

RAD 222 – RADIOGRAPHY CLINIC 1

COURSE INSTRUCTOR:

Rosanne M. Szekely, MSED, RT(R)
(618) 453-8884, if no answer, please
leave name, message & phone number.
E-mail: rszekely@siu.edu

Office: ASA C011D
Hours: Mondays 9am-12noon;
Tuesdays 1-4:00pm; and by
appointment due to Clinic Visit
schedule.

COURSE DESCRIPTION:

The student is assigned to a selected clinical education center for the entire semester. During this semester, the student radiographer is expected to practice and perfect the professional positioning skills developed the previous semester on campus. The student will participate in specific experiences and film critique assignments designed to meet objectives for the semester.

GENERAL COURSE OBJECTIVES:

Upon completion of this course, and with 100% accuracy, the student shall be able to:

1. Perform clinical competency exams within Categories 1 through 5.
2. Observe and assist with exams in Categories 6 & 7.
3. Maintain clinical exam records as provided by the University.
4. Identify any contrast material utilized for the appropriate radiographic examination.
5. Identify the patient preparation required for an appropriate exam.
6. Satisfactorily complete the orientation objectives in the following areas:
 - a. Radiographic Room
 - b. Radiology Department
 - c. Hospital
7. Maintain a clinical positioning journal, listing the following items, for the examinations in the required categories:
 - a. Routine projections
 - b. Adult film sizes
 - c. Routine distance and tube angle
 - d. Accessory equipment

COURSE OUTLINE:

PERCENTAGE:

- | | |
|-------------------------------------------------|-----|
| 1. Department Orientation | 10% |
| 2. Hospital Orientation | 10% |
| 3. Radiographic Competencies | 50% |
| 4. Professional/Clinical Performance Evaluation | 30% |

METHODOLOGY, STUDENT EVALUATION & GRADING:

The RAD 222 clinical grade is reflected in the following grading scale.

93 -100 = A - Exceptionally high achievement and superior initiative.

85 - 92 = B - High achievement and above average initiative.

75- 84 = C - Satisfactory achievement and average initiative.

Below 75 = F - Unsatisfactory achievement and unacceptable initiative.

Student does not progress to the next semester in the RADS Program.

The final clinical grade for RAD 222 is calculated as the sum of:

- the weighted Competency average (Mandatory and Elective exams)
- the weighted Performance Evaluation average,
- Documentation of participation in both Department and Hospital Orientations; and,
- the Attendance/Initiative adjustment.

Any competency category, not having the minimal number of completed competencies will result in a semester grade of incomplete (**INC**). This incomplete **must** be completed by the start of the next academic semester. Failure to complete an incomplete within the prescribed time may jeopardize a student's progress within the program.

All Radiography students must pass each of their Radiologic Sciences prefix courses (RAD) with a grade of “C” or better in order to satisfy Program requirements, to graduate, and to pass the National Board Exam in Radiography. This grade of “C” or better is based upon the Radiologic Sciences grading scale.

Any Radiography student that fails a Radiologic Sciences course will not continue in our Program. When course failure occurs, the student will meet with the appropriate faculty member and academic advisor to discuss the student's future educational plans/goals. This discussion may include referring the student to the University Career Services office (www.siu.edu/~ucs; Student Service Building; Ph: 618-453-2391) for testing via the “Strong Interest Inventory” to identify the academic majors that best fit the student’s personality, values, interests, and skills.

PREREQUISITES: “C” or better in RAD 102, RAD 112, RAD 122L and RAD 202.

This course is restricted to RADS students and requires Program approval.

Each student is expected to have an updated immunization record, including current TB, Varicella and Influenza immunity on file at the SIUC Student Health Center and on file with the Radiography Clinical Coordinator.

All of our affiliated clinical sites (clinical education centers) require the student to undergo a criminal background check and urine drug screening. Total cost of these required screenings is \$105.00, which may be deductible on the student’s federal income taxes, as a required educational expense.

This is a nine credit hour course that meets for the full spring semester.

