Hazard Community and Technical College
Course Syllabus

DMS 230-45C1: Clinical Education I - 3259
Summer 2019, M, T, W, R, F 8:00 a.m. – 4:30 p.m. / In-Person
Clinical Rotations TBA (Clinical times may vary)

Instructor Contact Information
Instructor Name/Title: Melissa Couch, DMS Program Director
Office Hours: As posted on door
Office Location: B 446
Phone Number: 606-487-3505
Email Address: mcouch0016@kctcs.edu

Course Information
Course Description
Includes interaction in all clinical duties performed in all ultrasound departments. Covers abdomen, superficial structures, non-cardiac chest, embryo/fetus, and the gravid and non-gravid pelvic structures with performance of basic and advanced competencies to be performed.

Clinical: 5 credits (300 contact hours)

Prerequisites
Minimum grade of “C” in DMS 126.

Start Date: 05-13-2019
Midterm/Last Date to Withdraw Without Instructor Permission: 6-7-2019
Last Date to Withdraw with Instructor Approval: 7-3-2019

Textbook Information and Supplies
Materials Needed: Program Approved Uniforms. Students will use textbooks previously purchased. Students will be required to use Trajecsys for clinical reporting. Students may need to print forms and other clinical documents.

Course Competencies/Student Learning Outcomes
Upon completion of this course, the student can:
1. Demonstrate the ability to perform basic level examinations of the abdomen, superficial structures, non-cardiac chest, embryo/fetus, gravid and non-gravid pelvis.
2. Demonstrate an understanding of the various types of ultrasound equipment and how to choose the proper type for a particular examination.
3. Recognize and identify the normal sonographic appearance and Doppler patterns of the abdomen, superficial structures, non-cardiac chest, embryo/fetus, gravid and non-gravid pelvic structures.
4. Recognize, identify, and appropriately document the abnormal sonographic appearance and Doppler patterns of disease in the abdomen, superficial, non-cardiac chest, embryo/fetus, gravid and non-gravid pelvic structures.
5. Communicate competently in a variety of communication contexts, which may include public, interpersonal, and/or small-group settings.
Textbook Information and Supplies

4. Trajecsys (web-based reporting system), purchased from www.trajecsys.com or HCTC bookstore.
5. Program approved uniforms.

Course Structure, Evaluation, and Grading Methods

The student must achieve a 75% (C) or greater in order to successfully complete this class. Your final grade will be averaged on the following:

Summer Semester

Clinical Education I- DMS 230
7.5 Weeks X 5 Days / Week = 300 Hours
8.0 Hours / Day
*Clinical Hours: 8:00 a.m. – 4:30 p.m., ½ Hour Lunch

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>NO. OF ASSIGNMENTS</th>
<th>PTS. PER ASSIGNMENTS</th>
<th>%OF GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Competencies</td>
<td>7</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>Advanced Competencies</td>
<td>4</td>
<td>100</td>
<td>25</td>
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<tr>
<td>Work Trait Evaluation</td>
<td>1 per rotation</td>
<td>40</td>
<td>30</td>
</tr>
<tr>
<td>Log Sheets</td>
<td>Trajecsys</td>
<td>All or None</td>
<td>10</td>
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</tbody>
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NOTE: Students at an OB/GYN site will need to complete an Orientation Objectives.

All students must sign syllabus signature page and return to me or send an email stating you understand and agree to the DMS 230 summer syllabus. Failure to do so will result in a letter grade reduction.

Grading Policy/Scale

A = 92-100%
B = 84-91%
C = 75-83%
E = 0 – 74%
Class Policies/Procedures

Inclement Weather Class Policy/Procedure
During periods of inclement weather, HCTC will either open at 11:00 or be closed. On days that HCTC opens at 11:00 a.m., all courses scheduled BEFORE 11:00 a.m., will be canceled. Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information.

General Class Make-up, Late Assignment Class Policy/Procedure
Clinical time missed will be made up. If the college is open students are expected to attend clinical. If the student decides road conditions are unsafe and is absent from clinical, this time must be made up. The Student will not be punished but after 2 incidents will not receive perfect attendance points.

