DSAE 2362 Clinical III

CREDIT
3 Semester Credit Hours (0 hours lecture, 18 hours lab)

MODE OF INSTRUCTION
Face to Face

PREREQUISITE/CO-REQUISITE: Passed all previous sonography courses.

COURSE DESCRIPTION
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

COURSE OBJECTIVES
- Upon completion of this course, the student will be able to
  - As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
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INSTRUCTOR CONTACT INFORMATION

Instructor:	Melissa Mann, RDMS, RVT, RDCS
	Mark Adams, RCS
Email:	mamann@lit.edu
	maadams@lit.edu
Office Phone:	409-257-0057
Office Location:	Gateway 111
Office Hours:	Please see Starfish to schedule an appointment

REQUIRED TEXTBOOK AND MATERIALS
Small notebook for taking notes/protocols/procedures
Electronic device that has internet capabilities for clinical tracking system

Approved: MM/2025

TRAJECSYS CLINICAL TRACKING SYSTEM:

• **Trajecsys is a clinical tracking system designed to streamline and enhance the management of student progress in healthcare education programs. It offers a comprehensive platform for tracking clinical hours, skills, and competencies, allowing both students and instructors to easily monitor and document learning experiences. With features like real-time tracking, automated reporting, and secure data storage, Trajecsys helps ensure compliance with accreditation standards while improving communication between students, instructors, and clinical sites. It is widely used in allied health programs to facilitate efficient clinical education.**

Sonography Clinical Attendance Policy

Clinical attendance is a critical component of the Diagnostic Cardiac Sonography Program and directly reflects a student's professionalism, commitment, and readiness for the healthcare environment. The following policy outlines expectations and consequences related to clinical attendance, tardiness, and make-up time.

Attendance Requirements

- **Attendance is mandatory.** All absences, regardless of the reason, are treated the same. There is **no distinction between excused and unexcused absences**.
- Students are allowed a maximum of **two (2) absences per semester** (equivalent to 16 hours). Any time missed beyond this must be made up.
- **Each absence beyond the allowable two will result in a full letter grade deduction** from the final clinical grade.
- Should a class field trip fall on a clinical day the student will be required to attend clinic if they choose not to go on the field trip. Should they choose not to attend either one they will be assessed a one-day absence.

Example: A student with an 'A' who accrues five absences will receive a final grade of 'D' and will be dismissed from the program.

Tardiness and Early Departure

- **Two instances of tardiness exceeding 15 minutes** will result in the student being marked **absent for one full day**.
- **Leaving clinic early for any reason without prior approval from the Clinical Coordinator will result in the student being marked absent for the entire day.**
- **Leaving early without approval is not permitted under any circumstances and is treated the same as an absence.**

- If an **emergency arises during clinical hours, the student must contact the Clinical Coordinator before leaving the clinical site**. Leaving without prior approval will result in disciplinary action.

Make-Up Time

- **Any absence beyond the first two must be made up before the end of the semester.**
- Make-up time must be pre-approved by both the **Clinical Site and the Clinical Coordinator.**
- Absences during **the final week of clinic are not permitted under any circumstance**. Any missed time during this period, regardless of reason, must be made up in full and will be reviewed on a case-by-case basis.

Missed Time Penalties (Not Made Up by Semester End)

Missed Time Point Deduction

Missed Time	Point Deduction
0 – 2 hours	2 points
3 – 4 hours	4 points
5 – 6 hours	6 points
7 – 8 hours	8 points

Trajecsys Documentation

- Students must use **Trajecsys** to clock in and out **only when physically present in the Ultrasound Department.**
- Under **NO CIRCUMSTANCES** is a student allowed to **clock in/out another student OR from their electronic device.**
- **All absences, tardies, early departures, and missed punches** must be **documented in Trajecsys** with an appropriate explanation.
- **Total required clinical hours per week: 24 hours.** Any time missed (due to tardiness, early departure, or absence) will be deducted from this total and must be made up during the same week or counted toward the two allowed absences.
- Time exceptions in Trajecsys (e.g., manual edits to time entries) should be rare. More than three-time exceptions in a semester, excluding those related to internet connectivity issues, will result in disciplinary action.

Communication of Absences

- Students are required to **notify both the Clinical Site and the Clinical Coordinator immediately** when absent from clinic.
- Failure to notify both parties will result in an **automatic one-letter grade deduction**.

Weather-Related Closures

- If LIT cancels classes due to inclement weather, **all DCSO classes and clinical rotations are also cancelled.**
- Students will receive notifications via LIT's messaging platform, email alerts, and recorded phone calls.

