



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**MEDICAL RADIOLOGIC TECHNOLOGY
Practicum II
RADR 2267 - 01**

**Meredith Heffner
Michelle Morphis
Deborah Quinn**

NOTE: This is a 16-week Course.

Course Description:

RADR_2267 Practicum II Radiologic Technology

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Provides for competency-based clinical education in radiographic examinations in continuation with the student's clinical competency profile.

Prerequisite: Successful completion of all prior didactic and clinical RADR courses, with a grade of "C" or better. Semester Hours: 2 (18 clinical hrs/wk)

Instructor Information:

Instructor Name: Meredith Brown MS, RT(R)

MCC E-mail: mheffner@mcclennan.edu

Office Phone Number: 254-299-8342

Office Location: CSC C-202

Office/Teacher Conference Hours: posted & available other times with appointment

Instructor Name: Deborah Quinn BSHS,RT(R)

MCC E-mail: dquinn@mcclennan.edu

Office Phone Number: 254-299-8305

Office Location: CSC C-117

Office/Teacher Conference Hours: Posted outside office door at CSC C-117

Other Instruction Information: Posted & available at other times with appointment

Instructor: Michelle Morphis, BSIS, Management ARRT

Office Phone: 254-299-8584

Office Location: CSC A14

Office/Teacher Conference Hours: Posted

Required Text & Materials:

Title: Textbook of Radiographic Positioning and Related Anatomy (2018)

Author: Lampignano, John P., Kendrick, Leslie E.

Edition: 9th

Publisher: Mosby-Elsevier

ISBN: 978-0-323-39966-1

Title: Textbook of Radiographic Positioning and Related Anatomy Workbook
(2014)

Author: Lampignano, John P., Kendrick, Leslie E.

Edition: 9th

Publisher: Mosby-Elsevier

ISBN: 978-0-323-48187-8

Course Notes and Instructor Recommendations:

Bontrager's Pocket Atlas –Handbook of Positioning and Techniques, 9th edition.

Bontrager Publishing, Inc. ISBN-978-0-323-48525-8 is recommended for the clinical rotations. It is not required. Students are encouraged to carry a pocket notepad.

The clinical logbook should be taken to clinical daily.

Course Notes and Instructor Recommendations:

Bontrager's Pocket Atlas –Handbook of Positioning and Techniques, 8th edition.

Bontrager Publishing, Inc. ISBN-978-0-323-08389-8 is recommended for the clinical rotations. It is not required. Students are encouraged to carry a pocket notepad.

The clinical logbook should be taken to clinical daily.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at

<http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

*** [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)**
(www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Methods of Teaching and Learning:

The clinical course consists of rotations in area hospitals and medical clinics. Students are directly supervised by Radiologic Technologists certified by the ARRT and licensed by the State of Texas. Students will perform radiographic exams and assist in radiographic procedures. As the student gains competency, they will perform exams without assistance, but remain under direct supervision. Students will evaluate images and perform tasks to understand image production while in the clinical setting. Students are expected to participate in "Class Day" activities scheduled on the MCC campus. These activities count as clinical attendance and will further evaluate the student's progress as a radiologic technology student.

Course Objectives and/or Competencies:

SCANS

Secretary's Commission on Achieving Necessary Skills

SCANS is an attempt to help make courses more relevant to the needs of a modern work force. SCANS is divided into two types of skills: competencies and foundations. Foundation skills are organized into the basic literacy and computational skills, the thinking skills necessary to put knowledge to work, and the personal qualities that make workers dedicated and trustworthy. The competencies are the abilities to manage resources, to work amicably and productively with others, to acquire and use information, to master complex systems, and to work with a variety of technologies. Both are required for

successful performance in most jobs, and are definitely required for professions in the radiologic technology field.

COURSE OBJECTIVES

The student will:

1. Support the profession's Code of Ethics and comply with the profession's Scope of Practice. (F01,F03)**
 2. Demonstrate knowledge and skills relating to verbal, non-verbal, and written medical communication in areas of patient care and professional relationships. (C02,F01,F03)
 3. Provide appropriate patient education for all examinations performed. (C02,F01,F03)
 4. Provide for basic patient care, patient comfort, and anticipate the needs of the patient. (C01,C02,F01)
 5. Properly operate medical imaging equipment and accessory devices as appropriate for the student's current level of training/experience. (C05,F01,F02)
 6. Properly position the patient and required imaging equipment to perform radiographic examinations and procedures. (C05,F01,F02)
 7. Exercise independent judgment and discretion in the performance of radiographic imaging procedures as appropriate for the student's level of training/experience. (F01,F03)
 8. Evaluate images with regard to technical quality in the areas of density, quality, patient positioning, centering, patient motion, and processing as appropriate for the student's level of training/experience. (C03,C04,C05,F02)
 9. Demonstrate appropriate knowledge and skills relating to medical image processing. (C03,C05,F02)
 10. Practice established principles of radiation protection for themselves, patients, and hospital staff. (C02,F01,F02)
- Describe the anatomy and anatomical relationship of the major bones, joints, and processes of the skull. Student should be able to detail such information on drawings and/or radiographs. (F01,F02)
12. List the correct central ray locations and the preferred size, type and position of film holders. (C05,F01,F02)
 13. Discriminate between technically satisfactory and unsatisfactory radiographs in relationship to motion, density, contrast, centering and overall positioning of body parts. (C05,F02)
 14. Properly position the patient to perform any of the following examinations:
 - A. skull
 - B. facial bones
 - C. nasal bones
 - D. mandible
 - F. temporo-mandibular joints
 - G. orbits
 - H. sinuses
 - I. sella turcica

- E. mastoids J. optic foramen
 (C02,C05,F01,F02,f03)
15. Obtain at least 5 competency evaluations on examinations of the skull or sinuses. (C01,C02,C03,C04,C05,F01,F02,F03)
16. Set technical factors for exams of the skull/sinuses. (C05,F01,F02)
17. Observe examinations in which he or she is not an active participant. (F01)
18. Keep accurate records of examinations performed and observed on the forms provided by the instructor. (C01,F03)
19. Change film badges between the 25th and 30th days of each month. Failure to make proper changes will result in termination of further clinical education. (C01,F03)
20. Report to clinical duty promptly. (C01,F03)
21. Display attention to duty regarding output, performance and time utilization. (C01,C04,F03)
22. Exhibit self control and composure in stressful situations. (F03)
23. Display honesty and integrity in the performance of clinical duty. (F03)
24. Provide a good quality of work by:
(C01,C02,C03,C04,C05,F01,F02,F03)
- A. displaying the ability to follow instructions.
B. organizing and completing work.
C. working independently when appropriate.
D. recognizing and attending to the needs of the patient.
E. recognizing his or her own limitations.
F. exercising proper judgment.
G. observing and reporting appropriately.
25. Display an eagerness to learn. (F03)
26. Exhibit cooperation, loyalty, ambition and courtesy. (C02,F03)
27. Accept constructive criticism. (F03)
- Maintain a neat and professional appearance. (F03)
- Teach fellow students new skills (C02)
- Aggressively pursue request for radiographic examinations (C02)

NOTE: The student will be evaluated on the objectives listed above by utilization of the forms that follow. Careful attention should be paid to these forms as they will be used to determine the student's grade in the course.

PEDIATRIC OBJECTIVES

The student should be able to:

Properly communicate examination requirements and procedures to the pediatric patient.

State the circumstances that require, or may require, the inclusion of comparison radiographs for the reading radiologist

Utilize acceptable methods of immobilization of the pediatric patient. This may include physical restraint, swaddling, the use of adhesive tape, compression bands, and/or specialized pediatric immobilization equipment

Practice the principles involved with radiation protection for the pediatric patient.

Utilize proper collimation and shielding for the pediatric patient. Practice good radiation protection for all individuals in the exposure room. Employ proper immobilization by individuals other than radiographic personnel. Insure that needless repeat exposures are avoided.

Properly perform portable radiographs in the nursery utilizing the required principles of medical asepsis.

Modify and adapt standard radiographic positions/procedures to fit the needs and requirements of the pediatric patient.

Modify radiographic techniques to decrease the impact of unexpected motion by the pediatric patient.

TRAUMA OBJECTIVES

The student should be able to:

1. Properly communicate examination requirements and procedures in a manner that instills confidence and trust in the trauma patient.
2. State the various conditions that mandate specific alterations of the normal radiographic routine--cross-table c-spines, gunshot wounds, pneumothorax, etc.
3. Modify and adapt accepted radiographic procedures and positions to accommodate the needs/limitations of the trauma patient.
4. Modify and adapt accepted radiographic techniques to accommodate the needs/limitations of the trauma patient.
5. Properly utilize and practice Universal Precautions.
6. Demonstrate proficiency in CPR and maintain a working knowledge of the institutions emergency codes and procedures (code blue, red, yellow, etc.)
7. Demonstrate the knowledge and ability required to properly triage multiple trauma patients in the radiology department.
8. Properly utilize immobilization devices and techniques when appropriate.
9. Practice the principles of good radiation protection for the trauma patient and all individuals assisting with the radiographic procedures.

