ASSOCIATE OF APPLIED SCIENCE DEGREE

RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT HANDBOOK

2022 - 2023

EASTERN GATEWAY COMMUNITY COLLEGE

110 John Scott Highway
Steubenville, Ohio 43952
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www.egcc.edu

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WELCOME

Welcome to the Radiologic Technology Program. You are about to embark on a path that will change your life. The Radiologic Technology Student Handbook has been developed to aid you in your journey which will take five semesters including one summer session. It contains program information, policies, and other specifics related to your education as a radiographer in compliance with the Standards for an Accredited Educational Program in Radiologic Sciences. Additional college policies and services available to you as an EGCC student are identified in the 2022-2023 college catalog.

The student will be held responsible for the policy and procedures in this student handbook.

Disclaimer: The policies and procedures in this handbook are subject to change and students will receive written notification of any changes.

PROGRAM FACULTY

Program Director:	Anna Marie Welshans, M. S. Ed., R.T. (R) amwelshans@egcc.edu 740-264-5591 ext.1733
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MISSION STATEMENT, GOALS, STUDENT LEARNING OUTCOMES

The college's mission statement: Eastern Gateway Community College provides quality, flexible, innovative and affordable educational opportunities to serve our communities through helping students achieve success.

The mission of the Radiologic Technology Program is to prepare students in the knowledge, skills, and attitudes to become competent, entry-level radiographers who provide quality service and care to the community.

The goals and student learning outcomes are as follows:

Goal 1: Students will be clinically competent.
- Student Learning Outcomes:
  - Students will apply positioning skills.
  - Students will demonstrate radiation protection.

Goal 2: Students will demonstrate communication skills.
- Student Learning Outcomes:
  - Students will demonstrate effective communication skills.
  - Students will demonstrate effective communication skills with co-workers and patients.

Goal 3: Students will develop critical thinking skills.
- Student Learning Outcomes:
  - Students will adapt standard procedures for non-routine patients.
  - Students will critique images to determine diagnostic quality.

Goal 4: Students will model professionalism in the health care community.
- Student Learning Outcomes:
  - Students will demonstrate professional work ethics.
  - Students will demonstrate life-long learning as radiographer

PROGRAM DESCRIPTION

Radiologic technologists or radiographers are the medical personnel who perform diagnostic imaging examinations. They work closely with radiologists, the physicians who interpret medical images to either diagnose or rule out disease or injury. Knowledge of human anatomy is essential in correctly positioning a patient to obtain accurate radiographic images.

Radiographers are educated in anatomy, patient positioning, examinations techniques, equipment protocols, radiation safety, radiation protection and basic patient care. Continuous standing, equipment manipulation, lifting of non-ambulatory patients, and effective communication skills are required to work proficiently, often in an emergency situation.

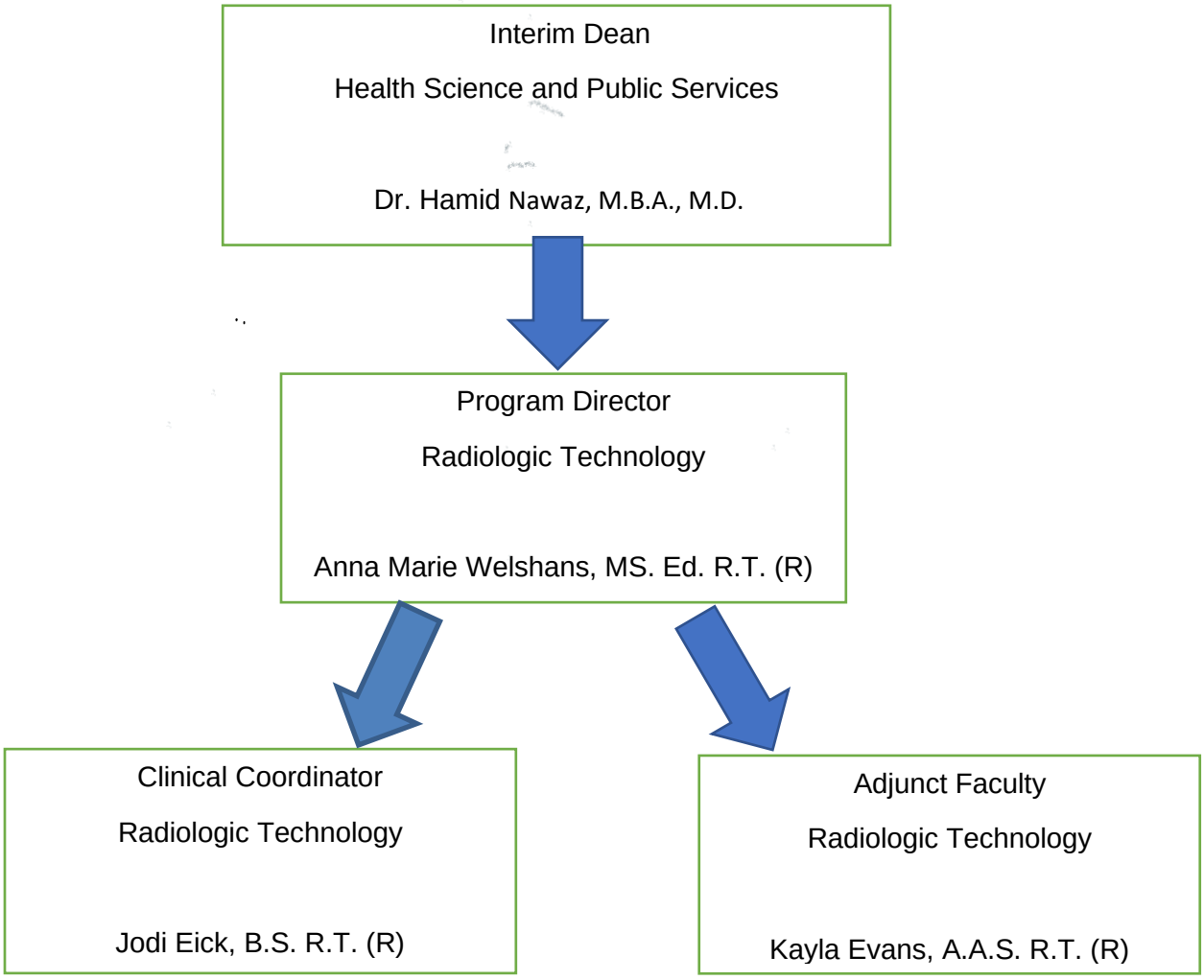
The clinical education component is provided through the cooperation of the following facilities:
Trinity Health Systems, Steubenville OH
Weirton Medical Center, Weirton WV
East Ohio Hospital LLC., Martins Ferry, OH
Trinity Express Care, Winterville, OH
Trinity Medical Plaza, St. Clairsville, OH.

Students are assigned day clinical experiences (7:00am-3:00pm) beginning the sixth week of the first semester. During the next five semesters including one (1) summer session, students will be assigned clinical experiences (7:00am-3:00pm) and PM/Rotations (3:00 pm-11:00pm).
The PM/Rotations begin the first spring semester and students will be provided advance notice of when their PM/Rotations are scheduled.

Clinical contact personnel called clinical preceptors (clinical instructors) are identified at the hospitals. These individuals are responsible for student supervision and instruction during the absence of the program's faculty.

A minimum of sixty-two (62) credits are required and the curriculum is based on theory and clinical education. Upon completion the student will receive an Associate of Applied Science Degree in Radiologic Technology and be eligible to sit for the American Registry of Radiologic Technologists (ARRT) national certification exam.

Radiologic Technology Program
Organizational Chart



RADIOLOGIC TECHNOLOGY TECHNICAL STANDARDS

The Radiologic Technology program has established Technical Standards that must be met by the students in the program. Technical Standards are nonacademic criteria that are essential to participate in the program. These technical standards are consisted with the duties of the entry-level radiographer in a professional position.

All inquiring students and students accepted into the radiologic technology program will receive the Program's Technical Standards. The Technical Standards form is used to give the student an opportunity to conduct a self-evaluation of their physical condition as it relates to the performance of duties required of a Radiologic Technologist.

In the event that a student is unable or becomes unable to fulfill these technical standards with or without reasonable accommodations, the student cannot enroll or remain enrolled in the program.

STUDENT TECHNICAL STANDARDS

This form is used to give the student an opportunity to conduct a self-evaluation of their physical condition as it relates to the performance of duties required of a Radiologic Technologist.

To the Student:
Please print or type. Complete this form indicating your present ability to perform the listed tasks. A candidate's inability to meet one or more of the tasks does not necessarily, but may, preclude a student from admission to the program. The Program neither guarantees successful completion of coursework nor placement in a practicum site.

Last Name First Name Middle Initial Enrollment Date

STUDENT SELF-EVALUATION OF PHYSICAL CONDITION: INDICATE YOUR ABILITY TO PERFORM THE FOLLOWING TASKS USING THE FREQUENCY KEY OF HOW OFTEN THE TASK IS PERFORMED

VERBAL	Speak in a manner that is understandable (i.e.-clear, distinct words and adequate volume) to the listener	C		

O = OCCASIONALLY PERFORMED F = FREQUENTLY PERFORMED C = CONSTANTLY PERFORMED

PSYCHOMOTOR TASK	REQUIRED FOR	FREQUENCY	YES	NO
BENDING	Placing patients into various positions	C		
	Adjusting equipment	C		
KNEELING	Obtaining supplies ex. imaging plates (4 IPs weigh approximately 25 pounds)	C		
STANDING	Performing various radiographic procedures	C		
	Operating equipment	C		
	Charting	F		
	Setting up sterile trays/environments	O		
REACHING	Placing patients into various positions	C		
	Adjusting and moving various radiographic equipment	C		
PUSH/PULLING	Moving patients, supplies, furniture, equipment, etc.	C		
LIFTING	Moving patients and equipment (50 lbs. requirement)	C		
	Carrying image plates	C		
WALKING	Walking in the facility 8-12 hours per day depending on scheduled assignment	C		
HEARING	Follow verbal instructions	C		
	Understand the normal speaking voice without viewing the speaker's face (ex. surgery)	F		
	Understanding telephonic communication with patients, health care personnel & medical facilities & etc.	F		
	Hearing alarms and medical equipment	C		
	Communicating and understanding patients 6-10' away while located in a control booth and/or in an open space	C		
	Understanding normal verbal communication between medical professionals/staff, and/patients and their families	C		
VISUAL	Recognizing changes in patient conditions such as gradients of color, breathing patterns, etc.	C		
	Preparing correct medications/contrast agent dosages	C		
	Setting and reading medical equipment gauges, dials, etc.	C		

VERBAL	Speaking in a manner that is understandable (i.e.-clear, distinct words and adequate volume) to the listener	C		
DEXTERITY	Possessing fine motor skills to hold and manipulate equipment and sharp instruments (ex. syringes, butterflies, etc.)	C		
	Preparing and administering medications/contrast agents	C		
	Typing on keyboards	C		
	Set up/maintain sterile fields/use aseptic technique	O		
TACTILE	Palpate pulses	O		

BEHAVIORAL/ AFFECTIVE STANDARD	**FREQUENCY**	**YES**	**NO**
Prioritizing and Managing Multiple Task Simultaneously	C		
Exhibiting Social and Communication Skills Necessary to Interact Effectively with Patients, Families, Supervisors and Co-workers of the Same or Different Cultures, Showing Respect, Courtesy, and Compassion	C		
Maintaining Personal Appearance, Hygiene and Professional Attitudes Consistent with Close Personal Contact Associated with Direct Personal Care	C		
Functioning Safely, Effectively, and Calmly in Stressful Situations	C		

By my signature, I confirm that I have read and performed the above self-evaluation and confirm that I am able to perform the skills listed above:

_____ _____

Signature of Student Date

By my signature, I confirm that I have read and performed the above self-evaluation and confirm that **I am unable** to perform one or more of the skills listed above:

_____ _____

Signature of Student Date

PROGRAM REQUIREMENTS FOR ACCEPTANCE

Admission Requirements:

- Complete ENG 095 (or higher placement, or transfer credit)
- Complete MTH 095 (or higher placement, or transfer credit)
- Completion of the Test of Essential Academic Skills (TEAS) with a composite score of 58% or Higher. The TEAS Test may be taken twice in the calendar year.
- Current American Heart Association (AHA) Basic Life Support (BLS) Certification
- Current FBI/BCI Background checks (Completed upon acceptance).
- Current 10 Panel Drug Screening (Completed upon acceptance)

Important Information:

- You may apply at any time once your prerequisites are complete.
- Deadline for Application – August 1.
- There are 16 spaces available each Fall Semester. Once these spaces are filled applicants who fulfill the requirements will be added to a waiting list. Waiting list individuals will be notified as soon as a spot becomes available and notified prior to the start of the semester.
- Students must attend the Mandatory Health Orientation prior to the start of the Fall Semester. This is usually held the second week of August. Students will be notified in writing a minimum of 3 weeks prior to the official date.
- Upon acceptance students will be provided with a Health Packet detailing clinical requirements. Health requirements must be completed a minimum of four weeks prior to the start of clinicals.
- Proof of Health Insurance information must be submitted prior to the start of the program.
- HIPPA and Blood Borne Pathogen Training will be conducted at the Health Orientation.

CRIMINAL RECORDS CHECK/FINGERPRINTING

Electronic fingerprinting will be performed on all radiology students prior to beginning the program. Both civilian and federal background checks (BCI: Bureau of Criminal Identification and FBI: Federal Bureau of Investigation) will be conducted.

- Depending on the nature of a positive result, clinical sites may prohibit a student from providing patient care or entering the clinical facility.
- Depending on the nature of a positive result, licensure, registry or certification examination may be prohibited.

CURRENT HEALTH PROVIDER BLS AND BBP

Students must have or must obtain a current American Heart Association Basic Life Support and Blood borne Pathogen certifications. The BLS card must be valid/current through the duration of the Radiology Program.

STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOLOGIC SCIENCES

The Standards were adopted by the Joint Review Committee on Radiologic Technology (JRCERT) effective January 1, 2021. The Joint Review Committee on Education in Radiologic Technology (JRCERT) affirms that the accreditation process offers both a means of providing public assurance of a program meeting accreditation standards and a stimulus to programmatic improvement. The JRCERT Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS) require a program to demonstrate the clarity and appropriateness of its purposes as a postsecondary educational program; to demonstrate that it has adequate human, financial, and physical resources effectively organized for the accomplishment of those purposes; to document its effectiveness in accomplishing all of its purposes; and to provide assurance that it can continue to be a program that meets accreditation standards. A variety of assessment approaches in its evaluation processes strengthens the program's ability to document its effectiveness.

The Standards for an Accredited Educational Program in Radiologic Sciences are directed at the assessment of outcomes for the program and the student. Using these STANDARDS, the goals of the accreditation process are to: protect the student and the public, identify outcomes by which a program establishes and evaluates its assessment policies and procedures, stimulate programmatic self-improvement, and provide protective measures for federal funding or financial aid. STANDARDS are expressed in outcomes and focus on programmatic and student-related outcomes that measure the total academic effort.

POLICY FOR RESOLUTION OF JRCERT NON-COMPLIANCE

In compliance with the mission of the college and the Radiologic Technology Program, the faculty strives at all times to maintain compliance with the Standards for an Accredited Educational Program in Radiologic Sciences as defined by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Issues if non-compliance, whether the result of an on-site visit, or other notification, are immediately reviewed and a response is submitted to JRCERT within their stated time frame. The Program Director will meet with the faculty to determine the proper course of action. Documentation of response(s) to and resolution of the non-compliance situation shall be maintained in the Program's Master Plan.

A link to the JRCERT Standards is located in Appendix I, of this handbook. Additionally, a copy of the JRCERT Standards is located on the radiology energized bulletin board: ROOM 1508; the Program Director and Clinical Coordinator's offices.

PROFESSIONAL ORGANIZATIONS

In order to keep abreast with new developments and maintain a high degree of professionalism, the student radiographer is strongly urged to become active in his or her professional societies and organizations. Student membership in the professional organizations is offered at affordable rates. Some of the professional organizations are state organizations such as WVSRT, OSRT, etc. State organizations offer CE activities, conferences, professional interactions, registry reviews, etc. As a requirement and included in student's fee each radiology student will be enrolled and become members of the American Society of Radiologic Technologists (ASRT) in his/her RAD 102 Radiographic Procedures I course and again in RAD 201 Radiography II course. An additional requirement and included in student's fee RAD 102 Radiographic Procedures I, each radiology student will enroll in RAD Boot Camp (interactive learning resource) for the entire length of the radiology program.

To provide students with a comprehensive review of the art and science of diagnostic radiologic technology and a step-by-step method of preparation for the successful completion of the American Registry of Radiologic Technologists (ARRT®) Registry Examination. The radiology students will attend Kettering National Review Seminar
As a requirement and included in a student's fee each radiology student will enroll in the Kettering National Radiology Seminar in his/her RAD 205 Directed Practice V course.

STATE LICENSURES

Many states have licensing laws covering the practice of radiologic technology. Although the ARRT examination is a voluntary certification exam, many states use the scores in licensing decisions.

Administration of licensing laws differs from state to state. Some require that an application be submitted prior to the examination administration, while others require only the examination results.

It is the students' responsibility to seek licensure in a particular state. At the beginning of the Spring Semester, the second-year students will be given an application booklet to take apply for the ARRT examination;

Students are advised not to wait until graduation to seek this information. Some states allow the students to begin the process of licensure prior to graduation.

It is very important that students become familiar with their state's radiologic technology licensure law and its continuing education requirement. Please visit the ARRT website at www.arrt.org for information on applying for state licensing.

SPECIALIZATION/CAREER MOBILITY

In the field of radiologic technology, there are many areas of specialization/ multi-skilled available. Many radiographers choose to specialize in areas such as special angiographic procedures, cardiac catheterization, computerized tomography, radiographer assistant, magnetic resonance imaging, sonography, PET scanning, nuclear medicine, etc. Some radiographers find a baccalaureate/master degree their goal. The bachelor's and master's degrees may aid the student in pursuing careers in administration and education in radiologic technology.

