

Radiologic Technology Program



Student Handbook

**PROGRAM POLICES
AND
PROCEDURES**

2014-2015

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WELCOME

Welcome to the Associate Degree Radiologic Technology Program at Coastal Bend College. We are proud of the program and of the achievement of its students.

This handbook is designed to serve as your guide to general information concerning the program in those areas that directly affect your life as a student in this curriculum. The contents of the handbook represent a statement of the policies and procedures from the faculty to you and are intended to serve as a supplement to the Coastal Bend College Catalog and the CBC Student Handbook.

This health care career program is one that takes time and dedication. The faculty and counselors are available to assist you throughout your training. We wish you success and personal growth through your experiences in this Program.

This handbook is prepared for use by students in the Associate of Applied Science Radiologic Technology Program and contains specific information about the Program. For general Coastal Bend College polices, see the Coastal Bend College Student Handbook and Catalog.

The information in this handbook is current at the time it is printed. However, policies, guidelines, and procedures are subject to change without notice. All students will be notified, in writing, of any changes. Final interpretation of program policies and procedures will be made by the Director of the Radiologic Technology Program.

Best Wishes,
The Radiologic Technology Faculty

This handbook contains extremely important information!
It is your responsibility to become familiar with the contents!

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INTRODUCTION

MISSION

The mission of the Radiologic Technology Program at Coastal Bend College is to provide selected students the clinical and didactic education necessary to create a sound foundation for graduates to qualify as contributing members in the professional career of Radiologic Technology.

PROGRAM GOALS

The goals of the program are as follows:

1. Students/graduates are clinically competent.
2. Students will demonstrate communication skills consistent with an entry-level radiographer.
3. Students will demonstrate critical thinking skills.
4. Students will possess skills and knowledge to perform Radiologic Technologist duties in a professional manner.

PHILOSOPHY

The Coastal Bend College Radiologic Technology Program was developed with the philosophy that academic preparation should include classroom and laboratory interaction, followed by clinical experience. It is the purpose and aim of this program to provide the students with the finest training possible so that they may develop their academic capacity, their technical skill, and their professional image. They should develop a belief in their own worth; they must be flexible, responsible, and intelligent. The students must develop an ability to work alone and with others for the common good of the patient. They must learn self-discipline and have an unselfish pride in their work. If, through excellent academic and technical training, the students achieve a sense of meaning and purpose, as well as skill in their profession, the purpose and aims of this program will have been accomplished.

STATEMENT OF NON-DISCRIMINATION

Pursuant to Section 504 of the Rehabilitation Act of 1973, Coastal Bend College will provide services and training, without discrimination, to any qualified disabled person who meets the academic and technical standards requisite to admission and/or participation in the Radiologic Technology Program.

BACTERIAL MENINGITIS VACCINATION

Beginning with the Spring 2014 semester, a new state law requires all students entering institutions of higher education show evidence of receiving a bacterial meningitis vaccination or booster dose during the five year period prior to enrollment and not less than 10 days before the first day of the semester. Entering students include transfer students from other colleges and returning or continuing students who have had a break in enrollment of at least one fall or spring semester.

The law allows for exceptions for:

- Students over the age of 21
- Students who are enrolled only in online or other distance learning courses
- Students who submit an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student

- Students who submit an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including religious belief. A conscientious exemption form ("Affidavit Request for Exemption from Immunizations for Reasons of Conscience") from the Texas Department of State Health Services must be used. Allow several weeks to submit and have form approved by the Texas Department of State Health Services.

To get the vaccine, check with your family doctor or local public health department. Be sure to get your vaccine early as you will need to submit proof of immunization approximately 2-3 days before the start of classes to allow for verification time.

Coastal Bend College is working on a process for submission of immunization documentation and once finalized the process will be posted on the CBC website. Please continue to check for updated information regarding this new requirement on the website.

AMERICANS WITH DISABILITIES ACT

Coastal Bend College is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 - The Rehabilitation Act of 1973 as amended. With the passage of federal legislation entitled *Americans with Disabilities Act (ADA)*, pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

ARRT CODE OF ETHICS

The Code of Ethics is a part of the Standard of Ethics that apply to all Registered Technologist and persons applying for examination and certification by ARRT.

Principle 1: The radiographic technologist conducts ones-self in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

Principle 2: The radiographic technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.

Principle 3: The radiographic technologist delivers patient care and service unrestricted by the concerns of personal attributes, of the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.

Principle 4: The radiographic technologist practices technology founded upon theoretical knowledge and concepts, used equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

Principle 5: The radiographic technologist assesses the situation; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

Principle 6: The radiographic 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 interpretations and diagnosis re outside the scope of practice for the profession.

Principle 7: The radiographic 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 other the health care team.

Principle 8: The radiographic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiographic technology care.

Principle 9: The radiographic 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.

Principle 10: The radiographic 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 practices.

CHARACTER & PROFESSIONALISM: THE AFFECTIVE DOMAIN IN EDUCATION

As you participate in your Radiography education, you will be expected to demonstrate that you have indeed "learned" what is required to become a Professional Radiographer. There are three main component "areas", all important, all interrelated, into which your learning may be categorized: Cognitive, Psychomotor and Affective.

When most people think of "schooling", they usually refer to the first two of these areas, Cognitive and Psychomotor. You "learn the facts and theories" and then you "put them into practice", actually performing the tasks, skills, etc. All too often, the development of what the profession considers to be the "appropriate" attitudes, beliefs and feelings toward what you are learning, what you are doing, and how you are doing them are assumed to "automatically" occur. A truly balanced education requires that all three component areas be attended to. In view of this necessity, awareness of how well you are progressing in your learning becomes an important component. This is accomplished by assessing your demonstration to faculty, clinical instructors and staff that you are mastering those skills and behaviors associated with the Affective category. Since no one is capable of directly knowing someone's thoughts or feelings, we can only assess your Affective area learning by informing you of 1) what we consider to be "important" in this area, and 2) what observable behaviors we will be looking for to evaluate your mastery of Affective skills. Simply stated, we will be assessing the degree to which your behaviors demonstrate the actions of what the majority of members of our profession, and the majority of the public, consider being indicative of "professionalism". Listed below are those "traits" the College and Clinical faculty have identified as "essential" elements of Affective area competency:

- ACCOUNTABILITY
- ADAPTABILITY & FLEXIBILITY
- ASSERTIVENESS
- COMPASSION
- DEPENDABILITY
- DILIGENCE
- EFFECTIVE COMMUNICATION
- EMPATHY
- HONESTY & INTEGRITY
- LEADERSHIP
- LOYALTY
- RESPECT FOR OTHERS
- SELF-RESPECT
- TEAMWORK

Listed on the following pages, are the explanations of the "standards of performance" we will be using in assessing the degree to which you are demonstrating that you have adopted the "traits" we consider being essential elements of your Affective area of learning.

ACCOUNTABILITY: In order to assess that you are accountable for your actions, we will be looking at actions you exhibit which show that you:

- 1) develop a realistic view of your responsibilities with respect to your education
 - role as a student radiographer
 - contribution to the activities in classroom, lab, and clinic
 - provision of service in caring for patients
- 2) accept full personal responsibility for satisfactorily carrying out all of your areas of responsibility
- 3) fully and readily accept the consequences for your actions even when your actions create negative results or you fail to carry out what is expected of you
- 4) never need to be reminded to do what is expected of you
- 5) consistently identify yourself, by name and position, to a patient placed in your care, as well as to others in the Clinical setting
- 6) recognize that the impression that you are giving to the patient, staff, etc. is determined by your appearance, manner of behavior, manner of speech, and the degree of confidence with which you perform your duties

ADAPTABILITY/FLEXIBILITY: "Change" is a fact of life. In the Health Care Professions, the need to change and adapt to the "demands of the moment" is common. Whether the particular demands of the patient being examined, or the ebb and flow of departmental activity drive the need to adapt, a Radiographer must be readily able and willing to change with the situation; be flexible in his/her expectations; and seek ways to optimize or "make the best" out of any given situation. We will be looking for examples of how well, frequently, and readily you:

