

HOUSTON COMMUNITY COLLEGE SYSTEM
COLEMAN COLLEGE
RADIOGRAPHY PROGRAM

ADVANCED RADIOGRAPHIC PROCEDURES
RADR 2331 – SUMMER 2019
Course Syllabus
CRN #12341,12342,12343,12642

CATALOG DESCRIPTION:

Continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology.

PREREQUISITE: RADR 2305, RADR 2401, RADR 1318, RADR 1266,
RADR 1411

CREDIT: 2 semester hours

LEARNING OUTCOMES:

Position and alignment of anatomical structures and equipment, and evaluate images for proper demonstration of anatomy.

CLASS DAYS AND TIMES:

Lecture: Monday

Time: 8:00am – 12:00 pm

Classroom: 303

LAB DAYS AND TIMES:

Monday – 12:30pm–4:30pm

Wednesday– 8am–12pm

INSTRUCTOR:

Rhonda Marcel, BSRS, RT(R)

E-mail: rhonda.pace@hccs.edu .

Office Hours: 1:00 – 4:00 p.m. Friday

Tutoring Hours: 7:00–8:00am (Mon)

4:00–5:00pm (Mon)

Office: Coleman, Rm. 510

Telephone: 713–718–

8768

LAB INSTRUCTORS:

Lobrin– CRN# 12341 (Monday PM)

Salazar – CRN#12342 (Monday PM)

Daza – CRN#12642 (Wednesday AM)

Raman–CRN# 12343(Wednesday AM)

Other instructors may fill in throughout the semester.

TEXTBOOKS:

Bontrager, K.L. & Lampignano, J. P. 2014. Textbook of Radiographic Positioning and Related Anatomy. 9th ed. Mosby Co. St. Louis

REFERENCE BOOKS: (Instructor will provide additional resources from this book)

Ballinger, P.W. 2003. Merrill’s Atlas of Radiographic Positions and Radiologic Procedures. 10th ed. Mosby Yearbook Co. St. Louis.

Bontrager, K.L., & Lampignano, J.P. 2017 Radiographic Positioning and Related Anatomy Workbook and Laboratory Manual, Volume One. 9th ed.

ADA CONSIDERATIONS:

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to

establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>

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.

“Scholastic dishonesty” includes, but is not limited to, cheating on a test, plagiarism and collusion. For detailed definitions of these terms, refer to the HCCS Student Handbook.

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 may face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor/counselor about opportunities for tutoring/other assistance prior to considering course withdrawal, or if you are not receiving passing grades.

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 1st 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 2nd 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.

EGLS3 Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the EGLS3 as part of the Houston Community College Student System online near the end of the term.

Use of Camera and/or Recording Devices

Use of recording devices, including tape recorders, smart phones and smart watches is prohibited in the classroom, laboratory, faculty offices, and other locations where there is instruction, tutoring, or testing. Please show respect to your instructor and your fellow students by turning off your phone and other devices during classroom/laboratory time. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Campus Carry Bill

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>.

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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 origin, 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. HCC 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 a full term withdrawal, the ability to voluntarily leave the program based on 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 these 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/>

Title IX Coordinator

James David Cross, Director of EEO/Compliance HCC Office of Institutional Equity 3100 Main, Room 702 P.O. Box 667517 Houston, TX 77266-7517 (713) 718.8271 OIE@hccs.edu.

Texas House Bill 1508:

Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.
2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual's eligibility to

apply for a license or certification.

3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students, admitted to the program, to submit to a national background check which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

College Assistance for Food and Housing

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Student for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.

PROGRAM POLICIES:

Students are expected to conduct themselves while in the classroom/lab, in the same professional manner that they are expected to display in the clinic environment. Any exceptions to these policies will be considered a major infraction. The policies listed below must be followed:

- Students are expected to comply with all program regulations during this course, both in the classroom and the lab.
- Weapons not allowed.
- Cell phones have to be turned off and put away during lecture and lab hours.
- Students may not leave the classroom while an exam is in progress, or before the exam is completed and turned in to the instructor. If a

student leaves the classroom, FOR ANY REASON, the exam must be turned in and will be graded as it is at the time the student leaves.

- Students may not use abusive or foul language.
- Students may not fight, physically or verbally, on college property.
- Students may not falsify attendance.
- Students may not steal program or college property.

