



# MEDS12004 Sonographic Skills Development 1

## Term 2 - 2018

Profile information current as at 07/05/2024 08:14 pm

All details in this unit profile for MEDS12004 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 prepares you for the clinical workplace through the development of skills in scanning techniques for the abdomen and transabdominal female pelvis. You will be required to demonstrate the skills, knowledge and professional behaviours needed to work in a clinical setting, and will be assessed within a simulated environment. This unit prepares you for entry into the clinical environment using the Assessment of Readiness for Clinical tool (ARC) in conjunction with other assessment tasks. Condition: Continued enrolment in MEDS12004 is conditional upon passing any outstanding assessment pieces in MEDS12001 and MEDS12002 and MEDS12003. The opportunities to repeat this quota based unit are limited and may require relocation to another campus, as determined by the discipline lead .

### Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

Credit Points: 12

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.25

### Pre-requisites or Co-requisites

Pre-requisites: MEDS12003 Superficial Structures in Ultrasound AND MEDS12002 - Abdominal Ultrasound AND

MEDS12001 Physics of Ultrasound Co-requisites: MEDS12006 Ultrasound in Obstetrics and Gynaecology 1 Condition:

Continued enrolment in MEDS12004 is conditional upon passing any outstanding assessment pieces in MEDS12001 and MEDS12002 and MEDS12003.

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 2 - 2018

- Brisbane
- Mackay
- Melbourne
- Perth
- 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 12-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 25 hours of study per week, making a total of 300 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. **Practical Assessment**

Weighting: Pass/Fail

#### 2. **Practical Assessment**

Weighting: Pass/Fail

#### 3. **Online Quiz(zes)**

Weighting: Pass/Fail

#### 4. **Written Assessment**

Weighting: Pass/Fail

#### 5. **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 Student feedback

##### **Feedback**

Not enough time for Assessment 2

##### **Recommendation**

Some students were concerned that there was not enough time (two weeks) to learn the female pelvis scan before the practical skills assessment. This assessment task will be reviewed at the Sonography Team retreat and in conjunction with L&T, and modifications to the assessment task will be implemented for 2018 to ensure students are not put under undue pressure regarding this assessment task.

#### Feedback from Student feedback

##### **Feedback**

Demonstration videos not aligned with protocols

##### **Recommendation**

Some students stated scanning videos for the abdomen assessment were not aligned exactly with the protocol. The demonstration videos are also considered a breakthrough "best practise" as the first of their type to split the screen depicting both the monitor (what the sonographer sees) and the scanner's hand position of the transducer, and students are advised that they are a guide to scanning from the beginner's perspective - someone who has not scanned that organ or area before. As skills improve, students are advised to follow the protocol and ARC tool (marking rubric) as to what is required of them to be successful in their practical skills assessments. All demonstration videos will be rerecorded in term 3 to align with protocols which will also be updated.

#### Feedback from Student feedback

##### **Feedback**

Not enough practise time

##### **Recommendation**

In 2016, an additional element of supervised (manned) practise was initiated - a tutor is available in the lab to assist trouble shooting issues as they arise, so problems are corrected instantly. The tutor is available to demonstrate, provide feedback, and generally assist. Two manned labs are available each week. Additional practice times were also introduced this year to assist students to further prepare for the practical skills test. All students are given the same opportunities to practise to ensure equity for all students. The 2017 cohort had more practise times available to them than students from 2015 and 2016. Recommendations to students in 2018 will be to encourage them to attend all practise sessions available to them so they can master each organ as they learn it.

#### Feedback from Student feedback

##### **Feedback**

Practise times available after hours

##### **Recommendation**

Some students expressed a desire to be able to practise in the sonography labs after hours. The feasibility for action of this request will be investigated with regards to insurance issues and staff availability.

#### Feedback from Student feedback

##### **Feedback**

Tutors not following protocols

##### **Recommendation**

Some students reported lab tutors varying set scanning skills protocols. Tutor training will be conducted before the start of term 2, 2018, where tutors will be advised of the correct protocols to follow.

