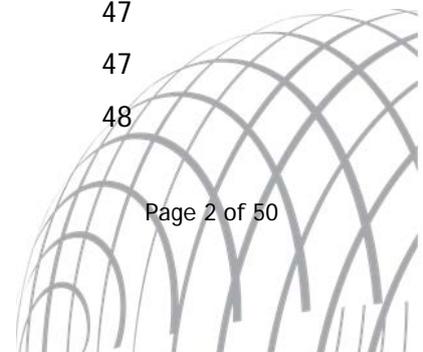


Student Information Guide 10680NAT Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline)

Version 6.8 Last updated April 2018



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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 This policy/document may be altered, withdrawn or substituted at any time.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.



Section 1 - About the course

Introduction

The 40683NAT Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline) is a full time, two year long, level 8 competency based qualification that will be delivered by the Australian Institute of Healthcare Education (AIHE) under the Vocational Education and Training Sector (VET) of the Australian Qualifications Framework (AQF).

This 40683NAT Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline) is at the same academic level as a Graduate Diploma of Ultrasound (General Discipline) offered by the higher education (university) sector.

Under the AQF guidelines the course is structured and delivered as units of competency which enables you to undertake holistic training and assessment. Upon graduation you will be able to actively work in the general ultrasound profession as an accredited medical sonographer (AMS).

Throughout this course you will focus on academic learning of the various units of competency as well as the development of the necessary clinical skills to become a competent sonographer that is work ready. Evidence based learning and practice, as well as critical thinking, are vital components of the approach to learning in the 40683NAT Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline).



The 40683NAT Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline) is an Australian Qualifications Framework (AQF) level 8 (post graduate) course and 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 main goals at AIHE are:

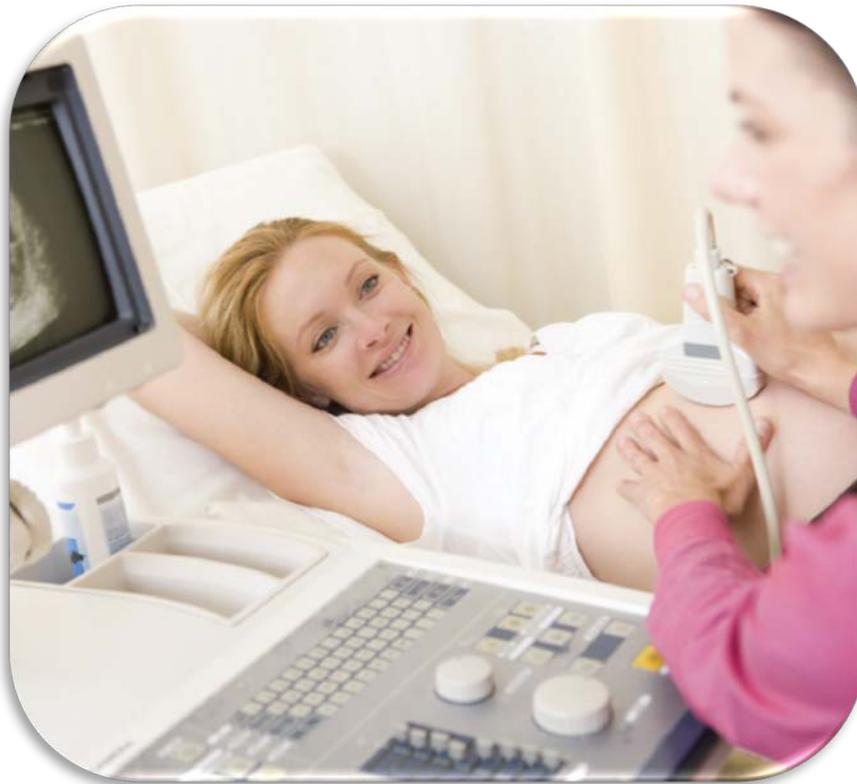
1. To ensure curriculum and training and assessment strategies are informed by research, current, relevant and rigorous, reflect innovation, inclusion, engagement and graduate attributes.
2. To demonstrate best practice in teaching and learning informed by research and demonstrated through strong academic 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 learner 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 learner 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.



Role of a Sonographer

A diagnostic medical sonographer is a specialized diagnostic imaging practitioner, qualified by professional credentialing, who is able to demonstrate the high level of both academic knowledge and clinical experience needed to provide diagnostic patient care services using ultrasound. The scope of practice of the diagnostic medical sonographer includes those procedures, acts and processes, for which the individual has received education and clinical experience, has demonstrated competency, and has completed the appropriate certification(s) in their chosen field of ultrasound.

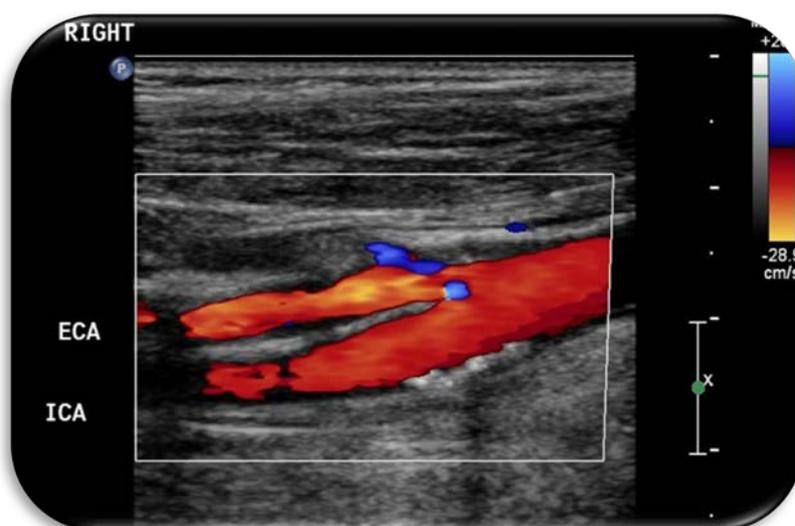
A diagnostic medical sonographer is a highly-skilled professional who uses specialized equipment to collect, and interpret dynamic and still images of structures inside the human body. Distinguishing and categorizing the appearance of both normal and abnormal findings. These images are collected, reported and reviewed by a Radiologist or other appropriately qualified medical physician to make a medical diagnosis. Sonographers operate in a semi-autonomous manner. The General Discipline of ultrasound at AIHE incorporates all types of sonographic examinations including those from the vascular, obstetric, abdominal and small parts disciplines, but excludes cardiac examinations.



Tasks & responsibilities of the Sonographer during an ultrasound examination

Sonographers have an extensive amount of contact with the patient from the moment that they enter the Department for their test; an examination can be outlined as follows:

1. After ascertaining the clinical indication for the examination, the sonographer greets the patient and records a clear medical history, whilst assisting with the set-up and positioning of the patient for scanning.
2. Operating the ultrasound machine requires the sonographer to be confident with their knowledge of the physical properties of ultrasound and its limitations and restrictions for use. As well as being skilled in the assessment of the patient (patient habitus, and result outcome), the sonographer is aware of the constant need for technical adjustment of the machine settings, and is able to perform these adjustments appropriately.
3. A high level of dexterity, and highly developed fine motor skills are essential in using the transducer to obtain images of the patient's internal organs. The transducer is the imaging equipment coupled to the patient's skin using gel which emits the high frequency sound waves and collects the returning echoes that form a digital image of the region of interest. Sound waves reflect and refract differently with different organ structures, and so differentiation is determined. Sonographers have highly developed pattern recognition and 3 dimensional (3D) conceptualisation skills.
4. Dynamic and still images are collected, and measured during the examination, and a preliminary report is generated by the sonographer which outlines the structures viewed, and attempts to answer the clinical question. In obstetric scanning, the use of Biometric Tables (ASUM) is employed to determine accurate gestational age. A physician will then review these images and make a final diagnosis.
5. 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.



About the course

The 40683NAT Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline) course is designed to be directly relevant to becoming a competent general sonographer.

This is achieved by utilizing a spiral curriculum model of teaching which allows you 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. AIHE has also employed a holistic teaching model whereby the many subject areas necessary to becoming a competent sonographer are embedded within the units of competency and taught concurrently and then integrated into the simulation skills sessions as well as in the clinical environment.

For example in year 1, term (block) 1 of this course you will be engaged in theoretical and practical subjects to include Professional Practice, Physics & Instrumentation and Abdominal Ultrasound. These subjects will be integrated in tutorials and the clinical applications laboratory where you will practice performing a holistic abdominal ultrasound examination on phantoms and live models.

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. Once you obtain the necessary skills to perform certain examinations you will then enter the clinical workplace where you will, under supervision, start to perform diagnostic examinations on real patients.

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. You will also be able to visit specialist imaging centres during the course to obtain additional experiences available in these centres.

The vocational sector of education focuses on workplace specific skills and knowledge, with students / graduates having the underpinning knowledge to be competent at performing these skills at the industry expected standards. These specific skills and knowledge areas are designed around units of competency. A unit of competency ensures every aspect of a sonographer's theoretical knowledge and practical ability will be taught and assessed repeatedly to ensure a satisfactory level of competence has been achieved.

There are six units of competency in this course; three in each year of study.

All six units of competency are overarching core units (compulsory units). The course is taught and assessed in a holistic manner to produce well rounded work ready sonographers who can transpose every aspect of the essential skills and knowledge within each unit of competency to a variety of ultrasound examinations.

Contributing to each unit of competency are a number of "subject areas" as listed below. Each subject area is incorporated into each of the 3 units of competency for each year of study due to their interdependency on each other in performing an ultrasound examination.

