# Table of Contents:

- STC Mission Statement .............................................................................................................. 4
- STC Vision Statement .................................................................................................................. 4
- STC Values .................................................................................................................................. 4
- Program Mission Statement ...................................................................................................... 5
- Program Goals ............................................................................................................................. 5
- Program Student Learning Outcomes ....................................................................................... 5
- Program Faculty .......................................................................................................................... 6
- Program Accreditation .............................................................................................................. 7
- Due Process for Program Non-Compliance ............................................................................... 7
- College Accreditation ............................................................................................................... 7
- Certification Requirements ....................................................................................................... 8
- Felony/Misdemeanor Conviction Policy ..................................................................................... 8
- Scope of Practice ......................................................................................................................... 8
- ARRT Code of Ethics ................................................................................................................ 9
- Responsibility of the Student Radiographer ............................................................................... 10
- Professional Organizations ...................................................................................................... 11
- Program Advisory Committee .................................................................................................. 11
- TCSG Guarantee/Warranty Statement ..................................................................................... 11
- Academic Policies and Procedures .......................................................................................... 12
- Security of Student Records/FERPA ........................................................................................ 12
- Grievance Policy ......................................................................................................................... 13
- Grading Policy ............................................................................................................................ 14
- Admissions Criteria ................................................................................................................... 15
- Program Sequence/Curriculum ................................................................................................. 16
- Course Progression ..................................................................................................................... 17
- Readmission Policy .................................................................................................................... 17
- Graduation Requirements ......................................................................................................... 17
- Academic Honesty Policy ........................................................................................................ 18
- STC Attendance Policy ............................................................................................................. 19
- Basic Clinical Requirements and Costs .................................................................................... 20
- Student Health Policy ............................................................................................................... 21
- Needle Stick Policy ..................................................................................................................... 22
- Student Injury/Illness Policy ...................................................................................................... 22
- Communicable Disease Policy .................................................................................................. 22
- Physical and Mental Requirements .......................................................................................... 23
- Incident Reports .......................................................................................................................... 24
- Drug Screen Policy ..................................................................................................................... 24
- Medical Liability Insurance ...................................................................................................... 25
- CPR Certification ....................................................................................................................... 25
- Criminal Background Check ..................................................................................................... 25
- Transportation ............................................................................................................................. 25
- Markers ....................................................................................................................................... 26
- Student Radiographer Job Policy ............................................................................................... 26
- Clinical Affiliate Orientations .................................................................................................... 26
- Radiation Monitoring ............................................................................................................... 26
- Pregnancy Policy ........................................................................................................................ 28
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIPAA Policy</td>
<td>31</td>
</tr>
<tr>
<td>Laboratory Policy</td>
<td>32</td>
</tr>
<tr>
<td>Clinical Education</td>
<td>33</td>
</tr>
<tr>
<td>Clinical Assignments</td>
<td>33</td>
</tr>
<tr>
<td>Acting As Witness</td>
<td>34</td>
</tr>
<tr>
<td>Removal of a Student from a Clinical Site</td>
<td>34</td>
</tr>
<tr>
<td>Clinical Education Affiliates</td>
<td>35</td>
</tr>
<tr>
<td>Clinical Grading</td>
<td>36</td>
</tr>
<tr>
<td>Clinical Forms</td>
<td>36</td>
</tr>
<tr>
<td>Participation Forms</td>
<td>36</td>
</tr>
<tr>
<td>Competency Forms</td>
<td>36</td>
</tr>
<tr>
<td>Competency Evaluation Guidelines</td>
<td>37</td>
</tr>
<tr>
<td>Continued Competencies</td>
<td>38</td>
</tr>
<tr>
<td>Performance Evaluations</td>
<td>39</td>
</tr>
<tr>
<td>Clinical Coordinator Evaluations</td>
<td>39</td>
</tr>
<tr>
<td>Case Study</td>
<td>39</td>
</tr>
<tr>
<td>Repeat Log</td>
<td>40</td>
</tr>
<tr>
<td>Mastery Skills Log</td>
<td>40</td>
</tr>
<tr>
<td>Terminal Competency Forms</td>
<td>40</td>
</tr>
<tr>
<td>Film Critique Evaluation</td>
<td>40</td>
</tr>
<tr>
<td>Clinical Notebook</td>
<td>41</td>
</tr>
<tr>
<td>Clinical Attendance Policy</td>
<td>42</td>
</tr>
<tr>
<td>Time Clocks/Cards</td>
<td>42</td>
</tr>
<tr>
<td>Clinical Absence</td>
<td>42</td>
</tr>
<tr>
<td>Tardiness</td>
<td>43</td>
</tr>
<tr>
<td>Clinical Makeup Policy</td>
<td>44</td>
</tr>
<tr>
<td>Professional Image Policy</td>
<td>44</td>
</tr>
<tr>
<td>Clinical Dress Code Policy</td>
<td>45</td>
</tr>
<tr>
<td>Personal Hygiene</td>
<td>46</td>
</tr>
<tr>
<td>Behavior</td>
<td>47</td>
</tr>
<tr>
<td>Non-Fraternization Policy</td>
<td>49</td>
</tr>
<tr>
<td>Electronic Device Policy</td>
<td>49</td>
</tr>
<tr>
<td>Clinical Supervision Policy</td>
<td>49</td>
</tr>
<tr>
<td>Repeat Radiograph Policy</td>
<td>50</td>
</tr>
<tr>
<td>Student Radiation Safety</td>
<td>50</td>
</tr>
<tr>
<td>Disciplinary Action for Non-Compliance</td>
<td>51</td>
</tr>
<tr>
<td>Level I Infractions</td>
<td>51</td>
</tr>
<tr>
<td>Level II Infractions</td>
<td>52</td>
</tr>
<tr>
<td>Course of Action for Non-Compliance</td>
<td>52</td>
</tr>
<tr>
<td>Due Process</td>
<td>53</td>
</tr>
<tr>
<td>Appeal Process</td>
<td>53</td>
</tr>
<tr>
<td>Program Objectives</td>
<td>54</td>
</tr>
<tr>
<td>Performance Objectives for Clinical</td>
<td>55</td>
</tr>
<tr>
<td>Student Academic and Clinical Manual Acknowledgement</td>
<td>60</td>
</tr>
</tbody>
</table>
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 perform competently in the clinical setting.
2.) Students will be professional.
3.) Students will be able to problem solve.
4.) Students will understand the importance of professional growth and development.

