



MEDS12003 *Superficial Structures in Ultrasound*

Term 1 - 2017

Profile information current as at 09/05/2024 07:59 pm

All details in this unit profile for MEDS12003 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

This unit explores the sonographic assessment of normal and pathological superficial structures. You will apply knowledge of anatomy, physiology and embryology to conduct sonographic examinations of superficial structures in the laboratory setting as well as utilising simulated clinical scenarios and case studies to critically reflect on sonographic problems. Development of the knowledge, skills and attitudes required to perform an ultrasound examination of the thyroid will be assessed within a simulated environment.

Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

Prerequisite MEDS11001 Fundamentals of Sonographic Practice and MEDS11002 Relational Anatomy and Image Recognition OR MEDS11003 Relational Anatomy and Corequisites MEDS12001 Physics of Ultrasound

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

Offerings For Term 1 - 2017

- Brisbane
- Mackay
- Melbourne
- Sydney

Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

[Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

[Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Written Assessment**

Weighting: Pass/Fail

2. **Practical Assessment**

Weighting: Pass/Fail

3. **Online Quiz(zes)**

Weighting: Pass/Fail

4. **On-campus Activity**

Weighting: Pass/Fail

Assessment Grading

This is a pass/fail (non-graded) unit. To pass the unit, you must pass all of the individual assessment tasks shown in the table above.

CQUniversity Policies

All University policies are available on the [CQUniversity Policy site](#).

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Emails, Course Evaluation

Feedback

Increase in student lab time/access

Recommendation

Students continue to require additional time to practise and have access to lab tutors for assistance. This is difficult in term 1 with the complexity of having year 3 students also on campus. The adoption of google docs to streamline booking systems will continue to be implemented to ensure labs are utilised efficiently and effectively. Continued supervised practise time to be implemented or increased where funds and resources permit.

Action

Additional supervised practise time was implemented.

Feedback from Emails, Course Evaluation

Feedback

Consistency in lab skills delivery and marking practical skills assessments.

Recommendation

1. Course Coordinator or key staff to visit to all campuses during lab sessions and testing to ensure all processes are being implemented consistently. 2. Several online PD sessions for staff during the term on a) taking labs b) testing procedure 3. Continue to adopt multi-layer approach for supervision and responsibilities for labs at a local level by a key local tutor at all campuses. Key personnel to liaise with Course Coordinator.

Action

1. unit coordinator visited one campus only. With teaching commitments and extensive travel, the viability of this needs to be evaluated. There is merit in the UC participating in other campus labs, and assisting student and tutors alike, however a sustainable model needs to be further developed. 2. Online zoom sessions, recorded video's and centralised google drive was utilised for resources for tutors.

Feedback from Emails, Course Evaluation

Feedback

Moderation of assessment

Recommendation

Moderation continued to be a complex issue with different expectations and interpretations of the assessment tool. a) Updated videos to be provided to tutors outlining expectations to be implemented. b) Course Coordinator to utilise key campus tutors to assist with moderation to provided a multi-layered approach. c) Video of student skills testing to be streamlined with files made available electronically. d) ARC tools to be trialled in e-pdf format for ease of document management across campuses e) Moderation to be formalised in a tutor handbook with proforma documents to be completed for accountability and record keeping.

Action

a) New videos were implemented successfully b) Lead lab tutors were utilised with frequent communication and zoom sessions. c) Video moderation was conducted on all campuses. d) Ipads were not available for the 2017 term, but will be implemented for 2018.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Apply knowledge of anatomy, physiology and embryology of superficial structures to the sonographic examination.
2. Differentiate the clinical appearance, sonographic appearance and aetiology of pathologies of superficial structures.
3. Analyse clinical scenarios to provide a differential diagnosis and produce a sonographic report.
4. Apply the practical skills and critical thinking necessary to perform a sonographic examination of the thyroid.
5. Display professional behaviour, teamwork and communication skills and criteria to meet safe sonographic practice

The learning outcomes for this unit relate to the requirements of the Australasian Sonographer's Association Competency Standards for the Entry Level Sonographer.

