

Course Description

RADT 119 Clinical Radiology I (Takoma Park/Silver Spring Campus Only)

Provides the radiology student with the critical instruction essential to the actual practice of radiography. As an introduction to the medical profession, this course explores radiology's role in health care. Patient care, vital signs, sterile and aseptic technique, transportation and transfer skills, radiation protection concepts, legal and ethical responsibilities, and critical thinking skills appropriate for the radiology department are covered. Interpersonal, communication, customer service and diversity skills necessary to interact with patients, peers, and other professionals are addressed. General anatomy, terminology and positioning principles related to the chest covered. Concepts of surgical radiography are introduced.

Course Outcomes

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

1. Describe the role of radiology in the healthcare delivery system.
2. Apply basic rules of medical ethics appropriate for radiology.
3. Demonstrate appropriate communication skills with patients, peers, and other professionals.
4. Demonstrate knowledge of HIPAA regulations and OSHA regulations.
5. Utilize terminology appropriate to the field of radiology.
6. Utilize and relate terminology and basic positioning principles to human anatomy.
7. Demonstrate routine radiographic positions for the chest.
8. Apply critical thinking skills to positioning of the chest.
9. Utilize the energized laboratory and positioning lab equipment, as well as the exposure factors to produce optimum radiographs.
10. Identify emergency treatment for acute situations within a radiology department.
11. Perform blood pressure readings/pulse and respiratory readings in a simulated environment.
12. List precautions and basic rules in trauma, mobile and pediatric/geriatric radiography.
13. Discuss issues of cultural diversity and ethics.
14. Demonstrate strategies of defining higher level vocabulary terms
15. Utilize occupational and patient/personnel radiation protection.
16. Identify and perform proper sterile, isolation, reverse isolation techniques.
17. Satisfy competency in transport objectives in a simulated environment.
18. Discuss appropriate customer service in the radiology environment.

Objectives preceding each chapter in the Ehrlich/Bontrager's texts should be used for more specific objectives.

Course Methodology

All course content and assignments can be found on Black Board under the RADT 119 course heading. The course material will be presented in an interactive lecture manner. Faculty will be recording lectures using Collaborate and will send the links to the students for further review via Blackboard. Students are expected to become active learners in this class which means that students should come prepared for class by reading the chapter and completed assignments that will be covered in class. While information will be presented in lecture form, the lectures are designed to encourage input, analysis and discussion. Internet audio-visuals and radiographs may be utilized as well as demonstrations. If a student should require any special resources to be more successful, please let the instructor know so that the college can provide accommodations. The lab portion of the course combines small group experiences, as well as demonstration of psychomotor skills.

CLASSROOM AND LAB LOCATION AND RESPONSIBILITIES

Lectures are held in HC 423 and supplemental equipment may be used in demonstration of course objectives. Labs are typically held in HC 424 which is the non-energized practice lab and HC 430 which is the energized practice lab. Labs and classroom are equipped with various types of radiographic equipment and supplies. All students are responsible for putting equipment away, keeping equipment clean and in order at the end of each class/lab session. Students are expected to report unsafe and/or broken equipment to the instructor immediately. It is not necessary to report who is responsible for breaking the equipment. Drinking or eating in the classroom/laboratory is not allowed anywhere near computers, generators and positioning tables.

Classroom Behavior

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. **Please turn off all cell phones or pagers or put them on vibrate mode.** 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. **TEXTING WILL NOT BE TOLERATED IN THE CLASSROOM OR LAB. IF YOU ARE FOUND TO BE TEXTING YOU WILL BE ASKED TO LEAVE.** All in-class discussions 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 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, and harassment, including sexual harassment. Students are allowed to audiotape lectures.

ACADEMIC DISHONESTY AND MISCONDUCT

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 and referring to texts are strictly prohibited during an examination. Written assignments are individual assignments (unless otherwise noted) and using other student's work is strictly prohibited. Appropriate reference of author and text is mandatory with an accompanying bibliography if applicable is required. Non-compliance to any of these policies may result in a reduced grade or failing grade depending on the infraction.

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. 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.

Please make sure that you obtain and read a copy of the current Montgomery College Student Handbook on the Radiologic Technology web page.

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. *** This link works best if you copy and paste the entire link into your browser page.***

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

Student e-mail

It is recommended that you check your Black Board Announcements and MYMC e-mail accounts routinely for official communication. If you do not know how to access your MYMC account, e-mail or Blackboard, please work with Patty Gorski immediately.

