IMSO Master of Medical Sonography (General)

IGSO Graduate Diploma in Medical Sonography (General)

ICBR Graduate Certificate in Breast Imaging

Postgraduate Medical Sonography

Supervisor Guide 2025

https://www.unisa.edu.au/about-unisa/academic-units/allied-health-and-human-performance/

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Thank you for supporting the professional development of our future sonographers. We acknowledge, recognise and appreciate the efforts of the clinicians and tutors in guiding and supporting our students throughout their training program.

Purpose of the supervisor's handbook

This guide is designed to give you a broad overview of the role you play as a clinical supervisor to Medical Sonography students in either the general stream, or the breast certificate course. It outlines issues that may arise during clinical training and should be used in conjunction with the information provided to the students by the coordinators of the clinical courses.

Whilst we hope you find this handbook helpful; we encourage all supervisors to provide feedback on either this material OR the program itself. Contact details for the medical sonography team can be found within this document.

Under the banner of Allied Health and Human Performance, the University of South Australia (UniSA) provide the following suite of Post Graduate Medical Sonography Programs:

1. Graduate Diploma in Medical Sonography (General, Cardiac, and Vascular streams)

2. Master of Medical Sonography (General, Cardiac, and Vascular streams)

3. Graduate Certificate in Breast Imaging

If you are receiving this handbook, it is expected the student you are supervising is enrolled in the Graduate Diploma/ Master in Medical Sonography (General) or the Graduate Certificate in Breast Imaging.

The outlines for these programs are detailed in Appendix 1.

The Postgraduate Medical Sonography programs are accredited by the Australian Sonographer Accreditation Registry and comply with:

1. The Australian Sonographer Accreditation Registry (ASAR) Standards for the Accreditation of Sonographer Courses (SASC)

2. Creation of these courses is in conjunction with the Professional Competency Framework for Sonographers available via the ASAR web site and this link or here: https://www.asar.com.au/public/90/files/Professional%20Competency%20Framework%20for%20Sonographers.pdf

3. The Graduate Qualities of the University of South Australia (Appendix 2). These qualities define how our graduates will act when they exit the program and begin to practice as entry level sonographers.

What is a clinical supervisors MINIMUM CLINICAL EXPERIENCE?

To be eligible to be a clinical supervisor for a student currently enrolled at UniSA, you should be an accredited Medical Sonographer (General or Breast) with a minimum of 2 years full time clinical experience or a Radiologist with diagnostic ultrasound experience, for example the Diploma of Diagnostic Ultrasound (DDU).

What are the students' responsibilities?

It is the responsibility of the student to ensure that the following items are completed with their clinical supervisor/s and submitted as per specific instructions:

1. Clinical Placement form (for students who are in supervised scanning positions),
2. Learning Contract (when required for specific courses including clinical audits where required),
3. Logbook and formative milestone assessments, and
4. Clinical progress reports (for students enrolled in level 2 courses).

It is an expectation of the Clinical sites and the University of South Australia that students follow safe and professional practices whilst completing their clinical experience:

Safe Practice and Duty of Care:

The student must demonstrate safe practice in the clinical setting. Safe Practice will be demonstrated

by the student who:

- Demonstrates awareness of manual handling principles in patient and staff safety
- Demonstrates the safe application of all equipment
- Is responsible for patient and personal safety
- Does not put other persons in the workplace at any risk
- Demonstrates an awareness of infection control practices
- Demonstrates an awareness of the ALARA principle

Professional and Ethical Conduct:

The student must behave in a professional and ethical manner, according to the ASA Code of Conduct as well as the University of South Australia Code of Conduct throughout the training placement.

Professional conduct is demonstrated by the student who:

- Is always punctual in accordance with the workplace policy

- Maintains confidentiality of staff and patient information

- Maintains personal hygiene and dress as stated in the workplace policy

- Behaves in a professional manner to colleagues, supervisors, patients and their families

Students are expected to follow the University of South Australia Code of Conduct for students as well as the ASA Code of conduct.

- University of South Australia Code of Conduct for students is available here:
  - https://i.unisa.edu.au/policies-and-procedures/codes/students/

- The link to the Australasian Sonographers Association (ASA) Sonographer Code of Conduct is here:
  - https://www.sonographers.org/publicassets/4f8cda47-6ad2-ec11-910e-0050568796d8/ASA_Sonographer_Code_of_Conduct_MAY_22_FINAL-v1.pdf

What are the responsibilities of a supervisor?

Primary purpose of position

To oversee, in close liaison with the UniSA Medical Sonography team, all aspects of the clinical hands-on training of the trainee sonographer or a group of trainees. This includes ensuring they are provided with the practical instruction, ongoing support, and appropriate assessment to enable them to meet the professional and educational requirements specified by ASAR.

Responsibilities of a supervisor include:

- Signing the Clinical Placement form (Appendix 3)
- Orientating students to the clinical site
- Assisting the student with identifying objectives and learning needs for the training position
- Directly supervising the student or allocating a suitable mentor to each student who is available on site at all times when the student is scanning
- Development of a working relationship with the student
- Providing learning opportunities and resources that meet the student's learning goals
- Cross-checking and signing off each student's logbook regularly every week (Appendix 4).

It is a mandatory part of student assessment that a minimum of 2200 hours of scanning experience are logged to be eligible to complete the courses which make up the Graduate Diploma (General), and as such meet the requirements for professional accreditation. Detailed information in relation to this is available in Appendix 4.

- Observation and provision of feedback to the student and supporting them with timely completion of formative clinical assessments
- Provision of a learning environment, which assists to stimulate the student's learning
- Evaluation of student performance via the Clinical Progress Report
- Negotiating with students in relation to final tutor assessments and signing the learning contract. (Appendix 5)
- Providing evidence of student assessment (five mandated tutor assessments) to University of South Australia as per the recommended format. (Appendix 6)

This is one of the major responsibilities of the supervisor as satisfactory completion of the tutor assessments is required before a student is eligible to sit the final clinical practice exam (OSCE).

- Ensure safe practice and the safety of clients, with regard to student's involvement and activities with the organization
- Maintaining an overall awareness of the student's progress and wellbeing by discussion with the student and mentors and liaison with the University of South Australia Postgraduate Sonography team if any issues should arise.

It is an implicit understanding that supervisors signing off the Supervisor details form provide clinical supervision in accordance with the ASA Guideline: A sonographer's guide to clinical supervision.

What resources are available for supervisors for Professional Development to assist them in their role and help them provide effective supervision?

The UniSA Allied Health and Human Performance Academic Unit offers a free Clinical Supervisor Support program to Clinical Supervisor's supervising a UniSA student (at least 1 student per year and must be named on the Clinical Placement Unit documentation): https://www.unisa.edu.au/connect/placements-employers/nursing-health-medical-sciences/clinical-supervisor-support-program/

This includes benefits such as:
- Access to the UniSA library and databases
- Access to discipline specific placement induction programs, events and other supervisor and clinical facilitators activities
- Fee reduction for the Professional Certificate in Clinical Education (https://study.unisa.edu.au/short-courses/professional-certificate-in-clinical-education/)

The Medical Sonography Program website provides links to resources to assist with your supervisory role, such as provision of effective feedback including the Clinical Supervisor Support Program:

https://lo.unisa.edu.au/course/view.php?id=3895

You are an important component of your student's education, however of you answer yes to any of the following:

- Are you concerned about a student?
- Has there been an issue relating to misconduct?
- Or are you concerned about unsatisfactory progress?
- Please follow the following steps

Step 1.
In the first instance the supervisor should contact and discuss their concerns with the **STREAM COORDINATOR FOR THE STREAM THE STUDENT IS ENROLLED IN.** Please see contact details of Stream Coordinators given below.