RADIOGRAPHIC FILM EVALUATION

As a part of the clinical rotation experience, the student will be expected to present radiographs to faculty and peers. Items to be detailed by the students are film identification, anatomy, positioning, positioning aids, radiation protection and radiographic quality. Radiographic film evaluation will take place on a regular basis in formal sessions either in the campus lab or at the clinical facilities.

OBJECTIVES: RADIOGRAPHIC FILM EVALUATIONS

Given routine radiographs, the student should be able to:

1. Identify selected normal anatomy from any routine radiographic position that has been previously covered in the classroom or positioning laboratory. (C03,C04,C05,F01,F02)
2. Identify any routine radiographic position (including part-film references, centering points, film size, and CR angulation) that has been previously covered in the classroom or positioning laboratory. (C03,F01,F02)
3. Determine the diagnostic value of any standard radiographic position that has been previously covered in the classroom or positioning laboratory. (Is this film diagnostic?) (C03,C04,F01,F02)
4. Identify and describe how to correct common positioning errors on any routine radiographic position that has been previously covered in the classroom or positioning laboratory. (C03,C04,F01,F02)
5. Identify common radiographic artifacts that may occur in the exposure room, the darkroom, or the radiographic processor. (C04,C05,F01,F02)
6. Analyze selected non-diagnostic radiographs and discuss methods for correcting their deficiencies. This may include positioning errors, or errors in technical factors. (C04,C05,F01,F02)

**Legend:

C01 Resources. Allocating: 1.1 Time, 1.2 Money, 1.3 Materials and Facilities, 1.4 Human Resources.

C02 Interpersonal Skills. Works with others: 2.1 Working in teams, 2.2 Teaching others, 2.3 Serving customers, 2.4 Leading, 2.5 Negotiating, 2.6 Working with different cultures.

C03 Information. Acquires and uses information: 3.1 Acquiring and evaluating data, 3.2 Organizing and maintaining files, 3.3 Interpreting and communicating, 3.4 Processing information with computers.

C04 Systems. Understands complex interrelationships: 4.1 Understands social, technological and organizational systems, 4.2 Monitoring and correcting performance, 4.3 Designing and/or improving systems.

C05 Technology. Works with a variety of technologies: 5.1 Selects equipment and tools, 5.2 Applies technology to tasks, 5.3 Maintains and troubleshoots technologies.

F01 Basic Skills. Reads, writes, performs mathematical operations, listens, and speaks: 1.1 Reading, 1.2 Writing, 1.3 Arithmetic/mathematics, 1.4 Speaking, 1.5 Listening

F02 Thinking Skills. Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn and reason: 2.1 Creative thinking, 2.2 Decision making, 2.3 Problem solving, 2.4 Seeing with the mind's eye, 2.5 Knowing how to learn, 2.6 Reasoning

F03 Personal Qualities. Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty: 3.1 Responsibility, 3.2 Self-esteem, 3.3 Sociability, 3.4 Self-management, 3.5 Integrity/honesty.

Course Outline or Schedule:

MCC Radiologic Technology
RADR 2267 Clinical Rotation Spring 2020

Semester Dates: 1-13-2020 thru 5-1-2020 Day Rotation 8:00am-2:30pm
Spring Break March 9-13, 2020 Eve Rotation 2:30pm-9:00pm
Campus Closed 4-10-2020 30 Minute Lunch

	BSW Temple (E-Jan 13-Jan 24)
Toby Jowers	BSW Temple (E-Jan 27-Feb 7)
Justin Springfield	BSW Temple (E-Feb 10-Feb 21)
Eva Salazar	BSW Temple(E Feb 24-Mar 6)
	BSW Temple (Mar 16-Mar 27)
	BSW Temple (Mar 30-Apr 10)
	(E Apr 13-24) (E Apr 27-May 1)open to volunteers
	BSW Hillcrest(E-Jan 13-Jan 24)
Dellia Sedillio	BSW Hillcrest(E-Jan 27-Feb 7)
Morgan Small	BSW Hillcrest (E-Feb 10-Feb 21)
	BSW Hillcrest(E Feb 24-Mar 6)
	BSW Hillcrest(Mar 16-Mar 27)
	BSW Hillcrest (Mar 30-Apr 10)
	(E Apr 13-24) (E Apr 27-May 1)open to volunteers
Alex Daniels	SFOD-AMG Temple
Savanna Hudson	McLane Pedi Clinic
Brad Rush	McLane Children's
Cinthya Larios	Seton Harker Heights
Victoria Howley	Navarro Regional
Alexis Heath	TVA

