



**RADIOLOGIC TECHNOLOGY
RADT 2350
COURSE SYLLABUS
Web-enhanced
Fall Semester 2016**

Semester: Fall 2016

Course Title: Clinical Radiography IV

Course Number: RADT 2350

Credit Hours/ Minutes: 7/15750

Class Location: Clinical site

Class Meets: Mondays, Tuesdays, Thursdays
8:00am-4:30pm

CRN: 20264

Instructor: Kerry Dunn, M.Ed., RT(R)(M)

Office Hours: Mondays-Thursdays: By Appointment

Office Location: 708

Email Address: kdunn@southeasterntech.edu

Phone: 912-538-3112

Fax Number: 912-538-3106

Tutoring Hours: By Appointment

REQUIRED TEXT: Bontrager, K. (2013). Textbook of radiographic positioning and related anatomy. (7th). St. Louis, MO: Mosby
Bontrager, K. (2013). Radiographic positioning and related anatomy workbook and laboratory manual Volume 1. (7th). St. Louis, MO: Mosby
Adler, A., Carlton, R.R., & Greathouse, J.S. (2010). *Principles of Radiographic Positioning/Procedures Pocket Guide*.

REQUIRED SUPPLIES: proper uniform, pen, watch, pocket guide, clinical notebook /health records, markers, student ID

COURSE DESCRIPTION: Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

MAJOR COURSE COMPETENCIES: Major course competencies include: sterile techniques, participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures, and participation in and/or observation of cranial and facial radiography, and competency completion evaluation.

COURSE OUTLINE:

- Sterile techniques
- Participation in and/or observation of minor special procedures
- Special equipment use
- Genitourinary system procedures
- Participation in and/or observation of cranial and facial radiography
- Competency completion evaluation.

PREREQUISITES: RADT 1010, RADT 2090, RADT 2340

COREQUISITES: None

GENERAL EDUCATION CORE COMPETENCIES:

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS:

Students are required to abide by all of the policies, rules, and regulations of Southeastern Technical College, as published in the *STC Online Catalog and Handbook*. Additionally, all students are also required to abide by the policies and procedures published in this Academic and Clinical Manual. In instances where STC policies may conflict with program policies, the policies of the program will take precedence. During clinical education, students are also subject to the policies, rules, and regulations of the clinical facilities to which they are assigned.

STC Catalog and Student Handbook Related Policies and Procedures are found online at:

<http://www.southeasterntech.edu>

All STC Radiologic Technology Associate Degree program dress code requirements must be met and the student is to follow the clinical rotation facility's policies and procedures. Students are required to have their *Radiologic Technology Program Academic and Clinical Manual* at all times in the clinical setting. Students are responsible for policies and procedures in the Student Catalog/Handbook. *[This could also include safety, academic dishonesty, etc.]*

In addition, students are also required to keep their Health Policy and records in their clinical notebook. It is the responsibility of the student to maintain individual health records and have the policy available and up-to-date for review by the clinical site. This includes, but is not limited to, PPD and CPR certification. Any student found to have a lapse of current health policy requirements will be dismissed from clinic until such time that necessary steps can be taken to update health policy requirements.

Please note that any time missed due will count as missed clinical attendance for the clinical course and be made up at the faculty's discretion in accordance with the Clinical Make-Up Policy. If a student has missed more than 10% of the required attendance for a clinical course, they will be withdrawn from the course, and subsequently, the program.

Clinical Electronic Device Policy

Students may not use personal electronic devices (cellular phones, PDAs, Smart Phones, Blackberry devices, pagers, text or message devices, personal laptop computers, electronic notepads, digital music devices, iPADS etc.) during clinical practice assignment hours unless expressly given permission by Program Faculty. This means that no pictures may be taken, no information or images may be uploaded to social media sites (Facebook, Twitter, Instagram, etc.). Any such devices must be set to silent during the clinical rotation. If a student is found to be violating this policy, they will be subject to disciplinary action, up to and including dismissal from the program.

