

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

RADIOLOGIC TECHNOLOGY PROGRAM

Student Handbook

EEO/Title IX/Section 504/ADA

Southwest Tennessee Community College and the radiologic Technology Program do not discriminate on the basis of race, sex, color, religion, national origin, age or disability. This policy extends to employment by, admission to, or educational opportunities and benefits provided by the College.

Inquiries concerning EEO, Title IX, the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 should be directed to the EEO Officer. For specific information on services for students with disabilities, refer to that section. Southwest is an affirmative action/equal opportunity college. It is committed to the education of a non-racially identifiable student body.

Failure to read this publication does not excuse students from the requirements and regulations described herein.

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You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning you receive only the minimum in return. Even with your parent's best example and your teachers' best efforts, in the end it is your work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into opportunity.

-The National Commission on Excellence in Education

The Radiography Program reserves the right to make any revisions, deletions or additions to the Policies or procedures which, in the opinion of the Program Officials and/or Southwest Tennessee Community College, serve the best interest of the Program and its students.

Revised 06-10-15-thw

Institutional Mission Statement

Southwest Tennessee Community College is the comprehensive, multicultural, public, open-access college whose mission is to anticipate and respond to the educational needs of students, employers, and communities in Shelby and Fayette counties, and the surrounding Mid-South region. The college provides citizens with an effective teaching and learning environment designed to raise educational levels, enhance economic development and enrich personal lives.

To fulfill its mission, the college:

- Offers a broad range of learning opportunities in technical career, general, transfer, developmental, and continuing education
- Offers associate degrees, certificates, and courses to prepare students for employment, career advancement, personal enrichment, and college and university transfer
- Increases educational access through technology-assisted instruction, distance learning opportunities, and multiple locations
- Initiates partnerships and public service activities for workforce development and lifelong learning throughout the community
- Implements articulation agreements and collaborative activities with high schools, technology centers, college, and universities
- Attracts and retains diverse faculty, staff, and students
- Delivers effective academic programs, student support services, and administrative services through quality personnel, current technology, and continuous planning, evaluation, and improvement

Southwest is committed to the education of a non-racially identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability, or veteran status.

Southwest is a member of the State University and Community College System of Tennessee under the governance of the Tennessee Board of Regents.

Radiologic Technology Program Mission

The Radiologic Technology Program's mission is derived from that of Southwest Tennessee Community College

whose mission is to anticipate and respond to the educational needs of students, employers, and communities in Shelby and Fayette counties and the surrounding Mid-South region.

To fulfill its mission, the college

offers associate degrees, certificates and courses to prepare students for employment, career advancement, personal enrichment, and college and university transfer.

Program Goals and Outcomes

In support of its mission statement, the program has established the following goals and outcomes:

Goal: Students will be qualified, competent, entry-level radiographers.

Student Learning Outcomes:

Students will demonstrate proper patient positioning

Students will select appropriate radiographic techniques

Students will practice radiation protection

Goal: Students will apply critical thinking and problem-solving skills.

Student Learning Outcomes:

Students will be able to adapt positioning for trauma patients

Students will demonstrate problem-solving skills for non-routine imaging scenarios

Goal: Students will communicate effectively orally and in writing.

Student Learning Outcomes:

Students will demonstrate oral communication skills

Students will practice written communication skills

Goal: Students will be provided with a learning environment that promotes professional growth and development.

Student Learning Outcomes:

Students will identify the roles and benefits of professional organizations

Students will recognize professional ethics and obligations

Accreditation

Southwest Tennessee Community College is accredited by

Commission on Colleges
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30303-4097
404-679-4501

The Radiologic Technology is also accredited by

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
(312) 704-5300

Notice to Students

It is the Radiologic Technology student's responsibility to read this manual, be knowledgeable of its contents and adhere to the policies, regulations, rules, and guidelines stated herein.

The program and the college reserve the right to modify the contents of this manual as conditions demand. Timely notification will be provided to students if and when modifications and changes are instituted.

College-wide academic and student affairs policies apply to all enrolled students of Southwest. These policies, also, may be modified as deemed necessary. Please consult the Southwest Community College Catalog and the Student Handbook and become familiar with these policies and procedures.

Preface

Southwest Tennessee Community College offers a two-year Associate of Applied Science Degree in Radiologic Technology, designed to provide students with the basic knowledge and principles required of entry-level radiologic technologists. The program's educational offerings are organized to follow the Standards for an Accredited Educational Program in Radiologic Sciences adopted by the Joint Review Committee on Education in Radiologic Technology: January, 1996; Revised 2012. Copies of this document are available in the Program Director's office and on line at the JRCERT web site (www.jrcert.org).

Students who successfully complete all program and college requirements for graduation are eligible to sit for the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). Information concerning this organization and the examination it administers are available at its web site (www.rrt.org).

Candidates for the ARRT examination must comply with the "Rules of Ethics" in the ARRT Standard of Ethics. This includes, but is not limited to, compliance with state and federal laws. A conviction of, or plea of guilty to, or a plea of nolo contendere to a crime that is either a felony or is a crime of moral turpitude must be investigated by the ARRT in order to determine eligibility.

Individuals who have been convicted of, or plead guilty to, or plead nolo contendere to a crime may file a pre-application with the ARRT in order to obtain a ruling on the impact of their eligibility for examination. The individual may submit the pre-application any time after the first day of attendance in the professional phase of an accredited educational program. This process may enable the individual to avoid delays in processing the application for examination that is made at the time of graduation. The pre-application must be requested directly from the ARRT. Submission of the pre-application does not waive the application for examination fee, the application deadline, or any other of the application procedures.

Students accepted in the Southwest Radiologic Technology program are regarded as mature, responsible individuals seeking a formal education in the radiologic sciences. They are not considered employees of the program's designated clinical education sites.

Introduction

This Radiologic Technology Student Manual has been developed as a supplement to the Southwest Tennessee Community College Catalog, web site (www.southwest.tn.edu), Student Handbook, etc. Radiography students are responsible for understanding and adhering to the policies, rules, regulations, and guidelines stated therein. Any student needing clarification concerning the content of these documents should contact a member of the Radiologic Technology Program faculty.

This manual has been prepared to facilitate your introduction to the Radiologic Technology Program. On the pages that follow you will find important information about the College and the program, as well as a summary of policies and procedures that affect you as a student.

Philosophy of the Program

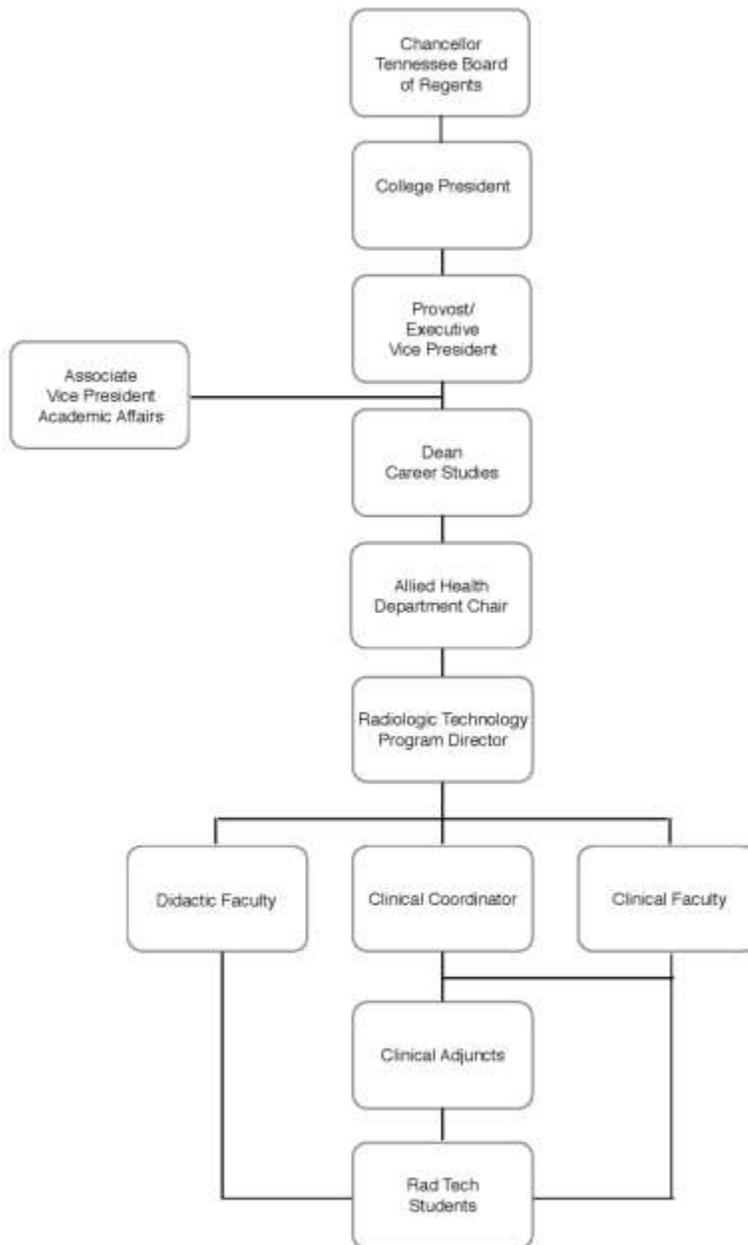
The Radiologic Technology Program faculty believes that learning is a dynamic, lifetime growth process. In an attempt to facilitate this process, the faculty attempts to integrate the natural sciences, behavioral sciences, and humanities with the body of knowledge specific to radiography.

