

Postgraduate Medical Sonography Programs Logbook

name



LOGBOOK

FOR

CLINICAL SUPERVISED ULTRASOUND TRAINING

Student ID:			ШL				
Family Name:	9						
Given Name/s:							
Logbook Dates:	: Start	_/	_/	_ End	_/	_/	

POSTGRADUATE MEDICAL SONOGRAPHY PROGRAMS

UNISA ALLIED HEALTH & HUMAN PERFORMANCE

City East Campus | GPO Box 2471 | Adelaide SA 5000

UNIVERSITY OF SOUTH AUSTRALIA

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Page

LOGBOOK REQUIREMENTS

As per Australian Sonographers Accreditation Registry (ASAR) mandated requirements, students are expected to document a minimum of 2200 hours of supervised clinical experience during their training. This will allow students to gain accreditation as an Accredited Medical Sonographer (AMS) in the General Sonographer category. For ASAR eligibility these scanning hours need to be undertaken in an Australian or New Zealand clinical setting.

Students are expected to begin logging their clinical experience as soon as they secure a training position and commence scanning.

Documents included in this logbook are as follows:

- 1. Covering letter supervisor declaration page (for proof of scanning prior to Program entry)
- 2. List of supervisors involved in training (Mandatory submission)
- 3. Detailed weekly log (Mandatory submission)
- 4. Summary of cases completed by student every 20 weeks (Mandatory submission)
- 5. Ongoing supervisor comments at the end of every 20 weeks (Optional but preferred)
- 6. End of semester Clinical Progress report (Mandatory submission)
- 7. Clinical Formative Assessment Training Milestones (Mandatory submission)

It is the responsibility of students to ensure that all the above documents are submitted in a timely manner as per deadlines stipulated by their Course Coordinator in the online resources.

Supervisors are advised to contact the academic staff in the Medical Sonography Program in case of unsatisfactory progress of their students or in relation to any other queries they may have in regards to the supervision of their students.

Important Information:

- This is an important document. Passing the logbook is essential to be eligible to graduate.
- Students are required to document a minimum of 2200 hours to be eligible to sit for their OSCEs (Objective Structured Clinical Examination).
- Following completion, the logbook will be checked carefully by the academic staff in the Medical Sonography Program at University of South Australia.
- Students with incomplete or inadequate logbook documentation will not be allowed to pass the Clinical Sonography Portfolio course and hence be unable to complete the Program.
- If this document is lost, students will be asked to redo the logbook again.
- To ensure backup of the logbook, students will be required to upload a copy of these logbook pages to their e-portfolio as they progress through their clinical scanning.

Supervisors cover letter if need proof of scanning outside of log book submissions prior to entry this Program	/ IIIIO
I,(full name of supervisor)	
of	
(work address and contact number)	
declare that (full name of student)	
was employed at(full name of employer)	
during the period between/ and/	
during this period the Student scanned on averagehours	oer da
The Student has logged a total of hours scanning.	
During this period, the Student obtained experience in these types of examinations abdomen, testes, shoulders, DVT, paediatric kidneys), please list.	(ie
Signature of Supervisor	

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(full name of supervisor)
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(work address and contact number)
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during this period the Student scanned on averagehours per day
The Student has logged a total of hours scanning.
During this period, the Student obtained experience in these types of examinations (ie abdomen, testes, shoulders, DVT, paediatric kidneys), please list.
Signature of Supervisor date/
Supervisor ASAR AMS number
or equivalent, provide details of accreditation
or equivalent, provide details or accreditation
Signature of Student. date/

this Program
l,
(full name of supervisor)
of
(work address and contact number)
declare that
was employed at
(full name of employer)
during the period between/ and/
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During this period, the Student obtained experience in these types of examinations (ie abdomen, testes, shoulders, DVT, paediatric kidneys), please list.
Signature of Supervisor date/
Supervisor ASAR AMS number
or equivalent, provide details of accreditation
Signature of Student date / /

Supervisors cover letter if need proof this Program	f of scanning outside of log book submissions prior to entry into
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Signature of Supervisor	date/
Supervisor ASAR AMS number	·
or equivalent, provide details of a	ccreditation

SECTION A

AUTHORISATION OF SIGNATURES (Mandatory)

To be completed by the Clinical Supervisors

This page documents the details of all clinical trainers involved in supervision of the student over the ASAR stipulated requirement of a minimum of 2200 hours.

This information is requested to meet ASAR accreditation requirements.

Duration Dates to be specified here	Supervisor Sonographer's/ Doctor's Name and Qualifications	Contact Work Phone	Contact Work Email and Address	Supervisor Signature

AUTHORISATION OF SIGNATURES (Mandatory)

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Duration Dates to be specified here	Supervisor Sonographer's/ Doctor's Name and Qualifications	Contact Work Phone	Contact	Supervisor Signature

Date(dd/mm/γγ) From: Το:

		Wk		Wk		Wk		>	Wk		Wk		
Type of scan	Record number of supervised scans	O FS	MS	O FS	S MS	0	FS MS		FS	MS	0	S	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)												
	urinary tract												
	paediatrics												
Obstetrics	first trimester												
	second trimester												
	third trimester												
Gynaecological	pelvic and lower GIT												
Sup. parts	breast												
	scrotum												
	thyroid												
	neck												
	paediatric eg: cranial, hips												
MSK	shoulder												
	other												
Vascular	DVT												
	carotid												
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Interventions	drainage / injections/ biopsy etc.												
Other													
	Weekly hours												
	Accumulated hours												
	Supervisor's signature												
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*O = Observed (student scanned <50% of the examination - these hours NOT to be recorded), FS = Full Supervision, MS = Minimal Supervision

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Type of scan	Record number of supervised scans	W.K	MS	, O	ပ္ပ	MS_	0 FS	MS	O %	FS MS		W.K	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)												
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Abdominal	upper abdomen (incl: organs and glands, major vessels,													
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Summary of Student progress at the end of every 20 weeks (Mandatory) Student ID Number: Student Family name: Student Given name/s: Total number of weeks completed so far _____ Summary Total cases* Type of scan 0 FS MS upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT) Abdominal urinary tract paediatrics Obstetrics first trimester second trimester third trimester Gynaecological pelvic and lower GIT Sup. parts breast scrotum thvroid neck paediatric eg: cranial, hips MSK shoulder other Vascular DVT carotid other Interventions drainage / injections/ biopsy etc. Other Total hours covered during the last 20 weeks Total log book hours *O = observed (<50% scanned by student), FS = full supervision, MS = minimal supervision I confirm the Student has completed the type and number of scans under supervision Yes/No

Supervisor Signature:_____
Supervisor Name: _____

If you have any concerns regarding the student, please contact the Course Coordinator

20 Week Training review by Student and Supervisor (Optional)

_								
Supervisor	Name:							
Training Da	ates for rev	view period:	Start	/	/_	End	/	/
Student ref	flective cor	mments						
Supervisor	comment	s on student	progress	s, includ	ing are	as for fut	ure dev	elopment.
Supervisor	comment	s on student	progress	s, includ	ing are	as for fut	ure dev	elopment.
Supervisor	comment	s on student	progress	s, includ	ing are	as for fut	ure dev	elopment.
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Other												
	Weekly hours											
	Accumulated hours											
	Supervisor's signature											
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Supervisor Signature: ______
Supervisor Name: _____

If you have any concerns regarding the student, please contact the Course Coordinator

20 Week Training review by Student and Supervisor (Optional)

Student Family name:	
Student Given name/s:	
Supervisor Name:	
Training Dates for review period: Start//_End//	
Student reflective comments	
Supervisor comments on student progress, including areas for future developm	ent.
I believe/do not believe this student is progressing satisfactorily with his/her tra	aining.
(Please cross out as appropriate)	J
Supervisor Signature:	
Supervisor Name:	
Date:/	

Section A Page 6

Date (dd/mm/yy) From: To:

		Wk		Wk		Wk		×	Wk		Wk		
Type of scan	Record number of supervised scans	O FS	MS	0	FS MS		S MS		S	MS	0	S	MS
	upper abdomen (incl: organs and												
Abdominal	glands, major vessels, retroperitoneum, and upper GIT)												
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Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)												
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Supervisor Signature:______
Supervisor Name:_____

If you have any concerns regarding the student, please contact the Course Coordinator

Section A Page 5

20 Week Training review by Student and Supervisor (Optional)

Stuc	dent Given name/s:	
Sup	pervisor Name:	
Trai	ining Dates for review period: Start/	<i></i>
Stud	dent reflective comments	
Sup	pervisor comments on student progress, including areas for future developments	opment.
	elieve/do not believe this student is progressing satisfactorily with his/he wase cross out as appropriate)	er training.
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Sup	pervisor Signature:	
Sup	pervisor Name:	
Date	re:/	
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Student Family name:

Date (dd/mm/yy) From: To:

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Type of scan	Record number of supervised scans	O FS	MS	0	FS MS		S MS		S	MS	0	S	MS
	upper abdomen (incl: organs and												
Abdominal	glands, major vessels, retroperitoneum, and upper GIT)												
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Type of scan	Record number of supervised scans	W.K	MS	, O	ပ္ပ	MS_	0 FS	MS	O %	FS MS		W.K	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)												
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Interventions	drainage / injections/ biopsy etc.												
Other													
	Weekly hours												
	Accumulated hours												
	Supervisor's signature												
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Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)												
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	Weekly hours											
	Accumulated hours											
	Supervisor's signature											
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*O = Observed (student scanned <50% of the examination - these hours NOT to be recorded), FS = Full Supervision, MS = Minimal Supervision

Summary of Student progress at the end of every 20 weeks (Mandatory) Student ID Number: Student Family name: Student Given name/s: Total number of weeks completed so far _____ Summary Total cases* Type of scan 0 FS MS upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT) Abdominal urinary tract paediatrics Obstetrics first trimester second trimester third trimester Gynaecological pelvic and lower GIT Sup. parts breast scrotum thvroid neck paediatric eg: cranial, hips MSK shoulder other Vascular DVT carotid other Interventions drainage / injections/ biopsy etc. Other Total hours covered during the last 20 weeks Total log book hours *O = observed (<50% scanned by student), FS = full supervision, MS = minimal supervision I confirm the Student has completed the type and number of scans under supervision Yes/No

Supervisor Signature: ______
Supervisor Name: _____

If you have any concerns regarding the student, please contact the Course Coordinator

20 Week Training review by Student and Supervisor (Optional)

Student Family name:	
Student Given name/s:	
Supervisor Name:	
Training Dates for review period: Start/End/	_
Student reflective comments	
Supervisor comments on student progress, including areas for future developm	ent.
I believe/do not believe this student is progressing satisfactorily with his/her tra	aining.
(Please cross out as appropriate)	
Supervisor Signature:	
Supervisor Name:	
Date:/	

Section A Page 6

Type of scan	Record number of supervised scans	Wk	MS	Wk	MS	Wk	MS	Wk	WS	O W	ES:	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)											
	urinary tract											
	paediatrics											
Obstetrics	first trimester											
	second trimester											
	third trimester											
Gynaecological	pelvic and lower GIT											
Sup. parts	breast											
	scrotum											
	thyroid											
	neck											
	paediatric eg: cranial, hips											
MSK	shoulder											
	other											
Vascular	DVT											
	carotid											
	other											
Interventions	drainage / injections/ biopsy etc.											
Other												
	Weekly hours											
	Accumulated hours											
	Supervisor's signature											
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*O = Observed (student scanned <50% of the examination – these hours NOT to be recorded), FS = Full Supervision, MS = Minimal Supervision

		Wk		Wk		F	Wk		Wk			Wk		
Type of scan	Record number of supervised scans	O FS	MS		က	MS	O FS	s MS		S	MS	0	S	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels,													
	retroperioneum, and upper GII)													
	urinary tract													
	paediatrics													
Obstetrics	first trimester													
	second trimester													
	third trimester													
Gynaecological	pelvic and lower GIT													
Sup. parts	breast													
	scrotum													
	thyroid													
	neck													
	paediatric eg: cranial, hips													
MSK	shoulder													
	other													
Vascular	DVT													
	carotid													
	other													
Interventions	drainage / injections/ biopsy etc.													
Other														
	Weekly hours													
	Accumulated hours													
	Supervisor's signature													
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*O = Observed (student scanned <50% of the examination - these hours NOT to be recorded), FS = Full Supervision, MS = Minimal Supervision

Date (dd/mm/yy) From:......To:.....

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Type of scan	Record number of supervised scans	O FS	MS	0	ပ္ပ) SM	O FS	MS	0	S	MS	0	တ	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)													
	urinary tract													
	paediatrics													
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Other														
	Weekly hours													
	Accumulated hours													
	Supervisor's signature													
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Type of scan	Record number of supervised scans	O FS	: MS	0	FS	MS O	FS	MS	0	FS MS	0	FS MS
Abdominal	upper abdomen (incl: organs and glands, major vessels,											
	retroperitoneum, and upper GIT)											
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Summary of Student progress at the end of every 20 weeks (Mandatory) Student ID Number: Student Family name: Student Given name/s: Total number of weeks completed so far ______ Summary Total cases* Type of scan 0 FS MS upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT) Abdominal urinary tract paediatrics **Obstetrics** first trimester second trimester third trimester Gynaecological pelvic and lower GIT Sup. parts breast scrotum thyroid neck paediatric eg: cranial, hips MSK shoulder other Vascular DVT carotid other Interventions drainage / injections/ biopsy etc. Other Total hours covered during the last 20 weeks Total log book hours *O = observed (<50% scanned by student), FS = full supervision, MS = minimal supervision I confirm the Student has completed the type and number of scans under supervision Yes/No

Supervisor Signature:______
Supervisor Name:_____

If you have any concerns regarding the student, please contact the Course Coordinator

Student Family name:	
Student Given name/s:	
Supervisor Name:	
Training Dates for review period: Start/End/	
Student reflective comments	
Supervisor comments on student progress, including areas for future devel	opment.
I believe/do not believe this student is progressing satisfactorily with his/he	er training.
(Please cross out as appropriate)	
Supervisor Signature:	
Supervisor Name:	
Date:/	

Type of scan	Record number of supervised scans	Wk	MS	Wk	MS	Wk	MS	Wk	WS	O W	ES:	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)											
	urinary tract											
	paediatrics											
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		Wk		Wk		F	Wk		Wk			Wk		
Type of scan	Record number of supervised scans	O FS	MS		က	MS	O FS	s MS		S	MS	0	S	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels,													
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Date (dd/mm/yy) From:......To:.....

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Type of scan	Record number of supervised scans	O FS	MS	0	ပ္ပ) SM	O FS	MS	0	S	MS	0	တ	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)													
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Type of scan	Record number of supervised scans	O FS	: MS	0	FS	MS O	FS	MS	0	FS MS	0	FS MS
Abdominal	upper abdomen (incl: organs and glands, major vessels,											
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Supervisor Signature:______
Supervisor Name: _____

If you have any concerns regarding the student, please contact the Course Coordinator

Student Family name:	
Student Given name/s:	
Supervisor Name:	
Training Dates for review period: Start/End/	_/
Student reflective comments	
Supervisor comments on student progress, including areas for future developments	opment.
I believe/do not believe this student is progressing satisfactorily with his/ho (Please cross out as appropriate)	er training.
Supervisor Signature:	
Supervisor Name:	
Date:/	

Type of scan	Record number of supervised scans	Wk	MS	Wk	MS	Wk	MS	Wk	WS	O W	ES:	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)											
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		Wk		Wk		F	Wk		Wk			Wk		
Type of scan	Record number of supervised scans	O FS	MS		က	MS	O FS	S MS		S	MS	0	S	MS
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Date (dd/mm/yy) From:......To:.....

