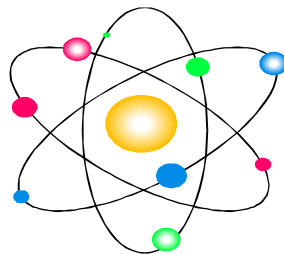




Radiologic Technology Program

Student Handbook

2020-2021



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**Southeast Arkansas College
Radiologic Technology Program
Faculty**

Tina Pierce, M.S., R.T.(R)(M)
Program Coordinator

Tommy Nix, B.S.,R.T.(R)
Clinical Coordinator

Marilyn H. Carter, B.S., R.T.(R)
Clinical Instructor

Terry Branson, B.S., R.T.(R)
Clinical Instructor

Clinical Instructors/Adjunct Faculty

Casie Dutton – JRMC
Stephanie Pooree-DIC
Genia Henley-Drew Memorial
Melissa Earnest-SAOC
Kristina Scott-Long-JRMC
JoAnn West-JRMC
Kimberly Ventry-JRMC
Kathryn Watson-DIC
Jessica Pryor- JRMC Urgent Care
Cindy Cantwell- JRMC Urgent Care
Allison Ernst- Healthcare Plus
Sarah Pickens – Dumas
Timothy Christmas- Dumas
Heath Moreland- Dumas
Mandy Hayden-Monticello Medical Clinic
Ronnie Craven-Monticello Medical Clinic
Paula McElhanon – Arkansas Children’s Hospital
Sharon Garner – DIC
David Gossman- Drew Memorial
Nancy O’Neal-JRMC Surgery

Tonya Barnes – Stuttgart
Jessica Taylor- Healthcare Plus
Theresa Camp-Stuttgart
Drew Conner- Drew Memorial

****Adjunct Faculty – may also assist with interval checks and final competencies.
They may sign any color of clinical sheet.**

Introduction

Welcome to the Southeast Arkansas College Radiologic Technology Program. The faculty and I are pleased you have chosen our program in which to study the field of Radiography. We expect the next twenty-four months to be a very challenging and rewarding experience for you.

The student handbook is designed to introduce you to the policies and procedures of the program. Compliance with all school policies is expected at all times. Please read and become familiar with the contents.

The curriculum is designed for you to mature intellectually, physically and socially through theory and practical experience. Your satisfaction and professional growth shall be in direct proportion to how you use your opportunities.

Good luck in your chosen field.

Sincerely,

Tina Pierce, M.S., R.T.(R)(M)
Program Coordinator

Philosophy

Southeast Arkansas College Radiologic Technology Program is committed to providing the best educational and technical training for students pursuing a career in radiography. To reach and maintain this goal requires a well-structured and balanced curriculum, dedication and continued education of both teaching and technical staff and acceptance by the medical community.

Learning is an ongoing process that is enriched by the diverse knowledge and skills of the student and faculty. Learning is enhanced by a climate that promotes self-direction, self-esteem, creativity, and logical thinking. The faculty accepts the responsibility for guiding and evaluating the learning process while the student retains the responsibility for learning.

The faculty is committed to providing the type of environment to maintain an accredited program and ensure the graduates have the ability to pass national certification licensure.

Mission Statement:

The Southeast Arkansas College Radiologic Technology Program seeks to develop leaders in radiologic science workforce by fostering and environment of academic and clinical excellence. Specifically, the mission of the program is to produce well-educated, fully competent, and highly motivated radiologic science professionals who will safely perform diagnostic imaging procedures

Goals:

Consistent with the mission statement, the specific goals for the educational program are:

1. The program will graduate students with entry-level radiologic technology skills.
2. Students will communicate effectively.
3. The student/graduates will understand the importance of professional growth and ethical behavior.
4. Students will demonstrate effective critical thinking and problem solving skills.
5. The program will help fulfill the need for certified radiographers in Southeast Arkansas and the servicing area.

Curriculum

Radiography Professional Curriculum

Program Description: This program provides the didactic and clinical content required to prepare graduates to apply to write the American Registry of Radiologic Technologists (ARRT) Examination for Radiographers. The curriculum includes instruction in the art and science of using radiation to provide images of tissues, bones, and blood vessels of the human body. Upon successful completion of the examination, graduates are certified as Registered Radiologic Technologist, RT(R).

Pre-admission Requirements

| | <u>LEC</u> | <u>LAB</u> | <u>SWE</u> | <u>SCH</u> |
|---|------------|------------|------------|------------|
| BIOL 2454 Anatomy & Physiology I | 3 | 2 | 0 | 4 |
| BIOL 2464 Human Anatomy & Physiology II | 3 | 2 | 0 | 4 |
| ENGL 1313 English Composition I | 3 | 0 | 0 | 3 |
| MATH 1333 College Algebra | <u>3</u> | <u>0</u> | <u>0</u> | <u>3</u> |
| | 12 | 4 | 0 | 14 |

Professional Curriculum

1st Year – 1st Semester

| | | | | |
|--|---|---|----------|----------|
| RADI 1103 Intro to Radiologic Technology | 2 | 2 | 0 | 3 |
| RADI 1173 Radiographic Procedures I | 2 | 2 | 0 | 3 |
| RADI 1223 Radiographic Practicum I | 0 | 0 | 24 | 3 |
| RADI 1233 Radiographic Physics | 3 | 0 | <u>0</u> | <u>3</u> |
| | 7 | 4 | 24 | 12 |

1st Year – 2nd Semester

| | | | | |
|---|----------|----------|----------|----------|
| COMP 1123 Introduction to Computers | 3 | 0 | 0 | 3 |
| RADI 1253 Digital Imaging | 2 | 2 | 0 | 3 |
| RADI 1243 Radiographic Procedures II | 2 | 2 | 0 | 3 |
| RADI 1333 Radiographic Practicum II | 0 | 0 | 24 | 3 |
| RADI 1443 Principles of Exposure and Image Production | <u>2</u> | <u>2</u> | <u>0</u> | <u>3</u> |
| | 9 | 6 | 24 | 15 |

Extended Summer Term – 8 weeks

| | | | | |
|--------------------------------------|---|---|----|---|
| RADI 1434 Radiographic Practicum III | 0 | 0 | 32 | 4 |
|--------------------------------------|---|---|----|---|

2nd Year – 1st Semester

| | | | | |
|---------------------------------------|----------|----------|----------|----------|
| PSYC 2303 General Psychology | 3 | 0 | 0 | 3 |
| RADI 1343 Radiographic Procedures III | 2 | 2 | 0 | 3 |
| RADI 1444 Radiographic Practicum IV | 0 | 0 | 32 | 4 |
| RADI 1442 Imaging Equipment | 2 | 0 | 0 | 2 |
| RADI 2233 Radiographic Pathology | <u>3</u> | <u>0</u> | <u>0</u> | <u>3</u> |
| | 10 | 2 | 32 | 15 |

2nd Year – 2nd Semester

| | | | | |
|------------------------------------|----------|----------|----------|----------|
| ENGL 1323 English Composition II | 3 | 0 | 0 | 3 |
| RADI 1353 Radiation Biology | 3 | 0 | 0 | 3 |
| RADI 2223 Radiographic Evaluation | 3 | 0 | 0 | 3 |
| RADI 2444 Radiographic Practicum V | 0 | 0 | 32 | 4 |
| RADI 2442 Radiographic TQM | <u>1</u> | <u>2</u> | <u>0</u> | <u>2</u> |
| | 10 | 2 | 32 | 16 |

Extended Summer Term – 8 weeks

| | | | | |
|-------------------------------------|---|---|----|----------|
| RADI 3214 Radiographic Practicum VI | 0 | 0 | 32 | <u>4</u> |
|-------------------------------------|---|---|----|----------|

Completion award: Associate of Applied Science Degree

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Course Descriptions

Course Descriptions

| | | |
|-----------|---------------------------|--------------------------------------|
| BIOL 2454 | Anatomy & Physiology I | (refer to SeArk catalog description) |
| ENGL 1313 | English Composition I | (refer to SeArk catalog description) |
| MATH1333 | College Algebra | (refer to SeArk catalog description) |
| BIOL 2464 | Anatomy & Physiology II | (refer to SeArk catalog description) |
| COMP 1123 | Introduction to Computers | (refer to SeArk catalog description) |
| PSYC 2303 | General Psychology | (refer to SeArk catalog description) |
| ENGL 1323 | English Composition II | (refer to SeArk catalog description) |

RADI 1103 Introduction to Radiologic Technology 3 Cr., (2 Lec., 2 Lab)
(Prerequisites: Acceptance into the program). This course is designed to provide a broad overview of the radiologic sciences. Includes discussion of department and hospital organization, professional ethics, medicolegal considerations, patient care, basic radiation protection, infection control, and basic radiographic equipment and procedures.

