



RADIOLOGIC TECHNOLOGY
RADT 1330
COURSE SYLLABUS
Spring Semester 2016

Semester: Spring 2016

Course Title: Clinical Radiography II

Course Number: RADT 1330

Credit Hours/ Minutes: 7/15750

Class Location: Clinical site

Class Meets: Wednesdays, and Fridays
8:00 AM-4:30 PM

CRN: 40251

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

Office Hours: Mondays-By Appointment

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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

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

COURSE DESCRIPTION: Continues introductory student learning in the hospital setting. Execution of radiographic
procedures will be conducted under direct and indirect supervision.

MAJOR COURSE COMPETENCIES: Major course competencies include: equipment utilization; exposure techniques;
attend to and/or observation of routine projections of the pelvic girdle and spine; attend to and/or observation of
procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems; and attend to and/or
observation of procedures related to minor radiologic procedures.

COURSE OUTLINE:

- Equipment utilization
- Exposure techniques
- Attend to and/or observation of routine projections of the pelvic girdle and spine
- Attend to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems
- Attend to and/or observation of procedures related to minor radiologic procedures.

PREREQUISITES: RADT 1030, RADT 1010, RADT 1320

COREQUISITES: RADT 1060

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:

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.

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.

RADIATION MONITORING

Dosimeters

All students will be required to pay for their radiation monitoring devices. Female students of childbearing age or capacity are encouraged to wear a whole body and a gonadal dosimeter. All dosimeters are to be obtained from the program faculty at the beginning of each month. Each student is responsible for his or her dosimeter, as well as exchanging them at the appropriate times. Students are required to pay for dosimeters at the business office before the beginning of the semester prior to the start of any clinical rotations. Should a student lose his/her dosimeter, the Clinical Coordinator must be notified immediately. Another dosimeter will have to be purchased and a lost dosimeter fee of \$10.00 must also be paid to the business office.

Dosimeters must be worn at all times while the student is in the clinical area. A student without a dosimeter will not be allowed in the clinical education setting and will lose credit for clinical time. Collar dosimeters are to be worn on the collar outside of the lead apron. Waist dosimeters will be worn at the level of the waist under the lead apron.

Tampering with another individual's dosimeter will result in disciplinary action and possible dismissal from the program. The dosimeter issued by the Radiologic Technology Program at STC should not be worn during outside employment hours. By law, employers are required to furnish a radiation-monitoring device to all employees working in areas with ionizing radiation.

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 PROFESSIONAL CONDUCT/BEHAVIOR POLICY

A great deal of effort, as well as considerable nurturing, has taken place in maintaining good relationships between STC faculty and clinical affiliates. Students and program faculty are invited guests of the clinical institutions. Clinical affiliates that approach Program Faculty regarding the student's disregard for clinical policies will be subject to disciplinary action and may be dismissed 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.

Clinical Dress Code

- Designated uniform top and bottom with appropriate college patch (color and styles designated by program faculty)
 - a. Must be ordered through Meridy's
 - b. Must be clean and pressed; dirty or wrinkled uniforms are unacceptable
 - c. White or black crewneck shirts must be worn beneath the uniform top but should not be visible below the hem of the top or beyond the sleeves (if short-sleeved)
 - d. Uniforms should fit properly-neither too tight as to define the body nor too loose as to appear unkempt

