



INSTRUCTIONAL PACKAGE

DMS 164 INTRODUCTION TO CLINICAL EDUCATION

Effective Term
Fall 2025/Spring 2026/Summer 2026

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Part I: Course Information

Effective Term: Fall 2025/Spring 2026/Summer 2026

COURSE PREFIX: DMS 164

COURSE TITLE: INTRODUCTION TO
CLINICAL EDUCATION

CONTACT HOURS: 6

CREDIT HOURS: 2

RATIONALE FOR THE COURSE:

DMS 164 introduces students to the clinical environment through supervised participation in an off-campus sonography setting. This course focuses on helping students become familiar with the clinical setting through development of professional interactions with patients, staff, and other healthcare providers. Emphasis is placed on understanding the day-to-day functions of an ultrasound department and supporting patient care activities. Students will gain hands-on experience in basic equipment operations, including machine basics, transducer selection and manipulation, control panel adjustments, and routine maintenance. Additionally, students will begin performing basic ultrasound procedures, to include evaluating requisitions, obtaining relevant patient history and laboratory data, and recognizing the sonographic appearance of normal abdominal and pelvic anatomy. This foundational course is designed to bridge classroom learning with clinical application, setting the stage for continued growth in sonographic practice.

COURSE DESCRIPTION:

This course is a supervised clinical experience and practice designed to introduce the student to the Diagnostic Ultrasound Department.

PREREQUISITES/CO-REQUISITES:

DMS 116

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

HGTC Diagnostic Sonography Clinical Student Handbook
Medical Imaging Sciences Student Handbook
Trajecsys clinical record keeping system

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to complete identity verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Module #1 – Introduction to the Ultrasound Machine

Materials Covered: Knobology and Instrumentation
Image Processing and Storage

***Assessment(s):** Quiz
Lab check-off

Learning Outcomes:

1. Explain and identify important “knobology” of the ultrasound system
2. Compare and contrast functions of keyboard controls: primary imaging controls, calculation controls, and additional controls
3. Demonstrate the steps to operate the ultrasound system.
4. Describe the differences between PACS, HIS, and RIS
5. Discuss the functions of the electronic “Worklist” program

Module #2 – Introduction to the Ultrasound Safety

Materials Covered: Ergonomics and Sonographer Safety,
Patient Care

***Assessment(s):** Quiz
Lab Check-off

Learning Outcomes:

1. Define ergonomics and discuss history of ergonomics as related to sonography and the involvement of the Occupational Safety and Health Act (OSHA)
2. List types of patient injuries most likely to occur while scanning
3. Explain causes and risk factors that influence work-related musculoskeletal disorder (WRMSD) and musculoskeletal injuries (MSIs)
4. Learn how the industry has changed over the years to counteract injury and describe various practice changes made
5. Describe what composes a stress-free, safe, and injury-free scanning environment and how that environment is managed
6. Describe effective interpersonal skills
7. Describe a “patient-ready” ultrasound examination room
8. Describe the sonographer’s responsibilities regarding patient care
9. Describe specific practices required for aseptic technique

Module #3 – Introduction to the Ultrasound Safety

Materials Covered: Wheelchair and Patient Transfer
Patient Care

***Assessment(s):** Discussion
Clinic Check-off

Learning Outcomes:

1. Demonstrate proper transfer techniques – Safely assist patients during transfers from a wheelchair to an exam table and from a stretcher to a bed, following best practices to prevent injury.
2. Understand body mechanics and injury prevention – Apply proper ergonomic principles to minimize strain and reduce the risk of musculoskeletal injuries for patient and provider.
3. Identify and utilize transfer equipment – Recognize the appropriate use of transfer aids such as gait belts, slide boards, and sheet assists to enhance patient safety and comfort.
4. Assess patient mobility needs – Evaluate a patient's level of mobility and determine the safest and most efficient transfer method based on their condition and abilities.
5. Communicate effectively during transfers – Use clear verbal and nonverbal communication to guide and reassure patients, ensuring their cooperation and comfort throughout the transfer process.
6. Identify potential hazards during patient transfers, such as fall risks, unstable surfaces, or patient discomfort, and take appropriate corrective actions.

Module #4 – Introduction to the Ultrasound Scanning in the Clinic Setting

Materials Covered: Small Parts, Abdomen, Pelvis

***Assessment(s):** Clinic Competency

Learning Outcomes:

1. Identify anatomy and sonographic appearance of normal small parts, abdominal and pelvic structures
2. Describe sonographic indications for small parts, abdomen, and pelvic exams.
3. Describe vascular supply to small parts, abdomen and pelvic structures.
4. Describe various shapes of normal small parts, abdomen and pelvic structures.
5. Describe anatomic pitfalls when scanning small parts, abdomen and pelvic structures.
6. Describe clinical laboratory tests, related diagnostic tests, normal laboratory values, and associated physicians in work-up of small parts, abdomen and pelvic structures.
7. Implement a scanning protocol for small parts, abdomen and pelvic examinations.

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

GENERAL EDUCATION OUTCOMES:

Please delete the section if this course is not part of the Gen Ed PLO assessment artifact process.

This course fulfills the following General Education Outcomes through the (list the appropriate assessment – programs should select which GELO applies). Upon completion of this course, students will be able to:

(Check all that apply.)

- ☐ Communication – Students will be able to communicate effectively, orally and/or in written format.
- ☐ Critical thinking – Students will be able to demonstrate higher order of thinking when problem solving.
- ☐ Career Readiness/Lifelong Learning – Students will be able to effectively engage in the professional world or transition to higher level learning.

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students’ performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

- Knobology check-off / Quiz
- Ergonomics check-off / Quiz
- Wheelchair / Transfer check-off / Quiz
- Successful completion of 2 proficiencies in the clinical setting
- Recognizing structures evaluation
- Professional Development and Overall Evaluations

EVALUATION*

Clinical Competencies	(2)	30%
Overall Evaluation		25%
Lab Evaluations / D2L Assignments		15%

Clinical Visit Evaluation	25%
Weekly Log sheets / Clinic Handbook Check	5%
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

Course Grading Scale:

96-100	A
90-95	B
84-89	C
80-83	D
79 or below	F

NOTE: These are major area courses required for graduation. The student must complete the course with at least a "C".

Lab skills/scan test must be successfully completed each semester to CONTINUE in the program.

If any required area is not obtained or demonstrates a lack of clinical progression, the student will be put on probation and an individualized structured plan of action will be implemented.

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following free resources:

1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552. Visit the Tech Central website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option # 1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L.
- Test administered in writing on paper.
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Testing candidates must make their appointments 24 hours in advance.

Students must bring a physical ID in order to take a test.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status, pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, Title VII, and

Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX, Section 504, and Title II Coordinator
Building 1100, Room 107A, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5228
Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator
Building 200, Room 205B, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5212
Jacquelyne.Snyder@hgtc.edu

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

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PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).