		Wk		Wk		>	Wk		Wk			WK		
Type of scan	Record number of supervised scans	O FS	MS	0	ပ္ပ) SM	O FS	MS	0	S	MS	0	တ	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)													
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Type of scan	Record number of supervised scans	O FS	: MS	0	FS	MS O	FS	MS	0	FS MS	0	FS MS
Abdominal	upper abdomen (incl: organs and glands, major vessels,											
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Summary of Student progress at the end of every 20 weeks (Mandatory) Student ID Number: Student Family name: Student Given name/s: Total number of weeks completed so far ______ Summary Total cases* Type of scan 0 FS MS upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT) Abdominal urinary tract paediatrics **Obstetrics** first trimester second trimester third trimester Gynaecological pelvic and lower GIT Sup. parts breast scrotum thyroid neck paediatric eg: cranial, hips MSK shoulder other Vascular DVT carotid other Interventions drainage / injections/ biopsy etc. Other Total hours covered during the last 20 weeks Total log book hours *O = observed (<50% scanned by student), FS = full supervision, MS = minimal supervision I confirm the Student has completed the type and number of scans under supervision Yes/No

Supervisor Signature:______
Supervisor Name: _____

If you have any concerns regarding the student, please contact the Course Coordinator

Student Family name:

Jup	ervisor Name:
Tra	ining Dates for review period: Start/End/
Stu	dent reflective comments
Sup	pervisor comments on student progress, including areas for future development.
	dieve/do not believe this student is progressing satisfactorily with his/her training. ase cross out as appropriate)
(PIE	ase cross out as appropriate)
	pervisor Signature:
Sup	
	pervisor Name:

Type of scan	Record number of supervised scans	Wk	MS	Wk	MS	Wk	MS	Wk	WS	O W	ES:	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)											
	urinary tract											
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		Wk		Wk		F	Wk		Wk			Wk		
Type of scan	Record number of supervised scans	O FS	MS		က	MS	O FS	s MS		S	MS	0	S	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels,													
	retroperioneum, and upper GII)													
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Date (dd/mm/yy) From:......To:.....

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Type of scan	Record number of supervised scans	O FS	MS	0	ပ္ပ) SM	O FS	MS	0	S	MS	0	တ	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)													
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Type of scan	Record number of supervised scans	O FS	: MS	0	FS	MS O	FS	MS	0	FS MS	0	FS MS
Abdominal	upper abdomen (incl: organs and glands, major vessels,											
	retroperitoneum, and upper GIT)											
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Summary of Student progress at the end of every 20 weeks (Mandatory) Student ID Number: Student Family name: Student Given name/s: Total number of weeks completed so far ______ Summary Total cases* Type of scan 0 FS MS upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT) Abdominal urinary tract paediatrics **Obstetrics** first trimester second trimester third trimester Gynaecological pelvic and lower GIT Sup. parts breast scrotum thyroid neck paediatric eg: cranial, hips MSK shoulder other Vascular DVT carotid other Interventions drainage / injections/ biopsy etc. Other Total hours covered during the last 20 weeks Total log book hours *O = observed (<50% scanned by student), FS = full supervision, MS = minimal supervision I confirm the Student has completed the type and number of scans under supervision Yes/No

Supervisor Signature:______
Supervisor Name:_____

If you have any concerns regarding the student, please contact the Course Coordinator

Student Family name:

	Student Given name/s:
	Supervisor Name:
	Training Dates for review period: Start//End//
	Student reflective comments
	Supervisor comments on student progress, including areas for future development.
	I believe/do not believe this student is progressing satisfactorily with his/her training.
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	Supervisor Signature:
	Supervisor Name:
	Date:/
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		Wk		Wk		Wk		×	Wk		Wk		
Type of scan	Record number of supervised scans	O FS	MS	0	FS MS		S MS		S	MS	0	S	MS
	upper abdomen (incl: organs and												
Abdominal	glands, major vessels, retroperitoneum, and upper GIT)												
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		Wk		Wk	:		Wk		Wk.	Wk	>	Wk	
Type of scan	Record number of supervised scans	O FS	MS		ပ္ပ	MS	O FS	MS	0	FS M	MS O) FS	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)												
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Date(dd/mm/yy)From:.....To:.....

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Type of scan	Record number of supervised scans	O FS	MS	0	လ	WS W	O FS	MS	0	S	WS	0	⊠ ES:	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels,													
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		Wk		Wk	:		Wk		Wk.	Wk	>	Wk	
Type of scan	Record number of supervised scans	O FS	MS		ပ္ပ	MS	O FS	MS	0	FS M	MS O) FS	MS
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Vascular	DVT												
	carotid												
	other												
Interventions	drainage / injections/ biopsy etc.												
Other													
	Weekly hours												
	Accumulated hours												
	Supervisor's signature												

*O = Observed (student scanned <50% of the examination - these hours NOT to be recorded), FS = Full Supervision, MS = Minimal Supervision

Summary of Student progress at the end of every 20 weeks (Mandatory) Student ID Number: Student Family name: Student Given name/s: Total number of weeks completed so far _____ Summary Total cases* Type of scan 0 FS MS upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT) Abdominal urinary tract paediatrics Obstetrics first trimester second trimester third trimester Gynaecological pelvic and lower GIT Sup. parts breast scrotum thvroid neck paediatric eg: cranial, hips MSK shoulder other Vascular DVT carotid other Interventions drainage / injections/ biopsy etc. Other Total hours covered during the last 20 weeks Total log book hours *O = observed (<50% scanned by student), FS = full supervision, MS = minimal supervision I confirm the Student has completed the type and number of scans under supervision Yes/No

Supervisor Signature: ______
Supervisor Name: _____

If you have any concerns regarding the student, please contact the Course Coordinator

Student Family name:	
Student Given name/s:	
Supervisor Name:	
Training Dates for review period: Start//End/	_/
Student reflective comments	
Supervisor comments on student progress, including areas for future devel	opment.
I believe/do not believe this student is progressing satisfactorily with his/he	er training.
(Please cross out as appropriate)	
Supervisor Signature:	
Supervisor Name:	
Date:/	

Date (dd/mm/yy) From:

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Type of scan	Record number of supervised scans	0 FS	MS	0	FS MS		ES.	MS	0	FS MS		 B	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels, retropertioneum, and upper GIT)												
	urinary tract												
	paediatrics												
Obstetrics	first trimester												
	second trimester												
	third trimester												
Gynaecological	pelvic and lower GIT												
Sup. parts	breast												
	scrotum												
	thyroid												
	neck												
	paediatric eg: cranial, hips												
MSK	shoulder												
	other												
Vascular	DVT												
	carotid												
	other												
Interventions	drainage / injections/ biopsy etc.												
Other													
	Weekly hours												
	Accumulated hours												
	Supervisor's signature			<u></u>									

*O = Observed (student scanned <50% of the examination - these hours NOT to be recorded), FS = Full Supervision, MS = Minimal Supervision

		Wk		Wk	:		Wk		Wk.	Wk	>	Wk	
Type of scan	Record number of supervised scans	O FS	MS		ပ္ပ	MS	O FS	MS	0	FS M	MS O	FS (MS
Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)												
	urinary tract												
	paediatrics												
Obstetrics	first trimester												
	second trimester												
	third trimester												
Gynaecological	pelvic and lower GIT												
Sup. parts	breast												
	scrotum												
	thyroid												
	neck												
	paediatric eg: cranial, hips												
MSK	shoulder												
	other												
Vascular	DVT												
	carotid												
	other												
Interventions	drainage / injections/ biopsy etc.												
Other													
	Weekly hours												
	Accumulated hours												
	Supervisor's signature												
						_					_		

*O = Observed (student scanned <50% of the examination - these hours NOT to be recorded), FS = Full Supervision, MS = Minimal Supervision

Date(dd/mm/yy)From:.....To:.....

		Wk		Wk		>	Wk		Wk		>	Wk	
Type of scan	Record number of supervised scans	O FS	MS	0	လ	WS .	O FS	MS	0	FS MS		S	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)												
	urinary tract					\vdash							
	paediatrics												
Obstetrics	first trimester												
	second trimester												
	third trimester												
Gynaecological	pelvic and lower GIT												
Sup. parts	breast												
	scrotum												
	thyroid												
	neck												
	paediatric eg: cranial, hips												
MSK	shoulder												
	other												
Vascular	DVT												
	carotid												
	other												
Interventions	drainage / injections/ biopsy etc.												
Other													
	Weekly hours												
	Accumulated hours												
	Supervisor's signature												
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*O = Observed (student scanned <50% of the examination - these hours NOT to be recorded), FS = Full Supervision, MS = Minimal Supervision

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Type of scan	Record number of supervised scans	O FS	: MS	0	FS	MS O	FS	MS	0	FS MS	0	FS N	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels,												
	retroperitoneum, and upper GIT)												
	urinary tract												
	paediatrics												
Obstetrics	first trimester												
	second trimester												
	third trimester												
Gynaecological	pelvic and lower GIT												
Sup. parts	breast												
	scrotum												
	thyroid												
	neck												
	paediatric eg: cranial, hips												
MSK	shoulder												
	other												
Vascular	DVT												
	carotid												
	other												
Interventions	drainage / injections/ biopsy etc.												
Other													
	Weekly hours												
	Accumulated hours												
	Supervisor's signature												
						_							1

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Supervisor Signature:

Supervisor Name:

If you have any concerns regarding the student, please contact the Course Coordinator

Student Family name:	
Student Given name/s:	
Supervisor Name:	
Training Dates for review period: Start/	_
Student reflective comments	
Supervisor comments on student progress, including areas for future developmen	t.
I believe/do not believe this student is progressing satisfactorily with his/her train	ing.
(Please cross out as appropriate)	
Supervisor Signature:	
Supervisor Name:	
Date:/	

SECTION B

End of Study Period Clinical Progress Report (Mandatory – for courses where scanning is a co-requisite)

This report must be submitted at the end of each study period when the student is enrolled in courses with the scanning co-requisite, as per assessment information outlined in the appropriate course outline and learnonline site.

Students will not be able to pass the course until they demonstrate evidence that they meet the co-requisite of completing a minimum of 200 hours of supervised scanning during the study period. This clinical report is the required evidence that demonstrates that this co-requisite has been met satisfactorily; contributing towards the overall requirement of a minimum of 2200 supervised scanning hours at the completion of a student's program.

Students therefore cannot pass the course until this clinical progress report has been received

In this report, the Clinical Supervisor will be asked to provide feedback based on the student's performance in his/her clinical training during the study period.

The progress report will not be restricted to course content, but will provide an overview of the student's holistic scanning progress. The supervisor feedback will not contribute to the student's grade, but will help the University Course Coordinators identify if there are any problems early on, and work with the supervisor to support the student.

This report is in alignment with Australian Sonographer Accreditation Registry (ASAR) mandated requirements where the Sonography graduate student must demonstrate the following foundation units of competence.

	Unit 1	Deliver safe, patient centred services		
		Practice within professional and ethical		
	Unit 2	frameworks		
Foundation Units		Locate, analyse and synthesise information to		
	Unit 3	support evidence based practice		
of Competence		Contribute to workplace health and safety and		
	Unit 4	quality assurance		
	Unit 5	Communicate effectively		
	Unit 6	Abdominal		
	Unit 7	Breast		
Critical Practice – Units 6 – 13	Unit 9	Musculoskeletal		
Plan and Conduct	Unit 10	Obstetrics and Gynaecology		
Examinations	Unit 12	Superficial Parts		
	Unit 13	Vascular (General)		

It is an expectation of both the Clinical sites and the University that students follow safe practices whilst completing their clinical experience. Students who breach safety and/or professional conduct regulations will be notified to the University and appropriate measures implemented as per University Academic Assessments and Policies. In view of ASAR, University, and Clinical workplace requirements, we expect students to be progressing satisfactorily in the units above.

Section B Page 1

In order to ensure this and comply with ASAR requirements, students are expected to complete the Clinical Progress report as outlined below, at the end of every study period.

SUPERVISOR RESPONSIBILITIES

To complete the report the clinical supervisor should:

- 1 Confirm that the student log of clinical hours is correct.
- 2 Circle satisfactory or unsatisfactory for the sections of safe practice, duty of care as well as professional and ethical conduct, making comments where appropriate.
- 3 Tick the most appropriate category which describes the student's work and comment as appropriate.
- 4 Tick the box to let us know if you would like the University to contact you to discuss unsatisfactory progress.
- 5 Include your name, signature and date along with any additional comments in the section provided.
- 6 Discuss the contents of this report with the student.

STUDENT'S RESPONSIBILITIES

- 1 It is the responsibility of the student to ensure that the Clinical Progress Report is submitted to the Course Coordinator by the due date as indicated in the course outline.
- 2 The student is encouraged to comment in the space provided at the end of the report.

The student must sign the Clinical Progress Report and discuss feedback with their supervisor.

The student must identify areas for improvement and demonstrate an action plan for progress.

MARKING PROCESS

The Clinical Progress Report for this course does not require the supervisor to enter a mark for each category. Simply tick the field that most appropriately describes the student's work. Supervisors are then asked to write comments in the appropriate area to support the student and identify areas that they think could be improved or enhanced.

CLINICAL PROGRESS REPORT

SECTION A - TO BE COMPLETED BY STUDENT AND SIGNED BY SUPERVISOR AFTER VERIFICATION

Study Period and Year	
Study Period dates (dd/mm/yy): From/To/	
Student ID Number:	
Student Family name:	
Student Given name/s:	

Please complete the following table with ticks in the appropriate boxes

Courses		Currently enrolled	Successfully completed
Ultrasound Physics and Instrumentation	RADY 5030		
Musculoskeletal Sonography	RADY 5029		
Professional Issues for Sonographers	RADY 5024		
Abdominal Sonography	RADY 5013		
Obstetric and Gynaecologic Sonography	RADY 5014		
Superficial Parts Sonography	RADY 5015		
Vascular Sonography	RADY 5016		
Clinical Sonography Portfolio	RADY 5026		

Summary

			Total cas	es*	
Type of scan		0	FS	MS	
	upper abdomen (incl: organs and				
	glands, major vessels,				
Abdominal	retroperitoneum, and upper GIT)				
	urinary tract				
	paediatrics				
Obstetrics	first trimester				
	second trimester				
	third trimester				
Gynaecological	pelvic and lower GIT				
Sup. parts	breast				
	scrotum				
	thyroid				
	neck				
	paediatric eg: cranial, hips				
MSK	shoulder				
	other				
Vascular	DVT				
	carotid				
	other				
Interventions	drainage / injections/ biopsy etc.				
Other					
Total hours cove	ered during the study period				
Total log book he			·		
*O = phonyod / #509/ popphed by student) FS = full supervision MS = minimal supervision					

^{*}O = observed (<50% scanned by student), FS = full supervision, MS = minimal supervision

I confirm the Student has completed the type and number of scans under supervision	Yes/No
Supervisor Signature:	
Supervisor Name:	
Clinical Site Name and Location	

SECTION B - TO BE COMPLETED BY SUPERVISOR

Professional and ethical conduct, safe practice and duty of care as well as competent use of patient and image management system are essential components of clinical practice.

Please circle either satisfactory or unsatisfactory for these elements.

Safe Practice and Duty of Care

The student has demonstrated safe practice and suitable duty of care to the patient, fellow staff and themselves in the clinical setting

(Including appropriate personal and patient safety, safe application of ultrasound equipment, safe application of manual handling and effective infection control practices)

Satisfactory / Unsatisfactory

Professional and Ethical Conduct

The student must behave in a professional and ethical manner according to ASA Codes of Conduct and Code of Ethics.

(Including punctuality, correct attire and maintains strict patient confidentiality at all times.)

Satisfactory / Unsatisfactory

Image management and Patient management

The student is able to use the information technology and information management system, including image management system, to support patient management.

Satisfactory / Unsatisfactory

I would like the University to contact me to discuss this report further. Yes /No

SUPERVISOR COMMENTS

I believe/do not believe this student is progressing satisfactorily with his/her training.

