

RADIOLOGIC

TECHNOLOGY PROGRAM



Southeast
COMMUNITY COLLEGE



STUDENT HANDBOOK

Revised 5-2023

Endorsed by the Radiologic Technology Program's
Advisory Committee

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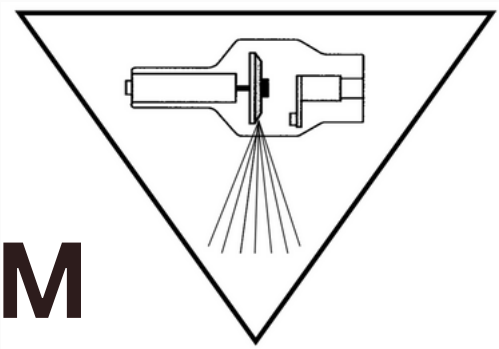
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WELCOME TO THE PROGRAM



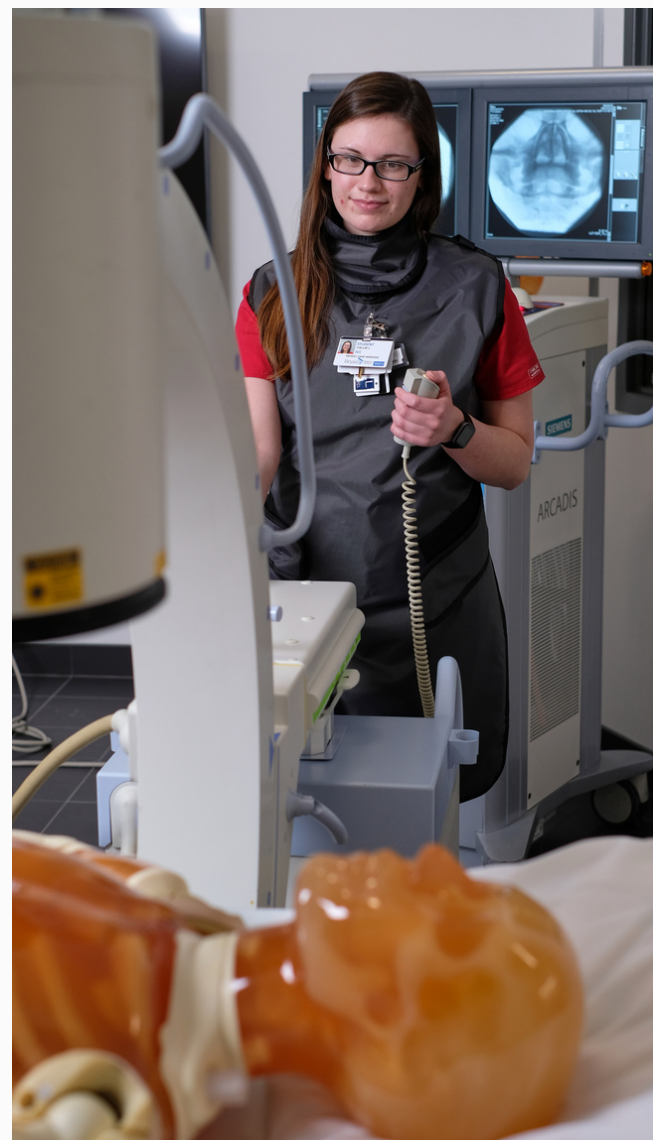
We are excited to have you in the SCC Radiologic Technology Program!

The field of radiology is considered an ART and a Science. It is considered an ART because the radiographer is the artist using all the components and skills learned to make the final artwork...the Radiographic Image! It is considered a Science because the framework of radiology is based on radiation concepts, scientific theories and properties, and mathematics.

As a student in the program, you will learn about radiology through program courses, laboratory experience, and clinical practice. You will become a key member of the radiology team at the hospital and learn how to contribute to the well-being of the patient. You will learn technical skills in using radiology equipment, computer systems, and processing the radiographic image. You will also expand your personal skills in communication, time management, and organization.

This handbook contains important information about policies and procedures as to what is expected of you at the clinical setting and as a program student. Program faculty will help guide your educational journey so it is important to use their knowledge and expertise when needed.

*We look forward to working with you,
The Faculty*



SCC FACULTY CONTACT INFORMATION

Name	Position / Description	Contact
Kelly Findley	Program Director	402-437-2777
Mike DeWitt	Clinical Coordinator	402-437-2778
Angela Cyza	Faculty	402-437-2779
Teresa Mattern	Faculty	402-437-2728
John Tucker	Faculty	402-437-2823
Health Sciences Office		402-437-2725 402-437-2726

HEALTH SCIENCES BUILDING

The 81,909 square-foot building includes 14 state-of-the-art health science labs, eight classrooms, student collaboration spaces, faculty offices, an innovative area simulating a real-life medical setting, outdoor learning spaces, and more. Sixteen health programs are located in the new facility.



STUDENTS WILL ACQUIRE SKILLS IN.....



LABS: Weekly labs in your first year will teach you how to produce diagnostic images of the human body in a variety of positions.



CLINICAL: In the hospital setting, you will interact directly with the patient and see to their needs. You will also learn how to communicate effectively in the medical world and become a vital member of the healthcare team!



RADIOLOGY EQUIPMENT: Operate specialized equipment in surgery, emergency rooms, and other areas of the hospital.

RADIOLOGY COURSES - Learn the science behind the production of radiation and the radiographic image, how to protect yourself and the patient, and the different types of pathologies.





MISSION STATEMENT

The mission of Southeast Community College is to empower and transform the diverse learners and communities of southeast Nebraska through accessible lifelong educational opportunities. The College provides dynamic and responsive pathways to career and technical, academic transfer and continuing education programs that contribute to personal, community and workforce development.

CORE VALUES

Southeast Community College adheres to a set of core values that drive the decisions and actions of the institution.

- 1. Excellence – Commitment to the highest level of performance in all facets of the College’s programs, services, and operations through effective investment and support of all assets.**
- 2. Integrity – Continuous pursuit of fulfillment of mission and goals through transparency and ethical practices in all College operations.**
- 3. Innovation – Commitment to proactive discovery and application of emerging concepts and technologies, and promotion of the respectful challenging of ideologies and practices to cultivate creativity, alternative viewpoints, and opportunities for ongoing discovery and intellectual growth**
- 4. Inclusion – Promotion of opportunities and advancement for a diverse and dynamic student, employee, and community population through the creation of a positive, compassionate, and reflective culture.**
- 5. Stewardship and Accountability – Commitment to our students, employers, and communities through investment in resources to fulfill the College’s mission, vision, and goals and responsible management of human, physical, and financial resources.**

RADIOLOGY PROGRAM

PHILOSOPHY



It is the program's belief that the RADIOLOGIC TECHNOLOGIST is a vital part of the allied healthcare team and a valuable assistant to the practicing physician. As the science of radiology grows in use and complexity, the demand for personnel skilled in the technique of radiation procedures also grows.

For the student Radiologic Technologist to qualify for this role, it is essential to have an understanding of the theories and principles from which techniques and procedures are developed. To become a safe and competent practitioner, the student technologist must have sufficient opportunity to practice techniques and procedures in the clinical environment over an extended period of time and under the direction of registered technologists and radiologists. Building on knowledge and experience, the student radiographer will successfully meet the needs of the patient, practice effective communication, and perform vital services as part of the healthcare team to serve their community.

The program believes the student should have the opportunity to learn theory and principles, and practice skills in situations designed for the educational benefit of the student. The student should also have the opportunity to continue towards advanced specialties or higher education if they so choose.

VALUES



● RADIOLOGIC TECHNOLOGY PROGRAM

The mission of the Southeast Community College Radiologic Technology Program is to prepare entry level Radiologic Technologists. The program, with collaboration from healthcare professionals, will empower students to apply learned skills within the ethical, professional, and legal boundaries of a diverse community.

● HEALTH SCIENCES DIVISION

The mission of the Health Sciences Division at Southeast Community College is to empower and prepare students to meet the health and wellness needs of our community. The Health Sciences Division is committed to providing innovative, collaborative, student-centered learning to individuals pursuing healthcare and wellness careers.

● VISION OF LEARNING

Successful health occupations students learn and practice concepts, principles, skills and attitudes that they will use for people needing health care and for themselves that result in an optimal level of health and functioning.

ACCREDITATION



The Radiologic Technology Program maintains accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Students are advised to contact the JRCERT for questions or concerns regarding accreditation and the adherence to the Standards for Accreditation:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606
Phone: (312) 704-5300; <http://www.jrcert.org>

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

If a student believes the program is not in compliance with a JRCERT Standard, following the Due Process of JRCERT Standards is recommended. The form for submitting an Allegation of Noncompliance by the program can be found in the FORMS section.



PROGRAM REQUIREMENTS

PROGRAM REQUIREMENTS



- 1. All Radiology courses must be completed with a 75% (C+) or higher to progress in the program.**
- 2. Each program course (didactic & clinical) has a Course Information Document (CID) which contains specific policies set by the instructor of the course. The instructor has the right to alter the required due date of any assignment, maintain the required due date, alter the assignment or reduce the point value for assignments submitted days after the due date.**
- 3. The Program reserves the right to make any additions or changes in program rules and regulations as deemed necessary at any time throughout the course of the program. Students will be notified of new or updated policies in writing and/or in the Community area of SCC's online learning platform.**
- 4. Students must meet College, Program, and ARRT requirements to graduate and be eligible for boards. The ARRT and the Program have established a list of Competency Examinations. If all required competencies are not completed by the end of the final term, the student must enroll in an additional term of clinical education to complete the required competencies. This will affect the date of graduation and registry eligibility.**
- 5. Participation in program workshops at the Lincoln Campus is required. Students are responsible for expenses related to travel, hotel, food, etc. If a student fails to attend the workshops, they can no longer continue in the program.**
- 6. Each student will participate in the Conference Credit & Certification Challenge (4 C's). The 4 C's of Continuing Education includes:
 - a. Students will earn continuing education credits by attending a state or national radiology conference, continuing education workshop, or other program sanctioned activity. Students are responsible for fees pertaining to the conference. Refer to Radiography Program Community for more information.**
 - b. Students participating in a certification challenge (aka mock registry) mid-program to assess student learning. Mock registries continue in the second-year to prepare students for the national registry.****
- 7. Students are responsible for knowing the contents of the College Handbook and the Program Student Handbook. Students are responsible for periodically reviewing the policies throughout the duration of the program to alleviate any miscommunications.**
- 8. Student's will have access to the Program's online Community located in SCC's learning platform. The Community contains the latest edition of the Student Handbook along with any changes in program policies. It also contains information on items such as inclement weather, vaccinations, time clock, ordering radiology markers, textbooks, upcoming courses, how to make a pdf or screen shot, etc.**
- 9. Students are required to have computer/internet access. Only Microsoft Word is acceptable to the Program for submitting assignments.**
- 10. Students are responsible to maintain appropriate, professional conduct at all times.**



