

Revised 2007

RADIOGRAPHY HANDBOOK 2007-2009



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Organizations

NCSRT - (919)-779-5539
www.ncsrt.org
JRCERT - (312)-704-5300
www.jrcert.org

ASRT - (800)-444-2778

www.asrt.org

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POLICY TITLE: College Calendar 8.22
 RESPONSIBLE DIVISION: Instructional Services
 DATE APPROVED/SIGNATURE: January 2007

2007 Fall Semester

Professional Development Day	Monday, August 13
Faculty Work Day	Tuesday, August 14
Orientation/Registration	Wednesday, August 15
Final Registration	Thursday, August 16
Classes Begin, Full & First Sessions	Friday, August 17
Drop/Add First Session	Friday, August 17 - Monday, August 20
Drop/Add Full Session	Friday, August 17 - Thursday, August 23
Labor Day Holiday - College Closed	Monday, September 3
Citizenship/Constitution Day	Monday, September 17
Last Day to Withdraw, First Session	Wednesday, September 26
Fall Break - No Classes	Thursday, October 11 - Saturday, October 13
End of First Session Classes	Tuesday, October 16
Second Session Classes Begin	Wednesday, October 17
Drop/Add Second Session	Wednesday - Thursday, October 17 - 18
Commencement Applications Due	Tuesday, October 30
Last Day to Withdraw, Full Session	Wednesday, October 31
Registration for Spring 2008	Monday - Friday, November 12 - 16
Thanksgiving Break - No Classes	Wednesday, November 21
Thanksgiving Holiday - College Closed	Thursday, November 22 - Friday, November 23
Last day to Withdraw, Second Session	Wednesday, November 28
Fall Semester Ends, Full & Second Sessions (Last day of classes)	Friday, December 14
Commencement	Friday, December 14
Grades Due	Monday, December 17
Holiday Break - College Closed	Wednesday, December 19, 2007 - Tuesday, January 1, 2008

2008 Spring Semester

College Reopens	Wednesday, January 2
Faculty Development Day	Thursday, January 3
Final Registration Day	Friday, January 4
Classes Begin, Full & First Sessions	Monday, January 7
Drop/Add First Session	Monday, January 7 - Tuesday, January 8
Drop/Add Full Session	Monday, January 7 - Friday, January 11
Martin Luther King, Jr. Day - College Closed	Monday, January 21
Last Day to Withdraw, First Session	Wednesday, February 13
End of First Session Classes	Monday, March 3
Second Session Classes Begin	Tuesday, March 4
Drop/Add Second Session	Tuesday - Wednesday, March 4 - 5
Spring Break - No Classes	Monday, March 17 - Saturday, March 22
Easter Break - College Closed	Thursday, March 20 - Saturday, March 22
Commencement Applications Due	Wednesday, March 26
Last Day to Withdraw, Full Session	Thursday, March 27
Registration for Summer/Fall 2008	Monday - Friday, April 14 - 18
Last Day to Withdraw, Second Session	Wednesday, April 16
Spring Semester Ends, Full & Second Sessions (Last day of classes)	Monday, May 5
Grades Due	Tuesday, May 6
Commencements	Afternoon & Evening, Time TBA, Tuesday, May 6

2008 Summer Semester

Registration Day	Friday, May 16
First/Full Session Classes Begin	Monday, May 19
Drop/Add Period, First/Full Sessions	Monday, May 19 - Tuesday, May 20
Memorial Day - College Closed	Monday, May 26
Last Day to Withdraw from First Summer Session	Thursday, June 12
First Session Classes End	Monday, June 23
Break/First Session Grades Due/Registration	Tuesday, June 24
Second Session Classes Begin/Full Session Continues	Wednesday, June 25
Drop/Add Period, Second Session	Wednesday, June 25 - Thursday, June 26
Commencement Applications Due	Friday, June 27
Independence Day Holiday - College Closed	Friday, July 4
Last Day to Withdraw from Full Summer Session	Wednesday, July 9
Last Day to Withdraw from Second Summer Session	Tuesday, July 22
Second/Full Session Classes End	Wednesday, July 30
Grades Due/Commencement	Thursday, July 31

Staff Holiday Calendar

Labor Day	Monday, September 3, 2007
Thanksgiving Holiday	Thursday, November 22 - Friday, November 23, 2007
Holiday Break	Wednesday, December 19, 2007 - Tuesday, January 1, 2008
Martin Luther King Holiday	Monday, January 21, 2008
Easter Break	Thursday, March 20 - Saturday, March 22, 2008
Memorial Day	Monday, May 26, 2008
Independence Day Holiday	Friday, July 4, 2008

Introduction

Welcome to Southwestern Community College's radiography program. We're pleased to have you in the program and feel that you have selected a very exciting and rewarding career. To make the next two years as uncomplicated as possible, we have designed this handbook to be a quick reference concerning your responsibilities as a radiography student.

As a student of Southwestern Community College, you are expected to observe all rules and regulations of the college. These can be found in the SCC Student Handbook and the college catalog. Please take some time to review them. In addition, rules, regulations, policies and procedures set forth in this handbook must also be followed while on the college campus and at the clinical sites. All clinical sites are considered to be an extension of the college while students are present. Please be aware that these policies and procedures are designed to ensure the safety of both our students and patients, as well as to adhere to JRCERT Standards.

The signing of the last page of this handbook represents a contractual agreement between SCC and the radiography student from the time of first class attendance. Failure to comply with the rules and regulations may affect student evaluations, grades and could lead to dismissal from the radiography program.

This handbook may not be the source of all needed information; but, it should answer many of the questions that may arise on a daily basis. Since the radiography program is continually evolving and improving, the radiography faculty reserves the right to make changes without prior notice in all policies, faculty assignments, time schedules, course assignments, courses, grading, curricula and all other matters contained in this handbook. When changes occur, the students and clinical instructors will promptly be given updated replacement pages, or a new issue of the handbook and/or verbally advised.

If at any time the student has a question or concern that cannot be resolved through the use of this handbook, he or she should not hesitate to contact a SCC radiography program faculty member. We are here to assist you in reaching your highest potential and career goals!

Southwestern Community College Radiography Program

Mission Statement

The mission of the Southwestern Community College's Radiography program is to meet the needs of the students by offering innovative instruction through comprehensive educational practices that promote student achievement and academic excellence, which will enable the student to graduate with the necessary skills to succeed as a radiographer and/or to continue with other educational goals.

Goals

- To provide students with the knowledge and skills necessary for professional Practice as a radiographer.
- To prepare students to meet the requirements of and pass the national examination offered by the American Registry of Radiologic Technologists.
- To provide the health care community with entry-level radiographers skilled in diagnostic imaging procedures.

Length of Program

This is a 21 month, specialized community college program which includes clinical experience at cooperating hospitals. It consists of five semesters of academic studies and co-coordinated practice in area radiology departments.

Degree Granted

Associate of Applied Science in Radiography

Purpose

To prepare selected students to qualify as contributing members of the healthcare team who will care for patients under the supervision of qualified physicians. The program combines didactic instruction with clinical experience to create a sound foundation for a professional career.

Upon successful completion of classroom studies and clinical experience of the program, the student may be eligible to sit for the American Registry of Radiologic Technologists leading to certification as a registered radiologic technologist.

The profession of radiologic technology is dedicated to the conservation of life and health and to the prevention and treatment of disease. The well-qualified technologist has the knowledge and skill to perform all related technical duties and the ability to provide quality care.

Philosophy of the Radiography Program

It is the purpose and aim of this program to provide the student with the finest training ground possible so that each individual may develop their academic potential, technical skills and professional image. Each student should be concerned with a belief in their own worth, developing critical thinking skills, must be flexible, responsible and willing to work hard in order to reach a goal. He/she must develop the ability to work on their own, as well as with others for the common good of the patient. Each must learn self-discipline and have an unselfish pride in their work. If, through didactic and clinical experiences, the student achieves a sense of meaning and purpose as well as skill in his profession, the purpose and aims of this program will have been accomplished.