EASTERN GATEWAY COMMUNITY COLLEGE CATALOG

Current college catalogs are available to all radiologic technology students via online at www.egcc.edu.
Please refer to the catalog for specific policies such as financial aid, tuition and fees, academic standards, student services/activities, etc.

TRANSFER OF CREDIT/TRANSFER STUDENTS POLICY

The Radiology Program at EGCC Steubenville Campus does not accept transfer credits from another accredited radiology program. In addition, the program does not accept transfer students from other accredited radiology programs.

CHANGE OF STATUS

Any change of name, address or telephone number must be reported to the program director, the health administrative assistance, and student information services to keep student records updated.

RADIOLOGIC TECHNOLOGY COURSES

Semester I	Semester II	Summer	Semester III	Semester IV
CSS106 Succeeding in College 1	RAD105 Radiography I 4	RAD108 Directed Practice III 3	RAD201 Radiography II 3	RAD204 Radiography III 3
RAD102 Radiographic Procedures I 4	RAD106 Radiographic Procedures II 5	MTH128 Statistics 3	RAD202 Radiologic Physics 2	RAD205 Directed Practice V 3
RAD103 Directed Practice I 1	RAD107 Directed Practice II 2		RAD203 Directed Practice IV 3	SOC205 Social Problems 3
RAD104 Methods of Patient Care 3	ENG101 English Composition 3		COM101 Public Speaking 3	MGT202 Organizational Behavior 3
BIO107 Human Anatomy/ Physiology I 4	BIO108 Human Anatomy/ Physiology II 4			
HSC101 Medical Terminology 2				
15	18	6	11	12

62 Semester Credits Required for Graduation

ACADEMIC STANDARDS

A minimum grade of "C" (77%) or better must be achieved in each technical and direct practice (clinical) courses titled "RAD" in order to continue in the radiologic technology program. A minimum grade of "C" or better is also required in each technically related course in order to satisfy degree requirements (specifically BIO107 and BIO108). Refer to college catalog, radiologic technology section, for specific titles of both technical and technically related courses as well as course descriptions.
An overall minimum grade point average of "C" (2.00) at Eastern Gateway Community College is required to meet graduation requirements.

The hospital may request the Academic Standards Committee, composed of the program director, program faculty and the dean of health technologies to withdraw any student from its clinical site whose work or conduct may have a detrimental effect on any patients or personnel. The college will not remove the student from the hospital until action has been directed by the Academic Standards Committee. It shall be the duty of the administrator or representatives of the hospital to present all the relevant facts to this Committee. The hospital administration retains the right to refuse the student's opportunity to continue his/her clinical affiliation at the hospital.

GRADING SCALE

Letter Grades			Percentage Grades		
A	-	Superior Quality	100	-	93%
B	-	High Quality	92	-	85%
C	-	Average	84	-	77%
D	-	Below Average	76	-	70%
F	-	Failing	69	-	0%

DISCIPLINARY POLICY

Any disciplinary action taken is recorded and kept in the student's permanent file.
The following are four (4) disciplinary offenses which will occur:

1. Verbal warning and documented
2. Written warning with counseling
3. Written warning and meeting with the Academic Standards Committee
4. Written warning and meeting with the Academic Standards Committee and possible dismissal from the program

Cheating Policy does not follow the above disciplinary actions. Please see Cheating Policy located on page 20 of this handbook.

DRUG/ALCOHOL POLICY

- There is a "no-tolerance" policy at EGCC concerning the improper use of prescription medications or the use of alcohol and/or illegal drugs.
- If a student's observed behavior gives an instructor cause to believe that the student may be physically or mentally impaired, the instructor will complete an "Observed Behavior – Reasonable Cause Record." The student must immediately obtain a drug and alcohol screen at the student's expense. If results are positive, the student's situation will be presented to the Academic Standards Committee for decision of dismissal.
- Refusal to obtain drug/alcohol screening when requested will result in dismissal from the program.

DISCIPLINARY REPORT

This report will be used at all clinical/off-campus facilities and/or the college campus for placement in the student's file. All disciplinary actions will follow the guidelines as established in the program handbook.

PROGRAM:_____ DATE:_____

STUDENT:_____ SEMESTER:_____

FACILITY: _____

1. ☐ Unexcused Absence
2. ☐ Excused Absence
3. ☐ Sleeping at Facility
4. ☐ Unethical Conduct
5. ☐ Lack of Attention
6. ☐ Failure to Obey Instruction/Directive
7. ☐ Poor Personal Appearance/Hygiene
8. ☐ Lack of Cooperation
9. ☐ Leaving Facility or Assignment Without Permission
10. ☐ Improper Attire
11. ☐ Tardiness
12. ☐ Violation of Safety Rules
13. ☐ Incomplete Health Records
14. ☐ Confirmed Substance Abuse
15. ☐ Failure to Submit Program Forms
16. ☐ Non-pass Competencies
17. ☐ Inappropriate Use of Mobile Devices

Additional information:

_____

_____

_____

_____ _____
Signature of Facility's Representative Date

_____ _____
Program Faculty Signature Date

I have read and understand this report:

Comments:_____

_____

_____

_____ _____
Signature of Student Date

The above offense, or offenses, have been noted and are made a part of the student's official record, as of this date.

Date:_____ _____
Program Director

OFFENSE NO:

OBSERVED BEHAVIOR-REASONABLE CAUSE RECORD

Student Name: _____

Observation Date & Time: _____Location: _____

Cause for Suspicion:

1. Presence of Drugs and/or Drug paraphernalia (*specify)*: _____

_____

2. Appearance of Student (check all that apply):

- ☐Normal: followed dress code: clean & neat
- ☐Profuse sweating
- ☐Disheveled
- ☐Dilated/Constricted Pupils
- ☐Bloodshot eyes
- ☐Flushed appearance
- ☐Inappropriate wearing of bandages
- ☐Other:
- ☐Inappropriate wearing of sunglasses
- ☐Puncture marks
- ☐Runny nose
- ☐Pallor
- ☐Alcohol odor noted
- ☐Dry mouth: continuously licks lips

_____

3. Behavior/Awareness (check all that apply):

- ☐Normal: alert & oriented x 3
- ☐Confused, inappropriate conversation
- ☐Refuses to engage in conversation
- ☐Other:
- ☐Flat affect
- ☐Disoriented
- ☐Dozing/sleeping
- ☐Nervousness/tremors
- ☐Erratic behavior

_____

4. Speech (check all that apply):

- ☐Normal: clear, understandable
- ☐Slurred/garbled
- ☐Whispers inappropriately
- ☐Other:
- ☐Incoherent speech
- ☐Slow hesitant speech

_____

5. Motor Skills (check all that apply):

- ☐Normal: steady, upright gait
- ☐Unsteady gait: Stumbling, Staggering, Swaying, or Falling
- ☐Arms raised for balance
- ☐Reaching for support
- ☐Tremors
- ☐Other:

_____

6. Other Observed Actions or Behavior (*specify*): _____

_____

7. Action Taken: ☐ **Student dismissed** ☐ **Student willingly submits to drug screen** ☐ **student refuses drug screen**

Other_____

Witnesses: _____

(*Signature)* *Printed Name* *(Title)* *(Date)* *Time*

Faculty: _____

(*Signature)* *Printed Name* *(Title)* *(Date)* *Time*

CHEATING POLICY

Cheating is a great offense and display of poor ethical conduct. Any student found cheating during an examination or other test situation will receive an "F" for the examination and in the clinical education setting. The student will be informed by the Instructor/Preceptor with a disciplinary report being retained in the student's file.
A second cheating offense will require a meeting of the Academic Standards Committee to review the cheating offenses. Dismissal from the program will be recommended to the Committee for a second cheating offense. The student maintains the right to appeal the first and/or second cheating offense. The appeal must be made to the Academic Standards Committee prior to the end of the term in which the offense occurred. The appeal procedure is outlined in the College Catalog.

STUDENT EMPLOYMENT POLICY

The student enrolled in the radiologic technology program shall not be paid a stipend nor be monetarily reimbursed by his or her affiliate hospital while on scheduled assignment and receiving academic credit for clinical education. Outside jobs must not interfere with proper sequence of clinical education laboratory experiences, and/or didactic instruction. Students must establish work times that will not conflict with their clinical education experience.

MEDICAL APPOINTMENTS

The radiologic technology student should schedule personal doctor's appointments on non-clinic days between designated classroom hours on campus. If the student is absent from the classroom, he or she is responsible for obtaining the lecture material presented during the absence from a fellow classmate.

ADVISING

The Academic Advisors will be assigned and serve as advisors during the student's enrollment at the College.

ADVISORY BOARD COMMITTEE

One senior student will be appointed to serve on the Radiology Advisory Board and Preceptor Committees. This student will be a member of these committees until his/her graduation or termination from the Radiologic Technology Program. This student will represent the entire Radiology class and will provide input in the program.

BULLETIN BOARDS

A radiology bulletin board is located both outside and inside the energized lab (room 1508) on the first floor. Student information is posted in these locations.

LIBRARY

College library facilities are available to the radiologic technology students for study and research. The hours are posted. The student is also allowed access to radiology texts within the hospital radiology departments upon approval of the administrative radiologist. The college also has access to Ohio Link. The EGCC Library can be access through the following link: https://egcc.edu/library.

RE-ADMISSION POLICY TO RADIOLOGIC TECHNOLOGY PROGRAM

A health student who withdrawals from the Radiologic Technology program for personal reasons, by voluntarily withdrawal, by obtaining a course grade below 77%, may apply for re-admission. A request for re-admission will be considered with no assurance that re-admission will be granted. This policy is necessary as maximum class sizes are limited in this program.

The readmission process is as follows:

1. The student must submit a written request of his/her intent to be considered as a re-admit student to the program director. The request must contain the student's current contact number and address.

2. This letter must be received by the program director two months prior to the start of the Spring Semester for Spring readmission, two months prior to Summer Semester for Summer readmission, and by April 30 for the Fall Semester of the year the student is seeking re-admission. (Example: If a student is seeking readmission into Spring Semester which begins in January, then the request must be received during the first week of November.)

3. All requests will be reviewed by the Academic Standards Committee utilizing the Re-admission Rubric to determine readmission eligibility. This Committee will review the student's file and transcript and may also determine specific conditions (provisions) that must be met for readmission. Copy of the Re-admission rubric is located on page 91 in this student handbook.

4. If more than one student is seeking readmission during a particular semester and space is limited, determination of readmission will be based on the Re-admission Rubric points system.

5. The applicant requesting readmission to Semesters II, III, IV and summer session may be granted readmission with specific conditions identified by the Academic Standards Committee and space available in the class. NOTE: The applicant requesting readmission into Fall Semester I will be granted readmission based on a review of the student's file along with those of all other applicants.

6. The applicant will be notified in writing of the Committee's action.

7. If the student is readmitted to the program the student must complete the program in its entirety during that admission. Hence, **a student may only seek readmission to the Radiology Program one time within 1 year.**

8. Students who withdrew from the program during the first semester only must submit a written request of his/her intent to re-enter the program to the program director. The program director will relay this information to the Health Administrative Assistant who will place the student's name at the bottom of the alternate waiting list.

VOLUNTARY WITHDRAWAL FROM PROGRAM

Any student who wishes to withdraw voluntarily from the radiologic technology program for personal reasons should notify the program director in writing of his or her intent. It is the student's responsibility to return his or her radiation monitoring device to the program director. Non-returned radiation monitoring device the student will be charged a $36.00 fee. The student will not be reimbursed by the college for any radiologic technology books purchased.

ATTENDANCE

College Classroom and Laboratory – The policy for college classroom and lab attendance shall be established by the instructor of the course and will be communicated in writing to the students enrolled in the course(s). Each student is solely responsible for the satisfactory completion of course work assigned by his/her instructor. Regular attendance and active participation in classes are essential elements in the learning process. Therefore, the student is expected to attend classes regularly.

EXCUSED ABSENCES FROM CLINIC

An excused absence from clinic does not require make-up time. An excused absence is defined as funeral leave for a relative as specifically defined in the funeral leave policy or any cancellation of clinical education by the college due to inclement weather. Cancellation of classes due to adverse weather conditions will be announced on the local radio and television stations. Students should still go to hospitals adhering to their clinical education assignments if and whenever the college classes are canceled due to an issue that occurs on the campus.

CELL PHONES/SMART WATCHES

Cell phones/Smart Watches are not permitted in the classroom. In the event of an emergency-type situation only where a call is anticipated, the cell phone must be placed on vibrate and the instructor must be notified. The student is then expected to take the emergency call in the hallway to avoid disrupting the class. Students must bring their own calculators (not cell phone) to class/lab. Sharing calculators is not permitted.
Cell phones/Smart Watches are **prohibited** in the clinical/directed practice setting.

STUDENT HOSPITALIZATION/LIABILITY INSURANCE

The student is financially responsible for his/her own health insurance and hospitalization. All students are required to demonstrate proof of hospitalization coverage prior to their clinical assignments. In addition, all radiologic technology students are provided liability insurance coverage for protection in the clinical setting. Liability insurance is included in the fall semester lab fees.

STUDENT ILLNESS

Over-the-counter medications such as aspirin are available for purchase in the bookstore. The college does not serve as a substitute for health care and/or services which should be provided by the student's personal physician.

It is the responsibility of a student to report any type of illness at the hospital to the clinical coordinator or to the clinical preceptor. The student can be referred to the hospital's emergency room for appropriate treatment if necessary. Any expenses incurred will be the financial responsibility of the student.

It is the responsibility of the student to report to the Program Director/Clinical Coordinator and the College's Student Records Specialist any infectious disease the individual has acquired or to which he/she has been exposed at the campus or the hospital.

Please refer to the college's infectious disease policy and hospital infectious disease policy for specifics.
A copy of the college's safety procedures relating to AIDS is seen on page 40 in this handbook.

DIGITAL POLICY

Students must have written documentation by the instructor and class to be permitted to videotape, photograph or digitally reproduce any material permitted in class.
Students are not permitted to videotape, photograph or digitally reproduce any material in clinical/directed practice.

INFECTIOUS DISEASE POLICY

The following radiologic technology program criteria are to be used as a guideline in accordance with individual hospital policy concerning infectious diseases:

1. Disposable gloves are to be worn whenever there is direct contact with body substances (blood, urine, feces, wound drainage, oral secretions, sputum, and vomitus).
2. Gowns are to be worn over uniforms whenever there is the possibility of being splashed with body substances.
3. Masks are to be worn when there is a possibility of secretions being airborne (sprayed in the face).
4. Thorough hand washing must be practiced prior to and after performing a radiological procedure on a patient.
5. Needles and syringes must be disposed of in a puncture-proof container located in an appropriate area of the Radiology Department.
6. All bodily fluid specimens will be disposed of according to Department protocol.
7. Radiographic equipment such as mobile units, tables, cassettes, etc. will be disinfected according to standard hospital procedure.
8. When transporting patients, carts must be protected with clean linen.

Refer to Safety Procedures Relating to AIDS identified page 40 in this Handbook.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

All radiologic technology student records include student admissions, health, radiation monitoring, attendance; evaluations, etc. are maintained in compliance with the Federal Family Educational Rights and Privacy Act, effective November 19, 1974. The Act protects student's records from access by unauthorized third parties. A personal copy of the act or additional information is available in the student information center.

FUNERAL LEAVE POLICY

The student shall be granted up to two (2) consecutive days leave for a death in a student's immediate family. "Immediate family" for this purpose is defined as the student's parent, spouse, child, sibling, parent-in-law, and grandparent. Up to two (2) additional days may be granted at the discretion of the program director. Funeral leave does not require make up time for assigned clinical education experience.

RADIATION PROTECTION POLICY

Overview/Purpose

It has been a well-known fact that ionizing radiation can cause damage to living cells. Therefore, at Eastern Gateway Community College, we are committed to inform the public that anyone involved in the medical application of ionizing radiation must have an accurate knowledge and understanding of various safety guidelines in order to minimize the adverse effects of radiation exposure. This Radiation Safety Policy is designed to give the student an overview of the guidelines and methods which can be employed to reduce or limit radiation exposure where primary, scatter, and leakage radiations are present, affecting the patient, radiologist and operator.

ALARA Concept

The ALARA (As Low As Reasonably Achievable) concept will be followed regarding EGCC radiation safety policies. In 1954 the National Committee on Radiation Protection put forth the principle that radiation exposures should be kept "As Low As Reasonably Achievable." This concept, known as the ALARA Concept, is accepted by all regulatory agencies. Medical radiographers and radiologists share the responsibility to keep occupational and non-occupational absorbed doses below their allowable maximum levels. This can be achieved through the practice of proper radiation control procedures. Reduction of absorbed doses through the employment of proper safety procedures benefits both patient and radiation worker.

Radiation Protection Rules Governed by ALARA

The student will:

- **NEVER** hold a patient and/or imaging receptor during any radiographic exam(s).
- Always wear a radiation badge at neck level. Students' responsibility to change the film badges monthly. Film badges must be changed by the 10th of each month. If not changed by the 10th of each month the student will be issued a disciplinary report offense.
- Always wear radiation badge outside lead apron.
- Never leave his/her radiation badge in radiographic room.
- Never wear his/her radiation badge if having medical or dental radiographs taken of himself/herself.
- Always wear a lead apron when performing portable exams and stretch the portable cord 6 ft. when making an exposure. Alert others prior to making an exposure.
- Always stand behind the lead barrier when making an exposure.
- Always use collimation.
- Never make an exposure while the door to the radiograph room is open.
- Never enter a radiography room without knocking to be sure an exposure is not in progress.
- Follow the appropriate rules for radiation safety as established by each clinical site.
- Adhere to the Cardinal Rules of radiation protection:
- TIME – DISTANCE & SHIELDING.
- Adhere to ALARA Standards

I HAVE READ AND UNDERSTAND THIS POLICY:

STUDENT'S NAME (PRINTED)_____

STUDENT'S SIGNATURE _____

DATE_____

RADIATION MONITORING (DOSIMETRY) POLICY

It is a well-known fact that ionizing radiation can cause damage to living cells. Therefore, it is imperative that anyone involved in the medical application of ionizing radiation has an accurate knowledge and understanding of various radiation safety guidelines in order to minimize any adverse effects of radiation exposure.