RADI 1173 Radiographic Procedures I 3 Cr., (2 Lec., 2 Lab)
(Prerequisites: Acceptance into the program). This course is designed to present the principles of radiographic anatomy, positioning, and terminology necessary to perform standard radiographic procedures. Special emphasis is given to routine and specialty views of the chest, extremities, abdomen, and vertebral column. Importance will be placed on evaluative approaches to the procedure and the finished radiograph.

RADI 1223 Radiography Practicum I 3 Cr., (24 clinic/lab)
(Corequisites: RADI 1103 Introduction to Radiologic Technology and RADI 1173 Radiographic Procedures I) This course provides the necessary exposure to the practice of radiography in the clinical setting. Students will be evaluated on clinical efficiency, professional conduct, and dress as well as ability to perform basic radiographic procedures such as chest, abdomen and extremities under the direct supervision of a registered technologist.

RADI 1233 Radiographic Physics 3 Cr., (3 Lec.)
(Prerequisite: Acceptance into the program). An introduction to radiation protection and basic concepts of radiation physics are presented. Fundamentals of x-rays, generating equipment as well as x-ray production, beam characteristics; units of measurement, and how x-rays interact with matter are explored.

RADI 1243 Radiographic Procedures II 3 Cr., (2 Lec., 2 Lab)
(Prerequisites: RADI 1173 Radiographic Procedures I). This course is a continuation of RADI 1173 Radiographic Procedures I. It is designed to provide instruction for anatomical positioning and terminology to include the skull, gastrointestinal tract, and genitourinary system.

RADI 1253 Digital Imaging 3 Cr., (2 Lec., 2 Lab)
(Prerequisites: RADI 1233 Radiographic Physics). Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic imaging. It includes the study of the construction of imaging receptors and conversion of the latent image. Factors that affect image acquisition, display, archiving and retrieval are discussed. The causes and methods of eliminating artifacts for digital imaging are also addressed.

RADI 1333 Radiography Practicum II 3 Cr., (24 clinic/lab)
(Prerequisite: RADI 1223, Radiography Practicum I). A continuation of RADI 1223 Radiography Practicum I. The student will continue to perform routine radiographic procedures with the direct supervision of a registered technologist. Rotation will be made between the hospital and clinics as determined by the instructor.

RADI 1343 Radiographic Procedures III 3 Cr., (2 Lec., 2 Lab)
(Prerequisite: RADI 1243, Radiographic Procedures II). A continuation of RADI 1243 Radiographic Procedures II. This course will begin to introduce students to more specialized examinations in diagnostic radiology which include pediatric, geriatric, trauma/modified imaging procedures for situations that are less than ideal. A discussion of contrast media used in other special procedures will also be included as well as special procedures such as myelography, arthrography, angiography, tomography and hysterosalpingography.

RADI 1353 Radiation Biology 3 Cr., (3 Lec.)
(Prerequisite: RADI 1233, Radiographic Physics). This course provides an overview of the principles of the interaction of radiation and biological systems. The effects of radiation and biological systems. The effects of radiation on biological molecules and organisms and factors affecting biological response are discussed. This course also provides an overview of the principles of radiation protection and the responsibilities of the radiographer. Regulatory agencies will be identified and agency involvement discussed

RADI 1443 Principles of Exposure and Image Production 3 Cr., (2 Lec., 2 Lab)
(Prerequisite: RADI 1233 Radiographic Physics). Content establishes a knowledge base in technical factors that will govern the image production process.

RADI 1434 Radiography Practicum III 4 Cr., (32 clinic)
(Prerequisite: RADI 1333 Radiography Practicum II). A continuation of RADI 1333 Radiography Practicum II. Provides the student with the necessary skills and experience needed in the actual practice of radiography. Students should begin to perform most basic procedures under both direct and indirect supervision. Rotation will be made between hospitals and clinical sites as determined by the instructor.

RADI 1442 Imaging Equipment 2 Cr., (2 Lec.)
(Prerequisite: RADI 1423 Principles of Exposure and Image Production). This course addresses advanced imaging systems with an emphasis on image intensification fluoroscopy and computed tomography. The students will also be introduced to basic cross-sectional anatomy.

RADI 1444 Radiography Practicum IV 4 Cr., (32 clinic/lab)
(Prerequisite: RADI 1434, Radiography Practicum III). This course is the fourth in a series of courses that provide the student with the necessary clinical education to be successful in the actual practice of radiography. The student will continue to perform basic radiographic procedures under both direct and indirect supervision based on the individual student's competency level. Rotation will continue through the varied clinical sites.

RADI 2223 Radiographic Evaluation 3 Cr., (3 Lec.)
(Prerequisites: RADI 1343 Radiographic Procedures III). This course focuses on analyses of radiographic images and quality that include positioning, technique and radiation protection practices.

RADI 2233 Radiographic Pathology 3 Cr., (3 Lec.)
(Prerequisites: RADI 1343 Radiographic Procedures III). Radiographic Pathology introduces the nature of disease and the structural and functional changes produced. Presentations will be made on a variety of diseases and their related pathology as it relates to radiographic procedures.

RADI 2422 Radiographic Total Quality Management (2) 1 lec., 1 lab
(Prerequisite: By instructor's permission). This course is a study of the principles and practices of radiologic quality control with an emphasis on image assessment and radiologic film evaluation.

RADI 2444 Radiographic Practicum V 4 Cr., (32 clinic/lab)
(Prerequisite: RADI 1444 Radiographic Practicum IV). Clinical education V provides a continuation of supervised clinical experiences in the procedures and skills needed in the actual practice of radiography. Advanced clinical rotations, responsibilities, and expectations are designated.

RADI 2454 Radiographic Practicum VI 4 Cr., (32 clinic)
(Prerequisite: RADI 2445, Radiographic Practicum V & RADI 2222 Radiographic Evaluation). Clinical Education VI is the last course in a series that prepares students for the practice of radiography. This course requires a final demonstration of entry-level skills. A Seminar will be held once a week to help prepare the student for registry exam success as well as to enhance the employability of the student.

Radiography Program Policies and Procedures

I. Attendance

The Program's policy on attendance is as follows:

The student is expected to:

1. Attend all classes, laboratory, and clinical sessions.
2. Be in the scheduled area (class, lab, or clinic) at the specified time.
3. Remain in the scheduled area (class, lab or clinic) for the specified time.

Students must travel to their clinical site set by the faculty each semester. This could include traveling up to 60 miles from the institution.

Students will be assigned classroom, laboratory, and clinical activities not to exceed forty hours per week.

II. Absenteeism

Students are expected to participate in all scheduled didactic and clinical education experiences. Absenteeism is defined as not being present for an assigned educational experience. Students should schedule all appointments, medical or other, during times when they are not participating in didactic or clinical education experiences.

The student may have a total of two (2) days absence (16 hours) in clinic per semester without penalty for personal business, personal illness, or illness in the immediate family. All absences and/or tardies will be allotted in four (4) hour increments. A student may be placed on attendance probation anytime their absences exceed 20 hours per semester – this includes both theory and clinical absence. A student may be suspended or dismissed from the program anytime their absences exceed 30 hours per semester.

Students absent more than two (2) days in a row due to personal illness must submit a written physician's certification that the student is fit to resume clinical activities. The Program Director reserves the right to request a physician certification at any time.