Entering the Program

Physical Examination

All students entering the radiography program must submit a completed copy of SCC's medical form. All required immunizations must be documented, as well as the hepatitis B series and a tuberculin (PPD) test within 12 months. Students not having the required immunizations will not be able to participate in the clinical aspect of their education. An annual PPD test will be required as long as the student remains in the radiography program. Should the student choose not to have the hepatitis B series, a waiver must be signed.

CPR Certification

All students must be CPR certified through American Heart Association or American Red Cross by October 1. A copy of your CPR card must be submitted to the program director. Students not certified by the time clinical rotations begin may not attend clinical and will be considered absent. Students must remain CPR certified throughout the program.

Financial Aid/Student Employment

1. Students in this program will be assigned to various schedules and it would not be practical to work full-time. Students who need financial assistance should contact the Financial Aid Officer at the college.
2. Students are highly encouraged to apply for the Robert L. and Freda B. Hooper Scholarship and ASRT scholarships. Visit www.ASRT.org for more information.
3. This is a scholarship specifically for radiography students and is awarded on an annual basis.
4. Please see the Financial Aid Officer for further information and an application.
5. Any type of employment shall not interfere with didactic or clinical classes. This includes employment in the radiology department.

Transportation

Students will be traveling to various clinical sites. It is the student's responsibility to have reliable transportation.

Student Orientation

Southwestern Community College is dedicated to making the transition into college life as easy as possible. Therefore, all students new to Southwestern Community College will be required to attend a college orientation, usually held the first week of classes, or complete the on-line orientation. This must be completed prior to registering for the Spring semester. Prior to the first class or at the first class, radiography students will receive a copy of the Radiography Handbook which will be reviewed extensively during the first week of classes.

A clinical orientation will be conducted at each clinical site. Please refer to **Clinical Orientation** under **Clinical Portion**.

Didactic Portion

Classroom Attendance

1. All students are expected to be present for scheduled classes and labs. Please be on time.
2. In the event you are unable to attend class, inform your instructor as soon as possible.
3. Each class will have the specifics of attendance for that particular course printed in the syllabus. This information will be provided at the first class meeting. Absences beyond the allotted number may result in grade reductions.

4. If a class period is missed, it is the responsibility of the student to get the material that was missed.
5. Special classes or meetings may be called that are not routinely scheduled to meet requirements of a designated course. It will be the responsibility of the student to arrange for attendance at these sessions. An example of this would be make-up hours for a snow day.
6. Appointments such as medical, dental, etc. should be scheduled so they do not conflict with program requirements. If scheduled appointments conflict with clinical education, it is the student's responsibility to make prior arrangements to make up the missed time.
7. Attendance at educational functions related to radiology, such as student seminars, may be allowed in lieu of normal class attendance. Prior approval must be obtained from the program director.

Grading/Progression Policies

The program follows the grading scale of the college, also stated in the college catalog.

<u>Grade</u>	<u>Definition</u>	<u>Quality Points per Semester Hour</u>
A (93 - 100)	The student has, in a superior way, met the objectives established for the course.	4
B (85 - 92)	The student has more than adequately met the objectives established for the course.	3
C (77 - 84)	The student has adequately met the objectives established for the course.	2
D (70 - 76)	The student has minimally met the objectives established for the course.	1
F (Below 70)	The student failed to meet the objectives.	0

Due to the uniqueness of the profession of radiography and the close patient contact and responsibilities of the radiographer, a high level of academic and clinical competence is required of all student in the program. Therefore, students must receive no less than a final grade of **C (77)** to meet minimal standards in the academic and clinical course work. This includes all radiography courses (those with a **RAD** prefix) and general education courses. If a student receives a final grade lower than a **C** on the courses listed below, he/she will not be able to continue in the program. The student may reenter the program in the semester which the course that was not passed is offered. A student receiving below a **C** in a clinical course may be

allowed to continue in the didactic portion of the course work while repeating the failed clinical course. This would prohibit the student from graduating with their class.

Students who receive a **C** in all RAD and related courses but earn an unsatisfactory grade of **D** or **F** in a general education course will be allowed to repeat the general education course to improve the grade. However, this may not conflict with their radiography courses. Students must also maintain a 2.0 GPA while enrolled in the program. Students not able to complete all general education course work by the fifth semester of the program will not graduate until all course work is satisfactorily completed. The student must also meet college graduation requirements. It is the students' responsibility to see that all appropriate transfer credit has been awarded.

Academic Radiography and Related Courses

BIO 163	Anatomy & Physiology
RAD 110	Rad Intro & Patient Care
RAD 111	Rad Procedures I
RAD 112	Rad Procedures II
RAD 121	Radiographic Imaging I
RAD 122	Radiographic Imaging II
RAD 131	Radiographic Physics I
RAD 211	Rad Procedures III
RAD 231	Radiologic Physics II
RAD 241	Radiation Protection
RAD 245	RAD Quality Management
RAD 271	Radiography Capstone

Clinical Courses

RAD 151	Rad Clinical Ed I
RAD 161	Rad Clinical Ed II
RAD 171	Rad Clinical Ed III
RAD 181	Rad Clinical Elective
RAD 251	Rad Clinical Ed IV
RAD 261	Rad Clinical Ed V

Academic Dishonesty

Disciplinary proceedings may be initiated against a student for scholastic dishonest (cheating).

Cheating means getting unauthorized help on an assignment, quiz or exam. You must not receive from any other student or give to any other student any information, answers, or help during an exam. You must not use unauthorized sources for answers during an exam. You must not take notes or books to the exam when such aids are forbidden, and you must not refer to any book or notes while you are taking the exam unless the instructor indicates it is an "open book" exam. You must not obtain exam questions illegally before an exam or tamper with an exam after it has been corrected.

Plagiarism means submitting work as your own that is someone else's. For example, copying material from a book or other source, including internet sites, without acknowledging that the words or ideas are someone else's and not your own is plagiarism. If you copy an author's words exactly, treat the passage as a direct quotation and supply the appropriate citation. If you use someone else's ideas, even if you paraphrase the wording, appropriate credit must be given. You have committed plagiarism if you purchase a term paper or submit a paper as your own that you did not write.

Reference: Davis, B *Tools for Teaching*. San Francisco: Jossey-Bass, 1993.

Cheating includes:

1. copying from another student's test paper.
2. using, during a test, materials not authorized by the person giving the test.
3. collaborating with another student during a test without authority.
4. knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part, the contents of an unadministered or administered test.
5. bribing another person to obtain an unadministered or administered test or information about an unadministered or administered test.
6. falsification of clinical time sheet.

Termination from the Program/Disciplinary Procedures

The rules and regulations stated in this handbook represent a contractual agreement between SCC

and the radiography student. Failure to comply with the rules and regulations are grounds for probation, suspension, or dismissal from the program. If a student has been found in violation of a policy/procedure, in most cases a verbal warning will be given for the first violation. If there is a second violation, the student will be counseled and written up. Upon the third incident, a meeting will be scheduled with the Dean of Health Sciences to discuss the student's continuation in the program. At this time, the student could be placed on probation, suspension or dismissed from the program. It should be pointed out that a student can be separated from the program at any time for one of the following violations:

1. Exhibiting behavior that does not meet the standards of student conduct for SCC as printed in the college catalog.
2. Exhibiting behavior that is not in accordance with hospital policy.
3. Failure to comply with the rules and regulations in this handbook.
4. A clinical education center has the right to terminate a student's affiliation at their Site for reasons of negligence which endangers the life or safety of patients in their Care or conduct which may jeopardize the position of the college or clinical site.

5. Such termination will be in writing and evidence will be gathered to support the decision to terminate. However, the clinical site may request the immediate removal of a radiography student for the above reasons. If a student loses a clinical placement, the student may be placed on probation or dismissed from the program. There is not a guarantee that another clinical slot will be open. If not, the student may not be able to meet the requirements of the course and would need to repeat it. If a student is granted a second clinical placement and is terminated at that site, then they may be automatically withdrawn from the program.

Student Grievance Procedure/JRCERT Noncompliance

Students are always encouraged to utilize their problem-solving abilities in resolving problems/issues that may occur in the classroom or at the clinical site. The first step would be to discuss the problem with the particular individual involved. If a satisfactory solution cannot be reached, the chain of command would be clinical instructor and clinical coordinator (if the issue is a clinical one), program director, and Dean of Health Sciences. A conference must take place within 5 working days of the incident generating the complaint. If unresolved, the student may present their grievance, in writing, to the Vice President for Instructional Services. In most cases, this must occur within 5 days of first step. Procedures for submitting a written grievance, as well as time line, can be found in the SCC **Student Handbook**.