- e. Pants legs are not to be rolled or stuffed in socks
- White lab coat bearing appropriate college patch may be worn
 - a. Must be clean and pressed
 - b. No sweatshirts, hoodies, or other jackets may be worn while in the clinical setting
- Clean, all leather, white shoes
 - a. Dirty, dingy, or torn shoes are not permitted
 - b. No writing should be visible on the shoes
- The student's name badge should be visible to the public and identified with STC
 - a. If working with prisoners, please turn your name badge around or cover your name
- Students must wear either completely white or black crew socks
 - a. Tennis socks or ankle socks are not allowed.
 - b. Skin should not be visible beneath the pants leg, even when seated
- No visible tattoos
 - a. Tattoos should be covered in an acceptable manner
- Students MUST wear their dosimeters in the appropriate place for monitoring
 - a. If the student forgets his/her dosimeter, he/she will be sent home and any missed clinical time will be made up, at the faculty's discretion, in accordance to the Clinical Make-Up Policy.
- Students MUST have their initial markers with them at all times in the clinical site
 - a. Students reporting to clinic without markers will be sent home and counted absent for the day and any missed clinical time will be made up, at the faculty's discretion, in accordance to the Clinical Make-Up Policy.
 - b. Lead markers should have been purchased prior to beginning any clinical education
 - c. Each marker should contain your first and last initials and should be colored as follows: right markers should be red and left markers should be blue
 - i. Students are responsible for having these markers in order to properly identify any radiographic procedures they perform
 - ii. It is strongly recommended that each student purchase and keep a second pair of markers in case one or both are lost
 - iii. Students SHALL NOT use someone else's markers, NOR should they allow another individual to use their markers
- Students MUST have their Clinical Notebooks and health policy information while in clinic
 - a. Failure to do so will result in the student being dismissed from clinic for the day and any missed clinical time will be made up, at the faculty's discretion, in accordance to the Clinical Make-Up Policy.
- Appropriate writing tools

Personal Hygiene/Appearance Code

- Hair will be conservatively styled, well-groomed and clean with natural appearing color
 - a. Women and men's hair should be styled so that it does not fall into the face
 - b. Hair collar length or longer must be worn pulled back and up with a conservative hair accessory so that it does not fall below the shoulder
 - c. Beards and moustaches must be neatly trimmed and clean
 - d. Extreme hairstyles – such as Mohawks, unusual colors, and shaved designs are not permitted
- No excessive make-up will be worn during clinical rotations
 - a. A light aftershave or cologne may be worn
 - i. Please refrain from using scented body creams or lotions while in the clinical setting. The aroma can be offensive to patients or healthcare workers

- b. Tattoos, “hickies,” or other inappropriate, artificially induced marks must be covered or otherwise undetectable
 - i. If they cannot be covered, the student will not be allowed in the clinical area
 - c. No visible body piercings allowed in the clinical setting; this includes tongue piercings
 - i. Matching small post earrings in the earlobe are allowed
 - Fingernails must be clean and not excessively long
 - a. Fingernails should not be visible when looking from the palm of the hand
 - b. For patient safety, health care providers giving direct care cannot wear artificial nails or enhancements (gel, acrylic, silk wrap, tips) while in the class/lab or clinical area
 - c. No nail polish is permitted
 - d. Wedding bands and watches with a second hand may be worn
 - e. Rings with stones, bracelets, necklaces, etc. are prohibited in the clinical area
 - Good deodorant/antiperspirant must be worn daily, preferably unscented.
 - No chewing gum or candy while in the clinical area.
 - No use of tobacco products during clinical hours. It is advisable for students to refrain from smoking in their vehicle going to clinic or to and from lunch. The odor from smoking is EXTREMELY offensive. Students that smell of smoke will be sent home from clinic and the missed time will count as an absence for the course.

DISCIPLINARY ACTION FOR NON-COMPLIANCE

A violation of the policies and procedures of Southeastern Technical College, the Radiologic Technology program, and/or any violation of the policies and regulations of the clinical education affiliate in which the student is assigned will warrant disciplinary action.

If a policy or code is violated, the program faculty is to be notified within three (3) business days of the infraction, and the Clinical Coordinator and/or Program Director will conduct an investigation of the violation. The program faculty will determine the type of action warranted based on the severity of the violation, as well as the frequency of occurrences.

A student may be placed on clinical probation or dismissal for reasons, which include, but are not limited to: falsification of clinical records, unprofessional conduct, performing procedures without appropriate supervision, and /or repeating radiographic procedures without appropriate supervision.

