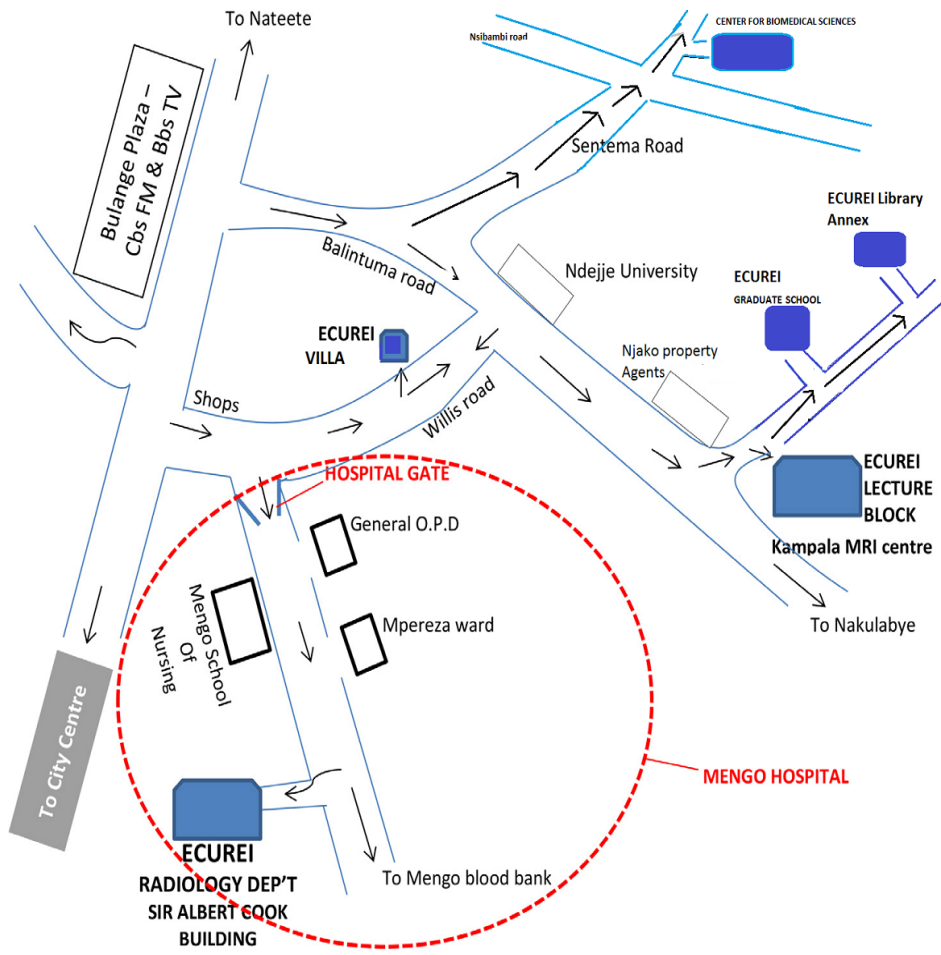


ECUREI FRESHERS' GUIDE

2019/2020

“A MUST READ FOR ALL NEW STUDENTS”

PHYSICAL ADDRESS TO ECUREI PREMISES





MESSAGE FROM THE PRINCIPAL

I am delighted to welcome you to Ernest Cook Ultrasound Research and Education Institute (ECUREI), located in Mengo Hospital, Kampala, Uganda which housed the first X-ray machine in Eastern and Central Africa in 1910. You are, therefore stepping in the footsteps of the first trail of imaging in Eastern and Central Africa.

To you who are coming from outside of Uganda, I welcome you to the Pearl of Africa and to the bustling City of Kampala. During your time at ECUREI, you will experience the world's most hospitable people; enjoy the culture, nature, wild life and a pleasant climate, and a conducive learning environment.

At ECUREI, we are proud of our national and international reputation for teaching, research and community involvement. We are also proud of the unique academic programs and conducive on campus atmosphere that will ingrain within you a memorable experience. While at ECUREI, I encourage you to strike a healthy balance between your academic activities and enjoyment of the rich social and cultural opportunities offered.

