University of South Australia

Survival Guide 2014
Postgraduate Medical Radiation Students

Contents

Welcome

Welcome to the School of Health Sciences at the University of South Australia.

We have prepared this Survival Guide to provide you with all of the pertinent information you need to survive your postgraduate student experience at the University of South Australia.

We trust that you will enjoy your experience of postgraduate study at UniSA.

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School Contact:
Helen Cartwright
Academic Services Officer

Email: Helen.Cartwright@unisa.edu.au
Phone: +61 8302 2732

If you have an enquiry related to a particular course, please contact the relevant course coordinator as detailed in the Course Information and the Learnonline sites.

Fax number for Course Coordinators: 08 8302 2853

For all other student administration enquiries contact Campus Central City East enquiries
campuscentral.cityeast@unisa.edu.au

Medical Sonography Postgraduate Program Website

http://resource.unisa.edu.au/course/view.php?id=186

Program Information links

Graduate Diploma in Medical Sonography IGSO
http://programs.unisa.edu.au/public/pcms/program.aspx?pageid=224&sid=695

Masters of Medical Sonography IMSO
http://programs.unisa.edu.au/public/pcms/program.aspx?pageid=258&sid=273

Graduate Certificate in Breast Imaging ICBR
http://programs.unisa.edu.au/public/pcms/program.aspx?pageid=183&sid=742

Course Home Page links

Core Courses

Ultrasound Physics and Instrumentation (RADY 5030)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=151643&y=2014

Professional Issues for Sonographers (RADY 5024)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=101025&y=2014

Abdominal Sonography (RADY 5013)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=006623&y=2014

Superficial Parts Sonography (RADY 5015)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=006625&y=2014

Musculoskeletal Sonography (RADY 5029)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=151261&y=2014

Vascular Sonography (RADY 5016)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=006626&y=2014

Obstetrics and Gynaecologic Sonography (RADY 5014)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=006624&y=2014

Clinical Sonography Portfolio (RADY 5026)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=101886&y=2014

IMSO Elective Courses

Breast Sonography (RADY 5002)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=009456&y=2014

Clinical Mammography (RADY 5006)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=011516&y=2014

Advanced Musculoskeletal Sonography (RADY 5025)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=101737&y=2014

Foetal Echocardiography (RADY 5027)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=101887&y=2014

Sectional Anatomy (BIOL 5004)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=006622&y=2014

Negotiated Studies 1H (HLTH 5145)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=100829&y=2014

Negotiated Studies 2H (HLTH 5146)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=100830&y=2014

Negotiated Studies 3H (HLTH 5147)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=100831&y=2014

Allied Health Evidence Based Theory and Practice (REHB 5102)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=101947&y=2014

Literature Review
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=013708&y=2014

Research Proposal
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=013713&y=2014

ICBR only

Mammography (RADY 5003)
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=009457&y=2014

For all other course information relevant for your course enrolment and study, please refer to the Learnonline site via your myUniSA student portal.

Campus Central

Campus Central <u>is your first point of call</u> for any student enquiries (non-course related) such as academic policy, academic review, access to services, admissions (non-award or cross institutional, credit for previous study, enrolment assistance, extension to visa, fees or payments, graduation questions, help with myUniSA, ID cards, Key dates and timetables, leave of absence, program and course information, request for standard enrolment letters, processing of student forms).

If you are a current student, please direct your enquiry to Campus Central who can be contacted either on campuscentral.cityeast@unisa.edu.au or by phoning 1300 301 703. If they are unable to answer your enquiry, they will direct you to a staff member in the School.

Location: Level 3 - Playford Building – City East
Telephone: 1300 301 703 (cost of a local call)
Fax: +61 (08) 8302 2466
Email: campuscentral.cityeast@unisa.edu.au
Postal address: GPO Box 2471, Adelaide SA 5001

If you are a prospective student, please direct your enquiry to Future Student Enquiries who can be contacted on study@unisa.edu.au or by phoning 1300 UNINOW (864 669). If they are unable to answer your enquiry, they will direct you to a staff member in the School.

General Information (in alphabetical order)

Academic Review

Academic Review is a formal review of a student's progress. At the end of each academic review period, each student's results will be assessed against the criteria to identify those students deemed to have made unsatisfactory progress.
The Academic Review policy identifies a range of actions which can be taken to address a student's unsatisfactory progress. The policy also contains provision for student's right of appeal.
For further information about academic review you can read the full policy in the Assessment Policies and Procedures Manual http://w3.unisa.edu.au/sas/processes/acadreview.asp

Application for Special Consideration

This form is for students who believe that illness, disability through accident and/or other special circumstances significantly affected their performance in the final examination or the final assessment item http://www.unisa.edu.au/student/forms/default.asp

Application to Defer Final Assessment (including examination)

This form is to be completed and submitted by student who were prevented from attending the final examination in a course or submitting the final course assessment item because of illness, disability through accident or other special circumstances http://www.unisa.edu.au/student/forms/default.asp

Assessment Requirements

For each course you study at UniSA there will be some form of assessment required. This can be in the form of a number of assignments, practical work, clinical placement work and/ or exams. The details of each assessment item and their due dates are provided in each course outline book and on the online learning resources for each of your courses.

Assessments/Assignments Submission

UniSA's online learning and teaching environment has a learnonline course site for each course which allows students to submit assignments via the Gradebook link on the course essentials block of the relevant learnonline course site or via the links on the course website. To submit assignments online students will have to first access the relevant learnonline course site via MyUniSA.

