

Heart of Georgia Technical College
RADIOLOGIC TECHNOLOGY

Quarter: Fall 1st year

Instructors: Stephanie Morris, RT (R) (M) (CT)
Denise Brinson RT (R) (CT) (MR)

Course Title: Clinical Radiography I

Office Hours: M-TH 7:30-6:30

Course Number: RAD 132

Office Location:224X

Credit Hours: 4

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Ms. Morris 478-274-7882

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Beeper-277-1545

Class location: Assigned Clinical Sites

Class Time: Tuesday and Thursday 7am-3pm, 7:30am-3:30pm, or 8pm-4pm.

COURSE DESCRIPTION

Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. The student is also introduced to and supervised in darkroom procedures, radiation protection, patient care, film management, radiographic exposure and radiographic image evaluation. Activities of students are under direct supervision and indirect supervision.

PREREQUISITE: Program Admission

COREQUISITE: RAD 101

INSTRUCTIONAL DELIVERY METHODS: Hands-on instruction supplemented with individual tutoring and/or practice either at the clinical sites or the lab on campus.

COMPETENCY AREAS:

Orientation to Hospital Areas and Procedures

Orientation to Mobile/Surgery

Orientation to Radiography and Fluoroscopy

Participation in and/or Observation of Procedures Related to Body Cavities, the Shoulder Girdle, and Upper Extremities

COURSE OBJECTIVES:

Following completion of this course, the student radiographer will:

1. Locate and identify the purpose of other hospital areas, i.e., other departments, patient floors, operating rooms, administrative areas and supply storage areas.
2. Locate and identify the function of areas within the medical imaging department, including nuclear medicine, diagnostic sonography, CT and MRI.
3. Discuss/describe hospital and departmental policies.
4. Describe and/or perform administrative tasks required of a student radiographer.
5. Observe and/or participate in determining exposure factors and setting exposures for mobile and surgical radiography, fluoroscopy, procedures related to body cavities, the shoulder girdle, the upper extremities, lower extremities, pelvic girdle, spine and bony thorax.
6. Observe and/or participate in the use of radiation protection procedures for mobile and surgical environments, fluoroscopy and routing radiographic procedures involving the

- thoracic and abdominal cavities, upper extremities, shoulder girdle, lower extremities, pelvic girdle, spine and bony thorax.
7. Observe and/or participate in the positioning of patients undergoing routine radiographic procedures involving the thoracic cavity, abdominal cavity, upper extremity, shoulder girdle, lower extremity, pelvic girdle, spine and bony thorax.
 8. Observe and/or participate in the evaluation of radiographs in terms of positioning accuracy, image quality and anatomical structures visualized for the thoracic cavity, abdominal cavity, upper extremity, shoulder girdle, lower extremity, pelvic girdle, spine and bony thorax.
 9. Evaluate the number, types and degree to which clinical competencies have been completed and mastered.
 10. Develop a plan in conjunction with on-site clinical supervisors and HGTC faculty to outline future completion and mastery of clinical competencies contained in this course.
 11. Complete specified projections as assigned in the Pocket Guide required.
 12. Participate and complete the competencies with a score of 85 or better on the following exams: Chest and KUB.

REQUIRED TEXT:

HCTC Student Handbook and Clinical Manual

Textbook of Radiologic Positioning and Related Anatomy, Bontrager, 6th Edition

Bontrager's Pocket Atlas: Handbook of Radiographic Positioning and Techniques

[Kenneth L. Bontrager](#)

SUPPLEMENTAL TEXT:

Suggested Books

Adler, Arlene and Carlton, Richard. Introduction to Radiography and Patient Care. Philadelphia: W.B. Saunders.

Assigned Clinical Sites & Times

Assigned clinical sites have been pre-posted. Times are given by the clinical sites. Be at the clinic site at 8:00 am on your first day. The Clinical Instructor at that site will then assign your time for the remainder of the quarter (see options above). On the 1st day of the clinical rotation, a Clinical Site Facility and Time Assignment form must be completed and faxed to the Clinical Coordinator at 478-275-6642. ****For EACH fax turned in without a cover sheet, there will be a 5-point deduction on the "NOTEBOOK CHECK" portion of your clinical grade.****

EVALUATION AND GRADING:

Competency evaluations	20%	*minimum of 2 competencies are due
Clinical evaluations	20%	
Clinical objectives	20%	
Notebook Check	10%	
Attendance	30%	

COMPETENCY EVALUATIONS

1. Each quarter, a minimum number of competency examinations (2) are to be completed by the student in the clinical setting. The anatomy section of each clinical competency exam will require a question and answer session between the student and the Clinical Instructor, Clinical Coordinator or Program Chair.
2. *If the minimum number of competency exams is not completed by the end of the quarter, a grade of "zero" will be given for competency evaluations unless proof of special circumstances can be documented. (A "Failure to meet minimum clinical requirement affidavit" must be submitted).*
3. **Students may include any of the competencies listed in the competency manual.** However, the student should keep in mind that there are specific ARRT required

competencies that must be completed *before* the student can sit for the ARRT Registry Examination.