(Please cross out as appropriate)



STUDENT COMMENTS

ACTION PLAN (To be completed by student in consultation with Supervisor)

I confirm that: the above is an accurate record of the issues discussed and the advice I have received during my clinical training review. I understand the advice I have received • A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be retained for workplace and student records for the purpose of ASAR requirements. Student Signature: Date: **Clinical Supervisor Declaration** I confirm that: • the above is an accurate record of the issues discussed and the advice I have provided during this training review. A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be retained for workplace and student records for the purpose of ASAR requirements. . I am required to contact the course coordinator at the University of South Australia if there are any concerns with the student's training and progress. Clinical Supervisor's name: Clinical Supervisor's position: Clinical Supervisor's signature: Date:

If you have any concerns regarding the student, please contact the primary Course Coordinator for the course the student is currently enrolled in. Details of the Course Coordinators can be found at: http://www.unisa.edu.au/

Student Declaration

CLINICAL PROGRESS REPORT

SECTION A - TO BE COMPLETED BY STUDENT AND SIGNED BY SUPERVISOR AFTER VERIFICATION

Study Period and Year	
Study Period dates (dd/mm/yy): From/	_
Student ID Number: Student Family name:	
Student Given name/s:	

Please complete the following table with ticks in the appropriate boxes

Courses		Currently enrolled	Successfully completed
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Superficial Parts Sonography	RADY 5015		
Vascular Sonography	RADY 5016		
Clinical Sonography Portfolio	RADY 5026		

Section B Page 1

Summary

		-	Total cas	es*
Type of scan		0	FS	MS
	upper abdomen (incl: organs and			
	glands, major vessels,			
Abdominal	retroperitoneum, and upper GIT)			
	urinary tract			
	paediatrics			
Obstetrics	first trimester			
	second trimester			
	third trimester			
Gynaecological	pelvic and lower GIT			
Sup. parts	breast			
	scrotum			
	thyroid			
	neck			
	paediatric eg: cranial, hips			
MSK	shoulder			
	other			
Vascular	DVT			
	carotid			
	other			
Interventions	drainage / injections/ biopsy etc.			
Other				
Total hours cove	ered during the study period			
Total log book h				
*O = observed (<50	mal cumorvi	cion		

 $^{^{\}star}\text{O}$ = observed (<50% scanned by student), FS = full supervision, MS = minimal supervision

I confirm the Student has completed the type and number of scans under supervision	Yes/No
Supervisor Signature:	
Supervisor Name:	
Clinical Site Name and Location:	

SECTION B - TO BE COMPLETED BY SUPERVISOR

Professional and ethical conduct, safe practice and duty of care as well as competent use of patient and image management system are essential components of clinical practice.

Please circle either satisfactory or unsatisfactory for these elements.

Safe Practice and Duty of Care

The student has demonstrated safe practice and suitable duty of care to the patient, fellow staff and themselves in the clinical setting

(Including appropriate personal and patient safety, safe application of ultrasound equipment, safe application of manual handling and effective infection control practices)

Satisfactory / Unsatisfactory

Professional and Ethical Conduct

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Image management and Patient management

The student is able to use the information technology and information management system, including image management system, to support patient management.

Satisfactory / Unsatisfactory

I would like the University to contact me to discuss this report further. Yes /No

SUPERVISOR COMMENTS

I believe/do not believe this student is progressing satisfactorily with his/her training.

(Please cross out as appropriate)



STUDENT COMMENTS

ACTION PLAN (To be completed by student in consultation with Supervisor)

Student	Declaration			
I confirm that: • the above is an accurate record of the issues discussed and the advice I have received during				
	my clinical training review. • I understand the advice I have received			
	 A copy of this completed form will be scanned and submitted to the as proof of progress of clinical training and a copy will be retained for records for the purpose of ASAR requirements. 	•		
Student :	Signature:	Date:		
Clinical	Supervisor Declaration			
I confirm that: the above is an accurate record of the issues discussed and the advice I have provided during this training review. A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be retained for workplace and student records for the purpose of ASAR requirements. I am required to contact the course coordinator at the University of South Australia if there are any concerns with the student's training and progress. Clinical Supervisor's name:				
Clinical Supervisor's position:				
Clinical S	upervisor's signature:	Date:		

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CLINICAL PROGRESS REPORT

SECTION A - TO BE COMPLETED BY STUDENT AND SIGNED BY SUPERVISOR AFTER VERIFICATION

Study Period and Year	
Study Period dates (dd/mm/yy): From/To	
Student ID Number:	
Student Family name:	
Student Given name/s:	

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Vascular Sonography	RADY 5016		
Clinical Sonography Portfolio	RADY 5026		

Section B Page 1

Summary

			Total cas	es*
Type of scan		0	FS	MS
	upper abdomen (incl: organs and			
	glands, major vessels,			
Abdominal	retroperitoneum, and upper GIT)			
	urinary tract			
	paediatrics			
Obstetrics	first trimester			
	second trimester			
	third trimester			
Gynaecological	pelvic and lower GIT			
Sup. parts	breast			
	scrotum			
	thyroid			
	neck			
	paediatric eg: cranial, hips			
MSK	shoulder			
	other			
Vascular	DVT			
	carotid			
	other			
Interventions	drainage / injections/ biopsy etc.			
Other				
Total hours cove	ered during the study period			
Total log book h	ours			
*O shaaniad / *EC	0% econnod by etudont) ES - full cuporvision MS	,i.	· ! · · · · · · · · · · · · · · · · · ·	-1

^{*}O = observed (<50% scanned by student), FS = full supervision, MS = minimal supervision

I confirm the Student has completed the type and number of scans under supervision	Yes/N
Supervisor Signature:	
Supervisor Name:	
Clinical Site Name and Location:	

SECTION B - TO BE COMPLETED BY SUPERVISOR

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STUDENT COMMENTS

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Student Declaration

CLINICAL PROGRESS REPORT

SECTION A - TO BE COMPLETED BY STUDENT AND SIGNED BY SUPERVISOR AFTER VERIFICATION

Study Period and Year	
Study Period dates (dd/mm/yy): From//To/	
Student ID Number:	
Student Family name:	
Student Given name/s:	

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Vascular Sonography	RADY 5016		
Clinical Sonography Portfolio	RADY 5026		

Section B Page 1

Summary

		-	Fotal cas	es*
Type of scan		0	FS	MS
	upper abdomen (incl: organs and			
	glands, major vessels,			
Abdominal	retroperitoneum, and upper GIT)			
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	second trimester			
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Gynaecological	pelvic and lower GIT			
Sup. parts	breast			
	scrotum			
	thyroid			
	neck			
	paediatric eg: cranial, hips			
MSK	shoulder			
	other			
Vascular	DVT			
	carotid			
	other			
Interventions	drainage / injections/ biopsy etc.			
Other				
Total hours cove	ered during the study period			
Total log book h			1	

 $^{^{\}star}\text{O}$ = observed (<50% scanned by student), FS = full supervision, MS = minimal supervision

I confirm the Student has completed the type and number of scans under supervision	Yes/No
Supervisor Signature:	
Supervisor Name:	
Clinical Site Name and Location	

SECTION B - TO BE COMPLETED BY SUPERVISOR

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Satisfactory / Unsatisfactory

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SUPERVISOR COMMENTS

I believe/do not believe this student is progressing satisfactorily with his/her training.

(Please cross out as appropriate)



STUDENT COMMENTS

ACTION PLAN (To be completed by student in consultation with Supervisor)

Student D	Declaration	
I confirm the	hat: the above is an accurate record of the issues discussed and the ad my clinical training review.	vice I have received during
•	I understand the advice I have received	- Hairmania
•	A copy of this completed form will be scanned and submitted to the as proof of progress of clinical training and a copy will be retained for records for the purpose of ASAR requirements.	•
Student Sig	gnature:	Date:
Clinical St	upervisor Declaration	
- /	that: the above is an accurate record of the issues discussed and the advice training review. A copy of this completed form will be scanned and submitted to the Ur proof of progress of clinical training and a copy will be retained for work the purpose of ASAR requirements. The purpose of ASAR requirements are required to contact the course coordinator at the University of Southern with the student's training and progress.	niversity of South Australia as explace and student records for
Clinical Sup	pervisor's name:	
Clinical Sup	pervisor's position:	
Clinical Sup	pervisor's signature:	Date:

If you have any concerns regarding the student, please contact the primary Course Coordinator for the course the student is currently enrolled in. Details of the Course Coordinators can be found at: http://www.unisa.edu.au/



SECTION C

Clinical Formative Assessment Training Milestones

Introduction and background:

The Graduate Diploma in Medical Sonography and Master of Medical Sonography Program each require that 2200 hours of supervised clinical sonography experience be completed. This is a requirement of the Australian Sonographer Accreditation Registry (ASAR), with whom graduates are awarded full professional accreditation.

From SP5 2015 onwards, program milestones will be in place. The purpose of this evaluation is to ensure that the trainees successfully complete the program in a timely manner. The evaluation provides the constructive feedback and reinforcement of desired skills and attitudes that motivate trainees to continued excellence. It also allows the student's clinical training to be monitored, which allows early identification of any potential issues and the application of appropriate early intervention.

All students enrolled in IGSO/IMSO are required to achieve the following milestones before they can enrol in the Clinical Sonography Portfolio Course (CSP). These milestones do not apply to Master's students who are accredited medical sonographers and have been granted credits towards the Clinical Sonography Portfolio course.

As a prerequisite to CSP, we require evidence of:

- a) Completion of 2000 hours of supervised clinical scanning experience
- b) Completion of the 5 formative tutor assessments milestones. These milestones require formative tutor assessments to be submitted after completion of 400 hours, 800 hours, 1200 hours, 1600 hours and 2000 hours.
- c) Completion of at least two out of the three Clinical Progress Reports; while enrolled in the courses RADY 5014 Obstetric and Gynaecologic Sonography, RADY 5016 Vascular Sonography and RADY 5029 Musculoskeletal Sonography. Clinical Progress Reports submitted at the completion of each of these courses aim to monitor how the students are progressing in gaining relevant experience. This will give an indication on when support and guidance is needed to ensure that training is occurring across a wide range of examination regions. Students need to meet the co-requisite of 200 hours of supervised scanning in Level 2 courses, which forms part of the overall 2200 hours.

In addition to the prerequisites mentioned above, the logbook is to be signed off as usual, with weekly signatures on the printed hard copy. Evidence of completion of logbook hours must be backed up in the student's ePortfolio.

This document provides the template for the formative tutor assessment milestones to be submitted via the ePortfolio at 400 hours, 800 hours, 1200 hours, 1600 hours and 2000 hours. The secret URL must be submitted to the Milestones Program page:

https://lo.unisa.edu.au/course/view.php?id=4428#section-0

A template collection for students' logbook submissions is available via the ePortfolio site, and must be adhered to. This collection also requires the student to upload copies of each completed logbook page.

In the following document, Section A will be completed by the trainee. Section B will be completed by the trainee's supervisor.

IT IS THE STUDENT'S RESPONSIBILITY TO ENSURE THAT THESE ASSESSMENTS ARE UNDERTAKEN AT THE APPROPRIATE TIME

Once both sections are completed, trainees must arrange to meet with their supervisor and discuss the appraisal and formulate an action plan for improvement. In particular, systematic or domain specific differences between the student's self-assessment and the tutor's assessment should be discussed. Specific examples can be provided to facilitate this discussion.

- At the beginning of the program it is expected that students would be novice in most domains, with need for improvement in some domains
- Midway through the program it is expected that students would be have a mix of novice and advanced level capabilities across all domains
- At 2000 hours of scanning, it is expected that students would have mostly demonstrated competent capabilities across all domains, with students demonstrating advanced beginner capability across one or two domains
- At the completion of the students program of study, students should be competent in all
 professional capabilities and in at least five of the six 'hands on domains'. The sixth 'hands
 on domain' can be at the advanced beginner level.

It is expected that students will demonstrate and advancement in their capabilities at each milestone report.

If there are any issues or concerns, we advise you to talk to one of the members of the Medical Sonography Program Team.

SECTION A: Performance Self-Appraisal (TO BE COMPLETED BY THE TRAINEE SONOGRAPHER)

		٦																_
Competent	☐ Able to establish professional role	requirements, adapts with minimal or no guidance from	supervisor															
Advanced beginner	☐ Identifies with role and clarifies	requirements with some degree of	guidance form															
Novice	☐ Shows some initiative and	enterprise	☐ Requires a high	from supervisor to	identify and adapt to	professional role												
Significant need for improvement	☐ Shows NO initiative and	enterprise	☐ Requires a high	from supervisor to	identify and adapt to	the role												
<u>Professional capabilities</u> Trainee sonographers are required to meet the ASA Competency Standards and ASA Code of Conduct.	A) Initiative and enterprise:Trainee establishes his/her	professional role within his/her scope of practice	Trainee is goal directed, motivated and	Trainee delivers safe patient-centred	services	Trainee respects patient diversity	Trainee practices within professional	and ethical frameworks	Trainee promotes a safe and healthy	workplace environment and conforms	to organisational protocols for	maintaining standards and quality	assurance. This also includes infection	prevention and control as well as	housekeeping issues such as room	preparation.		
Trai	∢ •		•	•		•	•		•									
						_												

400

8	B) Learning, evaluating and reflecting	□ Self-evaluations are	Evaluates own	Evaluates own	 Adequately monitors and
•	Trainee critically evaluates and reflects	brief, cursory and not	clinical performance at	clinical performance at	evaluates own clinical
	on own performance, learns from	used to improve	a basic level using	a basic level using	performance
	errors and shows commitment to	performance even	simple criteria to	simple criteria to	
	improvement in order to establish	after prompting by	understand and reflect	understand and reflect	Demonstrates a desire and
	lifelong learning skills and career	supervisor	on the role.	on the role	commitment to ongoing
	management				improvement
		Justifies personal	Demonstrates	□ Demonstrates	
Û	Self-Management	decisions and choices	awareness of the need	awareness of the need	Accurately identifies
•	Trainee uses reflective practice to	without evaluating	for ongoing	for ongoing	strengths and weaknesses
	organise self and manage realistic	them	improvement and	improvement and	
	goals		makes some effort to	makes some effort to	 Develops specific plans to
•	Trainee is calm under pressure	Trainee is unable to	learn from experience	learn from experience	eliminate weaknesses.
		see the need for	and improve	and improve	
		improvement	performance	performance	Sets goals for
					improvement with minimal or
			☐ Able to set some	Able to set goals	no guidance from the
			goals for improvement	for improvement with	supervisor.
			with a high level of	a moderate level of	-
			guidance from the	guidance from the	
			supervisor	supervisor	

400

0	D) Problem solving skills	☐ Has difficulty	□ Makes some	□ Plans sequencing	☐ Takes responsibility for
•	Trainee demonstrates problem solving	focusing and appears	decisions and makes	and timing of tasks	workload and prioritises tasks
	skills including planning and	not to know what	an effort to prioritise	and recognises	
	organisation and decision making in a	information is most	data and tasks and	priorities and usually	☐ Generally focuses on the
	range of clinical contexts.	important for	focus on the most	focuses on relevant	most important data,
		diagnosis	important, but also	data	redefines problems, clarifies
			attends to less		key issues and seeks further
		Even in simple	relevant or less useful	☐ Able to make some	relevant information to
		familiar situations,	data	adjustments as	generate possible solutions
		trainee has difficulty		indicated by the	
		interpreting or making	Requires a high	patient's response or	□ Works independently in a
		sense of the data	level of assistance in	the clinical situation	wide range of areas
			interpretation of data		
		Requires significant		Seeks feedback or	□ Needs minimal guidance
		assistance in	☐ Involved but	advice to make	from the supervisor
		interpretation of data	unable to make	decisions	
			adjustments as		
		Unable to make	indicated by the		
		adjustments as	patient's response or	☐ Moderate degree	
		indicated by the	the clinical situation.	of guidance required	
		patient's response or		from the supervisor	
		the clinical situation	Needs high degree		
			of guidance from the		
			supervisor.		

