RADIOLOGIC TECHNOLOGY PROGRAM

ACADEMIC AND CLINICAL MANUAL
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SOUTHEASTERN TECHNICAL COLLEGE MISSION STATEMENT
Southeastern Technical College, a unit of the Technical College System of Georgia, provides an innovative, educational environment for student learning through traditional and distance education delivery methods focused on building a well-educated, globally competitive workforce for Southeastern Georgia.

The College fulfills its mission through:

- associate degree, diploma, and technical certificate of credit programs;
- adult education;
- continuing education; and
- customized training and services.

VISION STATEMENT
Southeastern Technical College will be recognized as an educational leader in Southeastern Georgia. The College will deliver quality, student-centered, and accessible postsecondary education and training. The College will empower students for success, cultivating innovative and economically thriving communities and enterprises.

SOUTHEASTERN TECHNICAL COLLEGE VALUES:

- Integrity, honesty, openness, mutual respect, and personal excellence.
- Continuous improvement.
- Making a difference in teaching and learning.
- A strong, visionary Administration.
- A qualified and committed Faculty and Staff.
- Community Partnerships and citizenship.
- Safe, secure, and attractive campuses and facilities.
- Time together for planning.
- Positive attitudes and teamwork.
- Accessible and affordable, quality programs and services.
- Professional Development.
- Communication.
- Fairness, equality, and diversity.
- Workforce development.
- Marketing our uniqueness for a competitive advantage.
- Technological advancement.
RADIOLOGIC TECHNOLOGY PROGRAM STATEMENT
Radiography education is a systematic process, which offers opportunities for students to acquire the psychomotor, cognitive, and affective behaviors required of a Registered Radiographer in the provision of safe, effective patient care in the radiology setting. Radiography education provides resources, facilities, a program of learning, and an environment in which the student has an opportunity to test ideas, analyze mistakes, take risks, develop creativity, and evaluate outcomes.

The educational process progresses from simple to complex and actively involves the student in what will become a life long learning process. Like radiography practice, radiography education is based on theories and principles from various disciplines. The program of learning is based on the program mission, goals, expected outcomes, and incorporates influences of the school and geographic setting in which the program is located.

Continuous review and revision of institutional and program mission/goals and outcome expectations provides for currency in radiologic technology education. The responsibility for learning belongs to the student and the faculty serves as organizers, resource persons, facilitators, role models, and evaluators. The faculty plan learning experiences in which students think carefully, thoroughly about situations and are motivated to use their cognitive skills in a responsible manner.

PROGRAM MISSION STATEMENT
The Radiologic Technology Degree Program prepares students for positions in radiology departments, related businesses, and industries. The curriculum encourages students to develop career, personal, and work ethic values. Program graduates receive an Associate’s Degree in Radiologic Technology, have the qualifications of an entry level Radiologic Technologist, and will be eligible to sit for the American Registry of Radiologic Technologists.

PROGRAM GOALS
1.) Students will be clinically competent.
2.) Students will demonstrate professionalism.
3.) Students will develop critical thinking skills.
4.) Students will communicate in a professional manner in the healthcare setting.

PROGRAM STUDENT LEARNING OUTCOMES
1.) Students will consistently utilize radiation protection measures.
2.) Students will demonstrate proper positioning skill.
3.) Students will provide a high level of patient care.
4.) Students will consistently set appropriate technical factors.
5.) Students will demonstrate a positive work ethic.
6.) Students will promote professional development through continuing education activities and professional networking.
7.) Students will adapt to trauma or non-routine situations.
8.) Students will appropriately evaluate and critique radiographic images.
9.) Students will communicate effectively orally.
10.) Students will communicate effectively using the written word.
PROGRAM FACULTY:

PROGRAM DIRECTOR

Tara Powell, MBA, RT(R) (M) (CT), RDMS  
Office 714-Gillis Medical Building  
Office: (912) 538-3151  
Cell: (912) 246-0435  
Email: tpowell@southeasterntech.edu

CLINICAL COORDINATOR

Kerry Dunn, M.Ed., RT(R) (M)  
Office 708-Gillis Medical Building  
Office: (912) 538-3112  
Cell: (404) 435-5282  
Email: kdunn@southeasterntech.edu

DEAN OF HEALTH SCIENCES

Dana Roessler, MSN  
Office 905-Gillis Medical Building  
Office: (912) 538-3198  
Email: droessler@southeasterntech.edu
PROGRAM ACCREDITATION
The Radiologic Technology Program at Southeastern Technical College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
www.jrcert.org
Email: mail@jrcert.org

The minimum standards, by which the JRCERT evaluates a radiography program, are published in the Standards for an Accredited Educational Program in Radiologic Science.

The Standards may be found on the JRCERT webpage: http://www.jrcert.org.

Due Process for JRCERT Standards Non-compliance
Complaints regarding potential noncompliance of the Program with the Standards should be brought to the attention of the Program Director in writing. The Program Director will respond to complainant in writing within ten (10) school days. If the response is unsatisfactory, a written complaint may be filed with the Dean of Health Sciences. The Dean of Health Sciences will respond to the complainant in writing within ten (10) school days. If the complaint is not resolved, a written complaint may be filed with:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312)704-5300
www.jrcert.org
Email: mail@jrcert.org

The Radiologic Technology Program at Southeastern Technical College will respond in writing to the JRCERT within 30 days regarding any complaints/allegations related to program compliance with the Standards or established accreditation policies.

COLLEGE ACCREDITATION
Southeastern Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees.

Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097
(404) 679-4500
www.sacscoc.org
CERTIFICATION REQUIREMENTS
Upon completion of all requirements for graduation from Southeastern Technical College, students are eligible to apply for admission to the Registry Examination in Radiography administered by the American Registry of Radiologic Technologists (ARRT). Graduates passing the ARRT examination are then registered in Radiography.

FELONY/MISDEMEANOR CONVICTION POLICY
The American Registry of Radiologic Technologists (ARRT) has a policy of not allowing persons who are convicted of a misdemeanor, gross misdemeanor, or felony to take the National Certifying examination. The American Registry of Radiologic Technologist’s Rules of Ethics states:

Convictions, criminal proceedings or military court-martials as described below:
(i) Conviction of a crime, including a felony, a gross misdemeanor or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported.
(ii) Criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. Convictions that have been expunged must be reported.
(iii) Military court-martials that involve substance abuse, any sexual related infractions, or patient-related infractions.

The ARRT Ethics Committee may, without prior notice to the Registered Technologist and without a prior hearing, summarily suspend the registration of the Registered Technologist pending a final determination under these Administrative Procedures with respect to the alleged violation of the Rules of Ethics in fact occurred.

“In a case where ARRT proposes to take action in respect to the denial of an application for examination or the denial of renewal or reinstatement of a registration, the Ethics Committee shall assess the evidence presented at the hearing and make its decision accordingly, and shall prepare written findings of fact and its determination as to whether grounds exist for the denial of an application for examination or renewal or reinstatement of a registration, and shall promptly transmit the same to the Board of Trustees and to the Registered Technologist or Applicant in question. Students concerned that a conviction record could compromise their career can find out in advance. Students are encouraged to request a pre-application review of the violation before program admission.”

The pre-application form is downloadable from the “Ethics Pre-application” section of the ARRT website www.arrt.org or may be requested by phoning the ARRT office.

SCOPE OF PRACTICE
Applicants for registration shall agree to perform the duties of a radiologic technologist only as directed by a duly qualified physician and under NO circumstances are to give any oral or written diagnoses, or work independently, whether in a private office or institutional department. Duly qualified physician refers to a physician who has demonstrated education and training in the use and effects of radiation.
AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS: CODE OF ETHICS

1. The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

2. The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of humankind.

3. The Radiologic Technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination, regardless of sex, race, creed, religion, or socioeconomic status.

4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purpose for which it has been designed, and employs procedures and techniques appropriately.

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.

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 management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

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

8. The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.

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 individuals or the community.

10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skills is through professional continuing education.

Any student acting individually or in concert with others, who violates any part of the code of ethics, shall be subject to disciplinary procedures, including possible termination from the program.
RESPONSIBILITY OF THE STUDENT RADIOGRAPHER

1. The student Radiographer should strictly carry out orders of the physician under whom he/she is working.

2. The Student Radiographer should never discuss or criticize a physician. The Student Radiographer should never express to the patient a preference for the services of any physician.

3. The Student Radiographer should never interpret or give an opinion on Radiographic or Fluoroscopic examinations.

4. The Student Radiographer should always give the physician the proper amount of respect and consideration.

5. The Student Radiographer should always be conscious of the tremendous responsibility of his/her chosen profession.

6. The Student Radiographer should treat every patient with respect, attentiveness, and professionalism.

7. The Student Radiographer should be aware of the obligation of confidentiality. The obligation of confidentiality goes beyond the period of technical services. Nothing observed during the procedure should be divulged by the Student Radiographer, unless in an extreme situation. The same confidentiality applies to the patient’s condition/diagnosis. The patient’s condition and/or diagnosis should not be discussed with other students, staff technologists or other persons, unless those involved will be subsequently treating the patient and have the “Right-to-Know.”

8. The Student Radiographer should recognize and appreciate the contributions of other Allied Health Professionals.

9. The Student Radiographer should be tolerant of the weaknesses of others.

10. The Student Radiographer should not participate in gossip and/or adverse criticism of others.

11. The Student Radiographer will practice their profession according to accepted professional practice.

12. The Student Radiographer should support and participate in their professional organization.

13. The Student Radiographer should promote the profession of Radiologic Technology.
PROFESSIONAL ORGANIZATIONS
All Radiologic Technology students are strongly encouraged to join and become actively involved with our national and state professional organizations. Any student that attends conferences or seminars given by these organizations will receive credit for the CME accrued during these meetings and be exempt from class and clinicals for those days.

American Society of Radiologic Technologists (ASRT)
15000 Central Avenue SE
Albuquerque, NM 87123-3917
Phone: 1-800-444-2778 Fax: 1-505-298-5063
www.asrt.org
Student Membership is $30 per year or $50 for 2 years

Georgia Society of Radiologic Technologists (GSRT)
PO Box 767369
Roswell, GA 30076-7369
Phone: 770-475-5216 Fax: 770-475-5618
www.gsrt.org
Student Membership is $12 per year

More information regarding professional documents governing the radiologic technology profession can be found on the above websites including the American Registry of Radiologic Technologists (ARRT) website: www.arrt.org

PROGRAM ADVISORY COMMITTEE
The Radiologic Technology Program's Advisory Committee functions in accordance with institutional guidelines and supports the missions of the institution and program. The committee is representative of clinical education agencies, academic interests, institutional representatives, radiologic technology students, and/or other communities of interest.

The committee meets twice a year, March and September. Students are invited to attend scheduled Advisory Committee meetings.

TCSG GUARANTEE/WARRANTY STATEMENT:
The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee, within two years of graduation, be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GUARANTEE/WARRANTY
To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgia's businesses and industries, the State Board of the Technical College System of Georgia will warrant every graduate from a technical
certificate of credit, diploma or associate degree in a state-governed institute according to the following stipulations:

- The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide, and any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or graduate for tuition or instructional fees.
- A claim against the warranty may be filed by either an employer in conjunction with the graduate or a graduate if the graduate cannot perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia licensing examination.
- The warranty will remain in effect for two consecutive years following the date of graduation and will be honored by any state-governed technical college which offers the same program.

To inquire or file a claim under this warranty, instructors or employers may contact the:
Vice President of Academic Affairs
912-538-3103

ACADEMIC POLICIES AND PROCEDURES
Students are required to abide by all of the policies, rules, and regulations of Southeastern Technical College, as published in the STC Online Catalog and Handbook. Additionally, all students are also required to abide by the policies and procedures published in this Academic and Clinical Manual. In instances where STC policies may conflict with program policies, the policies of the program will take precedence. During clinical education, students are also subject to the policies, rules, and regulations of the clinical facilities to which they are assigned.

STC Catalog and Student Handbook Related Policies and Procedures are found online at: http://www.southeasterntech.edu

Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law).

This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination of the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

SECURITY OF STUDENT RECORDS
The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, applies only to “education records” of students enrolled or formerly enrolled at Southeastern Technical College. Education records include any record (in whatever format or medium) directly related to a student and maintained by the College.
In accordance with FERPA provisions and STC policy, no employee of the college shall release any information about a student without the prior written consent of the student, except that employees may release records when required to do so under federal, state, and/or local law or as otherwise authorized under these policies and procedures.

The complete STC policy regarding student records is available in the STC Online Catalog and Student Handbook: [http://www.southeasterntech.edu/2011_Q2S_catalog/studentaffairs.asp#studentrecords](http://www.southeasterntech.edu/2011_Q2S_catalog/studentaffairs.asp#studentrecords)

**STUDENT GRIEVANCE POLICY**

If a student receives a final course grade that he/she believes is incorrect, the matter should first be discussed with the instructor. Direct communication between the student and the instructor may clear up any misunderstanding.

In order to clarify any questions about a grade or grading practices, a student should use the following procedures. The entire process must be completed by mid-term of the following semester.

1. Discuss the final grade with the appropriate instructor;
2. If the student is not satisfied with the instructor's explanation of how the grade was determined, the student shall submit a written appeal to the appropriate Dean of Academic Affairs by the third week of the semester following the issuance of the grade. The student's appeal must be signed and dated. The appropriate Dean of Academic Affairs will review the syllabus and how the final grade was determined and will respond to the student in writing within five (5) business days;
3. If the student is not satisfied with the decision of the Dean of Academic Affairs, the student may direct an appeal to the Vice President of Academic Affairs. The student's appeal must be written, signed, and dated. The Vice President of Academic Affairs will review the syllabus and how the final grade was determined and will respond to the student in writing within five (5) business days. The decision of the Vice President of Academic Affairs is final.
GRADING POLICY

Grading System

The following grading system will be used to specify levels of performance in course work:

Special Note: A grade of "C" or higher is required in order for a student to receive credit for any course taken at STC.