## Unit Learning Outcomes

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

1. Apply the practical skills and critical thinking necessary to perform a sonographic examination of abdominal and female pelvic organs
2. Differentiate the variants of normal sonographic appearances of abdominal and female pelvic organs
3. Critically reflect upon own professional practice utilizing constructive feedback
4. Display professional behaviour, teamwork and communication skills and criteria to meet safe sonographic practice

Australasian Sonography Association Competency Standards for the Entry Level Sonographer

Units: 1,2,4,5,6 & 10

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

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

### Alignment of Graduate Attributes to Learning Outcomes

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

## Textbooks and Resources

### Textbooks

MEDS12004

#### Prescribed

##### **Practical Ultrasound: an illustrated guide**

Edition: 2nd (2013)

Authors: Jane Alty & Edward Hoey

CRC Press

Australia

Binding: Hardcover

MEDS12004

#### Prescribed

##### **Sonography: Introduction to Normal Structure and Function**

Edition: 4th (2016)

Authors: Arnez Curry, R & Bates Tempkin, B

Elsevier Health Sciences

St. Louis , MS , USA

Binding: Hardcover

MEDS12004

#### Prescribed

##### **Workbook and Lab Manual for Sonography: Introduction to Normal Structure and Function**

Edition: 4th (2016)

Authors: Arnez Curry, R & Bates Tempkin, B

Elsevier Health Sciences

St. Louis , MS , USA

Binding: Hardcover

[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 card to CQUniversity campus (Melbourne students)
- Access card to the Ultrasound Imaging Lab (Mackay students)
- Philips iSite PACS System
- Access card to CQUniversity campus (Perth students)

## Referencing Style

All submissions for this unit must use the referencing style: [Vancouver](#)  
For further information, see the Assessment Tasks.

## Teaching Contacts

**Jane Wardle** Unit Coordinator

[j.wardle@cqu.edu.au](mailto:j.wardle@cqu.edu.au)

**Celia Tinetti** Unit Coordinator

[c.tinetti@cqu.edu.au](mailto:c.tinetti@cqu.edu.au)

## Schedule

**Week 1 - 09 Jul 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Orientation to the unit Abdominal Aorta and IVC	Curry and Tempkin Ch 10 & Ch 11 Alty & Hoey (2013) Ch 1, 2, 5 Alty & Hoey (2013) Ch 3 pp 7-11	<b>Compulsory On-Campus Lab Induction on Monday 9th July</b> for students with this as their first lab unit in 2018; requirements need to be submitted online before 5pm AEST/3pm WA time on Monday 9th July 2018 - WH&S requirement that the lab induction is completed before students can attend labs in any capacity. <b>Compulsory online Zoom session Monday 9th July 2018 at 11am AEST/9am WA time</b> regarding Assessment 5 Professional Behaviour <b>Submission of Lab Agreement</b> by Friday 13th July 2018 at 5pm AEST / 3pm WA time. <b>Submission of Consent form (only for students with this as their first lab unit in 2018)</b> by Friday 13th July 2018 at 5pm AEST / 3pm WA time.

**Week 2 - 16 Jul 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Scanning the Kidneys	Curry and Tempkin Ch 17 Alty & Hoey (2013) Ch 4 pp 49-53, 62-73	

**Week 3 - 23 Jul 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Pancreas and Gallbladder	Curry and Tempkin Ch 15 and 16 Alty & Hoey (2013) Ch 3 pp 38-45	

**Week 4 - 30 Jul 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Bile Duct and Portal Vein	Curry and Tempkin Ch 13 and 15 Alty & Hoey (2013) Ch 3 pp 40-41	Quiz 1 (Opens Tuesday 10am AEST/8am WA time, closes Wednesday 6pm AEST/4pm WA time.) <b>Zoom tutorial Wednesday at 4:30pm AEST/2:30pm WA time</b>

**Week 5 - 06 Aug 2018**

Module/Topic	Chapter	Events and Submissions/Topic
The Liver	Curry and Tempkin Ch 14 Alty & Hoey (2013) Ch 3 pp 28-37	

**Vacation Week - 13 Aug 2018**

Module/Topic	Chapter	Events and Submissions/Topic

**Week 6 - 20 Aug 2018**

Module/Topic	Chapter	Events and Submissions/Topic
The Spleen	Curry and Tempkin Ch 18 Alty & Hoey (2013) Ch 3 pp 46-47	<b>Zoom tutorial Wednesday at 4:30pm AEST/2:30pm WA time</b>