All students must practice the Cardinal Rules of Radiation Protection: Time, Distance and Shielding and adhere to the ALARA (as low as reasonably achievable) concept.

In compliance with The JRCERT Standards Concerning-Students Physical Safety, every radiologic technology student is required to wear a radiation monitoring device when assigned to both the clinic or performing experiments in energized lab. The college contracts for this service and provides radiation monitoring devices to students.
The student is charged for this service per semester. This fee is included in the directed practice section of the program. A student must return the radiation monitoring when service is terminated and a lost radiation monitoring device will be replaced at the student's expense. A radiologic technology student will wear his/her radiation monitoring device at collar level for both diagnostic and fluoroscopic procedures. The radiation monitoring device is to be exchanged monthly by the student for a new one. A monthly radiation monitoring report is shown to each student to initial and date.

In keeping with the radiation safety policy each radiologic technology student is required to wear a radiation monitoring device when assigned to both the hospital and laboratory sessions conducted in the x-ray energized lab (room 1508) on campus.

All students must carry their radiation monitoring devices daily in their purses, wallets, back packs/book bags. Students are not encouraged to keep them in their car. All radiation monitoring devices are to be returned by the 10th of every month. Any student not wearing his/her current radiation monitoring device will be asked to leave either the clinical education site or the laboratory setting. Any clinical education time missed must be made up. A student will be solely responsible for obtaining notes from classmates if absent from lab and for submitting missed lab assignments to instructor if he or she had to leave the lab for reason stated.

In addition, using the Disciplinary Report located in this Student Handbook, any student not following the program's adopted radiation monitoring policy will be issued a disciplinary report offense.

Once a student declares pregnancy, she will wear two radiation monitoring devices. Her original monitoring device is placed at neck level while her second badge, a fetal badge, is to be worn at waist level. In the event the student wears a lead apron the fetal badge is to be placed under the lead apron while the neck level badge remains outside the apron. Fees for fetal badge will be determine at time of service.

I HAVE READ AND UNDERSTAND THIS POLICY:

STUDENT'S NAME (PRINTED)_____

STUDENT'S SIGNATURE _____

DATE_____

Radiation Monitoring (DOSIMETRY) Guidelines

1. Who Needs a Radiation Badge? - Because of the possible hazards when dealing with radiation, Federal and State Laws require all personnel involved with ionizing radiation to wear proper radiation monitoring devices (film badge) at all times while using energized radiographic equipment or near radioactive sources.

2. Proper Use of Radiation Badge - Radiation badges are issued and must be worn to measure occupational exposure at EGCC Lab, and Hospital.

3. Where Do I Wear the Radiation Badge? - Radiation badges should be clipped to an article of clothing at collar level. Do not wear film badge underneath a lead apron.

4. Where Do I Get the Radiation Badge? - The radiation badge will be supplied to you by Eastern Gateway Community College Student Record Specialist.

5. Misuse of the Radiation Badge - A radiation badge that has been assigned to an individual may not be used by any other person. The participant's number is a lifetime assignment and is not transferable to another person. Radiation monitoring devices must not be tampered with in any manner. Do not leave your radiation badge on lab coats, uniforms or lead aprons. If radiation badges are lost, misplaced or damaged, the program director must be notified promptly as well as the medical specialist. The student will also be charged a one-time processing fee for the lost, misplaced or damaged radiation badge.

6. Exposure Data - Radiation exposure results are received at monthly intervals. This report is reviewed monthly by the students. It must be initialed and dated by each radiation badge wearer in order to verify that the student has seen his or her report.

7. Monthly Replacement of Radiation Badge - At the beginning of each month the radiation badge must be returned to the Student Record Specialist and replaced with a new monitoring device. The changing of the radiation badge is the sole responsibility of the student. Late changing of the monitoring device will make accurate radiation monitoring evaluation impossible. Students will also receive disciplinary action for not return their radiation monitoring device as described in this handbook. All radiation badges must be returned by the 10th of every month.

8. All badges are to be removed from clothing prior to washing/drying your garments.

9. Graduates wanting to receive a copy of their termination badge report must request this information in writing to the program director.

I HAVE READ AND UNDERSTAND THIS POLICY:

STUDENT'S NAME (PRINTED)_____

STUDENT'S SIGNATURE _____

DATE_____

Radiation Exposure Limits
Dose Limits Recommended by the NCRP

Occupational Exposures

1. Effective Dose Limit

a. Annual	50 mSv (5000 mrem, 5 rem)
b. Cumulative	10 mSv x age (1000 mrem x age) (1 rem x age in years)

2. Equivalent annual dose limits for tissues and organs

a. Lens of eye	150 mSv (15,000 mrem, 15 rem)
b. Skin, hands and feet	500 mSv (50,000 mrem, 50 rem)

Embryo-Fetus Exposures

1.	Total equivalent dose limit	5mSv (500 mrem, 0.5 rem)
2.	Equivalent dose limit in a month	0.5 mSv (50 rem, 0.05 rem)

Radiation exposures performed in the x-ray lab on campus are made only on various non-human phantom parts. No radiographic exposures of human anatomy are ever performed in the Eastern Gateway Community College X-Ray Lab (Room 1508).

Radiation Protection Safety (Notification Warning)

Overview

The Radiologic Technology at Eastern Gateway Community College adheres to the recommendation that the monthly whole-body exposure for a student diagnostic radiographer should not total or exceed 30 mR.

Procedure

If the student's radiation exposure totals or exceeds **30 mR/month**, he/she must meet with the Program Director to complete the Radiation Protection Safety Notification Warning Form. This record of notification will be maintained by the Program Director.

Name of Student:_____ Date:_____

* The Division of Radiologic Technology wishes to inform you that according to the Radiation Report for the month of _____, 20__, you have received a total of ____mR of whole-body dose.
* The program director will review with the student the Radiation Protection Safety Guidelines.

Analysis of Radiation Monitoring Device Reading

Hospital:_____
_____

* Radiographic Area(s) Assigned:_____
_____
_____

* **Possible reasons for exposure received**: (List specific exams, dates, room assignments, and other information that may have contributed to the exposure listed above, especially involvement with Fluoroscopic, portable, and special procedures.)

* **Ways to Prevent** (include specific guidelines and regulations on Radiation Safety)

I have discussed the above material with the program director and I will take every precaution necessary to keep my radiation exposure dosage to the lowest possible level.

_____ _____
Signature of Student Signature of Program Director

_____ _____
Date Date

pc: Student, Clinical Coordinator

GONADAL SHIELDING POLICY

In support of Standard Five-Objective 5.3 for Accredited Educational Program in Radiologic Sciences, the radiologic technology program sponsored by Eastern Gateway Community College assures that students employ proper safety practices. The Gonadal Shielding Policy is designed to educate students on the importance of the proper use of shielding in abdominopelvic radiography exams and optimal use of radiation to promote the health and safety of students, patients, and the public.

Gonadal shielding has been a longstanding practice during radiography examinations in instances where the clinical objectives of the examination are not compromised[1].The effectiveness of gonadal shielding during abdominal and pelvic radiography has found, in most instances, that:

- gonadal shielding does not contribute significantly to reducing patient risk from radiation exposure;
- gonadal shielding positioned improperly may have the unintentional consequence of increasing patient exposure;
- gonadal shielding positioned improperly may result in the loss of valuable diagnostic examination results[2].

Based on the recent research pertaining to the use of gonadal shielding during abdominal and pelvic radiography and the longstanding practice in radiography to only shield in instances in which diagnostic quality will not be compromised, the JRCERT has concluded that routine use of gonadal shielding for abdominopelvic radiography exams should not be standard practice for clinical radiography students when the use of such could interfere with the diagnostic quality of the exam and may result in the risk of a repeat exposure.

In support of Standard 5 -Objective 5.3 of the Standards for an Accredited Educational Program in Radiologic Sciences, Gonadal Shielding should only be utilized when it will not interfere with the purpose of the examination and when it aligns with clinical facility policy. These practices assure radiation exposures are kept as low as reasonably achievable (ALARA).

The above statements are contained within the Standards for Accredited Educational Program adopted by the Joint Review Committee on Education in Radiologic Technology, January 2021.

I have read and understand the Gonadal Shielding Policy

STUDENT'S NAME (PRINTED)_____

STUDENT'S SIGNATURE _____

DATE_____

1 [NCRP] National Council on Radiation Protection and Measurements. 2021. NCRP Recommendations for Ending Routine Gonadal Shielding During Abdominal and Pelvic Radiography. Bethesda (MD): National Council on Radiation Protection and Measurements. Statement No. 13.
2 [FDA] U.S. Food and Drug Administration. 2020. Food and Drugs; radiation protection recommendations; radiological health; recommendations for the use of specific area gonadal shielding on patients during medical diagnostic x-ray procedures. Washington (DC): US Government Publishing Office. 21 CFR Part 1000.50

RULES FOR THE RADIOLOGY LABORATORY

1. STUDENTS ARE REQUIRED TO ADHERE TO THE STANDARDS OF ETHICAL CONDUCT FOR RADIOLOGIC TECHNOLOGY ESTABLISHED BY THE A.S.R.T. (www.asrt.org).

2. STUDENTS WILL CONDUCT THEMSELVES IN A MANNER WHICH WILL EXHIBIT AN ATTITUDE OF CARING, RESPECT, AND DIGNITY FOR FELLOW STUDENTS AND TEACHERS. PROFESSIONALISM IS A MUST!! COARSE JOKING AND DISRUPTIVE BEHAVIOR WILL NOT BE TOLERATED AND MAY RESULT IN REMOVAL FROM LAB.

3. ALL PROFICIENCY SKILLS TO BE PERFORMED IN LAB MUST BE PRACTICED AND SATISFACTORILY COMPLETED WITH DIRECT OBSERVATION AND SUPERVISION OF THE INSTRUCTOR. PROFICIENCIES MUST BE CHECKED OFF BY THE INSTRUCTOR PRIOR TO PERFORMING COMPETENCY EXAMS IN THE CLINIC.

4. STUDENTS WITH ANY HISTORY OF AN UNDERLYING MEDICAL CONDITION (e.g., DIABETES, CARDIAC PROBLEMS, EPILEPSY, CANCER, HIGH BLOOD PRESSURE, ETC.) SHOULD REPORT THESE TO YOUR INSTRUCTORS IMMEDIATELY PRIOR TO ATTENDING LABS. ALL INFORMATION WILL BE KEPT IN STRICT CONFIDENCE.

5. ALL STUDENTS MUST PARTICIPATE IN MAINTAINING A CLEAN AND SAFE ENVIRONMENT AND MUST CLEAN UP THE LAB AFTER EACH SESSION.

6. LABORATORY PRACTICE SESSIONS WHICH OCCUR OUTSIDE OF REGULARLY SCHEDULED LAB/CLASS TIME ARE ALLOWED WITH INSTRUCTOR PERMISSION. STUDENTS ARE ONLY TO PRACTICE THOSE LAB SKILLS PREVIOUSLY INSTRUCTED IN LABS WHICH FALL WITHIN THEIR SCOPE OF PRACTICE.

7. A STUDENT WILL **NO**T BE ALLOWED TO PARTICITPATE IN THE ENERGIZED/LAB WITHOUT A DOSIMETRY BADGE.

8. THE STUDENT IS NOT TO OPERATE AN EXPOSURE IN THE LAB WITHOUT THE RADIOLOGY INSTRUCTOR BEING PRESENT. ALARA PRINCIPLES WILL ALWAYS BE FOLLOWEDE.

9. A RADIOLOGY INSTRUCTOR **MUST** PRESENT AT ALL TIMES IN THE RADIOLOGY LAB WHEN A STUDENT IS WORKING INDEPENDENTLY,

10. STUDENTS MAY EAT AND DRINK NONALCOHOLIC BEVERAGES IN THE LAB AS LONG AS ANY PAPERS, ETC ARE DISPOSED OF BY THE STUDENT. ALL STUDENTS ARE TO CLEAN THEIR TABLES

11. UPON LEAVING THE LAB, THE X-RAY TUBE AND CONSOLE UNIT MUST BE SHUT OFF.

I HAVE READ AND UNDERSTAND THIS POLICY:

STUDENT'S NAME (PRINTED)_____

STUDENT'S SIGNATURE _____

DATE_____

LABORATORY/CLINICAL VACANCIES

It is important to maintain a specific student enrollment in the laboratory settings as well as in the clinical educational sites. If a vacancy exists the instructor(s) will ask for a volunteer to fill the void. If a volunteer doesn't come forward the instructor(s) will assign a student to fill the void.

RADIATION SAFETY FOR LABORATORY

A student will not be allowed to participate in an energized lab session/clinical setting without dosimetry Badge. The dosimetry badge must be changed by the 10th of each month.
The Monthly Radiation Exposure report will be provided to the student each month to be initialed and dated.
ALARA Principles will always be followed

LABS COMPONENT

Three-hour radiographic procedure and imaging lab sessions are a planned component of the curriculum. Radiographic Procedure Labs begin in Fall Semester I. The purpose of the labs is to introduce the theory component into the practical laboratory environment. Students work cooperatively as a team in performing specific tasks/experiments as well as working alone for some projects. The lab component also promotes critical thinking skills as students analyze, discuss, demonstrate and critique various projects/assignments.

INDEPENDENT LAB USAGE

A radiology instructor must be present at all times in the radiology lab when a student is working independently.

ATTIRE FOR COLLEGE CAMPUS SCHEDULED LAB SESSIONS DRESS CODE GUIDELINES

Radiologic technology students are not required to wear uniform attire in the college's x-ray lab. Students are encouraged to wear pants or appropriate length shorts due to the required tasks performed which include simulated (non- energized) radiographic exams using fellow classmates as patients, manipulation of x-ray equipment. Radiographic monitoring badges are to be worn at all times at collar level.

TUITION/LAB FEES

Costs for tuition and other instructional fees may vary depending upon the student's place of residence.
See college catalog for tuition fee schedule.
Each semester lab fees include radiation film badge services.
Fall semester lab fees include student membership to the ASRT and a one-time access fee to Rad Boot Camp software, which is utilized throughout the entire program.

Note: Costs for meals and transportation to and from the college and hospital are the student's responsibility.

UNIFORMS/MEALS/TRANSPORTATION COSTS

Costs for uniforms, meals, parking fees and transportation to and from the college and hospital are the student's responsibilities unless these expenses are covered through PELL Grants, scholarships, etc.

EGCC BOOKSTORE

The Eastern Gateway Community College Bookstore is located on the Steubenville and Youngstown campuses. The bookstore can supply students with all required textbooks and materials for each course, as well as supplementary learning materials, gift items and EGCC apparel. Refunds/Exchanges are only accepted during the specified time periods each semester and only with the original sales receipt. All returned merchandise must be in new, saleable condition and any items wrapped in shrink wrap must be unopened to be eligible for return. For further information, students may contact the bookstore on the Steubenville Campus at (740) 264-5591, ext., 1684.

GRIEVANCE POLICY

The Student Grievance Procedures provides a way for students to seek resolution to decisions, conditions, and practices of Eastern Gateway Community College, its faculty and staff, which they allege are violations of the Student Rights or other published college policies and procedures. As students pursue their educational goals, they will be treated with professionalism and respect by college employees Grievances do not include student grades or academic appeals. Students shall not be retaliated against for filing a grievance. See Student Code of Conduct and Student Grievance Procedures page 299 in the college catalog.

DISABILITY POLICY

If a student incurs a temporary disability, the student must immediately report the disability to the radiologic technology program director. A temporary disability is defined as an injury such as a broken bone, surgery, hospitalization, communicable diseases, etc., that could prevent the student from continuing with the program schedule or endanger patients or other individuals involved in the program. For disabilities, such as those described, the program faculty will make every effort to accommodate the student and the student's clinical schedule may be adjusted to reschedule educational activities missed during the disability period. To continue in the program, any radiologic technology student who becomes temporarily disabled must fulfill the following semester requirements:

1. Earn a minimum grade of "C" in each RAD course, Directed Practice (clinical) or technically related course.
2. Complete all clinical education competencies required during the semester.
3. Make up all clinical hours missed. Make up days will be scheduled during the semester break; however, the clinical coordinator can use discretion and make exceptions due to disability situation.

   NOTE: If an exception is made this only means that an extension of time for makeup days is granted by the clinical coordinator after consultation with the program director. All absences must be made up to fulfill degree requirements.

ARRT STANDARDS OF ETHICS/SIGNATURE PAGE

Whenever using the ARRT Standards of Ethics for review, ALL references should be made to the actual document rather than to any condensed versions see Appendix II.

Rule # 1
- The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

Rule # 2
- The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

Rule # 3
- The radiologic 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 sex, race, creed, religion, or socioeconomic status.

Rule # 4
- The radiologic 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.

Rule # 5
- The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

Rule # 6
- The radiologic 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.

Rule # 7
- The radiologic 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.

Rule # 8
- The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

Rule # 9
- The radiologic 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.

Rule # 10
- The radiologic 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.

Rule # 11
- The radiologic 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.

I have read and understand the ARRT Standards of Ethics.