III. Tardiness

Students are expected to arrive at their scheduled time to all didactic, laboratory, and clinical assignments. Tardiness is defined as not being present in one's assigned area at the assigned time. If a student is tardy to the clinical area, four (4) hours will be deducted from their clinical experience for that day.

IV. Student Responsibilities in the Classroom and Laboratory

A. Conduct

1. Come adequately prepared for class (i.e.: read material and bring necessary supplies such as paper, pens/pencils, calculator, etc.)
2. Attend all classes and laboratories as scheduled, unless previous arrangements have been made with the instructor or program director.
3. Request instructor/student conferences when needed.
4. Maintain an unbiased, open point of view during class sessions.
5. Request and take make-up examination (if permitted by the instructor) within the specified period of time for the given course.
6. Act as a favorable role model for your health profession at all times.
7. Be ***responsible for the condition of the instructional area*** during and at the completion of a class or laboratory session.
8. Refrain from eating or drinking in the laboratory.
9. Maintain and arrange class materials in a form that will be usable in the future as a professional reference.
10. Respect furniture and equipment by careful handling and use. Do not mark on desks.
11. Cheating in any form is not tolerated. Any student found exhibiting either of the following types of behavior during, or in the preparation of, any assignment, quiz, project, report, test, or final examination will receive a zero (0) for that assignment and the student conduct violation will be referred for administrative review:
 - a. Cheating, defined as the act of obtaining or providing information, data, or clinical documentation improperly or by dishonest or deceitful means; and,
 - b. Plagiarism, defined as copying or imitating the language, ideas, or thoughts of another author and presenting them as one's original work; the copying of a theme or section from a book or journal without giving credit in a footnote; or copying from the manuscript of another person.

12. Develop an appreciation for high personal standards in conduct and achievements.
13. Refrain from using abusive, provocative, or profane language and/or gestures.
14. Avoid creating or being a party to a disturbance or physical violence.
15. Observe the principle of mutual respect in their contacts with patients, visitors, and employees and in their working relationship with faculty and other students.
16. The energized lab is used for the sole purpose of radiographing inanimate objects. This means no humans may be radiographed in the energized lab. **Students in violation of this policy will be terminated immediately from the program.**

B. Grades

All courses listed in the professional curriculum are required. In order to progress in the curriculum, a grade of “C” or higher in all course work is required.

The student’s grades are kept by the program in the program director’s office and are available for the student to inspect. Official transcripts must be requested from the SeArk College Registrar.

For further information regarding grades and academic standing, see the section on Grades in the Southeast Arkansas College Nursing and Allied Health Technologies Division handbook.

C. Academic Withdrawal

The Program may *initiate* withdrawal of the student:

1. Who receives a course grade of less than a “C” in a course of the Professional Curriculum; or
2. Whose repeated performance places others in physical or emotional jeopardy*; including failure of a drug screening. **All NAH students will be required to submit to drug screening. The drug screen will be at the student’s expense.**
3. Who repeatedly fails to meet legal standards, ethical standards, or standards of practice for student radiographers; or
4. Who does not satisfy the terms of a *Clinical Skills Review*; or

5. Who commits four (4) or more minor infractions or two (2) or more major infractions of Programmatic policy or procedure; or
6. Who does not complete all clinical requirements including orientation objectives as assigned for the first year of the educational program; or
7. Who misses more than 30 hours of educational experience per semester.

**Physical jeopardy is defined as any action or inaction that directly threatens the physical safety or well being of another person. Emotional jeopardy is defined as any action or inaction that directly threatens the emotional or mental well-being of another person.*

****The Program initiates withdrawal, but the Vice-President of Student Services may only terminate the student.***

D. Graduation

The specific programmatic requirements for graduation are:

1. A grade of “C” or higher in all courses of the Pre-Professional, Professional, and Associate of Applied Science (A.A.S.) degree curriculum as outlined in the SeArk College Catalog.
2. Satisfactory achievement of all clinical requirements.

No student will graduate until he/she has satisfied all program and college requirements. See the College Catalog for further information.

Graduation ceremonies are held in the spring for the radiology students at the Pine Bluff Convention Center. The student still must complete the following summer semester to complete the program. You will have a pinning ceremony in July on campus. You must walk during the graduation ceremony to be eligible to participate in the pinning.

The Southeast Arkansas College (SeArk), Nursing and Allied Health Technologies Division reserves the right to dismiss a student at any time on grounds that SeArk College judges to be appropriate. Each student by his own admission to the College recognizes this right of the Program and College. The continuance of any student on the roster of the College, the receipt of academic credit, graduation, and the granting of a degree rests solely within the powers of the Program and College.

E. Withholding of Grades and Transcripts/Registry Eligibility

The Registrar is authorized to withhold grades and transcripts and refuse registration to any student or former student who fails to return library, or other College property entrusted to his or her care; or who fails to comply with rules governing the audit of student organization accounts; or who has failed to pay any

fees, tuition, fines, or other charges assessed against him or her by the College and/or any clinical education center. Students who satisfactorily complete all College clearance procedures prior to the date of the registry examination (ARRT) and are eligible for graduation will be certified eligible to write the ARRT registry examination.

V. Student Responsibilities in the Clinical Education Setting

The clinical education phase of the program is designed to enhance student learning. This learning is achieved through observation, assistance, practice, and evaluation of radiographic and patient care principles learned in the classroom and lab. The curriculum offers a wide range of learning experiences and patient contacts by providing clinical rotations through different health care institutions.

A. Dress and Appearance

Students must wear approved uniforms in the *clinical* and *laboratory* area. No exceptions in dress is to be made without the approval of the **Program director**. Inappropriate conduct/dress may result in clinical probation or dismissal from program. Approved uniforms consist of the following:

Female Uniform

- Approved - Royal or ceil blue scrub top
- Approved - Royal or ceil blue scrub pants
- White short/long sleeve t-shirt (optional)
- White lab coat
- White hospital shoes (**closed toe and heel**)
- White hose or socks
- School uniform patch
 - The patch must be sewn on the left shoulder of each uniform about 1 inch down from the seam and each lab coat

Male Uniform

- Approved - Royal or ceil blue scrub top
- Approved - Royal or ceil blue scrub pants
- White short/long sleeve t-shirt (optional)
- White lab coat
- White hospital shoes (**closed toe and heel**)
- White socks
- School uniform patch
 - The patch must be sewn on the left shoulder of each uniform about 1 inch down from the seam and each lab coat

* *Only white short/long sleeve shirts can be worn under clinical uniform or white lab coats.*

The following policies concerning clinical appearance will be in effect at all clinical sites and clinical labs unless otherwise specified:

1. Uniform tops and pants will be neat and clean at all times. All will be starched or finished with spray starch. The pants will have front and back vertical creases. Sleeves will be creased. The pant length will cover the top of the shoes. Uniforms will remain in good condition. No rips, holes or tears will be tolerated.

Uniforms must not be binding or constricting but allow for ease of movement while bending or reaching. Dresses must be of a length appropriate for bending or reaching over the head.

Uniforms must be properly buttoned/zipped to insure a neat, modest appearance. Conventional undergarments are required. A clean, solid white short sleeve shirt may be worn under the uniform top and tucked into the pants.