For this class, student e-mail will be used only for situations where timing is essential. Most information is discussed in class and assignments will be turned in as hard copy during regular class times or submitted through Black Board as directed. If you contact me through e-mail, you must use your MYMC e-mail account (rather than a yahoo account) so that I can recognize you as a student. **If you e-mail Patty or Kathy, please follow-up with a voice mail message using the following number: 240-567-5566(Patty) or 240-567-5565 (Kathy) or 240-567-5563 (Rose).**

Classroom Attire

Students should wear clothes that are appropriate for activities such as lifting and moving techniques, taking vital signs and other hands on types of activities that are mandatory in this class. Tight clothing, revealing clothing (low cut shirts or pants) or clothing that can become entangled in machinery are examples of inappropriate attire.

CLASSROOM ATTENDANCE AND Affective Behavior

(Please see page 8, #6 for more detail on this subject)

The regular College rules on classroom attendance will be in effect for the program. The policy states that a student may not miss more days than the number of days the class meets in one week. For example if a class meets twice a week, a student should not miss more than two days in a semester. The instructor may reduce the grade or issue a failing grade if a student is in non-compliance with this policy. This policy is found in Academic Standards section of the College Catalog. THE STUDENT IS EXPECTED TO READ THE CATALOG.
See page 29 of this Handbook for additional program policies on attendance

EXCESSIVE LATENESS WILL NOT BE TOLERATED. 10 points per late arrival will be deducted from final grade in didactic classes. Students must contact faculty if they are going to be late. Students who demonstrate a pattern of lateness will be counseled and excessive lateness may lead to a letter grade drop or administrative withdrawal from the program.

How Closing and Delays Impact Classes

If a class can meet for 50% or more of its regularly scheduled meeting time OR if the class can meet for 50 minutes or more, it will meet. 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 communication methods including the College’s website www.montgomerycollege.edu. For the most up-to-date information regarding College openings, closings, or emergencies, all students, faculty, and staff are encouraged to sign up for email and text alerts via Montgomery College ALERT. Registration information is available at www.montgomerycollege.edu/emergency.

GRADING:

| | | |
|----------|---|---|
| 93-100 | A | Any student receiving a grade below a "B" in this clinical course will not successfully complete and will have to re-apply to the program. **Please note: all test scores and the final exam grade will be rolled up but the Final RADT 119 accumulative grade will NOT be rolled up. This means that your final RADT 119 grade must be 86.0 or higher to successfully complete this course. You cannot achieve an 86 by rolling up this final accumulated grade. |
| 86-92 | B | |
| Below 86 | F | |

Grades/successful completion of the course will be determined by:

- 1 *****Successful completion of all Mandatory Clinical Competencies:**
Transport, Sterile and Aseptic technique, Vital Signs and Routine Chest competency (2 attempts in labs and a 3rd attempt one week later (after class) will be given)

 - 2 **Mandatory Assignments** **5%**
 - a.) OSHA
 - b.) HIPAA
 - c.) Student Handbook and clinical syllabus research assignment for future RADT 120 class.

 - 3 Homework Assignments 10%
 - a.) Ehrlich/Bontrager Homework and MRO online assignments
 - b.) Critical Thinking assignments (2)
 - 4 Examinations (minimum 3) 45%
 - 5 Comprehensive Final Exam 35%
 - 6 Attendance and Affective Behavior Policy Compliance 5%
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- Total: 100%

There are no make-up exams!
(any exam missed will be taken after the final exam)

*****# 1 MANDATORY COMPETENCIES*****

Per the most current ARRT clinical competency requirements, the competencies noted in the box on page 6 must be completed by all radiology students. *Students who do not SUCCESSFULLY complete these competencies will not be able to successfully complete this class.* The design of RADT 119 course objectives gives students an opportunity to satisfy these competencies on *specific* lab days and under direct supervision of qualified personnel. The clinical sites where students will be rotating through to satisfy additional clinical competencies DO NOT provide opportunity for most of these competencies. The clinical sites accept students of the Montgomery College's Radiologic technology program who have completed these competencies as well as reviewed HIPAA and OSHA regulations. Due to the importance and requirement of these objectives, it is the student's responsibility to attend all of the RADT 119 classes as these and other objectives that satisfy ARRT requirements as well as ASRT curriculum objectives are presented.

Students who miss RADT 119 classes and the opportunity to receive vital information in order to complete competencies on specific objectives may not have the opportunity to continue in the program as they will not be able to be placed at their clinical sites due to missing competencies.