Our goal is to holistically educate you while we recognise that some of the important lessons you will learn will take place outside the lecture room, Library, laboratory, workshop and clinical areas. We aim to give you the opportunity to spread your wings within a safe and exciting environment. At the end of your studies, you will leave ECUREI, with not only a world-class qualification, but also friends that you will cherish for a lifetime. May God guide you as you study, and grow your skills, professionalism, ethics and character. I am certain that your time at ECUREI will be enjoyable and fruitful.

Prof. Dr. Michael G. Kawooya

Principal



Message from the Academic Registrar

Thank you for choosing ECUREI for your higher tertiary training and development. ECUREI is a unique Institution of higher learning, one of its kind in Sub-Saharan Africa, offering Medical imaging/Radiography, Biomedical Sciences, Health care, Research and other health related courses. ECUREI is a fully registered institution of higher learning by the Uganda National Council of Higher Education (NCHE) in the category of “Other Degree Awarding Institutions.”

You will be provided with an un-forgettable experience of a sound theoretical and practical foundation to turn you into a skilled, creative and innovative individual able to transform health care within your country. The information in this booklet will provide guidance in regard to the courses offered and overall learning experience at ECUREI. Our website has details of each course and the Office of the Academic Registrar is open to provide more information.

I wish you a memorable stay at ECUREI

Dr. Monicah R. Kanyesigye
Academic Registrar



Message from the Dean of Students

Dear Students,

You are welcome to ECUREI. My responsibility as Dean of Students is to work with other ECUREI departments to establish an environment that is conducive for you throughout the period of your study. This will be achieved through but not limited to:

- Acting as a liaison between students and ECUREI administration
- Coordination of students' social events including sports involvement in social responsibility activities, orientation, general assembly, students' leisure activities and career guidance. International students will have opportunity to enjoy special events organised through the Guild office. These and many more will provide them with a Ugandan memorable experience.
- Identifying your needs and address them together with ECUREI administration. Key to note are; provision of support to both local and foreign students to secure affordable and safe housing, and support to international students to secure study visas, which is a statutory obligation. Students are, therefore, encouraged to seek this support to warrant a smooth settling into ECUREI on admission
- Provision of free professional counselling services to support you through challenges you may experience as you pursue your studies. You are, therefore, encouraged to seek for it. ECUREI expects that when students are provided with this kind of support, they will pursue their studies with less disruption.

The office of the Dean of Students is committed to making your stay worth your while!

Juliana K. Nyombi
Dean of Students

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1.0 BACKGROUND

Ernest Cook Ultrasound Research and Education Institute (ECUREI) began as an institute offering Radiology Services to Mengo Hospital in June 2002. Prior to that, in 1997, Prof. Henry Stuart Kasozi the current Principal had obtained an Ultrasound Fellowship with Thomas Jefferson University Philadelphia USA. At the time, there was neither Ultrasound training, nor services in Uganda. This led to a collaboration with Prof. Barry Goldberg of Thomas Jefferson University, USA who donated an Ultrasound machine to train Ultrasound Trainers in Uganda. He also offered 2 Fellowship scholarships for 2 Trainers at the Jefferson Ultrasound Research and Education Institute (JUREI) in 2001. Through an affiliation agreement, the 2 were mandated to establish a Centre of Excellence in Ultrasound Training in Africa. Thus, ECUREI was born and housed in Mengo Hospital with the launch of the teaching of an Ordinary Diploma in Ultrasound (ODU) by the President of Uganda HE. Yoweri Kaguta Museveni in June 2002. It has since become an epitome centre at tertiary level in Africa. In 2007, ECUREI was nominated as the WFUMB's Centre of excellence of Ultrasound training in Africa. ECUREI has since grown from a single Diploma to 15 programmes; Diplomas, Bachelors and Masters in Medical Imaging/Radiography, Biomedical Sciences, Health care Humanities, Research and other Health related courses.

ECUREI is managed by:

1. Office of the Principal- Prof. Henry Kasozi -
2. Office of the Deputy Principal- Prof. Michael G. Kawooya,
3. Office of the Academic Registrar- DR. Monica K. Kanyesigye,
4. Office of the Dean- Mrs Juliana K. Nyombi
5. Office of the Institute Administrator- Mr Fred Kirumira,
6. Chief Accountant – Mr Ntambazi Lawrence
7. Office of the Human Resource Manager – Mrs. Betty Nabuto Mulyalya

The above are supported by a professional team of academic staff who head the Institute's programmes:

Accreditation ECUREI was accredited by the National Council for Higher Education, (NCHE) in the category of “other Degree Awarding Institutions”.

