

Technical College of the Lowcountry  
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TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**RAD 256**  
**Advanced Radiography I**  
**Spring 2019**

**Course Description**

Lec. 0 Lab. 18 Cr. 6

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

Prerequisites: PSY 201, RAD 115, RAD 176, RAD 201.

Corequisites: RAD 205, RAD 210, RAD 103.

**Course Focus**

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

**Required Text and References**

Bontrager, K.L. & Lampignano, J.P. Textbook of Radiographic Positioning and Related Anatomy, (9<sup>th</sup> ed.). St. Louis: Mosby

Bontrager, K.L. & Lampignano, J.P. Handbook of Radiographic Positioning and Techniques, (9<sup>th</sup> ed.). St. Louis: Mosby

Bar Charts as reference guides—Medical Terminology: The Basics, Spanish Medical Conversation, X-ray Tech.

Technical College of the Lowcountry Radiologic Technology Student Handbook (current edition).

Technical College of the Lowcountry Health Sciences Division Student Handbook (current edition).

**Additional Resources**

Long, Bruce W., Rollins, Jeannean, H., Smith, Barbara J. (2015). Merrill's Atlas of Radiographic Positioning and Procedures, (13th ed.), St. Louis; Mosby

Long, Bruce W., Rollins, Jeannean, H., Smith, Barbara J., (2015). Merrill's Atlas of Radiographic Positioning and Procedures Workbook (13th ed.). St. Louis; Mosby

### 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. screen thoroughly CT/MRI patients
- \*2. value knowledge of radiation protection
- \*3. evaluate optional injection techniques
- \*4. monitor possible allergic reactions
5. select pathology topic
- \*6. verify possible pregnancy
- \*7. demonstrate cross-sectional anatomy knowledge
- \*8. demonstrate safe patient care
- \*9. process required images
10. research pathology topic
11. attempt to perform venipuncture
- \*12. confirm patient identification
- \*13. maintain image proper patient identification
- \*14. maintain safe patient environment
- \*15. verbalize before exposure taken on mobile x-ray exams
- \*16. calculate contrast injection rate
- \*17. calculate injection dosage
18. present pathology topic
- \*19. set exposure factors
- \*20. comprehend pre-medication protocols to allergic reactions
- \*21. know location of emergency supplies
- \*22. understand principles of ALARA
23. distinguish affiliated clinical CT protocols
24. distinguish CT positioning landmarks
- \*25. complete required CT competencies-Head/Chest/Abdomen-Pelvis

### Student Contributions

Students will complete any assignments and turn them in to the instructor prior to the start of each class session. Classes are designed to employ a variety of teaching techniques. For each student to maximize their learning, required readings should be done ***prior*** to class. If a student is falling behind in clinical performance and/ or academic achievement, it is imperative to seek immediate assistance from the instructor. To perform at a satisfactory level in the clinical area, students must be prepared, daily, to conduct themselves in the clinical setting professionally through:

Knowledge	Attitude	Work Ethic	Productivity
Evaluation	Organization	Appearance	Communication
Character	Cooperation	Team work	Critical thinking

### ***Clinical Assignments/Locations***

*Clinical education class/rotations at all designated clinical education sites who have signed contractual agreements with the Technical College of the Lowcountry. **Students must be eligible to attend all clinical institutions while enrolled in the Radiologic Technology program. It is a requirement for students to be able to attend all clinical affiliates. If a student is not eligible to attend a clinical institution, the student will be withdrawn from the program due to ineligibility conditions.***

*Various clinical locations assigned by the Clinical Coordinator. Students will receive their clinical schedules a minimum of two weeks prior to the start of the clinical rotation. Clinical hours will vary based on clinical facility volume/accommodation, affiliation orientation, and student needs. Students are responsible for their own transportation to and from the clinical institutions. Clinical rotations will be assigned by the clinical coordinator on a fair and equitable basis. Clinical education rotations will include day, afternoon/evening, and weekend night rotations. Students are not allowed to ask for specific placements and must have adequate transportation to and from all clinical institutions within the program.*

### **Course Schedule**

**Clinic Time:** M-W-F-staggered day rotations or Weekend nights: F-Sat-Sun-10pm-5am

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*Scheduled hours will not exceed the total of 6 hours and 55 minutes required per shift assigned for each student.*

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*Student lunch schedules are limited to a 30-minute period, regardless of the facility. Students will need to notify the clinical instructor and/or lead technologist when taking a lunch break.*