Alignment of Learning Outcomes, Assessment and Graduate Attributes



Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
1 - Written Assessment - 0%	•	•			
2 - Practical Assessment - 0%	•	•	•	•	
3 - Online Quiz(zes) - 0%	•	•			
4 - On-campus Activity - 0%				•	•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
1 - Communication	•	•	•	•	•
2 - Problem Solving	•	•	•	•	
3 - Critical Thinking			•	•	
4 - Information Literacy	•	•	•		
5 - Team Work					•
6 - Information Technology Competence	•	•		•	
7 - Cross Cultural Competence					•

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
8 - Ethical practice				•	•
9 - Social Innovation					
10 - Aboriginal and Torres Strait Islander Cultures					

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Written Assessment - 0%	•	•	•	•		•				
2 - Practical Assessment - 0%	•	•	•	•		•		•		
3 - Online Quiz(zes) - 0%		•	•	•		•				
4 - On-campus Activity - 0%	•	•			•		•	•		

Textbooks and Resources

Textbooks

MEDS12003

Prescribed

Diagnostic Medical Sonography: Abdomen and Superficial Structures

Edition: 3rd (2012)

Authors: Kawamura + Lumsford

Lippincott Williams and Wilkins

Philadelphia , PA , USA

ISBN: 9781469805184

Binding: Hardcover

Additional Textbook Information

This prescribed text *Diagnostic Medical Sonography Abdomen and Superficial Structures* will also be the prescribed text for the Abdominal Ultrasound course this term, and in addition it can be used as a reference text in years 3 and 4.

The work book will be used in your modules throughout the semester for both MEDS 12003 Ultrasound in Superficial Structures and MEDS 12002 Abdominal Sonography.

[View textbooks at the CQUniversity Bookshop](#)

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Access to CQ university campus (Sonography lab)
- Access to Phillips iSite (PACS) on-campus

Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 6th Edition \(APA 6th edition\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Shani Watts Unit Coordinator

s.watts@cqu.edu.au

Schedule

Week 1 - 06 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
<ul style="list-style-type: none">• Orientation to the unit• Introduction to Sonographic Terminology• Scanning planes & knobology.	Course resources provided online (CRO).	MONDAY - Lab Induction 1.00pm - 2.00 pm **Lab induction is compulsory before students can attend labs, including practises** Students failing to attend lab induction will receive one demerit point. Debriefing with 3rd year students regarding clinical visits prior to lab induction at 12pm - lunch provided.

Week 2 - 13 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
The Thyroid Gland	Chapter 15 pp 435-460 plus resources online.	

Week 3 - 20 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
The Parathyroid Glands and Neck	Chapter 15 p435, pp 460-468 plus resources online	

Week 4 - 27 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
The Breast	Chapter 16 pp 471-527	

Week 5 - 03 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
The Scrotum and Testes	Chapter 17 pp 529-569	Quiz 1 (Opens Tuesday 10.00am, closes Wednesday 6pm AEST) Online Quiz(zes) Due: Week 5 Wednesday (5 Apr 2017) 6:00 pm AEST

Vacation Week - 10 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
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Week 6 - 17 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
Lymph Nodes	Chapter 14 pp420-425, Chapter 15 pp464-467/CRO	

Week 7 - 24 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
The Salivary Glands	Resources provided online (CRO)	

Week 8 - 01 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
The Eye	Resources provided online (CRO)	Written Assessment- Technical impressions Worksheet Due: Week 8 Thursday (4 May 2017) 6:00 pm AEST

Week 9 - 08 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Superficial lumps, bumps and foreign bodies.	Chapter 26 pp 791-805 plus resources online (CRO)	On-campus Activity - Application and attendance Record Due: Week 9 Wednesday (10 May 2017) 6:00 pm AEST

Week 10 - 15 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
The Chest Wall	Chapter 25 pp 777-783 plus resources online	Practical Assessment Due: Week 10 Thursday (18 May 2017) 9:00 am AEST

