

MONTGOMERY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
RADT 211
SYLLABUS FALL, 2018

Instructor Contact Information:

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Office Hours: Tuesdays 3:15 pm to 5:15 pm or by appointment.
MYMC: <https://mymcprod.montgomerycollege.edu/cp/home/displaylogin>
RT website: www.montgomerycollege.edu/rt

General Course Information

Course Specifics:

<u>Course Title:</u>	Radiographic Positioning III	<u>Course Number:</u>	RADT 211
<u>Credits:</u>	2	<u>CRN.#:</u>	CRN: 21347 Lecture 10:40 am to 11:30 am CRN: 21348 Lab I: 11:35 am to 1:15 pm CRN: 23749 Lab II: 1:30pm to 3:10 pm
<u>Prerequisite:</u>	112	<u>Location:</u>	HC 423/424/430

Course Description:

Covers knowledge and skills necessary to produce quality radiographs. Students relate theoretical concepts to actual laboratory demonstration for the bony thorax, skull and facial bones. Students continue to develop and demonstrate appropriate positioning, technical, and communication skills. Supplemental radiographic views and adjustments necessary to compensate for patient and pathological limitations are discussed.

Lecture: 10:40 am to 11:30 am will include power point lecture and film critique.

Lab I: 11:35 am to 1:15 pm and **Lab II:** 1:30 pm-3:10 pm

Will include positioning demonstrations, practice and check off list for classroom lab competency.
Film critique will also be available.

Course Outcomes :

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

1. Utilize relate terminology and basic positioning principles for the skull, face, brain, sternum and ribs.
2. Demonstrates basic and alternative radiographic positions of the skull, facial bones, and bony thorax.
3. Demonstrate utilization of the energized laboratory equipment, as well as exposure factors to produce optimum radiographs.
4. Identify anatomy, pathology and anomalies affecting these anatomical areas of the body, and how to compensate for them if needed.
5. Employ optimum radiation protection methods appropriate for each radiographic examination.
6. Demonstrate knowledge of basic portable radiographic procedures for these body parts.
7. Analyze alternative positioning techniques for trauma cases, etc.
8. Apply critical thinking skills to positioning skills to exams that require variations due to patient limitations or site requirements.
9. Practice communication skills related to positioning while incorporating cultural, gender and age sensitivity.

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. **To optimize learning, the student should pre-read appropriate chapters before each class, a homework assignment and power point will be posted each week in Black Board.** 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 intergrated throughout the course as part of the second year mentorship rotation.

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 be discussed. A 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.
- ❖ Students will radiograph assigned projections on the "phantom" in the Energized Lab, they will critique the images and make corrections if necessary.
- ❖ Additional practice times may be arranged if necessary.
- ❖ Students should enter exams completed in lab into E-value for signature verification.

Required Textbooks:

Textbook of Radiographic Positioning and Related Anatomy, Bontrager and Lampignano, 9th ed.

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.

B. Grade Determination

1.	Weekly Homework Assignments	3.0%
2.	Unit Exams	45.0%
3.	Critical thinking projects	5.0%
4.	Classroom Competency Exams	2.0%
5.	Practical Positioning Skills Exam	5.0%
6.	Comprehensive Final Exam	35.0%
7.	Affective Behavior/Code of Conduct/Attendance/Participation	<u>5.0%</u>
		100.00%

1. Weekly Homework 3.0 %

Homework will be given weekly on some of the content that will be discussed in class for that week. It is expected that the students will read the chapter(s) before class and will become familiar with the material before the lecture. Past history has shown that students understand the content and perform better on tests and exams with homework assignments. In order to obtain full credit for homework, it must be completed prior to class on the day of lecture. Homework assignments will be posted in Black Board and students are expected to submit them for grading in BB, if they can not submit through BB for any reason then they are expected to attach the homework in an e-mail to me before start of class. If the

assignments are submitted late and before the final exam, they will start at 50% credit before grading. If the homework is not submitted before the final exam, they will receive a zero for that assignment.