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**\*\*Students will have a 5-week dedicated CT rotation during this semester.**

**\*\*A clinical documentation log is attached to the clinical syllabi. It is the student's responsibility to document all clinical time and as well as verification of clinical time by a clinical instructor or qualified practitioner.**

**(See attached document located on page 19-22)**

### **Course Evaluation**

It is the student's responsibility to complete the set number of competency exams assigned by the clinical coordinator at the beginning of each respective semester. The number of competencies will be determined, based on the student's progression in technical factors acquired that semester or that are comprehensive from proceeding semesters. The goal is to have the students meet the total required (Mandatory & Elective) competencies set by the ARRT by the end of the program. **It is the student's responsibility to enter all competency exams in their clinical notebooks with correct dates, and charting.** The clinical notebook is reviewed with the program faculty to look for accuracy and completion of the set number of competencies that were assigned at the beginning of the semester.

**COMMON DEDUCTIONS ON CLINICAL FORMS (not limited to)****1 error = grade of 89%****2 errors= grade of 81%****3 errors = failure (Competency must be repeated. Failing score and repeat score will be included in the competency grades.)****Point deductions are given if clinical documentation (competency and evaluation form) is incomplete.****Course Evaluation**

CT Competencies	Requirement -	Satisfactory or Unsatisfactory
Continued Clinical Competency Average (50 Total Continued Competencies)		20%
Clinical Competency Average (Mandatory Competencies Needed)		15%
Clinical Progress Evaluation Average (7-8)		20%
Random Competencies (3) (End of the semester with Program Faculty)		17%
Film Critique Presentation		10%
Clinical Final (Review of RAD 136)		18%
Total		100%

Each student will receive a clinical outline on the first day of class. If adjustments need to be made to the clinical schedule/outline, an addenda acknowledgment will be given for any additional requirements.

**A syllabus acknowledgment is included attached below (Page 23). The student is responsible for returning the acknowledgment form (located on Page 23) to the course instructor to verify beginning attendance and acknowledgment of course syllabus information.**

- **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 and is given on the course outline.**
- **During examinations and quizzes (including film reviews), students must remove watches and place all belongings including electronic devices in the back of the classroom. Students must also remove head gear (hats) while testing takes place.**
- **During on-campus examinations, only answers transferred and completed on Scantron sheets will be graded electronically to count towards the test score.**

## Grading Policy

Grading scale	
90% - 100% A	W withdraw
82% - 89% B	WP withdraw with passing grade
75% - 81% C	WF withdraw with failing grade
70% - 74% D	I Incomplete
Below 70% F	

**Grading Methodology.** The final grade must be 75.000 or more to pass the course successfully and progress in the program. Students absent during didactic coursework must notify the instructor via email and telephone before the absence occurs. 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 date given. It is the responsibility of the student to contact the appropriate instructor to arrange via email to arrange an appointment to make up the examination. If the instructor is unavailable, arrangements may be completed by telephone. A message should be left on the instructor’s voice mail. It is the instructor’s discretion of time allotted for make-up examinations on an individual basis. Messages sent by other students are unacceptable and will not be involved on the student’s behalf. The student is responsible for notifying the instructor, via email, for the reason of the absence. If a student arrives late for an examination without any prior notice, additional time *will not be given* for the student arriving late to complete the examination in the scheduled time frame. Grades are distributed to students and may be posted Blackboard platform within one week of administration of tests and examinations. Students are encouraged to make appointments with course instructor for evaluation of individual student performance and tutoring resources.

- ***It is a program requirement for students to meet with the instructor if an exam grade falls below a score of 75%. It is the student’s responsibility to make an appointment with the course instructor concerning scores on examinations.***

## 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.

## Process for Completing Required Clinical Competencies

1. Clinical competencies are a mandatory requirement of the Technical College of the Lowcountry Radiologic Technology program. Competencies may be completed at the discretion of the clinical instructors, adjunct faculty, or program officials any time during the program after the student has completed a successful practical exam grade on that procedure.

2. Once the competency has been initiated by the student or others (stated above), it must be completed in its entirety.
3. Once the competency has been completed, and signed by the student and the registered radiologic technologist that performed the procedure, the student must turn in their competency to the clinical coordinator. If the registered radiologic technologist that performed the examination with the student feels academic integrity could result, he or she will keep the competency and a program official will complete the process of competency.
4. The student must then get the clinical instructor's signature on the original clinical competency and return the original competency to the clinical coordinator the next day they return to campus. If for some reason the clinical instructor is not present the day that the competency is performed, then the student must leave the competency at the clinical site until the competency is signed by the clinical instructor
5. If for some reason the clinical instructor is unavailable to sign the competency for an extended amount of time, then the student must make the clinical coordinator aware of the situation for a solution.
6. If for any reason these steps are not followed correctly it may be GROUNDS FOR DISMISSAL FROM THE PROGRAM.