The faculty recognizes that characteristics and needs of allied health students change as society changes, and therefore attempts to foster an environment for discovering, integrating, and disseminating knowledge related to the health care concerns of society.

Through faculty guidance, support, and motivation, students are provided an opportunity to develop professional commitment, accountability, autonomy, leadership, and communication skills to meet healthcare needs of individuals, families and groups.

The Radiologic Technology Program faculty recognizes the sanctity of individual rights. Therefore, all students are assured of equal treatment, and all students shall have the right to review any and all records maintained by the program which pertain to him/her. Any decision made concerning the student shall have the right of appeal as outlined by program and college policies.

Organizational Chart



Academic Professionalism

As participants in a professional education program, radiologic technology students are expected to conduct themselves in a professional manner during all classes, labs, and clinics. Academic professionalism includes respect for the faculty and the rights of other students, prompt attendance for all classes and clinics, and avoidance of any behavior which disrupts or interferes with academic proceedings. Radiologic technology students are expected to exhibit mature and responsible behavior. Justification of nonprofessional behavior or attitudes based on the assumption that “someone else does it” is not acceptable. Development of professional attitudes and ethical standards is a part of the education process.

Classroom, Clinical, & Laboratory Demeanor

Students interrupting the learning environment by behaving in an unprofessional manner during lecture, lab or clinical sessions may be dismissed from the session. Re-admittance is at the discretion of the instructor.

Parking

Parking on the campus is available for an annual fee paid to Southwest. Parking is restricted to the designated areas. Parking at clinic sites is the responsibility of the student.

Instructional Methods

Most classroom presentations are conducted in the standard lecture/discussion method. The content of each academic course is broken down into units of study with written objectives given to students for each unit. A variety of audio visual and electronic aids are used to augment instruction when appropriate. Readings and other assignments may also be assigned. Written objective tests follow the completion of each unit and comprehensive exams may also be given. The dates of final exams are announced in advance following the college wide schedule.

The radiographic lab has 4 radiographic units capable of full simulations of standard radiographic procedures. The instructor supervises students as they participate in lab activities.

A computer lab with a variety of computer assisted instructional programs and practice tests is available for student use. This lab is used as part of course requirements and is open to students between 8:00 A.M. and 4:00 P.M., Monday through Friday when there is no conflict with other classes.

All required and recommended textbooks for radiologic technology courses are available at the college bookstore. Many of these books are used in more than one course. Because of this and because of the need for study references in preparation for the ARRT certification exam, students are advised to keep all of the books for future reference.

Additional educational resources are available through the Southwest Tennessee Community College Library.

Attendance

The attendance policy for didactic courses is determined by course instructors. This policy will be published and discussed on the first day of class of each semester. Attendance policy for clinical courses is uniform within the program. This policy is published in each clinical manual and in the clinical education portion of this manual.

College students are capable of mature judgment and are accountable for their own decisions. The decision on whether or not to attend class ultimately rests with the student. However, it should be kept in mind that the classroom is the center of instruction, and it is the place where reference information is discussed, supplemented, given proper emphasis and clarified.

It should also be understood that radiologic technology classes cannot be made up and when a student is absent, the learning experience is lost. Absences may seriously affect the students' final grade.

Students are expected to attend every class session and clinical rotation. If unavoidable circumstances occur, students are expected to call the individual instructor's voice mail to report absences or late arrivals before they occur. Each faculty member has a voice mail system so that you may leave a message if there is no answer.

If you are to be absent from a clinical assignment you must also notify the clinical instructor at your assigned clinical site before you are scheduled to begin your assignment for the day.

Punctuality

Punctuality is also important. Students must arrange to be in class and clinic on time. If parking lots or traffic cause delays in arrival, then additional time should be allowed to avoid such problems. Not only is information missed by arriving late, but also it is disruptive and a discourtesy to the instructor and other classmates to enter a class late.

Some courses observe a “no late” policy in which students are not allowed to enter once a class has begun. Again, each instructor sets this policy and advises students that this policy will be in effect at the time the class syllabus is handed out. This only applies to didactic courses, as clinical attendance policy is established for ALL clinical assignments.

Evaluation

Evaluation techniques and tools have been developed to encompass all areas of the curriculum. Examinations based on course objectives are generated by the faculty. Sources for evaluation items include faculty, textbooks, workbooks, laboratory manuals, students’ input and registry review materials

Laboratory skills, clinical competency and affective domain competencies are evaluated as a part of the clinical assignment. Documents are designed to identify students’ strengths and weaknesses, thus providing useful feedback for further development. The plan for completion of clinical competencies is included in the clinical syllabus for each radiologic clinic course and in the clinic section of this manual. This clinic material is given to students at the beginning of each clinic course.

Program Grading Policy

The Radiography Program requires a full time day commitment. Generally, students must be willing to commit to program participation between the hours of 8:00am and 3:30pm 2 - 3 days per week. During the summer sessions of the second year, students are required to register for clinic courses scheduled from 8:00am---4:00 pm Monday through Friday. At no time is the student required to devote more than 40 hours per week to the educational program.

Students must successfully complete all the radiologic technology (RADT prefix) courses with a grade of "C" or higher. If a student receives a grade lower than a "C" in any RADT course, he/she may not continue in the program. Radiologic Clinic courses are graded "P" (pass), "F" (fail). All clinic courses must be successfully completed with a grade of "P". A grade of "F", likewise, will result in dismissal from the program.

Students may apply for readmission to the program according to published procedures.

The following grading scale is used for all didactic courses in the program:

- A = 92-100
- B = 85-91
- C = 75-84 (Lowest Passing Grade in all RADT Courses)
- D = 70-74
- F = Below 70

Transportation

Students are responsible for providing their own transportation to and from Southwest Community College and to and from your assigned clinical education site. No transportation will be provided by the college or college faculty.

Dismissal Policy

Students in the Southwest Radiography Program should understand that they will be held to a high standard of ethical and professional conduct. A student may be dismissed from the program if academic and/or clinical standards are not met. The following are examples of behavioral expectations violation of which may result in dismissal:

1. Violations of rules, regulations, and/or policies of the student's assigned clinical education site.
2. Possession and/or distribution of alcohol, illegal narcotics/drugs or controlled substances, as well as a positive drug test administered by the school or any of the program's clinical affiliates.
3. Reporting to class or clinics under the influence of alcohol, illegal narcotics/drugs or controlled substances.
4. Malicious destruction or theft of property of Southwest Tennessee Community College, or of a clinical site.
5. Refusal to comply with the Programs policies and/or requirements.
6. Habitual absences (see attendance policy).
7. Academic dishonesty.
8. Sleeping on a scheduled clinical education shift.
9. Unprofessional or unethical conduct
10. Overt threats, acts of personal violence, or mistreatment of patients, personnel, and others involved in the educational process.
11. Unauthorized possession of weapons.
12. Gambling on premises.
13. Participation in any activity which could or does lead to disruption of the care of patients or personnel.
14. Dishonesty (stealing or deliberate falsification of records).
15. Divulging confidential information.
16. Insubordination, refusal to accept performance assignments or use of profane or obscene language towards personnel, patients or faculty.
17. Disorderly conduct.
18. Any gross negligent, careless or willful act that may result in personal injury or personal damage.

