

**HEART of GEORGIA TECHNICAL COLLEGE
RADIOLOGIC TECHNOLOGY**

Quarter: Summer 2nd year

**Program Director/ Instructor:
Stephanie Morris, BS RT(R) (M) (CT)
Denise Brinson, RT (R)(CT)(MR)**

Course Title: Clinical Radiography IV

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

Course Number: RAD 135

LL Hall Room 224X

Credit Hours: 7

Phone: Office 478-274-7773/ Cell 912-326-3660

Email: dbrinson@heartofgatech.edu

Class Location: Assigned Clinical Sites

Class Time: Monday, Wednesday and Friday, 7am – 3pm, 7:30 am – 3:30 pm, or 8:00a – 4:00pm

Course Description

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care; behavioral and social competencies; sterile techniques; participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures; and participation in and/or observation of cranial and facial radiography. **Execution of radiographic procedures will be conducted under direct and indirect supervision.**

<u>Competency Areas</u>	<u>Hours</u>	
	Class	
Patient Care	D. Lab	0
Behavioral and Social Competencies	P. Lab/O.B.I.	21
Sterile Techniques	Credit	7
Participation in and/or Observation of Minor Special Procedures, Special Equipment Use And Genitourinary System Procedures		
Participation in and/or Observation of Cranial and Facial Radiography		

Prerequisite: RAD 101, RAD 134

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

REQUIRED TEXT:

1. HCTC Student Handbook and Clinical Manual
2. *Textbook of Radiologic Positioning and Related Anatomy, Bontrager, 5th Edition*
3. Bontrager's Pocket Atlas: Handbook of Radiographic Positioning and Techniques
[Kenneth L. Bontrager](#)

Suggested Resources

- Adler, Arlene and Carlton, Richard. (2007). *Introduction to Radiography and Patient Care*. (4th ed.) Philadelphia: W.B.Saunders/Elsevier.
- Frank, Eugene, Long, Bruce, Smith, Barbara (2007). *Merrill's Atlas of Radiographic Positions and Radiographic Procedures*. (11th ed.). Mosby/Elsevier
- Ehrlich, R. A., & McCloskey, Ellen, Daly, Joan. (2004) *Patient Care in Radiography*. (6th ed.). St. Louis: Mosby.
- Greathouse, Joanne. (2006) *Delmar's Radiographic Positioning and Procedures*. Albany, NY: Delmar.
- Gurley, LaVerne, Callway, William. (2006). *Introduction to Radiologic Technology* (6th ed.) Mosby, Elsevier
- Torres, L. S., & Morrill, C. (1997). *Basic medical techniques and patient care for radiologic technologists* (5th ed.). Philadelphia: Lippincott.

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 only exception to this is Fairview Park Hospital. Times for this site is routinely 7a-3p. 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.** Turn in the original on the next scheduled class day. **The last day of clinic is Monday Dec. 15th.**

The clinical site information for the HGTC Radiologic Technology Program are:

Carl Vinson VA

1826 Veterans Blvd. Dublin, Ga. 31021

478-272-1210 ext 3035

Fax 478-274-5527

Clinical Instructor: Brian McDonald

Brian.mcdonald@va.gov

Oconee Regional Medical Center

821 North Cobb St., Milledgeville, Ga.

31061

478-454-3810

Fax 478-454-3956

Clinical Instructors: Tammy Everett

Radiology Director/CI: Bill Coleman

teverett@ormcinc.org

Dodge County Hospital

901 Griffin Ave., Eastman, Ga. 31023

478-448-4000

Clinical Instructors: Jamie Moore

Jamie@dodgecountyhospital.com

And Cindy Douglas

Central State Hospital

Culver Kidd Building

2400 Vinson Hwy., Milledgeville, Ga.

31061

478-445-6634

478-445-5791

Fax 478-445-6636

Clinical Instructor: Danny McCrary

DLMcCrar@dhr.state.ga.us

Fairview Park Hospital

200 Industrial Blvd., Dublin, GA. 31021

478-274-3850

Fax 478-274-3699

Clinical Instructor: Dannelle Barwick

dannellbarwick@bellsouth.net

EVALUATION AND GRADING:

Competency evaluations	20% * minimum of 8 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 (8) 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 on the competency list provided.** 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 ENTIREITY (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. THE EXAMS MUST BE ON THE CORRECT FORM FOR CREDIT. (EX. BE on fluoro form) Also, do not scratch out on these forms or change information. This is not acceptable.**
5. Must have no more than 3 “NO” responses on the competency performed and no more than 3 “NO” responses on the image evaluation portion of the competency. The RT witnessing the competency will grade on a scale of 1-100 based on the student’s performance. A passing score is 85% or better. If any view on any exam is repeated then the competency is not valid.
6. Falsification of competency evaluations will result in the student’s suspension and /or dismissal from the program. (CLINICAL MANUAL, pg. 56)
7. **COMPETENCIES WILL NOT BE ACCEPTED FOR PROCEDURES NOT PREVIOUSLY COVERED IN CLASS.**
8. **A “competency exam” is not only a requirement for graduation but **proof** of your ability as a technologist. The Program Director or the Clinical Coordinator will conduct simulation exams (simulation re-checks from “objectives” portion of grade) on previously acquired competencies from each student to assess retention of positioning and anatomical information from the student. If mastery of the exam is not evident, the “COMP” (competency obtained from clinical site) may be revoked from the competency notebook and the student will be required to prove skill/knowledge on another LIVE patient.**

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

Completed competencies, once placed in the COMPETENCY NOTEBOOK located in the Clinical Coordinator’s office, are not to be removed. They are official school records.