#1 MANDATORY CLINICAL COMPETENCIES

Students will only be able to make-up their competencies if they have an excused absence. Instructor will check off each student for exams they can demonstrate competency on in lab on the In Class Competency Check off Form. If a student has not been checked off on an exam/procedure in lab they will be unable to comp that exam at their clinical site.

- Vital Signs clinical competency,
- Transport competency,
- Sterile and aseptic technique competency
- Routine Chest examination competency

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

- CPR

****Please be aware of the fact that every student must achieve a grade of 90% or above (on these mandatory clinical competencies) in order to successfully complete this course. The skill necessary to complete the clinical competency will be taught in lecture and then demonstrated in lab. The student will then be given time to practice before one of the instructors will test the student on the competency. When the student is ready to be tested, they will be given 2 attempts during that lab time. If the student is unsuccessful then they must review the information and will be given a 3rd attempt to achieve a score of 90% or higher. Two instructors will be present for this 3rd attempt and this will be scheduled for the following week after class. If the student does not achieve 90% after the 3rd attempt, they cannot successfully complete the RADT 119 course and must withdrawal or be administratively withdrawn by faculty.*****

2 a & b: MANDATORY ASSIGNMENTS: HIPAA review-OSHA Review WORTH (5%)

Students will be required to view the 3 part HIPAA CD (*HIPAA for Health care workers Part 1, Part 2 and Part 3*) located in the Medical Learning Lab (HC 221). While viewing each section of this CD, student is to complete the test associated with that section. Students must score a total of 80% after all three post tests.

Students will be required to view the 3 part OSHA (*Bloodborne Pathogens Safety Part 1, Part 2 and Part 3*) located in the Medical Learning Lab (HC 221). While viewing each section of this CD, student is to complete the test associated with that section. Students must score a total of 80% after all three tests.

The OSHA and HIPAA assignments MUST be completed by the assigned date (or before) to be in compliance with the clinical objectives.

This must be completed preferably by July 10 (Tuesday class) or July 12 (Thursday class), but no later than Friday, July 13 by 12:00 pm (NOON).

2 c. : Student Handbook Assignment

The purpose of this assignment is to promote familiarization with the Radiologic Technology Handbook and the Clinical Syllabus with regards to the program's policy and procedures. The handbook is accessible through the Radiology Web page and the due date for this assignment is noted in the class schedule in this syllabus. The assignment, seen below is attached in Blackboard and can be access and completed there. The questions from the assignment will be part of one of the examinations. (Please refer to course schedule for the examination date where these objectives will be tested).

Due July 17 and July 19

The Radiologic Technology Student Handbook is available on the Radiologic Technology Web page (www.montgomerycollege.edu/rt). Please look for the link that is titled Handbook. Each student will also be given a RADT 120 Clinical Syllabus from the previous year. The student will research the answers to questions 6-11 below from this syllabus.

Please research and answer the following questions. All answers must be typed and in your own words. Do not merely copy and paste the answers. Questions regarding these topics will be on examination #2.

- 1) What does direct and indirect supervision mean?
- 2) If a student is late more than three times at the clinical site what is the penalty for this tardiness?
- 3) What is the proper uniform attire?
- 4) If a female student becomes pregnant during the course of the program what is the process for the student to follow. What are the pregnant student's options in terms of clinical rotations?
- 5) If a student is going to be late or absent from the clinical site what must the student do immediately to communicate these circumstances?
- 6) What is the number of competencies required to successfully complete RADT 120? What method does a student use to record a patient's MR number for their competency entry in case logs?
- 7) How is the student covered by the college's liability insurance while they are at clinical? What is the importance of having a Change of Schedule form completed if there is any change in a student's clinical hours?
- 8) How does a student record their clinical hours?
- 9) What is expected of the student when entering their clinical studies into our E-value case logs system? When must the student have their entries logged into the case logs? What is the penalty for not having this done within the timeframe expected by the clinical faculty?
- 10) What is meant by the safe clinical practice/ patient safety policy? What happens if it is determined that a student is unsafe and does not resolve their safety issue? If asked to leave a clinical site, will the program provide a new site to the student?
- 11) Briefly describe the MC RT program's 3 step process for Coaching, Counseling and Conferencing procedures. When is this process used with students?

