

DI 113 (CRN 332670)

Radiographic Procedures & Positioning: Fluoroscopy

Winter 2022

Instructor	Carley Hansen Prince, M.Ed. R.T.(R)(A.R.R.T.)
Email	hansenc@linnbenton.edu (best way to contact me)
Lecture Location	Virtual Classroom
Lecture Times	Mondays and Wednesdays 1:00 p.m. to 3:15 p.m.
Lab Days	Specific Tuesdays and Thursdays (see schedule)
Office Hours	By appointment; please email to set up a mutually convenient time
Phone	(541) 917-4406 (office) 541-917-4419 (lab)

COURSE DESCRIPTION

This course focuses on radiographic positioning and procedures for fluoroscopic examinations, operating room procedures and sterile technique. The lab portion includes peer positioning, film critique, anatomy, and limited utilization of equipment to perform required x-ray exams that accompany the fluoroscopic procedures on phantoms. There is an emphasis on the radiographer's role regarding patient care. The theory and practice of basic techniques of venipuncture and the discussion of administration of diagnostic contrast agents is included.

MOODLE

We'll be using **Moodle** for this class. If you have any problems logging into Moodle, please contact the **Student Help Desk** by calling **541-917-4630**, texting **541-704-7001**, emailing student.helpdesk@linnbenton.edu or logging into a live Zoom video call <https://linnbenton.zoom.us/j/5419174645>. They are staffed at varying times Mondays through Saturdays and closed on Sundays.

REQUIRED TEXTS

- ***Bontrager's Textbook of Radiographic Positioning and Related Anatomy, Tenth Edition***, by John P. Lampignano and Leslie E. Kendrick. (*Provided*)
- ***Radiographic Image Analysis, Fifth Edition*** by Kathy McQuillen-Martensen (*Provided*)

OPTIONAL (NOT PROVIDED)

- ***Bontrager's Handbook of Radiographic Positioning and Techniques*** by Kenneth L. Bontrager
 - *Note:* For students who choose to obtain this optional resource, please be aware **discrepancies have been noted** between the *Bontrager Textbook* and *Bontrager Handbook*. We consider the *Bontrager Textbook* to be the most accurate resource, and any discrepancies should be corrected by the student in the *Bontrager Handbook* so information remains consistent.

BASIC NEEDS STATEMENT

Any student who has difficulty affording groceries or food, or who lacks a safe and stable place to live, is urged to contact a **Student Resource Navigator** in the Single Stop Office (T-112): **Amanda Stanley**, stanlea@linnbenton.edu, 541-917-4877. The navigator can connect students to resources. Furthermore, please **talk with your instructor** if you are comfortable doing so. This will enable them to provide any resources that they may have.

PUBLIC SAFETY/EMERGENCY RESOURCES

In an emergency, call 911. Also, call [LBCC Public Safety and Loss Prevention Office](#) at 541-926-6855 or 541-917-4440.

From any **LBCC phone**, you may alternatively dial **extension 411 or 4440**. LBCC has a [public safety app](#) available for free. It is encouraged to download this app to a cell phone. Public Safety also is the home for LBCC's Lost & Found. They provide escorts for safety when needed.