PROGRAM STUDENT LEARNING OUTCOMES

1.) Students will demonstrate adequate positioning skills.
2.) Students will demonstrate proper selection of technical factors.
3.) Students will demonstrate appropriate radiation protection methods.
4.) Students will communicate in a professional manner.
5.) Students will demonstrate proper patient care skills.
6.) Students will demonstrate appropriate work ethics.
7.) Students will adapt to trauma situations by selecting the appropriate technical factors.
8.) Students will adapt to trauma situations by properly modifying patient positioning.
9.) Students will identify the importance of continued professional development.
10.) Students will discuss the professional obligations upon gaining their ARRT registration.
PROGRAM FACULTY:

PROGRAM DIRECTOR

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

CLINICAL COORDINATORS

Molly Bickerton, B.A., RT(R)
Office 714-Gillis Medical Building
Office: (912) 538-3188
Cell: (912)536-0683
Email: lbickerton@southeasterntech.edu

Office 714-Gillis Medical Building
Office: (912) 538-3188
Cell: (912) 585-7266
Email: egiddens@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 60606-2901
(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 60606-2901
(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.
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-validate 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-validate 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

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.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Explanation</th>
<th>Grade Points</th>
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<tbody>
<tr>
<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>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>Not computed in GPA</td>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not computed in GPA</td>
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<tr>
<td>AU</td>
<td>Audit</td>
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<tr>
<td>AC</td>
<td>Articulated Credit</td>
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<tr>
<td>WM</td>
<td>Withdrew Military</td>
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</tr>
<tr>
<td>NG</td>
<td>No Grade</td>
<td>Not computed in GPA</td>
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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>
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<tr>
<td>COMPASS</td>
<td>79</td>
<td>62</td>
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<td>37</td>
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<tr>
<td>SAT</td>
<td>480</td>
<td>440</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT</td>
<td>25</td>
<td>21</td>
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- 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