Rodrigo Morales	TVA
Amanda Salas	TVA
Josh Lankford	Coryell Memorial
Karen Castillo	Goodall Witcher
Joe Castilleja	Waco Orthopedic Clinic(MWF 8:30-3:30)
Cara Jones	Waco Orthopedic Clinic(MWF 8:30-3:30)
Michealla Broussard	Southwest Sports Medicine
AJ Gomez	Southwest Sports Medicine
Kate Millerick	Providence (E-Jan 13-Jan 24)
Hannah Griffin	Providence (E-Jan 27-Feb 7)
Ally Skinner	Providence (E-Feb 10-Feb 21)
Krystal Alvarez	Providence (E Feb 24-Mar 6)
	Providence (Mar 16-Mar 27)
	Providence (Mar 30-Apr 10)
	(E Apr 13-24) (E Apr 27-May 1)open to volunteers
Lab Challenge Schedule	
March 6 th after class day	Krystal Alvarez, Michaela Broussard, Joe Castilleja, Karen Castillo, Alex Daniels, Alex Gomez
March 20 th	Hannah Griffin, Alexis Heath, Victoria Howley, Savanna Hudson, Cara Jones, Toby Jowers
March 27 th	Josh Lankford, Cinthya Larios, Kate Millerick, Rod Morales, Morgan Small, Brad Rush
April 3 rd	Eva Salazar, Amanda Salas, Dellia Sedillio, Ally Skinner, Justin Springfield

Class Days on MCC Campus:

March 6,

April 24,

The clinical rotation will be distributed no later than the last week of the fall semester for this course. See the clinical coordinator for more information.

Course Grading Information:

RADR 2267 Spring Semester Grading/Scoring

GRADE SCALE

GRADING AREAS

90 – 100ptsA

Sophomore Clinical Evaluations 45%

80 - 89 pts.....B

Class Day Activities 30%

75 - 79 pts.....C	Competencies 10%
60 - 74 pts.....D	Prep Review 15%
Below 60..... F	 100 Percent
Total		

Throughout the course, grades will be available to students in BrightSpace.

Sophomore Skills Evaluation: Sophomore clinical evaluations are worth 50% of your final grade.

Clinical Attendance: Attendance at clinical rotations is crucial to your learning experience. Please read the Attendance & Tardy Policy.

Clinical Competency Exams

The Radiologic Technology program is competency based. Students are required to demonstrate competency in the laboratory before attempting competency testing in the clinical setting. As the student progress through the didactic education and laboratory practice, they are assigned a specific number and type of competencies to complete each semester. In order to be declared clinically competent, students must successfully complete a minimum number of competency exams for each designated procedure as indicated in the following paragraph. Students receive a copy of a competency profile in the first semester in order to help them track their own progress. Clinical instructors also evaluate students randomly each semester to ensure that the students retain clinical competency throughout the program.

Competency Requirements:

RADR 1260 Clinical I	Complete 10 competency exams from the chest and abdomen category.
RADR 1261 Clinical II	Complete 20 competency exams from the chest, abdomen, extremities.
RADR 1460 Clinical III	Complete 30 competency exams from all categories.
RADR 2266 Practicum I	Complete 20 competency exams from all categories.
RADR 2267 Practicum II	Complete 30 competency exams from all categories.
RADR 2360 Clinical IV	Complete 10 comps & any exams for clinical competency profile.

By program completion, students will demonstrate competency in all 10 categories of the general patient care procedures, 37 mandatory procedures and at least 15 of the 30 elective exams as designated by the ARRT.

Clinical Competency Grading Guideline:

Competencies prove that a student is performing well in the clinical environment. Failure to complete the required competencies for any semester will result in a point deduction. Competency values will be calculated according to the number required for a semester.

Example:

RADR 1260- 10 competencies for the semester at a value of 10 points each will give the student a 100 for a competency grade provided that the student attains all 10 for the semester.

RADR 1261- 20 competencies for the semester at a value of 5 points each will give the student a 100 provided that all 20 are completed.

Etc. for the following semesters

Failure to Complete the required number: If a student fails to complete the required number of competencies for that semester, lab simulations may be an option to attain the required number, BUT only at half the value of the competency. If, while performing lab simulations, the student does not perform to standards, points will be deducted from the half value of the comp.

