Course Syllabus: RADS 3053-201
Robert D. & Carol Gunn College of Health Sciences & Human Services
Department of Radiologic Sciences

Revised 12/2021

Course Information

Name: Radiographic Procedures
Credit Hours: 3
Class Lecture: 3053 X201 - Monday, 8:00-9:50 a.m. Centennial Hall Room 340
Laboratories: 21A – TR, 1:00-2:50 p.m.
21B – TR, 3:00-4:50 p.m.
21C – WF, 8:00-9:50 a.m.
21D – WF, 10:00-11:50 a. m.

Prerequisite: RADS 3043

Professor

Mandy Sedden MSRS, RT(R) Assistant Professor, Radiologic Sciences

E-mail: mandy.sedden@msutexas.edu
Use this format in the subject line: 3053_your last name_topic of the message
E-mail is the best way to me. If I haven't responded within 72 hours, please email me again.

Phone: (940) 397-4664
Office location: Midwestern State University
3410 Taft Blvd
Centennial Hall 430M
Wichita Falls, TX 76309

Office hours: Please make an appointment by e-mail.

Lab Instructors: Mandy Sedden, MSRS, R.T. (R), Assistant Professor
Debra Wynne, MSRS, R.T.(R), Assistant Professor
Robert Comello, M.S., R.T.(R), Associate Professor
Rachel Whatley, MSRS, R.T.(R), Assistant Professor

Course Communication

Contact information for the professor is listed above. The professor prefers email so there is a record of the communication and often the professor is away from her desk.

3053_your last name_topic of message

Example: 3053_Smith_Quiz 1 Question

When there is a need to contact a student, the professor will use the student's, students.mwsu.edu, email account. The professor is not responsible for sending emails to any other email account (set up your email to forward messages to an email you check often to avoid potentially missing any correspondence). Faculty members will not be responsible for keeping up with other email addresses for students. If you have not established this account or you need help forwarding messages, do so as soon as possible by contacting information systems.

The professor will respond or at least acknowledge all student communications within five (3) business days. If this time period will be longer because the professor is out of town or other reason, a news item will be posted online in D2L for the class. Please always give the professor the time asked for to respond before repeating your request. Always include your course number and topic in the subject line of the email.

Course Description

This course includes a continuation of radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology.

Course Objectives

The student will define radiographic positioning terms; manipulate equipment properly; position and align anatomical structure and equipment; and evaluate images for proper demonstration of anatomy and pathology.

Course Material

Required Text:

Lampignano, John P. & Kendrick, Leslie E. (2018) Textbook of Radiographic Positioning and Related Anatomy 10th ed.) ISBN: 9780323653671

Recommended Text:

Lampignano, John P. & Kendrick, Leslie E. (2018) Handbook of Radiographic Positioning and Techniques (10th ed.) ISBN 978-0323694223

Radiology identification markers

Attendance

The student has a responsibility to attend all lecture and labs at the designated time of that class or lab. If a student does not, they will be classified as absent. The following criteria of those classifications are solely those of the instructors of this lecture and lab.

Defined Tardiness (Lecture/Lab)

Any student that arrives to lecture/lab 5 minutes after the starting time designated in the university catalogue of lecture/lab will be considered tardy. If the student arrives tardy a total of two (2) times (to lab and/or lecture), the student will be penalized in the form of one (1) unexcused absence. **There will be no exceptions to this policy.**

Defined Absence (Lecture/Lab)

A student will have ten (10) minutes after the designated starting time to be present in lecture/lab. If the student is not present at that time, he/she will be considered absent. The student will be marked as having an unexcused absence from lecture/lab. Three (3) unexcused absences **will** result in failure of the course and possible dismissal from the program.

The student should send an email to the professor as soon as they know they will not be in class/lab.

A student will be considered as having an excused absence from lecture/lab if the following criteria have been established:

1. Death of an immediate family member**.** An immediate family member is considered to be a grandparent, parent, sibling, spouse, in-law, aunt, uncle, or child.
2. Summons to appear in court or jury duty. A copy of the summons is required.
3. Call to military service. A copy of your orders to report is required.
4. University sponsored event. Members of athletic teams, college bowl participants, etc. will be excused with proper notification.
5. Debilitating Illness/Disability or Other Circumstance. Will be addressed on an individual basis and a doctor's note will be needed.