YOUR JOURNEY

BEGINS

PROGRAM POLICIES

● SOCIAL MEDIA STATEMENT

SCC Health Sciences recognizes that many students choose to participate in social media and networking sites. This includes Facebook, LinkedIn, Twitter, Instagram, Snapchat, and other websites, blogs and networking sites. Social media is a powerful communication tool that can have significant impacts. It can be positive, fun, and can lead to job opportunities; it can also negatively impact one's reputation and the organizations one represents. You must be mindful that anything you post on a social media site may be seen by anyone, including patients, classmates, instructors, and prospective employers. Inappropriate social media postings could form the basis for disciplinary action against you by the College. Reviewed and Approved by SCC Legal 1/10/2017

● ACADEMIC INTEGRITY

Demonstration of Academic integrity is an expectation in the Radiology Program. Behaving in an immoral or unethical manner in the completion of your academic work is dishonest and jeopardizes your integrity, the integrity of the College and a violation of the SCC Student Code of Conduct. The core principles of integrity create a foundation for success in all life's endeavors. Integrity in academic settings is a fundamental component of success and growth in the classroom. It prepares students for personal and professional challenges as well as providing a blueprint for future fulfillment and success.

Academic Dishonesty

Examples of Academic Dishonesty include, but are not limited to the following:

1. Plagiarism (Presenting someone else's words, ideas, or data as your own work.)
2. Intentionally or unintentionally presenting the ideas, words, information, or images of another as your own work by not properly citing the original sources. Allowing others to write or edit your work.
3. Fabrication/Falsification
4. Presenting altered or invented information as fact.
5. Cheating
6. Obtaining unauthorized materials or assistance for one's own academic benefit.

Examples:

- a) Copying work of other students
 - b) Falsely identifying the student presenting the work
 - c) Submitting work created for another class or purpose
 - d) Attending class or taking a test for another student
7. Facilitating Misconduct
 8. Assisting others in actions considered dishonest. Giving unauthorized help on tests, labs, or homework.

The Radiologic Technology Program has a high standard for learning. Therefore, acts of dishonesty will not be tolerated. Faculty will report violations to Student Services and penalties can include:

- Failure of the assignment or course
 - Proctoring of future exams at the student's expense
 - Disciplinary warning or probation notice
 - Suspension or dismissal from program with student unable to return. (No recycling)
- (See College handbook – Academic Integrity for more information)

● ONLINE LEARNING

To maintain the integrity of online learning, the following procedures will be used:

- Each student will use a specific user name and password known only to them to be used when they enter the online platform
- Correspondence with students will occur via the student's secure college email account or through the Course Learning Management System.
- Respondus Lockdown Browser may be used for all exams to maintain a secure environment
- The online forum is consistently monitored and the learning management system tracks every click of a student's mouse
- For Technical Support, please contact the SCC Help Desk at helpdesk@southeast.edu

● GRADING SYSTEM - INCOMPLETE GRADES

Letter grades are used to record student achievement in courses. The letter "I" is a temporary letter grade and is assigned when course requirements are not completed due to extenuating circumstances as determined by the course instructor. **The student must have completed 70% of the course and be in good standing before an "I" can be considered.** An Incomplete Grade Contract must be submitted to the Registration Office at the time the incomplete grade is issued. Because radiology courses are sequential, a student cannot progress until the student has met the terms of the Contract. Therefore, an "I" must be removed before the next term or successive course(s) starts. The course instructor will file notice of grade change to the Registration Office when appropriate to change the "I" grade to a permanent letter grade. A detailed explanation of the Grading System can be found in the College Catalog.

● PROGRAM DISMISSAL

A student may be dismissed from the program due to any of the reasons listed below. A student may or may not be dismissed depending on the severity of the incident. Appropriate disciplinary actions will result if student is not dismissed.

1. Insubordination. (Direct or indirect refusal by a student to perform a legal, ethical, and reasonable directive from a supervisor/SCC faculty when the directive has been clearly understood or acknowledged.)
2. Conviction of distribution and/or possession of illegal drugs, alcohol, or controlled substances.
3. Unprofessional or unethical conduct. Students dismissed for an ethical violation will NOT be allowed to recycle or re-enter the Program.
4. Cheating.
5. Falsification of documents or records. (This includes knowingly accepting verification of competency when student has not demonstrated competency.)
6. Discussing grades, conferences, or counseling sessions with other students.
7. Inappropriate conduct in clinical or classroom (negligence, theft, misconduct, drugs, abuse of controlled substance, intoxication, etc.).
8. Conviction of a felony.
9. Items identified by college handbook and program student handbook.
10. Failure to meet requirements as stated in Program policies.
11. Dismissal from clinical site. ++

++Clinical Site Dismissal: Clinical sites have the right to remove a student from their facility due to policy violations, ethical violations, etc. Once the student has been notified of the dismissal, all clinical hours will be suspended until another site is found. It is the responsibility of the student to find an alternative clinical site that is acceptable to the Program. This site will have the option to view the student's files before making a decision. The student must sign a "Release of Information" form granting the clinical site access to their records. Failure to find an acceptable clinical site within one year will result in dismissal of the student from the Program.

Students who do not meet program requirements will be dismissed and will receive the course grade earned. Unfinished assignments will be given a grade of zero in the gradebook. These students MAY have the option to recycle. See recycle policy.

Students who are in danger of failing the program will be given the opportunity to withdraw as long as it falls within the college withdrawal deadlines.

● DUE PROCESS

Appeals Process:

A written description of a concern, situation, or problem **MUST** contain the following items:

- A typed, in-depth description of the issue, problem, or incident including dates and times they occurred and reactions or feelings toward the behavior.
- Suggestion to alleviate or solve the issue or problem if warranted.
- Student signature and date.

Students, either in clinical or classroom, who encounter a troubling situation or circumstance; have a problem with interpersonal relationships with another individual(s); who experience or observe a harassing incident(s) or feel their personal safety or mental status is abused by clinical staff, faculty member, or a fellow student have the right to begin an appeals process using these guidelines:

Clinical Site or Personnel Issue

1.The student should attempt to resolve the problem or issue personally with the individual through open communication within 5 instructional days of incident. If the student(s) is/are not comfortable with communicating with the individual or if there is fear of retaliation, they must contact the SCC Clinical Instructor within 5 days of the incident.

2.The student and the SCC Clinical Instructor meet to discuss and try to resolve the situation within a set amount of time. Documentation of the incident (see Appeals Process) must occur at this time. If either the student or the instructor feels resolution of the situation/concern has not been reached by the set deadline, the next steps will be taken.

3.The SCC Clinical Instructor will notify both the Program Director and the Clinical Facility Director of the incident within 5 days from the previous meeting. A meeting will be scheduled that will include, at a minimum, the SCC Clinical Instructor and the Clinical Facility Director.

3. (continued). A plan of action will be developed as to the next steps to handle the situation. This may include meetings with the student(s) and employee(s). Both the Clinical Facility Director and Program Director will monitor the behavior/incident(s). If the behavior/incident(s) continue or if the Clinical Facility Director does not follow through with the plan of action, the Program Director will discuss the issue again with the Clinical Facility Director.

4. If the issue is not resolved to the satisfaction of all involved, the Program Director will contact the Clinical Facility's Director's immediate supervisor within 5 working days. The clinical site's grievance Rules and Regulations (which is external to the program) provides the next steps and associated time frames.

Student or Faculty Issue

1. The student should first try to resolve the problem or issue with the individual through open communication within 5 instructional days of incident. If the student(s) is/are not comfortable with communicating with the individual or if there is fear of reprisal, they must contact the supervising program faculty within 5 days of the incident.
2. If communication with the individual is unsuccessful, the student(s) must submit written documentation (see Appeals process) to the Program Director within 5 days.
3. A meeting will be scheduled within 5 days upon the Program Director receiving the document. The meeting may include the student(s), faculty person, and Program Director. A Due Process Plan will be completed within 5 working days of the meeting. This Plan outlines the situations/concerns, the goals to resolve the issue, and the timeline for resolution.
4. After the identified time noted on the Due Process Plan, the student and Program Director meet to finalize the Due Process form and determine if the situation/concern has been resolved. If the student feels resolution of the situation/concern has not been resolved, the student may then begin the College's appeals process (which is an external process outlined in the College Catalog) within 5 working days of the meeting.

Students who want to appeal a Program Policy

1. Student will submit the issue in writing to the Program Director.
2. The Program Director will present it for discussion at a staff meeting. After discussion, faculty retains the right to accept or deny the appeal. The final decision will be written and returned to the student as soon as possible.
3. If a student is dissatisfied with the faculty's decision, he/she must state in writing a valid reason as to why he/she believes the problem still exists and submit to the Dean of Health Sciences within 5 days of notification. The Dean will then review all documentation and make a decision regarding the issue.
4. If a student disagrees with the Dean's decision, he/she can then proceed with the college's formal grievance procedure.

Students who believe the program is not in compliance with JRCERT Standards will proceed with the following steps:

The JRCERT Standards assure that a program accredited by the JRCERT maintains a high quality of education for the student as well as protects the student and public from unwarranted or unsafe policies or practices.

1. A student who has an allegation that the program is not in compliance with the current Standards is advised to complete the “Allegation Reporting Form” on the JRCERT website and submit to the Program Director.
2. The Program Director will respond to the student within 7 working days from receipt of the complaint.
3. The Program Director will meet with the student to try to resolve the issue. Together, they will discuss the situation to clarify any misunderstandings and try to resolve the allegation.
4. If the student considers the issue unresolved and continues to believe the program is in non-compliance with the JRCERT standards, the student should contact the JRCERT to present the allegation within 7 days from meeting with the Program Director. The student should submit the complaint form and any subsequent documentation to assist the JRCERT in understanding the reason for the allegation. **JRCERT: (312) 704-5300**

JRCERT Complaint form is located in the “Forms” section in the Radiologic Technology Community on the SCC learning platform.

Grade Appeal Procedure

Information regarding the Grade Appeal Procedure and process to proceed with a grade appeal is identified in the College Handbook.

