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Radiologic Technology Syllabi Fall 2020

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2020

RADT 260 Special Procedures

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XAVIER UNIVERSITY
**RADIOLOGIC
TECHNOLOGY**

College of Professional Sciences

**SPECIAL PROCEDURES – RADT 260 / 2 cr. Hours
Fall 2020 – Workbook Chapters Revised**

Instructor: Donna J. Endicott, M.Ed., R.T. (R), 188e Cohen Hall
(513) 745-3358 office or (513) 310-4086 cell or Endicott@xavier.edu

Textbook: “Principles of Radiographic Imaging” by Carlton and Adler
Merrill’s Atlas of “Radiographic Positioning and Procedures” by Frank
“Radiographic Anatomy and Procedures” Workbooks by Frank
Note: NO used workbooks! Exception –if NO handwriting in the workbook

Office Hours: Thursday, 11:30 to 1:00 or see me right after class to schedule a time or email me a request to set up a time. Remember my office is located in the Cohen Center so make sure you understand where to meet with me.

Mission Statement

The mission of the Radiologic Technology Program is to prepare the student to enter diagnostic imaging as an entry-level radiographer. Consistent with the Jesuit tradition of rigor and compassion based on the highest ethical standards, graduates of the Xavier University Radiologic Technology Program have the necessary skills to integrate theoretical knowledge and essential clinical skills to perform radiologic procedures and provide appropriate patient care.

Course Goal: To introduce the students to special imaging of the body systems with or without the use of contrast media. To understand how the tomographic images are produced. To understand the need of specialized equipment used in the special procedures area.

Objectives: At the completion of this course, the student will be able to:

1. Discuss the different types of radiographic contrast media and their contraindications. (Cc)
2. Identify the anatomical structures demonstrated and filming procedures for the following examinations: myelography, arthrography, pharynx, larynx, sialography, biliary, reproductive systems, obstetrical, and mammography. (Cc)
3. Discuss the differences in the radiographic equipment, room space, and radiographic supplies needed in the special procedures area. (Cc)
4. Discuss the principles of tomography and explain the terminology used for the tomographic procedures. (Cc)

Grading: Students may earn of total of 830 points.

Class Participation (50 points)

Test (5) (500 points)

Work Book (80 points/11 each ch.)

Final Examination (200 points)

Calculating your grade: Students may earn of total of 830 points in this course. To calculate your grade at any time during this course you can add together all of your “earned” points and then add together your “required” points. Divide the number of your earned points by the number of required points.

Example: Earned points you received:	Course Assigned points:
45 points for participation	50
80 first test	100
<u>92</u> second test	<u>100</u>
Totals 217	250

217earned points/250 assigned points = 86.8 or B-

Didactic Grading Scale:

A 95 – 100	A- 93 - 94	B+ 91 - 92	B 88 – 90	B- 86 - 87
C+ 84 - 85	C 80 - 83	C- 78 - 79	D 70 - 77	F 0 - 69

Program Requirement: *You must maintain a "C-" or better in this course in order to continue to the next semester.*

Classroom Policies:

Classroom participation: All students will begin the semester with 50 points for participation. It is up to you to keep your points!

During this time of COVID 19 guidelines, the program is following the university’s guidelines. All classrooms on campus are following the social distancing guideline of maintaining desks 6 feet apart. All students are expected to wear a facial mask while in the building including the classrooms. If you are NOT feeling well, stay at home and you can contact the instructor to cover the material missed if you need help or you can Zoom into the class during the regular class time.

Attendance and participation in class is expected unless you are sick. *Good participation* in class includes such activities as being on time for class, asking questions, sharing with classmates what you have observed at the clinical sites, articles from newspapers and answering questions. Class time is your time to learn so make sure you make the most of the learning experience. This includes the “Zoom-In” students. When students are assigned to “Zoom-In”, you are expected to log into class during regular class time. You will need to show your face when you are working online. Examples of *poor participation includes* falling asleep, using your cell phone during class, working on your homework in class, talking to others while lecture is going on or while other students are talking/asking questions to the classmates/instructor, and being rude to fellow classmates. Not participating in class while logging into class while on Zoom.

If you have questions about your participation abilities – ask me! If I notice something you are doing to take away from class discussions, I will talk to you. Depending on your continued actions, classroom participation points will be subtracted which will be – 5 points for each occurrence.

Class Attendance is very important! If you do not attend class, you are not participating in class time. *For every absence (5 points), tardiness (2 points) or leaving early (2 points) points will be subtracted from your participation grade.* If a student misses the third class, I will drop your final course grade one whole letter grade.

Plagiarism and cheating are not acceptable at any time or on any assignment. The following are some examples of plagiarism and/or cheating: copying sentences or phrases from any print or internet source, copying from others tests or assignments, using crib sheets, using the work of other students and passing it on as your own. In accordance with Xavier's Academic Honesty policy, any infraction at all will cause at least a grade of "0" on the test and will likely result in an F for the course, at my discretion and in consultation with the dean. If you have any questions about what is an inappropriate behavior – ask me before you do it!