TEXTBOOKS: (These textbooks are the same books that the student purchased for RAD 112 and RAD 122 last semester).

REQUIRED:

Ehrlich, R.A. and Coakes, D.M. (2012). Patient care in radiography with an introduction to medical imaging, 8th edition. Publisher: St. Louis, MO: Elsevier Science/Mosby, Inc. ISBN-13: 978-0-323-08065-1

Frank, E.D., Long, B.W. & Smith, B.J. (Ed.). (2015). Merrill's Atlas of Radiographic Positions and Radiologic Procedures, 13th edition. 3 Volume Set. St. Louis, MO: Elsevier Science/Mosby, Inc.

Frank, E.D., Long, B.W. & Smith, B.J. (Ed.). (2015). Workbook for Merrill's Atlas of Radiographic Positions and Radiologic Procedures, 13th edition. Publisher: St. Louis, MO: Elsevier Science/Mosby, Inc.

Frank, E.D., Long, B.W. & Smith, B.J. (Ed.). (2015). Merrill's Pocket Guide to Radiography, 13th edition. Publisher: St. Louis, MO: Elsevier Science/Mosby, Inc.

Optional: A current encyclopedic medical dictionary, from authors such as Dorland, Miller-Keane or Taber's.

CLINICAL PAPERWORK DEADLINES:

In order for the Radiography Clinical Coordinator to properly record and grade the Mandatory and Elective Comps for each student, the following schedule is established.

- a. On or before the last Friday in January (**Jan. 29, 2015**), these items are due, uploaded to D2L for RAD 222-001 Spring 2016 by 1100pm:
 - From the Radiography Clinical Handbook, General Policies section:
 - Page 87 Receipt of General Policies
 - From the Radiography Clinical Handbook, Clinical Education Manual/section:
 - Page 51--RAD 222 Appendix A Understanding of Clinical Responsibilities
 - Page 53--RAD 222 Appendix A Student-Hospital Employment Agreement (send it in, even though you're not employed by your clinical site).
 - Page 58--RADS 222 Review & Receipt of Pregnancy Policy for Radiologic Sciences Student, Appendix B
 - Pregnancy Policy on pages 31-33 and pages 56-57..
 - Page 60--RAD 222 Appendix C-1 Hospital Policy Manual and Department Orientation Form
 - Page 62--RAD 222 Appendix C-2 Receipt of clinical syllabus and Clinic Handbook; Understanding clinical policies.
- b. On or before the last Friday in February (**Feb. 26, 2016**), these items are due uploaded to D2L for RAD 222-001 Spring 2016 by 1100pm:
 - The 1st Behavior Evaluation, reviewed, discussed and signed by student and Clinical Supervisor/Clinical Instructor;
 - 3-6+ Mandatory Comps; and,

- 3-4+ Elective Comps.
- c. c. On or before the first Friday in April (**April 1, 2016**), these items are due uploaded to D2L for RAD 222-001 Spring 2016 by 1100pm:
- ✚ The 2nd Behavior Evaluation, reviewed, discussed and signed by student and Clinical Supervisor/Clinical Instructor;
 - ✚ 3-6+ Mandatory Comps; and,
 - ✚ 3-4+ Elective Comps.
- d. d. **By 12noon on Tuesday of Final Exam week (May 10, 2016), these items are due, uploaded to D2L for RAD 222-001 Spring 2016 by 1100pm:**
- ❖ All remaining Mandatory Comps;
 - ❖ All remaining Elective Comps;
 - ❖ Any remaining Behavior Evaluations, reviewed, discussed and signed by student and Clinical Supervisor; and,
 - ❖ Other items are due at the end of semester and will be discussed under separate cover.

Please note: the Mandatory and Elective Comps come from exams in Categories 1-7, on your RAD 222/332 Competency Checklist.

- RAD 222 is Radiography Clinic 1—Spring 2016 semester;
- RAD 332 Radiography Clinic 2—Fall 2016 semester.