Text based assignments will be automatically submitted to **Turnitin.** (Word documents, pdf files and rtf files) Turnitin is an online tool used to promote academic integrity by verifying the originality of any text document. Assignments submitted to Turnitin are compared with millions of other documents in the Turnitin database and on the Internet. A colour-coded originality report is then generated which summarises any matching text. Every document submitted is stored in the Turnitin database for comparison with other submitted documents. The results of this will be available to the student and staff marking the assignment. Students can submit files multiple times to check plagiarism via the Turnitin report but must keep the same naming convention.
The staff marking the assignment will download it via the learnonline site and return it to the student with feedback and grade.
Offline activities (such as presentations, artefacts, posters or anything else that cannot be submitted online) will display in the Gradebook but will not require students to submit anything online.

Australian Sonographer Accreditation Registry

For admission on to the Register of Accredited Student Sonographers please visit the following website for the instructions on what categories there are and criteria for each
http://www.asar.com.au/sonographer-accreditation

The form that needs to be filled in and submitted can be found via the following link
http://www.asar.com.au/resources/forms/1-1_ASAR_Application_Accredited_Medical_Sonographer.pdf

Credit or Recognition of Prior Learning (RPL)

UniSA has an agreement with several other academic institutions programs regarding eligibility for credit for courses undertaken at these other institutions.

Credit is only provided for courses that there is a high proportion of 'like for like' content between the different institutions courses. Also note that credit is not provided for courses that were undertaken as part of your undergraduate degree.

You may be able to see if you are eligible for credit for those particular courses by using a UniSA software program called credit assessor https://my.unisa.edu.au/public/creditassessor/and follow the prompts.

Regardless of the results from the credit assessor, students are still required to submit a hard copy application for credit using the form accessed via this link – http://w3.unisa.edu.au/student/forms/application_for_credit.pdf

Proof of credit will need to be provided with the application and that is in the form of a certified copy of the transcript. If you have changed your name from that on your transcript you will also need to provide proof of name change.

Clinical Sonography Portfolio

Upon enrolment in this course, students will be asked to provide the name and contact details of their tutor sonographer to the Course Coordinator. This course should be undertaken **either** as the last course in the program **or** with the last scanning course.

The Clinical Sonography Portfolio course requires the preparation and submission of a clinical portfolio (also known as the log book) detailing and authenticating the student's clinical knowledge and skills in medical sonography. To submit this portfolio, students must also provide evidence of completion of a minimum of 2200 hours documented ultrasound scanning experience, verified by supervisor(s). This total number of hours is calculated on 48 weeks x 2 years x 22.5 hours (or 3 days/week over 2 years or equivalent).

Templates are provided for the clinical record and practical assessments and students should commence keeping their clinical record **when they commence scanning**, not just when they are actually enrolled in this course. Students are required to show documented evidence of having 2200 hours of clinical scanning experience to complete this course.

The templates for Clinical Record (ie Log Book) can be found on the Medical Radiation postgraduate coursework programs page at http://resource.unisa.edu.au/course/view.php?id=186

On completion of this course, students will be able to:
- Prepare and submit a comprehensive clinical portfolio detailing and authenticating their clinical knowledge and skills in medical sonography;
- Communicate their specific learning needs clearly to their supervisor/tutor sonographer and negotiate appropriate support and actions to meet their goals;
- Write case studies informing current sonography practice that address publication requirements in relevant professional journals.
- Demonstrate competence in practical scanning skills in a minimum of 4 of the 5 areas listed below:
  - General abdominal scanning applications;
  - Male and female pelvic scanning applications;
  - Obstetric scanning applications (including 1st, 2nd and 3rd trimester);
  - Superficial parts scanning applications, including breast, scrotum and anterior neck;
  - Basic vascular ultrasound applications.
- Demonstrate practical scanning skills to at least advanced beginner level in the 5th area.

Clinical Sonography Portfolio exam in Adelaide

The final course (or one of the final courses) in the Graduate Diploma program (and a core course of the Master's Program) is Clinical Sonography Portfolio and for that final exam you are required to attend the exam at UniSA in Adelaide.

The exam (called an OSCE - Objective Structured Clinical Examination) is held at the end of the study period in the exam weeks and is usually scheduled after the other courses in the programs exams have been completed.

Unlike other UniSA exam dates that are not available until well after mid study period, dates for the OSCE are usually set early in each individual study period to allow students time to make travel arrangements.

An OSCE is an Objective Structured Clinical Examination. It is an assessment method used for examining various aspects of clinical competence e.g. history taking, data interpretation, examination skills, procedure skills and communication skills.
In order to test this wide range of skills the OSCE consists of a number of time limited activities (stations) that each student completes.
At a station simulated patients may be used (so, for example, a candidate may be asked to explain a scan procedure or perform part of a specific ultrasound examination) or laboratory results/scan images may be provided (to assess data and image interpretation skills).
An examiner is present at each station to monitor and score performance - the examiner may also ask questions relating to the task.
The scoring is carried out according to pre-set criteria. Using OSCEs increases the likelihood that variability in candidate scores can be attributed to the difference in competence of the students being tested by ensuring all students are examined using exactly the same things (same patients/same problems/same questions) and marked against explicit criteria (unlike one-off practical examinations) See http://www.oscehome.com/What_is_Objective-Structured-Clinical-Examination_OSCE.html for additional information.