Verbal Warnings

Verbal warnings are issued when a student has violated a Level II Infraction as outlined in the Academic and Clinical Manual. Verbal warnings are simply written/electronic documentation that the infraction has been verbally discussed with the student. Verbal warnings have no point penalties associated with them.

General Counseling

General counseling is issued when a student has committed a Level I or Level II Infraction as outlined in the Disciplinary Action for Non-Compliance. General counseling are written documentation explaining the infraction committed, discussed with the student, and the restitution requirements as well as point penalties that the student will incur for committing the infraction.

Level I Infractions

1. Possession of or under the influence of illegal drugs or alcohol while at the clinical site.
2. Theft, abuse, misuse, or destruction of the property or equipment of any patient, visitor, student, hospital employee, or hospital.
3. Disclosing confidential information about any patient (HIPAA violations).

- Including posting images, video, or information to social media sites such as Facebook, Twitter, Instagram, Snapchat, etc.
- 4. Immoral, indecent, illegal, or unethical conduct on hospital premises.
- 5. Possession of weapons, or wielding or threatening to use any type of weapon on hospital or College property.
- 6. Engaging in disorderly conduct that could ultimately threaten the physical well-being of any patient, visitor, student, and hospital or College personnel.
- 7. Improperly recording clinical time on one's own or another's time sheet.
- 8. Assault on any patient, visitor, student, and hospital or College personnel.
- 9. Misuse or falsification of patient, student, and hospital or College records.
- 10. Removal of patient, student, and hospital or College records without authorization.
- 11. Practicing beyond the scope of clinical objectives.
- 12. Failure to follow program policies regarding direct, indirect, and repeat radiograph supervision while performing radiographic exams.
- 13. Failure to notify Program Faculty when there is not a registered radiographer at the clinical site.
- 14. Accusations of sexual harassment or sexual misconduct (pending appeal).
- 15. Having a clinical site ban or bar you from their facility.
- 16. Failure to abide to the Non-Fraternization Policy.
- 17. Insubordination and/or refusal to obey orders.
- 18. Threatening, intimidating, and coercing other students, patient, visitors, or hospital personnel.

Students who violate any of the identified infractions under Level I will receive a failing grade and be immediately dismissed from the program.

Level II Infractions

1. Leaving the clinical area without proper authorization.
2. Sleeping during scheduled clinical hours.
3. Failure to notify the Clinical Coordinator and/or Clinical Instructor when you are going to be tardy or absent from clinic. (No Call-No Show)
4. Failure to be ready for clinical assignment at the starting time or reporting to clinical at the incorrect time.
5. Reporting to the wrong clinical site.
6. Failure to perform responsibilities or to exercise reasonable care in the performance of responsibilities. (failure to shield appropriately, patient accidents, poor patient care, etc.)
7. Unauthorized use of equipment.
8. Unauthorized soliciting, vending, or distribution of written or printed matter.
9. Inconsiderate treatment of patients, visitors, students, and hospital or College personnel
 - This may include, but is not limited to: cursing, foul language, inappropriate gestures, and failure to act in a professional manner.
10. Individual acceptance of gratuities from patients.
11. Violation of the Clinical Professional Conduct/Behavior Policy and/or Clinical Professional Dress Policy
 - This includes the Clinical Dress Code, Personal Hygiene/Appearance Code, and/or Clinical Code of Conduct.
12. Misuse of College or hospital property.
13. Failure to abide by the Clinical Attendance Policy and/or Clinical Make-Up Policy.
14. Excessive tardies/early departures or absences in clinical courses.
 - Please note that this includes once a student has missed 10% of the required attendance for a clinical course.
15. Academic dishonesty and/or acting in an unprofessional manner.

16. Pattern of poor clinical performance, as documented on the Performance Evaluation, by two or more clinical sites and/or Clinical Coordinator Evaluations.
17. Accruing more than two failing Competencies or Continued Competencies in any combination.
18. Failure to abide by the Electronic Device Policy/Cell phone policy.