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<th>Explanation</th>
<th>Grade Points</th>
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<td>A</td>
<td>Excellent (90-100)</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good (80-89)</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory (70-79)</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor (60-69)</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing (0-59)</td>
<td>0</td>
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<tr>
<td>W</td>
<td>Withdrawn</td>
<td>Not computed in GPA</td>
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<tr>
<td>WP</td>
<td>Withdrawn passing</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn failing</td>
<td>Computed in GPA as an F</td>
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<tr>
<td>EX</td>
<td>Exemption Credit</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer Credit</td>
<td>Not computed in GPA</td>
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<tr>
<td>IP</td>
<td>In Progress</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>I</td>
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</tr>
<tr>
<td>AU</td>
<td>Audit</td>
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</tr>
<tr>
<td>AC</td>
<td>Articulated Credit</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>WM</td>
<td>Withdrew Military</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade</td>
<td>Not computed in GPA</td>
</tr>
</tbody>
</table>
ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<table>
<thead>
<tr>
<th>Test</th>
<th>Reading</th>
<th>Writing</th>
<th>Numerical</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSET</td>
<td>41</td>
<td>40</td>
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<tr>
<td>COMPASS</td>
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<td>SAT</td>
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<tr>
<td>ACT</td>
<td>25</td>
<td>21</td>
<td></td>
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</tbody>
</table>

- Prospective students seeking admission into the Radiologic Technology Associate of Applied Science (AAS) Certificate Program will enroll in the Health Care Science Degree - Radiologic Technology option initially.
- Complete the components listed below of the Health Care Science Certificate - Radiologic Technology curriculum with an overall 3.0 GPA; these courses (28 credit hours) must be completed with a minimum grade of "C" in each course and a cumulative GPA of 3.0. MATH, BIOL, and ALHS courses must have been completed within 5 years.
- For more information regarding the Health Care Science Certificate - Rad Tech option click on the link provided below:
# Radiologic Technology Program Sequence

## Curriculum Outline

<table>
<thead>
<tr>
<th>General Core and General Science Core Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed in the Health Care Sciences - Radiologic Technology Option Certificate</td>
<td>28</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLL 1000</td>
<td>College Survival Strategies (Institutional Credit Only)</td>
<td>(2)</td>
</tr>
<tr>
<td>ENGL 1101</td>
<td>Composition and Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2130</td>
<td>American Literature (OL)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>PSCY 1101</td>
<td>Introductory Psychology (OL)</td>
<td>3</td>
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<tr>
<td>SPCH 1101</td>
<td>Public Speaking (OL)</td>
<td>3</td>
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<tr>
<td>BIOL 2113</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2113 L</td>
<td>Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 2114</td>
<td>Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2114 L</td>
<td>Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>ALHS 1090</td>
<td>Medical Terminology for Allied Health Sciences</td>
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</tr>
<tr>
<td>COMP 1000</td>
<td>Introduction to Microcomputers (OL)</td>
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</table>

### Occupational Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>RADT 1010</td>
<td>Intro to Radiography</td>
<td>4</td>
</tr>
<tr>
<td>RADT 1030</td>
<td>Radiographic Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>RADT 1060</td>
<td>Radiographic Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>RADT 1070</td>
<td>Principles of Imaging I</td>
<td>6</td>
</tr>
<tr>
<td>RADT 2090</td>
<td>Radiographic Procedures III</td>
<td>2</td>
</tr>
<tr>
<td>RADT 1160</td>
<td>Principles of Imaging II</td>
<td>6</td>
</tr>
<tr>
<td>RADT 2190</td>
<td>Radiographic Pathology</td>
<td>2</td>
</tr>
<tr>
<td>RADT 1200</td>
<td>Principles of Radiation Biology and Protection</td>
<td>3</td>
</tr>
<tr>
<td>RADT 2260</td>
<td>Radiology Technology Review</td>
<td>3</td>
</tr>
<tr>
<td>RADT 1320</td>
<td>Clinical Radiography I</td>
<td>4</td>
</tr>
<tr>
<td>RADT 1330</td>
<td>Clinical Radiography II</td>
<td>7</td>
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<tr>
<td>RADT 2340</td>
<td>Clinical Radiography III</td>
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<td>RADT 2350</td>
<td>Clinical Radiography IV</td>
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</tr>
<tr>
<td>RADT 2360</td>
<td>Clinical Radiography V</td>
<td>9</td>
</tr>
</tbody>
</table>
The standard curriculum for the Radiologic Technology program is designed for the semester system. The degree occupational courses require 65 credit hours to complete and can generally be completed in 5 semesters. Students may enter the program fall semester.

Classes will be held as scheduled in the current STC schedule of classes and will be posted in the STC’s Online Catalog and Handbook.

COURSE PROGRESSION
Because of the uniqueness and progressive nature of the Radiologic Technology curriculum, no Radiologic Technology course may be taken until the student is accepted into the program.

The Radiologic Technology student must proceed through courses listed in this sequence. Due to the high level of academic and technical competency standards, the student must receive no less than a final grade of “C” in any academic or clinical course to be able to progress to the next sequence of Radiologic Technology courses. If the final grade earned for any required course is lower than a “C”, the student will be dismissed from the program.

Note: The Radiologic Technology Program has in place a requirement that each student maintain a 70% average for all chapter exams in a course. If a student fails to maintain a 70% average on all chapter exams, he/she will be withdrawn from the course and will not be allowed to sit for the final exam. Consequently, this means that the student will fail to earn a final course grade of “C” or higher and will no longer be eligible to remain in the program.

READMISSION POLICY
Students dropped from any Radiologic Technology program for attendance (i.e., health related, family illness, and personal hardship), academic reasons or students who have made less than a "C" in a Radiologic Technology course will be allowed to repeat a course(s) one time only. Also, a student may repeat only one semester within the Radiologic Technology curriculum in which the minimum grade of "C" was not earned. This policy applies to transfer students the same as for students fully in residence. Readmission to the program will be granted on a competitive and space-available basis, whereas all criteria apply as described in the section "Admission of Radiologic Technology Students". Students will be required to pass both a comprehensive and a clinical skills competency exam with a minimum score of 80% on each exam to be eligible to compete for readmission. Students granted readmission to the Radiologic Technology program in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed semester.

GRADUATION REQUIREMENTS
Each student is required to meet all clinical competency requirements before graduation requirements have been considered met. All Radiologic Technology students are required to pass comprehensive written exams in specific courses in order to continue in the program. These exams cover all aspects of radiography previously studied and utilized in clinic. In addition, the student must pass a comprehensive exam in RADT 2260 (Radiology Technology Review) to meet all graduation requirements.
ACADEMIC HONESTY POLICY

All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.

1. Cheating on tests is defined to include the following:
   a. Copying from another student’s test paper.
   b. Using materials during a test not authorized by the person giving the test.
   c. Collaborating with any other person during a test without permission.
   d. Knowingly obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of an administered test.
   e. Bribing any other person to obtain information about tests.
   f. Substituting for another student or permitting any other person to substitute for oneself.
   g. Knowingly altering answer(s) or answer key in order to improve test grade.

2. Plagiarism is defined as “the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own offered for credit.”

3. Collusion is defined as ‘the unauthorized collaboration with any other person in preparing work offered for credit.”

The procedure for dealing with academic dishonesty would be as follows:

Instructors address academic dishonesty at the first of each semester in each course. Specifically instructors would warn that any form of academic dishonesty will not be tolerated and will be dealt with in the following manner:

--First Offense--
Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--
Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--
Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the
student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

SOUTHEASTERN TECHNICAL COLLEGE ATTENDANCE POLICY

Rationale
It is essential that educational programs meet requirements and standards necessary for successful employment in business and industry. In view of the intensive nature of educational programs, it is necessary for every student to be present and on time every day for all classes as is required in the work environment.

Policy
To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Any student attending less than 90% of the scheduled instructional time will receive a "W" for the course if removed from the course on or before midterm. After midterm, any student who has maintained a passing grade within a course will receive a 'WP' for the course when attending less than 90% of the scheduled instructional time. If, however, the student has not maintained a passing grade, he or she will receive a 'WF' for the course.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time as noted on each syllabus will receive a "W" for the course if removed from the course on or before midterm. After the semester midterm, any student who has maintained a passing grade within a course will receive a 'WP' for the course when attending less than the required scheduled instructional time as stated on each course syllabus. If, however, the student has not maintained a passing grade, he or she will receive a 'WF' for the course.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

Provisions-Health Science Programs
Requirements for instructional hours within Health Science programs reflect the rules of respective Licensure Boards. Therefore, class and clinical attendance is mandatory. No excused absences are allowed and all time must be made up. Make-up time will be under the supervision of and date assigned by the instructor. Policies and procedures regarding make-up time for these programs are outlined in the respective program handbooks.
BASIC CLINICAL REQUIREMENTS AND COSTS

Most health science programs include the following requirements prior to beginning courses that involve clinical or laboratory training. However, some program requirements may vary slightly and cost ranges are estimates and are subject to change. Additional program specific requirements will be provided in the individual program area.

Uniform Costs: up to $300
Trajecsys: $150 for two year period
Liability Insurance: $12 per year (EMT/Paramedic- $47 per fiscal year)
Physical Exam: $100-$150
Dental Exam: up to $150 (Dental Hygiene/Surgical Technology)
MMR Vaccination: $64
Measles Titer: $20
Mumps Titer: $20
Rubella Titer: $20
Varicella titer: $20
Hepatitis B Titer: $20
Special Note: A single charge may apply to more than one titer being drawn at the same time.
Varicella Vaccination: $117
TB Test: $40
Tdap: $50 (May be less if you qualify for a reduced rate)
Tetanus Vaccination: $20
Hepatitis B Series: $264
Twin Rx (Hep B & A): $163 for 3 shot series (this option may be chosen instead of the Hepatitis B Series)
Forensic Drug Screening and Criminal Background Check conducted by PreCheck: approximately $84.50
Respiratory N95 Mask Fitting: $20
Books/Supplies: $1,225
Film Badge (Female): $350
Film Badge (Male): $175
(_costs are estimates and are subject to change.)

**Please note that none of the expenses related to the clinical courses will be refunded if the student is unable, unwilling, or ineligible from completing the clinical component of any course.**

Special Note: Conviction of a felony would prevent a health science program student from participating in any clinical experience. Furthermore, other negative background check information (misdemeanors included) may also prevent clinical participation. If a student is unable to complete the clinical component, they will be dropped from the enrolled clinical course and the program. More specific information regarding this issue may be found in your program's student handbook. Additionally, conviction of a felony could make a student ineligible to take the licensing exam(s) required by the profession upon graduation. Early notification to the appropriate board may be required. Program faculty will provide information about this procedure, if applicable.
STUDENT HEALTH POLICY

Students must submit a completed health information form (provided by the program faculty), and have a physical examination performed by a physician, nurse practitioner, or physician’s assistant. 

All health information must be completed on the original STC health history form and returned to the instructor on or before the announced deadline. No exceptions will be allowed.

All student health information will be kept confidential.

The following list of health documentation must be completed and returned to the instructor on or before the announced deadline. No exceptions will be allowed.

1.) Health History Form (to be completed by the student)
2.) Physical Examination (to be completed by a licensed health care provider)
3.) Tuberculin Skin Test (PPD- Intradermal only)
4.) Immunizations (required)
   a. MMR (2 vaccines or antibody titer)
   b. Hepatitis B Vaccine Series or titer* (must be completed prior to attending clinical or sign declination form)
   c. Varicella Vaccination series or titer (required for Augusta Burn Center only)
   d. Diphtheria, Tetanus, Pertussis (Adolescents 11 through 18 years of age should get one Tdap booster. Adults 19 through 64 should substitute Tdap for one booster dose of Td. Td should be used for later booster doses.)
5.) Immunizations (recommended)
   • Meningitis Vaccine
   • Chicken Pox/Shingles Vaccine
   • H1N1 Vaccine
6.) Drug Screen (consent form and instructions provided by program faculty)

All Health forms must be completed and returned by the specified deadlines and reviewed by the student’s instructor(s) prior to the beginning of the clinical/lab experience. Any additional vaccines required will be at the student’s expense.

All students enrolled in Health Science programs are strongly encouraged to receive the Hepatitis B vaccination series. The Hepatitis B vaccination consists of three (3) separate doses of the vaccine, given at time zero, one month and six months. Optimal protection is not conferred until after the third dose. Students who are not vaccinated must sign a declination statement prior to beginning clinical/lab which will be kept in the student’s file.

Any condition that is deemed by the faculty to jeopardize the quality of health care or the safety of clients will be discussed with the student and appropriate action taken.

Please note that failure to be in compliance with the Student Health Policy may result in forfeiture of program eligibility due to the inability to rotate through certain clinical sites.
NEEDLE STICK POLICY
Any student who is stuck by a dirty needle at the clinical site must:

1.) Report the incident to his/her Clinical Instructors and the Clinical Coordinator/Program Director immediately.
2.) Follow the hospital’s procedures regarding needle sticks, including filing an incident report.
3.) Submit a copy of the incident report to the Program Director, which will be placed in the student’s permanent record.

(Refer to STC Infection Control Policies)

STUDENT INJURY/ILLNESS POLICY

• If a student becomes ill or suffers an injury while in a clinical rotation, he/she must notify the Clinical Instructor immediately.
• The Clinical Instructor is to notify program faculty in as timely a manner as possible.
• Students suffering an illness/injury while on a clinical rotation will follow the facility protocol for treatment in such instances.
• An incident/occurrence report MUST be completed.
• Students will assume the financial responsibility for all treatment rendered.

COMMUNICABLE DISEASE POLICY
All students will have received instructional material on communicable diseases to include AIDS and Hepatitis B Viruses in RADT 1010.

It is the right of all students to have access to clinical, as well as didactic education in order to fulfill the terminal competencies required for graduation. However, there may be times when the student is exposed to, or is carrying a communicable disease which may be hazardous to self, peers, patients, or others.

Upon contracting an illness or communicable disease, the student must notify program faculty before practicing in the clinical area or reporting to the classroom. Students WILL NOT be allowed to attend clinical or didactic assignments when experiencing temperatures of 99 degrees Fahrenheit or above. Attendance in the classroom and/or clinical area will not be permitted until the student has returned to normal health. Students may be administratively withdrawn from clinical courses based on their health status.

Depending on the severity of the illness, the student may be required to see a physician and provide a written consent from the physician before returning to the classroom or clinical area.

Any student withholding information concerning their health status as it applies to communicable diseases, or either for the clinical physical (see student Health Policy) or while enrolled in the program, may be dismissed for unethical behavior.
When a student is identified as being infected with any of the following communicable diseases, the following steps are taken to ensure the health of the STC community and of the patients with whom the student would be in contact. This policy is also designed to protect the student whom is infected. The list below is not necessarily all inclusive.

Hepatitis B, leprosy, measles, mumps, rubella, meningitis, tuberculosis, typhoid, chicken pox, shingles, poliomyelitis, venereal disease.

1. The student must notify the Program Director in writing of the disease contracted and his/her physician’s name and phone number. The student will not attend classes or clinical.
2. The Program Director or Clinical Coordinator will contact the Dean of Allied Health Sciences.
3. The Dean will confer with appropriate public health officials and report to the Program Director.
4. The Clinical Coordinator will contact the student as to when the student may return to campus or clinical. The program will adhere to public health guidelines as directed by the Dean of Allied Health Sciences.
5. The student will supply the Clinical Coordinator documentation from a physician stating that he/she may return to campus and/or clinical.
6. Every effort will be made to work with the student to keep that student current with his/her classes.

HEALTH PRECAUTIONS IN THE CLINICAL SETTING
Due to patients who unknowingly may carry highly infectious/contagious pathogens (e.g. Hepatitis A or B, AIDS, TB, etc), all students must adhere to the Infection Control Standards for the Technical College System of Georgia. These standards are for the protection of students, faculty, and patients from the spread of infectious diseases.

1. Wear gloves at all times when working with patients.
2. Wear gloves when wiping blood/body fluids from equipment; use appropriate clean solutions.
3. Wash hands after each patient, as well as after cleaning equipment.
4. Dispose of linens soiled with body fluids/blood in appropriate receptacles.
5. All sharps/needles should be placed in appropriate puncture-proof containers. **Do not recap needles.**
6. Any injuries in the clinical setting must be reported to the Clinical Instructor and program faculty. Incident reports are available and must be completed as soon as possible.

