



INSTRUCTIONAL PACKAGE

RAD 165
Applied Radiography II

Effective Term
2020-2021

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Part I: Course Information

Effective Term: 2020-2021

COURSE PREFIX: RAD 165

COURSE TITLE: Applied Radiography II

CONTACT HOURS: 0-15-5

CREDIT HOURS: 5

RATIONALE FOR THE COURSE:

This is the 2nd in a series of 6 courses that offer the Radiology student hands-on experience in Applied Radiography. RAD 165 takes place in the clinical education centers. This course is composed of rotations through the entire Medical Imaging department with an emphasis on practicing Procedures and Positioning of the Thoracic , upper and lower limbs, abdomen, shoulder, pelvic and hip, and vertebral column. This practicum will correlate with RAD 130- Procedures and Positioning class.

The students' clinical education is conducted under the direct supervision of the clinical instructor, as well as all staff technologists. Also, scheduled visits from college staff will occur.

COURSE DESCRIPTION:

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

PREREQUISITES/CO-REQUISITES:

RAD 153

***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

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

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials. Access to Trajecsys, clinical online Tracking Program.

WaveNet and D2L email access.

CLASSROOM ETIQUETTE:

Cell and electronic devices are forbidden at the clinical site. Students found with any of these devices without permission will be sent home and the missed time must be made up. Permitted jewelry- 1 pair of post or very small (1.2 inch) hoop earrings, 1 ring on each hand and a watch.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

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. Continued 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 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*

Clinical Competency	65%
Professional Development Evaluations	30%
Practical Image Evaluations	5%
Total:	100%

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

GRADING SYSTEM:

Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean’s approval if changes in the scale are made.

THE SCALE FOR CONVERSION OF CLINICAL COMPETENCY PERCENTAGE IS AS FOLLOWS:

100%- 96% = A

95%- 90% = B

89%- 84% = C

83%-80% = D

79%-0 = F

Scores in clinic do not round up or down,
the grade earned is the grade recorded.

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. 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 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

Attendance Policy:

You are permitted 2 absences with NO penalty. Any additional absences must be made-up during the current semester. This must be a pre-approved (by CI and CC) clinic day during the workweek (Mon-Fri)

In this class a student must not exceed 3 absences.

An oral, written warning will result after your 2nd absence.

A 3rd absence results in a final, written warning and a

A 4th absence results in termination from the radiology program.

****More than 1 final warning letter at any time during the 6 semester program WILL result in expulsion!!**

Tardy Policy: Tardy is 1 minute!

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

If a student arrives 15 minutes after scheduled start time, they will be charged with an absence.

Policy for missed clinical days:

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

1. Ms. Stenger- office 477-2180 or as a Remind App Message.
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.

Film Monitors must be worn to clinic!

No badge, No clinic!

This will be a counted day absent and MUST be made-up, regardless of days absent!

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.

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

CLINICAL PROGRESSION POLICY

Students must be able to progress in clinical rotations 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 competency exams and 5 professional Development Evaluations only completes successfully 3 competencies will receive 0's for the ,missed competencies. All of the competency grades are averaged. If the student has not completed enough competencies to receive 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 class, the student will be given the earned grade, but will be placed on Clinical Probation and will receive a written warning stating that all of the previously missed competencies must be completed by the conclusion of the next semester.

**** Students may NOT receive more than 1 Clinical Probation letter. A 2nd probation will result in dismissal from the program for lack of clinical progression.**

Students who do not complete the required work during the 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 a 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 tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring appointments using TutorTrac, visit the Student Services tab in WaveNet. Email ssc@hgtc.edu or 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.



CENTRAL STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
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.
5. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff 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.

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).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX 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 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

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

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu