

**MONTGOMERY COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM  
RADT 111  
RADIOGRAPHIC PROCEDURES I  
SYLLABUS 2018**

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**II. Instructor Contact Information:**

Kathy Lewandowski, RT,(R).(M), RDMS  
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Kathy's Office Hours: Mondays and Wednesdays 12:00 to 3:00 pm or by appointment  
MYMC: <https://mymcprod.montgomerycollege.edu/cp/home/displaylogin>  
RT website: [www.montgomerycollege.edu/rt](http://www.montgomerycollege.edu/rt)

### III. General Course Information

#### A. Course Specifics:

**Course Title:** Radiographic Positioning I

**Course Number:** RADT 111

**Credits:** 3

**CRN.#:** Monday CRN: Lecture: 21327 Lab:21330  
8:00 to 9:40 am 9:50-11:30 am  
Wednesday CRN: Lecture: 21333 Lab: 21334  
8:00 to 9:40 am 9:50-11:30 am

**Prerequisite:** RADT 119

**Location:** HC 423/424/431

#### B. Course Description:

Covers knowledge and skills necessary to produce quality radiographs. Students relate the theoretical concepts to actual laboratory demonstration for the chest, abdomen, upper and lower extremities. Students develop and demonstrate appropriate positioning, technical and communication principles. Supplemental radiographic views and adjustments necessary to compensate for patient and pathological limitations are introduced. **PREREQUISITE(S):** [RADT 119](#) or consent of program coordinator.

**COREQUISITE(S):** [RADT 101](#) and [RADT 120](#). Two hours lecture, two hours laboratory each week. Formerly RT 111

**Lecture:** 8 am to 9:40 am will include power point lecture and film critique.

**Lab:** 9:50 am to 11:30 am will include positioning demonstrations, practice and check off for classroom lab competency and film critique if not completely covered in lecture.

#### C. Course Outcomes :

At the completion of the course, the student: will be able to:

- Utilize and relates terminology and basic positioning principles to the human anatomy.
- Demonstrate basic and special radiographic positions of the chest, abdomen, and upper extremities and lower extremities.
- Identify anatomy, pathology and anomalies affecting anatomical areas of the body from radiographs.
- Utilize principles of radiographic positioning that will enable the student to perform satisfactorily in the various phases of diagnostic radiography.
- Demonstrate knowledge of basic portable radiologic procedures.
- Demonstrate ALARA and appropriate radiation safety practice by wearing the film dosimeter on the collar for each activity in the lab.
- Demonstrate utilization of the energized laboratory equipment, as well as the exposure factors, to produce optimum radiographs.
- Demonstrate knowledge of appropriate exposure factors to produce optimum radiographs.
- Develop and practice communications skills related to positioning while incorporating cultural, gender and age Sensitivity.
- Analyze alternative positioning techniques for trauma radiography.
- Apply critical thinking skills to positioning skills

#### D. Course Methodology:

Students are required to check their blackboard and MY/MC email daily for assignments and communications

##### **Lecture**

- ❖ A combination of lecture, Energized/Positioning Laboratory experiences, and online coursework will be utilized to enable the student to comprehend materials presented. Material will be presented in class with a combination of lecture, power point and demonstration. A taped "collaborate" session will be made available of each week's content. **To optimize learning, the student should pre-read appropriate chapters, and complete the assigned homework and online modules.** Should a student require any additional resources to be more successful, please let the instructor know so that the accommodations/suggestions can be made.
- ❖ Reflective papers and critical thinking exercises will be integrated through-out the course.

