VALENCIA COMMUNITY COLLEGE

RADIOGRAPHY PROGRAM

**RADIOGRAPHIC PROCEDURES I YEAR I, SESSION I, 201410**

**RTE 1503C AHS Rm. 239 MONDAY LECTURE 8:30 -11:30**

**3 CREDIT (4 CONTACT HRS.) AHS Rm. 239 WEDNESDAY LAB 8:30 – 11:30**

**COURSE DESCRIPTION:**

This is a study of patient body habitus, positioning, equipment manipulation and radiographic quality evaluation of the chest, abdomen, upper extremity, lower extremity including hip and pelvis. Emphasis will be placed on critical thinking skills related to procedure performance, patient care and radiation protection. This course includes learning activity designed to ensure competence in oral and written communication

**COURSE OBJECTIVES:**

1. To identify terms related to patient habitus and positioning.
2. To demonstrate, using oral communication skills and role-playing, knowledge of positioning patients for routine procedures and special views to image the chest, abdomen, upper extremity and lower extremity.
3. To evaluate radiographs for technical quality using written communication skills.
4. To manipulate radiographic equipment safely.
5. To describe radiation safety methods for patients and personnel.
6. To demonstrate appropriate methods of patient care.
7. To identify radiographic anatomy of the chest, abdomen, upper extremity and lower extremity.

**PREREQUISITES:** BSC 1010C

**COREQUISITES:** RTE 1000, RTE 1804, and HSC 1230C

**FACULTY:**

Beverly Bond, BS, M RT (R) – Program Director Office Hours: Posted on office door

Office: Valencia West Campus, Bldg. 10 AHS Rm. 243

Phone: 407-582-1834, Pager: (407) 981-3236

Trina Sloan, AS RT (R) - Clinical Instructor Office Hours: By Appointment Only

Office: Valencia West Campus, Bldg. 10 AHS Rm. 245

Phone: 407-582-5625, Cell: (407) 267-4159

Victor Bernardi, AS RT(R) – Clinical Instructor Office Hours: By Appointment Only

Office: Valencia West Campus, Bldg. 10 AHS Rm. 245

Phone: 407-582-5625 Cell: 407-922-8760

**EDUCATION MATERIALS:**

**Required Texts:**

Textbook of Radiographic Positioning and Related Anatomy, Kenneth Bontrager, 4th Edition, 1997.

Radiographic Anatomy, Positioning, and Procedures Workbook, Kenneth Bontrager, 4th Edition 1997.

**References:**

Atlas of Radiographic Positions and Radiologic Procedures, Ballinger, P., 7th Edition 1991

 Radiographic Positioning and Related Anatomy, Meschan, I., 2nd Edition 1978

 Clark’s positioning in Radiography, Swallow, R., Naylor, e., 11th Edition 1986

 Fundamental’s of Special Radiographic Procedures, Snopek, A., 3rd Edition, 1992

 Craniographic Positioning with Comparison Studies, Paris, D., 1983

 Radiographic Poisoning, Eisenberg, Dennis, May, 2nd Edition, 1995

# ADDITIONAL SUPPLIES: It is mandatory that you buy pocket sized binder that you can add pages to, so you can keep hospital protocol, procedure information and technical information in for the clinical sites. This book will be made and maintained from day one and used to obtain department protocols and radiographic exams and technique for personal reference in clinic and for lab.

**MAKE UP TIME:** If a test is missed due to illness or emergency, I will be the students’ responsibility to contact the instructor, the test **MUST** be made up by the day you return to class, unless other arrangements are made. There will be no exceptions to this policy. Students taking a make-up test will not receive bonus points awarded to the rest of the class. If the test is not made up in the allotted time frame, 5 points will be deducted, **PER DAY** that the test is delayed.

**HOMEWORK:** Students will be expected to have read and studied the assigned sections before they are discussed in class. You will find that the best way to find out if you understand the methods and principles involved is to acquaint yourself with the material prior to hearing the classroom presentation. The assigned workbook sections will be due the day of the Test for that section is scheduled. **No credit will be given for homework that is not turned in on time.** Again, your grade will be 100% or 0%. No partial credit.