Student Code of Conduct

All students are expected to conduct themselves as good citizens. Students are expected to obey the laws of the local and state jurisdiction, and the college rules and regulations. Students are expected to demonstrate a set of core values that include accountability, integrity and respect for others; pursuing excellence in fulfilling responsibilities; being honest, kind and compassionate; and adhering to the principles of diversity.

Please refer to the College Handbook for the SCC Student Code of Conduct and to the ASRT, ARRT and Program Code of Ethics outlined in this Student Handbook.

Once notice is received of a violation of the Student Code of Conduct, SCC will proceed with the Conduct Review Process. Information regarding the process can be found in the SCC Student Code of Conduct handbook.

● RECYCLING INTO THE PROGRAM

Students who are dismissed due to academic or clinical failure or who have voluntarily withdrawn from the Program may be eligible for re-entry based upon program space, availability, and the nature of their dismissal. Recycling students have one chance to recycle within one year from the start date of the term student left; beyond one year, the student will begin a new process for Program admission. Students must petition for re-entry in writing to the Program Director at least 4 months prior to the recycle date. Recycling students are placed on contract, must pass a competency test at SCC Lincoln campus, a radiology knowledge test, and meet program requirements (CPR, CBC) before being reinstated. If a student fails to meet these terms, the recycling option is void and the student's only choice is to reapply to the program as a beginning student. Students have 2 attempts to complete the program.

● GRADUATION & CERTIFICATION/LICENSURE REQUIREMENTS

To graduate from the program, the student must have:

1. Satisfactory completion of all courses, laboratory, clinical, and program requirements.
2. Met program and American Registry of Radiologic Technologist competency requirements. Failure to meet this standard will result in registration of an additional term of clinical to meet requirements.
3. Completed the general education requirements according to the College Catalog.
4. Submitted a graduation application to Admissions by the college's due date in the final term of the program. The application must be completed by the student and signed by the Program Director before submission. Failure to submit the application by the college's deadline will result in delayed graduation.

CERTIFICATION

1. Graduates of the program are eligible for the National Certification Exam given by the American Registry of Radiologic Technologist (ARRT).
2. Program officials will not acknowledge program completion until all graduation requirements are met.
3. Reading the ARRT handbook and submission of the application and fee is the responsibility of the student.
4. Violation of the ARRT's Rules of Ethics may prohibit the student eligibility to take the National Certification Exam. For more details regarding ethic violations, go the ARRT website.
5. Students have a limited number of attempts within a specific time span to pass the ARRT certification exam. If a student falls within this parameter and wants to regain eligibility, a student must enroll in and complete a radiology program. A graduate of the SCC program, cannot retake the SCC program but will have to find a different radiology program. This is based on the premise that the same education, curriculum, and instruction by the program will not benefit the student and a different radiology program may offer a student an educational pathway that would assist the student in this situation.
6. Upon passing the ARRT National Certification Exam and receiving formal notification in the mail, students can apply for state licensure. Meeting state and/or local standards and applying for licensure is the student's responsibility.



CLINICAL SITE POLICIES

● HIPAA

HIPAA protects patient privacy and includes individually identifiable information in any form where the information could identify an individual by name, medical condition, demographics or other means. In order to comply with the American Recovery and Reinvestment Act of 2009 which includes Health Information Technology for Economic and Clinical Health Act (HITECH), Health Sciences students enrolled in Southeast Community College (SCC) Health Sciences Division programs will not remove any protected health information (PHI) from any clinical facility. Nor will students transmit any PHI electronically except when doing so in the usual performance of caring for patients or clients and full knowledge of the clinical preceptor or instructor. This bill established new requirements for business associates (SCC) and covered entities (Facility) with respect to handling protected health information. SCC must report any breach of confidentiality to the facility and the facility and SCC may be subject to fines.

● SOCIAL MEDIA

It is the position of the Health Sciences Division that all students involved in health care have a moral, ethical and legal responsibility to maintain individuals' rights to privacy. Students are expected to act with integrity and to respect the privacy rights of others. Social media postings regarding patient information constitute a violation of patient confidentiality and HIPAA. Such postings are prohibited and subject a student to discipline, up to and including dismissal from a program. Along these lines, students are reminded to use caution even when sharing locations or commenting on images. Students are directed to not post or share photographs from clinical and laboratory settings. Students must also avoid referencing clinical sites, clinical experiences, patients, and patients' family members on social media sites in any manner that violates the confidentiality of patients or their families.

Reviewed and Approved by Legal 1/10/2017

● CLINICAL SITE POLICY CHANGES

Clinical sites reserve the right to change, modify, or implement new policy or requirements as they deem necessary. Students assigned to the site must follow all clinical site policies to ensure student placement. If a student chooses NOT to follow clinical site requirements, the student's education will be affected and dismissal from the program may result.

● STUDENT RIGHTS

Students have the right to speak with Human Resources at their designated clinical site if they feel their personal safety or mental status is abused by clinical staff member.

● DRUG & ALCOHOL TEST

All students enrolled in the Radiology Program have completed a Drug and Alcohol Test. The cost of the test is approximately \$55. The clinical facilities require that SCC obtain a negative drug screen on each student prior to that student arriving at the clinical facility for his/her clinical rotation and that such students be drug and alcohol free while at a clinical facility. Further drug testing and or alcohol testing may be required of the student for cause and the cost of testing will be the responsibility of the student. The refusal to consent to drug or alcohol testing may result in a student being dismissed from the program. (Complete policy information can be obtained from program faculty, the Health Science Division's office, and the College Handbook.)

● CRIMINAL BACKGROUND CHECK

A criminal background check (CBC) is performed on all students and the cost is approximately \$35. CBCs must be updated yearly. Results may cause a student to be ineligible to attend clinical and participate in the program as determined by the Dean of Health Sciences. A Self-Disclosure Statement will be completed annually in the month of the original background check. Failure to have a current CBC will result in a loss of clinical time until it is current. Time missed will be subtracted from the student's allotted personal time. Points will be assessed for failure to follow program requirements.

● CPR

Students must be certified in CPR. Expiration of CPR will result in a loss of clinical time until it is current. Time missed will be subtracted from the student's allotted personal time.

● TB TEST

A two-step TB test is required upon entry to the program. If the result is positive, then additional testing is required.

● INFLUENZA VACCINATION & FLU

Each student will obtain a yearly influenza vaccination by the designated deadline. If a student displays symptoms consistent with the influenza virus (flu), they will need to excuse themselves from clinical until they have been fever free for a minimum of 24 hours without fever reducing medication AND 5 days out from the onset of symptoms. Students have the option to decline the vaccination but will be subject to clinical guidelines.

● COVID-19 VACCINATIONS

Students will follow the clinical site's policy requiring COVID-19 vaccinations. Clinical sites have the right to change policy at any time and students assigned to the site must follow the new policy. This may include COVID-19 vaccination boosters, elimination of medical or religious exemptions, weekly testing for medical or religious exemptions (students are responsible for testing expenses), etc. Failure to adapt to changed policies may result in the student's education being affected and completing the program may be impacted.

● NO SMOKING

For the health and safety of all, smoking and use of tobacco products are not permitted at the clinical site and should not be carried while on duty.

● INSURANCE

Liability insurance for students is provided by the college for incidences occurring at the clinical site and radiology labs during **scheduled hours**. Unauthorized changes in schedule could result in the liability insurance company refusing to pay the claim. The cost of the liability insurance is included in the student fees. Liability insurance does not cover personal health claims, and it is recommended that students obtain health insurance coverage for that purpose. Employee health may be used if you are injured at the clinical site, however, you will be responsible for any associated charges.

● ACCIDENTS OR INCIDENTS

All accidents and/or incidents regarding the student, patient or other individual in the environment must be reported to the immediate supervisor or hospital official.

- The appropriate form(s) will be filled out.
- Determination will be made as to what diagnostic tests or procedures would need to be done.
- Students are financially responsible for medical expenses associated with diagnosis or further vaccination, i.e., boosters, etc.

● STANDARD PRECAUTIONS

Students will adhere to Standard Precautions regarding infectious diseases at clinical. Standard precautions are a set of infection control practices used to prevent transmission of diseases that can be acquired by contact with blood, body fluids, non-intact skin (including rashes), and mucous membranes.

All students are required to report any contact with blood/body fluids to their immediate supervisor and/or hospital officials. Medical attention for an exposure is at the student's expense.

All Health Division students need to:

- Read the Blood and Body Fluid Precautions, Statement of Understanding.
- View audiovisual media, which reinforces the "need for", and "how to" take precautions.
- Sign a form verifying accomplishment and understanding of precaution.
- Complete the Safety Education and review annually.

● RADIATION SAFETY

Students will abide by the listed policies to ensure safe radiation practices in regards to patient, healthcare workers, and self.

Personal Monitoring Device

The Primary Clinical Affiliate to which each student is assigned provides the Radiation monitor service. The radiation badge report is provided by the clinical site for student viewing.

- Students are required to wear the badge in the laboratory when exposures are made and when assigned to clinical facilities.
- Students are responsible for the security and safety of the badge and will not be permitted in clinical areas without the radiation badge being part of their professional attire.
- Time lost retrieving their radiation badge will be deducted from student's allotted personal time.
- Each student is responsible for exchanging radiation badges as designated by the clinical site. If badges are lost or late, the student is responsible for any fees assessed by the clinical site.

Each student will log their badge readings so it can be viewed by designated program personnel. The radiation exposure report will NOT exceed the following Dose Limits:

- 1 mSv (100 mRem) whole body exposure annually
- 50 mSv (5 rem) skin or extremities annually
- 15 mSv (1500 mRem) lens of eyes
- Students who exceed the monthly acceptable limit of .5 mSv (50 mrem) will be counseled by program officials.

Exposures of individuals will NEVER be made without a physician's request or order.

Mobile Procedures

- Students will notify all persons in the area of imminent exposure. This will be done by clearly announcing that an exposure is about to be taken, and then allow individuals ample time to move to a safe area.
- Protective apparel such as aprons will be given to individuals (healthcare worker, family member, patients in adjacent beds, etc.) who cannot safely leave the area.
- Students will wear protective apparel (lead apron, thyroid shield, etc.) during an exposure. The protective principles of time, distance, and shielding must be applied.