**Week 7 - 27 Aug 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Full Abdomen		

**Week 8 - 03 Sep 2018**

Module/Topic	Chapter	Events and Submissions/Topic

No new content

**Zoom tutorial Monday at 11am  
AEST/9am WA time**

**Skills Test: Full Abdomen**

#### **Week 9 - 10 Sep 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Prostate, bladder revision	Curry and Tempkin Ch 21 pp 317-323	

#### **Week 10 - 17 Sep 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Transabdominal Female Pelvis	Curry and Tempkin Ch 21 pp 341-365, 369-389 Alty & Hoey (2013) Ch 10 pp 149-157, pp 162-170	Quiz 2 (Opens Tuesday 10am AEST/8am WA time, closes Wednesday 6pm AEST/4pm WA time.) <b>Zoom tutorial Wednesday at 4:30pm AEST/2:30pm WA time</b>

#### **Week 11 - 24 Sep 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Whole pelvis - catch up session on Tuesday - not a compulsory lab		Re-sit practises - Wednesday to Friday

#### **Week 12 - 01 Oct 2018**

Module/Topic	Chapter	Events and Submissions/Topic
No new content		<b>Re-sits: Full Abdomen Practical Skills Assessment</b>  <b>Written Assessment</b> Due: Week 12 Friday (5 Oct 2018) 5:00 pm AEST <b>Professional Behaviour Assessment</b> Due: Week 12 Friday (5 Oct 2018) 5:00 pm AEST

#### **Review/Exam Week - 08 Oct 2018**

Module/Topic	Chapter	Events and Submissions/Topic
		<b>Written and Practical Assessment - The Pelvis</b> Due: Review/Exam Week Friday (12 Oct 2018) 5:00 pm AEST

#### **Exam Week - 15 Oct 2018**

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

Unit coordinator for Term 2, 2018 is Jane Wardle. Jane can be reached at [j.wardle@cqu.edu.au](mailto:j.wardle@cqu.edu.au) or by phone on 07 3023 4200.

### Grading of this unit:

This is a non-graded, pass/fail unit. Please be aware the updated Assessment Policy and Procedure (Higher Education Coursework) states: '4.36 Students who fail a single assessment in a pass/fail unit or a pass/fail component in a graded unit will be deemed to have failed that unit, unless the unit profile includes provision for students to re-attempt a failed assessment task and the student passes the re-attempted assessment.' Please note that this unit is scheduled to run once a year only - the next delivery will be in Term 2, 2019. All written assessment items must be submitted accurately and in the correct format by the due date, as there is no opportunity to apply a 5% penalty due to the pass/fail nature of each assessment task. The full documents for Assessment Policy and Procedure (Higher Education Coursework) and Grades and Results Procedure can be accessed on the CQUni IMPortal <https://www.cqu.edu.au/policy>.

### Attendance:

Attendance at all skills labs for this unit are mandatory - this includes practical assessment days and re-sit practical assessments if needed. Skills labs are held on Tuesdays and Thursday; re-sit assessments if required will be on either Tuesday or Wednesday of week 12. You must notify the unit coordinator and local lab staff (phone, email, text) before the start of compulsory labs if you are unable to attend or anticipate being late; this includes practical assessment days. Labs missed for a valid reason require supporting documentation, and you are advised to contact the unit coordinator to organise time to make up for the missed scanning time during practise sessions. Any lab missed without valid reason,

supporting documentation, and prior notice or approval, or being late to labs more than twice will warrant a Lapse in Professionalism point (see assessment 6 for more information on Lapses in Professionalism). If you cannot attend a practical skills assessment on the scheduled day due to illness or injury and have provided acceptable medical documentation, you need to apply for an extension through the Assessment Extension Request on the unit Moodle site, and the unit coordinator and local staff will arrange for the practical skills assessment to be undertaken at another time. You must notify staff before beginning scanning on any day (compulsory labs, manned practise, unmanned practise, and practical skills assessments) if you are injured or ill. In the event that your condition could harm or negatively impact either yourself or those around you (e.g. put you at risk of exacerbating an injury, or pass on viral or bacterial infections to other students and staff), you will be sent home and, in the event of it being a compulsory lab or practical skills assessment, you will need to provide acceptable medical documentation for your absence as described above.

