

**Valencia College**  
**Radiography Program**

**RADIOLOGIC CLINICAL EDUCATION I**

**YEAR 1, SESSION 2, 2016**

RTE 1804L CRN 12029 2 Credits (16 hrs/wk) Day/Time: Tues/Thurs 8:00 am to 4:30 pm

**COURSE DESCRIPTION:**

Supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, image processing procedures and image quality evaluation. Minimum grade of C is required for all Radiography Program courses.

**COURSE OBJECTIVES:**

1. Exercise the priorities required in daily clinical practice.
2. Execute medical imaging procedures under the appropriate level of supervision.
3. Adhere to team practice concepts that focus on organizational theories, roles of team members and conflict resolution.
4. Adapt to changes and varying clinical situations.
5. Describe the role of health care team members in responding/reacting to a local or national emergency.
6. Provide patient-centered, clinically effective care for all patients regardless of age, gender, disability, special needs, ethnicity or culture.
7. Integrate the use of appropriate and effective written, oral and nonverbal communication with patients, the public and members of the health care team in the clinical setting.
8. Integrate appropriate personal and professional values into clinical practice.
9. Recognize the influence of professional values on patient care.
10. Explain how a person's cultural beliefs toward illness and health affect his or her health status.
11. Use patient and family education strategies appropriate to the comprehension level of the patient/family.
12. Provide desired psychosocial support to the patient and family.
13. Demonstrate competent assessment skills through effective management of the patient's physical and mental status.
14. Respond appropriately to medical emergencies.
15. Examine demographic factors that influence patient compliance with medical care.
16. Adapt procedures to meet age-specific, disease-specific and cultural needs of patients.
17. Assess the patient and record clinical history.
18. Demonstrate basic life support procedures.
19. Use appropriate charting methods.
20. Recognize life-threatening electrocardiogram (ECG) tracing.
21. Apply standard and transmission-based precautions.
22. Apply the appropriate medical asepsis and sterile technique.
23. Demonstrate competency in the principles of radiation protection standards.
24. Apply the principles of total quality management.
25. Report equipment malfunctions.

26. Examine procedure orders for accuracy and make corrective actions when applicable.
27. Demonstrate safe, ethical and legal practices.
28. Integrate the radiographer's practice standards into clinical practice setting.
29. Maintain patient confidentiality standards and meet HIPAA requirements.
30. Demonstrate the principles of transferring, positioning and immobilizing patients.
31. Comply with departmental and institutional response to emergencies, disasters and accidents.
32. Differentiate between emergency and non-emergency procedures.
33. Adhere to national, institutional and departmental standards, policies and procedures regarding care of patients, providing radiologic procedures and reducing medical errors.
34. Select technical factors to produce quality diagnostic images with the lowest radiation exposure possible.
35. Critique images for appropriate anatomy, image quality and patient identification.
36. Determine corrective measures to improve inadequate images.

#### **INSTRUCTORS:**

Julie Kloft, MSRS, RT (R) Clinical Coordinator Clinical visits: Dr. Phillips, APH, and JDT. Office: West Campus, AHS 244 Phone: (407) 582-1868 Email: jkloft@valenciacollege.edu Office Hours: By appointment	Beverly Bond, M. Ed., RT (R) Program Director Clinical visits: St. Cloud Hospital. Office: West Campus, AHS 243 Phone: (407) 582-1834 Email: bbond@valenciacollege.edu Office Hours: By appointment
Victor Bernardi, AS, RT (R) Clinical Instructor: ORMC, Level One, and Kissimmee Outpatient Center. Office: West Campus, AHS 245 Cell: (407) 922-8760 Email: quincy217@embarqmail.com Office Hours: By appointment	Joan Gibson, AS, RT (R) Clinical Instructor: South Lake and Health Central Office: West Campus, AHS 245 Cell: (321) 439-7763 Email: jmgibson55@embarqmail.com Office Hours: By appointment
Hector Soto, BS, RT (R) Clinical Instructor: South Seminole and Central Florida Regional. Cell: (407) 460-1512 Email: hlsn23@yahoo.com	Billie Jo Gioioso, MACTE, RT (R) Clinical Instructor: VA Hospital Cell: (407) 758-1539 Email: bjcrays@aol.com

