend to correlate with poor grades. If you miss any class, you are responsible for all material missed. It is good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidable miss a class.

#### **3-PEATERS**

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC has been charging a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

#### **WITHDRAWAL**

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before you withdraw from your course, please take time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than SIX total course withdrawals throughout their educational career in obtaining a certificate and/or degree.

#### **COUNSELING AND GUIDANCE**

HCCS maintains a staff of professional counselors to assist students. Specific counseling and guidance services are detailed in the HCCS Student Handbook. The Sonography program students may visit the counseling department in room 144 on the first floor of the Coleman College for Health Sciences.

#### **ADA INFORMATION**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculties are authorized to provide only the accommodations requested by the Disability Support Services Office. If you have any questions, please contact the disability counselor at your college at 713-718-7685.

#### **Early Alert**

To help students avoid having to drop//withdraw from any class, HCC has instituted an Early Alert process by which your professor may "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you- online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.



Peer tutoring may be available. Contact the program office for further information.

**Access Student Services Policies on their Web site:**

<http://hccs.edu/student-rights>

**EGLS3 -- Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

### **Distance Education and/or Continuing Education Policies**

**Access DE Policies on their Web site:**

[http://de.hccs.edu/Distance\\_Ed/DE\\_Home/faculty\\_resources/PDFs/DE\\_Syllabus.pdf](http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf)

**Access CE Policies on their Web site:**

<http://hccs.edu/CE-student-guidelines>

The instructors reserve the right to modify this syllabus at any time.