<table>
<thead>
<tr>
<th>CURRICULUM OUTLINE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL CORE and GENERAL SCIENCE CORE COURSES</td>
<td></td>
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<tr>
<td>Completed in the Health Care Sciences - Radiologic Technology Option Certificate</td>
<td>28</td>
</tr>
<tr>
<td>COLL 1000 College Survival Strategies (Institutional Credit Only)</td>
<td>(2)</td>
</tr>
<tr>
<td>ENGL 1101 Composition and Rhetoric</td>
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<tr>
<td>ENGL 2130 American Literature (OL)</td>
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<td>MATH 1111 College Algebra</td>
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<td>PSCY 1101 Introductory Psychology (OL)</td>
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<td>SPCH 1101 Public Speaking (OL)</td>
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<td>BIOL 2113 Anatomy and Physiology I</td>
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<td>BIOL 2113 L Anatomy and Physiology I Lab</td>
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<td>BIOL 2114 Anatomy and Physiology II</td>
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<td>BIOL 2114 L Anatomy and Physiology II Lab</td>
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<td>ALHS 1090 Medical Terminology for Allied Health Sciences</td>
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<tr>
<td>COMP 1000 Introduction to Microcomputers (OL)</td>
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<tr>
<td>OCCUPATIONAL COURSES</td>
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<td>RADT 1010 Intro to Radiography</td>
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<td>RADT 1030 Radiographic Procedures I</td>
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<td>RADT 1060 Radiographic Procedures II</td>
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<td>RADT 1070 Principles of Imaging I</td>
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<td>RADT 2090 Radiographic Procedures III</td>
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<td>RADT 1160 Principles of Imaging II</td>
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<td>RADT 2190 Radiographic Pathology</td>
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<tr>
<td>RADT 1200 Principles of Radiation Biology and Protection</td>
<td>3</td>
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<tr>
<td>RADT 2260 Radiology Technology Review</td>
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<td>RADT 1320 Clinical Radiography I</td>
<td>4</td>
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<td>RADT 1330 Clinical Radiography II</td>
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<td>RADT 2340 Clinical Radiography III</td>
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<td>RADT 2350 Clinical Radiography IV</td>
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<td>RADT 2360 Clinical Radiography V</td>
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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
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 (two-step PPD)
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
Rad Tech Certification Exam: $200
Film Badge (Female): $350
Film Badge (Male): $175
(Costs are estimates and are subject to change.)

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.) 2-Step Tuberculin Skin Test (PPD- Intradermal only)
   b. No TST in past 12 months:
      1. Step #1 TST administered.
      2. Step # 2 TST repeated within 10-14 days, if first Step # 1 is negative.
   c. Negative TST in past 12 months with proof: Step # 1
   d. Negative TST in past 12 months with no proof:
      1. Step #1 TST administered.
      2. Step # 2 TST repeated within 10-14 days, if first Step # 1 is negative.
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.

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 each semester and kept on file in the Clinical Coordinator’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 monthly 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. In 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 stage 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.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

______________________________  _________________________________
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 HIPPA, 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.
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 of 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. Students are responsible for obtaining necessary clinical grading forms at the beginning of each clinical education course. The syllabi contain requirements for course completion and all necessary documentation forms. 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
- Mastery of Skills 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) a variety and volume of radiological procedures providing learning experiences
  (b) 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:
  (a) professional atmosphere
  (b) methodology for the evaluation process of students
  (c) periodic meetings for program orientation and updating
  (d) abide by student scheduling and assignments made by academic faculty
  (e) 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/Center, 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

ACTING AS WITNESS
A student is not to sign his/her name as a witness to a patient’s signing of a will, power of attorney, advanced directive, or consent for medical treatment.

If you violate or fail to abide and conform in any way to the promises, representations and covenants set forth in this document, you may be dropped from all courses in the Radiologic Technology Program in which you are enrolled, or that you may be given a failing grade in such courses, subject only to the rules of due process and to the procedures set forth in the Southeastern Technical College online catalog and student handbook.