Testing Policy

While each instructor is responsible for stating their test makeup policy in the course syllabus, there are general policies that apply to testing for the Radiologic Technology Program. Students that feel they are unable to attempt a test on the scheduled date due to extenuating circumstances must discuss the situation with their instructor prior to attempting the test. Once a student has been given a test that test score must stand.

Students that hand in an incomplete test and leave the classroom may not return to the classroom to complete it. It is the student's responsibility to make sure they have completed the entire test.

Readmission

A student withdrawing from the program or dismissed from the Program for academic reasons may be considered for readmission the immediate following year. Students dismissed for disciplinary violations may not be eligible for readmission, depending on the nature of the violation. To re-enter the program, the student must contact the Program Coordinator 60 days prior to the first day of registration for that term. Space must also be available in the clinical sites. To be eligible for re-admission the student must:

1. comply with the procedures for regular admission
2. submit an essay stating that the conditions which led to the academic dismissal and indication that these reasons no longer exists and the student is now prepared to make satisfactory progress in the program.
3. submit a letter and the above statement to the Program Coordinator.

Readmission to a specific class will be offered on a "space available" basis only. Those requesting readmission will be considered in the order in which the letters are received. Students who are denied readmission because of lack of clinical space may reapply the following year. The Program Coordinator will respond in writing to all formal requests for readmission.

Students that are dismissed from the program a second time are not eligible for readmission.

Academic Guidance and Academic Counseling

Each student at Southwest Tennessee Community College is assigned to a faculty advisor. Once admitted to the Radiologic Technology Program, a member of the program faculty serves to advise each student.

Grievance and Complaint Procedures

A formal process for resolving complaints/grievances has been established. Processes for academic and disciplinary appeals are outlined in the Southwest College Catalog and the College Policy Manual. Procedures and timelines must be followed. Failure to do so may result in loss of the right to appeal. Students should always discuss the issues in question with the involved parties (i.e., instructor, clinical instructor, etc.) before initiating this process.

The appropriate sequence of review is:

1. Instructor or clinical coordinator
2. Program Director Radiologic Technology
3. Department Chair Allied Health
4. Division Dean

The final appeal for all matters will reside outside the program.

Student Records

All records pertaining to students shall be maintained in accordance with the Federal Family Educational Rights & Privacy Act of 1974. All records are considered confidential and will not be revealed to any unauthorized person without the student's knowledge and written consent. Students may review any record which pertains to them with advance notice in the department head's office during regular office hours.

Transfer Policy

Transfer students from other accredited college-based Radiologic technology Programs will be considered for advanced standing only after evaluation of courses completed at that institution. Limited license courses are not considered for advance placement. Space must also be available in Southwest's clinical sites.

Due Process

If at any time a student has evidence that he/she has been evaluated or disciplined unfairly in the academic or clinical setting, he/she may exercise his/her right of due process. The procedure is outlined below. Each step of the process from initiation to resolution must be completed within a maximum of 5 days.

For alleged violation of regulations related to the program:

1. Consult with the faculty member or clinical instructor and attempt to resolve the issue.
2. If a resolution is not reached, submit a written summary of the issue to the next in the chain of command.
3. That individual will investigate the situation and make a decision, communicating that decision to both parties within 5 days.
4. The student may then proceed up the chain of command using the same time frame until a final resolution is reached.

Clinical Issues

Clinical Staff

Facility Clinical Instructor

Southwest Clinical Coordinator

Southwest Program Director

Division Dean or Dean of Students

Academic Issues

Faculty member

Program Director

Allied Health Department Chair

Division Dean

Academic Appeals Committee

Disciplinary infractions covered in the Southwest Student Handbook must follow the procedure outlined in that publication.

Individual test grades MAY NOT be appealed. Decisions concerning individual test scores reside solely with the instructor of record.

Health Services/Insurance

Prior to enrollment in radiography courses, students are must submit documentation verifying that established technical and health standards have been met. The standards include health evaluation by a physician, a series of laboratory tests that indicate freedom from infectious diseases, and a negative drug screen.

Southwest Tennessee Community College does not provide student health care services. However, the college has established procedures for dealing with medical emergencies, including transportation to local hospitals in case of accident or severe illness.

If a medical emergency arises at a clinic site, the student is responsible for obtaining care through the emergency department of the facility to which he/she is assigned. In all cases, the student is solely responsible for all expenses incurred.

The student is strongly encouraged to purchase health insurance at his/her own expense if not covered by parents' or spouse's plan.

Pregnancy Policy

Notification provided to program officials regarding pregnancy is voluntary. However, if a student wishes to notify the program of a pregnancy, it must be done in writing. The student is required to follow federal guidelines regarding occupational exposure for the pregnant radiation worker. A copy of this publication is available in the office of Dr. Robert Wilson, Radiation Safety Officer.

Once written notification is received, the student must then follow the procedure outlined below:

1. Written notification received by the program.
2. The student and clinical instructor will meet with the radiation safety officer to discuss concerns, possible issues and ramifications.
3. The student must choose from the options below:
 - a. Continue in the program throughout the pregnancy.
 - i. All didactic courses and clinical competencies must be completed as scheduled.
 - ii. Appropriate accommodations will be made to assure fetal protection as outlined in federal guidelines.
 - iii. The student must review and implement radiation safety practices as outlined by the radiation safety officer.
 - iv. The student will be provided an additional radiation monitoring device as stipulated in federal guidelines.
 - b. Withdraw from the program (With this option, the student may reenter the program at the corresponding point during the next cohort unless program capacity will be exceeded.)
4. The clinical coordinator will maintain all documentation relating to decisions and requirements related to the pregnancy.
5. A second film badge to be worn at the waist will be issued.
6. Dose limits for pregnant students will be monitored according to guidelines established by the National Council on Radiation Protection and Measurements. Monthly limit of embryo-fetus exposure is 50 mrem (0.5mSv). The total equivalent dose to the embryo/fetus during the entire period of pregnancy shall not exceed 0.5 rem or 500 mrem (5 mSv).
7. In all cases, the school requires that radiation doses to the student as well as to the unborn child shall be maintained, "As Low As Reasonably Achievable (ALARA)".
8. At any time a student may retract their declaration of pregnancy by providing written documentation to the Program Director or Clinical Coordinator.

Liability (malpractice) Insurance

Each student is required to purchase medical liability insurance through the college, which has contracted with an independent insurance carrier. Fees for malpractice insurance will be collected with tuition and fees for the Fall Semesters. All registration and insurance fees must be paid before a student may begin clinical assignments. Time lost due to non-payment of fees will be considered unexcused.

Criminal Background Checks

All students must pay for a criminal background check prior to beginning clinical rotations. Based on the results of these checks, an affiliated clinical site may determine not to allow your presence at their facility. If a student is not allowed at their assigned clinical setting the program does not guarantee placement at a different facility. This could result in your inability to complete the requirements of the program. Additionally, a criminal background may preclude licensure or employment. More information is available from the Program Coordinator.

Weather/Emergency Closings

In the event that the college closes any or all of its facilities because of inclement weather, every effort will be made to inform students as early as possible in advance of the closing. Announcements will be relayed to the local radio and television stations by a designated college administrator. Such announcements will also be posted on the College's public web site. (www.southwest.tn.edu).

Accident & Emergency Procedures

While in the clinical environment, students are responsible for acquainting themselves with the accident and emergency policies and procedures of the site. Orientation to these policies and procedures will be available during the initial site orientation by the clinical instructor. In addition, if the student is involved in an accident at the clinic site, it must be reported immediately, in writing, both to the college faculty assigned to the clinical section and to the program coordinator. A copy of the site Incident Report completed at the clinical site must be provided to the Program Coordinator.