400

E) Communication	unication skills	□ Difficulty	☐ Is tentative	☐ Generally	Assumes responsibility
•	Trainee communicates	communicating with		communicates well	
	effectively with patients	staff and patients	☐ Shows some		☐ Has a calm and confident
•	Trainee communicates		communication ability	Explains carefully	manner
	effectively with other	Except in simple	(e.g. giving directions)	to the patients	
	professionals	situations, trainee is			Assesses patients
		stressed/disorganised	□ Communication	☐ Gives clear	confidently, checks for their
		and unable to	with patients, families	directions to the team	understanding and displays
		communicate well	and team members is		caring whilst reassuring them
			successful in routine	Is able to control or	and their families
		Patients and	and simple situations	stay calm in most	
		families are made		situations	□ Communicates well with
		confused and anxious	Becomes stressed		other professionals
		and are not reassured.	and disorganised	☐ May show stress in	
			easily	particularly difficult or	
				complex situations	
			Displays caring but		
			not fully competent	Could be more	
				effective in	
			□ Requires	establishing rapport	
			considerable guidance		
			to communicate	 Displays caring and 	
			specified knowledge	mostly communicates	
			and understanding	well with patient and	
				other professionals	

	Professional capabilities	Significant need for	Novice	Advanced beginner	Competent
	Trainee sonographers are required to meet	improvement		•	•
	the ASA Competency Standards and ASA Code				
	of Conduct.				
-	F) Technology and resource	☐ Unable to use	☐ Makes limited	☐ Actively seeks	☐ Assertively seeks
	Trainee performs scans using	technology and	efforts to seek	information but	information to plan the scan
	appropriate skills, resources and	resources	information	occasionally does not	
	technology			pursue important	□ Carefully collects useful
	This would include:	☐ Unable to select	Uses technology	leads	data from observing and
	 appropriate history taking 	appropriate resources	and resources with		interacting with the patient
	 demonstrating appropriate 	to perform basic tasks	high degree of	☐ Uses technology	and family
	use of ultrasound equipment	and scans	guidance from the	and resources with	
	 planning and conducting 		supervisor to perform	some degree of	Uses technology and
	ultrasound exams	Fails to identify	basic scans	guidance from the	resources independently to
	 use of PACS 	important information		supervisor to perform	perform a wide range of scans
	 documenting ultrasound 			a limited range of	with increasing complexity
	examination findings in			scans	
	accordance to organisational				Able to efficiently and
	protocols				effectively use technology
					and resources with minimal
					or no guidance from the
					supervisor

G) Hands on Scanning	NA:	Novice:	Advanced Beginner:	Competent:
	Not scanning this currently hence not	Irainee sonographer needs extensive	some conduct of the exam needs to be	Able to perform the entire procedure including all
	applicable	supervision during the	supervised.	required communications
		entire procedure		
Abdominal Sonography	NA	Novice	Advanced Beginner	Competent
Superficial Parts Sonography	NA	Novice	Advanced Beginner	Competent
Vascular Sonography	NA	Novice	Advanced Beginner	Competent
Obstetric Sonography	NA	Novice	Advanced Beginner	Competent
Gynaecologic Sonography	NA	Novice	Advanced Beginner	Competent
Musculoskeletal Sonography	NA	Novice	Advanced Beginner	Competent

SECTION B: Performance Appraisal (TO BE COMPLETED BY THE TRAINEE'S SUPERVISOR)

Novice Advanced beginner Competent	Shows some and clarifies with role initiative and and clarifies enterprise requirements with requirements, adapts with some degree of minimal or no guidance from supervisor to identify and adapt to professional role	
Significant need for improvement	Shows NO initiative and enterprise Requires a high degree of guidance from supervisor to identify and adapt to the role	
Professional capabilities Trainee sonographers are required to meet the ASA Competency Standards and ASA Code of Conduct.	ise: s/her in his/her scope d, motivated and atient-centred in diversity in professional ss fe and healthy nt and conforms ocols for and quality cludes infection ol as well as uch as room	preparation.

	:	:			
=	Learning, evaluating and reflecting	Self-evaluations are	Evaluates own	Evaluates own	Adequately monitors and
•	Trainee critically evaluates and reflects	brief, cursory and not	clinical performance at	clinical performance at	evaluates own clinical
	on own performance, learns from	used to improve	a basic level using	a basic level using	performance
	errors and shows commitment to	performance even	simple criteria to	simple criteria to	
	improvement in order to establish	after prompting by	understand and reflect	understand and reflect	□ Demonstrates a desire and
	lifelong learning skills and career	supervisor	on the role.	on the role	commitment to ongoing
	management				improvement
		Justifies personal	Demonstrates	Demonstrates	
7	Self-Management	decisions and choices	awareness of the need	awareness of the need	□ Accurately identifies
•	Trainee uses reflective practice to	without evaluating	for ongoing	for ongoing	strengths and weaknesses
	organise self and manage realistic	them	improvement and	improvement and	
	goals		makes some effort to	makes some effort to	 Develops specific plans to
•	Trainee is calm under pressure	Trainee is unable to	learn from experience	learn from experience	eliminate weaknesses.
		see the need for	and improve	and improve	
		improvement	performance	performance	□ Sets goals for
					improvement with minimal or
			Able to set some	Able to set goals	no guidance from the
			goals for improvement	for improvement with	supervisor.
			with a high level of	a moderate level of	
			from the	midance from the	
			guidance irom the	guidance from the	
			supervisor	supervisor	

$\overline{\Sigma}$	K) Problem solving skills	☐ Has difficulty	□ Makes some	☐ Plans sequencing	☐ Takes responsibility for	
_	Trainee demonstrates problem solving	focusing and appears	decisions and makes	and timing of tasks	workload and prioritises tasks	
	skills including planning and	not to know what	an effort to prioritise	and recognises		
	organisation and decision making in a	information is most	data and tasks and	priorities and usually	Generally focuses on the	
	range of clinical contexts.	important for	focus on the most	focuses on relevant	most important data,	
		diagnosis	important, but also	data	redefines problems, clarifies	
			attends to less		key issues and seeks further	
		Even in simple	relevant or less useful	Able to make some	relevant information to	
		familiar situations,	data	adjustments as	generate possible solutions	
		trainee has difficulty		indicated by the		
		interpreting or making	Requires a high	patient's response or	Works independently in a	
		sense of the data	level of assistance in	the clinical situation	wide range of areas	
			interpretation of data			
		Requires significant		Seeks feedback or	□ Needs minimal guidance	
		assistance in	☐ Involved but	advice to make	from the supervisor	
		interpretation of data	unable to make	decisions		
			adjustments as			
		Unable to make	indicated by the			
		adjustments as	patient's response or	Moderate degree		
		indicated by the	the clinical situation.	of guidance required		
		patient's response or		from the supervisor		
		the clinical situation	☐ Needs high degree			
			of guidance from the			
			supervisor.			

L) Com	L) Communication skills	□ Difficulty	☐ Is tentative	☐ Generally	Assumes responsibility
•	Trainee communicates	communicating with		communicates well	
	effectively with patients	staff and patients	☐ Shows some		☐ Has a calm and confident
•	Trainee communicates		communication ability	Explains carefully	manner
	effectively with other	Except in simple	(e.g. giving directions)	to the patients	
	professionals	situations, trainee is			Assesses patients
		stressed/disorganised	Communication	☐ Gives clear	confidently, checks for their
		and unable to	with patients, families	directions to the team	understanding and displays
		communicate well	and team members is		caring whilst reassuring them
			successful in routine	☐ Is able to control or	and their families
		Patients and	and simple situations	stay calm in most	
		families are made		situations	□ Communicates well with
		confused and anxious	Becomes stressed		other professionals
		and are not reassured.	and disorganised	☐ May show stress in	
			easily	particularly difficult or	
				complex situations	
			 Displays caring but 		
			not fully competent	☐ Could be more	
				effective in	
			□ Requires	establishing rapport	
			considerable guidance		
			to communicate	Displays caring and	
			specified knowledge	mostly communicates	
			and understanding	well with patient and	
				other professionals	

1				:	
Pro	Professional capabilities	Significant need for	Novice	Advanced beginner	Competent
Trainee son	Trainee sonographers are required to meet	improvement			
the ASA Com	the ASA Competency Standards and ASA Code				
	of Conduct.				
M) Techn	M) Technology and resource	☐ Unable to use	☐ Makes limited	☐ Actively seeks	Assertively seeks
Traine	Trainee performs scans using	technology and	efforts to seek	information but	information to plan the scan
appro	appropriate skills, resources and	resources	information	occasionally does not	
technology	ology			pursue important	Carefully collects useful
This w	This would include:	Unable to select	Uses technology	leads	data from observing and
•	 appropriate history taking 	appropriate resources	and resources with		interacting with the patient
•	demonstrating appropriate	to perform basic tasks	high degree of	Uses technology	and family
	use of ultrasound equipment	and scans	guidance from the	and resources with	
•	planning and conducting		supervisor to perform	some degree of	Uses technology and
	ultrasound exams	Fails to identify	basic scans	guidance from the	resources independently to
•	use of PACS	important information		supervisor to perform	perform a wide range of scans
•	documenting ultrasound			a limited range of	with increasing complexity
	examination findings in			scans	
	accordance to organisational				 Able to efficiently and
	protocols				effectively use technology
					and resources with minimal
					or no guidance from the
					supervisor

N) Hands on Scanning	NA:	Novice:	Advanced Beginner:	Competent:
	Not scanning this currently hence not	Trainee sonographer needs extensive	Some conduct of the exam needs to be	Able to perform the entire procedure including all
	applicable	supervision during the entire procedure	supervised.	required communications
Abdominal Sonography	NA	Novice	Advanced Beginner	Competent
Superficial Parts Sonography	NA	Novice	Advanced Beginner	Competent
Vascular Sonography	NA	Novice	Advanced Beginner	Competent
Obstetric Sonography	NA	Novice	Advanced Beginner	Competent
Gynaecologic Sonography	NA	Novice	Advanced Beginner	Competent
Musculoskeletal Sonography	NA	Novice	Advanced Beginner	Competent

Any additional supervisor comments:



Trainee Declaration	
 I confirm that: The above is an accurate record of the issues discussed and the advice I have received during my clinical training review. I understand the advice I have received A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be retained for workplace and trainee records for the purpose of ASAR requirements. 	eview. ss of clinical training and a copy will be retained for
Trainee Signature:	Date:
Clinical Supervisor Declaration	
 The above is an accurate record of the issues discussed and the advice I have provided during this training review. A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be retained for workplace and trainee records for the purpose of ASAR requirements. I am required to contact the course coordinator at the University of South Australia if there are any concerns with the trainee's training and progress. 	clinical training and a copy will be retained for inee's training and progress.
Clinical supervisor's name:	
Clinical supervisor's position:	
Clinical supervisor's signature:	Date:

If you have any concerns regarding the trainee, please contact the primary Course Coordinator for the course the trainee is currently enrolled in. Details of the Course Coordinators can be found at: http://www.unisa.edu.au/

SECTION A: Performance Self-Appraisal (TO BE COMPLETED BY THE TRAINEE SONOGRAPHER)

inal capabilities Significant need for inprovement Novice Advanced beginner Competent inprovement improvement improvement Competent	describing Shows NO Shows some Identifies with role Able to establish blishes his/her initiative and Incompleted and clarifies Initiative and Incompleted and clarifies In	
Professional capabilities Trainee sonographers are required to meet the ASA Competency Standards and ASA Code of Conduct.	Initiative and enterprise: Trainee establishes his/her professional role within his/her scope of practice Trainee is goal directed, motivated and a team player. Trainee delivers safe patient-centred services Trainee practices within professional and ethical frameworks Trainee promotes a safe and healthy workplace environment and conforms to organisational protocols for maintaining standards and quality assurance. This also includes infection prevention and control as well as housekeeping issues such as room	preparation.

		-	-	-	
(a	B) Learning, evaluating and reflecting	Self-evaluations are	Evaluates own	Evaluates own	Adequately monitors and
•	Trainee critically evaluates and reflects	brief, cursory and not	clinical performance at	clinical performance at	evaluates own clinical
	on own performance, learns from	used to improve	a basic level using	a basic level using	performance
	errors and shows commitment to	performance even	simple criteria to	simple criteria to	
	improvement in order to establish	after prompting by	understand and reflect	understand and reflect	Demonstrates a desire and
	lifelong learning skills and career	supervisor	on the role.	on the role	commitment to ongoing
	management				improvement
		Justifies personal	Demonstrates	Demonstrates	
Û	Self-Management	decisions and choices	awareness of the need	awareness of the need	☐ Accurately identifies
•	Trainee uses reflective practice to	without evaluating	for ongoing	for ongoing	strengths and weaknesses
	organise self and manage realistic	them	improvement and	improvement and	
	goals		makes some effort to	makes some effort to	Develops specific plans to
•	Trainee is calm under pressure	☐ Trainee is unable to	learn from experience	learn from experience	eliminate weaknesses.
		see the need for	and improve	and improve	
		improvement	performance	performance	Sets goals for
					improvement with minimal or
			☐ Able to set some	Able to set goals	no guidance from the
			goals for improvement	for improvement with	supervisor.
			with a high level of	a moderate level of	
			guidance from the	guidance from the	
			supervisor	supervisor	

0	D) Problem solving skills	☐ Has difficulty	□ Makes some	□ Plans sequencing	Takes responsibility for
•	Trainee demonstrates problem solving	focusing and appears	decisions and makes	and timing of tasks	workload and prioritises tasks
	skills including planning and	not to know what	an effort to prioritise	and recognises	
	organisation and decision making in a	information is most	data and tasks and	priorities and usually	☐ Generally focuses on the
	range of clinical contexts.	important for	focus on the most	focuses on relevant	most important data,
		diagnosis	important, but also	data	redefines problems, clarifies
			attends to less		key issues and seeks further
		Even in simple	relevant or less useful	☐ Able to make some	relevant information to
		familiar situations,	data	adjustments as	generate possible solutions
		trainee has difficulty		indicated by the	
		interpreting or making	Requires a high	patient's response or	□ Works independently in a
		sense of the data	level of assistance in	the clinical situation	wide range of areas
			interpretation of data		
		Requires significant		Seeks feedback or	□ Needs minimal guidance
		assistance in	☐ Involved but	advice to make	from the supervisor
		interpretation of data	unable to make	decisions	
			adjustments as		
		Unable to make	indicated by the		
		adjustments as	patient's response or	☐ Moderate degree	
		indicated by the	the clinical situation.	of guidance required	
		patient's response or		from the supervisor	
		the clinical situation	□ Needs high degree		
			of guidance from the		
			supervisor.		

