

HOUSTON COMMUNITY COLLEGE SYSTEM  
COLEMAN COLLEGE for HEALTH SCIENCES  
RADIOGRAPHY PROGRAM

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CLINICAL PRACTICUM VI  
RADR 2167 COURSE SYLLABUS  
SUMMER TERM 2017  
CRN # 12924,12926

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**CATALOG DESCRIPTION:**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**PREREQUISITE:** RADR 2217, RADR 2309 RADR 2367,

**CREDIT:** 1 (20 lab) Regular Term 8 Weeks

**LEARNING OUTCOMES:**

As outlined in the learning plan, Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

**CLINIC ROTATION DAYS AND TIMES:**

**1<sup>st</sup> Day of Clinic June 5<sup>th</sup> 2017    Last Day of clinic July 21<sup>th</sup> 2017**

**Days:** Monday/ Wednesday  
Friday

7:30a.m --- 4:00p.m  
7:30a.m --- 11:30a.m  
\* some clinics operate different hours

**Location:** St. Joseph Medical Center

**Instructor:**

Name: **Vasanthi Raman M.A, M.Phil, RT (R), CT**  
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Office: **Coleman, Rm. # 515**  
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Office hours: **Thursday: 1:00 – 4:00**  
**Friday: 1:00-4:00**

**CONTENT DELIVERY MODE: CLINICAL**

## **ADA CONSIDERATION**

HCCS recognizes its responsibility not to discriminate against anyone who has a documented disability that substantially limits one or more major life activity; has a record of such impairment; or is regarded as having an impairment. Specific policies have been established to enable students with documented disabilities who are otherwise qualified, to request accommodations which would allow them equal access to the College under Section 504 of the Rehabilitation Act of 1973 and under the Americans with Disabilities Act of 1990.

A *new*, updated letter of accommodation would be submitted to instructors within the first three (3) days of each semester. Students who submit a letter of accommodation any time after the first three (3) days of a semester should expect to begin receiving accommodations following a 24-hour time-frame for instructors to implement new changes.

Obtaining reasonable accommodations is an interactive process that begins with the student's disclosure of his/her disability directly with the ADA Counselor in Ability Services. The ADA Counselor for the Coleman College is located in Room 101 of the Learning Success Center (LSC).

## **ACADEMIC HONESTY:**

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

Possible punishments for academic dishonesty may include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Students for disciplinary disposition.

## **REPEATING COURSES:**

Students who repeat a course three or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. In 2007, the Texas Legislature passed a law limiting students to no more than six total course withdrawals throughout their academic career in obtaining a baccalaureate degree. HCC has instituted an Early Alert process by which your instructor will "alert" you and the HCC Student Services of the chance you might fail a class because of excessive absences and/or poor academic performance. You should visit an HCC counselor or HCC Online Student Services to learn about what, if any, HCC interventions might be offered to assist you – tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance. You must visit with a Faculty Advisor prior to withdrawing (dropping) a class and this must be done prior to **July 10<sup>th</sup> 2017, 4:30pm**. Faculty will not be able to assign a W for classes dropped after this date.

It is the policy of the HCCS Radiography Program that all students in the Program are allowed only two (2) admissions. When an applicant is accepted into the program, this is the 1<sup>st</sup> admission. If that student fails or drops a course for any reason, they may apply for readmission. If the student is readmitted that is the 2<sup>nd</sup> admission. If the student then fails or drops again, they are no longer eligible for readmission. The readmission policy is published in the HCCS Radiography Program Handbook.

## **COURSE REQUIREMENTS:**

Students will be expected to follow the program rules and regulations as outlined in the program's Student Handbook for: **Attendance, Dress Code, and Professional Conduct.**

## **COMPETENCIES:**

During this semester each student must successfully complete eight (8) competency exams to receive a clinic grade. As this is the final semester of the program, by the completion of RADR 2167 students **must** have completed 31 mandatory exams, 16 elective exams and the five final competency exams assigned by their instructor.

Before a student attempts to competency test on an exam they must be prepared. When the student feels they are ready to test, he/she can notify the instructor in the clinic or the designated instructor and test on the exam.

If the student achieves 90% or above, they pass the competency exam. If a student scores below 90% the test will be counted as an attempt\*\* and, at a later date, **after practicing**, the student can retest over that exam.