Patient Procedures

- Students must NOT hold image receptors during imaging procedures.
- Students should use an immobilization device to avoid holding a patient during a procedure.
- If mechanical methods of restraint/immobilization are not feasible, non-occupationally exposed persons wearing appropriate protective apparel should perform this function.
- However, if extenuating circumstances occur and a student finds themselves in a situation that requires them to remain in the room during an exposure, the student must follow the appropriate guidelines set below:
 - Wear appropriate protective barriers. (i.e. lead aprons, thyroid shield)
 - Must not come in contact with the primary beam.
 - Student Holding form must be completed and submitted.

● MRI SAFETY

Magnetic resonance imaging, or MRI, is a way of obtaining very detailed images of organs and tissues throughout the body without the need for x-rays or "ionizing" radiation. Instead, MRI uses a powerful magnetic field, radio waves, rapidly changing magnetic fields, and a computer to create images that show whether or not there is an injury, disease process, or abnormal condition present. Certain implants, devices, or objects may pose a hazard to individuals in close proximity to the magnet of the MRI system and/or may interfere with the MRI procedure.

Unless they are MRI compatible, the following are a few common items that may create a health hazard or other problem:

- Cardiac pacemaker or implantable defibrillator
- Catheter that has metallic components that may pose a risk of a burn injury
- A ferromagnetic metallic vascular clip placed to prevent bleeding from an intracranial aneurysm
- An implanted or external medication pump (such as that used to deliver insulin or a pain-relieving drug)
- A cochlear (inner ear) implant
- A neurostimulation system
- A catheter that has metallic components that may pose a risk of a burn injury

*See MR screening form in the program's **Community** for a complete list of items

Items that need to be removed by individuals before entering the MR system room include:

- Purse, wallet, money clip, credit cards, cards with magnetic strips
- Electronic devices such as beepers or cell phones
- Hearing aids
- Metal jewelry, watches, pens, paper clips, keys, coins, hair barrettes, hairpins
- Any article of clothing that has a metal zipper, buttons, snaps, hooks, underwire, or metallic threads
- Shoes, belt buckles, safety pins
- Medical Devices (Diabetic pump, Continuous Glucose Monitor, Hearing Aids, etc.)

Pregnancy and MRI

If you are pregnant or suspect you are pregnant, you should choose another modality. In general, there is no known risk of using MRI on pregnant patients. However, MRI is reserved for use in pregnant patients only to address very important problems or suspected abnormalities. In any case, MRI is safer for the fetus than imaging with x-rays or computed tomography (CT).

MR Screening

Before entry into the program, all students must complete an MR screening form. Prior to starting clinical, any items marked on the form will result in further screening by clinical MR staff to ensure student safety. The MR screening results may prohibit a student from being in the vicinity of the MR area and exclude MR as a rotational modality. Depending on the clinical sites' policies, the clinical site may ask the student to complete their own MR screening form.

The student must notify the program immediately if a change of status occurs with any item on the form. A change in status may prohibit the student from any type of contact with the MR area or equipment.



CLINICAL RULES & REGULATIONS

● PROFESSIONAL STANDARDS

The Clinical Education component is a competency-based model and combines mechanisms to parallel and correlate classroom education. Clinical education provides an arena to assess student ability and for the student to achieve the required American Registry of Radiologic Technologist (ARRT) competencies.

- 1.The PATIENT is the number ONE concern at the clinical site!
- 2.The patient will ALWAYS be treated with patience and respect!
- 3.The student will demonstrate appropriate actions and attitudes towards patients.
- 4.The student will abide by HIPAA regulations.
- 5.The student will display a respectful attitude toward hospital staff, college faculty, and fellow students.
- 6.The student will report errors as soon as possible.
- 7.The student will respond in a positive manner to constructive suggestions.
- 8.The students will cooperate and work well with others.
- 9.The student will recognize his/her strengths and weaknesses.
- 10.The student will be dependable and carry out instructions completely.
- 11.Clinical personnel will assess the student's adherence to Professional Standards as part of the student's clinical grade.
12. The student will demonstrate academic integrity and honesty throughout the program according to SCC Guidelines.
- 13.The student will fulfill all attendance requirements.
- 14.The student will remain calm in a variety of situations and handle stress well.
- 15.The student will remain alert, responsive, and display initiative and interest.
- 16.The student will make logical decisions and demonstrate sound judgment.
- 17.The student will appear and act in a mature and professional manner.

● ATTENDANCE

Clinical rotations provide the experience and practice necessary in developing clinical skill and problem-solving ability. It also gives the student the opportunity to work with healthcare professionals and become a member of the team. The clinical sites view clinical rotations as an opportunity to "audition" future employees.

CALENDAR - The Program will follow the published Southeast Community College Academic Calendar.

ATTENDANCE - A good attendance record in the program is essential for learning.

Personal Hours

- Clinical students are allowed 10 personal hours per clinical course for ALL absences. Personal hours must be taken in 30-minute increments and be approved by the Clinical Instructor before it can be used. After the 10 personal hours are used, any additional hours missed must be made up. Make-up hours will be determined by the Clinical Instructor/Preceptor and students can be assigned hours from any shift. All clinical make-up time must be completed by the end of the clinical course. Excessive absences (over the allowed 18 hours) will result in a deduction of 1 point per hour missed from the attendance category of the clinical grade.

Tardy Policy

- Tardy is being late past the designated start time. Time missed due to being tardy will be deducted from personal time. The 3rd tardy in a clinical course will result in a 5-hour deduction from the allowed 10 personal hours. If there are less than 5 hours remaining, 5 points will be deducted from the attendance portion of the student's grade. A 6th tardy in a clinical course will result in another 5-hour deduction, or if there is less than 5-hours remaining, another 5 points will be deducted from the grade.
- Students who will not make it to the clinical site prior to the scheduled time may call the instructor and substitute personal time to avoid being classified as tardy. If choosing this option, no less than 15 minutes will be deducted from student's personal time.

Example: The student called in to notify the instructor/preceptor that he/she would be late. The student clocks in at 7:37 for a 7:30 shift. The instructor will deduct 15 minutes from the student's allotted personal time. If the student clocks in at 7:48 for a 7:30 shift, the instructor will deduct 30 minutes from the student's allotted personal time. If a student oversleeps or is not able to notify the instructor prior to the start of the shift, the student must contact the instructor as soon as possible. If the student's allotted personal time is depleted, points will be deducted as outlined in the tardy policy above.

Notification

- Students who will be **absent** for clinical duty **MUST** notify the Clinical Instructor/Preceptor and the clinical site **BY PHONE BEFORE** the assigned time. Failure to do so will result in loss of attendance points.
- The student is responsible for all clinical instruction missed regardless of the reason for absence. The student must contact the instructor to make arrangements for missed course assignments. The instructor has the prerogative to decide whether the student will be permitted to make up work missed during the absence.

- Excessive use of hours, lack of initiative, and poor performance will reflect badly on the student.
- Any student released from a clinical site by clinical staff must notify the Clinical Instructor/Preceptor, Clinical Coordinator, or Program Director. A decision will be made regarding relocation of the student to a different clinical site to complete scheduled hours if necessary.
- The program will consider extenuating circumstances when it comes to personal injury or prolonged illness when assessing points.

● **ELECTRONIC DEVICES**

CELL PHONES

Personal telephone calls will not be made nor accepted during clinical and lab hours except on an emergency basis. Cell phones will NOT be used for social media, playing games, listening to music, or accessing the internet. Misuse of phones will result in the phone being confiscated for the day. The phone can be retrieved from the clinical instructor at the end of the day.

COMPUTER

Clinical computers are NOT for personal use. Access and use is limited to relevant clinical assignment inquiries. Students will use the clinical site's computer to access the Trajecsys website for clinical purposes. No other IP addresses will be acceptable in logging scheduled hours unless approved by the clinical instructor/preceptor. Students can use personal devices to log into Trajecsys to record personal time off and to access daily clinical log.

● **TRANSPORTATION & PARKING**

TRANSPORTATION

Students must be prepared to meet travel obligations and expenses to scheduled clinical sites. SCC is not responsible for transportation liability or cost of injury sustained when traveling to and from the college, clinical education sites, and field trips.

PARKING

Students must observe all parking regulations at all clinical institutions. Students parking in unauthorized areas will be subject to penalty from the clinical institution.

● **EMPLOYMENT**

Employment is permitted during the Program, with the understanding that the class and clinical schedules will NOT be changed to accommodate work schedules. Students are expected to maintain an acceptable level of performance in each area according to the clinical supervisor. Due to course load and clinical hours, full-time employment is not recommended.

Students who work in the field of Radiologic Technology during the course of the Program will NOT apply those hours towards the clinical requirement for the Program. It is the student's responsibility to NOT accept payment from the institution for work designated for clinical education. This constitutes fraud and if such incidents occur, the student will be immediately dismissed from the program. All paid work as a Student Radiographer is arranged between the employer and the student. It is the responsibility of the employer to ensure state and other regulations are met.

● ATTIRE

UNIFORMS

Students will be in uniform when in clinical, classroom, workshops, and laboratory. Students can wear ONLY designated radiology clothing. The uniform must be professional in appearance, clean, and pressed. Students who do not follow the designated policy will be asked to leave clinical until they have the correct attire and are following clinical site specifications. The time absent will be deducted from student's allotted personal time. Students are subject to random uniform checks by clinical instructors or staff clinical preceptors.

Proper Uniform:

- Student uniforms should fit properly.
- White, black, or gray colored socks or support hose.
- Shoes must be black, white or gray with minimal coloring. NO fluorescent colors. Dirty, dingy or torn shoes are not permitted.
- No cleavage, midsections, body art, or backsides shall be visible.
- White, black, or gray undershirts. No t-shirts below the sleeve or bottom of the scrub top.
- Appropriate undergarments; either white or neutral colors. Undergarments should not be visible under scrubs due to color or pattern.
- Pants must be the appropriate length and cannot drag on the ground.
- Appropriate nametags or ID badges as per your clinical site.
- Radiation badge, student markers, and Competency Books.
- Proper personal hygiene includes daily activities such as: brushing teeth, bathing daily, using deodorant, and washing hair.

Clinical Site Specifications:

- Hair reaching past the student's shoulder should be confined in style or pulled back so hair does not fall forward or in front of the face, or in any manner that is offensive to patients or compromises sterile fields. Hair must be pulled back in a professional style. Hair must also be a natural color and style. Extreme hairstyles such as cut outs, stripes or unnatural colors are not acceptable.
- Men must be clean-shaven or have cleanly groomed facial hair.
- Tattoos or brands anywhere on exposed skin must be covered with the uniform, bandages, appropriate tattoo makeup, or an athletic sleeve.
- Cologne and perfume is not allowed. Any hygiene products should be minimally scented so it is not offensive to patients.
- As all medical campuses are smoke-free, any residual smell of cigarette smoke or vaping will not be tolerated. This odor may also be offensive to the patient and will not be tolerated.
- Jewelry should be limited and conservative. Radiology Program policy allows for 2 piercings per ear. Industrial piercings and gauges are not allowed in the ears. Visible body and tongue piercings are prohibited.
- Artificial fingernails are not permitted. Natural fingernail lengths must not extend beyond the fingertip. Polish, if worn, must be neutral and not colored. Shellac and Dip are not allowed.
- Students should follow site policies for where food and drink can be stored and consumed.

