Valencia College

Department of Allied Health Sciences

Radiologic & Imaging Sciences Program

Advanced Technical Certificate Program – MRI

**RTE 4941L – Mammography Practicum**

**Professor: Billie Jo Gioioso**

**Office: AHS 245**

**Office Hours: By Appointment**

**Phone: 407-758-1539**

**Email:** [**bgioioso@valenciacollege.edu**](mailto:bgioioso@valenciacollege.edu)

**Course Description:**

This course provides for a clinical rotation to achieve clinical experience in performing and documenting mammography procedures toward compliance with the American Registry of Radiologic Technologists eligibility requirements.

**Prerequisites:**

A minimum grade of C in specified concentration coursework:

Mammography – RTE 3588; and

Quality Management – RTE 4474

**Corequisites:**

None

**Required Educational Materials:**

Course materials, schedules and forms are all available through the Blackboard course established for this class. Students must log into Blackboard on a regular basis to complete journal entries, access appropriate forms and to communicate with the instructor.

Those students who are interested in working toward eligibility to take the ARRT certification exam can find the eligibility requirements at this web address: <https://www.arrt.org/Certification/Mammography>

Completion of this practicum course does not guarantee completion of ALL requirements needed to be eligible for the ARRT certification exam.

**Valencia Student Core Competencies:**

Valencia faculty has defined four interrelated competencies (**Value, Think, Communicate, and Act**) that prepare students to succeed in the world community. These competencies are outlined in the College Catalog. In this course, through practice and application, you will further develop your mastery of these core competencies.

**Important Dates**

The student is responsible to keep track of important dates and events. These can be accessed at: [College Calendars](http://valenciacc.edu/calendar/)

**Summary of dates:**

|  |  |
| --- | --- |
| Classes begin | May 11, 2015 |
| Drop/refund deadline  Withdrawal deadline | May 18, 2015  July 10, 2015 |
| Final Exams | August 4, 2015 |
| Holidays | May 25, 2015 (Memorial Day)  July 3, 2015 (Independence Day) |

## Clinical Schedules/Attendance/Make-Up Time

The clinical practicum must be completed within a single semester and includes a maximum of 240 hours. During a normal 15 week semester, that would be 16 hours per week. The minimum requirement is 12 hours per week. Specific days and times may be scheduled based on the student’s availability with the approval of the clinical site; however, the student should be careful to consider patient volume and the availability of a variety of procedures when setting his or her weekly schedule.

Once the clinical schedule has been approved by the facility, any changes must be coordinated with the facility and the college. For reasons of accountability, liability, and responsibility the college must be aware of all times when students are present in clinical areas.

**Only one (1) attempt at a clinical practicum course is allowed. Students who fail the practicum or withdraw due to poor performance will not be permitted to repeat the course.**

### Time sheet

Students are to be signed in when they arrive and out when they leave by the Valencia designated Clinical Supervisor (clinical site employee) or floor supervisor.

### Absences

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. Call your Clinical Supervisor at the clinical facility

2. Notify the Practicum Coordinator (Valencia faculty)

### Make-up time

Make-up time is not required however, if you desire to make up missed time, you must coordinate the scheduling with the facility and notify the college for liability purposes.

### Dress Code

Students are required to appear professionally dressed and groomed whenever they are in attendance at a clinical site. Solid colored scrubs of any color may be worn unless the facility has a preferred style. All dress code policies of the facility must be followed.

**Class requirements**

Attendance/Participation: The student is expected to fulfill all scheduled days unless prevented by illness or unforeseen circumstances. Participation includes actively performing patient care and scanning procedures as well as submitting journal entries as scheduled. Students who are not demonstrating appropriate participation may be withdrawn by the instructor.

Journal Entries: The student is required to submit one journal entry each week through Blackboard, and respond to any feedback or questions posed by the instructor.

Competency Tests: Demonstrate competency in the performance of five (5) screening and/or diagnostic Mammograms.

Participate in at least two (2) interventional procedures such as needle localization, fine needle aspiration and needle core biopsy.