If a student is affected by an illness that is not debilitating (i.e. flu, viral infection) which may result in the student missing one or more consecutive lecture/lab sessions, that student will be marked as unexcused for the amount of days missed **unless a doctor's note is provided.** A doctor's note **must** have a statement to the affect that you were seen in the office, **and/or** you are cleared to return to classes. It **does not** have to state what you were seen for.

Personal Appointments

Students **must** refrain from making appointments that will take them out of lecture/lab. Routine doctor or dentist visits are an example of this. If you leave lecture/lab early because of an appointment, or for any other reason, the occurrence will be treated with the same regard as an unexcused absence. However, unexpected events do occur and will be addressed on an individual basis.

Requesting a Withdrawal

The last opportunity to drop this course with a grade of "W" is 4:00pm on March 21. All withdrawals must be initiated by the student. After this date dropping the course results in a grade of "F".

In an emergency or extenuating circumstance, a student may request a grade of "Incomplete" before grades are submitted. If the professor grants the "Incomplete," the student has until thirty (30) days after the beginning of the next long semester to complete the course requirements. If the student does not complete the course requirements within the deadline, the grade of "Incomplete" will automatically convert into a grade of "F".

Special Needs

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

The Office of Disability Services (ODS) provides information and assistance, arranges accommodations, and serves as a liaison for students, professors, and staff. The ODS has assistive devices such as books on tape, recorders, and adaptive software which can be loaned to qualified individuals. A student/employee who seeks accommodations based on disability must register with the Office of Disability Services in the Counseling Center; Clark Student Center Room 108. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation based on a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, the Office of Disability Services for resolution will provide advice and/or assistance. The grievance procedure may be found in the Student Handbook and Activities Calendar.

The Director of the Counseling Center serves as the ADA Coordinator and may be contacted at (940)397-4618, TDD (940)397-4515, or 3410 Taft Blvd., Clark Student Center Room 108.

Administrative Process

Unresolved issues related to this course should be first addressed between the student and the course professor. If there is no resolution, students must follow this sequence:

1. Department Chair – Beth Veale (940-397-4575)
2. College Dean - Dr. Jeff Killion (940-397-4594)
3. Dean of Students – Matthew Park (940-397-7500)

Honor System

RADS 3053 adheres to the MSU Code of Conduct.

In particular, academic dishonesty, however small, creates a breach in academic integrity. A student's participation in this course comes with the expectation that his or her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the current Student Handbook for answers to any questions about the code.

All components of RADS 4913 are designed to represent the efforts of each student individually and are NOT to be shared, copied, or plagiarized from other sources. When students submit their efforts for grading, they are attesting they abided by this rule.

An online plagiarism service will be used in this course. Student assignments will be uploaded to the service for identification of similarities to other student papers and published works.

Cheating includes, but is not limited to

- Use of any unauthorized assistance in taking quizzes, tests, or examinations;

- Dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems, or completing other assignments; or
- The acquisition of tests or other academic materials belonging to the university faculty or staff without permission.

Plagiarism includes, but is not limited to

- The use of, by paraphrase or direct quotation without correct citation in the text and in the reference list,
- The published or unpublished works of another person.
- Students may NOT submit papers and assignments that they have previously submitted for this or other courses.
- The use of materials generated by agencies engaged in "selling" term papers is also plagiarism.

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in this class. Whenever a student is unsure of whether a particular situation will be interpreted as academic dishonesty, he/she should ask the professor for clarification. If students are guilty of academic dishonesty, a grade of zero (0) will be given for the quiz, assignment, etc. Cases may also be referred to the Dean of Students for possible dismissal from the university. Students are encouraged to review the tutorials and suggested websites for more information about plagiarism. If you have any questions about what constitutes plagiarism, please consult:

- The University Academic Dishonesty Policy
- The website Plagiarism.Org, or
- The professor

Please Note

By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include, but shall not be limited to the right to reproduce the student's work/project in order to verify originality and authenticity, and for educational purposes. Specifically, faculty may submit student papers and assignments to an external agency to verify originality and authenticity, and to detect for plagiarism.

