



## INSTRUCTIONAL PACKAGE

RAD 136

Radiographic Procedures II

201920

Spring 2020

## INSTRUCTIONAL PACKAGE

### Part I: Course Information

Effective Term: 201920

COURSE PREFIX: RAD 136- S01/S02

COURSE TITLE: Radiographic Procedures II

CONTACT HOURS: 2-3-3

CREDIT HOURS: 3

#### **RATIONALE FOR THE COURSE:**

Continuation of radiographic positioning and procedures to include: fluoroscopic procedures of the digestive system and tomographic procedures of the urinary system. The course will also focus on correlated anatomy, positioning and evaluation criteria of the skull and various facial bones. Lab situations will allow the students active participation in positioning and film critique.

#### **COURSE DESCRIPTION:**

This course is a study of radiographic procedures for visualization of the structures of the body

#### **PREREQUISITES/CO-REQUISITES:**

RAD 130

#### **REQUIRED MATERIALS:**

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook. Both of the Textbooks are Required.

#### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.

WaveNet and D2L email access.

#### **CLASSROOM ETIQUETTE:**

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

## Part II: Student Learning Outcomes

### COURSE LEARNING OUTCOMES and ASSESSMENTS

#### Module #2- Weeks 1-4

**Materials Covered:** Merrills Atlas- Volume 2-Chapter 17 & Rad Image Analysis- Ch 12

**\*Assessment(s):** Complete class review activity, Lab Sessions and Worksheet  
Unit Test, Film Test

**Learning Outcomes:**

1. Demonstrate positioning techniques of the esophagus, stomach, the small and large bowel.
2. Identify and relate anatomy to proper radiographic positioning and film critique
3. Assess radiographs for proper positioning by incorporating learned evaluation for each position.
4. Apply professional responsibility and care given to patients during the administration of contrast media
5. Integrate knowledge acquired about positioning techniques, film critique and radiographic procedures to lab and clinic.
6. Performance of routine procedures and adaptations in order to produce diagnostically acceptable radiographs

#### Module #3- Weeks 5-7

**Materials Covered:** Merrills Atlas- Vol 2- Ch 18 – Urinary System and Venipuncture

**\*Assessment(s):** Complete class review activity, Lab Sessions and Worksheet  
Unit Test, Film Test

**Learning Outcomes:**

1. Demonstrate positioning techniques of the urinary system.
2. Identify and relate anatomy to proper radiographic positioning and film critique
3. Assess radiographs for proper positioning by incorporating learned evaluation for each position.
4. Apply professional responsibility and care given to patients during the administration of contrast media
5. Integrate knowledge of acquired about positioning techniques, film critique and radiographic procedures to lab and clinic.
6. Utilize care and skill during venipuncture in lab and in the clinical setting.
7. Performance of routine procedures and adaptations in order to produce diagnostically acceptable radiographs

**Module #4- Week 8- Biliary System**

**Materials Covered:** Merrills Atlas- Volume 2-Chapter 17 & Rad Image Analysis- Ch 12

**\*Assessment(s):** Complete class review activity, Lab Sessions and Worksheet  
Unit Test, Film Test

**Learning Outcomes:**

1. Demonstrate positioning techniques of gallbladder, and liver
2. Identify and relate anatomy to proper radiographic positioning and film critique
3. Assess radiographs for proper positioning by incorporating learned evaluation for each position.
4. Apply professional responsibility and care given to patients during the administration of contrast media
5. Integrate knowledge acquired about positioning techniques, film critique and radiographic procedures to lab and clinic.
6. Performance of routine procedures and adaptations in order to produce diagnostically acceptable radiographs

**Module #5- Week 9-11- The Skull**

**Materials Covered:** Merrills Atlas- Volume 2-Chapter 20 & Rad Image Analysis- Ch 11

**\*Assessment(s):** Complete class review activity, Lab Sessions and Worksheet  
Unit Test, Film Test

**Learning Outcomes:**

1. Demonstrate positioning techniques of the skull and cranial bones
2. Identify and relate anatomy to proper radiographic positioning and film critique
3. Assess radiographs for proper positioning by incorporating learned evaluation for each position.
4. Integrate knowledge acquired about positioning techniques, film critique and radiographic procedures to lab and clinic.
5. Performance of routine procedures and adaptations in order to produce diagnostically acceptable radiographs

## Module #6- Week 12-15 – All Facial Bones and Sinuses

**Materials Covered:** Merrills Atlas- Volume 2-Chapter 20 & Rad Image Analysis- Ch 11

**\*Assessment(s):** Complete class review activity, Lab Sessions and Worksheet  
Unit Test, Film Test

### **Learning Outcomes:**

1. Demonstrate positioning techniques of various facial bones and sinuses
2. Identify and relate anatomy to proper radiographic positioning and film critique
3. Assess radiographs for proper positioning by incorporating learned evaluation for each position.
4. Integrate knowledge acquired about positioning techniques, film critique and radiographic procedures to lab and clinic.
5. Performance of routine procedures and adaptations in order to produce diagnostically acceptable radiographs

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

## Part III: Grading and Assessment

### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\***

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

#### **EVALUATION\***

Tests- to include film Tests	70%
Assignments and Quizzes	10%
Final Exam	20%
	100%

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

### **GRADING SYSTEM:**

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

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

## Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

In this class a student must not exceed 3 absences, regardless of reason. A 2nd absence results in a verbal, written warning and a 3rd absence results in a final, written warning. After the allowed number of misses, the student will be dropped from the course with a W or a WF.

## Part V: Student Resources



### The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

- 1. Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
- 2. On-line student success and academic support resources.**

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455 or go to the [Online Resource Center](#) to access on-demand resources any time.

### TECH Central – Student Information Center



TECH Central provides quality enrollment and collegiate guidance for students, faculty, and staff. Services include phone, walk-in, and online technical support for technology training and troubleshooting. Additionally, we offer support in Office 365, Outlook E-mail setup, and ID cards.

**Phone:** 843-349-5340

**Email:** [techcentral@hgtc.edu](mailto:techcentral@hgtc.edu)

**Text:** 843-357-8552

**TECH Talk (Live Chat):** Located on the “Home” tab in WaveNet.

**Website:** [www.hgtc.edu/techcentral](http://www.hgtc.edu/techcentral)

**Locations:**

Conway Building 1100, Room 132D  
Grand Strand Building 200, Room 136

**Disability Services:**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Beth Havens, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student’s disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student’s responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

**Statement of Equal Opportunity/Non-Discrimination Statement**

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu). Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu).

**Title IX Requirements**

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee.

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

<b>Inquiries regarding the non-</b>	
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<b>discrimination policies:</b>	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.
<p><b>Dr. Melissa Batten, VP Student Affairs</b>  <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway  Campus  PO Box 261966, Conway, SC 29528-  6066  843-349-5228  <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a> _</p>	<p><b>Jacquelyne Snyder, VP Human Resources</b>  <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus  PO Box 261966, Conway, SC 29528-  6066  843-349-5212  <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a></p>