#### Medical certificates and absences:

Medical or health-related certificates must be 'in the approved form' as articulated in the [CQUniversity Assessment Policy and Procedure](#) (HE Coursework), section 5.28: A medical certificate or official letter signed by a registered medical or other appropriate registered healthcare practitioner, which includes the following: patient's name; name, address, and phone number of the medical or healthcare practitioner; date on which the consultation examination took place; date on which the certificate or official letter was issued; and date/s the patient is or was unfit for attendance/to participate in relevant activities.

Medical Certificates need to contain sufficient evidence to enable an informed decision regarding the application. Non-specific statements that are not acceptable include but are not limited to the following: "the student is not fit for duty" and "the student is suffering from a medical condition or illness". A statement that "the patient is, in my opinion, suffering from a medical condition, the exact nature of which I cannot divulge for reasons of patient privacy" would be acceptable.

#### Practises:

There is one manned practise and two unmanned practises most weeks of the term - these are not compulsory but have been found to be necessary to ensure enough practise to pass the practical skills assessments. If you are unable to attend an unmanned practise session (scheduled on GoogleDocs with your peers as patients/scanners), you need to give your partner in these sessions as much notice as possible. This applies if you are running late as well. Professional behaviour is expected in labs and in association with this unit at all times - please see Assessment 5 for further information.

There is a compulsory on-campus lab induction on Monday 9th July 2018 for students who have not been in any labs this year - this must be completed on-campus before you can attend the sonography labs in any capacity (labs, manned practise, or unmanned practise) and failure to submit the required documentation indicated in the lab induction by 5pm AEST/3pm WA time Monday 9th July 2018 will incur a Lapse in Professionalism point for each day it is overdue.

#### Lab Schedule:

Please pay close attention to the lab schedule for this unit. You are required to adhere to the Course Dress Code at all times when using the ultrasound simulation labs, including unmanned practises, and the CQUniversity Zero Tolerance Policy will be followed - both of these aspects are covered by the Professional Behaviour assessment and failure to comply will result in Lapse in Professionalism points. The unit is preparation for clinical placement, where it is a requirement to wear the correct uniform and to look like a medical professional at all times. This also includes removing facial piercings, having long hair tied back and away from your face, short neat nails with natural coloured polish if any, and not wearing perfumes.

Important: You must be available Tuesday and Wednesday of week 12 for re-sits or to be a patient for the practical re-sits. Re-examinations for all practical assessments will take place in week 12.

#### Professional Behaviour:

In regard to assessment 5, there is a compulsory online Zoom session at 11am AEST/9am WA time on Monday 9th July 2018. This session will go over the Professional Behaviour Assessment to articulate professional behaviour marking criteria and the consequences of exemplary, satisfactory, and unsatisfactory performance. Failure to attend will incur a Lapse in Professionalism point.

#### This term overall:

This term is a big one in the scanning skills units - a double credit unit where you'll be in labs most of the week! It's exciting and very hands on - take full advantage of every lab and practise times, both manned and unmanned, and good luck! We all look forward to seeing you this term.

## Assessment Tasks

### 1 Scanning Skills Test 1 - Full Abdomen Scan

#### **Assessment Type**

Practical Assessment

#### **Task Description**

In your future career as a sonographer, you will perform ultrasound scans of the full abdomen on a daily basis. To begin your journey to competency in these scans, you will undertake training and practise in our realistic simulation facilities to achieve advanced beginner level competency in 'normal' patients within a specified time frame.

This assessment will challenge your ability to perform routine sonographic scanning techniques and image optimisation & acquisition of the abdomen (male and female), in a reasonable time period to advanced beginner level.

In summary, this is an assessment of the pre-scan, scanning, and post-scan skills that are further discussed and

emphasised in the unit lab manual, instructed labs, lectures, and tutorials. Students will be assessed using the 'Assessment of Readiness for Clinical' (ARC tool).

This is a pass/fail assessment. To achieve a pass, each assessment component 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 correct 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.

#### **Technical (scanning) Requirements**

- Students are required to perform routine sonographic techniques and image optimisation of the abdomen (male and female) in a reasonable time period, to advanced beginner level.
- Abdominal ultrasound skills test is marked as per the ARC tool – scanning time limit is **45 minutes**.