E) Comm	E) Communication skills	□ Difficulty	☐ Is tentative	☐ Generally	Assumes responsibility
•	Trainee communicates	communicating with		communicates well	
	effectively with patients	staff and patients	☐ Shows some		☐ Has a calm and confident
•	Trainee communicates		communication ability	Explains carefully	manner
	effectively with other	Except in simple	(e.g. giving directions)	to the patients	
	professionals	situations, trainee is			Assesses patients
		stressed/disorganised	□ Communication	☐ Gives clear	confidently, checks for their
		and unable to	with patients, families	directions to the team	understanding and displays
		communicate well	and team members is		caring whilst reassuring them
			successful in routine	☐ Is able to control or	and their families
		Patients and	and simple situations	stay calm in most	
		families are made		situations	□ Communicates well with
		confused and anxious	Becomes stressed		other professionals
		and are not reassured.	and disorganised	May show stress in	
			easily	particularly difficult or	
				complex situations	
			 Displays caring but 		
			not fully competent	☐ Could be more	
				effective in	
			□ Requires	establishing rapport	
			considerable guidance		
			to communicate	 Displays caring and 	
			specified knowledge	mostly communicates	
			and understanding	well with patient and	
				other professionals	



Trainee sonographers are required to meet improvement the ASA Competency Standards and ASA Code of Conduct. F) Technology and resources Trainee performs scans using appropriate skills, resources and resources with repetitively resources and resources and resources with resource swith resource and resources independently to supervisor to perform and scans and resources with resource swith resources and resources independently to supervisor for perform a similar drange of pACS and resources independently to supervisor for perform a limited range of scans and resources with minimal or no guidance from the resources with minimal or no regulatore from the resources with minimal or no regulatore from the resources with minimal or no regulatore from the resources with minimal or no guidance from the resources with minimal or no regulatore from the resources with minimal or no guidance from the resources with minima																		
Significant need for improvement Unable to use efforts to seek information ersources information end scans and resources with to perform basic tasks high degree of and scans supervisor to perform basic tasks high degree of guidance from the supervisor to perform important information	Competent	☐ Assertively seeks	information to plan the scan	Carefully collects useful	data from observing and	interacting with the patient	and family		Uses technology and	resources independently to	perform a wide range of scans	with increasing complexity		Able to efficiently and	effectively use technology	and resources with minimal	or no guidance from the	supervisor
significant need for improvement Unable to use technology and resources Unable to select appropriate resources to perform basic tasks and scans Fails to identify important information	Advanced beginner	☐ Actively seeks	information but occasionally does not	pursue important	leads		Uses technology	and resources with	some degree of	guidance from the	supervisor to perform	a limited range of	scans					
	Novice	☐ Makes limited	eпоrts to seeк information		Uses technology	and resources with	high degree of	guidance from the	supervisor to perform	basic scans								
Professional capabilities Trainee sonographers are required to meet the ASA Competency Standards and ASA Code of Conduct. F) Technology and resources and technology This would include: • appropriate skills, resources and technology This would include: • appropriate history taking • demonstrating appropriate use of ultrasound equipment • planning and conducting ultrasound exams • use of PACS • documenting ultrasound exams • accordance to organisational protocols	Significant need for improvement	☐ Unable to use	tecnnology and resources		Unable to select	appropriate resources	to perform basic tasks	and scans		Fails to identify	important information							
	ional capabilities phers are required to meet ncy Standards and ASA Code of Conduct.	sy and resource	performs scans using ate skills, resources and)gy	ıld include:	appropriate history taking	demonstrating appropriate	use of ultrasound equipment	planning and conducting	ultrasound exams	use of PACS	documenting ultrasound	examination findings in	accordance to organisational	protocols			

G) Hands on Scanning	NA: Not scanning this	Novice: Trainee sonographer	Advanced Beginner:	Competent: Able to perform the entire
	currently hence not	needs extensive	exam needs to be	procedure including all
	applicable	supervision during the entire procedure	supervised.	required communications
Abdominal Sonography	NA	Novice	Advanced Beginner	Competent
Superficial Parts Sonography	NA	Novice	Advanced Beginner	Competent
Vascular Sonography	NA	Novice	Advanced Beginner	Competent
Obstetric Sonography	NA	Novice	Advanced Beginner	Competent
Gynaecologic Sonography	NA	Novice	Advanced Beginner	Competent
Musculoskeletal Sonography	AN	Novice	Advanced Beginner	Competent

SECTION B: Performance Appraisal (TO BE COMPLETED BY THE TRAINEE'S SUPERVISOR)

Advanced beginner Competent	Identifies with role Able to establish and clarifies requirements with requirements, adapts with some degree of minimal or no guidance from supervisor supervisor	
Novice	☐ Shows some initiative and enterprise ☐ Requires a high degree of guidance from supervisor to identify and adapt to professional role	
Significant need for improvement	☐ Shows NO initiative and enterprise ☐ Requires a high degree of guidance from supervisor to identify and adapt to the role	
Professional capabilities Trainee sonographers are required to meet the ASA Competency Standards and ASA Code of Conduct.	 H) Initiative and enterprise: Trainee establishes his/her professional role within his/her scope of practice Trainee is goal directed, motivated and a team player. Trainee delivers safe patient-centred services Trainee respects patient diversity Trainee practices within professional and ethical frameworks Trainee promotes a safe and healthy workplace environment and conforms to organisational protocols for maintaining standards and quality assurance. This also includes infection prevention and control as well as housekeeping issues such as room 	preparation.

=	Learning, evaluating and reflecting	□ Self-evaluations are	Evaluates own	Evaluates own	 Adequately monitors and
•	Trainee critically evaluates and reflects	brief, cursory and not	clinical performance at	clinical performance at	evaluates own clinical
	on own performance, learns from	used to improve	a basic level using	a basic level using	performance
	errors and shows commitment to	performance even	simple criteria to	simple criteria to	
	improvement in order to establish	after prompting by	understand and reflect	understand and reflect	□ Demonstrates a desire and
	lifelong learning skills and career	supervisor	on the role.	on the role	commitment to ongoing
	management				improvement
		Justifies personal	Demonstrates	Demonstrates	
7	Self-Management	decisions and choices	awareness of the need	awareness of the need	☐ Accurately identifies
•	Trainee uses reflective practice to	without evaluating	for ongoing	for ongoing	strengths and weaknesses
	organise self and manage realistic	them	improvement and	improvement and	
	goals		makes some effort to	makes some effort to	 Develops specific plans to
•	Trainee is calm under pressure	☐ Trainee is unable to	learn from experience	learn from experience	eliminate weaknesses.
		see the need for	and improve	and improve	
		improvement	performance	performance	Sets goals for
					improvement with minimal or
			Able to set some	Able to set goals	no guidance from the
			goals for improvement for improvement with	for improvement with	supervisor.
			with a high level of	a moderate level of	
			guidance from the	guidance from the	
			supervisor	supervisor	

ibility for	oritises tasks		ass on the	ata,	ns, clarifies	eks further	ion to	solutions		ndently in a	as		l guidance	or											
Takes responsibility for	workload and prioritises tasks		Generally focuses on the	most important data,	redefines problems, clarifies	key issues and seeks further	relevant information to	generate possible solutions		Works independently in a	wide range of areas		Needs minimal guidance	from the supervisor											
☐ Plans sequencing	and timing of tasks	and recognises	priorities and usually	focuses on relevant	data		☐ Able to make some	adjustments as	indicated by the	patient's response or	the clinical situation		Seeks feedback or	advice to make	decisions			☐ Moderate degree	of guidance required	from the supervisor					
☐ Makes some	decisions and makes	an effort to prioritise	data and tasks and	focus on the most	important, but also	attends to less	relevant or less useful	data		Requires a high	level of assistance in	interpretation of data		Involved but	unable to make	adjustments as	indicated by the	patient's response or	the clinical situation.		Needs high degree	of guidance from the	supervisor.		
☐ Has difficulty	focusing and appears	not to know what	information is most	important for	diagnosis		Even in simple	familiar situations,	trainee has difficulty	interpreting or making	sense of the data		Requires significant	assistance in	interpretation of data		Unable to make	adjustments as	indicated by the	patient's response or	the clinical situation				
Problem solving skills	Trainee demonstrates problem solving	skills including planning and	organisation and decision making in a	range of clinical contexts.																					

☐ Assumes responsibility		☐ Has a calm and confident	manner		□ Assesses patients	confidently, checks for their	understanding and displays	caring whilst reassuring them	and their families		□ Communicates well with	other professionals												
☐ Generally	communicates well		Explains carefully	to the patients		☐ Gives clear	directions to the team		☐ Is able to control or	stay calm in most	situations		☐ May show stress in	particularly difficult or	complex situations		☐ Could be more	effective in	establishing rapport		Displays caring and	mostly communicates	well with patient and	other professionals
☐ Is tentative		☐ Shows some	communication ability	(e.g. giving directions)		Communication	with patients, families	and team members is	successful in routine	and simple situations		Becomes stressed	and disorganised	easily		Displays caring but	not fully competent		□ Requires	considerable guidance	to communicate	specified knowledge	and understanding	
□ Difficulty	communicating with	staff and patients		Except in simple	situations, trainee is	stressed/disorganised	and unable to	communicate well		☐ Patients and	families are made	confused and anxious	and are not reassured.											
L) Communication skills	 Trainee communicates 	effectively with patients	 Trainee communicates 	effectively with other	professionals																			



d		of poor +notification	Circle	Society of Property	tactoraco
Pro	Professional capabilities	Significant need for	Novice	Advanced beginner	Competent
Trainee sond	Trainee sonographers are required to meet	improvement			
the ASA Comp	the ASA Competency Standards and ASA Code				
	of Conduct.				
M) Techn	M) Technology and resource	☐ Unable to use	☐ Makes limited	☐ Actively seeks	Assertively seeks
Traine	Trainee performs scans using	technology and	efforts to seek	information but	information to plan the scan
approl	appropriate skills, resources and	resources	information	occasionally does not	
technology	ology			pursue important	Carefully collects useful
This w	This would include:	Unable to select	Uses technology	leads	data from observing and
•	 appropriate history taking 	appropriate resources	and resources with		interacting with the patient
•	demonstrating appropriate	to perform basic tasks	high degree of	Uses technology	and family
	use of ultrasound equipment	and scans	guidance from the	and resources with	
•	planning and conducting		supervisor to perform	some degree of	Uses technology and
	ultrasound exams	Fails to identify	basic scans	guidance from the	resources independently to
•	use of PACS	important information		supervisor to perform	perform a wide range of scans
•	documenting ultrasound			a limited range of	with increasing complexity
	examination findings in			scans	
	accordance to organisational				 Able to efficiently and
	protocols				effectively use technology
					and resources with minimal
					or no guidance from the
					supervisor

N) Hands on Scanning	NA:	Novice:	Advanced Beginner:	Competent:
	Not scanning this	Trainee sonographer	Some conduct of the	Able to perform the entire
	currently hence not	needs extensive	exam needs to be	procedure including all
	applicable	supervision during the	supervised.	required communications
		entire procedure		
Abdominal Sonography	NA	Novice	Advanced Beginner	Competent
Superficial Parts Sonography	NA	Novice	Advanced Beginner	Competent
Vascular Sonography	NA	Novice	Advanced Beginner	Competent
Obstetric Sonography	NA	Novice	Advanced Beginner	Competent
Gynaecologic Sonography	NA	Novice	Advanced Beginner	Competent
Musculoskeletal Sonography	NA	Novice	Advanced Beginner	Competent

Any additional supervisor comments:



There has been no / some advancement in the student's capabilities since the last milestone report.
I would like the University to contact me to discuss this report further: Yes / No
ACTION PLAN FOR IMPROVEMENT: (To be completed by trainee in consultation with supervisor)
This section identifies specific goals, objectives and deadlines. Trainee sonographer reflects on his/her own performance appraisal.
The action plan requires that the student reflects on their own performance appraisal and the appraisal provided by their tutor/supervisor.
During this discussion SMART goals (Specific, Measurable, Achievable, Realistic and Timely) must be set and recorded below. Please attach an extra page if necessary.



Trainee Signature: Clinical Supervisor's position: The above is an accurate record of the issues discussed and the advice I have received during my clinical training review. Trainee Signature: Clinical Supervisor's position: The above is an accurate record of the issues discussed and the advice I have provided during this training review. A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be rete workplace and trainee records for the purpose of ASAR requirements. I am required to contact the course coordinator at the University of South Australia if there are any concerns with the trainee's training and progress. Clinical supervisor's position:	confirm that: The above is an accurate record of the issues discussed and the advice I have received during my clinical training review.
A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be workplace and trainee records for the purpose of ASAR requirements. Clinical Supervisor Declaration Date: Date:	 I understand the advice I have received
 Clinical Supervisor Declaration I confirm that: The above is an accurate record of the issues discussed and the advice I have provided during this training review. A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be released and trainee records for the purpose of ASAR requirements. I am required to contact the course coordinator at the University of South Australia if there are any concerns with the trainee's training and progress. Clinical supervisor's name: Clinical supervisor's position: 	 A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be retained for workplace and trainee records for the purpose of ASAR requirements.
 Clinical Supervisor Declaration I confirm that: The above is an accurate record of the issues discussed and the advice I have provided during this training review. A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be relevented form will be scanned and submitted to the University of South Australia if there are any concerns with the trainee's training and progress. Clinical supervisor's name: Clinical supervisor's position: 	
 The above is an accurate record of the issues discussed and the advice I have provided during this training review. A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be relevent be and traineer records for the purpose of ASAR requirements. I am required to contact the course coordinator at the University of South Australia if there are any concerns with the trainee's training and progress. Clinical supervisor's name: 	linical Supervisor Declaration
	 The above is an accurate record of the issues discussed and the advice I have provided during this training review. A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be retained for workplace and trainee records for the purpose of ASAR requirements. I am required to contact the course coordinator at the University of South Australia if there are any concerns with the trainee's training and progress.
Clinical supervisor's signature:	s signature:

If you have any concerns regarding the trainee, please contact the primary Course Coordinator for the course the trainee is currently enrolled in. Details of the Course Coordinators can be found at: http://www.unisa.edu.au/

SECTION A: Performance Self-Appraisal (TO BE COMPLETED BY THE TRAINEE SONOGRAPHER)

the ASA Competency Standards and ASA Code of Conduct. A) Initiative and enterprise of mitiative and enterprise intrative and enterprise establishes his/her rainee establishes his/her rainee establishes his/her enterprise enterpris		Professional capabilities	Significant need for	Novice	Advanced beginner	Competent
Shows NO Shows some initiative and initiative and initiative and initiative and initiative and enterprise and clarifies with some degree of some degree of guidance form degree of guidance from supervisor to from supervisor to identify and adapt to identify and adapt to professional role	Trair	nee sonographers are required to meet	improvement			
Shows NO Shows some Identifies with role	the AS	SA Competency Standards and ASA Code				
r initiative and initiative and enterprise e		of Conduct.				
within his/her scope enterprise degree of guidance form supervisor to identify and adapt to identifies a subable and identifies a suba	 A)	Initiative and enterprise:	□ Shows NO	□ Shows some	☐ Identifies with role	Able to establish
enterprise enterprise requirements with some degree of Some degree of Guidance form degree of guidance of from supervisor to identify and adapt to professional role professional role	•	Trainee establishes his/her	initiative and	initiative and	and clarifies	professional role
acgree of guidance form degree of guidance supervisor to from supervisor to identify and adapt to professional role professional role		professional role within his/her scope	enterprise	enterprise	requirements with	requirements, adapts with
degree of guidance degree of guidance form degree of guidance supervisor from supervisor to identify and adapt to professional role professional role		of practice			some degree of	minimal or no guidance from
degree of guidance from supervisor to identify and adapt to identify and adapt to the role professional role	•	Trainee is goal directed, motivated and		Requires a high	guidance form	supervisor
from supervisor to identify and adapt to the role		a team player.	degree of guidance	degree of guidance	supervisor	
identify and adapt to	•	Trainee delivers safe patient-centred	from supervisor to	from supervisor to		
the role		services	identify and adapt to	identify and adapt to		
Trainee practices within professional and ethical frameworks Trainee promotes a safe and healthy workplace environment and conforms to organisational protocols for maintaining standards and quality assurance. This also includes infection prevention and control as well as housekeeping issues such as room preparation.	•	Trainee respects patient diversity	the role	professional role		
and ethical frameworks • Trainee promotes a safe and healthy workplace environment and conforms to organisational protocols for maintaining standards and quality assurance. This also includes infection prevention and control as well as housekeeping issues such as room preparation.	•	Trainee practices within professional				
Trainee promotes a safe and healthy workplace environment and conforms to organisational protocols for maintaining standards and quality assurance. This also includes infection prevention and control as well as housekeeping issues such as room preparation.		and ethical frameworks				
workplace environment and conforms to organisational protocols for maintaining standards and quality assurance. This also includes infection prevention and control as well as housekeeping issues such as room preparation.	•	Trainee promotes a safe and healthy				
to organisational protocols for maintaining standards and quality assurance. This also includes infection prevention and control as well as housekeeping issues such as room preparation.		workplace environment and conforms				
maintaining standards and quality assurance. This also includes infection prevention and control as well as housekeeping issues such as room preparation.		to organisational protocols for				
assurance. This also includes infection prevention and control as well as housekeeping issues such as room preparation.		maintaining standards and quality				
prevention and control as well as housekeeping issues such as room preparation.		assurance. This also includes infection				
housekeeping issues such as room preparation.		prevention and control as well as				
preparation.		housekeeping issues such as room				
		preparation.				