Senate Bill 11

Senate Bill 11 Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's campus carry webpage. If you have questions or concerns, please contact MSU Chief of Police Patrick Coggins by email at mpatrick.coggins@msutexas.edu.

Classroom and Laboratory Expectations

Students should practice professional behavior in the classroom and laboratory equal to what is expected in the work force. Failure to fulfill this expectation will result in the student being removed from the classroom and/or laboratory.

Cell Phone or other Electronic Devices
Cell phones should be silenced when the student is in the lab or the classroom.

Lecture/Lab Testing:
If students are caught with cell phones and/or smart watches during lecture/lab testing, they will be asked to leave, receive a zero for the test, and will be subject to possible dismissal from the radiologic sciences program. Students will also be subject to the disciplinary process of the University.

Lab Attire:
Scrubs or appropriate athletic attire are to be worn while participating in the laboratory session. **NO** civilian clothing (i.e. Jeans and Bling) of any type shall be worn. Failure to abide by the dress code will result in the student being sent home, resulting in an unexcused absence being charged against the student. Jewelry should be kept to a minimum.

NOTE: During lab testing, a grade of zero (0) will be assessed for not being properly prepared for lab. This includes proper attire, markers, and any other necessary items. Jewelry is to be kept to a minimum.

Radiation Protection:
Radiographers have a solemn responsibly regarding safe administration of ionizing radiation. To that end the student must demonstrate personal responsibility by wearing the film badge assigned at all times while in the laboratory. At the completion of the laboratory time, the film badge must be placed back on the rack before leaving the lab. Film badges are to **NEVER** leave the procedures lad classroom. In addition, the student must use correct shielding, proper technical factors on all laboratory examinations and properly question female patients regarding pregnancy. The student will correctly identify the patient in an effort to ensure the student has the correct patient for the correct examination prior to irradiation.

Personal Hygiene:
Consideration of patients and others that you may come in contact with is a basic critical element of the Standard of Care and professionalism.
Strong or offensive odors will not be tolerated. If it is determined that the student's personal hygiene is inappropriate; disciplinary action may be taken and could include:

- Dismissal from class
- Counseling
- Possible reduction in grade
- Dismissal from the program

ASSESSMENT PROCEDURES

Equipment assessment: You will be expected to learn the equipment in all 4 lab rooms.

Assessment will be in the form of written exams and performance exams. Unit examinations may contain multiple choice, true-false, fill-in-the-blank, essay, diagrams, identification of radiographic anatomy, or other testing methods. These exams will primarily cover material presented in the unit lectures and labs. All material from RADS 3043 is testable material in RADS 3053.

Test times are identified in the agenda of the syllabus. If a change is made from the testing schedule, the instructors will announce the change in the lecture class and on D2L. In addition to lecture testing, you will have performance testing during the laboratory session. This testing will consist of performance evaluations by the instructors as well as peer review. Please remember that **you will not be able to make-up missed lab quizzes**. The score for a missed lab quiz will be a zero.

Emergencies do occur, and students are expected to call the instructor at their earliest convenience with the situation being addressed according to individual basis. If previous arrangements have not been made, the grade will be zero for that test.

Travel:

You will not be able to make up the comprehensive final for the lab or lecture so **please do not schedule travel until after the end of finals week. Finals are generally not announced until close to the end of the semester.**

Evaluation

This professor does not round up grades.

Grade Distribution

- 25% Lab Exams
- 25% Unit Lecture Exams
- 25% Lab Final
- 25% Comprehensive Final

Grade Scale

- A=100-90
- B=89-80
- C=79-75
- D=69-60
- F=59 and below

Laboratory test grades:
Will be discussed by the grading instructor at the time of the test. Laboratory grades are subject to change upon review (either up or down). Lab test grades will be based on the following criteria.

Grading scale for lab testing: *Revised December 2020*

Communication is a 3-2-1-0 score range.
Elements: (A) Check for correct patient and Apply AIDET Principles, (B) Check for pregnancy (if applicable), (C) Be conversational during exam

3=All elements were addressed
2=If any one of the three elements is omitted.
1=If any two of the three elements are omitted
0=If more than two are omitted

A—Acknowledge the Patient
I----Introduce yourself
D---Length (duration) of exam
E---Explain the procedure
T---Thank them for coming

Tube/Part/IR alignment is 3-1-0 score range.

