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TECHNICAL COLLEGE
OF THE LOWCOUNTRY

RAD 165
Applied Radiography II
Summer 2019

Course Description

RAD 165 Applied Radiography II
Lec. 0 Lab. 15 Cr. 5

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

Prerequisites: BIO 211, ENG 101, RAD 110, RAD 136, RAD 155.

Co-requisites: RAD 230.

Course Focus

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

Required Text and References:

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

Bontrager, K.L. & Lampignano, J.P. Handbook of Radiographic Positioning and Techniques, (9th 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).

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. value dosimetry/film badge usage
2. value knowledge of protection from radiation
3. verify possibility of pregnancy*
4. select appropriate image receptor
5. select immobilization devices
6. respect documentation needs
7. observe radiographic examinations
8. observe patient responses
9. monitor printer devices for ordered examinations
10. evaluate isolation techniques
11. demonstrate central ray angulation*
12. demonstrate effective aseptic technique
13. demonstrate examination modifications
14. demonstrate proper immobilization
15. confirm patient identification*
16. consult supervising radiographer when necessary
17. convey post procedural instructions
18. maintain proper patient identification on images*
19. position central ray perpendicular to image receptor
20. protect patient modesty
21. protect sterile field
22. supply alternative communication methods
23. treat patient respectfully
24. verbalize x-ray exposure before energizing
25. address direct and indirect supervision
26. adjust collimation accurately*
27. align proper central ray positioning*
28. assist patient dressing
29. assist performing patient transfers*
30. assist radiologist performing examination*
31. assist supervising technologists*
32. calculate technical factors
33. check patient chart for physician orders
34. engage in communication with radiologist*
35. engage in communication with staff
36. illustrate fluoroscopy set-up

37. establish patient rapport*
38. manipulate floor shields*
39. maneuver/manipulate radiographic equipment stationary/mobile*
40. prepare contrast media
41. present additional markers as needed
42. produce diagnostic images
43. provide correct film markers*
44. provide patient reassurance
45. provide position aids
46. provide projection modification
47. remove visitors from patient areas
48. secure patient belongings
49. seek assistance when necessary
50. set exposure factors
51. use correct SID
52. utilize equipment controls
53. utilize equipment locks
54. utilize proper collimation
55. define grid ratios
56. identify body habitus
57. identify central ray placement*
58. identify correct anatomy*
59. identify exposure area
60. identify grid types
61. identify patient condition(s)*
62. identify various mobile equipment
63. know location of emergency supplies
64. appreciate legality of marker placement
65. appreciate reduced OID
66. differentiate projections and appropriate tube angulations
67. appreciate use of photo-timer
68. distinguish c-arm controls
69. review clinical history
70. review patient preps with radiologist
71. review SOP specific to clinical site
72. apply technique for anatomy measured
73. collaborate with supervising radiographers
74. indicate identification marker placement right/left*
75. determine appropriate protection devices
76. identify all parts of an x-ray tube*
77. identify key concepts relating to contrast and density (film/screen imaging)*
78. know and Explain image processing (film screen)
79. understand key concepts related to scales of contrast*
80. identify basic film construction and basic screen construction and the purpose of film/screen combinations

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. To maximize 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. For further grading details, please refer to the addendum pertaining to this course. See course addendum for other considerations.

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 Teamwork
Critical Thinking

Course Evaluation

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

A minimum number of 8 competencies and a maximum number of 15 competencies are assigned for summer 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 averaged for a final competency grade.

Clinical Grade Percentages—Course Evaluation

Clinical Procedures Competency Assessment (RAD 101/110/130/136/150/155)	70%
Clinical Competency Average (8-15)	15%
Clinical Progress Bi-weekly Evaluations Average (4-5)	10%
Film Reviews (2-3)	5%
Total	100%

Clinical Assignments/Locations

To meet the needs of our clinical facilities, student clinical times will vary based on shifts at various clinical sites. Clinical placement will range between the hours of 7 am and 8 pm with staggered shift rotations. If students were not scheduled for a weekend or evening rotation during this semester, they will have equal opportunity to work those shifts at some point during the program. The clinical coordinator will decide placement of students in the clinical setting based on availability, needs of the facility, and to maintain equitability for student learning. 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.

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.

