Clinical Practicum

COURSE NUMBERS AND NAME:

1st Semester—Clinical I RADR 1160
2nd Semester—Clinical II RADR 1361
3rd Semester—Clinical III RADR 1262
4th Semester – Clinical IV RADR 2463
5th Semester--Practicum VRADR 2367

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Course Description:

In the Grayson College (GC) two-year, five-semester Radiologic Technology program, the Clinical Practicum Courses, listed above, provide the radiography student with practical, general workplace training in an active Radiography setting. In the Clinical rotation, the students will participate in an individualized learning plan developed by the GC Radiography Program Faculty, in cooperation with the Clinical Facility, and with due recognition of individual student needs.

Course Outcome Goals:

Upon completion of this course, the Radiography student will:

- Make good technical decisions based upon the correct application of radiation physics to the generation of x-radiation.
- Exhibit accurate procedures in the safe and careful utilization of radiographic equipment and accessories.
- Explain the mandatory requirements of all state and national regulatory agencies involved in medical imaging equipment & services.
- Discuss the advantages of membership and participation with the professional organizations for Radiologic Technologists.
- Demonstrate a consistent attention and sincere regard for Patient's Rights and medico-legal issues involved in healthcare.
- Actively participate as a cooperative, contributing member of Medical Imaging team, having positive rapport with staff/patients.
- Exhibit critical thinking, efficient decision-making skills, problem solving and reasoning skills.
- Comply with all rules, regulations, policies & procedures of the Radiography Student Handbook, Grayson College and of each assigned Clinical facility.
- Set-up, organize, and maintain the Clinical Pocket Handbook, keeping it up-to-date and making modifications as needed.

- Exhibit behavior in full accordance with the ARRT's *Codes of Conduct / Ethics,* and *Practice Standards*.
- Comply with and earn positive evaluations in the stated behavior objectives identified on the Clinical Performance Evaluation.
- Demonstrate and practice proper patient care, communication, team player, and radiography and radiation safety techniques.
- Exhibit a positive learning progression in all areas of radiography, exposure, positioning, patient care, and darkroom/clerical duties.
- Complete Competencies as outlined in the policies under direct supervision.
- Practice office and management skills as they relate to a medical imaging department.

Course Purpose and Rationale:

Throughout the 2-year Clinical Practicum, the student radiographer will be systematically introduced to the clinical setting and begin building rapport with physicians and radiographers. They will assimilate the necessary skills by observing qualified radiographers perform radiographic procedures.

In order of priority, the objectives of the Clinical Practicum Courses will be presented to the student and revisited repeatedly during the entire program. Learning how to respond to emergency situations, correct methods of patient care and attention to matters concerning medical ethics and law primary areas of focus. The students are then encouraged to assimilate the learned objectives into practice using good critical thinking, decision-making, and problem-solving skills as they perform in the clinical setting. Students are provided opportunities to practice nursing procedures relevant to Radiology, which include patient handling and transport, infection control, department routines & protocols.

Each student will be expected to learn and perform the basic clerical procedures involved in radiography. Students will progressively learn to perform the routine views for each of the ARRT Clinical Competency categories.

Major emphasis is placed on achieving competency under direct supervision of a qualified Radiographer. Only after completing required positioning lab competencies and/or at the discretion of the Clinical Education Coordinator will the student be permitted to perform radiographic procedures in any category under indirect supervision. He/she will continue to gain experience in the ARRT Clinical Competency categories throughout the program.

Clinical Rotations provide the student an opportunity to apply theories learned in the radiography classroom to the clinical setting. Students will gain experience and progress under DIRECT SUPERVISION. They will advance toward INDIRECT SUPERVISION and later, achieve proficiency in a wide variety of radiographic procedures. The clinical practicum will allow the student to learn and demonstrate effective communication skills with patients, fellow employees, and physicians, while gaining insight and knowledge of the support services within the radiology department.

Domains Of Learning:

Cognitive: Cognitive learning will be enhanced through the practical application of theories learned in the classroom, and evaluations of the performance - first in mock labs and second in the clinical setting

Affective: Learners will be observed/evaluated for behavioral indications of empathetic concern for the patient, as well as a positive attitude toward participation in effective teamwork during the delivery of Radiologic services in the primary healthcare setting

Psychomotor: The Student's accuracy in operating radiographic equipment and accessories will be monitored & evaluated, first in mock, practice labs, and then in the actual performance of radiographic procedures in the clinical setting.