## Lab

- ❖ The students will practice positioning each other during the lab portion of the course, and will be required to identify positions, central ray, anatomy best visualized, whys and kV ranges. Alternative positions will also be discussed. A classroom lab competency must be passed for each examination taught before a student may perform the clinical competency on a patient at their clinical site and to successfully complete the course. Faculty will check students off for competency.
- ❖ Students should utilize their lab time well by practicing positions with their classmates, studying the models such as single bones or the skeleton; reviewing the anatomic and positioning programs, reviewing textbook and radiographs in the teaching files
- ❖ As time allows students may radiograph assigned projections on the "phantom" in the Energized Lab, develop the radiographs and critique films
- ❖ Supervised practice lab hours will be available most weeks to all students. Additional practice times may be made arranged if necessary.
- ❖ Students should enter exams completed during lab as directed into E-value for signature verification.

### E. Required Textbooks:

**Texts:** Bontrager, Textbook of Radiographic Positioning and Related Anatomy, ninth edition  
Textbook & Online course

## IV. Course Requirements

### A. Grade Scale:

93-100	A	Any student receiving a grade below
86-92	B	a "C" in this course must repeat
78-85	C	the course satisfactorily before
below 78	F	proceeding go the next clinical course.

*\*Please note that all grades will be entered in blackboard, students are advised to check their grades regularly*

### B. Grade Determination:

1. Homework Assignments/Online Assignments	10.0%
2. Units Exams (4)	45.0%
3. Reflective Critical Thinking Papers	2.5%
4. Classroom Lab Competency Exams	2.5%
5. Comprehensive Final	35.0%
6. Affective Behavior (Attendance, Participation, Code of Conduct)	<u>5.0%</u>
Total	100.0%

#### 1. Homework assignments/Online Course 10.0 %

Weekly assignments and objectives will be loaded on Blackboard several days prior to their due date. Weekly assignments will include: written and/or Bontrager online course assignments and power point/collaborate reviews. Written homework must be submitted through blackboard by 8 am on day of scheduled class. Students may submit assignments in for a 50% deduction up to one week past due date.

#### 2. Unit Exams 45 % & 5. Comprehensive Final 35%

Upon completion of the positioning units, the student should perform satisfactorily on written examinations consisting of multiple choice questions, anatomical diagrams, problem solving in "hypothetical patient situations" and the identification of anatomy and radiographic projections from actual radiographs displayed. All exams are to be done "closed book" and without using models or any instructional aids. No talking or interaction with other classmates is permitted after the exam begins. Desks should be clean and cleared off of cell phones or anything other than writing instruments necessary for completing exam. If any of these guidelines is violated, the test will be removed from the student and a zero recorded for the exam. Please refer to the "Affective Behavior-Academic Dishonest Policy" on page 4 of this syllabus. All scantron exams will be graded utilizing scantron answers only.

A Comprehensive Final will be given according to the College Schedule. The final will include all information covered during the semester.

**Make-up exams will be given immediately following the final exam. All students will require prior approval to take a make-up exam!**

### **3. Reflective Papers/Critical Thinking 2.5 %**

The reflective paper assignments will be assigned during the semester. Assignments may not be accepted more than one week past due date and will receive a 50% deduction.

### **4. In Class Competency Exams 2.5%**

The student's positioning skills will be evaluated during lab sessions by simulated positioning on classmates and

- ❖ **Students should bring film badges to every class and must wear film badges if exposures are made in the energized lab.**
- ❖ Instructor will observe each student for competency in the lab passing lab competencies will be verified in E-value.
- ❖ Students should refer to class objectives under the lab to verify which exams they should submit through E-value each class during lab.
- ❖ If a student has not been verified in E-value on an lab exam/procedure in they will be unable to comp that exam at their clinical site until they have comped the exam in the college lab.
- ❖ All competencies performed in RADT 111 require a mandatory passing verification to successfully complete this course.
- ❖ Students will only be able to make-up their competencies if they have an excused absence.
- ❖ Students must wear comfortable, non-revealing clothing for positioning lab.