EVENING ROTATION

Imaging services are provided to the community twenty-four hours a day, seven days a week. Evening rotations provide the student with the opportunity to gain experience in trauma radiography, as well as continuous care of the inpatient population.

All students are expected to participate in evening rotations in order to gain this experience. Clinical assignments will correlate with the student's didactic background and curriculum. To fulfill this requirement, students will not be assigned to evening rotations until the second clinical semester (RADR 1261). Evening rotations will consist of two consecutive clinical weeks in the trauma/inpatient setting for the semester. Two week rotations in the summer will total approximately 64 clock hours; fall and spring rotations will total approximately 54 clock hours maximum.

Students participating in evening rotations must be appropriately supervised (student to qualified staff ratio of 1:1). The student will be allowed and encouraged to complete clinical competencies on this rotation.

Hours during Spring semester are:

Daytime Rotation: 8:00am -2:30pm

Evening Rotation: 2:30 PM until 9:00 PM

Late Work, Attendance, and Make Up Work Policies:

Performance Goal, Expectation, and Requirements

The Radiologic Technology program coursework is designed to provide students with a structured comprehensive curriculum that prepares them for a career as a professional health care provider. It is imperative that students develop and maintain a strong knowledge base of all course material and competencies to be successful.

Therefore, the program has established a performance goal for all coursework and assessments in all RADR courses of an 80% or higher. Students that do not achieve the minimum grade of 80% will be required to complete an activity of remediation assigned by the instructor of the course immediately following. The activity requirements will vary as they will be customized according to factors such as the students' needs, the purpose of the assignment, its content, etc., and the instructor will maintain all records of completion. Students that fail to complete the required remediation activities will receive an "Incomplete" ("I") grade for the course, regardless of overall passing grade point average, until all work is submitted. An "Incomplete" ("I") in any course must be resolved prior to the start of the following semester or the resulting grade will convert to an "F" and the student will not pass the course.

Attendance for Clinical Courses

"Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus."

Attendance for Clinical Courses

Completion of clinical hour's accounts for a significant portion of the student's learning experience in the Radiologic Technology program; therefore attendance is vitally important to the success of the student. There are occasions when an absence is necessary and we do understand that there is life outside of this program.

HOWEVER, frequent absences cause the student to miss vital learning opportunities and will have an adverse effect on their final grade.

Any student absent for more than 25% of the clinical class hours may be withdrawn from the course and may not continue in the program. The following is a breakdown of how an absence will affect your **FINAL GRADE**.

*******KEY WORD FINAL GRADE*******

1 day of absence = 0 (which may be saved and taken at end of semester)

2 days of absence= 5 point deduction from **FINAL GRADE**

3 days of absence= 10 point deduction from **FINAL GRADE**

4 days of absence= 15 point deduction from **FINAL GRADE**

5 days of absence= 20 point deduction from **FINAL GRADE**

6 days of absence= 25 point deduction from **FINAL GRADE**

7 days of absence= Below passing- removal from program

Just as in the workforce realm, it is professional courtesy that your supervisor be notified if you are to be tardy or absent. **The student must contact the clinical coordinator by leaving a voice message at 254-299-8305 or by email if there is a need to be absent.** Failure to call the **Clinical Coordinator** will result in an unexcused absence and **10 points** will be deducted from the final grade for each occurrence of failure to contact the CC in addition to the point deduction for the absence. The clinical coordinator and the supervisor at the clinical site should be notified of absences at least 1 hour prior to clinical start time.

Absences that have exceptions to the above rules are as follows:

1. The death of an immediate family member. **(parent (including step and in-laws), spouse, child, sibling)** (Three clinical days maximum.)
2. The death of extended family member **(grandparent, aunt/uncle, or cousin)**(One day maximum allowed)
3. Subpoena to be present at a court case. (Jury duty does not qualify-court issued work notice required.)

4. Activities outside of clinic that are directed by the program faculty. (award ceremony, advisory committee meeting, and inclement weather).

Tardy Policy

Students are expected to report to their assigned clinical areas and be ready to work by the assigned time schedule. A tardy constitutes arriving **ANY** time **after** the pre-designated start time for that clinical rotation up to 10 minutes after the scheduled start time. When the student is going to be tardy, **THEY MUST** contact the clinical coordinator by office phone or office email and **should** contact the clinical site to inform them of their intent to be tardy. It is the student's responsibility to have contact information for the clinical supervisor of the facility they are reporting to and the clinical coordinator. Contacting the clinical site is professional courtesy and **DOES NOT** excuse the student for being late. Clinical sites develop relationships with students and the welfare of the student is important.

