

DMSO 2260 Clinical II

CREDIT

2 Semester Credit Hours (0 hours lecture, 16 hours lab)

MODE OF INSTRUCTION

Face to Face

PREREQUISITE/CO-REQUISITE:

Passed all previous sonography courses.

COURSE DESCRIPTION

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

COURSE OBJECTIVES

- ❖ Upon completion of this course, the student will be able to:
 - 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

INSTRUCTOR CONTACT INFORMATION

Instructor: Tracy Ryals, RDMS, RVT

Email: taryals@lit.edu

Office Phone: 409-247-5130

Office Location: Gateway #115

Office Hours: Please see Starfish to schedule an appointment

REQUIRED TEXTBOOK AND MATERIALS

- Pocket notebook & pen
- LIT Student Badge
- **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.



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Sonography Clinical Attendance Policy

Clinical attendance is a vital component of the Diagnostic Medical Sonography Program, reflecting each 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 POLICY

- **Attendance is mandatory.** All absences are treated the same; there is no distinction between excused and unexcused absences.
- Required Notifications:
Students must notify both the Clinical Coordinator and the clinical site of any absence.
 - Failure to do so results in an immediate letter-grade deduction.
- Trajecsys Documentation:
 - All absences must be entered in Trajecsys.
 - Students must clock in and out in the Ultrasound Department at their assigned clinical site.
- Allowed Absences:
 - Students may miss **two (2) absences per semester**, equivalent to 16 hours.
 - Each absence beyond the allowable two results in **a full letter-grade deduction per additional absence.**
 - *Example: A student with an A who has accrued five absences will receive a final grade of D and be dismissed from the program.*
- Make-Up Time Requirements:
 - Time missed beyond the 2 allowed absences must be made up by the end of the semester.
 - All make-up time must be approved by both the Clinical Coordinator and clinical site personnel.
 - No absences are allowed during the final week of clinic, regardless of reason.
- How Attendance Is Recorded:
 - Students are scheduled for 24 clinical hours per week.
 - Any time missed due to tardiness, leaving early, or being unaccounted for is deducted from weekly hours.
 - Missed time must be made up during that week **or** it will count toward the two allowed absences.

TARDINESS & EARLY DEPARTURE

- **Tardiness:**
 - Two instances of tardiness greater than 15 minutes will equal one full-day absence.
 - All late arrivals must be documented in Trajecsys with an explanation.

- **Early Departure:**
 - Leaving clinic early without prior approval from the Clinical Coordinator results in being marked absent for the entire day.
 - Early departure for any reason must be communicated and approved before leaving the site.
 - In an emergency, students must contact the Clinical Coordinator immediately, leaving without prior approval results in disciplinary action.
- **Required Documentation:**
 - Late arrivals, early departures, and missed clock-in/clock-out punches must be recorded in Trajecsyst with the reason provided.

Missed Time Penalties (Not Made Up by Semester End)

Missed Time Point Deduction

0 – 2 hours	2 points
3 – 4 hours	4 points
5 – 6 hours	6 points
7 – 8 hours	8 points

Weather-Related Closures:

- If LIT cancels classes due to inclement weather, **all DMSO classes and clinical rotations are also cancelled.**
- Notifications will be sent through the LIT messaging platform, along with recorded phone and email alerts.

CLINICAL GRADING

- Clinical grades are based on Trajecsyst documentation, timekeeping accuracy, weekly exam log accuracy, competencies, clinical evaluations, and professionalism.
- Students must earn a passing grade according to the program grading scale:
 - 93–100 = A
 - 85–92 = B
 - 77–84 = C
 - 69–76 = D
 - 68 and below = F
- Failure to meet minimum competency or clinical evaluation standards may result in probation, repeat requirements, or dismissal from the program.

NEW CLINICAL GRADING CRITERIA:

- Weekly Exam Log & Time Accuracy Checks

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

Weekly Requirement

Students are expected to:

- Log exams on at least 3 separate clinical days each week
- Submit all exam logs by the end of the clinical week
- Ensure all entries are accurate, complete, and approved in Trajecsyst

Points Criteria

100	Exams logged on 3 separate days; all entries complete, accurate, submitted, and approved.
95	Exams logged on 3 separate days; all entries submitted with only 1 minor error or 1 pending approval.
90	Exams logged on 3 separate days; multiple minor errors, incomplete details, or 2–3 pending approvals.
85	Exams logged on 2 separate days only; all entries otherwise complete, accurate, submitted, and approved.
80	Exams logged on 2 separate days; entries contain errors, incomplete details, or pending approvals.
75	Exams logged on only 1 clinical day; all entries complete, submitted, and approved.
70	Exams logged on only 1 clinical day; entries incomplete, inaccurate, missing information, or not fully approved.
50	Minimal logging activity for the week; very few exams entered, significant missing information, multiple unapproved entries, or logs submitted late.
25	Logs started but largely incomplete, inaccurate, unsubmitted, or missing for most of the week.
0	No exams logged for the clinical week OR no submitted/approved entries present in Trajecsys.

Additional Notes

- Logging exams on fewer than 3 separate clinical days will result in point deductions.
- It is the student's responsibility to verify that all logs are submitted correctly and approved.
- Repeated incomplete or inaccurate logging may result in additional clinical professionalism concerns.