2. A solid white lab coat may be worn as part of the uniform. For ease in handwashing, it is strongly recommended that the lab coat have $\frac{3}{4}$ length sleeves (hemmed, not rolled) or ribbed-cuff sleeves. Lab coats will be kept clean, white, stain-free, and neatly starched and pressed.
3. Hospital shoes with closed toe and heel will be solid white and should be polished daily. Athletic shoes are acceptable, but must also be solid white, all leather, low-cut, and polished daily. Regardless of style, footwear must be kept in good repair. Shoestrings will be solid white and clean at all times.
4. White hosiery or plain white socks must be worn when in uniform. Socks will be long enough so that skin is not visible while seated. Socks should form a smooth line and not be folded or bunched around the ankles.
5. No rings with stones may be worn on hands during the performance of radiographic procedures or the provision of patient care services for reasons of patient safety. Other jewelry is strongly discouraged. Jewelry permitted during patient care include:
 - earrings, not to exceed earlobe
 - one necklace, worn close to neck
6. Fingernails must be kept clean and neatly trimmed. To avoid patient injury or transmission of infectious disease, fingernails may NOT extend more than $\frac{1}{2}$ cm beyond the fingertips. The use of clear nail polish is permitted. **Students must follow the infection control policies of all clinical sites with regard to fingernails (i.e. artificial nails).**

7. The hairstyle chosen must be neat and well groomed. Unless hair is cut short enough to remain close to the head and off the collar, it must be pulled away from the face and secured in such a manner that no strands fall downward onto the shoulders or into the face. Hair will be secured with plain black, brown, white, or light blue clasps or elastic bands. Bows or ribbons are not acceptable.
8. Make-up and cologne, if permitted by the clinical site, will be applied sparingly.
9. Proper personal hygiene (breath and body) should be practiced at all times.
10. Visible tattoos and body piercing are not acceptable, including multiple earrings and/or ear posts. 1 pair of studs is acceptable. Visible tattoos must be covered up for clinic or wear a lab coat. This is clinical site policy.
11. Official identification badges and patches shall be worn on the uniform such that the student's identity is readily visible to the patient, and other medical personnel.

Surgical Scrub Suits

Surgical scrub suits (i.e. "Greens") will be worn only when required by the individual rotation or department.

Lab coats or appropriate institutional coverings with the school patch worn on the left shoulder must be worn over scrub suits when the student is not present in the surgery areas (surgical suites and surrounding corridors). Shoe covers and masks may not be worn outside the surgery areas (surgical suites and surrounding corridors) unless specifically instructed to do so by your clinical instructors.

Hospital-issued scrub suits of any kind are not for personal use and may not be worn outside the assigned area of use. Each student will be given their own individual scrub suit 'pin' in which they may select custom-sized scrubs ("greens") from the scrub machine. These scrubs must be returned daily and not worn outside the hospital for any reason – **NO EXCEPTIONS!!**

B. Conduct

The student should demonstrate respect, concern, and courtesy to all patients, their families, all other health professionals, and hospital personnel. This should be done in a professional and diplomatic manner.

1. The student will be in the assigned clinical area, on time, as scheduled, 8:00 a.m. to 4:30 p.m. unless otherwise assigned. **Students must contact the department and the clinical site by 8:30 a.m., or within 30 minutes of their scheduled time, concerning an impending absence or tardy.** The students must speak directly with a clinical associate and the faculty member. If the faculty member and/or clinical associate is not available, the student is required to leave a message on the departmental telephone voice mail, as well as the program office voice mail. If the student fails to do so, this is considered a NO CALL/ NO SHOW. A student can only receive two (2) no call/no shows and remain in the program.
2. Upon arrival in and departure from the clinical area, the student must have the clinical growth sheet signed by the clinical associate as proof of attendance.
3. The student will not leave the clinical area without the knowledge of the supervising radiographer or the clinical supervisor/instructor and/or faculty. With permission, students must be signed out on the clinical growth form, and upon returning must sign back in. If the student fails to sign in and out, the student will be counted absent. Attendance and punctuality will be evaluated on the clinical growth form. **Students are not allowed to make reassignments in the clinical schedule. Violations will lead to disciplinary action up to dismissal from the program.**
4. Eating, or drinking is not permitted in the front offices, hallways, or imaging rooms – only in the designated lounge areas.
5. During periods of inactivity, the reading of textbooks and professional literature is encouraged. Novels or crafts are not permitted in the clinical area. Students may not congregate in hallways and must stay with their assigned technologist while in the clinical area in order to ensure the proper 1:1 student-to-staff ratio. The student may not take breaks or do didactic homework while there are clinical exams in progress. Clinical experience is vital to the development of a technologist. Any superfluous use of time may result in a loss of valuable learning experiences.
6. Students should conduct themselves in a professional manner at all times.
7. The student is not to use phones in the clinical area for personal use. Cell phones are **not allowed** in the clinical setting. Not only is the use of cell phones in the clinical setting unprofessional they are hazardous to medical equipment,

therefore hazardous to the patient. **Violations will lead to disciplinary action up to dismissal from the program.**

8. At no time, for any reason, will a student leave a patient on a table unattended. If the student needs to process an IR and the patient is left in the examining room, the patient **MUST** be restrained or removed from the table.
9. Student lunch breaks: If a student starts clinic at 7:00 lunch begins at 11:00. If a student starts clinic at 8:00 lunch begins at 12:00. The length of lunch varies from clinic to clinic so just ask your technologist.
10. No gum chewing will be allowed while in the clinical area.
11. Students are not to return to the clinical area at night or on weekends, unless for specific pre-approved assignments.
12. All accidents occurring during an educational assignment or while on campus, whether involving a patient and/or student, shall be reported within one hour of the incident for sharps injuries and within twenty-four hours of the incident for all other accidents. Students must follow agency policies when reporting accidents.
13. Smoking is prohibited in all buildings.
14. Gratuities may not be accepted from patients.
15. The use of intoxicating drugs or beverages is prohibited in the clinical assignment areas as well as in other portions of the Program and College as posted. The College reserves the right to require random drug screening on its students at any time without notice at the student's expense.
 - **All NAH students will be required to submit to drug screening. The drug screen will be at the student's expense.**
16. The use of profanity or disrespectful actions is not permitted in the clinical areas.
17. All information concerning patients must be maintained confidential at all times according to HIPPA regulations.

C. Safety Procedures

1. Immobilizing procedures or devices are to be used whenever possible for patients who cannot cooperate or when the examination requires strict motion control. Hospital personnel, guests, or family may be called on to assist when other restraints are not possible. No individual is to be used for patient holding routinely. The holder is to be provided with, and must

wear, protective apron and gloves. Students MAY NOT HOLD patients during radiographic exposures.

2. Gonadal shields are to be used on patients of reproductive or younger age who have not been permanently sterilized and when the presence of the shield will not obscure clinically significant information.
3. Technologists and students who operate mobile x-ray generators are responsible for the safety of themselves and others in the immediate area of the patient. As a minimum requirement, the Technologist/student will:
 - wear and provide lead aprons for anyone in the immediate area during an exposure
 - assure that only the patient is within the primary x-ray beam; and
 - remove all others from the immediate area during the actual exposure.
4. Total filtration equal to 2.5 mm Al equivalent (or slightly more) is provided on all X-ray tubes capable of operating above 70 kVp. This is not to be altered except in the case of Mammography (0 to 50 kVp – 0.5 mm Al equivalent; 50 to 70 kVp – 1.5 mm Al equivalent).
5. Collimation is to be used to restrict the primary beam to the area of clinical interest. At no time should the beam be larger than the image receptor.
6. Grids are to be used ONLY when specifically indicated.
7. Tube rating charts are provided for each tube in each radiographic room. Their use in safeguarding the tube is the responsibility of the technologists assigned to that room.
8. In fluoroscopy, the “tube-on” time will be kept as short as possible and the “field-of-view” will be kept as small as possible without compromising the quality of increasing “tube-on” time.
9. Lead aprons are to be worn by personnel conducting or assisting in fluoroscopic examinations; lead gloves are to be worn if the hands must be within 6 inches of the primary beam.
10. Dosimeters are required by Arkansas regulations for all personnel who are directly involved in radiological examinations. Dosimeter users are responsible for the care and timely exchange of these devices. Students must wear dosimeters during all clinical and laboratory assignments. During fluoroscopy, students will wear the dosimeter at the collar level, between the thyroid gland and x-ray beam, outside the lead apron.

Every month the student must review The Occupational Radiation Exposure Report provided by Southeast Arkansas College and record their results on their dosimetry record sheet. The program coordinator and the radiation safety officer will counsel with any student receiving a reading of 50 mrem or more per month. A written documentation of the meeting will be maintained in the student's file. Continued readings of 50 mrem or more per month may result in the reassignment of the student and investigation into the cause of the readings.