SCHEDULE

- **The traditional Winter 2022 DI program schedule may be [accessed at this link](#).**
- **The DE Winter 2022 DI program schedule may be [accessed at this link](#).**
- **Class is held in real time in the Virtual Classroom on Mondays and Wednesdays 1:00-3:15 pm January 3 through March 9, 2022.** It is expected that students will be on time to attend **all** lectures. Students are encouraged to login to the virtual classroom **5-10 minutes early** to every class.
 - *Note:* If the college is closed due to inclement weather on a lecture day (Monday/Wednesday), live lecture will still take place as scheduled in Zoom.
- There will be **no live class** on **Monday, January 17th** (in honor of Dr. Martin Luther King, Jr. Day); **Wednesday, February 9th**, or **Monday, February 21st** (in honor of Presidents' Day). Recorded lectures may be substituted.
- **Traditional Students:**
 - **Instructor-led lab** is conducted on-site in the **HOC X-Ray Lab** on select **Tuesdays and Thursdays, January 4 through March 10**. The same lab time traditional students are assigned for DI 112 applies to this course. Students are assigned **specific** lab times that may not be switched or made up. **Lab attendance is mandatory**.
 - There are five, 3-hour fluoroscopy labs: **Tuesday, January 18th; Thursday, January 20th; Tuesday, February 8th; Tuesday, February 22nd; and Thursday February 24th**. Please attend your assigned lab section.
- **DE Students:**
 - DE Clinical Mentors have been asked to assist with coordinating your **observation** of a specific **fluoroscopy procedure** each week (see the [Winter 2022 DE Mentor Agenda](#) for the list of exams and schedule.) This may or may not be possible depending on your clinical site placement/schedule.
 - **Seaside, Pendleton, Ontario:** Check with your **clinical instructor** to **coordinate** your **observations** of fluoro procedures.
 - **Redmond/Prineville:** Student(s) assigned to these sites for labs will observe fluoroscopy procedures at **CORA** on **Tuesday, January 11, 2022**. Student(s) will be put in touch with the Fluoro technologist that day to coordinate the specific schedule. If students have any questions about this, please email Carley at hansenc@linnbenton.edu.
 - DE students will complete an **online version** of a **fluoro lab assignment** during the same weeks that traditional students have lab on-site in Lebanon. These assignments will be due by **11:59pm** on the **Sunday night** of the week it is assigned.
- **Regarding inclement weather on lab days (ALL STUDENTS):**
 - In the event of inclement weather on a lab or practice lab day, and the college is *not* closed, the **student** will have to determine whether it is **safe to travel**. If the student determines that it is *not* safe to travel, the student is expected to **communicate via email** with all three DI faculty (Carley Hansen Prince, Paula Merino and Jennifer Clayton) **ASAP**.

- **Quizzes** are assigned throughout the course. See the course calendar for dates. Quizzes are **closed book, closed note** and students are expected to take their quizzes with integrity.
- A **final written exam** will be given during the week of **March 14-18, 2022**. Students will be notified of the date and time as soon as it has been scheduled by the Program Director.

STUDENT EXPECTATIONS

- ❖ **YOU are RESPONSIBLE for your own LEARNING.**
- ❖ **We provide the structure for learning, but it is up to you to decide how much or little you get out of the class and your lab time. It is imperative that you understand PRACTICE MAKES PERFECT. The more you practice both the written assignments and the hands-on assignments, the more successful you will be with graded assignments, with the final exam, and eventually in your clinical placement.**
- ❖ **Positioning and procedures courses are intense, multi-faceted, hands-on courses designed to provide the student with a variety of resources for learning.**
- ❖ **LBCC faculty provides the classroom lecture and lab portion of the course.**
- ❖ **Each student is expected to spend extra time practicing on their own sufficiently to become proficient.**
- ❖ **If you do not understand something or need clarification, it is your responsibility to ask for assistance.**
- ❖ **There are specific deadlines, so this course is not self-paced. It is up to the student to keep up with their assignments and deadlines.**
- ❖ **Issues with technology are not valid reasons for turning in late work.**
- ❖ **No late work is ever accepted.**

COURSE OBJECTIVES:

- Discuss the elements of a radiographic image.
- Identify the structures demonstrated on routine radiographic and fluoroscopic images.
- Critique the radiographic contrast within various radiographic images.
- Apply a problem-solving process used for image analysis.
- Describe the role of the radiographer in image analysis.
- Summarize the importance of proper positioning.
- Discuss the impact of patient preparation on the resulting radiographic image.
- Analyze images to determine the appropriate use of beam restriction.
- Evaluate the effects of scattered radiation on the image.
- Critique images for appropriate technical, procedural and pathologic factors, and employ corrective actions if necessary.
- List the information to be collected prior to a patient examination.
- Critique orders, requests and diagnostic reports.
- Identify methods for determining the correct patient for a given procedure.
- Explain the role of the radiographer in patient education.
- Describe the steps in performing various mobile procedures.
- Define medical imaging terms.
- Describe standard positioning terms.
- Demonstrate proper use of positioning aids.
- Discuss general procedural considerations for radiographic exams.
- Identify methods and barriers of communication and describe how each may be used or overcome effectively during patient education.
- Explain radiographic procedures to patients and family members.
- Modify directions to patients with various communication problems.
- Develop an awareness of cultural factors that necessitate adapting standard exam protocols.
- Adapt general procedural considerations to specific clinical settings.
- Identify the structures demonstrated on routine radiographic and fluoroscopic images.
- Adapt radiographic and fluoroscopic procedures for special considerations.
- Simulate radiographic and fluoroscopic procedures on a person or phantom in a laboratory setting.
- Evaluate images for positioning, centering, appropriate anatomy and overall image quality.
- Discuss equipment and supplies necessary to complete basic radiographic and fluoroscopic procedures.
- Explain the patient preparation necessary for various contrast and special studies.
- Explain the routine and special positions and projections for all radiographic and fluoroscopic procedures.
- Explain the purpose for using contrast media.
- Name the type and route of administration of contrast media commonly used to perform radiographic contrast and special studies.
- Describe the general purpose of radiographic and fluoroscopic studies.
- Apply general radiation safety and protection practices associated with radiographic and fluoroscopic examinations.
- Use the appropriate method of shielding for a given radiographic or fluoroscopic procedure.