2. Unit Exams 45 % AND 6. 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 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 will be 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 are 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. Critical Thinking Project 5.0 %

All students are required to attend an RADT 111 class two times this semester to mentor the first year students and assist with the positioning lab. RADT 111 meets on Monday and Wednesday from 8 am to 11:30 am. Students should sign up for one visit with Rotation 1 which ends on Oct 19 and the other visit for rotation 2 which begins near the end of October through December. For Rotation 1, students will be required to visit the Medical Learning Center to complete a reflective paper, as well as, an assignment that will address patient communication and critical thinking pertinent to the body part studied. Rotation 2 will require the students to visit the Medical Learning Center after the lab and complete a Mock registry or a patient care assignment. Students should take a break between the lab and reporting to the Medical Learning Center. Students will leave the completed assignments with Grace and Sarah and then they may leave for the day. A sign up sheet can be found on Kathy's door (since you are mentoring for Kathy's class, RADT 111). Students should sign up no later than September 4, 2018. A guide for this project is attached in this syllabus.

4. In Class Competency Exams 2.0%

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

- ❖ Instructor will observe students 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 on an exam/procedure in lab 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 211 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 should wear dosimeters every Tuesday so that exposures can be made in the energized lab.
- ❖ Students must wear comfortable, non-revealing clothing for positioning lab.

5. Practical Positioning Skills Exam 5.0%

- ❖ Each student will have a maximum 10 minutes to complete 1 position, answer 1 question and label anatomy on the material covered for that particular time period.
- ❖ After Test #2 and Test # 4, each student will choose a number and a position randomly from a container and will perform the position on one of the phantoms.
- ❖ This will give an average of two grades that will be multiplied by .05 in order to be added to the final RADT 211 grade.

7. 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 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 the coaching/counseling process which result in grade deductions or unsuccessful completion of course.

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 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 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, intimation, sexual harassment, or any other form of harassment. Please refer to online Montgomery College Student Handbook at:
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 beepers and cell phones must be turned off and put away during class time. In the event it is necessary to take a call, please 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. 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. (www.montgomerycollege.edu/rt)

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. 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.
- 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

- *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. Depending on weather conditions, 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.

D. Communication

Montgomery College 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 mail and/or MC e-mail daily for College and class information. Absences and/or lateness **require a phone call** versus e-mail. If you do e-mail a faculty member regarding another matter, please follow-up with a voice mail message.

E. 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/>

Please refer also to the Radiology Technology Student Handbook and Clinical Education Plan for general college policies.

Additional Classroom policies

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.

Testing 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.
- 6) Cell phones and lap tops must be placed beside the student on the ground during the test.
 - a. Cell phones should be turned off. Lap tops should be turned off. Books must be closed. Notebooks must be closed
- 7) 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 etc.)
- 8) Program will follow the college's policy on Academic dishonesty.

Source: **Academic Dishonesty** and How It Is Handled" from Montgomery College's Student Code of Conduct. VIII.

Student e-mail

For this class, e-mail will be sent via Blackboard. Assignments not already indicated in this syllabus and other than homework assignments which will be attached to BB. Students will be informed either in class or via BLACK BOARD e-mail for any additional assignments.

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.

Support Services

A. Practice Lab:

There will be supervised time in the positioning and energized lab to work with the instructor by appointment.

B. Learning Skills:

- For difficulty with test taking strategies, test anxieties or time management issues please Contact (Ms. Debaroh Johnson, Coordinator for Learning Skills Services at 240-567-5537).
- **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/>

C. 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/department.aspx?id=27707>.

Housekeeping:

- ❖ 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.

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.

