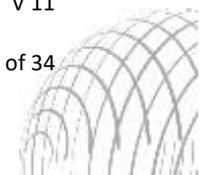




10680NAT
Graduate Diploma in Medical
Ultrasound
Student Information



10680NAT Graduate Diploma in Medical Ultrasound Student Information Guide Australian & New Zealand Students



| | |
|----------------------------------|----|
| About AIHE | 4 |
| About the course - | 6 |
| Recognition of Prior Learning | 8 |
| CPD COURSES | 8 |
| ENROLMENT PROCESS | 8 |
| ON CAMPUS | 14 |
| Student support | 17 |
| Graduating | 19 |
| 1. Clinical Placement CONDITIONS | 20 |
| 2. Assessments and exams | 24 |
| 3. Code of conduct | 25 |
| 4. Fees | 28 |
| 5. Other Information Q&A | 30 |
| Attachment | 34 |
| Apply to enrol – checklist | 34 |
| Version Control | |

| Version | Updated | Changes made |
|---------|----------|---|
| 10 | 2020 | Changes to original document to reflect International students for CRICOS This document also related to the Standard Student Information Guide for this course and must be read and mapped to it |
| 11 | Nov 2020 | Updated to reflect an easier document |

All individuals conducting work or studying at, or on behalf of the Australian Institute of Healthcare Education (AIHE) must comply with all laws and regulations which apply to the company's operation. This includes adhering to all AIHE policies, protocols, and procedures. It is the responsibility of all individuals to meet this obligation, know what the law requires and understand the importance of compliance. This policy/document may be altered, withdrawn, or substituted at any time. Abidance with the policy/document is mandatory of all students and individuals undertaking work/study, for on behalf of, AIHE.



Welcome!

We would like to say hi to any new or interested students wanting to undertake our 10680NAT Graduate Diploma in Medical Ultrasound (General Discipline)

This qualification was founded by five Directors and the founding CEO, Luke Fay. (You can find more about them on our website) in 2011.

In 2015, the move to St Leonards brought about more room and better equipment as well as partnering with several Clinics for student work placement.

Our course is ASAR accredited and we work hard with industry to ensure we have up to date, industry practice tutors to assist you with practical scanning techniques before you attend your first placement.

We look forward to working together with you to make your learning one that will be the beginning of the rest of your career!

AIHE staff welcome all inquiries and questions you may have and hope that we can support you with all your needs.

As this is a Level 8 Graduate Diploma, students are expected to take a fair amount of responsibility for their learning and we know that together we can get through.

Our Clinical Placements are found with our partner clinics who we know will support your learning in a professional environment.

Students also have access to all or our CPD programs for free and we partner with you to ensure your learning is smooth and you easily transition into the workplace.

Come say hello and again, welcome.

Luke Fay

AIHE CEO & Directors

LUKE FAY-FOUNDING DIRECTOR



ABOUT AIHE

AIHE VALUES

- High level professionals who are looking for an extension to their career as a Sonographer.
 - Students willing to commit to a high level of work.
 - Persons looking for likeminded, committed professionals.
-

AIHE GOALS

1. To ensure curriculum and training and assessment strategies are informed by research, current, relevant, and rigorous, reflect innovation, inclusion, engagement, and graduate attributes.
 2. To demonstrate best practice in teaching and learning informed by research and demonstrated through strong academic leadership, sustained staff development, action research, recognition, and reward.
 3. To ensure learning is practice-oriented, industry integrated and contextualised through focus on transferability and employability.
 4. To enhance student engagement through accessible, supportive, and effective learning environments.
 5. To grow and develop strong learning communities within and across colleges, campuses, and divisions.
 6. To provide quality teaching learning environments supporting high levels of student satisfaction across the student life cycle informed by stakeholder feedback.
 7. To implement quality management processes and planning, supporting sustainable growth and enhanced academic outcomes based on accountability, transparent processes, and continuous review cycles.
-

OUR FOCUS

The Australian Institute of Healthcare Education (AIHE) has a primary focus of producing high quality ultrasound graduates that are employable in the demanding field of diagnostic medical ultrasound.

THE ROLE OF A SONOGRAPHER

A diagnostic medical sonographer is a specialised diagnostic imaging practitioner, providing diagnostic patient care services using ultrasound.

Sonographers deal one on one with patients and are empathetic and supportive during the examination of the patient, using specialised equipment.

- This specialised equipment is adjusted, to help collect, and then interpret *dynamic* and *still* images of anatomical structures inside the human body.
- They then analyse and categorise any *normal* or *abnormal* findings from these images.
- These images are then reported on by a Radiologist or other appropriately qualified medical physician to make a medical diagnosis.

SKILLS AND KNOWLEDGE NEEDED

- Professional and ethical attitude
- Good communication skills
- Understanding of medical terminology
- High level of dexterity and fine motor skills in using the machinery
- Highly developed pattern recognition and 3-dimensional (3D) conceptualisation skills.
- Physical properties of ultrasound, its limitations, and restrictions for use.
- Use of Biometric Tables ([ASUM](#))
- Empathy and compassion -_Sonographers have extensive and direct patient contact which may involve performing some invasive procedures. They must also possess the capabilities to interact compassionately and effectively with people who range from the healthy to the critically ill.
- Other skills and knowledge are identified in each Unit of Competency.



ABOUT THE COURSE -

LOCATION

Level 3, 33 Chandos St, St Leonards NSW Australia

STUDY MODES

The course is delivered in various modes of study:

1. **Face to face** at our training rooms and via zoom
2. **Online** using our Learning Management System (CANVAS)
3. **Clinical Placements** - at various workplace locations
4. **Research and Study** - a high level commitment is needed to study in addition to work and classroom is expected of the student.



LEVEL OF QUALIFICATION

The 10680NAT Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline) is an Australian Qualifications Framework (AQF) level 8 (post-graduate) course.

ASSESSMENT AND EXAMS

Assessment and exams and practical skills are part of the curriculum and must be completed by the student on time.

HOW LONG IS THE COURSE?

Two years full time study - Four learning terms each year. The course is delivered over forty weeks (see more on *other factors*).

There is also a **12- week Clinical Placement** during this time which may be longer if the clinical sites are not able to take students during peak times. There are 56 weeks of clinical placement over the 2 years to meet the of 2200 clinical hours.