All correspondence with Program Faculty during clinical hours must be done through the Trajecsys email system or by calling the faculty using the clinical site's telephone.

Clinical Code of Conduct/Behavior

Radiologic students demonstrating behavior considered unprofessional or non-conductive to proper patient care will not be allowed to carry out clinical assignments. Violations of clinical behaviors will result in the student being dismissed from the clinical site for the day and possible disciplinary action, up to and including dismissal from the program. The student will be counseled based on any previous Clinical Professional Conduct and/or Clinical Professional Dress Code infractions. Any time missed due to "*Clinical Professional Conduct/Behavior*" violation will count as missed clinical attendance for the clinical course and be made up at the faculty's discretion in accordance with the Clinical Make-Up Policy. Continued breach of Clinical Code of Conduct/Behavior during the program may result in disciplinary action, up to and including dismissal from the program.

CLINICAL PROFESSIONAL DRESS POLICY

The personal appearance and demeanor of Southeastern Technical College Radiologic Technology students reflect both the college and program standards. They are also indicative of the student's interest and pride in their profession. The appropriate uniform, as described, should be worn while on clinical assignment.

Appearance is a vital element of being a professional. Patients often use the appearance of health care workers as a means to measure the quality of care they receive. It is important that the student's appearance be flawless. To enhance and achieve our goals as professionals, we must gain the total confidence of our patients.

Students are required to present a professional appearance at all times. Students are not to wear program uniforms outside of the clinical environment or classroom. The school uniforms represent STC, as well as the students' chosen profession of Radiologic Technology. Therefore, the student should present a professional image while in uniform at all times. It is required that each student practice good hygiene.

All students are required to follow the "*Clinical Dress Code*" and the "*Personal Hygiene/Appearance Code*". Any student with inappropriate dress can be and will be dismissed from the clinical education site for the remainder of the day by program faculty or the clinical instructor. The student will be counseled based on any previous Clinical Professional Dress Policy or Clinical Professional Conduct/Behavior Policy infractions. Any time missed due to "*Clinical Dress Code*" or "*Personal Hygiene/Appearance Code*" violation will count as missed clinical attendance for the clinical course and be made up at the faculty's discretion in accordance with the Clinical Make-Up Policy. Continued breach of the Clinical Professional Dress Policy during the program may result in disciplinary action, up to and including dismissal from the program.

MARKERS

Students are required to purchase lead markers that carry their initials. It is recommended that students purchase two sets of initial markers in the event one set is misplaced. The student must carry their markers during all diagnostic clinical rotations to avoid a dress code violation. All assisted exams and

competency examinations must be visibly marked with the student's own initialed markers. In the event a student misplaces or does not have a full set of initial markers, program faculty should be contacted immediately so temporary markers can be assigned while replacement markers are ordered. If the student does not contact program faculty the student may incur disciplinary violations.

STUDENT RADIATION SAFETY

The student, as a radiation worker, will apply proper radiation practices and policies that are consistent with the clinical policies and the scope of practice in radiography.

- Students will be behind the lead-lined control area when exposures are performed
- **Students WILL NOT be allowed hold patients or Image Receptors during any radiographic procedures or exposures.**
- All doors must be closed in each radiographic room for all examinations
- When assisting with fluoroscopic procedures, the student must wear a lead apron and thyroid shield and should remain at least two feet away from the table during fluoroscopy
- Other radiation protection devices, such as leaded gloves and glasses and portable lead shields are available and should be utilized whenever applicable
- Students must wear dosimeters at all times when in clinic
- When performing portable radiography, the student must stand at least six feet from the x-ray source and wear a lead apron when the exposure is being made
- If the student is not making the exposure, he/she must leave the room.
- No student will perform a radiographic exam that has not been ordered by a physician
- Prior to the patient being radiographed, the student (under the supervision of a Clinical Instructor or Registered Radiographer) should follow the steps for informed consent
- Students must verify the identity of the patient using at least 2 forms of identification prior to performing the exam
- Students must explain the procedure to the patient prior to performing the exam
- Students must obtain and document patient history
- Students MUST check for patient pregnancy and last menstrual period
- Students must shield patients as appropriate and necessary

RADIOLOGIC TECHNOLOGY PROGRAM CLINICAL SUPERVISION POLICY

Students may not perform examinations on patients unless supervised. Students, who have not mastered a particular examination, as demonstrated by a successful competency evaluation, must have direct supervision by qualified radiographers.