COURSE OUTLINE:

*B = Bontrager

M= McQuillen

Week	Date	Topic	Required Reading	Homework	Assignment	Assessment
0	M 12/27 to F 12/31	Orientation	Syllabus	Record all due dates on your personal calendar!		
1-1	M 1/3	Esophagram	B: 454-474, 479-485, 647-648 M: 558-566	HW 1-1	Assignment 1 due by SUN 1/9 @ 11:59 PM	Quiz 1-1 WED 1/5
1-2	W 1/5	UGI	B: 454-470, 475-481, 486-490, 647-648 M: 567-575	HW 1-2		Quiz 1-2 MON 1/10
2-1	M 1/10	SBFT	B: 492-493, 496-503, 515-516, 517-518, 647-648 M: 575-579	HW 2-1		Quiz 2-1 WED 1/12
2-2	W 1/12	Contrast Enemas	B: 492, 494-497, 506-516, 519-528, 649-650 M: 579-591	HW 2-2	Assignment 2 due by SUN 1/16 @ 11:59 PM	Quiz 2-2 MON 1/17 (TAKE BETWEEN 12:00 AM AND 11:59 PM)
3-1	M 1/17	<i>Esophagram and UGI positioning</i> <i>Dr. Martin Luther King, Jr. Holiday</i> <i>NO LIVE CLASS</i>	B: 482-490 M: 558-575	HW 3-1	Review recorded lectures over esophagram and UGI positioning Assignment 3 due by SUN 1/23 @ 11:59 PM	Quiz 3-1 WED 1/19

3-1	T 1/18 TRAD DE*	TRAD: FLUORO LAB 1 Esophagram/ UGI			TRAD: Fluoro Lab 1 due by end of lab on T 1/18 DE: Fluoro Lab 1 due by SUN 1/23 @ 11:59 PM	
3-2	W 1/19	LGI positioning	B: 519-528 M: 501-516	HW 3-2		Quiz 3-2 MON 1/24
3-2	R 1/20 TRAD DE*	TRAD: FLUORO LAB 2 SBFT/BE			TRAD Students: Fluoro Lab 2 & Contrast Station 1 due by the end of lab on R 1/20 DE Students: Fluoro Lab 2 and DE Contrast Station 1 due by SUN 1/23 @ 11:59 PM	
4-1	M 1/24	IVU	B: 530-553, 556-562	HW 4-1	Assignment 4 due by SUN 1/30 @ 11:59 PM	Quiz 4-1 WED 1/26
4-2	W 1/26	VCUG	B: 530, 534-536, 547-550, 554-557, 563-565, 610, 651-652	HW 4-2		Quiz 4-2 MON 1/31
5-1	M 1/31	HSG	B: 724-426 Supplemental articles: Medical Imaging & Fertility, Pain in HSGs	HW 5-1	Assignment 5 due by SUN 2/6 @ 11:59 PM	Quiz 5-1 WED 2/2
5-2	W 2/2	Urinary & HSG positioning	B: 556-565, 726	HW 5-2		Quiz 5-2 MON 2/7
6-1	M 2/7	Arthrograms/ Therapeutic Injections	B: 718-721 Tips & Tricks for Setting up & Maintaining a Sterile Field	HW 6-1	Assignment 6 due by SUN 2/13 @ 11:59 PM	Quiz 6-1 MON 2/14