Year 1 Units of Competency

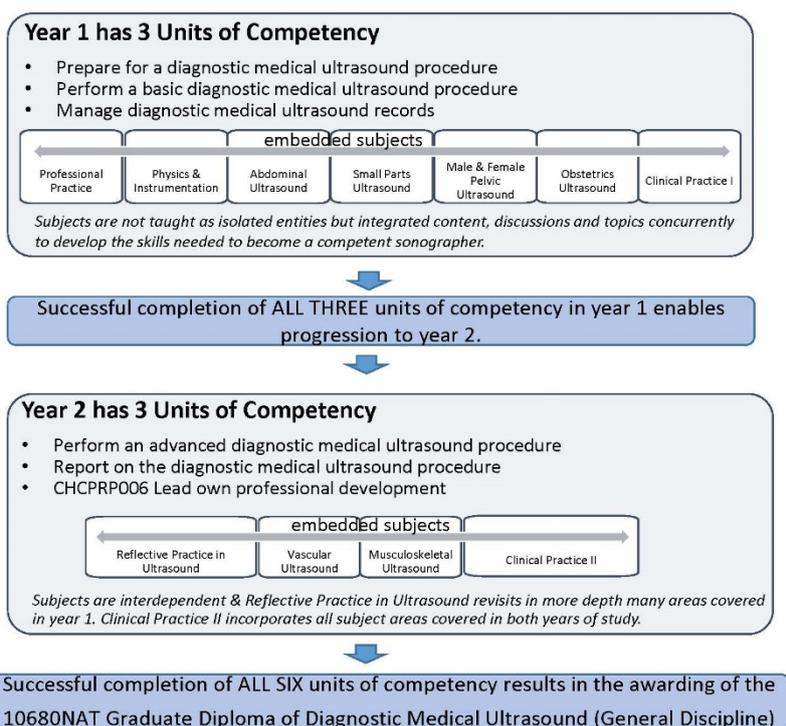
- USGBDU801 Prepare for a diagnostic medical ultrasound procedure
- USGBDU802 Perform a basic diagnostic medical ultrasound procedure
- USGRSR803 Manage diagnostic medical ultrasound records

Subject areas incorporated in the year 1 overarching units of competency are: Clinical Practice I, Professional Practice, Physics & Instrumentation, Abdominal Ultrasound, Male & Female Pelvic Ultrasound, Small Parts Ultrasound & Obstetrics Ultrasound. 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.

Year 2 Units of Competency

- USGADU804 Perform an advanced diagnostic medical ultrasound procedure
- USGCAD805 Report on diagnostic medical ultrasound procedure
- CHCPRP006 Lead own professional development

Subjects incorporated in the year 2 overarching units of competency are: Clinical Practice II, Reflective Practice in Ultrasound, Vascular Ultrasound and Musculoskeletal Ultrasound. Subjects are interdependent & Reflective Practice in Ultrasound revisits in more depth many areas covered in year 1. Clinical Practice II incorporates all subject areas covered in both years of study.



Successful completion of all six units leads to the full qualification

Graduate competencies upon course completion

At the conclusion of this course you will have the capacity to work competently as a sonographer.

You will be able to:

1. Obtain and review patient history
2. Prepare the patient for an ultrasound procedure
3. Obtain and record initial images.
4. Review findings
5. Finalise the procedure.
6. Establish data to be stored.
7. Record and store data
8. Acquire ultrasound images
9. Analyse and interpret the procedure.
10. Finalise the procedure
11. Review goals of the procedure
12. Analyse the data
13. Report the outcomes
14. Review professional goals and values
15. Review effectiveness of practice
16. Maintain professional well being
17. Sustain professional effectiveness.

Please note: if you only complete certain units of competency, you will receive a Statement of Attainment for the units successfully completed.

You will not be able to be employed as a sonographer if only the first year has been completed.

You must complete the entire course before you can be registered with the Australian Sonographer Accreditation Registry (ASAR) so that you can practice as an accredited medical sonographer (AMS).

Apply to enrol in the course

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

What you will need:

1. Unique Student Identifier (USI)

If you don't have one already, you will need to obtain a Unique Student Identifier (USI) online and bring this to your enrolment. See <https://www.usi.gov.au/students/create-your-usi> for more information. If you do not already have a Unique Student Identifier (USI) and you want AIHE to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, AIHE will provide to the Registrar the following items of personal information about you:

- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask AIHE to make an application for a student identifier on your behalf, AIHE will have to declare that [insert organisation name] has complied with certain terms and conditions to be able to

2. Completed Confidentiality statement
3. Application declaration and agreement to the policies in this Student Information Guide.
4. Current Curriculum Vitae
5. A one page essay: "My motivation to become a sonographer is..."
6. Proof of Australian citizenship or residency (certified copy). (AIHE is unable to accept overseas/international applicants for this course)
7. Certificates and testamurs relevant to this application: please include the subject outline and results (certified copy)

Essential entry requirements

There are five pathways to entry to the Graduate Diploma of Diagnostic Medical Imaging (General Discipline):

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

A pre class assessment will be undertaken on a one to one basis for each potential candidate for the course. The aim of this assessment is to determine prior learning, special needs of the student.

If the student has deficient areas of learning deemed essential to complete the course AIHE reserves the right to advise the student that they need to undertake some additional activities prior to enrolment acceptance and course commencement.

Information gathered from this process will also be used to tailor classroom activities and delivery to enhance the student learning experience.

*A certificate III in Allied Health Assistance or similar is available to undertake from a number of Registered Training Organisations. Please contact us at AIHE if you require more information.

Other required entry requirements

The entry requirements to the 40683NAT Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline) are:

1. **Valid HLTAID003 Provide first aid certificate** or equivalent (certified copy). Note that AIHE may be delivering this unit in 2018.

- It is the student's responsibility to enroll and complete an Applied First Aid course through a recognized training facility, code HLTAID003 (or equivalent). You may be able to enroll in this course with AIHE from 2018.
- On completion of this course the student must include a certified copy of the certificate in their application.
- 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 not being able to attend clinical site placement.

2. Valid working with children check from your state of residence (certified copy)

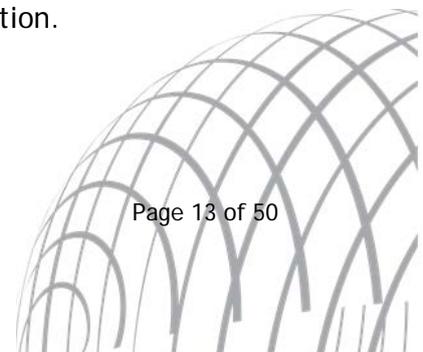
- Prior to being allowed to enter clinical placement the student is required to submit a certified copy of their working with children check relevant to the state that they will be undertaking clinical placement in.
- The working with children check must remain current for the entire time of the course.
- NSW: <http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/New-Working-with-Children-Check>

3. Valid police check obtained within the last 3 months: (certified copy)

- Prior to being allowed to enter clinical placement the student is required to submit a certified copy of their criminal record check. 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>
- NSW: http://www.police.nsw.gov.au/about_us/structure/specialist_operations/forensic_services/criminal_records_section
- <https://npcoapr.police.nsw.gov.au/asp/entry/Introduction.aspx>

4. Current immunisation status.

- 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>
- You will then need to complete an AIHE Graduate Diploma Application.



5. **At least three months experience** dealing directly with patients in a healthcare facility.
 - It is necessary that you have a minimum time dealing directly with patients in healthcare and understand the compassion and empathy side to dealing with patients who need assistance or 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.
6. **The ability to work** in Australia.
 - If you are not an Australian citizen or do not have approval to work in Australia, then please discuss this with AIHE before enrolling.
7. **Literacy levels** equivalent to IELTS7 Academic sufficient to be able to interpret complex documents, prepare written reports and interpret scans.

Limitations to entry (if applicable)

This course exposes students to challenging, emotionally confronting situations within the health industry. It requires students who have sufficient maturity, empathy and work/life experience to provide professional support services within organisational and regulatory requirements.

Students are required to read and interpret lengthy reports and prepare written information for health care professionals. They will also be required to enter and retrieve data from ultrasound equipment.

It is important that students seeking entry to this course **undergo an interview** to determine their suitability to working in this industry and whether they understand the skills and knowledge required to meet industry standards. **It does not guarantee entry into the course.**

Registration as a Sonographer

Australian Sonographer Accreditation Register (ASAR)

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.

Pre-requisites and curriculum -packaging rules - additional notes

The curriculum is taught using the spiral method and holistic approach.

“A spiral curriculum is one in which there is an iterative revisiting of topics, subjects or themes throughout the course. A spiral curriculum requires the deepening of each topic, with each successive encounter building on the previous one” (Harden & Stamper 1999, p 141).

A holistic teaching philosophy is incorporated alongside the spiral curriculum. The academic content of each unit of study is taught concurrently and then practically utilised within simulated work-place skills sessions and work-place clinical practice experience.

As a result, students must have completed all units in Year 1 to progress to Year 2 units.

Year 1

USGBDU801 Prepare for a diagnostic medical ultrasound procedure

USGBDU802 Perform a basic diagnostic medical ultrasound procedure

USGRSR803 Manage diagnostic ultrasound records

Year 2

USGADU804 Perform an advanced diagnostic medical ultrasound procedure

USGCAD805 Report on diagnostic medical ultrasound procedure

CHCPRP006 Lead own professional development

Learning tasks

In addition to the contact hours, the student is expected to complete a variety of learning tasks and personal study to be able to progress from being a novice student sonographer to a competent graduate.

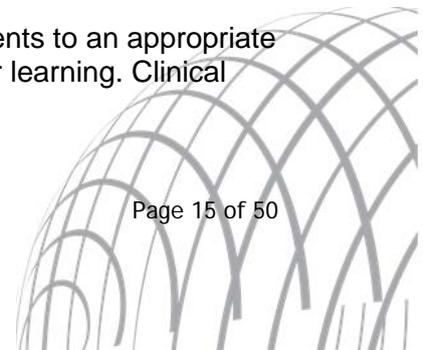
Students are required to complete work placement in a medical imaging clinic for a minimum of 1,000 hours as part of the unsupervised component.

In total, the student is expected to undertake 1370 hours of unsupervised activities.

1. Unsupervised activities

This course will require students to engage in unsupervised activities including:

- undertaking work experience with an employer. The RTO will allocate students to an appropriate clinical site where other clinical supervisors will reinforce application of their learning. Clinical



placement will only occur after successful completion of simulated ultrasound assessments on campus.

- completing self-study to revise and reinforce areas of knowledge;
- conducting research.