10. Doors to radiographic and fluoroscopic rooms are an integral part of the shielding required for these facilities. Doors are to be closed during all x-ray exposures.
11. Technologists/students are responsible for seeing that lead aprons are available for all persons involved in fluoroscopic and portable unit procedures.
12. Clean and neat floors and work benches are not only to be expected in a hospital setting, it is the responsibility of the technologist in charge of a room to see that equipment is clean and in good working condition. Any soiling or unsafe condition, which cannot be immediately corrected, must be reported to the Senior Technologist on duty.
13. Cassettes must be cleaned and dried before returning them to use when they become soiled. Cassettes must be protected from body fluids.
14. The quality of examinations and the safety of personnel and patients are of the highest priority, and it is the personal responsibility of each member of the staff to identify, notify, and assist in correcting deficiencies as they occur.
15. Heart rate, blood pressure, and respiration rate should be recorded for every patient prior to undergoing an injection of an iodinated contrast medium.
16. Students may not inject an iodinated contrast medium without the direct supervision of a registered and licensed technologist (ARRT).
17. All patients must be properly identified by checking an armband or by having the patient repeat his or her name and other identifiable data before initiating a radiographic exposure.
18. Students must remain under the direct supervision of a qualified radiographer while performing radiologic procedures on patients if the student has not passed a clinical competency evaluation on that particular procedure. ***Direct Supervision is defined as a registered radiographer directly supervising the student while performing the radiographic examination.***

19. Students may perform radiographic procedures on patients with indirect supervision of a qualified radiographer if the student has passed a clinical competency evaluation on that particular procedure. ***Indirect supervision calls for a registered radiographer to be in the immediate area to offer assistance if any is needed.***
20. All repeated radiographic procedures must be performed under the direct supervision of a qualified radiographer at all times. The student must document the repeated procedure on the appropriate form and obtain the clinical instructor or radiographer's signature.
21. All students must maintain current cardiopulmonary resuscitation (CPR) certification during enrollment in the Professional Curriculum. Students will be certified during orientation by the program faculty.
22. Radiography students participate in a MRI rotation while in radiography school. The program has established a MRI safety screening protocol for students having access to the magnetic resonance environment.

All students are required to watch a MRI safety video during their orientation week which is the 1st week of school each fall. The students sign an acknowledgement form stating they have watched the video. The students must also complete a MRI safety screening questionnaire to assure they are appropriately screened for magnetic waves or radiofrequency hazards.

In semester IV of the program the students take an Imaging course. The students watch the MRI safety video again, have a lecture and take a test on MRI.

D. Student Reporting of Exposure to or Contraction of Communicable Disease:

Exposure to or contraction of infectious diseases must be reported immediately. The student will assume the responsibility of disclosure to minimize the risk of contagion to patients, personnel, and others. Confidentiality will be preserved within the required investigative, treatment, and notification limits of the disease process.

1. Notify Student/Employee Health by completing an Incident and Accident Report form describing the exposure to or contraction of a communicable disease.
2. Treatment or prophylaxis will be initiated based upon the degree of exposure or contact.

3. Intimate exposure (prolonged physical contact or contact with blood or body fluids) will require a report to Student/Employee Health or the clinical site Employee Health Department within one (1) hour of the incident. Examples of such exposure include:
 - a. needle sticks with used needles
 - b. aspiration of blood or blood products into the mouth
 - c. mouth-to-mouth resuscitation
 - d. splashing of body fluids into the conjunctiva or mouth
 - e. exposure to cerebrospinal fluid
4. Intimate exposure to the following diseases will require management as indicated:

| | |
|------------------|----------------------------|
| Hepatitis A or B | AIDS or HIV infection |
| Rabies | Meningitis (Meningococcal) |
| Syphilis | Tuberculosis |

E. Clinical Infection Control Procedures

Clinical infection control procedures are printed and are available at each clinical location. Since some variation exists from site to site, it is strongly recommended that the student review the procedures applicable to a given area in order to maintain departmental policies. Infection control policies pertinent to the program are also discussed in detail during the orientation process of new radiography students. All students must successfully pass the infection control test prior to being allowed to participate in Clinical Practicum I.

F. Clinical Education Probation

As the clinical education component is competency-based and somewhat self-directive, students should be aware of their strengths and weaknesses. Identified weak areas may be improved by requesting assistance from any faculty member. However, if improvement does not occur, a formal mechanism must exist for this purpose. A student may be placed on clinical education probation if there is found to be:

1. repeated neglect or disregard of the clinical conduct policy
- or
2. skill levels persistently below those of the minimum requirement, (refer to the appropriate Clinical Education Syllabus).

If a student obtains two (2) unsatisfactory evaluations for competency in any one examination type, this indicates below minimum performance levels in any or all of the following areas:

1. positioning
2. radiation protection
3. patient care
4. technique selection
5. image evaluation

The student will then receive notice to scheduling a counseling session with his/her Clinical Advisor. The student will be assigned remedial activities, which may include, but not be limited to any of the following:

- a. completion of additional radiographic procedures
- b. review of audiovisuals
- c. written report of proper procedures
- d. radiographic critique
- e. modeling
- f. simulation (radiographs of phantom)

Upon satisfactory completion of the remedial activities, the student may continue with the clinical competency program and attempt to pass the originally failed competency. Continued unsatisfactory completion of the competency will result in a counseling session with the student's clinical advisor and the student will undergo a Clinical Skills Review (CSR).

Clinical Skills Review (CSR): A student will be placed on Clinical Skills Review for a maximum period of two (2) weeks in order for the student to document appropriate performance skills. During this CSR period, the student's clinical assignment schedule may be revised to limit their clinical participation until such time that the clinical deficiency is corrected. During the CSR period, the student may not attempt to meet other clinical curriculum procedural objectives. The CSR will consist of the student performing and documenting three (3) satisfactory examinations conducted under the supervision of a technologist; and two (2) satisfactory examinations conducted under the supervision of a faculty member; and one (1) satisfactory evaluation of *competency* conducted by a faculty member.

Upon satisfactory completion of the Clinical Skills Review (CSR) period, the student may continue with the clinical competency program and attempt to pass the originally failed competency. Continued unsatisfactory completion of the competency will result in the student being placed on Clinical Education Probation.

A student placed on Clinical Education Probation will have two (2) opportunities to satisfactorily complete the originally failed competency. During this Clinical Education Probation period, the student's clinical assignment schedule may be revised to limit their clinical participation until such time that the clinical

deficiency is corrected. During the Clinical Education Probation period, the student may not attempt to meet other clinical curriculum procedural objectives. Upon satisfactory completion of the Clinical Education Probation period, the student may continue with the clinical competency program.

Should the student be unsuccessful in the two (2) attempts to pass the clinical competency during Clinical Education Probation, a grade of “F” will be given for the semester Clinical Education course.

A student who is placed on Clinical Education Probation for a third time in the same semester will receive a grade of “F” for the semester Clinical Education course.

VI. Professional Responsibilities

Because students in Radiologic Technology are being educated for a professional career as health care providers, they are expected to adopt a professional attitude. To this end, the following responsibilities are expected.

1. Join the local, state and/or national professional organizations. (See appendix II. a and II. b)
2. Attend the local professional meetings and the state professional meetings when possible. This includes the ArSRT convention.
3. Attend professional seminars held locally.
4. Devote a scheduled amount of time each month to the reading of professional literature and technological advances in Radiologic Technology.
5. Devote a scheduled amount of time each month to the reading of professional literature in other health care disciplines, i.e. nursing, medicine, etc.
6. During the sixth semester apply for a temporary state license. (See appendix III)

VII. Advising

Students should feel free to seek advisement by the department faculty. In order to have better access to the faculty, the student should request an appointment at a time that is mutually convenient.

VIII. Breaks and Holidays

Each year, the student may receive the following breaks:

| | | |
|-----------------------------------|-----------------------|-----------------|
| Thanksgiving – 1 week | Christmas | Spring – 1 week |
| January – Martin Luther King, Jr. | May – Memorial Day | Summer |
| July – Independence Day | September – Labor Day | |

In addition, each student may receive during their second year in the program two (2) days that may be used for interviewing purposes (including travel time). These days may be utilized during the fifth or sixth semesters. Students must obtain prior approval to utilize this time and must present suitable documentation of the interview to the program director upon return to the department. If suitable documentation is not submitted, the hours will be counted against the student.