7-1	T 2/8 TRAD DE*	TRAD: FLUORO LAB 3 Urinary/HSG			TRAD: Fluoro Lab 3 due by end of lab on TUES 2/8 DE: Fluoro Lab 3 due by SUN 2/13 @ 11:59 PM	
6-2	W 2/9	<i>NO LIVE LECTURE</i>	<i>*TRAD STUDENTS: ATTEND DI 112 PRACTICE LAB ON TUES/WED ONLY THIS WEEK</i>			
7-1	M 2/14	Myelograms/ Lumbar Punctures	B: 690-697, 727-730	HW 7-1	Assignment 7 due by SUN 2/20 @ 11:59 PM	Quiz 7-1 WED 2/16
7-2	W 2/16	Surgical Procedures	B: 598-617 Surgery Article	HW 7-2		Quiz 7-2 MON 2/21
8-1	M 2/21	<i>PRESIDENTS' DAY HOLIDAY NO CLASS</i>				
8-1	T 2/22 TRAD DE*	TRAD: FLUORO LAB 4 Injections/ Specials			TRAD: Fluoro Lab 4 & Contrast Station 2 due by the end of lab on TUES 2/22 DE: Fluoro Lab 4 and DE Contrast Station 2 due by SUN 2/27 @ 11:59 PM	
8-2	W 2/23	Hepatobiliary	B: 450-453, 462, 608-609, 722-723	HW 8-2	Assignment 8 due by SUN 2/27 @ 11:59 PM	Quiz 8-2 MON 2/28

8-2	R 2/24 TRAD DE*	TRAD: FLUORO LAB 5 Specials/ Surgery			TRAD: Fluoro Lab 5 due by the end of lab on THURS 2/24 DE: Fluoro Lab 5 due by SUN 2/27 @ 11:59 PM	
9-1	M 2/28	Interventional Procedures	B: 654-687	HW 9-1	Assignment 9 due by SUN 3/6 @ 11:59 PM	Quiz 9-1 WED 3/2
9-2	W 3/2	Clinical Scenarios	B: ALL M: ALL			
10-1	M 3/7	Fluoro Film Critique	B: ALL M: ALL			
10-2	W 3/9	Final Review	B: ALL M: ALL			
11	M 3/14 to F 3/18	FINALS WEEK				FINAL WRITTEN EXAM

CONTACTING THE INSTRUCTOR

Email is the best way to contact the instructor for this class. Emails received between 8:00 a.m. Monday and 5:00 p.m. Friday are generally returned within 24 hours. Emails received after 5:00 p.m. on Friday, or on Saturday or Sunday will be returned by Monday morning. Students who call and leave a message on the instructor's office phone should be aware that the instructor is only at the Healthcare Occupations Center two days per week (Tuesdays and Thursdays.) Students wishing for a sooner response should email the instructor.

Office hours are held by appointment. Please email to arrange a mutually convenient time. By appointment office hours may take place in the [Virtual Office](#), via phone or in person depending on schedules.

MOODLE HELP

Help with **Moodle** is available via the **Student Help Desk** in the LBCC main campus Library. The hours vary by day. To speak with support staff during open hours call **541-917-4630** text 541-704-7001, or email student.helpdesk@linnbenton.edu. For after hours Moodle support, call 541-497-7308

If LBCC tech support is **not available** or is **unable to help** with any **Moodle issues**, please contact the instructor via email at hansenc@linnbenton.edu with a **description of the problem**, what you've **tried** and what **browsers** you've used.

MODULES

This course has TWO modules per week inside Moodle. Each new week's content is made available on Saturday afternoons at 12:00 p.m. Note: An **exception** is for the **Week 0 Module** which will unlock at **12:00 p.m.** on **Monday, December 27th**.

Week 0, containing **Modules 0-1 and 0-2** will unlock on **Saturday, January 1st at 12:00 a.m.** **Week 1** containing **Modules 1-1 and 1-2** will unlock on **Saturday, January 8th at 12:00 p.m.** **Week 2** containing **Modules 2-1 and 2-2** will unlock on **Saturday, January 15th at 12:00 p.m.**, etc. Your instructor is often working on the next module during prep time on Fridays and even up until unlock time on Saturday morning. Unlocking the module earlier than Saturday morning would require your instructor to email students multiple times about changes. Students desiring to get a headstart on the next week's content may consult the syllabus for the required reading assignment and get started on that.



IMPORTANT: Students are **expected** to review **both** of the "**Module #-# Information**" books (look for the green book icons) linked inside each week's Moodle folder. **Other activities within that module may not unlock until after the student has reviewed the relevant module information.** If you discover you cannot see the module's homework, assignment and quiz, **go back to the "Module #-# Information" link and review each of the pages contained within it.** Once you've done that, the rest of the content will be unlocked and available to you.