Instructional Methods:

- Mock lab presentations and demonstrations
- Bi-weekly clinical performance evaluation
- Lab practice and mock lab competency evaluation
- Mastery of competencies required by the ARRT
- Clinical observation and participation

Please Note: The GC Clinical Education Coordinator maintains the right and responsibility to modify the dissemination of course content and/or clinical rotation schedules as deemed necessary and conducive to better learning within prevailing conditions affecting this course, each clinical site, and each student.

Course Requirements:

In the first semester of the Clinical Practicum, Radiography students first complete the "Pre-Clinical" Patient Care competencies, and CPR certification in coordination with RADR1303 Patient Care. Simultaneously the student will be attending the didactic presentations of basic radiation protection and safety, medical ethics & law in the RADR1301 Introduction to Radiography course. As a pre-requisite to admission each student has completed all immunizations required by the state of Texas.

Following successful achievement of the above, the students will then be scheduled to rotate through a Radiography Clinical Site that is affiliated with Grayson College. All students must meet the orientation requirements of their assigned clinical site.

In the clinical setting, students will observe and work with Registered Radiologic Technologists, Radiologists, Physicians, and other healthcare professionals. Each student will be evaluated on his/her technical performance, teamwork abilities, and patient-care skills.

To qualify for EACH SEMESTER Clinical Practicum, students must meet the following criteria.

- Acceptance into the GCC Radiological Technology program – with documentation of ALL Texas State required immunizations and meeting all other GCC admission requirements.
- Successfully complete all “pre-clinical” patient-care and communication skills in RADR 1303.
- Successful completion of basic radiation safety& protection unit in RADR 1301.
- Successful completion of basic medical ethics & law in the RADR 1301.
- Successful completion of all RADR courses from previous semesters.

To proceed through Clinical Practicums I - V, students must be *simultaneously* enrolled in, or document previous completion of the RADR courses within and up to each semester, respectively.

Textbook(s): Merrill's Atlas of Radiographic Positions and Radiographic Procedures, Vol. 1-3, 13th edition,

Clinical Hours: Generally, Clinical hours are 8:00 a.m. until 4:30 p.m. – with some exceptions for night, trauma, and mobile radiography experience. Clinical *days* and the *number* of Clinical days will vary per Semester. Clinical shifts may not exceed 12 hours in a 24-hour period. The Clinical Education Coordinator will post schedules at each Clinical Site.

Evaluation Methods:

- The student's Performance Evaluation is a **majority percentage of the overall course grade**.
- The Technologist designated by the Clinical Education Coordinator will complete the GC Performance Evaluation form

  Students will be routinely evaluated by the designated site instructor in the following areas:

Please mark appropriate columns according to student's performance
(Question 1 - Mandatory)

	Unsatisfactory	Below Average	Average	Above Average	Outstanding
Interpersonal Relationships	○	○	○	○	○
Patient Perception	○	○	○	○	○
Initiative	○	○	○	○	○
Self Confidence	○	○	○	○	○
Attitude and Flexibility	○	○	○	○	○
Dependability	○	○	○	○	○
Professional Demeanor	○	○	○	○	○
Personal Appearance	○	○	○	○	○
Quality of Work	○	○	○	○	○
Organization of work and adaptability	○	○	○	○	○
Ability to follow instructions	○	○	○	○	○
Performance Under Pressure	○	○	○	○	○
Critical Thinking	○	○	○	○	○
Efficiency of Work	○	◉	○	○	○

(Question 2 - Mandatory)

Quantity of Work	○	○	○

Grading Scale: Grades will be interpreted on the following scale:

90 - 100 = A

80 - 89 = B

75 - 79 = C

Below 75 = Fail (ARRT requires 75 to pass on the Board Exam)

Course Grade

Calculations: Final Grades for ALL Practicum Courses are calculated each 16-week semester as follows:

Item Graded	Grade	% Weight Value	Points	FINAL COURSE GRADE
Clinical Performance Evaluation # 1		10%		
Clinical Performance Evaluation # 2		10%		
Clinical Performance Evaluation # 3		10%		
Clinical Performance Evaluation # 4		10%		
Clinical Performance Evaluation # 5		10%		
Clinical Performance Evaluation # 6		10%		
Clinical Attendance		20%		
Clinical Competency # 1		10%		
Clinical Competency # 2		10%		
Points Deducted for Excessive Absences:			-	
TOTAL POINTS:				