3=If TPIRA doesn't result in a repeat and passes through the anatomy at the required area.
1=Off but not a repeat.
0=If TPIRA (regardless of side) would be repeatable.

Patient Position is a 5-2-1-0 score range.

5=Correct position corresponding to side/position drawn
2=Slightly off but not enough for a repeat
1=Patient position is correct, just incorrect side (however, repeatable)
0=Patient position incorrect and must be repeated

SID is 2-1-0 score range.

2=If SID is exact
1=If SID is within 4" in any direction
0=If SID is over 4" off in any direction (repeatable)

Collimation is a 1-0 score range.

1=Collimated to within 2" border of needed anatomy allowing for marker placement
0=If collimation is not set, noticeably exceeds anatomy plus marker, or excludes anatomy or Marker (any exclusion of anatomy or marker is a repeat)

Marker is a 1-0 score range.

1=Marker is anatomically correct and within collimation
0=Marker is incorrect right to left indicator, side of patient incorrectly identified (repeatable)

Professional Conduct is a 2-1-0 score range.

2=Maintaining a respectful interaction with patient and Professor (even discussing grade)
1=Not maintaining one or the other of the above
0=Exhibits melt down/loss of control.

Technical Selection & Technique: (to include bucky selection and anatomic part. (disregard FS and AEC)

Control Panel is a 2-1-0 score range.

2=Control Panel is totally correct
1=If any one of the above is omitted or the incorrect bucky selected
0=If control panel selections, or no selection at all would result in a repeat (repeat)

Radiation Protection is a 2-1-0 score range.

2=Radiation Protection used and is correctly placed
1=Radiation protection used but not effective
0=Radiation Protection not utilized.

IR Exchange is a 2-1-0 score range.

2=Exchange is made with cassette behind lead barrier (control area)
1=Exchange is made but cassette is left across the room
0=Exchange is not made. (repeat)

Patient Safety is a 4-2-0 score range.
Elements: (A) Patient Escorted into room, (B) Patient Assisted on/off; in/out of table or chair,
(C) Equipment in radiographic room does not create a danger to the patient.

4==All elements were met

2==One element was not met
0==Two or more elements were not met

In the Spring semester, the point value for a **repeat** changes to **7**pts for a non IR exchange, then both exams receive the repeat but only one receives the exchange.

25 Points per position, 100 Points for all four positions
Repeats are 7 points.

TENTATIVE COURSE AGENDA

Week of	Lecture: Monday 8:00 AM	Corresponding Lab
Jan. 10	Abdomen & Chest	Abdomen
Jan 17	Holiday No lecture	Chest
Jan. 24	Ribs & Sternum	Ribs & Sternum
Jan. 30	**Unit Four Exam**	Unit Four Lab Testing Tuesday- 1:00 Wednesday- 8:00 Regular Lab on Thursday and Friday
Feb. 7	Cervical Spine	Cervical Spine
Feb. 14	Thoracic Spine	Thoracic Spine
Feb. 21	Lumbar Spine	Lumbar Spine
Feb. 28	Sacrum, Coccyx, & SI Joints	Sacrum, Coccyx, & SI Joints
March 7	**Unit Five Exam**	Unit Five Lab Testing Tuesday- 1:00 Wednesday- 8:00 Regular Lab on Thursday and Friday
March 14-18	**SPRING BREAK**	**SPRING BREAK**
March 21	Skull & Sinus	Skull & Sinus
March 28	Orbits & Mandible	Orbits & Mandible
April 4	Facial, Nasal, & Zygos	Facial, Nasal, & Zygos
April 11	Review	
April 14-15	**Easter Break**	**Easter Break**
April 18	**Unit Six Exam**	Unit Six Lab Testing Thursday- 1:00 Friday- 8:00
April 25	Comprehensive Final Lecture Exam Monday	Comprehensive Lab Testing Thursday- 1:00 Friday- 8:00