PHYSICAL AND MENTAL REQUIREMENTS
According to the nature of the work required in the Radiologic Technology Program offered at Southeastern Technical College, the student must be able to:

1. Reach, manipulate, and operate equipment necessary for the radiographer.
2. Move, manipulate, and observe a patient as necessary for the radiographer.
4. Clearly communicate; both verbally and in writing with patients, family members, other allied health professionals, and disseminate information relevant to patient and work duties.
5. Make appropriate decisions in an emergency or when a situation is clearly governed by specific guidelines.
PATIENT CARE INCIDENT REPORTS
Should any patient care incident occur involving a student; the clinical instructor, radiographer, and program faculty must be notified immediately. The standard incident report for the clinical site must be completed and submitted to the Clinical Instructor, assigned radiographer, and program faculty as soon as possible. All reports should be completed in accordance with the policies and procedures of the affiliating clinical site.

If the incident would normally lead to employee termination, it is possible that the clinical site would request that the student involved not return to that facility. Being barred from a clinical site for patient safety issues or poor work ethics may result in dismissal from the program.

DRUG SCREEN POLICY
Urine drug screens are required for specified Allied Health Programs (Please refer to the STC Online Catalog and Student Handbook for the programs requiring drug screens). The time the urine drug screen is performed will vary with each program. Each instructor will assign a deadline for collection of the specimen and collection must occur within a time frame of 24 hours or less. The drug screen must be completed, and results obtained by STC, prior to any clinical practice.

The type of drug screen required has been prearranged with Doctor’s Lab in Vidalia. If any other lab or physicians office is used, the program faculty must approve it prior to the collection of any urine specimen. The cost of the PreCheck screen is $84.50 and can be paid using the website provided on the StudentCheck directions sheet. Once you have paid the above fee, please print a copy of your confirmation to give to your instructor. The Instructor will advise the student as to the deadline for payment and specimen collection. The price may be different if another lab is utilized. If a lab other than those listed above is used, the student will be required to pay the appropriate fees when the urine specimen is collected.

When the instructor assigns the deadline for collection of the specimen, students will be required to present a current student ID and a completed copy of the consent form at the time the specimen is collected. (Please refer to the STC Online Catalog and Student Handbook for policies regarding drugs and alcohol at STC.) Should there be an abnormal drug screen STC will allow a second screening at the student’s expense. This second screening must take place within 2 business days of the receipt of the abnormal drug screen results and prior to the student returning to class. If the results of the second are positive or again abnormal, the student will be dropped from his/her program of study.

If a student is taking any medication that may show a positive result on the drug screen, the student must list that medication on the urine drug screen consent form, prior to the collection of any urine specimen. If any medication listed results in a positive test (with the exception of over-the-counter medications), he/she must provide documentation signed by the prescribing physician (i.e. copy of prescription or letter from physician). This documentation must be provided within 5 business days of notification of the positive drug screen results.

If the student is unable to provide the necessary documentation in the manner stated above, he/she will be dropped from his/her program of study. If at any time during the class lecture and/or clinical part of a program a student is suspected of being under the influence of any drugs or alcohol, the student may be required to submit to an additional urine drug screen. If the student refuses to have the additional drug screen performed, they will be dismissed from the program.

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MEDICAL LIABILITY INSURANCE
All students enrolled in the Radiologic Technology Degree Program are required to have Medical Liability Insurance. This insurance must be purchased through Southeastern Technical College’s business office. (This liability insurance does not cover the student for outside employment.) Students will not be allowed in the clinical area until payment has been made and documented. A copy of the receipt should be turned into the Clinical Coordinator and placed in the student’s file.

CPR CERTIFICATION
All students must show proof of current BCLS (or equivalent) certification prior to entering clinical education. Students are required to maintain certification while enrolled in the Radiologic Technology Program.

CRIMINAL BACKGROUND CHECK
A criminal background check, through PreCheck Inc., is required. A copy of the record will be available to the assigned clinical/practicum/externship sites prior to attendance at the site. The clinical site will determine eligibility to participate at their facility based on this information. If the site determines that a student is ineligible to participate based on the information contained in this report, he/she will be notified and receive a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act”. If the student is unable to participate in clinical/practicum/externship based on a criminal background record, he/she will not be able to continue in the program and will be withdrawn from the program.

If, after the initial criminal background check has been submitted, a student is arrested for and/or convicted of a crime; he/she will notify both my instructor and the clinical/ practicum/externship site in writing. The clinical/ practicum/externship site will determine eligibility to continue at the site based on the circumstances of the arrest and/or conviction.

TRANSPORTATION
Transportation to class and clinical education settings is the responsibility of the student. It is the responsibility of the student to have adequate transportation to and from clinic. There will be assignments in which the student must travel in excess of one hour. While program faculty are sensitive to the cost and time associated with such travel, clinical placement will require students to drive to distant clinical sites.

MARKERS
Students are required to purchase initial markers. The student must carry their markers during all diagnostic clinical rotations to avoid a dress code violation. All participation exams and competency evaluations must be visibly marked with the student’s initialed markers.

STUDENT RADIOGRAPHER JOB POLICY
The program faculty discourage employment as a student radiographer until after the 2nd semester of the program. The faculty takes a “hands off” position relating to student extracurricular or work-
related employment in area hospitals or other facilities. In as much as this is outside the regularly scheduled program hours, employment is strictly between the employer and the student. However, the student must be aware that they are no longer under the auspices of STC. This means that the student cannot fulfill any school-related requirements while being a paid staff member of that facility. In addition, they may not fulfill any clinical obligations either as an evaluator or in the instructional mode until they have achieved certification by the ARRT. The student’s continuation in the program will be jeopardized if found performing clinical-related activities during employment. This is a fraudulent practice, unethical, and will not be tolerated.

Your academic education should be your top priority and you should therefore arrange your work schedule accordingly.

The employing facility should furnish the appropriate radiation-monitoring device and the schools dosimeters are not to be used while on the job.

**CLINICAL AFFILIATE ORIENTATIONS**
Orientations will be performed at various clinical education settings. Students will be notified of specific dates and times by program faculty. Failure to attend these orientations will result in the student not being allowed to attend clinical rotations until deemed appropriate by the clinical education affiliate.

Students are required to adhere to all hospital safety policies. Students will be required to know each facility’s emergency codes, phone numbers, crash cart locations, fire extinguisher locations, fire alarm locations, and evacuation routes.

**RADIATION MONITORING**

**Dosimeters**
All students will be required to pay for their radiation monitoring devices. Female students of childbearing age or capacity are encouraged to wear a whole body and a gonadal dosimeter. All dosimeters are to be obtained from the program faculty at the beginning of each month. Each student is responsible for his or her dosimeter, as well as exchanging them at the appropriate times. Students are required to pay for dosimeters at the business office before the beginning of the semester prior to the start of any clinical rotations. Should a student lose his/her dosimeter, the Clinical Coordinator must be notified immediately. A lost dosimeter fee of $10.00 must also be paid to the business office.

Dosimeters must be worn at all times while the student is in the clinical area. A student without a dosimeter will not be allowed in the clinical education setting and will lose credit for clinical time.

Collar badges are to be worn on the collar outside of the lead apron. Waist badges will be worn at the level of the waist under the lead apron.

Tampering with another individual’s dosimeter will result in disciplinary action and possible dismissal from the program. The dosimeter issued by the Radiologic Technology Program at STC will NOT be worn during outside employment hours. Employers, by law, are to furnish a radiation-monitoring device to all employees working in areas with ionizing radiation.
Exposure Reports
The Program Director and Clinical Coordinator receive and review monthly radiation reports on dosimeter readings. If any student’s exposure exceeds 50 mrem in any semester, the student will be counseled immediately regarding radiation protection practices. Reports are to be signed by the student monthly and kept on file in the Program Director’s office. In the event that a student becomes pregnant and decides on option #3 of the Pregnancy Policy, a fetal badge will be issued to the student at the student’s expense. The radiation exposure report will not exceed the following Maximum Permissible Dose Levels:

- 100 mRem or (1mSv) whole body exposure annually
- 5 Rem (50 mSv) skin or extremities annually
- 1500 mRem or (15 mSv) less eyes

Carelessness in radiation protection will NOT be tolerated

Exceeding Student Dose Limits
In the event a student exceeds the semester value of 50mrem, he/she will be removed from any areas of ionizing radiation. He/she will be placed in areas such as film file room, the darkroom, transport, or the office of the clinical site assigned. After a month’s rotation out of ionizing radiation, the student will be able to return to his/her regular assigned area at the clinical site. If a trend emerges whereby there are higher exposure rates for any given clinical education setting, department personnel will be notified by the Program Director of the Radiologic Technology Program and a request for review of clinical practices documented with any findings. The Program Director will then review these documents and act as necessary to ensure the health and safety of the students associated with clinical educational activities.

PREGNANCY POLICY
As a student in the imaging sciences, it is probable that you will receive some exposure to ionizing radiation. Southeastern Technical College is committed to the protection of the unborn child, and will take every reasonable step to ensure the safety of the mother and unborn child throughout the pregnancy. Current radiation protection standards and scientific evaluations have demonstrated that, with proper protection, the student may work safely throughout the term of the pregnancy. The purpose of this policy is to provide the pregnant student with the necessary protection in accordance with all standards and regulations while, at the same time, assuring the performance of assigned tasks throughout the pregnancy.

Declared Pregnant Worker
State and federal regulations were modified in 1994 to introduce the term “declared pregnant worker”. Under these regulations, each employee may declare her pregnancy in writing to her supervisor. However, it is the employee’s option whether or not to declare the pregnancy. The pregnancy may be declared as soon as conception is confirmed, or at any time during the pregnancy. This regulation has been applied to student radiographers as well. It is recommended that the unborn child does not receive more than 500 millirem during the term of the pregnancy, as determined by the film badge, which is worn at waist level under the lead apron. In the event that the student has received 450 or greater millirem from the date of conception to the date that the pregnancy is declared, the regulations permit the unborn child to receive a maximum of 50 millirem during the remaining term of the pregnancy. It is up to each student to make her own decision regarding the declaration of pregnancy.
Radiologic Technology Program Academic and Clinical Manual

Revised 12/2014

all cases, the college requires that radiation doses to the student as well as the unborn child shall be maintained, “As Low As Reasonably Achievable (ALARA).”

**Nuclear Regulatory Commission Position**

NCR regulations and guidance are based on the conservative assumption that any amount of radiation, no matter how small, can have a harmful effect on an adult, child, or unborn child. This assumption is said to be conservative because there are no data showing ill effects from small doses; the National Academy of Sciences recently expressed “uncertainty as to whether a dose of 1 Rad would have any effect at all.” Although, it is known that the unborn child is more sensitive to radiation than adults, particularly during certain age of development, the NRC has not established a special dose limit was specified for the unborn child. Such a limit could result in job discrimination for women of childbearing age and perhaps in the invasion of privacy (if pregnancy tests were required) if a separate regulatory dose limit were specified for the unborn child. Therefore, the NRC has taken the position that special protection of the unborn child should be voluntary and should be based on decisions made by workers and employers who are well informed about the risks involved. (Taken from Appendix B, Pregnant Worker’s Guide, Nuclear Regulatory Commission)

**PREGNANCY POLICY OPTIONS**

The student may voluntarily notify the Program Director of any suspected or known pregnancy, and the program honors the student’s right of self disclosure. The student’s decision to declare Pregnancy must be submitted in writing to the Program Director using the Declared Pregnancy Form. If the student decides to declare her pregnancy, the student will meet with the Program Director to discuss radiation protection practices during the pregnancy while in the Radiologic Technology Program. The student will have the following options during her enrollment in the program:

**Option 1**

The student has the option to withdraw from the presently enrolled Radiologic Technology course in accordance to STC policy. The student may re-enter the program in the next cyclic offering of the Radiologic Technology courses as outlined in the Radiologic Technology Re-Admission Policy.

**Option 2**

The student may complete the presently enrolled Radiologic Technology course and withdraw after completion of the course. The student may re-enter the program in the next cyclic offering of the Radiologic Technology courses as outlined in the Radiologic Technology Re-Admission Policy.

**Option 3**

The student may continue in the program and will be required to wear two film badges; one at the waist level (Fetal Dose Dosimeter) and one at the collar level upon declaration of her pregnancy to the program officials. After delivery, the student will be allowed back into the classroom based on the written recommendation of her attending physician. The student must contact the Program Director, Clinical Coordinator, and/or other course instructors to make arrangements for making up instructional and clinical hours missed due to delivery and convalescence. This should be done to ensure completion of the clinical competencies and Radiologic Technology course requirements.

**Declared Pregnancy Retraction**

After the student has submitted the completed Declared Pregnancy Form, she has the right to retract the declaration of her pregnancy and will be treated as if she is no longer pregnant. The retraction of the
declared pregnancy must be completed in writing to the Program Director. It is recommended that the student discuss this situation with her physician and seek his/her advice.

**Undeclared Pregnancy**
Students who do not declare their pregnancy in writing to the Program Director will be considered and treated as non-pregnant. In addition, it is recommended that the student discuss this situation with her physician and seek his/her advice.

*All female students must sign a form indicating that they received a copy of the Pregnancy Policy and Possible Health Risks to Women who are exposed to Radiation during Pregnancy.*

**Declared Pregnancy Form**

To Whom It May Concern:

I wish to declare that I am pregnant. My estimated date of conception is ____________________________.

I wish to choose Option ________________.

Option ___ states:
(Please write in the conditions of the option you chose in the space provided.)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

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______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Date of Declaration ___________________ Student’s Signature ___________________

___________________________________________

Program Director Signature
HIPAA POLICY
The Health Insurance Portability and Accountability Act of 1996 (HIPAA) ensures the confidentiality of patient records. Prospective and current students must maintain patient confidentiality. Consequences will result in federal charges.

CONFIDENTIALITY OF PATIENT RECORDS AND INFORMATION
It is important that all students in the Radiologic Technology Program understand that confidentiality is a critical element of healthcare. Students are to adhere to all applicable HIPAA, hospital, and federal confidentiality laws and regulations. Students are not to discuss any patient, condition, or treatment outside of the line of duty. A student found to have violated this policy would be subject to immediate dismissal from the Radiologic Technology Program at Southeastern Technical College.

A.) Any discussion of patient information must occur for the purpose of fulfilling clinical assignments. Idle conversation regarding patient care is not exhibiting appropriate demeanor for healthcare professionals.

B.) The patient owns the information contained in their medical record and the healthcare facility owns the medical record documents. Therefore, students cannot remove original, microfilmed, or photocopied medical records from the facility’s premise. Any health data that identifies a patient, physician, or healthcare provider by name is considered to be confidential information.

C.) Confidential information is privileged information that may not be disclosed without proper, written authorization from the patient. Not only is medical information confidential, but also identifying information, such as a patient’s age, address on discharge, and the service or medical unit in which the patient was hospitalized. Unauthorized disclosure of health information is a breach of confidentiality, punishable by state or federal law.

D.) No information relating to clinical experience should be posted on a social networking site (i.e. Facebook, MySpace, Twitter, etc).