Statement of Attainment

A statement of attainment will be issued for any unit of competency successfully completed if the full qualification is not completed. Exiting prior to completion of the course & articulation

PLEASE NOTE: 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. 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 will not be possible for you to apply for sonographer accreditation, nor work as an accredited medical sonographer.

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

1. 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.
2. Perform a range of basic ultrasound examinations under limited supervision.
3. Recognise pathology, and think critically when remodelling the standard examination to encompass the new finding.
4. Communicate effectively with staff and patients in an appropriate manner and at an appropriate level.
5. Competently perform 7 to 9 basic examinations with limited supervision per day.

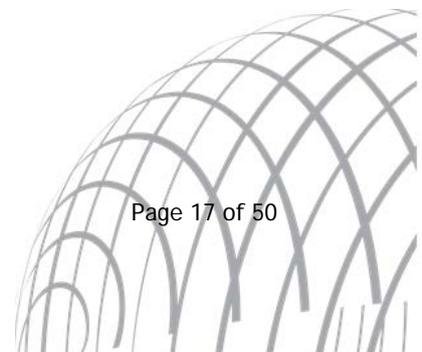
Areas of study

To make it easier for students to know what area, or topic, of ultrasound will be covered at any particular time throughout the course, we have designed "subjects" which sit underneath the units of competency. Each subject is not taught as an isolated entity. Every lesson, be it theoretical or practical, will draw on content, discussions and topics covered in other subjects and our teaching material has been developed to make sure we integrate aspects of each subject to develop the skills necessary to becoming a competent sonographer. (For more detail please refer to pages 7 & 8 above)

Core texts and activity guides / workbooks

AIHE will provide the core texts and activity guides/workbooks as part of the materials fee. 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

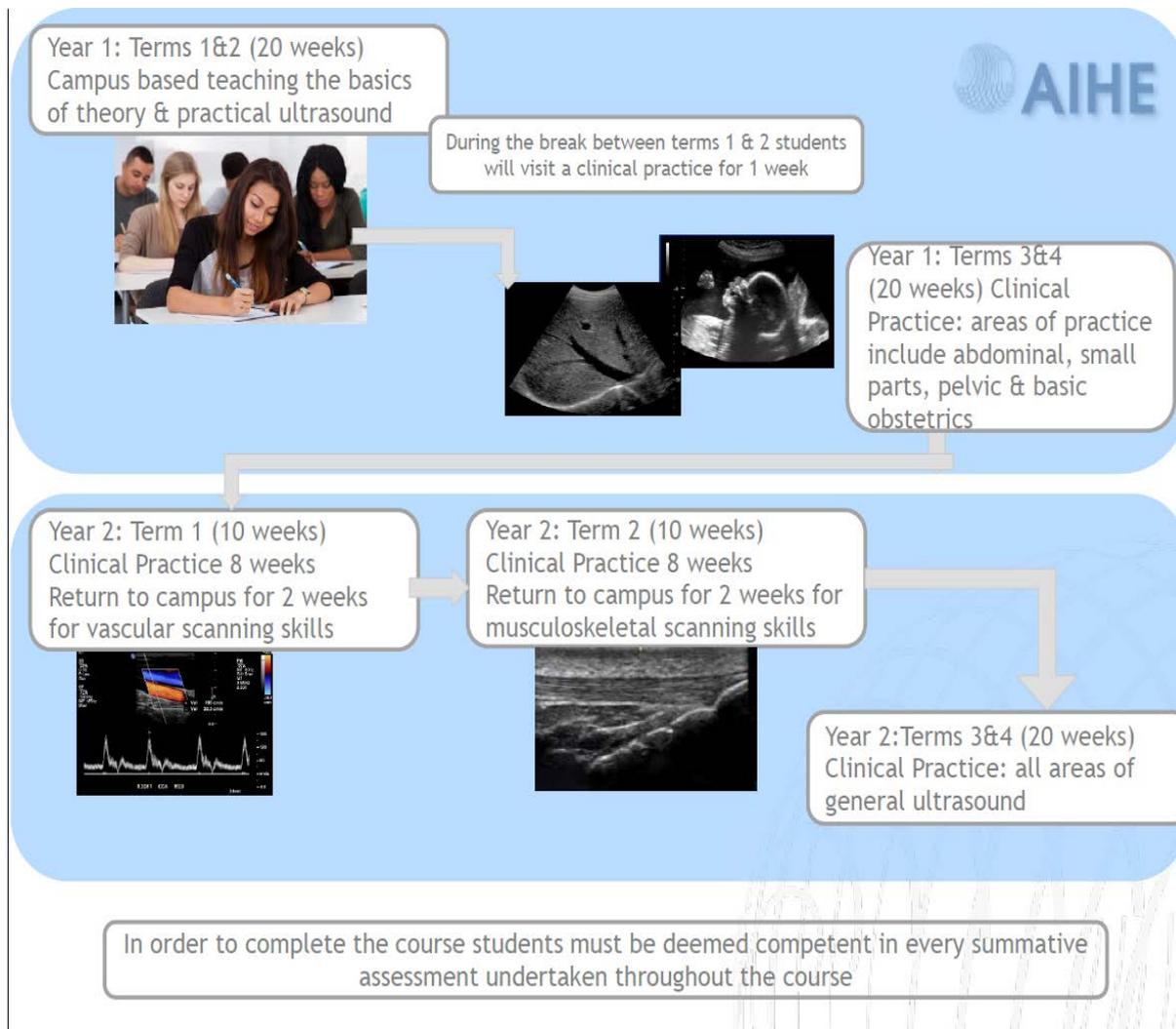
condition with no writing/markings on them to AIHE on completion of the course. Failure to do so or books returned in an unsatisfactory condition may result in an additional charge being incurred by the student. (Books are subject to change at the discretion of the Academic staff member and teaching team at AIHE)



Course Length

The course length is 2 years.

The course is structured as follows:



Mode/Locations of study

The course is delivered both:

1. **Face to face** at our training rooms at I3, 33 Chandos St ,St Leonards and
2. **Online** using our Learning Management System (CANVAS) which you will be taught to use. All of our lectures are placed here as well as additional supporting information.
3. **Onsite** at various workplace locations for Clinical Study. Students will be supported in finding appropriate work placements with their trainer.

Core Areas of Study

As the course is taught holistically where learning builds on the previous area of learning, all units are covered in the program of work and deepened at each module. It is broken into the following areas of study:

1. Clinical Practice I

Year 1: Terms 1, 2, 3, 4

Clinical Practice I is designed to provide students with simulation and workplace exposure to ultrasound examinations. The student will be exposed to a variety of the most common ultrasound examinations.

Pre requisites

Students must meet the entry requirements of the Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline). In order to proceed to on-site clinical practice, the student must successfully complete all summative assessments in year 1, terms 1 & 2.

Learning objectives

1. Locate the patient & confirm patient identity
2. Enter correct patient data and details into machine
3. Explain examination to patient and obtain consent
4. Assess if any special needs of patient need to be addressed
5. Prepare patient for examination
6. Patient history and clinical indications checked
7. Region of interest clinically assessed if relevant
8. Confirm patient preparation has been done
9. Select appropriate transducer and machine set up
10. Undertake a survey scan of the region of interest and optimize machine settings
11. Perform scan in a logical and systematic way following departmental protocol
12. Examine all organs / structures correctly and understand anatomy and relevant physiology and pathology
13. Appropriate use of equipment and image optimization
14. Document an accurate representation of the real time examination to include normal and any abnormal findings
15. Correctly identify and label as needed all structures, organs and features
16. Investigate further if information obtained during the scan indicates the need for further investigation and document such findings
17. Take measurements correctly as appropriate
18. Use normal value tables and population data to validate calculations
19. Able to recognise artefacts and attempt to eliminate if required
20. Describe and demonstrate to the patient elements of the examination as appropriate
21. Review and discuss the images and examination after the patient has left to include limitations of the examination
22. Review the still frame and real time images and select and store the appropriate images
23. Accurately complete the "worksheet"

24. Demonstrate an understanding of the ethical and legal responsibilities of a sonographer, and work within this
25. Explain / carry out the procedure for finding further information if required
26. Demonstrates respect to others, to include the patient and any accompanying person
27. Inform the patient the next steps under the departmental policy

2. Professional practice

Year 1: Terms 1, 2, 3, 4

This subject equips the student with the skills and knowledge required to incorporate their everyday practice in sonography with their professional and personal development. It provides a strong basis to introduction of continued professional development, critical analysis and reflective practice. Students are exposed to the medico-legal, ethical and moral aspects of working in a high level analytical position in the diagnosis of medical disease. Quality control, team dynamics, and individual professionalism are addressed throughout this unit of study. Students will be encouraged to develop an analytical approach to recognize and appreciate the clinical questions and to determine and demonstrate appropriate scanning choices and techniques in the acquisition of sonographic information.

Pre requisites

Students must meet the entry requirements of the Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline).