Jury Duty

Official notification of jury duty must be provided to the Clinical Coordinator upon receipt.

Medical Appointments

Students should schedule medical/dental appointments on non-clinic days. Exceptions to this requirement must be approved in advance.

Additional Costs

Additional costs to radiologic technology students include, but may not be limited to the following:

- medical malpractice insurance
- criminal background checks
- clinical uniforms, shoes, lab coats
- initial health evaluation, lab tests, drug screen
- Basic Life Support (CPR) certification
- transportation between the college and clinic sites
- parking at clinical sites
- clinic manuals and supplies
- school patches for uniforms

Confidentiality

All hospital and patient records are confidential in nature. Students are expected to maintain the confidentiality in a professional manner. Failure to adhere to privacy laws is grounds for dismissal and may result in criminal prosecution by the clinical facility where the violation occurred.

Withdrawal from the Program

Students have the right to withdraw from the program or from the college at any time. However, withdrawal may have a serious effect on a student's financial obligations. Non-attendance of classes does not constitute withdrawal and will result in a grade of "F" being assigned if all conditions of withdrawal are not met. These policies, dates and deadlines are set forth in the college catalog.

Students accepted into the Radiologic Technology program may not withdraw from individual courses, since the program is offered as a cohort. The only option is withdrawal from the program. Radiologic Technology students are encouraged to consult with program faculty before withdrawing from any course. Students who withdraw from the program must reapply for the next class according to established procedures.

Refunds

Refund policy and dates are set by the college administration. These are published in the college catalog or on the web site.

Conduct

All students at Southwest Tennessee Community College are expected to behave in an ethical and moral fashion, respecting the human dignity of all persons and to resist behavior that may cause harm or endanger others. While a student's commitment to honesty and personal integrity is assumed and expected, health care professionals commit to an even greater standard of care in this area due to their commitment to patient care. Students in the radiologic Technology Program promise to discharge the duties of their discipline in accordance with the high standards outlined in the American Society of radiologic Technologists Code of Ethics.

Academic Expectations

Southwest students recognize their responsibilities to the learning process and agree to

- Arrive for class punctually and attend class regularly
- Acquire the necessary materials for class and come to class prepared
- Identify and use all academic support services necessary to achieve learning success
- Observe the standards of academic performance described by the instructor
- Abide by the standard of conduct established in the classroom to ensure freedom of the instructor to teach and freedom of others in the class to learn

Southwest faculty members are committed to student success and will

- Define the content and goals (objectives) of the class
- Describe expectations and class requirements
- Describe how the student will be evaluated
- Be good role models
- Display integrity

Southwest faculty post office hours and are available for individual consultation outside the classroom during office hours or during scheduled appointment times.

Southwest students are expected to assume full responsibility for their behavior and will be held accountable for their individual and/or collective actions. There are two areas of academic misconduct to include

- Academic dishonesty
- Disruptive behaviors

Academic dishonesty includes cheating and/or plagiarism.

Cheating includes

- Knowingly discovering or attempting to discover the content of an examination before the examination is given
- Obtaining or attempting to obtain or use an unauthorized device or material when taking an examination
- Using or attempting to supply another with an unauthorized device or material for an examination
- Willfully receiving or supplying any aid not authorized by the instructor
- Intentionally sharing information or working together in an academic exercise when such collaboration was not approved by the instructor.

Plagiarism includes

- Representing to be his/her own, any work which is not the product of one's own effort or study, if the work will affect one's grade, credit or status in the class
- Using another person's or a group of persons' words or ideas without clearly acknowledging the source of that information, resulting in the false impression that the work is one's own individual work. Plagiarism may be either deliberate or unwitting; that is, it is the responsibility of the student to know what constitutes plagiarism so that ignorance is not a legitimate defense against a charge of plagiarism.

Academic sanctions for the above are penalties imposed by an instructor in response to a student's academic misbehavior and may include, but are not limited to, lowering a grade, assigning extra work, giving a re-test or assigning a grade of "0" on an assignment.

The instructor has the primary responsibility for control of classroom behavior. Certain behaviors are disruptive to the learning process and are prohibited. These include:

- Use of Electronic Devices

The following behavior is disruptive: 1) the use of electronic devices (cellular phones, text messaging devices, iPods, MP3 players, laptops, etc.) during class

- Unexcused Exits

The following behaviors are disruptive: 1) leaving to retrieve sodas, snacks or other items 2) leaving class to engage in a conversation, phone or person-to-person 3) leaving class before class is finished for any reason without prior permission

- Non-Permitted Communication during Classroom Instruction

The following behaviors are disruptive: 1) talking before being recognized by the instructor 2) talking while the instructor is talking 3) talking without permission during classroom instruction 4) mimicking and consistently repeating an instructor's words

- Overt Inattentiveness

The following behaviors are disruptive: 1) sleeping in class 2) reading a newspaper 3) any other behavior that prevents others from concentrating on classroom instruction

The following behaviors are not only disruptive but are so objectionable, they are strictly prohibited. Engaging in these behaviors may also result in temporary and/or permanent expulsion from the classroom:

- Personal Attacks

Personal attacks are prohibited and include: 1) questioning an instructor's authority in front of the class 2) continuing to insist on speaking with an instructor during classroom instruction 3) telling an instructor to "shut-up" 4) engaging in abusive or mean-spirited criticism of an instructor or another

- Threatening Behaviors

Threatening behaviors are prohibited and include: 1) abusing an instructor or another student verbally by cursing or by extremely loud talking directed at a particular person 2) threatening to physically harm an instructor or student through verbal or body gestures 3) intimidating through body gestures/posture or persistent staring at an instructor or student.

Discrimination

It is the intent of Southwest Tennessee Community College to be free of discrimination on the basis of sex, race, color, religion, ethnic or national origin, age, sexual orientation or gender identity, disability or any other protected status. Southwest will not tolerate harassment of any faculty member, staff or student. Southwest condemns any acts in its academic or work environments that create the potential for illegal harassment, both in terms of individual faculty members, staff or student morale and in violation of applicable federal, state and local laws.

Harassment

Sexual harassment is illegal discrimination that creates an unpleasant, hostile, disrespectful, unfair work environment. All claims of harassment will be taken seriously in order to maintain a workplace that complies with the law and is free from offensive behavior of a sexual nature. Sexual harassment is behavior based on gender, sexuality, sexual identity or person that prevents or impairs their full realization of educational or occupational opportunities or benefits. Not every act that might be offensive to an individual or a group will be considered harassment. Whether the alleged conduct constitutes sexual harassment depends on the record as a whole and the totality of circumstances, such as the nature of the conduct or the sexual advances in the context within which the alleged incident occurs. Harassment does not include verbal expressions or written materials that are relevant and appropriately related to course subject matter or curriculum.

Racial harassment is defined as any person's conduct which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile or offensive working or educational environment. Harassment on the basis of race, color or national origin,

includes offensive or demeaning treatment of an individual, where such treatment is based on prejudiced stereotypes of a group to which that individual may belong.

Consensual relationships are intimate relationships between faculty members and students which are strongly discouraged due to the inherent inequality of power in such situations. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity.

Process for Discrimination and Harassment

Any employee, student or applicant for employment who believes he/she has been the subject of, has been notified about or has observed sexual harassment as defined in this policy should report the alleged conduct immediately to the Human Resources Office. This procedure does not cover academic matters including grades or requirements for acceptance/retention in any academic major or program.

To appeal assignment of a course grade the student believes is based on discrimination, the student should file a Grade Appeal form which is available through the offices of Deans and Department Chairs.

The College encourages the resolution of all grievances at the lowest level in the most equitable way possible.

JRCERT Standards

The JRCERT Standards for an Accredited Educational Program in Radiologic Sciences outline the program's requirements for accreditation. To view a (PDF) copy of the JRCERT Standards for an Accredited Program in Radiologic Sciences go to:

<http://www.jrcert.org/programs-faculty/jrcert-standards/>

The JRCERT's Mission Statement as stated on its website is

“The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.”