Email Etiquette

How to communicate professionally
At University, as in many workplaces, email is used as the main form of communication between academic and professional staff, students, and external agencies. In this context email communication is not regarded as an informal means of communication, but rather as professional communication and therefore rules of etiquette apply. As a student you are required to communicate with your lecturers, fellow students, university staff and other professionals outside of the university. It is very important that in this environment you write your emails in a professional manner, not in the more casual manner that you would talk to your friends in.

Why should you do this?
You are communicating with your future peers and employers, and you should be putting yourself forward in the best possible way at all times. This also applies to the way you speak, the way you dress, and your general attitude. These people, especially potential employers aren't interested in how 'awesome' or 'LOL' you are; they want to know that you can deal on a professional level with people from all walks of life, and at all levels in the workplace. Professional behaviour is what you need to start practicing now, and your email communication is a good place to start.

Two more good reasons:
1. you are more likely to get a positive response from a polite, respectful and well worded email
2. professional behaviour is one of the University graduate qualities A graduate of the University of South Australia will:

'communicate effectively in professional practice and as a member of the community'

What should I avoid in my email communication?

It can be really hard to switch from using casual and conversational e-mail to professional email but here are some tips:

Don't be over-familiar with the recipient. Many people are offended by strangers being over-familiar. For example people can potentially react badly if you use an abbreviated form of their name, for example "Jess" instead of "Jessica". Don't begin you email with "hey", "oi" or no greeting at all. "Hi" is OK, but "Dear" is preferred. As a rule, it's better to be overly-formal rather than too casual.

Subject line to summarise the message. Make the Subject line summarise the body of the e-mail. Ask yourself, 'will the recipient(s) know what this e-mail is about'.

Don't assume the recipient knows the background. Include enough contextual information at the beginning of the e-mail for the recipient to know what the matter is about. If in doubt, put background information in. For example, don't say "hey, can you tell me what I need to do for the assignment?", instead say "I'm asking about the Foundations of Health Assignment 1 that I'm having some trouble understanding. In regards to the section to do with referencing, do I need to reference the lectures as well as any books I have used?"

Keep it concise. Keep messages brief and to the point, but not so brief that it causes the problem outlined in the previous point. This includes deleting any irrelevant text when an email has been back and forth several times. No-one wants to scroll down through pages of text in order to reach the message they want to read. If the sense of the email will be lost by deleting that text, however, leave it in.

Check your emails regularly. You should check your university email at least every two days, ideally more than that. Get in the habit of replying immediately -- it is the polite thing to do, and the recipient will appreciate a prompt reply. It also makes you look efficient. The longer you leave it to reply, the more likely you will forget and your inbox will quickly become full.

Use your university email address. If you are sending a university related email you MUST send it from your university email address. Your UniSA email confirms your identity as a student at the university. If you use a personal email address you are not guaranteed a response.

Allow time for a reply. E-mail messages are not usually *required* to be answered immediately, though it is good practice if you do. Before sending a reminder, allow some time for a response. Not everyone is online 24 hours a day. University staff receive a large volume of emails so it may take some time for you to receive a response.

Don't shout at people or threaten them. Don't use all capital letters, (UPPERCASE), or oversized fonts. The reader will likely feel they are being shouted at, or even threatened. If you must use UPPERCASE, use it very sparingly and only to emphasise a particularly important point. Ask yourself, 'if I was talking to the recipient face to face, would I be raising my voice to them?' One way to add emphasis is to enclose the word/phrase with an asterisk, for example "It is *important* not to shout at people by using UPPERCASE". Large sized fonts (greater than 12) are useful for people with visual impairment, but are not appropriate for general use.

Avoid angry outbursts.. Don't send or reply to an email when you are angry. Wait until you have calmed down, then compose the email. Once written and sent, it can't be recalled. Angry or intemperate email has a way of rebounding on the sender. As a guide, ask yourself, 'would I say this to the person's face?'
Correct punctuation and grammar. Use punctuation in a normal manner. One exclamation point is just as effective as five !!!!! Use correct grammar as with any written message.

Layout message for readability. Use spaces and breaks between paragraphs and long sentences to make it easier on the reader. Don't use fonts and colours that are hard to read. The presentation of the email says as much as the content.

Keep the thread. When replying to an email, use the reply option on the sidebar in your email. This will keep the message in the "thread", and make it easier for the recipient to follow.

Spelling. Check your spelling! If you don't know how to spell something, look it up.

Don't *Reply to All* unless necessary. Think twice about sending a reply to everyone. Perhaps only selected people need to see this email. Sending it to everyone may simply be contributing to an already cluttered inbox.

Acronyms, abbreviations, and emoticons are OK within reason. As long as you don't overdo it, and the recipients can reasonably be expected to know what they mean, acronyms and abbreviations are OK to use in e-mail. Emoticons (for example ;-) a winking smiley face) are only appropriate for personal communication between friends. As a general rule, you probably shouldn't use them when talking to someone in authority unless you're sure.

Forgetting attachments. If the reason for sending an email is to send a file, remember to include it. It's surprisingly easy to forget. One strategy is to attach the file before writing the email.

Email is not confidential. The contents of your email may be read by others without your knowledge. It's wise to avoid saying anything you wouldn't write on the back of a postcard.
Correct priority. Avoid marking an email 'high priority' when it is really 'normal' priority

Enrolment

Information about how to enrol your UniSA program, courses and classes can be found at:
http://www.unisa.edu.au/Global/New%20students/documents/enrolment_stepbystep_guide.pdf

Enrolment advice for 2014 can be found here:
http://www.unisa.edu.au/Health-Sciences/Schools/Health-Sciences/Student-Resources/Enrolment-Advice/
It is essential you read the above enrolment advice and refer to the suggested study plan enclosed before you contact Campus Central with any enquiries.