Week 11 - 22 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Sonography-Guided Interventional Procedures	Chapter 27 pp 807-823 plus resources online	

Week 12 - 29 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Revision/re-sit Week		Quiz 2 (Opens Tuesday 10.00am, closes Wednesday 6pm AEST)

Review/Exam Week - 05 Jun 2017

Module/Topic	Chapter	Events and Submissions/Topic
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Exam Week - 12 Jun 2017

Module/Topic	Chapter	Events and Submissions/Topic
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Term Specific Information

[Unit co-ordinator for Term 1 2017 is Shani Watts. Shani can be reached at s.watts@cqu.edu.au](mailto:s.watts@cqu.edu.au)

This is a non-graded, pass/fail unit. Please be aware that all assessment items must be submitted by the due date, as there is no opportunity to apply a 5 per cent penalty due to the pass-fail nature of each assessment task. The Assessment Policy and Procedure (Higher Education Coursework) states: '4.21 In a pass/fail unit, students who fail a single assessment or who fail a pass/fail component of a graded unit will be deemed to have failed that unit.' The full documents for Assessment Policy and Procedure (Higher Education Coursework) and Grades and Results Procedure can be accessed on the CQUni IMPortal http://policy.cqu.edu.au/Policy/policy_list.do.

Please also note according to the Assessment Policy and Procedure (Higher Education Coursework) '4.37 Marks and/or grades for assessments released to students before Certification of Grades are *provisional*, and are subject to *moderation* and confirmation through the relevant assessment committee meetings.'

Practical labs for this unit are mandatory. There are 5 practical labs allocated to this unit which includes the final practical skills test. All are mandatory for you to successfully complete the practical component of the assessment. Please pay close attention to the lab schedule for this unit as any lab missed without valid reason or supporting documentation and sufficient notice is deemed professional misconduct resulting in a demerit point being issued. Students are required to adhere to the Course Dress code when using the ultrasound simulation labs and a zero-tolerance policy will be followed. These aspects are covered by the Professional Behaviour assessment and failure to comply will result in demerit points. All incidents of unprofessional behaviour are reported to the Deputy Dean (Learning and Teaching) for monitoring throughout the duration of your course and may involve the initiation of formalised misconduct procedures.

Important: You MUST be available **Wednesday of week 12** for re-sits or to be a patient for the practical re-sits. In addition to the prescribed text, you are required to obtain the accompanying workbook. To give yourself the best chance of success with this unit, please ensure you attempt the prescribed activities each week and make use of study groups to generate discussion around your answers. Access to the Internet is required as updates throughout the unit will be provided on Moodle, discussion boards, via email, and collaborate.

Please note the following texts for this unit:

Please be aware that apart from your prescribed text, you will also require access to supplementary texts (ie purchase is optional). Most of these supplementary texts have either been prescribed to you in past, present or as mandatory, for future units.

RECOMMENDED SUPPLEMENTARY TEXTS

Practical Ultrasound: an illustrated guide

Author/s: Jane Alty & Edward Hoey Year : 2013

Edition : 2 edition Publisher : CRC Press Country : Australia

Assessment Tasks

1 Written Assessment- Technical impressions Worksheet

Assessment Type

Written Assessment

Task Description

As a sonographer it is necessary to record the result of the ultrasound accurately and within a timely manner. This includes commenting on the sonographic appearance of both normal and abnormal organs, including appropriate measurements and diagrams as necessary.

This task will assess your ability to record the results of a **modified** thyroid sonographic examination, after you have completed your practical pre-test. This will also provide formative feedback for the practical skills test on the thyroid in Week 10.

Schedule of Test

- Students will be given **five minutes** to complete the ultrasound worksheet, following the practical (pre-test) examination.
- Students will review images on the ultrasound machine.

Assessment Due Date

Week 8 Thursday (4 May 2017) 6:00 pm AEST

Return Date to Students

The results of the assessment will be made available via the unit Moodle site. Students will be informed of a pass/fail (P

or F) within 7 working days of the practical (pre-test) examination.