### **6. Affective Behavior/Code of Conduct/Attendance/Participation 5%**

- ❖ The attendance policy for this course is the same as that stated in the Montgomery College Catalog. Unexcused and excessive absences may result in an administrative drop from the course.
- ❖ Every unexcused absence, lateness to class or lab, leaving early or lack of participation in class will result in a 10 point deduction per infraction.
- ❖ Excessive infractions with attendance or other course policies will result in the coaching/counseling process which result in grade deductions or unsuccessful completion of course. See Student Code of Conduct, Collegewide Policies and Procedures and Additional Radiology Program Policies below.

## **V. Student Code of Conduct**

### ***A. Standards of College Behavior***

#### ***Classroom Conduct:***

- ❖ Each and every student is expected to behave in ways which promote a teaching and learning atmosphere. Students have the right to learn; however, they do not have the right to interfere with the freedom of the faculty to teach or the rights of other students to learn. Students will be treated respectfully in return for respectful behavior.
- ❖ All in-class interactions should be carried out in a way that keeps the classroom environment respectful of the rights of others. This means that, for example, students should not interrupt someone else who is talking regardless of whether that person is the instructor or another student. Students should not monopolize class time by repeatedly interrupting and asking questions in a manner in which hinders the learning process of others. Students should refrain from private conversations during the lecture.
- ❖ Students are also expected to conduct themselves in ways which create a safe learning and teaching environment that is free from such things as violence, intimidation, sexual harassment, or any other form of harassment. Please refer to online Montgomery College Student Handbook at: [http://cms.montgomerycollege.edu/pnp/#Chapter\\_4](http://cms.montgomerycollege.edu/pnp/#Chapter_4).
- ❖ Disruptive or unprofessional behavior will not be tolerated in the classroom. Should such an incident arise, the student will be asked to leave the class or security will be called to remove the student from the classroom.
- ❖ All cell phones must be turned off and put away during class time. In the event it is necessary to take a call, please to do so outside of classroom.
- ❖ Violations may result in deductions in attendance/participation grade.

### ***B. Academic Dishonesty***

Students are expected to maintain the integrity of the test taking environment by doing their own work and not allowing others to copy one's work. Talking, referring to texts or utilization of other aides are strictly prohibited during an examination. On line assignments should be done individually and with integrity and professionalism keeping the College and Program Classroom Behavior, Academic Dishonesty and Code of Conduct in mind. Non-compliance to these standards

may result in a failing grade on the examination or assignment.

In addition, the program maintains a strict adherence to the student code of conduct which may be accessed through Montgomery College's Home page at [www.montgomerycollege.edu](http://www.montgomerycollege.edu). Once you enter the home page, click on the *Current Student* tab on the top of the screen. Click on the Quick Link entitled *Codes and Policies*. This will direct you to the *Student Code of Conduct* which is a word document. Radiology Program specific Policies and Procedures and Code of Conduct can be found in the Radiologic Technology Student Handbook.

### ***C. Radiology Program Test Taking Policy***

To assure testing integrity the following policy is mandated:

- 1) Number 2 pencils will be provided. Student are not to use their pencils or mechanical pencils
- 2) Ear buds, ear phones and any other type of personal audio equipment may not be used
- 3) The instructor reserves the right to assign seating
- 4) Students must raise their hand if there is a question about the test during the test period. Students are not to come to the instructor.
- 5) All personal items must be placed on the ground where the student is seated for the exam. Lockers are available for those who wish to use them.
  - a. Cell phones and lap tops must be placed beside the student on the ground during the test. Cell phones should be turned off. Lap tops should be turned off. Books must be closed. Notebooks must be closed
- 6) The instructor reserves the right to remove the exam from the student if the student is exhibiting behavior not conducive to maintaining testing integrity (examples and not limited to: talking to other students during the test, looking at other student's answer key).
- 7) Program will follow the College's Academic Dishonest Policy stated as under Student Code of Conduct VIII <https://cms.montgomerycollege.edu/EDU/Department.aspx?id=12250>

## ***VI. Collegewide Policies and Procedures***

### ***A. Attendance & Class Participation:***

- ❖ The attendance policy for this course is the same as that stated in the Montgomery College Catalog. An excessive absence is defined as one more absence than the number of classes per week during a fall or spring semester.
- ❖ Unexcused and excessive absences may result in an administrative drop from the course.