4. Original copies of all competencies are to be turned in to the instructor on the assigned dates. Clinical Competencies must be completed in their **ENTIRETY** (including date, RT signature, all yes or no responses marked, and exposure factors at end of competency) to receive credit for the competency exam. **NO REPRODUCED COPIES WILL BE ACCEPTED.**
5. Must have no more than 4 “NO” responses on each side, **NOT TO EXCEED** 4 “NO” responses **OVERALL**, to pass the Clinical Competency Exam. The RT witnessing the competency will grade on a scale of 1-100 based on the student’s performance.
6. Falsification of competency evaluations will result in the student’s suspension and /or dismissal from the program. (CLINICAL MANUAL, pg. 57)
7. **COMPETENCIES WILL NOT BE ACCEPTED FOR PROCEDURES NOT PREVIOUSLY COVERED IN CLASS.**

See pages 58-59 in the Clinical Manual for Completion of Competency Form requirement. Successful completion of the evaluation means that the student is competent to perform the examination with Indirect supervision. This is a pass or fail competency.

CLINICAL EVALUATIONS:

The assigned clinical site will evaluate each student’s progress at various times each quarter. This evaluation includes analyzing a student’s attitudes and behavior while at the clinical site. Professionalism, hygiene, and communication skills are a few of the categories evaluated during this process. Depending on the clinical rotation, it is possible for a student to be evaluated up to five times per quarter. **THE CLINICAL EVALUATIONS ARE A CRUCIAL PART OF THE STUDENT’S CLINICAL EXPERIENCE AND WILL BE INCLUDED IN THE FINAL GRADING ANALYSIS.**

The First Year Clinical Evaluation Grading is a possible 30 points. The number of points earned divided by the possible points. Example: for 25 points earned would be a grade of 83. Three evaluations will be done at mid-quarter. Only one will be done at the end of the quarter. The mid-quarter evaluations will be averaged and part of the Clinical Objectives grade. The end of quarter evaluation will be the Clinical Evaluation percentage of the RAD 132 grade.

CLINICAL OBJECTIVES:

Clinical objectives involve the evaluation and grading of a student’s technical abilities and the skills that have been acquired throughout the radiography program. These objectives will vary from quarter to quarter, with a higher level of expectation demanded from students as they progress and gain clinical knowledge and skills. This grade will be calculated from the mid-quarter evaluation grade (3 EVALS) and on-site simulation re-checks from competencies recently passed. These are random re-checks and they will be graded on the “Class Laboratory Competency Evaluation” form.

NOTEBOOK CHECKS:

The HGTC Clinical Manual, the student pocket guide, and the competency manual are to accompany all radiography students to their respective clinical sites. All information contained within these three manuals is to be organized and presentable. The updated Daily Record of Procedures, updated Attendance Form and any completed competencies (not already turned in), must be available to the HGTC faculty member upon request for review. If the student’s notebook is not updated at the time/day of the notebook check, 15 points will be deducted from the grade. (Student’s original completed competencies are to remain in the Clinical Coordinator’s office. These documents are official school records and once placed in the notebook are not to be removed.) Each quarter students are required to get one (1) technique factor for certain exams. They are to be posted in the student’s positioning handbook. **AEC TECHNIQUES ARE NOT ACCEPTABLE.** The notebooks are to be completed by the last 2 weeks of the quarter. The Clinical Coordinator will come to the clinic sites and check the notebooks or request them during class at the school. ****10 points will be deducted from the notebook portion of the grade if all factors requested are not completed.** The exams for this quarter are:

1. Chest –PA and Lateral
2. KUB

3. Upright Abdomen
4. Sternum
5. forearm

ATTENDANCE: (clinical manual, p. 20-21)