Step 2.
Undertake the applicable workplace resolution practices to try and resolve the issue or concern.

Step 3.
Maintain regular contact with the Course Coordinator to inform them of progress or resolution.

Step 4.
Should the applicable workplace resolution practices be unsuccessful in resolving the situation, refer directly back to the Program Director.
In case of misconduct, the matter will be managed as per University policy.

Staff contact details:

The University of South Australia academics who teach in the Postgraduate Medical Sonography programs are:

Dr Bec Perry - Program Director: Medical Sonography
Tel: 08 8302 1895
Email: bec.perry@unisa.edu.au

Course Coordinator for:
- Cardiac Sonography Portfolio (RADY 5035)

Kate Lamb – General and Vascular sonography stream lead
Tel: 08 8302 2637
Email: kate.lamb@unisa.edu.au

Course Coordinator for:
- Vascular Sonography (RADY 5016)
- Advanced Vascular Sonography (RADY 5034)
- Clinical Sonography Portfolio (RADY 5026) SP2 (semester 1)
- Cardiovascular Sonography Portfolio (RADY 5035)

Sandy Maranna – Breast sonography stream lead
Tel: 08 8302 2896
Email: sandy.maranna@unisa.edu.au

Course Coordinator for:
- Breast Sonography (RADY 5002)
- Superficial Parts Sonography (RADY 5015)
- Obstetrics and Gynaecologic Sonography (RADY 5014)

Teresa Cross
Tel: 08 8302 1273
Email: teresa.cross@unisa.edu.au

Course Coordinator for:
- Mammography (RADY 5003)

Dr Jessie Childs
Tel: 08 8302 2243
Email: jessie.childs@unisa.edu.au

Course Coordinator for:
- Ultrasound Physics and Instrumentation (RADY 5030) - SP2 (semester 1)

Angela Farley

Tel: 08 8302 2913

Email: angela.farley@unisa.edu.au

Course Coordinator for:
- Abdominal Sonography (RADY 5013) SP2 (semester 1)
- Musculoskeletal Sonography (RADY 5029)
- Advanced Musculoskeletal Sonography (RADY 5025)
- Clinical Sonography Portfolio (RADY 5026) SP5 (semester 2)

Professor Nayana Parange

Tel: 08 8302 8525

Email: nayana.parange@unisa.edu.au

Course Coordinator for:
- Professional Issues for Sonographers (RADY 5024)
- Fetal Echocardiography (RADY 5027)
- Advanced Obstetrics and Gynaecologic Sonography (RADY 5031)

Kim Fitzgerald

Email: kim.fitzgerald@unisa.edu.au

Course Coordinator for:
- Abdominal Sonography (RADY 5013) SP5 (semester 2)
- Clinical Sonography Portfolio (RADY 5026) SP5 (semester 2)

Emilie Rasheed

Tel: 08 8302 2708

Email: emilie.rasheed@unisa.edu.au

Course Coordinator for:
- Cardiovascular Anatomy and Embryology (RADY 5036)
- Cardiovascular Physiology and Pathology (RADY 5037)
- Clinical Applications of Echocardiography (RADY 5038)

Jacqueline Matulick

Email: Jacqueline.matulick@unisa.edu.au

Course Coordinator for:
- Cardiovascular Anatomy and Embryology (RADY 5036)
- Advanced Cardiac Haemodynamics (RADY 5032)
- Ultrasound Physics and Instrumentation (RADY 5030) SP5 (semester 2)

If you have an enquiry related to a particular course, please contact the relevant course coordinator as detailed above.

Definitions of terms

Course: At UniSA, a course is the basic component of an academic program. A course is identified by a course name (e.g., Obstetric and gynaecologic Sonography), an area and catalogue number (e.g., RADY 5014) and a class number (e.g., 006624). Courses are usually 4.5 units and require a commitment from students of 10 to 15 hours per course per week.

Course ID: A unique six-digit code assigned to each course and used to identify the course on the University's record system.

Core course: A compulsory course within an academic program or specialisation designed to provide essential skills, knowledge and understanding in the field of study.

Clinical Courses/Scanning Courses in our Programs: We offer a range of core clinical (scanning) courses as well as specialized clinical (scanning) courses. Outlined later in the document.

Course coordinator: An academic staff member of the University, or an organization with which the University has a formal contract, who is responsible for the academic management of a course.

Mode of delivery: The way a student is undertaking a program. There are two modes of delivery:

- **Internal mode** includes face to face components such as lectures, tutorials, practical's, workshops or seminars that may be offered at a university campus or delivered at another location. Courses delivered in internal mode may be offered as intensives which will allow them to be completed in a shorter period.
- **External mode** includes online, distance education, industry placement or directed research. Virtual classrooms are deemed to be an external mode of delivery. External model does not normally include a face-to-face component, however some courses offered in external mode may require a small component of on-campus activity.

All our Medical Sonography Programs are delivered via external delivery with a flexible learning environment which makes it very attractive to students who are working full-time, particularly in remote places or overseas

Flexible Learning Environment: A means of encouraging student engagement in learning activities. Creating a Flexible Learning Environment may include:

- re-configured teaching spaces
- ability to negotiate learning outcomes
- choice of courses
- delivery mechanisms and timing of delivery
- online and off-campus delivery

Online course: A course delivered externally where all communication and access to/distribution of learning resources occur electronically, usually via the internet.

Program: An approved combination of courses in which a student is enrolled during university study.

Program director: An academic staff member of the University, or an organization with which the University has a formal contract, who is responsible for providing academic leadership of a program, including leading the program team and supporting students, as agreed in the contract.

Clinical Sonography Portfolio (RADY 5026)

Upon enrolment in this course, students will be asked to provide the name and contact details of their supervising sonographer/s to the Course Coordinator. This information along with details including an audit of students logbooks, learning contract (agreeing students are prepared and ready to commence this course) is all required to be submitted **prior** to university Census date, to ensure students do not incur a financial burden if they are deemed not yet ready to complete. Students, supervisors and course coordinators are required to participate in an online zoom to ensure this information is true and correct.

It is recommended that this course 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 logbook) 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 hour 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).

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;

- Present a review of a specific workplace protocol which incorporates a critical appraisal of the literature and available guidelines, so as to demonstrate a practical understanding of the implementation of evidence into practice.