Learning objectives

- Describe professionalism in the allied health environment (in particular ultrasound) to include:
 - Cultural awareness
 - Physical impediments of the patient
 - Appropriate patient and staff communication skills
 - Appropriate use of chaperones
 - Adherence to appropriate examination protocols & preparation
 - Medical etiquette and patient privacy
- Explain the types of consent, when it is required, how it can be obtained and whom can give or deny consent
- Explain occupational health and safety in the workplace with particular reference to universal precautions and appropriate manual handling techniques
- Describe a "time-out" for an ultrasound examination
- Demonstrate an understanding of the key principles of medical law and medical ethics
 - Understand and discuss the legal requirements for sonography reporting to include worksheets
 - Understand and discuss professional indemnity insurance and its relevance in ultrasound practice
- Describe the various types of image recording to include: film, paper, Dicom, RIS/PACS
- Discuss the differences between long and short storage methods and critically evaluate the various image viewing and storage methods
- Discuss the legal requirements for image storage and retrieval



- Discuss appropriate timeframes for reporting of examinations and when it is appropriate to provide a provisional report
 - Discuss the social versus medical aspects of the obstetrics scan
 - Distinguish between appropriate and non-appropriate information to impart to the patient during the examination
 - Describe the correct channels to go through when there is bad news in an ultrasound examination, with particular reference to obstetrics ultrasound examinations
 - Discuss the variety of ways to communicate with children, their parents and family
 - Explain the medico legal issues involved in working with children and parents
 - Explain appropriate manual handling techniques when working with children
 - Understand basic statistics and explain how they relate to the allied health industry
 - Undertake a literature review
 - Use the data gained from a research project and present to the class a review of the data

3. Physics & Instrumentation

Year 1: Terms 1, 2, 3, 4

This subject aims to provide the student with a comprehensive knowledge of the physics of ultrasound, outlining the physical properties and principles of ultrasound waves and linking them with the practical use of ultrasound in modern medical imaging. The subject will encompass:

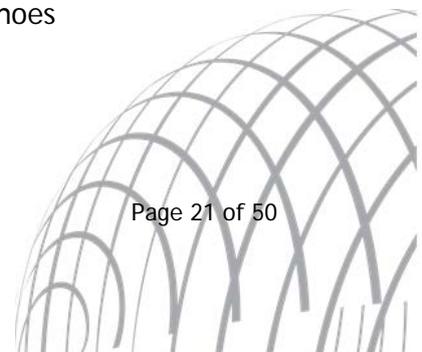
1. Wave properties
2. Image optimisation and artefacts
3. Ultrasound propagation
4. Attenuation in body tissue,
5. Ultrasonic transducers and their properties
6. Harmonics
7. Recording methods (including digital imaging)
8. Two-dimensional,
9. Real-time scanning
10. M-mode scanners,
11. Spectral, Colour and Power Doppler
12. 3D and 4D imaging and reconstruction techniques
13. Haemodynamics
14. Quality assurance
15. Bioeffects and safety considerations

Pre requisites

Students must meet the entry requirements of the Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline).

Learning objectives

- Outline the history of ultrasound and how it is used in today's medical environment
- Explain the different modes of ultrasound and discuss examples of where each is used
- Explain the principles of: soundwaves, pulsed ultrasound, attenuation, echoes
- Draw and explain the components of a simple transducer



- Explain focussing, automatic scanning, detail resolution, the beamformer, signal processing, image processor and the various types of image displays
- Explain and recognize on images, where relevant: slice thickness, speckle, reverberation, mirror image, refraction, grating lobes, speed error, range ambiguity, electronic noise, shadowing and enhancement
- Demonstrate with real time ultrasound how artefacts may assist or detract from the image produced and manipulate the controls to optimize the image appropriately
- Competently use all the B mode image controls competently on a variety of body areas and understand and explain the physical principles behind each to include controls such as: TGC, output power, gain, reject, amplitude, frame rate, dynamic range, compression, field of view and sector angles, temporal resolution
- Describe blood flow with the aid of diagrams
- Explain the principles of pulsed and colour Doppler
- Explain the similarities and differences between continuous wave and pulse wave Doppler
- Understand spectral analysis and explain the various components of the display
- Discuss the advantages and disadvantages of colour Doppler
- Interpret spectral and colour Doppler artefacts
- Competently use all the Doppler and colour mode image controls competently on a variety of body areas and understand and explain the physical principles behind each to include controls such as: gain, aliasing, dynamic range, colour maps, wall filter, sample volume, angle correction, sweep speed, invert, baseline
- Understand the bioeffects of ultrasound and how to safely use ultrasound in medical examinations

4. Abdominal Ultrasound

Year 1: Terms 1, 2, 3, 4

This subject covers the anatomy and physiology of the abdominal organs and the use of ultrasound in the diagnosis and screening of the abdominal organs to include the liver and portal venous system, gall bladder and biliary tree, urinary tract, pancreas, aorta, spleen, retro peritoneum, gastrointestinal tract and abdominal wall to include Doppler of the major abdominal vessels. Interventional abdominal ultrasound and an introduction to transplant ultrasound is also covered in this subject alongside the normal and abnormal ultrasound recognition and diagnosis of diseases in the abdomen.

Pre requisites

Students must meet the entry requirements of the Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline).

Learning objectives

- Describe scanning plane and scanning windows and correct image documentation
- Describe anatomical relationships in the abdomen
- Explain the ultrasound appearance of commonly used terms to include: echogenic, hypoechoic, isoechoic, homogeneous, heterogeneous and give examples of various abdominal organs which demonstrate such terms
- Discuss the anatomy, pathology and clinical presentation of patients for abdominal ultrasound examinations

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- Discuss the scan protocols of the following organs to include a complete abdominal ultrasound examination protocol
 - Liver
 - Gall bladder and Biliary tree
 - Pancreas
 - Urinary tract
 - Spleen
 - Retro-peritoneum to include aorta and IVC
 - Peritoneal cavity and anterior abdominal wall
 - Gastro intestinal tract to include appendix,
- Understand the advantages and disadvantages of ultrasound guided procedures and have an understanding of the common biopsies and procedures
- Identify the normal and abnormal abdominal organs in ultrasound images

5. Small Parts / Superficial Structures

Year 1: Terms 1, 2, 3, 4

This subject covers the anatomy and physiology and the use of ultrasound in the diagnosis and screening of small parts organs to include the breast, thyroid, scrotum and superficial structures. The normal and abnormal recognition and diagnosis of small parts diseases and scanning protocols are also covered in this subject.

Pre requisites

Students must meet the entry requirements of the Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline).

Learning objectives

- Describe the gross, segmental and vascular anatomy of the breast, thyroid, scrotum and superficial structures to include normal sizes and common anatomical variants
- Describe using ultrasonic terms the normal appearance of the breast, thyroid, scrotum and superficial structures
- Identify the imaging plane and orientation of the small part organs in images
- Discuss various scanning windows and transducer and patient manipulation techniques of the small parts organs
- Describe a recognised scan protocol of the breast, thyroid, scrotum and superficial structures
- Recognize on ultrasound images common small parts pathology



6. Male and Female Pelvic Ultrasound

Year 1: Terms 2, 3, 4

This subject includes the anatomy and physiology of the male and female pelvic organs and the use of ultrasound in the diagnosis and screening of the associated organs. The normal and abnormal recognition and diagnosis of disease and ultrasound scan protocols of the male and female pelvic organs are also covered in this subject to include endocavity scanning.

Pre requisites

Students must meet the entry requirements of the 40683NAT Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline) and have successfully completed all summative assessments in year 1 term 1.

Learning objectives

- Describe the gross, segmental and vascular anatomy of the male and female pelvis to include normal sizes and common anatomical variants
- Describe using ultrasonic terms the normal appearance of the male and female pelvis
- Discuss the preparation of the patient and ultrasound equipment for an endocavity scan
- Identify the imaging plane and orientation of the male and female pelvis in images
- Discuss the scanning windows and transducer and patient manipulation techniques for transabdominal and endocavity scanning
- List the advantages and disadvantages of endocavity scanning compared to transabdominal pelvic scanning
- Discuss the various assisted reproductive techniques and the associated ultrasound examination
- Identify the normal and abnormal male and female pelvic organs on ultrasound images

7. Obstetric Ultrasound

Year 1: Terms 2, 3, 4

In this subject students will be exposed to the fundamentals of obstetric scanning as well as the ultrasound interpretation and analysis of the obstetrics scan. Embryology and first trimester diagnosis and screening tests are also covered in this subject, as is the routine second trimester ultrasound examination to include the 20 week ultrasound scan. Third trimester sonography (including Doppler), foetal wellbeing, and obstetric interventional techniques are also covered, as is 3D/4D ultrasound interpretation and diagnostic usage. Commonly encountered foetal anomalies are also discussed in this subject alongside the ultrasound images associated with these anomalies.

Pre requisites

Students must meet the entry requirements of the 40683NAT Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline) and have successfully completed all summative assessments in year 1 term 1.

Learning objectives

- Understand basic embryology of the developing foetus
- List the indications for the first, second and third trimester ultrasound examination

- Discuss the protocol for nuchal translucency ultrasound
- Understand the problems of early pregnancy and how these problems are identified on ultrasound
- Discuss the routine first and second trimester ultrasound examinations of a recognised scan protocol
- Describe foetal position, foetal lie and labelling of multiple pregnancy
- Discuss foetal biometry at various stages of the pregnancy
- Understand the placental function throughout pregnancy and the various ultrasonic features of the placenta
- Plot on growth charts the foetal growth and comment on findings
- Identify on images normal ultrasound images of the obstetrics ultrasound examination
- Describe the various types of twin pregnancies and the levels of risk involved in each type of pregnancy
- Recognize on images common foetal anomalies
- Describe within the context of the ultrasound examination what to record if an abnormality is detected
 - List the maternal factors of high risk pregnancy
 - Outline the biophysical profile examination
 - Describe the transabdominal, trans labial and endovaginal cervical assessments and the reasons for performing such assessments
 - Discuss invasive procedures to include amniocentesis and chorionic villus sampling
 - Discuss the use of Doppler in pregnancy and how to perform the most common Doppler examinations under a recognised scan protocol

8. Clinical Practice II

Clinical Practice II is designed to provide students with workplace exposure to ultrasound examinations. The student will be exposed to a variety of the most common ultrasound examinations, as well as more advanced areas to include vascular and musculoskeletal ultrasound.

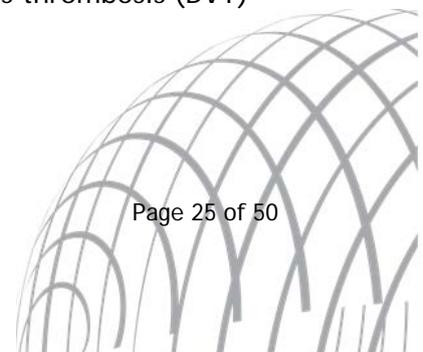
Year 2: Terms 1, 2, 3, 4

Pre requisites

Successful completion of all three units of competency from Year 1.

Learning objectives

1. Consistently perform a basic* ultrasound examination in 30 minutes.
2. Review the clinical question, determine the suitability of the examination and perform the examination in the required time limit of 30 minutes for a basic* examination.
3. Review the clinical question, determine the suitability of the examination and perform the examination in the required time limit of 45 minutes for an extra-cranial carotid vertebral ultrasound examination.
4. Review the clinical question, determine the suitability of the examination and perform the examination in the required time limit of 45 minutes for a deep venous thrombosis (DVT) ultrasound examination.