ONLINE RESOURCES/LINKS

This hybrid online course contains many links. A concerted effort is made to ensure all materials are accessible. However, if you discover a link to be broken or missing, *first* check it in another browser. Sometimes things work in Mozilla but not Chrome or vice versa. Difficulties have also been **occasionally** noted with **Safari**. If you have checked it in at least two browsers and discover that it is still not functional, please email the instructor to let her know which link is broken/non-functional, which browsers you have checked and where the specific link is located so the problem may be remedied.

PRINTING

The **LBCC Campus Store** is providing **printing services** for students who need them. To use this service, students should email printing@linnbenton.edu with their **document as an attachment**. The LBCC print shop will print it for them, and **notify** them when it is **available** for **pickup** at the LBCC Campus Store's **curbside location**. Students should direct questions about **printing costs** to printing@linnbenton.edu as well.

ASSIGNMENTS

Students will be required to attend class as scheduled in real time in the virtual classroom, participate in weekly positioning labs, complete assigned weekly reading, submit online ungraded homework assignments, ethically take biweekly graded quizzes, assess themselves positioning volunteer patients (i.e., other students or willing family members/friends), evaluate peer positioning, and complete other assignments /pop quizzes / projects as given. A cumulative final practicum and cumulative final exam are also a large portion of the grade. Assignments must be completed/submitted by the due date in order to be graded. **Late work is not accepted.**

Please allow *up to one week from the due date for assignments to be graded and returned*. Late work is not accepted.

CLASS ATTENDANCE

Students are expected to attend all scheduled virtual classroom sessions provided by LBCC faculty for this course at the scheduled times. Students will be called upon during class. Students enrolled in virtual classroom sections of the course are required to participate utilizing a webcam.

- DI 113 will meet Winter Term 2022 in the online **Zoom virtual classroom**. Students are encouraged to [bookmark this link](#) in multiple browsers in the event Moodle is unaccessible, the virtual classroom may still be accessed.
- Students are expected to complete weekly required **text readings** and review any available video or other provided resources *prior* to virtual classroom lessons with the LBCC faculty.
- **Interaction during lecture is an integral part of each lecture and cannot be substituted.**
 - Attendance and participation will both be scored as part of your final evaluation. Tardies, not being present in class when called upon and/or missing all or portions of a class will result in a lower score in the “Punctuality and Attendance” category on your final professional evaluation.

VIRTUAL CLASSROOM EXPECTATIONS

1. Students must have a **headset with an attached microphone on at all times**. Do not talk into the computer's built-in microphone or use your computer's speakers to hear class! Feedback is a major issue and can be avoided by wearing a headset.
2. Arrange yourself in your work space in such a way that **you are well lit** and **easy to see at all times**. Your back should not be to a window or other bright light source.
3. You must be **on webcam at all times**. We need to see your **entire face**. The top of your head or just your eyes does not suffice!
4. You will be required to **show your workspace prior to each quiz**. Your workspace should be clean with no books/papers/etc open or around. Your cell phone should be put away.
5. Your **webcam** must be **able to show your workspace**. For some students, this may mean you have to purchase a separate webcam that attaches to your computer.
6. When asked to show your work space, do so in a **slow and deliberate sweeping motion** so we can see the whole area. This should take about **5-7 seconds**. Doing it too quickly negates the purpose and you may be asked to do it again if you go faster than this.
7. If you have a **question or a comment**, please **raise your hand**.
8. Please **mute your microphone** unless it is your turn to talk.
9. Students are expected to treat the virtual classroom like a **traditional classroom**. It is essential students **make arrangements** to **attend class** in a **distraction-free space**. Household chores, babysitting, maintenance appointments, watching TV (or having a TV on in the background), etc. should *not* be performed or scheduled during class time.
 - a. Ask yourself: Would I _____ in a traditional classroom?
 - b. **If the answer is no, then it should not be done in the virtual classroom either.**
10. Student **participation** in the virtual classroom is **evaluated each term** on the student's **professional evaluation** and students will receive a **score** to reflect the level to which they were **engaged** and **participated** in the virtual classroom.

LAB ATTENDANCE

Students are expected to come prepared for hands-on lab by having attended lecture, having reviewed the positioning videos, by having read the required text material, and by having questions already prepared for the instructor. Approximately fifteen hours of lab instruction is provided to traditional students by a registered radiologic technologist (R.T.(R)); the amount of time provided to DE students is site dependant.

Phantoms and manikins are provided, and are used to evaluate positioning. Students are expected to treat the phantoms and manikins with extreme care. Phantoms and manikins are costly and should be treated as if they were a fragile, elderly patient.