VIII. Policy on Pregnancy (Appendix II)

If a student becomes pregnant while enrolled in the educational program, she may **voluntarily** inform the Program Director. If the student chooses to **voluntarily** inform officials of her pregnancy, it must be in writing and indicate the expected date of delivery. In the absence of this voluntary, written disclosure, a student *cannot* be considered pregnant. If the student *chooses* to disclose her pregnancy, she will receive counseling on the options available to make an informed decision based on individual needs and preferences (See pregnancy declaration Appendix I for possible options). The ultimate decision regarding the previous options will be the student's. The student will be required to sign a statement acknowledging explanation of options and stating option choice. *The student has the option to receive counseling with the radiation safety officer or program director if she chooses before making her decision as to which option may best suit her need.*

Pregnant students choosing to remain in all educational phases:

- Must wear an additional radiation monitoring device near the lower abdominal area and under the lead apron
- Must closely monitor personal radiation dosimetry reports
- Will be assigned to the same clinical rotations as non-pregnant students
- It is recommended that pregnant students observe the following precautions:
 - Stay out of the field of radiation and, other than during fluoroscopy, remain in the control booth during the exposure period
 - Wear additional lead apron or aprons in fluoroscopy, during portable exams or when otherwise necessary

Such disclosure will allow observation of proper radiation safety practices for the fetus by **possibly limiting** some clinical rotations during pregnancy. Exposure to the unborn child needs to be kept as low as practicable. With the supervision of the Program Director and Radiation Safety Officer, clinical dosimetry will be closely monitored to ensure that

exposure to the mother will not exceed 500 mRem (0.5 mSv) during the period of the pregnancy. Disclosure will be held in confidence, at the student's request, limited to the Program Director and Radiation Safety Officer.

The student should be aware that pregnancy might delay the student's graduation date. Once the student in writing has declared a pregnancy on the appropriate form, the student also has the right to "undeclare" the pregnancy. The student on the same form signs both the acknowledgement and the declination of pregnancy. (See Appendix I in the back of the student handbook).

X. Policy on Student Employment

Students may become employed in the field of radiography as a student intern after they pass their junior comprehensive final in July of their 3rd semester. Students who accept employment situations while enrolled in the program may do so during hours in which the student is not engaged in assigned educational activities. **Students are not allowed to receive pay during their school assigned clinical hours. Any student found in violation of this policy will be terminated immediately.** During work assignments, the student may not wear the approved student uniform, may not wear the approved student identification badge, and may not wear the student radiation dosimeter. Students working in an affiliated clinical education site may not supervise other students. Students are advised that their work schedule may not interfere with their classroom or clinical performance. **Students may NOT obtain any exams needed for school requirements while they are at work.**

XI. Returning Student Policy

Refer to the Returning Student Policy found in the NAH Division Policies Handbook.

XII. Student Transfer Policy/Advanced Placement

Southeast Arkansas College's Nursing and Allied Health faculty recognize that all Nursing and Allied Health programs share a common core of knowledge. The faculty believes that the public and the nursing and allied health profession are best served by policies that facilitate educational mobility of students. The following policies apply regarding placement of students who have received education at other approved school or college of nursing or who desire to transfer into a SEARK College NAH Program:

1. The student must meet all application and admission requirements of SEARK College and the Nursing or Allied Health program.
2. The student must provide transcripts of grades received at the other program/school of nursing or Allied Health.
3. The student must provide a letter of good standing from the program director of the school from which they intend to transfer.

4. Each student transcript will be evaluated individually.
5. Students may be allowed to challenge courses in the respective program, depending upon areas validated by successful grades on the transcript.
6. The student may be required to demonstrate proficiency in basic skill areas. Skill areas required will be determined by individual programs.
7. Must have valid American Heart Association-Health Care Provider.
8. A separate fee will be assessed for each course challenged, theory and practicum.
9. All credits granted by challenge are held in escrow pending completion of residency.
10. A minimum of one semester (15 hours) is required to be eligible for graduation from SEARK.

XIII. Criminal Background Checks

Many healthcare facilities utilized for student clinical experiences require completion of a mandatory criminal background check. Therefore, all students entering the Radiology program will be required to have a completed criminal background check before attending clinical. The criminal background checks will be processed by the College without additional cost to the student. Criminal background information is confidential and may need to be shared with clinical agencies. Admission to the program gives consent to provide background information to clinical agencies as required.

XIV. Student Clinical Placement Requirements

All Nursing and Allied Health Students are required to provide data and/or submit to all health and safety requirements in compliance with the clinical affiliation agreements of the College. Students will be required to set up an online account with Verified Credentials for the purpose of background check and drug screen. The cost of this online account will be approximately \$125.00. These costs will be in addition to other college tuition and fees. This is a one-time charge while you are in the program.

XV. Clinical Education Guidelines

A. Clinical Education Overview

The clinical education component of the program is divided into six (6) semesters. Each clinical education course emphasizes the mastery of specific procedural competencies as outlined below:

| <u>Semester</u> | <u>Course</u> | <u>Clinical Emphasis</u> |
|-----------------|---------------|--|
| Fall (1) | RADI 1223 | Chest Radiography Abdominal Radiography |

| | | |
|--------------|-----------|----------------------------------|
| | | Extremity Radiography |
| Spring (II) | RADI 1333 | Extremity Radiography |
| | | Spinal Column Radiography |
| | | Mobile Radiography* |
| | | Contrast Radiography* |
| Summer (III) | RADI 1434 | Extremity Radiography |
| | | Spinal Column Radiography |
| | | Cranial Radiography |
| | | Contrast Radiography |
| | | Computed Tomography* |
| | | Mobile Radiography* |
| Fall (IV) | RADI 1444 | Contrast Radiography |
| | | Special Fluoroscopic Exams |
| | | Spinal Column Radiography |
| | | Pediatric Radiography* |
| | | Computed Tomography* |
| | | Mobile Radiography* |
| | | Trauma Radiography* |
| | | Surgical Radiography* |
| | | Tomography |
| | | Elective Packet |
| Spring (V) | RADI 2445 | Contrast Radiography |
| | | MRI* |
| | | Angiography |
| | | Cardiac/Cath Lab* |
| | | Elective |
| | | Terminal Competencies |
| Summer (VI) | RADI 2454 | Terminal Competencies |
| | | Electives |
| | | Completion of all required exams |

***These competency requirements may be assigned to a subsequent semester based upon the availability of clinical rotation sites.**

B. Competency Evaluation Forms

Whenever an evaluation of clinical competency is performed, a specially tailored form will be used to document student performance. Each form is divided into three (3) major criteria sections: performance, image evaluation, and anatomy/pathology recognition. Each criterion section must be addressed for every competency procedure assessed.

For the sake of organization and readability, some of the criteria for performance have been abbreviated in the competency evaluation forms. Therefore, please pay particular attention to the following explanations:

Section I Facility Readiness, Requisition Interpretation

Task 1 Clean and prepare radiographic table/stand and other accessory equipment

The student will prepare and disinfect the radiographic table, stand, or other accessory equipment, as appropriate, prior to its use with each patient. A clean pillow covering will be used with each patient.

Critique Points:

1. Student placed a clean covering on the pillow for each patient.
2. Student cleaned and disinfected or covered the radiographic table, stand or other accessory equipment as necessary.

Task 2 Review request and obtain/document patient history.

The student will read the requisition and determine the patient's history and provisional diagnosis before the patient enters the radiographic room. The student will review the radiographs of the most recent similar examination, if available.

Critique Points:

1. Student knows proper examination to be performed and why it is to be done.
2. Student has properly identified the correct patient using information from the requisition.
3. Student knows the essential characteristics of the patient.

Section II Patient Care and Preparation

Task 1 Identify and approach the patient in a friendly and professional manner.

The student will approach the patient in a pleasant manner, introduce him or herself, and address the patient by surname. The student will introduce himself or herself in the presence of the evaluator.

Critique Points:

1. Student introduced himself/herself to the patient.
2. Student addressed patient by surname and in a professional manner.