ć					
9	b) Learning, evaluating and reflecting	Seit-evaluations are	Evaluates own	Evaluates own	Adequately monitors and
•	Trainee critically evaluates and reflects	brief, cursory and not	clinical performance at	clinical performance at	evaluates own clinical
	on own performance, learns from	used to improve	a basic level using	a basic level using	performance
	errors and shows commitment to	performance even	simple criteria to	simple criteria to	
	improvement in order to establish	after prompting by	understand and reflect	understand and reflect	□ Demonstrates a desire and
	lifelong learning skills and career	supervisor	on the role.	on the role	commitment to ongoing
	management				improvement
		Justifies personal	Demonstrates	Demonstrates	
O	C) Self-Management	decisions and choices	awareness of the need	awareness of the need	□ Accurately identifies
•	Trainee uses reflective practice to	without evaluating	for ongoing	for ongoing	strengths and weaknesses
	organise self and manage realistic	them	improvement and	improvement and	
	goals		makes some effort to	makes some effort to	□ Develops specific plans to
•	Trainee is calm under pressure	Trainee is unable to	learn from experience	learn from experience	eliminate weaknesses.
		see the need for	and improve	and improve	
		improvement	performance	performance	□ Sets goals for
					improvement with minimal or
			Able to set some	Able to set goals	no guidance from the
			goals for improvement	for improvement with	supervisor.
			with a high level of	a moderate level of	
			guidance from the	guidance from the	
			supervisor	supervisor	

0	D) Problem solving skills	☐ Has difficulty	□ Makes some	□ Plans sequencing	Takes responsibility for	
•	Trainee demonstrates problem solving	focusing and appears	decisions and makes	and timing of tasks	workload and prioritises tasks	
	skills including planning and	not to know what	an effort to prioritise	and recognises		
	organisation and decision making in a	information is most	data and tasks and	priorities and usually	Generally focuses on the	
	range of clinical contexts.	important for	focus on the most	focuses on relevant	most important data,	
		diagnosis	important, but also	data	redefines problems, clarifies	
			attends to less		key issues and seeks further	
		Even in simple	relevant or less useful	Able to make some	relevant information to	
		familiar situations,	data	adjustments as	generate possible solutions	
		trainee has difficulty		indicated by the		
		interpreting or making	Requires a high	patient's response or	Works independently in a	
		sense of the data	level of assistance in	the clinical situation	wide range of areas	
			interpretation of data			
		☐ Requires significant		Seeks feedback or	□ Needs minimal guidance	
		assistance in	☐ Involved but	advice to make	from the supervisor	
		interpretation of data	unable to make	decisions		
			adjustments as			
		☐ Unable to make	indicated by the			
		adjustments as	patient's response or	☐ Moderate degree		
		indicated by the	the clinical situation.	of guidance required		
		patient's response or		from the supervisor		
		the clinical situation	Needs high degree			
			of guidance from the			
			supervisor.			

í			: : : : : : : : : : : : : : : : : : : :		::		
E)	Comm	E) Communication skills	Difficulty	ls tentative	Generally	Assumes responsibility	
	•	Trainee communicates	communicating with		communicates well		
		effectively with patients	staff and patients	□ Shows some		Has a calm and confident	
	•	Trainee communicates		communication ability	Explains carefully	manner	
		effectively with other	Except in simple	(e.g. giving directions) to the patients	to the patients		
		professionals	situations, trainee is			□ Assesses patients	
			stressed/disorganised	Communication	☐ Gives clear	confidently, checks for their	
			and unable to	with patients, families	directions to the team	understanding and displays	
			communicate well	and team members is		caring whilst reassuring them	
				successful in routine	☐ Is able to control or	and their families	
			☐ Patients and	and simple situations	stay calm in most		
			families are made		situations	□ Communicates well with	
			confused and anxious	Becomes stressed		other professionals	
			and are not reassured.	and disorganised	May show stress in		
				easily	particularly difficult or		
					complex situations		
				 Displays caring but 			
				not fully competent	Could be more		
					effective in		
				□ Requires	establishing rapport		
				considerable guidance			
				to communicate	 Displays caring and 		
				specified knowledge	mostly communicates		
				and understanding	well with patient and		
					other professionals		

 □ Unable to use technology and resources □ Unable to select appropriate resources to perform basic tasks 		 □ Makes limited efforts to seek information □ Uses technology and resources with 	☐ Actively seeks information but occasionally does not pursue important leads	 □ Assertively seeks information to plan the scan □ Carefully collects useful data from observing and
nd resources Unable to select appropriate resources coincide to perform basic tasks		efforts to seek information Uses technology and resources with	information but occasionally does not pursue important leads	information to plan the scan ☐ Carefully collects useful data from observing and
nd resources Unable to select appropriate resources oriate to perform basic tasks		information ☐ Uses technology and resources with	occasionally does not pursue important leads	☐ Carefully collects useful data from observing and
opriate history taking appropriate resources to perform basic tasks		 □ Uses technology and resources with 	pursue important leads	 Carefully collects useful data from observing and
☐ Unable to select appropriate resources ting appropriate to perform basic tasks		Uses technology and resources with	leads	data from observing and
appropriate resources to perform basic tasks		and resources with		
to perform basic tasks				interacting with the patient
		high degree of	Uses technology	and family
asound equipment and scans		guidance from the	and resources with	
planning and conducting		supervisor to perform	some degree of	☐ Uses technology and
ultrasound exams 🔠 Fails to identify basic sca		basic scans	guidance from the	resources independently to
use of PACS important information	tant information		supervisor to perform	perform a wide range of scans
 documenting ultrasound 			a limited range of	with increasing complexity
examination findings in			scans	
accordance to organisational				Able to efficiently and
protocols				effectively use technology
				and resources with minimal
				or no guidance from the
				supervisor

G) Hands on Scanning	NA:	Novice: Trainee conographer	Advanced Beginner:	Competent:
	currently hence not	needs extensive	exam needs to be	procedure including all
	applicable	supervision during the	supervised.	required communications
		entire procedure		
Abdominal Sonography	NA	Novice	Advanced Beginner	Competent
Superficial Parts Sonography	NA	Novice	Advanced Beginner	Competent
Vascular Sonography	NA	Novice	Advanced Beginner	Competent
Obstetric Sonography	NA	Novice	Advanced Beginner	Competent
Gynaecologic Sonography	NA	Novice	Advanced Beginner	Competent
Musculoskeletal Sonography	NA	Novice	Advanced Beginner	Competent

SECTION B: Performance Appraisal (TO BE COMPLETED BY THE TRAINEE'S SUPERVISOR)

Professional capabilities Significant need for improvement Novice Advanced beginner Trainee sonographers are required to meet the ASA Competency Standards and ASA Code of Conduct. Shows NO Identifies with role and clarifies with role initiative and enterprise. Identifies with role and clarifies with role initiative and enterprise establishes his/her enterprise professional role within his/her scope of practice. Initiative and enterprise and clarifies with role initiative and enterprise enterprise. Initiative and enterprise and clarifies with role initiative and enterprise enterprise. • Trainee is goal directed, motivated and a team player. Requires a high ateam player. Requires a high active safe patient-centred identify and adapt to aservices. If rom supervisor to identify and adapt to aservices.	
Significant need for improvement Shows NO initiative and enterprise Requires a high degree of guidance from supervisor to identify and adapt to the role	
ral capabilities sers are required to meet Standards and ASA Code Conduct. enterprise: lishes his/her cole within his/her scope al directed, motivated and core safe patient-centred	
Professional capabilit Trainee sonographers are requir the ASA Competency Standards a of Conduct. H) Initiative and enterprise: • Trainee establishes his/he professional role within hi of practice • Trainee is goal directed, m a team player. • Trainee delivers safe patie services	Trainee practices within professional and ethical frameworks Trainee promotes a safe and healthy workplace environment and conforms to organisational protocols for maintaining standards and quality assurance. This also includes infection prevention and control as well as housekeeping issues such as room preparation.

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-	realinis, evaluating and renecting	Jell-evaluations are	Evaluates own	Evaluates owil	Auequatery mornicals and
•	Trainee critically evaluates and reflects	brief, cursory and not	clinical performance at	clinical performance at	evaluates own clinical
	on own performance, learns from	used to improve	a basic level using	a basic level using	performance
	errors and shows commitment to	performance even	simple criteria to	simple criteria to	
	improvement in order to establish	after prompting by	understand and reflect	understand and reflect	□ Demonstrates a desire and
	lifelong learning skills and career	supervisor	on the role.	on the role	commitment to ongoing
	management				improvement
		☐ Justifies personal	Demonstrates	Demonstrates	
7	Self-Management	decisions and choices	awareness of the need	awareness of the need	□ Accurately identifies
•	Trainee uses reflective practice to	without evaluating	for ongoing	for ongoing	strengths and weaknesses
	organise self and manage realistic	them	improvement and	improvement and	
	goals		makes some effort to	makes some effort to	 Develops specific plans to
•	Trainee is calm under pressure	☐ Trainee is unable to	learn from experience	learn from experience	eliminate weaknesses.
		see the need for	and improve	and improve	
		improvement	performance	performance	□ Sets goals for
					improvement with minimal or
			Able to set some	Able to set goals	no guidance from the
			goals for improvement	for improvement with	supervisor.
			with a high level of	a moderate level of	
			guidance from the	guidance from the	
			supervisor	supervisor	

조	K) Problem solving skills	☐ Has difficulty	□ Makes some	□ Plans sequencing	Takes responsibility for	
•	Trainee demonstrates problem solving	focusing and appears	decisions and makes	and timing of tasks	workload and prioritises tasks	
	skills including planning and	not to know what	an effort to prioritise	and recognises		
	organisation and decision making in a	information is most	data and tasks and	priorities and usually	☐ Generally focuses on the	
	range of clinical contexts.	important for	focus on the most	focuses on relevant	most important data,	
		diagnosis	important, but also	data	redefines problems, clarifies	
			attends to less		key issues and seeks further	
		Even in simple	relevant or less useful	☐ Able to make some	relevant information to	
		familiar situations,	data	adjustments as	generate possible solutions	
		trainee has difficulty		indicated by the		
		interpreting or making	Requires a high	patient's response or	□ Works independently in a	
		sense of the data	level of assistance in	the clinical situation	wide range of areas	
			interpretation of data			
		Requires significant		Seeks feedback or	□ Needs minimal guidance	
		assistance in	☐ Involved but	advice to make	from the supervisor	
		interpretation of data	unable to make	decisions		
			adjustments as			
		☐ Unable to make	indicated by the			
		adjustments as	patient's response or	☐ Moderate degree		
		indicated by the	the clinical situation.	of guidance required		
		patient's response or		from the supervisor		
		the clinical situation	Needs high degree			
			of guidance from the			
			supervisor.			

L) Comn	Communication skills	□ Difficulty	□ Is tentative	Generally	□ Assumes responsibility
•	Trainee communicates	communicating with		communicates well	
	effectively with patients	staff and patients	☐ Shows some		Has a calm and confident
•	Trainee communicates		communication ability	Explains carefully	manner
	effectively with other	Except in simple	(e.g. giving directions)	to the patients	
	professionals	situations, trainee is			Assesses patients
		stressed/disorganised	□ Communication	☐ Gives clear	confidently, checks for their
		and unable to	with patients, families	directions to the team	understanding and displays
		communicate well	and team members is		caring whilst reassuring them
			successful in routine	☐ Is able to control or	and their families
		Patients and	and simple situations	stay calm in most	
		families are made		situations	□ Communicates well with
		confused and anxious	Becomes stressed		other professionals
		and are not reassured.	and disorganised	☐ May show stress in	
			easily	particularly difficult or	
				complex situations	
			 Displays caring but 		
			not fully competent	☐ Could be more	
				effective in	
			□ Requires	establishing rapport	
			considerable guidance		
			to communicate	 Displays caring and 	
			specified knowledge	mostly communicates	
			and understanding	well with patient and	
				other professionals	

Professional capabilities	Significant need for	Novice	Advanced beginner	Competent
Trainee sonographers are required to meet	improvement			
the ASA Competency Standards and ASA Code				
of Conduct.				
M) Technology and resource	Unable to use	☐ Makes limited	Actively seeks	Assertively seeks
Trainee performs scans using	technology and	efforts to seek	information but	information to plan the scan
appropriate skills, resources and	resources	information	occasionally does not	
technology			pursue important	□ Carefully collects useful
This would include:	Unable to select	Uses technology	leads	data from observing and
 appropriate history taking 	appropriate resources	and resources with		interacting with the patient
 demonstrating appropriate 	to perform basic tasks	high degree of	Uses technology	and family
use of ultrasound equipment	and scans	guidance from the	and resources with	
 planning and conducting 		supervisor to perform	some degree of	Uses technology and
ultrasound exams	Fails to identify	basic scans	guidance from the	resources independently to
 use of PACS 	important information		supervisor to perform	perform a wide range of scans
 documenting ultrasound 			a limited range of	with increasing complexity
examination findings in			scans	
accordance to organisational				Able to efficiently and
protocols				effectively use technology
				and resources with minimal
				or no guidance from the
				supervisor

N) Hands on Scanning	NA:	Novice:	Advanced Beginner:	Competent:
	currently hence not	needs extensive		procedure including all required communications
		entire procedure		
Abdominal Sonography	NA	Novice	Advanced Beginner	Competent
Superficial Parts Sonography	NA	Novice	Advanced Beginner	Competent
Vascular Sonography	NA	Novice	Advanced Beginner	Competent
Obstetric Sonography	NA	Novice	Advanced Beginner	Competent
Gynaecologic Sonography	NA	Novice	Advanced Beginner	Competent
Musculoskeletal Sonography	NA	Novice	Advanced Beginner	Competent

Any additional supervisor comments:

Trainee Declaration	
 I confirm that: The above is an accurate record of the issues discussed and the advice I have received during my clinical training review. I understand the advice I have received A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be retained for workplace and trainee records for the purpose of ASAR requirements. 	view. is of clinical training and a copy will be retained for
Trainee Signature:	Date:
Clinical Supervisor Declaration	
 The above is an accurate record of the issues discussed and the advice I have provided during this training review. A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be retained for workplace and trainee records for the purpose of ASAR requirements. I am required to contact the course coordinator at the University of South Australia if there are any concerns with the trainee's training and progress. 	clinical training and a copy will be retained for inee's training and progress.
Clinical supervisor's name:	
Clinical supervisor's position:	
Clinical supervisor's signature:	Date:

If you have any concerns regarding the trainee, please contact the primary Course Coordinator for the course the trainee is currently enrolled in. Details of the Course Coordinators can be found at: http://www.unisa.edu.au/

SECTION A: Performance Self-Appraisal (TO BE COMPLETED BY THE TRAINEE SONOGRAPHER)

the t	Professional capabilities Trainee sonographers are required to meet the ASA Competency Standards and ASA Code of Conduct. A) Initiative and enterprise: Trainee establishes his/her professional role within his/her scope of practice Trainee is goal directed, motivated and a team player.	Significant need for improvement Shows NO initiative and enterprise Requires a high degree of guidance	Novice Shows some initiative and enterprise Requires a high degree of guidance	Advanced beginner Identifies with role and clarifies requirements with some degree of guidance form subervisor	Competent Able to establish professional role requirements, adapts with minimal or no guidance from supervisor
	Trainee delivers safe patient-centred services Trainee respects patient diversity Trainee practices within professional and ethical frameworks Trainee promotes a safe and healthy workplace environment and conforms to organisational protocols for maintaining standards and quality assurance. This also includes infection prevention and control as well as	from supervisor to identify and adapt to the role	from supervisor to identify and adapt to professional role		
	prevention and control as well as housekeeping issues such as room preparation.				