It is the hope that all grievances can be dealt with on a local level. However, a student does have the option of contacting the Joint Review Committee on Education in Radiologic Technology when an issue deals with accreditation noncompliance. JRCERT, which accredits SCC's Radiography program, can be reached through the following:

Phone - (312) 704-5300

e-mail - mail@jrcert.org

www.jrcert.org

Snail mail - 20 N Wacker Drive, Suite 900, Chicago, IL 60606-2901

SCC's Program Number is 03550000

Go to the above website for a listing of the STANDARDS

Pinning Ceremony

Near the end of the last semester of the program, you are expected to participate in a Pinning Ceremony held in your honor. As part of the ceremony, you will be required to purchase a program pin. The approximate cost is \$35.00. It is expected that the first-year radiography students assist with and participate in this ceremony.

Registry Information

The ARRT is a computer-based examination produced in collaboration with consultants from various specialties. The exam consists of 200 multiple choice questions designed to measure

knowledge and cognitive skills underlying the intelligent performance of tasks typically required of a staff technologist at entry level.

The ARRT rules and regulations require that candidates must have successfully completed a program of formal education which is accredited by a mechanism acceptable to the ARRT.

One of the eligibility requirements for certification is that the candidate must be of good moral character. Generally, the conviction of either a felony, or any offense, misdemeanor or felony involving moral turpitude may indicate a lack of good moral character for registry purposes. Those who have been convicted of a crime must supply a written explanation including court documents, with the application for examination. Additional information may be found in the ARRT RULES and REGULATIONS and in the ARRT STANDARDS OF ETHICS.

Individuals having been convicted of a crime may file a pre-application with the ARRT in order to obtain a ruling on the impact of the conviction on their eligibility. The individual may submit the application any time after beginning an accredited educational program. This process may enable the individual to avoid the delays in processing the application for examination which is made at the time of graduation. The pre-application may be requested from the ARRT or see the program director.

ASRT Membership

All radiography students will be expected to join our professional organization - the American Society of Radiologic Technologists. Membership to this organization will introduce the student to the imaging profession by providing journals, newsletters as well as discounts to various conferences and scholarship opportunities. Membership forms will be sent in as a class in mid-October. The student will be required to pay the yearly membership fee which is currently \$30.

Miscellaneous Policies

1. The college is a smoke-free environment. Please use the gazebos for smoking and dispose of cigarette butts in the appropriate containers.
2. The program adheres to the college's policy in regards to food and drink in the classrooms and labs. The environment will be kept clean at all times.
3. Children are not to be brought to class.
4. Use appropriate titles to address your superiors, such as doctor, Mr., Mrs., Ms, etc.
5. You are to leave the classroom and lab in a condition that is neat and orderly.

Clinical Portion

Definitions:

Clinic - Off-campus facility, i.e., hospital used for clinical skills training

Clinical Coordinator - Coordinates all phases of clinical education

Clinical Education - Hospital/clinic-based education utilizing hands-on radiographic training

Clinical Instructor - Qualified Radiologic Technologist in the clinical settings responsible for supervising student instruction

Faculty - Instructors at the community college

Observation Site - An observation site is used for student observation of the operation of equipment and/or procedures. Performance of radiologic imaging or radiation therapy procedures and evaluation of required competencies cannot be performed during observational assignments. An observation site does not require JRCERT recognition.

Program Director - Responsible for overall supervision of the Radiography program.

Radiographer - Synonymous with Radiologic Technologist

Radiologic Technologist - A registered radiographer who has passed the ARRT Exam

Student Technologist - Radiography student prior to graduation from an accredited radiography program

Supervision (Direct) -

1. A qualified radiographer reviews the request for examination in relation to the student's achievement.
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge
3. A qualified radiographer is present during the conduct of the examination; and
4. A qualified radiographer reviews and approves the radiographs.

Supervision (Indirect) - Indirect supervision is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.

Clinical Orientation

Southwestern Community College faculty prepare the radiography student both didactically and clinically for the clinical education component of the radiography program. Southwestern Community College wants the students and staff of the clinical site to enjoy learning and working together. This type of relationship can be established early if the students are given a sense of where they fit in the department, and understand what is expected of them. Clinical structure at the beginning of the students' clinical rotation should facilitate a positive experience for the student and the clinical site.

Before entering the clinical phase, all radiography students must view the Health Occupation Orientation video. This introduces the student to patient confidentiality issues, basic body mechanics, patient transport, infection control, radiation protection, fire safety as well as other issues to protect both student and patient in the healthcare setting.

All students will receive an Orientation Form, which is required to be completed within one month of attending a new clinical site. The college encourages students to participate in any orientation that the student's clinical facility provides that is pertinent to their understanding of that particular institution and clinical site.

Your Responsibilities as a Student Technologist

The duties and responsibilities of a radiographer include performing diagnostic exams, assisting the radiologist in fluoroscopy and special procedures, processing radiographs, implementing radiation protection for self and patient, and is responsible for the mental and physical comfort of their patient. In some institutions and doctor's offices, technologists may also be responsible for keeping patient records, performing vital signs and other medical procedures as needed.

To the Physician

- The student technologist should strictly carry out orders of the physician under whom he or she is working.
- The student technologist should never discuss or criticize a physician. The student technologist should never express to the patient a preference for the services of any physician.
- The student technologist will never interpret radiographs or fluoroscopic shadows or express an opinion of diagnosis or treatment to the patient.
- The student technologist should always accord to the physician the proper amount of respect and consideration due to their position.

To the Patient

- The student technologist should be deeply conscious of the responsibility of his or her position and in no case should the student technologist be guilty of carelessness or neglect any duty that technical skill, attention or fidelity upon his or her part should bestow.
- Every patient committed to the student technologist for examination should be treated with attention, steadiness and humanity. Although proper firmness may be necessary, it should never be allowed to degenerate into severity, and reasonable indulgence should be granted to the caprices of the sick, more especially those whose mental powers are affected. Too great intimacy between the patient and the student technologist is not to be encouraged. The obligation of secrecy extends beyond the period of technical services, none of the privacies of personal domestic life, no infirmity, disposition or flaw of character, observed during technical procedures, should ever be divulged by the student technologist, unless circumstance arise which render such course an imperative duty. The same rule holds also with respect to the patient's ailments. Patients and their affairs should not be made a subject of conversation or discussion between technologists, either RT's or students.

To Other Technologists (both RT's and fellow students)

The relationship of one student technologist to another (student and RT), when cooperation in the radiographic examination of patients must be built upon an appreciative understanding of the contributions and responsibilities of each other and upon the assumption that cooperative radiologic technology extends beyond routine or specifically required demands. This implies that the student technologist:

- Be generous in his or her recognition and appreciation of the technical assets or contribution so of his or her fellow technologists (both student and registered radiographers).
- Be understanding of his or her co-workers limitations and inadequacies when these are present and do all in his or her power to guide and assist such individuals.
- Resist from adverse criticism of other technologists (both RT's and student RT's) except if appropriate to those who have an official responsibility in relation to such critical judgments.

The unity and dignity of radiologic technology demands that members of one school cultivate a courteous recognition of all other schools in good standing of their work and their graduates.

To Their Profession and to Themselves

The student technologist has an obligation to uphold the dignity and honor of their profession through their personal and professional life and to demonstrate to those standards which will enhance and promote the status of both to the end that an optimum contribution to society will result. This implies that the student technologist:

- Perform radiography in accordance with recognized and accepted practices.
- Support and cooperate with local, state, and national societies which strive to advance the quality of radiologic technology and to increase the sphere of usefulness of the profession and of themselves by broadening their understanding of radiologic technology and of its developments and by cooperating in programs of research which aim to improve the art and science of radiography.
- Do all they can to embody in themselves that state of physical and emotional health which will make possible their maximum proficiency and their own personal, professional, social and economic security.
- Respect the dignity and individuality of every human being regardless of race, creed, sex, nationality, color, economic or other status and be willing to serve and cooperate with all as needs demand.
- Interpret, whenever appropriate, the art and science of radiography, its role and functions to individuals and to the public so that a better understanding of radiologic technology may be secured and greater interest in radiography may lead to a steady flow of qualified individuals into the profession.