Students participating in clinical (primary and rotational) are responsible for knowing that site's specific policies including safety and patient care concerns. Issues concerning proper uniforms or clinical site specifications will result in a conference with the instructor and points deducted.

● CLINICAL SCHEDULES

1. The clinical schedule is provided at the beginning of each term and will be posted on the Learning Management System and in the Radiology Department at each clinical affiliate. Clinical hours are mainly M-F between 6:00 AM-6:00 PM although there are also weekend and evening hours. No compensation will be made for a student who chooses to stay at clinical beyond scheduled clinical hours. Lunch time cannot be substituted for leaving clinical early.

2. Clinical hours will not be scheduled around a student's work hours. The student will maintain the clinical schedule as determined by the Program. If a student requests a change to the schedule, he or she must complete the "Clinical Schedule Change Request" on Trajecsys. The clinical preceptor may accept or reject requests. All changes must be approved and initialed by the clinical coordinator. Students are responsible for checking the approval status of the request. The Clinical preceptor will update the Clinical Site Schedule.

3. Students will be required to rotate to facilities outside of their primary clinical site. Transportation to clinical is the student's responsibility.

● CLINICAL STRUCTURE

Students' participation in radiology exams at the clinical site are required to gain competency.

OBTAINING COMPETENCY REQUIREMENTS

1. Lab checkouts must be completed with an 85% or higher on the associated anatomy to be considered competent to perform under **DIRECT SUPERVISION** in clinical.

The purpose of laboratory work and evaluation is to ensure that students working with patients at clinical sites are doing so in a safe and competent manner.

2. Each mandatory examination must be demonstrated competently at a minimum of 2 performances or sign-offs per examination. Each elective examination must be demonstrated competently at a minimum of 1 performance or sign-off.

- Sign-Offs: Once a student feels confident, he or she will request an **eligible technologist or supervisor** (see definition) to evaluate their performance for a particular exam. If the student displays they are competent in performing the exam, the technologist or supervisor will verify competency by signing the competency booklet. All competency documentation must meet the ARRT requirements for demonstration of competency.

3. After a student has demonstrated competency in an examination and obtained the required number of sign-offs, the student will continue to perform that examination under **INDIRECT SUPERVISION** (see definition) to obtain proficiency.

4. A student who has completed a sign-off of a mandatory or elective exam listed in their competency booklet may be asked to perform that exam for a clinical grade by the clinical instructor/preceptor.

OXYGEN & SUCTION

Students must follow the policies set by the clinical site for the application of oxygen and suction to the patient.

MOBILE AND SURGICAL PROCEDURES

ALL mobile and surgical procedures and/or exams **MUST** be performed in the presence of a qualified and licensed radiographer regardless of the student's competency status.

UNSATISFACTORY IMAGES

ALL unacceptable images must be repeated in the presence of a qualified and licensed radiographer regardless of the student's competency status **AND** must be documented in Trajecsys.

IMAGING OF RELATIVES OR FRIENDS

Students should refrain from performing radiologic procedures on relatives or friends unless given explicit permission. HIPAA policies still apply to these situations.

● ARRT COMPETENCY REQUIREMENTS

Eligibility to apply for the National Registry as a Medical Radiographer through the ARRT requires graduating from an accredited program that meets core competency requirements. The ARRT highly encourages students to obtain education and experience beyond these minimal core requirements. Students must understand and adhere to ARRT guidelines for achieving the required competencies. Students and/or the Radiography Program may be audited by the ARRT after graduation for verification that accurate documentation of competency exists.

CPR/BLS Certification

Students must be certified in Basic Life Support (BLS) for the Healthcare Professional.

Elements of Competence

Demonstration of clinical competence requires that the program director or the program director's designee has observed the candidate performing the procedure independently, consistently, and effectively during the course of the candidate's formal educational program.

Simulated Performance

ARRT defines simulation of a clinical procedure routinely performed on a patient as the candidate completing all possible hands-on tasks of the procedure on a live human being using the same level of cognitive, psychomotor, and affective skills required for performing the procedure on a patient.

ARRT requires that competencies performed as a simulation must meet the same criteria as competencies demonstrated on patients. For example, the competency must be performed under the direct observation of the program director or program director's designee and be performed independently, consistently, and effectively.

Simulated performance must meet the following criteria:

- Simulation of imaging procedures requires the use of proper radiographic equipment without activating the x-ray beam.
- A total of ten imaging procedures may be simulated. Imaging procedures eligible for simulation are noted within the Competency Booklet
- If applicable, the candidate must evaluate related images.
- Some simulations are acceptable for General Patient Care (see Competency Booklet). These do not count toward the ten imaging procedures that can be simulated.

Radiography-Specific Requirements

As part of the education program, candidates must demonstrate competence in the clinical procedures identified below. These clinical procedures are listed in more detail in the following sections:

- Ten mandatory general patient care procedures;
- 36 mandatory imaging procedures;
- 15 elective imaging procedures selected from a list of 35 procedures;
- One of the 15 elective imaging procedures must be selected from the head section; and
- Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section, but one of these must be an Upper GI or Barium Enema (program requirement).

One patient may be used to document more than one competency. However, each individual procedure may be used for only one competency (e.g., a portable femur can only be used for a portable extremity or a femur but not both)

Demonstrating Competency

While performing imaging procedures, student must independently demonstrate appropriate:

- a.Patient identity verification
- b.Examination order verification
- c.Patient assessment
- d.Room preparation
- e.Patient management
- f.Equipment operation
- g.Technique selection
- h.Patient positioning
- i.Radiation safety
- j.Imaging processing
- k.Image evaluation

Competency Verification

To show competence, the student must perform the procedure independently, consistently, and effectively. The clinical instructor/preceptor will document the completed competency in the Competency Booklet. The student will have the clinical instructor/preceptor transfer the verified exams from the Competency Booklet to the ARRT Competency Form at the end of every term. This form will be part of the student's permanent records maintained by the college.

If a student loses or destroys a competency booklet, he or she is responsible for re-demonstrating the competencies that have not been previously recorded in his or her file.

COMPETENCY EXAMS & GUIDELINES

1. To qualify for a grade or for an ARRT competency sign-off, the clinical site's routine views must be performed.

2. Per program requirements, students MUST grade on the following exams: one eligible contrast exam (see comp book) and two different surgery procedures in separate clinical courses.

3. If all required competencies are not completed by the end of the final term, the student must enroll in an additional term of clinical education to complete the required competencies. This will affect the date of graduation and registry eligibility.

- | | | |
|--------------------------------------|---|--|
| 1.CHEST ROUTINE | 34.ORBITS | <u>Pediatric is age 6 or younger</u> |
| 2.CHEST AP
(Wheelchair or Cart) | 35.SINUSES | 63.PEDIATRIC CHEST ROUTINE |
| 3.RIBS | 36.CERVICAL SPINE | 64.PEDIATRIC UPPER
or LOWER EXTREMITY |
| 4.CHEST LATERAL DECUBITUS | 37.THORACIC SPINE | 65.PEDIATRIC ABDOMEN |
| 5.STERNUM | 38. LUMBAR SPINE | 66.PEDIATRIC MOBILIE STUDY |
| 6.UPPER AIRWAY
(Soft-Tissue Neck) | 39. X-TABLE LATERAL SPINE
(Must be part of a series) | <u>Geriatric is age 65 or older with
physical or cognitive impairment
due to aging process.</u> |
| 7.STERNOCLAVICULAR JOINTS | 40.PELVIS (Minimum of 2 Views) | 67.GERIATRIC CHEST ROUTINE |
| 8.FINGER / THUMB | 41.HIP | 68.GERIARTIC UPPER or
LOWER EXTREMITY |
| 9.HAND | 42.X-TABLE LATERAL HIP | 69.GERIATRIC HIP or SPINE |
| 10.WRIST | 43.SACRUM COCCYX | 70.MULTIPLE EXAM |
| 11.FOREARM | 44.SCOLIOSIS SERIES | 71.BONE SURVEY |
| 12.ELBOW | 45.SACROILIAC (SI) JOINTS | 72.GERIATRIC LOWER EXTREMITY |
| 13.HUMERUS | 46.ABDOMEN SUPINE (KUB) | |
| 14.SHOULDER | 47.ABDOMEN UPRIGHT (SERIES) | |
| 15.CLAVICLE | 48.ABDOMEN
LATERAL DECUBITUS | |
| 16.SCAPULA | 49.INTRAVENOUS UROGRAPHY | |
| 17.AC JOINTS | 50.UPPER GI SERIES
(Single or Double Contrast) | |
| 18.TRAUMA SHOULDER
or HUMERUS | 51.BARIUM ENEMA
(Single or Double Contrast) | |
| 19.TRAUMA UPPER EXTREMITY | 52.SMALL BOWEL SERIES | |
| 20.TOES | 53.CYSTOGRAPHY | |
| 21.FOOT | 54.ERCP | |
| 22.ANKLE | 55.MYELOGRAPHY | |
| 23.TIBIA & FIBULA | 56.ARTHROGRAPHY | |
| 24.KNEE | 57.HYSTEROSALPINGOGRAPHY | |
| 25.FEMUR | 58.C-ARM PROCEDURE
> 1 PROJECTION | |
| 26.PATELLA
(3 Views for Grade) | 59.C-ARM PROCEDURE USING A
STERILE FIELD (AP) | |
| 27.OS CALCIS (HEEL) | 60.PORTABLE CHEST | |
| 28.TRAUMA LOWER EXTREMITY | 61.PORTABLE ABDOMEN | |
| 29.SKULL | 62.PORTABLE UPPER
or LOWER EXTREMITY | |
| 30.FACIAL BONES | | |
| 31.MANDIBLE | | |
| 32.TEMPORALMANDIBULAR JTS | | |
| 33.NASAL BONES | | |



● CLINICAL GRADE

The clinical grade is composed of competency evaluations of exams, clinical assignments, Clinical test, participation & attendance, professionalism, technologist's evaluation and the Daily Clinical Log Assignments. See specific Course Information document for specific details and breakdown of grading system.

