



**Course Syllabus
SEMESTER
School of Nursing and Health Professions**

<i>What is it?</i>	<i>Here is the Answer!</i>
<i>Course Name:</i>	RAD Directed Practice IV
<i>Course & Section Number:</i>	RAD 104-XXX
<i>Meeting Day(s) & Time(s):</i>	
<i>Credits:</i>	1.5
<i>Contact Hours:</i>	0.5 lecture, 8 clinical
<i>Instructor's Name:*</i>	
<i>Student Hours (Formerly Office Hours) & Location:</i>	
<i>OCC Phone:</i>	
<i>OCC Email:**</i>	
<i>Additional Contact Information:</i>	

*Please call me NAME; it is my preferred name. If you have a preferred name, please let me know so that I can use it. My pronouns are she and her. Please let me know yours so that I can use them.

**Please only use your student OCC email to contact me.

Health & Safety Information:

Please note that while unlikely, there is a possibility courses might need to change the delivery method due to public health concerns. If this happens, the college will communicate any changes via email and/or other communication methods.

If you are not able to come to class because you are ill, please let me know as soon as possible. When possible, class materials will be available through Blackboard, Teams or Zoom. I will do my best to make special arrangements for you to make up the work you missed, if practicable.

Currently, masks are permitted to be worn on campus and in the classroom, but not required; however, this requirement may change depending on circumstances. If changes to the course delivery method are made, you will be informed via email and/or other communication methods as appropriate.

Classroom Admittance:

OCC classes (e.g., traditional, land-based, laboratory, hybrid, asynchronous online, synchronous online) shall only be attended by the officially registered OCC students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) for specifics.

Classroom Attendance for F2F, SWD, or WEB Classes:

Face-to-Face Classes: class may be scheduled online or in person. The syllabus will state where each class will be held. Any changes to the syllabus scheduled will be provided by the instructor with at least 24 hours' notice.

For any changes, students must talk with their instructor first and then their advisor.

Technology, Lab Requirements, & Files:

The Blackboard Learning System is an online course environment available for all Owens courses, even those that are not web-based. Blackboard offers students a resource where they can communicate and collaborate with instructors and fellow students outside of the physical classroom. The Radiologic Technologies Department integrates Blackboard into each course, and it is essential for all students to become familiar with the system. Check the STUDENT HELP AND RESOURCES tab on the blackboard shell for information on technical support and Software/Hardware requirements for utilizing Blackboard to complete assignments and communicate with peers and faculty.

Calculators: Please be sure that you have a calculator available as necessary for lecture class and testing sessions. Cell phones/iPads or laptops may be used for testing but may not be used as calculators. When testing, the Respondus calculator will be activated.

Specific download and installation Instructions are posted in Blackboard:

General Information:

Student Code of Conduct:

All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct:

All students, faculty, and staff are expected to follow Owens Community College's [Anti-Discrimination and Harassment Policy](#) and the College's [Title IX Policy](#)/Sexual Misconduct

Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations:

A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a **written email** notice with the specific dates for an absence and must do so not later than fourteen (14) days after the first day of instruction.

Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs:
provost@owens.edu

*The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection:

Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of general education or program assessment. Please save all your class materials until the end of the semester.

What Will I Learn in This Course:

Catalog Description:

RAD 104 – RAD Directed Practice IV

The fourth clinical course which offers opportunities for application of program concepts. Requires participation in the performance of all aspects of patient care and radiographic imaging under the supervision of clinical staff. Satisfactory completion of clinical competency with continual refinement of the competencies achieved is required.

Co-requisite: RAD 114 and ENG 111 or ENG 111P

Prerequisite: RAD 103

Credits: 2(Lecture: 0.5 Clinical: 8)

School: School of Nursing & Health Professions

Department: Radiography Dept

Course Materials:

1. Owens Community College Radiologic Technology Department Procedure Manual
2. Owens Community College 1st year Notebook
3. Shoener, Rebecca, RAD Notes, 2011.

OER and Owens Community College Library Resources (Open Educational Resources are free online materials for instructor and student use. Some OER material may be available in print in the Owens Community College Library.)