Evaluations: The students will be evaluated once at midterm and again at the end of the semester. The student must print the evaluation form and provide it to the supervising technologist. Once it is completed, the student must submit it along with other documentation to the clinical coordinator.

Procedure Logs: The student must maintain a log of all procedures observed and performed.

**Evaluation/Grading Scale**

|  |  |
| --- | --- |
| **A** | 93 - 100% |
| **B** | 85 - 92% |
| **C** | 76 - 84% |
| **D** | 69 - 75% |
| **F** | Below 69% |

Your semester grade will be determined by:

Procedures logged 30%

QM Assignment 30%

Evaluations 30%

Journal Entries 10%

\*A minimum grade of C is required for all program courses.

**Disclaimer:** The syllabus and course schedule may be changed at the discretion of the professor.

**Withdrawal Policy** During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average: however, the enrollment will count in your total attempts in the specific course. If withdrawn by the instructor, your transcript will reflect a W and this will count as one attempt for this course. If you have decided not to complete this course, it is better for you to drop the course yourself during the drop/refund period to avoid negative consequences. **The clinical practicum course cannot be repeated unless approved by the Program Chair and the Dean of Allied Health.**

**No Show Status** Class attendance is required beginning the first week of the term. If you do not attend class during the first week, you may be withdrawn from the class as a "no show". In this event you will be billed for the class and a "W" will appear on your transcript for the course.

According to Valencia policy, students who are not actively participating in an online class must be withdrawn by the instructor at the end of the first week. In order for me to document that you are actually in the class and actively participating, you must submit the first assignment by the scheduled due date.

## Clinical Education Center Rules and Regulations

In order to maintain high standards of patient care, the Program has established the following rules of conduct in conjunction with the general hospital rules and regulations:

1. STUDENTS ARE SUBJECT TO ALL RULES AND REGULATIONS OF THE CLINICAL EDUCATION CENTER.
2. All patients with whom the student comes in contact will be treated with respect, dignity, and with careful attention given to patient modesty. Treat every patient as if you were the one being imaged. All hospital records and patient records are confidential in nature. Students are expected to maintain confidentiality in a professional manner.
3. A student should never leave a patient unattended. Please note hospital policy for safe practices in patient supervision.
4. Problems - Recognizing that the college and clinical affiliates conduct a joint effort in the education of students, any problem which may arise within the hospital area, should first be discussed with hospital officials (clinical supervisor) before involving the college faculty (clinical coordinators, program director) in the discussion.
5. Report any accident or incident to your clinical supervisor immediately and complete the necessary paperwork.
6. Students will, at all times, present themselves as professionals in the clinical education centers.
7. Students are to be in the clinical area only when they are scheduled to be there.
8. Possession of firearms or explosives, possession or consumption of alcoholic beverages, marijuana or un-prescribed narcotics on clinical site property will result in dismissal.
9. Insubordination to any superior could result in dismissal.
10. Conviction of a felony results in dismissal.

**Academic Honesty Policy Number: 6Hx28:10-16** All forms of academic dishonesty are prohibited at Valencia Community College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. Students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor. When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be liable to a range of academic penalties as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course. At the option of the professor, the campus provost may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student. Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and /or disciplinary penalties which may include warning, probation, suspension and / or expulsion from the College. The student may appeal action taken by the professor under the provisions of either Policy 6Hx28:10-13 or 6Hx28:10-15 as determined by the nature of the action taken.

### Student Resources

Valencia College is interested in making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.  BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

### Students with Disabilities

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 instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The West Campus Office is located in the Student Services Building (SSB), Room 102. You can contact them by phone: [407-582-1523](tel:407-582-1523); Fax: [407-582-1326](tel:407-582-1326); TTY: [407-582-1222](tel:407-582-1222)

**Children On Campus** We ask that you follow college policy relating to children on campus. Please make arrangements for childcare outside of classrooms, labs or clinical sites.

**Audible Alarms** Please make note of evacuation route from you classroom (clinical site) in case of emergency. Interpret all audible alarms as valid and act accordingly.