LABORATORY POLICY
1) Laboratory use is restricted to only those students enrolled in the program of Radiologic Technology.
2) Laboratory use is restricted to educational assignments only.
3) All laboratory experiences will be conducted under direct supervision by program faculty/a qualified radiographer.
4) All persons must go into the control area during a radiographic exposure.
5) Laboratory doors must be closed during exposures.
6) Only phantoms or non-living objects may be used as subjects when performing an experiment or practice examination.
7) Care must be taken in the handling of phantoms. They are heavy and very expensive.
8) Care must be taken in the handling of all other equipment and supplies.
9) All items must be returned to their designated place in the laboratory after use.
10) Students are responsible for the proper use of the processor.
   i. Chemicals used in the darkroom will adhere to the following guidelines:
      a. All chemicals used by the Radiologic Technology program students will be stored in marked containers and labeled accordingly.
b. All chemicals will be used and/or disposed of under conditions as recommended by the manufacturer.
c. Material Safety Data Sheets (MSDS) will be maintained on all chemicals.

11) Student radiographs must either be submitted to the appropriate faculty member or placed in the reject film container.

12) The laboratory must be kept neat and clean. Students are responsible for maintaining the laboratory when performing experiments or practice procedures.
   i. Cassettes shall be refilled and returned to the cassette credenza in the control area.
   ii. The film bin shall be kept full and organized.
   iii. Trash shall be discarded in an appropriate trash container.
   iv. Safelights and overhead lights shall be turned off or unplugged when leaving the lab.

13) After use of the table and upright bucky will be cleaned with antiseptic solution.

14) Any non-functioning equipment must be reported to a faculty member as soon as possible.

**These rules apply to all radiographic rooms that are used for any lab assignments.

CLINICAL EXPERIENCE

Clinical Education
Clinical Education is divided into five (5) separate courses. Progression from one course to the next is based on completion of each course’s requirements. A course syllabus is given at the beginning of each semester. The syllabi contain the course objectives for each clinical course. The syllabi contain requirements for course completion and all necessary documentation. Clinical Education courses are related to previous clinical and to previous didactic instruction.

Students are required to maintain certain clinical education records. This requirement is considered an integral part of your learning process. The records include, but are not limited to:

- Course syllabus
- Course competency requirements
- Completed participations and competencies
- Time and attendance records
- Health Policy/records
- Repeat Log
- Procedures Logs

Clinical Assignments
Radiography students will rotate through the clinical education setting on a semester basis. Clinical assignments are made during the first and second shift hours, Monday through Friday. Clinical times are to include a 30 minute lunch break, assigned by the Clinical Instructor for the site. Clinical assignment schedules will be given out prior to the beginning of each semester. This, in some cases, involves travel and the student must be prepared to meet these travel obligations and expenses. Students may not
choose which clinical education setting they wish to attend. Students may be asked to travel up to one hour and thirty minutes from STC for clinical rotations. During clinical rotations, the student will be responsible for all transportation. The student is required to adhere to his/her assigned schedule at all times. **Students are required to make themselves aware of the assigned hours and adjust personal and work schedules to coincide with their clinical schedule.** No personal adjustments will be made to clinical schedule, unless it is an extreme emergency. Only program faculty can approve changes in the clinical schedule.

Students may not choose which clinical affiliate they wish to attend. Every attempt to be fair and equitable will be made when determining clinical assignments. The clinical assignments are made based on the educational needs and experiences of each individual student.

**DIRECTIVES FOR PARTICIPATING CLINICAL EDUCATION SETTINGS**

- The affiliate for clinical education for student training is an approved facility by its accrediting agencies operating under the direction of a qualified person.
- The affiliate is approved by the JRCERT, meeting the essentials for student training by providing:
  - a variety and volume of radiological procedures providing learning experiences
  - qualified personnel in the department responsible for departmental activities
- The clinical personnel agree to directives set forth by the sponsoring institution of the student program which include:
  - professional atmosphere
  - methodology for the evaluation process of students
  - periodic meetings for program orientation and updating
  - abide by student scheduling and assignments made by academic faculty
  - encourage in-service programs to keep in tune with recent procedures and trends in the field of radiology
- Students shall abide by clinical policy during assignment to the facility providing that this is not in conflict with training program policies.
- Clinical personnel involved in supervising students in the facility will be made aware of what the student is capable of performing in his/her level of readiness in performance skills.
- Recognizing the fact and making allowances for slack periods in the Radiology Department/Centre, staff must be aware that the student’s function in that facility is to acquire approved performance skills through repetitive acts of performing radiological procedures
- **AT NO TIME SHOULD THE STUDENT BE A SUBSTITUTE FOR SALARIED TECHNOLOGISTS WHO ARE RESPONSIBLE FOR THE DEPARTMENT ACTIVITIES AND RESPONSIBILITIES**

**REMOVAL OF A STUDENT FROM A CLINICAL SITE**
The clinical affiliate facilities reserve the right to have students removed from their facilities if the student is deemed undesirable or unacceptable, according to the facility’s protocols and professional standards. If removed from a clinical site, the student may be removed from the program due to limited clinical site placement availability or inability to complete required program competencies.
## Clinical Education Affiliates

<table>
<thead>
<tr>
<th>Clinical Affiliate</th>
<th>Clinical Instructors</th>
<th>Registered Radiographers</th>
</tr>
</thead>
<tbody>
<tr>
<td>AppleCare</td>
<td>Melissa Bass</td>
<td>Nicole Moxley</td>
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<tr>
<td></td>
<td></td>
<td>Dylan Wilkes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jennifer Conner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tammy Scott</td>
</tr>
<tr>
<td>Appling Healthcare System</td>
<td>Gerald Newman</td>
<td>Kayla Yawn</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Griselda Delamora</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chelsey Gibbs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Laura Fennell</td>
</tr>
<tr>
<td>Jeff Davis Hospital</td>
<td>Christy Allen</td>
<td>Kelly Bragg</td>
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<tr>
<td></td>
<td></td>
<td>Gary Gibbs</td>
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<tr>
<td></td>
<td></td>
<td>Jeff Lockley</td>
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<td></td>
<td></td>
<td>Christina Herman</td>
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<tr>
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<td></td>
<td>Jason Clark</td>
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<tr>
<td></td>
<td></td>
<td>Roy Poblete</td>
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<tr>
<td></td>
<td></td>
<td>Jared Murphy</td>
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<tr>
<td></td>
<td></td>
<td>Brandi Williamson</td>
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<tr>
<td></td>
<td></td>
<td>Scott Thomas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gordon Kennedy</td>
</tr>
<tr>
<td>Meadows Regional Medical Center</td>
<td>John Harrell</td>
<td>Amanda Blalock</td>
</tr>
<tr>
<td>One Meadows Parkway</td>
<td>Marissa Hatton</td>
<td></td>
</tr>
<tr>
<td>Vidalia, GA 30474</td>
<td></td>
<td></td>
</tr>
<tr>
<td>912-535-5783</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optim Orthopedics</td>
<td>James Fennell</td>
<td>Sharon Tribble</td>
</tr>
<tr>
<td>2317 East First Street</td>
<td></td>
<td>Victoria Mosely</td>
</tr>
<tr>
<td>Vidalia, GA 30474</td>
<td></td>
<td>Bradley Bacon</td>
</tr>
<tr>
<td>912-537-0888</td>
<td></td>
<td>Yvette Cowart</td>
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<tr>
<td></td>
<td></td>
<td>Justin Sims</td>
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<td>Jesse Branch</td>
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<td></td>
<td></td>
<td>Amy Milton</td>
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<td></td>
<td></td>
<td>Keri Brantley</td>
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<tr>
<td></td>
<td></td>
<td>Brock Aldrich</td>
</tr>
<tr>
<td>Optim Medical Center Tattnall</td>
<td>Laysha Braddy</td>
<td></td>
</tr>
<tr>
<td>247 South Main Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reidsville, GA 30453</td>
<td></td>
<td></td>
</tr>
<tr>
<td>912-557-1000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spivey’s Orthopedic Clinic</td>
<td>Stephen Powell</td>
<td></td>
</tr>
<tr>
<td>2317 East First Street</td>
<td></td>
<td>Victoria Mosely</td>
</tr>
<tr>
<td>Vidalia, GA 30474</td>
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<td>Bradley Bacon</td>
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<td>Yvette Cowart</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Justin Sims</td>
</tr>
<tr>
<td>Vidalia Orthopedic Center-Vidalia</td>
<td></td>
<td>Jesse Branch</td>
</tr>
<tr>
<td>1707 Meadows Lane Suite H</td>
<td></td>
<td>Amy Milton</td>
</tr>
<tr>
<td>Vidalia, GA 30474</td>
<td></td>
<td>Keri Brantley</td>
</tr>
<tr>
<td>912-538-0040</td>
<td></td>
<td>Brock Aldrich</td>
</tr>
<tr>
<td>Optim Orthopedics-Swainsboro</td>
<td></td>
<td></td>
</tr>
<tr>
<td>119B Victory Drive</td>
<td>Amanda Blalock</td>
<td></td>
</tr>
<tr>
<td>Swainsboro, GA 30401</td>
<td></td>
<td></td>
</tr>
<tr>
<td>478-419-1020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washington County Regional Medical Center</td>
<td>Sherri Black</td>
<td>Christina Powell</td>
</tr>
<tr>
<td>610 Sparta Road</td>
<td></td>
<td>Angel Allgood</td>
</tr>
<tr>
<td>Sandersville, GA 31082</td>
<td></td>
<td>Tina Cooper</td>
</tr>
<tr>
<td>478-240-2000</td>
<td></td>
<td>Jacob Pool</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Crissy Lindsay</td>
</tr>
</tbody>
</table>
COMPETENCY BASED CLINICAL EDUCATION

CLINICAL GRADING
Clinical education courses will be graded on the same letter grade system as academic courses. Grading criteria for each clinical education course will be published in the course syllabus and may be subject to change dependent upon time and clinical restraints.

Your clinical grade will be determined according to some/all of the following parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Evaluations</td>
<td>30%</td>
</tr>
<tr>
<td>Competency Forms</td>
<td>30%</td>
</tr>
<tr>
<td>Clinical Coordinator Performance Evaluations</td>
<td>15%</td>
</tr>
<tr>
<td>Student Logsheet/Repeats</td>
<td>5%</td>
</tr>
<tr>
<td>Film Critique Assignment</td>
<td>15%</td>
</tr>
<tr>
<td>Case Study/Clinical Paper</td>
<td>5%</td>
</tr>
</tbody>
</table>

Clinical Exams and Grading
Each clinical course is coupled with a didactic course. In the didactic course, the material is given by classroom instruction/lecture, and then the material taught in class is demonstrated in the laboratory and practiced by the students in the laboratory. One observation in the clinical site is required before participating in the exam with the registered radiographer. An observation in the clinical setting is when the student observes the radiographer while the procedure is being performed. This observation is to be documented within the Trajecsys system under the Student Logsheet as Observed.

Assist
Once the student has observed the exam being performed by a registered radiographer, he/she may then assist in the exam. An Assist consists of the student completing a minimum of 85% of the exam under the supervision of a registered radiographer. The Assist should be logged in the Trajecsys system under the Student Logsheet as Assisted.

One Observation and one Assist are required before the student is ready to complete the Competency Evaluation. If at least one Observation and one Assist are not logged on the Student Logsheet, the Trajecsys system will not allow the student to be graded on that particular competency exam. Image critique is reviewed with the student during observations and assists.

Competency Forms
Prior to performing a Competency Evaluation, the student must satisfactorily complete a Laboratory Evaluation in the corresponding didactic class in order to move on to performing the competency in the clinical setting. Laboratory Evaluations are not necessary when performing an Observation or Assist, however they are strongly encouraged.

The Competency Evaluation includes the psychomotor and cognitive domains of the clinical education. The student is graded on the procedural (psychomotor) aspect of the exam and the cognitive aspect, which is the Image Critique. A grade of 85% is required on the Competency Exam in order for the student to meet the requirements for mastery of the competency. The Competency should be completed by the supervising technologist and logged in the Trajecsys system.
In the event a Competency is failed, two more assists will have to be performed by the student and another Competency performed.

Please note that failure to shield/practice proper radiation safety will result in a termination of the competency exam and failure of the competency exam itself.

During a Competency Evaluation, the student must prepare the room, take an appropriate patient history, perform the exam, and complete any necessary paperwork without any assistance. Following the exam, the radiographer will complete the image critique section on the Competency Exam performed by the student.

Please note that any repeated images on a competency exam will result in a failing grade and require the student to be graded on an additional 2 assisted exams, as well as prove competency and/or continued competency on that exam. The failed competency should be graded and logged in the Trajecsys system by the supervising technologist.

Competency Evaluation Guidelines

- The student is responsible for maintaining a record of specific procedure evaluations and competency exams that have been mastered.
- The student is responsible for completing all designated competency exams prior to graduation.
- Special arrangements may be made for procedures not frequently observed.
- Unsatisfactory completion of competency evaluations will result in student suspension and/or dismissal from the program.
- Examination presented for competency evaluation will not be accepted if:
  - The student does not inform the Clinical Instructor of the competency attempt and provide the proper competency form prior to the radiographic exam.
  - Radiographers assist the student during the exam
  - Student fails to follow radiation safety and other safety policies
  - Student fails to use his or her markers
  - Any projection requires repeats due to poor positioning or technical factor selection
  - Procedure was evaluated by an unauthorized or non-registered radiographer
- The student who procrastinates may not have all the required competencies. Failure to complete these competencies may result in probation, suspension, or dismissal from the program.
- The criteria used by Southeastern Technical College Radiologic Technology program have been approved by the ARRT, ASRT and JRCERT.
- The student is expected to perform the required observations, assists, and competencies on a variety of patients. This includes adult, pediatric, and geriatric patients.
- Students are expected to meet all requirements for each semester prior to the end of the semester.
- Program faculty have the option to re-grade a student’s competency evaluation, continued competency or film critique.
- Students must complete all clinical work by the last clinical day. Students are required to turn in all clinical work at that time. A grade of zero will be assessed to any exam missing from the required paper work.
• Students will be held accountable for being able to perform an exam for which that student has already demonstrated competency.
• Rechecks, Continued Competencies, Random Competencies, must be performed independently in a reasonably, accurate manner or the exam will be rescinded.
• Rescinded examinations will result in the student performing two additional participations and attempting the competency again.
• If your markers appear on the radiograph, you are responsible for the examination.
• Do not remove or hide unacceptable radiographs. This constitutes a dishonest act and will result in dismissal from the program.
• Any examination that the student cannot perform accurately will be subject to the failing of that exam. The student’s evaluation will reflect this and zeros will be given in their place for that semester.
• These procedures will be strictly adhered to and program faculty will evaluate competency progress. Also, competencies previously granted in preceding academic terms will be rechecked at random and, if maintenance of skill level is not adequate, the competency will be withdrawn.

**Continued Competencies**
A Continued Competency is performed after competency of a procedure has been successfully achieved. Continued Competencies will be required on certain exams prior to graduation from the program. The Continued Competencies must be procedures in which the student has successfully demonstrated competency first. The Continued Competency Evaluation includes the psychomotor and cognitive domains of the clinical education. The student is graded on the procedural (psychomotor) aspect of the exam and the cognitive aspect, which is the Image Critique. A grade of 85% is required on the Continued Competency in order for the student to meet the requirements for mastery of the Continued Competency. The Continued Competency should be completed by the supervising technologist and logged in the Trajecsys system.

In the event a Continued Competency is failed, two more assists will have to be performed by the student and another Competency Evaluation performed in order to regain his/her mastery status of that particular exam.

Elective rotations cannot begin until all Continued Competency requirements have been met.