- Demonstrate competence in practical scanning skills in 5 of the 6 areas listed below:
    - General abdomen;
    - Male and female pelvis;
    - Obstetric (including 1st, 2nd and 3rd trimester);
    - Superficial parts (including breast, scrotum and anterior neck);
    - Basic vascular; and
    - Basic musculoskeletal

- Demonstrate practical scanning skills to at **least advanced beginner level in the 6th area.**

Clinical Sonography Portfolio Exam

During the COVID Pandemic, the University had to adapt its practice for the Objective Structured Clinical Examination (OSCE, clinical assessment). This process has provided us some excellent insight into student scanning abilities. The process included students submitting:

- The images from a clinical scan, with specific pathology
- A video of them performing this scan (with the video positioned to avoid the patient)
- A report of their finding of this clinical scan
- A reflection of this scan
- An online oral viva
- Image interpretation exam

Collectively, the range of assessments viewed together offer a great insight into student's work capacities. Can they scan, can they demonstrate good image optimization for review by cardiologists, can they review their scan and provide an overview?

As the world recovered from the pandemic, we have seen other issues relating to cost-of-living pressures. Recent Senate enquires into allied health students have highlighted the fact that financial pressures on students have been very severe. We are conscious of several students who are in non-paid clinical training roles, and finally we also are aware of issues relating to cheap flights being cancelled very often at the last minute.

It is with these considerations that we have decided to continue with the OSCE submissions that we have been managing over the last couple of years.

Should you as a supervisor have concerns about this process, we ask that this be highlighted in the learning contract and discussed at the zoom session, OR we can arrange a phone conversation at your convenience.

An OSCE is an assessment method used for examining various aspects of clinical competence e.g., history taking, data interpretation, examination skills, procedural skills, and communication skills.

Relevant University Policies

Credit or Recognition of Prior Learning (RPL):

It is possible for students to receive credit for studies undertaken at other academic institutions.

Students who have completed a Graduate Diploma will be eligible for some credit when enrolling into our master's program.

Credit is only provided for courses where 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 an undergraduate degree or studied at an institution that does not have an Australian Qualifications Framework (AQF) level.**

Students may be able to see if they are eligible for credit for those particular courses by using a University of South Australia software program called Credit Assessor which can be located here: https://my.unisa.edu.au/public/creditassessor/

Regardless of the results from the Credit Assessor, students are still required to submit an application for credit using the form accessed via this link – http://www.unisa.edu.au/credit

Explanation of the terms Credit and Credit Assessor:

Credit: The term 'credit' is used in two ways at the University:

- a grade awarded for an assessment task (e.g., C = Credit); or
- the recognition of prior learning granted towards the requirements of an award program at the University based on prior study or prior work and/or life experience

Credit Assessor: A data base that lists clear precedent for credit arrangements and formal credit transfer agreements between University of South Australia and other education and training providers in Australia and internationally.

Student 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: https://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-17/

UniSA postgraduate medical sonography program structure and clinical training requirements

The Graduate Diploma of Medical Sonography (General) is offered only on a part-time basis which consists of 36 units and takes a minimum duration of 1 year (full-time equivalent) to complete. The program structure is split into Level 1 and Level 2 courses as per the table below. Students must complete all Level 1 courses prior to commencing the Level 2 courses; however special circumstances will be considered.

The Master of Medical Sonography adds Level 3 courses onto the structure.

Level 1	Level 2	Level 3
Ultrasound Physics and Instrumentation	Vascular Sonography	Research Design and Development **OR** Allied Health Research Evidence Translation
Professional Issues for Sonographers	Musculoskeletal Sonography	Fetal Echocardiography
Abdominal Sonography	Obstetric and Gynaecologic Sonography	Advanced MSK Sonography
Superficial Parts Sonography	Clinical Sonography Portfolio	Advanced Vascular Sonography
		Advanced O&G Sonography
		Health Ethics
		Research for Advancing Nursing, Midwifery and Health Care
		Breast Sonography
		Quantitative Design for Nursing, Midwifery and Health Research

Figure 1: Program Structure for the Post Graduate program at UniSA (Graduate Diploma only requires Level 1 and Level 2 – Master's add onto the Level 3 courses)

1. Students cannot enrol into the Graduate Diploma or Master's program until they have secured a clinical training position. They may undertake a Professional Certificate in Sonographic Principles and Theory, which involved both Professional Issues for Sonographers and Ultrasound Physics and Instrumentation without a clinical training position.

2. Students must complete Professional issues and Ultrasound Physics before enrolling into Abdominal and Superficial parts courses.

3. All students will be provided with an **electronic** copy of the logbook when they commence the program, this will allow the students to log their scanning. Students are provided with instructions in how to fill in the logbook. Students are required to obtain weekly signatures from supervisors.

4. Students are required to complete and submit evidence of their training progress at set milestones: 400, 800, 1200, 1600 and 2000 hours. This is to ensure they request feedback from their supervisors at regular intervals throughout their training. Students will complete a self-appraisal which will allow them to reflect on their scanning ability. The supervisors and students will then come up with an action plan for improvement after completion of each milestone to ensure that the students are progressing at a steady rate.
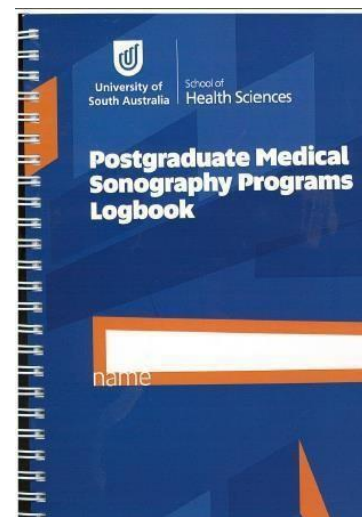
A suggested plan for clinical progression is outlined below.

Figure 2 – Student logbook

Suggested Matrix for Clinical Training and Competency Progression

Guide to expectations: Hands on scanning competencies					2200 hours – CSP Course (TA)
400 hours (FAM)	800 hours (FAM)	1200 hours (FAM)	1600 hours (FAM)	2000 hours (FAM)	
NA/ Novice in 6 areas					
	Advanced Beginner –2 areas	Competent- minimum 1 area	Competent- minimum 2 areas	Competent – minimum 4 areas	Competent- minimum 4 areas
		Advanced Beginner – maximum 2 areas		Advanced Beginner- maximum 1 area	Advanced beginner-1 to 2 area
	NA/Novice-4 areas		Advanced Beginner- maximum 2 areas		
		NA/Novice-3 areas	NA/Novice-2 areas	Novice-1 area	Novice- maximum 1 area
Guide to expectations: Professional capabilities as outlined in the FAM					
Novice	Novice in some areas, Advanced Beginner in most areas	Advanced Beginner in all areas	Advanced beginner in some areas, Competent in most areas	Competent in most areas	Competent in all areas

The six areas are: *abdominal* sonography, *superficial parts* sonography, *vascular* sonography, *obstetric* sonography, *gynaecologic* sonography and *musculoskeletal* sonography

The professional capabilities as outlined in the FAM are: Initiative and enterprise, learning evaluating and reflecting, self-management, problem solving, communication skills and use of technology and resource.

Definitions and abbreviations:

CSP	Clinical Sonography Portfolio
FAM	Formative assessment milestone
TA	Final tutor assessments submitted in the CSP course
NA	Not scanning this currently hence not applicable
Novice	Trainee sonographer needs extensive supervision during the procedure
Advanced Beginner	Some conduct needs to be supervised
Competent	Able to perform the entire procedure including all required communications

Instructions for how to complete the logbook, which are provided to all students, can be found in Appendix 7.

