



# **INSTRUCTIONAL PACKAGE**

RAD 278  
Advanced Radiography III

Effective term  
AY 2020/2021

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: 202020

COURSE PREFIX: RAD 278

COURSE TITLE: Advanced Radiography III

CONTACT HOURS: 0-24-8

CREDIT HOURS: 8

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

This is the 6<sup>th</sup> 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.

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 – 6<sup>th</sup> Edition

Notebook, Lead Markers, Dosimeters

### **TECHNICAL REQUIREMENTS:**

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

WaveNet and D2L email access.

## 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

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

- 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***

## **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 Exam	70%
Professional Development Evaluation	25%
Practical Image Evaluation	5%
	<hr/>
	100%

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

#### **GRADING SYSTEM:**

State the College’s or departmental grading system as delineated in the Catalog. 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.

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

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.**

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 3<sup>rd</sup> absence will result in a final written warning and the 4<sup>th</sup> 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 1<sup>st</sup> 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!

### **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 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](mailto: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](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**

*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](mailto:Jacquelyne.Snyder@hgtc.edu)