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGY GRADUATE COMPETENCY REQUIREMENTS:

The GC Radiologic Technology Program assures that each successful graduate of this program will have demonstrated acceptable levels of competency and/or proficiency as mandated by the American Registry of Radiologic Technology®. Each student will be observed and evaluated by a program official to assure that competency is achieved and then re-evaluated at random to document retention of the competency until the completion of the five (5) semesters of the program. The following page contains a table of the graduate competencies required by the American Registry of Radiologic Technology®.

This table is subject to change as the ARRT's requirements change.

American Registry of Radiologic Technology®

Radiography Graduate Clinical Competency Requirements

The American Registry of Radiologic Technologists as either MANDATORY or ELECTIVE Radiographic Procedures for which each student must demonstrate clinical competence to the school Program Director prior to graduating identifies the following medical imaging studies.

Radiographic Procedure	ARRT Mandatory or Elective
CHEST & THORAX	**M or Elect.**
Chest Routine	M
Chest AP (wheel chair or stretcher)	M
Ribs	M
Chest Lateral Decubitus	Elective
Sternum	Elective
Upper Airway (S.T. Neck)	Elective
UPPER EXTREMITIES	**M or Elect.**
Thumb or Finger	M
Hand	M
Wrist	M
Forearm	M
Elbow	M
Humerus	M
Shoulder	M
Trauma Shoulder (Axillary, Scapular Y, or X-Table)	M
Clavicle	M
Scapula	Elective
A-C Joints	Elective
MOBILE STUDIES	**M or Elect.**
Chest	M
Abdomen	M
Orthopedic Studies	M

Radiographic Procedure	ARRT Mandatory or Elective
LOWER EXTREMITIES	**M or Elect.**
Foot	M
Ankle	M
Knee	M
Tibia-Fibula	M
Femur	M
Trauma Lower Extremity	M
Patella	Elective
Calcaneus (Os Calcis)	Elective
Toe	Elective
HEAD	**M or Elect.**
Skull	Elective
Paranasal Sinuses	Elective
Facial Bones	Elective
Orbits	Elective
Zygomatic Arches	Elective
Nasal Bones	Elective
Mandible & TMJ	Elective
SPINE & PELVIS	**M or Elect.**
X-table Lat. Spine	M
T – Spine	M
L – Spine	M
Pelvis	M
Sacrum and/or Coccyx	Elective
Scoliosis Series	Elective

Radiographic Procedure	ARRT Mandatory or Elective
SPINE & PELVIS (cont'd)	**M or Elect.**
Hip	M
X - Table Lateral Hip	M
Sacroiliac Joints	Elective
ABDOMEN	**M or Elect.**
Supine Abdomen (KUB)	M
Decub & Upright	M
Intravenous Urography	Elective
FLUOROSCOPY	**M or Elect.**
UGI (single or double contrast)	Elective
B.E. (single or double contrast)	Elective
Small Bowel Series	Elective
Esophagus	Elective
Cystogram or Cystourethrogram	Elective
ERCP & HSG	Elective
Myelogram	Elective
Arthrogram	Elective
SURGICAL PROCEDURES	**M or Elect.**
C-Arm Procedure manipulation	M
C-arm Sterile	M
PEDIATRICS & GERIATRICS	**M or Elect.**
Chest Routine	M
Upper Extremity	Elective
Lower Extremity	Elective
Abdomen	Elective
Mobile Study	Elective

Image Evaluation & Critique of Competency Exams:

All students must complete a minimum of two (2) image evaluations per semester. During the student's presentation of his/her radiographic exam, with a required 90% accuracy, the student will:

- Protect the confidentiality of the patient's identity at all times.
- Explain the presenting status and history of the patient.
- Read the exam request form and name the Routine Views designated by the clinical facility.
- Relate the correct positions to the positioning demonstrated on the image.
- List the size and type of image receptor used.
- Discuss the anatomical parts visualized on each view - providing an objective critique of the patient positioning.
- Indicate the placement of the Central Ray, the part-to-film alignment & centering demonstrated on each view.
- State the exposure factors used and relate this technique to the exposure and contrast seen.
- Discuss different exposure factors that could improve contrast, if applicable.
- Suggest any changes of exposure factors that might have improved the quality of the exam.
- Locate any visible evidence of radiation protection devices used.
- Verify that the correct anatomical marker was used and placed correctly on the image.