5. Clinical progress reports are required to be submitted by students towards the end of the semester for scanning courses; Obstetrics and Gynaecologic Sonography, Musculoskeletal Sonography and Vascular Sonography, to demonstrate that they are meeting the co-requisite of scanning 200 hours during that semester.

6. Overall scanning requirement is 2200 hours, of which they need to have completed 2000 hours before enrolling in the final Clinical Sonography Portfolio (CSP) course.

7. Students will have final tutor assessments and must come on campus for Objective Structured Clinical Examinations (OSCEs) before they are able to graduate from the course. All information in relation to tutor assessments and OSCEs are made available to students in the CSP course. We advise the students to share details of assessments and clinical requirements with their supervisors to help them plan their training program.

On campus workshops for students

Several courses in our Postgraduate Medical Sonography program have optional on-campus workshops at the City East campus of the University of South Australia included in their scheduling.

Students are advised to check their course outline on the Learnonline site for details regarding optional on-campus workshops for the courses in which they are enrolled.

Supervisors are advised to encourage their students to attend and participate in these workshops.

Part time study

All of the Medical Sonography programs at UniSA are only offered as part time programs – this means students can only do a maximum of two courses per study period. It is suggested that for each course a student undertakes an equivalent of 10 to 15 hours per week of study needs to be achieved.

For the majority of the IGSO and IMSO programs students will 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 two courses whilst working which is why the IMSO and IGSO programs are NOT offered on a full-time basis.

Online lectures

Given students are often working during 'normal' office hours, a lot of the teaching in the Medical Sonography programs is pre-loaded online for students to view in their own time. In addition to this, course coordinators may hold online teaching sessions after hours, to allow for a greater student participation rate. These sessions are recorded, so those students who are not able to attend virtually at the designated time can view the session after the event. These sessions allow students to participate in regular case discussions, and to interact with their course coordinators and peers.

Traineeships / Placements – frequently asked questions by students

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 students to be performing ultrasounds in a clinical setting whist concurrently undertaking the course.

Details of the Graduate Diploma course structure are available from the program websites:

IMSO Master of Medical Sonography (General)

IGSO Graduate Diploma in Medical Sonography (General)

ICBR Graduate Certificate in Breast Imaging

Students will need to secure their own training position in an ultrasound department to meet their scanning requirements.

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

Students need to be documenting their supervised scanning hours and getting weekly signatures from their supervisors.

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/logbook used for these hours can be found on the Learnonline sites of the courses and in the Medical Sonography Logbook.

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.

Does the university provide a training position?

No, the university does not provide a training position. Applicants are responsible for organising their own training position in an ultrasound department to acquire the scanning experience.

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 logbook 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 – students can be undertaking the scanning courses as a domestic student whilst training overseas and those scanning hours can be logged for the logbook/clinical experience record. This is allowed from a University of South Australia program perspective. However, please be aware that the time spent in a clinical setting overseas is not time that the ASAR shall consider 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 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/

APPENDIX 1: POSTGRADUATE MEDICAL SONOGRAPHY PROGRAM OUTLINES

Descriptions of all courses in this program can be obtained from the University program websites:

IMSO Master of Medical Sonography (General)

IGSO Graduate Diploma in Medical Sonography (General)

Graduate Diploma in Medical Sonography (IGSO) (General)

Suggested study plan for maximum of 2 core courses per study period
Note – the timetabling of courses is subject to change and may alter during a student's enrolment in their program of study. This is the minimum amount of time that the program can be undertaken without credit for recognition of prior learning. Many students choose to enrol in one core level 1 / theory course per semester, which gives them a timeframe of 2 years to obtain a training position. We have also found that some students choose to enrol in one core level 2 / scanning course during some study periods whilst they are gaining confidence and competency in clinical ultrasound.

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 each year, allowing students flexibility in their course enrolments.		
Suggested order for courses 1 and 2 (Level 1 courses) - First study period of enrolment		
RADY 5030	Ultrasound Physics and Instrumentation	This course is a pre-requisite for the level 2 'scanning courses'
RADY 5024	Professional Issues for Sonographers	This course is a pre-requisite for the level 2 'scanning courses'
Suggested order for courses 3 and 4 (Level 1 courses) - Second study period of enrolment		
RADY 5013	Abdominal Sonography	This course is a pre-requisite for the level 2 'scanning courses' and requires the student to be scanning
RADY 5015	Superficial Parts Sonography (SP5 only)	This course is a pre-requisite for the level 2 'scanning courses' and requires the student to be scanning
Suggested order for courses 5 and 6 (Level 2 courses) - Third study period of enrolment		
RADY 5016	Vascular Sonography (SP2 only)	Co-requisite requirement to complete 200 hours of supervised scanning throughout the study period plus logbook requirements*
RADY 5025	Musculoskeletal Sonography (SP5 only)	Co-requisite requirement to complete 200 hours of supervised scanning throughout the study period plus logbook requirements*
Suggested order for courses 7 and 8 (Level 2 courses) - Fourth study period of enrolment		
RADY 5014	Obstetric and Gynaecologic Sonography (SP2 only)	Co-requisite requirement to complete 200 hours of supervised scanning throughout the study period plus logbook requirements* Pre-requisite of Vascular Sonography
RADY 5026	Clinical Sonography Portfolio	Students must have accrued a minimum of 2000 hours of supervised scanning experience before enrolling in this course. This is the final course for IGSO students.

*Each level 2 course requires students to be in a scanning position where they will be able to accrue a minimum of 200 hours of supervised scanning throughout the duration of the course

Upon completion of the above 8 courses in the IMSO program, students can then apply for accreditation as an Accredited Medical Sonographer (AMS) with the Australian Sonographer Accreditation Registry (ASAR) in the category of General Sonography.

If you intend to enrol in 1 course in your first study period in the program, it is recommended to enrol in RADY 5024 Professional Issues for Sonographers first, followed by RADY 5030 Ultrasound Physics & Instrumentation in your second study period.

Master of Medical Sonography (IMSO) (General)

Level 3 courses **CORE COURSES (4.5 units)** Please note: the following is a recommended study plan only. Students are required to choose one of the following research-based courses.	
Suggested order for course 1 (Level 3 courses)	
HLTH 6014 (4.5 units)	Research Design and Development
or	
REHB 5118 (4.5 units)	Allied Health Research Evidence Translation
ELECTIVE COURSES (13.5 units) Please note: the following is a recommended study plan only. Students are required to complete 13.5 units of elective courses.	
Elective course options (Level 3 courses)	
RADY 5027 (4.5 units)	Fetal Echocardiography
RADY 5025 (4.5 units)	Advanced Musculoskeletal Sonography
RADY 5034 (4.5 units)	Advanced Vascular Sonography
HLTH 5002 (4.5 units)	Health Ethics
NURS 5153 (9.0 units)	Research for Adv. Nursing and Health Care
RADY 5002 (4.5 units)	Breast Sonography
RADY 5031 (4.5 units)	Advanced Obstetric and Gynaecologic Sonography
NURS 5152 (4.5 units)	Quantitative Design for Nursing and Health Research
Students are only able to enrol in a maximum of 9.0 units of courses per study period. Some of these courses are only offered during a particular study period. Please check this prior to enrolment.	