Clinical Education

While on duty as a student radiographer, your behavior must be circumspect. Your appearance, your attitude, your technical skills....in short, your professional image...must be perfect.

1. Report to the clinical assignment in the proper complete uniform.
2. **Not** be in possession of drugs or liquor, nor engage in their use while on clinical assignment.
3. **Not** sleep on clinical assignment.
4. **Not** engage in theft of any articles from the clinical affiliation.
5. **Not** engage in immoral conduct.
6. **Not** engage in habitual or excessive tardiness and/or absenteeism from clinical assignment.
7. Adhere to guidelines for initiation of grievances concerning any aspect of clinical course work. This includes maintaining a professional attitude when in the presence of other students, staff technologist, program faculty, physicians, and patients.
8. **Not** smoke in areas where it is prohibited while on clinical assignment.
9. **Not** excessively chew gum while on clinical assignments (unless on lunch or coffee break) in front of patients, doctors, etc.
10. **Not** eat in areas not specifically designated for that purpose.

11. **Not** leave the clinical assignment for meals (unless given permission by the chief technologists).
12. **Not** use the clinical affiliation telephone for personal use. Pay phones are available in close proximity for use during breaks and meals.
13. **Not** loiter in the radiology department of the clinical affiliation at times not specified for clinical assignment.
14. **Not** refuse to accept assignments commensurate with your capabilities, or to take directions from an individual designated by the clinical supervisor.
15. **Not** leave their assigned area with the radiology department without notifying tech/supervisor in the area.
16. **Not** leave patients unattended while undergoing diagnostic procedures.
17. **Not** falsify your attendance records.
18. **Not** accept any type of gratuity or “tip” from a patient or a patient’s family.
19. **Not** leave the hospital during clinical without permission from the proper officials of that hospital.
20. **Not** violate hospital, departmental policies, rules and regulations.
21. At any time you are unsure of a procedure or having difficulty in completing an exam, ask for help. Also, if you have a difficult patient and need help, ask for it.
22. **Not** engage in unprofessional or unethical conduct. This includes insubordination.
- ? Infractions involving the above may lead to lowering of clinical grade and/or dismissal from the program.

Dress Code

All radiography students are required to adhere to the proper dress code whenever attending a clinical education center. You don’t get a second change to make a first impression!

1. Female students
 - a. Royal top
 - b. Royal pants
 - c. White Shoes/or approved athletic shoes
 - d. All white socks
 - e. Radiography Patch on left sleeve of top or scrub coat
 - f. Under shirts must be white, gray, or black
 - g. Coats or jackets must be scrub type jackets, royal blue or white with patch displayed on left sleeve.

2. Male Students
 - a. Royal top
 - b. Royal pants
 - c. White Shoes/ or approved athletic shoes
 - d. All white socks
 - e. Radiography Patch on left sleeve of top or scrub coat
 - f. Under shirts must be white, gray, or black

- g. Coats or jackets must be scrub type jackets, royal blue or white with patch displayed on left sleeve.
3. Uniforms are to be kept neat, clean, and in good repair at all times.
 4. White leather shoes/approved athletic shoes are required for both men and women. Also, your shoes and shoe laces must be kept clean and polished at all times. These shoes should be reserved for clinical use only.
 5. Students must wear their assigned name tag at all times. If you lose your tag, notify program official immediately for re-ordering.
 6. Students must wear their dosimeter at all times.
 7. Slacks will not be rolled-up or tapered so that they rise excessively above shoes.
- ?? Failure to adhere to this dress code can result in the student being removed from clinical education until the dress code is rectified. If this is the case, then time missed as a result of the time away, will be made up. Also, failure to adhere to the dress code will result in the lowering of your clinical grade.

Grooming

1. Students are to be neat and well-groomed at all times when in the clinical area. This includes proper personal hygiene habits and routinely cleaning your uniforms.
2. Hair must be neat, clean, and off the shoulders. For safety reasons, students with long hair styles must tie their hair back or pin it up so that it does not fall loosely over the shoulders and face. If an individual has a question about his/her hair, they should see the program director for an official decision about the hair requirements. Do **not** make it necessary for program officials to remind you of this policy.
3. Fingernails must be short and clean. Women may wear fingernail polish if it is low key and conservative. No blacks, purple, orange, etc. No fake nails, nail extensions, etc. may be worn due to the risk of infections being transferred to patients.
4. Patients may be sensitive to smells and many people are allergic to different fragrances. For this reason, perfume should not be worn during clinic hours.
5. Facial hair must be neatly trimmed.

Accessories

For reasons of safety and infection control, only a minimum of jewelry is permitted.

1. No long earrings or hoops will be worn. You may wear one pair (2) of post type earrings.
2. You may wear one close-fitting necklace. No choker style necklaces permitted.
3. Jewelry is to be kept to a minimum. A maximum of two rings is permitted. A watch may be worn. You may wear **ONE** bracelet.
4. No visible body piercings other than ears (eyebrow, tongue, nose, etc.) or tattoos will be permitted.
5. ? Appearance is a vital element of being a professional. If at any time your appearance is not deemed appropriate, you will be counseled to correct this inadequacy. At no time should a student's dress/appearance cause discomfort to the population he/she serves.

Radiation Dosimeter

Students will always wear the dosimeter while on clinical assignment and while participating in radiography lab activities on campus. If you lose or misplace your dosimeter, notify the program director at once. Information will be provided concerning purchase. You will be required to coordinate routine changes of your dosimeter. If you don't assist in this coordination, then your clinical grade may be adversely affected. This is considered a part of your uniform. For additional information, refer to the Radiation Dosimeter Policy in this handbook.

Identification

Students will wear a picture identification name badge. Your SCC picture ID will be used as your ID badge. A clip will be provided to you to clip to your uniform. If you lose your badge, it is your responsibility to have it replaced before returning to clinical.

Markers

Students will use their own initialed right or left markers to properly identify the radiographic procedures they perform. Information will be provided concerning purchase. If you lose or misplace your markers, notify the clinical coordinator immediately for reordering your additional markers. At no time should a student use another student's or technologist's markers. Failure to adhere to this policy may result in clinical grade reduction, probation, suspension or removal from the program.

Confidential Information

The Health Insurance Portability and Accountability Act (HIPAA) calls for the protection of electronic data interchange and confidentiality and security of individually identifiable health information. All hospital and patient records are confidential in nature. Knowing misuse of health information by a health professional may result in fines and/or imprisonment. Requests for information concerning a patient should be referred to the clinical supervisor or designee. Students are expected to maintain the confidentiality in a professional manner. Students who do not adhere to this premise will be subject to probation, suspension, or dismissal from the program. To insure the understanding of the importance of confidentiality, each student is required to sign a confidentiality statement found at the end of this handbook.

Insurance

Medical Profession Liability Insurance

All Health Science students are required to purchase Malpractice/Liability Insurance. This insurance is purchased through the College Business Office (1st floor of the Balsam Center). A receipt indicating payment must be presented to the program director at the beginning of Fall Semester each year of the program. Failure to purchase this insurance will prevent you from attending clinical education and could prevent normal progression in the program.

This insurance is for your protection. The coverage that the policy provides is \$1,000,000 each medical incident and \$3,000,000 aggregate. Cost is \$17.00 per year.

Student Accident Insurance

The Health Science students are required to either purchase the Student Accident insurance Policy or provide proof of coverage from some other source. Student insurance can be purchased through the College Business Office (1st floor of the Balsam Center). A receipt indicating payment must be presented to the program director at the beginning of the Fall Semester each

year of the program. Failure to purchase this insurance or provide proof of coverage elsewhere will prevent you from attending clinical education and could prevent normal progression in the program. Student accident insurance covers only accidents while involved in college-related functions. For illness or health problems, other than accident, you will be responsible for bearing any cost incurred for medical treatment. Cost is \$12.00 per year.