An absence will be charged for students arriving after the 10 minute window unless the student contacts the clinical coordinator and requests an occurrence. When the student contacts the clinical coordinator and requests an occurrence, the student will have a 2 hour window (from their original report time) to report to their clinical site.

Failure to provide advance notification

Should a student fail to contact the clinical coordinator in advance of the occurrence/absence/tardy, 10 points will be deducted from the student's final grade in addition to any other point deductions for absences or occurrences. This is a serious infraction and can be devastating to a student's overall grade and can easily jeopardize their placement in the program.

EX: A

A student is assigned to report at 8:00am. They call the clinical coordinator at 8:05 requesting an occurrence. The student should be clocked in and ready to work by 10:00 am and 2 points will be deducted from their final clinical grade.

Ex: B

A student is assigned to report at 8:00am and but arrives at 8:15. The student did not call prior to their arrival to request an occurrence. An absence will be charged to the student whether they stay at clinical all day or not, and will be included in their

semester absences, as well as a 10 point deduction from their final grade for “failure to provide advance notification”.

****A student is allowed to accumulate up to THREE (3) tardies throughout the duration of the program with no reprimand. When the student is tardy for the FOURTH (4) time, they will be removed from the program.**

It is advisable for the student to establish close communication with the CC anytime they need to be tardy/absent/or need an occurrence. Contacting the CC by cell phone to “touch base” about what to do is acceptable **but does not replace the need to send an office email or leave an office voicemail. A voicemail, office email is required notification PRIOR to any absence, tardy or occurrence.**

The clinical coordinator must be contacted by office phone (254-299-8305) or office email dquinn@mclennan.edu as to whether or not the student is needing a tardy or an occurrence.

Contact Information for Clinical Coordinator

Deb Quinn

299-8305 Office

dquinn@mclennan.edu

When leaving a voice mail, please identify yourself and leave a brief message regarding your situation, and a phone number where you could be reached if necessary.

Occurrence Policy

An “**occurrence**” is an event that requires the student to vary from their normally scheduled clinical time. A two hour window of opportunity is open for a student to take care of **NECESSITIES** outside of their control that interferes with scheduled clinical time. We understand that there are times when occurrences are a necessary part of life.....

HOWEVER..... TWO (2) points will be deducted from their FINAL CLINICAL GRADE for every occurrence.

ALSO, just as in absences and tardies, the student is required to notify the Clinical Coordinator and the Clinical Site Supervisor of the need for an “occurrence”. Failure to notify the CC **and** the clinical site supervisor **PRIOR** to the occurrence will result in an absence.

EX: If a student has a need to leave within two hours before their scheduled time to leave, it is considered an **“occurrence”**.

EX: If a student has an outside appointment that requires they arrive within a two hour window of reporting time, it is considered an **“occurrence”**.

EX: If a student has the need to leave clinical in the middle of the day and return within the two hour window, it is considered an **“occurrence”**.

ABSENCE VS OCCURRENCE

EX: *A student makes an appointment to leave early for a doctor’s appointment and forgets to notify the CC but tells the clinical site supervisor..... ABSENCE!!!! You must contact the CC **prior** to taking an occurrence. Just call and leave a message on my voice mail or send a quick email to dquinn@mclennan.edu prior to the time needed to be away from clinical. All messages are kept as a part of documentation.*

Notification of “occurrences” will follow the same procedure as absences.

Notification of CC and clinical site supervisor is a sign of professional courtesy and is required. A message must be left on the voice mail phone of the CC at 254-299-8305 or an email dquinn@mclennan.edu **in advance** for documentation purposes.

Should you have any questions regarding the content of this policy feel free to contact me,

Deb Quinn BSHS, RT(R)(ARRT)

Meredith Brown, MSHS, RT(R)(ARRT)

Clinical Coordinator

or

Program Director

254-299-8305

254-299-8342

Electronic Clinical Log

Students will use the E*Value system to log competencies, observed/assisted exams, specialty modality exam observations as well as attendance by the clock in/out function of E*Value. Computers are available at each clinical site (except the Temple VA) to access for daily clock in/out needs. Students will clock in upon arrival and clock out for lunch periods. They will then clock back in from lunch and clock out before leaving at the end of their particular work day. Students are advised to not clock out prior to the end of their shift unless told to do so by the clinical

supervisor. If allowed to “leave early” a student should make a note in the “notes” area as to who gave them permission to leave or what the circumstances were that caused them to clock out early.) Any clock-in time after their scheduled arrival/lunch return time will be counted as a tardy unless certain conditions are met. A student who contacts the clinical coordinator to inform her of their probability of being late arriving at the clinical site has up to 10 minutes to arrive and only be charged with a tardy. After 10 minutes up to 2 hours a student can use an occurrence provided they notify the CC of the need to take an occurrence. Failure to notify of an occurrence warrants an absence and a point deduction for “failure to notify”.