- 1) recognize when change in "routine" is actually required
- 2) correctly choose the change needed
- 3) refrain from "complaining" about change

ASSERTIVENESS: This trait is closely associated with Accountability and Self-respect. We will be assessing your growth in this area by looking for instances where you:

- 1) seek out ways to "take charge" over your own learning (i.e. read ahead of assigned reading schedule, do independent research, etc.
- 2) actively participate in improving your clinical proficiency (i.e. watching out for and trying to do as many cases as possible; attempting the "more difficult" as well as the "easier" cases)

COMPASSION & EMPATHY: It is crucial for the Radiographer to keep foremost in his/her mind that it is a "real person" they for whom they are providing a service. The signs of student compassion and empathy that we will be watching for include:

- 1) knowing and recognizing the needs of the patient, including the patient's:
 - need for privacy
 - desire to be recognized and respected
 - possible discomfort and/or pain
- 2) accurately assessing the degree of discomfort experienced by the patient

- 3) responding appropriately to those needs by:
 - acknowledging "needs" situations
 - selecting and implementing measures to satisfactorily meet the needs
- 4) ability to describe what the patient feels
- 5) ability to balance your feelings of empathy and compassion with the necessity of performing the exam/study efficiently, accurately, and effectively
- 6) using only the proper form of address when speaking to the patient, staff, physicians, etc.
- 7) assuring that your appearance, manner of behavior and manner of speaking contribute to helping the patient feel comfortable and confident that he/she is receiving the best quality of care possible
- 8) treating all patients, staff, and fellow students equally, without regard to race, religion, sex, economic condition, or illness (both physical and mental)

DEPENDABILITY: Since a considerable degree of responsibility is placed on Health Care Professionals (including students in the Health Related Professions), it is vitally important for the Radiographer to consistently be "ready, willing, and able" to perform his/her duties. We will be measuring degrees of dependability by assessing:

- 1) regularity of attendance: Absence from assigned areas of responsibility (clinical or class) should be the exception, and only for the most serious of reasons; perfect attendance should be the norm.
- 2) punctuality: The dependable professional arrives not just "on time", but well enough in advance of "starting time" so that he/she is totally ready to take on any assigned responsibilities at the start of the day, as well as when returning from lunch, breaks, etc.
- 3) awareness of what is expected and, once "learned", performing duties & responsibilities without the need for being reminded.
- 4) carrying through with responsibilities. This means completing ALL parts of assigned tasks.
- 5) carrying through with what you promise to do
- 6) openly admitting to "not knowing" when applicable
- 7) completing and submitting all documents and assignments "on time"

DILIGENCE: Other ways of describing diligence are "consistent attention to detail" and "striving for perfection". Performing tasks so that the result is "just good enough to pass" is not acceptable in the Health Care Professions. Signs of diligence that we consider important include:

- 1) consistence in marking all images appropriately
- 2) consistence in imaging the appropriate centering point at the center of the image
- 3) neatness of submitted documents and assignments
- 4) completeness/comprehensiveness of submitted work

EFFECTIVE COMMUNICATION: Speaking and writing in such a way that the patient, his/her family, fellow students, and other staff members readily understand what you are trying to communicate. Effective, efficient, and accurate communication can, at times, become a "life and death" situation within the health care professions. Your success in using clear, effective, and accurate communicating will be assessed in situations where:

- 1) you speak to patients, staff, etc.
- 2) written communication is required.
- 3) non-verbal communication may affect overall communications (such as movements and facial expressions); appropriateness of non-verbal communication will also be assessed through your adherence to the appropriate appearance and behavior standards.

HONESTY & INTEGRITY: There is absolutely no place for dishonesty or lack of integrity in the health care professions. Your performance in meeting this standard will be assessed by measuring the degree to which you:

- 1) admit when you do not know something
- 2) admit when you make a mistake
- 3) submit and assume credit for **ONLY** your own work:
 - a. in the clinical setting:
 - in images you submit for a grade
 - in patient care delivered or performed
 - b. in the academic setting:
 - on tests and examinations
 - in assigned papers or research
- 4) assume credit for only your true level of attainment/achievement or credential
- 5) give a full and truthful account, when asked, of all clinical activities/incidents of which you have direct knowledge

LEADERSHIP: Although not everyone can be a "Leader" in the traditional sense of the word, Radiographers are looked upon as "authorities" when it comes to matters pertaining to radiation exposure. In addition, the term "professional" carries the connotation of "self governing", "self controlling", and "helping peers improve". In view of these factors, we will be measuring your performance in this area by watching for evidence that you:

- 1) help your classmates "master" material that you have already mastered
- 2) perform "self-directed" learning activities associated with the profession such as:
 - attending Radiology Club meetings
 - subscribing to and reading RT Image
 - keeping an "eye out" for media references to anything relating to radiation/imaging

LOYALTY: Loyalty to your profession, to the program and the college, to the hospital(s) to which you are assigned, to the staff in their respective departments, and to your fellow students are important traits of a professional. Examples of behavior we will be watching for will include:

- 1) using positive remarks when speaking about the profession, program, college, etc.
- 2) using only the proper mechanisms for addressing "less than optimal" situations present in the profession, program, college, etc.
- 3) recognizing, and actively addressing, issues impacting the profession, etc.

RESPECT FOR OTHERS AND SELF: The professional places the needs and desires of those entrusted to their care and the "profession" above "personal" desires. Some of the signs of self-respect and respect for others that we consider important include:

1. keeping any and all information pertaining to a patient within the strictest bounds of confidentiality
2. assuring that your appearance is consistently neat, clean, and appropriate to the setting. This includes:
 - a. wearing the proper "neat & clean" uniform
 - b. wearing appropriate identification
 - c. appropriately modifying one's grooming (including hair style, use of cosmetics and wearing of jewelry) to conform to the "conservative" end of the prevailing "public value system".
3. maintaining your personal hygiene so that you never "offend"
4. referring to patients, staff, etc. only by proper title, name, or form of address
5. seeking out ways to be helpful to others
6. consistently striving to "do one's best"
7. identifying one's "own weaknesses" and striving to correct them
8. responding appropriately to correction and criticism from others in positions of "authority" over you
9. assuring that your behavior consistently adheres to the Code of Ethics for the Profession, and to the policies of the college, program, and the hospitals to which you have been assigned
10. adhering to the policies detailed in the program's Clinical Education Guidelines
11. treating all patients, staff, and fellow students equally, without regard to race, religion, sex, economic condition, or illness (both physical and mental)

TEAMWORK: A radiology department must rely on the coordinated activities of all individuals working in the department. For a student to demonstrate that he/she is satisfactorily developing affective domain competency in this area, the student must:

- 1) accurately describe his/her role as a "team member"
- 2) recognize those instances where others in the department may need help/assistance
- 3) volunteer assistance when appropriate and needed
- 4) endeavor to find ways to improve the overall efficiency, effectiveness, and/or accuracy of his/her own performance
- 5) accept correction/constructive criticism in a positive manner
- 6) assure that his/her "availability" is consistent through adherence to rotational schedules and "perfect" attendance

GENERAL INFORMATION

STANDARDS FOR THE RADIOGRAPHER

Applicants to this program must understand the physical, behavioral, and social skills necessary to function as a radiologic technologist in many facilities. Please read the following carefully:

Employment Qualifiers:

1. Must be free from contagious diseases and chemical dependence.
2. Must be able to perform all functions and tasks required of a radiographer.
3. Must not have been convicted of a felony, or misdemeanor without restoration of his or her civil rights.

Visual Acuity:

Visual Acuity must be sufficient and adequate to allow the student to:

1. View radiographs to determine quality and identify anatomy.
2. Observe patients' condition.
3. Read control panels, technique charts, and other pertinent materials for patient care and professional practice.

Motor Functions:

Motor Functions must be sufficient to permit the student to be able to:

1. Stand unassisted for long periods of time.
2. Assist patients in and out of wheelchairs and on and off stretchers or tables.
3. Lift and handle radiographic equipment and tools.
4. Manipulate radiographic equipment.
5. Assist patients in emergency situations.