In addition to this you should e-mail the course coordinator if you enrol in a course after the study period has commenced to ensure that you receive important course information and are allocated to a group for assessment purposes. Please also email the course coordinator if you decide to withdraw/drop their course. A list of course coordinators is provided on page 2 of the Survival Guide.

ENTEXT (Extra Time in Exams)

If you identified yourself as an Indigenous Australian student or a student from a non-English speaking background when you enrolled, your ENTEXT (Extra Time in Exams) will be displayed by a red 'E' on your student ID card. You must bring this with you to all examinations.

Exams

Some courses involve supervised assessment which may involve an end of semester exam and/or assessment during semester. Examination arrangements for students are described in the Medical Sonography Postgraduate Program website http://resource.unisa.edu.au/course/view.php?id=186 or the course Learnonline site.

If your course includes an exam as part of the assessment you will be allocated to an approved University examination centre. A list of exam centres is available at
http://w3.unisa.edu.au/student/exams/exam_external.asp

Individual alternative arrangements will be made for a small number of students who are in remote locations and not within reasonable distance of an approved examination centre. Students in this situation will be contacted the University to discuss the options for the supervision of their examinations.

Students living in the Adelaide metropolitan area shall sit their exams at a location within the Adelaide CBD.

UniSA is responsible for the fees incurred with the supervision of examinations for external students. Information on how to claim payment for the supervision services is provides to Invigilators along with the examination material. If your Invigilator has any enquiries regarding the process for claiming payment from UniSA, please ask them to contact the Exams & Results team on exams.results@unisa.edu.au.

For enquiries about examination arrangements contact Exams & Results exams.results@unisa.edu.au

Extension requests

To request an extension for an assessment piece you can go to the learnonline course site and request an extension via the extensions link. You will be notified via the course coordinator if your request has been approved or declined. The status of your request can be viewed at any time on the course site.

Fees and Payments

For enquiries about fees and payments contact:
Student Finances
Telephone: (08) 8302 1112
Email   studentfinance.enrolment@unisa.edu.au

Information about Commonwealth and student contributions to the cost of your program can be found at
http://www.unisa.edu.au/future/fees/commonwealthsupported.asp#help

Graduation

Students can find detailed information about graduation at
http://www.unisa.edu.au/student/graduations/default.asp

To find out if you are eligible to graduate at the next ceremony and for instructions on how to register and enter your ceremony preferences, click on this link http://www.unisa.edu.au/student/graduations/apply.asp

If you are eligible to graduate you should log on to My UniSA
https://my.unisa.edu.au/director/director.aspx?system=portal and check My Parchment details to make sure that your name and program details are correct. You should also log on to My Graduation to let the Graduation Office know whether you will be attending the graduation ceremony or not.

To find out more about graduate or see a list of 2014 ceremonies, go here
http://w3.unisa.edu.au/student/graduations/

You can find out how you can receive your official academic transcript at
http://www.unisa.edu.au/student/transcripts/default.asp

If you wish to have your parchment posted to you, please complete the form located at:
http://www.unisa.edu.au/student/graduations/parchment.asp

If you have any other questions and for further information contact:

Graduation and Records office
Tel 08 8302 2194
Fax 08 8302 2191
graduations@unisa.edu.au

Grievance resolution

The University is committed to providing a harmonious work and study environment. To this end, the University has procedures in place by which students may seek redress if they feel they have a complaint which requires action by the University. This can include complaints about academic programs and decisions, as well as complaints about individuals. We encourage students to raise complaints informally (either personally or through an advocate) in the first instance, as this is often the most effective way of resolving issues. For more information about the University policy surrounding student grievances, please see: http://w3.unisa.edu.au/policies/policies/corporate/c17.asp

How to Access myUniSA

To get into the myUniSA Portal you have two options, the first and easiest way to get to myUniSA is by the UniSA's home page www.unisa.edu.au and click on myUniSA link on the top navigation bar. Then click on "For Students" and the system will prompt you to enter your network username & password. Once you have entered your network username & password, click "OK". Once you have been accepted as a UniSA student you will have access to myUniSA. Your course information will not appear, however, until you have enrolled. Please note that your course enrolments will appear in myUniSA within 24 hours of enrolling.

If you are having trouble, check if you are entering the correct username and password. Make sure you type your username and password in lowercase. Students can access their email through the portal.

If you are able to see your emails but still unable to logon to myUniSA portal, this could be because, myUniSA locks you out 144 days after the end of your last course. This might be because you are not currently enrolled in any UniSA courses, or that you have deferred from your program.

If this is true for you, please contact Campus Central on your home campus. If you are currently enrolled in any courses or programs and are still unable to access myUniSA or emails through the email link as described above, please contact the IT Help Desk. See the IT Help section for contact details.