### ***B. Withdrawal and Refund Dates:***

It is the student's responsibility to drop a course. Non-attendance of classes or failure to pay does not constitute official withdrawal. Please refer to specifics below.

<http://cms.montgomerycollege.edu/EDU/department2.aspx?id=32755#drop>

### ***C. Disability Support Services:***

In order to receive accommodations, a letter from Disability Support Services if needed the student can easily apply on line for services by visiting <http://cms.montgomerycollege.edu/EDU/Department4.aspx?id=98414A>

Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at:

[www.montgomerycollege.edu/dss](http://www.montgomerycollege.edu/dss).

### ***D. Veteran's Services:***

"If you are a veteran or on active or reserve status and you are interested in information regarding opportunities, programs and/or services, please visit the Combat2College Website at

[www.montgomerycollege.edu/combat2college](http://www.montgomerycollege.edu/combat2college).

### ***E. Delayed Opening or Closing of College:***

1. Montgomery College will always operate on its regular schedule unless otherwise announced. Depending on the nature of the incident, notifications of emergencies and changes to the College's operational status will be communicated through one or more of the following means:

- College emergency responders: Security Officers, Campus Response and/or Support Teams
- Montgomery College ALERT. Registered users receive text and e-mail messages. Registration

- information at [www.montgomerycollege.edu/emergency](http://www.montgomerycollege.edu/emergency).
  - Check the College's Web site at <http://www.montgomerycollege.edu> or log on to your **Blackboard** or **MYMC** account. A college-wide e-mail will be sent to announce closures or delays.
  - Montgomery College main phone number at 240-567-5000
  - Montgomery College cable channel 10 in Montgomery County
  - Commercial radio and TV stations
  - If College sites are not available you can check E-value home page for announcements.
2. Delayed Openings
- This course starts at 8:00 am with a lab that follows, class and lab will be cancelled for delay openings later than 9:00 am. Please watch your MYMC account for e-mails specific to delays, special instructions and assignments.
  - For delayed openings, please note that the college will not be open until one hour prior to the scheduled opening time.

## ***VII. Additional Radiology Classroom Policies***

### ***A. Electronic Devices:***

While the use of recording devices and laptops are permitted for lecture and labs the instructor will be recording most lectures on Collaborate which records audio and information shared on the overhead via the instructor computer. During lecture and labs, cell phones or other electronic devices need to be set on silent or vibrate mode and students are not to be using electronic devices for non-academic purposes (**texting, serving the net, posting on social media-see next page for the social media policy**) . If a student must respond to a cell phone call during class time, they must leave the classroom or lab to do so. Extended absence from the lecture or lab to return a call may be recorded as an unexcused absence and this may impact the student's ability to continue in the lab or lecture that day. Students are urged to use discretion in returning calls during class time. **NO CELL PHONES OR LAP TOPS MAY USED DURING AN EXAMINATION. ALL CELL PHONES MUST BE TURNED OFF PRIOR TO THE BEGINNING OF EXAMINATIONS AND PLACED IN A BACKPACK OF OTHER TYPE OF CARRIER ALONG WITH TEXTBOOKS AND/OR LAPTOP ON THE FLOOR NEXT TO THE STUDENT. NO LAP TOPS WILL BE ALLOWED OUT OF THEIR CASES DURING EXAMINATIONS**

**Cell phones should be kept on vibrate mode and students who must speak on a cell phone, must do so outside of the classroom to prevent disruption to the rest of the class.**

### ***B. Communication/MyMC email:***

Montgomery College MyMC e-mail account is the official means of communication between the faculty member and the student. It is the student's responsibility to check his or her blackboard course announcements and/or MC e-mail daily for College and class information. Absences and/or lateness **require a phone call or e-mail** prior to the start of the class.