5. Review the clinical question, determine the suitability of the examination and perform the examination in the required time limit of 45 minutes for a shoulder (rotator cuff) ultrasound examination.
6. Develop a systematic approach to critiquing the examination.
7. Analyse the data to determine a differential diagnosis.
8. Discuss complementary procedures to support the diagnostic outcome.
9. Review the goals and outcomes of the examination and determine if they are as anticipated.
10. Act professionally at all times in keeping with department organisational policies and procedures.

*A basic examination includes abdominal organs, male and female pelvic, **obstetrics, breast, testicular, thyroid and superficial structures.

**A second and third trimester obstetrics ultrasound examination will be allowed 45 minutes for completion.

9. Reflective Practice in Ultrasound

Reflective practice in ultrasound is an important aspect of a sonographer's ongoing development. This subject is covered across the entire second year of the course and encourages the student to reflect and build on their clinical performance and theoretical knowledge of ultrasound scanning. The subject also provides an introduction to advanced areas of imaging to include paediatrics, cardiac and emergency department ultrasound techniques.

Year 2: Terms 1, 2, 3, 4

Pre requisites

Successful completion of all three units of competency from Year 1.

Learning objectives

- Discuss what professional practice is and its importance in the allied health profession
- Define best practice in ultrasound practice
- Discuss strategies to maintain professional wellbeing
- Describe a recognised protocol for the ultrasound examination of the paediatric abdomen and pelvis and identify on images the normal and abnormal paediatric abdomen and pelvis
- Describe a recognised protocol for the ultrasound examination of the neonatal brain and identify on images the normal and abnormal neonatal brain
- Describe a recognised protocol of the paediatric hip and spine and identify on images the normal and abnormal images of the paediatric hip and spine
- Discuss patient booking and billing systems and the Medicare system in Australia
- Discuss the 10 year equipment rule, know what a LSPN number is and how to acquire one and practice accreditation requirements
- Discuss how to register as a sonographer and how to maintain registration
- Describe the use of ultrasound in echocardiography and describe the basic views of a routine echo
- Discuss the FAST and RACE examinations and adaptation of ultrasound imaging in the emergency and critical care departments



10. Vascular Ultrasound

This subject covers the anatomy and physiology of the vascular system of the body and the use of ultrasound in the diagnosis, screening and assessment of the vascular system. This subject focuses on the scan protocol and interpretation of the carotid Doppler and deep venous thrombosis (DVT) Doppler examination. Peripheral arterial and abdominal Doppler studies to include the aorto-iliac, renal and mesenteric vessels are also covered in this subject.

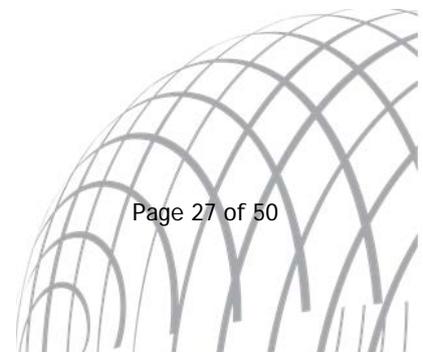
Year 2: Terms 1, 2, 3, 4

Pre requisites

Successful completion of all three units of competency from Year 1.

Learning objectives

- Describe the Doppler effect as applied to vascular ultrasound
- Draw various Doppler signals and label the waveform appropriately
 - Arterial waveform
 - Venous waveform
 - Specific organ vascular waveforms
 - Renal artery, renal parenchymal flows
 - Peripheral arterial
 - Peripheral venous
 - Augmentation
 - Abdominal aorta
 - Carotid vessels and Jugular vein
- Describe the venous flow and the changes in venous flow due to cardiac cycle, respiration, augmentation, changes in patient posture
- Identify the extra-cranial vessels and adjacent anatomical landmarks
- List the risk factors, warning signs and symptoms of stroke
- Describe the carotid Doppler ultrasound scan protocol
- Identify on images the normal and abnormal images and spectral trace of the extracranial carotid system
- Describe the epidemiology and pathology of DVT
- Describe the DVT examination of the upper and lower limbs
- Identify on images acute and chronic thrombosis, and pathology that may mimic DVT
- Discuss the significance of thrombophlebitis and the scan protocol of such
- Discuss the aorto iliac peripheral arterial Doppler examination
- Discuss the protocols for the renal artery Doppler and mesenteric artery Doppler examinations
- Discuss the normal and abnormal renal Doppler findings



11. Musculo-skeletal Ultrasound

This subject covers the anatomy and physiology of the Musculo-skeletal system and the use of ultrasound in the diagnosis, screening and assessment of the musculo-skeletal system. On completion of this subject the student will be able to perform a rotator cuff and knee ultrasound examination as well as describe the scan techniques of other Musculo-skeletal structures to include the hand / wrist and foot / ankle.

Year 2: Terms 2, 3, 4

Pre requisites

Successful completion of all three units of competency from Year 1.

- Discuss the ultrasound examination of the rotator cuff and knee following a recognised scan protocol
- Identify the normal and abnormal images of the rotator cuff and knee ultrasound examination
- Describe and recognise ultrasonic artefacts on musculo-skeletal imaging
- Describe a recognised scan protocol of the ankle and foot
- Describe a recognised scan protocol of the wrist and hand
- Recognize basic imaging signs and symptoms of a tear or other pathology in Musculo-skeletal imaging
- Discuss transducer manipulation techniques to optimise the image for Musculo-skeletal imaging

Student resources

You will be issued with the following resources upon commencement of the course / unit of study as appropriate:

1. Core Textbooks and Workbooks
2. Access to our online Learning Management System (LMS): Canvas
3. Student Learning Guide: containing theoretical content to complement class based theoretical knowledge sessions, applications laboratory tasks and a variety of self-assessment and formative assessment tasks
4. Clinical Procedures Record Book: for record keeping of patient examinations throughout the course
5. Portfolio: to direct you towards self-learning and continuous improvement and professional development thus encouraging the lifelong learning process
6. Assessment guide: outlining the expectations (including both formative and summative assessment tasks), their weighting, grading, and timing throughout the year
7. Internet access on campus
8. Access to an extensive medical library at clinical sites and the AIHE library
9. 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

Student clinical placements

Clinical placement represents a significant integral component of the academic program and course requirements. Clinical placement allocations are undertaken by AIHE management in order to ensure each student receives adequate exposure to a range of ultrasound examinations and environments necessary to complete the clinical tasks and clinical procedures record book accordingly. Whilst AIHE strives to ensure students are placed close to their primary residence, this may not always be possible.

Obtaining clinical placements is a fine balance between ensuring the department workflow is not affected by a student's presence and ensuring the supervising sonographer is able to allocate sufficient time to supervise and assist the student in their clinical skills.

Sometimes this means that AIHE will have no option but to offer you a placement not close to your residence and you may be required to commute, at your own expense and time, to the allocated clinical site. At times this may also mean you will need to find temporary accommodation to undertake the clinical placement.

Whilst we will use our best endeavors to allocate placements convenient to our students, due to the limited availability of quality sites this may not always be possible.

AIHE has no involvement in whether a clinical placement site will offer remuneration to a student. This is solely at the discretion of the clinical placement site / organisation. AIHE will NOT make any enquiries regarding this on behalf of any student and students are advised to wait till a site initiates a discussion regarding this matter, any deviation from this advice may be

deemed a breach of the student code of conduct. For further information refer to the AIHE clinical placement policy (Appendix 1).

Unless AIHE has given the student written permission, under NO circumstance is any student to make direct enquiries to any site regarding a clinical placement. Failure to adhere to this will be deemed a breach of the code of conduct.

Student Responsibilities

It is the responsibility of the student to notify AIHE staff immediately if there is a concern regarding the allocation of their clinical placement. Whilst AIHE will strive to help each student obtain an alternative placement this may not always be possible. Refusal to attend the allocated placement may be deemed a breach of the student code of conduct.

Clinical applications laboratory – scanning of individuals for research

From time to time students may be required to scan each other in some areas of the body. It is important to note that at NO time will a student be coerced into being scanned. If the student is not willing to be scanned due to any reason 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 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. 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.

Assessment requirements

Students will be required to complete a number of 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 completed 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.

Marking

Assessments must be handed by the allocated time, late submissions will not be tolerated. Allowance will only be given under special circumstances and may require a Doctor's certificate. In the event an assessment is submitted after the due date and time the student will receive a NOT YET SATISFACTORY grade, three instances of late submissions will result in the student being placed on Academic Review and an official warning may be given. A grade of SATISFACTORY must be achieved in every assessment in order to meet the requirements of the course. The student will still be required to submit any late assessments.

All marking will be graded and then a SATISFACTORY (S) or NOT YET SATISFACTORY (NYS) mark given for 50% pass. Where a NYS mark is given, students may be offered, after discussion with their teacher, the opportunity to resubmit their work once, or be required to sit a supplementary assessment.

Referencing

The Harvard system of referencing is to be used throughout the course.

There are many references on the internet to inform you how to use the Harvard system.

A particularly good site is the University of Southern Queensland site which can be found at:

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

Assignment submission requirements

Assignments are to be typed in 11 or 12 fonts with 1.15 - 1.5 spacing.

Please note that AIHE's method of assignment submission is electronic via our online LMS.

When electronically submitting your assignment please submit your document in PDF format.

All images are to have all patient personal details removed from them (i.e. DE identified). You may submit the images electronically via our online learning platform. Printed images are not recommended due to the loss of image detail, however if this is unavoidable please discuss with your teacher.

Plagiarism & collusion

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. To avoid plagiarism it is required that you write your answers in your own words, but also reference any sources of information using the Harvard Referencing system.

Collusion or the presentation by a student of an assignment as his or her own which is in fact the result in whole or in part of unauthorised collaboration with another person or persons. Collusion involves the cooperation of two or more students in plagiarism or other forms of academic misconduct and as such both parties are subject to disciplinary action. 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.