***If a student does not complete and pass at least 6 competency exams along with 2 attempts by the end of the semester, the student will receive a failing grade "F" in clinic. If documentation of competencies and attempts is satisfied, the student will receive an incomplete "I" in the course. If this "I" is not corrected, i.e. a grade earned, by the end of the following semester that "I" will become an "F".***

\*\*After an exam has been successfully completed the attempt will be discarded and not counted. Only 1 attempt per exam can be documented toward the total number of attempts. To adequately assess a student's clinical ability, for **each** failed attempt of a competency examination, a penalty of 10 points will be subtracted from the raw score of the passed competency exam.

Ex. A student has failed a competency exam of a wrist twice but on the 3<sup>rd</sup> attempt achieves a 95.

Raw Score	95
Minus	-
-10 pts for each failed attempts	<u>20</u>
Recorded Score	75

***Simulation testing is allowed in the 5<sup>th</sup> and 6<sup>th</sup> semesters, at the Clinical Instructors discretion.***

## **HOW WE COMPETENCY TEST**

A student enters clinic "A" and wishes to test on, for example, a routine "hand".

- I. Testing
  - A. When the hand comes through the department, they inform the instructor that they wish to test. The test involves everything required to successfully perform that exam and its ancillary functions. If the student passes the test with a 90% or above, this is deemed a successful test.
  - B. If the instructor has to intervene in a significant way or take over the exam, whether the student feels the intervention was necessary or not, **this is not even an attempt**. It becomes more practice.
- II. Attempts
  - A. An attempt occurs when a student has progressed through the proper channels to indicate he/she is ready to test, picks up the requisition and patient and begins the exam.
  - B. The Professional Considerations have been met.
  - C. After getting into the exam the student errors such that the exam or the general experience must be repeated or has diagnostic deficiencies or is substandard in some way.
  - D. An attempt is registered for that exam.
  - E. A student cannot have 2 registered attempts representing the same area of the body.

## **COMPETENCY TESTING**

The majority of a student's clinical competency testing should be completed with the clinic instructor. This should be required in most circumstances to allow the clinic instructor a reasonable amount of certainty about the validity of the student's performance on their competency testing.

Each competency test requires the student to answer the instructor's questions about anatomy, positioning, pathology, etc. that appears on the films produced in the course of the competency test. Because of the patient load and scheduling in the clinics, it is not always possible for the instructor to complete the film I.D. portion of the test at the time the test is performed. In circumstances where the film I.D. portion of a competency test cannot be completed at the time of the test, the student shall be informed the test must be completed within two (2) weeks or the test will be counted as an attempt. It is the instructor's responsibility to monitor this situation and ensure the test is completed within the two (2) weeks. It is the responsibility of the student to be prepared, at the time of the test, to answer the instructor's questions concerning the anatomy, positioning, etc. covered under the film I.D. portion of the competency test form. Exams administered by adjunct faculty must be signed and turned in to the clinical Instructor within 2 clinic days from when the exam was performed or they will not be accepted.

## **EXPECTATIONS**

Each student will be expected to make regular appointments with the instructor in the clinic to review staff and faculty evaluations. Students must read and sign all evaluations placed in their files.

If a student's behavior is such that a letter is written concerning them from the clinic (asking they be removed or not return to that facility) that student will be dismissed from the RADR program.

**GRADE DETERMINATION:**

**SUMMER SEMESTER**

3 Staff Evaluations.....10%  
2 CI Evaluations..... 50%  
8 Clinical Competencies..... 15%  
Attendance/..... 25%

TOTAL: \_\_\_\_\_ 100%

**GRADING SCALE**

100 - 92.5     A  
92.4 - 84.5     B  
84.4 - 74.5     C  
74.4 and below F  
No D's given in this course

**OBJECTIVES:**

**RADR 2167**

Objectives: In the clinical education setting, using the checklist prescribed for this course, while performing radiographic procedures and with 75% accuracy (90% when competency testing), the student will be able to:

1. ready the radiographic room with appropriate supplies.
2. complete all paperwork, charting and patient education and screening tasks.
3. perform radiographic exams using correct patient positioning techniques.
4. perform radiographic exams using correct equipment manipulations.
5. give proper breathing instructions to the patient.
6. use gonadal shielding as appropriate.
7. demonstrate proper collimation to the part of interest.
8. correctly label and mark each radiograph.
9. determine the appropriate exposure settings.
10. identify primary & secondary anatomic structures on the radiograph.
11. inform the patient of any post procedure instructions.
12. insure the privacy and safety of the patient.
13. demonstrate good patient care.
14. demonstrate an attitude of cooperation with staff technologist and supervisors
15. be dependable and accountable by regular attendance and punctuality.
16. follow dress code and professional ethics as outlined in the HCCS student handbook
17. demonstrate an attitude of cooperation with other students
18. make proper decisions when given assignments without direct supervision.
19. display motivation and interest by asking questions and demonstrate a willingness to practice skills
20. use proper body mechanics to assist patients from a wheelchair to table without incident.
21. use radiation protection to protect self and peers.
22. utilize proper techniques for sterile procedures.
23. follow department procedure manual for positioning and projections.
24. demonstrate good verbal communication.
25. clean and supply radiographic room on a daily basis
26. prepare contrast media for all contrast studies.
27. correctly program digital equipment for each examination.

## **STUDENTS AND INSTRUCTORS:**

Students (Freshman or Sophomore) shall not take the responsibility or place of qualified staff radiographers.

All students enrolled in this course are part of the HCC Radiography Program Competency Based Clinical Education Plan (CBCE).

The following operational policies are to be implemented by the Instructor in the clinic:

1. Until a student achieves the prescribed competency level (documented in file) he/she will carry out assignments under the direct supervision of a qualified radiographer.

Direct Supervision: The radiographer evaluates the requisition, the patient's condition and especially the student's competency relating to the condition of the patient, observes the student's work and reviews the radiographs with the student following the procedure.

2. Once the student has achieved documented competencies he/she may complete assignments under indirect supervision.

Indirect Supervision: Means that a qualified radiographer must be in the immediate area to assist the student regardless of the competency level of the student. Under no circumstances should a student be assigned alone to an area. A qualified radiographer should review all radiographs with student.

3. Repeat Radiographs: Unsatisfactory or unacceptable radiographs may be repeated by a student only in the presence of a qualified radiographer (includes portable radiographs).

## **ATTENDANCE POLICY:**

All students are required to "clock-in" each day upon arrival and "clock-out" upon departure from the clinical education site. Clinic begins at 7:30 a.m. Any time clocked in after 7:37am is late. Just because a student has clocked in and is in the clinical facility does not constitute being "on-time". At 7:30am each student is expected to be in their assigned area ready to participate in the day's activities. The 7 minute grace period can be revoked any time a CI feels that this privilege is being abused. Students using Trajecsyst will be shown a specific computer or site where they will log in and out at. Students may clock in and out with their cell phones only with the prior approval of their clinical instructor and must use the institution's Wi Fi when doing so. If a student has problems clocking in or out with Trajecsyst it is the student's responsibility to immediately contact their Clinical Instructor. Failure to comply with these rules will result in punitive action ranging from a tardy up to dismissal from clinic depending on the circumstances involved.

Students who are 2 or more hours late or depart clinic more than 2 hours early will be considered absent for that clinic.

**If a student is going to be late or absent, it is absolutely necessary to call the instructor in the clinic within 30 minutes of your scheduled arrival time in clinic. Failure to call by the scheduled time will reduce your final course letter grade by 1 grade for each offense.**

***Catastrophic leave will be handled on a case-by-case basis.***

**Students in RADR 2167 are permitted 1 absence. A 2nd absence will be permitted but must be made up during the week of finals. The day of makeup time will be at the discretion of the instructor. If the 2nd absence is made up during finals week there will be no impact on the clinical grade. If the 2nd absence is not made up during finals week ONE (1) letter grade will be deducted from the final average. Each absence beyond the 2<sup>nd</sup> will also result in letter grade reduction from the final clinic grade per each absence.**

**Attendance in specialized rotations.**

In addition to what has already been stated, when a student is in a special rotation: Shriners, TIRR, Ortho, any change of schedule (known absence, early leave, late arrival) must be approved by the HCCS instructor in the clinic. Students are not to ask the Coordinator in the Special Rotation for permission to leave early or permission to change their clinic rotation in any way. If approval has not been granted by the HCCS instructor in the clinic, you will adhere to your rotation schedule as distributed. **Failure to follow this policy will result in the reduction of the student's final semester grade by one letter grade.** Students must notify both their HCCS instructor in the clinic and the Special Rotation Coordinator if they will be late or absent. It is the student's responsibility to have the necessary phone numbers.