Weighting

Pass/Fail

Minimum mark or grade

65%

Assessment Criteria

This is a PASS or FAIL assessment. In order for a student to achieve a pass in this assessment:

- Students must achieve a mark of 65% or higher.
- In the event that a student fails to reach this standard, an opportunity will be given for the student to resit the assessment test **once**.
- A repeat of the assessment will be done at a suitable time, on campus, using images provided by the unit coordinator.
- The week 8 worksheet assessment is a summative assessment and as such, there will be no option to repeat this test.

Pass/Fail Assessment Items:

- As per the Assessment Policy and Procedure (Higher Education Coursework) item 4.62, 'In non-graded (pass/fail) units, all assessment tasks must be submitted by the due date. Students who fail a single assessment task in a pass/fail unit, or who fail a pass/fail component of a graded unit will be deemed to have failed that unit.'

Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

Submission

Offline

Learning Outcomes Assessed

- Apply knowledge of anatomy, physiology and embryology of superficial structures to the sonographic examination.
- Differentiate the clinical appearance, sonographic appearance and aetiology of pathologies of superficial structures.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence

2 Practical Assessment

Assessment Type

Practical Assessment

Task Description

SKILLS TEST THYROID

This is a PASS/FAIL assessment.

This assessment challenges your ability to perform routine sonographic scanning techniques and image optimisation/acquisition of the thyroid in a reasonable time period to advanced beginner level. It will be assessed using the Assessment of Readiness for Clinical tool (ARC tool). Furthermore, it will assess aspects of a sonographic exam such as communication (verbal, non-verbal and written), professional behaviour, ergonomics, infection control and patient care skills. In summary this is an assessment of the pre-scan, scanning, and post-scan skills that are further discussed and emphasised in the unit assessment moodle site, instructed labs, lectures and tutorials.

To achieve a pass, each assessment must be passed individually as these indicate the required standard to progress to the first clinical placement. The following lists the sub-assessment items:

Professional (pre-scan and post-scan) requirements:

- Apply patient care techniques and effective communication to obtain relevant patient history, informed consent, and to direct 'patients' accordingly.
- Apply professionalism in dealing with equipment and the scanning setting.

Scanning Requirements:

- You are required to perform routine sonographic techniques and image optimisation of the thyroid in a reasonable time period, to advanced beginner level.
- Thyroid ultrasound skills test – scanning time limit is **15 minutes**. It will entail assessment of the overall thyroid gland, cervical chain, and ONE (1) lobe only (either right or left lobe). This selection will be randomly drawn on testing day, thus BOTH lobes must be practised.

To pass this assessment, both the professional and technical components must be graded as a 'pass'. The components are graded separately so that if one is passed and the other is not, only the failed component must be repeated to pass. If the student has failed only the professional component, the full assessment will be repeated, but the student will only be marked on the professional component. There is only ONE opportunity to re-sit either component of the assessment item.

There is only ONE (1) opportunity to re-sit either component of the assessment item in Week 12.

Please carefully review the assessment information, scanning protocol, and ARC Tool posted on the unit Moodle site.

Assessment Due Date

Week 10 Thursday (18 May 2017) 9:00 am AEST

PRACTICAL SKILLS TEST- WEEK 10. Re-sits will occur in Week 12.

Return Date to Students

Students will be given a pass/fail result within 7 working days. Individual marks will NOT be released to students.

Weighting

Pass/Fail

Minimum mark or grade

65%

Assessment Criteria

SKILLS TEST THYROID

- A pass rate of 65% of available marks in EACH component of the practical and professional behaviour must be achieved to pass the assessment.
- As per The Assessment Policy and Procedure (Higher Education Coursework) item 4.62, 'In non-graded (pass/fail) units, all assessment tasks must be submitted by the due date. Students who fail a single assessment task in a pass/fail unit, or who fail a pass/fail component of a graded unit will be deemed to have failed that unit.'
- The sonography tutor will observe the student's performance of the full scanning procedure and assess each task relative to the stated standards of the Assessment of Readiness for Clinical (ARC) tool. The ARC tool and supporting details can be found on the unit Moodle site.
- The skills test will assess scanning technique, image optimisation, demonstration of required anatomy on images obtained, and adherence to scan protocols. The non-scanning component will assess communication, professional behaviour, patient care, infection control, and ergonomics.