### ***C. Radiologic Technology Program Social Media Policy:***

Students are advised that no information about the clinical site, staff and clinical patients are ever to be posted on personal and other social media accounts. The posts that **ARE NEVER TO BE PUBLISHED ON SOCIAL MEDIA ACCOUNTS** include but are not limited to are selfies, photos, descriptions of patients, descriptions of patients' other medical staff are attending to, tagging yourself, classmates, technologists or patients (even with assumed patient permission), or "checking in" during clinical hours as a student. *In addition, no images of other students or faculty taken during class hours or lab hours should be posted on private or public social medial account or pages.* Any students found in non-compliance to these policies are considered to be in violation of HIPAA as well as program policy and may be dismissed from the program. Students are cautioned about "liking" a public clinical site social media page and posting any comments that are in non-compliance to the policy noted above. Students are cautioned about friending technologists from their clinical sites. Students may never ask to "friend" or follow a patient's social media account. Montgomery College's Radiologic Technology program has a public Facebook page but the program coordinator is the administrator of this page and is the only person authorized to post on this page. If you feel you have an appropriate post for this page you can place this post on the Facebook page and the program coordinator will review it before allowing it to post. Academic support, images and job opportunities as well as shared posts from other approved sites are regularly posted on this page.

#### **D. Printing at MC:**

MC charges for printing. Printing will cost 10 cents per page. Information about the available printers and how the Program will work can be found at: <http://cms.montgomerycollege.edu/edu/departments.aspx?id=27707>.

#### **E. Radiation Safety:**

Students must bring film badges to every class for energized lab participation. Radiation safety should be followed at all times.

#### **F. Miscellaneous:**

- ❖ All students are responsible for keeping the classroom and labs clean, in order and free of litter. Coffee pot should be cleaned if used and kitchen area cleaned up as well.
- ❖ Drinking or eating in the classroom or laboratory is not allowed anywhere near computers, generators or positioning tables.
- ❖ Students are responsible for putting all equipment away, keeping equipment clean and in order at the end of each class session. Please make sure there is a left and right marker at each station at the end of class. Students will be working in groups. Every member of the group will be given a deduction from the in class competency component of their grade if their group station is not cleaned up.
- ❖ Students are expected to report unsafe and/or broken equipment to the instructor. It is not necessary to report the responsible part.

#### **G. Important Student Information Link**

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College alert System, and finally, how closings and delays can impact your classes. If you have any questions please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies.

<http://cms.montgomerycollege.edu/mcsyllabus/>

#### **VIII. Student Support Services:**

##### **A. Practice Lab:**

There will be supervised time in the positioning and energized lab to work with the instructor by appointment. Instructor may offer open lab time to the entire class if a student has set up an open lab time unless the student wants to work one on one with instructor

##### **B. Learning Skills:**

- For difficulty with test taking strategies, test anxieties or time management issues please check with faculty for a referral to Deborah Johnson in HC 129 and can be reached at 240-567-5553.
- **SOS (Services Offered Students)**--a listing of all the support centers, plus Student Development and other services, on campus. Provides a summary of service locations, contact info, and services available.  
<http://cms.montgomerycollege.edu/learningcenters/servicesTPSS/>
- **Computer Access Information Sheet**—information on all of the locations on campus where students can use computers, with details on available software, locations, hours, contact info, etc.

<http://cms.montgomerycollege.edu/learningcenters/computersTPSS/>

#### **IX. Critical Thinking:**

The ability to critically think is essential for the successful completion of the Radiologic Technology Program. Critical thinking concepts such as self assessment, evaluation, problem solving, deductive reasoning are but a few strategies employed in the diagnostic imaging environment. Use of these and other critical thinking strategies assist in the

application of the book knowledge to the clinical setting. To this end throughout the two years in the program students will be required to complete specific didactic and clinical assignments used to assess critical thinking in the classroom and in the clinical rotations. In addition to critical thinking questions imbedded into each didactic exam, a percentage of the final grade for each class (including the clinical courses) will include the grade(s) from each critical thinking assignment. Students are encouraged to maintain a critical thinking folder to assess their progress in using critical thinking skills.