Fax: (407) 582-1984

#### **REQUIRED TEXTBOOKS:**

- Bontrager, K. L. (8<sup>th</sup> Ed.). (2014). *Textbook of Radiographic Positioning and Related Anatomy*. Missouri: Elsevier. [ISBN 978-0-323-08388-1]
- Bontrager, K. L. (8<sup>th</sup> Ed.). (2014). *Workbook for Textbook of Radiographic Positioning and Related Anatomy (Vol. 1)*. Missouri: Elsevier. [ISBN 978-0-323-08832-9]

#### **REFERENCE:**

- Bontrager, K. L. (8<sup>th</sup> Ed.). (2014). *Bontrager's Handbook of Radiographic Positioning and Techniques*. Missouri: Elsevier. [ISBN 978-0-323-08389-8]

**REQUIRED SUPPLEMENTS:**

Clinical handbook, loose-leaf pocket notebook, angle finder, right and left markers, radiation badge, name tag/ID badge, pen, and time card.

**EVALUATION:**

The grade for the course will be determined by the sum of the following percentages:

Department Inventory	10%	Grading Scale:	
Clinical Professionalism	10%	93-100	A
Log Sheets	20%	85-92	B
Affective evaluations	20%	76-84	C
Competency evaluations	<u>40%</u>	70-75	D
	100%	69 or less	F

**SESSION REQUIREMENTS:**

An equipment check off, eleven (11) competencies, and a department inventory are required this semester.

Assignment	Due Date
<b>Drop/Add Deadline</b>	<b>09-06-16</b>
Equipment Check Off	Before 1 <sup>st</sup> comp
Mid-term Evaluation *	10-17-16
Department Inventory	10-17-16
<b>Withdrawal Deadline</b>	<b>11-11-16</b>
11 Competencies	12-12-16
Log Sheets	12-12-16
Final Evaluation	12-12-16
<b>Make-Up Time Deadline</b>	<b>12-13-16</b>

\*A total of 4 competencies must be completed by mid-term (10-17-16) or 5 points will be deducted from final grade.

No more than five competencies may be carried over into the next semester.

**SUPERVISION POLICY:**

In order to reduce the risk to students and patient care, adherence to the supervision policy will be the student's responsibility. The supervision policy is found in your handbook and posted in the clinical site. If a student is observed doing any of the following, their clinical grade will be lowered a letter:

- Performing a repeat without supervision
- Performing a procedure that has not been competency tested without direct supervision
- Performing a portable or C-Arm procedure without direct supervision
- Performing a procedure that has been successfully competency tested without indirect supervision

**All procedures performed this semester should be done under DIRECT supervision.**

### **COMPETENCY TESTING:**

The student should be prepared prior to competency testing. Any failed competency must be repeated and passed. If you fail a competency test, your next attempt at the same competency will start out at a grade of 92 instead of 100. You will still need to pass with an 85% mastery level. In the event, you do not pass your second attempt at the same competency; you will fail the clinical course and be dismissed from the program.

Due to the seriousness of competency testing, only **ONE** failed competency per scholastic year will be tolerated. The failed exam should be practiced under direct supervision and repeated at the earliest opportunity. More than **ONE** failed competency per scholastic year will result in course failure AND dismissal from the program.