Important information for all students

It is your responsibility to:

- Enrol in classes that meet your program requirements and complete prerequisite courses, where specified, before attempting higher level courses. Warning: enrolment can be cancelled in a course where the prerequisite has not been met.
- Finalise your enrolment as early as possible before the census date. You won't be able to add any courses via myEnrolment after the student add deadline; if you want to add courses after this date and before the census date, you will need to do so through Campus Central with course coordinator approval
  These dates are displayed on your timetable and can be viewed on the Academic Year calendar 2014 - Key Dates http://w3.unisa.edu.au/future/study/keydates.asp .
- Meet your financial obligations in full by the due date by accessing your online invoice found under my Finances, via myUniSA. You must withdraw from a course before the course census date to avoid being charged the full fee.
- Check your student email regularly for communication from the University
- Apply for Leave of Absence if you are not enrolled in any courses for the duration of a study period and if you withdraw from all course enrolment before the Census Date. Please check the Campus Central website for Leave of Absence application form via your student portal.

IT Help

For **IT help** around difficulties with logging on, accessing the student portal or your student email contact:

IT Help Desk
Telephone: (08) 8302 5000 or 1300 558 654 (cost of a local call)
Email: IThelpdesk@unisa.edu.au

Key Dates

The full Academic Year Calendar for 2014 can be found at:
http://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Academic-calendars/Academic-calendar-2013/ .
This page contains key teaching, enrolment, census, payment, withdraw and exam dates for each study period.

Leave of Absence or Withdrawal from a Program

If you have enrolled in a course and need to withdraw then you can do so via your student portal prior to census date. If you need help enrolling or dropping a course Campus Central can help.
http://www.unisa.edu.au/enrolonline/default.asp

Please also email the course coordinator if you decide to withdraw/drop their course.

If on withdrawing that means you are not then undertaking any courses in the program in that particular study period then you are required to complete a Leave of Absence form – accessed via this link:
http://w3.unisa.edu.au/student/forms/Leave_of_absence_or_Withdrawal_from_program_(Domestic).pdf
Both international students and domestic students in this particular program fill in this one domestic form.

If the leave of absence is for less than 12 months you are not required to obtain Program Director Approval. If you have already had previous leave of absence in the program you will need to tick the appropriate box on the application form as depending on the amount of leave already taken, approval may be sought from the Program Director.

If you are enrolled in the program but apply for leave of absence prior to completing any courses you will need to seek Program Director approval, and the circumstances for the leave need to be classified as extenuating with leave being at the discretion of the Program Director. In this case you will most likely be advised to withdraw from the program and then re-enrol at a future date when you are in a position to commit to study.

Library

The library provides print and electronic resources, information and information literacy program integral to your learning program. For further information contact Ask the Library at http://www.library.unisa.edu.au/help/

On-Campus Workshops

A number of courses in your program have on-campus workshops at the City East campus of the University of South Australia included in their scheduling –Abdominal Sonography, Obstetric and Gynaecologic Sonography, Superficial Parts Sonography and Vascular Sonography. These workshops are recommended but not compulsory. Please check your course outline on the learnonline site for details regarding on-campus workshops for the courses that you are enrolled in.

The City East campus of UniSA is located at the corner of North Terrace and Frome Road. A map of the campus is available at http://www.unisa.edu.au/about/campuses/cemap.asp

A map of the route from Adelaide Airport to the central business district can be accessed at http://goo.gl/maps/L9ZVA
Details of the bus service from Adelaide Airport to the City and City to the Adelaide Airport is available at http://www.adelaidemetro.com.au

Students planning to attend the workshops in Adelaide should make their own accommodation arrangements. Accommodation information can be found on the UniSA website at http://www.unisa.edu.au/accommodation/oar/default.asp which covers backpacker accommodation, affordable hotels and serviced apartments etc.

Part time study

The Graduate Diploma in Medical Sonography (IGSO), Master of Medical Sonography (IMSO) and the Graduate Certificate in Breast Imaging (ICBR) programs are only offered as part time programs – this means you can only do a maximum of 2 courses per study period. It is suggested that for each course a student undertakes an equivalent of 8-10 hours per week of study needs to be achieved.
For the majority of the IGSO and IMSO programs you shall be employed during the day as a trainee sonographer to fulfil the practical requirements of 2200 clinical experience hours.
Based on this it is impossible for a student to undertake more than 2 courses whilst working which is why the IMSO and IGSO programs are NOT offered on a full time basis.

Referencing

Using the Harvard Author-Date System (Academic Integrity)
Referencing, or citing, means acknowledging the sources of information and ideas you have used in an assignment (e.g. essay or report). This is standard practice at university. It means that whenever you write an assignment that requires you to find and use information from other sources, you are expected to reference these resources in your writing. Sources could include books, journal or newspaper articles, and items from the internet, pictures or diagrams. Referencing is essential in order to avoid plagiarism and succeed in your studies.
The guide to Referencing Using the Harvard Author-Date System will be on accessible via all of the courses' learn on line sites in the program.

Student Email

As a student at UniSA, you are provided with a student email account which is the main form of communication between you and the university, especially your lecturers and tutors. It is therefore very important that you regularly check your email and conform to IT policies. More details are found at the following site: http://w3.unisa.edu.au/ists/ithelpdesk/faqs/Email/Student%20Email/General/default.asp

Student ID

As a new student to UniSA, you will be issued with a new student ID card. After enrolling in courses you can collect your card at a Campus Central office. If you prefer UniSA to post you the ID card, you will need to follow the instructions in your UniSA Welcome letter and provide us with a recent passport size, head and shoulders, colour photograph of yourself, certified by a person who has known you for more than 12 months as verification of your identity.   If you have any questions please contact Campus Central.

