



INSTRUCTIONAL PACKAGE

RAD 256
Advanced Radiography I

202030
Summer 2021

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 202030

COURSE PREFIX: RAD 256

COURSE TITLE: Advanced Radiography I

CONTACT HOURS: 0-18-6

CREDIT HOURS: 6

RATIONALE FOR THE COURSE:

This is the 4th in a series of 6 courses that offers the student hands-on experience in Applied Radiography. RAD 256-090 takes place in the Clinical Education Centers. This course is composed of rotations through the entire Radiology department with an emphasis on practicing Procedures and Positioning of all previously learned exams and procedures. The student's clinical education is conducted under Direct Supervision of the Clinical Site Instructor

COURSE DESCRIPTION:

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

PREREQUISITES/CO-REQUISITES:

MUST BE A STUDENT IN THE RADIOLOGIC TECHNOLOGY PROGRAM

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

HGTC HOSPITAL SCRUB SUIT WITH REQUIRED LOGO IN NAVY BLUE.

HGTC WHITE LAB COAT WITH APPROPRIATE ARM PATCH

BONTRAGER POCKET GUIDE TO RADIOGRAPHY- 6TH EDITION, NOTEBOOK

LEAD MARKERS, DOSIMETERS

- ANY CLOTHING WORN UNDER SCRUB TOP THAT IS VISIBLE MUST BE NAVY BLUE.
- Students reporting to clinic without proper school uniform, as outlined in MIS student handbook and various supplies will be sent home. The time missed must be made-up before the end of the semester.

- Permitted Jewelry is limited to 1 pair of post or ½ inch hoop earrings, 1 ring on each hand, and a watch.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC’s student portal for course materials. Access to Trajecsys, online clinical tracking program.
WaveNet and D2L email access.

CLASSROOM ETIQUETTE:

Cell or any other electronic devices are forbidden at clinic, If a student is found to have any of these devices they will be sent home for the day and the student must make up the missed time.

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. Demonstrate positioning techniques of the systems and the anatomy presented this semester.
2. Performance of routine procedures and adaptations in order to produce diagnostically acceptable radiographs.
3. Identify and relate anatomy to proper radiographic positioning and film critique.
4. Integrate knowledge acquired about positioning techniques, film critique and radiographic procedures to lab and clinic.
5. Apply professional responsibility and care given to patients during any radiographic testing.
6. Reproduce proper positioning technique of the studies material in the lab setting.
Continue to apply/practice radiation protection principles for self, coworkers and patients

****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 Evaluation	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.

Grading 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. 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.**

- 1 ABSENCE WILL RESULT IN A VERBAL WRITTEN WARNING
- 2 ABSENCES WILL RESULT IN MAKE-UP DAY + WRITTEN WARNING
- 3 ABSENCES WILL RESULT IN MAKE-UP DAY + FINAL WARNING LETTER
- 4 ABSENCES WILL RESULT IN EXPULSION FROM THE RADIOLOGY PROGRAM

This semester will also include a rotation through a week of evening shift (M,W, F-1:00-9p). Each student is required to rotate through one week of evening shift.

These shifts must be scheduled with CI within FIRST WEEK of return to site. The final signed paperwork with the assigned rotations must be handed to Ms. Mandy Hiott by June 22nd. Failure to comply will result in a 4 point deduction on PD# 1.

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 successfully completes 3 competencies will receive 0's for the 2 remaining 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.

In addition: at the time of each scheduled Professional Development Evaluation, each student must complete 1/5th of their required CC's. Ex. If the student needs 25 CC's total; at week3- PD1-5 successful CC exams must have been performed, at Week 6-PD2-10CC, at Week9-PD3-15CC's, at Week 12-PD4-20CC's and at Week 15-16-PD5- all required CC's must have been completed successfully.

**If, at any 3 week interval, the student has not completed the minimum number of CC's, they will be placed on Clinical Probation (unless site CI verifies the inability to complete). See above Policy.

Clinical Competency Grading- This evaluation is an objective tool used to assess the student while performing radiographic procedures. These evaluations are required items as per the JRCERT and the HGTC Radiology program.

The 1st 2 sections are Preparation and Patient Care Methods.

The next 2 sections are Positioning and Skills Section and the last section is Image Evaluation.

In all sections, Starred items are required and if not performed correctly will result in an immediate reduction to 79%. All other missed items will also be deducted from this score.

Any remaining failed starred items will also be deducted in increments of 21%.

Site R.T, C.I or HGTC faculty members will all initially assess the student.

All CC images will be checked for accuracy/quality by site C.I.

Once approved by C.I, final determination of grade will be made by faculty, and entered in D2L.