Graduate Certificate in Breast Imaging (ICBR)

CORE COURSES (equalling 18 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 each year, allowing students flexibility in their course enrolments.		
Suggested order for courses 1 and 2 (Level 1 courses) - First study period of enrolment		
RADY 5030	Ultrasound Physics and Instrumentation	This course is a pre-requisite for the 'scanning courses'
RADY 5024	Professional Issues for Sonographers	This course is a pre-requisite for the 'scanning courses'
Suggested order for courses 3 and 4 (Level 1 courses) - Second study period of enrolment		
RADY 5003	Mammography (SP5 only)	This course requires all students to attend a compulsory intensive one-week workshop on campus.
RADY 5002	Breast Sonography* (SP2 only)	This is the final course for ICBR students, and all other courses must be completed prior to enrolment. Early enrolment is possible with the support of your supervisor.
*RADY 5002 Breast Sonography requires students to be in a scanning position where they will be able to accrue a minimum of 75 of supervised breast scans throughout the duration of the course.

Upon completion of the above 4 courses in the ICBR program, students can then apply for accreditation with the Australian Sonographer Accreditation Registry (ASAR) as an Accredited Breast Sonographer (ABS) status in the discipline-specific category of Breast Sonography.

If you intend to enrol in 1 course in your first study period in the program, it is recommended to enrol in RADY 5030 Ultrasound Physics & Instrumentation first, followed by RADY 5024 Professional Issues for Sonographers in your second study period. | | |

APPENDIX 2: GRADUATE QUALITIES INDICATORS

Graduate Qualities of the University of South Australia Medical Sonography graduate

The Postgraduate Medical Sonography programs have been designed to produce graduates who are life- long learners who can cope with an environment of rapidly changing technologies, with the necessary skills, knowledge and attitudes to enable them to gain accredited practitioner status. The clinical program aims to develop professional knowledge, skills and attitudes using an integrated approach where placements are preceded by on campus academic learning.

The Postgraduate Medical Sonography programs are based on the Australian Sonographer Association (ASA) competency standards for the entry level sonographer, the discipline-specific domains for general diagnostic medical sonographers as identified by Australian Sonographer Accreditation Registry (ASAR) and the graduate qualities of the University of South Australia. These qualities define how our graduates will act when they exit the program and begin to practice as entry level sonographers.

Graduate Qualities

There graduate qualities of the Medical Sonography graduate are listed below:

1. **Body of knowledge: Graduates will**
   a) Demonstrate a broad and thorough knowledge/understanding of key underpinning theory
   (discipline specific, physics, biologic science, humanities and behavioural, IT, research).
   b) Demonstrate a broad and thorough knowledge of scope of clinical skills and practice underpinning each discipline (in principles, clinical application, procedures, participation with other health care members, information management, confidentiality, scope of practice and role within team).

2. **Lifelong learning: Graduates will**
   a) Demonstrate commitment to ongoing professional development; using professional standards of practice to self- assess, participate regularly in professional development and self -directed learning, participate in training programs related to the introduction of new technologies and procedures.
   b) Play an active role in mentoring/teaching; participate in education of students and graduates undertaking supervised clinical practice, contribute to learning experiences and professional development of others, evaluate progress towards expected training outcomes.
   c) Participate in research; demonstrate an understanding of the significance of research in contemporary practice, participate in and contribute towards research, reasoning and problem solving, conduct evidenced based practice, evaluate practice systematically and participate in audit processes.

3. **Problem solving/critical thinking and evaluation: Graduates will**
   a) Assess clinical situation, to determine key issues and deliver a timely and quality outcome by; applying critical thinking and problem-solving skills to formulate appropriate clinical decisions, applying critical thinking skills to time management and resource utilization, and evaluate the appropriateness of patient and clinical information.
   b) Analyse and respond to problems related to patient treatment and care by; identifying problems as they arise in clinical practice, applying knowledge and experience to solve problems and ensure care is delivered to achieve best practice, apply reasoning and problem-solving skills to determine appropriate clinical decisions, and reflect on decisions to modify future practices.
   c) Analyse and respond to problems of operation and management by; identifying situations requiring problem solving and apply a systematic and logical approach, initiating resolution of problems to ensure prescribed protocols are maintained, and prioritizing issues for management of time and resources.
   d) Initiate and evaluate research outcomes and incorporate into evidence-based practice.
   e) Evaluate and implement processes and procedures for ensuring quality outcomes by; ensuring all services and interventions are provided in accordance with definitive protocols and standards of practice, evaluating practice in an ongoing basis, and analyse and document issues related to reportable incidents, with recommendations for future corrective actions.

4. **Act ethically and responsibly/professional & ethical practice: Graduates will**
   a) Act to ensure that patient welfare and rights are appropriately respected (patient advocacy) by; implementing procedures to meet statutory and ethical health and safety requirements, engaging effectively in ethical decision making, ensuring patient confidentiality of information, implementing procedures relating to discipline, acting to ensure the rights of individuals are not compromised.
   b) Act to preserve the safety of individuals and groups at all times by; demonstrating a thorough knowledge of radiation safety to a level that supports safe practice, acting to minimize infection risk, practicing within the framework of accepted policies and procedures (e.g., radiation safety, OHS), and reporting incidents.
   c) Display a commitment to manage quality issues and relating to effective practice by; evaluating the quality of practice in the clinical setting, auditing, reflecting upon and reviewing practice, make reasoned decisions to initiate, continue, modify or cease treatment or the use of techniques or procedures and communicate the decisions and reasoning appropriately.
   d) Display an ability to perform quality control for equipment, for patient interventions, image processing and displays a commitment to quality improvement.
   e) Promote the profession in the community and the workplace.
   f) Be aware of industrial and professional issues.

The following qualities are the clinical competencies required from a UniSA sonography graduate

5. **Work autonomously and collaboratively: Graduates will**
   a) Operate effectively as an autonomous and responsible practitioner by assuming responsibility for own actions, make independent professional decisions within their SOP, responding to and recognizing own abilities and level of professional competence, maintaining effective communication and ensuring documentation is accurate and maintains confidentiality.
   b) Be guided in action by their own and others SOP by; recognizing and operating within own scope of practice, recognizing limitations of an experienced and student practitioner, consulting with other health care professionals when issues are beyond own scope of practice.
   c) Establish and maintain appropriate collaborative relationships with colleagues and members of the multidisciplinary team by; working effectively within the organization, advising members of the multidisciplinary team about individual patient needs an know when to make appropriate referrals, demonstrating respect for colleagues and other members of the multidisciplinary team, participating in other health care members of team in decision making, recognizing the need for team participation in the development of resources.

6. **Communicate effectively in professional practice and as a member of the community: Graduates will**
   a) Demonstrate oral, written, mathematical and visual literacy's as appropriate to the discipline or professional area.
   b) Display sensitivity to the audience in organizing and presenting ideas.
   c) Communicate appropriately with professional colleagues and the public.
   d) Demonstrate a knowledge and understanding of indigenous community protocols and communication styles.

7. **Demonstrate international perspectives: Graduates will**
   a) Display an ability to think globally and consider issues from a variety of perspectives.
   b) Demonstrate an awareness of their own culture and its perspectives and other cultures and their perspectives.
   c) Appreciate the relation between their field of study locally and professional traditions elsewhere.
   d) Recognize intercultural issues relevant to their professional practice.
   e) Appreciate the importance of multicultural diversity to professional practice and citizenship.
   f) Appreciate the complex and interacting factors that contribute to notions of culture and cultural relationships.
   g) Value diversity of language and culture.
   h) Appreciate and demonstrate the capacity to apply international standards and practices within the discipline or professional area.
   i) Demonstrate awareness of the implications of local decisions and actions for international communities and of international decisions and actions for local communities.