Clinic Time: Tuesday, Thursday & Friday, staggered shift rotations
7am-3pm, 8am-4pm, 8:30am-4:30pm, 12pm-8pm

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

Scheduled hours will not exceed the total of 8 hours required per shift assigned for each student.

****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 19-21)**

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. *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 taking an online class will have an assignment due within the first ten days to count as attendance in the course.* 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. The instructor will drop the student from the **course if the initial assignment is not completed. Instructors will withdraw students from** class when 90% attendance is not maintained. Attendance in an online course is defined by weekly course access and by completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete weekly assignments on time. Additional access is encouraged and may be necessary for successful completion of classes
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 to earn a non-withdrawal grade.
5. 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 that exceeds the 10% maximum allowed for the clinical course, may be grounds for dismissal and will be at the discretion of program faculty.
6. 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 ensure that attendance is marked. **The student is responsible** for all material/ announcements presented, whether present or absent.
7. If 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 leave the following information on the phone message: reason for your absence, the clinical site you are scheduled at, 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**
8. 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**.

Please refer to the Division Handbook for clarification of the No Call/No Show policy.

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.

UNIFORM POLICY

- **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 up during clinical education class.***

- **TCL School Badge and Dosimeter**
- **White Leather Laced Tennis Shoes**
- **White Socks**
- **Watch with a second hand**
- **Lead markers**
- **Pocket Guide to Radiography**

Miscellaneous

1. 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.
2. 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.
3. 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.
4. All tattoos and other forms of body art must be covered
5. No gum chewing in clinical settings.
6. Perfume or strong shave lotions are not appropriate in clinical settings.
7. Proper personal and oral hygiene are required.
8. Students must adhere to the smoking policy of the clinical facility.

*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.*

FAILURE TO ADHERE TO THE UNIFORM POLICY MAY CONSTITUTE GROUNDS FOR DISMISSAL FROM THE RADIOLOGIC TECHNOLOGY PROGRAM

CLINICAL ATTENDANCE POLICY

Students are responsible for completing the required number of competencies as assigned.

- Students are encouraged to schedule personal appointments on a scheduled day off if one is made available during the semester, or after clinic or class time. 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 that exceeds the 10% maximum allowed for the clinical course, may be grounds for dismissal and will be at the discretion of program faculty.

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

- **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 leave the following information on the phone message: reason for your absence , the clinical site you are scheduled at, 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.**
- **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.**

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. Student make-up time will be scheduled for **July 30th, 2019 unless otherwise specified**. Remember: missed clinical time could result in missing clinical examinations the student may need 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 **July 31st, 2019 at 9am**. 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.

All clinical documentation should be submitted for credit in the current semester.

Competencies and/or evaluations will not be accepted after term unless make up work is assigned.

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 critique and clinical reviews. Attendance at an announced film critique is mandatory. 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. Please

document appropriately as well as restricting the use of correction tape/liquid on any clinical documentation. Failure to accurately keep clinical records and submission of clinical competency and/or evaluation tools within the allotted period may result in a grade reduction for the class. Radiation dosimeter badges not submitted within the designated period will result in accumulated cost for expedited charges to the student in receiving a new badge.

Clinical assignments must be turned in to the respective Radiologic Technology faculty members or his/her designee at the assigned deadline. Any other assignment that is late or incomplete may result in a grade reduction for the associated class. **All clinical paperwork is due July 31st, 2019 at 9am.**

- ****During examinations, students must remove watches and place all belongings including electronic devices in the back of the classroom.***
- ****When applicable by course & Instructor: During on campus examinations, only answers transferred and completed on Scantron sheets will be graded electronically to count towards the test score.***

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 students' individual status regarding progression and competencies required.

Process for Completing Required Clinical Competencies

1. Clinical competencies are required by the RAD TECH program and may be completed at the discretion of the site educators, adjunct faculty, or FT faculty any time during the program after the student has completed a successful practical exam grade on that procedure.
2. The student may not study for the competency that is initiated.
3. Once the competency has been initiated by the student or others (stated above), it must be completed in its entirety.
4. Once the competency has been completed and signed by the student and the RT that performed the procedure, the competency **MUST** be turn in to the clinical coordinator, no matter the outcome of the competency (successful or unsuccessful).
5. The student must get the designated clinical instructor's signature on the original clinical competency and return the original competency to the clinical coordinator. If for some reason the clinical site educator 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 site educator.
6. If for some reason the site educator is unavailable to sign the competency for an extended period, then the student must make the clinical coordinator aware of the situation for a solution.
7. If for any reason these steps are not followed correctly it may be **GROUND FOR DISMISSAL FROM THE PROGRAM.**

Clinical assignments, worksheets, 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 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 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.