### **CLINICAL POLICIES:**

1. Clinical supervisors are responsible for students' daily room assignments. Report to the supervisor of your scheduled area to determine your room assignment.
2. Any changes to daily room assignments or lunch schedules must be cleared by a clinical supervisor.
3. All procedures that you participate in must be documented on procedure log sheets. Include on the log: date, patient number, procedure, repeats and RT initials to verify supervision during the repeat. Submit completed log sheets to program faculty. Procedures logs verify student readiness to be competency tested.
4. Have procedure log sheets (white) and competency log sheet (purple), which are in your clinical handbook, at all times in the clinical site. The clinical handbook remains at the clinical site during your rotation.
5. Rotation evaluations (blue) will be completed by the clinical supervisor at your assigned site at midterm and at end of term or at end of a specific rotation.
6. If a student receives an incomplete for the course, the course requirements must be fulfilled by the end of the first month of the following semester **AND** will result in a deduction of five (5) points off the FINAL clinical grade.

### **DRESS CODE:**

The dress code provided in the Radiography Program Student Handbook will be strictly enforced in the clinical sites. If you are not dressed appropriately, you will be sent home and you will have to make up the time.

### **ATTENDANCE:**

Attendance is **required** at all sessions of classes and clinical education, for which the student is duly registered. Didactic lectures and clinical education are scheduled on weekdays only, excluding holidays. **Attendance and punctuality are important employment characteristics that students must demonstrate.**

All clinical time missed must be made up. Make-up time will be made up outside the normally scheduled days/times during the semester, at the end of the semester, or on days the college is closed but the clinic site is open and functioning as a normal day (such as Martin Luther King Day, Spring Break, the day before/after Thanksgiving, etc.). The

Clinical Coordinator will announce the deadline for make-up time each term. The maximum number of hours that can be made up in a day is 12. (See “Make-Up Time” on the following page for additional information regarding make-up time.)

- A combined total of **3 (three)** absences and/or tardies will lower final grade by one letter grade.
- A combined total of **4 (four)** absences and/or tardies will result in class failure and program dismissal.

### TIME CARD:

Students are to be signed in when they arrive and out when they leave by:

- The Valencia designated Clinical Supervisor (clinical site employee) or,
- The Clinical Instructor (Valencia faculty)
- If neither are available then the Floor Supervisor may sign the time card

### CALLING IN:

In the event of illness, or any complication that may prevent you from attending your clinical assignment, **YOU MUST** complete the following **BEFORE** your expected arrival time:

1. **At least an hour before you are expected to arrive**, send an email from your **ATLAS** account to the supervisor of the facility (email addresses provided in Clinic Handbook) **AND** copy to Julie Kloft ([jkloft@valenciacollege.edu](mailto:jkloft@valenciacollege.edu)):
  2. Call the Facility/Clinical Site (phone numbers provided in Clinic Handbook) and let your preceptor know you aren't coming in.
  3. Contact your Clinical Instructor (the Valencia faculty who visits your clinical site, contact information provided on syllabus above).
- Failure to comply will result in a deduction of 5 (five) points from the final clinical grade for each occurrence.
  - If you are unable to attend clinic, when you call the clinical site ask to speak to your Preceptor (contact information in Clinical Handbook), if unavailable, ask to speak to the Lead Technologist, if unavailable, follow up with a phone call to the Supervisor of the facility (that you previously emailed). Do not leave your message with whoever answers the phone; it will get lost.

### MAKE-UP TIME

Make-up time must be scheduled seven days in advance and approved by the Clinical Coordinator. Scheduled make-up time is not just at your convenience, but must be agreeable with the clinical site and meet with accreditation guidelines regarding the number of students allowed at a site at any given time. Make-up time is never permitted on weekends. For reasons of accountability, liability, and responsibility the Clinical Coordinator must have the required documentation for any time you are going to be in clinical areas outside your scheduled day/time.

**If you fail to complete your scheduled make-up time, then you will be required to reschedule and complete double the number of hours originally missed.**

Example: 8 make-up hours missed = 16 hours to be made up.