Please note that the course of action will depend upon the severity of the infraction, as well as the frequency of occurrence. Some conduct and behavior may necessitate a formal written violation (General Counseling) before a Verbal Warning or immediate dismissal of the student from the academic or clinical area.

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.

The Clinical Coordinator will periodically review these exams with the student during the semester. During the review, the student and Clinical Coordinator will discuss methods of improvement to prevent the same type(s) of occurrence in the future. Students failing to complete this form will be counseled accordingly. A deduction in the student's grade will be assessed each time this occurs.

Due to patient safety, students should not confirm or send images to the Picture Archiving and Communication System (PACS) unless supervised by a registered radiographer.

COMPETENCY BASED CLINICAL EDUCATION

CLINICAL GRADING

Clinical education courses will be graded on the same letter grade system as academic courses. Grading criteria for each clinical education course will be published in the course syllabus and may be subject to change dependent upon time and clinical restraints.

A student's clinical grade will be determined according to some/all of the following possible coursework:

- Performance Evaluations
- Competency/Continued Competency Evaluations
- Terminal Competency Evaluations
- Clinical Coordinator Performance Evaluations
- Student Procedure Log sheet/Repeats
- Film Critique Evaluation/Assignment
- Case Study/Clinical Paper

Clinical Observation

Each clinical course is coupled with a didactic course. In the didactic course, the material is given by classroom instruction/lecture, and then the material taught in class is demonstrated in the laboratory and practiced by the students in the laboratory. One observation in the clinical site is required before assisting in the exam with the registered radiographer. An observation in the clinical setting is when the student observes the radiographer while the procedure is being performed. This observation is to be documented within the Trajecsys system under the Student Log sheet as Observed.

Assist

Once the student has observed the exam being performed by a registered radiographer, he/she may then assist in the exam. An Assist consists of the student completing a minimum of 85% of the exam under the supervision of a registered radiographer. The Assist should be logged in the Trajecsys system under the Student Log sheet as Assisted.

One Observation and one Assist are required before the student is ready to complete the Competency Evaluation. Image critique is reviewed with the student during both Observations and Assists.

Competency Evaluation

Prior to performing a Competency Evaluation, the student must satisfactorily complete a Laboratory Evaluation in the corresponding didactic class in order to move on to performing the competency in the clinical setting.

Laboratory Evaluations are not necessary when performing an Observation or Assist, however they are strongly encouraged.

The Competency Evaluation includes the psychomotor and cognitive domains of the clinical education. The student is graded on the procedural (psychomotor) aspect of the exam and the cognitive aspect, which is the Image Critique. A grade of 85% is required on the Competency Exam in order for the student to meet the requirements for mastery of the competency. The Competency Form should be completed by the supervising technologist and logged in the Trajecsys system.

In the event a Competency is failed, two more Assists will have to be performed by the student and another Competency performed.

Please note that failure to shield/practice proper radiation safety will result in a termination of the competency exam and failure of the competency exam itself.

During a Competency Evaluation, the student must prepare the room, take an appropriate patient history, perform the exam, and complete any necessary paperwork without any assistance. Following the exam, the radiographer will complete the image critique section on the Competency Exam performed by the student.

Please note that any repeated images on a competency exam will result in a failing grade and require the student to be graded on an additional 2 assisted exams, as well as prove Competency and/or Continued Competency on that exam. The failed Competency Form should be graded and logged in the Trajecsys system by the supervising technologist.