_____ _____

Student Signature Date

COMMUNITY SERVICE

Community service is an important endeavor that a person can perform for the benefit of his/her community. Eastern Gateway Community College Radiologic Technology Program recognizes the importance of community service and has established a graduation requirement addressing this very important issue. Radiology students must complete a minimum of twenty-four (24) hours of community service prior to graduation. Student will be approved up to 4 community service hours per project. Failure to complete this requirement results in the student's inability to graduate.
The program director and clinical coordinator will assign hour value for each service completed satisfactorily by the student. All ideas must be conveyed in writing to the program director. Approval for community service projects must be obtained prior to the student beginning the service.

Upon completion the student will submit a signed official letter from the organization or agency verifying hours of community service and completion of the Community Service Hours Chart and Reflection forms of his/her service.

Examples of community service projects include (but are not limited to):

1. Volunteering at an affiliate hospital, the Women's Health Center, Urban Mission, churches, etc. (Hour-to-hour up to 4 hours).
2. Giving blood. (2hours)
3. Observing National Radiology Week by delivering lectures, creating posters, writing reports, etc. (Hour-to-hour up to 4 hours).
4. Updating the radiology bulletin board on a monthly basis. (up to 2 hours)
5. Tutoring radiology students. *(Students must be confident and possess a mastery of the subject area in question.) This is assigned by the instructor. (Hour-to-hour up to 4 hours).
6. Coaching/assisting various organized sports teams. (Hour-to-hour up to 4 hours).
7. Assisting with various organizations such as 4- H, Future Farmers of America, Big Brothers/Sisters Organizations, etc. (Hour-to-hour up to 4 hours).

COMMUNITY SERVICE HOURS CHART

Radiology students must complete a minimum of twenty-four (24) hours of community service with a reflection per service prior to graduation. A signed official letter from the organization or agency must verify your hours of community service.

STUDENT SIGNATURE: _____ DATE: _____

PROGRAM DIRECTOR: _____ TOTAL HOURS: _____

ORGANIZATION/AGENCY	DATE (S)	TIME IN	TIME OUT	TOTAL HOURS	SUPERVISOR'S SIGNATURE

STUDENTS REFLECTION OF COMMUNITY SERVICE LEARNING

Please provide your reflection of learning per community service experience.

STUDENT'S SIGNATURE: _____ DATE: _____

ORGANIZATION/AGENCY: _____

REFLECTION OF LEARNING:

PREGNANCY POLICY

Any student, who is pregnant or becomes pregnant while enrolled in the Radiologic Technology Program, should, but is not required to, declare her pregnancy in writing to the Program Director and provide the appropriate documentation from her physician.
Upon declaration of pregnancy, the student will be scheduled for a meeting to reacquaint the student with potential hazards of radiation to the fetus, the protective practices which should be utilized and the monitoring procedures employed.

After declaration of pregnancy, the student has the following options:

(Please see Selection of Alternatives Pregnancy Form)

1. Withdraw from the program. The student has the right to re-enter the program following the procedures described in the handbook.

2. Continue in the Radiologic Technology Program without any modifications in her clinical education schedule.

3. Continue in the Radiologic Technology Program with modifications in her clinical education schedule.

If the student elects to remain in the program, she must do the following:

1. Consult with her physician and obtain written permission to continue in the program and provide this documentation to the Program Director.

2. Read and sign the Selection of Alternatives Pregnancy Form and the Pregnancy Release Agreement.

The student may withdraw the declaration of pregnancy in writing at any time. Following receipt of the withdrawal, the student is no longer considered pregnant.

Neither Eastern Gateway Community College nor the student's assigned Clinical Education Site will be responsible for radiation injury to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.

The Program supports Title IX by protecting the rights of pregnant and parenting students - both female and male. Students are given options for clinical reassignments as well as a leave of absence. The Program and student have the opportunity to work with the college's Title IX coordinator to discuss and resolve any specific issues or concerns.

PREGNANCY RELEASE AGREEMENT

1. Consult with your physician and obtain written permission to continue in the radiology program and provide this documentation to the Program Director.

2. Exercise good judgement in protection from radiation exposure by using devices provided by the Radiology Department. In the event that the student's film badge reports show that she has actually accumulated a dose limit exceeding the limit of 5 mSv (500 mrem, 0.5 rem) the student should not continue in any clinical education courses for the remaining duration of her pregnancy.

3. Review radiation safety practices, dosimetry policies, embryo-fetus exposures, and the U.S. Nuclear Regulatory Commission Regulatory Guide with the Program Director.

4. Acknowledge and accept payment for the fetal badge.

5 Fulfill specified clinical and academic requirements as scheduled.

6 Fulfilling any missed assignments, tests, proficiencies, etc. in the event that the student is no longer able to maintain full time status as determined and documented by the student's physician.

7. Returning to full time status six weeks following delivery unless contraindicated in writing by the student's physician.

_____ _____

Student Signature Date

PREGNANCY FORM

Selection of Alternatives

I the undersigned do hereby acknowledge that I have been counseled regarding the possible health risks to my unborn fetus and my option to either withdraw or continue in the program in full accordance with the Radiologic Technology written Pregnancy Policy.

Below, I have indicated the option I choose to select:

_____ 1. I elect to withdraw from the Radiologic Technology Program in order to protect my unborn fetus from any unnecessary radiation exposure.

_____ _____
Signature (Female Student) Date

_____ _____
Signature (Program Director) Date

_____ _____
Signature (Clinical Coordinator) Date

_____ 2. I elect to continue in the Radiologic Technology Program and do so at my own risk without any modification in my clinical education schedule. I have been advised of the possible radiation dangers during my pregnancy. I have been informed that the equivalent dose limit for the fetus is 500 mrem for the pregnancy period.

_____ _____
Signature (Female Student) Date

_____ _____
Signature (Program Director) Date

_____ _____
Signature (Clinical Coordinator) Date

_____ 3. I elect to continue in the Radiologic Technology Program but request a modification in my clinical education schedule. I have been advised of the possible radiation dangers during my pregnancy and remain in the program at my own risk. I have been informed that the equivalent dose limit for the fetus is 500 mrem for the pregnancy period. I understand that all missed clinical rotations must be made-up.

_____ _____
Signature (Female Student) Date

_____ _____
Signature (Program Director) Date

_____ _____
Signature (Clinical Coordinator) Date

PROGRAM COMPLAINT RESOLUTION POLICY

The Radiologic Technology program at Eastern Gateway Community College Steubenville Campus is always willing to investigate any complaint against any aspect of the program and will try to resolve the complaint as soon as possible.

A. Resources: Complaints can be made to the following sources, depending on the content of the complaint:
   1. Complaints at the Steubenville campus may be made to a radiologic technology faculty member, program director, clinical coordinator, assistant dean, complaint officer or the dean of the campus.
   2. Complaints at the clinical education setting may be made to the clinical coordinator, clinical instructor, or radiology department director or the program director at EGCC.
   Complaints received from these sources will then be given to the program director or the advisory committee or to the Complaint Adviser for the campus.

B. Methods:
   1. Open Door Policy: The program director and the faculty have an open-door policy that allows someone to discuss any problem they may be having or to make a complaint about the radiologic technology program.
   2. Evaluations: Program evaluations are completed on a routine basis. These evaluations can provide an avenue for someone to make an anonymous complaint against the program. The program director and faculty analyze the information and make improvements as needed.
   3. Meetings: Faculty meetings, student meetings and advisory meetings all provide avenues for someone to make a complaint against the program.
   4. Student Complaint Process: Students may make a formal complaint to the Complaint Officer or the Assistant Dean about a problem they are unable to discuss with the faculty of the program. Information can be found in the college catalog.

C. All complaints will be handled in a confidential manner.

D. Reasonable efforts will be made within the program or the institution to resolve a complaint within the recommended time limit as stated in the College Rules and Regulations.

E. The program and/or the institution will follow the due process policy in resolving any complaint.

F. Anyone who feels that the program may not be in substantial compliance with the JRCERT Standards for an Accredited Educational Program in Radiologic Technology or accreditation policies will need to send a written and signed complaint to the Joint Review Committee on Education in Radiologic Technology, www.jrcert .org (see accreditation policy).

I HAVE READ AND UNDERSTAND THIS POLICY:

STUDENT'S NAME (PRINTED)_____

STUDENT'S SIGNATURE _____

DATE_____

SAFETY PROCEDURES RELATED TO COMMUNICABLE DISEASES

This procedure has been considered and adopted in accordance with the current consensus of the medical and scientific community that the disease cannot be transmitted by casual body contact typical of the workplace. Should it ever appear that the implementation of this procedure presents a danger to our students, the college reserves the right to make appropriate revisions. The risk of contracting Hepatitis B is greater than the risk of contracting AIDS. Therefore, recommendation for the control of Hepatitis B infection will effectively prevent the spread of AIDS. All such recommendations are therefore incorporated herein.

1. Sharp items, (needles, scalpel, blades, and other sharp instruments) should be considered as potentially infective and be handled with extraordinary care to prevent accidental injuries.

2. Disposable syringes and needles, scalpel blades, lances, and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they are used. To prevent needle stick injuries, needles should NOT be recapped, purposely broken, removed from disposable syringes, or otherwise manipulated by hand.

3. When the possibility of exposure to blood or other body fluids exists, routinely recommended precautions should be allowed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or may also require gowns, masks, and eye coverings when performing procedures or examinations. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood.

4. To minimize the need for emergency mouth-to-mouth resuscitation, mouth-pieces, resuscitation bags, or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.

5. Pregnant students engaged in health care are not known to be at greater risk than students who are not pregnant. However, if a student develops infection with the AIDS virus during pregnancy, an infant has an increased risk of infection by prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of the AIDS virus.

6. Students engaged in health care who have AIDS who are not involved in invasive procedures (those in which the body is entered, e.g. by use of a tube, needle, device, etc.) need not be restricted from work unless they have some other illness for which any health care worker would be restricted.

7. For students engaged in health care who have AIDS, there is an increased danger from infection due to diseases they may come in contact with in class or at the work place. Students with AIDS, who have defective immunity, are at risk of acquiring or experiencing serious complications of such diseases. Of particular concern is the risk of severe infection following exposure to patients with infectious diseases that are easily transmitted if appropriate precautions are not taken (e.g. tuberculosis or chicken pox). Students with AIDS will be counseled about potential risk associated with exposure to or taking care of patients with transmissible infections and should continue to follow infection control procedures to minimize their risk of exposure to other infectious agents.

8. The student's physician in conjunction with the appropriate college officials will determine on an individual basis whether the student with AIDS or HIV can adequately and safely perform patient care duties.

9. Infected neurologically handicapped students who cannot control bodily secretions and students who have uncoverable oozing lesions will not be permitted to participate in health care services. The determination of whether an infected student should be excluded from providing health care shall be made on a case-by-case basis by the student's physician and the appropriate college official.

I HAVE READ AND UNDERSTAND THIS POLICY:

STUDENT'S NAME (PRINTED)_____

STUDENT'S SIGNATURE _____

DATE_____

COMPETENCY BASED CLINICAL EDUCATION PLAN

INTRODUCTION/PURPOSE

A clinical competency-based program has been established for the students enrolled in Eastern Gateway Community College Radiologic Technology Program. It is designed to evaluate the knowledge, skills, and abilities required of students enrolled in the clinical education component of the program. In addition, its purpose is to affect a transfer of knowledge from theory to the actual acquisition of skills in diagnostic radiology. This transfer is accomplished by clinical education (assignments) to the hospitals.

Clinical education begins midway during the first fall semester of training. It involves 5 (five) semesters including a summer semester of hospital assignments. Clinical education progressively leads the student radiographer from the passive role of an observer to a more active role performing radiographic procedures with either direct or indirect supervision by a qualified radiologic technologist. The specific days/week assigned to the hospital vary per semester. Refer to the Clinical Education Two Year Semester Calendar contained in this manual.

The following information serves as a guide as the student progresses through the various components of clinical education.

Clinical Affiliate Centers:	Designated Clinical Preceptors:
Trinity Medical Center West 4000 Johnson Rd Steubenville, Ohio Telephone: 740- 264-8287	Anntoinet Watts R.T. (R) Stacy DeNoon R.T. (R)
Weirton Medical Center 601 Colliers Way Weirton, West Virginia 26062 Telephone: 304-797-6021	Terry O'Brien R.T. (R) Marissa Dailey R.T. (R) Kristen Paul R.T. (R)
Trinity Express Care 150 Main Street Wintersville, Ohio 43953 Telephone: 740- 633-4216	Luvinia Pritchard, R.T. (R) Thomas Riley R.T. (R)
Trinity Medical Plaza 106 Plaza Drive St. Clairsville, Ohio 43950 740-695-6917	Tina Chappell, R.T. (R)
East Ohio Hospital LLC 90 Fourth Street Martins Ferry, Ohio 740-633-4555	Tiffanie Ladyga CT., R.T. (R)

REQUIRED APPEARANCE/ATTIRE IN THE CLINICAL & LABORATORY ENVIRONMENTS

The purpose for requiring a dress code policy is to promote and enhance the student health care worker's professional image. The student admitted to any health technologies program is encouraged to follow the college approved student dress code in technical on-campus laboratory sessions and in cooperating off-campus health agencies (hospitals, extended health care facilities, offices, etc.) during planned observations, practicum, clinical education or clinical laboratory experiences.

A student whose appearance is unacceptable may be asked to leave the clinical environment and report to the program director/or Department Dean prior to returning back to the off-campus clinical site.

APPEARANCE:

Hair:

- The student's hair must be clean and neatly styled. Hair must not hang over the face, over the bottom of the uniform collar, or hang loosely. The hair must be a natural shade of color, examples: brown, red, blonde, pink, blue, green, glitter, etc. are considered inappropriate for a clinical environment.
- Facial hair must be well groomed, e.g., beard and/ or mustache. The length must not interfere with professional duties.

Jewelry:

- The student is encouraged not to wear excessive jewelry. Wedding and/ or engagement ring(s) and a watch are acceptable. It is advised that sharp rings not be worn. Earrings must be conservative and limited to a stud-type style. Earrings must be limited to a maximum of two pair per earlobe. Other types of visible body piercing jewelry (nose rings, eyebrow rings) should be removed and if unable to be removed, needs to be covered. Tongue piercing is not permitted.

Tattoos:

- Any **visible** body tattoos must be covered. Suggestion: cover with clothing or makeup.

Personal Hygiene:

- Fingernails should be cleaned and not extended past the tips of the fingers for infection control reasons. Nail polish should be a clear or conservative neutral shade. Red is inappropriate.
- No artificial or acrylic fingernails are permitted since studies have determined that pathogenic organisms are associated with artificial fingernails worn by health care workers.
- Make up must be appropriate for the work environment.
- Heavy scents of perfume, cologne or after shave is not permitted in the clinical setting to due to patient risk.
- Gum chewing in the clinical environment, lab and office setting is unprofessional and not permitted.

ATTIRE: The College approved, required professional student uniform attire should not be worn outside the assigned off-campus agencies or on-campus laboratories, with the exception of commuting to and from home, to the agency, or to college. In this instance, the uniform must be covered by the approved lab coat or a full-length coat. It is important to note

that several assigned/ planned off-campus experiences may require a variation in required student attire, e.g., scrub attire which is available at the college bookstore. When a variation is required/approved by the college to satisfy agency dress code policies, the student will be advised of the acceptable variation by the program director for the college major or program faculty coordinating the off-campus experience.

UNIFORMS: Each specific health technology program requires uniform dress attire. Specific program uniform attire is distributed to the student.

PICTURE ID: A Photo ID is required and must be worn at all times. The Photo ID will include the college logo and student name.

At no time during the student's planned/ scheduled college/ program educational experiences is the word, STUDENT, on the Photo ID to be covered. The college, program faculty, and cooperating agencies are legally required to identify a person enrolled in curricula learning experiences as a "STUDENT" during the planned/ scheduled off- campus experiences. The college will provide the student with the Photo ID during orientation.
There is no cost for the initial Photo ID.

LAB JACKET/LAB COAT: The College approves a white, 3/4 or full length, cardigan style laboratory coat or hip-length lab jacket. It must be clean and pressed.

EGCC LOGO PATCH: The College approved patch logo identifying the health student is required on the dress uniform top and lab jacket. Placement of patch upper left corner of uniform top and lab jacket. These can be purchased in the college bookstore.

SHOES: Clean and professional, as defined, by specific health programs, are to be worn. No clogs, open toe or open-back shoes should be worn for safety purposes.

In addition to conforming with the college's general guidelines for student professional appearance/attire, both the male and female radiologic technology student must purchase to wear:

1. A clean white professional scrub top over royal blue professional pants. If not wearing a lab coat or jacket the college approved embroidered logo (purchased in the bookstore) is required.

2. Clean solid white leather nursing shoes or solid white leather tennis shoes without colored markings/trim.

3. Name badge and film badge must be worn and visible at all times in the clinic.

CLINICAL EDUCATION POLICIES
CLINICAL ATTENDANCE

1. In case of absence, the student shall be responsible for notifying the scheduled clinical site, Clinical Coordinator and Clinical Instructor via Text prior to his/her scheduled time of attendance. If leaving the scheduled clinical site (4-hour increment time) needs to notify the clinical site, Clinical Coordinator and Clinical Instructor via Text. Faculty phone numbers will be provided during orientation.

   Clinical Facilities Phone Numbers:

Trinity Medical Center West Radiology Department	(740) 264-8287
Weirton Medical Center Radiology Department	(304) 797-6021
Trinity Express Care	(740) 346-2702
Trinity Medical Plaza	(740) 695-6917
East Ohio Hospital LLC	(740) 633-4337

2. Clinical time of attendance:

   7:00 A.M. – 3:00 P.M. (I Semester)
   7:00 A.M. - 3:00 P.M. with an occasional 8:00 A.M – 4:00 P.M. rotation (II-IV Semester)
   3:00 P.M. - 11:00 P.M. occasional rotation (II-IV Semester)

3. The student may be absent a maximum of 8 hours from clinical per semester (except first fall). These hours must be used in full 8-hour increments or partial 4-hour increments (7:00 a.m.-11:00 a.m.; 11:00 a.m.–3:00 p.m.) with no exceptions. No absences are permitted during the first fall semester or orientation. These designated hours cannot be accrued from one semester to the next.