Task 2 Remove radiopaque objects from area of interest

The student will ask the patient if they have removed all articles of clothing and other objects within area of interest that may contain radiopaque objects, i.e. buttons, zippers, clasps, etc. The student will then check the patient to ensure that all jewelry, dentures, belts, clips, pins and other items have been removed from the anatomical area of interest.

Critique Points:

1. Student had patient get dressed/undressed in appropriate attire, i.e. hospital gown, etc.
2. Student questioned the patient about the removal of any radiopaque objects.
3. Student surveyed the patient for any objects that may obscure the radiographic image, i.e. belly rings, dentures, etc.

Task 3 Provide a clear and complete explanation of the procedure to the patient.

The student will ask the patient if he or she has had previous radiographs produced of the anatomic part involved. If the answer is “yes”, only a brief review of the procedure is necessary. If the answer, is “no”, the student will provide a detailed explanation of the procedure in terms understandable to the patient. This task must be performed in the presence of the evaluator.

Critique Points:

1. Student questioned patient about similar examinations.
2. Student prepared an appropriate follow-up response.
3. Student used proper communication techniques in a manner understandable to the patient.

Task 4 Respect the patient’s privacy and provide comfort and safety.

The student will close all doors to the radiographic room when a patient is present. The patient will be appropriately dressed for any procedure and will always be well covered; regardless of the position. The student will not require the patient to assume a position inappropriate for the patient’s existing physical condition. A judgment must be made by the student as to the patient’s ability to meet procedural requirements. Table pads, sponges, and other radiolucent articles will be used to reduce patient discomfort whenever possible. All patient conveyances must be locked into position and a clearly visible and unobstructed exit route available. A patient must never leave or enter a conveyance unassisted and all peripheral treatment and monitoring devices must be carefully handled. All possible care must be taken to ensure the patient’s well being.

Critique Points:

1. Student closed doors as appropriate
2. Student appropriately covered the patient’s entire pelvic region for each imaging projection
3. Student locked conveyance
4. Student assisted patient from conveyance to radiographic equipment and from radiographic equipment to conveyance.
5. Student provided appropriate patient care and handling for all patient peripheral devices.
6. Student placed a lead shield (as appropriate between the patient’s reproductive organs and the x-ray beam for the exposure.
7. Student made provisions for the patient’s comfort during the procedure.

Task 5 Recognize and adapt to difficult situations when necessary.

The student will choose alternate methods of radiography when the patient cannot meet routine radiographic requirements. The method chosen should demonstrate the required radiographic anatomy in an acceptable manner without undue distortion. The student will respond to the patient's physical condition in the appropriate manner.

Critique Points:

1. Student used good judgment in choosing an alternate method of radiography.
2. Student responded appropriately to patient conditions during the performance of a radiographic examination.

Task 6 Complete examination within a reasonable time frame.

For pre-evaluation and competency evaluation, the procedural time frame will be noted and used for counseling sessions only. For interval check evaluations, the procedural time should be much faster. As the student progresses within our clinical competency portion of the program, the student's clinical skills should become more organized and refined. Definitively, the time interval should be under 2.5 minutes for each radiographic projection, but may be modified in accordance with:

1. patient's medical condition
2. patient's ability to cooperate
3. level of student expertise.

Task 7 Apply Standard Precautions During the Radiographic Procedure

The student utilized all of the appropriate attire necessary to inhibit the transmission of infectious diseases, i.e. gowns, gloves, masks, etc. when coming in contact with blood and body fluids. The student cleaned the radiographic equipment, prior to and following the completion of the patient's examination(s) with the appropriate disinfectant. The student cleaned and properly prepped the patient's skin and/or equipment prior to injection, ingestion, catheterization, or insertion of enema tip.

Section III **General Radiation Protection**

Task 1 Obtain pregnancy/menstrual period information on females of childbearing age.

The student will ask the patient: "Is there any possibility that you may be pregnant?" The student will follow-up the patient response with the proper protocol as consistent with the policy and will be completed in the presence of the evaluator.

Critique Points:

1. Student checked the age of the female patient.
2. Student questioned female patients, within the age range, about the possibility of pregnancy.
3. Student used good judgment if female patients outside the age guidelines should be questioned about the possibility of pregnancy.

Task 2 Close room doors

The student will ensure that all doors leading from the radiographic room, including passbox doors are closed prior to making the exposure.

Task 3 Wear/provide lead apron, gloves, and or shielding when needed.

When the student is testing competent in a procedure where restraints are necessary and the possibility of exposure to personnel or family members is possible, it is the student's

responsibility to provide the appropriate protective attire to these individuals. (E.g. During a fluoroscopic procedure, ensure that the Radiologist, technologist, and any other person in the room is supplied with a lead apron and ensure that the Radiologist is supplied with a lead glove, and that the patient is shielded as necessary.).

Critique Points:

1. Student will ensure that a lead gonadal shield is available for the patient prior to bringing the patient into the procedural room.
2. Student will provide sufficient lead aprons, shields, and/or gloves to personnel, patients and family members as needed.

Task 4 Apply proper collimation.

When performing any procedure during a pre-evaluation, competency or interval check, the student must utilize the appropriate collimation.

Critique Points:

1. The student will collimate to the appropriate part size.
2. The student will ensure that collimation will not “clip” the area of interest.
3. The student will understand how to operate the equipment such that they may “override” the PBL mechanism.

C. Clinical Advisement

Within three (3) weeks of the start of each semester, the student will confer with his or her advisor. Additional advisement sessions are also required at the middle and the end of each semester. During the mid-semester and end-semester clinical advisement sessions, the advisor will review with the student a selection of procedures performed by the student during the semester and the student’s Clinical Growth Evaluation forms. Therefore, prior to the mid-semester and the end-semester advisement sessions, the student will provide his or her advisor with a list of the procedures performed by the student and the Clinical Growth Evaluation forms for the semester. Other advising conferences may be scheduled at the request of the student or advisor. An exit interview with the Program Director will be completed prior to clearing the College.

D. Final Comprehensive Examinations

In preparation for the national certifying examination in Radiography, students are required to take final comprehensive written and oral examinations at the end of the sixth clinical education course. The student must achieve a score of 75% or higher in order to receive a grade in this course. Students who are unsuccessful the first time will be given remedial assignments and will retake a different version of the failed examination until a passing grade is achieved.

XVI. Infractions of Programmatic Policy and Procedure

A. Minor Infractions

1. Failing to sign in or to sign out on the clinical attendance form.
2. Making changes in clinical assignment without prior approval from faculty.
3. Eating or drinking in patient care areas.
4. Engaging in non-patient activities when patients are waiting to have their examinations performed (e.g.: doing homework, cell phone, reading newspaper, etc.).
5. Having and using cell phones in the clinical settings for purposes other than emergencies or school related reasons.
6. Chewing gum during a clinical assignment.
7. Returning to the clinical area after hours or on weekends without prior approval from faculty.
8. Accepting gratuities from visitors, patients, or patient family members.
9. Failing to adequately collimate the x-ray beam during a radiographic exposure.
10. Failing to apply appropriate gonadal shielding during radiographic exposures.
11. Failing to contact the program and clinical site of an impending absence or tardy in a timely fashion.

B. Major Infractions

1. Cheating & Plagiarism (See College Catalog page 72)
2. Administering a medication without direct supervision of a qualified registered technologist.
3. Failing to report intimate exposure to a potentially contagious pathogen.
4. Performing a procedure on an individual without a physician's expressed order.
5. Inaccurate use of personnel dosimeter or failing to replace the personnel dosimeter in a timely fashion.
6. Failing to properly check the identification of a patient.
7. Performing the wrong radiographic examination on a patient.
8. Failing to check the possibility of pregnancy of a patient.
9. Failing to complete a critical incident report within one (1) hour for sharps injuries and twenty-four hours for all other incidents.
10. Performing a radiographic procedure without the appropriate level of supervision (direct supervision prior to competency attainment or indirect supervision after competency attainment.)
11. Performing a repeated radiographic procedure without direct supervision or failing to provide appropriate documentation for such procedure.
12. Holding a patient or anything touching the patient during the administration of ionizing radiation.

