

Heart of Georgia Technical College
RADIOLOGIC TECHNOLOGY

Quarter: Spring 2nd year 7th quarter

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

Course Title: Clinical Radiography VII

Office Hours: M-F 8:30-3:30 by appt.

Course Number: RAD 138

Office Location: Room 401

Credit Hours: 9

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Mrs. Morris 478-278-5584

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Class location: Assigned Clinical Sites

Class Time: Monday and Wednesday 8:00-4:00 Routine site
Friday 8:00-4:00 Modality site

COURSE DESCRIPTION

Provides a culminating hospital setting work experience which allows the students to synthesize information and procedural instruction provided throughout the program. Topics include: equipment utilization, exposure techniques, participation in and/or observation of routine and special radiographic procedures, and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision. Modalities chosen are for observation purposes only.

PREREQUISITE: RAD 137

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:

Continued orientation to hospital areas and procedures. Participation and/or observation to routine radiographic procedures including fluoroscopy, surgical and special procedures. Again, MODALITY assignments are for observational purposes only.

REQUIRED TEXT:

HCTC Student Handbook and Clinical Manual

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

SUPPLEMENTAL TEXT:

Suggested Books

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

Ballinger, P.W. (2003) *Merrill's Atlas of Radiographic Positions and Radiographic Procedures* (10th Ed). St. Louis: Mosby.

Bontrager, K. (2001). *Textbook of Radiographic Positioning and Related Anatomy*

Assigned Clinical Sites & Times

Assigned clinical sites have been pre-posted. Modality placements have been pre-scheduled and the clinical coordinator will verbally advise each student of their placement before the quarter begins.

EVALUATION AND GRADING:

Competency evaluations	20%	4 terminal competencies (simulations randomly drawn)
Clinical evaluations	20%	
Clinical objectives	20%	
Notebook Check	10%	
Attendance	30%	

Independent Study Papers:

Topics will be related to the student's MODALITY area. (Examples are: advances in..., unusual applications in... or special patient care issues in...) All papers are due by Tuesday, Sept.8th, 2009. **Late papers may be accepted, with a 15 point reduction for each day the assignment is late.** No special circumstances will be taken into consideration for late papers. **Students may turn in articles BEFORE the actual due date.** Article reviews need to include a works cited page, a copy of the article and the reason the student chose the article (**on a separate page at the end**). Article must be typed, 1-inch margin from top to bottom and left to right, 12 font double spaced, times new roman or arial font, minimum of 2-full pages per article. Papers without a copy of the article, a title page AND bibliography will not be accepted. The body of the paper must start on page 2 with a 1-inch margin from the top of the paper.

****Title page should include Title of paper, your name, date, course number, and instructor's name. Bibliography page must be done in APA format.****

Sample Bibliography:

Berndt, T.J. (1999). The New Age of Computed Tomography. RT Image, vol. 34, p. 15-28

Berndt, T.J., & Keefe, K. (1995). Use of Computed Tomography in Heart Attack Patients. Radiology Today, vol. 66, p. 13-14.

COMPETENCY EVALUATIONS

1. In the prior quarters, a minimum number of competencies were required (8). Therefore most seniors should be completed with at least 54 competencies required for graduation from HGTC.(CLINICAL MANUAL,page 53.) However, if a "Failure to meet clinical requirement affidavit" was submitted, all mandatory competencies should be completed this quarter.
2. If the required amount of competencies are not submitted by the 7th week of the quarter, the clinical coordinator will hold simulation sessions by appointment to complete the student's evaluation criteria. If this occurs, the student will bring a "patient" with them to the radiology lab and simulate patient assessment, positioning, and exposure factors. The anatomy section of each clinical competency exam will require a question and answer session between the student and the Clinical Coordinator.
3. 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.**
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. *****At a scheduled time during the quarter, the Clinical Coordinator and/or Program Director will pull student aside to perform 4 “TERMINAL COMPETENCY” exams. This will be a simulated exam chosen randomly to assess the student’s capabilities. This may be done at the student’s clinic site or at the HGTC Radiology Lab.*****

See page 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. There will be 3 evaluations done at Mid-quarter. These will be a part of the Clinical Objectives grade. Only 1 evaluation will be required at the end of the quarter. This will be the Clinical Evaluation portion of your final grade. **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.

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 (the highest of up to 3 evaluations accepted) and the **TERMINAL COMPETENCIES SCHEDULED DURING THE QUARTER.** These competencies will be graded on the “Class Laboratory Competency Evaluation” Form. A question and answer session of anatomy will be included in these terminal competencies.

NOTEBOOK CHECKS:

1. 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. All original documents must be turned in the day after the student’s last clinical day. **A “0” will be given for the Notebook portion of the grade if these documents are not turned in.** 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. The above stated documents will be assessed at each visit to the clinical sites by the Clinical Coordinator.

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 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.**** A time is documented on the message.
2. Five or more 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 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 up to 5 min. tardies 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. Three or more faults will also result in a **GRADE II** violation.
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 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. Again, this is 33%.
6. It is your responsibility to make your clinical instructor or supervisor aware of you arrival or departure to and from the clinical in writing. (**ONLY** a 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 you attendance log, call Mrs. Brinson first at 912-326-3660 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. Then, call Mrs. Morris at 478-274-7882 and follow the same protocol.**
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 the space provided 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.**
8. Time sheets must be faxed on the last day of each clinical week to Mrs. Brinson at 478-275-6642. **NO EXCEPTIONS.** A 1 pt. per day deduction from your final attendance grade will be given for late time sheets.

*****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

A grade of I (incomplete) will be awarded until all make-up time is completed.

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)

**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 clinical setting, the student will be dismissed from the program. You can not complete the program with 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 GRADUATE

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. 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 GHTC 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 white HGTC clinical scrub top along with red or black scrub pants. *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 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 their 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	
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 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 138.

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. 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.