The professional and technical components must each be graded as a 'pass' in order to pass the assessment. The components are graded separately so that if one is passed and the other is not, only the failed component must be repeated. All of the bolded items in the professional assessment must receive full marks to pass the professional assessment. 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 (1) opportunity to re-sit the technical and/or professional components of the assessment item in Week 12.

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

#### **Assessment Due Date**

PRACTICAL SKILLS TEST - WEEK 8. Re-sits will occur in Week 12.

#### **Return Date to Students**

Grades are moderated and released within 10 working days. Individual marks will not be released to students.

#### **Weighting**

Pass/Fail

#### **Minimum mark or grade**

Minimum mark or grade – 65%

#### **Assessment Criteria**

##### **SKILLS TEST ABDOMEN**

- A pass rate of 65% of available marks in EACH component of the practical and professional behaviour must be achieved to pass the assessment.
- 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 moderation purposes.**

During re-evaluation:

- The minimum pass rate on the skills test is 65%. All students who achieve marginal and failing grades will have their images and/or video cross-marked (moderated) by a second on-campus assessor and one of the unit facilitators. Students achieving pass grades will have their images and / or videos randomly allocated to the moderation process to ensure consistency. Provisional grades will be released once the moderation process is complete. These are not formally certified until just before the start of Term 3, so will only be provisional until that time.
- Students who do not pass this assessment in week 8 will be given ONE (1) opportunity to re-sit the technical and/or professional components of the assessment item in Week 12. This practical test will be conducted by a different assessor and on a different patient to that of the first test.
- Please be aware that all re-sits will be video recorded for moderation purposes.
- Re-sit results will be released within 10 working days to ensure thorough moderation.

As per the Assessment Policy and Procedure 4.36: "students who fail a single assessment in a pass/fail unit will be deemed to have failed that unit". Each of the two (2) components **must be passed individually** to pass the unit.

## Referencing Style

- [Vancouver](#)

## Submission

Offline

## Learning Outcomes Assessed

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

## Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

# 2 Written and Practical Assessment - The Pelvis

## Assessment Type

Practical Assessment

## Task Description

### Practical component - Acquisition of images

In your future career as a sonographer, you will perform ultrasound scans of the pelvis on a daily basis. To begin your journey to competency in these scans, you will undertake training and practise in our realistic simulation facilities to acquire optimised images of the pelvis. Using peers and/or approved volunteers (on campuses with reduced male student numbers) in the CQU sonography lab, you will personally acquire the following relevant and appropriately optimised images in the following 8 key areas:

- Right Kidney (male or female)
- Left Kidney (male or female)
- Bladder with Volume and jets (male or female)
- Uterus protocol images
- Endometrium protocol images
- Rt Ovary protocol images
- Lt Ovary protocol images
- Prostate protocol images (these are not included for marking, but for feedback to assist you when you are out on clinical placement)

A complete set of images from each of the above listed protocols is to be submitted.

### Written component - Discussion of image series

You will provide a reflective discussion on your imaging series (maximum of 1500 words in total +/- 10%).

For each image submitted:

- Justify the clinical purpose or importance of each the 8 key areas as listed above (Why do we take the image/measurement? How is the information used clinically?). Include citations/referencing for this section as required.
- Critique the image quality (specifically any aspects needing improvement).
- Reflect on any difficulties encountered (If it was challenging, why? What challenges would an elderly or very young patient bring?)
- Provide suggestions for future improvement when you attempt this in a clinical setting (be specific and reflective in your thoughts).

Note for similar images such as Rt and Lt ovary, you may choose to discuss these together rather than repeating

yourself. This is entirely up to you.

**Assessment Due Date**

Review/Exam Week Friday (12 Oct 2018) 5:00 pm AEST

Assessments must be uploaded by 5pm on the 12th of October 2018. Please allow enough time prior to 5pm to have the assessment uploaded in time. Late submission will only be accepted if an extension has been granted via the unit Moodle site for a valid reason.

**Return Date to Students**

Students will be given a pass/fail result by Friday 26th of October at 5pm.