(B	B) Learning, evaluating and reflecting	□ Self-evaluations are	Evaluates own	Evaluates own	 Adequately monitors and
•	Trainee critically evaluates and reflects	brief, cursory and not	clinical performance at	clinical performance at	evaluates own clinical
	on own performance, learns from	used to improve	a basic level using	a basic level using	performance
	errors and shows commitment to	performance even	simple criteria to	simple criteria to	
	improvement in order to establish	after prompting by	understand and reflect	understand and reflect	Demonstrates a desire and
	lifelong learning skills and career	supervisor	on the role.	on the role	commitment to ongoing
	management				improvement
		Justifies personal	Demonstrates	Demonstrates	
Û	Self-Management	decisions and choices	awareness of the need	awareness of the need	□ Accurately identifies
•	Trainee uses reflective practice to	without evaluating	for ongoing	for ongoing	strengths and weaknesses
	organise self and manage realistic	them	improvement and	improvement and	
	goals		makes some effort to	makes some effort to	 Develops specific plans to
•	Trainee is calm under pressure	Trainee is unable to	learn from experience	learn from experience	eliminate weaknesses.
		see the need for	and improve	and improve	
		improvement	performance	performance	Sets goals for
					improvement with minimal or
			☐ Able to set some	Able to set goals	no guidance from the
			goals for improvement	for improvement with	supervisor.
			with a high level of	a moderate level of	-
			guidance from the	guidance from the	
			supervisor	supervisor	

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onsibi	priori		focuse	nt dat	blems,	d seeks	matio	sible so		epend	areas		imal g	ervisor											
es resp	ad and		nerally	nporta	es pro	nes au	ıt infor	te pos		rks ind	inge of		ds mir	e supe											
 Takes responsibility for 	workload and prioritises tasks		 Generally focuses on the 	most important data,	redefines problems, clarifies	key issues and seeks further	relevant information to	generate possible solutions		Works independently in a	wide range of areas		□ Needs minimal guidance	from the supervisor											
			À	±														ee	eq	r					
□ Plans sequencing	and timing of tasks	ses	priorities and usually	focuses on relevant			☐ Able to make some	s as	the ,	patient's response or	the clinical situation		Seeks feedback or	ake				Moderate degree	of guidance required	from the supervisor					
ans sec	iming (and recognises	ties an	es on r			ole to r	adjustments as	indicated by the	nt's re	inical		eks fe	advice to make	ions			oderat	idance	the su					
	and t	and r	priori	focus	data			adjus	indica	patie	the cl		□ Se	advic	decisions			Σ	of gu	from					
	ıkes	itise	þ		20		seful			Ę,	e in	data						e or	ion.		gree	the			
some	and me	o prior	asks ar	om ər	, but al	less	r less u			es a hig	sistanc	tion of		d but	make	ıts as	by the	espons	l situat		high de	e from			
Makes some	decisions and makes	an effort to prioritise	data and tasks and	focus on the most	important, but also	attends to less	relevant or less useful			Requires a high	level of assistance in	interpretation of data		☐ Involved but	unable to make	adjustments as	indicated by the	patient's response or	the clinical situation.		Needs high degree	of guidance from the	supervisor.		
	deci	an e	date	focr	imp	atte	rele	data			leve	inte			nna	adju	indi	pati	the			of g	dns		
	pears	at	nost				<u>e</u>	ns,	culty	interpreting or making	, ro		Requires significant		f data		ake			ise or	tion				
fficulty	and ap	ow wh	on is n	t for			n simp	ituatio	as diffi	ngorr	the dat		es sigr	e in	ation o		e to m	nts as	by the	respor	al situa				
Has difficulty	focusing and appears	not to know what	information is most	important for	diagnosis		Even in simple	familiar situations,	trainee has difficulty	erpreti	sense of the data		Requir	assistance in	interpretation of data		☐ Unable to make	adjustments as	indicated by the	patient's response or	the clinical situation				
		0		Ë	dia			far	tra	int	ser			ass	int			ad	inc	ba.	ţ				
	solvin		decision making in a																						
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kills	ates pı	nning	decisio	ontexts																					
lving s	nonstr	ing pla	n and o	nical co																					
lem so	Trainee demonstrates problem solving	skills including planning and	organisation and	range of clinical contexts.																					
D) Problem solving skills	Train	skills	orgar	range																					
O	•																								

		•			
Е) Соти	Communication skills	□ Difficulty	☐ Is tentative	☐ Generally	Assumes responsibility
•	Trainee communicates	communicating with		communicates well	
	effectively with patients	staff and patients	□ Shows some		☐ Has a calm and confident
•	Trainee communicates		communication ability	Explains carefully	manner
	effectively with other	Except in simple	(e.g. giving directions)	to the patients	
	professionals	situations, trainee is			Assesses patients
		stressed/disorganised	□ Communication	☐ Gives clear	confidently, checks for their
		and unable to	with patients, families	directions to the team	understanding and displays
		communicate well	and team members is		caring whilst reassuring them
			successful in routine	☐ Is able to control or	and their families
		Patients and	and simple situations	stay calm in most	
		families are made		situations	□ Communicates well with
		confused and anxious	Becomes stressed		other professionals
		and are not reassured.	and disorganised	☐ May show stress in	
			easily	particularly difficult or	
				complex situations	
			 Displays caring but 		
			not fully competent	☐ Could be more	
				effective in	
			□ Requires	establishing rapport	
			considerable guidance		
			to communicate	 Displays caring and 	
			specified knowledge	mostly communicates	
			and understanding	well with patient and	
				other professionals	

CLINICAL CORE COMPETENCIES FOR PLANNING AND CONDUCTING EXAMINATIONS

F) Technology and resource □ Unable to use □ Makes limited □ Actively seeks □ Information but Information to cocasionally does not pursound example technology Information to cocasionally does not pursound data from observing but and resources with and scans and scans and scans Information but data from observing but and from observing but and from observing but and from observing but and scans Information but and from observing but and from the and	<u>Professional capabilities</u> Trainee sonographers are required to meet the ASA Competency Standards and ASA Code of Conduct.	Significant need for improvement	Novice	Advanced beginner	Competent	
resources information but information but information but information information but casources information but occasionally does not pursue important information and scans in portant information in additional information in additional information in additional information in additional information inform	F) Technology and resource	☐ Unable to use	Makes limited	Actively seeks	Assertively seeks	
nd resources information occasionally does not pursue important pursue important pursue important pursue important pursue important poriate to perform basic tasks high degree of and resources with supervisor to perform the supervisor to perform some degree of supervisor to perform some degree of supervisor to perform important information in a limited range of stational sational sational	Trainee performs scans using	technology and	efforts to seek	information but	information to plan the scan	
rolude: Optriate history taking appropriate resources of onstrating appropriate resources and resources with onstrating appropriate and scans of ultrasound equipment and scans around exams Of DACS important information indiation findings in redance to organisational ocols Optriate history taking and resources with high degree of and resources with suguidance from the sound exams and scans around exams important information a limited range of scans around indiation findings in scans around a limited range of scans around a limited ran	appropriate skills, resources and	resources	information	occasionally does not		
□ Unable to select □ Uses technology leads appropriate resources and resources with ting appropriate resources to perform basic tasks sound equipment and scans and scans and scans conducting exams □ Fails to identify basic scans important information to organisational to organisational	technology			pursue important	Carefully collects useful	
appropriate resources and resources with to perform basic tasks high degree of and scans supervisor to perform the supervisor to perform some degree of scans important information alimited range of scans alimited range of scans	This would include:	☐ Unable to select	Uses technology	leads	data from observing and	
aud scans and scans and scans and conducting simportant information are to organisational and scans and resources with supervisor to perform a limportant information and confindings in scans are to organisational and scans and scans are to organisational and scans and scans are to organized transportant and scans are	 appropriate history taking 	appropriate resources	and resources with		interacting with the patient	
and scans guidance from the and resources with supervisor to perform some degree of a conducting supervisor to perform some degree of guidance from the important information on findings in se to organisational se to organisational	 demonstrating appropriate 	to perform basic tasks	high degree of	Uses technology	and family	
supervisor to perform some degree of dexams	use of ultrasound equipment	and scans	guidance from the	and resources with		
important information important information important information a limited range of scans	 planning and conducting 		supervisor to perform	some degree of	Uses technology and	
important information supervisor to perform a limited range of scans	ultrasound exams	Fails to identify	basic scans	guidance from the	resources independently to	
a limited range of scans	 use of PACS 	important information		supervisor to perform	perform a wide range of scans	S
Scans	 documenting ultrasound 			a limited range of	with increasing complexity	
	examination findings in			scans		
	accordance to organisational				Able to efficiently and	
and resources or no guidanc supervisor supervisor	protocols				effectively use technology	
or no guidanc supervisor supervisor					and resources with minimal	
supervisor					or no guidance from the	
					supervisor	

d) names on scanning	NA:	Novice:	Advanced Beginner:	Competent:
	Not scanning this currently hence not	rainee sonographer needs extensive	some conduct or the exam needs to be	Able to perform the entire procedure including all
	applicable	supervision during the	supervised.	required communications
Abdominal Sonography	NA	Novice	Advanced Beginner	Competent
Superficial Parts Sonography	NA	Novice	Advanced Beginner	Competent
Vascular Sonography	NA	Novice	Advanced Beginner	Competent
Obstetric Sonography	NA	Novice	Advanced Beginner	Competent
Gynaecologic Sonography	NA	Novice	Advanced Beginner	Competent
Musculoskeletal Sonography	NA	Novice	Advanced Beginner	Competent

SECTION B: Performance Appraisal (TO BE COMPLETED BY THE TRAINEE'S SUPERVISOR)

Trainee practices within professional and ethical frameworks Trainee promotes a safe and healthy workplace environment and conforms to organisational protocols for maintaining standards and quality assurance. This also includes infection prevention and control as well as housekeeping issues such as room preparation.	
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=	Learning, evaluating and reflecting	☐ Self-evaluations are	☐ Evaluates own	□ Evaluates own	☐ Adequately monitors and
•	Trainee critically evaluates and reflects	brief, cursory and not	clinical performance at	clinical performance at	evaluates own clinical
	on own performance, learns from	used to improve	a basic level using	a basic level using	performance
	errors and shows commitment to	performance even	simple criteria to	simple criteria to	
	improvement in order to establish	after prompting by	understand and reflect	understand and reflect	□ Demonstrates a desire and
	lifelong learning skills and career	supervisor	on the role.	on the role	commitment to ongoing
	management				improvement
		Justifies personal	Demonstrates	Demonstrates	
<u>-</u>	Self-Management	decisions and choices	awareness of the need	awareness of the need	Accurately identifies
•	Trainee uses reflective practice to	without evaluating	for ongoing	for ongoing	strengths and weaknesses
	organise self and manage realistic	them	improvement and	improvement and	
	goals		makes some effort to	makes some effort to	 Develops specific plans to
•	Trainee is calm under pressure	Trainee is unable to	learn from experience	learn from experience	eliminate weaknesses.
		see the need for	and improve	and improve	
		improvement	performance	performance	Sets goals for
					improvement with minimal or
			Able to set some	Able to set goals	no guidance from the
			goals for improvement	for improvement with	supervisor.
			with a high level of	a moderate level of	
			guidance from the	guidance from the	
			supervisor	supervisor	

																							_		
☐ Takes responsibility for	workload and prioritises tasks		Generally focuses on the	most important data,	redefines problems, clarifies	key issues and seeks further	relevant information to	generate possible solutions		□ Works independently in a	wide range of areas		☐ Needs minimal guidance	from the supervisor											
Plans seguencing	and timing of tasks	and recognises	priorities and usually	focuses on relevant	data		☐ Able to make some	adjustments as	indicated by the	patient's response or	the clinical situation		Seeks feedback or	advice to make	decisions			☐ Moderate degree	of guidance required	from the supervisor					
☐ Makes some	decisions and makes	an effort to prioritise	data and tasks and	focus on the most	important, but also	attends to less	relevant or less useful	data		Requires a high	level of assistance in	interpretation of data		Involved but	unable to make	adjustments as	indicated by the	patient's response or	the clinical situation.		Needs high degree	of guidance from the	supervisor.		
Has difficulty	focusing and appears	not to know what	information is most	important for	diagnosis		Even in simple	familiar situations,	trainee has difficulty	interpreting or making	sense of the data		Requires significant	assistance in	interpretation of data		☐ Unable to make	adjustments as	indicated by the	patient's response or	the clinical situation				
Problem solving skills	Trainee demonstrates problem solving	skills including planning and	organisation and decision making in a	range of clinical contexts.																					
$\overline{\mathbf{x}}$	•																								

L) Comn	L) Communication skills	□ Difficulty	☐ Is tentative	☐ Generally	□ Assumes responsibility	
•	Trainee communicates	communicating with		communicates well		
	effectively with patients	staff and patients	☐ Shows some		 Has a calm and confident 	
•	Trainee communicates		communication ability	Explains carefully	manner	
	effectively with other	Except in simple	(e.g. giving directions)	to the patients		
	professionals	situations, trainee is			□ Assesses patients	
		stressed/disorganised	Communication	☐ Gives clear	confidently, checks for their	
		and unable to	with patients, families	directions to the team	understanding and displays	
		communicate well	and team members is		caring whilst reassuring them	
			successful in routine	☐ Is able to control or	and their families	
		Patients and	and simple situations	stay calm in most		
		families are made		situations	□ Communicates well with	
		confused and anxious	Becomes stressed		other professionals	
		and are not reassured.	and disorganised	☐ May show stress in		
			easily	particularly difficult or		
				complex situations		
			 Displays caring but 			
			not fully competent	☐ Could be more		
				effective in		
			□ Requires	establishing rapport		
			considerable guidance			
			to communicate	 Displays caring and 		
			specified knowledge	mostly communicates		
			and understanding	well with patient and		
				other professionals		

CLINICAL CORE COMPETENCIES FOR PLANNING AND CONDUCTING EXAMINATIONS

Professional capabilities	Significant need for	Novice	Advanced beginner	Competent
Trainee sonographers are required to meet	improvement			
the ASA Competency Standards and ASA Code				
of Conduct.				
M) Technology and resource	☐ Unable to use	☐ Makes limited	☐ Actively seeks	Assertively seeks
Trainee performs scans using	technology and	efforts to seek	information but	information to plan the scan
appropriate skills, resources and	resources	information	occasionally does not	
technology			pursue important	Carefully collects useful
This would include:	Unable to select	Uses technology	leads	data from observing and
 appropriate history taking 	appropriate resources	and resources with		interacting with the patient
 demonstrating appropriate 	to perform basic tasks	high degree of	Uses technology	and family
use of ultrasound equipment	and scans	guidance from the	and resources with	
 planning and conducting 		supervisor to perform	some degree of	Uses technology and
ultrasound exams	Fails to identify	basic scans	guidance from the	resources independently to
 use of PACS 	important information		supervisor to perform	perform a wide range of scans
 documenting ultrasound 			a limited range of	with increasing complexity
examination findings in			scans	
accordance to organisational				Able to efficiently and
protocols				effectively use technology
				and resources with minimal
				or no guidance from the
				supervisor

N) Hands on Scanning	NA:	Novice:	Advanced Beginner:	Competent:
	Not scanning this currently hence not	Trainee sonographer needs extensive	Some conduct of the exam needs to be	Able to perform the entire procedure including all
	applicable	supervision during the		required communications
		entire procedure		
Abdominal Sonography	NA	Novice	Advanced Beginner	Competent
Superficial Parts Sonography	NA	Novice	Advanced Beginner	Competent
Vascular Sonography	NA	Novice	Advanced Beginner	Competent
Obstetric Sonography	NA	Novice	Advanced Beginner	Competent
Gynaecologic Sonography	NA	Novice	Advanced Beginner	Competent
Musculoskeletal Sonography	NA	Novice	Advanced Beginner	Competent

Any additional supervisor comments:

There has been no / some advancement in the student's capabilities since the last milestone report. I would like the University to contact me to discuss this report further: Yes / No
ACTION PLAN FOR IMPROVEMENT: (To be completed by trainee in consultation with supervisor)
This section identifies specific goals, objectives and deadlines. Trainee sonographer reflects on his/her own performance appraisal.
The action plan requires that the student reflects on their own performance appraisal and the appraisal provided by their tutor/supervisor.
During this discussion SMART goals (Specific, Measurable, Achievable, Realistic and Timely) must be set and recorded below. Please attach an extra page if necessary.