### **Assignments**

Certain classes such as clinical education classes periodically require students to return to the college campus as assigned by the program director, clinical coordinator and/or instructor for radiologic film review. Attendance at an announced film review is mandatory. Students not attending film review will be subject to a grade reduction for each film review class not attended. The student may also be subject to withdrawal from the program. Clinical record keeping, including but not limited to, the student clinical notebook and radiation dosimeter badges is a vital part of the radiologic technology program. All clinical forms must be completed accurately and submitted to clinical coordinator as assigned. Failure to accurately keep clinical records and submission of clinical competency and/or evaluation tools within the allotted time may result in unacceptable completion of competencies and the student will have to complete the competency again. Radiation dosimeter badges not submitted within the designated schedule may result in cashier restrictions due to late charges assessed by dosimeter badge supplier. Clinical assignments must be turned in to the respective program officials or his/her designee at the assigned deadline. Late assignments may result in point(s) reduction due to submission of assignments after the assigned deadline. Any other assignment that is late or incomplete may result in a grade reduction for the associated course.

The clinical coordinator or his/her designee will assign the number of competencies needed at the beginning of each respective semester. This number will be determined, based on the student's individual status regarding progression and competencies required.

Clinical assignments, worksheets, film reviews, and course reviews may be available on the Blackboard platform for student completion and review. If an online review is given, TCL utilizes the online test proctoring service **Honorlock**. Each student must meet the requirements for Honorlock to complete any online clinical assignments such as film reviews and/or course reviews.

- **Honorlock Online Proctoring and Technology Requirements**  
TCL uses an online test proctoring service called Honorlock to monitor some online tests as an alternative to in-person proctoring. Your instructor may elect to have some of your tests proctored using Honorlock. If so, you will need to make sure that you have access to the necessary equipment in order to take your online-proctored tests:
  - A computer with access to a high-speed Internet connection
  - A webcam and microphone. A functioning webcam and microphone are required to complete proctored online tests.
  - Microsoft Office. Microsoft Office can be downloaded for free by accessing the Office 365 link in your TCL email account.
  - The ability to install the Honorlock extension on Google Chrome.

## **UNIFORM POLICY**

### **Requirements of students:**

- **TCL Radiologic Technology Program uniform (TCL school patch on left sleeve)**
- **White Laboratory Coat (TCL patch on left sleeve)**
- **White crew or mock neck short sleeve t-shirt tucked in under uniform top.**
- **\*In the event of visible tattoos, they must be covered during clinical education class.**
- **TCL School Badge, dosimeter badge, and the clinical facility student badge, if the facility allocates one for the student.**
- **White Leather Laced Tennis Shoes**
- **White Socks**
- **Watch with a second hand**
- **Lead markers**
- **Pocket Guide to Radiography**

### **Miscellaneous**

1. Jewelry
2. No jewelry may be worn other than a wedding band, a watch and professional pin. No necklaces, bracelets or additional rings. Students with pierced ear lobes may wear 1 pair of small plain posts. Loops or other decorations are considered inappropriate. No additional body jewelry may be worn in the clinical setting.
3. Hair is to be arranged in a style that keeps it secured and off the collar. Fasteners should be of neutral color. Bows or ornate fasteners are not appropriate.
4. For patient safety, fingernails must be of fingertip length, neatly trimmed and clean. Students may wear clear nail polish. Acrylic, gel, or silk wrap nails are not allowed.
5. All tattoos and other forms of body art must be covered
6. No gum chewing in clinical settings.
7. Perfume or strong shave lotions are not appropriate in clinical settings.
8. Proper personal and oral hygiene are required.
9. Students must adhere to the smoking policy of the clinical facility.