NOTE: AIHE endeavour to find students placements, however this can be difficult at times and may lead to longer timeframes before graduating. This is beyond our control. Flexibility is the key when attending Clinical Placements.

The *minimum* time to complete this course is 24 months. The majority of students complete all course requirements within 24-36 months, however there is no guarantee that students will complete the course within this time frame during COVID or factors beyond AIHE control or due to the factors as indicated below.

OTHER FACTORS WHICH MAY INFLUENCE THE TIMEFRAM TO COMPLETE THE COURSE

Completion of the course can often be influenced by factors, including:

- The availability of clinical placements at any given point in time (which may be influenced by factors beyond AIHE control)
- Successful completion of all Academic requirements by the student.
- The student's aptitude and attitude can often influence their learning-we support students where we can, however as an adult learner, students are also responsible for doing their best.
- Successful completion of all clinical requirements (2200 hours)
- Students refusing clinical placements they have been offered (see below)
- Students requesting to defer for a period, or to complete clinical placement hours in a less than full time capacity

CLINICAL PLACEMENTS

AIHE will find a student ONE (1) clinical placement - this may be Australia wide. In the event a placement is terminated or refused for any reason, then you will be required to source your own placement. This may also be negotiated with the Academic Manager if a student has found their own placement and it appears to be suitable.

UNITS TAUGHT

- **Six Units of Competency** are taught in a *Spiral Curriculum* method where three units are taught together. This allows students to slowly build your theory and practical skills by revisiting topics throughout the course at a deeper and more complex level with each successive encounter.

Students must complete Year One before beginning Year Two.

| Year | UNIT Code | Unit of Competency Name | Subject COVERED |
|------|-----------|---|---|
| 1 | USGBDU801 | Prepare for a diagnostic medical ultrasound procedure | Clinical Practice I, Professional Practice, Physics & Instrumentation, Abdominal Ultrasound, Male & Female Pelvic Ultrasound,Small Parts Ultrasound & Obstetrics Ultrasound. |
| 1 | USGBDU802 | Perform a basic diagnostic medical ultrasound procedure | These subjects are not taught as isolated entities, but integrate content, discussions, and topics concurrently to develop the skills needed to become a competent sonographer. |
| 1 | USGRSR803 | Manage diagnostic ultrasound records | |

| | | | |
|---|-----------|---|---|
| 2 | USGADU804 | Perform an advanced diagnostic medical ultrasound procedure | Clinical Practice II, Reflective Practice in Ultrasound, Vascular Ultrasound and Musculoskeletal Ultrasound. <i>Subjects are interdependent & Reflective Practice in</i> |
| 2 | USGCAD805 | Report on diagnostic medical ultrasound procedure | |
| 2 | CHCPRP006 | Lead own professional development | Ultrasound revisits in more depth many areas covered in year 1. Clinical Practice II incorporates all subject areas covered in both years of study. |

RECOGNITION OF PRIOR LEARNING

AIHE recognises that you may have already completed some elements of the course and would like to apply for this recognition. Please contact AIHE for further information about how to apply for RPL.

CPD COURSES

AIHE also have several CPD courses online which are free for students to access. Once you are enrolled, you may ask to also be enrolled in any of our courses here <http://www.aihe.edu.au/cpd1.html>

ENROLMENT PROCESS



There are certain entry requirements to the 10680NAT Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline).

In the meantime, you are welcome to make any inquiries about the course.

STEP 1 APPLY TO ENROL

Complete all information and send your application to admissions@aihe.edu.au on the application form.

You will need:

1. **A Unique Student Identifier (USI)** <https://www.usi.gov.au/students/create-your-usi>
2. **At least ONE (1) of the following qualifications.** You will need to show a Certified Copy (from JP) or bring originals of testamurs and certificates.



1. Bachelor's degree in medical Imaging Science (Radiography or Nuclear Medicine); or.
2. Bachelor's degree in a non-imaging medical science (Health related); or
3. Bachelor's degree in a non-health related science followed by a Certificate III in Allied Health Assistance*.; or
4. Advanced Diploma, Diploma, or higher-level vocational certificate in the field of Medical Imaging.; or
5. Relevant work experience and the potential to undertake work at this level.

3. Resume

- You will need to provide a current resume, showing proof of at least three months experience-dealing directly with patients in a healthcare facility , with a contactable referee to discuss your attitude and professionalism, maturity, empathy, life experiences and professionalism.

STEP 2- INTERVIEW

If students qualify for the course, then they will be asked to come in for an interview to discuss the course. This course is quite intensive, and students are interviewed for aptitude, understanding and ability to support this important industry. It is important that students seeking entry to this course undergo this interview to determine their suitability to work in this industry (See below for more information).

PROCESS

1. Review of application by interview panel
2. Interview offered via zoom or face to face
3. Applicants considered
4. Offer of placement sent
5. Student reviews guidelines, policies, Code of Conduct, Clinical Placement regulations and signs agreement to adhere to these.

NOTE Students are not always accepted into the course.

8. Maturity, empathy, life experience, professionalism

This course exposes students to challenging, emotionally confronting situations within the health industry. You need to be mature enough and professional in your approach to this industry whilst on Clinical Placement and ensure that you have enough empathy for the patients you will be dealing with.

(*A Certificate III in Allied Health Assistance may be undertaken with AIHE via our online learning platform. You will need to provide your own workplace experience or discuss this with AIHE)

STEP 3- POST INTERVIEW

If you have been interviewed, you will be sent an email to let you know if you have been accepted.

If you are accepted, you will need the following BEFORE commencing the course/

1. A *Valid* HLTAID003 Provide First Aid Certificate-Certified Copy (or equivalent).



Note, this unit is also available through AIHE online learning, though you may need to complete the practical component through another venue. It is the student's responsibility to keep this certification current throughout the entire time of the course. Failure to do so may result in the student is not able to attend clinical site placement.

2. Blue Card or Working with Children Check.

- This must be relevant to the state you are in. You may also be required to have one relevant to the state where you will be undertaking clinical placement.

NOTE: Sometimes students will be placed in other states and must discuss this with their tutor. The working with children check must remain current for the entire time of the course.