Please note that it is permissible for any program faculty member, clinical instructor, or technologist to pull student competencies if they are unable to prove mastery of the exam after having been graded on an Assist, Competency, Student Logsheet or Continued Competency.

**Performance Evaluations**
Performance Evaluations are used to assess the student’s values and attitudes toward clinical practice and patient care. The Performance Evaluation is based upon specific levels of professional competency and provides an opportunity for guidance and assistance when student improvement is deemed necessary.

Performance Evaluations are to be completed by a radiographer on the Approved Clinical Faculty list. The radiographer will evaluate and grade the student using the Trajecsys system. Once completed, the student should review the evaluation, make any necessary comments, and approve the Performance Evaluation. This is accomplished by attaching a post-submission comment. The student will log into the
Trajecsys system using his/her user name and password. Select Reports/Other Evaluations from the left-hand column on the screen. Next, the student will select the evaluation template and click Show Report. At the bottom of the report, the student will click the plus sign (+) next to Add Comment. Next, the student will select the Student signature item at the bottom of the dropdown and type his/her signature in the text box. Lastly, the student will click Add to complete. The Clinical Coordinator reviews all evaluations.

Any Performance Evaluation graded lower than 70% will require that the student be counseled. The accrual of two or more poor Performance Evaluations by two or more separate clinical sites will result in a Level II Infraction and a Disciplinary Violation will be issued to the student.

Any grade that is questioned by the student should first be discussed with the evaluator. All clinical personnel and students are encouraged to complete the Performance Evaluations together to clarify any areas of concern. This instrument is used to identify weak and strong areas. In addition, the Performance Evaluations are used to improve the students’ function as a radiographer. Any questions not resolved should be directed to the Clinical Coordinator.

A Performance Evaluation is to be filled out a minimum of 2 times per clinical site rotation. They should be completed by the registered technologist that worked with the student most consistently. Both Performance Evaluations should not be completed by the same technologist. This means that the student should work with a number of technologists throughout the rotation.

**Clinical Coordinator Performance Evaluations**

Throughout the clinical rotation, students will be assessed and evaluated by program faculty. This will be documented on the Clinical Coordinator Performance Evaluations. These evaluations will enable the program faculty to assess strengths and weaknesses for each student.

Evaluation is based upon specific levels of professional competency and provides an opportunity for guidance and assistance when student improvement is deemed necessary.

Any Performance Evaluation graded lower than 75% will require that the student be counseled. The accrual of two or more poor Performance Evaluations by two or more separate clinical sites and/or Clinical Coordinator Evaluations will result in a Level II Infraction and a Disciplinary Violation will be issued to the student.

**Case Study**

A Case Study will be completed by the student during the semester and turned into the Clinical Coordinator. During this case study, the student will select an interesting exam they have performed and/or participated in and follow the progress of the patient from start to finish. This paper should detail the imaging modalities used, pathology, progress notes, patient history, and any associated reports. The Case Study will comprise a total of 5% of their overall clinical course grade.

Students are responsible for turning in all clinical documentation on the assigned date at the end of the semester. It is the responsibility of the student to ensure that all clinical assignments and/or documentation are accurate and complete. Incomplete assignments or documentation from the clinical site will not be accepted.
Repeat Log
As the student progresses, repeat exams are an inevitable part of the learning process. All repeat exams are to be performed under the direct supervision of a registered radiographer. Additionally, the repeated exam must be logged in the Trajecsys system. The student should log it under the comments section of the Student Logsheet. The entry must be typed in all caps. The entry must be completed immediately following the repeated exam. No student is perfect, so repeats are an expected part of the educational process.

Student Logsheets
Student Logsheets are required to be completed daily in the Trajecsys system and approved by clinical faculty. These logs will be reviewed regularly by program faculty. This log should include all exams for which the student has observed, assisted in and/or performed under either direct or indirect supervision. All images should include the student’s lead markers.

Terminal Competency Forms
Terminal Competencies may begin no sooner than the fourth semester of the program, provided all Competency and Continued Competency requirements have been met. Five procedures will be selected by the student from the following categories: Chest/Abdomen, Spines, Extremities, Contrast Procedures, and Cranium. A Competency score of 90% must be achieved on each of the procedures for the requirements to be considered met. Terminal Competency Evaluations will be evaluated by Program Faculty and approved Clinical Faculty only. Students must successfully challenge the Terminal Competency Evaluation prior to graduation from the program.

FILM CRITIQUE EVALUATION
For any Film Critique Evaluation, Program Faculty have the option to require the student to present that information in either of the following formats:
1. Orally, in one-on-one scenarios with the evaluator.
2. Orally, as a presentation to the evaluator and other student radiographers at the clinical site or in the classroom.

Rationale for film critique
Film critique evaluations are to provide the opportunity for review and reinforcement of theoretical concepts with evaluation of the same.

Objectives of the film critique
1. To provide the opportunity for the student/instructor to correlate didactic and clinical education.
2. To review radiographic procedures with specific emphasis on:
   1. principles of radiographic exposure
   2. radiographic procedures/routines at each hospital
   3. radiographic image evaluation
   4. methods of patient care in the respective rotation
   5. equipment manipulation in the respective rotation
   6. human structure and function
   7. pathology
3. To provide information for use on educational decisions, revisions of curriculum or class content and student remediation.
4. To conform to the quality assurance guidelines of the JRCERT on education in Radiologic Technology.
Requirements
1. Film critique evaluation requires evaluation by program faculty and/or Clinical Instructors designated by the program faculty.
2. The Film Critique Fact Sheet must be completed prior to evaluation. Fact sheets are to be turned in at the end of the evaluation.
3. Organized radiographs must be used for image evaluation. Ideally, these images have been performed by the student.
4. Each student’s own initialed markers must be on radiographs being used for film critique evaluation.

Grading
1. Grades on film critique evaluation must be at least 85% to be successful.
2. If the student fails the film critique evaluation, the corresponding competency will also be failed. The student must return to the lab and complete remediation.

Film Critique Evaluation Guidelines
1. Name of exam
2. Clinical site/room
3. Patient current and previous history—previous conditions that might affect final radiographs.
5. Describe anatomy—bony structures, topographic anatomy (landmarks), normal variances, physiological functions of part examined, and any pathology demonstrated.
6. Technical factors
7. Density, Contrast, Visibility of detail

NOTE: It is recommended that the above information be prepared before the critique session and may be used during the evaluation process.

CLINICAL NOTEBOOK
All students are required to maintain a Clinical Notebook. The Clinical Notebook will contain a current copy of the Academic and Clinical Manual, dosimeter(s), markers, Student ID badge, and current Student Health Policy/records. Students who report to clinic without their Clinical Notebook will be dismissed for the day and the time will be made up, at the Faculty’s discretion, in accordance to the Clinical Make-Up Policy. Please note that any clinical time missed will count against the allowable 10% for the course. All student notebooks are subject to inspection by the program faculty and must be kept neat and organized at all times.

CLINICAL ATTENDANCE POLICY
A good attendance record for the clinical portion of the program is important for several reasons. First, clinical rotations provide the experience and practice necessary to develop clinical and problem-solving skills. Second, potential employers are most concerned about the attendance records of applicants. It follows then that the clinical facilities view each clinical rotation as an opportunity to “audition” future employees.
When you become an employee of an Imaging Department, you are expected to be at work on time each day. A well-staffed department needs you to function properly for the best healthcare of the patients. Students are expected to be present and on time for all clinical assignments.

**Official Records of Attendance**

**Trajecsys:**

- Clinical attendance is recorded in the Trajecsys system by the student and reviewed by the program faculty.
- The student shall clock in/out using the Trajecsys system daily and have their time approved by the Clinical Instructor before leaving the clinical site for the day.
- Any time not recorded within the Trajecsys system will have to be made up by student, at the Faculty’s discretion, in accordance to the Clinical Make-Up Policy.
  - Attendance without a record does not exist. Students will not receive credit for clinical hours that are not recorded within Trajecsys. For instance, if you forget to clock in as you arrive to clinic, any clinical time worked is void and you will have to make up an entire day of clinic in accordance to the Clinical Make-Up Policy.
  - Additionally, improperly logged time will result in the forfeiture of any clinical time logged for that particular day.

(Note: Any extra time spent in a clinical site may not be banked for time off later.)

**Clinical Absence**

Any absences from clinical sites will affect the student’s clinical education. All absences must be made up at the clinical facility where the time was missed. No student should ask to be assigned for make-up clinical time at any facility other than the one where the clinical time was missed.

According to the *STC Online Catalog and Student Handbook*, the student must be dropped for absences greater than 10%. Any missed time exceeding this 10% will result in the student being dropped from the course; regardless of having made up any missed time. Any absences greater than 10% will also result in a WF for the course in progress.

**The student MUST personally notify the Clinical Coordinator and the Clinical Instructor of assigned clinical site prior to the time they are scheduled to report if they are going to be absent or tardy. Failure to do so will result in a Level II Infraction (No Call-No Show).**

Please note that the inappropriate use of clinical time (i.e., extended breaks, extended lunch hours and not being in assigned areas, etc.) also counts as an absence.

**Southeastern Technical College does not have an Attendance Appeal Policy.**

**Tardiness**

Students are expected to report for their clinical and class assignments on time. Tardiness will not be tolerated. The student MUST personally notify the Clinical Coordinator and the Clinical Instructor of the assigned clinical site at least 30 minutes prior to the time that he/she is scheduled to report if he/she is going to be tardy. Any time missed will be made up at the discretion of the Clinical Coordinator. Excessive tardiness will result in a Level II Violation and subject the student to disciplinary action.
Under NO circumstances will a student be allowed to clock in another student. This activity constitutes fraud and BOTH students will be disciplined, with possible suspension or dismissal from the program.

Early Departures
In the event a student leaves before the required time for that day, the Clinical Coordinator is to be notified of this early departure; along with the Clinical Instructor before leaving the clinical site. Any early departure from the clinical site must be approved by the Clinical Coordinator 48 hours prior unless there is an emergency situation. Any time missed will be made up at the Faculty’s discretion; in accordance with the Clinical Make-Up Policy.

Bereavement Leave
Students who experience a death in their immediate family will be given up to 3 days off (without penalty) from their clinical assignments. Additional time due to individual circumstances may be granted upon the discretion of the Clinical Coordinator and/or Program Director.

Immediate family is defined as: grandparents, parents, stepparents, siblings (adopted, biological, or step), spouse, child or other individuals residing with the student. It is the responsibility of the student to notify the Clinical Coordinator and/or Program Director of a family death as soon as possible.

Jury Duty and Court Appearances
Leave for jury duty or subpoenaed court appearances will be provided upon presentation of the subpoena to the Program Director. Exemption of jury duty may be an option.

Clinical Make-Up Policy
Clinical make-up time will be scheduled during the semester break. Please do not ask to make up any missed clinical time during the semester as there are not adequate days to accommodate this. A Clinical Make-Up Form will be completed by the Clinical Coordinator. The Clinical Coordinator will schedule the Make-Up Day for the student and gain approval from the clinical site. No incompletes will be given for missed clinical time.

Please note that in certain instances a student may be scheduled for make-up time during the semester in order to attain specific competencies that are not available at that clinical site during the semester break.

Students will be given the opportunity to make up clinical time missed, provided that this time does not exceed 10% of the total clinical time for that semester. Please note that any time missed exceeding 10% of the total clinical time for the semester will cause the student to be dismissed from the program. All time missed will be made up at the clinical site in which the absence occurred.

PROFESSIONAL CONDUCT

Professional Image Policy
The personal appearance and demeanor of Southeastern Technical College Radiologic Technology students reflect both the school and program standards. They are also indicative of the students’
interest and pride in their profession. The appropriate uniform, as described, should be worn while on clinical assignment.

Appearance is a vital element of being a professional. Patients often use the appearance of health care workers as a means to measure the quality of care they receive. It is important that the student’s appearance be flawless. To enhance and achieve our goals as professionals, we must gain the total confidence of our patients.

Students are required to present a professional appearance at all times. Students are not to wear school uniforms outside of the clinical environment or classroom. The school uniforms represent STC, as well as the students’ chosen profession of Radiologic Technology. Therefore, the student should present a professional image while in uniform at all times. It is required that each student practice good hygiene. All students are required to follow the clinical dress code. Any student with inappropriate dress will be dismissed from the clinical site. Any missed time will be made up at the faculty’s discretion; in accordance with the Clinical Make-Up Policy. If, at any time, the student’s appearance is not deemed appropriate; the student will be told to leave clinic for the day and counseled to correct this inadequacy. Continued breach of dress code during the program may result in disciplinary action, up to and including dismissal from the program.

Clinical Dress Code Policy

• Designated uniform top and bottom (color and styles designated by program faculty)
  a. Must be ordered through Meridy’s
  b. Must be clean and pressed; dirty or wrinkled uniforms are unacceptable
  c. White crewneck shirts must be worn beneath the uniform top but should not be visible below the hem of the top or beyond the sleeves (if short-sleeved)
  d. Uniforms should fit properly—neither too tight as to define the body nor too loose as to appear unkempt
  e. Pants legs are not to be rolled or stuffed in socks
• White lab coat bearing appropriate school patch may be worn
  a. Must be clean and pressed
  b. No sweatshirts, hoodies, or other jackets may be worn while in clinic
• Clean, all leather, white shoes
  a. Dirty, dingy, or torn shoes are not permitted
  b. No writing should be visible on the shoes
• The student’s name badge should be visible to the public and identified with STC
  a. If working with prisoners, please turn your name badge around or cover your name
• Students must wear white crew socks
  a. Tennis socks or ankle socks are not allowed.
  b. Skin should not be visible beneath the pants leg, even when seated
• No visible tattoos
  a. Tattoos should be covered in an acceptable manner
• Students MUST wear their dosimeters in the appropriate place for monitoring
  a. If the student forgets his/her dosimeter, he/she will be sent home and any missed clinical time will be made up, at the faculty’s discretion, in accordance to the Clinical Make-Up Policy.
• Students MUST have their initial markers with them at all times in the clinical site
a. Students reporting to clinic without markers will be sent home and counted absent for the day and any missed clinical time will be made up, at the faculty’s discretion, in accordance to the Clinical Make-Up Policy.
b. Lead markers should have been purchased prior to beginning any clinical education
c. Each marker should contain your first, middle, and last initials and should be colored as follows: right markers should be red and left markers should be blue
   i. Students are responsible for having these markers in order to properly identify any radiographic procedures they perform
   ii. It is strongly recommended that each student purchase and keep a second pair of markers in case one or both are lost
   iii. Students SHALL NOT use someone else’s markers, NOR should they allow another individual to use their markers
   • Students MUST have their Clinical Notebooks and health policy information while in clinic
      a. Failure to do so will result in the student being dismissed from clinic for the day and any missed clinical time will be made up, at the faculty’s discretion, in accordance to the Clinical Make-Up Policy.
   • Appropriate writing tools

Personal Hygiene
• Hair will be conservatively styled, well groomed and clean with natural appearing color
  a. Women and men’s hair should be styled so that it does not fall into the face
  b. Hair collar length or longer must be worn pulled back and up with a conservative hair accessory so that it does not fall below the shoulder
  c. Beards and moustaches must be neatly trimmed and clean
  d. Extreme hairstyles – such as Mohawks, unusual colors, and shaved designs are not permitted
  • No excessive make-up will be worn during clinical rotations
    a. A light aftershave or cologne may be worn
       i. Please refrain from using scented body creams or lotions while in the clinical setting. The aroma can be offensive to patients or healthcare workers
    b. Tattoos, “hickies,” or other inappropriate, artificially induced marks must be covered or otherwise undetectable
       i. If they cannot be covered, the student will not be allowed in the clinical area
    c. No visible body piercings allowed in the clinical setting; this includes tongue Piercings
       i. Matching small post earring in the earlobe is allowed for women
  • Fingernails must be clean and not excessively long
    a. Fingernails should not be visible when looking from the palm of the hand
    b. For patient safety, health care providers giving direct care cannot wear artificial nails or enhancements (gel, acrylic, silk wrap, tips) while in the class/lab or clinical area
    c. No polish is permitted
    d. Wedding bands and watches with a second hand may be worn
    e. Rings with stones, bracelets, necklaces, etc are prohibited in the clinical area
  • Good deodorant/antiperspirant must be worn daily, preferably unscented.
  • No chewing gum or candy while in the clinical area.
  • No use of tobacco products during clinical hours. It is advisable for students to refrain from smoking in their vehicle going to clinic or to and from lunch. The odor from smoking is
EXTREMELY offensive. Students that smell of smoke will be sent home from clinic and the missed time will count against the allowable 10% for the course.