Competency Evaluation Guidelines

- The student is responsible for maintaining a record of specific procedure evaluations and competency exams that have been mastered.
- The student is responsible for completing all designated competency exams prior to graduation.
- Special arrangements may be made for procedures not frequently observed.
- Unsatisfactory completion of competency evaluations will result in student suspension and/or dismissal from the program.
- The examination presented for the Competency Evaluation will not be accepted if:
 - The student does not inform the Clinical Instructor/registered technologist of the competency attempt *prior* to performing the radiographic exam.
 - Radiographers assist the student during the exam
 - Student fails to follow radiation safety and other safety policies
 - Student fails to use his or her markers
 - Any projection requires repeats due to poor positioning or technical factor selection
 - Procedure was evaluated by an unauthorized or non-registered radiographer
- The student who procrastinates may not have all the required competencies. Failure to complete these competencies may result in probation, suspension, or dismissal from the program.
- The criteria used by Southeastern Technical College's Radiologic Technology Program have been approved by the ARRT, ASRT and JRCERT.
- The student is expected to perform the required Observations, Assists, and Competencies on a variety of patients. (This includes adult, pediatric, and geriatric patients)
- Students are expected to meet all requirements for each semester prior to the end of the semester.
- Program faculty have the option to re-grade a student's Competency Evaluation, Continued Competency or Image Critique.

- Students must complete all clinical work by the last clinical day. Students are required to turn in all clinical work at that time. A grade of zero will be assessed to any exam/assignment missing from the required paper work.
- Students will be held accountable for being able to perform exams on which that student has already demonstrated competency.
- Continued Competencies and Terminal Competencies must be performed independently in a reasonably accurate manner or the exam will be rescinded.
- Rescinded examinations will result in the student performing two additional Assists and attempting the competency again.
- **If your markers appear on the radiograph, you are responsible for the examination.**
- Do not remove or hide unacceptable radiographs. This constitutes a dishonest act and will result in dismissal from the program.
- Any examination that the student cannot perform accurately will be subject to the failing of that exam. The student's Competency Evaluation will reflect this and zeros will be given in their place for that semester.
- These procedures will be strictly adhered to and Program Faculty will evaluate competency progress. Also, Competencies previously granted in preceding academic terms will be rechecked at random and, if maintenance of skill level is not adequate, the Competency will be withdrawn.

Continued Competency Evaluation

A Continued Competency is performed after competency of a procedure has been successfully achieved. Continued Competencies will be required on certain exams prior to graduation from the program. The Continued Competencies must be procedures in which the student has successfully demonstrated competency first. The Continued Competency Evaluation includes the psychomotor and cognitive domains of the clinical education. The student is graded on the procedural (psychomotor) aspect of the exam and the cognitive aspect, which is the Image Critique. A grade of 85% is required on the Continued Competency in order for the student to meet the requirements for mastery of the Continued Competency. The Continued Competency should be completed by the supervising technologist and logged in the Trajecsys system.

In the event a Continued Competency is failed, two more Assists will have to be performed by the student and another Competency Evaluation performed in order to regain his/her mastery status of that particular exam.

Elective rotations cannot begin until all Continued Competency requirements have been met.

Please note that it is permissible for any program faculty member, clinical instructor, or technologist to pull student competencies if they are unable to prove mastery of the exam after having been evaluated on an Assist, Competency, or Continued Competency.

Terminal Competency Evaluation

Terminal Competencies may begin no sooner than the third semester of the program, provided all Competency and Continued Competency requirements have been met. Five procedures will be selected by the student from the following categories: Chest/Abdomen, Spines, Extremities, Contrast Procedures, and Cranium. A Competency score of 90% must be achieved on each of the procedures for the requirements to be considered met. Terminal Competency Evaluations will be evaluated by Program Faculty and approved Clinical Instructors only.

Performance Evaluations

Performance Evaluations are used to assess the student's values and attitudes toward clinical practice and patient care. The Performance Evaluation is based upon specific levels of professional competency and provides an opportunity for guidance and assistance when student improvement is deemed necessary.

Performance Evaluations are to be completed by a radiographer on the Clinical Instructor list. The radiographer will evaluate and grade the student using the Trajecsys system. Once completed, the student should review the

evaluation, make any necessary comments, and approve the Performance Evaluation. This is accomplished by attaching a post-submission comment. The student will log into the Trajecsys system using his/her user name and password. Select Reports/Other Evaluations from the left-hand column on the screen. Next, the student will select the evaluation template and click Show Report. At the bottom of the report, the student will click the plus sign (+) next to Add Comment. Next, the student will select the Student signature item at the bottom of the dropdown and type his/her signature in the text box. Lastly, the student will click Add to complete. The Clinical Coordinator reviews all evaluations.

Any Performance Evaluation graded lower than 70% will require that the student be counseled. The accrual of two or more poor Performance Evaluations by two or more separate clinical sites will result in a Level II Infraction and a Disciplinary Violation will be issued to the student.

Any grade that is questioned by the student should first be discussed with the evaluator. All clinical personnel and students are encouraged to complete the Performance Evaluations together to clarify any areas of concern. This instrument is used to identify weak and strong areas. In addition, the Performance Evaluations are used to improve the students' function as a radiographer. Any questions not resolved should be directed to the Clinical Coordinator.

A Performance Evaluation is to be filled out a minimum of 2 times per clinical site rotation. They should be completed by one of the technologists listed on the Clinical Instructor list for that particular site. Both Performance Evaluations should not be completed by the same Clinical Instructor (unless only one Clinical Instructor is designated for that particular site).

Clinical Coordinator Performance Evaluations

Throughout the clinical rotation, students will be assessed and evaluated by program faculty. This will be documented on the Clinical Coordinator Performance Evaluations. These evaluations will enable the program faculty to assess strengths and weaknesses for each student.

Evaluation is based upon specific levels of professional competency and provides an opportunity for guidance and assistance when student improvement is deemed necessary.

Any Performance Evaluation graded lower than 75% will require that the student be counseled. The accrual of two or more poor Performance Evaluations by two or more separate clinical sites and/or Clinical Coordinator Evaluations will result in a Level II Infraction and a Disciplinary Violation will be issued to the student.

Case Study/Clinical Paper

A Case Study will be completed by the student during the semester and turned into the Clinical Coordinator. During this case study, the student will select an interesting exam they have performed and/or participated in and follow the progress of the patient from start to finish. This paper should detail the imaging modalities used, pathology, progress notes, patient history, and any associated reports. Students are responsible for turning in all clinical documentation on the assigned date at the end of the semester. It is the responsibility of the student to ensure that all clinical assignments and/or documentation are accurate and complete. Incomplete assignments or documentation from the clinical site will not be accepted.

Repeat Log

As the student progresses, repeat exams are an inevitable part of the learning process. All repeat exams are to be performed under the direct supervision of a registered radiographer. Additionally, the repeated exam must be logged in the Trajecsys system. The entry must be completed immediately following the repeated exam. No student is perfect, so repeats are an expected part of the educational process.

Student Procedure Log Sheet

Student Log sheets are required to be completed daily in the Trajecsys system and approved by clinical faculty. These logs will be reviewed regularly by Program Faculty. This log should include all exams for which the student has Observed, Assisted in and/or performed under either direct or indirect supervision. All images should include the student's lead markers.

FILM CRITIQUE EVALUATION

For any Film Critique Evaluation, Program Faculty have the option to require the student to present that information in either of the following formats:

1. Orally, in one-on-one scenarios with the evaluator.
2. Orally, as a presentation to the evaluator and other student radiographers at the clinical site or in the classroom.

Rationale for film critique

Film critique evaluations are to provide the opportunity for review and reinforcement of theoretical concepts with evaluation of the same.

Objectives of the film critique

1. To provide the opportunity for the student/instructor to correlate didactic and clinical education.
2. To review radiographic procedures with specific emphasis on:
 - a. principles of radiographic exposure
 - b. radiographic procedures/routines at each hospital
 - c. radiographic image evaluation
 - d. methods of patient care in the respective rotation
 - e. equipment manipulation in the respective rotation
 - f. human structure and function
 - g. pathology
3. To provide information for use on educational decisions, revisions of curriculum or class content and student remediation.
4. To conform to the quality assurance guidelines of the JRCERT on education in Radiologic Technology.