PROFESSIONAL CONDUCT:

- Professional conduct as exemplified by timely arrivals and departures as well as overall attendance will be reflected on the overall grade by point reductions on Performance Evaluations.
- Notifying the school and the clinical site of absence(s) and/or late arrivals is MANDATORY.
- At the clinical site, students must deliver written or verbal notification to the contact person or delegate indicated by the Clinical Education Coordinator.
- Failure to notify the Clinical Site of an absence will result in disciplinary action and reduction of the clinical grade.
- Students are required to adhere to the School Dress Code at all times.
- Included in the dress code are your lead markers, dosimetry badge, and name tag.
- Any student out of compliance with uniform requirements will be asked to go home and change.
- Students must have their radiographic markers and their dosimetry badge with them to attend clinical education.
- Students are responsible for replacing lost markers.
- Students are not allowed to leave their assigned clinical area before the designated time.
- Any student seeking to leave the Clinical Site early or relocate to another clinical area MUST get permission from the Clinical Education Coordinator (CEC) - or - the contact person designated by the CEC before leaving.
- Failure to obtain permission from the contact person and the school will be considered a direct violation of professional conduct and will be subject to disciplinary action.

Clinical Attendance Rationale:

Scheduled Clinical Site room rotations provide an opportunity for students to learn the various types of radiographic imaging equipment and to participate in the range of radiographic exams performed in each clinical site.

Patient flow and the types of radiographic exams to be done at any given time are unpredictable. Therefore the GC Radiologic Technology Program requires FULL-TIME attendance in scheduled clinical rotations.

The GC Radiologic Technology Program adheres to the GC Student Handbook attendance policy. Excessive absences will result in the instructor automatically withdrawing the student from the theory, lab and/or clinical course. Should absences occur which do not allow for full evaluation of student performance (quality and consistency), faculty will be unable to assign a passing grade.

In addition, the following policies are specific to the clinical course:

- Students are expected to attend all clinical experiences either on campus or in the clinical setting.
- An absence will be documented in the clinical evaluation. While enrolled in the Radiologic Technology Program, a student will not be allowed to miss more than a total of 5 clinical days, with no more than 2 clinical absences per semester.
- The student is responsible for making up all missed clinical hours.
- No more than 16 missed clinical hours can be made up after the end of the clinical semester.
- Clinical absences in excess of two per semester and/or five total clinical days will result in an "I" (incomplete grade) for the clinical course. To resolve the "I", the student will be required to make up the clinical absences as assigned and by the date specified by the clinical coordinator.
- A clinical absence the day before an exam will result in 5 points taken off of that exam grade.
- Failure to comply with this policy will result in clinical failure and the student will be dropped from the program.
- Students must notify the clinical instructor at the clinical site, as well as the clinical coordinator at least one hour prior to time scheduled for clinical if they are going to be absent.
- Failure to notify instructors will also be reflected on the clinical evaluation and may result in a Clinical failure.
- Tardiness or Lateness is defined as the arrival in your assigned area any amount of time beyond the time designated to start the rotation.
- THREE TARDIES in Clinical III and IV, and V will result in a failing grade for the attendance and punctuality section of the clinical evaluation form for that time period, and will lower the clinical grade by 1 (one) letter.
- TWO TARDIES in Clinical I and II will result in the same as described above.
- Tardiness also includes leaving clinical site - even as little as one minute early.
- Furthermore, tardiness includes any incident of a student returning late from break or meal times.