Infectious Disease Guidelines

Blood and Body Fluid Precautions

The body substance precautions developed by the Center for Disease Control will be followed in all clinical areas and campus laboratories. (Body substances include oral secretions, blood, urine and feces, wound or other drainage.) Blood and body substances should be considered infectious in all cases.

1. Hand washing, using a biocidal agent, is the most important precaution to be taken routinely.
2. Latex gloves (nonsterile) to be worn to void direct contact with body substances, mucous membranes, or nonintact skin.
3. Plastic gowns - to be worn when clothing is likely to be soiled by body substances.
4. Masks - to be worn when likely to be splashed by body substances.
5. Protective eyewear (glasses) - to be worn in situations where blood and body substances could be splattered or splashed.

Care of Equipment/Specimens

1. Needles and syringes - should be disposable and disposed of in a rigid, puncture-resistant container. To prevent accidental needle sticks, needles should not be recapped, purposely bent, broken, or cut.
2. Blood and other specimens - should be obtained and handled in accordance with the procedure established for blood and body fluid precautions (Hepatitis B) within the institution. Contaminated specimen containers and specimen spills should be disinfected according to the CDC guidelines for Hepatitis B/AIDS precautions using current appropriate disinfectants for that setting.
3. Soiled linens, laundry, and non-disposable articles - contaminated with blood or body fluids should be handled according to the procedure established for blood and body fluid precautions (Hepatitis B) within the institution.

Needlestick/Mucous Membrane Exposures

If a student has a percutaneous (needlestick or cut) or mucous membrane (splash to eye, nasal mucosa or mouth), exposure to blood/body fluids or has a cutaneous exposure to blood/body fluids when the student's skin is chapped, abraded, or otherwise nonintact, the following protocol will be followed:

- The student must immediately report the exposure to the clinical supervisor of the health care facility and to the program faculty.
- A health care facility incident report must be completed as soon as possible. A copy of this report should be given the college program officials.

- An accident report obtained from the college should be completed within 24 hours of the occurrence.
- Following the guidelines of the health care facility, the clinical instructor will seek the assistance of appropriate hospital (clinical) personnel to learn the status of the patient relative to possible infection.
- To the extent that the health care facility can learn about the patient's infection status, the student is advised to get treatment.

NOTE: If the student refuses treatment, the clinical instructor must make note of the fact.

Acquired Immune Deficiency Syndrome (AIDS)

Various studies (Weiss, et.al., 1985; Hirsch, et.al., 1985) found that the risk of health care workers of occupational transmission of HIV is extremely low (McCay, 1986, p. 1131; Logan, 1988; Reis-Schmidt, 1988). When proper hygienic/isolation techniques are practiced, the chances of a health care worker becoming infected with the AIDS virus or any other infectious diseases in the workplace is almost non-existent. It is the policy of most health care agencies to treat AIDS/Hepatitis B clients. There is no legal right for an employee to refuse to treat such patients. Therefore, it is the practice of the division of health sciences to prepare students to practice as they will be required when employed within the health care delivery system.

Hepatitis Information

Hepatitis is considered a very contagious/dangerous disease and hospital personnel are at risk to this disease. Therefore, it is in the best interest of the student that they have the Hepatitis B vaccine. All students in the programs with clinical components will be required to have the vaccine. As a result, the following protocol has been developed:

- All students will be provided with information concerning Hepatitis B
- Students will provide documentation of the vaccination, or...
- Students may elect not to have the Hepatitis B vaccine. However, should they choose not to have the vaccine, they must sign a waiver indicating this decision.
- In some clinical situations, the only way a waiver will be accepted is if the student secures a statement from a physician indicating that an existing medical condition precludes the student from having the vaccine. This situation would rarely if ever occur; however, if this were to occur, the program director will have the list of clinical affiliates for whom this stipulation will apply.
- If the student has already had the vaccination, they must provide documentation indicating the location and date of the vaccination.
- If it has been more than seven (7) years since the student received the vaccine, it will be strongly recommended that they consult their physician to determine their immunity.
- Each program director will maintain a file on each student which will indicate the status of each student's Hepatitis B vaccination.
- If a student leaves the program for any reason before the vaccination series is complete, they will assume all responsibility for completing the series.
- The student will be required to pay for the Hepatitis B vaccine. Following, you will find details on how you can secure the vaccine from your local health departments.

Health Departments

Jackson County Health Department
102 Scotts Creek Road
Sylva, NC 28779
Phone: 828-586-8994

Swain County Health Department
PO Box 546
Bryson City, NC 28713
Phone: 828-488-3198

Macon County Health Department
5 West Main Street
Franklin, NC 28734
Phone: 828-369-9526

Reporting of Illness and Communicable Disease

Due to the nature of the environment in which clinical education takes place, the following policy must be adhered to. The student must report to the program director/clinical coordinator, any illness, communicable diseases, or other conditions which might affect the health of other students, patients, or staff. To re-enter clinical education, a doctor's signature indicating there is no longer a danger to others must be presented to the program director. Any clinical hours missed must be made up completely. Scheduling of the make-up days will be in conjunction with the program director and the clinical education center. If this illness requires that the student attend the program longer than the stated five semester due to this illness, the student agrees to this eventuality.

Assignment/Rotation Schedules

Assignments to clinical facilities will be completed by the Clinical Coordinator. Students can expect to be notified of their assignment 2 - 3 weeks prior to the end of the semester. Placement is based on the student's skill level, as well as competencies. At the clinical site, the clinical instructor will place the student(s) in a rotation schedule. The development of rotation schedules lets the student know what he or she will be doing. It also assures that the student receives a well-rounded clinical education which should help them become proficient in a wide variety of patient examinations. A master schedule based on the total number of students in the clinical site should be developed. Normally, students rotate within the department and are assigned to every clinical aspect within the scope of the department to facilitate a wide-range of experiences. Copies of the rotation schedule should be available to the SCC faculty.

Students sometimes stray from their assigned areas. Even though a student usually does this because they are drawn to an interesting case, it should not be allowed unless the student has received the permission of the Clinical Instructor to participate in another area of the department. There are several reasons why the student should not roam. First, unless the student follows the assigned schedule, a well-rounded clinical experience cannot be ensured. Second, when students start to wander they often congregate and are not productive. This also can be disturbing to patients, physicians, and staff. Lastly, staying in the assigned area helps the student to learn responsibility and accountability.

Students will rotate through diagnostic radiography which includes fluoroscopy, operating room, and portables. During the fourth and fifth semesters, students may be assigned to specialty areas such as magnetic resonance imaging (MRI), computerized axial tomography (CT), or ultrasound.

Clinical Attendance

1. Attendance is mandatory. You will be allowed three (24 hours) absences from clinical without penalty per semester excluding the first semester. The first semester 12 hours will be allowed without penalty. A missed time form must be signed by both clinical instructor and clinical coordinator for any absences. Any time missed over the allowed time may result in the deduction of one (1) letter grade per 4 hour period. Excessive absences from clinical may result in suspension, probation or dismissal from the program.
2. Any absences over the designated amount will be made up before the end of the semester. This time must be made up prior to a semester's end or an "I" (incomplete) will be given as the initial grade. After all clinical time is made up, the grade will be assigned.
3. When a student cannot report for clinic, notification by phone to both the clinical instructor and Southwestern Community College Radiography faculty is required. This notification must be prior to the start of the missed shift, not after it has started. In notifying the clinical instructor and Southwestern Community College Radiography faculty, the student must speak directly with the clinical instructor or their designee, if possible and Southwestern Community College Radiography faculty. You should not leave messages with other departmental personnel, i.e., janitor.
4. Failure to notify the hospital in the event of absence from clinic may result in a reduction of your grade by one letter grade of your final clinical grade. If a student does not have ready access to a phone, the student must submit a plan to the SCC faculty as how this information will be communicated to the appropriate individuals.
5. If you schedule a make-up day and are unable to report to clinic, you are still responsible for notification of the hospital of your absence.
6. **Make-up Days**
 - a. Absences will be made up by the end of the semester after the absence occurs unless there is a special situation.
 - b. Make-up days must be scheduled with the clinical instructor or their designee in his/her absence (absence will be defined as vacation, extended absences, etc. - not out to lunch).
 - c. Make-up days should be scheduled in as far as advance as possible.
 - d. The time frame missed should be made up in the same block of time. For example, if you miss an eight (8) hour shift, you must make up an eight (8) hour block of time. You cannot make-up four (4) two (2) hour blocks of time to equate to an eight (8) day. This may be altered at the discretion of program officials.
 - e. In making up time, the time should be comparable to the missed shift. Example: if you miss a 1 p.m.- 9:30 p.m. shift, the make-up time must be done in that same time frame. This may be altered at the discretion of program officials.
7. Clinical attendance in the event of inclement weather. If the college has announced that classes have been canceled for that day, you are not required to attend clinical education. If you decide to go to clinic, it is on your own time. If you are already at your clinic site and classes are canceled, then clinical education for that day is also canceled. Then you have two options: (a) go home without penalty(points deducted), or (b) stay at clinic that day. All clinical hours have to be attended regardless of the circumstance. If classes have returned to their regular schedules and you feel you cannot make it to your clinic site due to road conditions, it will be treated with the same procedure as an absence and

must be made up. As a result of classes or clinic being canceled due to weather, there will be make-up assignments or make up time to account for the missed time.