**How Clinic Attendance is Maintained and Recorded:**

Clinic attendance is recorded based on the Attendance-By-Minutes system. At the beginning of the semester the total number of minutes a student will spend in clinic during that semester is calculated. Minutes reflecting holidays, lunch and other accepted minutes are deducted accordingly. Total minutes for the week are calculated. When a student is tardy, absent, leaves early, is unaccounted for or does something else that influences time, those minutes are deducted from the total number of minutes the student is in clinic that week.

**How the Attendance Portion of The Grade is Calculated:**

At the end of the semester, the total number of minutes a student has missed is subtracted from the total semester minutes. That total is divided by the total semester minutes to get the student's attendance percentage. From that attendance percentage, deduct (5) points for each day that shows time was missed. This is the adjusted percentage figure. Multiply this number by the appropriate class attendance percentage, i.e., attendance being 25% of the grade, and calculate the final grade.

**Example RADT 2167:**

Full Day:

480 Minutes x 14 Days = 8400 Total Semester Minutes:

480 Minutes x 7 ½ Days subtract the minutes missed (take this number from total minutes) then divided by 8400 to determine the student's attendance percentage. The number of tardies and early departures is multiplied by 5 and this is also subtracted from the attendance percentage. The final attendance percentage is multiplied by 25 % which is the weight of clinic attendance

## **CLINIC POLICY:**

### **Unsafe or Unprofessional Practice**

A student whose clinical practice is judged unsafe or unprofessional may be removed from the clinical experience. In order to be eligible to resume the clinical experience, the student who has been removed, must comply with stipulations prescribed by the faculty for readmission to the clinical experience.

The faculty responsible for the clinical experience will review the clinical care/practice of a student who exhibits weaknesses that may lead to unsafe or unprofessional practice. The faculty, with appropriate input from the student, will develop a set of expectations that the student is to attain to remedy those weaknesses in the current and subsequent semesters.

Rationale:

Faculty have a legal and professional responsibility to assure for the public, other students, Coleman College, and the Radiologic Technology (Radiography) program that students can practice safely and professionally in their various clinical duties.

A student shall provide safe and professional patient care at all times. Performance that will result in disciplinary action by the Radiography Program include, but is not limited to, the following:

1. does not meet the practice standards for Radiography as published on the American Society of Radiologic Technologists website at <http://www.asrt.org> ,
2. does not comply with the Standards of Ethics as published on the American Registry of Radiologic Technologists website at <http://arrt.org>
3. does not comply with HCCS Policy
4. does not comply with Radiography Program Policy

Depending upon the degree of actual or potential harm a patient may suffer, a one time deviation from safe practice may be sufficient to judge a student unsafe.

Examples of unsafe, unprofessional or unacceptable practice include, but are not limited to, the following and will result in the stated consequences.

The following behaviors will result in immediate dismissal from the HCCS Radiography program:

1. Bring or carry a weapon into the clinic
2. Being under the influence of drugs or alcohol
3. Theft of hospital or college property
4. Students who engage in sexual activity during clinic hours

Falsification of attendance, competencies, evaluations or any other program documentation (including clocking in other students time cards for them) will result in a drop of one letter grade for the 1<sup>st</sup> offense. Any subsequent offense will result in dismissal from the program.

Altercations, physical or verbal, will result in immediate removal from clinic until the matter is resolved. Punishment can range from reduction of the clinic grade, up to dismissal from the program. The time out of clinic will be deducted from the student's attendance.



The following behaviors will result in a reduction of the final clinic grade by one letter for each offense:

1. Failure to stay in assigned clinic area. This includes not being able to locate a student in a reasonable amount of time
2. Leaving clinic without notifying the Clinical Instructor or Adjunct Faculty
3. Cell phones and pagers will not be worn or used by students during clinic hours and if brought to clinic must be stored and turned off. A student may use their cell phones during lunch while outside of the building.
4. Use abusive or foul language
5. Sleeping or the appearance of sleeping while on clinic hours
6. Lack of professional respect for authority, i.e., the C.I. or clinical staff

DOCUMENTED VIOLATION OF ANY OF THESE POLICIES WILL RESULT IN A MEETING WITH THE CLINICAL COORDINATOR AND/OR THE PROGRAM DIRECTOR FOLLOWED BY DISCIPLINE, IF SUBSTANTIATED.

Any behavior that is considered unprofessional or reflects negatively on the college, program or clinic will be viewed as unacceptable. DOCUMENTED VIOLATION OF ANY OF THESE POLICIES WILL RESULT IN THE ACTION(S) INDICATED. The student has the right to Due Process, i.e., the student can, in writing; submit their side of the event to the Program Director, within 3 days of the documented violation. The Program Director will follow up within 5 business days. The Program Director may call in the student and others who can give factual information. A decision will be made within 2 days of the final meeting.