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.
<table>
<thead>
<tr>
<th>CLINICAL AFFILIATE</th>
<th>CLINICAL INSTRUCTORS</th>
<th>REGISTERED RADIOGRAPHERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AppleCare</td>
<td>Wendy Ritchie</td>
<td></td>
</tr>
<tr>
<td>621 East First Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vidalia, GA 30474</td>
<td>912-537-7476</td>
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<tr>
<td>Appling Healthcare System</td>
<td>Sims Kendall</td>
<td>Nicole Moxley</td>
</tr>
<tr>
<td>163 East Tollison Street</td>
<td>Lisa Gardisser</td>
<td>William Dunham</td>
</tr>
<tr>
<td>Baxley, GA 31513</td>
<td></td>
<td>Melissa Bass</td>
</tr>
<tr>
<td>912-367-9841</td>
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<td>Jeff Davis Hospital</td>
<td>Gerald Newman</td>
<td>Kim Smith</td>
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<tr>
<td>163 Tallahassee Street</td>
<td>Stephanie Harrell</td>
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<tr>
<td>Hazlehurst, GA 31539</td>
<td>Kristi Sutlles</td>
<td></td>
</tr>
<tr>
<td>912-375-7781</td>
<td></td>
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<tr>
<td>Lower Oconee Community Hospital</td>
<td>Laura Fennell</td>
<td>Lynn Vinson</td>
</tr>
<tr>
<td>111 North 3rd Street</td>
<td></td>
<td>Terri Hunter</td>
</tr>
<tr>
<td>Glenwood, GA 30428</td>
<td></td>
<td>Ashlee Davis</td>
</tr>
<tr>
<td>912-523-5113</td>
<td></td>
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<tr>
<td>Meadows Regional Medical Center</td>
<td>Christy Allen</td>
<td>Kelly Vaughn</td>
</tr>
<tr>
<td>One Meadows Parkway</td>
<td>John Harrell</td>
<td>Gary Gibbs</td>
</tr>
<tr>
<td>Vidalia, GA 30474</td>
<td>Marissa Hatton</td>
<td>Jeff Lockley</td>
</tr>
<tr>
<td>912-535-5783</td>
<td></td>
<td>China Manley</td>
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<tr>
<td>Optim Orthopedics</td>
<td></td>
<td>Andrea Burkett</td>
</tr>
<tr>
<td>2317 East First Street</td>
<td>Christy Waller</td>
<td>Christina Herman</td>
</tr>
<tr>
<td>Vidalia, GA 30474</td>
<td>912-537-0888</td>
<td>Jason Clark</td>
</tr>
<tr>
<td>Optim Medical Center Tattnall</td>
<td>James Fennell</td>
<td>Roy Poblete</td>
</tr>
<tr>
<td>247 South Main Street</td>
<td>912-557-1000</td>
<td>Jared Murphy</td>
</tr>
<tr>
<td>Reidsville, GA 30453</td>
<td>912-537-0888</td>
<td>Keegan Spell</td>
</tr>
<tr>
<td>Spivey’s Orthopedic Clinic</td>
<td>John Sears</td>
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<tr>
<td>2317 East First Street</td>
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<tr>
<td>Vidalia, GA 30474</td>
<td>Laysha Braddy</td>
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</tr>
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<td>Vidalia Orthopedic Center-Vidalia</td>
<td>1707 Meadows Lane Suite H</td>
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</tr>
<tr>
<td>Vidalia, GA 30474</td>
<td>912-538-0040</td>
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<td>Vidalia Orthopedic Center-Swainsboro</td>
<td>Jeff Hobbs</td>
<td></td>
</tr>
<tr>
<td>119B Victory Drive</td>
<td>478-419-1020</td>
<td></td>
</tr>
<tr>
<td>Swainsboro, GA 30401</td>
<td>478-240-2000</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>912-537-7476</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>Tina Lawson</td>
</tr>
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<td></td>
<td></td>
<td>Lindsay Macy</td>
</tr>
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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.

Your clinical grade will be determined according to the following parameters:

Performance Evaluations 30%
Competency Forms 20%
Clinical Coordinator Performance Evaluations 15%
Clinical Midterm Exam 10%
Clinical Final Exam 10%
Mastery Skills Log/Repeat Sheet Records 5%
Film Critique Assignment 5%
Case Study/Clinical Paper 5%

Clinical Forms
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 on the Competency Form and must be completed and signed by the registered radiographer that the student observed.