8. Students who are tardy to clinic will receive a reduced clinical grade.
9. If a student elects not to take a lunch break, they cannot use this time to leave clinic before the set time.
10. Students will attend clinic at times according to schedules. If, because of an emergency situation, a student remains at a clinical site longer than assigned, compensatory time will be allowed to be taken at a later assigned schedule and arranged with the radiology department on an even time basis. Students may not accumulate time at their option to facilitate days off, etc.
11. If a medical incident requires you to miss clinical, a signed note from a physician that indicates it is okay for you to return to classes or clinic is required.
12. ?? Students are not expected to exceed 40 hours per week between didactic and clinical work/rotations.??

Pregnancy Policy

For Pregnant Students Who are Exposed to Ionizing Radiation in the Course of Their Clinical Education

Introduction

Some female students who are exposed to ionizing radiation in their course of their program may become pregnant. The Southwestern Community College radiography program is very interested in the protection of the unborn child, and will take every reasonable step to ensure the safety of the mother and the unborn child throughout the pregnancy. Current radiation protection standards and scientific evaluations have demonstrated that, with proper protection, the student may continue their clinical education safely through the term of the pregnancy. The purpose of this policy is to provide the pregnant student with the necessary protection in accordance with all standards and regulations while at the same time assuring the completion of assigned student competencies throughout the pregnancy.

Declared Pregnant Student

Federal and state regulations were modified in 1994 to introduce the term “declared pregnant worker.” Under these regulations, each student **may** declare her pregnancy in writing to her supervisor. However, it is the student’s option whether or not to declare the pregnancy. The student may decide to declare the pregnancy as soon as conception is confirmed, or at any time during the pregnancy. Once that pregnancy is declared, this institution is required to ensure that the unborn child does not receive more than 500 millirem during the term of the pregnancy, as determined by the radiation dosimeter which is worn at waist level under the apron. In the event that a student has already received 450 or greater millirem from the date of conception to the date of that the pregnancy is declared the regulations permit the unborn child to receive a maximum of 50 millirem during the remaining term of the pregnancy. It is up to each student to make her own decision regarding the declaration of the pregnancy. In all cases, this institution requires that radiation doses to the student as to the unborn child shall be maintained, “As Low As Reasonably Achievable (ALARA).”

The student shall also be required to makeup all missed time due to pregnancy. Any aspects of clinical education that are not attainable due to this circumstance, must be completed at a later date to meet course requirements. Each individual situation will be dealt with on an individual basis. This pregnancy policy may require that a student attend the program longer than the stated five semesters. The student is aware of this and agrees to his eventuality. The specifics of each hospital’s pregnancy policy will also be observed once a pregnancy is identified (i.e., if a pregnancy is identified while attending clinical education at Swain County Hospital, then the specifics of Swain County Hospital’s pregnancy policy would be effective.)

Use of Protective Devices

Radiation dosimeter designated for use under the lead apron at the waist level must be properly managed at all times. Under no circumstances should the waist and collar dosimeters be reversed. Proper utilization of dosimeters during radiation exposure is mandatory.

Lead aprons provided by the hospital must be worn at all times that the pregnancy or potentially pregnancy student receives radiation exposure. Care should be taken to reduce and eliminate unnecessary exposure. Using these protective measures, the student should be able to perform normal duties through the pregnancy without fear of excessive radiation exposure to the unborn child.

Southwestern Community College
Radiography Program
Pregnancy Risks of Occupational Exposure Form
Student:

1. The student was informed on (date) of the risks of occupational exposure for a fetus and woman.
2. Southwestern Community College agrees to furnish the student with an extra radiation dosimeter. The first dosimeter will be worn on the student's collar, the second on the waist level to measure fetal dose. When wearing a lead apron, the collar dosimeter should be worn outside of the apron, and the waist dosimeter should be worn under the apron. The company providing the radiation monitors will be informed the second dosimeter report is fetal and is to be kept separate from the mother's record.
3. While pregnancy does not necessarily preclude a student's continuation in the program, some curtailment of her activities within the radiography curriculum may result from the pregnancy.
4. The student is advised to consult with her personal physician to help her decide whether or not to continue her education.
5. The student was informed that she has the option to temporarily withdraw from the program if and when the pregnancy interferes with her education or vice versa. She could then re-enter the program after she delivers.
6. In order to qualify for graduation the student must satisfactorily complete all the classroom and externship credits necessary to fulfill the program requirements.

Given the above information, the student selects one of the following options:

Option #1:

The student's signature below indicates that she wants to proceed in the program and will not hold the facility in which she does her externship, nor Southwestern Community College liable for any complications involving her or the fetus during the pregnancy, delivery, or thereafter. The student does realize that Southwestern Community College may withdraw her from the program at any time to protect her and the fetus.

Student

Date

Option #2:

The student's signature below indicates that the student wishes to temporarily withdraw from the program. The student realizes that she may re-enter the program after she has delivered. The student realizes that Southwestern Community College may withdraw her from the program at any time to protect her and the fetus.

Signature of Student

Date

Program Director/Witness

Date

Southwestern Community College
Radiography Program
Acknowledgment of Radiation Risk During Pregnancy

I, _____, do acknowledge that I have received counseling from the faculty for the Radiography Program at Southwestern Community College regarding my responsibilities during my pregnancy.

It is clear to me that there is a very small probability that my continued education will in any way adversely affect my pregnancy. The reading material listed below has been made available to me to demonstrate that the additional risk during my pregnancy is much less than that for most occupational groups. I further understand that, although I may be assigned to low-exposure areas and will be provided with a second radiation monitor, these are simply added precautions and do not in any way convey that any assignment is especially hazardous during pregnancy.

Medical radiation exposure of pregnancy and potentially pregnant women, NCRP Report No. 54, Washington, D.C., 1977, National Council on Radiation Protection and Measurement, 4th reprinting, February 26, 1993.

Radiation Protection for the Pregnant Worker, Steward Buschong, Sc.D. - date unknown.

Signature of Student

Date

Signature of Program Director

Date

Southwestern Community College
Radiography Program

Pregnancy Declaration Form

TO WHOM IT MAY CONCERN:

In accordance with state regulations, I wish to declare that I am pregnant. My estimated date of conception is .

In making this declaration, I wish to be afforded the protection which is specified under this regulation, specifically that the unborn child shall not receive in excess of 500 millirem during the term of the pregnancy. I understand that if records show that the unborn child has received 450 millirem or greater at the time of this declaration, the unborn child is permitted to receive an additional dose of no more than 50 millirem during the term of the pregnancy.

(Date of Declaration)

(Signature of Student)

RECEIPT OF DECLARATION ACKNOWLEDGED:

Signature of Program Director, Radiography Program
Southwestern Community College

Repeat Radiograph Policy

Due to hazards of ionizing radiation and in keeping with the ALARA (as low as reasonably achievable) principle of radiation protection, should a radiographic film produced by a student technologist need to be repeated, the following procedure will be followed:

1. The qualified radiographer will review the radiograph and determine the need for repeating the radiograph. He/she will inform the student of what to correct.
2. The qualified radiographer will be present and **directly** supervise the repeat exposure.
3. The qualified radiographer will review and approve or disapprove the repeated radiograph.
4. Repeat exams will be initialed by the supervising radiographer on the student's Daily Practicum Form.