Failure to adhere to the Southeastern Technical College Professional Image Policy will result in the student being sent home for the remainder of the shift. The student may also be subject to disciplinary action depending on the severity of the infraction or previous occurrences.

Behavior
Radiologic students demonstrating behavior considered unprofessional or non-conducive to proper patient care will not be allowed to carry out clinical assignments.

Violations of clinical behaviors will result in the student being dismissed from the clinical site for the day and possible disciplinary action, up to and including dismissal from the program.

Violations include but are not limited to the following:

• Students leaving assigned areas without permission
• Habitual failure to comply with the dress code
• Students leaving for break or lunch in the middle of an exam
• Immoral or unprofessional conduct
• Any breach of patient confidentiality or falsification or alteration of hospital/clinical records
• Not reporting to the clinical education site in an alert condition
• Conduct detrimental to patient care
• Use of or possession of drugs, unauthorized narcotics or alcohol while on clinical property; this includes diet pills, steroids, etc
• Sleeping during clinical hours
• Unauthorized possession of weapons on hospital property
• Altering clinical documentation
• Students may bring program textbooks/notebooks ONLY to the clinical area
• Students chewing gum in the clinical area
• Eating and drinking in restricted areas at each clinical affiliate
• Students using the telephone at the clinical affiliate for personal business
• Students using the internet during the clinical rotation
• Students parking in unauthorized parking lots or spaces at each clinical affiliate
• Smoking during clinical hours
  o Our clinical affiliates have instituted a Tobacco Free Policy and all students must adhere to this policy
• Students are required to know and adhere to all policy and procedures of clinical facilities
• Until a competency has been achieved, all clinical assignments must be done under direct supervision
• Students assigned to surgery or portables as well as those procedures involving serious trauma must have direct supervision
• Regardless of student’s level of competency, all radiographs requiring repeats must be done only with direct supervision
• Students supervising other students
• If at any time a student’s conduct becomes unprofessional, the Radiology Department Manager, supervisor, or Clinical Instructor may send the student home. The student may only return after approval of the Program Director and clinical site officials.

• Students discussing any of their personal lives in front of patients

• Students discussing fellow students while in the clinical area

• Students SHOULD NOT leave a patient unattended in a room

• Students loitering or visiting fellow students during clinical practice

• If a patient is assigned to you or your room, you are responsible for that patient until that patient has left the department or until you are given another patient for whom you are responsible.

• No cell phones, smart phones, tablets, personal pagers or etc. are permitted during the clinical rotation.

• Lunch/Breaks:
  a. The student is permitted one (1) fifteen-minute break during mid-morning or afternoon during clinical hours
  b. Students will receive one (1) 30-minute lunch break if clinical hours exceed five (5) hours
  c. The Clinical Instructor must assign breaks/lunch time
  d. Omission of breaks is not to be used to shorten clinical day

• Respect all equipment, supplies, and property as if you have paid for it

• Accept assignments equal to your abilities and skill level
  a. Physicians, alone, have the training and legal right to diagnose and treat human illnesses and injuries. Do not diagnose patients, as this is beyond the radiographer’s and student’s scope of practice and may lead to legal ramifications.
  b. Take direction and constructive criticism from Clinical Instructors and staff technologists

• Students are NOT to engage in any nonprofessional/personal relationships with patients, Clinical Instructors, staff technologists, hospital or clinic staff or personnel, or other students while in the Radiologic Technology program.

A great deal of effort, as well as considerable nurturing, has taken place in maintaining good relationships between STC faculty and clinical affiliates. Students and program faculty are invited guests of the clinical institutions. Clinical affiliates that approach program faculty regarding the students’ disregard for clinical policies will be subject to disciplinary action and may be dismissed from the program.

Behaviors which denote professionalism include but are not limited to:

• Aggressively supporting the policies and procedures established for the good of patient care and the educational process

• Addressing concerns directly, constructively and in a timely fashion

• Seeking, accommodating and acting upon constructive criticism in order to improve personal skills

• Attentiveness and participation during academic and clinical courses

• Respectful interactions with the public and all members of the healthcare team

• Steadfast and punctual attendance at scheduled classes and clinical assignments

• Tailoring content and volume of conversations based on those within earshot

• Demonstrating and practicing knowledge of safety procedures
• Maintaining a professional appearance as outlined in the uniform and classroom dress code
• Seeking to provide community service during and after the Radiologic Technology Program
• Promoting the profession through memberships in national and state societies

NON-FRATERNIZATION POLICY
The Radiologic Technology Program is committed to maintaining an environment in which its faculty, students, clinical faculty/technologists are safe, can be trusted and count on others to be trustworthy. Also, the program should receive and extend to others respect as human persons. Therefore, mutual respect among faculty, students, clinical faculty/technologists and patients is an essential part of the educational process and the greatest care must be taken that it not in any way be eroded.

Because of the commitment to maintaining an environment that supports our educational goals the Radiologic Technology program prohibits romantic, sexual, and exploitative relationships between faculty, clinical faculty/technologists, or patients with students of the program. In the event that any such relationship is reported and confirmed the student may be penalized and result in disciplinary action for non-compliance.

ELECTRONIC DEVICE POLICY
Students may not use personal electronic devices (cellular phones, PDAs, Smart Phones, Blackberry devices, pagers, text or message devices, personal laptop computers, electronic notepads, digital music devices, iPADS etc.) during clinical hours unless expressly given permission by Program Faculty. This means that no pictures may be taken, no information or images may be uploaded to social media sites (Facebook, Twitter, Instagram, etc.). Any devices must be set to silent during the clinical rotation. If a student is found to be violating this policy, they will be subject to disciplinary action, up to and including dismissal from the program.

All correspondence with Program Faculty during clinical hours must be done through the Trajecsys email system or by calling the faculty using the clinical site’s telephone.

CLINICAL SUPERVISION POLICY
Students may not perform examinations on patients unless supervised. Students, who have not mastered a particular examination, as demonstrated by a successful competency evaluation, must have direct supervision by qualified radiographers.

A qualified radiographer is defined as: A radiographer possessing American Registry of Radiologic Technologists certification and active registration in the pertinent discipline with practice responsibilities in areas such as patient care, quality assurance or administration. Such practice responsibilities take place primarily in clinical education settings.

Direct and Indirect Supervision
In accordance with the Joint Review Commission on Education in Radiologic Technology Standards for an Accredited Program in Radiologic Sciences, the policies for direct and indirect supervision and their relation to film repeats is as follows:

Direct Supervision: The JRCERT defines direct supervision as student supervision by a qualified radiographer who:
• reviews the procedure in relation to the student’s achievement,
• evaluates the condition of the patient in relation to the student’s knowledge,
• is physically present during the conduct of the procedure, and
• reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved. Direct supervision is utilized whenever (a) the student has not yet successfully passed competency testing on that particular exam; (b) the student is repeating the radiograph.

**Indirect Supervision:** The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. “Immediately available” is interpreted as the physical 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 on patients.

**Repeat Radiograph Policy**
In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated ONLY in the presence of a qualified radiographer, regardless of the student’s level of competency.

Any radiographic procedure attempted by the student radiographer that requires an additional exposure to correct a deficiency must be recorded on the Student Logsheet under the comments section. All radiographs performed will be checked and evaluated by a Registered Radiographer. The Registered Radiographer will evaluate the student’s finished radiographs as satisfactory or unsatisfactory. The Registered Radiographer will discuss the reason causing the unsatisfactory radiograph and the corrective measures – which will be taken to obtain good film quality. The repeat radiograph must be done under direct supervision of a Registered Radiographer to assure the corrective measures are performed accurately.

The Clinical Coordinator will periodically review this form with the student during the semester. During the review, the student and Clinical Coordinator will discuss methods of improvement to prevent the same type(s) of occurrence in the future. Students failing to complete this form will be counseled accordingly. A deduction in the student’s grade will be assessed each time this occurs.

**Due to patient safety, students should not confirm or send images to the Picture Archiving and Communication System (PACS) unless supervised by a registered radiographer.**

**STUDENT RADIATION SAFETY**
The student, as a radiation worker, will apply proper radiation practices and policies that are consistent with the clinical policies and the scope of practice in radiography.

- Students will be behind the lead-lined control area when exposures are performed
- **Students WILL NOT hold patients during exposures**
- All doors must be closed in each radiographic room for all examinations
- When assisting with fluoroscopic procedures, the student must wear a lead apron and thyroid shield and should remain at least two feet away from the table during fluoroscopy
  - Other radiation protection devices, such as leaded gloves and glasses and portable lead shields are available and should be utilized whenever applicable
- Students must wear dosimeters at all times when in clinic
When performing portable radiography, the student must stand at least six feet from the x-ray source and wear a lead apron when the exposure is being made
  - If the student is not making the exposure, he/she must leave the room.
• No student will perform a radiographic exam that has not been ordered by a physician
• Prior to the patient being radiographed, the student (under the supervision of a Clinical Instructor or Registered Radiographer) should follow the steps for informed consent
• Students must verify the identity of the patient using at least 2 forms of identification prior to performing the exam
• Students must explain the procedure to the patient prior to performing the exam
• Students must obtain and document patient history
• Students MUST check for patient pregnancy and last menstrual period
• Students must shield patients as appropriate and necessary

DISCIPLINARY ACTION FOR NON-COMPLIANCE
A violation of the policies and procedures of Southeastern Technical College, the Radiologic Technology program, and/or any violation of the policies and regulations of the clinical site in which the student is assigned will warrant disciplinary action.

The type of action taken will depend upon the severity of the infraction, as well as the frequency of occurrence. The steps in disciplinary process will be at the discretion of the Clinical Coordinator and Program Director.

If a policy or procedure is violated, the Clinical Coordinator and/or Program Director will complete a written Verbal Warning or General Counseling Form as soon as any incident of misconduct is known. The Program Director is to be notified within 72 hours/3 business days of the infraction.

A student may be placed on clinical probation or dismissal for reasons, which include, but are not limited to: falsification of clinical records, unprofessional conduct, performing procedures without appropriate supervision, and/or repeating radiographic procedures without appropriate supervision.

Level I Infractions
1. Possession of or under the influence of illegal drugs or alcohol while at the clinical site.
2. Theft, abuse, misuse, or destruction of the property or equipment of any patient, visitor, student, hospital employee, or hospital.
3. Disclosing confidential information about any patient (HIPAA violations).
   • Including posting images, video, or information to social media sites such as Facebook, Twitter, Instagram, Snapchat, etc.
4. Immoral, indecent, illegal, or unethical conduct on hospital premises.
5. Possession of weapons, or wielding or threatening to use any type of weapon on hospital or College property.
6. Engaging in disorderly conduct that could ultimately threaten the physical well being of any patient, visitor, student, and hospital or College personnel.
7. Improperly recording clinical time on one’s own or another’s time sheet.
8. Assault on any patient, visitor, student, and hospital or College personnel.
9. Misuse or falsification of patient, student, and hospital or College records.
10. Removal of patient, student, and hospital or College records without authorization.
11. Practicing beyond the scope of clinical objectives.
12. Failure to follow program policies regarding direct, indirect, and repeat radiograph supervision while performing radiographic exams.
13. Failure to notify Program Faculty when there is not a registered radiographer at the clinical site.
14. Accusations of sexual harassment or sexual misconduct (pending appeal).
15. Having a clinical site ban or bar you from their facility.
16. Failure to abide by the Non-Fraternization Policy.
17. Insubordination and/or refusal to obey orders.
18. Threatening, intimidating, and coercing other students, patient, visitors, or hospital personnel.

Students who violate any of the identified infractions under Level I will receive a failing grade and be immediately dismissed from the program.

Level II Infractions
1. Leaving the clinical area without proper authorization.
2. Sleeping during scheduled clinical hours.
3. Failure to notify the Clinical Coordinator and/or Clinical Instructor when you are going to be tardy or absent from clinic. (No Call-No Show)
4. Failure to be ready for clinical assignment at the starting time or reporting to clinical at the incorrect time.
5. Reporting to the wrong clinical site.
6. Failure to perform responsibilities or to exercise reasonable care in the performance of responsibilities (failure to shield appropriately, patient accidents, poor patient care, etc).
7. Unauthorized use of equipment.
8. Unauthorized soliciting, vending, or distribution of written or printed matter.
9. Inconsiderate treatment of patients, visitors, students, and hospital or College personnel
   • This may include, but is not limited to: cursing, foul language, inappropriate gesture, failure to act in a professional manner.
10. Individual acceptance of gratuities from patients.
11. Violation of the Professional Conduct Policy
   • This includes the Professional Image Policy, Clinical Dress Code Policy, Personal Hygiene Policy, and/or Clinical Behavior Policy.
12. Misuse of College or hospital property.
13. Failure to abide by the Clinical Attendance Policy and/or Clinical Make-Up Policy.
14. Excessive tardies or absences in clinical courses.
   • Please note that this includes once a student approaches 10% of their allowable absences for a clinical course.
15. Academic dishonesty and/or acting in a unprofessional manner.
16. Pattern of poor clinical performance, as documented on the Performance Evaluation, by two or more clinical sites and/or Clinical Coordinator Evaluations.
17. Accruing more than two failing Competencies or Continued Competencies in any combination.
18. Failure to abide by the Electronic Device Policy/Cell phone policy.

Please note that the course of action will depend upon the severity of the infraction, as well as the frequency of occurrence. Some conduct and behavior may necessitate a formal written violation (General Counseling) before a Verbal Warning or immediate dismissal of the student from the academic or clinical area.
For students who violate the identified infractions under Level II, the following course of action will take place:

**First Violation**
The Clinical Coordinator and/or Program Director will provide the student with either a written Verbal Warning or General Counseling Form containing a description of the violation and level of infraction. This will be considered the First Violation. A specific written remediation plan will be developed, and signed by both the student and faculty member. This remediation plan will address the unsafe, unethical, and/or unprofessional conduct and performance in order to prevent repetition. In the event of unsatisfactory skills performance, a laboratory skills referral will be made. Either student or faculty may initiate the skills lab referral. **Students will receive a 10-point grade deduction in the final course grade.** The Radiologic Program Director will receive a copy of the written evaluation and General Counseling Statement/Verbal Warning.