Where to find help

Textbooks and journal articles

The text books that have been selected for your learning have been chosen due to the holistic manner in which they cover the area of sonographic practice. 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 particular journals, texts or information the AIHE staff and your clinical site supervisors are available to assist.

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

It is acceptable at this level of study to ask questions of your teacher. The teacher is here to help you understand and perform all aspects of general sonography. *The only silly question is the question not asked.* It is highly likely if you do not understand a concept that others may also not understand.

AIHE teachers 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.

Clinical supervisors & accredited sonographers

Your clinical supervisors and accredited sonographers you may encounter during your clinical placements are there to help you. Please ask them questions at appropriate times during the day.

Please be aware that it may not be appropriate to ask your supervisor a question during a patient examination. If you feel you need to ask a question that is not appropriate for the patient to hear ask the supervisor to step out of the room with you to discuss the problem, or wait until the end of the examination and the patient has left. Obviously if the question is pertinent to patient care please do not let your patient leave without the question being resolved in the appropriate manner.

Your clinical supervisor will often check, or even repeat, your examination. Do not feel this always means you have performed the examination poorly; we expect our clinical site supervisors to ensure the quality of all examinations are up to that which is expected of the practice you are located at. Checking your work is also a way for you to improve your examination skills by seeing what an experienced sonographer may have done differently.

Student support at AIHE

Whilst a student at AIHE if you at any time have an concerns and need to find support for any range of matters to include, but not be exclusive to, study skills, time management, financial concerns, clinical placement concerns and personal concerns that may, or may not, be affecting your performance at AIHE you are encouraged to seek initial support, in a confidential environment, from the CEO or Academic staff members who will then seek the appropriate channels for you to resolve the matter at hand.

The aim of the process is twofold. Firstly, to ensure we promptly address the student’s immediate concerns and secondly, to offer the student appropriate support mechanisms to ensure the matter of concern is sensitively dealt with in the short and long term. The appropriate senior staff member will be assigned by the CEO / Academic staff member to assist the student and appropriate external support will also be sourced and made available to the student.

Any discussions with respect to student support will be treated with the upmost confidentiality at all times.

Section 2 - Important Information & Policies

Please read all information in this section and refer to it as necessary.

Absentee policy

Whilst on campus

Hours of attendance are compulsory.

If you fail to attend a class, miss an assessment or formative task, you will be expected to provide an explanation and may be required to make up the missing class and / or clinical time to satisfy academic requirements.

If a student attendance is 80% or less for timetabled classes on campus they may not meet required learning outcomes and could receive a not yet satisfactory result on their transcript. If attendance is at or below 80% then a formal letter will be sent to the student to inform of their attendance record and if attendance is not immediately improved they may not be allowed to continue with the course.

An email to the appropriate AIHE Year Coordinator is expected if you are not able to attend a teaching or clinical practice session before 8am on the day of scheduled classes.

If you are out on clinical placement the following is to take place:

Hours of attendance at clinical site are compulsory. If you have too many hours absent, not only will be clinical site be potentially not willing to have you return for placement but you may be required to make up the missing hours to ensure you fulfil ASAR mandatory clinical practice hours. If less than 80% of the clinical placement hours are not met in Year 1, the student will not be permitted to enter Year 2 of the course. All clinical placement hours (and minimum case numbers) need to be met in order to gain a SATISFACTORY grade.

1. If one day absent
 - a. Before 8am on the day of work email your supervising sonographer and copy admin@aihe.edu.au to inform of your absence
2. If you are absent for two consecutive days in a week (or a Friday and then the following Monday)
 - a. email about your absence on each day (or anticipated length of absence if known)
 - b. on your return to work complete the student absentee form
 - c. Provide a medical certificate or relevant documentation to support you being absent
 - d. have your clinical supervisor sign the absentee form
 - e. submit via email a copy of the absentee form and supporting documentation to admin@aihe.edu.au
 - f. Provide the original copy to the clinical supervisor for their files
 - g. If you have too many hours absent you may be required to make up hours outside of academic terms to ensure you achieve the required number of ASAR hours.

Scheduling of holidays during academic term.

1. Do not schedule holidays during the academic term.
2. You have embarked on this career path and full commitment must be given to complete this course in the required time frame.
3. Exceptional circumstances will be dealt with on a case by case basis.

Academic progress

At any time if you require access to your academic results please contact the administrative assistant who will respond to your request within 7 days.

Access, Equity, LLN, Fairness

We are committed to providing opportunities to all people for advancement in training on an equitable basis, including industries where women are under-represented, people with disabilities, people from non-English speaking backgrounds, Indigenous Australians, and rural and remote learners.

All participants have equal access to our programs irrespective of their gender, culture, linguistic background, race, socio-economic background; disability, age, marital status, pregnancy, sexual orientation or carer's responsibilities.

All participants who met the entry requirements (if applicable) as prescribed by the appropriate National Training Package will be accepted into any program within our scope of registration.

Any issues or questions raised regarding access and equity can be directed to the CEO or Year Coordinators.

Some examples of our support include:

We are able to offer Language and Literacy support of participants who have difficulty with written or spoken English.

Equally so, we are able to support participants with numeracy issues.

As the qualifications are largely self-paced we are able to accommodate the unique needs of expectant or new parents or participants with other carer's responsibilities.

The ability to modify learning and assessment tasks to accommodate the unique cultural or personal needs of participants.

The principles of Access and Equity are covered at our staff induction and regularly reviewed to ensure the correct interpretation and application.

Where our training programs have a limited number of available places, these will be filled in order of completed enrolment applications.

Bullying, EEO, Discrimination & Harassment Policy

AIHE endeavours to conduct its business in a way which encourages fair, equitable and non-discriminatory operational practices and equal opportunity for all. AIHE's reputation and success depends on the professionalism displayed by its people.

AIHE values its people and in doing so, it is AIHE's endeavour to provide an environment that maximises the talent, potential and contribution of all people and which encourages equal opportunity for all.

AIHE recognises that diversity in the workplace and learning environment adds value to our business through different perspectives and experiences. The term diversity in the workplace and environment means that people differ from each other and subsequently, they have a wide range of different attributes, needs, skills and experiences.

Furthermore, AIHE will not tolerate any form of bullying in the workplace or learning environment. Bullying is repeated unreasonable behaviour that is directed towards another person or a group of people that creates a risk to health and safety.

As such, it is essential that AIHE students understand the obligations and implications of the current legislation and comply with the letter and spirit of the law. As stated in AIHE's EEO, Discrimination, Harassment and Workplace Bullying Policy, the organisation expects all people to display appropriate behaviour at all times and unacceptable conduct will not be tolerated. There will be disciplinary consequences for any student who engages in inappropriate behaviour.

Contact Officers

AIHE's Contact Officers are an important first point of referral if you believe that you have a grievance in regards to discrimination, harassment, bullying or any other workplace issues; they can provide you with confidential information and support in how to best address such grievances.

Complaints and Appeals

Resolution of Issues

From time to time, people may feel that a decision has been made which affects them adversely or about which they require clarification or appeal. If you have a grievance, please refer to the Complaints and Appeals process form (available from Administration) if you are not satisfied with the assistance your contact officer has offered you.

Certificates & Records

Certification documentation (in soft copy format) is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training

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program in which the learner is enrolled is complete, and providing all agreed fees the learner owes to the AIHE have been paid. Graduates are invited to a formal ceremony to issue hard copy certificates. Students may access copies of their records by applying to the CEO with at least one month's notice. Copies are held for thirty years in soft copy.

Where students do not complete all of the Graduate Diploma, but they complete areas of study within the course, then they are eligible to receive a Student Record of History showing work completed.

Students are entitled to receive a Student Record of History at the completion of Year 1. Statements of Attainment for various units may be obtained where all assessments for those units are completed only.

Computer - (Bring your own device) policy

The increased ownership of personal electronic devices requires that The Australian Institute of Healthcare Education (AIHE) learners take steps to ensure that personal electronic devices are used responsibly. This policy is designed to ensure that potential issues can be clearly identified and addressed and that individuals' own devices can be effectively and safely used for optimal learning and productivity outcomes.

This policy has been developed in conjunction with AIHE internet usage policy.

This document sets out the conditions for Bring Your Own Device (BYOD) at AIHE for learners. These devices include smart phones, tablets or laptops with the capability of connecting to the AIHE wireless internet and/or internal network for the purposes of study and work. Once connected, you will have access to:

- The internet
- The Learning Management System
- RTO resources such as printing and PACS image archive system

Acceptable BYOD use

- The use of learners' own devices whilst connected to the AIHE network is governed by the Acceptable Use Policy.
- Electronic devices must be switched to "silent" mode during class times and professional etiquette demonstrated at all times, with respect to phone calls, sending and receiving SMS, email or other messaging types.
- Students should not transmit or show material of an offensive nature.

Safe use and device security

- You are responsible for the maintenance and upkeep of your device. AIHE does not accept responsibility for replacing or repairing lost, stolen or damaged personal electronic devices belonging to learners.
- Personal devices should be marked clearly with your name.
- Always store your device in a protective cover and follow the manufacturer's instructions for care and maintenance.
- Do not leave your device unsupervised.

- It is strongly advised that you use a password or pin on your device to deter unauthorised use of your device. This password or pin should be kept secret.
- Keep yourself and others safe by not giving out personal details to unknown sites or individuals.

Virus protection

You are advised to:

- Protect your devices from virus attack by keeping your operating system and antivirus software up-to-date.
- Consider running virus scans regularly after accessing the internet or personal email.
- Exercise due caution when downloading files from the internet.

Power supply & battery maintenance

- You must bring your device fully charged at the beginning of the day as access to charging facilities is limited.
- You must bring your own power supply if you need to charge your device as ICT or other staff will not be able to lend you recharging facilities.

Backup and/or recovery

- You may be required to purchase and/or download and install specific software/ applications (“apps”) onto your device in order to access your learning materials. This will be at your own expense.