Attendance Class Policy/Procedure
A significant portion of the educational process in Diagnostic Medical Sonography program is the development of a strong sense of responsibility on the part of each student to the patient, fellow sonographer, the department, hospital, and faculty. One of the primary manifestations of this responsibility is regular, punctual attendance in clinical and didactic areas. Since it is recognized that absence is occasionally unavoidable, the following policy has been established:

Absences must be reported to the appropriate program faculty (HCTC) at 436-5721 30 minutes prior to scheduled shift for clinical and didactic assignments. The clinical instructor or chief technologist must also be notified of clinical absence. Notification by voice mail is unacceptable. Failure to notify faculty or the clinical instructor will result in an additional incident of absence.

Any didactic work missed must be made up to the satisfaction of the instructor involved. One day of excused absence is considered one incident of absence. Diagnostic Medical Sonography Faculty must be notified in advance of consecutive days. Tardiness in the clinical, didactic, or lab is considered an incident of absence and is unacceptable. Leaving early from class, clinical or lab will also count as an incident of absence.

Any clinical time missed (excused or unexcused) must be made up to the satisfaction of the Clinical Instructor and Diagnostic Medical Sonography Faculty within 30 days. A clinical time change form with the appropriate signatures must be submitted.

Progressive corrective action occurs as follows, when a student accumulates a number of incidents that reflect an unacceptable pattern:

one incident of absence/semester = loss of perfect attendance award of 2 points

two incidents of absence/semester = verbal reprimand, overall grade reduction of 2 points, students must submit a typed 5 page formal paper using APA format. Topic will be based on appropriate lecture material as determined by faculty.

three incidents of absence/semester = written reprimand, an additional 4 point overall grade reduction, and the student must submit a typed 8 page formal paper using APA format. Topic will be based on appropriate lecture material as determined by faculty.
four incidents of absence/semester = written reprimand, and additional course grade reduction of 1 letter grade. Student must submit a typed 12 page formal paper using APA format. Topic will be based on appropriate lecture material as determined by faculty.

five incidents of absence/semester = dismissal from program

*All papers are due in appropriate faculty office no later than 10 days from the first day of incident of absence.

*Any submitted paper must be completed at a satisfactory level as evaluated by faculty or an additional 4 points reduction will be assigned.

*Any student with perfect attendance will receive an additional 2 points on their final overall course grade. The student must pass the course to be eligible.

*Any student with 2 incidents of tardiness will not receive perfect attendance points.

The PROGRAM COORDINATOR has the authority to take corrective action by waiving the above actions if the unacceptable pattern is consistent in nature from one semester to the next.

Excused absence consist of documentation of; bereavement (immediate family only), jury duty, military duty, medical emergencies and extended illness.

NOTE: This policy is per semester and applies to all the DMS courses. There is no separate policy for clinical. An absence is an incident, regardless of the class/clinical missed.

Withdrawal Class Policy/Procedure
A student may officially withdraw from any class up to and including the date of midterm with a W grade assigned to the student’s record. The last day to drop the course with instructor approval is July 3, 2019.

Accommodations Procedure
HCTC recognizes that a disability may preclude a student from demonstrating required course competencies or from completing course requirements. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any qualified student with disabilities may request appropriate course accommodations to ensure that full benefits are received and that the instructor is aware and can make the proper adjustments. Students are encouraged to meet with the Disability Services Representative to develop and complete an Accommodations Plan.

Julie Caudill, HCTC Disabilities Services Representative
Phone: 606-487-3486 and Email: jcaudill0129@kctcs.edu

Appeals Process
Always begin the informal process by talking to your instructor. If issues cannot be resolved, then talk with the Dean/Supervisor (see below for contact information) of the faculty member. For information about academic rights, academic offenses, and the student’s formal right to appeal, review the KCTCS Code of Student Conduct.
Dean/Supervisor Contact Information

Dean/Supervisor: Paul Currie
Office Location: Hazard Hwy 15 Campus, JCC 232
Phone Number: (606) 487-3246
Email Address: paul.currie@kctcs.edu

Inside/Outside Classroom Interaction:

Social Networking Policy (Facebook, Twitter, etc...): When utilizing these sites be careful about sharing information about classmates and patients. Permission must be obtained from classmates prior to posting any information and/or pictures. **Patient information is covered under HIPPA guidelines.** The program policy is that all patient pictures/information is confidential and is not to be posted in this type of setting. This includes volunteer and other activities which are program related.