CONSEQUENCE OF MISSING A DEADLINE:

- a. The consequence of missing one of the known Spring 2016 deadlines is that the student's RAD 222 clinical grade is decreases by 1 letter grade.
- b. Miss 2 deadlines and the student's RAD 222 clinical grade drops 2 letter grades.
- c. If a student ignores all the deadlines, and hands in all of his/her clinical paperwork at the end of the semester (12noon on May 10, 2016), then that student will get an "F" in RAD 222.

I know this set of consequences sounds harsh. But you are adults, and you are expected to take responsibility for your own actions. (Forgetting and/or ignoring a known deadline IS an action. Actions have consequences).

In a similar manner, what happens when you forget to make a credit card payment and/or ignore all your creditor's attempts at collecting the payment? You incur a late fee, get charged a higher interest rate, you get phone calls & letters from a collection agency, and your credit rating is trashed. Thereby making it very difficult to get the next student loan or that new car loan, at the advertised low interest rate.

A few of you may be asking yourself, "...why have these deadlines in the first place...?" That's easy to answer. When I receive your clinical paperwork in small batches throughout the semester, it's easier to grade and helps me keep track of your completed exams.

ATTENDANCE

During the clinical semesters, each student is required to attend to his/her clinical internship site Monday through Friday during assigned clinical hours, for thirty-seven hours per week (37 hours/week), for the entire semester.

- Lunch time is excluded in the calculation of clinical hours.
- Assigned clinical hours may be dayshift (E.g. M-F, 8am-3:30pm) or evening shift (E.g. M-F, 3pm-10:30pm).

During each clinical semester, there are scheduled clinical days. **All absences must be made up.** A make-up schedule will be determined by the Clinical Instructor in conference with the student, and if needed, the appropriate RADS faculty member. The only exceptions to this will be made at the Clinical Instructor's discretion. **No competency exams may be performed on make-up days.**

Even though the student makes up all absences, chronic absenteeism is not acceptable and it will have a negative impact on the chronically absent student's clinical grade.

- Any student missing three to four days = final clinical grade is decreased by 10 points.
- Any student missing five to seven days = final clinical grade is decreased by 20 points.
- Any student with more than seven absences may be dismissed from the program.

The above grade reductions are specific to the student that displays chronic absenteeism and makes no effort to work out a clinical time make-up schedule with his/her Clinical Instructor.

Pages 20-22 in the student's Diagnostic Radiography Clinical Handbook describe the RAD 222 Attendance Policy in greater detail.

Inclement Weather

Due to weather conditions at our various hospitals being different than what is experience in the Carbondale, IL area, Ms. Watts and I want to remind you of our Inclement Weather Policy, which states,

“Should unsafe weather conditions occur, the student must use discretion in traveling to the clinical site. If staying off the road is the best decision, the student must contact the Clinical Instructor and the Radiography Clinical Coordinator within the first 30 minutes of his/her clinical day to explain his/her absence.

The student shall work with his/her Clinical Supervisor/Clinical Instructor to arrange a suitable schedule to make-up the clinical time.”

(Radiography Clinical Handbook, General Policies section, pg. 24, Nov. 2015)

Additionally, pages 21 & 22 in your Radiography Clinical Handbook, Clinical Education section identify how your Clinical Instructor documents your absence for inclement weather, on your Time Sheet.

During the semester, if a student chooses to drop out of the Radiologic Sciences program, or this course, then that student must meet with the course instructor to discuss the student's reasons for leaving the course.

Keep in mind that dropping below "full-time" status will jeopardize the student's bank loans, financial aid, scholarships, Veterans benefits, housing, academic standing, time to degree, athletic status and/or international student visa. Since thoughts and feelings often influence a student's behavior and academic performance, any student having doubts or second thoughts about continuing in this Program should talk to any of the Radiologic Sciences faculty.

SIUC School Calendar—Each student will follow the SIUC school calendar for the start/end of the semester, Spring break, and other University recognized holidays.

www.registrar.siu.edu/calendars/academic1516.html

January 18, 2016 SIUC Day off: Martin Luther King, Jr. Birthday.