PRESENTATION OF COURSE MATERIAL:

The didactic portion of this course will consist of lectures, presentations of audiovisual material, handouts, course supplements (internet downloads), demonstrations, class discussions, role-playing and assessment (exams, film evaluations and quizzes). The laboratory portion of the course will consist of demonstrations, graded laboratory practicums and some written assignments.

COURSE REQUIREMENTS:

- **Students are required to read the assignments outlined in the syllabus **PRIOR** to coming to lecture and laboratory and be able to discuss and answer questions concerning the material during class.**
- **Students are required to bring workbook and textbook to every class lecture.**
- It is expected that the student will identify the various components of the imaging unit and the appropriate manner in which to manipulate this equipment and will make time outside the assigned class and lab periods to practice these manipulations in the x-ray room.
- Practical exams are given throughout the semester to assure that the student is able to perform the radiographic positioning. All students will have one opportunity to be successful on a practical exam.
- Examination questions will be taken from the reading material, lectures, handouts, audiovisual presentations and film evaluations.
- Previously covered anatomy from Positioning I and II may be included on

examinations in this course and on course examinations.

- Assignments may be given by the instructor for writing activities to be carried out either in the classroom or outside the classroom setting.
 - Quizzes (announced or unannounced) will be given periodically during the course. Only students who are present at the time the quiz is distributed will be allowed to participate. **Students late for class will not be allowed to take the quiz.**
 - If a student is absent at that time a grade of “zero” will be awarded. **There are no make-up quizzes.**
 - All assignments will have a specific due date. **No assignment will be accepted after that due date.**
 - No make-up exams will be given in this course.
 - No make-up Practical Lab exams will be given for any reason.
 - Any assignment or quiz, in either the lab or in the lecture which is missed, will be assigned a “zero”.
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- The grade(s) the student earns for their work done in this class is the grade that will be assigned. **No curves will be applied to this course.**
 - **It is the student’s responsibility to meet with the instructor if or when they are experiencing problems that may influence or impact their performance and student success in the classroom.**
 - **It is expected that the student meet with the instructor if or when the student’s comprehensive course grade falls below 75%.**
 - Tests will not be returned to the students for review at the end of the semester nor upon completion of this program. The instructor maintains the rights to keep any additional assignments. This means that some material may be returned to the student and some material will be held by the instructor.
 - Turnaround time for quizzes, assignments and test grades will be **one** week.

HCC COURSE WITHDRAWAL POLICY:

Faculty are not able to assign a grade of “W” after the college drop date. Withdrawal from this course must be by **July 8, 2019**. If a student has not

withdrawn themselves from a course, the grade assigned will be the grade the student earned by the end of the semester, which more than likely will be an “F”.

ATTENDANCE POLICY:

Students who are absent from this course more than 12.5 % of the total hours of instruction will be administratively dropped.

Any student who is absent from the class for more than 25% of a class or lab period will be counted absent for the day.

Students who arrive late to the class will need to wait until the class break to come in. Attendance will be taken every meeting.

A break will usually be given during class. **Work schedules must be adjusted around class schedules.** If a student needs to get up and move around to the back of the room and stand that is acceptable. Do not be disruptive during this process.

LAB ATTENDANCE: A formal/scheduled break will usually be given during labs. Cell phones are not allowed during lab times.

Lab attendance will be taken at the beginning of every lab.

Students are expected to be in assigned lab room and participating not sitting on the periphery observing or doing something else.

Individuals who fall asleep in class or have the appearance of sleeping will first be given the opportunity to quietly get up and stand against the back wall-taking their writing materials with them. If this is not helpful, the student will be asked to leave and this will be recorded as an absence. If it continues, more than twice the students will be asked not to come back to class.

EXPECTATIONS FOR LABORATORY:

Laboratory activities may include any or all of the following:

Demonstration by instructor, student positioning practice, usage of personal lead markers, film evaluation sessions, discussions/presentations of radiographic images, filming of radiographic phantoms.