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 Second Year Clinical Evaluation Grading is a possible 61 points. The number of points earned divided by the possible points will determine the grade. Example: for 55 points the grade will be 90.

The Clinical Coordinator will accept up to three evaluations at mid-quarter to assess student strengths and weaknesses. The highest grade of the 3 accepted will be averaged in with your competency re-check grade to be the Clinical Objective portion of your final grade. Only one evaluation will be done at the end of the quarter. This will be the Clinical Evaluation portion of your final 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. **The Clinical Objectives grade will be calculated by the Random competency re-checks averaged with the highest score on the mid-quarter evaluations provided by the clinical sites.**

Notebook Check:

NOTEBOOK CHECKS:

The HGTC Clinical Manual, the student pocket guide, and the student's clinical notebook (including time sheet, procedure log and competency forms) 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. mA, kVp, time, film size, distance, part thickness and use of bucky or table top must be documented to get credit for this assignment.** The "Technique Factors" assignment is due Thursday, September 11th. They may be turned in at any time before this date. ****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. Skull- AP, LAT, TOWNES**
- 2. Sinus- Waters, Lateral, SMV**
- 3. Nasal Bones- Waters, Lateral**
- 4. Trauma lateral C-spine (with and without grid)**

Attendance: (Clinical Manual, p. 20-21)

- 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 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.19)
- More than three (3) absences will result in a withdrawal from the clinical site. 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 program director, you will be counted as ABSENT for that day.

3. **Excessive tardiness (defined as 3 times tardy) will result in a GRADE II violation.**
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.
5. **EARLY LEAVES:** As stated in your HGTC 04/05 Catalog, p. 42, 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 this class, be it arriving late, or leaving early). A student arriving 1 minute to 2.5 hours late will be required to make up **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.
6. It is your responsibility to make your clinical instructor or supervisor aware of your arrival or departure to and from the clinical in writing. **(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 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 @ 274-7773 and the Clinical Coordinator from the clinical site's phone so that we may verify your time. **IF A VOICE MAIL OPTION IS GIVE, DO NOT HANG UP. Leave a voice mail and it will record your time calling.***
7. **VERIFIABLE SIGNATURES:** 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 thru 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. **THE TECHNOLOGIST MUST DOCUMENT THE TIME AND THEIR SIGNATURE. THE STUDENT'S HANDWRITING SHOULD NOT BE ON THE TIME SHEET.**
8. Time sheets must be faxed on the last day of each clinical week to Mrs. Brinson at **478-275-6642**. A 1 point per day deduction from your final attendance grade will be given for late time sheets. Remember to always use a cover sheet.

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 an "Incomplete" for this class. As per page 21 in the clinical manual: If the clinical time is not made up within the next quarter after the end of the grading period, the "Incomplete" will be converted to an "F" (failure) and the student will be required to repeat the clinical class and will not be allowed to proceed to the next level.**

Grading for clinical attendance is as follows:

100% (perfect attendance) = 100
Less than 10% absences = 90
10% absences = 80
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 an ATTENDANCE work ethics grade of “0”, and a GRADE II violation.

GRADE I and II Incidents (Clinical Manual, p. 19-20)

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

**Two (2) Grade two 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, as the medical facilities are not a direct part of HGTC. A clinical dismissal may cause you to fail the class. You may or may not be dropped from the class roster at 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 a 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 & 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 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 program director when a situation arises that might affect the dosimeter read-out. (Ex. The dosimeter being “washed”)
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. The student’s final grade will reflect an I (incomplete) until badge is turned in.**

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

Students are to wear the Red & White HGTC Radiology uniform shirt, along with black or red 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 there hair in such a way that: “if bending forward, the hair does not fall beyond the cheek bone.”*

Ladies are to wear white shoes with minimal color and gentlemen may wear dark 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 and 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 their progress in the radiology program.

HGTC'S GRADING SYSTEM: The following grading system is used:

Grade			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	
IPS	=	In Progress – Satisfactory	
IPU	=	In Progress – Unsatisfactory	
S	=	Satisfactory – Passing Developmental Studies	
U	=	Unsatisfactory – Failing Developmental Studies	
W	=	Withdrew up to midterm	
AU	=	Audit	
EX	=	Credit by Competency Exemption Examination	
TR	=	Transfer Credit	

A student may elect to appeal the assignment of the grade of “F” due to a non-academic hardship. To appeal the grade of “F,” a student should submit a written appeal to the Vice President of Student Services within 7 days of the grade being assigned.

Due to the uniqueness of the Radiologic Technology program and the 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 minimal academic standards in RAD 135. Therefore, a final average of 69 or below will result in an “F”.

- ✓ **Dosimeters are due on the specified due dates each quarter. Any late dosimeters, after the first occurrence), will result in a 3-point per day reduction of the student’s final grade.**

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 evaluates 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. This availability applies to all areas where ionizing radiation equipment is in use.

Student Supervision (Clinical Manual, p. 49)

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.