4. All clinical hours absent in excess of allotted time must be made-up in the missed area of assignment. It will be the student's responsibility to make arrangements for make-up prior to the start of the next semester. Make-up days will be scheduled during the final exam week; however, the clinical coordinator can make exceptions depending upon circumstances.

5. Compliance with the clinical attendance policy is one of the necessary requirements for a passing grade in all clinical education courses. Therefore, excessive absenteeism may be cause for disciplinary action. All disciplinary reports become part of the student's file. All offenses will be brought to the attention of the Radiologic Technology Academic Standards Committee. The disciplinary report can be seen on page 18 in this handbook.

EXCUSED ABSENCES

An excused absence from clinic does not require make-up time. An excused absence is a funeral leave for a relative as specifically defined in the funeral leave policy located in the radiology student handbook or cancellation of classes by the college due to inclement weather/emergency situations.

CLINICAL RECORDS

The student is responsible for maintaining and submitting the following accurate clinical records:

Daily Clinical Education Attendance Sheet

Monthly Tally Sheets (record of daily exams)

Weekly Tech Logs

Daily Patient Logs

Clinical Competency/ Re-Competency Forms

Clinical Education Repeat/ Remedial Criteria Forms

CLINICAL EDUCATION MID-TERM DEFICIENCY REPORT

Each semester, at mid-term, clinical education deficiency reports are submitted to the Vice President of Academic Affairs by college faculty on students not satisfying minimum requirements and/or are in danger of not passing the clinical component of the program. The purpose of the deficiency report is to alert the student that his/her clinical performance needs improvement if the course is to be successfully satisfied with a passing grade. A student who receives a deficiency report for a clinical education course should immediately make arrangements to meet with the program's clinical coordinator.

A radiologic technology student will receive a mid-term deficiency report for unsatisfactory performance in clinicals due to any one of the following reasons:

1. Excessive absenteeism (more than 24 hours) and/or tardiness.
2. Non-completion of half the required clinical competency examinations.
3. Unsatisfactory evaluation by a clinical supervisor.
4. More than 2 non-pass competencies.
5. Failure to submit Clinical Forms
6. Any violation of program policies as listed in the program's handbook and Disciplinary report.

TARDINESS

Tardiness is defined as arriving late for the designated start time in the radiology department of the clinic site. Tardiness is not acceptable in the clinical setting therefore if a student is late for clinicals, he or she must use 4 hours of allotted time.

LEAD MARKERS

All students will be issued right (R) and left (L) lead markers during their first semester. These markers are to be correctly placed on image receptors to help identify patient anatomy. These markers are ordered by the college and the cost is covered by the semester lab fee. It is the student's responsibility to replace lost or damaged lead markers at his/her own expense.

RULES AND REGULATIONS OF CLINICAL SITE

The student shall always present themselves in a professional and ethical manner while in the clinical setting. The student radiographer must abide by the rules and regulations, policies and procedures of the hospital and radiology department at all times while on the premises for clinical education.

It is further understood that a radiologic technology student can be terminated at any time from the program (due to a severe disciplinary action).

STUDENT CLINICAL FILES

To assure the security and confidentiality of a student's clinical file in all sites. Students must keep their clinical records in a binder or covered document. Each student must bring their clinical records to and from the site for each scheduled clinical assignment.

LUNCH POLICY

A student can bring his/her lunch to the hospital or purchase a meal in the hospital cafeteria for a nominal price. Lunch times may vary and the student will be told when to take their lunch break by appropriate personnel. At no time is the student permitted to leave the hospital premises for lunch.

RE-ASSIGNED CLINICAL SITE POLICY

In the event there is a vacancy at a clinical site due to a student withdrawal/termination, the Program Director and Clinical Coordinator will ask for a volunteer to finish his/her clinicals at that site. In the event there is no volunteer, the Program Director and Clinical Coordinator will re-assign a student to that clinical site.

CLINICAL EDUCATION ASSIGNMENTS

The major emphasis of clinical education is the development of patient care skills, a professional attitude, and technical expertise. Before being eligible for graduation and the national board examination, each student must demonstrate the ability to function as a professional entry-level radiographer and perform a variety of radiological procedures that can only be accomplished when assigned to various clinical education areas. All clinical education scheduling is the responsibility of the clinical coordinator. Schedules are posted weekly and the student will sign in and out on such forms to document clinical hours. Objectives for various room assignments/areas are complete when student passes his or her clinical competency evaluations.

OPERATING ROOM POLICY

Any student assigned to the Operating Room (OR) must adhere to specific policies set forth by the individual hospital. The student must also follow established guidelines regarding dress code in this area. Please note the following:

In compliance with safety procedures, students are not permitted to wear their contact lenses in the OR. Bone cement used for various orthopedic procedures performed in the OR can have damaging effects.

Note the following warning placed on bone cement product:

Warning: Wearers of Contact Lenses:
Patient literature from contact lens manufacturers, information from manufacturers of industrial and dental acrylic monomers and caution notices from the National Society to Prevent Blindness all contain strong recommendations that contact lenses should not be worn in the presence of irritating and noxious fumes and vapors (including bone cement monomer) because damage to the eye and lenses may result. Contact lens wearers should strictly adhere to the warning and precautions furnished in their patient instructional booklets and seek professional help for any pronounced or unusual eye irritation or film formation on the lenses following exposure to both inorganic and organic gaseous, aerosol, and particulate contaminants."

Therefore, following safety procedures/practices, all students assigned to the OR are not permitted to wear their contact lenses due to the reasons stated above.

AFTERNOON ROTATION

A radiologic technology student is assigned to P.M. shifts based on the premise that the Monday - Friday, 9:00 A.M. - 5:00 P.M. work ethic does not apply to the medical profession. This clinical education assignment occurs during the second semester (1-2 weeks per semester). And continues until completion of the program. The afternoon rotation will be 3:00 p.m. – 11:00 p.m. and will be no more than 25 percent of the assigned clinical hours. Students are notified in advance of his or her afternoon rotation.

The following paragraphs are substantiations for the validity of these “other than normal daytime hours” assignments.

1. A student will have the opportunity of a P.M. assignment to provide him or her with a more extensive clinical environment which includes exposure to trauma procedures. Often, these require portable radiographic procedures which reinforce the students’ clinical adaptability and improved competency skills. This experience helps prepare the student as a competent entry level technologist.
2. Although appropriate supervision exists on P.M. shifts, staffing is decreased compared to daylight hours. This often allows the student to function within his or her own time frame in order to complete a radiological procedure. The student is able to concentrate on his or her own proficiency skills and function more independently with direct/indirect supervision.
3. Since most entry level technologist positions in a hospital require the technologist to work weekends, various shifts and holidays, this assignment helps prepare the student mentally to function in such a capacity after graduation. Overall, the student will become better adjusted to the working environment of a radiology department which operates 24 hours a day and 365 days per year.

Stated objectives must be achieved by the student’s clinical education assignments to 3:00 P.M. -11:00 P.M. shifts.

The student will:

1. Demonstrate clinical adaptability in any type of emergency and/or traumatic situation.
2. Improve his or her technical skills by functioning on an independent basis at his or her own time pace.
3. Demonstrate responsibility and dependability required for graduate entry level technologist positions.

DIRECT/INDIRECT SUPERVISION AND REPEAT RADIOGRAPH POLICY

In support of Standard 5.4 of the Standards for Accredited Educational Program in Radiologic Sciences, the radiologic technology program sponsored by Eastern Gateway Community College and assures that all medical imaging procedures are performed under the Direct Supervision of a Qualified Practitioner until a student achieves competency.

Direct Supervision includes that a qualified practitioner:

1. Reviews the procedure in relation to the students' achievement.
2. Evaluates the condition of the patient in relation to the students' knowledge.
3. Is physically present during the conduct of the procedure.
4. Reviews and approves the procedure and/or image.

After a competency has been achieved by the student, the program and hospital assure medical imaging procedures are performed under the Indirect Supervision of a qualified practitioner.

In support of Standard 5.4 of the Standards for an Accredited Educational Program in Radiologic Sciences, Indirect Supervision is defined as that supervision provided by a qualified radiographer immediately available to assist student regardless of the level of student achievement. Immediately available in interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

In support of professional responsibility for provision of quality patient care and radiation protection, the program and radiology It is the mutual responsibility of the clinical coordinator, clinical preceptors, clinical staff, and students under Direct Supervision of a Qualified Practitioner. In support of Standard 5.4 of the Standards for an Accredited Educational Program in Radiologic Sciences, student radiographers can only repeat unsatisfactory radiographs under the Direct Supervision of a Qualified Practitioner.

The above statements are contained within the Standards for Accredited Educational Program adopted by the Joint Review Committee on Education in Radiologic Technology, January 2021.

It is the mutual responsibility of the clinical coordinator, clinical preceptors, clinical staff, and student's to be sure proper supervision is taking place. Therefore, any difficulty in adhering to this supervision policy should be reported to the Program Director.

I have read and understand the "DIRECT/INDIRECT SUPERVISION AND REPEAT" policy.

STUDENT'S NAME (PRINTED)_____

STUDENT'S SIGNATURE _____

DATE_____

CLINICAL EDUCATION TWO-YEAR CALENDAR

CLOCK HOURS/CREDITS

SEMSTER	MONDAY	TUESDAY	WEDNESDAY	THRUSDAY	FRIDAY	CLOCK HOUR 7.5: 1 RATIO	15 HOURS = 1 CREDIT
SEMESTER I RAD 103 ORIENTATION 6TH WEEK CLINICALS ARE ONE DAY A WEEK		HOSPITAL Half of the class are scheduled one day a week		HOSPITAL Half of the class are scheduled one day a week		75 HOURS (7.5: 1 RATIO)	15 HOURS = 1 CREDIT
SEMESTER II RAD 107		HOSPITAL		HOSPITAL		225 HOURS (7.5: 1 RATIO)	30 HOURS= 2 CREDITS
SEMESTER III RAD 108 (8 WEEKS)	HOSPITAL	HOSPITAL	HOSPITAL	HOSPITAL	HOSPITAL	300 HOURS (7.5: 1 RATIO)	40 HOURS= 3 CREDITS
SEMESTER IV RAD 203	HOSPITAL		HOSPITAL		HOSPITAL	337.5 HOURS (7.5: 1 RATIO)	45 HOURS= 3 CREDITS
SEMESTER II RAD 205	HOSPITAL		HOSPITAL		HOSPITAL	337.5 HOURS (7.5: 1 RATIO)	45 HOURS= 3 CREDITS

TOTAL CLINICAL HOURS = 1275

CLINICAL COMPETENCY EVALUATION/DEFINITION OF TERMS

OBSERVE:	The student will watch the qualified radiographer perform a radiographic examination.
ASSIST:	The radiographic examination in whatever way the radiographer determines without the student actually performing the exam, e.g., bring patient to the room, retrieve imaging plates, adjust room lighting, etc.
PARTICIPATE:	The student will take part in the performance of a radiographic examination with the help and direct supervision of a qualified radiographer.
PERFORM:	The student will carry out an examination under direct supervision of a qualified radiographer.
DIRECT SUPERVISION:	A qualified radiographer is physically present with the student in an energized radiographic room or with an energized portable radiographic machine.
INDIRECT SUPERVISION:	Supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.
LAB SIMULATION:	The first part of the learning process where radiographic projections/positions are practiced on phantom parts and fellow classmates.
LAB PROFICIENCY:	A lab simulation of a specific radiographic procedure done at scheduled times during the semester. This is performed by the student and graded by lab instructor to judge student's skills and proficiency.
RADIOGRAPHIC EXAMINATION:	A series of radiographs of an anatomical part adequately penetrated and exposed to permit diagnostic evaluation of that part as listed in the routine procedure manual of the affiliated hospital.
RADIOGRAPHIC SIMULATION:	Radiographic examination that is seldom done/seen during the student's clinical experience.
CATEGORY:	A series of related radiographic examinations that demonstrate a specific area of the human body, e.g., Category I - Thorax, Category II - extremities, etc.
COMPETENCY:	The student is able to function in a radiology department with Indirect supervision and assume those duties and responsibilities set forth in the radiographic procedure objectives.
COMPETENCY EVALUATION:	The radiographic procedures by which the student's performance and the resulting radiographs in a particular category are evaluated.
RE-COMPETENCY EVALUATION	The radiographic procedures by which the student's overall performances are re- assessed. The re-competency evaluation will consist of a series of radiographic examinations that a student previously competency from the following categories: Category I -Thorax, Category II- Upper Extremity, Category III –Lower Extremity, Category IV- Cranium, Category V Spine and Pelvis, Category VI- Abdomen and Category VII- Fluoroscopic Studies. All Re-competencies are selected by the clinical coordinator an performed after the first fall semester at scheduled times.

CLINICAL COMPETENCY EVALUATION

The clinical education portion of the radiologic technology curriculum is a series of scheduled hospital rotations designed for first- and second-year students. The purpose of the clinical education is to afford the student the opportunity to observe and apply the techniques, concepts and theories learned in the academic setting to the radiology departments of cooperating clinical affiliates. The college utilizes affiliate clinical education health care facilities that are appropriately accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Clinical Competency begins in the classroom and is achieved by lab instruction and proficiency, clinical participation and competency evaluation (testing). Scheduling of students for clinical education shall be the responsibility of the Clinical Coordinator in cooperation with the hospital's radiology department.

I. Classroom, Laboratory Instruction and Proficiency Testing

The classroom and laboratory aspects of the curriculum occur simultaneously and are integrated with the clinical assignments. Classroom theory is presented followed by lab instruction, demonstration and x-ray simulations. Proficiency tests are performed in the lab by all students and documentation is kept on file. Proficiency tests must be performed and passed by the student prior to competency testing at hospital.

II. Clinical Participation

A. Observe and Assist: The student is expected to observe various radiographic procedures performed in the room he/she is assigned. The student will also assist the qualified radiographer in the performance of various radiographic procedures whenever possible. Each student is responsible for recording every exam he/she has observed and assisted on the monthly clinical education tally sheet. The student must observe a minimum of one specific exam at the hospital before participation.

B. Participate and Perform: The student now moves from a passive role to one of active participation. Once he/she has observed a specific exam, the student will participate with the radiographer in the performance of the radiographic exam. As the student gains experience in the various procedures, he/she gradually moves into a supervised clinical performance stage. At this point, the student must actually perform a specific exam in a given category at least once, under the direct supervision of the qualified radiographer. The student may record an exam in the proper column of the category sheet, if it is an exam that he/she has actually performed. Repeat exams will be documented on the Repeat Form and reviewed with the Clinical coordinator or adjunct faculty. The rate at which the student progresses from one stage to the next is dependent upon lab proficiency testing and his/her ability to understand and perform the radiographic procedures objectives assigned to him/her.

III. Category Competency Evaluation

After a student has passed a lab proficiency test for a given anatomical part in the energized lab on campus, observed a specific radiographic examination a minimum of one time, and performed the examination correctly in the hospital under direct supervision, the student may request a competency evaluation of that radiographic exam.

The student will demonstrate his/her competence by performing the radiographic examination on a patient, in the presence of a registered radiologic technologist. The evaluation by the registered technologist will be documented on the Clinical Competency Evaluation/Grade Sheet. Sections A, B, C, D, E, F, and 1, 2, 3 (Projections/Position)

The Clinical Coordinator/or college faculty will evaluate sections 4,5, 6 ,7, & 8 on the clinical competency/evaluation/ grade sheet. Copy of the Clinical Competency Evaluation/Grade Sheet is seen on page 63 in this handbook.

Pass - Upon successful completion of the competency evaluation, the student will be allowed to perform the examination with Indirect Supervision. The student will continue to perform the exam passed while moving on to the completion of new exams identified in each category.

Non-Pass - If at any time a student receives 22 or below score (Non- Pass) on a competency evaluation, continuation in the clinical participation stage for additional experience in that exam is required. A remedial criteria form will be completed. *After appropriate practice, the examination must be re-attempted for competency. Students are urged to be confident of their ability to perform an examination before they request to be evaluated so that they are able to complete the task at an acceptable level the first time.

*More than (4) four failed competencies per semester, a student will receive disciplinary action.

Remedial Criteria*

1. Review Non-pass competency with Instructor
2. Re-study radiographic positioning notes.
3. Re-study positioning material from textbook.
4. Practice positioning on a fellow classmate in x-ray laboratory or in clinic.
5. Request conference with instructor to review positioning requirements for particular examination(s) previously failed, if necessary.

*The above remedial criterion is the responsibility of the student prior to his/her request for re-testing.

IV. Re-Competency Evaluation

Upon successful completion of the mandatory competencies, the radiology student will request re-competency evaluations. To successfully pass the re-competency evaluation the student must perform seven different exams one from each categories I-VII. Category I -Chest and Thorax, Category II – Upper Extremity, Category III - Lower Extremity, Category IV – Cranium, Category V - Spine and Pelvis, Category VI – Abdomen, Category VII – Fluoroscopy Studies. Re-competencies are scheduled after the first fall semester assignment.

Bontrager Textbook, hospital procedure's manuals, and the "Radiologic Technology Competency Evaluation Criteria Booklet" are also used to evaluate the clinical competencies.

V. Criteria for Passing in Clinic

A Clinical / Direct Practice Assessment Rubric will be utilized to evaluate a student's clinical performance.
A grade of a C or better is needed to successfully pass the clinical/ direct practice course per semester.
A sample of the Grade Point Scale and Clinical/Direct Practice Assessment Rubrics is seen on page 75 in this handbook.

CLINICAL/DIRECT PRACTICE ASSESSMENT RUBRIC

The Clinical / Direct Practice Assessment Rubric will assess a student's performance on a 3-point scale per criteria.