Trainee Declaration	
 The above is an accurate record of the issues discussed and the advice I have received during my clinical training review. I understand the advice I have received A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be retained for workplace and trainee records for the purpose of ASAR requirements. 	eview. :ss of clinical training and a copy will be retained fo
Trainee Signature:	Date:
Clinical Supervisor Declaration	
 I confirm that: The above is an accurate record of the issues discussed and the advice I have provided during this training review. A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be retained for workplace and trainee records for the purpose of ASAR requirements. I am required to contact the course coordinator at the University of South Australia if there are any concerns with the trainee's training and progress. 	f dinical training and a copy will be retained for ainee's training and progress.
Clinical supervisor's name:	
Clinical supervisor's position:	
Clinical supervisor's signature:	Date:

If you have any concerns regarding the trainee, please contact the primary Course Coordinator for the course the trainee is currently enrolled in. Details of the Course Coordinators can be found at: http://www.unisa.edu.au/

SECTION A: Performance Self-Appraisal (TO BE COMPLETED BY THE TRAINEE SONOGRAPHER)

B)	B) Learning. evaluating and reflecting	Self-evaluations are	Fvaluates own	Fvaluates own	Adequately monitors and
•	Trainee critically evaluates and reflects		clinical performance at	clinical performance at	evaluates own clinical
	on own northern and organization		a bacia lovol using	paisir lovol sistem	
	on own periornalice, reality norm	axoldiiii ol nasn	a Dasic level using	a Dasic level using	periornalice
	errors and shows commitment to	performance even	simple criteria to	simple criteria to	
	improvement in order to establish	after prompting by	understand and reflect	understand and reflect	□ Demonstrates a desire and
	lifelong learning skills and career	supervisor	on the role.	on the role	commitment to ongoing
	management				improvement
		Justifies personal	Demonstrates	Demonstrates	
ပ	Self-Management	decisions and choices	awareness of the need	awareness of the need	☐ Accurately identifies
•	Trainee uses reflective practice to	without evaluating	for ongoing	for ongoing	strengths and weaknesses
	organise self and manage realistic	them	improvement and	improvement and	
	goals		makes some effort to	makes some effort to	 Develops specific plans to
•	Trainee is calm under pressure	☐ Trainee is unable to	learn from experience	learn from experience	eliminate weaknesses.
		see the need for	and improve	and improve	
		improvement	performance	performance	Sets goals for
					improvement with minimal or
			☐ Able to set some	Able to set goals	no guidance from the
			goals for improvement	for improvement with	supervisor.
			with a high level of	a moderate level of	
			guidance from the	guidance from the	
			supervisor	supervisor	

0	D) Problem solving skills	☐ Has difficulty	□ Makes some	□ Plans sequencing	Takes responsibility for
•	Trainee demonstrates problem solving	focusing and appears	decisions and makes	and timing of tasks	workload and prioritises tasks
	skills including planning and	not to know what	an effort to prioritise	and recognises	
	organisation and decision making in a	information is most	data and tasks and	priorities and usually	☐ Generally focuses on the
	range of clinical contexts.	important for	focus on the most	focuses on relevant	most important data,
		diagnosis	important, but also	data	redefines problems, clarifies
			attends to less		key issues and seeks further
		Even in simple	relevant or less useful	Able to make some	relevant information to
		familiar situations,	data	adjustments as	generate possible solutions
		trainee has difficulty		indicated by the	
		interpreting or making	Requires a high	patient's response or	□ Works independently in a
		sense of the data	level of assistance in	the clinical situation	wide range of areas
			interpretation of data		
		Requires significant		Seeks feedback or	□ Needs minimal guidance
		assistance in	☐ Involved but	advice to make	from the supervisor
		interpretation of data	unable to make	decisions	
			adjustments as		
		☐ Unable to make	indicated by the		
		adjustments as	patient's response or	Moderate degree	
		indicated by the	the clinical situation.	of guidance required	
		patient's response or		from the supervisor	
		the clinical situation	☐ Needs high degree		
			of guidance from the		
			supervisor.		

☐ Assumes responsibility		☐ Has a calm and confident	manner		□ Assesses patients	confidently, checks for their	understanding and displays	caring whilst reassuring them	and their families		□ Communicates well with	other professionals												
☐ Generally	communicates well		Explains carefully	to the patients		☐ Gives clear	directions to the team		☐ Is able to control or	stay calm in most	situations		☐ May show stress in	particularly difficult or	complex situations		☐ Could be more	effective in	establishing rapport		Displays caring and	mostly communicates	well with patient and	other professionals
□ Is tentative		☐ Shows some	communication ability	(e.g. giving directions)		Communication	with patients, families	and team members is	successful in routine	and simple situations		Becomes stressed	and disorganised	easily		Displays caring but	not fully competent		□ Requires	considerable guidance	to communicate	specified knowledge	and understanding	
□ Difficulty	communicating with	staff and patients		Except in simple	situations, trainee is	stressed/disorganised	and unable to	communicate well		☐ Patients and	families are made	confused and anxious	and are not reassured.											
E) Communication skills	 Trainee communicates 	effectively with patients	 Trainee communicates 	effectively with other	professionals																			



CLINICAL CORE COMPETENCIES FOR PLANNING AND CONDUCTING EXAMINATIONS

Professional capabilities Trainee sonographers are required to meet the ASA Competency Standards and ASA Code of Conduct.	Significant need for improvement	Novice	Advanced beginner	Competent
F) Technology and resource	☐ Unable to use	□ Makes limited	☐ Actively seeks	□ Assertively seeks
Trainee performs scans using	technology and	efforts to seek	information but	information to plan the scan
appropriate skills, resources and	resources	information	occasionally does not	
technology			pursue important	Carefully collects useful
This would include:	Unable to select	Uses technology	leads	data from observing and
 appropriate history taking 	appropriate resources	and resources with		interacting with the patient
 demonstrating appropriate 	to perform basic tasks	high degree of	Uses technology	and family
use of ultrasound equipment	and scans	guidance from the	and resources with	
 planning and conducting 		supervisor to perform	some degree of	Uses technology and
ultrasound exams	Fails to identify	basic scans	guidance from the	resources independently to
 use of PACS 	important information		supervisor to perform	perform a wide range of scans
 documenting ultrasound 			a limited range of	with increasing complexity
examination findings in			scans	
accordance to organisational				Able to efficiently and
protocols				effectively use technology
				and resources with minimal
				or no guidance from the
				supervisor

G) Hands on Scanning	NA:	Novice:	Advanced Beginner:	Competent:
	Not scanning this currently hence not	Trainee sonographer needs extensive	Some conduct of the exam needs to be	Able to perform the entire procedure including all
	applicable	supervision during the	supervised.	required communications
		entire procedure		
Abdominal Sonography	NA	Novice	Advanced Beginner	Competent
Superficial Parts Sonography	NA	Novice	Advanced Beginner	Competent
Vascular Sonography	NA	Novice	Advanced Beginner	Competent
Obstetric Sonography	NA	Novice	Advanced Beginner	Competent
Gynaecologic Sonography	NA	Novice	Advanced Beginner	Competent
Musculoskeletal Sonography	NA	Novice	Advanced Beginner	Competent

SECTION B: Performance Appraisal (TO BE COMPLETED BY THE TRAINEE'S SUPERVISOR)

Significant need for Novice Advanced beginner improvement Shows NO Shows some Identifies with role	рı	se requirements with some degree of		ance supervisor	0	0													_
need for	ive and	se	a high	ance	0	0													
nificant need for mprovement	initial	enterprise	☐ Requires a high	degree of guidance	from supervisor to	identify and adapt to	professional role												
Sign i	initiative and	enterprise	Requires a high	degree of guidance	from supervisor to	identify and adapt to	the role												
Professional capabilities Trainee sonographers are required to meet the ASA Competency Standards and ASA Code of Conduct. H) Initiative and enterprise:	 Trainee establishes his/her 	professional role within his/her scope of practice	 Trainee is goal directed, motivated and 	a team player.	 Trainee delivers safe patient-centred 	services	 Trainee respects patient diversity 	 Trainee practices within professional 	and ethical frameworks	 Trainee promotes a safe and healthy 	workplace environment and conforms	to organisational protocols for	maintaining standards and quality	assurance. This also includes infection	prevention and control as well as	housekeeping issues such as room	preparation.		

=	Learning, evaluating and reflecting	☐ Self-evaluations are	□ Evaluates own	□ Evaluates own	☐ Adequately monitors and
•	Trainee critically evaluates and reflects	brief, cursory and not	clinical performance at	clinical performance at	evaluates own clinical
	on own performance, learns from	used to improve	a basic level using	a basic level using	performance
	errors and shows commitment to	performance even	simple criteria to	simple criteria to	
	improvement in order to establish	after prompting by	understand and reflect	understand and reflect	□ Demonstrates a desire and
	lifelong learning skills and career	supervisor	on the role.	on the role	commitment to ongoing
	management				improvement
		Justifies personal	Demonstrates	□ Demonstrates	
7	Self-Management	decisions and choices	awareness of the need	awareness of the need	 □ Accurately identifies
•	Trainee uses reflective practice to	without evaluating	for ongoing	for ongoing	strengths and weaknesses
	organise self and manage realistic	them	improvement and	improvement and	
	goals		makes some effort to	makes some effort to	 Develops specific plans to
•	Trainee is calm under pressure	Trainee is unable to	learn from experience	learn from experience	eliminate weaknesses.
		see the need for	and improve	and improve	
		improvement	performance	performance	Sets goals for
					improvement with minimal or
			Able to set some	Able to set goals	no guidance from the
			goals for improvement	for improvement with	supervisor.
			with a high level of	a moderate level of	
			guidance from the	guidance from the	
			supervisor	supervisor	

$\overline{\Sigma}$	K) Problem solving skills	☐ Has difficulty	□ Makes some	□ Plans sequencing	 Takes responsibility for
•	Trainee demonstrates problem solving	focusing and appears	decisions and makes	and timing of tasks	workload and prioritises tasks
	skills including planning and	not to know what	an effort to prioritise	and recognises	
	organisation and decision making in a	information is most	data and tasks and	priorities and usually	☐ Generally focuses on the
	range of clinical contexts.	important for	focus on the most	focuses on relevant	most important data,
		diagnosis	important, but also	data	redefines problems, clarifies
			attends to less		key issues and seeks further
		Even in simple	relevant or less useful	Able to make some	relevant information to
		familiar situations,	data	adjustments as	generate possible solutions
		trainee has difficulty		indicated by the	
		interpreting or making	Requires a high	patient's response or	□ Works independently in a
		sense of the data	level of assistance in	the clinical situation	wide range of areas
			interpretation of data		
		Requires significant		Seeks feedback or	□ Needs minimal guidance
		assistance in	☐ Involved but	advice to make	from the supervisor
		interpretation of data	unable to make	decisions	
			adjustments as		
		☐ Unable to make	indicated by the		
		adjustments as	patient's response or	Moderate degree	
		indicated by the	the clinical situation.	of guidance required	
		patient's response or		from the supervisor	
		the clinical situation	Needs high degree		
			of guidance from the		
			supervisor.		

☐ Assumes responsibility		☐ Has a calm and confident	manner		□ Assesses patients	confidently, checks for their	understanding and displays	caring whilst reassuring them	and their families		□ Communicates well with	other professionals												
☐ Generally	communicates well		Explains carefully	to the patients		☐ Gives clear	directions to the team		☐ Is able to control or	stay calm in most	situations		☐ May show stress in	particularly difficult or	complex situations		☐ Could be more	effective in	establishing rapport		Displays caring and	mostly communicates	well with patient and	other professionals
☐ Is tentative		☐ Shows some	communication ability	(e.g. giving directions)		Communication	with patients, families	and team members is	successful in routine	and simple situations		Becomes stressed	and disorganised	easily		Displays caring but	not fully competent		□ Requires	considerable guidance	to communicate	specified knowledge	and understanding	
□ Difficulty	communicating with	staff and patients		Except in simple	situations, trainee is	stressed/disorganised	and unable to	communicate well		☐ Patients and	families are made	confused and anxious	and are not reassured.											
L) Communication skills	 Trainee communicates 	effectively with patients	 Trainee communicates 	effectively with other	professionals																			



CLINICAL CORE COMPETENCIES FOR PLANNING AND CONDUCTING EXAMINATIONS

9		and boom two ilimis	Coincil	Township of books	***************************************
Prote	Professional capabilities	Significant need for	Novice	Advanced beginner	Competent
Trainee sonog	Trainee sonographers are required to meet	improvement			
the ASA Compe	the ASA Competency Standards and ASA Code				
	of Conduct.				
M) Techno	M) Technology and resource	☐ Unable to use	☐ Makes limited	□ Actively seeks	□ Assertively seeks
Trainee	Trainee performs scans using	technology and	efforts to seek	information but	information to plan the scan
appropi	appropriate skills, resources and	resources	information	occasionally does not	
technology	ogy			pursue important	Carefully collects useful
This wo	This would include:	Unable to select	Uses technology	leads	data from observing and
•	 appropriate history taking 	appropriate resources	and resources with		interacting with the patient
•	demonstrating appropriate	to perform basic tasks	high degree of	☐ Uses technology	and family
	use of ultrasound equipment	and scans	guidance from the	and resources with	
•	planning and conducting		supervisor to perform	some degree of	Uses technology and
	ultrasound exams	Fails to identify	basic scans	guidance from the	resources independently to
•	use of PACS	important information		supervisor to perform	perform a wide range of scans
•	documenting ultrasound			a limited range of	with increasing complexity
	examination findings in			scans	
	accordance to organisational				Able to efficiently and
	protocols				effectively use technology
					and resources with minimal
					or no guidance from the
					supervisor

N) Hands on Scanning	NA:	Novice:	Advanced Beginner:	Competent:
	Not scanning this currently hence not	Trainee sonographer needs extensive	Some conduct of the exam needs to be	Able to perform the entire procedure including all
	applicable	supervision during the entire procedure	supervised.	required communications
Abdominal Sonography	NA	Novice	Advanced Beginner	Competent
Superficial Parts Sonography	NA	Novice	Advanced Beginner	Competent
Vascular Sonography	NA	Novice	Advanced Beginner	Competent
Obstetric Sonography	NA	Novice	Advanced Beginner	Competent
Gynaecologic Sonography	NA	Novice	Advanced Beginner	Competent
Musculoskeletal Sonography	NA	Novice	Advanced Beginner	Competent

Any additional supervisor comments:



There has been no / some advancement in the student's capabilities since the last milestone report.
I would like the University to contact me to discuss this report further: Yes \prime No
ACTION PLAN FOR IMPROVEMENT: (To be completed by trainee in consultation with supervisor)
This section identifies specific goals, objectives and deadlines. Trainee sonographer reflects on his/her own performance appraisal.
The action plan requires that the student reflects on their own performance appraisal and the appraisal provided by their tutor/supervisor.
During this discussion SMART goals (Specific, Measurable, Achievable, Realistic and Timely) must be set and recorded below. Please attach an extra page if necessary.



Trainee Declaration	
 I confirm that: The above is an accurate record of the issues discussed and the advice I have received during my clinical training review. I understand the advice I have received A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be retained for workplace and trainee records for the purpose of ASAR requirements. 	eview. ss of clinical training and a copy will be retained fo
Trainee Signature:	Date:
Clinical Supervisor Declaration	
 I confirm that: The above is an accurate record of the issues discussed and the advice I have provided during this training review. A copy of this completed form will be scanned and submitted to the University of South Australia as proof of progress of clinical training and a copy will be retained for workplace and trainee records for the purpose of ASAR requirements. I am required to contact the course coordinator at the University of South Australia if there are any concerns with the trainee's training and progress. 	f clinical training and a copy will be retained for sinee's training and progress.
Clinical supervisor's name:	
Clinical supervisor's position:	
Clinical supervisor's signature:	Date:

If you have any concerns regarding the trainee, please contact the primary Course Coordinator for the course the trainee is currently enrolled in. Details of the Course Coordinators can be found at: http://www.unisa.edu.au/