Please be aware that ALL practical skills tests will be video recorded for tutor/unit coordinator moderation purposes and will not be released to students.

Re-evaluations:

- The minimum pass rate on the skills test is 65%. If the student achieves 60-64.5% their images will be cross-marked by a second assessor.
- In the event that a student does not achieve a minimum of 65% or higher during the week 10 skills test, they will be given ONE opportunity to re-sit the practical test in week 12. This practical test will be conducted by a different assessor to that of the first test. Please be aware that all re-sits will be video recorded for tutor/unit coordinator moderation purposes and will not be released to students.

'In a pass/fail unit, students who fail a single assessment or who fail a pass/fail component of a graded unit will be deemed to have failed that unit.' Therefore EACH of the two (2) components must be passed individually to pass the unit.

Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

Submission

Offline

Learning Outcomes Assessed

- Apply knowledge of anatomy, physiology and embryology of superficial structures to the sonographic examination.

- Differentiate the clinical appearance, sonographic appearance and aetiology of pathologies of superficial structures.
- Analyse clinical scenarios to provide a differential diagnosis and produce a sonographic report.
- Apply the practical skills and critical thinking necessary to perform a sonographic examination of the thyroid.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

3 Online Quiz(zes)

Assessment Type

Online Quiz(zes)

Task Description

There will be 2 online quizzes which will be held in weeks 5 and 12. Once available, quizzes are open for 32 hours (i.e. open at 10 am on Tuesday and close Wednesday at 6pm AEST).

The content of these quizzes will be anatomy, scanning planes, image optimisation, pathology, patient care, medico-legal aspects, communication, ergonomics, sonographic terminology and infection control. The purpose of these quizzes is to ensure adequate review of theory from year 1, and that sufficient preparation has been undertaken prior to labs. Once the quiz has commenced, approximately 1 minute per question will be given, for example, a 10 question quiz would be given a time limit of 10 minutes to complete. This is subject to change at the discretion of the unit coordinator based on the content of the pool of questions.

Quiz dates and topics are available on the unit Moodle site.

No attempts are permitted after the quiz has closed, so ensure adequate time for completion.

Number of Quizzes

2

Frequency of Quizzes

Other

Assessment Due Date

Week 5 Wednesday (5 Apr 2017) 6:00 pm AEST

Week 5 and Week 12.

Return Date to Students

Students will receive their score via the unit Moodle site once all students have completed the quiz.

Weighting

Pass/Fail

Minimum mark or grade

Minimum mark or grade - 70% cumulatively.

Assessment Criteria

Students must achieve a **cumulative** pass rate of 70% across the TWO (2) quizzes to pass this component. Answers will be either correct or incorrect and tabulated by the Moodle online unit system.

Pass/fail units

As per the Assessment Policy and Procedure (Higher Education Coursework) item 4.62, 'In non-graded (pass/fail) units, all assessment tasks must be submitted by the due date. Students who fail a single assessment task in a pass/fail unit, or who fail a pass/fail component of a graded unit will be deemed to have failed that unit.'

Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

Submission

Online

Learning Outcomes Assessed

- Apply knowledge of anatomy, physiology and embryology of superficial structures to the sonographic examination.
- Differentiate the clinical appearance, sonographic appearance and aetiology of pathologies of superficial

structures.

Graduate Attributes

- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence

4 On-campus Activity - Application and attendance Record

Assessment Type

On-campus Activity

Task Description

Professional behaviour is a critical part of any medical imaging profession, and encompasses the manners in which we treat our colleagues, patients and the professional settings and equipment provided to us. The purpose of this assessment is to ensure that students from the medical sonography course are well-equipped to embody the high standards of professionalism that are expected from CQUniversity students while on their upcoming clinical placements. As such, this assessment is based on a continuous and ongoing assessment of student application and attendance during labs, and **extending to professional behaviours throughout the unit.**

This includes participation in forums and online tutorials, labs, social media etiquette, phone calls, attitude toward peers, and staff, and all official correspondence with university staff, peers and community. In doing so, it replicates the clinical environment to assist with the transition to your first clinical placement later in the year, and to provide support and formative feedback in preparation for MEDS12004 -Scanning Skills Development 1, undertaken in Term 2.