To perform at a satisfactory level in the clinical area, students must be prepared, daily, 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 instructor.

Appearance- displays appropriate dress, hygiene, appearance, and etiquette (hair pulled back and up off shoulders not touch the collar of the uniform) wedding band only on hands, no necklaces, ball or small stud earrings, no perfumes, or colognes, no artificial or long nails and watch with second hand.

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 in an energized laboratory.

- 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. (Any repeats must be documented on the attached repeat log form located on page 18)**

Students will also employ radiation safety practices. Students must understand basic radiation safety practices prior to assignment to clinical settings. *Students must not hold patients and or imaging receptors during any radiographic procedure. Students should never be placed in a position of having to make an exposure when other personnel are holding patients without protective apparel. Any questionable practice must be reported to the clinic supervisor or program faculty immediately.*

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 CONSTITUTE GROUNDS FOR
DISMISSAL FROM THE RADIOLOGIC TECHNOLOGY PROGRAM***

STUDENT CONTRIBUTIONS:

1. **Attend all classes**
2. **Come to class prepared**
3. **Maintain a positive attitude**
4. **Be enthusiastic**
5. **Participate in class**
6. **Ask questions**
7. **Help fellow classmates**
8. **Returning dosimeter badges** (**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).*

Recording Devices / Cell Phones

Students are not allowed to use recording devices during any lectures, lab, or clinical periods. Moreover, students must have cell phones **turned off** (not on vibrate) during lectures and lab times. If for any reason a cell phone rings or vibrates during lecture or lab, the student will receive a grade reduction per occurrence after the **first** warning. Students **are not allowed** to have their cell phone, iPod, or any other electronic device at their clinical rotations. 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.

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 POLICY

Grading Methodology. The final grade must be 75.000 or more in order to pass the course and progress in the program. Grades will not be rounded up. 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. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. 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. The instructor will decide the time and method of make-up examinations on an individual basis. Messages sent by other students are unacceptable. The student is responsible for notifying the instructor for the reason of the absence. Grades are posted on Blackboard within one week of administration of tests and examinations.

- *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.*

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.

POSITIONING LAB

Learning experiences in the radiologic technology lab provide an opportunity for the student to become familiar with equipment and positioning techniques. The student utilizes the radiologic technology lab to assist in the development of clinical skills. Clinical skill, (positioning), must be practiced in the lab before application in the clinical setting for

competency evaluation. Competency evaluation may be demonstrated in the radiologic technology lab or clinical setting under supervision from program officials, adjunct faculty and/or clinical instructors. Open labs are offered to students under the discretion of the course instructor and is utilized to help the students in learning with positioning techniques.

RADIOLOGIC TECHNOLOGY LAB RULES

1. No food or beverages are allowed near the radiographic equipment or media equipment.
2. Any food products in the Radiologic Technology classroom must be contained. Drinks must have lids. Any unused food or drink must be disposed of properly. No liquid is to be placed in the trash receptacle.
3. All equipment must be returned to its proper place at the end of each laboratory session.
4. Equipment must be handled with care.
5. No equipment is to be “borrowed” or removed from the lab without the permission of the faculty.
6. Each student is responsible for the clean-up of his/her own area in lab.
7. Negligent use of equipment may result in dismissal from the 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>

SYLLABUS SAFETY ADDENDUM

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

<https://www.fbi.gov/about/partnerships/office-of-partner-engagement/active-shooter-resources>

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

CLASS INFORMATION

Instructor: Heather Elmquist, BS, R.T.(R)(M) (ARRT)
Office Location: Building 4 Room 201
OfficeNumber: 843-470-8402
E-mail: helmquist@tcl.edu

*****RAD 165 FINAL: RISING SENIOR EXAM*****
AUGUST 1ST AT 9:00AM
BUILDING 4, ROOM 210



Technical College of the Lowcountry
Radiologic Technology Program
Evidence of Understanding & Course Syllabus Acknowledgement

I, _____ have been given a copy of the Summer 2019 Syllabus for ***RAD 165 – Applied Radiography II***. 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 165 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 165 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: _____