Participation Forms
Once the student has observed the exam being performed by a registered radiographer, he/she may then participate in the exam. Participation consists of the student completing a minimum of 85% of the exam under the supervision of a registered radiographer. The Participation Form should be completed by the supervising technologist and logged on the Competency Form. The Participation Form 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 Participation Form in order for the student to meet the requirements for mastery of the exam he/she participated in. The logged entry on the Competency Form must also be signed by the registered radiographer that assisted during the exam.

One Observation and one Participation are required before the student is ready to complete the Competency Evaluation. Image critique is reviewed with the student during observations and participations.

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 Participation, 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 Form in order for the student to meet the requirements for mastery of the competency. In the event a Competency is failed, two more participations will have to be performed by the student and another Competency performed. These additional participations should be documented under the original Observation and Participation area of the Competency Form and additional Participation Forms should also be completed.

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 participation exams, as well as prove competency and/or continued competency on that exam. The failed competency form should be completed by the technologist grading the student and returned to the Clinical Coordinators.

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, participation, 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 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 Form in order for the student to meet the requirements for mastery of the Continued Competency.

In the event a Continued Competency is failed, two more participations 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. In this case, the student should ask the Clinical Coordinator for a new Competency Evaluation form and Participation Forms. Once successfully completed, the two evaluation forms and Participation Forms will be placed in the student’s file.

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 a Participation Form, Competency Form, Mastery of Skills Form, or Continued Competency Form.

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. Once completed, the student should review the evaluation, make any necessary comments, and sign the Performance Evaluation. The Clinical Coordinators review all evaluations.

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 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 Coordinators.

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 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 Coordinators. 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 paperwork on the assigned date at the end of the semester. It is the responsibility of the student to ensure that all paperwork is accurate and complete. Paperwork that is found to be incomplete will not be accepted. Students are to ensure that the signatures and initials of Clinical Instructors are present on all grades. Lack of identifying Clinical
Instructor signatures or initials will result in the student having to repeat the competency. All paperwork must be done in blue or black ink. No work done in pencil will 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 Student Clinical Notebook on the Repeat Sheet Log and signed by the supervising technologist. The entry must be signed immediately following the repeated exam. No student is perfect, so repeats are an expected part of the educational process.

**Mastery Skills Log**
Mastery Skills Logs are required to be filled out and turned in to the Clinical Coordinator at the end of each semester. This is a log of all exams for which the student has participated in and/or performed under either direct or indirect supervision. All images should include the student’s lead markers. The student should fill out the Projection & Part, Clinical Site where performed (CS), date, Patient ID #, and the number of repeats if any (R).

**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 performed 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, the evaluator has 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.
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, Competency Forms, Performance Evaluations, Repeat Sheet Logs, Time Cards, Mastery Skills Log, Clinical Site Evaluations, 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. 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
Official Records of Attendance
Timesheets:

- Clinical attendance is recorded on time sheets in designated sites. These time sheets are to be maintained by the student in their Clinical Notebook and are reviewed by program faculty.
- Time will be recorded daily by the Clinical Instructor for each student as they arrive at their designated site in the morning and as they leave in the afternoon.
- The time sheets are the responsibility of the student. If the time sheet is lost, the evidence of clinical attendance is lost. This time will have to be made up by student, at the Faculty’s discretion, in accordance to the Clinical Make-Up Policy.

Time Clocks/Cards
STC has placed time clocks to accurately record the students’ clinical time. Time cards should be picked up by the student prior to the student’s first day of clinic. It is the students’ responsibility to keep up with their time cards. The time cards are official records of attendance. Attendance without a record does not exist. All time cards must be checked by the program faculty on the designated dates that are listed on the class syllabus. Time must be punched in consecutive order in a neat and chronological order. Any illegible record of time will not count. Students will not receive credit for clinical hours that are not recorded on the time card. For instance, if you forget to clock in as you arrive to clinic, any clinical time worked is void and will have to be made up in accordance to the Clinical Make-Up Policy. This time may be made up at the faculty’s discretion; in accordance to the Clinical Make-Up Policy. (Note: Any extra time spent in a clinical site may not be banked for time off later.)