**HONOR CODE:** We believe in a person’s honesty, self-discipline, and sense of responsibility. Students who attempt to cheat on examinations or assignments will be subject to disciplinary action and/or dismissal.

 CHEATING: Representing someone else’s work as being your own.

1. Copying
2. Acquiring tests, or other academic materials belonging to faculty and other students.
3. Collaboration – working with another person or persons in the execution of a test, report, or paper without authorization to do so.
4. Plagiarism – the intentional or unintentional use of someone else’s words or thoughts without giving proper credit. All uncited work will be assumed to be the sole product of the author. When using a source for material, it must be footnoted or referenced.
5. Use of crib notes – referring to notes brought to class for use during an examination.
6. Use of textbooks and/or class notes during an examination without permission to do so.
7. Falsifying documentation in a clinical area.

LYING – DELIBERATE MISREPRESENTATION OF THE TRUTH

1. Deliberate misrepresentation of the truth to persons acting in an official capacity, i.e. technologists, instructors, school faculty, medical director, etc.

STEALING – taking possession of another’s property without permission to do so.

1. Books – taking any books from a student’s locker without permission from the library without the proper sign – out.
2. Taking any hospital property or personal property from another individual.

**CLASSROOM AND LAB POLICIES:**

**Attendance:** The Student is expected to attend all sessions of all classes and labs unless prevented by illness or emergency. Regular attendance and class and lab participation are two significant factors that promote success in college and reflect one’s dependability as a future employee. It is the students responsible for contacting the instructor if you are going to be late or absent. There will be a break given midway of the lecture or lab, you must also return to class on time. **Three absences or three tardies or any combination thereof will result in the lowering of one letter grade at the end of the semester. The fourth absence and or tardy will result in an “F” in the course and withdrawal from the program. Excused absences will require a doctor’s receipt or be determined at the discretion of the instructor.**

Lab practical exams assess radiographic procedure performance using oral communication skills through role-playing and image evaluation using written communication skills.

Practice and testing labs are scheduled after presentation of material in class. Only students with extended illness will be able to reschedule a missed lab skills test. An 85% mastery level is required for lab test. Failure will result in re-testing.

All Chapters require a lab skills test. In the event a lab skills test does not meet the required 85% minimum, the following will apply:

* 1. The lab test will be repeated and graded on a pass/fail basis. Upon passing, the grade of the first failed attempt will be averaged into the lab grade. Failure of the second attempt will result in an additional penalty of 10 points from the initial failed attempt. Failure of the third attempt will result in a grade of “F” **and withdrawal from the program.**
* Failure of 2nd chapter lab skills test will result in an additional ten (10) points from the final grade.
* Failure of the 3rd lab chapter skills test will result in a grade of an “F” **and withdrawal from the program.**

\*\*\*\*Student pocket technique/procedure books are to be up to date with current chapter material and can be used to study while you are waiting for lab test, but may not be used during the actual test. These books will be checked during testing so bring them with you on test day. Any questions about your lab skills test must be addressed before the first group starts the exam. After your lab test, you may not linger in the hallway outside the classroom and discuss with others the exam. We consider this cheating. Everyone must have the same chance for success. **\*\*\*\***

**EVALUATION:**

Lab Test 25%

 Lab Quizzes and assignments 5%

 Class Test 25%

 Class Homework/quizzes 5%

 Final Exam 40%

 100%

 Grading Scale:

 93 – 100 A

 85 – 92 B

 76 – 84 C

 70 - 75 D

 0 – 69 F

## 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.

**Disability Statement:**

"Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, ext. 1523)."

**Disclaimer:**

Syllabus Revision - This syllabus may be revised at the discretion of the instructor.

**Withdrawal Deadline: November 1st, 2013.**

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of **November 1st, 2013** 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 a complete policy and procedure overview on Valencia Policy 4-07 please go to: http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75.