Evaluating Clinical Competency

Cognitive and Psychomotor

For a student to become competent in the clinical setting, several things must take place before he/she is actually "allowed" to perform radiographic procedures. For a student to become secure and confident, he/she must have mastered the cognitive. **Clinical competency evaluations may not be performed until didactic instruction and lab evaluation has occurred.** Documentation of a lab prior to a competency is mandatory.

The cognitive competencies normally would be:

- Introduction to Radiology
- Principles of Radiographic Exposure
- Human Anatomy and Physiology
- Radiographic Positioning
- Patient Care/Medical Ethics

Clinical Participation

The staff and supervising technologists are keys to the success of a student. The student will begin his/her clinical participation by first observing the staff technologist perform his/her duties. The student then moves to a more active role of assisting the technologist and performing assigned tasks. When the student is observing and/or assisting in exams that have not been covered in the didactic setting, he/she will refer to Ballinger's *Pocket Guide to Radiography* for correct positioning instructions.

After the student has performed a number of specific exams and has passed a lab competency, he/she may feel competent. He/she may request to take the competency evaluation. A **90%** on a

competency should indicate that the student is competent in performing all aspects of that procedure and should require indirect supervision in executing that procedure thereafter. A failure to pass a competency will mean the student must return to clinical participation before retaking the evaluation. **Any competency examination that is failed must be documented and submitted to the clinical coordinator.**

Lab Competency

In many cases, students will complete their lab competencies in the classroom during RAD 111, RAD 112 and/or RAD 211. However, since time is limited in class, students may need to perform labs in the clinic setting. These may be performed under the **direct** supervision of the radiography faculty, clinical instructor or a qualified registered radiographer. The lab competency is the **Procedure** portion of the competency form. A student must obtain a **90%** on a lab before attempting the actual competency. Students are allowed two attempts on any lab competency. ****Extenuating circumstances, outlined in writing and presented to the program faculty, will be taken into consideration to allow a third attempt. *** If a student is unable to perform at a 90% level, the student will not be allowed to progress in the program and enter clinical.**

In some cases, a lab on one exam will substitute for another. For example, if a student has passed a lab on a supine abdomen, he/she may attempt a competency on an upright abdomen, small bowel follow-through or retrograde, provided that section has been covered in the classroom.

Definitions:

Direct Supervision

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographers. The parameters of direct supervision are:

1. A qualified radiographer reviews the request for examination in relation to the student's achievement.
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge;
3. A qualified radiographer is present during the conduct of the examination; and
4. A qualified radiographer reviews and approves the radiographs.

In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency.

Indirect Supervision

After demonstrating competency, students may perform procedures with indirect supervision.

Indirect supervision is defined as that supervision provided by a qualified radiographer that is immediately available to assist the student regardless of the level of the student's achievement.

“Immediately available” is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applied to all areas where ionizing radiation equipment is in use.

Method of Evaluation

The Radiography program uses the text *The Radiography Procedure and Competency Manual* by Anita Biedrzycki as a reference. If a competency is failed, the student is required to turn the form into the Clinical Coordinator and a new form will be provided. Competency evaluations may be administered by a member of the Radiography program or an appointed evaluator in the clinical facility, however, the evaluator must be a registered technologist. The evaluator will be aware of the importance and value of this evaluation through training.

Competency Failure

A student will fail a competency for the following reasons:

1. No anatomical marker on the film(s).
2. Anatomical marker on the wrong side of patient or wrong body part.
3. Patient identification not on processed film.
4. Patient was not shielded if exam allows.
5. Any projection has to be repeated.
6. Pregnancy policy was not followed.
7. A total score below 90%.

Note: Competencies are not scored at the clinical site. The clinical coordinator will total the score and the student will be informed if they have not passed the competency.

All failed competencies must be documented. A competency form must be filled out with the reason stated for failure. This must be turned in to the clinical coordinator.

The Program Director and the Clinical Coordinator reserve the right to pull a competency at any time they feel like the student is unable to perform the exam or if the images are unsatisfactory.

Images will be pulled and reviewed after competencies have been turned in.

Re-check competency evaluations will be administered as above. The Clinical Coordinator will assign rechecks to the student starting in the third semester. The recheck will be evaluated in the same manner as the original competency. The evaluation will be performed on a patient and must be administered only by a member of the Radiography program, Clinical Instructor, or by any staff registered radiographer. These re-checks are utilized in the second year of the program to assess continued competency.

Evaluation Criteria

Criteria to be met in Competency Evaluation:

1. Evaluation of Requisition
 - a. The student will:
 - b. match name on request with that of the patient.
 - c. check patient's arm band.
 - d. identify mode of travel.
 - e. check clinical diagnosis on request.
 - f. check any special instructions on request (such as right lateral, decub, lordotic, etc.).
2. Physical Facilities Readiness

The student will:

- a. maintain a clean and orderly room for each patient.
- b. choose the appropriate size cassettes for a particular exam.
- c. locate emesis basins, certain drugs, life support equipment, urinals, bedpans, immobilizing devices, positioning aide, measuring calipers.
- d. keep room supplies with lines and supplies.

3. Patient and Technologist Relationship

The student will:

- a. select the correct patient.
- b. explain procedure to patient (all procedures).
- c. assist the patient safely to and from the table.
- d. keep the patient covered for privacy at all times.
- e. relate a courteous, professional attitude at all times.

4. Positioning Skills

The student will:

- a. position the patient correctly on the table.
- b. align CR to part by using the correct centering reference.
- c. align CR with that of the Bucky.

5. Equipment Manipulation

The student will:

- a. manipulate the tube head by demonstrating knowledge of certain locks.
- b. know limitations and capabilities of the tube head.
- c. set up the fluoro tower and prepare for a fluoroscopic exam.
- d. demonstrate capabilities and limitations of the radiographic table.
- e. manipulate the chest board correctly.
- f. use measuring calipers correctly.
- g. use a technique chart.
- h. select certain factors on the control unit.
- i. identify each film with "R" or "L".
- j. direct the portable unit.
- k. understand exposure controls on portable unit.
- l. explain operation of the Potter-Bucky.
- m. list the type grids in each room and know their limitations and capabilities.
- n. manipulate the collimator device.

6. Evidence of Radiation Protection

The student will:

- a. collimate to part.
- b. use gonadal shields whenever possible.
- c. measure and use technique charts.
- d. question all female patients in child bearing ages as to their possibility of being pregnant.
- e. wear dosimeter in proper location.
- f. wear lead apron and gloves whenever applicable.
- g. never stand in on fluoroscopy, unless required by radiologist.
- h. never expose a patient without written or direct orders from a responsible physician.

7. Speed

The student will

- a. demonstrate an overall organization for exams that meet acceptable standards.
- b. use an acceptable amount of time to complete the exam.

Image Evaluation

Radiograph Demonstrated

- 8. Anatomical Part(s)
 - a. part is shown in its proper perspective.
 - b. student will know what anatomy should be demonstrated on a particular exam or projection.
- c. student will identify the different projections of each exam (such as RAO vs. PA on a G.I. Series).

Proper Alignment

- a. film centered
- b. part centered
- a. tube centered

Standard Radiographic Exposure

- 10. Radiographic Techniques
 - a. was technique chart followed correctly?
 - b. was proper technique set up?
 - c. were factors manipulated for pathology?
- 11. Film Identification
 - a. "R" or "L" in correct place.
 - b. minute, hour markers, upright markers, etc. use and visible.
 - c. student to identify radiographs with each position used.
- 12. Radiation Protection
 - a. collimate to part.
 - b. gonadal shields in proper place (if applicable).
 - c. proper technique is evident.

Competency Exam Schedule

The number of competency evaluations and/or re-check competency evaluations are identified below. Additionally, the method of evaluation, to include the number of competency exams is provided in each clinical syllabus. Failing to meet the required number of competency exams to be performed will negatively impact the clinical grade. Student **may** exceed the number of competency exams for a given semester and apply the extra competencies to the next semester.