COMPETENCY GRADES

The clinical instructor or preceptor will grade the student on radiographic exams using a competency evaluation form. Grading will be assessed using the following guidelines:

1. Clinical Competency grades must be completed with a minimum grade of 85%.
2. Clinical Competency grades can be performed only on exams that the student has shown proficiency on during lab check-out.
3. Students cannot duplicate clinical competency grades.

If the student receives below an 85% on a clinical competency grade, points will be deducted and he or she will be required to perform remedial activities.

- Remedial work will be determined by program faculty. All remedial work must be completed with an 85% or higher. After successfully passing the remedial work, the **student must also repeat the clinical competency grade on an equivalent exam with his/her clinical instructor or preceptor.** The repeat grade must be completed with an 85% minimum. See CID for course policies regarding Competency Grade Failure. With successful completion of remedial work, including the remedial clinical competency grade, the maximum score for the clinical competency grade will be 85%.
- **See College Handbook for incomplete policies in the event that remedial work cannot be completed by the end of the term.**

PROCEDURE TECH EVALS (TE)

A pre-set number of tech evals are required during each clinical course and can only be performed on exams that the student has successfully passed in lab check-out. No duplication of TE exams are allowed. A student feeling confident in executing an exam can ask a staff technologist for a performance evaluation. The tech eval form can be found on the LMS and on Trajecsyst. It is the responsibility of the student to follow-up with the evaluating technologist to ensure that the tech eval was turned in to the preceptor or completed on Trajecsyst.

CLINICAL ASSIGNMENTS

Clinical Assignments assess the student's cognitive and affective abilities in the clinical setting. Assignments may include a clinical worksheets, demonstration of skills, reflective assignments, etc. All clinical assignments must be completed prior to the end of the term.

Clinical assignments will be given at the beginning of the clinical course by the instructor. See Course Information Document for details.



CLINICAL TEST

A clinical test may be administered during a clinical course to assess the student's knowledge of clinical policies, procedures and protocols.

CLINICAL LOG ASSIGNMENTS

Clinical Log Assignments are required for each clinical course. These are composed of 3 graded parts:

1. Logged exams
2. Exam Activity Table
3. Reflective Analysis Paper

PROFESSIONALISM

Students are evaluated by their clinical instructor on their professionalism with patients and other healthcare workers.

ATTENDANCE

Participation and attendance at clinical is required in order for students to become proficient in areas such as communication, patient care, procedural exams, radiation safety, etc. AND to obtain the required ARRT competencies.

REMEDIAL ASSIGNMENTS

Failure to pass clinical assignments with the required minimal grade may result in assigning remedial work to the student. The purpose of remedial work is to ensure the student has the knowledge and capability to perform in the clinical environment. Failure to pass assigned remedial work will result in a loss of 2 points to the final clinical grade for each failed remedial assignment. If the student chooses not to do remedial work, 5 points will be deducted from the final clinical grade.

STUDENT OVERALL PERFORMANCE EVALUATIONS

Staff technologists at the clinical site are chosen to provide an overall performance evaluation of the student which make up a portion of the clinical grade. These evaluations solicit input on the student's general abilities, professionalism, procedure evaluation, and the student's affective characteristics.

● PERSONAL MATTERS

PREGNANCY

Pregnant students are advised to consider exposure to radiation and monitoring of the fetus. Declaration of pregnancy to the clinical site and/or program is **optional**, however it is highly recommended so the fetus can be monitored. **Declaration(s) must be made in writing and can be withdrawn at any time.**

Clinical Notification: To receive counseling and a fetal monitor, the student must contact the clinical site's radiation official and follow their recommendations. The Nuclear Regulatory Commission's regulations indicate specific considerations should be made if a fetus could receive 5 mSv (.5 Rem) or more before birth.

Program Notification: In consultation with the Program Director, students may choose to withdraw, take a leave of absence, or continue. A plan for reducing potential exposure may be made, such as reassigning rotations with the understanding that all rotations must be completed before graduation. Actual leave time taken for pregnancy and/or delivery will be handled on a case by case basis. Additional terms may be necessary to complete clinical experience prior to graduation. The student has the right to request counsel from Title IX Coordinator.

INJURY OR SURGERY LEAVE

If a student is injured or requires a surgical procedure during the program, they should notify their program director, clinical coordinator, and clinical preceptor as soon as possible. Each case will be evaluated, and the program will work with the student to create a leave plan for coursework and makeup of clinical hours. If the amount of makeup clinical hours is too great, a student may be required to recycle back into the program during the next intake.

Return to Clinical: After leave is taken for an injury or surgical procedure, a student must be approved by the program and clinical site prior to returning to clinical hours. The student must provide documentation from the attending physician or surgeon indicating that the student can return with "no restrictions" for activity. The student must also have the physician complete the program's "Medical Clearance" form to ensure that the student may safely perform all necessary duties in the clinical setting. The clinical site has the right to temporarily deny a student access to clinical if they do not feel that the student can perform their clinical duties safely.

BEREAVEMENT

A student may request up to 3 days of bereavement leave without point deductions. This is in addition to personal leave time allowed for the term. When determining bereavement time, program faculty will consider; relationship of the student to the deceased and distance to be traveled. The Program has the right to request documentation of funeral services.

Additional bereavement time must be approved and made-up due to requirements for the clinical courses.

● BEHAVIORAL COMPLIANCE POINTS SYSTEM

The Radiologic Technology Program's philosophy and mission is to graduate caring, competent, proficient radiographers. A high standard of professionalism is expected in both clinical and didactic educational settings. Failure to meet program requirements will result disciplinary action. The Behavioral Compliance Points System operates on the principal that students must follow specific rules and procedures while in the program. Failure to follow program rules will result in point(s) loss from his or her final grade in the clinical course.

EXCEPTIONAL BEHAVIOR

Students exceeding the expectations of clinical performance will be rewarded. Rewards are assigned by the clinical instructor and cannot be used in any way to increase the clinical grade. One award equals one hour of clinical release time which must be used in the term earned and will be approved by the clinical instructor.


A student may be awarded for:

1. Written anecdotal note from technologist or clinical staff.
2. Written thanks from patient or physician.
3. Other awards given at the clinical instructor's discretion.

UNACCEPTABLE BEHAVIOR

Unacceptable clinical behavior will result in a loss of point(s) which will affect the student's clinical grade. Point deductions are determined by the program. The deduction of points will depend on the severity and frequency of the infraction and may ultimately lead to program dismissal. Point deductions occur due to:

1. Failure to follow program requirements. (Up to 5 points per program discretion)
2. Failure to follow procedure when notifying clinical site and clinical instructor of clinical absence. (See attendance policy)
3. Leaving clinical without permission from program faculty (3 points)
4. Failure to comply with hospital/program policies. (Up to 5 points per program discretion)
5. Violation of dress code (1 point)
6. Failure to uphold ARRT and Program professional standards (See Program Guide) (3 points)
7. Failure to use markers or using another person's marker for patient exams (1 point)
8. Failure to participate or complete patient exams (2 point)
9. Insubordination (3 points)
10. Failure to enter or record required data (1 point)

- 
11. Passing of images without the supervision of a technologist (2 points)
 12. Failure to verify an order (up to 5 points)
 13. Imaging the wrong patient or wrong body part (5 points)
 14. Failure to correctly identify a patient according the facility protocols (up to 5 points)
 15. Breaching patient confidentiality/HIPAA violations (5 points. However, depending on the seriousness of the offense, program dismissal is a possible result.)
 16. Malicious gossip and/or inappropriate remarks about program faculty, clinical staff, or fellow students (5 points)
 17. Discussing confidential information about grades or grading processes (3 points)
 18. Intentional unprofessional, abusive or malicious behavior (5 points. However, depending on the seriousness of the offense, program dismissal is a possible result.)

OTHER POINTS MAY BE DEDUCTED AT THE DISCRETION OF THE PROGRAM.

DISCIPLINARY ACTIONS

Students will be penalized for conduct that is considered unprofessional. The following is a reference guide listing common offenses and the resulting disciplinary actions. Offenses not listed will be evaluated on an individual basis resulting in disciplinary action appropriate to the circumstances surrounding the offense. Students receiving disciplinary action will be counseled regarding their behavior in an effort to reduce the likelihood of recurrence.

Disciplinary actions resulting from unprofessional behavior:

Step A - Verbal warning with notation in student record.

Step B - Written warning

Step C - One to five day suspension. Time for suspension MUST be made-up

Step D - Dismissal from program

OFFENSE	ACTION			
Being absent for a scheduled clinical hours without proper notification.	A	B	C	D
Unauthorized or unnecessary time spent away from the assigned clinical area.	A	B	C	D
Not following procedure for clocking in and/or clocking out correctly.	A	B	C	D
Knowingly falsifying the time records.			C	D
Refusal to comply with instructions of authorized supervisor, eligible technologist, radiologist, or program staff. (insubordination)			C	D
Failure to comply with professional standards and policies of the clinical site.	A	B	C	D
Disrespectful behavior, comments, actionstoward faculty, staff, or other students.	A	B	C	D
Reluctance to participate in exams.		B	C	D
Exhibiting inappropriate behaviors at clinical sites (i.e., doing homework when patients need exams, general laziness, cellphone use, etc.)	A	B	C	D
Fighting or attempting bodily injury to another employee or student on clinical site premises.				D

OFFENSE	ACTION			
Use of abusive or threatening language.			C	D
Malicious gossip, undue criticism, or discourtesy which contributes toward reducing morale of patients, visitors, students, or employees.		B	C	D
Discussion of confidential student information such as grades, conferences, etc. between students or to clinical staff.		B	C	D
Sexual harassment of patients, visitors, students, or employees.			C	D
Violation clinical site parking policy.	A	B	C	D
Violation of established safety rules.	A	B	C	D
Continued poor grooming or poor hygiene.	A	B	C	D
Dress code violations.	A	B	C	D
Sleeping during clinical hours.		B	C	D
Using the internet for reasons not related to clinical or class.	A	B	C	D

OFFENSE	ACTION			
Unauthorized use of property belonging to SCC, clinical site, patients, visitors, students, or employees.		B	C	D
Willfully damaging, destroying, defacing, or wasting property or supplies of SCC, clinical site, students, patients or employees.			C	D
Multiple written warnings for any combination of offenses will result in suspension as by the Program			C	D
Three (3) suspensions will result in dismissal.				D
HIPAA violation - Disciplinary action will be decided by SCC and the institution.				
Performing a repeat image without direct supervision by a registered radiographer.			C	D
Violating the JRCERT supervision policies.			C	D
Student performing an examination outside of clinical hours.			C	D
Performing a mobile/portable, surgery or fluoroscopy examinations without direct supervision by a registered radiographer			C	D
Performing imaging on self or other individual without proper authorization as per State Law and Scope of Practice.				D



**GET
INVOLVED!**

● STUDENT REPRESENTATIVES

PROGRAM ADVISORY COMMITTEE

Students may be asked to be representatives on the Program Advisory Committee. Selected student(s) will participate in discussions regarding program content and are encouraged to provide input at committee meetings.