NSW: <http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/New-Working-with-Children-Check>

QLD <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>

3. **Valid Police Check**-obtained within the last 3 months -Certified Copy.

Please refer to the below websites for information relating to how to obtain this check.

<http://australia.gov.au/faq/police-criminal-history-records-check>

http://www.police.nsw.gov.au/about_us/structure/specialist_operations/forensic_services/criminal_records_section

<https://npcoapr.police.nsw.gov.au/asp/dataentry/Introduction.aspx>

4. Current Immunisation.

It is a requirement of AIHE that your immunisation status is current and remains such throughout the duration of the course.

AIHE guidelines are in keeping with NSW Health Department requirements for students working in the health sector. AIHE students are Category A as per NSW Health guidelines.

The policy is attached to this document for reference, as is the immunisation card. The immunisation card is recommended to be completed and a copy, alongside sighting of the original to be kept on file at AIHE, with updates as necessary throughout the student's course.

More detail can be obtained from:

<http://www.health.nsw.gov.au/immunisation/Pages/oasv.aspx> and

<http://www.health.nsw.gov.au/immunisation/Pages/oasv.aspx>



It is necessary that you have a minimum time dealing directly with patients in healthcare and understand the compassion and empathy needed to deal with patients who need assistance and care. If you do not have this, you may not be accepted or may be asked to find a facility to support this experience. It does not guarantee entry into the course

5. **Permanent resident / citizenship proof** You will need to be a permanent resident of Australia or New Zealand and show proof of this. *NOTE: VSL Students MUST be a citizen of Australia.*
6. **Evidence of Literacy Levels-equivalent to IELTS7** - You will need to provide proof that you have literacy levels to IELTS7. This level is required to interpret complex documents, prepare written reports, and interpret scans, read, and interpret lengthy reports and prepare written information for health care professionals. You will also be required to enter and retrieve data from ultrasound equipment.



Fellow students

- One of the best ways of learning is by discussion with fellow students.
- This course aims to incorporate many in class discussion sessions, as well as role plays and simulation sonography situations to promote such learning and assistance.



Academic Staff

- The teacher is here to help you understand and perform all aspects of general sonography. *The only silly question is the question not asked*



Online Learning LMS

- Students will be given access to our LMS and are expected to complete activities, research and other learning through our online system



STEP 5 – ACCEPTANCE

After acceptance and submission of all your documentation, you will be asked to undertake the following:

1. A PRE-CLASS ASSESSMENT

A pre class test has physics related questions, along with math's, anatomy, physiology, and medical terminology. Physics is a major component of this course. If you are deficient in understanding physics, you may be advised to complete a physics short course.

The aim of this assessment is to determine prior learning, and/ or special needs of the student. If the student has areas of learning deemed essential to complete the Graduate Diploma, you may be advised that you will need to undertake additional learning activities prior to acceptance within the course. Information gathered from this process will also be used to tailor classroom activities and delivery to enhance the student learning experience.

2. UNDERSTANDING OF LEGAL OBLIGATIONS & POLICY DOCUMENTS

At Level 8 Postgraduate level, students should understand their legal obligations in relation to studying and attending Clinical Placements. You will be asked to sign an agreement to say you have understood this, including the Code of Conduct and All policy document on our website.

These include Work, Health Safety, and other mandatory requirements for the organisation on Clinical Placement, in addition to adherence to AIHE policies. Students will need to submit a summary of one of the AIHE policies upon enrolment, plus an agreement to say they have read all AIHE policies.

Students should:

- Have the skills and knowledge to understand what is expected of you as a professional.
- Have already had experience in an adult workplace.
- Act as a professional in all areas of your work and study.
- Be responsible for every aspect of your learning and attendance including all onsite lectures, and offsite Clinical Placement.
- Be ethical and show integrity in every area of your work and study.
- Be courteous to all fellow students, lecturers, and personnel both onsite and offsite as a high-level professional.
- Understand and abide by all legal aspects of your role both onsite and in the workplace, including conditions, policies, and guidelines.
- It is expected that student attitudes, responsibilities and responses will mimic this level. You will be required to attend all face to face learning, complete all requirements online and work placement under Clinical Supervision.
- Your behaviour and aptitude will reflect your professional approach in all areas.

3. UNDERSTAND CLINICAL PLACEMENT PROCESS & REQUIREMENTS

See more on *Clinical Placements* further in this document.



Students are required to complete work placement in a medical imaging clinic for a minimum of 2200 hours as part of the Supervised component to complete the course and obtain registration.

AIHE personnel work with Clinical Sites to procure a placement on their behalf. During this time, it means that sites may choose a student beyond AIHE Control. They may have restrictions on time or placement, and this is also beyond AIHE control.

Students must understand that it is not easy to obtain a placement and therefore they can't be guaranteed times, locations or length and must be flexible

Students MUST, as part of their clinical placement:

- Adhere to Code of Conduct-signed agreement
- Be willing and able to move locations for Clinical Placement and Students may need to move interstate or to a location which is not close to their home for their Clinical Placement. You will need to be prepared for this to be accepted into the course. Refusal may mean that you may not graduate. You will need to sign an agreement to say you are willing to do this.
- Download and Sign Confidentiality Statement - This document is to ensure that all client and student information is kept confidential both in-class and on Clinical Placement.
- Show a high level of professionalism, maturity, empathy, proactive attitude/aptitude.

4. UNDERSTANDING - NO GUARANTEES

AIHE don't guarantee that every student will complete-but we do guarantee that we will try hard to support you as best as we can!

WE CAN'T GUARANTEE:

- To find clinical placements close to your home.
- Or that you will finish in 24 months.
- That you will find work when you finish.

HOWEVER

WE WILL GURANTEE:

- To help you where we can
- To give you a practical, industry centred course which is held in high regard by the industry.
- To deliver quality content, with industry personnel.
- To find you one Clinical Placement.
- That if you work hard, that often a clinic may ask you to work with them-many of our students have been offered to stay on when they finish!

IT IS UP TO YOU TO:

- Complete all your learning with a pro-active approach
- Be diligent in your approach to learning
- Be flexible in your clinical placement location



- Complete all assessments and exams
- Notify staff of any changes
- Notify staff if you need additional support-we are here to help.
- Complete all your 2200 hours of clinical placement – NOTE This may sometimes take longer than the 24-36 months due to restrictions by the clinic, not AIHE.

ON CAMPUS

ROOMS AND MACHINERY

AIHE has state of the art imaging suites designed to replicate a real workplace imaging practice so that you will develop all the necessary skills required to perform an ultrasound examination.

SUPPORTED ONLINE LEARNING MANAGEMENT SYSTEM- CANVAS

Our online learning management system is easy to use, and students can access lectures, assignments, additional materials, and exams wherever they are, through their I-pad, computer, or phone.

WORK BASED CLINICAL PLACEMENT

Students attend Clinical Placement, where you will put into practice, the skills you have learned in the classroom and, under supervision, start to perform diagnostic examinations on real patients.

(see more in Section on Clinical Placement)

– PRACTICAL SCANNING WITH TUTORS AND ASSESSMENTS

Students obtain the necessary skills to perform certain examinations in a supervised, practical way before you will enter the clinical workplace.

ACCESS TO HAPTIC SIMULATORS

AIHE have some of the latest in terms of simulators for students to learn on when they are not able to access live patients.



ACADEMIC STAFF

AIHE staff want you to actively participate in your learning and will encourage discussion and reflection throughout your learning. This encourages you to become a discerning health professional that looks at the “big picture” of allied health.

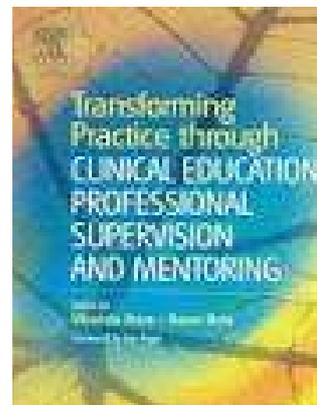
The student will complete a variety of practical tasks in the classroom too, under supervision.

CORE TEXTBOOKS, WORKBOOKS, E-LIBRARY AND SELF-RESEARCH

Textbooks selected for your learning have been chosen due to the holistic way they cover the area of sonographic practice. The appropriate texts and guides are updated regularly in keeping with modern practice and will be allocated at the commencement of the relevant term. Some of these texts will be provided on loan to the student for the duration of the course and will be required to be returned in good condition with no writing/markings on them to AIHE on completion of the course.

AIHE have an online library which students can also access through our CANVAS online platform.

You are encouraged to look beyond the set texts for additional information, opinions and tips related to the area of ultrasound.



If you require any assistance in locating journals, texts, or information the AIHE staff and your clinical site supervisors are available to assist. *Failure return books in an unsatisfactory condition may result in an additional charge being incurred by the student. (Books are subject to change at the discretion of the Academic Manager and teaching team at AIHE)*

STUDENT LEARNING GUIDES

This will contain theoretical content to complement class based theoretical knowledge sessions, applications laboratory tasks and a variety of self-assessment and formative assessment tasks

CLINICAL PROCEDURES RECORD BOOK

This will be used for record keeping of patient examinations throughout the course, particularly whilst on clinical placement.

PORTFOLIOS

Students are expected to keep a portfolio to direct you towards self-learning and continuous improvement and professional development thus encouraging the lifelong learning process. This must be updated and will be part of your assessment.



ASSESSMENT GUIDES

Each assessment will outline the expectations (including both formative and summative assessment tasks), their weighting, grading, and timing throughout the year.

ROOMS AND INTERNET ACCESS ON CAMPUS

AIHE have two large training rooms

You will have access to the internet 24/7 to support your research and learning.

Access to an extensive medical library at clinical sites and the AIHE library.



ATTENDANCE

You will need to attend all lectures and complete all learning unless you have a Doctors Certificate stating otherwise under extenuating circumstances.

UNIFORM

One student uniform shirt will be provided with your materials fee.

You are required to purchase any additional AIHE uniform shirts as you need them.

It is expected that this uniform is always worn both on campus and on clinical placement.

The uniform consists of

- closed in black footwear (no high heels or open toe sandals)
- black or navy-blue trousers or shorts / skirt that extend to, or below the knees
- official AIHE shirt to identify you clearly as a student of AIHE
- name badge clearly displayed and your status as student sonographer
- no raised jewellery on your hands or wrists
- no visible body piercings (except small earrings)
- if entering the operating theatre, you may be requested to remove all jewellery to include earrings as policy of the clinical site

CLINICAL APPLICATION-LIVE SCANNING SUPPORT



AIHE support your learning, using both haptic simulators and live patients.

At commencement of the course the nature of how the clinical applications laboratory functions will be explained in depth. Following this discussion, the students will be requested to consider what areas of the body they are comfortable with fellow students scanning.



You are supported by your tutor's guidance, before you attend the Clinical Placement, in order that you can learn, however you are still responsible for your practice.

From time to time students may be required to scan each other in some areas of the body. It is important that at **NO** time will a student be coerced into being scanned. If the student is not willing to be scanned, then AIHE and/or the student will find an alternative person / phantom to be scanned. (Most of our scanning lessons are undertaken with dedicated ultrasound training phantoms and "model patients")

At no time will "intimate" body areas be scanned by fellow students on each other. The student will next complete the "student consent to scanning for educational purposes form" which has been based on the B6 ASUM Policy "Consent to Ultrasound Scanning For Teaching Purposes" available at <http://www.asum.com.au/newsite/Resources.php?p=Policy> . The student is permitted to include on this form if they do/do not wish to partake in being scanned, as well as which region of the body; if any; they allow other students to scan on them.

If any unknown pathology is detected the student will be offered a formal ultrasound investigation at an appropriate imaging practice via communication with one of the AIHE medically certified directors and the student's general practitioner in the strictest of confidence.

PERSONAL STUDY / UNSUPERVISED ACTIVITY.

The student is expected to completed personal study to be able to revise and reinforce areas of knowledge and progress from being a novice student sonographer to a competent graduate.

The student will also be required to undertake research in their own time and whilst on clinical placement.

Students are expected to undertake a high percentage of unsupervised activities.

STUDENT SUPPORT

AIHE have several personnel to assist students needing additional help through our counsellor or Student Support Committee.

COUNSELLOR

Where students have concerns, they are encouraged to seek confidential support from the tutors where necessary in relation to any part of the course.