Interaction during labs is an integral part of the program and cannot be substituted. Attendance and participation in all Diagnostic Imaging courses will be scored as part of your final evaluation. Tardies and/or missing all or portions of a lab or practice lab will result in a lower score in the "Punctuality and Attendance" category on your final evaluation. Students will also be required to clock in and clock out using an electronic time clock for mandatory and optional practice labs to help track time spent in lab and help better prepare students for this process clinically. Students will begin the term using Open Time Clock, but will transition to a new software called Trajecsys during the term. Students will be provided more information once they have been enrolled in Trajecsys.

- **ALL STUDENTS**
- Prior to attending lab, all students are asked to perform a **self-check** for **COVID-19 symptoms**.
 - **Stay at your residence if you have COVID-19 symptoms** and contact **Carley** (hansenc@linnbenton.edu), **Paula** (merinop@linnbenton.edu) and **Jen** (claytoj@linnbenton.edu) via **email** to notify us of your **impending absence**.
 - **DE students** should *also* contact their **clinical mentor** at their clinical lab site in addition to the Diagnostic Imaging faculty listed above.
 - **COVID-19 symptoms** include the following:
 - Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing
 - Other non-specific symptoms associated with COVID-19 include: muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose.
 - [LBCC Temporary Administrative Rule No 5095-07](#) requires all individuals wear a mask or face covering indoors at all times. Your mask or face covering must be properly worn (fully covering nose and mouth and tight-fitting). Mesh masks, face shields, or face covering that incorporates a valve designed to facilitate easy exhalation are not acceptable. If you have a medical condition or a disability that prevents you from wearing a mask or cloth face covering, you must obtain an accommodation from CFAR (Center for Accessibility Resources) to be exempt from this requirement. ***State guidelines do not limit*** class size. Physical distancing accommodations can be made upon request and cleaning supplies are also available for personal use.
 - Students will ***not be permitted to participate*** in any lab activities **without a mask**.
 - Students must be **wearing a mask covering both their nose and their mouth** to enter the HOC and during the entire time they are inside the building. This is the expectation of our clinical sites, and we want students to be well practiced and in the habit of doing this for the students' second year in the program.
 - Students will be allowed to take two masks per week from lab supplies to supplement their personal mask supplies.
 - Masks will be placed on a table immediately inside the x-ray lab for students to take **one if they need it**.

- Students may also choose to **bring and wear their own mask from home**, either in place of or in addition to the paper mask provided on Tuesdays/Thursday
- **DE Students**
 - Plan to arrive at your clinical site **10 minutes prior to the start of your scheduled lab time**. Please follow your clinical site's guidelines in regards to donning PPE, temperature checks, and any other protective measures in place.
 - DE Student lab attendance policy
 - [Please review the document linked here.](#)
- **TRAD Students**
 - TRAD students will arrive at the **main HOC entrance door** at least 10-15 minutes prior to the start of the student's scheduled lab time.
 - NOTE: Students are welcome to enter the lab **up to 30 minutes prior to the start** of their assigned lab session and **stay up to 30 minutes late** if they would like additional time to practice and work with the equipment. Doing this will afford the participating student **up to two additional hours per week** of hands-on practice.
 - Students will **practice good social distancing** to enter the **main entrance** of the HOC building.
 - **Masks are required to be worn at all times in the HOC until further notice.**
- The student should use the remaining time to **put their things in their locker**, use the restroom if necessary, and **then enter the lab** (sanitizing hands and taking a mask if necessary) and **clock in**.
 - This process is intended to allow lab to start promptly on time with all participants present, with clean hands, masked up and ready to go.
- Once in the lab, the student should check to see if any **pre-lab tasks** need to be taken care of. Examples of pre-lab tasks include warming up the x-ray rooms, picking up the lab, practicing positioning, etc.
 - These tasks will not be assigned, but rather students are expected to **take initiative** as they would at a clinical site to see **what needs to be done** and take care of it.
 - If no tasks need to be performed, the student is welcome to practice positioning or use the equipment.
- **Traditional Student lab attendance policy**
 - [LAB RULES](#)
 - [TRADITIONAL STUDENT LAB ATTENDANCE POLICY WINTER 2022](#)
 - [TRADITIONAL STUDENT LAB EXPECTATIONS & LAB PROCEDURES WINTER 2022](#)

HOMEWORK (0 POINTS EACH)