Student Portal

To access your student details use the student portal, myUniSA. This is your student portal for all the information and services you need to help manage your studies at UniSA. Information about how to access this portal can be found at http://www.unisa.edu.au/newstudents/portal.asp

For assistance with return to study, referencing and managing postgraduate study contact the **Learning and Teaching Unit** (LTU). Information about the services that the LTU provides to students can be accessed at http://www.unisa.edu.au/ltu/students/default.asp. Please be sure to ask for a Disability Officer if you require a Disability Access Plan.

Learning & Teaching Unit (LTU) City East

Room:	P2-40 Level 2, Playford Building
Ph:	8302 2330 / 1300 657 122
Fax:	8302 2363
email:	ltu@unisa.edu.au

Study Packages and Materials

Prior to the start of the study period you will receive study packages and materials that may include (depending on individual courses) printed documentation and DVD's with course material. If you are expecting a study package and you have not received it, the first point is to check that you have provided the University with your correct postal address. Secondly check at your local post office as often these study packages are large in size and will need to be left at the local post office for you to collect. If you have actioned the above and you still have not received your study package, please contact

Document Services
Dispatch Officer
Tel: 08 8302 6966
Email: dsc.mail@unisa.edu.au

Traineeships / Placements

To undertake and complete the Graduate Diploma in Medical Sonography (IGSO) or the Master of Medical Sonography (IMSO) programs, applicants are advised that the program requires the completion of 2200 hours of supervised ultrasound experience. This can only be obtained via a traineeship that needs to be obtained early on in the programs by the students themselves.

Applicants are responsible for organising their own training position in an ultrasound department in order to acquire the scanning experience.

ASA positions vacant - http://www.a-s-a.com.au/Employment/?n=3

ASUM positions vacant - http://www.asum.com.au/site/adverts.php?p=content-sono_vacancies

Ultrasoundpaedia - http://www.ultrasoundpaedia.com/USP%20employment.html

It is also worth checking, but not limit your search for a traineeship by searching these sites:

I-MED Network www.i-med.com.au

Healthcare Imaging Services www.healthcareimaging.com.au

www.seek.com.au

www.mycareer.com.au

www.careerone.com.au

www.indeed.com.au

www.jobjobjob.com.au

http://australia.trovit.com/jobs/trainee-sonography-jobs

We recommend you should also check local and national newspapers for job advertisements.

Google rural practices in South Australia and also interstate, then approach their departments for a training position.

There are programs run by other ultrasound schools that offer fast track training that may be of assistance to the student and potential employers.

There are some other external providers who offer training programs that then may assist in sourcing a training position.

The Australian Institute of Ultrasound (AIU) http://www.aiu.edu.au/. Their courses cater to a broad range of medical ultrasound applications and each year they conduct over 80 separate courses for more than 800 attendees. Of particular interest for employers of new trainees in general sonography is the New Entrant Sonographer FastTrack Training program.

The Australian School of Medical Imaging (ASMI) http://www.asmi.edu.au/ASMI offers the Graduate Program in Medical Ultrasound (GPMU), a 14-week, intensive short course designed to build a solid foundation for trainee sonographers to enter this industry either as a General trainee Sonographer or as a dedicated Vascular Trainee Sonographer. Upon completion, these trainees have a clear path to becoming an accredited sonographer through gaining vast experience at ASMI's renowned Clinical Training Sites (CTS) or with independent or corporate radiology companies across Australia and New Zealand. Students who have successfully completed the GPMU are eligible for credit for certain course in the UniSA Graduate Diploma of Medical Sonography (IGSO) and Masters in Medical Sonography (IMSO) programs.   Alternatively, ASMI provides an Intensive 4 week Introduction to Sonography Program (ISIP).

Approach Medical Imaging departments to ask the possibility of work experience in which you could organise a week in their ultrasound department. The face to face experience and also with the staff then having some knowledge of you and how you presented yourself during that week could assist in gaining a long term traineeship.

Important Information: Unpaid Traineeships

Students who undertake an unpaid traineeship must contact their course coordinator to notify of the traineeship arrangements. The course coordinator will notify the Clinical Placement Unit to ensure all placement conditions and insurance requirements are met.

Traineeships / Placements – frequently asked questions

Do I need to be performing ultrasound whilst undertaking these programs?

There are multiple courses offered across the IGSO, IMSO and ICBR programs that **require you to be performing ultrasounds in a clinical setting whist concurrently undertaking the course.**

These scanning courses are:
RADY 5013   Abdominal Sonography (IGSO, IMSO)
RADY 5014   Obstetric and Gynaecological Sonography (IGSO, IMSO)
RADY 5015   Superficial Parts Sonography (IGSO, IMSO)
RADY 5016   Vascular Sonography (IGSO, IMSO)
RADY 5026   Clinical Sonography Portfolio (IGSO, IMSO)
RADY 5029   Musculoskeletal Sonography (IGSO, IMSO)
RADY 5002   Breast Sonography (IMSO, ICBR)
RADY 5027   Fetal Echocardiography (IMSO)
RADY 5025   Advanced Musculoskeletal Sonography (IMSO)

This means that to undertake these courses, students will need to organise their own training position in an ultrasound department in order to acquire the scanning experience.

However there are several courses offered across the IGSO, IMSO and ICBR programs that you can undertake **without** having sourced a training position –

RADY 5030   Ultrasound and Physics Instrumentation
RADY 5024   Professional Issues for Sonographers
RADY 5003   Mammography (IMSO, ICBR)

Various other electives for IMSO do not require students to be scanning with individual course requirements found at: http://programs.unisa.edu.au/public/pcms/program.aspx?pageid=258&sid=273

When I undertake these scanning courses what hours do I need to do?