3 Homework Assignments (10%)

Ehrlich / Bontrager's Radiographic Procedures and Critical Thinking Assignments

Homework assignments, objectives and power points are loaded into Blackboard. Students will be given homework assignments each week. Assignments will be posted on the course calendar. Homework may include reading, short answer handouts or Bontrager's MRO online course assignments. All assignments are due by the *start time of each class*. All late assignments will receive a 50% deduction. Students are always encouraged to do all assignments even if they are not done on time. There will be no assignments accepted after the final exam and students will be given a zero for any uncompleted assignments. Online and weekly course assignments are for your benefit and will test *your* comprehension, memory and knowledge as it applies to the content being taught. These 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.

Critical Thinking or the ability to think outside the box in certain situations is considered to be a valuable quality in a healthcare provider. With this concept in mind, you will be expected to complete two critical thinking assignments. These assignments can be found under the folder for the week that they are due. Critical thinking assignment #1 is due June 5/7 and critical thinking assignment #2 is due June 19/21. If you choose to do them and submit them earlier that is fine.

4 Examinations (45%)

A minimum of three examinations will be given to assess student comprehension of presented materials. The dates and objectives covered in examination form are noted in the class schedule in this syllabus. Examinations will include multiple choice questions and may include matching, sequencing, true or false, fill in the blank and/or short essay questions. Multiple choice, true or false, matching questions are worth one point. Other forms of questions will have the point value indicated next to the question on the examination. Grades are calculated based on the number of points earned divided by greatest possible points. For example, if the unit test or final exam has a total of 89 points and a student earns 79 possible points (79/89) the student's score would be 88.7% which will be rounded up to an 89%. All examinations are reviewed in class after graded and open for discussion of content only. Concerns about calculation of grade or other challenges on the calculation of the grade may be addressed individually with the instructor after class. Tests are kept in the student file. Students are not given them to keep. ***Please note: all test scores and the final exam grade will be rolled up but the Final RADT 119 accumulative grade will NOT be rolled up. This means that your final RADT 119 grade must be 86.0 or higher to successfully complete this course. You cannot achieve an 86 by rolling up this final accumulated grade.*

5 Comprehensive Final Examination (35%)

The final examination is given on the date noted on the class schedule. The examination covers all material reviewed in the semester. A review class (attendance is optional) will be held on Friday July 20 (8:30-10:30 AM). Questions are primarily designed in multiple choice formats although some other forms of questions may be designed.

6 Attendance and Affective Behavior Policy Compliance (5%)

ATTENDANCE

1. The regular College rules on classroom attendance will be in effect for the program. The policy states that a student may not miss more days than the number of days the class meets in one week. For example, if a class meets twice a week, a student should not miss more than two days in a semester. The instructor may reduce the

grade or issue a failing grade if a student is in non-compliance with this policy is This policy is found in Academic Standards section of the College Catalog. THE STUDENT IS EXPECTED TO READ THE CATALOG.

2. Program Policy: Students are expected to attend all scheduled classes. If a student is ill, or must be absent for other legitimate reasons, the student must notify the instructor within one hour of the scheduled class time. Failure to do so will result in an unexcused absence.

Children are not allowed to attend classes with parents.

3. Unexcused absences:
 - A. Students who do not notify the department within one hour of a scheduled class will be considered “unexcused.”
 - B. If a test was scheduled for the class in which the student was absent, and it is the instructor’s prerogative to determine if the student can make up the examination during finals week. If it an exam is not allowed to be made up the student will receive a grade of zero “0” on the test.
 - C. Unexcused absences will affect the final grade. The effect of unexcused absences on grades will be published in the course syllabi.
 - D. Ski trips, beach trips, vacation or other “personal pleasure” reasons for time off are considered unexcused absences.
4. Attendance and participation as noted in the syllabus
 - ❖ 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 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 will result in a coaching/counseling process which result in grade deductions or unsuccessful completion of course.

AFFECTIVE BEHAVIOR

In the Radiologic Technology Program Affective behavior is defined as behavior that is expected to be fully compliant to program policies. It also encompasses demonstration of positive teamwork, and professional demeanor. All clinical and didactic courses have a grading column assessing this behavior and students will lose points if they do not follow policy or demonstrative behavior impacting the clinical environment. In addition, students can be coached and conferenced if non-compliant affective behavior issues are demonstrated. Continued non-compliance of the policy may result in a letter grade drop in the course the behavior is demonstrated or may constitute administrative withdrawal from the program.

