

Heart of Georgia Technical College
RADIOLOGIC TECHNOLOGY

Quarter: Fall 2nd year

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

Course Title: Clinical Radiography V

Office Hours: M-Th 7:30am- 6:30pm

Course Number: RAD 136

Office Location: Room 224X

Credit Hours: 7

Phone: Mrs. Brinson—478-274-7773
Cell: 912-326-3660

Class location: Assigned Clinical Sites

Class Dates:--October 1, 2008 thru December 16, 2008

Class Time: Monday, Wednesday and Friday 7am-3pm, 7:30am-3:30pm, or 8pm-4pm.

Course Description

Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in Radiographic Procedures and practiced in previous clinical radiography courses. Topics include: advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; participation in and/or observation of angiographic, interventional, minor special, and special genitourinary system procedures; participation in and/or observation of special equipment use; patient care; and behavioral and social competency. Execution of radiographic procedures will be conducted under direct and indirect supervision.

PREREQUISITE: RAD 135

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

<u>Competency Areas</u>	<u>Hours</u>	
Patient Care	Class	0
Behavioral and Social Competency	D. Lab	0
Advanced Radiographic Anatomy	P. Lab/O.B.I.	21
Equipment Utilization	Credit	7
Sterile Techniques		
Participation in and/or Observation of Angiographic, Interventional, Minor Special, and Special Genitourinary System Procedures		
Participation in and/or Observation of Special Equipment Use		

REQUIRED TEXT:

HCTC Student Handbook and Clinical Manual

Textbook of Radiologic Positioning and Related Anatomy, Bontrager, 6th Edition, 2001

Ballinger, Philip W. *Pocket Guide to Radiography*, Mosby, 4th Ed.

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 Lead Clinical Instructor at 478-275-6642. **ATTN: DENISE BRINSON** **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 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 Lead Clinical Instructor 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 **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 3 “NO” responses on each side, **NOT TO EXCEED 3 “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. 56)
7. **COMPETENCIES WILL NOT BE ACCEPTED FOR PROCEDURES NOT PREVIOUSLY COVERED IN CLASS.**
8. **FAILED COMPETENCIES MUST BE TURNED IN. THESE WILL NOT AFFECT YOUR GRADE, HOWEVER WILL BE USED FOR ASSESSMENT MEANS.**

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 Second Year Clinical Evaluation Grading is a possible 61 points. The number of points earned divided by the possible points. Example: for 55 points earned would be a grade of 90. 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 136 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 (highest of up to 3 EVALS) and on-site simulation re-checks from competencies recently completed. These are random re-checks and they will be graded on the "In-Class Lab 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 (must be as current as the student's last date of attendance prior to notebook check, 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, 20 points will be deducted from the grade. (Student's original completed competencies are to remain in the Lead Clinical Instructor's. These documents are official school records and once placed in the notebook are not to be removed.)

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. 19) ****Mrs. Brinson should be notified first at 912-240-4117. If for any reason there is no answer, call Mrs. Morris at 478-278-5584 and leave a voice message.****
2. More than 3 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 lead clinical instructor and clinical instructor, 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, 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 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 912-**

326-3660 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 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.

****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.

Student Attendance Policy

Regular and punctual attendance is an important part of preparing a student for employment and is often a critical factor when employers review a student's record. Absences seriously disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. Regular and punctual attendance in all classes is the student's responsibility. Attendance is counted from the first scheduled class meeting of each quarter. Absence from class for any reason does not excuse a student from full responsibility for class work or assignments missed. The student is still responsible for preparing assignments for the next class meeting and for completing all work missed in accordance with the course syllabus.

All class meetings are important and require that a student abide by the attendance policies adopted for individual classes by instructors. Specific course attendance policies and penalties imposed for absences are left to the discretion of individual instructors. Programs governed by state and federal licensing agencies may have more specific attendance policies, which students must adhere to. The attendance policy will be stated in the course syllabus, which is distributed to students at the beginning of the quarter in each class. The instructor has the option of withdrawing students from the course that exceed the maximum number of permitted absences as defined by the course syllabus. Excessive absenteeism and tardiness impact work ethics evaluations and may affect course grades. If the withdrawal date occurs prior to midterm/midcourse, the student will receive a grade of "W." If the withdrawal occurs between midterm/midcourse and the 8th academic week (or 80%) of the quarter and the student has a "60" or above average, the grade is "WP." For learning support classes, the student must have a "70" or above average. If the student has a "59" or lower average, or "69" or lower average for learning support classes, the grade is "WF." If the withdrawal occurs after the 8th academic week (or 80%) of the quarter, the grade is "F." Students will not be penalized when they are absent due to attending college-related activities. However, the student is responsible for making up missed work within the specified time period in accordance with the course syllabus at the convenience of the instructor. Students who anticipate an absence from class must contact their instructor prior to the absence. ***Students who miss more than 10% of the scheduled class days and do not contact their instructor may be withdrawn.***

Attendance Appeals—Credit Students

To initiate an appeal, the following procedure must be followed.

- A credit student who is not satisfied with the instructor's decision may appeal to the Dean of Instructional Services. The credit student must write a letter or e-mail addressed to the Dean of Instructional Services stating the reason why the student was withdrawn from the course, stating reasons for absences, and providing reasons why the student should be reinstated to class. The letter should be submitted to the Academic Affairs Office. Students enrolled at the Little Ocmulgee Instructional Center must address letters to the Dean of the Little Ocmulgee Instructional Center. Written appeals should include copies of any documentation cited in support of the student's case. Documentation, while helpful in determining the facts in a situation, does not guarantee reinstatement. The student is issued a pass to return to class and must attend class until the student meets with the Dean or his/her designee. The Dean or designee will review the documentation and render a decision within two (2) business days.
- If the student is denied reinstatement to class, the student may appeal the decision to the Executive Vice President within two (2) working days from the Dean's or designee's notification. The student must write a letter addressed to the Executive Vice President stating the reason why the Dean's or designee's decision should not be accepted and why the student should be reinstated to class. The student must submit the letter to the Academic Affairs Office. An appointment is then scheduled with the Executive Vice President. The student is issued a pass to return to class and must attend class until the student meets with the Executive Vice President or designee. The Executive Vice President or designee reviews the documentation and meets with the student within two (2) working days and renders a decision. The decision of the Executive Vice President shall be final.

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 Lead Clinical Instructor 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	=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 a work ethics grade of "0", and a GRADE II violation.

GRADE I and GRADE 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 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 lead clinical instructor 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.**

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

Senior students are to wear the Red & White HGTC Radiology uniform shirt, along with red or black 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 are to wear white shoes with minimal colors. Gentlemen may wear white or 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 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.

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 136.

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. The 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 changes will be announced to the class.