



INSTRUCTIONAL PACKAGE

RAD 278

Advanced Radiography III

201920
Spring 2020

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 201920

COURSE PREFIX: RAD 278

COURSE TITLE: Advanced Radiography III

CONTACT HOURS: 0-24-8

CREDIT HOURS: 8

RATIONALE FOR THE COURSE:

This is the 6th in a series of 6 courses that offers the student hands-on experience in Applied Radiography. RAD 278-090 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. This semester will also provide students with a 2 week rotation through the CT department. The student's clinical education is conducted under Direct Supervision of the Clinical Site Instructor.

COURSE DESCRIPTION:

THIS COURSE INCLUDES ROUTINE AND ADVANCED RADIOGRAPHIC PROCEDURES IN THE CLINICAL ENVIRONMENT .

PREREQUISITES/CO-REQUISITES: RAD 268

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.

ADDITIONAL REQUIREMENTS:

HGTC HOSPITAL SCRUB SUIT WITH REQUIRED LOGO IN NAVY BLUE.

BONTRAGER POCKET GUIDE TO RADIOGRAPHY- 6TH EDITION

NOTEBOOK, LEAD MARKERS, DOSIMETERS

TECHNICAL REQUIREMENTS:

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

WaveNet and D2L email access. Access to Trajecsys.

Part II: Student 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. Illustrate competent performance of radiographic procedures and positioning by observation of the staff radiographer as well as performing exams.
3. Performance of radiation protection for self, patient and all involved.
4. Demonstration of competency of learned procedures.
5. Apply special positioning for non-routine exams on special needs patients.
6. Choosing proper exposure factors.
7. Identify specific image evaluation criteria and anatomy of completed radiographs.
8. Adapt to trauma situations.
9. Continuation of skill development in the computerized tomography department

Part III: Grading and Assessment

- Clinical Competencies- required by HGTC and Mandatory as per ARRT
- Professional Development Evaluations
- Practical Image Evaluation – (6)-each student must keep a log of CC exams performed

5%- PRACTICAL IMAGE EVALUATION

25% Professional Development Evaluation form from clinical instructors-
-5 total, submitted when due (due dates to be discussed)

70% Clinical competency evaluations average:

- 14 Specific Clinical competency exams- Stretcher CXR, Pediatric CXR (2view), trauma elbow, Y-view shoulder exam, 4 view knee with a Cross-table lateral view, rib series, head study (3 views), abdomen series, Cervical spine -5 view series, 5 view L-Spine series, Barium Enema with air, Thoracic spine series with a swimmers view, a pelvis / hip study with a cross-table lateral hip projection and an UGI Series with Overhead images required and a Surgical Tray CC (+)

- all Mandatory competency exams NOT previously comped on +
- the number of elective studies to complete the required 20 +
- 1 Terminal Competency Exam plus:

** - The site CI may require a Re-comp exam be performed on any previously comped exam.

*** CC's may not be simulated without prior approval of Ms. Stenger.

The site CI will be asked to provide proof that the student was unable to perform competencies on actual patient.

Note: changes to CT exams, 2 CT exam are required, CT Head and CT A/P without CM.

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

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.

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.

Grade Scale for the Radiologic Technology program Clinic courses is as follows:

96-100-A

90-95- B

84-89- C

80-83- D

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.**

Students should make every effort to attend clinical sessions. The student may not exceed 2 absences. Any absence in excess of 2 must be made up. 2 absences will result in a written warning. The 3rd absence will result in a final written warning and the 4th absence will result in termination from the radiology program.

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

* If a student fails to clock in or out at the appropriate site computer, they will; on the 1st offense, be assigned a make-up day and a written, final warning; any subsequent offense-expulsion.

- If unable to clock in, CI must notify coordinator per Trajecsys as a time exception.

* If a student "clocks in/out" from any other place but the clinical site, this will be considered insubordination; the student will therefore be immediately expelled from the program!

If a student opts to perform a CC during class time, they will be counted as absent, not excused.

Tardy Policy

Students are expected to be on time to clinic. This means in assigned room at start time. As per program policy, 3 tardies will result in an absence. Tardy = 1 minute past start time, 30 minutes past start time will result in Absence. Absences occurring as a result of 3 tardies MUST be made-up during the semester, regardless of how many absences the student has accumulated. Additionally, this absence will be counted with total absences. An additional 3 tardies will result in an additional absence, as well as an additional make-up day.

* 7 tardies will result in expulsion from the radiologic technology program.

Each student is expected to rotate through one week of evening shift and one weekend shift.

Hours for evening shift are **1- 9:00pm** (8 hrs) M,W and F.

Weekend shift can be 8am-4:00 (8 hrs.) or 1:00- 9:00pm, Saturday and Sunday.

These shifts must be scheduled with CI within FIRST 2 WEEKS of semester, or PD1 will count as a Fail/79%.

- Any comp time earned cannot be used during these rotations.
- A missed day during these rotations must be made up, regardless of total days off.

Policy for missed clinical days:

If a student expects to be absent or late, he/she must call

1. M. Stenger
- AND**
2. the clinical instructor at his/her assigned site

As a professional courtesy, call must be placed 30 minutes ahead of your scheduled start time.

- **Note:** If a CI is not available at the time of the call, you must leave a message with another technologist, and call later to speak to the CI.
- If you fail to call these 2 persons, you will be assigned a mandatory make-up day.

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.

Reminder- Cell phones are prohibited at the clinical education sites. Final warning letters will be given if violated. A total of 2 final warning letters given at any time while a student in the radiology program will result in termination. NO EXCEPTIONS!

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

Text: 843-357-8552

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

Website: www.hgtc.edu/techcentral

Locations:

Conway Building 1100, Room 132D

Grand Strand Building 200, Room 136

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 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. 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.

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 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.	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>Dr. Melissa Batten, VP Student Affairs <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528- 6066 843-349-5228 Melissa.Batten@hgtc.edu</p>	<p>Jacquelyne Snyder, VP Human Resources <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 Jacquelyne.Snyder@hgtc.edu</p>
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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.

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