ON CLINICAL PLACEMENT

If students are off campus and need support or have concerns about clinical placement aspects, they are encouraged to contact their Clinical Placement Supervisor.

AT OTHER TIMES

Students can call our 02 9088 4890 number if they are concerned about anything and a message will be delivered directly to our off-campus support personnel. Leave a message and they will get back to you directly.



LEARNING CONTRACTS

Where students have not completed their studies for any reason, they may be supported through learning contracts. This is to ensure that the student can complete the course in a supported way through regular feedback and observation.

ACADEMIC MATTERS, CONCERNS, ISSUES

Students who seek support, have any concerns, or are under a learning contract will discuss with the CEO, the outcome to be achieved, i.e. graduation or other.

The matter will be referred to the Academic Committee to ensure that all processes are being followed and students will meet with the CEO and year Coordinators/ Clinical placement personnel or Compliance to ensure that process has been followed.

URGENT- EMERGENCIES

Where the student finds themselves in an emergency, they are encouraged to use the Australian Emergency number 000 and ask for police, ambulance, or fire brigade.

Any discussions with respect to student support will always be treated with the upmost confidentiality.

Some students may be supported through learning contracts or a matter referred to the Academic Committee.

GRADUATING

WOOHOO! YOU'VE PASSED! CONGRATULATIONS!

You will graduate after all the following conditions have been met:

- All units have been passed.
- No misconduct has occurred.
- All conditions have been met.
- All fees have been paid.
- All loans-books or other, have been returned.
- All Clinical Placement Hours have been completed.
- Any other requirements are met.



At the conclusion of the course you would be capable to:

- Demonstrate the fundamental physical properties of ultrasound and the adjustments needed to acquire and improve the imaging techniques for different examinations across a range of patients.
- Perform a range of basic ultrasound examinations under limited supervision.
- Recognise pathology and think critically when remodelling the standard examination to encompass the new finding.
- Communicate effectively with staff and patients in an appropriate manner and at an appropriate level.
- Competently perform 7 to 9 basic examinations per day.

GRADUATION CEREMONY

You will be asked to attend a Graduation Ceremony at the end of your second year, where you will be presented with your qualification.

Your family and friends may also attend this exclusive ceremony.



ATTACHMENTS

1. CLINICAL PLACEMENT CONDITIONS



Students must also read the [Clinical Placement Policy](#) on the AIHE website.

Clinical placement represents a significant integral component of the academic program and course requirements. (see Our Obligations Under Strict Condition) s

Clinical placement is undertaken by AIHE management to ensure each student receives adequate exposure to a range of ultrasound examinations and environments.

A “can-do” attitude, show a high level of professionalism, have empathy towards clients and will apply this to their workplace and students need to be aware that their reputation is at stake. Clinics are a close-knit community.

Students who show this high level of aptitude sometimes find they are the first students to be offered work by employers. At Level 8, as a mature student, you should have this approach to your studies.

REQUIREMENT TO CONTINUE STUDY

Students will still be required to:

1. complete the clinical tasks and clinical procedures record book during Clinical Placement.
2. maintain their practice scanning after hours to maintain their time and ability.
3. Continue to research the scanning areas they are facing within their placement.
4. Complete assessment tasks.

WHEN DOES CLINICAL PLACEMENT OCCUR?

Agreements with clinical sites are dependent upon many factors beyond AIHE control. Students must realise that AIHE do everything to support the student and will find ONE placement

Clinical sites have conditions of placement and AIHE need to abide by these. Therefore, supporting the student will be dependent upon these conditions.

Not all clinics allow scanning on patients if they feel the student is not ready.

Clinical placement occurs only after:

- Successful completion of several simulated ultrasound assessments on campus where students can scan patients in 45 minutes.
- Adherence to the **Code of Conduct**.
- Agreement to accept placement terms and conditions.

OUR OBLIGATION IS UNDER STRICT CONDITIONS

AIHE Guarantee they will find ONE clinical placement, under the strictest of conditions outlined

- If students refuse* this one placement, fail to perform, or attend in its entirety whilst on this placement, AIHE has no obligation to find alternative placements and students will be expected to find their own.
- 1. Location:** Clinical sites are limited and therefore students and AIHE may not be able to determine the placement close to a student's home. It may also be interstate. It is expected that the student will travel at their own cost for the period of the placement.
 - 2. Attendance:** Clinical placement is compulsory. Students must attend every day unless they notify/ have approval from the site AND AIHE.
 - 3. Aptitude, attitude, empathy professionalism:** Sites look for students with aptitude, empathy, and professionalism at postgraduate AQF Level 8 and it is expected that students will work to this high level in both study and attitude.
 - 4. Adherence to Code of Conduct:** Sites may refuse students if they do not adhere to the Code of Conduct.
 - 5. Complaints about students by the site:** Where complaints have been made about a student, or where they have not completed all placement hours for various reasons, they will be placed on a learning contract, with strict conditions.
 - 6. Understanding of legal obligations:** Students need to adhere to regulations for the clinic in terms of WHS and site policies and procedures. It is a student's responsibility to review these.
 - 7. Continuance of study to maintain practice:** Students are expected to continue with study and practice whilst on placement. Sites sometimes only allow observation; students must practice at AIHE and be proactive in keeping up their last assessed standard.
 - 8. Students must continue to submit assessments** and gather evidence for portfolios whilst on placement, even if they are not scanning. (see more in assessments)
 - 9. Students MUST inform AIHE staff of ANY changes to their clinical placement for ANY reason.**

Students must be aware their obligations regarding Clinical Placement AIHE will allocate students to an appropriate clinical site where other clinical supervisors will reinforce application of their learning.

There will be times when students are placed for observation only.

Clinical sites determine when students are given the opportunity to practice and this may be dependent upon the student's aptitude and attitude as well as ability.

NOTIFICATION OF CLINICAL PLACEMENT

- Students will be given one week's notice before accepting clinical placement.
- Students MUST BE FLEXIBLE when they are offered a position.

WHILST ON CLINICAL PLACEMENT

Students must always:

- Attend placement without fail once they have agreed.