Course Objectives:

The course will

1. Offer students opportunities to participate in effective communication, utilize professional behaviors, and provide patient care in the clinical setting.
2. Provide planned experiences which require students to practice and refine the technical skills necessary for a radiologic technologist.
3. Provide opportunities for students to complete the clinical competencies required of an accredited radiologic technology program.
4. Provides opportunities for application of learned concepts in the clinical setting

Student Learning Outcomes:

The student will

1. identify the basic devices of the radiographic equipment and computer mechanisms (computed and digital radiography) as well as utilized them to produce radiographic images.
2. identify, and discuss the function, construction and optimal use of radiographic imaging accessories.
3. identify anatomical structures related to clinical competencies successfully completed in this and previous courses.
4. perform radiographic procedures in the clinical setting as permitted using the direct and indirect supervision guidelines.
5. demonstrate the technical competency and professional characteristics expected of a student radiologic technologist.

What Will Our Classroom Environment Be Like?

Respectful Class Communication:

Our classrooms are a safe space. Faculty and students show respect for each other in class and all communication. There is also a short power point on the Blackboard info tab regarding polite, professional email communication.

Inclusion (or DEI) Statement:

We support an inclusive learning environment where diversity and individual differences are understood, respected, appreciated, and recognized as a source of strength. Students in this class are encouraged to speak up and participate during class meetings. Because the class will represent a diversity of individual beliefs, backgrounds and experiences, every member of this class will show respect for every other member of this class while we demonstrate diligence in understanding how other peoples' perspectives, behaviors and worldviews may be different from their own.

Social Media Use:

The use of YouTube, Facebook, Instagram, Twitter, Discord, SMARTkapp or any other internet share site to distribute any course, campus lab, or clinical photos, audio recordings, or video recordings is prohibited unless written permission is received from all people involved. Using these sites to display comments about faculty, peers, staff, and/or patients is in conflict with our Inclusion Statement. Such comments may result in disciplinary action. Written permission involves completion of "OWENS COMMUNITY COLLEGE CONSENT FORM".

How Will Your Grade Be Determined and What Are the Major Assignments for the Semester?

Weighted Grade Scheme:

Breakdown of Course Grades

Calculation of Course Grade:

Final Clinical Evaluation	88 points	40%
Clinical Competency (Clearances)	88 points	40%
Attendance	<u>44 points</u>	<u>20 %</u>
TOTAL	220 points	100%

A course grade of “C” (76% 167 points) or better is required for continuation in the program

Grading Procedure:

93 – 100%	(204-220 points)	A
85 – 92%	(186-203 points)	B
76 – 84%	(167-185 points)	C
60 – 75%	(132-166 points)	D
59% or below	(131 and below)	F

A course grade of “C” (76% 167 points) or better is required for continuation in the program.

What Are Student & Instructor Responsibilities?

Instructor’s Responsibilities:

Attendance/Class Time:

We will be respectful of your time and begin and end class on time. If class needs to be canceled for any reason, I will notify students as soon as possible by email announcement. If a change in the platform is changed to virtual or to in person, I will notify you via email at least 24 hours in advance.

Grading Assignments:

Assignments that are submitted by the due date will be graded and returned/recorded in the Blackboard grade center within 7 days. Assignments that are submitted after the due date *may* take up to 10 days before I am able to grade it.

Answering Emails:

I will do my best to respond to your emails within 12 hours on weekdays and within 48 hours on weekends. Please use your Owens email account to contact me.

Announcements:

I will post any updates and/or reminders on the Blackboard Announcement page, as well as send it out to your Owens email account.

Student Hours:

These posted times (posted on blackboard under instructor) are designated for me to be available to meet with and assist you, outside of normal class time, with any concerns/questions you may have regarding this course or program.

Facilitating Successful Completion of the Course:

I welcome questions, concerns, and experiences relevant to the topic, course and/or professional field. We learn from each other. If appropriate, I encourage you to share and ask during class. If not, please see me during student hours or email me. If there is a need, I will reach out to the student or class to address that need. I will make referrals to other campus resources as needed. I am aware that life is happening, and this class is not the only thing you have going on.