Clocking in late from lunch does not fall in the category of being able to utilize the occurrence capabilities, but can still be considered a tardy so time constraints are important to keep up with.

All clock in/out transactions will be done on a computer at their clinical site with exception at the Veteran’s Administration Hospital in Temple, Texas. Any attempts to falsify the time, having someone else clock you in or out, or use of other devices to clock in other than the clinical sites will result in removal from the program.

Accidents do happen from time to time and clocking in and out incidents will occur as well as logging of exams. The first week of clinical upon returning from break will be a “grade period” so they student has a chance to get “back in the groove” of clocking in and out etc..

As in a real work environment, clocking issues and mistakes can be a problem. After the initial grace period, for every clock in/out incident that occurs an email must be sent to the clinical coordinator explaining what happened to cause the clocking mistake. The student should also make comments in the “notes” area of E*Value as to what happened, how they contacted the CC etc.... Providing as much info as possible in the “notes” area is beneficial for the student as well as the CC. In some cases, if a student realizes that they clocked in/out under something other than “Scheduled Clinical Hours” just simply clock out or in and you get a “do-over”! just clock in or out again correctly and make a note in the “notes area of E*Value. No point deductions will occur for the student “fixing” these mistakes unless it is grossly over-utilized.

Persistent clocking errors in E*Value can result in 2 points being deducted from the student’s final grade. This can add up quickly so it is important to use great caution clocking in/out. Along with an explanation, the student

must have their supervisor send an email verifying that the student was indeed on time or whatever the event is. The points will be deducted in all cases other than that of site computer/E*Value site issues. Those situations will be handled on a case by case basis.

E*Value Time Tracking

Students using the Time Tracking program of E*Value will use the name of the clinical coordinator (Deb Quinn) as the Time Tracking supervisor. This will allow more consistent and accurate record keeping. Students must use the designated computer provided for E*Value clock in and clock out. No use of any other type of electronic device is permitted. IP addresses are checked frequently to insure that students are using the appropriate computer. If it is determined that a student is using their cell phone or come other electronic device to clock in and out, this is considered falsification of records and a 2 day suspension for the first offense will be given. A subsequent infraction will result in removal from the program.

- Frequent incidents that are accessed to be oversights by the student could result in a 2 point deduction from the final semester grade. Time tracking will be checked frequently so being forthcoming and honest is the best way to handle such incidences. Any attempts to avoid this deduction by not reporting it, could mean a student will incur a tardy or an absence and the penalties that go along with them.

Failing to log exams

E*Value is a way for clinical coordinators and faculty instructors to evaluate the educational effectiveness of a clinical site regarding the variety and number of exams. Exams logged by students will be checked periodically and if a student demonstrates a failure to log exams accurately and routinely, **5 points will be deducted from the students final grade** for each incident/period of time, that they fail to keep an accurate E*Value log of assisted/observed exams. Evaluating the log accuracy is at the discretion of the Clinical Coordinator. The various patient load of each clinical site will be taken into consideration before deducting points. Please be diligent in logging observed/assisted exams.

CLINICAL HOURS AND ATTENDANCE

Regular and punctual attendance is expected of all students, and a complete record of attendance will be monitored by the clinical coordinator for the entire length of the course. Students will be counted absent when clinical days are missed, beginning with the first official day of classes.

Absence from 25 percent of scheduled clinical meetings will be taken as evidence that a student does not intend to complete the course, and the student will be dropped unless the instructor is satisfied that the student will resume regular attendance and will complete the course.

EVENING ROTATION

Imaging services are provided to the community twenty-four hours a day, seven days a week. Evening rotations provide the student with the opportunity to gain experience in trauma radiography, as well as continuous care of the inpatient population.

All students are expected to participate in evening rotations in order to gain this experience. Clinical assignments will correlate with the student's didactic background and curriculum. To fulfill this requirement students evening rotations will consist of two consecutive clinical weeks in the trauma/inpatient setting for the semester. Two week rotations in the summer will total approximately 64 clock hours; fall and spring rotations will total approximately 54 clock hours maximum.