- Act professionally and ethically onsite.
- Notify the site if they are going to be late.
- Notify AIHE if they cannot attend.
- Keep up to date with their scanning practice, even if they cannot scan under supervision, they must do this offsite or during their breaks to practice.
- Keep up with the assessments and studies.
- Study images and ask questions (not when the patient is there, and the Sonographer has time)
- Act professionally.
- Research scanning images and find out as much as possible.
- Be aware of all organisational and WHS practices.
- Students cannot swap with another student for any reason unless AIHE and the site approve.

APTITUDE/ATTITUDE

- Students are expected to have a positive attitude and aptitude whilst on placement, in terms of attendance, support, study and regular practice.
- If a clinical site only allows observation, the student should ask questions and then also practice the scan they have observed, back at AIHE to ensure they are keeping track of their skills.



ASSESSMENTS ON CLINICAL PLACEMENT

Assessments and exams are part of the course and all areas, including Clinical Placement, and must be fully completed as Satisfactory to pass the course.

PROGRESSION OF HOURS

The amount of clinical placement will increase as you progress through the course to ensure you obtain enough real clinical experience on the full range of examinations undertaken in most general imaging practices. *For example, in year 1, students need 800 hours, in Year 2, students need 1400 hours.*

NOTE: Students may not complete the course in two years if clinical placements are difficult to procure beyond our control or due to student failure to apply themselves. Students are asked to be flexible in understanding their role in this.

SPECIALIST CENTRES

There *may* be the possibility to attend a specialist imaging centre during the course to obtain additional experiences, depending upon student's application, their previous record in class and onsite.

SUPPORT ON CLINICAL PLACEMENT



Your clinical supervisors and accredited sonographers you may encounter during your clinical placements are there to help you.

CAN I CONTACT A SITE MYSELF?

Students may make direct enquiries after discussion with AIHE first only.

TRANSGRESSIONS ON CLINICAL PLACEMENT

See more in section Code of Conduct. Transgressions occur when a student does not follow the general rules and Student Code of Conduct either onsite or on Clinical Placement.

AM I PAID ON CLINICAL PLACEMENT?

AIHE is not involved in whether a clinical placement site will offer remuneration to a student. This is solely at the discretion of the clinical placement site / organisation and will often be dependent upon the student's application within the clinic and study. This is not determined by AIHE, but rather the clinic.

Students are advised not initiate a discussion regarding this matter but wait to see if the clinic offers it otherwise it is considered a breach of the student code of conduct.

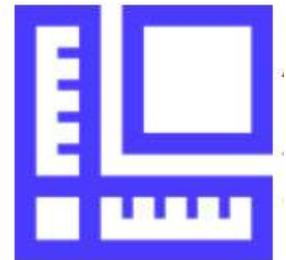
2. ASSESSMENTS AND EXAMS

Students will be required to complete several assessment tasks in order that they will gain their qualification. These will be discussed in class. Some assessments will be in class, some online and some in the workplace. All assessments must be completed.

ASSESSMENT TYPES

The following assessments will be required: Time will be allocated to complete each and supporting information given.

- AT1 Clinical Procedures Record
- AT2 Written Questions Exam- Clinical Scanning Techniques
- AT3 Portfolio
- AT4 Clinical practical
- AT5 Case Study
- AT6 Major project
- AT7 Supervisor Record
- AT8 Clinical examination
- AT9 Presentation.



Please ask your tutor if you are unsure about any of the assessments.

EXAMS

There are several exams that the student must sit in class to pass and be able to attend Clinical Placement. These include written exams and observed scanning exams.



3. CODE OF CONDUCT



Students must adhere to the Code of Conduct at all time.

Breaches of the Code of Conduct may result in dismissal from the course.

ACTING PROFESSIONALLY

At all times, students must behave professionally both onsite and on Clinical Placement or it will be considered a misconduct (see over)

Students must:

- Act with integrity
- Act professionally
- Act ethically
- Act as a mature adult
- Ask questions in a professional manner, at appropriate times
- Be diligent in work practices and research
- Behave responsibly and professionally
- Communicate appropriately face to face, via email or text to both onsite staff and AIHE staff whilst on placement.
- Be on time when onsite.
- Exit and enter the room quietly at an appropriate time so as not to disturb fellow students or patients onsite.
- Notify Clinical Onsite staff and AIHE if you cannot attend.
- NOT change clinical placement with any other student without permission from AIHE or the clinical site.
- Show aptitude and a positive attitude to study and scanning by practicing regularly and studying about the scans they observe.
- Part of your learning is researching the scans you are observing whilst on Clinical Placement. You are expected to be up to date and understand what you are watching and learn as much as you can. If you feel you are unsure, it is your responsibility to contact AIHE and ask for guidance or complete some further research yourself on the requirements.

CLINICAL PLACEMENT

- Clinical placement is compulsory, and all students should ensure they adhere to this Code of Conduct whilst in class and on Clinical Placement



UNIFORM

- A uniform is expected to be worn on and off campus whilst on clinical placement and in the clinical applications laboratory.

ALLIED HEALTH PROFESSIONAL

- Remember you are an allied health professional and are expected to act in accordance with the professional expectations of the allied health industry. (See previous section for overview of uniform expectations).

PERSONAL APPEARANCE

- Fingernails must be clean and of a safe length that does not interfere with performing tasks (scratching skin). Fingernails should measure no longer than 1cm from the fingertip and nail polish / varnish/ lacquer colour must be subtle and tasteful and not chipped. Acrylic / gel nails if worn must be clean, free of infections / fungal issues and regularly maintained. Any broken nails must be covered with a band aid until repaired. Clinical placement sites reserve the right to request that any artificial nails are removed due to infection control policies.
- Individuals wanting to wear clothing or jewellery outside of the dress code guidelines for religious, creed or cultural reasons must discuss this request with the Academic Manager. This excludes special circumstances such as wearing a hat/beanie/cap during chemotherapy treatment.
- Please wear your uniform with respect and pride. Any infringement of dress code will be taken seriously. Individuals should avoid wearing skirts/dresses if the task to be performed may include the use of a saddle seat/chair (opt for trousers). An individual's dress/attire should not at any time cause offense, discomfort, or embarrassment to patients

MOBILE PHONES

- Mobiles phones are NOT allowed to be used during lessons, applications laboratory sessions and **not** in the examination rooms whilst on clinical placement.
- No phones are to be plugged into AIHE computers and there is no use of AIHE computers.

