RTE 2834L Radiographic Clinical Education IV Course
Syllabus

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REQUIRED TEXTS: None.

OFFICE HOURS:
The instructor is available for assistance to the student. This may be achieved by emailing the instructor within the course, or making an appointment according to the instructor's designated office hours which are posted on his/her office door.

GRADING SYSTEM:
The college faculty will assign a clinical grade based on a combination of the following factors:

1. Student achievement of the clinical objectives.
2. Quality and quantity of exams performed.
3. Staff technologist written evaluations.
4. Clinical instructor written evaluation.
5. Observations and/or recommendations of the program director.

WITHDRAWAL POLICY:
Students who do not meet the attendance requirements of their respective program prior to the 60% point will be given a choice of either voluntarily withdrawing or receiving a grade of F in the course. Students who do not meet the attendance requirements after the 60% point will be given an F in the course. Students who are not actively participating in class as determined by the instructor after the 60 percent point of the term will automatically receive a grade of “WF.” At any point in the course, when the attendance requirements have not been met the student can no longer attend the respective course and any co-requisites to the course.
ABSENCE POLICY:
The program recognizes the critical importance of clinical experiences and that absenteeism can significantly affect the skill level of its students. This policy is designed to assure the program, its accreditation agency and its affiliate hospitals that all students have completed a designated length of clinical education.

POLICY FOR ALL STUDENTS:
During the two year (6 semester) program all absenteeism, regardless of the reason, must be rescheduled. The only exceptions to this policy are days/hours approved by the Program Director. Holidays recognized by the college do not count as absences and do not have to be rescheduled. If a holiday is NOT recognized by the college but IS recognized by the hospital the student will attend clinical on the holiday.

Students must attend clinic during scheduled hours only, they may not attend clinic "on their own time".

As a goal, your total number of required program contact hours per week (classroom, lab, and clinic hours) should not exceed 40 hours per week. However, students may voluntarily exceed this limit when rescheduling missed clinical time with the approval of the program director.

EXCESSIVE ABSENTEEISM:
Four absences in a single semester, excluding extenuating circumstances approved by the program director, will result in the reduction of one letter grade. Each additional unexcused absence will result in the reduction of an additional letter grade with six total unexcused absences resulting in an automatic grade of “F”.

BANKING CLINICAL HOURS:
Clinical hours may be accrued and banked by the student prior to an absence in accordance with the following guidelines:

1. Additional clinical time may be scheduled in a minimum of 30 minute time blocks and only during times when the college has radiography staff on duty. The available days and times are Monday through Friday from 7:30 a.m. to 5:00 p.m.
2. The banked hours may only be completed when either the clinical instructor or the alternate clinical instructor is on duty.
3. It is the responsibility of the student to gain the approval of additional clinical time from the clinical instructor with a minimum of 24 hours advanced notice. Under extenuating circumstances, less notice may be acceptable at the discretion of the clinical instructor.
4. No more than eight clinical hours may be in the bank at any given time and these hours can be rolled over to the next semester.

5. It is the responsibility of the student to ensure that the clinical instructor updates the Sick Leave Bank form after each addition or subtraction of clinical time. Either the clinical instructor or alternate clinical instructor MUST initial this form after each entry.

LATE ARRIVALS/LEAVING EARLY:

Arriving at clinic after the starting time or leaving before the end of the clinical day is not permitted. Where extenuating circumstances occur time must be rescheduled regardless of the reason. More than 6 hours of absence on a single clinical day will count as one full day. Three tardies will count as one absence. Clinical instructors and faculty are not permitted to allow students to leave clinic early.

RULES FOR RESCHEDULING CLINICAL TIME:

Students with banked clinical hours will draw from these hours first. However, if the student still owes additional make-up hours, the following rules for rescheduling the excess time will be followed:

1. Students should attempt to reschedule the missed time within 2 weeks after the absence. Time lost due to a late arrival may be made-up the same day as the infraction.

2. Lunch time may NOT be skipped or used as make-up time under any circumstances.

3. All missed time must be completed before the end of the semester or a grade of "I" will be issued for the clinical class. Students contracting illnesses of long duration or those unable to complete the missed time on schedule MUST receive approval to extend the time deadline from the program director. Clinical instructors may NOT give this permission without notifying the program director.

4. Missed clinical time should be rescheduled in a minimum of two hour time blocks and only during times when the college has radiography staff on duty. The available days and times are Monday through Friday from 7:30 a.m. to 5:00 p.m. Make-up time beyond these hours requires approval of both the clinical instructor and the program director.

5. Any absences or tardiness on a make-up day will count double, i.e., the student will reschedule TWICE as many hours.

FALSIFICATION OF CLINICAL RECORDS:
Any student that knowingly falsifies a clinical record (attendance sheets, competency forms etc.) will be subject to the following policy during the first offense:

1. There will be a reduction of one letter grade for clinic.

2. The student will be required to write a 500 word paper on ethics as it applies to the clinical aspect of the program.

3. If the offense involved falsifying attendance sheets, the student will be required to make up double the clinic time involved or at least 16 hours, whichever is greater.

On the second offense, the student will be immediately withdrawn from clinic and face formal disciplinary action from the college as outlined in the college catalog.