Software and applicable updates

- You are responsible for regularly applying updates for any software or applications (“apps”) needed for the purposes of learning prior to attending scheduled classes. This may be undertaken while connected to the AIHE network, provided this is outside of class time.

Fees & Refunds

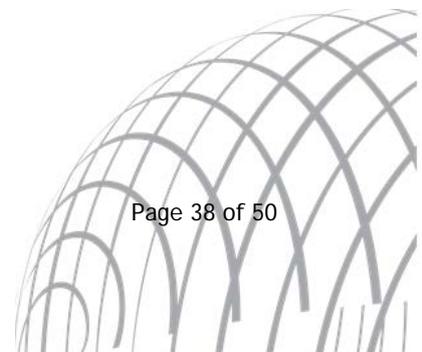
Fee are levied on all courses offered.

All fees and charges must be paid in advance by the date shown on the invoice or qualifications will not be supported.

AIHE is not able to support you with fee assistance, however you may speak to the CEO if you wish to pay your fees in instalments.

Refunds

Refunds can only be provided under extreme circumstances. Please speak to a staff member about this if you need a refund.



- If you submit a Refund Request Form to AIHE of the intention of withdrawing from a course of study more than 28 days before the course commencement date, then 95% of fees will be refunded (less a non-refundable course administration fee of AUD \$200).
- If you submit a Refund Request Form less than 28 days but more than 7 days before course commencement for a conditional offer where the conditions of the offer have not been met, 80% of fees will be refunded (less a non-refundable course administration fee of AUD \$200).
- If you submit a Refund Request Form within 7 days of course commencement for a conditional offer where the conditions of the offer have not been met 50% off fees will be refunded (less a non-refundable course administration fee of AUD \$200).
- If you wish to withdraw from a course of study after four weeks from commencement of the semester or if your enrolment is terminated, then all fees for the full semester remain payable and are not refundable except in circumstances of justifiable hardship. Your enrolment may be terminated by the Institution because of a failure to comply with the Institutions' policy, bad behaviour, unsatisfactory progress, failure at examinations, or unsatisfactory attendance (refer to the Suspension and Expulsion Policy and Procedure).
- Where you withdraw 28 days or less before course commencement, and wish to be considered for a refund of your tuition fees and/or exemption from liability for tuition fees, you must fill in a Refund Request Form (available on our website) and submit it within 20 working days of the date of your withdrawal/deferral from the course. Approval of special circumstances will only be given for extenuating circumstances (please provide these in writing with supporting evidence to AIHE).
- If you withdraw from the course after AIHE has provided you with a clinical placement you may be required to pay a \$20 000 placement fee unless you can show due cause.
- If the Institution cancels your enrolment because a course is no longer being offered, a course not being offered for a particular term or other default by the Institute, you will be notified in writing and will be given the option to transfer your enrolment to another course and/or term or you may request a full refund of your tuition fees. Requests for a full refund of tuition fees will be processed within 2 weeks of the receipt of all documents, unless a request to transfer enrolment to another course or term is received from you in writing during this period.
- You are entitled to access the Complaints and Appeals process should you be dissatisfied with the course or RTO decision. This information is available in the Student Information Guide and the website. You should also be aware that this agreement, and the availability of a complaints and appeals process does not remove the right of the student to take action under Australia's consumer protection law.
- Please complete a Refund Application Form available from Administration.

Where the RTO or a third party closes or ceases to deliver the agreed training and/or assessment

In the event that the AIHE ceases to exist, you may be supported by another RTO. AIHE has an obligation under the ASQA guidelines to ensure that your information is passed to another RTO to deliver the remaining units or to give you RPL for units for which you have already submitted an assessment. AIHE are committed to ensuring that all students are supported no matter what happens.

You will either be:

- be placed into an equivalent course such that:
 - the new location is suitable to the learner
- or the learner receives the full services for which they have prepaid at no additional cost to the learner; or
- you will be refunded for all fees paid in advance over \$1500 for services yet to be delivered

Internet Usage Policy

Policy Statement

AIHE (and related parties) accepts the lawful and proper use of the internet as a valuable business tool. However, misuse or abuse of the internet can have a negative impact upon people's productivity and the reputation of AIHE and potentially cause harm to Users and others. Subsequently AIHE does not condone any misuse or abuse of the internet.

Purpose

The purpose of this Acceptable Use Policy is to:

- Guide people, who have been granted access to the internet through AIHE facilities, in the acceptable and permitted usage of those facilities;
- Provide examples of unacceptable usage so as to make it clear what is expected of Users; &
- Outline the potential consequences for breaching this Policy.

Scope

This Acceptable Use Policy applies to all employees, including permanent, limited duration and casual; agency temporaries, independent contractors; consultants; and authorised third parties ("Users") who have been granted access through AIHE facilities.

Definition of use

Use of the internet through facilities provided by AIHE includes the transmission, retrieval or storage of any communications and images

All Users must ensure that they:

- Comply with all relevant State and Federal legislation including the Crimes Acts; the Anti-Discrimination or Race vilification legislation, and the Copyright Act (Cth);
- Only use the Internet for approved Business Purposes or Permitted Personal Purposes in the acceptable way (Acceptable Use);
- Do not use the Internet in an unacceptable way (Unacceptable Use);
- Do not create unnecessary business risk to AIHE by their use of the Internet (whether for Business Purposes or Personal Purposes);
- Do not load any software that has not been authorised in writing by the National Manager Network Services; and
- Report to any of the following if they become aware of Unacceptable Use:
 - a Director or Associate Director;

1. Acceptable use

Subject to the General Responsibilities of every User, and the constraints of Unacceptable Use, as set out in this Policy or as directed by the Chief Executive from time to time, the following are examples of ACCEPTABLE USES.

1.1 Business purposes

Academic Purposes are AIHE purposes where the Internet is an efficient tool and aid in achieving the strategies as well as academic objectives and business plans of AIHE; these can include:

- Subject-related research, communications to students or peers and related external parties, work related investigations, and all other matters pertaining to the job requirements of each User; and
- Within the scope of work allocated to a User or a specific performance requirement of the User;

PROVIDED ALWAYS that such use complies with

- AIHE's policies and procedures in all respects (including policies on incurring expenses, authorisations, contracting, etc); and
- All the laws and regulations covering intellectual property; anti-competitive activities; misrepresentations and misleading or deceptive statements; negligence; copyright; privacy; and telecommunications laws; and does not contravene criminal, trade mark, competition, piracy, sexual, racial and other discriminatory laws.

1.2 Personal purposes

Reasonable Use for Personal Purposes - a reasonable amount of personal use is permitted, PROVIDED THAT in each cases the use:

- Is moderate in time;
- Does not incur significant or unreasonable cost for AIHE;
- Does not interfere with the employment or engagement duties of the User or his or her colleagues
- Does not promote or engage in offensive activity to any other person or User;
- Does not infringe another person's rights under any privacy, criminal, anti-discrimination, sexual, racial, ethnic, religious or political laws; and
- Does not hold out or represent (expressly or by inference) that the User is conducting the activity or use as the agent, servant, contractor or representative of AIHE.

Examples of acceptable personal use are:

- Sending and receiving personal email messages PROVIDED THAT if email messages are sent with an AIHE email address in the From: or Reply-To: header, the appropriate standard AIHE disclaimer must accompany the email to the effect that the views of the sender may not represent those of AIHE; and
- Accessing the World Wide Web for personal purposes including personal banking, accessing permitted portals such as the employee service provider for payroll Talent2, and Australian Super or the User's designated superannuation fund for superannuation guarantee or Choice matters pertaining to their salary as an AIHE employee. **Note:** AIHE

will not accept any liability for any fraud or other criminal consequence resulting from a User accessing their banking details online via the AIHE internet system.

2. Unacceptable Use

Subject to this Policy (or as directed by the Chief Executive from time to time), the following are examples of UNACCEPTABLE USES or behaviour in relation to use of AIHE Internet facilities:

2.1 Illegal or Unlawful Purposes

Access for any illegal or unlawful purpose including

- Access to Internet sites that contain obscene, hateful, harassing or illegal material;
- Use of the Internet to perpetrate any form of fraud, misleading or deceptive conduct or advertising, or any form of misrepresentation;
- Use of the Internet to send or store offensive or harassing material or for any illegal or unlawful purpose; &
- Aiding, abetting or being a party to any criminal activity.

2.2 Business and Commercial Ventures

Conducting any business or commercial venture unrelated to AIHE business for the personal benefit, gain or advantage of the User (or an associate of the User) e.g. gambling, share trading, online auctioning or any other activity that may be reasonably considered to be a business or a substantial or regular commercial or private activity that has no relationship with permitted Personal Purposes or approved Business Purposes.

2.3 Confidential and Commercially Sensitive Information

Disseminating, publishing or reproducing confidential or commercially sensitive information of AIHE (including academic and financial information pertaining to AIHE and related parties, suppliers, contractors, employees, etc.) to unauthorised persons or for unauthorised purposes.

2.4 Interference and Disruption

Knowingly causing interference with or disruption to any network, information service, equipment or any user thereof, including:

- Downloading files or folders from external or foreign sources that the User should reasonably know or believe may contain a virus or may use a significant amount of bandwidth (usually evident from the number of megabytes - anything more than 20 MB is Unacceptable Use unless the prior approval is given by the CEO or Academic staff member);
- Deliberate or grossly negligent introduction of any form of computer malware (viruses, worms, Trojans key-loggers or similar) to any AIHE equipment or systems; &
- Access of streaming content other than for AIHE purposes as authorised, or in such a manner as to adversely impact upon system performance or network speed.

2.5 Unsolicited Bulk Mail

Sending unsolicited bulk email for a Personal Purpose or that has not been authorised by a Director of AIHE (and subject always to both Privacy and Spam legislation in any event).

2.6 Personal Information

Disseminating personal information about any individual whatsoever (including staff, students, clients, contacts) without that person's consent or in breach of the Privacy legislation.

2.7 Pornographic Material

Transmitting, retrieving or storing of any pornographic material which is any material of an explicitly sexual nature. As there can be no possible legitimate business use for accessing or transmitting sexually explicit materials at work, the question of whether or not such material constitutes pornography is not relevant to the use of AIHE's Internet facilities and all such material is prohibited.