1. Attendance is crucial to the clinical portion of a student's learning experience. All students are expected to be present at their various clinical sites, and they are expected to arrive on time. If, at any time, a student is unable to meet these expectations, the student **MUST** notify HGTC faculty and the clinical site **AT LEAST ONE HOUR** before the scheduled time of arrival to avoid a **GRADE II** violation. (Clinical Manual, p. 21) ****Ms. Brinson should be notified first at 478-274-7773. -If for any reason there is no answer, call Mrs. Morris's office at 478-274-7882 and leave a voice message.****
2. More than two (2) absences will result in a withdrawal from the clinical site (This is 10% of the scheduled class time). Any appeals for withdrawal must be done within 48 hours of notification of withdrawal. You will not be permitted to return to your clinical site without providing a written notice of appeal, allowing you to **ATTEND** the class. Any time missed during this process will result in make-up time accumulated. If you return to clinical without providing the appropriate documentation to the clinical instructor and clinical coordinator, you will be counted as **ABSENT** for that day.
3. Excessive tardiness (defined as 3 times tardy) will result in a **GRADE II** violation. Two (2) up to 5 minutes tardy are allowed.
4. A student reporting late to a clinical site (15 minutes), will result in a "fault". Three (3) faults will result in the requirement of an additional 8-hour clinical day at the same clinical facility. **EARLY LEAVES:** As stated in your HGTC Catalog, any student who misses more than one third, (33%) of a scheduled class session will be counted absent for the entire class session. (That's 2.5 hours of the class, be it arriving late, or leaving early). A student arriving 1 minute to 2.5 hours late or leaving 1 minute to 2.5 hours early will have to complete 2.5 hours of clinical time. A student in leaving early in excess of 2.5 hours will be required to make up a **FULL 8-hour** day.
5. It is your responsibility to make your clinical instructor or supervisor aware of your arrival or departure to and from the clinical in writing. A technologist must sign your time sheet immediately upon arrival. (**ONLY** an RT can sign your sign-in sheet) In the event of an early leave or a tardy, you will not be guaranteed credit for your presence at clinical unless you get a verified signature on your time sheet from a **clinical instructor or supervisor. If for any reason no one is available to sign your attendance log, call Mrs. Brinson at 274-7773 or call Mrs. Morris at 274-7882 from the clinical site's phone so that we may verify your time. IF A VOICE MAIL OPTION IS GIVEN, DO NOT HANG UP. LEAVE A VOICE MAIL AND IT WILL RECORD YOUR TIME CALLING.**
6. **VERIFIABLE SIGNATURES**
 - a. The HGTC time sheets are official records of your attendance. Therefore, a signature (initials) of a technologist must be by your "time in" and "time out" slots. A line can not be drawn through it or down the page representing a previous signature. If there is no signature, this will represent an absence and credit will not be given for that day.

******A FORGERY OR FALSE DOCUMENTATION OF HGTC DOCUMENTS IS PROHIBITED AND IMMEDIATE DISMISSAL FROM THE CLINICAL SITE WILL RESULT******

***PERFECT ATTENDANCE:** If a student has obtained perfect attendance (no absence, not more than one 15 minute or less tardy, not more than one less than 2.5 hour early leave) throughout the quarter, that student will earn the **LAST DAY** of the quarter off.*

MAKE-UP TIME (CLINICAL MANUAL, P.21)

1. Make-up time is to be done at the **END OF THE QUARTER ONLY** or on a student holiday as time/space allows. Making up time on a student holiday will be at the discretion of the instructor's availability to be on campus.

2. A clinical absence make-up sheet must be completed and turned in to the Program Director or Clinical Coordinator PRIOR to credit being given for the time.
FAILURE TO COMPLETE ALL ASSIGNED CLINICAL TIME WITHIN 2 WEEKS AFTER THE END OF THE QUARTER WILL RESULT IN A FAILING GRADE FOR THIS CLASS

Grading for clinical attendance is as follows:

100% (perfect attendance)	=100
Less than 10% absences	=80
10% absences	=70
Greater than 10% absences	=60

Patient or management compliments that are submitted in writing to the program faculty will receive up to ½ day clinical credit per quarter.

NO CALL, NO SHOW

A no call, no show to clinical will result in a work ethics grade of “0”, and a GRADE II violation.

GRADE I and GRADE II INCIDENTS (clinical manual, p.19-20)

**One Grade I incident will result in immediate dismissal from the clinical site for the remainder of the quarter.

**Two (2) Grade II incidents will result in immediate dismissal from the clinical setting for the remainder of the quarter.

These violations are per program length. If dismissed from the clinical setting, the student will be dismissed from the program. You can not complete the program without fully completing the clinical requirements.

Please note that there is NO APPEAL PROCESS for dismissal from the clinical site if requested by the clinical facility, as the medical facilities are not a direct part of HGTC; however, you will be deficient in the number of assigned clinical hours and competencies required to pass the class. This may lead to your failing the class. **The clinical facilities are not part of HGTC; therefore, an HGTC withdrawal appeal will not apply.**

YOU MUST PASS THIS CLINICAL CLASS TO MOVE FORWARD TO THE NEXT CLINICAL CLASS

RADIATION BADGE AND MONITORING (Clinical Manual, p. 26 and 48)