Communication Skills:

1. Possess verbal and non-verbal skills adequate for transmitting information to patients and others.
2. Adequate hearing for communication skills with both hospital personnel and patients.

Behavioral and Social Skills:

Behavioral and social skills must be acceptable within the hospital setting.

PROGRAM ADMISSION CRITERIA

To be considered for admission, the following basic requirements must be met:

1. Eligibility for admission to CBC.
2. Application for admission to the Radiologic Technology Program and a student copy of your high school and college related transcripts.
3. A cumulative GPA of 2.0 or greater on all college-level works and be in good academic standing.
4. Successful completion (grade of C or higher) in all required general academic courses prior to enrollment in the Radiologic Technology courses (end of summer session II).
5. Completion of Human Anatomy & Physiology I and II and College Algebra is highly recommended.
6. Complete all remediation requirements.

PROGRAM SELECTION PROCESS

Applications will be accepted through-out the Academic year. The deadline for application is **April 30**. Classes begin in the Fall Semester.

Student selection based on a point scoring system tabulated on the Acceptance Worksheet. Points are earned according to:

- GPA
- Semester Credit Hours
- Core Courses Completed
- Success Course Weighting
- Degree Earned
- Participation in program general information session.

Fifteen students (**due to limited clinical slots**) will be selected into the program

TEXTBOOKS

Textbooks required by the CBC Radiologic Technology Program are subject to change due to updating and availability of texts. Check with the program for current textbook list.

DEGREE REQUIREMENTS

All general education courses and professional courses listed must be successfully completed prior to graduation. All degree requirements must be met for eligibility for the American Registry of Radiologic Technologists (ARRT) examination and for state licensing requirements.

MASTER PLAN OF EDUCATION

A Master Plan of Education is on file in the Program Director's Office and is available for review by interested parties upon request.

COMPUTER LAB

Computer labs are available for student use and are located in building E. Lab hours vary and are posted on the door. The room is occasionally scheduled for classes. Students must abide by the rules posted in the Computer Lab. Failure to comply with the rules may result in the student losing their lab privileges.

STUDENT COURSE/FACULTY EVALUATIONS

Evaluation of courses and instructors by the students will be carried out in accordance with college policy. Students shall be evaluated academically and clinically during each semester. Students will receive a mid-term grade and an evaluation of progression. Feedback on student strengths/weaknesses and objectives for improvement will be addressed. Students will be given an opportunity to provide feedback with school concerns and personal issues.

ATTENDANCE: CLASS AND LABORATORY SESSIONS

Attendance is crucial to learning expected outcomes and is expected for professional growth. Attendance at all clinical assignments is mandatory. Attendance for didactic portions is that set by the instructor and/or college policy. **Students will be held accountable for all assignments missed during an absence.** Students are responsible for corresponding with the faculty member for absence related issues.

OUTSIDE EMPLOYMENT

We are aware that some students must work. However, classes including Clinical Practicums are scheduled with learning objectives in mind. Student employment must be scheduled around courses. It is not possible to adjust course schedules for individual employment needs. It is in violation of Texas State law for students to perform radiologic procedures outside of the scope of clinical courses. In accordance with this law, students may not log paid hours as a part of their clinical experience nor may they count paid experiences as part of their course experience.

PICTURES

Pictures of students for class composites, graduation, and promotion of the CBC Radiologic Technology Program will be taken throughout the program. No photos will be taken without permission of the subject. Student passport photos, required for the ARRT application, are the responsibility of the student.

PROGRAM OUTLINE

Courses A new class of radiologic technology students will be selected each year. The duration of the program is twenty two (22) months.

Radiologic Technology Program

Associate in Applied Science Degree

Freshman Year

Fall Semester		Lec	Lab	Clinic	Sem Hrs	
RADR 1309	Introduction to Radiology & Pt. Care	3	0	0	3	
RADR 1411	Basic Radiographic Procedures	3	4	0	4	
RADR 2309	Radiographic Imaging Equipment	3	1	0	3	
RADR 1260	Clinical-Medical Radiographic Technology	0	0	12	2	
BIOL 2401	Human Anatomy & Physiology I	3	3	0	4	
EDUC 1300	My Cougar Course	3	0	0	3	
					Total Sem Hrs	19

Spring Semester		Lec	Lab	Clinic	Sem Hrs	
BIOL 2402	Human Anatomy & Physiology II	3	3	0	4	
RADR 2401	Intermediate Radiographic Procedures	3	4	0	4	
RADR 1213	Principles of Radiographic Imaging I	2	0	0	2	
RADR 1361	Clinical-Medical Radiographic Technology II	0	0	16	3	
					Total Sem Hrs	13

Summer Session						
ENG 1301	Composition and Grammar	3	0	0	3	
RADR 2331	Advanced Radiographic Procedures	3	0	0	3	
RADR 1362	Clinical-Medical Radiographic Technology III	0	0	18	3	
					Total Sem Hrs	9

Sophomore Year

Fall Semester						
Humanities Elective		3	0	0	3	
BCIS 1305	Business Computer Applications	3	0	0	3	
MATH 1314	College Algebra	3	0	0	3	
RADR 2217	Radiographic Pathology	2	0	0	2	
RADR 2305	Principles of Radiographic Imaging II	2	0	0	2	
RADR 2361	Clinical-Medical Radiologic Technology V	0	0	16	3	
					Total Sem Hrs	16

Spring Semester						
PSYC 2301	Psychology	3	0	0	3	
RADR 2333	Advanced Medical Imaging	3	0	0	3	
RADR 2313	Radiation Biology and Protection	3	0	0	3	
RADR 2362	Clinical-Medical Radiographic Technology VI	0	0	16	3	
RADR 2335	Radiologic Seminar (Capstone)	3	0	0	3	
					Total Sem Hrs	15
					Total Curriculum Hrs	72

SUMMARY OF PROGRAM COSTS
COASTAL BEND COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
COST ESTIMATE 2013-2014 (Subject to change)

Coastal Bend College	Resident	Out-of-District	Non-Resident
First Semester - 18 Hrs			
Tuition & Fees	\$1,308.00	\$2,424.00	\$2,694.00
Books	\$400.00	\$400.00	\$400.00
Lab Use Fee	\$100.00	\$100.00	\$100.00
Health Science Fee	\$250.00	\$250.00	\$250.00
Shoulder Patch	\$30.00	\$30.00	\$30.00
Liability Insurance (2 years)	\$14.50	\$14.50	\$14.50
Background Check	\$30.00	\$30.00	\$30.00
Immunization	\$147.00	\$147.00	\$147.00
Uniform	\$250.00	\$250.00	\$250.00
Drug Screen Test	\$88.00	\$88.00	\$88.00
Semester Total	\$2,617.50	\$3,733.50	\$4,003.50
Second Semester - 13Hrs			
Tuition & Fees	\$958.00	\$1,764.00	\$1,959.50
Books	\$350.00	\$350.00	\$350.00
Lab Use Fee	\$100.00	\$100.00	\$100.00
Health Science Fee	\$250.00	\$250.00	\$250.00
Semester Total	\$1,658.00	\$2,464.00	\$2,659.50
Summer Semester – 9 Hrs			
Tuition & Fees	\$678.00	\$1,236.00	\$1,371.00
Books	\$125.00	\$125.00	\$125.00
Lab Use Fee	\$100.00	\$100.00	\$100.00
Health Science Fee	\$250.00	\$250.00	\$250.00
Semester Total	\$1,153.00	\$1,711.00	\$1,846.00
Fourth Semester - 17 Hrs			
Tuition	\$1,238.00	\$2,292.00	\$2,547.00
Books	\$125.00	\$125.00	\$125.00
Lab Use Fee	\$100.00	\$100.00	\$100.00
Health Science Fee	\$250.00	\$250.00	\$250.00
Semester Total	\$1,713.00	\$2,822.00	\$3,022.00
Fifth Semester - 15			
Tuition	\$1,098.00	\$2,028.00	\$2,253.00
Books	\$250.00	\$250.00	\$250.00
Lab Use Fee	\$100.00	\$100.00	\$100.00
Health Science Fee	\$250.00	\$250.00	\$250.00
Graduation	\$20.00	\$20.00	\$20.00
ARRT Application	\$200.00	\$200.00	\$200.00
Texas MRT License	\$25.00	\$25.00	\$25.00
Semester Total	\$1,943.00	\$2,873.00	\$3,098.00
Total for all semesters	\$9,084.50	\$13,603.50	\$14,628.50
Costs are approximates and may vary			

STUDENT ACTIVITIES

Students are given opportunities and are encouraged to participate in on and off campus professional and social activities, such as:

- The Radiology Club, the student radiography club.
- The Coastal Bend Society of Radiologic Technologist (CBSRT), the local professional organization for radiologic technologists.
- The American Society of Radiologic Technologists (ASRT) and the Texas Society of Radiologic Technologists (TSRT).