**Weighting**

Pass/Fail

**Minimum mark or grade**

Minimum mark - 50%

**Assessment Criteria****Practical component - Acquisition of images**

Your images will be assessed for:

- optimisation
- scan plane
- accurate measurement/s
- annotation
- use of ultrasound machine features

Your discussion will be assessed on:

- justification of clinical relevance of images/reports/graphs
- quality of critique on image quality
- reflection of difficulties encountered in the acquisition process
- suggestions for improvement in a clinical setting
- spelling, grammar, academic writing
- referencing
- adherence to 1500 word count +/- 10% (word count marks will be reduced if too brief or too lengthy; words over 1650 words will not be assessed and may lead to marks not being allocated for images or critiquing outside of this word count)

For detailed marking criteria please see the marking rubric and 2018 assessment video which are both available on the unit Moodle site.

Referencing is a vital component of any academic work and plagiarism is taken seriously by the university. Please refer to the Academic Misconduct Procedure. See support on Vancouver referencing on the unit Moodle site.

**Referencing Style**

- [Vancouver](#)

**Submission**

Online

**Submission Instructions**

Your portfolio will be uploaded via the unit Moodle site. Use word doc so that marker comments can be added.

Assessments must be uploaded by 5pm AEST/3pm WA time on the 12th of October 2018. Please allow enough time prior to 5pm to have the assessment uploaded in time.

**Learning Outcomes Assessed**

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

## Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

## 3 Online Quiz(zes)

### Assessment Type

Online Quiz(zes)

### Task Description

As you are students in a course that is accredited by your professional body, we must provide evidence that you have core knowledge and skills that underpin your ability to meet the competency of your profession.

You will complete two separate online tests to assess your understanding of the anatomy and sonographic protocol and technique for each module, and presumed sonographic knowledge relevant to that module. The purpose of these quizzes is to ensure adequate review of theory from term 1, and that sufficient preparation of protocol and procedures has been undertaken prior to labs.

There will be **two** separate online quizzes which will be held in weeks 4 and 10. Once available, quizzes are open for 32 hours (i.e. open at 10am AEST / 8am WA time on Tuesday and close Wednesday at 6pm AEST / 4pm WA time.)

This is an open book quiz, so you have the opportunity to consult your notes, lecture slides, text books, and Moodle page. However, **this assessment is to be undertaken as an individual** - please see below for further details.

- The first quiz is in week 4 and covers the aorta, IVC, kidneys, bladder, gall bladder, porta hepatis, and pancreas.
- The second quiz is in week 10 and covers liver, spleen, and female pelvis.
- You are allowed **one** attempt at each quiz, so please ensure you are prepared beforehand.
- Once the quiz has commenced, approximately 1 minute per question will be given, for example, a 20 question quiz would be given a time limit of 20 minutes to complete. This is subject to change at the discretion of the unit coordinator based on the content of the pool of questions.
- These assessment tasks must be completed on or before the due dates listed.
- No late submissions are permitted after each quiz has closed, so please ensure adequate time for completion, with additional time for computer mishaps. If you have computer / quiz access difficulties, you need to contact TaSAC as soon as possible for assistance. After you have contacted TaSAC, please contact the unit coordinator for assistance if you cannot complete the quiz in the allocated time **before** the end of the quiz (Wednesday 6pm AEST/4pm WA time).
- In the event you are unable to complete the quiz in the allocated time and have suitable medical documentation as detailed in Term Specific Information, you can apply for an extension through the Assessment Extension system on the unit Moodle site **before** the end of the quiz (Wednesday 6pm AEST/4pm WA time) to be granted an extension to the quiz time without academic penalty.

**In the absence of an approved extension, there will be no opportunity to complete a quiz after it has closed.**

### Number of Quizzes

2

### Frequency of Quizzes

Other

### Assessment Due Date

A new quiz will open in weeks 4 and 10 on Tuesday at 10am AEST/8am WA time. Each quiz must be completed by 6pm AEST/4pm WA time the following day (Wednesday in weeks 4 and 10).

### Return Date to Students

Students will receive their score once all students have completed the quiz.

### Weighting

Pass/Fail

### Minimum mark or grade

Minimum mark or grade - 70% cumulatively.

### Assessment Criteria

Answers will be either correct or incorrect, and tabulated by the unit's online Moodle system. Students will receive their

score for each quiz once all students have completed that quiz.

Students must achieve a **cumulative** pass rate of 70% across the **two** quizzes to pass this assessment.