Grievance Policy/Due Process:

In the event that the student have 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

Lab Assistant/ Mentoring for Kathy's RADT 111 Class
Guidelines

1. Please make sure you are on time -**8:00 am prompt**.
2. Wear your clinical uniform/scrubs.
3. You will be sitting through and possibly called upon during lecture.
4. Your role as lab assistant/mentor will include:
 - Review the appropriate chapter prior to your mentor scheduled day
 - Make sure students get in their groups and have the necessary image receptors and other Radiographic aides.
 - Hang related radiographs for the day on view box in both labs.
 - Rotate to assigned stations and **assist** students with the assigned positioning.
 - Encourage students to critically think and figure out for themselves what they have done wrong or don't know. Don't give them answers or correct mistake for them, help them figure it out.
 - Ask questions related to anatomy best visualized, CR, whys, kV ranges.
 - Encourage other students to continue positioning while waiting to be checked by Kathy.
 - Review radiographs or bones with students when time allows.
 - Help students with E-value PX/DX
 - Remember what it was like to be a 1st year student and how overwhelming it felt to have to learn so many new things. Be sensitive and encouraging to the students. Offer helpful suggestions for studying and time management in program as time allows.
 - When time allows, help support them with their clinical rotations by offering suggestions and answering questions:
 - Avoid subjective or negative comments about sites.
 - Offer hints about parking, travel, uniforms, or anything you feel was something that you wish someone had shared with you.
 - Give them hints about how to organize and complete paperwork.

When lab is completed you will be responsible for the following:

- Making sure that groups have cleaned up their stations.
- Take a short break for lunch.
- Report to Medical Learning Center with your student ID.

Rotation 1

1. Complete critical thinking assignment related to the Chapter discussed that day.
2. Write a two page reflective paper responding to the following:
 - A. Compare your experience as a mentor versus a student.
 1. How did it feel to work with the students?

2. Were you able to answer the student's questions?
 3. Could you relate to their questions, insecurities and concerns?
- B. Describe the ways in which you encouraged the students to critically think.
1. Was it difficult to assist the student instead of correcting their mistake?
 2. Give an example of a way you encouraged a student to critically think.
 3. What are some techniques you used or could have used to encourage critical thinking?
- Describe how this experience has helped you academically?
 - How much of the information that you heard in the lecture today had you retained for last year?
 - Was this a good review for you?
 - How can this review assist you at your clinical site?
 - Describe what this experience offered you.

Rotation 2

1. Complete a mock registry or a patient care assignment, whichever one that we have available at the time.

You will be excused both days when you have completed the assignments probably around 2:00 pm.

Important Links for Students

Academic calendar. When is Spring break? When are midterm exams? When does the Spring semester begin?
<http://cms.montgomerycollege.edu/edu/department2.aspx?id=16456>

ADA Information and Compliance: <http://cms.montgomerycollege.edu/edu/Department.aspx?id=53990>

Alert Montgomery System. Sign up for Alert Montgomery the official emergency communications service for Montgomery County, MD. During a major crisis, emergency or severe weather event, Montgomery County officials can send event updates, warnings and instructions directly to you on any of your devices.
<https://member.everbridge.net/index/1332612387832009#/login>

Code of Conduct. If you have questions regarding behavioral expectations:
<http://cms.montgomerycollege.edu/WorkArea/DAsset.aspx?id=35945>

Counseling & Advising. Academic advising and short term counseling.
<http://cms.montgomerycollege.edu/edu/secondary1.aspx?urlid=4>

Disability Support Services. If you are requesting a reasonable accommodation related to a disability:
<http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=52>

Forms: graduation, involuntary withdraw, change of major, appeals.
<http://cms.montgomerycollege.edu/edu/department2.aspx?id=10072>

Learning Centers and Academic Support Centers. If you are a student who would benefit from tutoring and/or support in reading, writing languages , mathematics, Science, and Technology: <http://cms.montgomerycollege.edu/learningcenters/>

Safety, Security, & Emergency Operations Plan. Contacts for security offices, Emergency guidelines & procedures, evacuations, Montgomery College Alert, Emergency Guidelines for Individuals with Disabilities,
<http://cms.montgomerycollege.edu/edu/plain2.aspx?id=4087>

Sexual Harassment or Discrimination. Office of Equity and Diversity.
<http://cms.montgomerycollege.edu/edu/Department2.aspx?id=65693>