3 – Accomplished, 2 – Proficient, 1- Marginal, and 0- Unsatisfactory.

The Rubric will assess a student's performance on the following criteria:

1. Adheres to Clinical Assignment

   (All clinical forms submitted on time -Attendance Log, Clinical Comp Eval/ Grade Sheet, Clinical Education Completed Log Form, Weekly Tech Log, Monthly Clinical Education Tally Sheet & Repeat Form)

2. Clinical Supervisor Evaluation (average score)
3. Clinical Competency Evaluation/Grade Sheet (completion of the required competencies)
4. Submission of Re-Competency Evaluation (begins First Spring Semester)
5. Adhere to the program's Policy and Procedures
6. Attendance (student attended all schedule clinical days)

CLINICAL COMPETENCY OBJECTIVES AND EVALUATION PROCESS

Goal: Under Indirect Supervision, the student radiographer will be able to perform various radiographic examinations in all categories and produce quality diagnostic radiographs while following radiation protection principles.
General Objectives:

As the student is assigned to different radiographic rooms, he/she will:

1.Select an exam category that corresponds to the procedures done in the radiographic room assigned.

2. Observe and assist the qualified radiographer(s) in the room.

3. Participate and perform exams in the categories selected with direct supervision.

4. Be able to:
   a. Evaluate each requisition.
   b. Demonstrate proper facilities and supplies readiness.
   c. Demonstrate proper patient-radiographer relationship.
   d. Select proper technical factors
   e. Demonstrate correct positioning skills.
   f. Manipulate equipment effectively.
   g. Demonstrate proper radiation protection and safety practices.
   h. Evaluate the radiographic image for:
      i. Anatomical Parts
      ii. Proper Alignment
      iii. Radiographic Technique
      iv. Film Identification
      v. Evidence of Radiation Protection

5. Be evaluated for each category competency.

6. Perform independently in areas of successful completion in category competency evaluation.

7. Perform at a mastery level of no more than one repeat per exam or a zero per projection/position on the competency evaluation.

Specific Objectives:

It is recommended that each student use the following specific objectives during each procedure he/she performs. The student should become proficient in mastering these objectives before challenging an exam. During each Competency Evaluation, the student will be expected to perform the following specific objectives with accuracy. The student will receive a non-pass grade if he/she has more than (1) repeat or a zero per projection/position on the competency evaluation.

TO ACHIEVE CLINICAL COMPETENCY WHILE PERFORMING VARIOUS RADIOGRAPHIC PROCEDURES THE STUDENT MUST DEMONSTRATE PROFICIENCY OF THE FOLLOWING:

A. Evaluation of Requisition - The student will:
   1. Identify procedures to be performed.
   2. Review patient clinical history to be able to identify pertinent information.
   3. Recognize conflicting clinical history and exam ordered.
   4. Identify mode of transportation to the radiology department.
   5. Recall patient name and age.

B. Facilities and Supply-Readiness - The student will:

1. Provide a clean radiographic table, orderly cabinets and storage spaces including laundry bags.
2. Set appropriate technical factors on x-ray console for radiographic exposure.
3. Manipulate tube into position necessary for exam.
4. Position radiographic table correctly.
5. Locate emesis basin and drugs (if indicated).
6. Locate syringes and needles (as needed).
7. Locate radiation protection, restraining, and supportive devices readily available.
8. Determine appropriate sizes of film holders and make available.
9. Re-supply linen (if appropriate).

C. Patient/Radiographer Relationship - The student will:

1. Select the correct patient by using proper identifying procedures.
2. Assist patient to the dressing room, radiographic room, radiographic table, and/or bathroom (as required).
3. Have patient gowned properly and/or draped for modesty.
4. Talk with patient in a concerned, professional manner and explain radiographic procedure in a manner which patient can understand.
5. Be considerate of the patient's particular condition and situation while moving the patient and performing the exam.
6. Give precise and coherent directions/instructions for positioning and breathing.
7. Use caution with a patient that has external catheters and/or tubing.
8. Follow proper isolation procedure (where appropriate).

D. Positioning Skills - The student will:

1. Remove all unwanted articles from body part to be radiographed (jewelry, glasses, dentures, hairpins, etc.).
2. Position the patient correctly on table or upright film holder for each view.
3. Measure body part size by using calipers so as to calculate proper radiographic factors (where indicated).
4. Align center of body part to be demonstrated to the center of the film.
5. Center CR to the center of the film.
6. Angle the CR to the center of the film.
7. Eliminate unwanted anatomical parts from the radiation exposure field.
8. Alter technical factors, positioning and alignment of part, tube, and film when standard methods cannot be used.
9. Utilize compression bands, sandbags, and positioning blocks (when needed).

E. Equipment Manipulation - The student will:

1. Rotate x-ray tube from horizontal to vertical and vice versa utilizing proper locks.
2. Operate radiographic table, utilizing the footboard, for upright films. (Caution: any object under table, e.g., a foot stool may cause damage to table and/or object while raising or lowering table.)
3. Select proper size film holder.
4. Insert and remove cassettes, detector from bucky tray.
5. Move bucky tray and utilize locks.
6. Operate film advance for automatic changes.

7. Use a technique chart and select the correct factors on the control panel.
8. Adapt for technique changes in FFD, grid ratio, collimation, cones, pathology, etc.
9. Practice aseptic technique (e.g., fill syringes, setting up trays, etc.)

F. Radiation Protection and Safety Practices - The student will:

1. Collimate to body part being radiographed. (when appropriate)
2. Use gonad shields (if appropriate).
3. Demonstrate use of lead aprons and gloves (if appropriate).
4. Select appropriate exposure factors for patient and equipment.
5. Wear radiation monitoring device on collar of lab jacket.
6. Close doors of radiographic room while exposures are being made.
7. Ask women of childbearing age the possibility of pregnancy.
8. Transfer patient safely to and from stretcher and chair using proper body mechanics.
9. Not leave a patient unattended in a radiographic room.
10. Provide safe storage space for patient's belongings (ex.: eyeglasses, dentures, jewelry, etc.).

G. Radiographic Critique

The clinical coordinator/clinical instructor will evaluate each radiograph based on the following criteria: anatomical parts, proper alignment, radiographic technique, radiographic identification and radiation protection. All radiographs will be evaluated using the "Competency Evaluation Criteria Booklet". *This booklet is uploaded in the RAD102 course on Canvas Fall semester I.

1. Anatomical Parts - The student will:
   a. Place the radiographs of each exam on the view box correctly. (To view radiograph as if facing the patient.)
   b. Evaluate body part positioning.
   c. Identify motion if present.
   d. Identify various anatomical parts or landmarks ad identified in the "Competency Evaluation Criteria Booklet".

2. Proper Alignment - The student will evaluate the following:
   a. Film centering
   b. Anatomical part of interest centering
   c. Tube centering

3. Radiographic Technique - The student will:
   a. Evaluate the radiograph for proper contrast and density; be able to state the factors and correct errors in technique if necessary.
   b. Evaluate pathology if evident and any technical considerations.

Radiographic Identification - The student will:

c. Check radiograph for proper location of appropriate markers (ex. personalized student markers “R”, “L”)

d. Identify correct patient information and date exposed on radiograph.

Radiation Protection - The student will:

e. Identify cone or collimation borders on radiograph. (when appropriate)

f. Identify gonad shields in place (if utilized).

g. Repeat no more than one projection per exam.

* Bontrager Textbook specific hospital procedures manual, and the clinical critique manual are also used as references.

GRADUATION REQUIREMENTS

Schedule of competency evaluations and clinical performance assessments required per semester.

FIRST YEAR

Fall Semester I (August - December)

2 competency evaluations required

Spring Semester II (January - May)

10 competency evaluations required

Summer Session (May/June – July/August)

15 competency evaluations required

Total competency evaluations required during first year equal 27 competencies

SECOND YEAR

Fall Semester III (August – December)

12 competency evaluations required

Spring Semester IV (January - May)

12 competency evaluations required

Graduation Requirements

Fifty-one (51) competency examinations must be performed/passed by the student to fulfill clinical education requirements. These exams must include a variety from those identified in Categories I-XI and be completed by the end of Spring Semester IV. Students will be re-assessed per semester on his or her clinical performance on a radiographic procedure that they had prior competency on.

Upon completion of Spring Semester IV, students must complete a minimum of 900 radiographic procedures. The students must maintain and submit the listing of the patient exams accompanied with the supervising technologist's initials. This information is placed on the Patient Log. It must be submitted per semester, starting with the second semester.
Procedures should be performed on patients; however, up to 10 select procedures may be demonstrated on phantoms or as simulations.

The student must earn 62 credit hours of academic credits required for Applied Associate Degree in Radiologic Technology and certified by the program faculty.
All potential graduates must file an application through the Registrar's office during the Fall Semester III preceding the Spring Semester IV in which the program will be completed.

MONTHLY CLINICAL EDUCATION TALLY SHEET

Students must demonstrate competence in all 36 procedures identified as mandatory (M). Students must demonstrate competence in 15 of the 34 elective (E) procedures. Students must perform two procedures from the fluoroscopy section and one procedure from the cranium. All procedures should be performed on patients; however, up to ten select procedures may be simulated if demonstration on patients is not feasible.

Student's Name _____ Date _____ Hospital _____

Radiologic Procedure **Category I – Chest and Thorax**	Mandatory or Elective	Observe/ Assist	Perform	Competency Evaluation/Date Completed
Chest Routine	M			
Chest AP (Wheelchair or Stretcher)	M			
Ribs	M			
Chest Lateral Decubitus	E			
Sternum	E			
Upper Airway (Soft-Tissue Neck)	E			
Sternoclavicular Joints	E			
Category II – Upper Extremity				
Thumb or Finger	M			
Hand	M			
Wrist	M			
Forearm	M			
Elbow	M			
Humerus	M			
Shoulder	M			
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)	M			
Clavicle	M			
Scapula	E			
AC Joints	E			
Trauma: Upper Extremity (Non-Shoulder)	M			
Category III – Lower Extremity				
Foot	M			
Ankle	M			
Knee	M			
Tibia-Fibula	M			
Femur	M			
Trauma: Lower Extremity	M			
Patella	E			
Calcaneus (Os Calcis)	E			
Toe	E			
Category IV – Cranium **Must select at least one elective**				
Skull	E			
Paranasal Sinuses	E			
Facial Bones	E			
Orbits	E			
Nasal Bones	E			
Mandible	E			
Temporomandibular Joints	E			

Trauma is considered a serious injury or shock to the body. Modification may include variations in positioning, minimal movement of the body part, and patient's condition.

Radiologic Procedure **Category V – Spine and Pelvis**	Mandatory or Elective	Observe/ Assist	Perform	Competency Evaluation/Date Completed
Cervical Spine	M			
Cross –Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	M			
Thoracic Spine	M			
Lumbosacral Spine	M			
Pelvis	M			
Hip	M			
Cross Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	M			
Sacrum and/or Coccyx	E			
Scoliosis Series	E			
Sacroiliac Joints	E			
Category VI – Abdomen				
Abdomen Supine (KUB)	M			
Abdomen Upright	M			
Abdomen Decubitus	E			
Intravenous Urography	E			
Category VII – Fluoroscopy Studies **Must select at least two electives**				
Upper GI Series (Single or Double Contrast)	E			
Contrast Enema (Single or Double Contrast)	E			
Small Bowel Series	E			
Esophagus (Not Swallowing Dysfunction Study)	E			
Cystography/Cystourethrography	E			
ERCP	E			
Myelography	E			
Arthrography	E			
Hysterosalpingography	E			
Category VIII – Mobile C-Arm Studies	E			
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	M			
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	M			
Category VIX – Mobile Studies				
Chest	M			
Abdomen	M			
Upper or Lower Extremity	M			
Category X – Pediatrics (age 6 or younger)				
Chest Routine	M			
Upper or Lower Extremity	E			
Abdomen	E			
Mobile Study	E			
Category XI –Geriatric Patient (at least 65 years & Physically or Cognitively Impaired as a Result of Aging)				
Chest Routine	M			
Upper or Lower Extremity	M			
Hip or Spine	E			
AIDED COMPETENCIES	OBSERVE/ASSIST/DATE		THE STUDENT MUST OBSERVE/ASSIST THE RADIOGRAPHER IN A MINIMUM OF <u>TWO</u> DIFFERENT EXAMS IN THE AIDED COMPETENCIES CATEGORY.	
Arteriogram specify				
Angioplasty				
Venogram				
CT Specify				
Voiding Cystogram				
Other				

CLINICAL EDUCATION COMPLETED LOG FORM

Students must demonstrate competence in all 36 procedures identified as mandatory (M). Students must demonstrate competence in 15 of the 34 elective (E) procedures. Students must perform two procedures from the fluoroscopy section and one procedure from the cranium. All procedures should be performed on patients; however, up to ten select procedures may be simulated if demonstration on patients is not feasible.

Student's Name _____ Date _____ Hospital _____

Radiologic Procedure **Category I – Chest and Thorax**	Mandatory or Elective	Semester	Competency Evaluation Date Completed	Simulation Evaluation Date Completed	Re-Competency/ Date Completed
Chest Routine	M				
Chest AP (Wheelchair or Stretcher)	M				
Ribs	M				
Chest Lateral Decubitus	E				
Sternum	E				
Upper Airway (Soft-Tissue Neck)	E				
Sternoclavicular Joints	E				
Category II – Upper Extremity					
Thumb or Finger	M				
Hand	M				
Wrist	M				
Forearm	M				
Elbow	M				
Humerus	M				
Shoulder	M				
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)	M				
Clavicle	M				
Scapula	E				
AC Joints	E				
Trauma: Upper Extremity (Non-shoulder)	M				
Category III – Lower Extremity					
Foot	M				
Ankle	M				
Knee	M				
Tibia-Fibula	M				
Femur	M				
Trauma: Lower Extremity	M				
Patella	E				
Calcaneus (Os Calcis)	E				
Toe	E				
Category IV – Cranium **Must select at least one elective**					
Skull	E				
Paranasal Sinuses	E				
Facial Bones	E				
Orbits	E				
Nasal Bones	E				
Mandible	E				
Temporomandibular Joints	E				

Trauma is considered a serious injury or shock to the body. Modification may include variations in positioning, minimal movement of the body part and patient's condition.

Radiologic Procedure	Mandatory or Elective	Semester	Competency Evaluation/Date Completed	Simulation/Evaluation Date Completed	Re-Competency/ Date Completed
Category V – Spine and Pelvis					
Cervical Spine	M				
Cross –Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	M				
Thoracic Spine	M				
Lumbosacral Spine	M				
Pelvis	M				
Hip	M				
Cross Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	M				
Sacrum and/or Coccyx	E				
Scoliosis Series	E				
Sacroiliac Joints	E				
Category VI – Abdomen					
Abdomen Supine (KUB)	M				
Abdomen Upright	M				
Abdomen Decubitus	E				
Intravenous Urography	E				
Category VII – Fluoroscopy Studies Must select at least two electives					
Upper GI Series (Single or Double Contrast)	E				
Contrast Enema (Single or Double Contrast)	E				
Small bowel Series	E				
Esophagus (Not Swallowing Dysfunction Study)	E				
Cystography/Cystourethrography	E				
ERCP	E				
Myelography	E				
Arthrography	E				
Hysterosalpingography	E				
Category VIII – Surgical Studies					
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	M				
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	M				
Category VIX – Mobile Studies					
Chest	M				
Abdomen	M				
Upper or Lower Extremity	M				
Category X – Pediatrics (age 6 or younger)					
Chest Routine	M				
Upper or Lower Extremity	E				
Abdomen	E				
Mobile Study	E				
Category XI –Geriatric Patient (at least 65 years & Physically or Cognitively Impaired as a Result of Aging)					
Chest Routine	M				
Upper or Lower Extremity	M				
Hip or Spine	E				
AIDED COMPETENCIES	OBSERVE/ASSIST/DATE		THE STUDENT MUST OBSERVE/ASSIST THE RADIOGRAPHER IN A MINIMUM OF TWO DIFFERENT EXAMS IN THIS CATEGORY.		
Arteriogram specify					
Angioplasty					
Venogram					
CT Specify					
Voiding Cystogram					
Other					

CLINICAL COMPETENCY EVALUATION/GRADE SHEET

TOTAL POINTS _____ = GRADE_____

STUDENT: _____ DATE: _____ SEMESTER: _____

CATEGORY: _____ EXAM: _____

AGE OF PATIENT: _____ CHECK ONE _____ ADULT _____ PEDIATRIC

History/Pathology _____ Simulated? Yes ( ) No ( )

PATIENT'S X-RAY #: _____ SUPERVISING TECHNOLOGIST: _____

(Signature)

The radiographer is to evaluate the student in each section with the following criteria:

(2) No problem identified (1) Minor adjustment required (0) Unacceptable

The student is allowed one repeat per exam but 2 points will be deducted from the final grade.
If a grade of 1 or 0 is given, a comment/explanation must be provided by the radiographer.
The student must repeat the competency if he/she receives a grade of 22 points or less and/or receives a (0) per Projections/Positions.