This is a **PASS/FAIL assessment**. This assessment is scored using a demerit point system, in which a MAXIMUM of three demerit points can be issued before the assessment is graded as a fail, i.e. if a fourth demerit point is issued, the assessment will be graded as a fail.

All interactions with staff and peers pertaining to this unit will be treated as a replica of the clinical work environment. You will be expected to demonstrate all of the professional behaviours that will be expected of you in a formal work environment. Demerit points can be issued in three different categories:

1. Professional behaviours towards colleagues and staff
2. Professional behaviours towards patients.
3. Professional behaviours towards professional settings and equipment.

Expected behaviours and their relevance to the clinical environment are listed on the unit moodle site for each of these categories. You must review this information and be aware of what is expected of you for this unit. Please be aware that completion of the "Application and Attendance Record" is included in this assessment. You will be required to fill out a Formative Feedback Form for each of your labs.

It is very important that you review and familiarize yourself with the CODE OF CONDUCT as well as the ASAR CODE OF CONDUCT and the CQU CODE OF CONDUCT, all posted on the unit Moodle site, for further information on the professional conduct required in this unit.

If unprofessional behaviour is reported by fellow classmates and not witnessed by a staff member, a written warning detailing the allegations will be issued to the student with documentation of the student's response. If further evidence of an on-going unprofessional behaviour surfaces then a demerit may be issued. **All** incidents of unprofessional behaviour are reported to the Deputy Dean (Learning and Teaching) for monitoring throughout the duration of your course and may involve the initiation of formalised misconduct procedures.

This assessment requires you to upload the document "Application & Attendance Record" in week 9 which encompasses all these aspects. This document is available on the unit moodle site.

Up to THREE demerit points can be issued before the assessment is graded as a FAIL. However, if any exhibited behaviour is deemed as UNSAFE for clinical practice, the professional behaviour assessment will be graded as a FAIL at the discretion of the unit co-ordinator. This is reflective of your clinical units where such behaviour results in a notice to withdraw immediately from the clinical site and unit.

Assessment Due Date

Week 9 Wednesday (10 May 2017) 6:00 pm AEST

Return Date to Students

Week 11 Friday (26 May 2017)

Students will be notified of a pass or fail (P or F) via the course Moodle site by Friday, Week 11.

Weighting

Pass/Fail

Assessment Criteria

When a demerit point is issued, it will be discussed between the student and either the on-site lecturer or the unit coordinator. Written documentation explaining the reason for the issued demerit will be signed by the on-site lecturer or the unit coordinator, and sent to the student via email.

A maximum of THREE demerit points can be obtained to pass this unit - any more than three and the assessment is graded as a FAIL.

Students are required to submit, the "Application and Attendance" Record with the student's signature, and upload via the unit Moodle site, by Week 9 prior to the practical skills test. Details outlining parameters, behaviours and expectations can be found on the unit Moodle site. All fields on the record sheet must be completed, with all labs signed and dated by your tutor for that specific lab.

As per the Assessment Policy and Procedure (Higher Education Coursework) item 4.62, 'In non-graded (pass/fail) units, all assessment tasks must be submitted by the due date. Students who fail a single assessment task in a pass/fail unit, or who fail a pass/fail component of a graded unit will be deemed to have failed that unit.'

Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

Submission

Online

Learning Outcomes Assessed

- Apply the practical skills and critical thinking necessary to perform a sonographic examination of the thyroid.
- Display professional behaviour, teamwork and communication skills and criteria to meet safe sonographic practice

Graduate Attributes

- Communication
- Problem Solving
- Team Work
- Cross Cultural Competence
- Ethical practice

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?



Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem