



INSTRUCTIONAL PACKAGE

RAD 153

Applied Radiography I

SUMMER / 2018

INSTRUCTIONAL PACKAGE

PART I- COURSE INFORMATION

EFFECTIVE TERM: 201730- SUMMER I

COURSE PREFIX: RAD 153- 090

COURSE TITLE: APPLIED RADIOGRAPHY 1

CONTACT HOURS: 13.5

CREDIT HOURS: 3 0-9-3

RATIONALE FOR THE COURSE:

THIS IS A REQUIRED COURSE, THIS COURSE PROVIDES HANDS-ON EXPERIENCE IN THE HOSPITAL SETTING.

COURSE DESCRIPTION:

THIS COURSE INTRODUCES THE CLINICAL ENVIRONMENT OF THE HOSPITAL BY PROVIDING BASIC USE OF RADIOGRAPHIC EQUIPMENT AND ROUTINE RADIOGRAPHIC PROCEDURES.

PREREQUISITES:

MUST BE A STUDENT IN THE RADIOLOGIC TECHNOLOGY PROGRAM

REQUIRED MATERIALS:

HGTC HOSPITAL SCRUBSUIT WITH REQUIRED LOGO IN NAVY BLUE.

HGTC WHITE LABCOAT WITH LOGO

BONTRAGERS POCKET GUIDE TO RADIOGRAPHY-

NOTEBOOK

R/L LEAD MARKERS

CELL PHONES AND ELECTRONIC DEVICES ARE FORBIDDEN AT THE CLINICAL SITE. STUDENTS FOUND WITH THESE WITHOUT PERMISSION WILL BE SENT HOME AND THE TIME MISSED MUST BE MADE UP.

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.

PART II: STUDENT LEARNING OUTCOMES

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

List Assessments and Learning Outcomes for each module.

COURSE LEARNING OUTCOMES

LISTED BELOW ARE THE STUDENT LEARNING OUTCOMES FOR THIS COURSE. THESE LEARNING OUTCOMES DEFINE WHAT KNOWLEDGE AND SKILLS A STUDENT WILL POSSESS AFTER SUCCESSFUL COMPLETION OF THIS COURSE.

1. Development of professional etiquette with staff and patients.
2. Demonstration of proficient directly supervised performance of chest and upper limb examinations.
3. Illustrate competence of radiation protection for self, patient and others involved.
4. Practice in choosing proper exposure factors.
5. Identify specific image evaluation criteria and anatomy of completed radiographs specific to learned procedures.

Students- please refer to the Instructors Course Information sheet for specific information on assessments and due dates.

PART III- GRADING AND ASSESSMENT

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS

5%- PRACTICAL IMAGE EVALUATION

25% Professional Development Evaluation form from clinical instructors-
-4 total, submitted when due (due dates to be discussed)

70% Clinical competency evaluations average:

4 TOTAL (MINIMUM)- FEMALE CXR, MALE CXR, KUB, UPPER EXTREMITY

EACH STUDENT MUST SUCCESSFULLY COMPLETE 3 ROOM COMPETENCIES AND A SITE ORIENTATION CHECKLIST FOR FINAL GRADE TO BE SUBMITTED.

GRADING SYSTEM:

GRADING SCALE FOR THE MEDICAL IMAGING SCIENCES- RADIOLOGY PROGRAM CLINICAL COMPONENT IS AS FOLLOWS:

96-100 = A

90- 95 = B

89- 84 = C

83- 80 = D

79-0 = F

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

Tuesday and Thursday- 8:30am-3:30 pm

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.**

Students should make every effort to attend every clinical session. The student may not exceed 2 absences. Any absence in excess of 1 must be made-up. 1 absence will result in a verbal, written warning. The second absence will result in a final written warning and the third absence will result in dismissal from the radiologic technology program.

Make-up time is limited to school breaks and must be pre-approved by the clinical coordinator and the clinical instructor.

- If a student fails to sign into Trajecsys; on the 1st offense, be given a verbal, written warning; any subsequent offense- 1 hour mandatory make-up time.
- If a student falsifies the attendance sheet in any way, they are subject to immediate expulsion.
- A lost attendance sheet will result in 3 points being deducted from the total points on the current PD.

Policy for missed clinical days:

If a student expects to be absent, they must call:

1. Ms.Stenger- office (477-2180) AND – may Use Remind app or HGTC e-mail. OR
Loris/SMC/Waccamaw- M.Hiott-843-254-2729 or mandy.hiott@hgtc.edu
2. the CI at assigned site- if the CI is not available at time of call, you must leave a message with another RT in the department and call later to speak with CI

* If you fail to adhere to this policy, you WILL be assigned a mandatory make-up day.

Tardy Policy:

Students should be on time. It will be the policy that after the third tardy, the student will receive a verbal, written warning and be charged one day absent.

*** 1 minute late= tardy. 30 minutes past start time= absent.

After the 6th tardy, the student will be charged with an additional absence. A 7th tardy will result in termination from the radiology program.

Lunch/Break times- 30 minutes is allowed for lunch. A 15 minute break may be taken one time during the day. The CI/charge tech will assign appropriate times for students to use this time.

CLINICAL PROGRESSION POLICY- AUG 09

STUDENTS MUST BE ABLE TO PROGRESS IN CLINICAL ROTATION BY COMPLETING THE EXPECTED MINIMUM REQUIREMENTS. STUDENTS WHO HAVE NOT COMPLETED THE REQUIREMENTS FOR THE SEMESTER WILL BE GRADED ACCORDINGLY. FOR EXAMPLE, A STUDENT NEEDING 5 COMPETENCIES AND 5 PROFESSIONAL DEVELOPMENTS, AND HAS COMPLETED ONLY 3 COMPETENCIES WILL RECEIVE 0'S FOR THE 2 NOT COMPLETED AND ALL GRADES ARE AVERAGED. IF THE STUDENT HAS NOT COMPLETED ENOUGH COMPETENCIES TO ATTAIN A GRADE OF C OR ABOVE, THEY WILL FAIL THE CLINICAL REQUIREMENT FOR THAT SEMESTER.

IF THE STUDENT HAS NOT COMPLETED ALL REQUIRED COMPETENCIES, BUT HAS HIGH ENOUGH GRADES FROM THE OTHER COMPETENCIES TO PASS, THE STUDENT WILL BE GIVEN THAT GRADE, BUT WILL BE PLACED ON CLINICAL PROBATION AND WILL RECEIVE A WRITTEN WARNING STATING THAT ALL OF THE PREVIOUS MISSED COMPETENCIES MUST BE COMPLETED BY THE CONCLUSION OF THE NEXT SEMESTER. STUDENTS MAY NOT RECEIVE MORE THAN 1 CLINICAL PROBATION LETTER. A 2ND LETTER WILL RESULT IN DISMISSAL FROM THE PROGRAM.

STUDENTS WHO HAVE NOT COMPLETED THE REQUIRED WORK DURING THEIR LAST SEMESTER, WILL FOLLOW THE SAME POLICY. IF A STUDENT'S FINAL GRADE IS C OR ABOVE THEY MUST COMPLETE ALL UNFINISHED COMPETENCIES WITHIN 2 WEEKS OF GRADUATION. IF THE STUDENT DOES NOT FINISH THE REQUIRED WORK WITHIN 2 WEEKS, THEY WILL FAIL THE LAST CLINICAL SEMESTER.

Part V: Student Resources

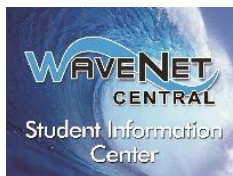


The Student Success and Tutoring Center (SSTC)

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. Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing: (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

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

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

Disability Services

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, 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, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

*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).

Inquiries regarding the non-discrimination policies:

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 Associate 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 Associate Vice President for Human Resources.

Dr. Melissa Batten, AVP 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

Jacquelyne Snyder, AVP 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