POINT SCALE:

28 - 27 = A
26 - 25 = B
24 - 23 = C
22 < = D

Did the student have a repeat? YES_____, No ____If yes, identify the repeat _____

RADIOGRAPHIC PROCEDURES:

A. Did the student properly prepare the radiographic room and have appropriate supplies available?

2 ( ) 1 ( ) 0 ( )

B. Did the student correctly identify the patient and verify exam ordered on requisition?
2 ( ) 1 ( ) 0 ( )

C. Did the student properly assess the patient and obtain a pertinent patient history?
2 ( ) 1 ( ) 0 ( )

D. Did the student complete proper image processing protocol?
2 ( ) 1 ( ) 0 ( )

E. Did the student set the proper technical factors and have the appropriate Exposure index?
2 ( ) 1 ( ) 0 ( )

F. Did the student demonstrate a professional patient-radiographer relationship?
2 ( ) 1 ( ) 0 ( )

PROJECTIONS/POSITIONS A____ B _____ C_____ D_____ E _____ F_____

	2	1	0	2	1	0	2	1	0	2	1	0	2	1	0	2	1	0	
1. Positioning skills																			
2. Equipment manipulation																			
3. Evidence of radiation protection and safety																			
RADIOGRAPHIC CRITIQUE:																			
4. Anatomical part(s)																			
5. Proper alignment																			
6. Image Evaluation																			
7. Image identification																			
8. Radiation Safety																			

RADIOGRAPHERS COMMENTS:

_____

_____

CLINICAL INSTRUCTOR: _____ _____
(Signature) (Date)

STUDENT: _____ _____
(Signature) (Date)

RE-COMPETENCY FORM OF CLINICAL COMPETENCY SKILLS

Purpose: Re-assess various clinical skills to assure that the student demonstrates both competency and retention of previously tested material prior to program completion. The student must repeat the re-competency if he/she receives a grade of 22 points or less and/or receives a (0) per Projections/Positions. No repeat radiographs permitted.

TOTAL POINTS _____= GRADE_____

STUDENT: _____ DATE: _____ SEMESTER: _____

CATEGORY: _____ EXAM: _____

AGE OF PATIENT: _____ CHECK ONE _____ ADULT _____ PEDIATRIC

History/Pathology _____ Simulated? Yes ( ) No ( )

PATIENT'S X-RAY #: _____ SUPERVISING TECHNOLOGIST: _____

(Signature)

The radiographer is to evaluate the student in each section with the following criteria:

(2) No problem identified (1) Minor adjustment required (0) Unacceptable

If a grade of 1 or 0 is given, a comment/explanation must be provided by the radiographer.

GRADE POINT SCALE:

28 - 27 = A
26 - 25 = B
24 - 23 = C
22 < = D

RADIOGRAPHIC PROCEDURES:

A. Did the student properly prepare the radiographic room and have appropriate supplies available?

2 ( ) 1 ( ) 0 ( )

B. Did the student correctly identify the patient and verify exam ordered on requisition?
2 ( ) 1 ( ) 0 ( )

C. Did the student properly assess the patient and obtain a pertinent patient history?
2 ( ) 1 ( ) 0 ( )

D. Did the student complete proper image processing protocol?
2 ( ) 1 ( ) 0 ( )

E. Did the student set the proper technical factors and have the appropriate Exposure index?
2 ( ) 1 ( ) 0 ( )

F. Did the student demonstrate a professional patient-radiographer relationship?
2 ( ) 1 ( ) 0 ( )

PROJECTIONS/POSITIONS: A____ B _____ C_____ D_____ E _____ F_____

	2	1	0	2	1	0	2	1	0	2	1	0	2	1	0	2	1	0	
1. Positioning skills																			
2. Equipment manipulation																			
3. Evidence of radiation protection and safety																			
RADIOGRAPHIC CRITIQUE:																			
4. Anatomical part(s)																			
5. Proper alignment																			
6. Technique manipulation																			
7. Image identification																			
8. Radiation Safety																			

RADIOGRAPHERS COMMENTS:

_____

_____

CLINICAL INSTRUCTOR: _____ _____
(Signature) (Date)

STUDENT: _____ _____
(Signature) (Date)

COMPLETED CLINICAL RE-COMPETENCY LOG

Student: _____ Hospital: _____

Completion Date: _____

The following Clinical Re-Competency Tool contains the Radiologic Procedure Categories I-VII. (Category I – Chest and Thorax, Category II – Upper Extremity, Category III – Lower Extremity, Category IV Cranium, Category V – Spine and Pelvis, Category VI – Abdomen, Category VII Fluoroscopic Studies)

The Re-competency tool must be completed by each Radiology student by the end of their second year Spring Semester of the Radiologic Technology Program

Categories	Completion Date
Category I – Chest and Thorax	
Category II – Upper Extremity	
Category III – Lower Extremity	
Category IV - Cranium	
Category V – Spine and Pelvis	
Category VI - Abdomen	
Category VII – Fluoroscopic Studies	

WEEKLY TECHNOLOGIST LOG

Student Name: _____ Semester/Year: _____

Please complete this form and submit to the clinical preceptor. The clinical preceptor will use this form to determine which technologists will be responsible for evaluating the student during the semester.

Date	Technologist(s)	Room Assignment

Clinical Preceptor Notes: _____

_____

_____

_____

_____

COMPLETED PATIENT LOG COUNT

Minimum of 900 Radiograph Procedures
(Student must position patient)

Student Name _____

	Year	Total Count
1. Spring Semester I	_____	_____
2. Summer Session I	_____	_____
3. Fall Semester II	_____	_____
4. Spring Semester II	_____	_____

Student Signature _____ Date _____

Clinical Coordinator Signature _____ Date _____

PATIENT LOG

Student Name: ________________________________ Semester: _____________________

Patient: X-Ray #	Examination Performed	Date	Tech. Initials

CLINICAL EDUCATION INCIDENT REPORT

STUDENT:_____

DATE:_____ HOSPITAL:_____

RADIOLOGIC ROOM I.D.: _____

NAME OF PATIENT: _____ AGE:_____

RADIOLOGIC EXAMINATION:_____

EXPLANATION OF INCIDENT:_____

ACTION TAKEN:_____

SIGNATURES: _____

REMEDIAL CRITERIA FORM

IF AT ANY TIME A STUDENT FAILS A CLINICAL COMPETENCY EVALUATION, THE FOLLOWING REMEDIAL WORK WILL BE REQUIRED:

REMEDIAL CRITERIA*

1. Restudy radiographic positioning notes.

2. Restudy positioning material from textbook.

3. Practice positioning on a model in x-ray laboratory or in clinic.

4. Request conference with instructor to review positioning requirements for particular examination(s) previously failed if necessary.

5. Review computer program for failed examination(s).

Exam _____

Remedial work on _____

Was completed on (Date) _____

Clinical Coordinator Signature _____

Student Signature _____

CLINICAL EDUCATION EXAMINATION - REPEAT FORM

STUDENT NAME: _____ SEMESTER: _____

DATE: _____ **Each Repeat MUST be initialed by Radiologic Technologist.**

Patient X-ray Number	Examination	Position Repeated	Reason for Repeat	Date	Technologist Initials

Reviewed on (Date) _____

Clinical Coordinator Signature _____

Student Signature _____

STUDENT OBJECTIVES FOR PROFESSIONAL ADJUSTMENT

In addition to offering a transition from theory to application of skills, one of the purposes of clinical education is to impress upon the student the importance of acceptable work habits and appropriate professionalism as a member of the health care team. Students will be evaluated periodically during the semester. Clinical evaluations will be given every eight (8) weeks. The clinical preceptors, clinical coordinator and a staff technologist will evaluate students at the clinical site. The average of all the evaluations will render the clinical evaluation grade.

The student will demonstrate:

I. ORGANIZATIONAL SKILLS

a. plans ahead
b. conducts procedures systematically and smoothly
c. establishes priorities in sequence
d. maintains high standards of workmanship
e. maintains a clean, orderly, safe work environment

II. INTERACTION WITH STAFF AND PEERS

a. maintains open communication, coordinates the day's activities, asks questions, communicates effectively
b. accepts criticisms and suggestions and profits by it; conscientious
c. willing to assume full share of work and responsibility
d. willing to work with others harmoniously
e. recognizes chain-of-command

III. INTERACTION WITH PATIENTS

a. communicates appropriately, effectively, and gives undivided interest to patient
b. provides patient with information about procedures
c. demonstrates empathy or concern for patient's emotional and physical well-being
d. provides patient with a safe and clean environment
e. refers to patient as "Mr.", "Mrs.", or "Miss" and surname, and not by their first name, unless patient requests it
f. never discusses a personal or social activity when performing exams on patients or within ear-shot of patient areas
g. safely guards as patient's personal property while in the Radiology department and while performing mobile procedures
h. conducts one's behavior in a dignified, polite, considerate and professional manner

IV. ADAPTABILITY

a. makes appropriate choices in stressful or unusual situations
b. maintains control of actions at all times
c. willing and capable of working with all personality types in the health care setting
d. improvises or changes technical factors or methods because of patient conditions
e. offers assistance to other staff members in performance of radiology duties

V. INITIATIVE

a. willingly seeks out responsibilities and other tasks without being told
b. demonstrates confidence to go ahead, eager to learn new techniques
c. committed to learning the trade
d. offers assistance to other staff members in performance of radiology duties
e. makes effective use of times when patient volume is down

VI. POLICY COMPLIANCE

a. willingness to comply with program policies; including, but not limited to: good attendance, promptness when reporting to the clinic
b. demonstrates a professional appearance; including but not limited to, proper uniform, uniform cleanliness and neatness
c. committed to procedures being performed in assigned clinical areas
d. respects patient confidentiality and privacy without exception
e. adheres to the professional policy and safety policy as written in the student handbook

CLINICAL EVALUATION - FIRST YEAR STUDENT - SEMESTER I

TOTAL POINTS _____= GRADE_____

STUDENT NAME: _____ HOSPITAL: _____ DATE: _

PURPOSE: **Critique students' performance according to the policies and procedures identified in the Student Handbook.**

RADIOGRAPHER INSTRUCTIONS: **Please answer all questions identified below by checking a proficient, marginal or unsatisfactory response. All unsatisfactory responses require a comment/explanation provided by the radiographer.**

GRADE POINT SCALE:
12 - 11 = A
10 - 9 = B
8 - 7 = C
6 < = D

	PROFICIENT 2 point	MARGINAL 1 point	UNSATISFACTORY O point
1. Did the student arrive at the clinic site on time?			
2. Did the student dress in an appropriate regulation uniform?			
3. Did the student appear interested?			
4. Did the student stay in his/her general assignment area?			
5. Did the student interact professionally with staff personnel?			
6. Did the student interact professionally and compassionately with the patients?			

Radiographer Comments: _____

_____

Evaluator Signature: _____ Date:_____

Student Signature:_____ Date: _____

Program Faculty Signature: _____ Date: _____

(Student comments over)

STUDENT COMMENT SECTION: _____

CLINICAL SUPERVISOR EVALUATION

Student: _____ Hospital: _____

Semester: _____ Date: _____

Total Points: _____ Grade: _____

GRADING SCALE

POINTS	GRADE
24-22.	A
21-18.	B
17-16.	C
<16.	D

A minimum of 16 points must be earned by the student to be considered a satisfactory evaluation. Please evaluate the student in the following categories by 1st placing an X in the appropriate point column, proceeding point column place an X in the description for that score. This evaluation will be reviewed by the student. A score of 1 or 2 must include a comment indicating the reason for the low score.

Organizational Skills:

(4) _____ ☐Plans ahead ☐Accepts responsibility for actions

(3) _____ ☐Work is planned most of the time ☐Needs minor improvement and guidance

(2) _____ ☐Work is planned with some difficulty ☐Waste time on occasion ☐Needs to be pushed on occasion

(1) _____ ☐Careless ☐Confused ☐Unsure of assignments ☐Needs major improvement ☐Does not accept responsibility for actions

Comment: _____

_____

Interaction with Staff and Peers:

(4) _____ ☐Exhibits pleasant ☐Amicable behavior ☐Accepts criticism positively ☐Conscientious

(3) _____ ☐Composure is maintained ☐Cooperation is exhibited on most occasions ☐Dependable and reliable

(2) _____ ☐Cooperation is exhibited on most occasions ☐Needs minor improvement.

(1) _____ ☐Argumentative ☐Hostile or snippy ☐Has difficulty accepting criticism ☐Ignores suggestions

Comment: _____

_____

Interaction with Patients:

(4) _____ ☐Communicates appropriately and gives undivided interest to patients ☐Provides information about procedure to patient respects individuals dignity and privacy.

(3) _____ ☐Provides information about procedure to patient ☐Adequately interviews patient for clinical history.

(2) _____ ☐Attempts to relate to patient, but uninformative or uneasy with patients at times ☐Lacks sympathy/perception with patient at times.

(1) _____ ☐Talks little with patient ☐Talks inappropriately with patients ☐Unable to recognize and respond to patient's apprehensions and/or needs.

Comment: _____

_____

Adaptability:

(4) _____ ☐Is in control at all times ☐Improvises changes as needed ☐Makes sound decisions ☐Adapts to unusual circumstances.

(3) _____ ☐Able to cope with situations that arise ☐Able to perform in a consistent manner ☐Completes tasks as directed.

(2) _____ ☐Misinterprets directions ☐Needs clarification often ☐Less effective in unusual situations.

(1) _____ ☐Unable to function in a reliable manner.

Comment: _____

_____

Initiative:

(4) _____ ☐Performs tasks that are unassigned, but necessary ☐Demonstrates confidence, eagerness, commitment ☐Makes effective use of down-time.

(3) _____ ☐Performs assigned tasks in accordance with clinical objectives.

(2) _____ ☐Performs assigned tasks in accordance with clinical objectives, however, needs to be prodded and reminded at times ☐Hesitant to commit to task/procedures at hand.

(1) _____ ☐Actively avoids assigned tasks/objectives ☐Uninterested in any long-term goals ☐Has great difficulty/does not meet necessary objectives.

Comment: _____

_____

Policy Compliance:

(4) _____ Complies with all program policies without exception.

(3) _____ Complies with all program policies with occasional reminding.

(2) _____ Complies with program policies with written reprimands.

(1) _____ Does not comply with all program policies.

Comment: _____

_____

Evaluator Comments: _____

_____

_____ _____

Evaluator signature (date) Student signature (date)

Student Comments: _____

_____

_____

Clinical Coordinator Signature (date)

CLINICAL/DIRECT PRACTICE ASSESSMENT RUBRIC

The following Assessment Rubrics will be utilized for all Direct Practice Courses:

RAD 103 Direct Practice I

Will utilize a different rubric due to students being evaluated once during the semester and the clinical attendance is limited to 8 days. A grade of a C or better is needed to successfully pass the course.

GRADE POINT SCALE:

15	-	14 =	A
13	-	12 =	B
11	-	10 =	C
9	<	0 =	D

RAD 107 Direct Practice II, RAD 108 Direct Practice III, RAD 203 Direct Practice IV and RAD 205 Direct Practice V

Will utilize the following grade point scale. A grade of a C or better is needed to successfully pass the course:

GRADE POINT SCALE:

18	-	16 =	A
15	-	13 =	B
12	-	10 =	C
9	<	0 =	D

CLINICAL/DIRECT PRACTICE ASSESSMENT RUBRIC

RAD 103 Direct Practice I

Total Points: _____ = Final Grade _____ Course: _____RAD 103_____

Student Name: _____ Date: _____

Semester: _____ Instructor: _____

GRADE POINT SCALE: 15 - 14 = A 13 - 12 = B 11- 10= C 9 < = D A grade of a C or better is needed to successfully pass the course					
Criteria	3 - Accomplished	2 - Proficient	1- Marginal	0- Unsatisfactory	Points
Adheres to clinical assignment.	All forms submitted on time: Attendance Log, Clinical Comp Eval/ Grade Sheet, Clinical Education Completed Log Form, Weekly Tech Log, Monthly Clinical Education Tally Sheet, Repeat Form and Assigned Workbook Sections	1 form missing/ late for submission	2 forms missing/ late for submission	3 forms missing/ late for submission	
Clinical Supervisor Evaluation	Student received a score 12-11 - (A)	Student received a score 10 - 8 -(B)	Student received a score 7 -6 - (C)	Student received a score 5 < (D)	
Clinical Competency Evaluation/Grade Sheet	Student completed the required competencies with an average grade of 28 -27 – (A)	Student completed the required competencies with an average grade of 26 -25 – (B).	Student completed the required competencies with an average grade of 24 -23 – (C)	Student completed the required competencies with an average grade of 22< (D)	
Policy and Procedures	Student received no documentation of infringement of hospital and/ or college policy and procedures	Student received 1 documentation of infringement of hospital and/or college policy and procedures	Student received 2 documentation of infringement of hospital and/or college policy and procedures	Student received 3 documentation of infringement of hospital and /or college policy and procedures	
Attendance	Student attended all schedule clinical days	Student missed 1 clinical day and/ or did not follow call off procedure according to student handbook	Student missed 2 clinical days and/or did not follow call off procedure according to student handbook	Student missed 3 or more clinical days and/ or did not follow call off procedure according to student handbook	

CLINICAL/DIRECT PRACTICE ASSESSMENT RUBRIC

RAD 107 Direct Practice II, RAD 108 Direct Practice III, RAD 203 Direct Practice IV, RAD 205 Direct Practice V

Total Points: _____ = Final Grade _____ Course: _____

Student Name: _____ Date: _____

Semester: _____ Instructor: _____

GRADE POINT SCALE: 18 - 16 = A 15- 13 = B 12 - 10 = C 9< = D A grade of a C or better is needed to successfully pass the course					
Criteria	3 - Accomplished	2 - Proficient	1- Marginal	0- Unsatisfactory	Points
Adheres to clinical assignment.	All forms submitted on time: Attendance Log, Clinical Comp Eval/ Grade Sheet, Clinical Education Completed Log Form, Weekly Tech Log, Monthly Clinical Education Tally Sheet, Repeat Form and assigned Workbook Sections	1 form missing/ late for submission	2 forms missing/ late for submission	3 forms missing/ late for submission	
Clinical Supervisor Evaluations	Student received a score of 24-22 = (A)	Student received a score of 21 – 18 = (B)	Student received a score of 17 -16 = (C)	Student received a score of 15 < (D)	
Clinical Competency Evaluation/Grade Sheet	Student completed the required competencies with an average grade of 28 -27 – (A)	Student completed the required competencies with an average grade of 26 -25 – (B)	Student completed the required competencies with an average grade of 24-23 – (C)	Student completed the required competencies with an unsatisfactory grade of 22 < (D)	
Re-Competency Form of Clinical Competency Skills	Student completed the required competencies with an average grade of 28 -27 – (A)	Student completed the required competencies with an average grade of 26 -25 – (B)	Student completed the required competencies with an average grade of 24-23 – (C)	Student completed the required competencies with an unsatisfactory grade of 22 < (D)	
Policy and Procedures	Student received no documentation of infringement of hospital and/ or college policy and procedures	Student received 1 documentation of infringement of hospital and/or college policy and procedures	Student received 2 documentation of infringement of hospital and/or college policy and procedures	Student received 3 documentation of infringement of hospital and /or college policy and procedures	
Attendance	Student attended all schedule clinical days (exception 8 hours provided each semester)	Student missed 1 clinical day and /or did not follow call off procedure according to student handbook	Student missed 2 clinical days and/ or did not follow call off procedure according to student handbook	Student missed 3 or more clinical days and /or did not follow call off procedure according to student handbook	

CLINICAL SUMMATIVE ASSESSMENT FORM

Purpose: Upon completion of varied clinical assignments in the clinical education, the student will be assessed the end of each Spring Semester on their proficiency, critical thinking, problem solving skills, and professionalism.

