



Introduction

Welcome

Dear General Sonography Students,

Welcome to Clinical Sonography Portfolio, **the capstone course** in the Graduate Diploma and Master of Medical Sonography programs. My enrolling in this program you are signaling that you are ready to graduate as a competent entry level sonographer. Wooo Hooo!! My name is Kate and I will be coordinating this course.

This course is different to the previous courses completed in the program in that there is no prescribed 'new' learning pertaining to anatomy, pathology or scanning but is rather the consolidation of knowledge acquired and application of knowledge into clinical workplace settings. This course is specifically designed to enable students to demonstrate the knowledge, skills, and attitudes required to be an Accredited Medical Sonographer (AMS) in the General Sonographer category, as described in the Australian Sonographer Accreditation Registry (ASAR) Program Accreditation Guidelines. As a capstone student on the cusp of becoming an accredited sonographer, you are expected to be proactive and establish your capabilities in the submission of necessary documentation (this is just the start of ongoing accreditation and continuing professional development paperwork requirements!).

As per program guidelines, you are required to have logged a minimum of 2000 hours of scanning as a prerequisite for this course. You must submit your 2000 hour milestone **including pages of all the logged hours from your first week of training to the present** via the **program milestones page** by the **end of the first week July 28th 2023**. These pages **must** be signed by your supervisor, who will be answerable for your competency if the need arises. Students who have not reached this milestone will be withdrawn from the course.

In order to stay in this course you will need to satisfy a number of requirements prior to census date to ensure you are in a position where you are ready to graduate.

- a) submit your evidence of **2000 hours scanning** and all of your logbook pages to the milestone page.
- b) completed your **tutor assessments**
- c) filled out and submitted your **learning contract** including your clinical Audit
- d) had a combined **zoom meeting** with myself and your supervisor.

I will endeavour to reply to your queries within a reasonable time. Please use the learnonline discussion forum as the main mode of communication with myself and your peers. Being an externally-delivered course, all of my communication with you will be via the learnonline site or your student email account. For anything that is not personal, please post it on the discussion board. For anything of a more personal nature, I am happy for you to email me jkate.lamb@unisa.edu.au but please remember to email from your student account; it is the only way to confirm your identity and stop your email going to my junk inbox.

Important Note -The final assessment (OSCE) is **not** organised by Exams and Results but by the course coordinator so it is imperative that any concerns regarding scheduling or inability to demonstrate practical skill

competency via assessments is communicated well in advance by the student to the course coordinator. Extensions must be requested via the extension portal for assessments where this option is enabled. Email the course co-ordination for any other extensions. Please maintain the academic integrity principles in submitting your work. Any instance of academic misconduct in submissions of assessments will be forwarded to the **Academic Integrity officer** for further review and may result in delays of your final result.

I look forward to working with you throughout the study period as you transition from a student to qualified sonographer.

Kind regards,

Kate Lamb

Academic Work Definitions

External mode includes online, distance education, industry placement or directed research. Virtual classrooms are deemed to be an external mode of delivery. External mode 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, or practical sessions.

The expectations of your activity and preparation for each course will be aligned to the activity being undertaken. For example, if you are studying externally and there are virtual lectures, your preparation would be as listed under the lecture section of this guide.

You may also be supported through online facilitation, with preparation required, and other learning activities provided in your course, that will each have specific preparation requirements for you. These requirements should be set out in individual course guides.

Peer Interaction is usually included in UniSA courses in both external and internal modes of delivery and is considered a critical element of the learning process that may involve activities, projects, discussion forums, presentations, practicals, workshops.

Online facilitation

Student information

Online courses generally require students to independently read, view and/or work through all required materials, including pre-recorded presentations that have been produced and provided to facilitate this form of learning.

Independent online learning is supported by Online Facilitators who supplement online teaching resources by facilitating, monitoring and moderating online forums; answering student queries via virtual office hours or help desks, online dialogue and/or phone conversations, providing formative feedback on your work or explaining comments and marking of your prior work.

Students are expected to be familiar with all relevant course content, including materials provided and assessments, and engage appropriately with facilitators within the timeframes provided.

Course Teaching Staff

Online Course Facilitator:	Ms Kate Lamb
Location:	UniSA Allied Health & Human Performance BJ1-16
Telephone:	+61 8 8302 2637
Email:	Kate.Lamb@unisa.edu.au
Staff Home Page:	people.unisa.edu.au/Kate.Lamb

* Please refer to your Course homepage for the most up to date list of course teaching staff.