STUDENT SENATE

The SCC Student Senate asks for representation from all programs. The Student Senate represents all SCC students, organizes student activities, and has a vested interest in SCC policies. Interested students who would like to represent the Radiology Program must contact the faculty for more information.

NEBRASKA SOCIETY OF RADIOLOGIC TECHNOLOGY (NSRT)

The NSRT is the state organization for Radiologic Technologists. It is affiliated with the national organization, the American Society of Radiologic Technologist (ASRT), to promote student leadership and activities. The NSRT hosts the yearly state conference along with various workshops which enables students and medical radiographers to obtain continuing education credits. The NSRT grants each program the right to have a student on the NSRT board. Contact the faculty for more information.





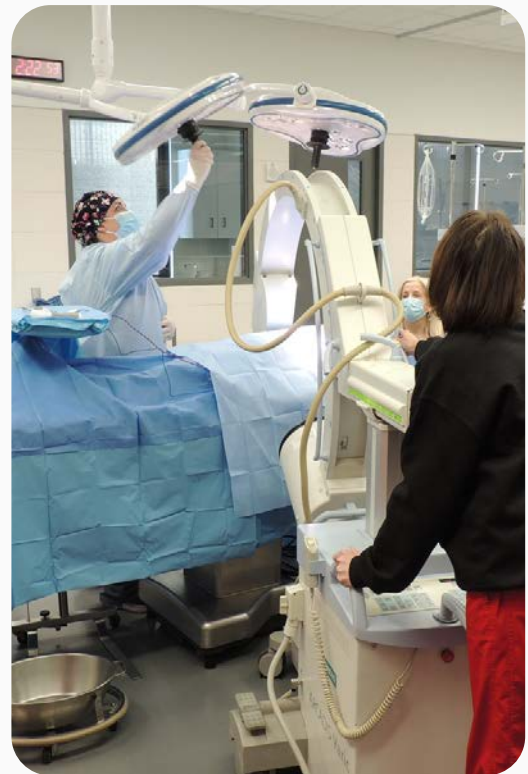
GENERAL INFORMATION

PROGRAM WORKSHOPS



Radiology Lab

Students attending the Workshops will experience learning activities in high-tech labs and classrooms.



Surgical Technology Lab



Respiratory Lab



High-Tech Classrooms

RADIOGRAPHY PROGRAM

TERM COURSES

1ST TERM

Courses	Credits
RADT1114 Principles of Patient Care w/ Lab	2
RADT1115 Imaging Procedures 1 w/Lab	3.5
RADT1117 Radiographic Physics 1	2.5
RADT1119 Clinical Education 1	4

2ND TERM

Courses	Credits
RADT1125 Imaging Procedures 2 w/Lab	3.5
RADT1127 Radiographic Physics 2	2.5
RADT1147 Advanced Imaging	1
RADT1129 Clinical Education 2	3.5
RADT1139 Clinical Education 3	3.5

3RD TERM

Courses	Credits
RADT1134 Radiation Biology	2
RADT2265 Pathology for Radiographers	3
RADT1149 Clinical Education 4	5

SECOND YEAR

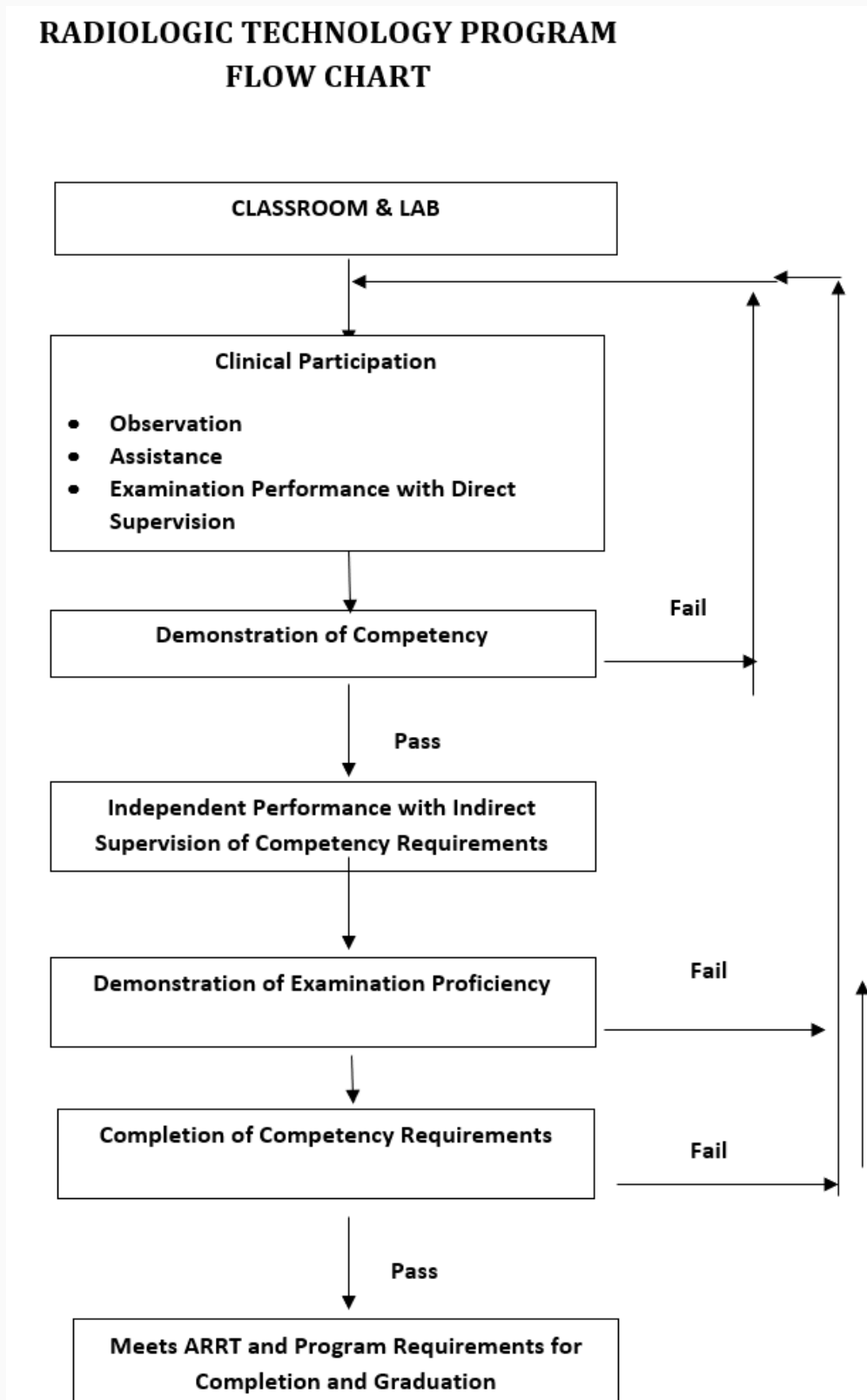
4TH TERM

Courses	Credits
RADT2276 Imaging Applications	2.5
RADT2277 Radiology Capstone	1
RADT2288 Registry Review	1
RADT2259 Clinical Education 5	5
RADT2269 Clinical Education 6	5

Radiology courses must be completed with a minimal grade of 75% to continue in the program.

RADIOGRAPHY PROGRAM

DEMONSTRATION OF COMPETENCY - FLOW CHART



PROGRAM GOALS & STUDENT LEARNING OUTCOMES

GOAL #1: Clinical Competency - Students will integrate ALARA principles in clinical practice.

1. Students will analyze the exposure index values.
2. Students will select the appropriate technical factors for radiographic exams.

GOAL #2: Communication - Students will effectively communicate in the clinical arena.

1. Students will interact with patients to collect, comprehend and record patient history, as well as educate the patient about the procedure.
2. Students will communicate effectively with Radiologists, radiographers, peers, instructors and other healthcare providers.

GOAL #3: Critical Thinking - Students will effectively utilize critical thinking and problem solving skills.

1. Students will distinguish between a routine and difficult patient and utilize critical thinking/problem solving skills to perform radiographic examinations.
2. Students will accurately evaluate images for diagnostic quality.

GOAL #4: Professionalism - Students will demonstrate professional behaviors.

1. Students will provide appropriate patient care.
2. Students will exhibit values and ethical behaviors of a radiographer.

GOAL #5: The program will monitor program effectiveness.

1. The Program will document a 5-year, 85% minimum, Credentialing Exam pass rate on the first attempt.
2. The Program will document a 5-year, 85% minimum, Credentialing Exam pass rate final average.
3. The Program will document a 5-year, 85% minimum, Program Completion Rate.
4. The Program will document a 5-year, 85% minimum, Placement Rate within six months of graduation.
5. The Program will document a 5-year, 85% minimum, overall Graduate Satisfaction.
6. The Program will document a 5-year, 85% minimum, overall Employer Satisfaction.

OUTCOMES ASSESSMENT

The Program annually evaluates the Radiography Program, with the Program Advisory Committee, as it relates to program goals, effectiveness, student satisfaction, and student learning outcomes. The annual assessment plan, as well as the yearly results, are available to the student and general public and are available upon request from Program officials.