## **SCHEDULED “PRE-ARRANGED” TIME OFF**

In the event that there is an important circumstance (wedding, family reunion, etc.) that conflicts with your school schedule, you may request pre-arranged time off. Approval or denial of the request will be decided by the Program Director and is dependent upon the following criteria:

1. Request must be made in writing to the Program Director at least one (1) month in advance.
2. Clinic and classroom performance must be at least a “C” average with **all current assignments completed**.
3. Students must have previously demonstrated consistent adherence to program policies.
4. Students must have no make-up time pending.
5. **Only one request for pre-arranged time off is permitted per scholastic year.**

Upon approval of the request, arrangements to make up requested time off must be made, and completed, in advance. It may not be possible to approve all requests due to inability to schedule alternative clinic make-up time, or for any of the reasons listed above.

## **CLINICAL ENHANCEMENT TIME**

Additional clinical time is available and can be requested by the student. This time is completely voluntary and is not a requirement. Clinical enhancement time must be scheduled and approved. If a student wants to volunteer for additional clinical time he/she must complete the request form and have it signed by the clinical site and the Clinical Coordinator (Julie Kloft), to be covered by liability insurance. Clinical enhancement time cannot be used as make up time!

If for any reason a student finds he/she is unable to be present for the scheduled time, he/she must give a **twenty-four hour notice**. Any abuse of this policy will result in the student losing this privilege. For reasons of accountability, liability, and responsibility the Clinical Coordinator must have the required documentation for any time you are going to be in clinical areas outside your scheduled day/time.

## **Honor Code**

We believe in a person’s honesty, self-discipline, and sense of responsibility. Cheating, lying, and stealing are subject to disciplinary action and/or dismissal as outlined in the student handbook. This class will adhere to the Valencia honor code as presented in the catalog.

1. Cheating (representing someone else's work as being your own) includes:
  - a. Copying
  - b. Collaboration - working with another person or persons in the execution of a test, report, or paper without authorization to do so.
  - c. Plagiarism - the intentional or unintentional use of someone else's words or thoughts without giving proper credit. All un-cited work will be assumed to be the sole product of the author. When using a source for material, it must be cited, footnoted, or referenced.

- d. Use of crib notes - referring to notes brought to class for use during an examination.
  - e. Acquiring tests or other academic materials belonging to faculty or other students.
  - f. Use of textbooks and/or class notes during an examination without authorization to do so.
  - g. Falsifying documentation in a clinical area.
2. Lying (deliberate misrepresentation of the truth) includes:
- a. Deliberate misrepresentation of the truth to persons acting in an official capacity (technologists, instructors, school faculty, medical director, etc.)
3. Stealing (taking possession of another's property without permission to do so) includes:
- a. Taking any books (or other items) from someone else without permission or from the library without properly signing them out.
  - b. Taking any hospital or personal property from another individual.

### **Electronic Devices**

Students may **NOT** use or possess portable electronic devices (cell phones, iPods, etc.) during clinical time. Portable electronic devices are **not permitted to be on your person** during clinical time.

Audio and video recording (including photography) are **strictly prohibited**.

### **Valencia Student Core Competencies**

The Valencia core competencies, **Think, Value, Communicate, and Act** are designed for student success and are outlined in the College Catalog. All aspects of this course will involve the use of these competencies for proper success in the radiography program and in your chosen occupational field.

### **Disability Statement**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, *preferably during the first 2 weeks of EACH class*. The OSD determines accommodations based on appropriate documentation of disabilities. The West Campus OSD is located in the SSB in Room 102. Phone: 407-582-1523, Fax: 407-582-1326, TTY: 407-582-1222

### **Communication**

Communication with the instructor of this course should be sent via an email through Atlas, or by direct contact (phone and email address are provided at the top of this syllabus). Students should check Blackboard at least once a week for announcements and Atlas at least once a week for email.

### **Release of Student Information**

Throughout the Radiography Program and at the completion of the Radiography Program, information necessary for clinical affiliation and licensure will be sent to the appropriate agency.

### **Withdrawal Deadline**

**To obtain a “W”, you must withdraw by November 11, 2016.**

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W.” Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” For the complete policy and procedure overview on Valencia Policy 4-07 please go to: [http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID\\_1=4&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0).

✓ This syllabus may be revised at any time at the discretion of the instructor.

Rev 8/16 jak