At the time, three (3) courses namely; Bachelor of Medical Imaging (BMI), Bachelor of Diagnostic Ultrasound (BDU) & Bachelor of Physiotherapy (BPT) were accredited first.

The following courses were accredited later:

- Masters in Medical imaging (MMI),
- Masters in Diagnostic Ultrasound (MDU),
- Masters of medicine in Radiology (M Med Rad)
- Bachelors of Science in Health Care Administration & Management
- Bachelors of Science in Early Childhood Health & Development
- Bachelors of Science in Biomedical Engineering
- Bachelors of Science in Human Nutrition
- Bachelors of Science in Health Informatics
- Diploma in Biomedical Engineering
- Diploma in Cold Chain Technology & Instrumentation.
- Diploma in Medical Radiography
- Diploma in Early Childhood Health & Development
- Diploma in Health Care Administration & management
- Diploma in X-Ray Pattern Recognition
- Physics Bridging Course (*for S6 Leavers who did not undertake Physics at A’Levels or performed poorly but would wish to join ECUREI courses*)
- *Higher education certificate in Biological Studies.*
- The Ordinary Diploma in Ultrasound (ODU) continues to be offered in affiliation with the Thomas Jefferson University, USA.

1.1 MOTTO

Excellence Our Goal

1.2 VISION STATEMENT

To be an Example of Excellence in Healthcare Training,
Research and Service delivery

1.3 MISSION

To Provide Outstanding Healthcare Training and Quality Evidence
Based Medical Service on the African Continent

1.4 CORE VALUES: PROMISE

P: Professionalism

R: Result Oriented

O: Open Mindedness

M: Management of Time

I: Innovativeness

S: Self Development

E: Enthusiasm

2.0 ECUREI ACADEMIC PROGRAMMES

Programs	Abbreviation	Duration	Mode of study	Intake
MASTERS PROGRAMS				
1. Masters of Medicine in Radiology	MMed Rad	4 years	MODULAR FULL TIME	March & August
2. Masters in Medical Imaging	MMI	2 Years	MODULAR	
3. Masters in Diagnostic Ultrasound	MDU	2 Years	MODULAR	
BACHELORS PROGRAMS				
4. Bachelors of Medical Imaging	BMI	4 years	SEMESTERS (DAY & EVE)	March & August
5. Bachelors of Diagnostic Ultrasound	BDU	3 years	SEMESTER (DAY & EVE)	
6. Bachelors of Physiotherapy	BPT	4 years	SEMESTER (DAY & WEEKEND)	
7. Bachelors of Science in Biomedical Engineering	BSc BE	4 years	SEMESTER & TRIMESTER (DAY & WEEKEND)	
8. Bachelors of Science in Health Informatics	BSc HI	3 years	SEMESTER (DAY)	
9. Bachelors of Science in Human Nutrition	BSc HN	3 years	SEMESTER (DAY)	
10. Bachelors of Science in Health care Administration & Management.	BSc HAM	3 years	TRIMESTER (WEEKEND)	Jan, May & September
11. Bachelors of Science in Early Childhood Health & Development.	BSc ECHD	3 years	TRIMESTER (WEEKEND)	

Diploma Programs	Duration	Mode of Study	Intake
1. Ordinary Diploma in Diagnostic Ultrasound (ODU)	6 months	Full time	<u>January & July</u>
2. Diploma in Medical Radiography (DMR)	3 years	Semester (day)	March & August
3. Diploma in Biomedical Engineering (DBE)	2 years	Semester (day)	
4. Diploma in Cold Chain Technology (DCC)	3 years	Semester (day)	
5. Diploma in X-ray Pattern Recognition (DPR)	3 years	Modular	
6. Physics Bridging Course (PBC)	6 months	Full time	Feb & Sept