A qualified radiographer is defined as: A radiographer possessing American Registry of Radiologic Technologists certification and active registration in the pertinent discipline with practice responsibilities in areas such as patient care, quality assurance or administration. Such practice responsibilities take place primarily in clinical education settings.

Direct and Indirect Supervision

In accordance with the Joint Review Commission on Education in Radiologic Technology Standards for an Accredited Program in Radiologic Sciences, the policies for direct and indirect supervision and their relation to film repeats is as follows:

Direct Supervision:

The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- 1) reviews the procedure in relation to the student's achievement,
- 2) evaluates the condition of the patient in relation to the student's knowledge,
- 3) is physically present during the conduct of the procedure,
- 4) and reviews and approves the procedure and/or image.

Students must be **directly** supervised until competency is achieved. Direct supervision is utilized whenever;

- (a) the student has not yet successfully passed competency testing on that particular exam;
- (b) or the student is repeating the radiograph.

Indirect Supervision:

The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

Repeat Radiograph Policy

In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated **ONLY** in the presence of a qualified radiographer, regardless of the student's level of competency.

Any radiographic procedure attempted by the student radiographer that requires an additional exposure to correct a deficiency must be recorded in the Trajecsys system on the Student Log sheet under the comments section. All radiographs performed will be checked and evaluated by a Registered Radiographer. The Registered Radiographer will evaluate the student's finished radiographs as satisfactory or unsatisfactory. The Registered Radiographer will discuss the reason causing the unsatisfactory radiograph and the corrective measures – which will be taken to obtain good film quality.

The repeat radiograph must be done under direct supervision of a Registered Radiographer to assure the corrective measures are performed accurately.

Students are responsible for turning in all clinical paperwork on the assigned date at the end of the semester. It is the responsibility of the student to ensure that all paperwork is accurate and complete. Paperwork that is found to be incomplete will not be accepted.

The competency requirements for this semester are to complete any remaining competencies related to RADT 1030/1060/2090. As this is one of the final semesters of the program, there is not a specific number of competencies required for this clinical course. All competency and continued competency exams will be averaged together and will comprise the 100 points as delineated on the grading criteria for this course. (Example: Student A earns 3 competencies graded at 100% each and 2 continued

competencies graded at 98.0% each. The grade will be determined by averaging all 5 exams graded at 100% each to give the student a total of 99.2 points for this grading criteria.)

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

Records of Clinical Academic Attendance

Clinical attendance is recorded in the Trajecsyst online system at the clinical site by the student. Program faculty will intermittently review time records during the semester. The following rules and regulations will be enforced:

- Clinical attendance is recorded in the Trajecsyst system by the student
- The student shall clock in and out using the Trajecsyst system daily
- Students are to have their time approved by the Clinical Instructor before leaving the clinical site each day.
- Any time not properly recorded within the Trajecsyst system will have to be made up by the student and will count as missed clinical attendance for the course. The time missed will be made up by the student at the Faculty's discretion, in accordance to the Clinical Make-Up Policy.
- Attendance without a completed record does not exist. Students will not receive credit for clinical hours that are not properly recorded (clocking in and clocking out) within Trajecsyst. For instance, if you forget to clock in as you arrive to clinic or forget to clock out when you leave clinic, the clinical time worked is void and the student will have to make up an entire day of clinic in accordance to the Clinical Make-Up Policy.
- Additionally, time that is recorded (clocking in or clocking out) from somewhere besides the clinical site will result in the forfeiture of any clinical time logged for that particular day.

*(Note: Any extra time spent in a clinical site may not be banked for time off later.)