**Second Violation**
When a student fails to completely comply with the specifications of the remediation plan, if the identified conduct and/or performance continues, or another infraction is violated, the student will be dismissed from the academic or clinical areas and the situation. A conference will be held with the Program Director, Clinical Coordinator, and student to determine a course of action. A General Counseling Form will be filled out and this will be considered the student’s Second Violation. If student continuation in the program is appropriate, an additional written contract will be developed to continue to monitor and correct unsafe, unethical, and/or unprofessional conduct and performance. Continuation in the program is contingent upon the student adhering to the specific directives. **Students will receive a 20-point grade deduction in the final course grade.**

**Third Violation**
Students failing to comply with the program policies, procedures, and discipline plans shall be dismissed from the program and shall receive an unsatisfactory clinical evaluation and a failing grade for the course. Students dismissed from the program for unsafe, unethical, and/or unprofessional conduct or performance may initiate the grievance according to college policy as outlined in the STC Online Catalog and Handbook.

Please note that students attaining three Level II Infractions will be dismissed from the program. **It should be understood that sufficient and proper documentation will be maintained for all violations.**

**Due Process**
It is the policy of Southeastern Technical College’s Radiologic Technology program to provide students with a formal process by which they can voice their dissatisfactions when they feel they have not been treated fairly and methods to resolve the differences have not been met to their satisfaction.

In the event a student has a perceived problem with a Clinical Instructor, technologist, or fellow student at a clinical site, the student is to inform the Program Director/Clinical Coordinator of the issue. The Program Director/Clinical Coordinator will investigate the problem to obtain evidence related to the issue. If any evidence related to the issue or complaint are discovered, the Program Director/Clinical Coordinator will meet with the Clinical Instructor to discuss the issue and develop a plan of action and/or disciplinary action. In the event a problem is not identified, the complaint and outcome of the clinical visit will be documented and follow-up visits will be made to the clinical site.
Appeal Process
If a student is dissatisfied with a decision provided by the program faculty, the student may submit a written appeal of the decision to the Dean of Health Sciences. This must be done within three (3) business days. The Dean of Health Sciences will review the documentation and respond to the student, in writing, within five (5) business days.

If the student is not satisfied with the decision of the Dean of Health Sciences, they may appeal directly to the Vice President of Academic Affairs. The student’s appeal must be written, signed, and dated. The Vice President of Academic Affairs will review the documentation and render a final decision to the student within five (5) business days.

PROGRAM OBJECTIVES

Upon completion of the competencies required the graduate in Radiologic Technology will be able to:

1. Provide basic patient care and comfort and anticipate patient needs.
   - (RADT 1010, 1030, 1320, 1330, 2340, 2350, 2360)
2. Provide appropriate patient education.
   - (RADT 1010, 1030, 1320, 1330, 2340, 2350, 2360)
3. Practice radiation protection.
   - (RADT 1010, 1200, 1320, 1330, 2340, 2350, 2360)
4. Understand basic x-ray production and interaction.
   - (RADT 1010, 1070, 1160, 1200, 1320, 1330, 2340, 2350, 2360)
5. Operate medical imaging equipment and accessory devices.
   - (RADT 1010, 1030, 1060, 1160, 1320, 1330, 2090, 2109, 2340, 2350, 2360)
6. Position the patient and medical imaging system to perform examinations.
   - (RADT 1030, 1060, 2090, 1320, 1330, 2340, 2350, 2360)
7. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
   - (RADT 1010, 1070, 2090, 1160, 1320, 1330, 2340, 2350, 2360)
8. Demonstrate knowledge of human structure, function and pathology.
   - (BIOL 2113, BIOL 2114, RADT 1030, 1060, 2090, 2109, 1320, 1330, 2340, 2350, 2360)
9. Demonstrate knowledge and skills relating to quality assurance activities.
   - (RADT 1070, 1160, 1320, 1330, 2340, 2350, 2360)
10. Evaluate the performance of medical imaging systems.
    - (RADT 1070, 1160, 1320, 1330, 2340, 2350, 2360)
11. Evaluate medical images for technical quality.
    - (RADT 1070, 1160, 1070, 1320, 1330, 2340, 2350, 2360)
12. Demonstrate knowledge and skills relating to medical imaging processing.
    - (RADT 1070, 1160, 1070, 1320, 1330, 2340, 2350, 2360)
13. Understand the safe limits of equipment operation.
    - (RADT 1010, 1070, 1160, 1200, 1320, 1330, 2340, 2350, 2360)
14. Recognize equipment malfunctions and report them to the proper authority.
    - (RADT 1070, 1160, 1320, 1330, 2340, 2350, 2360)
15. Demonstrate knowledge and skills relating to verbal, nonverbal and written medical communication in patient care intervention and professional relationships.
    - (ALHS 1040, RADT 1010, 1030, 1060, 1320, 1330, 2340, 2350, 2360)
16. Support the professions code of ethics and comply with the profession’s scope of practice.
Competently perform a full range of radiologic procedures on children and adults in the following categories: Head/Neck, Abdominal, Gastrointestinal/Genitourinary, Musculoskeletal, Chest, Breast, Trauma, Bedside, and Surgical.

PERFORMANCE OBJECTIVES FOR CLINICAL
During the clinical rotations, students are required to achieve a variety of objectives. This section explains the general and attitudinal objectives that relate to all clinical rotations and explains specific objectives for the different areas of the clinical rotations. Students will also find specific objectives for each clinical course in the clinical syllabus. The specialty rotations are Computed Tomography, Ultrasound, MRI, Nuclear Medicine and Mammography. Other specialty rotations will include, but are not limited to, Trauma Radiography, Cardiac Catheterization, and Interventional Radiography will be offered to the student in the final semester of the program.

General Objectives

1. Acquire expertise and proficiency in a wide variety of diagnostic radiographic procedures by applying classroom theory to the actual practice of technical skills through the specified levels of competency.
2. Develop and practice professional work habits and appropriate interpersonal relationships with patients and other members of the health care team.
3. Acquire a broad knowledge of anatomy, physiology, and medical terminology.
4. Learn the principles and proper operation of many types of radiographic equipment and accessories.
5. Learn the correct method of machine-made radiation.
6. Learn general patient care and sterile techniques pertinent to radiology.
7. Acquire a basic background in computer operations, office procedures and departmental administration.
8. Become proficient in digital imaging technologies, including PACS.
9. Familiarize themselves with the location of the crash cart, notification protocols, and phone numbers for emergencies.
10. Practice Universal Precautions and maintain a clean and stocked radiographic room.
11. Comply with confidentiality regulations (HIPPA).
12. Comply with the standards of supervision for student radiographers.
13. Use proper accessories and techniques to practice radiation protection for the patient and him/herself during all procedures.
14. Utilize film critique to improve and gain knowledge of imaging techniques and anatomical structures.
15. Properly evaluate the patient, requisition, identify the patient, and demonstrate proper patient care in preparing the patient for his/her procedure.
16. Properly label patient identification on images.
**Attitudinal Objectives**
These objectives reflect the desired clinical behavior patterns, attitudes, beliefs, values and tendencies to act in a prescribed manner. They are relative to any and all clinical rotations.

1. The student will conduct him/herself in a professional manner at all times.
2. The student will be properly groomed; adhering strictly to the dress code outlined in the Student Clinical Notebook.
3. The student will practice effective communication skills in his/her relations with patients, and hospital personnel.
4. The student will act and respond to patients and staff in a responsible and respectful manner.
5. The student’s attitude will be one of concern, cooperation, and interest in his/her relationship with the patient and the staff with which they are working.
6. The student will organize his/her work so that the exam is expedited efficiently, with maximum patient care and minimum patient discomfort.
7. The student will be punctual and will notify the appropriate personnel when there is a possibility of being late or absent to clinic, as outlined in the Clinical Attendance Policy.
8. The student will anticipate emergency situations that may arise in the radiology department and be able to cope in a professional and responsible manner.

**Routine Radiography Objectives**

1. Students will be able to properly evaluate the requisition, identify the patient, and demonstrate proper patient care in preparing the patient for his/her exam. The student will also obtain pertinent patient history.
2. Students will demonstrate accurate positioning skills and equipment manipulation for routine radiographic studies.
3. Students will be able to describe fleshy and bony landmarks, which aid in centering for a designated structure. Students will also be able to mark films correctly.
4. Students will be able to name and locate anatomical structures on radiographs and identify pathology.
5. Students will demonstrate the ability to select proper exposure factors, screens and SID for routine radiographic studies.
6. Students will use proper accessories and techniques to demonstrate radiation protection to the patient and him/herself.
7. Students will use proper film/image identification techniques.
8. Students will learn to function in the environment of the emergency department.

**Fluoroscopy Objectives**

1. Students will demonstrate knowledge of the appropriate contrast media utilized for each fluoroscopic study and its preparation.
2. Students will demonstrate the ability to assist the radiologist during the exam and in administering contrast media.
3. Students will assist the patient in moving and positioning during the exam.
4. Students will demonstrate accurate positioning skills for fluoroscopic studies.
5. Students will be able to identify, locate, and describe each organ of the gastrointestinal system.
6. Students will demonstrate the ability to manipulate the equipment and select proper technique for fluoroscopic studies.
7. Students will demonstrate knowledge of the proper sequencing for fluoroscopy exams.
8. Students will demonstrate the selection, preparation and use of accessory items (such as, grids, BE bags, enema tips, etc.) when appropriate for fluoroscopy exams.
9. Students will demonstrate proper fluoroscopy technique for the terminal ileum, gallbladder, and bladder.

Genitourinary Objectives
1. Students will demonstrate the ability to select the appropriate contrast media and dosage for IVU and VCUG examinations.
2. Students will demonstrate proper sterile technique for drawing up and administering contrast media and emergency drugs.
3. Students will demonstrate accurate positioning skills and equipment manipulation for IVU and VCUG examinations.
4. Students will be able to describe the fleshy and bony landmarks that aid in centering for a designated structure.
5. Students will be able to identify and locate the organs of the urinary system.
6. Students will demonstrate the ability to select proper exposure factors for all genitourinary studies.
7. Students will use proper procedure/anatomical film identification techniques and sequential markers for exams.

Orthopedic Objectives
1. Students will demonstrate accurate positioning skills and equipment manipulation for a variety of bedside and surgical exams.
2. Students will demonstrate the ability to select the proper techniques for various bedside exams.
3. Students will follow departmental procedures for processing the clerical work associated with bedside exams.
4. Students will be responsible and sensitive to the nursing personnel in the various units (i.e., CCU, ICU) and surgery departments.
5. Students will use the proper accessories and techniques to demonstrate radiation protection to the patient, him/herself, and hospital personnel.
6. Students will use proper anatomical identification, portable, and sequential markers.

Surgery/C-Arm/Mobile Objectives
1. Students will follow the operating room (O.R.) requirements for dress, equipment maintenance, and will properly demonstrate surgical asepsis technique.
2. Students will demonstrate positioning skills and equipment manipulation for:
   • Chest and Abdomen Procedures
• Hip Pinning
• Retrograde Cystography
• C-Arm Procedures
• Mobile Routine Procedures

3. Students will demonstrate the ability to select exposure factors for all surgical procedures and mobile radiography.
4. Students will be able to properly use imaging technologies, such as PACS.

**Elective Rotations**
Due to a variety of imaging modalities within the imaging sciences profession; and to foster an interest in lifelong learning for the student, elective rotations will be offered. These elective rotations will be offered during the last semester of the program after all the competency requirements have been met. All Continued Competencies must be completed before the student will be allowed to perform an elective rotation.

The elective rotations offered are as follows:
**Computed Tomography**

**Mammography**

• **NOTE:** Both male and female students will be afforded equal clinical opportunity when performing mammography elective rotations. This will be delineated by and specific to each clinical affiliate.

**Ultrasound**

**Nuclear Medicine**

**Magnetic Resonance Imaging**

**Cardiac Catheterization**
APPENDIX A: TRAJECSYS MANUAL

Student Registration:

1) Provide basic program and contact information
Registration is available by clicking the "Registration" link at the top right of the home page of Trajecsys (http://www.trajecsys.com), or by going to the "Log In" screen and clicking 'Registration.'

After selecting your program and providing your name, select whether you will be a student and you will be asked to choose a “payment arrangement”.

2) Choose a valid username and a password
You may choose any available username for yourself as long as it doesn't contain any strange characters such as spaces or commas; both upper and lowercase letters are accepted. Your password must be acceptable as determined by the password strength meter. We recommend you submit a password of the highest strength. We strongly suggest that you do NOT use any portion of your username as part of your password.

When you have completed all required fields (those with red asterisks), click the "Continue" button. If you've left anything out, you will be notified when you click the Continue button.

3) Receiving Contact Information
You'll be asked next to provide an email address following successful completion of registration information on the first page.

Enter your preferred email address (student email address), click "Send now" and then go to your inbox and look for an email with subject "Trajecsys Report System Confirmation" from Trajecsys. If you don't find the email there, wait a while or check your junk or spam boxes. It is also possible that your host rejected the email as spam before it ever reached your inbox. Emails are also rejected if you have exceeded your email size limit.

If you do not receive an email from Trajecsys within 24 hours, you must establish another email account.
with which to receive Trajecsys mail. In almost all cases, using the account which was established for you at your educational institution will provide a suitable address, and if you still cannot receive our mail, we can work with that institution to unblock our emails.

To reset your email account to a different address, enter another address and click "Send now" or select "Reset Email" from the previous registration page. See the Email FAQ for a detailed discussion of possible problems and solutions related to non-receipt of the TRS confirmation email.

4) Confirming Email Receipt
The final step in the registration process is to confirm that you received a Trajecsys email. Respond from within the Trajecsys Report System Confirmation email by clicking the hyperlink embedded in the email, which will take you to this page. To complete your registration, click "Send now". You will now be listed as having a confirmed email address and are eligible for your account to be activated by your administrator. Please note that you will not have full access to the system until your administrator approves your registration.

You will receive an automated email from us as soon as your administrator approves your registration. Once you have received the email, you may log in. Note that you won't be able to do much until your administrator approves your registration.

**Trajecsys Terms:**

**Student Skill Summary Report**
This report packs a lot of information in a little space! Let's discuss what each of the columns means.

**Skill** - usually this means the procedure which you reported on the daily logsheet. Labels to the left of the dash are the "Major Study Areas".

**M** - whether the procedure is mandatory for graduation.

**Number/Level of Participation** - how many times you performed the procedure, at what participation level.

**Participation Total** - the first unbolded number is the sum of the number of times you performed the procedure at all levels. The black bolded number is your participation level average.

**Comps** - the competency evaluation date(s). Clicking the date will take you directly to your scored examination. A red plus indicates that this competency was validated by faculty, which means will vary by program. A red asterisk (not displayed) indicates that this evaluation may have been disapproved.

**Average** - (No figures are displayed above). Your average score for this competency.

**Repeats** - the total number of times a procedure was repeated on patients. Not usually relevant for programs other than radiography.
Student Eval Summary
Most system users will be able to view this report; however, students will be limited to seeing only their evaluations, and site-based employees will see only the evaluations which they completed on students who visited their site.