1. Students are required to wear their Radiation Badge to each day of clinical class. Failure to wear a Radiation Badge on any given day will result in a GRADE II (#8) violation.
2. The monitor should be brought to HGTC during the FIRST FIVE DAYS of the month to be exchanged. Students who turn in the badge AFTER the 5th of the month will be required to submit a ONE-PAGE, single-spaced, 10 font, typed report on radiation safety due on or before the 10th of the month. Title page and bibliography must be included. Body of paper is to start on page 2, one inch from the top margin. Failure to turn in the report, ACCORDING TO SPECIFICATIONS, will result in a 15- point deduction per day in the “clinical objectives” category of your grade.
3. Students are required to document and submit a written report to the clinical coordinator when a situation arises that might affect the dosimeter read-out.
4. **At the end of the quarter, dosimeters are to be returned within 24 hours of clinical completion. Any late dosimeters will result in a 3-point per day reduction of the students final grade.**
5. **However, if the badge is not turned in by the end of the following quarter, the grade automatically, becomes an “F.”**

LOST OR DAMAGED MONITORING DEVICES

Lost or damaged monitoring devices **MUST BE REPORTED TO HGTC FACULTY IMMEDIATELY**. The cost of replacement of the badge (usually \$25.00-\$35.00) is the student's responsibility. Failure to report a lost or damaged badge to the clinical instructor, as well as, the HGTC faculty will result in a **GRADE II (#8)** violation.

PROFESSIONAL ATTIRE

Junior students are to wear the Red & White HGTC Radiology uniform shirt, along with white scrub pants. Persons wearing "bright colorful" under garments are hereby warned that this attire may not be desirable at the clinical setting. *Persons with long (usually shoulder length or below) hair will wear their hair in such a way that: "if bending forward, the hair does not fall beyond the cheek bone."* Ladies may wear white shoes with minimal color and gentlemen must wear dark or white shoes.

CLINICAL SITE POLICIES AND PROCEDURES

***Persons not adhering to ANY of the policies/procedures of the clinical site, and who are subsequently dismissed from the clinical site for that day will be marked as **absent for a full day**.

CONSULTATION/COUNSELING/ASSISTANCE:

Program faculty will be available if, at any time, a student wishes to discuss his/her clinical progress or any concerns regarding his/her progress in the radiology program. Office hours are 8:30 am to 3:30 pm by appointment.

GRADING SYSTEM: The following grading system is used:

Grade		Points Earned
A	= (90-100)Excellent	4.0
B	= (80-89)Good	3.0
C	= (70-79) Satisfactory	2.0
D	= (60-69) Poor	1.0
F	= (59 and below) Failing	0.0
I	= Incomplete	
W	= Withdrew up to midterm	
WP	= Withdrew w/ passing grade	
WF	= Withdrew w/failing grade	
AU	= Audit	
EX	= Credit by Competency Exemption Examination	
TR	= Transfer Credit	

Due to the uniqueness of the Radiologic Technology program and responsibilities of the radiographer, a high level of academic and technical competence is required of all students in the program. Therefore, the student must achieve a final grade of "C" to meet the minimal academic standards in RAD 132.

WORK ETHICS: HGTC believes it is extremely important to identify, evaluate, and encourage good work habits as an integral part of our instructional program. We have systems to evaluate "work ethics" in each instructional program. The components evaluated are attendance, appearance, professionalism, attitude, productivity, cooperation, communication, organizational skills, teamwork, and respect. These "work ethics" components are evaluated in each credit hour course, but are not part of the grade point average of the student. They are placed on the student's permanent record and transcript as an evaluation tool for job skills and employability. Work ethics will be evaluated and discussed with each student at midterm and at the end of the quarter.

TCSG GUARANTEE/WARRANTY STATEMENT: The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

ACADEMIC COUNSELING RELATED TO CLINICAL PERFORMANCE:

Students will be scheduled for clinical counseling sessions with program faculty at least once during the quarter. The session will be scheduled at mid-quarter. The session is designed to keep the student informed of his/her clinical academic standing in terms of strengths, weaknesses, and progress in the course. Documentation of the counseling session will be made on a "Mid-Quarter Awareness Form" and will require the student's signature.

*DIRECT SUPERVISION-Student supervision under the following parameters:

- A qualified radiographer reviews the procedure in relation to the student's achievement;
- A qualified radiographer evaluated the condition of the patient in relation to the student's knowledge;
- A qualified radiographer is present during the conduct of the procedure;
- A qualified radiographer reviews and approves the procedure.

**INDIRECT SUPERVISION-For radiography, that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. The availability applies to all areas where ionizing radiation equipment is in use.

STUDENT SUPERVISION (clinical manual, p. 51)

Students are to avoid supervising OTHER STUDENTS. This is a learning experience for each individual and individuals do learn differently. Respect the rights of your fellow students. The staff and supervising technologists are there to answer questions and provide proper supervision.

OTHER RELEVANT POLICIES/PROCEDURES: The syllabus and calendar may be modified at the discretion of the instructor, but will be announced to the class.