There will be weekly *ungraded* homework assignments for students to use as a study tool. The homework assignments allow the student to determine how well they understand the material and are provided as an additional study resource for the quizzes and the final exam. Homework will be made available online within the Moodle class Saturday afternoons at 12:00 p.m. the week it is assigned and must be completed by the following Sunday night at 11:59 p.m. Homework may be completed and submitted multiple times. Make sure to "submit" each time you take it or you will be locked out. The homework assignments are provided as practice. They will allow almost instantaneous feedback, so that students may see if there are specific areas that need additional study/review. Students will have access to online homework questions for every topic covered in class. The material covered in the homework can come from the textbooks, lectures, homework, and prepared activities. The homework assignments may be completed using whatever resources are available. Homework question banks are provided by the textbook publisher and an effort is made to ensure it is correctly keyed. However, should a student discover an answer does not make sense for a given question after looking it up, they should alert the instructor to the error so a correction can be made.

ASSIGNMENTS (9 ASSIGNMENTS @25-60 POINTS EACH = ~390 POINTS)

There will be weekly graded assignments. The assignments are **due by SUNDAY night at 11:59 p.m.** the week it is assigned. Assignments are to be completed online within the Moodle class. Assignments may only be submitted once. Assignments will be **made available Saturdays at 12:00 p.m.** the week it is assigned and **must be completed by the following Sunday night at 11:59 p.m.** Weekly assignments are open note/book. You may work on your assignments with other students, but it is expected any work you submit is your own. Short answer/essay questions should be **written in your own words**. Students who submit identical answers will not receive credit as this is considered plagiarism. Consequences can be severe for plagiarism; please see the [Academic Honesty Policy](#) for more details.

Assignments must be submitted by the deadline in order to be graded. This requires students to **select the submit button** within the Moodle assignment. If the assignment is not submitted, it will *not* be graded and the student will earn a zero for that assignment. Late assignments will not be accepted. Assignment answers will not be available until after all assignments have been submitted.

Assignments will be **graded** and **made available** for review **within 1 week of the deadline**. You will know your assignment has been reviewed and graded by your instructor when you see a score and the initials “**chp**” in the comments for that particular assignment.

LAB ATTENDANCE

Students are expected to come prepared for hands-on lab by having attended lectures, reviewed any relevant videos, read the required text material and by having questions already prepared for the instructor. Lab instruction is provided by a registered radiologic technologist.

Interaction during labs is an integral part of the program and cannot be substituted. Attendance and participation in *all* Diagnostic Imaging courses will be scored as part of the student’s final evaluation. Tardies and/or missing all or portions of a lab will result in a lower score in the “Punctuality and Attendance” category on the student’s final professional evaluation. Details on the professional evaluation can be found in the [DI 112 \(P&P Skull and Review\) syllabus](#).

FLUORO LAB ASSIGNMENTS (5 LAB ASSIGNMENTS @20 POINTS EACH = 100 POINTS, 2 CONTRAST STATIONS @ 11 POINTS EACH = 22 POINTS)

Laboratory assignments will be assigned during each lab period. These will include, but not be limited to anatomy recognition, practice with sterile technique, peer positioning, obtaining a patient history, practice with a C-arm and phantom imaging. Points will be awarded for certain lab activities, and traditional students will be required to turn in lab assignments before leaving lab. Distance education (DE) students will be able to complete these lab assignments online; the online versions of these lab assignments will be due by Sunday nights of the week it is assigned by 11:59 pm. DE students should see the individual fluoro lab assignments for more information, and contact the instructor with any questions.

Assignments must be submitted by the deadline in order to be graded. For Traditional students, this involves turning in the assignment paper prior to leaving lab on the designated lab day. For DE students completing these assignments online, students must **select the submit button** within the Moodle assignment. If the assignment is not submitted (TRAD: in person or DE: electronically), it will *not* be graded and the student will earn a zero for that assignment. Late assignments will not be accepted. Assignment answers will not be available until after all assignments have been submitted.

Assignments will be **graded** and **made available** for review **within 1 week of the deadline**. You will know your assignment has been reviewed and graded by your instructor when you see a score and the initials “**chp**” in the comments for that particular assignment.

QUIZZES (15 QUIZZES @ 10 POINTS EACH = 150 POINTS)

Two quizzes will be scheduled most weeks, one on Monday and one on Wednesday, beginning Wednesday, January 5th. These quizzes will assess content from the reading material, activities and lecture notes.