January 19, 2016 Spring 2015 semester begins.

March 12-20, 2016 SIUC Spring Break; Students may use Final Exam Week to make up clinical absences. All students are expected to return to their respective hospital on Monday, March 21, 2016.

May 9-13, 2016: Final Exam Week; Students may use Final Exam Week to make up any remaining clinical absences.

June 13-August 5, 2016 Summer School for required RADS classes.

ACADEMIC HONESTY:

All RAD 222 students are expected to adhere to a strict code of academic honesty and integrity. Academic integrity involves a student's obligation to act with honesty and to respect the rights of others in carrying out all academic assignments, including regularly assigned homework, written reports and the performance of clinical exam competencies, both Mandatory Competencies and Elective Competencies.

ACTS OF ACADEMIC MISCONDUCT (DISHONESTY), from Article 2.1, Offenses Related to Academic Misconduct of the University Student Conduct include and are not limited to: ([http://srr.siu.edu/ common/documents/SCC.pdf](http://srr.siu.edu/common/documents/SCC.pdf) scroll to page 6)

- A. Plagiarism, representing the work of another as one's own work;
- B. Preparing work for another that is to be used as that person's own work;
- C. Cheating by any method or means;
- D. Knowingly furnishing false information to a University official relative to academic matters;
- E. Soliciting, aiding, abetting, concealing, or attempting conduct in violation of this code.

Penalties will be imposed for violations of this policy in accordance with the SIUC Student Conduct Code, Article 5.3 Academic Sanctions. The sanctions (penalties) for academic misconduct are found in subparagraphs 5.3.1 through 5.3.8 ([http://srr.siu.edu/ common/documents/SCC.pdf](http://srr.siu.edu/common/documents/SCC.pdf) then scroll to pages 24 and 25).

These penalties may include one or more of the following disciplinary measures for a case of academic misconduct:

- A grade of zero (0) for the assignment, Lab, quiz or test or exam Competency.
- A final grade reduction of one letter grade.
- An “F” for the entire course.
- Recommendation of dismissal from the Program.

DRESS CODE

Clothing is a form of non-verbal communication that reflects confidence in ability and judgment, personal behavior and sense of professional image. Our patients' perceptions of competence and professionalism of the radiographer are often based on first impressions. These impressions are then processed into stereotypical responses to the image the radiographer presents. Thus, **the first impression of the radiographer in uniform is the strongest statement of professionalism.**

It is essential as radiography faculty and students that we present ourselves as professionals. We must look and act in a manner that conveys authority and integrity. It is important to the overall impression of our program that we maintain a high standard of professionalism. Therefore, a strict dress code policy has been developed. This policy will be enforced uniformly and final authority for interpretation lies with the Program Director.

See pages 22-24 in the student's Diagnostic Radiography Clinical Handbook for a complete discussion of the RAD 222 Clinical Dress Code.

RADIATION LIMITS

Each student is required to wear a personal radiation exposure monitoring badge (film badge; dosimeter) during each clinical day. This film badge will be supplied by the University. If the student's film badge is lost, stolen or damaged, the student is charged \$10.00 to replace it.

A dosimeter, properly placed at collar level, must be worn at **ALL** times during clinical education semesters.

When protective aprons are used, the dosimeter must be worn above the apron, at collar level.

Any radiation exposure above 125 mrem (1.25 mSv) within a 60-day period will trigger an investigation by the University's Radiation Safety Officer (RSO) in conjunction with Program faculty.

- This investigation will require the student to provide Program faculty with a written report, explaining how/why such a dose occurred.
- It may be necessary for the student to meet with Program faculty to determine further clinical progress.