Failure to adhere to the clinical attendance policy will result in academic penalties and may lead to dismissal from the program. This policy is designed to promote accountability, responsibility, and readiness for the professional expectations of the sonography field.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

COURSE CALENDAR

WEEK	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
1	Learning clinical policies, protocols Practice Scanning Exams and Observing procedures		
2	Practice Scanning Exams and Observing procedures		
3	**Comp #1 on Complete Echo (Challenge)**		**DUE October 15th**
4	Practice Scanning Exams and Observing procedures / **Comp # 2 on Complete Echo (Challenge)**		**DUE October 15th**
5	Practice Scanning Exams and Observing procedures / **Comp # 3 on Complete Echo (Challenge)**		**DUE October 15th**
6	**Comp # 4 on Complete Echo (Challenge)**		**DUE October 15th**
7	**Comp # 5 on Complete Echo (Challenge)**		**DUE October 15th**
8	**CLINICAL CHECK # 1 #1 Clinical Evaluation of Student #1 / Challenge Competencies/ Professional**		**DUE October 15th**

	Competencies and Exam Competencies/ Logs/ Time/etc…		
9	Practice Scanning Exams and Observing procedures		
10	**Comp # 6 on Optional # 1 (Challenge)**		**DUE December 4th**
11	Practice Scanning Exams and Observing procedures		
12	**Comp # 7 on Optional # 2 (Challenge)**		**DUE December 4th**
13	Practice Scanning Exams and Observing procedures		
14	**Comp # 8 on Optional #3 (Challenge)**		**DUE December 4th**
15	Practice Scanning Exams and Observing procedures/ **Comp # 9 on Complete Echo (Challenge)**		**DUE December 4th**
16	**CLINICAL Check #2: Clinical Evaluation of Student #2 / Challenge Competencies/ Professional Competencies and Exam Competencies/ Logs/ Time/Student Eval of Clinic, etc…**		**DUE December 4th**

* This schedule is subject to change at the discretion of the instructor.

COURSE EVALUATION

Semester grades will be calculated from the following criteria:
1. Clinical Evaluations   30%
2. Exam Competencies/ Proficiencies   20%
3. Clinical Challenges   35%
4. Weekly Log Reviews   5%
5. Weekly Timekeeping Accuracy Checks   5%
6. Exams Performed/Observed   5%
       (Exams: A= 100-81; B=80-71; C=70-61; Failing less than 61)

GRADE SCALE
- 93-100   A
- 85-92   B
- 77-84   C **(must pass with a 77 or higher in order to graduate from the program)**
- 69-76   D
- 0-68   F

NOTES ON NEW CRITERIA

Weekly Log Reviews

Regularly reviews student clinical logs within the Trajecsys Clinical Tracking System to ensure accurate and complete documentation of sonographic exams, patient encounters, and adherence to clinical objectives.

📝 Sonography Clinical Weekly Log Grading Rubric (0–100 Points)

Requirement: Students are expected to log exams at least 3 days per week and ensure all logged exams are submitted and approved in Trajecsys by the end of each clinical week.

Points	Criteria
100	Exams were logged on **3 separate clinical days**, with **all entries approved** in Trajecsys.
90–99	Exams were logged on **3 days**, but **1–2 entries** are **pending approval** OR **minor errors** (e.g., incomplete details).
80–89	Exams were logged on **2 days**, all entries approved. OR 3 days logged but with **multiple (3+) unapproved or inaccurate entries.**
70–79	Exams were logged on **2 days**, with some entries pending approval or incomplete.
60–69	Only **1 day** of exams logged, with entries approved.
50–59	Only **1 day** of exams logged, but entries are **incomplete or not approved.**
1–49	Minimal logging activity; **no complete or approved logs** for the week.
0	**No exams logged** and/or **no approvals obtained** for the entire week.

🛠 Additional Notes:
- Students are responsible for ensuring that **all logs are accurate, complete, and submitted in a timely manner**.
- Clinical instructors will assess both **quantity and quality** of entries.
- **Consistent failure** to meet the logging requirement may trigger a clinical performance review.

Weekly Timekeeping Accuracy Checks

Performs weekly audits of student time entries in Trajecsys to verify accuracy, punctuality, and consistency with scheduled clinical hours. Monitors time exceptions, which should be limited to no more than three per semester, in accordance with program policy. Students also must clock in no later than 7 minutes past their shift start without grade penalty.

⏱️ Sonography Clinical Weekly Timekeeping Accuracy Grading Rubric (0–100 Points)

Requirement: Students are expected to attend clinicals 3 days per week, arrive on time, and accurately record clinical hours in Trajecsys. All entries must reflect punctuality and compliance with program policies.