Students participating in evening rotations must be appropriately supervised (student to qualified staff ratio of 1:1). The student will be allowed and encouraged to complete clinical competencies on this rotation.

Dosimeter Changes

For accurate reporting and record keeping, it is extremely important that TLD badges be changed in a timely fashion. A student will be given ample notice through Black Board notification/email, as to when to bring their badge to class to exchange it for the next month's badge. If a student fails to bring their badge on the day requested they will **NOT** be allowed to return to clinical and will incur absences with related point deductions until the badge has been changed. **No exceptions**

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain a professional demeanor that includes respect for other students, technologist, hospital staff, and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. Students in this program are adults and are expected to act

appropriately. Behavior that is disrespectful or disruptive will not be tolerated; any student who is asked to leave a clinical facility will be removed from the program. A written deficiency notice in the areas of knowledge, skills, attitude, reliability, dependability, tardiness, or attendance will lead to academic probation. Failure of the student to abide by the terms of this academic probation will lead to failure of the course and may lead to withdrawal from the radiologic technology program. Students who receive less than a C grade in clinical practice will not progress into the next course until this course is completed with the minimum required score of C. Students who receive less than a C grade in clinical practice will not progress into the next course until this course is completed with the minimum required score of C. Regular and punctual attendance is expected of all students, and a complete record of attendance will be maintained for the entire length of each course. Students will be counted absent from clinical missed, beginning with the first day of clinical. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. If inappropriate behavior continues, a report will be filed with the Grievance Committee in Student Development. Refer to the General Conduct Policy in the Highlander Guide

E-mail correspondence

Faculty of this program communicate with students using McLennan Community College email. Use of other email addresses could cause a breakdown in communication and important information missed. Email messages are to be formulated in a professional fashion with no use of text speaking or symbols. Email correspondence should open with an appropriate salutation/greeting to the person intended and close with an appropriate closing/sign off.

Cell Phone Use & Social Media

Cell phones should remain on silent or secured in another location (according to site policy) while participating in clinical. Students will not answer cell phone calls while observing or participating in patient care and radiographic exams. Students may check their cell phones **only** during assigned breaks or during the meal period. Students violating the cell phone policy will receive written reprimand with a 1 day suspension from clinical for subsequent infractions. Suspension days will be a part of the students overall absences from clinical. This policy includes the use of texting and pictures. Regardless of what the technologists do with their cell phones

STUDENTS ARE NOT allowed to have their phone out or use it in the clinical setting except as previously described.

Social Media

HIPAA is Federal law passed by Congress in 1996 imposed to protect patient health information. Students who post clinical or patient information on social media sites run the risk of violating HIPAA. At no time should a student post any patient, clinical or medical information on any social media site. Some clinical sites have software to detect social media postings and students who are found to be in violation of posting anything regarding clinical.

Other Electronic Devices

Students will not use the internet or use other electronic devices during clinical hours. Students violating this policy will receive written reprimand with possible suspension from clinical for subsequent infractions.

Electronic Communication Policy

This policy applies to all students enrolled at McLennan Community College (MCC) and to all MCC employees. All students, staff, and faculty will use their official college e-mail addresses when conducting college business. It is MCC's policy to assign all students, upon registration, an official e-mail address, which may remain in effect up to twelve months after students are no longer enrolled at MCC. MCC student e-mail addresses will be the only e-mail authorized to communicate official college information or business. Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, MCC will not be held responsible for e-mails forwarded to alternate addresses. A student's failure to receive or read official communications sent to the student's assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.

Smoking Cessation – Electronic Vapor Products

MCC is a smoke-free campus therefore use of tobacco or vape products is prohibited on campus.

MCC Course Evaluations:

Students will be asked to complete a course evaluation near the end of the semester. The overall goal of the evaluation is to improve performance by providing faculty with insight to better understand their students and how they learn. Your feedback is anonymously provided to me after the week of final exams is complete. Please provide honest and constructive responses to help me evaluate how I teach from your (the student's) perspective. I appreciate your participation in advance.

Please refer to [Course Evaluations | McLennan Community College](#) for more information.

*** Click Here for the MCC Academic Integrity Statement**

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** Click Here for the MCC Attendance/Absences Policy**

(www.mclennan.edu/highlander-guide/policies)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

*** Click Here for more information about Title IX**

(www.mclennan.edu/titleix)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

** You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*