- ❖ For other policies and procedures refer to the NAH Division Policy Handbook and the SEARK College Handbook.

C. Clinical Conduct Probation

| | |
|--------------------------|---|
| First minor infraction: | student receives a verbal counseling session with documentation. |
| Second minor infraction: | student receives a written counseling session and is placed on clinical Conduct Probation. |
| Third minor infraction: | student receives a written counseling session and remains on clinical Conduct Probation. |
| Fourth minor infraction: | student receives a written counseling session and is administratively withdrawn from the Program. |
| First major infraction: | Student receives a written counseling session and is placed on Clinical Conduct Probation. |
| Second major infraction: | student receives a written counseling session and is administratively withdrawn from the Program |

Successive infractions do not have to be a repeated issue, but may be a combination of different issues, i.e., tardiness, behavior unbecoming a student, errors in clinic, disturbing others at work, etc., or it can be one issue of the same kind, i.e., rude behavior occurring more than once.

A counseling form must be completed and signed by the student and a faculty member. The student will be provided a copy of the form upon completion of the counseling. The original will be maintained in the student's file in the Program Director's office.

A student placed on Clinical Conduct Probation will remain on Clinical Conduct Probation for the duration of one semester or its equivalent, unless the student has been administratively withdrawn. If the student has committed no minor or major infractions during the period of Clinical Conduct Probation, the student will be removed from the Clinical Conduct Probation.

D. Clinical Suspension

Please refer to the Nursing and Allied Health Division Policy Handbook for the Progressive Discipline Policy on page 14.

E. Radiography student due process procedure

1. The student should present the grievance to the attention of the program coordinator within three days following the incident. After performing any necessary investigation, the program coordinator is responsible for communicating their decision to the student in writing within four days of receipt of the grievance. A school day, for purposes of this policy, is defined as Monday through Friday, excluding holidays.

2. If the grievance is not resolved within four working days from its initiation the student is directed to follow the College due process found in the College handbook on page 32-33 and/or page 69.

F. Non-Compliance of JRCERT Standards

If, during the course of your professional education, you feel the SeArk College Radiologic Technology Program does not comply with the JRCERT Standards (see appendix VI, Standards for an Accredited Educational Program in Radiologic Sciences) you have the right to notify the JRCERT. Their address is:

Joint Review Committee on Education
In Radiologic Technology
20 N. Wacker Dr. Suite 2850
Chicago, IL 60606-2901
Phone number (312) 704-5300
www.jrcert.org

This may also be addressed through the program due process Section XII, E and the College due process found in the College catalog.

XVII. Guidelines for Professionalism

A. Professionalism/Appearance

To conduct oneself in a manner perceived as positive by others. To create a work environment and work ethic that communicates excellence.

Key areas:

- Self-presentation
- Dress Code
- Managing Emotions & Stress
- Equipment Handling
- Work Area
- Record Keeping
- Report Presentation

B. Knowledge/Expertise

To be perceived as knowledgeable and up-to-date in the field of medical imaging and on services offered by the institution.

Key areas:

- Keep up-to-date in the field
- Knowledge of the services offered
- Ability to describe efforts to others

Established reputation
Professional Memberships
Holding Student Offices/Leadership
Equipment Knowledge
Networking with others

C. Communication/Projection

To communicate positively with patients, visitors, physicians, and staff; and to project a positive attitude through communication, professionalism, knowledge, and high standards.

Key areas: Be prepared
Show energy and enthusiasm
Be positive
Know what you are talking about
Be confident
Speak up
Be friendly
Possess integrity
Conform to a code of ethics
Respect for others
Use effective delivery and tonal quality

D. Customer/Focus

To understand the service customer's needs and wants to the degree they expect.

Key areas: Communication of a positive image
Know what your customers want
Don't just justify – delight the customer
Be a key link in the patient care effort
Market your profession
Think in terms of service excellence
Educate others about your profession

E. Standards

To set and adhere to high work standards that are noticed and regarded positively by others.

Key areas: Ownership of work and accountability
Goal and Purpose orientation
High levels of perfection
Know standards
Pride in work and profession
Follow chain of command

Patient Relations

To have a keen sense of patient feelings and needs and to be perceived by patients and others as knowledgeable, understanding, helpful, and caring person.

Key areas:

- Understand what the patient is going through
- Exhibit sensitivity and a caring attitude
- Ensure that patients can understand you
- Make patients feel special



**Radiologic Technology Program
Pregnancy Declaration**

I, _____ declare to the best of my knowledge the estimated
(Student Name)
date of conception was, _____ and the EDD will be approximately
(Date)
_____. (Please refer to pregnancy policy in student handbook).
(Due Date)

As an enrolled student, I choose to pursue one of the following options:

- _____ Continue with a regular clinical schedule as normal
- _____ Continue with regular clinical schedule with limited time in fluoroscopy, portables and surgery.
- _____ Take a leave of absence until the end of my maternity leave
- _____ Withdraw from the Radiologic Technology Program

Student Signature

Date

Program Director Signature

Date

Radiation Safety Officer Signature

Date



**Radiologic Technology Program
Withdrawal of Pregnancy Declaration**

I, _____ wish to withdraw my previous declaration of
(Student Name)
pregnancy on _____ (Please refer to pregnancy policy in student
(previous date)
handbook)

Student Signature

Date

Program Director Signature

Date

Radiation Safety Officer Signature

Date

Southeast Arkansas College
Radiologic Technology
Policy on Pregnancy

It is the *option* of the pregnant student to inform the Program Coordinator/Clinical Coordinator of her pregnancy. If the student chooses to *voluntarily* inform officials of her pregnancy, it must be in writing and indicate the expected date of delivery. In the absence of this voluntary, written disclosure, a student *cannot* be considered pregnant. If the student *chooses* to disclose her pregnancy, she will receive counseling on the options available to make an informed decision based on individual needs and preferences. The options are:

1. Continue both the didactic and clinical education schedules

- All clinical as well as didactic objectives must be fulfilled prior to graduation

2. Continue with regular clinical schedule with limited time in fluoroscopy, portables and surgery

- All clinical objectives must be fulfilled prior to graduation.

3. Leave of absence from the Radiography Program

- Discontinue didactic and clinical education phases
- Re-enter program based on readmission criteria

4. Withdraw from the Radiography Program

The ultimate decision regarding the previous options will be the student's. The student will be required to sign a statement acknowledging explanation of options and stating option choice.

Pregnant students choosing to remain in all educational phases:

- Must wear an additional radiation monitoring device near the lower abdominal area and under the lead apron
- Must closely monitor personal radiation dosimetry reports
- Will be assigned to the same clinical rotations as non-pregnant students
- It is recommended that pregnant students observe the following precautions:
 - Stay out of the field of radiation and, other than during fluoroscopy, remain in the control booth during the exposure period
 - Wear additional lead apron or aprons in fluoroscopy, during portable exams or when otherwise necessary

A pregnant student has the right to rescind her declaration of pregnancy at any time during gestation. If rescinded the student is no longer considered pregnant and no allowances for her condition will be made.

By signing this form, I understand declaring my pregnancy is **optional**.

Student Signature

Date

JRCERT STANDARDS

| | | |
|----------------|--|---|
| Standard One | <i>Integrity</i> | <p>The program demonstrates integrity in the following:</p> <ul style="list-style-type: none"> • Representations to communities of interest and the public, • Pursuit of fair and equitable academic practices, and • Treatment of, and respect for, students, faculty, and staff. |
| Standard Two | <i>Resources</i> | The program has sufficient resources to support the quality and effectiveness of the educational process |
| Standard Three | <i>Curriculum and Academic Practices</i> | The program's curriculum and academic practices prepare students for professional practice. |
| Standard Four | <i>Health and Safety</i> | The program's policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public. |
| Standard Five | <i>Assessment</i> | The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission. |
| Standard Six | <i>Institutional/Programmatic Data</i> | The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation. |

I have read and understand the above JRCERT standards for accreditation.

Student Signature

Date