### **Social Networking and Students in Health Care Programs**

Students in health care programs must adhere to federal laws regarding HIPPA protected information and college policies regarding protection of privacy of the student's patients. Students may not post any photos, videos, patient information, or any other data regarding patients or affiliations on Social Networking sites, including but not limited to Facebook, MySpace, Twitter, YouTube.

### **TITLE IX: SEX DISCRIMINATION AND SEXUAL MISCONDUCT**

The Houston Community College is committed to providing a learning and working environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination and harassment on the basis of race, color, religion, sex, gender identity and gender expression, national origins, age, disability, sexual orientation, or veteran status.

Sex discrimination includes all forms of sexual and gender-based misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. HCCS is committed to the principle that the working environment of its employees and the classroom environment for students should be free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence by employees, students or third parties. Sexual and gender-based misconduct is unprofessional and will not be tolerated and is expressly prohibited. Individuals who engage in such conduct will be subject to disciplinary action.

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 *et seq.*, is a federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities. Students who become pregnant during the program should consult with the Program Director as well as the Ability Services Counselor to be sure they understand their rights under Title IX. In situations that involve absence from class, this consultation may include a discussion about receiving “Incomplete” grades instead of full-term withdrawal, the ability to voluntarily leave the program based on the agreed terms for return, the opportunity to resume enrollment without being subject to a new admission process, and return with restrictions as long as accommodations provided through Ability Services effectively helps the student meet the Program’s Essential Functions. Students should contact the Counselor in Ability Services for assistance with requesting and receiving academic accommodations due to pregnancy or parental status.

Students who believe that they have been the victim of misconduct prohibited by the regulations may submit a complaint to initiate College action. More information regarding your rights under Title IX and complaint forms are available online at:

<http://www.hccs.edu/district/departments/institutionalequity/title-ix-know-your-rights/>

SCANS  
RADR 2167  
CLINICAL PRACTICUM VI

**INFORMATION      C5      Acquires and Evaluates Information**

**Description:**

Identifies need for data, obtains them from existing sources or creates them, and evaluates their relevance and accuracy. Competently performing the tasks of acquiring data and evaluating information; includes posing analytic questions to determine specific information needs; selecting possible information and evaluating its appropriateness; and determining when new information must be created.

**Current Objective:**

Evaluate the requisition prior to imaging a patient; check vital information in the patient's chart.

**Description of Module:**

The student will demonstrate proficiency in acquiring and evaluating information by evaluating the patient's requisition and vital information contained in the patient's chart. This will be accomplished in the clinical setting while working with patients.

Assessment will be accomplished using the Competency based clinical education forms, staff evaluation forms and the clinical instructor's evaluation form.

**Cross Reference to Task Inventory:**

Tasks supported by this module: # 1 - 52

**INTERPERSONAL      C11      Serves Clients and Customers**

**Description:**

Works and communicates with clients and customers to satisfy their expectations. Demonstrating competence in serving clients and customers includes actively listening to customers to avoid misunderstandings and identifying needs; communicating in a positive manner especially when handling complaints or conflict; efficiently obtaining additional resources to satisfy client needs.

**Objective:**

The student will show competency in serving clients (patients) and customers (staff and physicians) by completing radiographic procedures on patients.

**Description of Module:**

The objective will be accomplished by observing and evaluating the student's performance in the clinical setting. Interpersonal and patient care and communication skills will be evaluated using the Competency Based Clinical Education Forms, staff evaluation and clinical instructor evaluation forms.

**Cross Reference to Task Inventory:**

Tasks supported by this module: # 54, 57, 59 – 69, 75 – 81, 90 - 111

RADR 2167  
 Clinical Practicum VI  
 Course Objectives to Support ARRT Task Analysis

OBJECTIVE	TASKS
1. Review the essentials of radiation protection and proper equipment operation.	# 26-39
2. Review equipment and accessory equipment use and maintenance and the correct use of each in image production.	#40-58
3. Review protocols for patient care, patient identification, confidentiality and patient education and instruction.	#1-25
4. Review protocols for universal precautions, decontamination and sterilization and working with patients in isolation.	#1-25
5. Review protocols for the use of contrast media and treating contrast media reactions.	#1-25
6. Oversee student participation and performance of all radiographic imaging procedures available.	#59 - 114