If concerns regarding the Program's non-compliance with the Standards cannot be resolved at the program level, students may contact appropriate individuals at the

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

Additional Complaints

It is the goal of the Radiography Program at Southwest to provide a safe and positive environment that is conducive to learning. Complaints or problems outside of the realm of the grievance committee, such as classroom temperature, building safety and lighting, classroom waste baskets, etc. should be brought to the attention of the appropriate instructor or personnel. If a satisfactory resolution is not reached, then the Program Director should be contacted. If necessary, the student may proceed up the chain of command by contacting the Department Chair, the Dean of Career Studies, the Provost and then the College President.

ASRT Code of Ethics

1. The radiologic technologist conducts herself or he 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 principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
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 on the basis of sex, race, creed, religion or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts uses equipment and accessories consistent with the purpose for which they were 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 of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the 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 individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

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Revised and adopted by the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists, February 2003

Clinical Education

Clinical Education Procedures, Policies, Guidelines

The clinical component of the Southwest Tennessee Community College Radiologic Technology Program utilizes a competency-based system designed to provide students with necessary knowledge and skills for successful entry into the field of radiography. Specific details are provided in each Clinic Syllabus, but, in general, competency is assured by mastery at several levels:

1. Classroom instruction in anatomy, positioning, and procedures in the classroom. Verification of required knowledge must be documented.
2. Documentation of “pre-comps” prior to procedure evaluation attempt.
3. Documentation of procedure evaluations prior to competency evaluation.
4. Documentation of final competency.

STCC Radiology Clinic Education

Your clinic education begins with classroom and x-ray lab instructions in anatomy & physiology, with the positioning the standard procedures along with clinic education. The hands on training in the clinic setting a competency basis for your positioning skills. These skills will be discussed in detail during the fall semester and sequentially for the entire radiology program.

Clinic education is divided by semester for the completion of a total of 60 or more competencies by the end of clinic VI. Clinic hours are 8:00 to 12 noon during both fall and spring semesters and 8:00 to 4:00 for summer semesters.

Your clinic days will start in fall with M, W or T, R morning during the first year of the program, summer clinics are M-F, and clinic V and VI are M,W,F or T,R,F.

Clinic attendance is considered mandatory and the rules and expectations are strictly enforced. The clinic absence will be fully disclosed in the first week of fall semester.

The dress code will be enforced as prescribed in this handbook.

You are not allowed to have cellphones and other electronics in the clinic setting, although you will see technologists using theirs.

Radiation monitors (OSL) are worn on your collar area while in clinic or lab areas. You will learn the ALARA principles and practice radiation protection in the clinic rotations.

We will explain student responsibilities, clinic behavior, competency expectations, procedures and clinic grading in depth starting in the first fall semester.

You will begin with a clinic competency and procedure book. As a student in the radiologic technology program you must produce verifiable documentation of your clinic attendance and accomplishments by maintaining a master clinic notebook. This will be started in the fall semester. You will bring a 3" notebook plus 10 tab dividers on the first day of the fall semester to start this process.

You will learn radiation safety and infection control before you are allowed to go to clinic sites. Some clinic sites have documentations that have to be completed so you can be accepted to rotation through that site.

A copy of our course curriculum is follows in this handbook.

Although you legally don't have to reveal pregnancy status, it is advisable to let the clinic coordinator know so we can obtain a fetal OSL should you decide to remain in the program during the pregnancy.

Everything above will be explained with great detail in the fall semester during the appropriate course.

Clinical Education Plan

Southwest's clinical education plan is semester-based. Each semester, the student will master specific objectives and competencies for each clinical assignment. There are six (6) clinical courses in the program.

First Year

RADT 1910	Radiographic Clinic I	September-December
RADT 1920	Radiographic Clinic II	January-April
RADT 1930	Radiographic Clinic III	May-June

Second Year

RADT 2910	Radiographic Clinic IV	July-August
RADT 2920	Radiographic Clinic V	September-December
RADT 2930	Radiographic Clinic VI	January-May

Fall and Spring first year clinics meet two days per week from 8:00 am—Noon

Fall and Spring second year clinics meet three days per week from 8:00 am—Noon

During the summer terms, clinics meet from 8:00 am---4:00 pm Monday through Friday.

Clinical Attendance Policy

Because of the importance of the clinical education experience, students must attend all clinical assignments as scheduled in accordance with the following guidelines

1. Students must attend the sections for which they have registered.
2. Students are expected to adhere to dress code regulations at all clinical sites.
3. Students are expected to sign in at the beginning of each clinical day. Falsification of clinic records or attendance records is a serious offense and will result in dismissal from the program.
4. Students are expected to be present at their assigned areas or stations at 8:00 am, ready to begin their assignment.
5. Students are expected to remain in their assigned area for the duration of their clinic time. In cases where the workload is light in an assigned area, reassignment to other areas may be made only by the approved site clinical supervisor or a member of Southwest's faculty.
6. Students may not be dismissed from clinical assignments by any person other than a member of the Southwest Radiologic Technology faculty.
7. Students are not permitted to attend clinicals on unscheduled days and times.
8. Time spent in clinics as an employee may not be used as a substitute for program clinical rotations.

Absences

Students are expected to promptly notify appropriate individuals of all absences. These absences must be reported as follows:

1. Notify the instructor of your clinical section.
2. Notify the clinical instructor/supervisor at the clinical site.
3. These notifications must occur no later than sign-in time (8:00am).
4. If a student fails to notify both the instructor and clinical supervisor, he/she must meet by appointment with the instructor of record prior to returning to the clinical site.

Punctuality is important. Habitual tardiness is not acceptable. Late is late. While traffic delays may occasionally be unavoidable, most lates are not traffic related.

1. Three lates will count as one day's absence and must be made up in accordance with the make-up policy.
2. Late arrivals of more than 30 minutes will be counted as an absence and must be made up in accordance with the make-up policy.

Leaving before the end of a scheduled clinic without permission of the Southwest instructor of record is a serious offense and will be dealt with accordingly.

Clinical Make up Policy

1. One absence is allowed without penalty.
2. All other absences must be made up as a part of the clinical requirements.
3. All make up days must be scheduled after the scheduled last day of class each semester.
4. Absences beyond the 8 hour limit will result in a grade of "F" being assigned to the clinic. "F" grades are not acceptable for continuation in the program.
5. Absences caused by extenuating circumstances may be considered by the instructor of record on an individual basis. (Extended illnesses, death of an immediate family member may be considered.)
6. Students must schedule make up time with the clinic instructor of record at least one week prior to exam week. After a definite date has been scheduled as make up, the student must notify the clinical instructor at the facility.

Unauthorized Presence

A student's presence in a clinical setting under the following conditions will constitute an unauthorized presence at the clinical site.

1. A student is present in an assigned clinical site outside the assigned clinical education hours.
2. A student remains at the clinical education site after suspension from the clinical education course by a member of the Southwest faculty.
3. A student remains at the clinical education site after dismissal from the site by supervisory, administrative, or security officials of the clinical education site.

An unauthorized presence, such as unlawful trespassing at the clinical site will result in immediate suspension from the Radiologic Technology Program, pending a disciplinary hearing on the student's case. The student may also be prosecuted by the clinical site under criminal charges.

No student will be assigned to a clinical education site where he/she is employed. It is the student's responsibility to notify the program of such employment.

If a student seeks medical attention at a clinical education site, such a presence will not constitute an unauthorized presence.

Dress Code

Students of Southwest's Radiography Program are viewed as its representatives and should always present a neat and tidy appearance. The following attire is acceptable:

1. Galaxy blue scrubs, or smock-style top
2. If a jacket is worn, it must be a galaxy blue lab coat –no sweaters, sweatshirts or jackets of any kind
3. Students tops must have a Southwest radiology program patch – if a lab coat is worn it must have a patch
4. White, low heeled hospital shoes or all white conservative tennis shoes
5. White socks
6. No sweat shirts or t-shirts
7. No street clothes type blouses or tops
8. No hospital scrubs unless in surgery rotation
9. Southwest College IDs are required at all times. Your name should be visible at all times.
10. Uniforms are to be freshly cleaned and pressed, not wrinkled.
11. Shoes are to be kept polished or clean at all times (including shoe laces)
12. Avoid excessive jewelry.
13. Long hair should be restrained.
14. Facial hair must be kept clean and neatly trimmed.
15. Long nails are not acceptable.
16. No false fingernails of any kind: no shellac, gel, acrylic, silk, wrapped, nail tips, or nail appliques may be worn.
17. No perfume or cologne may be worn.