Student Responsibilities:

Attendance/Participation:

Class discussions, activities and participation are an integral component of learning and understanding the course material and therefore, attendance is expected in this class. If you are going to be absent, please notify the appropriate instructor prior to missing the class, if possible. Please look at the assignment calendar to see what was missed (topic, assignments, etc.), review the power points and contact the instructor if you have any questions. Class will begin on time, so please plan accordingly. It will only become an issue if your lateness becomes habitual: 5 points could be deducted from your final grade.

Make Up Tests

A make-up test consisting of fill in the blank questions and answers may be administered if a student misses a regularly scheduled examination. To receive maximum credit, the student should notify the instructor at least 30 minutes prior to the scheduled testing time. If no notification is received, the student will receive a five (5) point reduction from the score of the make-up examination.

Inclement Weather

In the case that the campus closes due to inclement weather, online lecture may take place at the discretion of the instructor. Communication from instructor will be sent out the day of.

Assignment submission:

Students are to be familiar with the assignment calendar and how to submit assignments (on the assignment instructions on the blackboard shell). If you are unable to submit an assignment by the end of the day on the due date (on assignment calendar), you are encouraged to still submit it. Although full credit *may not* be given if the assignment is late, you will be able to earn *at least* partial credit.

Check Email/Blackboard Shell:

Any announcements and updates will be sent to your email and/or posted on the Blackboard shell. Students are encouraged to check their email *at least* once daily and to log into their Blackboard shell several times a week to remind themselves of upcoming assignments, etc.

Tests/Quizzes:

All dates for assignments and tests are listed on the assignment calendar. All tests and quizzes will be administered on Blackboard and taken during the designated class time. Please bring

your laptop/tablet with you on these days with Respondus software loaded. If you do not have a device, please let us know ahead of time and we will make other arrangements for you.

Phones:

We have found phones to be a distraction in class. Please silence your phone and keep it out of sight. However, there may be circumstances you may need your phone available for personal reasons. If this is necessary, please be discreet and leave the classroom.

Contacting the Instructor:

Email is the best way to reach me, outside of student hours. Please include your course number and section in the subject line.

Asking for Help/Clarification:

I expect questions and that is ok. **Unless I am told otherwise, we will assume that every student understands everything said in class, on the Blackboard shell and through emails.** Sometimes the best thing you can say is “I am not following this concept” or “I have no idea where to begin with this assignment.” All classes, and courses in this program, will build on and further develop the information we discuss. Please reach out as soon as you have questions or need clarification.

How Does the College Support Us?

Students, please use this [link](#) for a listing of support resources such as **Campus Resources, Campus Life, Getting Around Campus, and Security.**

Instructor Discrepancies:

If at any time throughout the semester you have a problem with the course and/or instructor, contact the instructor. If the issue cannot be resolved after discussion with the instructor, see the Department Chair: NAME, OFFICE, TELEPHONE, or EMAIL.

Lecture Class Assignments

All assignments and testing will be submitted online in the RAD104 course shell.

DP Final Clinical Grade

The Final Clinical Evaluation is worth a maximum of 88 points or 40% of the course grade. The course instructor may consider the input from the clinical evaluations completed by clinical staff, the Clinical Instructor and the Clinical Coordinator when calculating the Final Clinical Grade. Students repeatedly earning scores of 1 or 2 on one or more of the evaluation points on the evaluations completed by clinical staff may not pass the course.

Clinical Competency (Clearances)

Clearances are worth 88 points or 40% of the course grade. At minimum, 8 program clearances must be successfully completed in this course as stipulated on the clearance record form. This, added to the required clearances earned in RAD 101, 102, and 103 will result in a minimum program total of 25 (or more) clearances.

Though not required, students who desire to enhance their course grade, may repeat clearances previously earned in RAD 101, 102, and 103. Clearances may be repeated only one time during the first year of the program. Clearances over the course total of 9, program total of 25, will increase the points earned in this section.

The clearances will be limited to procedures that have been successfully demonstrated in the college laboratory. In addition, two anatomy clearances must be successfully completed. For any procedure in which the clearance is earned, but the anatomy clearance is not passed, the student will be required to successfully complete the clearance again. Anatomy clearances may not be repeated.