PROCEDURES FOR PRACTICAL EXAMS:

A practical exam means the student must demonstrate a high level of proficiency (90% or above) in order to pass the practical exam. These tests are scheduled for specific times and dates. Students are expected to be present at the **scheduled time.(No exceptions)** Practical Exams are a **demonstration of competency in a non-emergent situation.** Nervousness, anxiousness or apprehension before practical exams are common when testing. However, they are not an excuse for lack of performance. Practical exams help to prepare you to perform any exam in any clinical situation. Each student is responsible for their own performance. In addition, the following is expected:

- Each student must obtain a passing grade of 75% for the practical exam.
- Each student is expected to treat the practical as a simulation to real life. This means that the student is expected to perform everything associated with the procedure except making the actual exposure. This includes:
 - Verifying patient name
 - Verifying patient date of birth
 - Explaining position/projection to patient
 - Demonstration of position/project
 - Being responsive to patient care and safety during the procedure
 - Questioning patient about pregnancy
 - Instructing patient on breathing method for procedure if appropriate
 - Incorporating lead shielding and/or collimation as required
 - Demonstrating practitioner's readiness by obtaining lead markers for

- the exam before the exam begins
- Being able to indicate the optimum kVp range for each exposure

COURSE OBJECTIVES:

By the end of the semester the student will be able to:

- Identify and locate the bones of the skull and peripheral anatomy
- Properly position the skull, sinuses, nasal bones, facial bones, zygomatic arches, mandible, TMJ's, pediatric, mobile and radiography exams.
- Identify the anatomy demonstrate in radiographic images from procedures discussed in lecture and lab.
- Properly use radiographic terminology.
- Position for three positions, in a lab setting, within a 15-minute timeframe in a testing environment.

REMEDICATION PLAN:

Student/peer tutoring is available. The course instructor will provide student tutor information at the beginning of the course.

Students will also meet with their assigned lab instructors regarding the course remediation plan. Positioning remediation is required for students that score below 75% on practical exams. Lab instructors will make

arrangements with students regarding remediation times/days.

CALCULATION OF GRADES:

Grade Policy:

All students are expected to take announced exams and film evaluation sessions. There will be no make-up exams, film evaluations, lab practical, or make-up quizzes. When a unit or final exam is missed, the student must contact the instructor immediately. When a major exam is missed, the percentage of that missed exam will be added to the Final Exam percentage for the grade. (Example: if Exam 1 is missed, it would normally count 15%. That 15% will be added to Final Exam percentage making it worth 35%. The instructor will handle each missed exam on a case by case basis. If you are late to an exam, film evaluation, or graded activity(**excludes quizzes**), the following will be enforced:

- You will only be allowed to participate if all tests are still out. (Example: If a student arrives late for the Film Evaluation section of the exam, they will be allowed to participate if no exam has been turned in. In addition, the student will only be allowed to participate for the remaining time allotted to each section of the exam.) This means if a student has finished and turned the assignment in, you will not be allowed to participate and will have a grade of 0 assigned.
- You will not be give additional time to complete the assignment.

Since there are only a few announced exams, it is suggested that the student be here for each of them.

Students who are absent or late for any announced or unannounced quiz, will receive a zero (0) for that quiz and that will be counted in as the grade for the average of the course.

It is the responsibility of the student to get any handouts, materials or course supplements that were handed out/posted to *Canvas* during his/her absence.

Students will be assessed in the following manner: Grading Scale:

Quizzes/Assignments	10%	90–100%	A
(3) Practical Exams	25%	80–89% =	B
(2) Exams/Film I.D.	40%	75–79	C
Comprehensive Final Exam	<u>25%</u>	74–60	D
		Below 60	F
	100%		

Course Content:

Assignments:

Assignments have been created to enhance and reaffirm learning during this 8-week course. These assignments will be provided either in-class or online (Canvas). Examples of an assignment can range from: discussion posts on Canvas, worksheets presented in class or in lab, recorded simulations, workbook assignments, class presentation, etc.

These assignments may be given during class/lab or may require students to utilize time outside of class to complete.

All assignments will have an assigned due date/time. Credit will not be given if student is absent during the assignment, or if assignment is not turned in

Quizzes:

Quizzes are used to assess student understanding before major

examinations. This is in an effort to find points that students may struggle with. Quizzes will be comprised of information students will have received from lecture/lab. These quizzes may be given in class or online on Canvas. Quizzes can be given at any time during lecture/lab and are timed. Quizzes presented in Canvas will have specific close dates. Quizzes can consist of fill in the blank, multiple choice, true/false, essay and labeling type questions.

**Quizzes will be returned to students for use of review.

Practical Exams:

(3) Practical Lab exams will be given this semester. The procedures each lab examination will cover will be provided to students. Similar to previous semesters, 3 procedures will be provided to the student. The student is given 15 minutes to perform these 3 procedures. Lab examinations policies/criteria are explained under "PROCEDURES FOR PRACTICAL EXAMS" found on a page 5. There will be (2) lab examinations that cover procedures taught during the weeks prior to the examination. At the end of the semester (1) lab examination will encompass ALL procedures learned throughout the semester.