**X. Grievance Policy/Due Process:**

In the event that the student has an Academic/Clinical Non-grade grievance, the student should follow the procedure found under Due Process in the Radiologic Technology Student Handbook.

The instructor reserves the right to append the course content and evaluation procedures as deemed necessary.

RADT 111  
Class Lab Competency Check List  
Fall 2018

**EXAM**

**Date Demo Completed**

Lordotic Chest	
Oblique Chest	
Decub Chest	
AP Upper Respiratory	
Lateral Upper Respiratory (Later Soft tissue neck)	
Thumb/PA Finger	
Oblique Thumb/Finger	
Lateral Thumb/Finger	
PA Hand	
Oblique Hand	
Lateral Hand (Fan lateral and True Lateral)	
PA Wrist	
Oblique Wrist	
Lateral Wrist	
Scaphoid View (Ulnar Deviation/Stecher)	
AP Forearm	
Lateral Forearm	
AP Elbow	
Medial Oblique Elbow	
Lateral Oblique Elbow	
Lateral Elbow	
Partial Flexion AP (Trauma view)	
AP Abdomen (KUB)	
PA abdomen	
AP Erect Abdomen	
Decubitus Abdomen	
AP Humerus	
Lateral Humerus	
AP Internal rotation Shoulder	
AP External rotation Shoulder	
AP clavicle	
AP Axial Clavicle	
AP Scapula	
Lateral Scapula	
Y-View Trauma Shoulder	
Trans Thoracic	
AC Joints	
Toes series	
AP Foot	
Oblique Foot	
Lateral Foot	
AP ankle	
Oblique ankle	
Lateral ankle	
Axial Calcaneous	
Lateral Calcaneous	
AP Lower Leg	
Lateral Lower Leg	
AP knee	
Medial Oblique Knee	
Lateral Oblique Knee	
Lateral Knee	
Cross Table Lateral Knee	
Intercondylar Fossa	
Lateral patella	
Tangential view of patella	

E-VALUE LAB COMPETENCY INSTRUCTIONS

Log into E-value go to Case Logs and then select ADD NEW enter the following:

**Interaction Date \***  
8/21/2014

**Activity \***  
RT 111 Radiographic Positioning I

**Site \***  
Montgomery College Radiologic Technology Program

**Supervisor \***  
Lewandowski, Kathy

**Supervisor's role \***  
Direct supervision

**MR#**  
[Empty field]

**Age \***  
 Not Applicable  Adult  Pediatric  Lab

**Equipment \***  
 DR  CR  Combo  Fluoro  Portable  C-ARM  Lab

**Gender \***  
 Female  Male  NA

**Patient Type \***  
 ER  OP  IP  OR  Trauma  NA

**Technique \***  
 AEC  Manual  APR  Combo  NA

**Repeat \***  
 YES  NO

**Repeat Reason**  
If No Repeat please select NA \*

Enter date of lab

You may want to create an MC lab template.

Scroll to next page and then enter

**Projections**

**Group:**  
MC LAB

**Projection: \***  
Filter: c

- Abdomen Decubitus - Lab
- AC Joints- MC LAB
- C-ARM - Lab
- Calcaneus - Lab
- Cervical spine (2v) - Lab
- Cervical Spine (5v) - Lab
- Chest AP -Lab
- Chest decubitus - Lab
- Chest PA and Lat - Lab

**Role: \***  
Performed

Add Projection

Primacy	Projection	Your Role	Remove	Move
1	Chest PA and Lat - Lab	Performed		

Save Record Cancel

\* Required Fields

Save as Template

Filter for MC LAB

Filter for exam and make sure it says Lab.

You must save record