**MONTGOMERY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
PROGRAM COACHING/COUNSELING/CONFERENCE PROCEDURE**

1. This three step course of action process* will be utilized for all students who have *demonstrated noncompliance/infractions* to Program policy or standards:

**Please note that there are some infractions that may result in a student's immediate dismissal from the Program or eliminating steps to this procedure. In addition, if a site asks that a student be removed from their clinical site for any reason, the student will be unsuccessful in completing the clinical course and will not utilize this process.*

2. Infractions are cumulative; meaning that each additional infraction that occurs while the student is in the Radiologic Technology program will result in the implementation of the next course of action and its corresponding consequence.

3. The counseling/conference course of action is as follows:

*Course of action #1: **Student Coaching Form***

On the first incident/infraction, the student will be coached in person by the instructor involved utilizing the **Student Coaching Form**. This form is utilized as a tool for documentation and action plans and will not impact the student's grade. The coaching session should provide an opportunity to discuss with the student the nature of the problem, to remind the student of the Program's policy and procedures, to inform the student of the consequences of continued infractions, and to work with student via assignments and changes to correct the problem. The Coaching Form may be utilized more than once at the discretion of the Program Coordinators.

*Course of action #2: **Student Counseling Form***

On the second infraction of any type, the student will meet with the Program and/or Clinical Coordinator, and/or the involved instructor utilizing the **Student Counseling Form**. This form is utilized as a formal documentation that communicates to the student that the student has not displayed appropriate corrective actions to the prior infraction or Program compliance in general and that the resulting consequence will be a minimum of one letter grade drop for the course. In addition, there may be other consequences as deemed appropriate. This Formal Conference will discuss with the student the nature of their continued noncompliance/infractions, and to inform the student that this is their last opportunity to demonstrate compliance to the Program's policies and standards.

*Course of action #3: **Final Administrative Conference Form***

On the third infraction of any type and only after the student has received a Formal Student Conference Form, the student will meet with the Program and/or Clinical Coordinator and/or another designated individual utilizing a **Final Administrative Form** or a second **Student Counseling Form**. At this meeting the Coordinator(s) will decide whether the student will be unsuccessful in the course/Program, will be penalized with additional grade deductions, or other consequences as deemed appropriate.

Class Schedule and Calendar

The class schedule and calendar can be found posted on Black Board under Class Schedule and a separate copy will be given the first day of classes. **Please refer to it for valuable information regarding this course. It contains many of the deadlines for homework and for the required paperwork and Mandatory Competencies.**

***Mandatory Medical Requirements**

Please note that all medical requirements are mandatory requirements for clinical placement. If documentation is not received and/or available in the Castle Branch site students may be unsuccessful in RADT 119 and/or will be unable to continue on in the RT program.

For all discrepancies or red X's please contact the Medical Review Officer from Castle branch (Certified Background). The number is 1-800-526-9341 Ext. 2.

1. Criminal Background Check and Toxicology

At orientation all students are required to log into: mycb.castlebranch.com and order their criminal background check and toxicology. In about 2 days the student will receive an email from Castle Branch with a form that they should immediately take to a Labcorp or Quest that performs the drug test. These results should be available the student's account no later than May 26, 2018. Please review the results and discuss any discrepancies with Castle Branch. Clinical sites will review students' criminal background and Toxicology results when the student is assigned to their site. Clinical site's will accept the students or not based on these results. If a student is denied access to a clinical site they will not be able to continue in the Radiologic Technology Program.

2. Physical Form, Health Provider level CPR, Proof of Insurance

All students are required to have a

- a. Complete physical to include urinalysis, CBC,
- b. Two step PPD/Quantiferon Gold or Chest X-ray (please note if you have had a previous PPD that is fairly current you may not need the two step just a current PPD)
- c. The following vaccinations, titres or boosters:
 - Tdap
 - MMR
 - Varicella
 - Hepatitis B
- d. Current Healthcare Provider CPR (no online or Hybrid classes)
- e. Proof of Medical Insurance

All of these documents must be scanned and uploaded to your Castle Branch account and bring copies to Kathy no later than July 13, 2018. Students can download the Castle Branch app for I-phones and droids. If you have any difficulty uploading your documents please speak with the RT faculty immediately.

3. Signed Clinical Documents

Students receive the following documents at orientation all of these documents must be signed and returned no later than Friday, June 8, 2018.

- Insurance Coverage
- RADT Infectious Diseases Informed Consent
- RADT Drug Screening
- RADT Release of Information
- Confidentiality Statement
- MRI Screening Form

All questions regarding the Mandatory Medical Requirements should be directed to Kathy at 240-567-5565 or Kathy.lewandowski@montgomerycollege.edu