Missed Tests. If you know you will miss a test for any reason, please let me know as soon as possible and we will arrange to reschedule the test. Most likely, you will need to take the test before the next scheduled class time. All make-up tests will be given in my office – Cohen 188e.

Workbooks. You are required to complete all of the questions at the end of the assigned chapters. You must turn the workbook in on the due date listed below in order to receive full credit for that assignment. All workbooks must be a clean copy! This means NO previous written marks in the entire workbook! You will be given points toward your course grade for completing the assigned chapters which must reflect your work and not the previous workbook owner. (See late assignments)

Late assignments (assigned chapters in the workbook- see dates below) must be turned in on the date they are due to count for all assigned points. If an assignment is turned in the next scheduled class, you will receive only half of the assigned points. After that – no points will be given. All student papers and homework assignments are to be directly handed to the course instructor.

Cell phones will be turned off during class time. If you have a cell phone or another electronic device out during a test I will view this as cheating. I will take your test away and you will receive an "F" for the test. If your phone rings during a class, I reserve the right to answer your phone. In case of emergencies, see me before class starts.

Office of Student Success

The Office of Academic Support offers tutoring, Supplemental Instruction (SI), and study groups. For information about these services, contact Stephanie Daniels at 745-3214 or danielss3@xavier.edu. The OAS is located on the fifth floor of the Conaton Learning Commons, Suite 514.

Students with Disabilities

Xavier University is committed to providing equal opportunity and access to the educational experience through the provision of reasonable accommodations. For students who have an accommodations letter from Disability Services, it is essential that you email the letter and meet with me as soon as possible to discuss your disability-related accommodation needs for this course.

If you have not yet met with Disability Services to arrange accommodations, it is necessary that you do so as soon as possible as accommodations are not retroactive. If you would like information

regarding eligibility for academic accommodations due to barriers associated with a potential disability, please contact Cassandra Jones, Director of Disability Services, by phone at 513-745-3280, in person on the Fifth Floor of the Conaton Learning Commons, Room 514, or via e-mail at jonesc20@xavier.edu to coordinate reasonable accommodations as soon as possible. Please contact Disability Services well in advance of needing an accommodation as the registration process can take several weeks.

It is important to note that any disability-related information including accommodations is confidential

Mental Health Resources

Undergraduate

Life at college can get very complicated. Students sometimes feel overwhelmed, lost, experience anxiety or depression, struggle with relationship difficulties or diminished self-esteem. However, many of these issues can be effectively addressed with a little help. McGrath Counseling Services (located Health United building in the Wellness Center 1st floor) and the Psychological Services Center (located at the Sycamore House) help students cope with difficult emotions and life stressors. McGrath Counseling Services and the Psychological Services Center are staffed by therapists, counselors, and other staff who are attuned to the needs of college students. The services are FREE and completely confidential. Find out more at <http://www.xavier.edu/health-wellness/counseling/index.cfm> and <http://www.xavier.edu/psychologicalservices/welcome.cfm> or by calling (513) 745-3022 for McGrath or (513) 745-3531 for Psychological Services Center.

If you have any questions please feel free to ask me or send me an email message (endicott@xavier.edu).

SPECIAL PROCEDURES 2020 FALL SEMESTER

Aug.	18	Mammography
	20	mammography
	25	Introduction, Contrast Media
	27	continue with contrast Media
Sept.	01	TEST (WB Due: Mammography ch. 18)
	03	Equipment needs for special procedures
	08	Tubes, Catheters, and Lines
	10	Myelography
	15	ACADEMIC HOLIDAY – NO CLASSES
	17	myelography, Discography
	22	continue
	24	TEST (Due: WB – Ch. 14: Spinal Column only)
Oct.	29	Arthrography
	06	Arthrography
	08	Long Bone Measurement
	13	Bone Survey, Bone Age
	15	TEST (Due: WB – Ch. 13)
	17	Larynx, Pharynx

	20	Sialography
	22	continue
	27	Biliary/Pancreatic System
	29	TEST(Due: WB – Ch.3 and 15)
Nov.	03	REMOTE FOR ALL CLASSES
	05	Urinary System
	10	Urinary System
	12	Female Reproductive System
	17	TEST (Due: WB – Ch. 16 and 17)
	19	Obstetrical Exams
	24	continue
	25-29	<i>Thanksgiving Break – NO classes – No Clinicals Nov. 25-29</i>

Nov. 30-Dec. 4 Final Exam Week: ALL REMOTE

FINAL (comprehensive) is scheduled for Tuesday, Dec. 1 at 8:30 – 10:20 am

NOTE: This schedule is subject to change by the discretion of the instructor.