Unauthorized tampering with the time clock will result in dismissal from the program. Each student is responsible for his/her time card only. There is no reason to manage any other student’s time card. No hand written entries of time will be accepted when there is a time clock at the attending clinical facility. No student should ask a Clinical Instructor to sign time cards in lieu of recorded time. Doing so will be interpreted as the falsification of records, which is grounds for dismissal from the Radiologic Technology program. If a time clock is not functioning properly, the student must contact the Clinical Coordinator immediately for further instructions. **Students that fail to clock in or out will not receive credit for clinical hours.**

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 at least 30 minutes prior to the time they are scheduled to report if they are going to be absent or tardy. Failure to notify the appropriate personnel will result in a 10 point grade deduction from the final clinical grade per occurrence.

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 disciplinary action.

(Note: Three tardies equal one absence)

Under NO circumstances will a student be allowed to clock in/sign 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.

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
     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 points will be deducted from their final clinical grade.

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 breech 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
  - 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, or personal pagers are allowed 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 are not allowed to use any personal electronic device while at the clinical site. These devices must be turned off, not set to silence or vibrate, while on school time. This includes, but is not limited to: cellular phones, PDAs, Smart Phones, Blackberry devices, pagers, text or message devices, personal laptop computers, electronic notepads, digital music devices, etc. Cellular phones must be powered off while in the clinical setting. If a student is found to have such a device (i.e. ringing cell phone, sounds of music playing) the student will be asked to leave the clinical site for the day. This missed time will be made up according to the missed clinical time policy. A written warning will be issued. Students will be removed from the program after the third offense.

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: exists when a technologist is working with a student in the radiographic room or is observing the student as they perform a radiographic exam from the control panel area. A qualified radiographer reviews the procedure, evaluates the condition of the patient, is present during the performance of the procedure, and reviews and approves the procedure in relation to the student’s knowledge and achievement. 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: is that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is used.

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 Repeat Log. 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

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 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).
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 to the Non-Fraternization Policy

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. Insubordination and/or refusal to obey orders.
4. Inconsiderate treatment of patients, visitors, students, and hospital or College personnel.
5. Failure to notify the Clinical Coordinator and/or Clinical Instructor when you are going to be tardy or absent from clinic.
   - Please note that a failure to notify the Clinical Coordinator and/or Clinical Instructor 30 minutes prior to your scheduled start time in the event of an absence will also result in a 10 point final course grade reduction.
6. Failure to be ready for clinical assignment at the starting time or reporting to clinical at the incorrect time.
7. Reporting to the wrong clinical site.
8. Failure to perform responsibilities or to exercise reasonable care in the performance of responsibilities.
9. Unauthorized use of equipment.
10. Unauthorized soliciting, vending, or distribution of written or printed matter.
11. Threatening, intimidating, and coercing other students, patient, visitors, or hospital personnel.
12. Individual acceptance of gratuities from patients.
13. Violation of the Professional Conduct Policy.
14. Misuse of College or hospital property.
15. Failure to abide by the Clinical Attendance Policy.
16. Excessive tardies or absences.
17. Academic dishonesty
18. Pattern of poor clinical performance, as documented on the Performance Evaluation, by two or more clinical sites.
19. Accruing more than two failing Participations, Competencies, or Continued Competencies in any combination.

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. **The student 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 or technologist 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 problems are noted, the Program Director/Clinical Coordinator will meet with the Clinical Instructor to discuss the issue and develop a plan of remediation. 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 devises.
   - (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, 2190, 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, 1070, 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 profession’s code of ethics and comply with the profession’s scope of practice.
    - (RADT 1010, 1320, 1330, 2340, 2350, 2360)
17. 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.
    - (RADT 1030, 1060, 2090, 1320, 1330, 2340, 2350, 2360)
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 competent in the use of plain film radiography and computed radiography.
9. Become proficient in digital imaging technologies, including PACS.
10. Familiarize themselves with the location of the crash cart, notification protocols, and phone numbers for emergencies.
11. Practice Universal Precautions and maintain a clean and stocked radiographic room.
12. Comply with confidentiality regulations (HIPPA).
13. Comply with the standards of supervision for student radiographers.
14. Use proper accessories and techniques to practice radiation protection for the patient and him/herself during all procedures.
15. Utilize film critique to improve and gain knowledge of imaging techniques and anatomical structures.
16. Properly evaluate the patient, requisition, identify the patient, and demonstrate proper patient care in preparing the patient for his/her procedure.
17. 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.
3. The student will act and respond to patients and staff in a responsible and respectful manner.
4. 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.
6. 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 Objectives