Quizzes will be given during the **first 10 minutes of class** (1:00-1:10pm.) Some assessments may be longer at the instructor's discretion. Students are encouraged to login to Moodle and the Virtual Classroom a few minutes early. The **password** for the quiz will be given inside the Virtual Classroom once students have done a "sweep" of their workstations to demonstrate that no notes, books, cell phones or other resources are at their workstation. Once the password has been given, students will need to click over to the quiz inside the P&P class in Moodle and take it. The assessment has a maximum of 10 minutes allowed. **Students not logged into class by 1:05 pm** will *not* be given the password or have access to the quiz. Students not finished when time is up will not be granted additional time and will be "kicked out" of the assessment.

The guideline used for determining the amount of time to be used for an assessment is based on the following:

- 1 minute for multiple-choice, true/false, or fill-in-the blank questions
- 2 minutes for matching or short answer questions
- 3 minutes for essay questions

Students need to use time wisely when taking assessments. Don't spend too much time on any one question. Answer the questions you know first and skip the ones you don't initially know. Once you have gone through the entire assessment, go back to answer any unanswered questions. Any questions that are not answered when time is up may not be made up or completed later, so it's a good idea to record your best guess.

Quizzes are closed note/closed book and may only be taken once. All students are expected to take quizzes with **integrity**, jeopardizing neither their own work, nor that of others. Once a student begins taking a quiz, the student **must finish**. The assessment may not be saved and resumed at a later time.

Class will resume after the quiz is scheduled to be over inside the Virtual Classroom. Class will not wait for students who are late finishing assessments.

Please allow **up to one week after the due date** for the quiz to be **graded and returned**.

POP QUIZZES (POINTS TBA)

Pop quizzes may be given at any time at the instructor's discretion. Pop quizzes may be given in the virtual classroom or during lab. Students absent from class or lab for any reason when a pop quiz is given may not make up the assignment or missed points. Students late to lab or virtual classroom when a pop quiz is announced may not take the pop quiz and are thus ineligible to earn points on the pop quiz.

PROJECTS / OTHER ASSIGNMENTS (POINTS TBA)

Students may be assigned specific group projects and/or solo projects or other assignments throughout the term at the discretion of the instructor. Some additional projects/assignments will be graded and some assignments/projects will not be graded, depending on the task. Completing ungraded assignments/projects is considered to be part of the participation of the course.

WRITTEN FINAL EXAM (600 POINTS)

The final exam is scheduled for week 11 of the course. It will be **comprehensive** and consist of **100 multiple choice questions**. There will be an equal number of questions from each of the modules. The exam will be **CLOSED BOOK, CLOSED NOTE** and proctored. Students will be notified of the date and time of the final exam as soon as it has been scheduled by the Program Director. **Once a student begins their final exam, they may not leave the testing room.** If a student leaves the testing room during the final, they will only be graded on the portion completed prior to leaving the room. Please plan accordingly.

GRADING SCALE

This is a four (4) credit, letter grade course. When these points are combined, the final grading scale is:

A = 91.5 – 100%

B = 82.5 – 91.4%

C = 74.5 - 82.4%

FAIL ≤ 74.4%

COURSE FAILURE POLICY

Diagnostic Imaging students must complete each course, including this one, within the Diagnostic Imaging program with a grade of at least 75%. A letter grade of F will be applied to the course if a student scores a 74.4% or below. The Diagnostic Imaging program does not utilize the letter grade “D”. Students who cannot pass coursework with the minimum standard grade will fail academically, which will then make the student ineligible to proceed in the program. As a result of academic failure, the student will be terminated from the program. Students who fail didactic can only enter the program again through reapplication.

SYLLABUS CHANGE POLICY

Syllabus is subject to change as the instructor evaluates the progress of students and their understanding of concepts.

LBCC COMPREHENSIVE STATEMENT OF NONDISCRIMINATION

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our [Board Policies and Administrative Rules](#). Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: linnbenton-advocate.symplicity.com/public-report.

DISABILITY SERVICES POLICY

You should **meet with your instructor** during the **first week of class** if:

- You have a documented disability and need accommodations.
- Your instructor needs to know medical information about you.
- You need special arrangements in the event of an emergency.

If you have documented your disability, remember that you must make your request for accommodations through the **Center for Accessibility Resources (CFAR)** [Online Services webpage](#) every term in order to receive accommodations. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [CFAR Website](#) for steps on how to apply for services or call **541-917-4789**.

STATEMENT OF INCLUSION

The LBCC community is enriched by diversity. Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill. I actively support this right regardless of race, creed, color, personal opinion, gender, sexual orientation, or any of the countless other ways in which we are diverse. (Related to Board Policy #1015)