8. **Care and clinical management: Graduates will**
   a) Fulfil the duty of care in clinical practice by acting to ensure rights of individuals are not compromised, demonstrating a duty of care in patient management (informed consent).
   b) Maintain patient comfort, privacy and safety.
   c) Establish and maintain effective interpersonal relationships with patients and others by showing empathy towards individuals, their carers or colleagues, applying strategies to promote individual or group esteem, act to maintain integrity and dignity of individuals or groups.
   d) Respond appropriately in culturally sensitive situations by acting in ways that demonstrate respect for values, custom, spiritual beliefs and practices of individuals.
   e) Demonstrate effective clinical management of individuals by identifying individual patient health issues and refer to appropriate professional groups within the multidisciplinary team, develop and document clinical procedures, participate in individual care in consultation with the team, assess the individual's condition and appropriateness to the prescribed procedure, monitor the patient.

9. **Provide services: Graduates will**
   a) Competently provide patient services within the scope of an accredited Medical Sonographer.

APPENDIX 3: COREQUISITE FORM - CLINICAL PLACEMENT DETAILS

It is an ASAR requirement that training placement details for students completing the Master of Medical Sonography & Graduate Diploma in Medical Sonography are documented. This includes the details of supervising sonographers.

Please refer to the Program Clinical Training page: https://lo.unisa.edu.au/course/view.php?id=4428.

Students will find the relevant form/s (under Clinical Placement Unit), which students will need to upload via the clinical placement unit's InPlace system.

Students who are completing a PAID clinical training position
All students who are in a Paid Training Position (Paid) are required to submit a Self-Placement through InPlace. To successfully submit a Self-Placement, students need to ensure the below documents are completed and uploaded to your Self-Placement.
Please ensure that you have uploaded the following attached documents to your submission:
1. A completed **FS23A Student Insurance Form** Please Tick "Paid" when completing this form.
   - Complete **Part A** Student details at the top of the form, ensuring you complete the check box for **Paid**
   - Complete **Part B** host organisation details and declaration
   - **Part C: Leave the Dates of Placement and University Delegate sections blank**
2. A completed **Clinical placement details form**

Students who are completing an UNPAID clinical training position
All students who are not in a Paid Training Position (Unpaid) are required to submit a Self-Placement through InPlace. To successfully submit a Self-Placement, students need to ensure the below documents are completed and uploaded to your Self-Placement.
Please ensure that you have uploaded the following attached documents to your submission:
1. **A completed FS23A Student Insurance Form**
   - Complete **Part A** Student details at the top of the form, ensuring you complete the check box for **Unpaid**
   - Complete **Part B** host organisation details and declaration
   - **Part C: Leave the Dates of Placement and University Delegate sections blank**
2. A completed **Clinical placement details form**

Students in Unpaid positions MUST also complete and upload the below Compliance Documents to InPlace prior to starting placement.
1. DHS Working with Children Check and NDIS Screening Check. (Students in NT, QLD, VIC or WA please complete your states equivalent Working with Children Check).
2. Australian Criminal History Clearance(valid for three years)
3. Professional Placement Student Declaration(valid for program duration)
4. Responding to Risks of Harm, Abuse and Neglect - Education and Care (Fundamentals) (RRHAN-EC Training)
5. Undertaking a Safe Student Placement Work Health and Safety(valid for program duration)

Please see the CPU website for further information about how to apply for these checks.
Once submitted, your Self-Placement will be reviewed by CPU. Once all documentation is completed correctly, it will be approved, if anything is missing it will be labelled "Incomplete" and you will be emailed advising further action is required.
This must be completed before commencing any scanning activity.

Placement Details Form:
Master of Medical Sonography
Graduate Diploma in Medical Sonography

UniSA | Allied Health & Human Performance

Student Details					Office Use Only
Full name					
ID Number					
ASAR student number					
Placement Period	Year		Study Period		
Is the student in an unpaid placement?	☐ Yes ☐ No*				
For level 2 students only – 400 hour/ case pre-requisite declaration:	For students who are enrolled in the following level 2 courses (for **General** Sonography – RADY5014 Obstetric and Gynaecologic Sonography, RADY5016 Vascular Sonography or RADY5029 Musculoskeletal Sonography; for **Cardiac** Sonography – RADY5038 Clinical Applications of Echocardiography, RADY5032 Advanced Cardiac Haemodynamics or RADY5033 Advanced Cardiac Pathology; for **Vascular** Sonography – RADY5013 Abdominal Sonography, RADY5016 Vascular Sonography or RADY5034 Advanced Vascular Sonography) there is a requirement that you have submitted your Milestone 1 submission from your logbook for continued enrolment in the level 2 courses on the clinical training page: https://lo.unisa.edu.au/course/view.php?id=4428 I confirm that I am enrolling into a level 2 course (as listed above specific to my stream) and confirm that I have submitted my Milestone 1 logbook submission (please note, this will be confirmed by the course coordinator): ☐ Yes ☐ No# #If you have ticked no above, please **urgently** contact both the program director and relevant course coordinator.				
Host Organisation					
Name					
Full Address					
Telephone					
Email					

Primary Supervisor	
Note that each supervisor must also submit a separate Supervisor Details and Experience Form. Please ensure that you have approval from the individual concerned to submit their details.	
Full name	
Current Position	
Email	
Telephone	
ASAR Accreditation Number	
Name of other accrediting body and Registration Number	

By submitting this form electronically, the student declares all information provided is true and correct to the best of their knowledge and that they have received approval from the individual supervisor concerned to submit their details.

*Note: Where the student is not an employee of the host placement organisation, the student will also need to complete all compulsory conditional evidence documentation as set out in the UniSA Allied Health and Human Performance Sonography Program Student Checklist.

Placement Details Form:
Master of Medical Sonography
Graduate Diploma in Medical Sonography

Supervisor Details and Experience

Qualifications	
Full name of award 1	
Subject area / Major	
Full name of Awarding Institution	
Year of Award	
Full name of award 2	
Subject area / Major	
Full name of Awarding Institution	
Year of Award	
Previous Relevant Experience	
Position Title 1	
Employment period	
Name of employer	
Responsibilities	
Position Title 2	
Employment period	
Name of employer	
Responsibilities	

Other relevant information (e.g., professional and/or honorary memberships, directorships, key publications)

Supervisor Declaration

As the immediate supervising sonographer or employer of the University of South Australia Master of Medical Sonography, Graduate Diploma in Medical Sonography, I am able to verify to the University of South Australia that students enrolled in 2nd year courses will be engaged **in at least 200 hours of Sonography during the above stated study period.** I also grant permission to be contacted by the Course Coordinator at any time during the Study Period. I will advise the Clinical Placement Unit of any changes to my details, and/or any changes to the supervision arrangements 14 days prior.