Requirements

1. Film critique evaluation requires evaluation by Program Faculty and/or Clinical Instructors designated by the Program Faculty.
2. The Film Critique Fact Sheet must be completed prior to evaluation. Fact sheets are to be turned in at the end of the evaluation.
3. Organized radiographs must be used for image evaluation. Ideally, these images have been performed by the student.
4. Each student's own initialed markers must be on radiographs being used for film critique evaluation.

Grading

1. Grades on the film critique evaluation must be at least 85% to be successful.
2. If the student fails the film critique evaluation, the corresponding competency will also be failed. The student must return to the lab and complete remediation.

Film Critique Evaluation Guidelines

1. Name of exam
2. Clinical site/room
3. Patient current and previous history-previous conditions that might affect final radiographs.
4. Routine views, IR size, name/method of projections/positions, rotation of part, angulation of tube.
5. Describe anatomy-bony structures, topographic anatomy (landmarks), normal variances, physiological functions of part examined, and any pathology demonstrated.
6. Technical factors
7. Density, Contrast, Visibility of detail

NOTE: It is recommended that the above information be prepared before the critique session and may be used during the evaluation process.

CLINICAL NOTEBOOK

- All students are required to maintain a Clinical Notebook. The Clinical Notebook will contain a current copy of the Academic and Clinical Manual, dosimeter(s), markers, Student ID badge, and current Student Health Policy/records. Students who report to clinic without their Clinical Notebook will be dismissed for the day and the time will be made up, at the Faculty's discretion, in accordance to the Clinical Make-Up Policy. All student notebooks are subject to inspection by the program faculty and must be kept neat and organized at all times.

The competency requirements for this semester are to complete 10 competencies and 5 continued competencies related to the procedures learned in RADT 1030 and RADT 1060.

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 Trajecsys 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 Trajecsys 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 2 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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, 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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

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*.

Please note that any conduct/behavior that is in violation of program policies and/or procedures will be addressed and resolved in accordance to the Radiologic Technology Academic and Clinical Manual.

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 "O" 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

GRADING SCALE

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.*

Performance Evaluations	30%
Competency Forms	30%
Clinical Coordinator	
Performance Evaluations	15%
Procedures Log/	
Repeat Log	5%
Film Critique Assignment	15%
Case Study/Clinical Paper	5%

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

RADT 1330
Spring Semester 2016 Lesson Plan

Dates	Chapter / Lesson	Content	Assignments Tests	*Competency Area
Week of 1/13/16				RT 1-6 GE 1-4
Week of 1/20/16				RT 1-6 GE 1-4
Week of 1/27/16				RT 1-6 GE 1-4
Week of 2/3/16				RT 1-6 GE 1-4
Week of 2/10/16			Performance Evaluation Due	RT 1-6 GE 1-4
Week of 2/17/16				RT 1-6 GE 1-4
Week of 2/24/16				RT 1-6 GE 1-4
Week of 2/29/16			Performance Evaluation Due	RT 1-6 GE 1-4
Week of 3/9/16			MIDTERM	RT 1-6 GE 1-4
Week of 3/16/16			Film/Image Critique Due	RT 1-6 GE 1-4
Week of 3/23/16				RT 1-6 GE 1-4
Week of 4/6/16			Performance Evaluation Due	RT 1-6 GE 1-4
Week of 4/13/16				
Week of 4/20/16			Case Study Due	RT 1-6 GE 1-4
Week of 4/27/16			Performance Evaluation Due Please turn in all completed Competency Forms Please turn in the Mastery of Skills Log and Repeat Sheet	RT 1-6 GE 1-4

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

*Radiologic Technology Competency Areas:

- (1) Equipment utilization
- (2) Exposure techniques
- (3) Attend to and/or observation of procedures related to the pelvic girdle
- (4) Attend to and/or observation of procedures related to the spine
- (5) Attend to and/or observation of procedures related to the GI, GU, and biliary systems
- (6) Attend to and/or observation of procedures related to minor radiologic procedures

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 1330. 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