CERTIFICATION:

STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOLOGIC TECHNOLOGY

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Accreditation is based on the *Standards for an Accredited Educational Program in Radiologic Technology*. Students may request an individual copy of the *Standards* from the Program Director. For any perceived infractions of the *Standards*, the grievance procedure utilized by the Coastal Bend Radiography Program must be followed before contacting the JRCERT.

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(301) 704-5300
www.jrcert.org
[e-mail for jrcert.org](mailto:info@jrcert.org)

THE ARRT CERTIFICATION EXAMINATION

The ARRT Certification Examination, “The Registry” is an independent exam not part of CBC. In order for a student to qualify to take this examination, he/she must complete **all** the requirements for the AAS degree in Radiologic Technology. Students are eligible to sit for the “Registry” exam after they graduate from the program. **Certification by the ARRT may be denied because of felony or misdemeanor convictions.** Contact the ARRT for further details. www.arrt.org

CERTIFICATION IN TEXAS

All graduates who pass the American Registry of Radiologic Technologists (ARRT) certification examination are qualified for general MRT certification in Texas. Twenty-eight (28) days prior to completion of the CBC program, students may apply for a temporary certificate from the State of Texas. This temporary certificate is good for one (1) year and is non-renewable. Individuals who fail to pass the ARRT examination within one year will not be certified by the Texas Department of Health unless they pass the Texas Certification Examination.

RADIOLOGIC TECHNOLOGY HONORS

ACADEMIC EXCELLENCE AWARD

This award is given to the Radiologic Technology graduate who attains the highest grade-point average (GPA). In order to qualify as a nominee for this award, a graduating student must maintain a 3.5 GPA in all required radiologic technology courses. In addition, the faculty, when voting, will consider each candidate’s participation in the classroom, along with professional, campus and committee activities. Final selection will be made by the faculty.

CLINICAL EXCELLENCE AWARD

This award is given to the student voted by clinical personnel as the student best exemplifying the Goals of CBC and the Radiologic Technology Program.

CLINICAL EDUCATOR AWARD

This award is voted upon by the graduating students. It recognizes the individual in the clinical setting that:

- acts as a role model in patient care,
- displays professionalism,
- acts as a mentor for students,
- encourages students to excel to reach their full potential.

PROGRAM POLICES

ADDITIONAL REQUIREMENTS (FALL SEMESTER)

After acceptance and prior to enrollment in RADR 1309 Introduction to Radiology and Patient Care, the student must provide documentation of:

1. Completion of physical examination.
2. Health Insurance (Optional)
3. Compliance with state or program mandated immunizations.
4. CPR certification.
5. Liability Insurance (provided through CBC)
6. Background Check/Drug Test – paid for by student.

PHYSICAL EXAMINATION

Students entering the program are required to have a physical examination. The form is available from the Program Director.

HEALTH INSURANCE

Students are responsible for any personal injury that occurs at the college or hospital. Purchase of Health/Accident Insurance is optional. However, students may purchase Accident & Sickness Medical Expense Health Insurance policies. Applications, benefit, limitations, and claim forms are available in the business office.

TUBERCULOSIS TESTING/ IMMUNIZATION REQUIREMENTS

CBC Radiologic Technology Program requires:

- TB (tuberculosis) screening.
- Hepatitis B vaccination.
- Bacterial Meningitis vaccination.
- Influenza vaccination.

All required immunizations must be completed prior to the first clinical day. Completion of hepatitis immunization occurs over a six (6) month period. Students who have not completed their immunizations will not be allowed to participate in clinical rotations until immunization has been completed. A copy of all immunization records will be kept in student's folder.

CPR (CARDIOPULMONARY RESUSCITATION)

A course in CPR must have been completed **before** the student enters clinical. This CPR course will be at the student's expense. Certification must be American Heart Association for Health Care Provider or equivalent. **The card issued must be for the duration of student's enrollment in the program.** When the student has completed the CPR courses, a copy of the card is to be brought to the

program secretary to be kept in the student's clinical file. A copy of the student's CPR card must be on file with the program prior to the student starting clinical education.

LIABILITY INSURANCE

Radiologic Technology students are required to purchase professional liability insurance during the clinical education phase of their training. The liability insurance is effective on the day clinical education begins and ends on the day the radiology program is completed. The coverage is only valid during the students' scheduled clinical hours.

BACKGROUND CHECK/DRUG SCREENING

A Texas background check will be conducted upon radiology students upon admission to the program. A drug screening test will also be performed. Details regarding background and drug test will be given to students during orientation. These tests are the financial responsibility of the student. If a student fails the background check or the drug screening, that student may be prohibited from participating in the Radiologic Technology Program at CBC.

Students selected for admissions to the program who have a negative dilute drug test will be required to have a blood drawn drug screen or a hair sample test. This is at the student's expense.

PREGNANCY POLICY

While enrolled in the Radiography Program at CBC, should a student become pregnant, it is at the discretion of the student to notify the Program Director or the Clinical Coordinator. Notification of pregnancy, in writing, is strictly voluntary. If the student chooses to inform the program, the Program Director and/or the Clinical Coordinator will counsel the student as to her options for completing the program requirements. The student may withdraw any time, in writing, their declaration of pregnancy. The health of the student and fetus may be compromised if proper measures are not taken.

The recommendations in National Council in Radiation Protection and Measurements (NCRP) No. 91 will be complied with "a total dose equivalent limit (excluding medical exposure) of 0.5 rem for the embryo-fetus. Once the pregnancy has become known, exposures of the embryo-fetus shall be no greater than 0.05 rem in any month (excluding medical exposure)."

A second dosimetry badge will be issued to the student, to be worn at the waist level, at all times while in the clinical area. This badge is to be worn so as to be between the student's anterior abdomen and any lead protective wear (lead apron) while performing fluoroscopic examinations, bedside radiography, or surgical procedures.

After counseling, if the student elects to continue in the Radiography Program during pregnancy, she will be required to sign a form releasing CBC and the Program of any responsibility should problems arise during the pregnancy. Written notice of end of the pregnancy is required.

OPTIONS:

1. Withdraw from the Program and return approximately one year later, at the beginning of the semester in which the student withdrew.
2. Continue in clinical with an additional dosimetry badge, to be worn at waist level on the anterior abdomen and use extra precaution in radiation safety.

STUDENT PERSONAL RECORDS

Students are required to keep personal data current while in the program. Changes in address, phone numbers, e-mail, and names must be given to the Department Secretary.

COURSE PROGRESSION

Students must maintain a 2.0 GPA or better each semester throughout the duration of the program. In addition, radiologic technology students must have a “C” or better in all RADR and all general education courses. The grade cannot be less than a “75%” for all RADR courses. **Students who receive an “F” in a RADR course cannot continue with the current class. The student must reapply and compete with other applicants for admission. A professional course may only be repeated once. A student will be eligible for readmission only once.**

PETITION PROCEDURE FOR READMISSION

Students who wish to be readmitted must first visit with the Director of Radiologic Technology. They must then submit a letter to the Program Selection Committee stating desire for readmission, factors affecting their failure in the program, and how issues and problems will be resolved upon readmission. Readmission is dependent on available places in the desired class, repeating failed courses, and the recommendation to attend other courses for refresher. Retention and remediation activities will be determined individually for each student by the Admissions Committee based upon each student’s previous academic history with the program. **Students have 36 months from the beginning of their training to complete the radiologic technology curriculum at CBC.**

PROFESSIONAL CONDUCT

Unprofessional conduct in the classroom, laboratory, clinical setting, professional meetings, etc. will not be tolerated and may result in a recommendation for dismissal from the Program. The following actions will result when unprofessional conduct occurs:

First Offense: Verbal reprimand with a notation in the student’s file.