GC is NOT responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

CLINICAL PRACTICUM: Learning Objectives

The Clinical Education component of the Grayson College Radiologic Technology Program follows a progression through the five semesters in two years. In each semester, student progress will be evaluated and measured to the completion of the following outcome learning objectives. The 2-year Clinical Practicum is divided into four (4) units of Learning Objectives:

Unit I: Clinical Emergency Procedures

Unit II: Clinical Patient Care

Unit III: Critical Thinking, Effective Decision-Making, & Professionalism

Unit IV: Performance of Radiographic Procedures

Unit V: Evening Radiography Services

CLINICAL PRACTICUM OBJECTIVES FOR LEARNING OUTCOMES:

Unit I: Clinical Emergency Procedures

Learning Outcome Objectives:

Upon completion of this Unit and in coordination with RADR 1303 Patient Care, and RADR 1301 Introduction to Radiography the student will:

- Demonstrate the correct procedure for operating the oxygen and suction apparatus.
- Indicate the location of the crash cart, allergy emergency kit, and fire extinguisher at each site.
- Explain the immediate student action to be taken for any patient crisis.
- Look for and detect equipment dysfunction and report it promptly.
- The student will always wear the current month's dosimeter and the GC name badge.
- Locate the Policy & Procedure Manual and describe the respective reporting procedures for emergency situations in each assigned clinical facility.
- Preserve patient confidentiality; exhibit professional ethics, courtesy and empathy.
- The student will become knowledgeable about the department policies and procedures and abide by them in addition to Grayson College's and the Radiologic Technology Program's rules, policies and procedures.
- Exhibit a working knowledge of interdepartmental organization and chains of command for each assigned clinical site.
- Educate patients and the public in general with regards to Radiation Safety, Radiation Precautions, and Risks vs. Benefits of Medical Radiography.

Unit II: Clinical Patient Care

Learning Objectives:

Upon completion of this Unit, and in coordination with RADR 1303 Patient Care the student will:

- Drape and gown patients appropriately for radiographic procedures, with due consideration of patient modesty and dignity.
- Transfer patients safely to and from the department on a stretcher or in a wheelchair as needed.
- *With appropriate permission from a physician,* use correct methods of patient-restraint or immobilization, when necessary for patient safety and/or completion of an exam.
- Check patient's chart for pertinent information to confirm what radiographic procedures have been requested and any required patient preparation has been done.

- Use immobilization devices correctly, safely, and with permission when applicable.
- Demonstrate effective interactions with the patients using positive methods of communication.
- Treat all patients according to the American Hospital Association's "Patient's Bill of Rights".
- Introduce self to patient and assure positive identification of patient.
- Maintain the integrity of all intravenous lines, oxygen equipment, catheters, and/or any other patient care or treatment apparatus.
- Maintain patient safety, comfort, and dignity at all times.
- Provide maximum radiation protection for patient, personnel, public, and self.
- Use correct isolation techniques and STANDARD PRECAUTIONS while handling ALL patients.
- Use antiseptic technique while drawing-up contrast media or other sterile solutions from rubber stopper vials or glass ampules into a syringe.
- Locate and describe the contents and purpose of the emergency tray used for allergic reactions.
- Demonstrate ongoing assessment of the patient's physical, emotional and mental status and report significant changes immediately to the appropriate nurse and/or physician.
- Modify attitudes, responses and all other interactions with patients with respect to the patient's age, ethnic/socio-economic background, and religious beliefs.
- Evaluate and assess each patient, make effective decisions about patient care, get help when needed, and consider all potential risks.
- Evaluate and modify the *usual* procedures and practices in accordance with each situation.
- Create an emotionally and physically safe environment for each patient by modeling a true professional attitude & demeanor.
- Show a polite and friendly attitude, and exemplify a sense of self-confidence, regarding the patient as a person, a client, and a customer.

Unit III: Critical Thinking, Effective Decision-Making, & Professionalism

Learning Outcome Objectives:

Upon completion of this Unit and in coordination with RADR 1301 Introduction to Radiography and RADR 1311 Basic Radiographic Procedures, the student will:

- Always be on time, dressed and groomed appropriately for the day.
- Comply with all attendance rules in the Radiologic Technology Program Student Handbook.
- Maintain a clean, well-stocked radiography room with currently dated supplies.
- Use the earliest dated supplies first, cycling the expiration dates and replacing low inventory.
- Show a willingness to help whenever possible.
- Detect work that needs to be done and initiate action as appropriate.
- Display eagerness to learn and put forth a high level of effort.
- Cooperate as a team member using positive/helpful interpersonal communications (verbal and non-verbal, listening and observing) skills conducive to the course objectives.
- Interpret constructive criticism as a positive opportunity for growth.
- Evaluate the radiographic request form and correctly assess the patient's ability to comprehend and/or cooperate in the procedure.
- Organize all supplies necessary to efficiently complete the exam ordered.