If a member of the Southwest faculty is approached by a clinical site official concerning the dress of a student, the faculty member will enforce the desires of the clinical site. That is, the college will suspend the student from the clinic until the student can present himself/herself dress in acceptable attire. Clinic time missed as a result of removal from a clinic must be made up according to established make up policy.

Electronic Communication

No telephones or other electronic communication devices may be utilized by students in the clinical sites. Students may not use computers in the clinical sites for any reason other than those required for business.

Students are reminded that while some clinical affiliates may be lenient in allowing their employees to carry phones, school policy forbids the use of cell phones in the clinic. Students reported using their phones during clinical hours will receive a written warning. This includes texting and browsing the internet. A repeat offense will result in a grade of F for clinic for the semester and subsequent dismissal from the program.

Radiation Monitors

Each student is responsible for wearing his/her radiation monitor while in clinical areas and while in the x-ray lab on campus. Students will not be allowed to participate in clinic and lab activities without monitoring devices.

Monitors are to be worn outside the lead garment at the student's collar level. Failure to wear the current radiation monitor as described above will result in suspension from clinical education until the student can present himself/herself with the current monitor worn in the proper manner. Attendance credit will not be allowed unless the proper monitor is not worn during clinical education.

Damage to or loss of a radiation monitor must be reported to a Southwest faculty member and to the Radiation Safety Officer. The cost for replacing a lost monitor will be the responsibility of the student.

Students are responsible for exchanging their monitors at the close of each reporting period (usually monthly). These exchanges must be made before the first day of a new month. Each student must assume the responsibility of exchanging his/her badge monthly, as no badge may be worn past the due date.

Records of cumulative radiation exposure are maintained in the office of the Clinical Coordinator of Southwest's Radiologic Technology program. The clinical coordinator is responsible for notifying students of their radiation exposure.

Radiation monitors must be submitted to the Instructor of Record at the final clinical conference. Failure to comply with this requirement will result in the assignment of "I" in lieu of a final grade. The "I" grade is counted toward unsatisfactory academic progress for financial aid purposes and will prohibit a student from registering in the succeeding course.

Radiation Protection Procedures

Students are required to exercise accepted radiation protection practices that follow the ALARA philosophy (to keep radiation exposure As Low As Reasonably Achievable). At no time may a student participate in a procedure utilizing unsafe radiation protection practices.

Southwest Tennessee Community College radiologic technology students:

- Are not permitted to hold patients while an exposure is occurring.
- Are not permitted to be exposed to, or stand in the primary beam.
- Will apply the principles of time, distance and shielding.
- Will wear a Southwest issued radiation monitor on the collar outside the lead apron
- Will never leave their monitor inside the radiographic room.
- Must never remain in the radiographic room while the exposure is being made without practicing proper radiation protection.
- Must always wear a lead apron when performing mobile (portable) radiography.
- Will not wear a Southwest monitor at times other than when participating in clinics or labs.
- Must always stand behind a lead barrier when making an exposure.
- Will always maximize the use of collimation.
- Will never make a radiographic exposure while the door of a radiographic room is open.
- Will provide radiation protection for the patient (when appropriate).
- Will follow pregnancy guidelines when applicable.

Radiation Safety

Personnel must be completely within the control booth and observe through the leaded window when the x-ray tube is activated.

Immobilization procedures or devices are to be used whenever possible for patients who cannot cooperate or when the examination requires strict motion control. Personnel must never hold or support a patient or cassette during exposure.

Gonadal shields are to be used on patients if the presence of the shield will not obscure clinically significant information.

Personnel operating mobile equipment are responsible for the safety of themselves and others in the immediate area of ionizing radiation. As a minimum requirement, personnel will:

- wear a lead apron and provide lead aprons for hospital personnel
- assure that only the patient is in the primary beam
- stand as far from the patient and the tube as possible during exposure, consistent with performance of the examination.
- remove all other individuals to a minimum distance of six(6) feet from the patient during exposure.

Collimation is to be used to restrict the primary beam to the area of clinical interest.

Grids are to be used only when specifically indicated.

Protective apparel is to be worn by personnel conducting or assisting in fluoroscopic examinations.

Radiation monitors are to be worn at all times at the collar during clinical and energized laboratory sessions. Student radiographers are responsible for the care and timely exchange of monitoring devices.

Doors to radiographic and fluoroscopic rooms are to be closed during all radiologic exposures.

Any film repeated by a student radiographer must be completed under the direct supervision of a qualified radiographer.

Excessive Radiation Exposure Policy

Both the Radiation Safety Officer and the Clinical Instructor will review the monthly radiation reports for exposure. If a student or school employee has a radiation badge reading over 50 mR for any month, the following procedure will be followed and documented:

The student or school employee will meet with the program director explaining the rationale of the meeting and concerns of over exposure.

The individual will meet with the clinical instructor to determine possible reasons for over exposure.

The clinical instructor will make recommendations to prevent future overexposure.

The process will be recorded in the form on the following page.

Documentation of Radiation Monitoring Badge Readings Over 50 mR

Radiologic Technology Program

STUDENT _____ Date _____

CLINICAL SITE _____

Radiation Badge Reading _____ mR for the month of _____ .

If a student's radiation badge reading is over 50 mR for any month, the following procedure will be followed and documented.

1. Discussion between student and program director concerning reason and concerns of over exposure.
2. Discussion with the clinical instructor concerning possible reasons for over exposure.
3. Recommendations made by the clinical instructor to prevent future overexposure.

POSSIBLE REASON AND RECOMMENDATIONS:

Student Date Signature of

Clinical Instructor Date Signature of

Program Director Date Signature of

Use of Energized Labs

The school has four energized labs. These labs are for use during class time, under the supervision of the course instructor. At no time are students to make exposures unless a qualified radiographer/instructor is readily available.

Should a student make an unauthorized exposure they will be given a written warning. A subsequent offense will result in dismissal from the program

Please note: at no time, ever, is a student or technologist to expose another human being to ionizing radiation in the Southwest Tennessee Community College radiology lab. Such actions will result in immediate of dismissal from the radiography program.

Clinic Behavior

Respect for health-care professionals should be extended to hospital personnel. Common sense dictates that you demonstrate respect, concern, and courtesy to all patients and their families in a professional and diplomatic manner.

Patients are present in the clinic sites as a result of some medical problem and sometimes do not understand exactly what all this means. If some patients appear upset, irritable, or difficult, there is probably some a good reason. Patients sometimes need your help and understanding.

Always remember to introduce yourself to the patient and, if appropriate, explain what you are doing while working with him/her. The equipment you are using may be massive and may look frightening to a patient.

Never question the reason a technologist performs an examination in the presence of a patient. Question the technologist in private concerning why he/she chose to do what he/she did. You will be directly responsible to the technologist with whom you are working.

If the technologist asks you to perform an examination in a certain way, do it the way you are told. The technologist is also responsible for what you do, and there is most likely a good reason why it must be done the way you have been requested. If appropriate, ask your instructor for his/her advice.

In the clinical education settings please observe the following:

- Upon arrival at the clinic site, sign the attendance record, record the area assigned, time of your arrival, and the date. Be sure that your handwriting is legible.

- Do not leave the clinic area without the knowledge of the clinical instructor and the clinical site supervisor.
- If it becomes necessary to leave the clinical site, obtain permission and inform the clinical instructor and the site supervisor in your area.
- During periods of inactivity, simulation of examinations and studying for didactic classes is acceptable. Novels or crafts are not appropriate in the clinical areas.
- At no time, for any reason leave a patient unattended on an examination table.
- Breaks and lunch will be scheduled by the clinical supervisor.
- Do not gather and have social conversation in the patient area. Generally a lounge is provided for this.
- Upon departure from the clinic, sign the attendance record and document the time of your departure.
- Signing in and out may not be done by proxy. Students may not perform this activity for each other. It must be done in person by each individual. Falsifying your attendance record is grounds for dismissal from the program.
- Most clinical sites are designated as smoke free. No smoking is permitted when working around patients
- Food and drink are generally not allowed in patient areas. There may be designated areas for them.