Clearances Earned	Points Earned
12 or more, program total of 19 or more	88
11, program total or 18 or more	85
10, program total of 17 or more	82
9, program total of 16 by DATE	79
9, program total of 16 after DATE	76
Less than 9, program total 16 after DATE	0

Patient Positioning Policy for RAD 101-102-103-104

In order to participate in patient positioning during clinical examinations, students must first demonstrate competency by successfully completing the following requirements:

- **Practical examination,**
- **Image identification, and**
- **Bontrager examination**

Additionally, a formal notification email must be sent by the **lab instructor** to the **clinical preceptor** before the student is permitted to perform any positioning in the clinical setting.

- At the beginning of **RAD 103**, students are authorized to position patients for **chest, abdomen, upper extremity, lower extremity, shoulder, hip, pelvis, IVU, and gastrics** radiographic examinations.
- As students advance through **RAD 114**, and once the required instructor email has been sent, students may begin positioning for **lumbar, sacrum, coccyx, cervical, thoracic, ribs, sternum, and headwork**.

Compliance with this policy is mandatory and ensures both student readiness and patient safety in the clinical environment.

Clinical Attendance

Attendance is worth 44 points or 20% of the course grade. During this course, students are expected to be present as scheduled with no absences and no incidence of tardy and no incidence of leaving early. Any missed time, including tardiness and leaving early, must be made up after the last day of the semester. Students may not be in the clinical education centers when the college is closed. Please refer to the Radiologic Technology Department Procedure Manual for all attendance and make-up time procedures. Perfect attendance will enhance the course grade. **Each instance of tardiness will have a 2 point deduction from the 44 point total for attendance.**

Number of Days Present	Points Earned
14 = # of clinic days in this course	48
14/1 tardy/leave early	44
13	42
12	40
11 or less	0
2 nd tardy/leave early or more	
Each instance of tardiness or leaving early	- 2 points

Students are responsible for their attendance which documents the actual time of arrival and departure each day. Students must clock in and out utilizing the Trajecsyst website. (www.trajecsyst.com). Whenever students clock in at other than scheduled clinical times, they must document a reason for doing so in the “Notes” section.

For students absent more than two (2) days during this course, a grade of “D or F” will be assigned. Students are expected to be punctual and arrive in the clinical area ready to participate prior to the assigned time. Students are expected to remain until the scheduled clinical day has ended. The last regular day of clinical education is **DATE**.

A course grade of “I” (incomplete) will be assigned if all course criteria are not met by **DATE**. The deficiencies must be completed by the beginning of the next semester.

All assigned clinical time and requirements for RAD 103 must be completed before a grade is assigned and must be completed prior to the beginning of RAD 201. Students are expected to begin their makeup time the Monday after the last day of clinic for RAD 104. The deadline for all course requirements is **DATE at TIME**. Failure to meet this deadline will result in grade of “D or F” for the course.

In addition, the following course requirements must be submitted or a grade of “I” will be assigned:

1. Surgery introduction checklist in Trajecsyst.
2. Four clinical evaluations from staff
3. One signed clinical preceptor evaluation at the end of the course
4. One clinical instructor evaluation; prefer 2
5. One clinical self-evaluation
6. Two anatomies
7. Clinical Goals
8. Technique assignment in lab

Surgery introduction documentation

Students must complete the OR Introduction documentation checklist in clinic as found in the clinical notebook by the end of the **seventh week of the course**. The radiography students should review skills learned in RAD 102 and 103. In addition, students should practice manipulating the C-arm and begin to perform procedures in OR under the direct supervision of a radiographer.

Clinical Evaluations from Staff

It is the students' responsibility to request and remind the clinical staff to complete clinical evaluations at least every other week. At minimum, evaluations are due on the second, third, fourth and sixth weeks of the course. The feedback provided by staff evaluations must be reviewed as soon as possible, but within the week. This feedback should be utilized by the student to develop a plan for continued clinical progress.

Clinical Preceptor Evaluation

During clinical education, students will be evaluated at least once by the clinical coordinator. Assessment will be based on the students' level of achievement relative to the level of experience in the general areas of technical competency and professional characteristics. Please refer to the *Clinical Education Evaluation* form for specific points of evaluation.