If undertaking a scanning course, then for the duration of that study period students need to be engaged in a minimum of 200 hours of ultrasound examinations.
Along with this mandatory 200 hours, as part of the IGSO and IMSO programs, students need to keep a log of the hours that they have been performing ultrasounds (so not observing but actual hands on scanning). A minimum number of 2200 hours is required to be documented to complete the program and be eligible for accreditation with the Australian Sonographers Accreditation Registry as a general sonographer.

2200 hours equates to two years of scanning at 3 days per week, or 1.2 years of full time scanning. Information relating to the clinical experience record/log book used for these hours can be found on the learn on line sites of the courses in the IGSO program once enrolled.

This 2200 hour requirements assists in fulfilling the criteria set down by the Australian Sonographers Accreditation Registry (ASAR) as 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.

How do I get a training position?

Applicants are responsible for organising their own training position in an ultrasound department in order to acquire the scanning experience.

Some practices/departments around Australia email us when they have trainee positions available and when this occurs we shall email all students with the details.

In the meantime, if you don't have a training position, you should prepare a letter of application and current CV, including the fact that you are enrolled in an ASAR accredited medical sonography program, and also the results for the courses you have already completed successfully and send it to all the major teaching hospitals and private practices in the areas you would be willing to work.

Please note that if you do not have a medical radiation background, you may find it more difficult to obtain a training position, particularly in capital cities where many practices/hospitals prefer to train someone who is already employed in their department and able to work in other areas apart from ultrasound. You may need to consider the option of moving to a rural location, as they are often open to the idea of employing someone from a non-medical imaging background, especially if you are prepared to remain in their practice after you have completed your training.

What happens if I am enrolled as a domestic student but I undertake clinical training overseas – do those scanning hours count?

The scanning hours for the IGSO courses and log book do not need to be logged just whilst you are working in Australia. The program is offered externally and we have several international students who are doing it in their home country. Graduates of the program are eligible to apply for full professional accreditation from the Australian Sonographer Accreditation Registry (ASAR) under the General Sonography category BUT under the ASAR guidelines, evidence of scanning experience in an Australian or New Zealand clinical setting is required for such accreditation.

So the short answer is yes – you can be undertaking the scanning courses as a domestic student whilst training overseas and those scanning hours can be logged for the log book/clinical experience record. So that is ok from a UniSA/program perspective. But please be aware that the time spent in a clinical setting overseas is not time that the ASAR shall take into account when reviewing your accreditation application on completion of the program. They will require evidence of scanning experience in an Australian or New Zealand clinical setting.

Applicants with 40% or more of their clinical experience obtained offshore during the course of their study will be assessed on a case-by-case basis by the ASAR regarding accreditation. Please contact ASAR directly for further information. http://www.asar.com.au/

Travel to Adelaide

The course **Clinical Sonography Portfolio** has an Objective Structured Clinical Examination (OSCE) which is held in Adelaide at the end of the study period that the course is undertaken. The OSCE is an examination consisting of a number of stations and students will be required to perform a variety of tasks at these stations including practical scanning, image interpretation, equipment set-up and patient communication.

Because Clinical Sonography Portfolio is one of the core 8 courses in the IMSO and IGSO program, students enrolled in IMSO and IGSO will also need to attend an OSCE at the end of that course.

Several electives offered in IMSO are only offered internally at UniSA so please review the courses individual requirements at-http://programs.unisa.edu.au/public/pcms/program.aspx?pageid=258&sid=273

For **RADY 5006 Clinical Mammography**, students will need to attend a 5 day Clinical workshop held at Breast Screen SA in Adelaide. Please refer to the course timetable for workshop dates
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=011516

For **RADY 5003 Mammography**, students will need to attend a 5 day academic workshop held at UniSA campus in Adelaide. Please refer to the course timetable for workshop dates
http://programs.unisa.edu.au/public/pcms/course.aspx?pageid=009457

Study Plan for Master of Medical Sonography (IMSO)
Suggested study plan for maximum of 2 core courses per study period

Note – this is the minimum amount of time that the program can be undertaken without credit for recognition of prior learning. Often students choose to undertake only one core scanning course for some study periods whilst they are gaining confidence and competency in clinical ultrasound.

Program:	Master of Medical Sonography

CORE COURSES (equalling 36 units in total)		
Please note; the following is a recommended study plan only. All core courses are offered in both study period 2 and study period 5, allowing students flexibility in their course selections.		
Suggested order for courses 1 and 2 – first study period of enrolment		**Note**
RADY 5030 Core course	Ultrasound Physics and Instrumentation	Non scanning course. This course is a pre requisite for 'scanning courses'.
RADY 5024 Core course	Professional Issues for Sonographers	Non scanning course. This course is a pre requisite for 'scanning courses'.
Suggested order for courses 3 and 4– second study period of enrolment		
RADY 5013 Core course	Abdominal Sonography	200 hours of scanning in study period required plus log book requirements for final course of Clinical Sonography Portfolio.
RADY 5015 Core course	Superficial Parts Sonography	200 hours of scanning in study period required plus log book requirements for final course of Clinical Sonography Portfolio.
Suggested order for courses 5 and 6– third study period of enrolment		
RADY 5025 Core course	Musculoskeletal Sonography	200 hours of scanning in study period required plus log book requirements for final course of Clinical Sonography Portfolio.
RADY 5016 Core course	Vascular Sonography	200 hours of scanning in study period required plus log book requirements for final course of Clinical Sonography Portfolio.
Suggested order for courses 7 and 8– fourth study period of enrolment		
RADY 5014 Core course	Obstetric and Gynaecologic Sonography	200 hours of scanning in study period required plus log book requirements for final course of Clinical Sonography Portfolio.
RADY 5026 Core course	Clinical Sonography Portfolio	200 hours of scanning in study period required plus log book requirements for final course of Clinical Sonography Portfolio. This course should be the last or one of the last courses undertaken in the program.
On completion of the above 8 core courses in the IMSO program, students can then apply for accreditation with the Australian Sonographer Accreditation Registry (ASAR) for accredited medical sonographer (AMS) status in the category of General Sonography. **If you intend to enrol in 1 non-scanning course in your first study period in the program, it is recommended to enrol in Ultrasound Physics & Instrumentation RADY 5030 first, followed by Professional Issues for Sonographers RADY 5024 in your second study period.**		