CERTIFICATE COURSES	Duration	Intake
1. Diagnostic X-Ray Instrumentation and Maintenance Specialist (XIMS)	360 hours	All year round
2. Diagnostic Ultrasound Instrumentation and Maintenance (UIM)	240 hours	
3. Ophthalmology Equipment Maintenance (OEM)	165 hours	
4. Dental Equipment Maintenance (DEM)	165 hours	
5. ENT Equipment Maintenance (EEM)	165 hours	
6. Sterilisation Equipment Maintenance (SEM)	165 hour	
7. Medical Electronics and Instrumentation (MEI)	120 hour	
8. Health care Technology Management (HTM)	180 hours	

2.1 REPORTING

Students admitted for ECUREI courses ought to register with the institute on the day scheduled for the start of their studies. This will be done at the front desk of the main building located in Mengo Hospital, Sir Albert Cook. Admission letters are picked from the Front desk officer and the Academic Registrar is available to support this exercise. Students are expected to carry copies of their admission letters at the time of reporting.

A deposit of at least 50% of the tuition should have been deposited in the bank and receipts should be submitted to the front desk at the time of reporting to facilitate registration.

A student who encounters a challenge leading to failure to report on time, should make use of ECUREI's support system on the following numbers in quest for help:

1. ECUREI Administrator: 0705419555
2. Academic Registrar: 0778006264
3. Deputy Academic Registrar: 0751825765
4. Dean of Students: 0758678389 or 0788826559
5. Guild President: 0774323635

Note however, that there are penalties when there is failure on a student's part to communicate with any of the above given contacts giving their justifiable reasons for delays in reporting.

2.3 Orientation:

The purpose of orientation is to enable students understand the requirements of their courses, the different departments at ECUREI, their Heads of Departments, culture & general practices of the Institute. It is also meant for them to acclimatise themselves with the ECUREI

geographical environment.

A program detailing the dates and time for orientation will be availed to students at the time of reporting. The orientation programme will be in two parts. The first part will entail a guided tour around the Institute's learning premises. It will cover but will not be limited to the following:

- Different relevant offices
- Lecture blocks
- Clinical area
- Skills Laboratory
- Biomedical workshop
- Library
- Guild canteen
- Wash rooms etc.

The second part of orientation will take the form of a half-day session where students will meet the different ECUREI staff including the Deputy Principal, Top Management, Heads of Departments and Fellow students. This session will enable students to learn about ECUREI culture, practices and their obligations. You are therefore encouraged to attend in person on the date indicated on your admission letter so that you may find a smooth landing in the new environment you have joined.

2.2 Accommodation

Students are advised to arrange for their accommodation before arrival through friends or relatives. However, the Dean of Students together with the Guild president will provide support to identify safe and affordable accommodation especially for International students. New students are therefore encouraged to communicate if they will need help in identifying accommodation before reporting. More information in regard to accommodation will also be available at the front desk at the time of reporting.

2.4 Immigration Documents:

International students ought to have a valid Ugandan study permit (visa) to enable them study at ECUREI. This can be obtained from the Immigration Offices at the Ministry of Internal Affairs located along Jinja road. Your offer letter and introductory letter from the Academic office will enable you get a study permit with ease.

2.5 Registration Procedure:

Each applicant admitted to a program at ECUREI receives an admission letter containing a registration number. A registration form is also provided from the academic office. These should be completed by the applicant and returned to the Academic Registrar's office. Once these are submitted, the admitted applicant's name is entered in the registrar's database.

Registration entails paying of tuition fees, registration fees and functional charges to Stanbic bank and eventually enrolling for classes.

Students must complete registration processes within one month of their reporting at the Institute in order to be officially registered and enrolled for the semester. Students ought to register for each semester and failure to do so constitutes withdrawal from the course.

Students are also obliged to register with the Library upon which they will be issued with Library cards.

2.6 Credit Transfer and Exemptions:

ECUREI allows for transfer of credit units as given in the NCHE credit transfer policy. Accordingly, a student is allowed to transfer a maximum of 40% credit units.

A student who has attended a Tertiary Institution and has undertaken and passed a particular subject that ECUREI offers in the course they are due to undertake will be required to apply for exemption and will receive credits towards their ECUREI degree from their past institution.