Always practice **ALARA**-by keeping your patient's radiation exposures (and your own occupational exposures) **As Low As Reasonably Achievable** through the proper use of:

- a. correct exposure factors (mA, time, kVp, density, SID);
- b. correct use of AEC & AEC sensor selection (photocell selection);
- c. correct breathing instructions;
- d. proper use of collimation;

- e. proper use of leaded right & left X-ray markers;
- f. gonadal shielding of the patient; and,
- g. wearing lead aprons and lead gloves during fluoroscopy procedures

STUDENT SUPERVISION

As a reminder, you are first clinical students, **and you are required to have direct supervision in all exam activities.**

In addition, to help all of us comply with the JRCERT's policies on student supervision, and to promote patient safety and proper educational practices:

- ❖ **the JRCERT defines Indirect Supervision as that supervision** provided by a qualified radiographer
 - Immediately available to assist students regardless of the level of student achievement.
 - ***“Immediately available”*** is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.
 - This availability applies to all areas where ionizing radiation equipment is in use on patients.
- ❖ **The JRCERT requires that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.** A qualified radiographer must be:
 - physically present during the conduct of a repeat image, and
 - must approve the student's procedure (positioning) prior to re-exposure.
- ❖ During the course of a clinical competency exam, when one or more images must be repeated, the supervising (qualified) Radiographer has the responsibility to:
 - state the reason(s) for repeating each image on the student's Competency form;
 - discuss all images with the student;
 - discuss the rationale for repeating one or more images; and,
 - discuss the method for correcting identified errors, prior to re-exposing the patient.
- ❖ When one or more images must be repeated, a qualified Radiographer must directly supervise the repeated exposures, and note the quality of the repeated images on the student's Competency form.
- ❖ If it is necessary to repeat one or more of the repeated images, then the student fails the Competency exam, and the supervising Radiographer must step in to take over the exam.

HARASSMENT

Sexual harassment creates a hostile environment and it will not be tolerated regardless of whom initiates such harassment. Page 37 and Appendix E (General Policy section, page 57) describe the University's commitment to creating and maintaining an environment that is free of all forms of harassment, exploitation, or intimidation.

Sexual harassment in higher education is illegal! Southern Illinois University Carbondale and the Radiologic Sciences Program will not tolerate harassment of our students and are willing to use the full extent of the law to stop such behavior towards our students.

If an SIUC RADS student is harassing another student at a clinical site, or is harassing an employee of a clinical site, then the appropriate steps will be taken to remove the offending student from the clinical site, even removing the offending student from the RADS Program.

If an SIUC RADS student is harassed by:

- another SIUC student at a clinical site;
- a student from another school at the same clinical site; or,
- an employee of a clinical site (even by a physician, including a radiologist),

then the appropriate steps will be taken to remove the student from the clinical site, and to prosecute the offender to the full extent of the law to stop such behavior towards our students.

Bottom Line #1: In the event that a RADS student is concerned with sexual harassment, substance abuse, communicable diseases, and/or workplace hazards, she/he should contact the Program Director (Ms. Watts) or faculty immediately. Ms. Watts will work with the facility to ensure the safety of the student.

Bottom Line #2: Any SIUC RADS student who believes he or she is being subjected to sexual harassment, or retaliated against should report the incident(s) to:

- **Complaint Resolution Officer:** Linda McCabe Smith, Associate Chancellor for Institutional Diversity (ACID), 110 Anthony Hall, 618-453-1186; or
- **Office of Diversity and Equity** (under ACID): Davies Hall, Room 157; 618-453-4807, Casey Parker, Investigator.

Please note, the Office of Diversity and Equity (ODE; <http://ode.siu.edu>) at SIU Carbondale processes complaints of violations of Title IX and Title VII and conducts investigations. This includes complaints of sexual harassment; gender, race, age, disability, veteran status, religious or other discrimination; bias; and retaliation.

ADA Accommodations:

Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, educators and students have both rights and responsibilities. It should be the mutual goal of the student and the university to maximize the likelihood that students with disabilities succeed. Accommodation sometimes is necessary.

If you think you have a learning disability or know you have a disability but have not been tested, then please contact SIUC Disability Support Services at 453-5738 for an appointment for the evaluation of your learning disability.