- Correctly position the patient for the image
- Correctly position the central ray placement and angle in relation to body part and image receptor.
- Use the proper lead markers, correctly placed on all radiographic procedures performed.
- Calculate correct technical factors of distance, mAs, kVp, collimation, and grid selections when using CR or DR.
- Instruct the patient about his/her role in the process of acquiring a quality image.
- Practice radiation safety standards.

Unit IV:Performance of Radiographic Procedures

Learning Outcome Objectives:

Upon completion of this Unit and in coordination with all the Radiographic Procedures courses, the student will:

- Demonstrate the ability to inspire confidence in the patient.
- Achieve internalization of the policies and procedures of the healthcare facility.
- Demonstrate good skills for interpersonal relationships in the workplace.
- Display evidence of high moral and ethical conduct.
- Practice radiation protection for the patient, the public, staff, and self.
- Satisfactorily complete all clinical competency tests as required by the CEC.
- Evaluate the quality of all images.
- Name the structures seen on each image.
- Practice safe patient care.
- Modify actions, as needed, due to patient's age, pathology, physical or equipment limitations.
- Place proper patient identification on images.
- Efficiently produce quality images with respect and consideration of time and patient status.
- Maintain awareness of department workflow and time allotments.
- Complete the required number of exams as designated by the department.
- Produce images that meet the standards of quality set by the radiology department.
- Maintain accurate documentation of all imaging completed.
- Have all images evaluated by a technologist/clinical instructor using the GC form.
- Perform all repeat images under the direct supervision of a qualified radiographer.
- Maintain accurate documentation of any and all images that had to be repeated.
- Identify and mix in proper ratio, the contrast media for UGI, BE, BE with air and Esophogram.
- Critique images, analyzing all technical and positioning factors relative to exam.
- Demonstrate how to improve technical factors and/or positioning on an unacceptable image.

First Week Learning Objectives for the basic Radiography Room:

During the first six weeks of rotation in the Clinical area the student will:

- Locate where the clean linen is stored

- Describe where and how contaminated linen is stored
- Identify the On/Off switch on the X-ray control panel
- Show the location of the main circuit breaker for the X-ray unit
- Describe the pass box to the darkroom or the processing equipment used in your area.
- List the types and sizes of image receptors used.
- Explain the methods and location for storage of all image receptors.
- Discuss the procedure for maintaining all image receptors.
- Write out the correct procedure for confirming the patients' identity.
- Locate where to put the radiographic studies when each exam is completed
- Identify the location of the following:

Emergency Reaction Kit
Nearest "Crash Cart"
Closest fire extinguisher/alarm
Bed pans & Urinals
Sterile gloves
Disposable Exam gloves
Measuring Calipers
Technique Chart
Lead aprons and gloves
Emesis basins
Needles/Syringes
Positioning aids available
Exam gloves
Contrast media
Oxygen tanks

- The location of the following items on the control panel:

MA selection device
Bucky selection
On/Off switch
Automatic exposure controls
KVP selection device
Rotor switch
Ion chamber selection device
Timer selection device
Tube overload indicator
Exposure switch

- List the types of exams performed in the room
- Demonstrate in the Radiography Room, the following:
- Correct movement of the Overhead tube in all directions (horizontal, vertical, etc.)
- Correct movement and tilt of table in all directions. .
- Correct use of all locks and centering of the X-ray tube to the table.
- Correct collimator setting for all IR sizes and distances used.
- Correct operation of table and/or upright Buckies and Bucky-holders

Unit V: Evening Radiology Services

Learning Objectives for: Radiography Reception Areas:

Upon completion of this unit, the student will:

- Demonstrate the following tasks included in Phone Answering:

    - Identify department
    - Identify self
    - Use the proper phone etiquette
    - Transferring a call to another extension
    - Using overhead paging system.
- Exhibit the following skills, using the Clinical facility computer:
    - Set appointments
    - Enter an order
    - Generate a requisition on the printer
- Place the following types of requisitions in the proper place for protocol:
    - Routine today
    - Routine next day
    - Today portables
    - Stat portables
    - Next day fluoroscopy
- Display appropriate Patient Relations in:
    - Properly greeting patients
    - Locating clean patient gowns
    - Disposing used linen in the correct receptacle.
    - Escorting patient to dressing room
    - Instructing patient in proper gowning procedure
- Processing radiographic request and protocol for notifying staff of patient status.

