CLINICAL I (DSAE 1360 7A1)

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

MODE OF INSTRUCTION
Face to Face

PREREQUISITE/CO-REQUISITE:
Passed all previous Medical 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.
- 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:	Melissa Mann, RDMS, RVT, RDCS
	Mark Adams, RCS
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	maadams@lit.edu
Office Phone:	409-257-0057
Office Location:	Gateway 111
Office Hours:	Please see Starfish to schedule an appointment

REQUIRED MATERIALS:
  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.

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 accrues 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**.

- o Early departure for any reason must be communicated and approved **before** leaving the site.
- o In an emergency, students must contact the Clinical Coordinator immediately, leaving without prior approval results in disciplinary action.

- **Required Documentation:**
  - o Late arrivals, early departures, and missed clock-in/clock-out punches must be recorded in Trajecsys **with the reason provided.**

- **Grade Deductions for Unmade-Up Time:**
  - o **0–2 hours**: 2-point deduction
  - o **3–4 hours**: 4-point deduction
  - o **5–6 hours**: 6-point deduction
  - o **7–8 hours**: 8-point deduction

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

CLINICAL GRADING
- Clinical grades are based on Trajecsys documentation, timekeeping accuracy, weekly exam log accuracy, competencies, clinical evaluations, and professionalism.
- Students must earn a passing grade according to the program grading scale:
  - o 93–100 = A
  - o 85–92 = B
  - o 77–84 = C
  - o 69–76 = D
  - o 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

WEEKLY LOG REVIEWS
- Regular reviews of student clinical logs within the Trajecsys Clinical Tracking System will be done 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	Logged exams on 3 separate days; all entries complete and approved; no errors.
95	Logged exams on 3 days; 1 minor error (e.g., typo, missing detail) OR 1 unapproved entry pending.
90	Logged exams on 3 days; 2–3 minor errors OR 2 pending approvals.
85	Logged exams on 2 days, all entries approved and accurate.
80	Logged exams on 2 days, but entries contain errors or approvals are pending.
75	Logged exams on 2 days with multiple (3+) errors OR incomplete detail.
70	Logged exams on 1 day, entries complete and approved.
65	Logged exams on 1 day but entries have errors OR pending approvals.
50	Logged exams on 1 day but entries are incomplete, inaccurate, or missing key details.
25	Minimal logging activity; logs incomplete OR not approved; fails to meet weekly requirements.
0	No exams logged for the week OR no submitted/approved entries.

Additional Notes:
- Students are responsible for ensuring that all logs are accurate, complete, and submitted in a timely manner.
- Clinical Coordinators 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
- 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 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. If absent, absences must be entered into Trajecsys.

GPS Verification:

- All clock-in and clock-out punches in Trajecsys must include GPS location that accurately corresponds with the assigned clinical site's physical location.
- **Punches recorded off-site or with mismatched GPS data will be considered invalid** and will result in point deductions, required time exceptions, or potential disciplinary review.

Points	Criteria
100	Attended all 3 days on time; clock-ins/outs accurate with correct GPS location; no time exceptions.
95	1 minor timekeeping discrepancy (e.g., punch corrected the same day) but GPS matches site, OR tardy once (≤7 minutes).
90	Tardy once (8–15 minutes) OR 1 minor GPS delay/inconsistency that is verified and corrected promptly.
85	Tardy twice (≤15 minutes) OR 1 time exception submitted with valid justification supported by acceptable GPS data.
80	Tardy twice (with one >15 minutes) OR 2 minor discrepancies, including GPS inconsistencies that required correction.
75	2+ consecutive days tardy OR 2-time exceptions OR repeated minor errors, including multiple GPS mismatches that were corrected.
70	Late all 3 days OR repeated timekeeping errors, including ongoing GPS inconsistencies, even when corrected.
60	1 missed punch with incorrect or missing GPS, time exception not submitted promptly, OR 3+ tardies without valid justification.
40	Major issues: multiple missed punches, GPS location not matching clinical site, unexcused time exceptions, or chronic discrepancies.
0	No time logged, grossly inaccurate entries, falsified time, or three or more punches with invalid GPS location and no time exception submitted.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified date as listed in the College Calendar on the Student Success web page. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

COURSE CALENDAR

WEEK	TOPIC	(Due on this Date)	ASSIGNMENT Location
1	Go over clinical rules, requirements, and Trajecsys		
2	Learning clinical policies, protocols Practice Scanning Exams and Observing procedures		Trajecsys
3	Learning clinical policies, protocols Practice Scanning Exams and Observing procedures		Trajecsys
4	**Clinical Challenge Competency** on Parasternal Long		Trajecsys
5	**Clinical Challenge Competency** on Parasternal Short **Observation #1 due**	**February 19, 2026**	Trajecsys
6	**Clinical Challenge Competency** on Apical 4		Trajecsys
7	**Journal #1 due**	**March 3, 2026**	Trajecsys
8	Spring Break	**March 9-March 13, 2026**	
9	**Clinical Challenge Competency** on Apical 5 <u>**MID-SEMESTER EVALUATION**</u> **Clinical Evaluation of student #1** 4 Completed Clinical Challenge Competencies Due	**March 19,2026**	Trajecsys
10	**Clinical Challenge Competency** On Apical 2		Trajecsys
11	Practice Scanning Exams and Observing procedures		Trajecsys
12	**Clinical Challenge Competency** Apical 3		Trajecsys
13	**Journal #2 due**	**April 14,2026**	Trajecsys
14	**Clinical Challenge Competencies** on Subcostal & Suprasternal		Trajecsys
15	**Observation #2 due**	**April 30, 2026**	Trajecsys
16	<u>**END OF SEMESTER EVALUATION**</u> **WHAT'S DUE** ***Evaluation of student #2** ***Student Eval. of Clin. Site** ***7 Completed Challenge Comps** ***Completed Exam Prof./Comps.**	**May 12, 2026**	Trajecsys

	*Completed Professional Competencies		

COURSE EVALUATION

Final grades will be calculated according to the following criteria:
1. Clinical Evaluations   25%
2. Professional Qualities Competencies   10%
3. Exam Proficiencies/Competencies   10%
4. Clinical Challenges Competencies   40%
5. Journals and Observations   10%
6. Exams Performed   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. Tour of Clinical Sites (If possible)
   1. Gulf Coast Cardiology
   2. St. Elizabeth Hospital
   3. Outpatient Cardiovascular Services/BPN
   4. Baptist Hospital Beaumont
   5. St. Patrick Hospital
   6. Lake Charles Memorial Hospital
   7. Heart and Vascular Center

B. Review of clinical tracking system Trajecsys
   1. Clocking In/Out
   2. Log forms
   3. Calendars
   4. Evaluations
   5. Journals/Observations
   6. Proficiencies/Competencies
   7. Assignments

C. Clinical procedures/equipment
   1. Ultrasound equipment
   2. PACS
   3. Patient Worksheets
   4. Protocols
   5. Work Area

D. Practice live patient scanning
1. Room set up
2. Clean linen
3. Equipment selection
4. Patient interaction
   a. Explanation of procedure
   b. Acquiring patient history
5. Image analysis
   a. Diagnostic
   b. Annotation
   c. Anatomy
6. Patient positioning
7. Paperwork
8. Discussion of findings with clinical instructors

E. Scanning patients for grades on:
1. Parasternal Long
2. Parasternal Short
3. Subcostal
4. Apical 5
5. Apical 4
6. Apical 3
7. Apical 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/proficiency/challenge 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.