Second Offense: Written warning with copies to Student Services, Division Chair.

Third Offense: Dismissal from the Program.

Serious infractions can result in immediate dismissal from the program. Any students under the influence of intoxicating drugs or liquor in the classroom, laboratory, or clinical area or any gross unprofessional conduct or patient endangerment issues will be grounds for immediate dismissal from the program.

SOCIAL MEDIA

The use of social media, such as, Face book, Twitter, etc. is done at the student’s discretion. Students are warned that any posting on these social media platforms could be a potential violation of HIPAA Regulations or could be deemed as unprofessional conduct. While the program does not restrict the use of social media, students are cautioned that violations of HIPAA Regulations or unprofessional conduct will result in the student being dismissed from the program.

ASSIGNMENT OF CLINICAL EDUCATION ROTATION

Rotation to multiple clinical sites will be necessary during the program. Students are required to travel to these facilities and are responsible for their own transportation. Students are assigned to various clinical education sites (see page 5) for day time rotations.

Situations may arise during the clinical experience that may necessitate transfer to another clinical site. The Radiologic Technology Program will make every effort to make the transfer as easy as possible. Any expenses incurred because of the transfer, will be the sole responsibility of the student. **The student will be transferred only once.** After transfer, any action of the student which may result in another transfer will be reviewed and may result in dismissal from the program.

EQUIPMENT BREAKDOWNS AND MALFUNCTIONS

All equipment is prone to break-down and/or malfunctions from time to time. If a machine, or piece of equipment breaks down or appears to be malfunctioning, notify a member of the faculty immediately. It is imperative that safety standards are maintained. A student will not be held responsible for a broken piece of equipment unless there is evidence that the damage was caused by gross negligence or willful destruction.

MARKERS

Students will use their own-initialed right and left markers to properly identify the radiographic procedures they perform. Markers are required and ordering information is available through the Program Director. Students who misplace or lose their markers or name tags must replace them as soon as possible. Students who report for duty at the clinical sites without their markers will be sent home. This will result in a clinical absence for the student for the day.

DOSIMETRY BADGES

It is the goal of this program to keep radiation exposure to students **as low as reasonably achievable (ALARA)**. NCRP Report #102 will be used to establish maximum dose values. Dosimetry badges will be obtained for each student at the beginning of the first semester in sufficient time for them to be available the first time students use the energized laboratory and begin clinical rotations. Students will wear the dosimetry badge at collar level in front, outside of the protective apron. The badges will be worn during each laboratory session utilizing the energized laboratory and clinical setting, regardless of whether or not exposures are being made. If a student performs radiographic procedures when not engaged in clinical education activities, the personnel monitor which is used for clinical education will not be used. Students will follow the storage policy and other related policies of the clinical affiliate.

Bi-monthly dosimetry badge reports will be reviewed by the CBC Radiation Safety Officer and students will initial reports indicating knowledge of exposure. The reports will be kept on file by the CBC Radiation Safety Officer and will be available for students' inspection at any time.

PROCEDURE FOR EXCESSIVE DOSAGE

If a student receives a radiation dose in excess of 30 mR in a report period or a total exceeding 50 mR in two report periods, the following actions will be taken:

1. The Program Director will meet with the student to identify to the student the excessive dosage received.
2. The Program director will discuss with the student the consequences associated with radiation dose.
3. The Program Director and the student will identify various causes for the excessive dosage.
4. The Program Director and the student will do determination of the cause of the excessive dosage.
5. Any corrective action needed will be explained to the student and performed.
6. Documentation of the above actions will be placed in the student's file.

Additional rules to be followed concerning dosimetry badge use are:

1. Badge should not be placed on or near T.V. sets or heat producing appliances.
2. Badge should not be exposed to sunlight or high temperatures for an extended period of time
3. Badge should not be allowed to get wet.
4. Badge should not be worn when you are a patient having medical or dental x-rays taken.

THE CLINICAL ENVIRONMENT

INTRODUCTION

The purpose of clinical education is to prepare the student for employment as a radiologic technologist. The student transferring knowledge from the didactic portion of the program into the clinical portion and applying that knowledge to situations accomplishes the purpose of clinical education. The development and refinement of skills is accomplished in clinical education. To develop students better prepared for the work force, students will be given responsibilities in the areas of self-direction and self-motivation. The student will be responsible for many pieces of documentation necessary for completion of the program.

Patient care is the top priority in the Radiology Department. This means that the patient's welfare is considered first. This is consistent with the mission and goals of the program and clinical education. This dictates that the scheduling and conducting of educational activities be flexible.

DEVELOPING CLINICAL PROFICIENCIES

Clinical skills can be developed by following a systematic step-by-step approach. The following sequence of steps will generally produce outstanding technologists:

Academic Preparation: Students completed this step on campus by studying radiographic physics, radiographic principles and techniques, anatomy and physiology, radiographic positioning, etc.

Observation: Students' initial activity in the hospital will consist primarily of observing a qualified technologist at work.

Assisting: After observing a technologist, the student can begin to assist the technologist. As the student's knowledge of radiographic examinations increases, the student may gradually assume a larger role in the performance of examinations.

Performing: As the student becomes more confident, the student may begin to perform examinations. This performance is under the direct supervision of a qualified technologist.

CLINICAL COORDINATOR

One CBC faculty member is given responsibility for assisting in the organization, supervision, and coordination of the clinical education courses in each of the affiliated hospitals. This responsibility includes assisting in establishing procedures, guidelines, and manuals for the clinical education component of the curriculum, serving as a liaison between the academic and clinical faculty and maintaining communications between the affiliates and the College. The Clinical Coordinator is also responsible for assisting the Clinical Instructors as needed, integrating and relating the curriculum objectives for the classroom and clinical portions of the program to make the educational experience as relevant and as well coordinated as possible. The Clinical Coordinator also participates in the clinical education experience by observing students at the affiliates and by being available to counsel students.

CLINICAL INSTRUCTOR

Each clinical facility has one or more Clinical Instructors. In addition to their responsibilities for the day-to-day operation of the department, these individuals are responsible for the supervision of clinical education. This includes scheduling students through appropriate departmental work centers and assuring that they are assigned to qualified technologist, reviewing performance evaluations and rotation appraisals to determine the level of supervision necessary for each student, performing competency and professional development evaluations on each student per semester, scheduling and conducting weekly film critiques, and being available to assist, advise, and counsel students.

CLINICAL POLICIES AND PROCEDURES

In an effort to provide the highest quality of care for patients, to instill ethical conduct in students, and to promote excellence in the profession, the following policies are provided for students in the Coastal Bend College Radiologic Technology Program.

PROFESSIONAL BEHAVIOR

As a representative of Coastal Bend College and the Radiologic Technology Program students are subject to the rules of the clinical site as well as the rules of CBC. It is of paramount importance that students maintain the highest standards of professionalism.

To perform at a professional level, the student must:

1. Treat all persons with kindness, courtesy, and respect.
2. Take initiative.
3. Maintain confidentiality of medical records.
4. Respect patient privacy.
5. Attempt to establish rapport with fellow students, technologist, patients, and other personnel.
6. Maintain a cooperative and uncomplaining attitude.

The student will adhere to the following policies while at the clinical facility:

1. Smoking, smokeless tobacco, e-cigarettes, eating, drinking, or chewing gum is permitted only in designated areas.
2. Students will not leave their assigned area at any time without permission.
3. Students will not remain in the Radiology Department after clinical hours except when on duty.
4. When not actively engaged in radiographic work or other duties, students will remain in their assigned areas and not congregate in offices, halls, or other rooms.
5. Personal telephone calls are not encouraged. No calls will be made, or received, from the work area except in an emergency. No one will leave a patient unattended to talk on the telephone.
6. Electronic devices, such as pagers and cellular phones, are not permitted in patient care areas.
7. Students will wear uniforms during assigned clinical hours.