CRIME AT YOUR CLINICAL SITE:

Although it is unlikely, it is possible that you may become the victim of a crime while attending your clinical rotations. Rest assured that your clinical site works diligently to ensure your safety and prevent this from happening. However, if an incident does occur, be sure to notify the proper authorities at your clinical site and your college faculty member. You may reference the following web sites in order to review current local and state crime information:

- Pinellas County:  http://www.pcsoweb.com/index.aspx
- State:  http://www.fdle.state.fl.us/fsac/ucr/

ACCOMMODATIONS:

St. Petersburg College recognizes the importance of equal access for all students. Accessibility Services is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Instructors may not grant accommodations without proper documentation from the Office. Students registered with Accessibility Services, who have a letter requesting accommodations, are encouraged to contact the instructor early in the semester. Students who have, or think they may have, a disability (e.g. learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact Accessibility Services for a confidential discussion at 727-341-3721 (V/TTY) or at silvers.stefanie@spcollege.edu. Additional information is available at the college-wide Accessibility Services website:  http://www.spcollege.edu/accessibility/

SYLLABUS ADDENDUM:

For college-wide information on success factors and accessibility services, student expectations including academic honesty, safety and security, and student concerns please refer to the following syllabus addendum link:

  http://www.spcollege.edu/addendum/

A. Major Learning Outcomes:
1. The student will complete radiographic examinations to accurately record anatomical structures on radiographs.

2. The student employ appropriate patient care principles to provide safe, effective care for patients.

3. The student will apply technical skills and understanding of radiographic equipment to obtain quality radiographs.

4. The student will apply the principles of radiation safety to protect the patient, self, and others from unnecessary exposure to ionizing radiation.

5. The student will evaluate radiographic images.

6. The student will apply principles of professionalism in the performance of all duties.

B. Course Objectives Stated in Performance Terms:

1. The student will complete radiographic examinations to accurately record anatomical structures on radiographs by:

   a. passing competency evaluations on mandatory extremity procedures to total at least fourteen (14).
   b. passing practice checks in all five (5) of the following procedures: intravenous urography (IVU), upper gastrointestinal series (UGI), barium enema (BE), small bowel series (SBS), and esophagram.
   c. passing competency evaluations in four (4) of the following procedures: IVU, UGI, BE, SBS, or esophagram.
   d. passing competency evaluations on at least two (2) elective head procedures.
   e. passing a practice check in both of the following mandatory operative radiographic procedures: non orthopedic c-arm or orthopedic c-arm.
   f. passing a competency in one (1) of the following mandatory operative radiographic procedures: orthopedic c-arm and non-orthopedic c-arm.
   g. identifying common radiologic abnormalities on radiographs.
   h. actively assisting with trauma radiography.
   i. completing a practice check in one (1) of the following specialized procedures: arthrography, cystography, myelography, or endoscopic retrograde chalangiographic pancreatography (ERCP).
   j. passing a competency evaluation on ribs.
   k. passing a practice check in two (2) additional elective procedures to total ten (10) and a competency in two (2) additional elective procedures to total six (6).
   l. completing at least four (4) additional competency or re-check competency evaluations by college faculty. The total should reach a minimum of fourteen (14) by the end of the semester.
2. The student will employ appropriate patient care principles to provide safe, effective care for patients by:
   a. presenting a caring attitude toward patients.
   b. employing Standard Precaution infection control techniques.
   c. actively assisting in the treatment of medical emergencies, as necessary.
   d. locating specific drugs on the crash cart and describing their uses.
   e. describing the proper method of donning gloves for sterile procedures.
   f. describing the proper method of opening a sterile tray.
   g. providing and/or adjusting oxygen, as necessary.
   h. providing for the special care needs of patients with moderate trauma.

3. The student will apply technical skill and understanding of radiographic equipment to obtain quality radiographs by:
   a. critically analyzing radiographs to assess image quality.
   b. demonstrating the correct operation of equipment or devices used in the following specialized procedures: arthrography, cystography, myelography, or ERCP.
   c. making appropriate compensatory adjustments in technical factors for patients with moderate trauma or pathology without supervision.
   d. demonstrating the proper use of computed radiography (CR) and digital radiography (DR) equipment.
   e. independently selecting correct technical factors for all extremity, thorax, and routine head procedures.

4. The student will apply the principles of radiation safety to protect the patient, self, and others from unnecessary exposure to ionizing radiation by:
   a. showing evidence of collimation on radiographs.
   b. asking females of the childbearing age for the date of their last menstrual period and/or questioning the possibility of pregnancy.
   c. donning lead aprons and gloves appropriately.
   d. wearing a dosimeter on the collar.
   e. offering protection devices to all people who may be incidentally exposed to radiation, e.g., roommates during the use of portables, surgical personnel, personnel restraining patients.
   f. selecting technical factors and accessory equipment which will result in the lowest radiation dosage.
   g. clearly explaining to patients the hazards of radiation and the risk vs. benefit concept.

5. The student will evaluate radiographic images by:
   a. performing reject analysis.
   b. assessing the radiographic quality of CR and DR images.
c. identifying radiographic anatomy.

6. The student will apply principles of professionalism in the performance of all duties by:

   a. demonstrating professionalism and ethics consistent with the profession.
   b. demonstrating competency in interpersonal relations with patients and staff.
   c. following the medical-legal, the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and the departmental policies established by their respective clinical facilities.
   d. respecting the rights of each patient.

C. Criteria Performance Standard:

Upon successful completion of the course the student will, with a minimum of 75% accuracy, demonstrate mastery of each of the above stated objectives through classroom measures developed by individual course instructors.