***A course calendar will be provided which details each week the procedures students will be covering during lab.

Examinations/Film I.D.:

(2) examinations will be given to assess the students' proficiency of content provided. These examinations will be structured into 2 parts. In addition, previously covered material from Positioning I and II will be included on exams.

One portion of the examinations **may** have students complete an examination on the computer in a computer lab, or in a classroom setting utilizing scantron. The type of questions during the examinations will be similar to the quizzes provided in that the questions can consist of fill in the

blank, multiple choice, true/false, essay and labeling type questions.

The Film Identification section of the examination (fill in the blank) will require students to adequately identify structures, errors, and other information on provided radiographs. This portion of the examinations will be fill in the blank or short answer.

These 2 portions will be compiled for the final grade of that specific unit examination.

*** Due to possible conflict on computer lab times in the summer – test start times may vary. Students will be notified beforehand if this is the case.

Comprehensive Final Exam:

(1) Comprehensive final exam will test students' mastery of content provided through the entirety of the course. Testing will be similar to the unit examinations/film identification provided earlier in the semester. Any information covered in this 8-week course may be utilized in this exam.

*** Due to possible conflict on computer lab times in the summer – test start times may vary. Students will be notified beforehand if this is the case.

Final Grade OF "FX"

Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly

SCANS
RADR 2331
ADVANCED RADIOGRAPHIC PROCEDURES

What is it: Secretary's Commission on Achieving Necessary Skills

What SCANS Skills Are: These are the skills employers need the most from their workers. SCANS skills are the predictors of success in the workplace.

Who Defined These Skills: In 1989, the US Department of Labor and Education jointly surveyed US employers to find out the most important skills and competencies needed by workers. The results of that survey identified SCANS.

HCCS and SCANS: Houston Community College is committed to the preparation of our students for success in the workplace. All Houston Community College courses provide learning outcomes that result in the mastery of SCANS skills. Although each course will not include every SCANS skill, each course syllabus will identify the specific SCANS skills and competencies taught in that course. Throughout a formal program of study, a student will have the opportunity to master all SCANS skills and competencies.

PERSONAL QUALITIES F15 Social

Description:

Demonstrates understanding, friendliness, adaptability, empathy and politeness in new and on going group settings; asserts self in familiar and unfamiliar social situations; relates well to others; responds appropriately as the situation requires; and takes an interest in what others say and do.

Objective:

The student will demonstrate interpersonal skills appropriate to situation by Providing a friendly, empathetic, and appropriate atmosphere for patients or technologists.

Description of Module:

The students will form groups to complete certain assignments. They will be graded, in part, on how well they worked as a team and If they demonstrated interest in other groups' projects and presentations.

This project will take 5 to 10 hours to complete, over time. The assessment instrument is attached.

Cross Reference to Task Inventory:

Task(s) supported by this module: # 83 – 89; 112 -113

COURSE OBJECTIVES			
OBJECTIVE	EVALUATION MEASURES	SCANS COMPETENCIES	ARRT TASK(S)
1. Use appropriate identification markers and place it/them in proper locations.	Practical Exam	C18	#24
2. Demonstrate room readiness for radiologic procedures.	Practical Exam Quizzes Exams	C3; C5; C6	#29 - 30
3. Give appropriate explanations to patients on dressing and examinations.	Practical Exam Quizzes Exams SCANS Assignment	C5; C6; C7; C11; C14; C18; F1; F2; F6; F9; F12; F15	#31
4. Position patients for radiologic exams based on recognized standards of positioning.	Practical Exam Quizzes Exams	C6; C7; C10; C14; C18; F1; F5; F8	#31
5. Ask appropriate questions to gather pertinent patient information.	Practical Exam	C5; C6; C7; C11; C14	#36 - 37
6. Demonstrate proper positioning for: skull; facial bones; mandible; zygoma and arches; temporomandibular joints; nasal bones; orbits; paranasal sinuses.	Practical Exam Quizzes Exams SCANS Assignment	C1; C3; C5; C6; C18; C19; F1; F5; F6; F9; F10	#82 – 89; 105; 111 – 112
7. Provide a friendly, empathetic and appropriate atmosphere for patients or technologists.	Practical Exam SCANS Assignment	C9; C10; C12; C13; C14; C19; F1; F2; F6; F7; F8; F9; F15; F16; F16; F17	#43