**Uniform acknowledgement will be completed by every student.**

*In the event a student loses a dosimeter badge or their lead markers, they must notify school officials about the occurrence. Students will not be allowed to attend clinic until the appropriate measures have been taken to complete the process of receiving a new dosimeter badge and/or marker replacement. The clinical time missed will be documented and designated make-up days at the end of the semester will be assigned, not to conflict with the student's final examinations. It is the student's responsibility to notify program officials to complete the process for ordering and shipping a new dosimeter badge. It is the student's responsibility to purchase additional lead markers. Accumulated cost for additional shipping charges in receiving a new badge and/or a set of lead markers will be the responsibility of the student. \*\*Failure to do so obligates the student to settle monies owed with the business office before academic registration for the upcoming semester will take place.*

***Students not in compliance with the uniform policy will be placed on a learning contract for first occurrence. Dismissal may occur if more than one occurrence takes place.***

***\*\*Student health records must be in compliance with the Health Sciences Division and clinical institutions. It is the student's responsibility to manage his or her health records including expiration dates of health vaccinations, CPR certification and personal health insurance requirements. If a vaccination, CPR certification, or personal health insurance expires, dismissal from the program may occur.***

### **Recording Devices / Cell Phones**

Students are not allowed to use recording devices during any lecture, lab, or clinical courses. Additionally, students must have cell phones **turned off or on silence** during lectures, reviews, and lab times. If for any reason a cell phone rings or vibrates during lecture or lab, the student will receive a warning for the first occurrence. After the **first** warning, students will be placed on a learning contract in reference to not abiding by classroom policy. **Violation of the rules and or requirements listed above may result in possible dismissal from the Radiologic Sciences program.**

Students **are not allowed** to have their cell phone, iPod, iPad, laptops or any other electronic device including at their clinical rotations unless specified as an emergency case under program faculty discretion. Violation of the rules/requirements listed above **will be reason for dismissal from the Radiologic Sciences program.**

### **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 Procedures 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.
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.

### 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. Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
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. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.
  - 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.
4. A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
  5. Students are expected to be in class *on time*. Arrival to class/clinic after the scheduled start time or leaving class prior to dismissal counts as a tardy. Three tardies and/or early departures are considered as one absence unless stated otherwise. Students must notify the clinical coordinator via phone message **PRIOR** to their clinical start time and follow proper steps outlined in syllabus and Radiologic Student Handbook depending upon student’s tardiness or being absent from clinic. Failure to do so **WILL RESULT IN DISMISSAL FROM THE PROGRAM.**
  6. It is the student's responsibility to sign the roll/verify attendance upon entering and exiting the clinical classroom. Failure to sign the roll entering and exiting to verify attendance results in a recorded absence, and may be **REASON FOR DISMISSAL FROM THE PROGRAM.** In the event of tardiness, it is the student’s responsibility to ensure that attendance is marked. **The student is responsible** for all material/announcements presented, whether present or absent.
  7. Continuity of classroom and laboratory (which includes clinical experiences) is essential to the student’s progress in providing safe and competent patient care. Students are expected to use appropriate judgment for participating in clinical activities. To evaluate the student’s knowledge and skills, it is necessary for the student to be present for all clinical experiences. If absence does occur, the clinical coordinator, the Division of Health Sciences Administrative Assistant, and the clinical facility must be notified no later than 30 minutes prior to the start of the clinical experience.
  8. Absences from the clinical area are strongly discouraged. The attendance policy applies to clinical activities. If **ALL** steps outlined in the syllabus, syllabus addendum, Radiologic Student Handbook, and Division Handbook are not followed, it may result in a **“No call, no show”** for clinical and is considered unprofessional conduct and the **STUDENT WILL BE WITHDRAWN FROM THE PROGRAM.**

### **CLINICAL ATTENDANCE POLICY**

Students are responsible for completing the required number of competencies as assigned. Students are encouraged to schedule appointments, etc. etc. on a scheduled day off if one is made available during the semester.

If a student in an event may miss a clinical day, or will be late, he/she must:

1. **Call and leave a message** with the clinical coordinator @ 843-525-8261, (**30 minutes** prior to your start time), the reason you will be absent, the clinical site you are scheduled at, and the phone number where you can be reached. You must also leave a message with the Division of Health Sciences administrative assistant @ 843-525-8267. It is the student's responsibility to notify the clinical facility as well, with documentation of time notified and whom the message was given.
2. If for some reason these steps are not followed, then the student will fall under the **NO CALL/ NO SHOW** category and **WILL BE DISMISSED FROM THE PROGRAM.**

**\*Please refer to the Division Handbook for clarification of the No Call/No Show process.\***

If an absence should occur, student will be required to make-up missed clinical time. The program faculty schedules make-up time at the end of the semester. Missed clinical time due to absences, tardies, or leaving early will be made up at the end of the semester. Student make-up time will be scheduled for **April 29<sup>th</sup>, 2019 and in afternoon hours of May 1<sup>st</sup>, 2019 (Final Clinical Exam: May 1<sup>st</sup>, 2019 @ 9 am)**. Remember: missed clinical time could result in missing clinical examinations the student needs in any effort to complete the course and may receive an incomplete for the course.