Contact Details

UniSA Allied Health & Human Performance

Physical Address: Level 8, Centenary Building
UniSA City East Campus
Adelaide 5000

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

Course Overview

Prerequisite(s)

Individual Compulsory Courses

RADY 5013 Abdominal Sonography
RADY 5014 Obstetric and Gynaecologic Sonography
RADY 5015 Superficial Parts Sonography
RADY 5016 Vascular Sonography
RADY 5024 Professional Issues for Sonographers
RADY 5029 Musculoskeletal Sonography
RADY 5030 Ultrasound Physics and Instrumentation

Prerequisite Comments

Students must have completed at least 2000 supervised scanning hours and be in a General Sonography training position, with placement details to be evidenced and confirmed prior to census date. This course can be completed alongside RADY 5016, RADY 5029 or RADY 5014 to fit with a study plan.

Corequisite(s)

Corequisite Comments

The student must be engaged in ultrasound examinations for a minimum of 200 hours per study period.

Course Aim

The aim of the course is to provide the student with the advanced knowledge, skills and attitudes required to practice autonomously and responsibly with expert judgement and adaptability as an accredited medical sonographer, as described in the Australasian Sonographer Accreditation Registry (ASAR) Program Accreditation Guidelines.

Course Objectives

On completion of this course, students should be able to:

CO1. Use integrated knowledge of relevant anatomy, physiology, pathophysiology, ultrasound physics and image optimisation to competently implement sonographic examinations.

CO2. Deliver safe, patient centred services.

CO3. Practice effectively and problem solve within professional and ethical frameworks.

CO4. Communicate effectively with patients and other professionals across a range of contexts.

Upon completion of this course, students will have achieved the following combination of Graduate Qualities and Course Objectives:

Graduate Qualities being assessed through the course							
	GQ1	GQ2	GQ3	GQ4	GQ5	GQ6	GQ7
CO1	•		•	•			
CO2	•				•		
CO3	•						
CO4	•			•		•	

Graduate Qualities

A graduate of UniSA:

GQ1. operates effectively with and upon a body of knowledge of sufficient depth to begin professional practice

GQ2. is prepared for life-long learning in pursuit of personal development and excellence in professional practice

GQ3. is an effective problem solver, capable of applying logical, critical, and creative thinking to a range of problems

GQ4. can work both autonomously and collaboratively as a professional

GQ5. is committed to ethical action and social responsibility as a professional and citizen

GQ6. communicates effectively in professional practice and as a member of the community

GQ7. demonstrates international perspectives as a professional and as a citizen

Course Content

Preparation of a clinical portfolio detailing and authenticating the student's clinical knowledge and skills in medical sonography.

Teaching and Learning Arrangements

External (Online)

13 weeks

Unit Value

4.5 units

Use of recorded material

This course will involve the production of audio and/or video recordings of UniSA students. To protect student privacy, you must not at any time disclose, reproduce or publish these recordings, or related material, in the public domain including online, unless the videoed students give consent for reproduction, disclosure or publication. This requirement is consistent with University statutes, by-laws, policies, rules and guidelines which you agreed to abide by when you signed the Student Enrolment Declaration.

Student recording of learning activities

Students must seek permission prior to recording any UniSA learning activity. See [A-56 Policy Student recording of learning activities](https://i.unisa.edu.au/siteassets/policies-and-procedures/docs/academic/a56_student-recording-of-learning-activities.pdf) (https://i.unisa.edu.au/siteassets/policies-and-procedures/docs/academic/a56_student-recording-of-learning-activities.pdf)

Breaches of this Policy contravene the principles of academic integrity, and attract the penalties provided in the [Academic Integrity Procedure](https://i.unisa.edu.au/policies-and-procedures/university-policies/) (<https://i.unisa.edu.au/policies-and-procedures/university-policies/>).

Further Course Information

This course is delivered in the external online mode only . You will need regular online access to complete the assessment requirements. Students should use this Course Outline and the online learning resources to guide you through the assessment items.

In addition you should communicate with the course coordinator and other students studying this course via the online discussion forum which will be open on the learn-online site once the study period commences. The details for all of the requirements and assessments for this course can be found on the learn-online site.

Proforma for the required paperwork will be available to students to download from the online learning resources once the study period commences, and should be provided by students to all nominated tutor sonographers and practical assessors involved in supervising and assessing their clinical experience during this course.

Learning Resources

Textbook(s)

You will need continual access to the following text(s) to complete this course. Where possible the Library will make the book available for student use. Please check the Library catalogue before purchasing the book(s). The Library will always seek to purchase resources that allow an unlimited number of concurrent users, however availability is dependent on license arrangements with book publishers and platforms. <http://www.library.unisa.edu.au>

- *Online resources will be advised.*

learnonline course site

All course related materials are available on your learnonline course site which you will be able to access from the 'my Current Studies' section in myUniSA (<https://my.unisa.edu.au>).