As per Assessment of Coursework Procedures (Section 3 Assessment Extensions), item 3.2.5, "These tests are considered professional assessment tasks and have an absolute submission date. Accordingly, these assessments must be completed by/on the specified date. In the absence of an approved extension, there will be no opportunity to complete the task after this date, and there will be no opportunity to apply a late penalty".

**PLEASE NOTE: Failure to complete one quiz means a maximum possible cumulative score of 50% which equates to a fail grade for this assessment and a fail grade for MEDS12004.**

This is an open book quiz, so you have the opportunity to consult your notes, lecture slides, text books, and Moodle page. However, **this assessment is to be undertaken as an individual**. As per the Academic Misconduct Procedure document, cheating is defined as "*fraud, dishonesty or deceit of any kind in relation to an academic assessment. Examples include: a. copying or attempting to copy from other students in either an examination or assessment; f. colluding with other students in individual assessments; g. allowing others to provide you with any material that give you an unfair advantage in an assessment; and i. completing an assessment for another person or having another person assisting in the completion of your assessment.*" Colluding with other students on non-group work tasks is considered academic misconduct, and will be reported to the Deputy Dean of Learning and Teaching (Health, Medical, and Applied Sciences).

### Referencing Style

- [Vancouver](#)

### Submission

Online

### Learning Outcomes Assessed

- Differentiate the variants of normal sonographic appearances of abdominal and female pelvic organs

### Graduate Attributes

- Communication
- Problem Solving
- Information Literacy

## 4 Written Assessment

### Assessment Type

Written Assessment

### Task Description

Sonographers work clinically with patients, and both patients and physicians rely on quick, efficient, and complete documentation to issue results, a delay of which may delay treatment. The purpose of this assessment is to prepare you for professional behaviour, attendance, and documentation responsibilities on clinical placement, as well as to develop self-reflection skills by setting weekly goals and following up on progress. There is an example of a completed Formative Feedback Form in your Skills Lab Manual.

This task requires you to

- Demonstrate understanding the lab processes, procedures and Code of Conduct.
- Agree to take part in scanning procedures with due regard for volunteer consent processes.
- Attend scanning labs as scheduled.
- Collect tutor and peer feedback on your skills in ultrasound scanning, image optimisation, and documentation, patient care, communication, and ergonomic performance.
- Respond to feedback with your own reflections and SMART goals for practice and improvement. Both feedback and goals must be completed for each scanning skill lab attended

This assessment will require you to correctly complete and upload the documentation set forth in your MEDS12004 Skills Lab Manual. This includes:

- A signed Scan Lab Record & Formative Feedback Agreement uploaded in week 1 – Friday 13th July 2018 at 5pm AEST/ 3pm WA time.
- A signed Consent Form - Sonographic Examination for Teaching Purposes in week 1 – Friday 13th July 2018 at 5pm AEST/ 3pm WA time \*\* **ONLY if first lab of 2018.**
- 17 Completed Formative Feedback Forms plus Cover sheet uploaded in week 12 – Friday Oct 5th 2018 at 5pm AEST/ 3pm WA time.
- Completed Scan Lab Attendance Record uploaded in week 12 – Friday Oct 5th 2018 at 5pm AEST/ 3pm WA time.

**Uploaded document needs to be pdf format only. Please ensure your first name, surname (family name),**

**student number, and title of what you are uploading are used in that order in the name of the uploaded document, with underscores separating words.**

i.e. Jane\_Wardle\_s0123456\_Lab\_Agreement.pdf

This assessment also ties in with the Professional Behaviour Assessment. You are required to complete your Formative Feedback Forms **before** leaving at the end of each lab (as you would be required to complete documentation for each patient's scan before the end of a clinical shift) and to have it signed by your tutor. If you do not have all lab days signed off on your Lab Attendance, you will need to write in the reason for this (e.g. "sick - certificate sent in to UC", "did not get signed", etc.); however all forms in this assessment must be completed accurately and either signed off or an explanation given to pass this assessment. Please note, LiP points will be given for each day not signed off for anything other than an absence approved by the UC.

**Please ensure you check times and deadlines for submissions, and that all paperwork is completed correctly and accurately, including uploading in the required format. Failure to do so will result in a fail mark for that assessment component.**

#### **Assessment Due Date**

Week 12 Friday (5 Oct 2018) 5:00 pm AEST

You will be required to upload your Lab Agreement and Consent Form (only if the first lab unit of 2018) by Friday 5pm AEST/3pm WA time in week 1; in pdf format.