Clinical Instructor Evaluation

During your clinical education, students will be evaluated by their clinical instructor at least twice. Assessment will be based on the students' level of achievement relative to the level of experience in the general areas of technical competency and professional characteristics. Please refer to the *Clinical Education Evaluation* form for specific points of evaluation.

Inclement Weather

In the event that we have inclement weather and the college CLOSES, directed practice will be CANCELLED. If Owens does NOT close and we have inclement weather, it is at the DP instructors discretion on whether or not to hold class online or in person.

Self-Evaluation (BB under Self Eval)

Students must submit a self-evaluation. This assignment will be completed in class near the end of the course.

Clinical Goals (BB under Goals)

Students must document their clinical goals. This assignment will be completed on blackboard prior to the second week of the course. It will be reviewed regularly for updates to discuss progress.

Online vs In person Class

Class may be scheduled online or in person. It will be stated on the syllabus, but can be changed by the discretion of instructor with 24-hour notice.

Professional Behaviors Assessment

Students may have a Professional Behaviors Assessment form completed in clinic sometime during the course. Please refer to the *Professional Behaviors Assessment* form for specific points of evaluation.

Patient Confidentiality

All patients / clients including relatives, friends and acquaintances have the right to have all information regarding their medical history, treatment, care and prognosis remain confidential. The student will not retrieve, divulge, discuss or remove any patient information without prior approval of the supervising technologist.

When confidential information is being used for educational purposes, all identifying information must be removed from any medical record or diagnostic image prior to removal from the clinical education center.

When removing medical records from a clinical site, the student must follow the medical records removal procedure as found in the procedure manual. Any infraction of this procedure may result in a Group I Violation of Academic / Professional Standards leading to immediate, permanent dismissal from the program and the School of Nursing and Health Professions. No part or whole accession number can be entered into Trajecs.

As a member of the Medical Imaging Technologies Department you represent not only the college, but also the affiliating hospital in your contacts with the patients, visitors and members of the community. The impression you leave with each person is very important to the hospital and all the people involved in the health care team as well as your fellow students. The clinical affiliation reserves the right to refuse admission to any Radiologic Technology student who is involved in any activity not considered professional or conducive to proper patient care.

Personal and Patient Safety

For the protection of the student and patients, whenever there is the potential of contact with body fluids or blood, standard precautions must be followed. Depending on the clinical situation, the use of gloves, mask, gown and goggles will be required. At any time you have a question regarding a specific clinical situation, ask the supervising technologist or clinical coordinator.

Radiation Monitoring Devices

Students will be assigned one radiation monitoring device from the College and are responsible for wearing this device whenever assigned in the College energized lab or in the clinical site. Students are responsible for changing the device quarterly. Students must change the monitor before the tenth (10th) of that month. See the College department secretary for the new monitor. Students will be called out of clinic in the event the device must be changed and make up time will be required.

Clinical Start Date: DATE

Clinical End Date: DATE

Last Updated DATE: This is just to give you a guide as to what we are going to cover in this course and when.

Assignment Calendar

Week/Date	Topic
1) DATE	Clinical Attendance – 16 Hours per week Classroom topic: Requirements for Semester/Syllabus/discuss surg intro documentation/goals completed in class
2) DATE	Clinical Attendance – 16 Hours per week Classroom topic: Speaker/Rachel-Vet Radiologist Staff Evaluation Due
3) DATE	Clinical Attendance – 16 Hours per week Classroom topic: Alzheimers Speaker Staff Evaluation Due
4) DATE	Clinical Attendance – 16 Hours per week Classroom topic: Ray Skudlerik-Mobile Xray Speaker Staff Evaluation Due
5) DATE	Clinical Attendance – 16 Hours per week Classroom Topic: Touch base with students progress
6) DATE	Clinical Attendance – 16 Hours per week Classroom topic: practice positioning in labs/technique practice in labs Staff Evaluation Due Self Evaluation Done in class-submit via BB
7) DATE	Clinical Attendance – 16 Hours per week DATE - LAST DAY OF CLINICAL Classroom topic: Individual meetings OR Introduction documentation Checklist Due
8) DATE	Classroom Topic: Individual meetings times TBD NO CLINIC THIS WEEK-FINALS WEEK

Disclaimer: "The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course."