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

APPENDIX 4: LOGBOOK DETAILS

It is a mandatory part of students' assessment that a minimum of 2200 hours of scanning experience need to be logged to successfully pass the course.
Once students are undertaking at least half of the ultrasound examination, students can then start to log the examinations in their logbook.

The amount of time students scans each week is entirely between the student and their supervisor; however, the following is a guide to the length of time students may take to complete their program.

We recommend that students never scan less than 15 hours per week during your training.

- 2 days week = 3 years
- 3 days week = 2 years
- 4 days week = 1.5 years
- 5 days week = 1.2 years Students have been provided with:

 A Medical Sonography Logbook which includes:
1. Supervisor's signoff form, which needs to be attached to the very front of the clinical experience record.
2. Supervisor's cover letter if need proof of scanning outside of logbook submissions.
3. Instructions on how to fill the logbook
4. Clinical Progress Reports
5. Clinical milestone assessments

There are a few important points that supervisors need to ensure are covered by the logbooks.

- The supervisor should have a minimum of 2 years clinical experience post qualification. This same time frame applies to those supervisors who shall be performing the tutor clinical assessments.
- It is not enough to just have the supervisor's name printed in the logbook every week. There needs to be an accompanying weekly signature (so not just initials).
- The logbook IS NOT to contain any patient identification, stickers, etc.
- Students must enter details of scans in the logbook, it is not enough to just provide a cover letter and a token study period or so of logged studies.
- Logbooks must reflect the depth and breadth of scanning in diverse areas to address clinical component of all the scanning courses.
- For those students who have come from another academic institution and have just started now, students will be required to complete a cover sheet in lieu of the logged hours but are expected to be keeping a logbook for this study period.
- This Supervisors cover letter IS NOT to be used in lieu of the logbook though for students who have been enrolled in the program from the beginning.

APPENDIX 5: LEARNING CONTRACT DETAILS

Students are provided the Learning Contract form as soon as they enrol into the Clinical Sonography Portfolio course, which is the last course students must complete before graduating from the Program.

- The learning contract structures the agreement between student supervisor and course coordinator, that the student is ready to enter this capstone course.

- The learning contract must be completed very early in the semester detailing clinical competencies including an audit of the logbook. This audit will identify areas where students must complete their clinical requirements during the semester.

- This contract is a discussion between student and supervisor and must be completed following communication and negotiation with the Supervisor/ Tutor Sonographer(s).

- Clinical supervisors are an important part of each student's successful completion of this course and need to be aware of the required assessments.

- If a student has more than 1 supervisor due to rotation through departments, each person acting as a supervisor must be listed in this learning contract.

- The only supervisor(s) who can undertake tutor assessments are those who are named in this learning contract.

- Tutor assessments cannot be undertaken with any staff who are not identified in this contract**.**

- Once submitted, if there are any changes to the supervising sonographer(s) details you will need to send in an amended contract to the course coordinator, informing them of the changes.

- Even if the student chooses to submit a new learning contract with different supervisors /different case studies, the learning contract needs input from the new supervisor as well, also notifying the Course Coordinator of any changes in the learning contract.

- Learning contract template will be made available to the students via the Learnonline site.

- We advise that all supervisors keep an electronic/hard copy of all the learning contracts/forms signed for students in the eventuality of any dispute arising later.

APPENDIX 6: TUTOR ASSESSMENTS DETAILS

As part of students' compulsory assessments, students will need to undertake and successfully pass a minimum of 5 practical assessments under the supervision of their supervisor and using the proforma which will be provided once they enrol into the Clinical Sonography Portfolio course.

Due date of individual assessments will be as per the student's own personal Learning Contract.

These tutor assessments conform to the ASAR guidelines.

The requirements set down by ASAR are that a minimum of 5 tutor assessments need to be successfully completed as part of their course.

The assessment guidelines have been set down by the ASAR and are as follows:

Detailed knowledge and appropriate skills and attitudes must be achieved in the areas listed below:

- General abdomen;
- Male and female pelvis;
- Obstetric (including 1st, 2nd and 3rd trimester);
- Superficial parts (including breast, scrotum and anterior neck);
- Basic vascular; and
- Basic musculoskeletal

Within these areas, the following are required inclusions:

- Knowledge of relevant anatomy, embryology, physiology and pathology.
- Identification and understanding of the sonographic implications of the clinical questions.
- An understanding of appropriate scanning techniques and acquisition of sonographic information, including appropriate measurements.
- Interpretation of sonographic findings with an analytical and critical approach.
- An understanding of the presentation of sonographic images demonstrating a logical and methodical approach to scanning.

Level of competency

- By ASAR guidelines competency means – '*The competent sonographer can perform the required ultrasound examination safely, in a timely manner and without direct supervision*'

- Students are required to demonstrate competency in 4 of the 6 scanning areas listed above. For the 5th scan, students are required to demonstrate practical skill levels to at least advanced beginner which by ASAR guidelines means – '*The advanced beginner exhibits a more comprehensive, responsible and critical approach to the ultrasound examination. However, image optimization and the conduct of the examination still need to be checked*'.

More details will be available to students in the Learnonline sites, which students will be asked to share with their supervisors.

- **There is a limit on the number of attempts a student can undertake for these tutor assessments.**

- Students can have 'practice runs' with their supervising sonographer but are only allowed to have 3 official attempts at each of the 5 mandatory tutor assessments.

- If a student fails all 3 attempts at a tutor assessment, then that scanning area is classified as a fail in the tutor assessments.

- As there needs to be successful completion in all 5 mandatory tutor assessments, any fails after the 3 official attempts will mean failure in the course overall and will require the student to repeat the course of Clinical Sonography Portfolio in its entirety.

The Practical Tutor Assessment template will be provided to students once they are enrolled in the Clinical Sonography Portfolio course. Supervisors are encouraged to discuss this with students.

APPENDIX 7: LOGBOOK INSTRUCTIONS

Logbook for Clinical Supervised Ultrasound Training

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. The compact format of the logbook is designed so that students are able to keep their record of scanning in a simplified manner.

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) which are run as the final assessment for the Clinical Sonography Portfolio course.**
- **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 the logbook pages to their e-portfolio as they progress through their clinical scanning.**

What is in the logbook?

Documents included in the logbook are as follows:

   Covering letter supervisor declaration page (for proof of scanning prior to Program entry)

Section A:

   Authorisation of signatures (Mandatory submission)

   Detailed weekly log (Mandatory submission)

   Summary of student progress (Mandatory submission, every 20 weeks)

   20 Training review (Optional but preferred)

Section B:

   End of semester Clinical Progress report (Mandatory submission)

Clinical Supervisor declaration – if need proof of scanning prior to program entry

CLINICAL SUPERVISOR DECLARATION

Supervisors cover letter if need proof of scanning outside of log book submissions prior to entry into this Program

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 average............................hours 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 ....

Signature of Student.. date ..../......./.....

This form is only to be used by students who had commenced their Ultrasound training prior to entry into the Medical Sonography programs at the University of South Australia. This may include those who commenced their studies at another academic institution.
This declaration **IS NOT** to be used in lieu of the logbook for students who have been enrolled in the program for the entirety of their Ultrasound training. I.e.: the dates listed on this form must not overlap with dates that the student has been enrolled in a Medical Sonography program at the University of South Australia.