Professional behavior is not limited to contact with any single group of people. It is reflected in attitude and in communication with physicians, supervisors, and co-workers as well as patients. Examples of non-professional behaviors are:

1. Gossip.
2. Disclosure of medical information with patients or relatives.
3. Discussions pertaining to clinical in public areas (e.g. elevators, cafeterias).
4. Discussions of inappropriate subject matter within hearing of patients, visitors, or others.
5. Consumption of food in patient areas (including gum).
6. Excessive noise.
7. Dirty/inappropriate jokes.
8. Loitering.

Students are responsible for their own actions and must not engage in any activities considered non-professional or non-conducive to proper patient care. Failure of a student to maintain a professional attitude may result in reduction of clinical grade, course failure, and possible expulsion from the program. If a student senses a problem in the clinical environment involving him or herself, contact the Clinical Instructor immediately.

HARASSMENT

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employee or students for any reason. Harassing conduct includes epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts. Harassment, including sexual harassment, will not be tolerated at Coastal Bend College. Students who feel they have been or are being harassed should report their concerns to the appropriate individual as outlined in school policy and procedure of reporting harassment, sexual harassment, or student complaints.

PROFESSIONAL APPEARANCE

Hospitals and their employees are expected to set examples of cleanliness and appearance. The “Dress Code” of a hospital will usually set minimum standards. Students are expected to meet these guidelines.

1. Clean and pressed uniform.
2. Clean and polished shoes.
3. Clean hands and fingernails. Fingernails must be kept short - fingernail polish should not be applied.
4. A mustache or beard is permitted so long as it is kept neatly trimmed.
5. Hair must be kept neat and clean; if long, must be pulled up off the collar.
6. Excessive perfume and cosmetics are not permitted.
7. Only a wedding ring, watch, and one small stud earring in each ear is allowed. No necklaces or bracelets or other adornments are allowed. Med-Alert and religious medallions are to be worn inside the tunic.
8. No visible body piercing is permitted.
9. Visible tattoos are not appropriate for the hospital environment and must be covered during clinical attendance.

UNIFORM POLICY

The uniform will consist of the following:

1. Top and Pants as determined by program.
2. Lab coat/waist length (optional).
3. Program Patch - sewn on the left sleeve no more than two inches from the shoulder seam. The program patch must be visible on the left sleeve of all external garments.
4. Dosimetry badge.
5. Name tag.
6. Markers.
7. **Black** leather shoes.

Proper attire includes all of the items listed above. Each student should have two uniforms. If a student is not in proper uniform, the Clinical Instructor or Clinical Coordinator will send the student home and require the student to return to work properly attired. In the event a trip home is necessary, the student will be counted as tardy or absent for that day.

SUPERVISION/REPEAT POLICY

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographers. 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 conducting of the examination, and,
4. A qualified radiographer reviews and approves the radiographs.

In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency.

After demonstrating competency, students may perform procedures with indirect supervision. "**Indirect supervision**" is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.

"**Immediately Available**" is interpreted as the presence of a qualified radiographer adjacent to the room or located where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

When a student performs an examination and that examination must be repeated, the student **must** have a registered technologist assist in the repeat examination. Determination of a radiograph to be repeated is by the clinical education facility.

STUDENT EMPLOYMENT POLICY

Students employed at any clinical facility or who volunteer time at a clinical facility will not be allowed to receive credit for student time or competencies performed during those working hours. Student time and competencies will only be performed during regularly scheduled clinical hours. A student who attempts competencies during paid employee time or any time outside clinical hours may be removed from the program.

Students who are performing duties related to their employment may not wear student dosimeter badges, use student time records, or wear any part of the student uniform, including name tags or program patches.

DISCIPLINARY ACTION

Failure to follow policy guidelines may have an impact on grades and potentially place a student on probation, suspension or dismissal from the program. Listed below are events (but not limited to) for which one can expect disciplinary action:

1. Failure to report for assignment or schedule clinical make-up; failure to make up laboratory assignments.
2. Failure to phone within 15 minutes before scheduled clinical education assignment begins when unable to report for assigned time.
3. Failure to follow student dress code.
4. Indifferent attitude toward patient care, patients, visitors, technologists, fellow students, supervisors, physicians, program officials, and school administrators.
5. Failure to adhere to hospital or clinical site policies and procedures. Note: student is subject to and accountable for all clinical site policies.
6. Excessive absenteeism or tardiness.
7. Failure of the student to make a conscientious effort to improve deficiencies within a reasonable amount of time.
8. Sleeping during any class, lab or class assignment, or clinical assignment, including breaks.
9. Failure to maintain academic standards.
10. Possession of or under the influence of alcohol or drugs.
11. Time abuse, such as signing others in or out, failure to sign in or out, or other flagrant abuse of any official document.
12. Violation of patient confidentiality.
13. Insubordination toward clinical staff, clinical supervisors, radiologists, program officials, or faculty.

14. Failure to complete required assignments on time.
15. Any form of cheating on quizzes, tests, final exams, or any act of plagiarism.
16. Failure to maintain clinical education standards as outlined in the Radiologic Technology Program Student Handbook.
17. Failure to maintain a 75% average in all classes.
18. Misrepresentation of student status at any time while employed, i.e. use of student markers on exams taken while employed; dressed in student uniform while working as a technologist.

Please refer to the *CBC Student Handbook* for additional disciplinary actions.

DISCIPLINARY ACTION IN CLINICAL EDUCATION

In the event that the hospital requests that a student be removed from the facility permanently, two subsequent courses of action may take place:

1. If the situation is based on a problem specific to the facility and would not prevent the student from completing the program, the college may assign a student to another facility, if available. If that facility is willing to accept the student with full disclosure, the student will be allowed to complete the program. If there is no available clinical site for transfer, the student may be dismissed from the program. The student will not be allowed a second transfer unless the facility is no longer functioning or policies at the facility change so that students are no longer accepted.
2. If the situation is based on patient endangerment issues, gross unprofessional conduct, or illegal actions by a student, the student will be removed from the clinical site and released from the program. Under these circumstances, a student will not be allowed to reenter the program at any time in the future.

STUDENT GRIEVANCE PROCEDURE

A student may appeal an unfavorable clinical evaluation or grade, or other issue through the following grievance procedure.

- A. The student and instructor will meet to attempt to resolve the grievance within ten (10) days from the date the student presents the grievance. A decision will be made within two working days.
- B. If unresolved, the student shall contact the Program Director to file an official grievance. The formal written grievance must be filed within ten (10) days from the meeting between the student and the instructor. The grievance should simply state the reasons for disagreeing. The Program Director will schedule within ten (10) days a meeting with the student and the instructor. The Program Director, the student, and the instructor will meet to attempt to resolve the grievance. A decision will be made within two working days.
- C. If the student fails to be satisfied with the decision of the Program, the student may appeal to the Director of Workforce Education at CBC. The appeal must be filled within ten (10) days of the Chairperson's decision. A decision will be made within two working days.
- D. If the grievance is still unresolved, the student may file an appeal with the College's Academic Appeals Committee (see Student Handbook). This should be done within ten (10) days of the Director of Workforce Education's decision.
- E. In the clinical setting, the student will first meet with the Clinical Instructor, within ten (10) days. If the Clinical Instructor is not available or is involved in the grievance, the student is to call the Program Director or the Clinical Coordinator at the college. Students are not to approach either a department chairperson or radiologist concerning grievances. A decision will be made within two working days. If unresolved, go to step B, within ten (10) days.
- F. Grievances concerning the Program's interpretation of JRCERT Standards for Accreditation will be handled through the Program and College grievance policies, starting with step B.

- * The college policy states that all appeals of grades must be made no later than the semester following the posting of a grade.

It is the policy of the Coastal Bend College Radiologic Technology Program to work with students in finding fair and equitable solution to problems, including any student grievance, appeal, question, misunderstanding, or discrimination. All students will have the option of appointing a person to accompany them during the grievance procedure.