Points	Criteria
100	**All 3 clinical days attended on time** (no more than 7 minutes late), **no time exceptions**, and time accurately logged and approved in Trajecsys.
95–99	1 instance of **tardiness (≤7–15 minutes late)** OR 1 **minor timekeeping error** (e.g., clock-in/clock-out time discrepancy), corrected promptly. No time exceptions.
85–94	1–2 days of **tardiness (≤15 minutes late)** or **1 time exception** submitted and approved with valid justification. Timekeeping otherwise accurate.
75–84	2 days tardy in the same week (including one >15 minutes late), **OR** excessive tardiness pattern beginning to emerge (e.g., 2 consecutive weeks with tardy entries), **OR** 2 time exceptions submitted in the week.
65–74	**3 days late** (any severity), or **2+ consecutive days late in the same week**, or repeated minor time discrepancies. Timekeeping is becoming inconsistent.
50–64	Frequent and/or unexcused tardiness (**more than 15 minutes late**, or multiple days with no justification), **OR** 3 or more time exceptions in the week.
25–49	Significant issues: **missed clock-ins/outs, multiple unexcused time exceptions**, or falsified entries (if verified).
0	**No time logged** for the week, or **entries grossly inaccurate and unapproved**, or **3+ consecutive days tardy** with no explanation and no time exception submitted.

⚠️ Important Policies:

- **Tardiness = >7 minutes past scheduled start time.**
- **Time Exceptions must be submitted through Trajecsys and approved. More than 3 per semester may result in an academic penalty.**
- **Excessive Tardiness is defined as 2 or more consecutive days late or a pattern of lateness over multiple weeks.**
- **All time entries must reflect true attendance and be entered promptly and accurately**

Course Outline

A. Review of clinical forms on Trajecsys
   a. Time keeping
   b. Log forms
   c. Calendars
   d. Evaluations
   e. Proficiencies/Competencies/Challenges
B. New procedures/equipment
   a. Ultrasound equipment
   b. PACS
   c. Patient Worksheets
   d. Protocols
   e. Work Area
C. Practice live patient scanning
   a. Room set up
   b. Clean linen
   c. Acquiring patient history
   d. Patient interaction
      e. Explanation of procedure
      f. Equipment selection
      g. Patient positioning
      h. Image analysis
         i. Diagnostic quality
         ii. Correct annotation
         iii. Correct anatomy
         iv. Pathology seen
   i. Paperwork

   j. Discussion of findings

D. Scanning patients for grades:
   a. Complete Echo #1
   b. Complete Echo #2
   c. Complete Echo #3
   d. Complete Echo # 4
   e. Complete Echo # 5
   f. Complete Echo # 6
   g. Optional procedure #1
   h. Optional procedure #2
   i. Optional procedure # 3

TECHNICAL REQUIREMENTS
The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-

[requirements](#). A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT
The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology (lit.edu)](#).

STUDENT CODE OF CONDUCT STATEMENT
It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT
Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

STARFISH
LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION
- Students must maintain a clean work environment.
- Individual Challenge Competency scores must be a "3" or above, or the competency must be repeated. Any score of "2" or below will result in a mandatory repeat of that competency.
- Overall Competencies must score a "3" or above, or the competency must be repeated each semester until competency has been reached and must "check off" on them in order to graduate from the program.
- An unacceptable performance rating on the student clinical evaluation form may result in clinical probation or expulsion.
- Students should show concern for the patient's care, need, safety, and right to privacy.
- Students should promote a positive and collaborative atmosphere with other healthcare providers.
- Each infraction of the cell phone/social media policy as stated in the clinical handbook will result in a letter grade reduction and/or immediate dismissal from the program.
- Late assignments will be accepted at the penalty of 10 points for each late day.

GRADUATION POLICY: CLINICAL EXAM AND PROFESSIONAL COMPETENCIES

To graduate in the fall semester, students must meet the following criteria:

1. ***Passing Clinical Exam Competencies***
   o Students must prove they are competent in all areas of clinically required exam competencies with a minimum grade of "3" as specified in their course syllabus/competency paperwork as per the JRC/DMS requirements.
2. ***Demonstrating Professional Competencies***
   o Students must prove they are competent in all areas of clinically required professional competencies with a minimum grade of "3" as specified in their course syllabus/competency paperwork as per the JRC/DMS requirements.

Evaluation Opportunities:
1. ***Mid-Semester Evaluation:*** Students will have an opportunity to meet the criteria through a mid-semester evaluation to assess progress in both clinical exam competencies and professional competencies.
2. ***End-of-Semester Evaluation***: A final evaluation will be conducted at the end of the semester to confirm that all requirements have been met.

Failure to meet either of these criteria by the end-of-semester evaluation will result in ineligibility for graduation.