The report shows clinical sites represented by numbers at the top, and the scores assigned by each site at the bottom (not shown). On the right, the average score for each item across all clinical site student evaluations is shown. The actual text for the item is displayed on the right. See the legend below for additional explanation.

The legend, displayed below the summary, displays the names of the clinical sites, the person who completed the evaluation on the student, and the date the evaluation was done, as well as any comments made by the instructor for any of the items in the evaluation.

Student Overview:

Student Help
Welcome to the Trajecsys Report System! We believe that keeping your records online will significantly improve your clinical experience, allowing both you, your faculty and clinical instructors to have a better idea of what you are doing, when, and how well. Here's a video that we think might help you get a good overview of the system.

View Video Tutorial: http://www.screencast.com/t/jpdWy5Tms6

We recommend that you have a good understanding of how to clock in and out, what a time exception is and when to use one. Refer to the related pages at left to explore these topics.

Student Overview

The Trajecsys Report System (TRS) is designed to help both you and your supervisors follow your clinical progress. You will be able to record many of the things you do at clinical sites and your supervisors will be able to view them immediately, whereas with a paper-based system, it might take weeks for a faculty member to chart and know what you are doing.

Your supervisors at each clinical site may be able to review the procedures you report daily, as well as approve your arrival and departure times. They may also file assessments of your performance which you and your faculty will be able to view online. In addition, you will be able to provide feedback to both faculty and site-based instructors on your impressions of each site you visit.

You may also be able to complete evaluations of sites, faculty or courses; some forms, such as absence requests can also be created if your program has implemented these.

You will be able to see the same data that you provide to your supervisors in report format. In summary, the Trajecsys Report System will provide you, your faculty, and your clinical supervisors with the ability to quickly understand how you are doing, and to identify any areas in which you may need assistance.
As a student, most programs will ask you to keep certain records online. They are:

**DAILY:**

1) **Clock in and out.** Each day that you go to a clinical site, you are required to file a "Clock in" when you arrive, and a "Clock out" when you leave. You should know exactly when a "Time Exception" should be used also.

2) **File daily logsheets.** These are records of all the procedures in which you participated during the day. You may complete these at different times during the day if you are able and have access to a computer, or you may file them online when you get home.

**PERIODICALLY:**

3) **File evaluations.** You may be asked to complete evaluations on your supervisors, the faculty, the sites you visit, or other things. Evaluations are configurable by each program and the frequency and manner in which you will complete them will vary. All evaluations will usually be found under the menu item "Evaluations", although your program also has the ability to rename this hyperlink. After completion of an evaluation, your identity will always be available to faculty, but may be hidden to site-based employees, or they may not see your evaluations at all. This depends on the choices of your program's administrators.

You will also be able to view your own records in different ways, view records related to your performance which are created by faculty and your clinical supervisors, and view or print out comp eval items for any procedure which has exam items.

**Student Home Page**

Once you're logged in, you'll arrive at your home page. Messages from your clinical coordinator and faculty will be posted. Let's talk about each of the menu items. Some items may not be available to you, depending on how your program has been configured. Our system is extremely flexible, which means that the things you are able to see and do may be limited by your program's decisions. So... here's a list of possible pages you may see...

**Documents** - Your clinical coordinator may have posted guidelines, holiday or clinical schedules, or other information online in this area. You may download any document that is provided to you in this area.

**Clock in/out** - Whenever you visit a clinical site, you will clock in and out on a daily basis. Visit this page when you first arrive at clinic and again when you leave.

**Time Exceptions** - Time exceptions may be filed instead of clock ins/outs if for any reason you are unable to file a time record as soon as you arrive or depart a clinical site. Time exceptions should never be filed unless there is an extenuating circumstance, and a reason for filing one must always be provided. As for the Clock in/out menu item, please visit the appropriate user guide.

**Daily Logsheet** - Each day, during breaks or after you're done for the day - or you may also file from home - you will document the procedures you have done.

**Comments** - You may be able to add comments to evaluations which were submitted by a supervisor or faculty member.
**Evaluations** - Your program may ask you to periodically rate the sites you visit, keep a self journal, or complete other surveys. You may also get reminders if you forget to do them on time.

**Reports** - You have access to many of your own records, such as performance evaluations, logsheets, completed comp exams, your reported procedures and your time records.

**Comp Eval Items** - View or print out comp eval items for any procedure. These are not the evaluations that are completed for you - they are simply the items that you will be evaluated upon.

**Send Email** - You may send an email to any faculty member or clinical instructor without having to know their email address. Just select the appropriate name. Note that you can’t send email outside the system, or to other students. Also note that you will not have the ability to receive email in the system; responses will be sent to your usual email address.

**Clocking In and Out**
Each day when you arrive and depart a clinical site, most programs will ask you to find a computer at the clinical site and log in and access this page. If for some reason you cannot access the page at that time, you may file a "time exception" instead. You will be automatically logged off after clicking the submit button. When you change sites, remember to reset to the new site on this page; otherwise, your times will be recorded for the wrong location.

Using a computer at the site with the clocking/out page is always preferred over filing time exceptions; you and your program administrators will see information related to the number of times you’ve chosen to clock in and out vs. filing time exceptions. It is possible that your program has enabled reporting of location using a smart device and geolocation services. See the GPS page for further information if your program allows this. Be sure you understand your own program’s rules about when using a smart device is allowed and what constitutes adequate accuracy when using them.
Using a smart device for clocking in/out

Visit the login link in the top right corner on the Trajecsys home page to begin the process of using a mobile device with the Trajecsys Report System. The system will automatically detect your mobile device and take you to this mobile login page:

![User Login](image)

By the way, students can choose to save the Trajecsys Login page to their home page by selecting the left blue icon at the bottom of the screen (for iPhone, there may be other ways for Android or Windows users). Also note that there is a "Remember Me" or "Keep Me Signed In" button so students need not provide their account information each time they visit the screen.

Students will now be able to clock in and out from a clinical site and have their location recorded (longitude, latitude) with the time record. This will certainly give a new option to many students who visit clinical sites where a computer is not available to clock in. The student must have a smart device with a GPS chip such as many smartphones - and access to the internet via a smartphone-enabled web browser. Note that some tablets do not contain GPS chips. Students should always check with the program administrator to determine program policies related to use of GPS. We recommend that students also read the pages related to resetting location warnings and how to improve accuracy.

Students may access the mobile login page by clicking the Login Link in the top right corner of www.trajecsys.com, or go directly to trajecsys.com/programs/.
After logging in, students will select "Clocking/out" from the menu.

They will then be asked to allow trajecsys.com to save the location.
Finally the student will see be asked to Clock in or out. If accuracy is fair to poor, the student can click the coordinates to see exactly where trajecsys.com "sees" him, then Agree or Disagree with the location. Disagreeing with the location information will result in the location information not being stored.

**Time Exceptions**

Time Exceptions are filed when you cannot file a clock in or out at the time you arrive or depart a site. You must always specify a reason when filling. *Whenever possible, use clock in/out, NOT time exceptions.* Although some programs do not use the time exception page, for most programs, it is imperative that you understand when and how to use this option rather than the time clock. This may vary according to the wishes of your administrator, so be sure you are very clear on what is allowed for your program.

Let's take a typical example of when and how to use time exceptions. First, let's assume that your program allows only one clocking and one clock out per day at a clinical site; most programs do. Perhaps you must visit the dentist for 2 hours during the day. You return to clinic following your visit, and at 1600 you are ready to leave for the day. However, clocking out will now report 2 hours that you did not spend at clinic; you are not entitled to those hours. File a time exception instead of clocking out, and report the time as 1400. In the comments area, explain that you were at the dentist's for 2 hours and have thus subtracted those hours from you actual clock out time.

All fields on this form are required. The Clocking/Out option is available only if students are allowed to clock in/out more than once a day at a site; most programs do not allow this. Select the site, date and time. Note that time should be in 24 hour format. The final field is “Reason”. You may select one of four commonly given reasons for not clocking in/out or you may enter your own explanation. Please note that a time exception should be filed when there is an unwanted discrepancy between the actual time that “should” have been reported and the time which you wish to claim. It is not necessary to file a time exception on the same day as the discrepancy; but if a different date is
desired, you should click the calendar icon and select the desired date.

**Specify a Reason** - Clocking in and out records your actual clinical time, whereas filing a time exception is equivalent to your statement that you came or went at a given time. Time exceptions are not considered as accurate as a clock in/out. What if your watch was off, or you just don’t remember the exact minute you came to or left the site? Therefore, if you must file a time exception, your program administrators want to know why this was necessary. You must always give a reason when filing a time exception. Four of the most common reasons are provided, or you can enter an explanation.

**Absent Checkbox** - if you were absent for a day which you were supposed to be at a site, you may file a single time exception with Absent checked. This will create 2 time exceptions for the day of zero length and allow your absences to be totaled and approved with all other time records - so be sure that any absence is accounted for by filing a time exception.

**Daily Logsheet**
After you are finished with your clinical day, you will report the procedures done during the day. Select the site, the category and specific procedure (major study area and skill). You may report your procedures intermittently during the day, or you may report them once you get home. We recommend (if this does not contradict your program’s wishes) that you keep and save a paper daily log sheet also. This will act as an audit trail of specific procedures and will serve to assist you in remembering the data which you will input for the day. Check with your program regarding specific protocols or forms. Reporting of pathologies, as well as reporting of supervising employee and time for the procedure are also optional, so you may not see these on your log sheet.

**Site, Major Study Area and Skill** - After your first clock in is approved, your site location will be displayed automatically. If you forgot to switch sites when you reported your last clock in, then this site will now be incorrect. Select your "Major Study Area" and "Skill", usually the procedure.

**Participation Level** - Participation levels help your clinical coordinator understand how you are progressing in your mastery of the steps involved in each procedure and will vary according to what you program wishes to designate as specific levels. In some cases, your clinical instructor will not be able to complete a competency evaluation for you on a specific procedure until you have logged the required number and level.

**Repeats** - In radiography programs, "Repeats" are the number of times beyond the initial exposure for that projection the patient was re-irradiated for the same projection.

**Key** - Unique patient identifiers, such as medical record numbers, accession numbers, patient names, etc. are not permitted in the Trajecsys Report System. Programs can, however, allow students to insert a "key" whatever combination of letters and numbers may be designated. For instance, a "key" could be the patient’s first name initial and last name initial, plus the last 3 digits of the medical record number. Since only 5 letters/numbers are permitted, it really isn’t long enough to be a "unique" identifier, but coupled with other data available that is submitted on the log sheet, it's usually quite enough to identify which patient was seen if an audit trail is required. If a program MUST have medical record numbers associated with procedures - most don’t - then we suggest that students keep a separate paper record containing the patient’s name, MRN, and in many cases, the initials of the tech or supervisor at the time.
of the completed procedure, as some certifying bodies require these initials anyhow.

**Date** - If you are reporting procedures not completed on today's date, you must reset the date by clicking the date picker icon. You must also click "Reset Records Date". You may return to the log sheet at any time to add or delete procedures for any selected date.

**Reset Records Date** - You can file log sheets from previous days. Select a date by clicking the calendar, and then click this button. **You MUST click this button** after resetting the date before continuing!

**Supervising Employee** - "Supervising Employee" is used to designate who supervised a particular procedure or set of procedures. If you don't see your supervisor's name in the dropdown box, you may add a name by clicking "New". If you know that a supervisor will no longer be at a facility, you may also request deletion of that person as a supervisor.

**Total Time - Using** the two sliders, you can rapidly input the TOTAL amount of time on reported procedures. That is, if you are reporting a single procedure, it will be that amount. If you are reporting more than one procedure.

As you continue to input procedures, your "Reported" list at the bottom of the page will grow. Note that you can delete any reported procedure or set of procedures, but you cannot modify a reported procedure or set of procedures.

**Evaluations and Reports:**

**Site Evaluations**
Although this depends on the program, you will likely be asked to file periodic evaluations of the clinical sites you visit. Due dates will be left to individual programs, and the number of questions and scoring protocols will vary for each program. If you do not file the site evaluation when requested, you will receive an automated email from the TRS system reminding you that one is due. You will also likely hear from your clinical coordinator!

**Comp Eval Items**
You may view or print a list of competency evaluation items for any procedure established by your program. You must visit the Reports-->Procedures link to see your comp eval results. Again, what you are viewing here is NOT the competency exams that you have completed, but the items that appear on the exam. If you don't see an expected exam, it hasn't been input yet. Contact your clinical coordinator or administrator if you believe it should have been.

**Student Reports**
To view your records, select "Reports" from the main menu to arrive at this screen. Select a date range by clicking the calendar date picker icon and click "Apply Filter". Selecting no beginning date range will display all of your records. Click the desired report next to display.
**Time Summary Report**
The clinical instructor at each site must approve your time records. **This must be done daily.** If he or your administrator hasn't, your records will appear in the left box.

If you've forgotten to file one or more time records, the dates for the missing time records will be displayed in the next box as "Unmatched records". To match them, you'll have to visit the Time Exception page and file a second record for the date.

For instance, Jason clocked in at 0800 on 8/4/08, but there's no second record showing that he clocked out. He must therefore file a time exception for this date, explaining why he didn't file the record.

In the third box from the left are records that have been **approved**. The records in the far right box indicate that although you filed these records, your instructor or administrator disapproved the record. You should always follow up on why this occurred if you don't already know.

**Evaluation Dates**
You may visit this report to see what evaluations have been scheduled by your administrator. Site evaluations are to be completed by you on or before the due date. You may access the evaluation up to 3 days before the due date and thereafter. If you don't complete the evaluation promptly, you will receive an automated reminder - and a couple of days later, so will your clinical coordinator.

To the right of the Student Eval entries, you will see the person who completed the evaluation on you.

**Sending Email**
You'll find a menu item that will allow you to create and send emails to supervisors and faculty in the system. It's not a full-scale email client, and you won't be able to send email to other students, either. But because some clinical sites won't allow access to the Internet except through our system, we're providing a rapid way for you to contact key people quickly. Note that you'll have to access their responses to your email either through your own (perhaps webmail) email account, or you may receive a phone call instead if a rapid response by your administrator is required.

**Comments for Students**
The Trajecsys Report System offers programs an option to allow "Post-Submission Comments". This means that all comments made by an evaluator are displayed to that evaluator as well as to faculty and to the student to whom the comment is addressed. If your program permits, you may also insert comments by clicking "Reply" to the right of a comment, which will then be available to the evaluator on their own Comments page. You can also insert a comment related to any item directly when viewing a comp exam or evaluation. It is also possible that your program will have post-submission comments enabled for you to attach a comment that you have viewed an exam or evaluation.
Acknowledgement of Radiologic Technology Program Policies and Procedures

I have read and acknowledge the policies and procedures of the Southeastern Technical College Catalog and Student Handbook, and the policies and procedures of the Radiologic Technology Degree Program, which are stated in the Radiologic Technology Program Clinical Handbook. I further recognize that I can be tested on this material at any point and time during the duration of the program on this material. This Academic and Clinical Manual is designed to give students in the Radiologic Technology Program at Southeastern Technical College an overview of the program. The Academic and Clinical Manual is revised on an as needed basis. Students currently in the program are subject to any revisions and changes.

Student Signature: ____________________________________________________________

Date: _____________________________

Program Faculty: _____________________________________________________________

Date: _____________________________