RESPONSIBILITIES OF STUDENTS IN THE HOSPITAL

The primary function of the hospital is patient care. Under no circumstances should the presence of students interfere with the quality of patient care. Student responsibilities are:

1. Follow the administrative policies established by the Radiology Department and the Hospital.
2. Check assigned work center and report there on time.
3. In case of illness or absence beyond student control, the student must notify the clinical instructor and clinical coordinator no later than 15 minutes after scheduled time.
4. Wear dosimetry badge as outlined in the handbook.
5. Follow the directions provided by the supervising technologist.
6. Ask for advice when indicated. **DO NOT experiment with patients.** Be industrious and ask questions.
7. Do not discuss clinical information with patients, relatives, or anyone outside the Radiology Department.

ATTENDANCE

Attendance at all clinical assignments is mandatory. Attendance for didactic portions is that set by the instructor and/or college policy.

All students are expected to attend all clinical sessions. In the event of sickness or other incidents requiring absences, the clinical instructor at the student's clinical site must be notified as soon as possible. It is the responsibility of the student to notify the clinical instructor if the student will be absent. Texting is not an acceptable form of notification. Student attendance will be reflected in the Student Performance Evaluations and the grade earned for clinical education. Appointments to see doctors or dentists are to be made so that they do not interfere or conflict with Radiologic Technology classes or clinical time. Students not in assigned clinical areas due to doctor or dentist appointments or employment orientation will be considered as absent. In the event a student has missed two consecutive days, the returning student **must** bring a doctor's excuse and a receipt of service from the care provider. The student is still considered as absent even with a doctor's excuse.

Two days of absence from clinical education are allowed each semester. After the second absence, starting with the third absence, the student's clinical grade will be reduced one letter grade for each absence. Circumstances necessitating long term absences will be dealt with on an individual basis.

Up to three days leave will be granted in the event of the death or serious illness of an immediate family member: mother, father, mother-in-law or father-in-law, sister, brother, husband, wife, child, or grandparent, only. The students will inform, in writing, the program of their plans. Documentation of the funeral must be provided to the program.

TARDINESS

If a student is late less than thirty minutes, the student will be considered as tardy. Three (3) tardies will equal one absence. If the student is more than thirty minutes late or has to leave clinical more than thirty minutes early, then the student is considered as absent.

INCLEMENT WEATHER

If Coastal Bend College is closed due to inclement weather, all clinical and classroom assignments are cancelled for that day. Check the website, www.coastalbend.edu, for inclement weather closing. If classes are not canceled but inclement weather is threatening, the student must use his/her judgment when deciding whether or not to attend clinical. The program will review the absence on an individual basis and determine whether absence is excused or not. The student must inform the Clinical Instructor as soon as possible if he/she is going to be absent due to inclement weather.

CALL IN POLICY

If a student is unable to report to the assigned work center, contact the Clinical Instructor or a Supervisor and Clinical Coordinator as early as possible. Clinical Instructors **must** be notified 15 minutes prior to the start of an assigned shift if an absence or tardy is going to occur. The Clinical Coordinator/Instructor must be notified as well as the area of the clinic that the student is assigned for that shift of the absence or tardy. Texting is not an acceptable form of notification. Any absence or tardy not called in demonstrates a lack of professionalism. **Disciplinary action may result from failure to call.**

GRADE SCALE

Student must maintain a “C” average with a minimum of 75% in all classes and clinical rotations.

Grading Scale:

100% - 92%	A
91% - 83%	B
82% - 75%	C
74% - 0%	F
I = Incomplete	

- Individual classes **may** vary according to instructor: Incomplete grades will need to be completed within one academic semester or it will become a failing (F) grade.
- Any grade below a “C” is considered unsatisfactory.
- Upon withdrawing from the program, uncompleted courses will be given one of the additional grading symbols found in the Coastal Bend College catalog, as they apply.

During the clinical portion of the student's education, the student is evaluated in several areas of clinical education. The student is evaluated on a comprehensive didactic evaluation, number of performed examinations, performance evaluations, and clinical competencies.

Final grades for clinical education will be based on the following percentages:

Performance Evaluation by	
Clinical Instructor	30%
Completed Clinical Competencies	40%
Number of Performed Exams	10%
Comprehensive Examination	20%

COMPREHENSIVE EXAMINATION

A comprehensive evaluation will be given to students, in Fall, Spring, and Summer semesters. This examination will consist of questions, usually from one to two hundred, which will evaluate student's retention of material learned to that point in the program. The comprehensive didactic

evaluation is given to students in the last month of each semester. Results of the comprehensive examination are a component of a student's clinical education grade.

CLINICAL RECORDS

Records of clinical education experiences by a student are recorded in the Radiography Clinical Portal, www.cbcclinicals.com. It is the student's responsibility to collect and maintain all clinical records. Clinical records contain the following information:

- Daily log
- Attendance
- Evaluations
- Competency Procedure

In keeping with HIPAA Regulations, no identifying patient information, other than x-ray number, is to be collected by students.

CONTAGIOUS DISEASES

Students entering the Radiologic Technology Program must be aware of the fact that they, like all health care workers, will be exposed to various contagious diseases during their training and career. Precautions to be taken are outlined in the patient care course. Additional information is provided by each clinical facility. You are to make use of any protective devices available by each clinical facility.

- If you should be the carrier of a contagious disease, you must contact the Program Director immediately. A temporary suspension of training may be necessary for legal reasons and for the protection of your patients.

Student must use surgical gloves and other protective or precautionary measures (consistent with institutional policies) for all procedures in which there may be contact with body fluids (urine, blood, excretion, saliva, etc). Those students found not in compliance will come back to CBC for retraining on universal precautions for the first offense. Subsequent offenses will lead to a one day suspension for the second offense; a three day suspension for the third offense and termination from the program for the fourth offense. Most contact will be with patients who have not yet been diagnosed, and therefore, the precautionary procedure of wearing gloves is of paramount importance. Students will use strict isolation techniques if the patient has been diagnosed as having a contagious disease. Students may not refuse to perform radiological services for these patients.

GUIDELINES FOR LABORATORY COURSES

Patient Care is the only laboratory course in which students are exposed to materials that have the potential of transmission of HIV. These materials are Butterfly needle sets and/or needles with syringes.

- Students will be issued one-time use, sterile needle sets at the beginning of each appropriate laboratory session.
- Students will not share needles, nor will they practice venipuncture on any person or thing other than the venipuncture mannequin.
- In case of an accidental needle stick, the student will report the event to the instructor **immediately**. The instructor will submit an incident report to the Program Director. The student will provide a written account of the incident to the Program Director.
- Guidelines will be given to each student regarding safety, proper use and disposal of needles, and proper care of mannequins, prior to the laboratory session.

ILLNESS/INJURY GUIDELINES

If a student becomes ill at the clinical site, notify the Clinical Instructor immediately, **before** leaving the

facility. Students, who are injured at the clinical site, should notify the Clinical Instructor immediately. The decision to seek treatment and the related expense is the student's responsibility. The student will be required to provide a physician's release for return to work depending on the circumstances of the injury. The Clinical Coordinator should be apprised of all absences.

CLINICAL HOURS POLICY

Clinical education will be scheduled for 16 hours per week during fall, spring, and summer semesters. The program does not require or encourage students to be scheduled for more than 40 hours per week in clinical and academic activities.

REQUIRED CLINICAL EDUCATION DOCUMENTATION

STUDENT CLINICAL RECORDS

Student records of clinical education experiences are recorded in the Radiography Clinical Portal, www.cbcclinicals.com. It is the student's responsibility to collect and maintain all clinical records.

In keeping with HIPAA Regulations, no identifying patient information, other than x-ray number, is to be collected by students. Failure to submit data on time will result in a student failing clinical education.

DAILY LOG

Daily Logs record the number of performed examinations done by the student. Submission of the observed/performed examination is done through the radiography clinical portal.