Student: _____ Date: _____

TOTAL POINTS: _____= GRADE: _____ Evaluator/Preceptor: _____

GRADE POINT SCALE: 60 - 58 = A
57 - 56 = B
55 - 54 = C
53 < = D

Spring Semester 1_____Spring Semester 2_____

Please evaluate the student's summative clinical performance based on the stated outcomes.
Respond by placing a (√) indicating: Proficient- Marginal or Unsatisfactory performance.

Student Outcomes	Proficient 2	Marginal 1	Unsatisfactory 0
1. Position's patients anatomically correct for various radiographic procedures. Does the student: 1. Select detector and proper placement			
2. Position patient correctly for routine projections/views.			
3. Directs central ray properly			
2. Selects proper radiographic exposure factors to assure optimum quality radiographs. Does the student: 1. Give proper breathing instructions.			
2. Manipulate exposure factors accurately for individual exams.			
3. Performs specific tasks in the processing room area for film development. Does the student: 1. Correctly label radiographs with patient's information.			
2. Correctly label films with a left or right marker			
3. Complete patient information on charts/computers			
4. Applies the cardinal rules of radiation protection/safety to patient and personnel. Does the student: 1. Practice collimation techniques.			
2. Protect self and other personnel.			
3. Use shielding effectively.			
4. Wear radiation monitoring device on collar of shirt/lab jacket.			
5. Ask women of childbearing age if they are pregnant			
6. Identify correct patient and examination to be performed.			
5. Demonstrates knowledge of x-ray equipment operation Does the student: 1. Manipulate x-ray tube utilizing proper locks.			
2. Manipulate radiographic tables.			
3. Move Bucky tray and utilize locks			
4. IR oriented correctly			
6. Identifies anatomy on radiographs. Does the student: 1. Orient radiographs correctly			

	Proficient 2	Marginal 1	Unsatisfactory 0
7. Communicates effectively with patient and personnel. Does the student: 1. Interact with patient in a concerned, professional manner.			
2. Explain radiographic procedure in a manner in which the patient can understand.			
3. Give precise and coherent directions.			
8. Practices proper body mechanics when assisting/positioning patients. Does the student: 1. Practice correct body mechanic's while moving patients.			
9. Applies knowledge of nursing and technical skills to make appropriate decisions in the clinical environment. Does the student: 1. Follow proper isolation procedures (when appropriate)			
2. Use caution with patient that have external catheters and/or tubing.			
3. Locate emergency cart, emesis basins, medication (if indicated)			
4. Locate syringes and needles (as needed)			
10. Demonstrates professional conduct in clinic. Does the student: 1. Dress in proper uniform attire.			
2. Demonstrate promptness.			
3. Cooperate with staff/patients.			

Student signature: _____

Clinical College Faculty signature: _____

Comments: _____

_____

_____

_____

A minimum score of 54 out of 60 indicates student outcomes achieved through clinical education.

CLINICAL EDUCATION HOURS MAKE-UP FORM

NAME OF STUDENT: _____ HOSPITAL: _____

DATE: _____ SEMESTER: _____

PLEASE COMPLETE THE REQUESTED INFORMATION AND SUBMIT TO CLINICAL COORDINATOR FOR APPROVAL.

I was absent from my clinical education assignment on:

DAY(S)	DATE(S)	SHIFT(S)

I am requesting to make-up this absenteeism on:

DAY(S)	DATE(S)	SHIFT(S)

STUDENT SIGNATURE: _____ DATE: _____

APPROVED _____ NOT APPROVED _____

CLINICAL COORDINATOR SIGNATURE: _____ DATE _____

COMMENTS: _____

_____

_____

STUDENT CLINICAL MAKE-UP SCHEDULE

NAME OF STUDENT: _____ HOSPITAL: _____

DATE: _____ SEMESTER: _____

RADIOLOGIC TECHNOLOGIST SIGNATURE:
_____

DATE: _____

STUDENT	MAKE-UP DATE/HOURS	CLINICAL ASSIGNMENTS	TECHNOLOGIST INITIALS

LIMITED ROTATION ASSIGNMENT

The following imaging areas are limited rotation assignments to acquaint students with procedures/exams specific to individualize.

These rotations are mandatory assignments. Upon completion the student must present a student evaluation form to the corresponding technologist. Limited Rotation Assignment form is seen on page 83 in this handbook.

Ultrasound (US)

Nuclear Medicine (NM)

Radiation Therapy/Cobalt Therapy (RT/CT)

Computerized Tomography (CT)

Magnetic Resonance Imaging (MRI) -Students will complete MRI Orientation and Screening

Cardiac Cath Lab/Special Procedures

*Mammography (Scheduled Tour)

Students expressing interest into a mammography rotation:

Every effort will be made to place students -both male and female- into a mammography clinical rotation if requested. However, all clinical education rules will be followed concerning this issue including but not limited to permission of the technologist(s) performing the mammography examination(s) and the permission of the patient(s) involved. Male students must be aware that placement in a mammography clinical rotation is not guaranteed and in fact, would be very unlikely.

MRI SAFETY AND SCREENING PROTOCOL

MRI Safety and Screening Protocol is first presented to First-Year students at orientation.
The MRI Safety Video is then shown to all First-Year students in RAD104 Methods of Patient Care/Introduction course, prior to clinical rotations.
The MRI Safety Video is shown a second time to all students in their second year at the beginning of RAD204 Radiography III course, prior to MRI rotations.

The MRI Safety and Screening Forms will be completed and initialed by all EGCC radiology students after viewing the “Introduction to MRI Safety” video available on the American College of Radiology website (www.acr.org).

Signed screening forms will be reviewed and signed by the Clinical Coordinator and the MRI technologist per MRI facility. The original signed MRI Safety Screening Forms will be returned and filed in the Program Director’s office.
MRI Screening Form is seen on page 85 and the Safety Orientation/Screening Form is seen on page 86 in this student handbook.

STUDENT EVALUATION OF LIMITED ROTATION ASSIGNMENT

STUDENT NAME: _____ DATE: _____

DEPARTMENT/SPECIALTY ASSIGNMENT: _____

Instructions: Please complete the following questions and write pertinent comments regarding the student's rotations.

	Yes	No	N/A
1. Did the student familiarize her or himself with the procedure performed in the specialty area?			
2. Did the student orient themselves with the specialty equipment used for specific procedures?			
3. Did the student show interest by asking questions pertinent to exams and procedures?			
4. Did the student gain a general understanding of specific anatomical and technical considerations associated with the specialty area?			
5. Did the student get any "hands-on" experience during their rotation thru the specialty area?			

6. Please rate the overall performance of the student in the specialty area.

(Circle appropriate answer) Above Average Average Below Average

COMMENTS:

_____

_____

_____

_____

EVALUATOR(S) SIGNATURE(S): _____

_____

_____

REVIEWED BY CLINICAL COORDINATOR: DATE:

_____ _____

MAGNETIC RESONANCE IMAGING (MRI)

STUDENT SCREENING FORM

The MR system has a very strong magnetic field that may be hazardous to individuals entering the MR environment or MR system room if they have certain metallic, electric, magnetic, mechanical implants, devices, or objects. Therefore, all radiology students must undergo an MRI screening process to ensure his/her safety in the MRI environment. Sponsoring institutions will be given this form for approval of a student observation and will also be screened by the sponsoring institutional sites.

Be advised, the MR system magnet is ALWAYS on.

Please complete this form carefully to help ensure your safety. Please indicate which apply to you.

MAGNETIC RESONANCE IMAGING (MRI)
STUDENT SCREENING FORM

YES	NO		YES	NO	
__	__	History of Metal Working (Grinding/Welding)	__	__	Eye Prosthesis or Eye Surgery
			__	__	Hearing Aids
__	__	History of Metal Foreign Body in Eye	__	__	Implanted Rod, Pin, Plate, or Screw
__	__	Cardiac Pacemaker	__	__	Wire Sutures/Surgical Clips or Staples
__	__	Implanted Cardiac Defibrillator	__	__	Shrapnel, Bullet, BB Wound
__	__	Replaced Heart Valve	__	__	Radiation Seed Implant
__	__	Aneurysm Clip/Surgery	__	__	Surgical Mesh
__	__	Shunt/Filter/Stent	__	__	Penile Implant
__	__	Neuro-stimulator/TENS Unit	__	__	Orthopedic Implant or Device
__	__	Implanted Wires or Electrodes	__	__	Diaphragm/IUD
__	__	Vascular Access Port/Catheter	__	__	Possibility of Pregnancy
__	__	Mechanical/Electrical Device or Pump	__	__	Tattoo/Tattoo Eyeliner
__	__	Magnetic Implant	__	__	Body Piercing
			__	__	Hair Piece
			__	__	Cochlear Implant/Ear Surgery
			__	__	Prosthesis (Artificial Limb or Joint)

List any other implant or device_____

Please list **all** surgeries
_____

Notes/additional information_____

****

Student Signature: _____ Date _____

EGCC Clinical Coordinator Signature: _____ Date _____

MRI Technologist Signature: _____ Date _____

Magnetic Resonance Imaging (MRI)
Safety Orientation and Screening

As a student of the radiology program I,
_____will be observing in the Magnetic Resonance Imaging (MRI) Department. I have viewed the video on MRI safety according to the American College of Radiology (ACR) 2021 safety guidelines. I have filled out and submitted the screening form to the best of my knowledge. If at any time, my status should change, I am mandated to notify the radiology program immediately.

I HAVE READ AND UNDERSTAND MRI SAFETY AND SCREENING PROTOCOL POLICY:

Student Print Name: _____ First or Second Semester_____

Student Signature: _____ Date: _____

EGCC Clinical Coordinator: _____ Date: _____

EGCC Program Director: _____ Date: _____

HIPAA POLICY

HIPAA (Health Insurance Portability and Accountability Act) is a Federal Law that was established in 1996. HIPAA now provides the Standards (effective 4-14-03) for protecting individual identifiable health information relating to care and treatment of a patient when it is maintained or transmitted electronically.

Before HIPAA, no national standard existed for the protection of a person's medical information. Now, individuals are assured of access to their medical information and provided substantial protection regarding its use and disclosure.

All Health Science students attending Eastern Gateway Community College will be provided information from program faculty on orientation day regarding the HIPAA Privacy Rule. All students must comply with this Privacy Rule when assigned to clinical education experiences.

MEETINGS/INSERVICE ATTENDANCE RECORD

TOPIC/MEETING: _____

PRESENTED BY: _____

HOSPITAL: _____ DATE: _____

NAME:

1. _____ 11. _____
2. _____ 12. _____
3. _____ 13. _____
4. _____ 14. _____
5. _____ 15. _____
6. _____ 16. _____
7. _____ 17. _____
8. _____ 18. _____
9. _____ 19. _____
10. _____ 20. _____

PURPOSE/SUMMARY OF MEETING OR INSERVICE:

_____

_____

_____

_____

_____

_____

STUDENT REPORT-OFF FORM

STUDENT NAME _____

REPORTED OFF DATE(S) _____

REASON _____

_____

CLASS(ES) _____

INSTRUCTOR(S) _____

RECEIVED BY/DATE _____/_____

EASTERN GATEWAY COMMUNITY COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT REPORT-OFF FORM

STUDENT NAME _____

REPORTED OFF DATE(S) _____

REASON _____

_____

CLASS(ES) _____

INSTRUCTOR(S) _____

RECEIVED BY/DATE _____/_____

EASTERN GATEWAY COMMUNITY COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT REPORT-OFF FORM

STUDENT NAME _____

REPORTED OFF DATE(S) _____

REASON _____

_____

CLASS(ES) _____

INSTRUCTOR(S) _____

RE-ADMISSION RUBRIC

Please note: The purpose of the rubric is to give comparable, relative assessment of re-admissions' potential; all final decisions are reached by the faculty discussion and consensus. Health programs permit one readmission.

Student Name_____

	0	1	2	3	Score
Letter of Request	Letter includes little or no insight into cause of failures and weak plan for remediation	Letter includes insight into cause of failures and realistic plan for remediation	Letter includes changes already implemented		
Overall Transcript Review	Significant number of repeats/ withdrawals of courses or, < "C" grades	Limited number of repeat/withdrawals of courses or < "C" grades	No repeats or withdrawals		
Clinical Evaluation	Clinical failure	Evidence of clinical difficulties	No documented evidence of clinical problems	Excels in clinical	
Sciences Grades (A & P) I & II & Microbiology)	Significant number of repeats/withdrawals of courses or < "C" grade	Limited number of repeat/withdrawals	No repeats or withdrawals		
Overall GPA from most current semester post dismissal	GPA 2.0-2.5	GPA 2.5-3.0	GPA 2.5-3.5	GPA > 3.0	
Previous program concerns or issues discussed with student: Attendance, Grades, Safety, Professional Behavior, Communication	Discretionary points:				
Comments					
Total possible 12 points	6 or < points, do not re-admit		7-10 points potential admit Re-admit after faculty discussion	11-12 points re-admit	Total

Program Director: _____ DATE: _____

Clinical Coordinator: _____ DATE: _____

Dean/Administrator: _____ DATE: _____

Radiologic Technology Program Contingency Plan

The Radiologic Technology program at Eastern Gateway Community College, Steubenville Campus, goal is to have an effective contingency plan that provides continuity of student learning, while sustaining the mission, vision and values of the program during a catastrophic event.
Whenever an emergency affects the education of students enrolled in the Radiologic Technology Program reaches proportions that cannot be handled by routine measures, guidelines may be implemented by the Program Director, Clinical Coordinator, and the College Administration.

The following procedures are designed to be flexible in order to accommodate the contingencies that may occur:

- Unable to continue with in-classroom didactic education
- Unable to continue clinical education
- Graduation dates extended until students are able to fulfill their didactic and clinical education
- Delaying admissions to enable the currently enrolled students the opportunity for program completion.

PROGRAM POLICY

In-Classroom Didactic Education:

- Students will be notified immediately that classroom instruction has to be altered or discontinued.
- Students will be notified if the program requirements extend beyond the expected graduation date.
- Faculty will adjust lesson plans to accommodate distance education delivery via Zoom.
- Verification of student emails and phone numbers to continue communication.
- Students will return to in-classroom didactic education upon approval from College Administration.

Clinical Education:

- Students could be reassigned to a different clinical facility or site.
- Students could be assigned to a non-traditional rotation of weekends and midnights in order to accommodate the student's clinical education.
- Radiology Faculty will assure student safety by providing adequate PPE (Personal Protective Equipment).
- The Radiology Faculty will work with its affiliates to assure they are aware of the steps being taken to ensure student safety and to keep them apprised of the program's plan for the students' education.
- The Radiology Faculty will work with its affiliates and abide by their rules and regulations
- Students will return to clinical sites upon approval of College and Affiliation Administration.

Student Services:

- Financial Service Department administers Title IV funding in accordance with federal and state regulations. In the event of an emergency affecting the education of students, the Financial Services Department will follow directives of the U.S. Department of Education to ensure compliance. Students will be notified of any changes that may impact their accounts.
- Continued student services will be provided to students via zoom, email and cell.

The American Registry of Radiologic Technologists

(ARRT) REGISTRY EXAMINATION POLICY

The following question appears on the student form to be completed prior to taking the ARRT registry:

Have you ever been convicted of a misdemeanor and/or a felony?

If any students can answer “yes” to this question, this may inhibit the student from taking the ARRT registry and will not have a license to practice radiology.

If you have any questions regarding this, you should contact the ARRT at (651) 687-0048 or write to them at the following address:

American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, Minnesota 55120

I have read and understand this policy:

STUDENT’S NAME (PRINTED)_____

STUDENT’S SIGNATURE _____

DATE_____

RADIOLOGIC TECHNOLOGY PROGRAM POLICY & PROCEDURES AGREEMENT

I have read the policy and procedures of the Eastern Gateway Community College Radiologic Technology Program contained in this Student Handbook.

I understand these policies and procedures and I am willing to abide by them.

Please sign and return to the Radiologic Technology Program Director after the radiology orientation. Handbooks will also be available via Canvas to all students and will require completion of pertinent signature forms.

STUDENT'S NAME (PRINTED)_____

STUDENT'S SIGNATURE _____

DATE_____

APPENDIX I

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (JRCERT)

Standards for an Accredited Educational Program in Radiography

https://www.jrcert.org/jrcert-standard

APPENDIX II

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT)

Standard of Ethics (ARRT)

arrt-standards-of-ethics.pdf (kc-usercontent.com)

Content Specifications Radiography (ARRT)

https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/c28cf141-f45c-44ef-acde-984929886e01/RAD_CS_2022.pdf

Task Inventory Radiography (ARRT)

https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/1d530fe3-05d7-4633-a7e8-70f9d414489b/RAD_TI_2022.pdf