RAD 230
Radiographic Procedures III
Summer 2014

Course Description
RAD 230 Radiographic Procedures III
Lec. 2 Lab. 3 Cr. 3
This course is a study of special radiographic procedures.
Prerequisites: BIO 211, ENG 101, RAD 110, RAD 136, RAD 155.
Corequisite: RAD 165.

Course Focus
This course will include, but not limited to, imaging of the skull, facial bones, and paranasal sinuses. The course will allow students the opportunity to review previous material covered in RAD 130 and RAD 136.

Text and References

Recommended

Technical College of the Lowcountry Student Handbook

Course Goals
The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)

1. contemplate special projections
2. detail skull anatomy
3. adapt image control methods

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4. evaluate position projection criteria
5. summarize radiation protection techniques
6. evaluate various radiographs
7. consider alternative modalities and procedures
8. consider image quality factors
9. critique drawings and radiographs
10. demonstrate compensating filters application
11. demonstrate patient motion and safety
*12. demonstrate positioning and radiographic technique
*13. position patient anatomically
14. compute technical factors
15. delineate structures and articulations
16. improve radiographic image
17. locate specific anatomy
18. outline surface landmarks
19. produce specific position radiographs
20. use body movement terminology
21. use immobilization devices
22. use standard precautions
23. utilize imaging methods
*24. utilize shielding techniques
25. define key terms concepts
26. depict radiograph identification markers
27. discern pathologic indications
28. identify paranasal sinuses and facial bones
29. identify skull and cranial bones
30. list patient dose ranges
31. name radiographic criteria
32. recognize anatomy diagrams and radiographs
33. recognize positioning and exposure errors
34. recommend alternative projections
35. discern radiographic appearances and signs
36. differentiate projection positions and views
37. differentiate specific anatomy
38. modify image and exposure factors
*39. review shielding techniques
*40. analyze image projection
41. analyze radiograph positioning and technique
*42. apply evaluation criteria
43. discuss digital imaging
44. discuss facility protocols
*45. discuss safety concerns
Student Contributions
Classes are designed to employ a variety of teaching techniques. In order to maximize learning, required readings and web enhanced section must be completed prior to class. Failure to complete the online component exercises prior to class will result in a zero for that exercise. If the student is falling behind in clinical performance and/or academic achievement, it is imperative to seek immediate assistance from the instructor.

Course Evaluation
Unit exams 27.5%
Practical's 25%
Quizzes 27.5% (may include online component submissions)
Final Exam 20%

Course Schedule
Location: Building 4 Room 210
Lecture: 9:00am-12:00am
Clinical: N/A
Labs: 1:00pm-5:30pm
Course website: www.tcl.edu

ADA STATEMENT
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ATTENDANCE
The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

1. Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

2 Online courses
   a. For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

   b. Instructors will withdraw students from class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by completion of assignments as required by the instructor. Each student will be expected to access the web class at least twice a week. Additional access is encouraged and may be necessary for successful completion of classes.

   c. Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of “W”, “WP” or “WF” based upon the
student’s academic standing as of the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal.

d. Students enrolled in classes taught online or have an online component are expected to attend on campus activities, such as testing, labs, and/or presentations as determined by program faculty.

3. Reinstatement requires the signature of the division dean.
   a. In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.
   b. When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance
   Or
   c. under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
   d. Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

2. Students are expected to be in class/clinic on time. Arrival to class/clinic after the scheduled start time or leaving class/clinic prior to dismissal or scheduled end time, counts as a tardy. Three tardies and/or early departures are considered as one absence unless stated otherwise. Any absence after the one allotted for each semester will cause the student a deduction of 5% per clinical absence occurring for the remainder of that semester. Also, any tardy or leaving early occurring after the two allotted will cause the student a 5% grade reduction per occurrence for the remainder of semester.

3. It is the student’s responsibility to sign the roll/verify attendance with instructor upon entering the classroom. Failure to sign the roll/verify attendance results in a recorded absence. In the event of tardiness, it is the student’s responsibility to insure that attendance is marked. The student is responsible for all material/announcements presented, whether present or absent.

4. In the event that a student will miss a clinical day, or will be late, he/she must:

   A. Call and leave a message with the Clinical Coordinator and the Division of Health Sciences Administrative Assistant, (at least 30 minutes prior to your start time). The student will

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leave the following information on the phone message: reason for the absence, the clinical site in which you are scheduled, and the phone number where you can be reached. The Clinical Coordinator’s number is 843-470-8402. The Administrative Assistant’s number is 843-525-8267.

B. If these steps are not followed, then the student will fall under the “NO CALL/ NO SHOW” category and will be dismissed from the program.

5. Absences from the clinical area are strongly discouraged. The attendance policy applies to all clinical activities regardless of start-time. A “No Call/No Show” for any clinical rotation is unprofessional conduct, and the student will be withdrawn from the program.

A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

Health care professionals hold the public trust. Academic misconduct by health science students calls that trust into question and academic integrity is expected.

It is a fundamental requirement that any work presented by students will be their own. Examples of academic misconduct include (but are not limited to):

1. copying the work of another student or allowing another student to copy working papers, printed output, electronic files, quizzes, tests, or assignments.
2. completing the work of another student or allowing another student to complete or contribute to working papers, printed output, electronic files, quizzes, tests, or assignments.

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3. viewing another student’s computer screen during a quiz or examinations.
4. talking or communicating with another student during a test.
5. violating procedures prescribed by the instructor to protect the integrity of a quiz, test, or assignment.
6. plagiarism in any form, including, but not limited to: copying/pasting from a website, textbook, previously submitted student work, or any instructor-prepared class material; obvious violation of any copyright-protected materials.
7. knowingly aiding a person involved in academic misconduct.
8. providing false information to staff and/or faculty.
9. entering an office unaccompanied by faculty or staff.
10. misuse of electronic devices.

GRADING POLICY

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<tr>
<th>Grading scale</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>82% - 89%</td>
<td>B</td>
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<tr>
<td>75% - 81%</td>
<td>C</td>
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<tr>
<td>70% - 74%</td>
<td>D</td>
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<tr>
<td>Below 70%</td>
<td>F</td>
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<tr>
<td>W</td>
<td>withdraw</td>
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<tr>
<td>WP</td>
<td>withdraw with passing grade</td>
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<tr>
<td>WF</td>
<td>withdraw with failing grade</td>
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<tr>
<td>I</td>
<td>Incomplete</td>
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Grading Methodology. The final grade must be 75.000 or more in order to pass the course and progress in the program. Students absent from an examination or presentation will receive a “0” grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given. Arrangements may be completed by telephone. If the instructor is not available, a message should be left on the instructor’s voice mail AND with another member of the faculty or administrative assistant. Messages sent by other students are unacceptable. The student is responsible for notifying the instructor for the reason of the absence. Any student arriving greater than 10 minutes late (according to clock in room where exam is being held) will be considered absent and must follow the criteria stated above or will receive a “0” grade for the exam. Grades are posted on Blackboard within one week of administration of tests and examinations.

EXPECTATION OF STUDENT TO FULFILL RADILOGIC TECHNOLOGY COURSE REQUIREMENTS

Radiologic Technology students are expected to adhere to all policies outlined in the college catalog/handbook as well as the Radiologic Technology Student Handbook. Violations of any policies

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are unacceptable. Failure to adhere to college and radiologic technology program policies may constitute dismissal from the program.

Course Coordinator: John W. Eichinger, MSRS (R) (CT) ARRT
OFFICE LOCATION: Building 4 Room 204
OFFICE PHONE: 843-470-8397
Office Hours: By Appointment
Email: jeichinger@tcl.edu

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