Access to Previous Courses

You will have access to your previous course sites for a period of 4 years. After this time, the course sites will be archived and will be unavailable.

Note: Course readings provided via the University Library are only made available to current students and staff due to licensing and copyright restrictions. Students may download their course readings while they are enrolled in the course for their personal research purposes only.

Assessment

Academic Integrity

Academic integrity is the foundation of university life and is fundamental to the reputation of UniSA and its staff and students. Academic integrity means a commitment by all staff and students to act with honesty, trustworthiness, fairness, respect and responsibility in all academic work.

An important part of practising integrity in academic work is showing respect for other people's ideas and being honest about how they have contributed to your work. This means taking care not to represent the work of others as your own. Using another person's work without proper acknowledgement is considered Academic Misconduct, and the University takes this very seriously.

The University of South Australia expects students to demonstrate the highest standards of academic integrity so that its qualifications are earned honestly and are trusted and valued by its students and their employers. To ensure this happens, the University has policies and procedures in place to promote academic integrity and manage academic misconduct. For example, work submitted electronically by students for assessment will be examined for copied and un-referenced text using the text comparison software Turnitin <http://www.turnitin.com>.

It is an offence for any person or company to provide academic cheating services to students of Australian universities, irrespective of whether the service is provided by an Australian or overseas operator (see [Tertiary Education Quality and Standards Agency Amendment \(Prohibiting Academic Cheating Services\) Bill 2019](https://www.legislation.gov.au/Details/C2020A00078) - <https://www.legislation.gov.au/Details/C2020A00078>). "Academic cheating services" includes providing or undertaking work for students, where that work forms a substantial part of an assessment task.

More information about academic integrity and what constitutes academic misconduct can be found in the [Academic Integrity Policy and Procedure](https://i.unisa.edu.au/policies-and-procedures/university-policies/academic/ab-69) (<https://i.unisa.edu.au/policies-and-procedures/university-policies/academic/ab-69>).

To learn more on academic integrity and how to avoid academic misconduct, please refer to the Academic Integrity Module: <https://lo.unisa.edu.au/mod/book/view.php?id=252142>

Use of generative artificial intelligence

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Important information about all assessment

All students must adhere to the University of South Australia's [procedures about assessment](http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/): <http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>.

Assessment Details

Details of assessment submission and return are listed under each assessment task. Assessment tasks will be returned to you within 15 working days of submission.

Cover sheets

A cover sheet is not required for assessment tasks submitted via learnonline, as the system automatically generates one.

If the Course Coordinator allows submissions in hard copy format, you will be required to attach an Assignment Cover Sheet which is available on the learnonline student help (https://asklearnonline.unisa.edu.au/app/answers/detail/a_id/2222/kw/cover-sheet) and in myUniSA.

Assessment Descriptions

Note: This is a non-graded course and your result will be a pass or fail.

Assessment 1

Multiple			Pass/Fail		Objectives being assessed:CO1, CO2		
Title	Team work	Length	Duration	Due date (Adelaide Time)	Submit via	Re-Submission	Re-Marking
Tutor Assessments	No	-	-	20 Aug 2023, 11:00 PM	learnonline	No	No
Learning Contract	No	-	-	20 Aug 2023, 11:00 PM	learnonline	No	No

Further information on re-marking and re-submission is available in the academic policy, AB-68 P4 Re-marking and Re-submission Procedure

Please see learnonline site for details

Assessment 2

Multiple			Pass/Fail		Objectives being assessed:CO1, CO3, CO4		
Title	Team work	Length	Duration	Due date (Adelaide Time)	Submit via	Re-Submission	Re-Marking
Video Submissions	No	-	-	22 Oct 2023, 11:00 PM	learnonline	No	No
Online Image Interpretation Exam	No	-	-	TBA	In person	No	No
Oral Viva VIA zOOM SESSION	No	-	-	TBA	In person	No	No

Further information on re-marking and re-submission is available in the academic policy, AB-68 P4 Re-marking and Re-submission Procedure

Please see learnonline site for details

Assessment 3

Single			Pass/Fail		Objectives being assessed:CO1, CO2, CO3, CO4		
Title	Team work	Length	Duration	Due date (Adelaide Time)	Submit via	Re-Submission	Re-Marking
Protocol Review Assignment	No	-	-	15 Oct 2023, 11:00 PM	learnonline	Yes	Yes

Further information on re-marking and re-submission is available in the academic policy, AB-68 P4 Re-marking and Re-submission Procedure

Please see learnonline site for details

Assessment 4

Single		Pass/Fail		Objectives being assessed: CO1, CO2, CO3, CO4			
Title	Team work	Length	Duration	Due date (Adelaide Time)	Submit via	Re-Submission	Re-Marking
Final CSP Audit and Report	No	-	-	12 Nov 2023, 11:00 PM	learnonline	No	No

Further information on re-marking and re-submission is available in the academic policy, AB-68 P4 Re-marking and Re-submission Procedure

Please see learnonline site for details

Feedback proformas

The feedback proforma is available on your course site.