The number of competency exams below is a tentative schedule. The official number of exams per semester will be noted in the clinical syllabi that are provided for each semester.

<u>Year</u>	<u>Semester</u>	<u># of Competency Exams</u>
1 st year	Fall	5
	Spring	10
	Summer	10
2 nd Year	Fall	13 / 2 (rechecks)
	Spring	13 / 2 (rechecks)

A total of 51 competencies are required. (15) are electives, (36) are Mandatory. Eight mandatory procedures may be simulated if demonstration on patients is not feasible. There are also six mandatory general patient care activities. They are:

- CPR

- Vital signs
- Sterile and aseptic technique
- Venipuncture
- Transfer of patient
- Care of patient medical equipment (oxygen and IV tubing).

Grading of the Student:

The student is to be graded on each of the eleven categories listed. If the student were receive any of the automatic failure criteria or score less than 90% , he/she must retake the entire examination. Objective comments regarding specific weaknesses and strengths of the student is encouraged. If radiographs must be repeated, you have "failed" that attempt to demonstrate competency. **Furthermore, when repeating radiographs, they must be performed only in the presence of a qualified radiographer.**

Clinical Performance Evaluation Form:

Technical and affective skills are evaluated by the Clinical Instructor, technologist, Program Director, and Clinical Coordinator using the clinical evaluation form. Sometimes it is helpful for the Clinical Instructor to obtain the input of selected staff technologists prior to completing the form. Before submitting the form to the Clinical Coordinator, it is important to review it with the students as a means of timely feedback on strong, as well as weak, areas. In addition, documentation for student behavior problems assists the Clinical Coordinator and/or SCC faculty to assist students in establishing a plan for improvement when necessary.

The Clinical Coordinator provides the Clinical Instructor with a list of due dates of the various forms described above. It is very important that these dates be adhered to so that the student may receive their grade in a timely manner.

Clinical Experience Record

In an effort to ensure that individual students are participating in a variety of radiographic exams, each student is **required** to maintain a daily record of his clinical experiences. These forms provide a total record of the exams the student has observed, assisted, or performed. In addition, if the student repeats a radiograph, the technologist providing direct supervision must initial the form. Students are responsible for properly completing these **Daily Log Forms** and keeping them up-to-date. These forms are to be turned in on a monthly basis.

Radiation Dosimeter Policy

Each Radiologic Technology student is subject to the occupational exposure limits and the requirements for the determination of the doses which are stated in the NCRP.

Exposure of a personal monitoring device to deceptively indicate a dose delivered to an individual is prohibited. This act may result in the suspension of the student from the Radiography Curriculum.

While attending clinical rotations, the student is required to wear his/her own radiation monitoring device at all times. When a lead apron is being worn, the monitoring device shall be worn on the collar outside of the apron. When not in a fluoroscopy room, the device may be worn on the front of the student at collar level.

A student is required to document and submit a report to the Program Director when a situation arises that may affect the quality of the radiation monitoring report. This will be placed in the student's file for future reference. Examples may be leaving the dosimeter in a hot car, laundering the dosimeter, or leaving the dosimeter attached to a lead apron or lab coat which has been stored in a radiographic/ fluoroscopic room. A student receiving a dose of 50 mrem or more in one monitoring period will be counseled in radiation protection.

In the event that a pregnant student continues in clinical education a second personnel monitoring device will be supplied. This device should be worn on the front of the student's abdomen. The occupational exposure to the pregnant student must not exceed 0.5 rems during the entire pregnancy.

The Southwestern Community College radiography curriculum provides the radiation dosimeters to the students for a fee. It is the responsibility of each individual student to handle and care for his/her dosimeter. Each student must personally receive his/her dosimeter from the appropriate personnel on a monthly basis. At this time he/she will return the previous month's dosimeter. Failure to return a radiation dosimeter when due will result in an additional fee charged by the monitoring company.

If the student's dosimeter is lost/stolen, it must be reported to the Clinical Coordinator/Instructor immediately. A written account is to be filed with the Clinical Coordinator/Instructor within 24 hours of the incident report using the Dosimeter Incident Report form in this handbook. The student will be sent home and may not return to the clinical site until he/she has a dosimeter.

If a student is employed by an institution, a second institutional monitoring dosimeter must be provided by the employer for the student to use as an employee.

Radiation Monitoring Records

All radiation monitoring records are kept in the offices of the Clinical Coordinator/Instructor at Southwestern Community College following faculty review. It is the student's responsibility each month to review the report and record his/her initials beside his/her name indicating that he/she is aware of the monthly report. In the event that a student receives an excessive amount of radiation during a period, consultation with the Program Director is required. Recommendations from the Program Director will be followed.

Southwestern Community College
Radiography Curriculum
Dosimeter Incident Report

Student Name:

Date:

Clinical Affiliate:

Explanation for Possible Inaccurate Report:

Student's Signature:

Instructor's Signature:

Follow Up:

Student's Signature:

Instructor's Signature:

Radiography Orientation Form

Student Name: _____ **Date:** _____ **Clinical Site:** _____

To orientate new students please go over the following checklist to ensure a smooth transition into a new clinical site. Each student will complete this checklist when rotating to a new clinical site. Please check off each item as it is completed. The student and Clinical Instructor should sign and date the form. Once completed, the form should be returned to the Clinical Coordinator.

- A. Introduction** _____
- 1. Staff _____
- 2. Radiologist(s) _____
- 3. Department Supervisor(s) _____

Department Tour

- 1. Radiography Rooms-including location of oxygen & suction _____
- 2. Reading Area _____
- 3. File Room _____
- 3. Darkroom _____
- 4. Special Modality Areas _____
- 5. Reference Materials-including Policy & Procedure Manuals _____
- 6. Location of Fire Extinguishers _____
- 7. Location of Crash Carts _____

- C. Hospital or Clinic Tour**
- 1. CCU _____
- 2. ICU _____
- 3. ER and waiting area _____
- 4. Surgery and waiting area _____
- 5. Cafeteria _____
- 6. Central Supply _____
- 7. Pharmacy _____
- 8. Business Office _____
- 9. Out-Patient Services _____
- 10. Hospital floors or clinics _____
- 11. Laboratory _____

D. Parking Instructions _____

- E. Review of Department/Hospital Policies and Procedures**
- 1. Evacuation plan _____
- 2. Calling Codes _____
- 3. Radiographic Exam Protocols _____
- 4. Answering telephone _____
- 5. Registering patients _____
- 6. Film filing _____
- 7. Procedure for release of films _____
- 8. Operation of x-ray equipment _____
- 9. Darkroom Procedures _____

Clinical Instructor _____ **Date:** _____

Student: _____ **Date:** _____

Statement of Understanding and Pledge

I have read and understand the material within the SCC Radiography Handbook.. I agree to adhere to the rules and regulations stated within or accept the resultant consequences. I have been made aware of these rules and regulations the first week of Semester I and prior to the commencement of my first day of clinical rotation. I hereby pledge to be a Quality Radiography Student, to produce only the highest quality of work, and to do my utmost to be the best!

Student Signature

Date Signed

Southwestern Community College Radiography Program Confidentiality Statement

Students in the Radiography Program of Southwestern Community College will be working with actual patients and their pertinent medical information in clinical sites as well as classroom. It is imperative that the student remember:

1. Legally, this information belongs to the patient. Any violation of confidentiality of the patient information is punishable in a court of law.

2. The professional code of ethics of the American Registry of Radiologic Technologists stipulates that maintaining confidentiality of patient information is a part of professional responsibility and integrity.

Case studies must be presented appropriately with no patient identification visible. Requests concerning case study presentations must be made to and approved by the clinical instructor, therefore, insuring good confidentiality practice.

Mandatory student logs for clinical rotation must be kept, but only patient number and exam performed will be recorded. At no time should a patient's name be used in clinical documents. At no time should a patient's name be used in conjunction with their patient number.

Having read the above, I do hereby agree to maintain the confidentiality of all pertinent information to which I am exposed. I understand that failure to abide by this agreement will result in immediate dismissal from the program.

Student Signature

Date