Once the grade is entered in D2L, it is final, and non-negotiable.

JRCERT Standards for Clinic Performance- Supervision Guidelines and Repeat Policy

JRCERT STANDARD 4.4- Assures that ALL Medical Imaging Procedures MUST be performed under the DIRECT SUPERVISION of a QUALIFIED PRACTITIONER until a student achieves competency!

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

- reviews the procedure in relation to the students achievement,
- evaluates the condition of the patient in relation to the students knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image a qualified practitioner is present during student performance, and will review and approve the procedure.

Qualified Radiographer- a radiographer possessing current ARRT certification

JRCERT STANDARD 4.5- Assures that Medical Imaging Procedures are performed under the INDIRECT SUPERVISION of a QUALIFIED RADIOGRAPHER after a student achieves competency.

Indirect Supervision- a qualified radiographer is immediately available to assist student regardless of the level of student achievement.

Immediately Available- 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.

JRCERT STANDARD 4.6- Assures that Radiography students are DIRECTLY SUPERVISED by a QUALIFIED RADIOGRAPHER when repeating unsatisfactory images.

Direct Supervision - a qualified practitioner is physically present during student performance, and will review and approve the procedure.

Qualified Radiographer- a radiographer possessing current ARRT certification

STUDENT PREGNANCY POLICY

Revised 3/24/2014

Declaration of pregnancy, although voluntary, is strongly encouraged, and must be done in **writing**. Students will be referred to Dana Gasque, Clinical Admissions Coordinator (843-477-2025) to complete the HGTC Pregnancy Policy and Pregnancy Clearance form. The Radiation Protection Policy for pregnancy will be reviewed. At any point in time the student also may choose to “**undeclare**” the pregnancy and it also must be done in writing. The program has forms for “declaration” and “undeclaration” of a pregnancy.

The Options for a **Declared** pregnancy are as follows:

1. **Option for student to continue in program without modification.** The student maintains full status in both didactic and clinical components with no restrictions and follows all applicable attendance policies for the courses.
2. **Option for the student to discontinue the program due to pregnancy.** If the student chooses this option, she may be readmitted into the following year's class if she withdraws in good standing, if spacing allow and if she has successfully completed the first semester.
3. **Option for the student to continue in the program with temporary modification.** During the declared pregnant student's, **first trimester** she may continue in the program but opt not to participate in:
 - a. Fluoroscopic procedures (unless with remote control fluoro equipment)
 - b. Mobile and Surgical procedures
 - c. Procedures involving Radium implant patients

Students' who choose plan of action 3, may cause a delay in program completion. Students' will be responsible for making up any missed requirements during breaks or doing additional hours as long as they do not exceed 40 hours in a week including class time. Students may not make up time when the College is closed.

It is the responsibility of the program director to counsel the student regarding her actions. The final decision is made solely by the student. She will not be forced to take any specific action. Students "undeclaring" a pregnancy will follow normal protocol for the program.

Although it is both procedure and practice of this program to offer the utmost in radiation protection to all students, the Horry-Georgetown Technical College Medical Imaging Science Program or any of its clinical affiliates will not be responsible for injury to either the mother or child during pregnancy.

RADIATION PROTECTION POLICY FOR PREGNANCY

Upon notification of declared pregnancy, the student will be issued a "fetal monitor". This monitor (dosimeter) is to be worn at the waist and under the apron. NRC GUIDE 8-13 "Instruction Concerning Prenatal Radiation Exposure" will be provided and will be reviewed.

The Nuclear Regulatory Commission states that 50 mrem for the 9 months of pregnancy is the maximum permissible dose. The monthly film badge reports will be evaluated to monitor the exposure to the student.

In the event a reading occurs which exceeds 50mrem/month, the following points will be reviewed:

1. An explanation for the higher reading, ie.:
 - a. Dosimeters worn improperly
 - b. Dosimeter placed in an area that will effect its accuracy
 - c. Care of patient after a dose of radioactivity was given
 - d. Dosimeter badge lost
2. Review the NRC Regulatory Guide titled "Instruction Concerning Prenatal Radiation Exposure"
3. Investigate ways to reduce radiation exposure:
 - a. Eliminate participation in exams involving fluoroscopy and portable x-ray
 - b. Increase distance from radiation sources
 - c. Decrease time spent with patients who have received radioactive therapy

- d. Notify the radiographer you are pregnant before an exposure

Trajecsys (Online Clinical Tracking System)

The recording of 5 consecutive digits in any Trajecsys documentation is forbidden. Any student who does not comply with this HIPPA policy will be given a written warning, a final warning and on the 3rd offense will be withdrawn from the Radiology program.

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 sstc@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.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324).

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