Clinical Procedures

Clinical education is divided into semesters that complement class work. Each semester, clinical objectives and responsibilities are assigned. Clinical objectives are designed to allow the student to attain clinical competency

Before the student is allowed to begin the clinical competency process, he/she is required to demonstrate a level cognitive level of knowledge by successfully completing didactic testing.

Once the didactic component has been successfully completed, the student may then proceed with the psychomotor phase of competency. This phase includes observation, practice, procedure evaluations, and competency evaluations.

Students must be supervised with direct supervision until competency has been demonstrated. The parameters of direct supervision are (1) a qualified radiographer reviews the request for examination in relation to the student's achievement, (2) a qualified radiographer evaluates the condition of the patient in relation to the student's knowledge, (3) a qualified radiographer is present during the conduct of the examination, and (4) a qualified radiographer reviews and approves the radiographs.

After the student has demonstrated competence, examinations may be performed with indirect supervision. Indirect supervision is that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Specifically, portable radiography requires that a qualified radiographer accompany all students when patients are outside the imaging department.

In support of professional responsibility, for the provision of quality patient care, and for the purpose of radiation safety, all unsatisfactory radiographs, regardless of the student's level of competence, must be repeated with the qualified radiographer present in the room. Failure to comply with this requirement will result in serious consequences.

The Clinic Plan

RADT 1910 Clinic I

Minimum competencies 3/Specifics in syllabus

Maximum competencies 15

Students must demonstrate mastery of processing procedures and administrative functions required for efficient operation of a radiology department. Based on didactic instruction, competency requirements are limited to chest, abdomen, and upper and lower extremities. A student's clinical rotation will determine the availability of examinations.

RADT 1920 Clinic II

Minimum competencies 5/Specifics in syllabus

Maximum competencies 15

Based on didactic instruction, competency requirements may include upper and lower extremities, vertebral column, digestive tract, urinary tract, and thorax. Portable chest, abdomen, and extremities may be included.

RADT 1930 Clinic III

Minimum competencies 7

Maximum competencies 20

Continued Competencies 5

RADT 2910 Clinic IV

Minimum competencies 7

Maximum competencies 20

Continued Competencies 10

These summer assignments require are daily 8 hour assignments in which students are to complete competency requirements and gain valuable practical experience. Additional competencies to be demonstrated include trauma and surgical procedures.

RADT 2920 Clinic V

No Minimum competencies required

Maximum competencies 20

Students continue to gain competency in digestive and urinary tract procedures, portable and surgical procedures. Additional competencies to be demonstrated include cranial studies, some "special examinations (i.e. myelography, ERCP, hysterosalpingography).

RADT 2930 Clinic VI

Clinic VI assignments include final competency evaluations and completion of program requirements. The final competency evaluations provide the program with information utilized in verifying that the requirements for ARRT eligibility have been met, including computed tomography. Included in this course are limited rotations in other imaging modalities (MRI, Angiography, etc.) deemed appropriate. This clinic rotation may require that students be assigned to multiple sites housing those modalities.

Master Clinic Examination Record Book

Students must maintain a Master Clinic Examination Book documenting clinical education activities. All radiographic examinations observed, assisted, and performed must be recorded in this notebook. The Master Clinic Examination Book must be current and be available in the clinic area at all times.

Clinic Assignment Guidelines

Students will be scheduled at clinical sites by the Program Clinical Coordinator.

Rotations within each clinical site will be scheduled by the site clinical instructor or clinical supervisor.

Students without an established competency for the exam in progress will remain under direct supervision of a qualified radiographer.

Students with an established competency for the examination in progress may be under indirect supervision of a qualified radiographer who is available in an area directly adjacent to the radiographic room and available for immediate assistance to the students. This includes all portable radiography.

ALL REPEAT RADIOGRAPHS MUST BE PERFORMED IN THE PRESENCE OF A QUALIFIED RADIOGRAPHER (UNDER DIRECT SUPERVISION).

First year students are scheduled only in the general diagnostic section of the department. Other imaging modalities and special procedures are scheduled during the second year.

Students are expected to provide services to patients and to the department as necessary. However, continuous and extended assignment as patient transporters, dark room personnel, and clerical personnel will not be made.

Copies of student rotation schedules are available at each clinical site and in the department at the college.

Student Responsibilities

Specific objectives to be met are included in individual clinical syllabi. However, these general responsibilities are outlined for your information.

Room preparedness and organization are major factors in expediting procedural activities and coping with minor or major emergencies as they occur. To familiarize you with the basic need of a radiographic room, the following list of student responsibilities has been prepared.

- Identify and become familiar with the location of linens and radiographic accessory items.
- Check and replenish the stock of linens and disposable items at the start and conclusion of each clinic day.
- Help keep the radiographic room, accessory equipment, dressing rooms and adjoining restroom clean and neat.
- Change the linens after each patient.
- Use appropriate cleaning material after each patient as required by department policy.
- Become familiar with patient dress requirements for common room related studies.
- Keep patients well covered and all doors closed out of respect for privacy.
- Consult technique charts as necessary
- Complete clerical requirements associated with department procedures.
- Know the location of emergency equipment and supplies.
- Know how to summon help.
- Know the location of the machine's master switch.
- Be courteous and considerate to patients and their families at all times.
- Be responsible for all technical assignments given by clinical supervisors.
- Assist with all duties assigned in the clinical area
- Do not leave the assigned area without the knowledge of clinical supervisors.
- Know how to prepare solutions/contrast materials necessary for examinations.

Clinical Grading

Clinical education courses are evaluated as either Pass or Fail. No letter grades are assigned to these sections. All clinic courses must be completed with a grade of "Pass" to be eligible to continue in the program.

The final clinical grade is determined by student compliance with the following:

1. Attendance
2. Radiation Monitoring
3. Completion of Tennessee Clinical Placement Exam
4. Completed clinical education objectives
5. Master Clinic Record Book documentation
6. Completed clinical education assignments
7. Completion of Clinic Journal

All items must be completed with a satisfactory rating to receive the "P" for the course. If one of the items is not satisfactorily completed, the grade will be "F".

Infection Control

Medical and surgical aseptic techniques are to be used while in the clinical education sites for the well-being of patients, clients, personnel, and students.

Infection control policies and standard precaution procedures may be specific to individual clinic sites. These policies and procedures will be reviewed by each site to which students are assigned.

Students are required to have certain laboratory tests performed upon acceptance to the program. These results, with the permission of the individual, become a part of the student's record for future reference. All medical records are strictly confidential and will not be released to anyone without the individual's written authorization.

The following general policy on infectious diseases is established for faculty and students in the Radiologic Technology Program.

1. Students will be taught the precautions and practices to be taken to prevent the transmission of infectious diseases. These learning activities will take place during the first semester of the student's program of study. The student will satisfactorily demonstrate skill in standard precautions prior to assignment to a patient or client.
2. Standard precautions will be followed in all clinical areas and campus laboratories.
 - a. Blood and body fluids precautions: blood and body secretions shall be considered infectious in all cases
 - b. Life threatening conditions: patients should be aerated with ambu-bag rather than mouth to mouth.
 - c. Care/disposal of equipment and specimens in special containers
 - i. Needles
 - ii. Blood and other specimens
 - iii. Soiled linens
 - d. Surgical/invasive patient care equipment

Individuals involved with health care-giving services who know they are infected with a communicable disease are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors:

1. Seek medical advice
2. Follow college and/or other agency guidelines when involved in direct patient care
3. Be knowledgeable about the practical measures to prevent transmission of infectious disease

4. No specific or detailed information concerning complaints or diagnosis will be provided to individuals without the expressed, written permission of the individual in each case.

Communicable Diseases

Radiology personnel may be exposed to a wide variety of microorganisms through the blood and other body fluids of patients they encounter in the radiology department, as well as the emergency room, operating room, recovery room, and patient rooms. You should be aware that radiology students take part in invasive procedures.

During student experiences in the clinical setting, students may possibly come in contact with diseases, equipment, and treatments that may be hazardous to the individual and/or to an unborn fetus. Infections may be transmitted in the clinical environment by blood, saliva, or other body fluids. This may occur through direct contact, droplets, or aerosols. There is also the potential for transmission of infection through indirect contact.

Because of the number of people using the clinical facilities, it is critical that every student and faculty member who delivers patient care practice effective infection control procedures. It is expected that students will use common sense, and good patient care procedures, related to bloodborne pathogens that minimize risks. In order to minimize the possibility of transmitting disease in the clinical setting, certain procedures will be practiced by students. Therefore, students of the Radiologic Technology Program shall follow the precautions recommended by the Association for Practitioners in Infection Control (APIC), the Occupational Safety and Health Administration (OSHA), and the policies for exposure control at the affiliate site.

The APIC recommends the use of universal precautions where the handling or exposure to blood and body fluids are concerned. The following are guidelines recommended by the APIC:

1. Hands should always be washed before and after contact with patients. Hands should be washed even when gloves have been used. If hands come into contact with blood, body fluids, or human tissue, they should be washed immediately with soap and water.
2. Gloves should be worn when contact with blood, body fluids, tissues, or a contaminated surface is anticipated.
3. Gowns are indicated if blood splattering is anticipated.
4. Masks and protective goggles should be worn if aerosolizing or splattering are likely to occur.

5. Emergency mouth-to-mouth resuscitation, mouth pieces, resuscitation bags, or other ventilation devices should be strategically located and available to use in areas where the need for resuscitation is predictable.

6. Sharp objects should be handled in such a manner as to prevent accidental cuts or punctures. Used needles should not be bent, broken, reinserted into their original sheath, or unnecessarily handled. They should be discarded intact immediately after use into an impervious needle disposal box, which should be readily accessible. All needle stick accidents, mucosal splashes, or contamination of open wounds with blood or body fluids, should be reported immediately.

7. Blood spills should be cleaned up promptly with a disinfectant solution.

8. All blood and body fluid specimens should be considered biohazardous.

If a student has an incident occur involving contact with bloodborne pathogens, it is expected that the student will immediately see their own physician to establish baseline testing. They should then seek any required follow-up. Tuberculosis exposure should be immediately followed with another PPD test and a three (3) month follow-up after that.

There is also the chance that students/personnel may transmit diseases to patients. The following conditions may be symptoms of possible infectious diseases and should be considered before reporting to clinical education sites:

- Diarrhea
- Vomiting
- Upper respiratory infection
- Fever
- Rash on any part of the body
- Open sores on any part of the body
- Herpes
- Parasitic infection
- Strep or staph infection
- Infectious mononucleosis

As a result, it is expected that students follow the policies in effect at the clinical site where they are assigned, in addition to the following guidelines:

1. Students with communicable diseases that are transferred by air or contact, and are of short duration, may not attend clinical courses. They must inform the Clinical Coordinator of their absence from clinicals. Make-up time must be arranged with the Clinical Coordinator.

2. If a student has any of the following conditions, he/she is to notify the Clinical Coordinator prior to clinical assignment: chicken pox, shingles, scabies, lice, hepatitis, eye infection, tuberculosis, measles, mumps, or rubella, cold sores (herpes simplex infection, influenza, or strep throat).

3. Students with communicable diseases that have a long duration must present a written diagnosis to the Clinical Coordinator. Dependent upon the diagnosis, the student may be able to perform clinical assignments with restrictions regarding patient contact, or they may be asked to discontinue clinical activities until the illness is resolved. Each reported incident will be handled on a case-by case basis, with respect for the person's right to privacy, and with consideration for protecting his/her own welfare, as well as the welfare of others. All information will remain confidential and will not be released unless mandated by law.

4. Persons having AIDS, or a positive antibody test for AIDS, shall be treated as any other student or employee on campus.

5. Students participating in course work or activities in which there exists a reasonable potential for the exchange of certain body fluids, shall be made aware of any departmental policies and procedures concerned with communicable diseases, by the responsible faculty.

Unusual Incident Reporting

While in a clinical environment, students are responsible for acquainting themselves with the accident and emergency policies and procedures of their assigned clinical site. An orientation to these policies and procedures will be provided during the initial site orientation. If a student is involved in an incident at a clinical site, the incident must be reported to the Program Coordinator immediately. A written summary of the facts of the incident must be provided as well as a copy of any Incident Report filed at the clinical site.

If medical care is required for the student, he/she is solely responsible for all costs incurred.

Southwest Tennessee Community College Radiologic Technology Program Clinical Supervision Policy

In accordance with the Joint Review Committee on Education in Radiologic Technology and Southwest Tennessee Community College the policies and procedure regarding the supervision of radiography students must be strictly adhered to. The terms of supervision are defined as follows:

Direct Supervision

Supervision is provided by a certified radiographer. It is the responsibility of the radiographer to:

- review the examination in relation to the student's level of achievement
- evaluate the condition of the patient in relation to the student's knowledge
- be physically present in the radiography room while the student performs the radiographic examination
- review and approve the final radiographs

Indirect Supervision

Supervision is provided by a certified radiographer who is **immediately available** to assist student, regardless of the level of student achievement. It is the responsibility of the radiographer to:

- review the examination in relation to the student's level of achievement
- evaluate the condition of the patient in relation to the student's knowledge
- be **immediately available** while the student performs the radiographic examination
- review and approve the final radiographs

"Immediately available" is interpreted as the presence of a radiographer in or adjacent to the room or location where the procedure is being performed. The radiographer should not be involved in an additional radiographic procedure, as this could render the radiographer not immediately available under some circumstances.

Repeat Radiographs

Unsatisfactory radiographs shall be repeated only in the presence of a registered radiographer, regardless of the student's level of competency.

No matter what the student's level of competency or length of time in the program, when a radiographic procedure is being performed a radiographer must be **immediately available**.

If the technologist is called away for any reason it is the responsibility of the student to stop the examination until a radiologic technologist is immediately available.

Students Not Adhering to this Policy

First Offense: Written Warning

Second Offense: Dismissal from the Program

Curriculum

Summer II (First Year)	Credits
RADT 1710 Clinical Radiologic Lab	2
RADT 1020 Fundamentals of Radiography I	3
Fall semester (First Year)	
RADT 1310 Radiographic Anatomy & Physiology I	2
RADT 1510 Radiographic Procedures I	3
RADT 1210 Radiologic Physics I	3
RADT 1910 Radiologic Clinic I	2
Spring Semester (First Year)	
RADT 1320 Radiographic Anatomy & Physiology II	2
RADT 1520 Radiographic Procedures II	3
RADT 1220 Radiologic Physics II	3
RADT 1030 Fundamentals of Radiography II	3
RADT 1920 Radiologic Clinic II	2
Summer I (First Year)	
RADT 1930 Radiologic Clinic III	4
Summer II (Second Year)	
RADT 2910 Radiologic Clinic IV	4
Fall Semester (Second Year)	
RADT 1230 Essentials of Radiobiology	2
RADT 1530 Radiographic Procedures III	3
RADT 2020 Fundamentals of Radiography III	3
RADT 2920 Radiologic Clinic V	3
Spring Semester (Second Year)	
RADT 2110 Introduction to Pathology	2
RADT 2030 Fundamentals of Radiography IV	3
RADT 2930 Radiologic Clinic VI	3
RADT 2040 Fundamentals of Radiography V	3

Handbook Acknowledgement Form

I verify by my signature below that:

- I have received a copy of the Southwest Tennessee Community College Radiologic Technology Program Student Handbook.
- I have read and understand the rules in this handbook.
- The program director has reviewed and explained these rules to me.

I agree to abide by the rules, policies and procedures stated in the handbook.

Print Student Name

Student Signature

Date

Clinical Supervision Acknowledgement Form

I verify by my signature below that:

- I have received a copy of the Southwest Tennessee Community College Radiologic Technology Program Clinical Supervision Policy.
- I have read and understand the rules in this policy.
- I understand that failure to abide by this policy will result in my dismissal from the Southwest Tennessee Community College radiologic Technology program .
- I agree to abide by the rules, policies and procedures stated in the Southwest Tennessee Community College Radiologic Technology Program Clinical Supervision Policy.

Print Student Name

Student Signature

Date