All properly completed clinical paperwork **MUST** be turned in to the clinical coordinator by **May 3rd, 2019 at 9 am**. If the student does not complete their clinical coursework by the last clinical day, they must turn in what they have completed, and grades will be assessed on what was finished. Zeros will be given for any incomplete clinical work.

**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.**

**\*Please refer to the Division Handbook for clarification of the No Call/No Show process.\***

To perform at a satisfactory level in the clinical area, students must be prepared, on a daily basis, to perform in the clinical setting through:

- **Knowledge**-demonstrates a thorough knowledge of a patient's condition as it relates to radiologic care.
- **Work Ethic**- arrives and leaves clinical areas as assigned in designated uniform attire.
- **Evaluation**- completes clinical assignments on time and in the prescribed manner by the clinical coordinator and/or clinical instructors.
- **Appearance**- displays appropriate dress, hygiene, appearance and etiquette (hair pulled back an up off shoulders), only wedding band worn on finger, ball or small stud earrings, a watch with second hand, no necklaces, no perfumes or colognes, no artificial or long nails.
- **Character**- displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, and self-responsibility.

- **Attitude**- demonstrates a positive attitude, self-confidence, and realistic expectations of self.
- **Productivity**- follows safety practices, conserves materials, and maintains a neat and safe work environment.
- **Organization**- practices time and stress management, demonstrates ability to be flexible in the clinical environment.
- **Communication**-displays appropriate verbal and non-verbal skills (eye-contact, body language, proper grammar, and listening)
- **Cooperation**- demonstrates leadership skills, accepts constructive criticism, appropriately handles conflicts and complaints, maintains professional and appropriate relationship with supervisors and peers, and follows the chain of command.
- **Critical thinking**-demonstrates the ability to problem-solve independently.

### **Clinical Supervision:**

To meet accreditation standards, set forth by the Joint Review Committee on Education in Radiologic Technology (JRCERT), as well as providing proper patient care and operator protection, the following policies applies to student supervision in the clinical setting as well as an energized laboratory setting.

1. **Students performing imaging procedures must be under direct supervision of a qualified practitioner until the student achieves competency as outlined by TCL Radiologic Technology program policy.**
2. **Students performing imaging procedures must be under indirect supervision of a qualified practitioner after the student achieves competency as outlined by the TCL Radiologic Technology program policy.**
3. **Students repeating unsatisfactory radiographs must be under direct supervision of a qualified practitioner regardless of achieved competencies. A repeat identification log is attached to the clinical syllabi to document repeats of radiographs within the clinical setting. Any repeat must be under direct supervision of a qualified practitioner.**

**\*\*See attached the attached repeat log documentation located on page 17.**

Students will also employ radiation safety practices. Students must understand basic radiation safety practices prior to assignment to clinical settings. ***Student must not hold patients or imaging receptors during any radiographic procedure.*** As students' progress in the program, they must become increasingly proficient in the application of radiation safety practices. Students may assist the technologists and medical practitioners during fluoroscopic procedures (examinations include within the department as well as the operating room) as proper radiation standards and guidelines are followed.

**FAILURE TO ADHERE TO THIS POLICY MAY CONSITUTE GROUNDS FOR DISMISSAL FROM THE RADIOLOGIC TECHNOLOGY PROGRAM**

## **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, WLVA 101.1, WSOK 1230 AM, WAEV 97.3, WTOG 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. <https://tcl.regroup.com/signup>

## **SAFETY SYLLABUS**

### **Purpose:**

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

### **Definitions:**

**An incident** is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

**An emergency** is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

**A disaster** is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

### ➤ **Types of Emergencies:**

- Hurricane
- Tornado
- Fire

- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

## **Procedures**

### **Active Shooter:**

Run—Hide—Fight Video

<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video>

### **Building Evacuation:**

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

### **Campus Evacuation:**

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

### **Lockdown:**

1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor's directions
8. Silence cell phones
9. Wait for the "All Clear" before leaving

**EXPECTATION OF STUDENT TO FULFILL RADIOLOGIC 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 are unacceptable. Failure to adhere to college and radiologic technology program policies may constitute dismissal from the program.*