Students in this category are requested to work with the Academic Registrar's office to have this exercise executed. The process includes, but is not limited to:

One's degree audit, how credit transfer applies to a student's degree and course registration. Students in this category are required to take the initiative to contact the Academic Registrar's office for support.

3.0 Tuition and Financial Services

The accounts office which is located at the main Administration block at Sir Albert Cook building in Mengo Hospital manages all ECUREI financial transactions and addresses all manner of financial issues pertaining to students' study throughout their stay at ECUREI. Questions about students' accounts and billing will be handled at the Account's office.

ECUREI policy provides that every new student is expected to have paid 50% of their tuition on reporting, clear 75% by mid-semester and 100% before sitting their end of semester exams.

All Institutional dues should be made through Stanbic bank.

Note: Students will not be allowed to sit for tests and exams if they still owe the institution monies.

4.0 Preparation for Class

Course time tables are obtainable before the start of the semester from the Course Coordinator at Nteyafa building. Each student is required to get one. Students will be required to carry their timetables along with them during the first 2 weeks of the semester to enable them identify the different lecture rooms where different lectures take place. During this first week, as well, lecturers will issue students with course outlines, requirements and reference books.

The course coordinator will be available to provide the needed support..

It is important to attend lectures right from the first week of the semester to get accustomed to different lecture venues as well as Lecturers.

Kindly note that the time table is not water tight and circumstances may require that the institute changes it to accommodate certain other programmes.

4.1 Attendance:

Students are required to attend all lectures, tutorials and practical sessions as scheduled. Any student who fails to attend ATLEAST 75% will not be allowed to sit for the final exams. However, special circumstances or emergencies may necessitate that a student be absent or late from his/her studies. In that case, the student ought to notify the Program Director. Attendance is required for each student during lectures, tutorials, practical training, clinical rotations and academic presentations.

Students are however encouraged to seek Professional counselling from either the Dean of Students or Academic Registrar should they be challenged in any way. Any absence should be reported to the Program Heads, Coordinator, or Dean of students.

5.0 Library:

The Library is located along Balintuma Road opposite Nteyafa building (see map). It will be open between 8am to 8pm from Monday to Friday.

The Library is equipped with reference books, e-books, and shelved books that are all available to students. You are obliged to register with the Library in order to obtain Library cards to attain access to library resources.

All guidelines and procedures pertaining to use of the Library will be communicated to you to enable maximum utilisation. The Library staff will be available to assist students.

6.0 log book

The log book provides evidence and a means of monitoring the scope and diversity of your learning experience. Periodically, you will be required to submit it to the, to review your patient experience. It is a requirement of the Institute that each student completes a log book throughout the period of their course.

The log book contributes a percentage of the final mark and students should therefore endeavour to acquire log books and adhere to its guidelines.

6.1 Clinical rotations and Training sites

A formal affiliation agreement between ECUREI and its affiliated clinical center exist for the purpose of establishing a clinical training opportunity for students.

Clinical centres and hospitals often take on students who have completed their courses for an Internship practical experience.

The Clinical Centre and its staff where the student will be attached take on the role of supervision and assessment of each student's progress during their period of stay.

ECUREI, however, has the sole and final right and responsibility to evaluate students' academic accomplishments including clinical practice and award appropriately.

The clinical rotation or training site attachments are a major important component of a student's learning environment. They will

equip students with the skills, knowledge and attitude which will enable them practice and excel in their profession. This will distinguish you from other professions who may not have had the opportunity to acquire the competences. , Students who fail the practical component of their assessment would have failed the course unit and will have a retake even if they have passed the theoretical part of the Course unit.

6.2 Examination and Assessment

Each course is assessed at 100% total marks. Formative (progressive) and summative (final) assessments will be used. Progressive assessment is forty per cent (40%) and summative sixty per cent (60%). Exams will entail Multiple choice questions, essays, short questions, oral questions, oral exams, logbook and portfolio. An assessment session will be conducted for every student at the end of every tutorial followed by a quick feedback. The tutorial mark contributes 40% of the formative assessment and the logbook and portfolio contribute 10% to the formative mark. The rest of the formative mark is obtained from tests.