Children in the Classroom:
Due to safety concerns, children are not permitted in the lab.

Cell Phone Use:
Cell phones and pagers are prohibited in the classroom and clinical sites. It should never be on the desk or visible to anyone in the classroom. A student answering a cell phone during class will be required to leave class and meet with the instructor prior to attending class again.

CRIMINAL BACKGROUND CHECK / DRUG SCREENING

Students will be required by the health care facilities to have criminal background checks and drug screenings done in order to enter the health care facilities for clinical. Students are responsible for any related cost. Based on the results the facility has the right to deny students admission to the site for clinical. **This may jeopardize your academic success because you may not be able to complete the required clinical experience of the program.**

INSURANCE

**Liability Insurance**
Each student is required to have liability insurance which **must be purchased through the college business office.** The liability insurance must be purchased each semester. The student must show the instructor the required documentation for proof of purchase. If proof of insurance coverage is not presented, the student will not be permitted to participate in the clinical experience and will earn an unsatisfactory for each clinical session missed.

**Health**
Although health insurance is not required, it is strongly recommended that students have health insurance. Students are responsible for the cost of their own health insurance. In the event of injury during clinical education the student is responsible for any cost related to the injury. The clinical facilities DO NOT take responsibility for injury.

NOTE: **CPR certification and immunization records must be kept current throughout the program.**

**Library Information:**
[https://hazard.kctcs.edu/current-students/student-resources/library/index.aspx](https://hazard.kctcs.edu/current-students/student-resources/library/index.aspx)
Approved Course Outline:

I. Orientation
   A. General
   B. Orientation objectives

II. Clinical Indications
   A. Hepatic sonography
   B. Biliary sonography
   C. Pancreatic sonography
   D. Splenic sonography
   E. Renal sonography
   F. Aortic sonography
   G. Abdominal sonography for abscess and ascites
   H. Retroperitoneal sonography
   I. Urologic sonography
   J. Gynecologic sonography
   K. Obstetric sonography
   L. Thyroid sonography
   M. Scrotal sonography
   N. Anterior abdominal wall sonography

III. Basic competencies
   A. Abdominal sonography
   B. OB/GYN sonography

IV. Advanced competencies
   A. Exams on difficult patients
   B. Rare exams

Experiments/Activities:
1. Identify on coronal, transverse, and longitudinal sonograms the major anatomic divisions, landmarks and vascular structures of the abdomen, superficial structures, non-cardiac chest, embryo/fetus, and the gravid and non-gravid pelvis.
2. Perform real-time examinations on the abdomen, superficial structures, non-cardiac chest, embryo/fetus, and the gravid and non-gravid pelvic structures utilizing various transducers and Doppler.
3. Evaluate images for various artifacts.
4. Evaluate for abnormal sonographic appearance and Doppler patterns of disease pertinent to the abdomen, superficial structures, non-cardiac chest, embryo/fetus, and the gravid and non-gravid pelvis.
5. Establish a working rapport with clinical sonographers, patients and physicians.

Additional Syllabus Information:
Review the HCTC Website: (from HCTC Website Click Academics > Syllabus Information)

Academic Calendar: https://hazard.kctcs.edu/education-training/academic-calendar/index.aspx
HCTC Syllabus Website: https://hazard.kctcs.edu/current-students/academic-resources/syllabus_information.aspx
Student Code of Conduct: https://kctcs.edu/current_students/code_of_student_conduct.aspx
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SUMMER 2019

I, ______________________________ have read and understand the DMS 230 Syllabus.

_______________________________________
Student Signature

_______________________________________
Date