Authorisation of signatures (mandatory)

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

It is a requirement of your logbook submission that **all** Sonographers who sign off the student's logbook provide their contact and qualification details. There are multiple spaces provided to accommodate the range of supervisors which a student may have throughout their training.

Detailed weekly log

Date (dd/mm/yy) From: 3/3/14 To: 4/4/14

Type of scan	Record number of supervised scans	Wk.3/3 O	FS	MS	Wk.10/3 O	FS	MS	Wk.17/3 O	FS	MS	Wk.24/3 O	FS	MS	Wk.31/3 O	FS	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)	5	3		1	5			4	3		4	3			
	urinary tract		4	2		2	6		1	7			8			
	paediatrics				1			1	1			2				
Obstetrics	first trimester	3	1		1	3		2	1		1	3				
	second trimester / I				2											
	third trimester		3	1		2	1			3			4			
Gynaecological	pelvic and lower GIT	7	1		2	4			6			6				
Sup. parts	breast				2	1			3			2				
	scrotum							2				1				
	thyroid		2	1		1	2		4			3				
	neck							1								
	paediatric eg: cranial, hips															
MSK	shoulder	1	1		1	3			5			5	2			
	other															
Vascular	DVT				2			1	2			2				
	carotid															
	other															
Interventions	drainage / injections/ biopsy etc.															
Other																
	Weekly hours	(37.5)	20		(37.5)	25		(37.5)	32		(37.5)	37.5				
	Accumulated hours		200			225			257			294.5				
	Supervisor's signature															

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

This is the record of the number and type of Ultrasound examinations the student has been involved in each week. One page covers 5 weeks of training. These weeks will not always be continuous, allowing for the reality of timetabling and holidays throughout the training period. A week should be recorded as a separate entity, even if the student only scanned for one day in that week.

Criteria for a student's level of involvement in an examination

The level of involvement the student has in the scan must be recorded as per the key below the table:

- Observed (O) - If the student performed less than 50% of an examination, this must be recorded under the 'O' column (observed). These scans will NOT contribute to the accumulated logbook hours.
- Full Supervision (FS) – This would be selected where the student was responsible for somewhere between 50 and 99% of the examination, with the supervisor with the student and the patient for the whole time.
- Minimal Supervision (MS) – The student performs the entire examination without assistance, with the supervisor happy that the student can work relatively independently.

We are aware that these categories will represent different levels of supervision across the range of departments in which our students train.

Example:

As demonstrated in the above 'mock' table, the student works in the department full-time (37.5 hours/week). The total hours for each week have been roughly calculated to discount the time spent on exams in the 'observed' column. **This is not required to be and exact calculation, so do not spend too long trying count down to the exact minute.**

The examinations listed in this log are a reflection of the requirements from ASAR for graduate Sonographers. It is acknowledged that this list is not exhaustive but is enough for the student to be able to demonstrate that they meet these requirements.

As there is little space for completing this log, it is anticipated that the student may wish to keep a running tally of their scans throughout each week in a separate place before recording their final numbers in the logbook.

A supervisor's signature must be provided at the end of each week. A supervisor is only able to sign here if they have provided their details in the 'Authorisation of signatures' table.

Summary of Student progress at the end of every 20 weeks (mandatory)

Summary of Student progress at the end of every 20 weeks (Mandatory)

Student ID Number: [5][4][0][0][0][X][R][P][6]

Student Family name: Smith

Student Given name/s: Sunny

Total number of weeks completed so far __20__

Summary

Type of scan		Total cases* O	FS	MS
Abdominal	upper abdomen (incl: organs and glands, major vessels, retroperitoneum, and upper GIT)	30	50	10
	urinary tract	20	80	20
	paediatrics	25	10	
Obstetrics	first trimester	18	2	
	second trimester			
	third trimester	20	10	3
Gynaecological	pelvic and lower GIT	30	2	
Sup. parts	breast	10	3	
	scrotum	2		
	thyroid	15	5	
	neck			
	paediatric eg: cranial, hips			
MSK	shoulder	10	5	
	other			
Vascular	DVT			
	carotid			
	other			
Interventions	drainage / injections/ biopsy etc.			
Other	Nuchal	12		
Total hours covered during the last 20 weeks		500		
Total log book hours		500		

*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: Oscar Grouch

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

This page is found following each block of 20 weeks in the logbook. It simply requires the student to summarise the number and type of examinations they were involved in throughout the previous 20 weeks.

This will allow the student and supervisor to reflect on the 'snapshot' of 20 weeks work, and to focus on areas of achievement or where further training is required.

This must be signed by the supervisor.

20 Week training review by student and supervisor (optional but strongly recommended)

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20 Week Training review by Student and Supervisor (Optional)

Student Family name: _Smith_

Student Given name/s: _Sunny_

Supervisor Name: _Oscar Grouch_

Training Dates for review period: Start _6_ / _1_ / _14_ End _23_ / _5_ / _14_

Student reflective comments

Slow start to my Ultrasound training, with a lot of nerves and not feeling confident about which way is 'up'.

When looking at my summary, I can see how far I have come. It is obvious that I am much more confident with my upper abdo and renal exams. Now its time to be brave with my pelvic scanning.

Supervisor comments on student progress, including areas for future development.

Great start to your training, Sunny. Goal for the next 20 weeks is to focus more on obstetrics and small parts now you are confident in your abdo examinations.

I ~~believe~~/*do not* believe this student is progressing satisfactorily with his/her training.
(Please cross out as appropriate)

Supervisor Signature: _____

Supervisor Name: _Oscar Grouch_

Date: _23_ / _5_ / _14_

It is strongly recommended that, at the end of every 20 weeks, the student and supervisor take the chance to reflect on and discuss the student's performance. By using the summary table on the previous page, the student and supervisor will be able to comment on progress and areas for future development.

Section B

Section B

End of Study Period Clinical Progress Report

As of study period 2, 2014, this report is mandatory for all courses where scanning is a co-requisite.

Course coordinators will inform students if this is required via their course outlines and the learnonline site.

The reasoning behind, and the instructions for this report are outlined in detail on pages 1 and 2 of the 7-page document. There are several copies of this document within section B of the logbook; to accommodate for the number of times the students may need to submit the report throughout their time in the program.

When required, the student will need to ensure that pages 3 to 7 are completed in the logbook, and a copy of these pages are uploaded to their ePortfolio.

It is acknowledged that the 16 weeks of a (University calendar-defined) study period covered by this report do not necessarily align with the 20-week groupings of a student's clinical practice. To complete page 4, the student is to summarise their logbook weeks which fall between the study period dates as defined on page 3.

To meet the requirements of this report, the nominated supervisor must review the student's work for the previous 16 weeks and complete the appropriate sections.

The logbook and ePortfolio

Students of the Medical Sonography programs at the University of South Australia are required to keep and maintain an ePortfolio. Information and instructions for the ePortfolio are provided on the Program clinical training page:

https://lo.unisa.edu.au/course/view.php?id=4428.

Not only does the ePortfolio provide a medium for students to record and reflect on their studies, it also allows for a central electronic storage of documents required throughout the program – such as the logbook.

The logbook will be submitted at the very end of the program. The pages of the logbook can be scanned or photographed, and a copy uploaded to the ePortfolio as required.

Instructions for logbook submissions via ePortfolio will be provided at the relevant times.