The theory component comprises sixty per cent (60%) of the summative exam while the practical/oral comprises forty per cent (40%). Students who have only passed the formative exam and failed the practical examination component of the summative exam will be considered as having failed. Such students will be required to retake the entire course.

6.3 Formative / Progressive Assessment

Formative assessments consist of tests both theoretical and/or practical including scores from the portfolio and the log book.

6.4 Summative / Final Examinations

Students are required to present a certificate of due performance issued by the Academic office before they can be allowed to sit for their summative examinations. This certificate implies that the student has

satisfied ECUREI requirements of attendance and has attended all lectures, tutorials, practical, clinical, , field work sessions and has met the stipulated requirements for the portfolio and the logbook.

Students will sit for the Summative Examinations at the end of each semester. The total mark for each course unit will cover all course work covered during the semester. Examining of students at every stage shall be in conformity to the **ECUREI regulations**.

6.5 Pass mark

The pass mark for each course unit is fifty per cent (50%). Results slips will indicate actual marks and the grade of passing.

The ODU course, which is offered in affiliation with Thomas Jefferson University, on the other hand has a pass mark of 70%.

7.0 Dress code

In order to promote a professional training environment, ECUREI expects students to be attired in a professional manner while on clinical rotations or on hospital grounds. Students will be expected to wear clinical coats with visible name tags. A Professional medical practice dress code is expected to be maintained by each student during regularly scheduled practice times and this will be communicated to you during orientation.

8.0 Confidentiality

You are required to respect the confidential nature of all information that you have access to including but not limited to Patients' Personal Health Information available to you orally contained in the patient medical records, or maintained on the ECUREI's electronic systems.

9.0 Safety and Security

You are required to take precautions in and around the institute as given in the Standard Operating Procedures.

The Security Department encourages students to take responsibility for their own safety by taking proactive steps to reduce the likelihood of

crimes on campus or your accommodation areas. Make ECUREI a safe place by taking a few extra steps to protect yourself i.e.

- Ask for help through the Dean of Students in choosing safe accommodation to avoid loss of your property.
- To report any suspicious person or an unauthorized person to security personnel or any staff immediately.
- Do not leave your valuable property in any unattended area.

The institute does not take responsibility for lost property.

10.0 Health Insurance/ illness

The Institute advises all students to have Medical Insurance coverage. Students are responsible for billable medical treatment in case of illness. Minor injuries or medical emergencies while at campus, should be referred to the student Guild Council. The Institution is not liable for paying the students' medical bills.

11.0 Communication Channels

Students are advised to use the following lines of communication, in the order listed to communicate clinical, security and administrative needs;

1. Dean of Students
2. Guild president
3. Courses coordinator
4. Program Heads
5. Academic registrar
6. Administrator
7. Quality Assurance Officer or publicity

12.0 Religious Inclination

ECUREI's preference on religious observations is that every reasonable effort should be made to avoid negative academic consequences when religious obligations conflict with academic course requirements. Only gazetted religious or public holidays by Government are observed by ECUREI. ECUREI will not expect students to fail to attend classes or

participate in any academic activity such as assignments, quizzes or examinations because of their religious beliefs. No other opportunity to make up for the lost time will be given.

13.0 Research

Students eligible to do research can select from a variety of research projects and begin a unique mentored experience in clinical research.

Students are encouraged not to commit Plagiarism. ECUREI strictly adheres to international research procedures and guidelines and this may be a dismissible offence. The qualifying research must also be hypothesis driven and related to a medical topic.

14.0 GRADUATION

Satisfactory completion of the course at ECUREI is dependent upon the acquisition of knowledge, mastery of skills, development of attitudes and behaviours necessary for medical practice. Student progress will be measured by successfully completing the course content both theoretical and practical as required in the curricula. Therefore, students must complete required rotations at ECUREI and demonstrate competence in all areas of assessments.

A graduation committee will meet to approve students for graduation basing on evaluations throughout the years of study. ECUREI will graduate only those students who have acquired the academic, clinical and professional attributes necessary to engage in the practice. The committee will consider postponing graduation for those students who have not satisfied the requirements of their courses in e.g. research or clinical training. A convocation fee which is only determined at the time of graduation to cater for graduation preparations and ceremony will be levied from each student.