2.8 Defamation

Transmitting, retrieving or storing any communications or images that are defamatory. Defamation is the publication of false or derogatory material which adversely affects the reputation of a person and tends to injure him or her in their office, profession or trade.

2.9 Copyright Materials

Using the Internet to conduct or promote the unlawful distribution of copyright materials, including the downloading, distribution and playing of music or video.

Downloading copyrighted materials belonging to third parties, unless this download is permitted under a commercial agreement or other licence.

2.10 Security Breaches

Breaching security, hacking or otherwise seeking access to or avoiding authorised procedures and processes for accessing particular sites or pages of the Internet.

Circumventing user authentication or security of any host, network or account.

2.11 Wastage

Any activities relating to a Personal Purpose that either purposefully wastes AIHE time or resources or negligently use other staff time in pursuing the User's Personal Purpose or which are simply frivolous or annoying.

2.12 Network Monitoring

Executing any form of network monitoring which will intercept data not intended for the User's host, unless this activity is a legitimate and authorised part of the User's job.

3. Monitoring

AIHE's Internet-related resources and facilities are AIHE property and are supplied to Users for AIHE's business purposes. Therefore, Users should not expect the use of the internet (including the e-mail facilities) and contents of files to be private, and AIHE retains the right to read all e-mails and contents of files where it has probable cause. Furthermore, AIHE maintains the right to monitor the volume of Internet and network traffic, together with a log of the Internet sites visited by each User.

These logs of Internet usage may also reveal information such as which Internet services (including World Wide Web sites) have been accessed by the User, and the email addresses of

those with whom they have communicated. AIHE may conduct automated scanning/filtering, and where an Unacceptable Use is identified or suspected, a more detailed confidential investigation will be conducted by AIHE Management

Where appropriate or necessary, disciplinary or legal action deemed may be undertaken in relation to the results of that investigation; please refer to Consequences of Unacceptable Use.

Furthermore, AIHE reserves the right to suspend access to Internet resources, or to impose such filtering or other access-blocking measures as it deems fit; this includes the right of AIHE, at its discretion, to suspend all personal use of the e-mail facilities.

4. Consequence of Unacceptable Use

This Acceptable Use Policy has been drafted in such a way to protect both AIHE and Users and any breach of this policy will be dealt with in accordance with AIHE's disciplinary action policy and procedures, as well, where applicable, the Anti-Fraud Policy.

AIHE will review any alleged breach of this Acceptable Use Policy on an individual basis.

If the alleged breach constitutes:

- Any criminal or illegal activity, the matter will be referred to the law enforcement authorities and additional legal action by AIHE may also be taken if the activity is proven.
- Serious and wilful misconduct, such as breaching the User's duty of fidelity to AIHE (for example, emailing confidential information of AIHE to a competitor), the User shall be given an opportunity to be heard in relation to the alleged breach and if it is admitted or clearly established to the satisfaction of AIHE the breach may be treated as grounds for summary dismissal.

In other cases, an alleged breach an employee shall be dealt with as follows:

- Initially, the User shall be informed of the alleged breach, given an opportunity to respond to the allegation, and if it is not satisfactorily explained, be required to desist from, or where applicable, to remedy the breach. Disciplinary action may also be taken, depending on the severity of the breach
- If the Unacceptable Use does not cease, AIHE may suspend the User's access to the Internet, provide counselling or instigate disciplinary procedures, which could lead to termination of employment.
- Any breach of this Acceptable Use Policy by a User who is not an employee of AIHE but has been granted access through the organisation's facilities will be dealt with under the relevant contract of engagement or access, which may include termination of the contract.
- In addition, AIHE may immediately withhold all access to the internet facilities and in alleged severe cases, immediately suspend the employee on full pay until the investigation is completed or if not an employee, remove the person from premises.

5. Dissemination of the Policy

A copy of this Acceptable Use policy will be included in all contracts of employment; this is the responsibility of the Human Resources Manager.

Where an Agency temporary is retained, the Hiring Manager must ensure that the person signs a copy of the Acceptable Use policy, which must then be forwarded to Human Resources.

If a third party is engaged, such as a contractor, the Engagement Manager must ensure that the person signs a copy of the Acceptable Use policy, which must then be retained with the other contractual documents

Agreement

This policy is one of the policies and procedures of AIHE to which each user has formally agreed to be bound upon his or her employment by or engagement with AIHE. However, **all Users are also required to sign the acknowledgment below confirming they have read and understood this policy and the consequences of a breach.**

Privacy

Information collected AIHE is used, stored and disposed of in accordance with the National Privacy Principles as set out in the Commonwealth Privacy Act 1988.

Information that is provided may be covered by the Freedom of Information Act 1992. This information may also be used for the purposes of confirming an applicant's details (as required). Legislative Requirements

AIHE follows all relevant Commonwealth and State laws covering OH&S, workplace harassment, victimisation and bullying, anti-discrimination, including equal opportunity, access and equity, racial vilification, disability discrimination as prescribed in the: OH&S Act, EEO, Access & Equity and Anti-Discrimination and Harassment Acts.

Recognition of Prior Learning (RPL)

If you have already completed a similar qualification with sufficient experience in the workplace, you may be eligible for Recognition of Prior Learning. You would need to bring evidence of this to the CEO prior to submitting your application, with evidence of this; i.e.; certificates and Supervisor References etc. Discuss this with the CEO if you believe you are eligible. There is a separate form to complete and all information will be given to you upon request in regards to RPL. (See RPL Policy)

Student & Teacher code of conduct

AIHE expectations of the student

As a student of AIHE you will be expected to adhere to high standards of professionalism whilst at the college, as well as when you visit clinical sites.

The attendance hours for you to complete the Graduate Diploma of Medical Ultrasound are:

- full time and variable as per the timetable
- 4 terms per year comprised of 10 weeks per term (i.e. 40 weeks per year)
- 2 years total duration
- You are also expected to complete a variety of learning tasks and personal study to be able to progress from being a novice student sonographer to a competent graduate

Hours of attendance are compulsory. If you fail to attend a class, miss an assessment or formative task, you will be expected to provide an explanation and may be required to make up the missing class and / or clinical time to satisfy academic requirements. If you have less than 80% attendance in class time you will be asked to attend a meeting with the Academic staff member which may result in a disciplinary warning and may result in you not be allowed to continue with the course.

Students attending the 40683NAT Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline) are expected to undertake self-study outside of timetabled hours of attendance. Attendance on campus is 8.30 - 4.30 Monday to Thursdays and whilst on clinical placement full time 37.5 - 38 hours per week and is site dependent on days and hours of attendance.

The clinical placement hours are in keeping with Sonographer Registration requirements and whilst on clinical placement you will be expected to undertake additional set tasks and assessments as per the academic timetable.

At all times you are expected to maintain privacy and confidentiality of any models, or patients that may be presented to you for scanning practice or examinations. You will be required to complete a student confidentiality statement prior to commencing your studies with AIHE as part of the application package.

Expectations of clinical placement site & clinical supervisors

In addition to the AIHE expectations of students your clinical site may have additional guidelines and expectations. Please make it your first priority to identify any such requirements and adhere to them in addition to the AIHE expectations. If at any time you feel these additional requirements are not appropriate please contact your AIHE teaching staff.

Tea and lunch breaks are at the discretion of the clinical site you are assigned to. If you find that you are not receiving sufficient breaks please contact your AIHE staff. Prior to this, however, please try to identify why this may be the case so as AIHE can help to mediate the situation if required.

Any proven misconduct (including summary dismissal) may result in expulsion from the course.

Student expectations of AIHE teachers & clinical site supervisors

Not only does AIHE expect a lot from its students, you as students should expect a lot from your teachers and clinical site supervisors. Such expectations should include integrity, confidentiality, compassion and understanding of special circumstances and not to demonstrate any bias towards / against any particular student/s.

Your AIHE teachers are also expected to follow the set curriculum and learning outcomes of the subject and course as an entirety. They are also expected to return assessments and tasks in an appropriate time frame so as not to disadvantage you in any way for learning.

If you find this is not happening please contact the Academic staff member to discuss your concerns.

Student Welfare

We wish to ensure that all students are supported in their studies to the full extent possible, thus any participant who is experiencing any difficulties with their studies should see their trainer, or another member of the staff.

The staff member will ensure that the full resources of the institute are made available to ensure that the participant achieve the required level of competency in all accredited courses.

Furthermore students seeking advice on Welfare or Guidance on other matters may make an appointment at any time to see Staff for free advice relating to study or AIHE matters

Uniform and conduct

A uniform is expected to be worn when on clinical assignment and also in the clinical applications laboratory. Remember you are an allied health professional and are expected to act in accordance with the professional expectations of the allied health industry. The AIHE 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

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.

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 staff member. 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

Mobiles phones are NOT allowed to be used during lessons, applications laboratory sessions and **definitely not** in the examination rooms whilst on clinical placement.

No food or drink is permitted in or around any scanning area; applications laboratory and clinical site alike. You are allowed to 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.

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.

No phones are to be plugged into AIHE computers and there is no use of AIHE computers.

If you need to use the bathroom, please exit and enter the room quietly at an appropriate time so as not to disturb fellow students.

Any proven misconduct (including summary dismissal) may result in expulsion from the course.

Gross misconduct may include but is not exclusive to the following matters:

- not adhering to the code of conduct
- not adhering to confidentiality
- failure to attend class

Three official warnings will result in expulsion from the course.

Other useful information

Compliance

AIHE is responsible for complying with ASQA regulations in relation to the Standards 2015. This includes compliance with all training and assessment practices as well as issuances of Certificates.

Learners Rights in relation to cessation of training/assessment

If it occurs that AIHE ceases to deliver the agreed training and/ or assessment, then students will be supported by applying through the Australian Council for Private Education and Training (ACPET) to have their course transferred and completed by another RTO.

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Contact them for more information

<http://www.acpet.edu.au/>

Useful Links

Please find a list of links that may be of use whilst at AIHE.

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

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

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

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

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

Australian sonographers association: www.a-s-a.com.au

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

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