**CLASS INFORMATION**

**Instructor:** Erika H. Johnson, BS, R.T. (R) (ARRT)  
**Office Location:** Building 4 Room 203  
**Office Number:** 843-525-8261  
**Email:** [ejohnson@tcl.edu](mailto:ejohnson@tcl.edu)

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**TECHNICAL COLLEGE OF THE LOWCOUNTRY  
RADIOLOGIC TECHNOLOGY PROGRAM**

**Documentation Form for Repeat Radiographs**

Any radiographic exam attempted by the student radiographer that requires an additional exposure to correct a deficiency **MUST** be recorded. **The repeat will be done under direct supervision of a Registered Technologist.** Record the following information below:

\*\*Documentation Form must be turned into the Clinical Coordinator at the end of each semester.

<b>DATE</b>	<b>VIEW</b>	<b>EXPLANATION FOR REPEATING THIS VIEW</b>	<b>RT INITIALS</b>

STUDENT NAME: \_\_\_\_\_

(Intentionally Left Blank)



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

Technical College of the Lowcountry  
Radiologic Technology Program  
Record of Clinical Attendance  
Spring 2019

Student: \_\_\_\_\_ Semester: \_\_\_\_\_

Clinical Site: \_\_\_\_\_ Course: \_\_\_\_\_

**\*\*Supervising Radiographer's Initials**

Student must check in each day with one of the following individuals:

1. Department Manager
2. Clinical Instructor
3. Chief Technologist

Supervising Radiographer ***MUST*** place date and time in appropriate spaces. **This form must be turned in by May 3<sup>rd</sup>, 2019 to the Clinical Coordinator.** If an absence takes place, please initial with explanation and it must be signed by the Clinical Coordinator within 24 hours.

DATE	TIME IN:	*RT Initials	TIME OUT:	*RT Initials	LUNCH (Time In/Out and initialed)	TOTAL CLINICAL HOURS



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Semester: \_\_\_\_\_

Clinical Site: \_\_\_\_\_

Course: \_\_\_\_\_

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Semester: \_\_\_\_\_

Clinical Site: \_\_\_\_\_

Course: \_\_\_\_\_

\*\*Supervising Radiographer’s Initials

Student must check in each day with one of the following individuals:

- 4. Department Manager
- 5. Clinical Instructor
- 6. Chief Technologist

Supervising Radiographer **MUST** place date and time in appropriate spaces. **This form must be turned in by May 3<sup>rd</sup>, 2019 to the Clinical Coordinator.** If an absence takes place, please initial with explanation and it must be signed by the Clinical Coordinator within 24 hours.

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Student: \_\_\_\_\_

Semester: \_\_\_\_\_

Clinical Site: \_\_\_\_\_

Course: \_\_\_\_\_

\*\*Supervising Radiographer's Initials

Student must check in each day with one of the following individuals:

7. Department Manager
8. Clinical Instructor
9. Chief Technologist

Supervising Radiographer ***MUST*** place date and time in appropriate spaces. **This form must be turned in by May 3<sup>rd</sup>, 2019 to the Clinical Coordinator.** If an absence takes place, please initial with explanation and it must be signed by the Clinical Coordinator within 24 hour

DATE	TIME IN:	*RT Initials	TIME OUT:	*RT Initials	LUNCH (Time In/Out and initialed)	TOTAL CLINICAL HOURS



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Evidence of Understanding & Course Syllabus Acknowledgement

I, \_\_\_\_\_ have been given a copy of the Spring 2019 Syllabus for **RAD 256 – Advanced Radiography I**. I understand that it is my responsibility to read the course syllabus in its entirety and to seek clarification if unclear. I also understand that I will be held accountable for upholding all course policies outlined within the RAD 256 Course Syllabus, Rad Tech Student Handbook, Health Sciences Division Student Handbook, and the TCL College Catalog & Student Handbook. I understand that copies of these handbooks are found at <http://www.tcl.edu/programs-of-study/health-sciences/radiologic-technology> and <http://www.tcl.edu/catalog-course-search>

By signing below, I acknowledge that the course instructor has reviewed the course syllabus with me and that I have been given an opportunity to ask questions and seek clarification. I am also attesting to the fact that I have read the course syllabus for RAD 256 and agree to be held responsible for additional policies and procedures outlined in the student handbooks.

Student Name: \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Program Faculty: \_\_\_\_\_

Date: \_\_\_\_\_