This denotes the number of Observed/Performed exams required each semester:

SEMESTER:	<u>90</u> Fall	<u>120</u> Spring	<u>180</u> Summer
	<u>240</u> Fall	<u>240</u> Spring	

STUDENT PERFORMANCE EVALUATION

Student Professional Performance Evaluations, located in the Radiography Clinical Portal, are completed to evaluate the students in the areas of cooperation, motivation, and professional conduct. Students are evaluated every two weeks by the clinical instructor/supervising technologist in the student's assigned area. It is the responsibility of the students to see that these evaluations are completed. Performance evaluations not completed will result in a grade of zero (0) for that evaluation.

ROOM CHECK-OFFS

The Room Check-Off Forms are located in the radiography portal and are to be completed by each student. There are two room check-off forms, one for an R&F room and one for the mobile unit. The student is to familiarize himself with the assigned room, learn equipment manipulation, technique settings and adjustments. The student may then complete the room check-off. A room check-off must be completed before the student can perform a competency evaluation in that room.

COMPETENCY EVALUATIONS

Competency evaluations are done using the Competency Evaluation Form found in the Radiography Clinical Portal. Data will be entered by the evaluating technologist. After having performed the necessary number of examinations as listed on the Master List of examinations and the examination has been tested in **Basic, Intermediate, or Advanced Radiographic Procedures**, the student may perform a clinical competency evaluation. Students cannot perform an examination competency evaluation until the minimum number of performances of examinations has been met. (See Master List, page 38)

EVALUATION PROCEDURE

The procedure for the evaluation is as follows. Prior to beginning the examination, the student is to inform the technologist that they wish to be evaluated. If the student does not inform the supervising technologist prior to the examination, the student may not be evaluated on that examination. The procedure evaluation is to be completed by the Clinical Instructor.

There are a minimum number of successful competency evaluations to be completed each semester. It is the student's responsibility to complete this minimum number of successful evaluations. Determination of this portion of the student's clinical grade is based on the number of competencies passed by the student. Student grades are not determined by unsuccessful evaluations. The grade is determined by only successful evaluations. **FOR AN EVALUATION TO BE TERMED SUCCESSFUL THE STUDENT MUST EARN A PERCENTAGE OF 85% OR ABOVE.** If a student is unsuccessful in a competency evaluation, the student is to practice the examination until both the student and the supervising technologist deem the student ready for an evaluation. Successful completion of more than the minimum number of competencies each semester will result in a grade increase for the competency portion of the clinical education grade. (see Minimum Numbers, page 37)

CATEGORY FINAL EVALUATION

Students also are given a final evaluation on each category as grouped on the master list of examinations. Upon completion of a category of examinations, the student will be issued a category final evaluation form. This form will list various examinations taken from within the category. The student will be asked to provide images of selected examinations from the group. These images must be dated after the issue date of the Category Evaluation Form. All images must be dated, contain the student's markers, and be the examinations requested by the program. The selected examinations are performed by the student and then are evaluated by the clinical instructor or college faculty.

Successful completion of the selected examinations is the requirement for completion of the category evaluation. If a student is unsuccessful in any phase of the category evaluation, the program will issue another evaluation form to be completed by the student.

Category Evaluations are not issued and cannot be done by students prior to the entering of RADR 2361, Clinical Education V. Completion of category evaluations does not count towards the minimum number of evaluations needed each semester.

Any examination listed as a simulation cannot be evaluated as a simulation until RADR 2361 Clinical Education V. An evaluation of a simulation does count towards the minimum number of examinations required each semester. Any examination listed as a simulation can be evaluated as a "performed on a patient" competency evaluation if the examination is performed on a patient and after the examination has been tested in Radiographic Procedures I, II, or Advanced Radiographic Procedures.

MINIMUM NUMBERS

Each semester a minimum number of clinical competencies is required for satisfactory progress. The minimum number of clinical competencies required varies each semester with the didactic and clinical skill level of the student.

The minimum number of clinical competencies each semester is as follows:

- RADR 1260 Clinical Education I.....4
- RADR 1361 Clinical Education II.....4
- RADR 1362 Clinical Education III.....6
- RADR 2361 Clinical Education V.....10
- RADR 2362 Clinical Education VI.....ALL

Completing the minimum number of competencies due each semester will earn a student a letter grade of a "C" (79%). To earn a higher grade (percentage) in this portion of the clinical grade, additional competencies must be completed. The increase in the grade is determined as follows:

- Two (2) additional competencies.....B (88%)
- Three (3) additional competencies.....A (96%)

For example, if the minimum number of competencies required is two, to earn a "B" (88%) four competencies must be completed. To earn an "A" (96%), five competencies must be completed.

If a student completes seven competencies during RADR 1260, the first semester the student will receive a percentage of 96% for the competency portion of the clinical grade. If the student had completed six competencies in RAD 1260, the student will receive a percentage of 88% in the competency portion of the clinical grade. Extra competency will carry over into the next semester to meet the number of competencies required in the next semester. This carryover of competencies can occur in any semester. The number of competencies will first be totaled to give the student the best percentage grade in the present semester and then any additional competencies will be credited to the next semester. Failure to complete the minimum number of competencies each semester will result in a percentage grade for clinical competencies of zero (0%).

ORIENTATION CHECKLIST

Awareness of the location of equipment, supplies, and emergency protocols is extremely important. This form allows the students, clinical personnel, and the college assurance that the student is introduced to all facets of the hospital. This checklist must be complete by the 4th week of the first clinical semester. It should be available to the Clinical Coordinator at that time.

STUDENT EVALUATION OF CLINICAL TRAINING SITES

An evaluation of the clinical experience by the student is to be completed at times deemed by the Program Director. This information includes identification of the site’s strengths and weaknesses. Results from this evaluation will be used to help the clinical sites identify problem areas and seek improvements. These forms are anonymous and will promote better communication between program faculty and clinical site personnel, which in turn will help raise the level of students’ evaluation of the clinical experience. These evaluations include Evaluation of Clinical Instructor by the Student, and Evaluation of Clinical Site by the Student.

MASTER LIST OF COMPETENCY EXAMINATIONS

This form identifies **all** of the examinations in which you will be required to successfully achieve competency, and identifies most of the examinations you will encounter during your clinical education period.

CATEGORY I

Fluoroscopy Exam (pick 2)
Upper GI - 2
Barium Enema - 2
Small Bowel - 2
Esophagram -1
Cystogram – 1
ERCP – 1
Myelogram – 1
Arthrogram - 1
Chest – 6
Chest decub -*
Chest 6 yo or younger - 2
Chest wheelchair/stretchers - 2
Abdomen (KUB) - 4
Abdomen (upright) – 4
Abdomen decub -*
FINAL:

CATEGORY III

Foot - 4
Toes - *
Ankle - 4
Lower Leg - 2
Hip – 4
X-Table Lat. Hip - 1
Pelvis - 4
Femur - 2
Knee - 4
Patella - 1
Calcaneus (Os Calcis) - *
Trauma-Lower Extremity - 2
FINAL:

CATEGORY V

Head Studies (pick 1)
Skull – 1
Paranasal Sinuses – 1
Facial Bones – 1
Orbits – 1
Zygomatic Arches – 1
Nasal Bones – 1
Mandible - 1
C-Arm Orthopedic
C-Arm Non-Orthopedic
Mobile Chest
Mobile Abdomen
Mobile Orthopedic
Mobile Pediatric
FINAL:

CATEGORY II

Hand – 4
Finger/Thumb - 1
Wrist - 4
Forearm - 2
Elbow – 1
Humerus - 1
Shoulder – 2
Trauma-Shoulder - 2
Clavicle – *
Trauma – non shoulder - 2
FINAL:

CATEGORY IV

Cervical Spine – 2
Trauma C-spine - 3
Soft tissue neck - 1
Thoracic Spine - 2
Lumbar Spine - 4
Sacrum - *
Coccyx - *
Ribs - 1
FINAL:

Room Orientation
Mobile Orientation

*** - SIMULATION**

ACKNOWLEDGEMENT OF 2015 EDITION OF THE RADIOLOGIC SCIENCE STUDENT HANDBOOK

My signature below indicates that I have read and understand the contents of this handbook. I agree to abide by the policies and procedures outlined and understand that I am responsible for adhering to them.

Student Printed Name _____

Student Signature _____

Date: _____

Reviewed 6/14