FOOD OR DRINK

- No food or drink is permitted in or around any scanning area, applications laboratory, and clinical site alike. You can bring bottled water with you to the theoretical sessions and adequate breaks are provided for you throughout the day, however personal computers are in use during theory sessions and AIHE will not be held liable in the event of damage to such items.

BULLYING OR HARASSMENT – IT'S AGAINST THE LAW

It is against the law to bully, intimidate, harass, abuse or communicate in an offensive way to any staff member, student or supervisor either onsite or to AIHE staff in any way and will not be tolerated.

See Bullying and Harassment Policy for more information about this

DRUGS AND ALCOHOL

- No drugs or alcohol are permitted on site without prior consent of AIHE management. Smoking is banned in all public health areas and in most instances in private clinics as well as the AIHE campus.

PLAGIARISM

- Plagiarism is the act of representing as one's own original work the creative works of another, without appropriate acknowledgement of the author or source.

PLAGIARISM WILL NOT BE TOLERATED

- Disciplinary action will be taken against students who engage in either collusion or plagiarism.
- Write answers in your own words. Reference any sources of information using the Harvard Referencing system.

COLLUSION

- Collusion is the presentation by a student of an assignment as his or her own which the result in whole or is in fact in part of unauthorised collaboration with another person or persons and is prohibited.
- Collusion or copying from other students is not permitted and will result in a NYS grade.
- Plagiarism and collusion constitute cheating.
- Disciplinary action will be taken against students who engage in either collusion or plagiarism.
- If you are in breach of the conditions of clinical placement it may mean that you will not graduate or are given a warning.

MISCONDUCT AND TRANSGRESSIONS

- Transgressions occur when a student does not follow the rules or Student Code of Conduct. These may include but is not exclusive to the following matters:
- Non-adherence to the code of conduct outlined in this section.
- Non-adherence to confidentiality of any patient, student, or staff member.
- Failure to attend class or clinical placement as required (on time, when expected) or failing to notify staff of nonattendance at Clinical placement.
- Plagiarism, collusion or support by colleagues or professionals for assessment or exams.
- Bullying, harassment, abusive or intimidating behaviour or language towards AIHE staff or onsite clinical staff or another student.
- Failing to:
 - Accept clinical placement location without good cause
 - Pay fees on time or before graduation
 - Attend class, give notice to a site, or AIHE, when absent or late.
 - Submit assessments on time or collude with another person to support your answers.



- Be responsible for your own conduct onsite or on clinical placement, including acting professionally or ethically,
- Rudeness, bullying or harassment which is directed at any staff personnel either onsite or offsite.
- Changing clinical placement with another student, without AIHE knowledge.
- Making false statements or misrepresentation or similar, or lying about any component of your learning, assessments, or actions. (e.g. stating on resume you have completed more than you have or representing yourself as an AIHE student or former student who has passed all areas, when you are on leave, deferred study, or have other transgressions)
- Contacting providers and attempting to find own clinical placement, without the knowledge of AIHE.

Three transgressions may mean you lose your position as a student at AIHE for any of the following reasons and may result in a misconduct, warning, not satisfactory, strict learning contract or similar. All matters of misconduct will be referred to the Academic Committee and the CEO. Any of the above may constitute an official warning, an expulsion from the course or a Not Satisfactory result. Where a student receives a Not Satisfactory result, and they wish to continue, they will be expected to re-do part of the course at their own expense.

4. FEES

HOW MUCH ARE THE FEES?

Tuition fees are outlined in the Fee Structure which can be located on our website. Note that fees may change, and students will be notified.

WHERE DO MY FEES GO?

Fees go on a variety of requirements (rooms, general functioning of business) as well as supporting students with up to date machinery and the hiring of industry personnel.



AIHE want the highest quality Academic tutors and staff as well as the best equipment to support our students. Our fees are quite comparable with university qualification courses but in a more supported, more intimate atmosphere of learning with smaller class sizes.

WHAT ARE MY OPTIONS FOR PAYING FEES?

You may pay your fees in any of the following ways:

1. UP FRONT-Pay all your fees up front.
2. PART PAY FEES- You may choose to partly pay fees up front and the remainder as you go.
3. PAYMENT PLAN- Pay off your fees, using the AIHE payment plan Fee Structure (see on our website)



4. PERSONAL LOAN - Pay your fees by taking out your own personal loan through your nominated bank -then pay them up front or pay them off through the Fee Structure.
5. VSL plus PERSONAL – you can opt for a VET STUDENT LOAN plus payment of remaining fees.

PAYING YOUR TUITION FEES

- You can choose to pay more than 50 per cent of your tuition fees before you start. For example, you or the person who is paying your fees may decide this is a good idea if the Australian dollar exchange rates mean you will save money by paying more of your fees early. Your education institution may ask you if you would like to pay more than 50 per cent of your fees before you start your course. This is your choice.
- Your institution cannot require you to pay more unless you are doing a short course of 25 weeks or less.
- If your course is longer than 25 weeks, you cannot be asked to pay more than 50 per cent of your tuition fees before you start.
- Your institution may wish to organise a payment plan so you can start regularly paying the rest of your tuition fees once you start the course.
- Your written agreement should include an itemised list of all the fees you will be charged for your course, including your tuition fees and how they will be paid, and refund arrangements.

REFUNDS

- You can seek a refund in certain situations for course money you have paid.
-

For Australian Students

Students may apply for a refund in certain circumstance. See the Refund Policy for more information online

- For access to the above documents, go to <http://www.aihe.edu.au/policies-procedures--forms.html>
-

NOTE:

You may need to obtain financial advice before applying for any loans.

Failure to pay fees on time will result in delays to your graduation.

Students in Australia who take on a Vet Student Loan will still be expected to make up the difference between their loan and the remaining fees.

5. OTHER INFORMATION Q&A

ASAR REGISTRATION & ACCREDITATION



ASAR
 Australian Sonographer
 Accreditation Registry

• Once you graduate from AIHE, you will be required to be accredited with ASAR. You may also want to join other organisations to network with other colleagues.

- Upon commencement of the course you will be required to apply for student registration with the Australian Sonographer Accreditation Register (ASAR).
- Details can be found at: <http://www.asar.com.au/about/sonographer-accreditation> Category 2A - Accredited Student Sonographer.
- It is also encouraged that, as a professional, you undertake to become a member of one or more of the sonographer associations in Australia.