1. The student will be able to describe the scanner in the clinical site of elective rotation.
2. Demonstrate the warm-up procedures required for the scanner.
3. Enter the patient information into the log book and computer.
4. Assist in positioning the patient for exams.
5. Describe spiral/helical scanning.
6. Critique basic CT examinations and describe the purposes for using contrast media.
7. Demonstrate and/or describe the patient preparation for Abdominal and Pelvic CT.
8. Identify basic anatomy on CT of the Abdomen, Pelvis, and Brain.

Mammography

1. The student will be able to describe the type of equipment used in mammography.
2. Describe the imaging arrangements and techniques used in conventional mammography.
3. The student will be able to perform mammography studies utilizing conventional radiography.
4. Be able to identify artifacts and other technical flaws if present on the image.
5. Critique the mammography image in terms of diagnostic quality.
6. The student will be able to perform specific patient handling tasks related to mammography.
7. Demonstrate proper radiation safety to patient and personnel.

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

1. List all exams possible with ultrasound scanning.
2. Describe preps for all exams.
3. Describe the application of the different strengths of transducers and how they are used.
4. Be able to give a basic explanation of how ultrasound works.
5. Describe the concept of M-mode.
6. Be able to enter patient information into the computer.
7. Discuss the difference in TGC and overall Gain.
8. Describe patient positions for certain exams and how they affect visualization of underlying structures.
9. Discuss color flow and how it works.
10. Discuss Doppler and how it works.
Nuclear Medicine

1. Calculate, with the technologist, doses for certain exams.
2. Assist the technologist with the set-up for each exam.
3. List the pharmaceuticals that are mixed with technetium and what studies they are used for.
4. Describe the procedure for disposing of radioactive waste and storing of radioactive waste and materials.
5. Describe decontamination and how long this process takes.
6. Assist the technologist in obtaining patient data unique to nuclear medicine.
7. Describe the physics of SPECT scanning and why it is called this.
8. Describe the basic principles of Nuclear Medicine.

Magnetic Resonance Imaging

1. Describe the basic physics of MRI.
2. Assist with the start-up QC and shimming of the magnet.
3. Enter patient data into the computer and properly log in logbook.
4. Assist the technologist with proper screening for safety purposes.
5. Demonstrate the proper set-up of the different coils for different exams.
6. Describe the difference between a T2 and T1 weighted image and what they show.
7. Describe the difference between a superconducting magnet and resistive magnet.
8. Describe the safety issues and the importance of proper screening of patients before an MRI examination.
9. Describe the use of MRA.
10. Discuss Spectroscopy in MRI imaging.
11. Demonstrate the proper positioning of patients for each exam.
12. Describe the basic anatomy for an MRI of the Brain, L-spine, and C-spine.

Cardiac Catheterization

1. Describe the general indications for Cardiac Catheterization.
2. Describe the different procedures in coronary angiography.
3. Describe the contraindications, complications, and associated risks of Cardiac Catheterization.
4. Describe the specialized equipment utilized in Cardiac Catheterization.
5. Assist the technologist in patient positioning.
6. Assist the technologist in loading the power injector.
7. Describe angioplasty.
8. Describe the vessels of the heart and the blood flow through the heart.
10. Describe the consent procedure for Cardiac Catheterization.
Southeastern Technical College
Radiologic Technology Degree Program

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 has been 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 annual basis. Students currently in the program are subject to the revisions and changes contained within.

Student Signature: ____________________________________________________________

Date: ____________________________

Program Faculty: ____________________________________________________________

Date: ____________________________