15.0 THE STUDENTS' GUILD

The guild office, under the Dean's office is available to address a wide variety of students' issues while studying at ECUREI. Students are encouraged to inquire and utilize the services at the Guild Office which

is located at Nteyaffa teaching block. Students are also encouraged to participate in all Guild-initiated activities e.g. sports, career guidance, community work, etc. There is a fee that each student contributes to enable the running of activities.

16.0 PROFESSIONAL BODIES

Students are encouraged to obtain Professional acts from the Allied Health Professional Council at the Ministry of Health to acquire information regarding the code of conduct. The council does not allow practice until one is certified and Students are strongly advised to distance themselves from this vice.

17.0 STUDENT FEED BACK

ECUREI welcomes student feedback to improve its programs. All students are required to complete an evaluation form on the last day of their rotation and course unit. If a student has any particular question or needs during the course or rotation study, the Course Coordinator, Academic Registrar, Dean of Students and Administrator are available to assist.

STUDENTS ACKNOLEGDEMENT OF ORIENTATION

I have read the Orientation Students' guide and received additional information and instruction as it pertains to my study, Institute Policies, Procedures and Practices.

I have also reviewed the "values and ethics at the institute" and I have read and agree to abide by the confidentiality agreement.

I understand the expectations and I agree to abide by institute policies, protocol and standards of practice during my Clinical practice at ECUREI.

Student Name.....

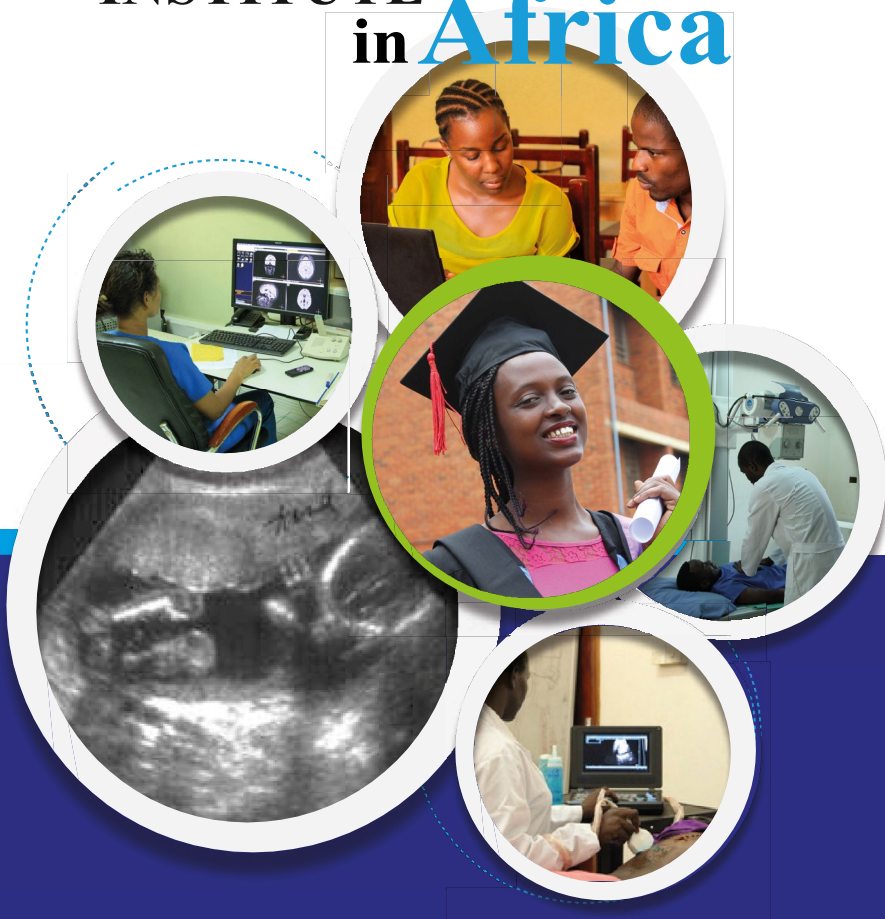
Date/....../.... Course.....

Registration no.....

Year

Signature.....

Welcome to
the **Leading**
MEDICAL IMAGING
INSTITUTE
in **Africa**



2019/2020

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