Weekly Timekeeping Accuracy Checks

- Weekly audits of student time entries in Trajecsys will be conducted to verify accuracy, punctuality, and consistency with scheduled clinical hours. We will be monitoring 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 Attendance & Timekeeping Rubric (0–100 Points)Weekly Requirement

Students are expected to:

- Attend all scheduled clinical days
- Arrive on time and remain for the full scheduled shift
- Accurately clock in and out in Trajecsys
- Ensure GPS location matches the assigned clinical site when clocking in/out
- Submit any required time exceptions promptly
- Ensure all time entries are approved and accurate by the end of the clinical week

Points Criteria

100	Attended all scheduled clinical days on time; all time entries accurate, complete, submitted, GPS verified, and approved with no discrepancies or time exceptions.
97	1 minor tardy (7 minutes or less late) OR 1 minor clocking error corrected the same day; all entries otherwise accurate and approved.
94	1 tardy between 8–15 minutes late OR 1 approved time exception with valid documentation/reason submitted promptly.
90	2 minor tardies (7 minutes or less late each), 1 minor GPS discrepancy corrected promptly, OR 1 tardy greater than 15 minutes with appropriate communication and approved time exception.
85	2 tardies between 8–15 minutes late, repeated minor clocking discrepancies, OR multiple clock-in attempts (“multiple ins”) during the week.
80	3 tardies in one week, 2 approved time exceptions in the same week, OR repeated GPS discrepancies requiring instructor review.
75	1 missed clock-in or clock-out not corrected promptly, 1 unapproved time exception, OR unresolved GPS discrepancy.
70	2 missed clock-ins/clock-outs, repeated inaccurate entries, multiple “multiple in” occurrences, OR 3 tardies with one or more greater than 15 minutes late.
65	Pattern of inconsistent attendance/timekeeping beginning to develop, including consecutive tardies, repeated late arrivals, repeated GPS discrepancies, or multiple unresolved discrepancies.
60	Frequent tardiness, repeated missing punches, repeated “multiple ins,” failure to submit time exceptions appropriately, or multiple unapproved entries.
50	Significant attendance/timekeeping concerns including excessive tardiness, unresolved GPS discrepancies, repeated inaccurate logging, or failure to communicate attendance issues appropriately.
25	Major professionalism concerns related to timekeeping such as multiple missing entries, repeated unresolved discrepancies, excessive GPS mismatches, or suspected falsification of time records.
0	No time logged for the clinical week, all entries unapproved/incomplete, falsified documentation (if verified), OR failure to attend scheduled clinical days without communication.

Additional Notes

- Students are responsible for monitoring and correcting their own Trajecsys entries.
- GPS discrepancies and repeated “multiple in” occurrences may result in point deductions if not resolved promptly.

- Time exceptions should be submitted as soon as possible when an error occurs.
- Repeated tardiness or timekeeping issues may also affect professionalism evaluations.
- Failure to accurately document clinical hours may result in additional disciplinary action.

COURSE CALENDAR

WEEK	TOPIC/ASSIGNMENT	Due Date
1	Learning clinical policies, protocols Practice Scanning Exams & Observing procedures	
2	Practice Scanning Exams & Observing procedures	
3	Complete Clinical Competencies	
4	Practice Scanning Exams & Observing procedures	
5	Complete Clinical Competencies	
6	Mid-Semester Evaluation Clinical Evaluation of Student #1 6 Comps Due	July 7, 2025
7	Complete Clinical Competencies	
8	Complete Clinical Competencies	
9	Practice Scanning Exams & Observing procedures	
10	Complete Clinical Competencies	
11	End of Semester Evaluation Clinical Evaluation of Student #2 Student Evaluation of Clinical Site 12 Completed Comps Due	August 13, 2025

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

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 EVALUATION

Semester grades will be calculated from the following criteria:

1. Clinical Evaluations 30%
 2. Clinical Competencies 60%
 3. Assignments 5%
 4. 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
- 69-76 D
- 0-68 F

Course Outline

- A. Review of clinical forms (All located on Blackboard)
 - a. Time Sheets
 - b. Log forms
 - c. Calendars
 - d. Evaluations
 - e. Proficiencies (Already have from last semester)
- 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. Equipment Selection
 - c. Clean linen
- D. Patient interaction
 - a. Explanation of procedure
 - b. Acquiring patient history
 - c. Patient Positioning
 - d. Image analysis
 - i. Diagnostic
 - ii. Annotation
 - iii. Anatomy
 - iv. Pathology seen
- E. Paperwork
- F. Discussion of findings

- G. Scanning patients for grades:
 - d. Female pelvis (GYN) #1
 - e. Female pelvis (GYN) #2
 - f. OB (any term)
 - g. Abdomen Complete #1
 - h. Abdomen Complete #2

TECHNICAL REQUIREMENTS

For the latest technical requirements, including hardware, compatible browsers, operating systems, etc., review the Minimum Computer and Equipment Requirements on the [LIT Online Experience](#) page. 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

- Maintains a clean and professional work environment.
- A score of **“3” or higher** must be achieved on all competency criteria. Any competency with a score below 3 on any item must be repeated.
- An unacceptable performance rating on the student clinical evaluation form may result in clinical probation or expulsion.
- Demonstrates concern for the patient’s care, needs, safety, and right to privacy.
- Promotes a positive and collaborative atmosphere with other healthcare providers.
- Late assignments will be accepted with a **10-point deduction per day**.
- Points will be deducted from the *Clinic Evaluation of Student* grade:
 - **2-point reduction** for each incomplete area (signed competencies, evaluations, etc.)
 - **5-point reduction** for each missing area
 - A **zero (0)** will be given for each assignment not completed (competencies, evaluations, etc.)
- **Dismissal from a clinical site:**
 - If a student is dismissed from their clinical site for **any** reason, the student will receive an “F” for the clinical course for that semester and will be dismissed from the DMS/DCS program.