Additional assessment requirements

Students must pass each assessment component to obtain a pass for this course.
Total of 2200 hours documented scanning experience over the duration of the program (verified by supervisor) required for this course to be completed.

Penalties for late submission

Penalties are not applicable in this course

Exam Arrangements

This course includes an online exam as part of the assessment. You will receive advanced notice of the scheduled online exam. All exams will be scheduled in South Australian time. You are required to sit your examination online at the scheduled South Australian date and time irrespective of any conflict with planned holiday or special event or regular work commitment, including students sitting in other time zones in Australia or internationally (Examination Procedure, B12, <http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>).

Deferred Assessment or Examination

Deferred assessment or examination is available for this course.

Supplementary Assessment

Supplementary assessment or examination offers students an opportunity to gain a supplementary pass (SP) and is available to all students under specific conditions unless supplementary assessment or examination has not been approved for the course.

Specific conditions and further information is available in the Variations to Assessment Procedure. <http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>

Special Consideration

Special consideration is available for this course.

Variations to assessment tasks

Details for which variation may be considered are discussed in the [Variations to Assessment Procedure](http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/) (http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/). Variation to assessment in unexpected or exceptional circumstances should be discussed with your course coordinator as soon as possible.

More information about variation to assessment is available in the [Variations to Assessment Procedure](http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/) (http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/).

Students with disabilities or medical conditions please refer to **Students with disabilities or medical conditions**.

Students with disabilities or medical conditions

Students with disabilities or medical conditions or students who are carers of a person with a disability may be entitled to a variation or modification to standard assessment arrangements. See the [Variations to Assessment Procedure](http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/) at: <http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/> and Policy C7 [Students with Disability](https://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-7/) at: <https://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-7/>

Students who require variations or modifications to standard assessment arrangements must first register for an Access Plan with the UniSA Access & Inclusion Service. It is important to contact the Access & Inclusion service early to ensure that appropriate support can be implemented or arranged in a timely manner.

Students who wish to apply for an Access Plan must book an appointment with a UniSA Access & Inclusion Advisor by contacting Campus Central or via the Online Booking System in the Student Portal. For more information about Access Plans please visit: <https://i.unisa.edu.au/students/student-support-services/access-inclusion/>

Once an Access Plan has been approved, students must advise their Course Coordinator as early as possible to ensure that appropriate supports can be implemented or arranged in a timely manner.

Students are advised there are also strict deadlines to finalise Access Plan arrangements prior to examinations. Further information is available at: http://i.unisa.edu.au/campus-central/Exams_R/Before-the-Exam/Alternative-exam-arrangements/

Action from previous evaluations

You will be asked to complete an online evaluation at the end of the study period. In order to keep our courses at a high standard we rely on constructive feedback from you.

Unplanned learnonline outages

The information below show the suggested alterations/considerations for assessment items and exam dependent on the duration of the unplanned outage

less than 1 hour outage. No impact on either assessment or examination

1 to 4 hour outage. **Assessment** - Consider an extension. **Examination** - No impact.

4 to 24 hour outage. **Assessment** - 24 hour extension. **Examination** - Be mindful of outage when marking

Over 24 hour outage. **Assessment** - 48 hour extension. **Examination** - Be mindful of outage when marking

Course Calendar

Study Period 5 - 2023

	Weeks	Topic	Notes	Assessment Details (Adelaide Time)
	10 - 16 July	Pre-teaching		
	17 - 23 July	Pre-teaching		
1	24 - 30 July		Up date e portfolio and log book submission	
2	31 July - 6 August			
3	07 - 13 August			
4	14 - 20 August			Tutor Assessments due 20 Aug 2023, 11:00 PM Learning Contract due 20 Aug 2023, 11:00 PM
5	21 - 27 August		Zoom session with Supervisor - requires booking	
6	28 August - 3 September			
7	04 - 10 September			
8	11 - 17 September			
	18 - 24 September	Mid-break		
	25 September - 1 October	Mid-break		
9	02 - 8 October			
10	09 - 15 October			Protocol Review Assignment due 15 Oct 2023, 11:00 PM
11	16 - 22 October			Video Submissions due 22 Oct 2023, 11:00 PM
12	23 - 29 October			
13	30 October - 5 November			
	06 - 12 November	Swot-vac		Final CSP Audit and Report due 12 Nov 2023, 11:00 PM
	13 - 19 November	Exam week		
	20 - 26 November	Exam week		