

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Diagnostic Medical Sonography</u>		
COURSE RUBRIC AND NUMBER	<u>DMSO 2203</u>		
COURSE TITLE	<u>Sonography Departmental Functions</u>		
COURSE CREDIT HOURS	<u>2</u>	<u>2</u>	<u>0</u>
	Credits	Lec	Lab

I. Catalog Description

Focuses on sonography history. Includes diagnostic research, departmental procedures, records maintenance, professional ethics, and trends in healthcare systems. A grade of "C" or better is required in this course to take the next course. **Corequisite: DSVT 1103. (2:0).**

II. Course Objectives

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

- A. Unit I. Policies and Procedures
1. Differentiate between "policies" and "procedures".
 2. Discuss the importance of maintaining a current policies and procedures manual.
 3. Relate examples of policies and procedures applicable to the ultrasound department or ultrasound business.
 4. Complete all hospital-mandated training.
 5. Comply with Joint Commission Standards.
 6. Report violations to appropriate agencies.
 7. Review MSDS (Material Safety Data Sheet) Manual
- B. Unit II. The Employee Handbook
1. Discuss the purpose of the employee handbook.
 2. Describe elements that may be incorporated into the employee handbook.
 3. Relate the rights of the employer with regard to making changes in the handbook.
- C. Unit III. Quality Assurance Quality Improvement
1. Identify elements of a quality assurance and quality improvement program.
 2. Relate methods of gathering data for monitoring purposes.
 3. Discuss applications of QA and QI in the field of ultrasound.
 4. Describe the role of records maintenance in a QA program.
- D. Unit IV. Safety
1. Practice medical ultrasound safety.
 2. Employ protocol regarding environmental hazards.

3. Disinfect work area between patients.
4. Identify electrical hazards
5. Report equipment malfunctions.

E. Unit V. PACS

1. Send exam to PACS.
2. Access images on PACS.
3. Research prior exams on PACS and review images.
4. Annotate patient information on PACS and edit images.
5. Verify complete exam on PACS.
6. Follow sending of images protocols on PACS.
7. Create hard copy when necessary (CD, film, teaching file).

F. Unit VI. Budgeting

1. Discuss the purpose of developing a budget.
2. Relate major budget items.
3. Describe resources for developing a budget.

G. Unit VII. Payroll

1. Identify basic payroll items.
2. Relate the role of the employer as a payroll agent.
3. Discuss reporting obligations associated with payroll.
4. Prepare a payroll check using a W-4 and Circular E.

III. THECB Learning Outcomes (WECM)

1. Discuss the historical aspects of ultrasound.
2. Identify related diagnostic research techniques.
3. Identify and describe policy and procedures of an ultrasound department.
4. Summarize code of ethics.
5. Appraise current trends in healthcare systems.

IV. Evaluation

A. Methods:

1. HOMEWORK AND QUIZZES

Written homework assignments will be given periodically; late assignments will not be accepted. Additionally, unannounced will be given during class time to assess comprehension and application of course objectives. Absence during a quiz can not be made up.

2. UNIT EXAMINATIONS

Unit examinations will be administered at the end of a specified unit or units to assess mastery of course objectives. All exams are written and consist of multiple choice, true/false, matching, essay, or a combination of the preceding. An exam missed because of an excused absence must be made up on the day that the student returns to class. An exam missed because of an unexcused absence can not be taken and the student will receive a grade of zero (0) for that exam.

B. Grading Scale:

100 – 92	= A
91 – 83	= B
82 – 75	= C
74 – 67	= D
66 – 0	= F

A total final course grade of below C (i.e., less than 75%) is **not** acceptable for completion of professional (ULTR) courses.

C. Final Grade Determination

The final grade determination for this course is calculated as follows:

Homework & Quizzes	30% toward final grade
Unit Examinations	50% toward final grade
Final Exam	<u>20%</u> toward final grade
TOTAL	100%

D. Remediation

Your progress in the class will be discussed with you periodically to review areas of concern or improvement. You should understand that failure to achieve a combined course average of at least 75% will prevent your continuation in the DMSO program; therefore, any problem regarding course content that you are concerned about should be addressed to me as soon as possible.

E. Health Occupations Division Policy Regarding Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. ***Scholastic dishonesty shall include, but is not limited to, cheating on a test, plagiarism, and collusion.***

“Cheating on a test” shall include:

1. Copying from another student’s test paper.
2. Using test materials not authorized by the person administering the test.
3. Collaborating with or seeking aid from another student.
4. Knowingly using, buying, selling, stealing, or soliciting (in whole or in part) the contents of a test.
5. The unauthorized transportation or removal (in whole or in part) of the contents of the unadministered test.
6. Substituting for another student, or permitting another student to substitute for one’s self to take a test.
7. Bribing another person to obtain an unadministered test or information about an unadministered test.

“Plagiarism” shall be defined as the representation of another’s published works as one’s own.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Any student involved in scholastic dishonesty as identified above, or in the Student Handbook, may, at the discretion of the faculty:

1. Have the test or paper graded zero (0).
2. Be removed from the class.
3. Be recommended for administrative dismissal from the course or program.

The stringency of this policy is understandable when read in the context of an educational program preparing individuals for a health career where the safety and well-being of the public are largely dependent upon the knowledge and ethical responsibility of the health personnel. Evidence of unethical behavior, such as cheating, precludes the instructional faculty's ability to declare prospective graduates to be reliable and ethical.

It is my policy to recommend that any student violating any of the standards of scholastic dishonesty as outlined above be removed from my course and from the DMSO Program.

F. Attendance

Attendance in class is essential for a thorough understanding of the course objectives. Frequent absences are discouraged.

G. Tardiness

You are tardy when you are more than 10 minutes late from class. Consistent tardiness is disruptive to the class and you may not be allowed into the class should this continue.

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.