#### **Return Date to Students**

Students will be given a pass/fail result within 10 working days.

#### **Weighting**

Pass/Fail

#### **Minimum mark or grade**

Minimum mark or grade - All documentation must be completed correctly, and uploaded on time and in the right format.

#### **Assessment Criteria**

In a non-graded pass/fail unit, all assessment items must be correctly and accurately submitted by the due date, as there is no opportunity to apply a five percent penalty, due to the pass/fail nature of each assessment task. 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**

- [Vancouver](#)

#### **Submission**

Online

#### **Learning Outcomes Assessed**

- Critically reflect upon own professional practice utilizing constructive feedback

#### **Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Team Work
- Ethical practice

## **5 Professional Behaviour Assessment**

#### **Assessment Type**

On-campus Activity

#### **Task Description**

Professional behaviour is a critical part of any medical imaging profession, and encompasses the manner 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 clinical placement. This assessment will require you to treat each of your lab sessions as a scheduled "work shift" and to exhibit high quality professional attributes to ensure you are prepared to enter the work force with the skills required to provide safe patient care and professional behaviour. As such, this assessment is based on continuous and ongoing assessment of student application and attendance during labs. **Note: this extends to all behaviour exhibited by you during your time studying this unit, up until the end of exam week.** This includes participation in forums and online tutorials, labs, social media etiquette, phone calls, attitude towards peers and staff; and all official correspondence with university staff,

peers, and community.

This is a **PASS/FAIL** assessment. This assessment is marked using the Professional Behaviour Assessment scored using a Lapse in Professionalism (LiP) point system - to pass this unit, a student can receive a **MAXIMUM of three LiP points** i.e. if a fourth LiP 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 behaviour that will be expected of you in a formal work environment. Lapse in Professionalism points can be issued in three different categories:

1. Professional behaviour towards colleagues
2. Professional behaviour towards patients.
3. Professional behaviour in professional settings and equipment.

Expected behaviour and its relevance to the clinical environment is listed under the Professional Behaviour Assessment Outline on the unit Moodle site. You must review this information and be aware of what is expected of you for this unit. Please be aware that not having your Formative Feedback Forms signed on your lab day would have consequences in a clinical setting and will warrant a LiP point. You will be required to fill out a Formative Feedback Form for each of your compulsory labs, but not for the dates of your practical skills test as outlined in the lab manual. It is very important that you familiarise yourself with the **CODE OF CONDUCT in the Lab Manual** as well as the **ASAR CODE OF CONDUCT** and the **CQU CODE OF CONDUCT**. All of these documents are posted on the unit Moodle site for your information. 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, and the student's response documented. If further evidence of an on-going unprofessional behaviour surfaces, then a LiP point may be issued.

Up to three LiP points can be issued before the assessment is graded as a fail. **However, if any exhibited behaviour is deemed as unsafe or unacceptable for clinical practice and feedback given to the student around this issue is not taken on board, the professional behaviour assessment may be graded as a FAIL at the discretion of the unit coordinator.**

#### **Assessment Due Date**

Week 12 Friday (5 Oct 2018) 5:00 pm AEST

Week 1 - Formative Feedback Agreement and Consent Form due, Week 12 Submission of completed Scan Lab Record and Formative Feedback Forms.

#### **Return Date to Students**

Exam Week Friday (19 Oct 2018)

A Pass/Fail grade will be uploaded to gradebook within 10 working days of due date.

#### **Weighting**

Pass/Fail

#### **Minimum mark or grade**

Minimum mark or grade - No more than THREE LiP points

#### **Assessment Criteria**

When a Lapse in Professionalism point is issued, it will be discussed between the student, the on-site lecturer, and/or the unit coordinator. Written documentation explaining the reason for the LiP point will be provided to the student, signed by the on-site lecturer or the unit coordinator.

Accruing four or more LiP points in the unit will result in the assessment being graded as a FAIL. As this is a pass/fail unit, all assessment items must be graded as a pass to successfully pass the unit.

#### **Referencing Style**

- [Vancouver](#)

#### **Submission**

Online

#### **Learning Outcomes Assessed**

- Display professional behaviour, teamwork and communication skills and criteria to meet safe sonographic practice

#### **Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- 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