Once you have been diagnosed as having a learning disability, we, the faculty of the Radiologic Sciences Program, strongly encourage you to tell us what type of learning disability and what type of accommodation is needed to help you succeed in our Program. If you do not notify us (prior to the end of the first week of the semester) that you have a disability, and you do not request accommodation during this course, then you accept full responsibility for your own success or failure in this course. Ultimately, **YOU are responsible for your own success or failure and the resulting consequences.**

Addition information pertaining to the SIUC polices that are active for the spring 2016 semester are found

at: <http://pvcaa.siu.edu/common/documents/syllabus%20attachments/syllabus-attachment-spring-2016.pdf>.

For those RADS students attending a night class on the SIUC main Campus, these “**Building Emergency Response Protocols**” provide a guide for safe behavior during emergency situations.

University’s Emergency Procedure Clause:

Southern Illinois University Carbondale is committed to providing a safe and health environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and **Building Emergency Response Team (BERT) program**. Emergency response information is available on posters in buildings on Campus, available on the BERT website, www.bert.siu.edu, the Department of Public Safety’s website, www.dps.siu.edu (disaster drop down) and in the Emergency Response Guidelines pamphlet, “Know how to respond to each type of emergency”.

Instructors will provide guidance and direction to students in the classroom and X-ray labs in the event of an emergency affecting your location. ***It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.*** The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

Disabled Students:

Instructors and students in the class will work together as a team to assist disabled students out of the building safely. Disabled students will stay with the instructor and communicate with the instructor what is the safest way to assist them.

Earthquake:

In the event of an earthquake you are advised to take cover quickly under heavy furniture or near an interior wall, a corner, to avoid falling debris. Outside the building are trees and power lines and debris from the building itself that you will need to stay away from. In the building, large open areas like auditoriums are the most dangerous. Do not try to escape on a stairway or elevator. Do not hide under a stairway. We do not recommend that you stand in a doorway because the door could shut from the vibrations and crush your fingers trapping you there.

Fire:

During the fall semester we have a Fire Drill. Pick up your belongings and your instructor will lead you to either the North or South parking lot depending on what part of the building your class is in. You must stay with your instructor so he/she can take roll calls. As soon as the building is all clear, you will be allowed to return to class.

These drills are to train instructors and the Building Emergency Response Team to get everyone to a safe place during an emergency.

Tornado:

During the spring semester we have a Storm Drill. Pick up your belongings and your instructor will lead you to a safe area of the basement. No one will be allowed to stay upstairs. Stay away from windows. The drill should not last more than 10 minutes. You must stay with your instructor so he/she can take roll calls. **Students need to be quiet in the basement** as the BERT members are listening to emergency instructions on handheld radios and cannot hear well in the basement.

Bomb Threat:

If someone calls in a bomb threat, class is suspended and students will be asked to pick up their belongings, evacuate the building and leave the premises. Do not leave anything that is yours behind. We will not allow anyone back into the building until the police and bomb squad give us an all clear. **DO NOT USE YOUR CELL PHONES**. Some bombs are triggered by a cell phone RF signal.

Shooter in the Building:

When it is safe to leave, move to a safe area far from the building where the shooter is located. If you have any information about the shooter, please contact the police after you return home. If you cannot leave, go into a room, lock the door, turn out the lights, and if possible, cover the glass on the door. Silence all cell phones after one person in the room you are in calls the police and informs them of your location and how many are in the room. Be quiet and wait for the police to arrive. The police are looking for one or more shooters, and they have no way of knowing if the shooter is in the room with you. For that reason, when the police enter the room, no one should have anything in his/her hands and each person **MUST** raise his/her hands above his/her head.

Women's Self-Defense Class:

For interested female students and female faculty and staff, the SIU Public Safety Department sets up free self-defense classes. The SIU Public Safety Department will be teaching this class. They teach a free class in the fall and spring at the Rec Center. In the fall you would register at the Rec Center for the Women's Self-Defense Class or RAD (Rape Aggression Defense) as it is sometimes called. If you have questions about registering for the class, you can send an email to lavong@siu.edu. LaVon is the contact in the Dean's Office in the Communications building that will assist you to try to find the class you need.