Master of Medical Sonography (IMSO)

Guide to elective courses offered per each study period.

Maximum of 2 elective courses (equivalent of 9 units in total) per study period can be undertaken.

Program:	Master of Medical Sonography

ELECTIVES (students should select courses equivalent of 18 units in total)

For specific elective course information please go to-
http://programs.unisa.edu.au/public/pcms/Program.aspx?pageid=258&sid=273&y=2014

Study Period 1		
Elective (9 unit course)	Allied Health Evidence Based Theory and Practice (REHB 5102)	Please review each course for specific pre and/or co requisite requirements(see link above)
Study Period 2		
Elective (4.5 unit courses)	Sectional Anatomy (BIOL 5004) OR Fetal Echocardiography (RADY 5027) OR Clinical Mammography (RADY 5006) OR Literature Review (HLTH 5128) OR Research Proposal (HLTH 5127) OR Negotiated Studies (HLTH 5145) OR Musculoskeletal Sonography (RADY 5029) if enrolled in program prior to 2013	Can choose to undertake 2 concurrent 4.5 unit electives in this study period. Please review each course for specific pre and/or co requisite requirements and if external or internal offering (see link above)
Study Period 4		
Elective (4.5 unit courses)	Mammography (RADY 5003)	Please review each course for specific pre and/or co requisite requirements and if external or internal offering (see link above)
Study Period 5		
Elective (4.5 unit courses)	Breast Sonography (RADY 5002) OR Advanced Musculoskeletal Sonography (RADY 5025) OR Clinical Mammography (RADY 5006) OR Negotiated Studies (HLTH 5145)	Can choose to undertake 2 concurrent 4.5 unit electives in this study period. Please review each course for specific pre and/or co requisite requirements and if external or internal offering (see link above)
Study Period 6		
Elective (4.5 unit course)	Health Ethics (HLTH 5002)	Please review each course for specific pre and/or co requisite requirements and if external or internal offering (see link above)

Study Plan for Graduate Diploma in Medical Sonography (IGSO)

Suggested study plan for maximum of 2 core courses per study period

Note – this is the minimum amount of time that the program can be undertaken without credit for recognition of prior learning. Often students choose to undertake one core scanning course for some study periods whilst they are gaining confidence and competency in clinical ultrasound.

Program:	Graduate Diploma in Medical Sonography

CORE COURSES (equalling 36 units in total) *Please note; the following is a recommended study plan only. All core courses are offered in both study period 2 and study period 5, allowing students flexibility in their course selections.*		
Suggested order for courses 1 and 2 – first study period of enrolment		**Note**
RADY 5030 Core course	Ultrasound Physics and Instrumentation	Non scanning course. This course is a pre requisite for 'scanning courses'.
RADY 5024 Core course	Professional Issues for Sonographers	Non scanning course. This course is a pre requisite for 'scanning courses'.
Suggested order for courses 3 and 4 –second study period of enrolment		
RADY 5013 Core course	Abdominal Sonography	200 hours of scanning in study period required plus log book requirements for final course of Clinical Sonography Portfolio.
RADY 5015 Core course	Superficial Parts Sonography	200 hours of scanning in study period required plus log book requirements for final course of Clinical Sonography Portfolio.
Suggested order for courses 5 and 6 – third study period of enrolment		
RADY 5025 Core course	Musculoskeletal Sonography	200 hours of scanning in study period required plus log book requirements for final course of Clinical Sonography Portfolio.
RADY 5016 Core course	Vascular Sonography	200 hours of scanning in study period required plus log book requirements for final course of Clinical Sonography Portfolio.
Suggested order for courses 7 and 8 – fourth study period of enrolment		
RADY 5014 Core course	Obstetric and Gynaecologic Sonography	200 hours of scanning in study period required plus log book requirements for final course of Clinical Sonography Portfolio.
RADY 5026 Core course	Clinical Sonography Portfolio	200 hours of scanning in study period required plus log book requirements for final course of Clinical Sonography Portfolio. This course should be the last or one of the last courses undertaken in the program.
On completion of the above 8 courses in the IGSO program, students can then apply for accreditation with the Australian Sonographer Accreditation Registry (ASAR) for accredited medical sonographer (AMS) status in the category of General Sonography. **If you intend to enrol in 1 non-scanning course in your first study period in the program, it is recommended to enrol in Ultrasound Physics & Instrumentation RADY 5030 first, followed by Professional Issues for Sonographers RADY 5024 in your second study period.**		