MEDICO-LEGAL INSURANCE

- As a student sonographer you will be required to take out ASA student membership insurance for the duration of your course at your own expense.

WILL I GET A JOB?

- AIHE does not guarantee a placement for students after their course. However, if, during their clinical placement, you have shown outstanding commitment to study, you may be offered a placement at the clinic by the provider of that clinic.

I WANT TO LEAVE

- In the event you exit AIHE's course **after** we have provided you with a clinical placement, you may be required to pay a clinical placement premium.
- It may not be possible for you to apply for sonographer accreditation, nor work as an accredited medical sonographer if you do not have insurance or have not completed Clinical Placement or have not passes all exams and assessments for the component you have completed.

TRANSFERRING TO ANOTHER ORGANISATION

- STUDENTS CAN TRANSFER TO OTHER ORGANISATIONS, WITH COPIES OF WHAT THEY HAVE COMPLETED AT AIHE.
- If you decide to exit at the end of Year 1, or at any stage throughout the course, it is anticipated that you will be articulating into another Ultrasound Training Program, offered either through a University or with the ASUM offered DMU.



CAN I GRADUATE - If I haven't COMPLETED my CLINICAL HOURS?

Students cannot graduate until they have completed all their Clinical Placement hours. This is a requirement by both AIHE and ASAR.

Some students may not complete their full clinical hours because of either:

1. to their refusal to accept a placement or
2. poor performance whilst on placement.
3. Lack of placements beyond AIHE control

If this occurs, students are placed on a Learning Contract and closely monitored to support the completion of their Clinical Hours and students may take longer to graduate.

If students still refuse to adhere to this contract and agree to placement:

- Graduation will be delayed until completion of all the hours.
- The student's enrolment may be terminated due to non-completion.

I HAVE ONLY FINISHED SOME UNITS

- Exiting prior to completion of the course will not lead to graduation from AIHE, however you may choose to articulate into another Ultrasound program through another provider.
- A Statement of Attainment will be issued for any unit of competency successfully completed if the full qualification is not completed, providing the clinical hours have also been assessed as competent and completed.

Examples:

Student 1 completes year 1 but chooses not to go on. They have completed sufficient hours of placement for year 1. They will receive a Statement of Attainment for three units of competency.

Student 2 completes both years but has not completed all their clinical placement. They have refused placement. They have been placed on a learning contract and offered another placement. They have refused.

The student will be offered a Statement of Attainment for the units and work placement completed, but not the full qualification.

WHAT HAPPENS IF AIHE CLOSES?

There is no need to ever worry if anything happens. AIHE guarantee support for students to complete their qualification through regulated government provisions and you will be transferred to another organisation where you can complete your qualification.

COMPLAINTS, APPEALS

- Students may make a complaint via the online Complaint and appeals form http://www.aihe.edu.au/uploads/4/5/6/5/45658683/aihe_student_complaints_appeals_form_v2.pdf
- All matters will be dealt with by the CEO and / or the Academic Committee within our formal outlined process and notify the student in writing.

CPD COURSES

- As a student, you can access our online CPD courses for free. Discuss this with your tutor or AIHE.

SHORT COURSES

- You are encouraged to participate in our short courses after you have graduated to maintain currency.

REFERRALS

- Referrals to external agencies will not include a fee. For example, counselling services or language.

POLICIES, PROCEDURES & OTHER USEFUL LINKS

POLICIES AND PROCEDURES

<http://www.aihe.edu.au/policies-procedures--forms.html>

OTHER USEFUL LINKS

Australian Skills Quality Authority: www.asqa.gov.au

Australian government department of education: <http://education.gov.au>

Australasian Society for Ultrasound in Medicine: www.asum.com.au

Australian sonographer's association: www.a-s-a.com.au

Australian Sonographer Accreditation Registry: www.asar.com.au

Australian Institute of Radiography: www.air.asn.au

ASUM Policy in relation to body scanning <http://www.asum.com.au/newsite/Resources.php?p=Policy>

Department of employment: <http://employment.gov.au>

ESOS Framework Fact Sheet <https://internationaleducation.gov.au/Regulatory-Information/Documents/esosstudentfactsheetv4%20-%20Final%20clean%20copy.pdf>

Fairwork: <https://www.fairwork.gov.au/>

Financial Protection for International Students:

<https://internationaleducation.gov.au/regulatoryinformation/pages/regulatoryinformation.aspx>

Harvard Reference: <http://www.usq.edu.au/library/help/referencing/harvard.htm>

Home Affairs <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#When>

NSW Working with Children Check : <http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/New-Working-with-Children-Check>

Study in Australia: <https://www.studyinaustralia.gov.au/>

Training.gov.au: <http://training.gov.au>

ATTACHMENT

APPLY TO ENROL – CHECKLIST

You can enrol by making an inquiry to the AIHE Administration.

WHAT YOU WILL NEED

Before you can apply to enrol [here](#), make sure you have everything ready. Remember back in Section 5? Check below when you have them.

| WHATS NEEDED | YES | NEED TO ORGANISE |
|--|-----|------------------|
| 1. USI number | | |
| 2. Tax File Number | | |
| 3. Police Check | | |
| 4. Working with Children Check or Blue Card (for QLD) | | |
| 5. A <i>Valid</i> HLTAID003 Provide First Aid Certificate-Certified Copy (or you have booked into AIHE First Aid or CIII course) | | |
| 6. Current Immunisation | | |
| 7. Transcripts/ Certified copies of qualifications | | |
| 8. Citizenship certificate or passport proof | | |
| 9. Resume showing at least three months of healthcare work | | |
| 10. CHESSN number (if you applied for VSL or have a debt loan) | | |
| 11. Literacy Level to IELTS 7 | | |
| 12. Professionalism, maturity, empathy, aptitude to study at Level 8 | | |
| 13. Understanding of policies/ guideline/legislation | | |
| 14. Adherence to Code of Conduct Agreement | | |
| 15. Agreement to move locations if need for Clinical Placement | | |
| | | |

If you have all of these, and you think you're ready to take the plunge, then send an inquiry to Enrol and you will be given access to our LMS to upload all of your documents.