DACUM

DEVELOPING A CURRICULUM

Terminal skills for Radiologic Technologists

Prepare RAD Exams

- Verify RAD order (i.e. enter order, identify side, check chart)
- Prepare exam room (i.e. lead/trays, supplies)
- Prepare RAD equipment (i.e. enter patient info, lead/shield)
- Verify patient information (i.e. DOB, history, allergy, consent, diabetic)
- Perform patient assessment (i.e. vitals, injury, aggression)
- Acquire additional testing (i.e. lab, cultures, EKGs)

Conduct RAD Procedures

- Perform procedure education (i.e. exam, prep instrument, follow-up)
- Perform patient care (i.e. assist, safety, positioning)
- Perform patient preparation (i.e. gown, scrub, shield)
- Assess IV access
- Obtain diagnostic x-rays
- Execute portable x-ray
- Assist surgery cases (i.e. c-arm, o-arm)
- Assist fluoroscopy exams

Complete RAD Exam

- Conduct discharge instructions (i.e. release patient, follow-up education)
- Send images PACS
- Enter final information (i.e. patient, billing clinical)
- Prepare outgoing images
- Submit exam for reading
- Call exam report

Perform Office Responsibilities

- File exam documents
- Perform patient education (i.e. answer phone questions)
- Send medical records (i.e. to outside facilities)
- Receive medical records (i.e. from outside facilities)
- Prepare for future exams (i.e. schedule & coordinate)
- Monitor unread reports

DACUM

DEVELOPING A CURRICULUM

(CONT)

Manage RAD Inventory

- **Manage room supplies (i.e. start/end of day)**
- **Assess personal monitor/badge**
- **Verify expiration dates**
- **Manage clinical supplies**
- **Request office supplies**
- **Quality check lead (i.e. shielding)**
- **Manage portable inventory**

Continue professional development

- **Acquire mandatory CEUs**
- **Complete higher education (i.e. BS, MS, PhD)**
- **Obtain multiple modality certifications (i.e. MRI, CT, Mamo, Dexa)**
- **Maintain state/national licensure**
- **Join professional organizations (i.e. NSRT, ASRT, ACERT)**
- **Obtain additional medical skills (i.e. CPR, phlebotomy, lab, EKG)**
- **Participate in committee work**
- **Mentor incoming staff (i.e. students, peers)**

DACUM Research Chart for Radiologic Technology- Developed October 2017

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS

CODE OF ETHICS

STANDARDS OF ETHICS

The Standards of Ethics applies to persons that are either currently certified and registered by the ARRT or persons applying for certification and registration by the ARRT. The Standards of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support ARRT's mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

CODE OF ETHICS

The Code of Ethics is the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

Principle 1

The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

Principle 2

The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

Principle 3

The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.

Principle 4

The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

ARRT – CODE OF ETHICS

(CONT)

Principle 5

The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

Principle 6

The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

Principle 7

The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

Principle 8

The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

Principle 9

The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

Principle 10

The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

Principle 11

The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

RADIOGRAPHY PROGRAM

HONOR CODE OF ETHICS

Radiography requires dedicated service of the student radiographer to the patient while assisting the physician in the diagnosis and/or treatment of illness or injury. Students are required to exhibit high morals and a professional behavior at all times. Thus, it is important that ethical values be set forth as a professional code for students to model, review, and aspire.

Responsibilities to the Patient

- Radiography students must provide service and care to the patient regardless of the patient's race, creed, nationality, or economic status.
- Radiography students should measure the propriety of their actions and decisions by the primary consideration of their effect on the patient's health and welfare.
- All information concerning the patient must be kept confidential.
- Radiography students are responsible for the competent and efficient performance of radiographic procedures prescribed by a physician. Student radiographers must not attempt to provide services for which they have not been properly educated and which fall outside of their scope of practice.
- Radiography students must always be discrete and tactful. Avoid all actions or statements which may be construed as criticism of the physician, the patient, or colleagues.
- Radiography students will make no specific statements to the patient or anyone else regarding the patient's diagnosis or prognosis.
- Radiography students will avoid all conversations of personal nature in patient areas and will always conduct themselves as professionals when present at the clinical site.

Responsibilities to the Physician

- Diagnosis and prescription of radiographic procedures is the sole responsibility of the physician. Under no circumstances shall the radiography student attempt to perform any of the functions of a physician or perform radiographic exams of any nature without the direct order of a qualified physician.
- Radiography students will competently meet their responsibilities with respect & courtesy.

HONOR CODE OF ETHICS

(CONT)

Responsibilities to the Clinical Site

- When seeking employment, radiography students shall truthfully state their credentials of professional education and experience and will not perform exams outside of the given scope of practice.
- Radiography students will present themselves in a professional manner and not accept or solicit gratuities or gifts from patients or others for services rendered.
- Radiography students shall become fully informed of and comply with all policies, procedures, and regulations of the clinical site.
- Radiography students will execute all reasonable responsibilities assigned by the clinical site within the limits of competency.

Responsibilities to the Public

- Radiography students are responsible for administering ionizing radiation in a safe and practical manner that falls within the prescribed guidelines of state statutes.
- Radiography students are responsible for familiarizing themselves with the rules and regulations of the state in which they practice.
- Radiography students are responsible to ethically administer ionizing radiation keeping in mind the best interest of the individual/patient.

Responsibilities to the Profession and Associates

- In addition to applying the techniques of the Radiologic profession, radiography students shall take the initiative to broaden their knowledge by reading pertinent literature and/or attending meetings, seminars, and other education programs.
- Radiography students should seek assistance from persons of good character and intellectual capacity to act as role-models and to assist in their education.
- Radiography students must respect and adhere to the ethical codes outlined by the governing bodies of the Radiologic profession.

“A man is truly ethical only when he obeys the compulsion to help all life which he is able to assist and shrinks from injuring anything that lives.”Albert Schweitzer

GLOSSARY

A

aberration Deviation from normal.

abscess Encapsulated collection of pus.

achalasia Failure of the lower esophageal sphincter to relax because of absence or destruction of cells in the myenteric nerve plexus, which results in difficulty swallowing.

acid-base balance Stable concentration in body fluids.

acinus Cluster of alveoli.

acquired immunodeficiency

Impairment of cellular immunity.

acromegaly Enlargement and thickening of the face and jaw.

active ...exists when the body makes antibodies to counteract an antigen in the form of a vaccine or a toxoid.

acute respiratory distress syndrome (ARDS)

...pulmonary congestion due to diffuse thickening of the alveolar-capillary membrane.

adenoma Malignancy of glandular tissue.

...neoplasm that grows

...stances recognized by the

...ventricle and

...ment resulting in

...mental failure resulting

...an organ or tissue.

osteoblast growth In flat bones, growth in

...by the addition of osseous tissue to their

...outer surfaces.

arachnodactyly Congenital condition of long

...thin, spider-like fingers and toes.

arachnoid membrane Middle meningeal

...covering.

arachnoid villi Projections of fibrous tissue

...the arachnoid membrane.

arteriovenous malformation Abnormal

...communication between an artery and a vein.

ascites Accumulation of fluid in the

...cavity.

ascorbic acid Vitamin C.

aseptic necrosis Death of tissue due to

...infection.

GLOSSARY OF TERMS

GLOSSARY OF TERMS

Clinical Education:	Competency-based, hands-on technical training in a hospital or clinic that allows students to demonstrate competency and proficiency of the required radiographic procedures.
Clinical Competency Grade	An evaluation of the student performing an imaging exam on a patient in the clinical setting.
Clinical Coordinator	Coordinator of ALL program clinical sites, instruction, evaluation of the program
Clinical Instructor	Works with student one-on-one in the clinical environment
Clinical Participation:	As the student moves from the passive into the active mode, he/she demonstrates steady improvement and goes through the following progression: <ol style="list-style-type: none"><u>Observation</u> - Student observes general departmental procedure, policy, and duties and follows instructions in order assist the technologist<u>Assistance</u> - Student works with the technologist as a team member, being cooperative, and willing to assume a share of the work and responsibility<u>Independent Performance</u> – Student performs procedures, progressing from direct supervision to indirect supervision
Clinical Staff	Works in the clinical setting and assists the clinical instructor in observation and instruction
Demonstrate Competency:	For eligibility to sit for the ARRT Registry, students must demonstrate the ability to accurately and competently produce radiographic images according to the standards established by the ARRT.
Didactic Education	Educational courses that occur face-to-face and/or online and in a laboratory setting.
Didactic Instructors	Teach courses in the online or classroom (traditional)

GLOSSARY OF TERMS

Direct Supervision:

Required for all procedures prior to a student demonstrating competency. A registered radiographer assesses the patient and the exam to be done and judges what level of participation to allow the student. The radiographer evaluates the images before the patient is dismissed. Direct supervision by a registered radiographer is required for repeating images and when performing mobile/portable, fluoroscopy and surgical procedures.

Elective Procedure:

simulated.

The ARRT identifies a certain number of uncommon radiographic procedures that can be performed or

Eligible Technologist:

ARRT Licensed Registered Technologists who meet program requirements have the ability to evaluate students in the clinical setting.

Exceptional Behavior:

Students performing clinical duties exceeding required professional performance expectations may receive a reward in the form of personal time.

First Competency:

A component of the SCC competency-based Program where students demonstrate accurate performance of a procedure under the direct supervision of a technologist or instructor. A student cannot perform a competency in the clinical environment until they have demonstrated competency in the lab setting.

Health Insurance Portability and Accountability Act (HIPAA):

Protects the privacy of individually identifiable health information; establishes regulations for the use and disclosure of certain information (i.e. medical record) concerning health status, healthcare, and payment method; mandates that ONLY authorized individuals have access to confidential information. HIPAA privacy encompasses all methods of conveying health information including paper, electronic methods, oral dialogue, and social networking (blogging, Facebook, texting, Instagram, Twitter, etc.).

Indirect Supervision:

Required for all procedures once a student has demonstrated competency and is working towards proficiency.

A registered radiographer is in the vicinity of the radiographic room and available for immediate assistance upon request of the student.

GLOSSARY OF TERMS

Laboratory:	A separate work area for student practice. It may include a phantom, radiographic table, overhead tube, and accessories.
Lab Check-Out:	After didactic education, the demonstration of a radiographic procedure by students in a controlled setting.
Mandatory Procedure:	Represents a radiographic procedure identified by the ARRT that is essential to demonstrate competency for eligibility to sit for the national registry. The ARRT requires that all mandatory procedures either be performed or simulated.
Performance:	As described by the ARRT, performance refers to the actual procedure performed on a patient in the clinical education setting.
Program Director	Responsible for didactic and clinical effectiveness of the program
Radiographic Examination:	A series of radiographic exposures of an anatomical part sufficient to permit diagnostic evaluation of that part.
Second Competency:	A component of the SCC competency-based Program where students demonstrate accurate performance of a procedure under the direct supervision of a technologist or supervisor after demonstration of the First Competency, allowing for further competency and proficiency in radiographic procedures.
Simulation:	The student performs the examination utilizing a live subject (no exposure) or a phantom (exposure). Positioning and images are evaluated for accuracy.
Warning Conferences:	The SCC process that informs students of infractions of Program policies.