Learning Objectives for Image Archiving:

Upon completion of this unit, the student will:

- Identify for digital archiving system for patient's images.
- Demonstrate proper identification and labeling of patient imaging records.
- Locate all areas of patient record-keeping, in-patient, out-patient, active & inactive files
- Describe the procedures for submitting images to the Radiologist and/or physicians.
- Explain the process of getting the imaging report into the patient's records.
- Demonstrate the correct procedure disseminating images to a physician or the patient.

Purpose and Rationale:

In today's healthcare delivery system, employee work times are becoming more and more creative. Ten and twelve-hour shifts, ten-days on and ten-days off rotations are just a few examples of innovative scheduling that can be found in radiography facilities in the GC area.

With the current trends toward a "customer service" orientation to healthcare delivery, patient access to "after-hours" appointment times has become commonplace. Many healthcare facilities, physician's offices, and out-patient clinics often keep extended hours to better serve the working community.

The Grayson College Radiologic Technology Program Staff believe that there are many learning opportunities specific to after-hours, nights, and weekend shifts in radiography. Certainly, there are a much greater number of trauma cases performed in radiography during nights and on the weekends. Even with hospital in-patients, urgent situations occur after day shift RTs have left for the day.

Operating with a limited number of staff, these radiographers are more inclined to work closely with the students. Under these conditions, students are more strongly motivated and encouraged to be involved with the various radiographer's duties.

For these reasons, the GC Radiography students will be scheduled to rotate on evening Radiography department shifts.

- Learning Outcome Objectives for Evening Radiography Services:
- Upon completion of this Unit, in coordination with all Radiography courses, the student will:
    - Describe a greater appreciation for the overall "big picture" of the department operation.
    - State the rationale for effective sequencing of radiographic requests.
    - Conduct his/herself in a professional manner within interdepartmental relations.
    - Adjust priorities in concert with the current patient-flow.
    - Demonstrate good judgment in the prioritization of radiographic requests.
    - Show a progressive agility in adapting to non-routine situations.
    - Exhibit patience, control, and a professional demeanor while working in a stressful environment
    - Produce acceptable quality radiographic studies on trauma and emergency cases.
    - Exhibit professional demeanor and effective communication in all interactions with Physicians, Nurses, and other medical staff and hospital personnel.
    - Demonstrate ability to work with patients who have limited mobility.
    - Develop professional telephone etiquette when interacting with facility staff and public.
    - Demonstrate efficient, safe equipment manipulation under nonstandard situations.
    - Adapt to management styles and chain of command on evening shifts.
    - Perform clerical and departmental duties of evening radiography staff.
    - Function under various evening supervisors.
    - Exhibit acceptable computer skills in performing the duties of Radiography Staff.
    - Show flexibility in working with evening supervisors and protocol of the nights.
    - Locate patient films and reports, independently as needed.
    - Perform radiography exams with strict adherence to DIRECT and INDIRECT supervision rules.

Withdrawal From Class:

The administration of this institution has set deadlines for withdrawal from any college-level courses. These dates and times are published in that semester's schedule of classes. Administrative procedures must be followed. It is the student's responsibility to handle student initiated withdrawal requirements

from any class. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled (see GC College Catalog for details).

Drop Rule:

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statue was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if (1) the student drops a course after census date or (2) the student is not dropping the course in order to withdraw from the institution. Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause before the drop. Students with questions should contact the Counseling Office or the Office of Admissions & Records for more information before dropping a course!

Title IX : GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

Dr. Regina Organ, Title IX Coordinator (903-463-8714)

Dr. Dava Washburn, Title IX Coordinator (903-463-8634)

Dr. Kim Williams, Title IX Deputy Coordinator- South Campus (903) 415-2506

Mr. Mike McBrayer, Title IX Deputy Coordinator (903) 463-8753

Ms. Marilyn Power, Title IX Deputy Coordinator (903) 463-8625

Website: http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html

GC Police Department: (903) 463-8777- Main Campus) (903) 415-2501 - South Campus)

GC Counseling Center: (903) 463-8730

For Any On-campus Emergencies: 911