Clinical Make-Up Policy

Clinical make up time will be scheduled during the semester break. Please do not ask to make up any missed clinical time during the semester as there are not adequate days to accommodate this. A Clinical Make-Up Form will be completed by the Clinical Coordinator in the Trajecsyst system. The Clinical Coordinator will schedule the Make-Up Day for the student and gain approval from the clinical site.* No incompletes will be given for missed clinical time. Each student must log into Trajecsyst and verify the Clinical Make-Up Day by electronically signing the Clinical Make-Up Form.

Students will be given the opportunity to make up clinical time missed, provided that this time does not exceed 10% of the total clinical time required for the course for that semester. Also, any time missed exceeding 10% of the total required clinical time for the semester will result in the student to being dismissed from the program. All time missed will be made up at the clinical site in which the absence occurred.

**Please note that in certain instances a student may be scheduled for make-up time during the semester in order to attain specific competencies that are not available at that clinical site during the semester break.*

ADDITIONAL PROVISIONS

Health Science Programs

Requirements for instructional hours within Health Science programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

ATTENDANCE FOR RADIOLOGIC TECHNOLOGY: Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the discretion of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the *Withdrawal Procedure*.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies and/or early departures, in any combination, equal one (1) absence for the course.

For this class, which meets 3 days a week for 15 weeks, the maximum number of days a student may miss are 3 days during the semester.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

Specific Absences: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, (912) 538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook*.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

****Please note that none of the expenses related to the clinical courses will be refunded if the student is unable, unwilling, or ineligible from completing the clinical component of this course. ****

GRADING POLICY

Performance Evaluations	400 points
Comp./Cont'd Exams	100 points
Procedures Log/Repeat Log	20 points
<u>Case Study</u>	<u>100 points</u>
Total Points Possible	620 points

GRADING SCALE

A: 90-100 (555-620 points)
B: 80-89 (493-554 points)
C: 70-79 (431-492 points)
D: 60-69 (369-430 points)
F: 0-59 (0-368 points)

TCSG GUARANTEE/WARRANTY

STATEMENT: The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

**RADT 2350
Fall 2016**

Dates	Chapter / Lesson	Content	Assignments Tests	*Competency Area
Week 1 8/15/16				RT 1-3 GE 1-4
Week 2 8/22/16				RT 1-3 GE 1-4
Week 3 8/29/16				
Week 4 9/6/16			September 5th– Labor Day (No Clinic)	
Week 5 9/12/16			Performance Evaluation Due	RT 1-3 GE 1-4
Week 6 9/19/16				RT 1-3 GE 1-4
Week 7 9/26/16				RT 1-3 GE 1-4
Week 8 10/3/16			Performance Evaluation Due	RT 1-3 GE 1-4
Week 9 10/10/16			Midterm (Switch sites)	RT 1-3 GE 1-4
Week 10 10/17/16			Performance Evaluation Due	RT 1-3 GE 1-4
Week 11 10/24/16				RT 1-3 GE 1-4
Week 12 10/31/16				RT 1-3 GE 1-4

Week 13 11/7/16			Case Study Due	RT 1-3 GE 1-4
Week 14 11/14/16			Performance Evaluation Due	RT 1-3 GE 1-4
Week 15 11/28/16				

***Lesson Plan is subject to change per the discretion of the instructor**

*Radiologic Technology Competency Areas:

- (1) Sterile technique
- (2) Application and/or observation of minor special procedures, special equipment use, and genitourinary procedures
- (3) Application and/or observation of cranial, sinus, and facial radiography

GENERAL EDUCATION CORE COMPETENCIES:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.



**Southeastern Technical College
Radiologic Technology Degree Program**

I _____ have read and understand the syllabus for RADT 2350. I have also been given the opportunity to ask questions to clarify any requirements listed on the syllabi. By signing this agreement I am acknowledging that I fully understand my requirements and grading criteria that I am responsible for. I agree to follow the guidelines and rules listed on the syllabi.

Print Name

Student Signature

Date